

ADDENDUM #1

May 28, 2010

Re: Harrisburg Area Community College
Lancaster Campus Nursing Lab Renovations – M204 & M208
Solicitation #10-48

From: Eastern pcm, LLC
Construction Manager – HACC
645 N. 12th Street, Suite 200
Lemoyne, PA 17043

To: All Planholders

This Addendum is hereby made part of the Plans dated May 3, 2010 and the Project Manual dated May 20, 2010 for the above referenced project. The provisions of this Addendum are intended to supplement the provisions of the Plans and Project Manual and/or supersede them where contradictory thereto.

This Addendum contains changes to the requirements of the Plans and Project Manual. Such changes shall be incorporated into the Plans and Project Manual and shall apply to work with the same meaning and force as if they had been included in the original Plans and Project Manual. Where this Addendum modifies a portion of a paragraph or phrase of the Project Manual, the remaining unmodified portion of the paragraph or phrase shall remain in force.

The conditions and terms of the Plans and Project Manual shall govern work described in this Addendum. Whenever the conditions of work, or the quality or quantity of materials or workmanship are not fully described in this Addendum, the conditions of work etc. included in the Plans and Project Manual for similar items of work shall apply to the work described in this Addendum. If no similar items of work are included in the Plans and Project Manual, the quality of material and workmanship shall be subject to the written acceptance of the Architect.

1.1 PROJECT MANUAL

Specification Section 087100 - Finish Hardware – REPLACE with attached Specification Section 087100 – Finish Hardware.

1.2 DRAWINGS

a. Drawing T.1 – Title Sheet, Symbols, Abbreviations

Refer to Drawing List

ADD the following drawing to the Drawing List: M.1 HVAC New Work Plan

b. Drawing A.1 – Nursing Classrooms Demolition & Floor Plans

Refer to 01/A.1, Demolition Plan, At Room 206 (Classroom), at "EXISTING BASE CABINETS TO REMAIN"

ADD the following note: "Remove existing pegboard above base cabinets. Patch and paint walls as required."

c. Drawing A.1 – Nursing Classrooms Demolition & Floor Plans

1. Refer to 02/A.1, Floor Plan: ADD the attached SK-1 drawing revisions.

2. Refer to Construction Key Notes: ADD the following Construction Key Note:

"07 Install 8' long Cubi-Trac Straight CWANA Model 110-CS Curtain Track Assemblies including 8' of track, (20) 1101 Carriers, (1) 1109 End Stop and (1) 1110 End Stop. Cubicle tracks shall be of 16 gauge extruded, anodized aluminum, entirely, enclosed, except for slot in bottom. Cubicle carriers shall be composed of a non-binding, abrasion-resistant, nylon block supported from self-lubricating bearings by two nylon wheels and contain a free-moving plated swivelhook assembly. Carriers shall be spaced on 6 inch centers. One end of each track shall be fitted with a removable end stop to permit simple carrier replacement. Splicing clamps shall be of anodized aluminum. Manufactured by ADC Hospital Equipment Division of Automatic Devices Company, Allentown, PA, USA.

Install (4) 1178 Ceiling Clips with each 8' long Curtain Track Assembly, mounted every 2'-6" for grid mounting as manufactured by ADC Hospital Equipment Division of Automatic Devices Company, Allentown, PA, USA.

Install (1) Polyester curtain (with 18" mesh) with each 8' long Curtain Track Assembly hanging 15" from floor with 9' ceilings, Model 080900603 Poly 0 9'-0" x 6'-0". Curtains shall be at least 10% wider than the track from which they hang, and shall extend to within 15 inches above the floor. The top hem shall be approximately 1 1/2 inches wide, reinforced and double stitched. Edges shall be turned. Bottom hem shall be double thickness and single stitched. All vertical hems shall be double stitched. Size #0 rolled edge, rustproof grommets shall be fastened in the top hem on 6 inch centers. Manufactured by ADC Hospital Equipment Division of Automatic Devices Company, Allentown, PA, USA.

d. Drawing A.1 – Nursing Classrooms Demolition & Floor Plans

Refer to the Construction Key Notes

ADD the following Construction Key Note in reference to the added SK-1:

"08 Install an I.V. Track Assembly manufactured by Automatic Devices Company, Allentown, PA including the following: (1) 8' length 1100IV Track Channel, (4) 1178 Ceiling Clips, (1) 1109IV End Stop, (1) Removable End Stop, (1) 1185 IV Carrier, and (1) 1187 Adjustable Pendant."

I.V. tracks shall be of 16 gauge extruded aluminum, anodized finish and entirely enclosed except for slot in bottom. IV carriers (one per track) shall consist of plated steel block supported from four nonconductive nylon ball-bearing wheels and equipped with 180 degree twist lock with nylon washer. "Ram's horn" loop shall be provided for attaching pendant to carrier. One end of each track shall be fitted with a removable end stop, or track shall be equipped with splicing clamps with removable gate to permit carrier replacement. Curves shall be formed to a 12 inch radius. No.

1100-I.V. Track and No. 1185 Carrier as manufactured by ADC Hospital Equipment Division of Automatic Devices Company, Allentown, PA. USA.

Adjustable pendant shall be fabricated of 3/8 inch dia. Chrome-plated steel with four 5/16 inch dia. "Ram's horn" arms and a fifth hook at the bottom. Pendant shall attach to a carrier in track by means of a sixth "ram's horn" hook. Push button lock housed in 1 1/2 inch dia. x 4 inch long brushed aluminum handle shall be provided to lower bottle holder assembly. Bottle holder shall be capable of being raised by pushing up on handle without pushing buttons or turning knobs. Standard length: 36 inches. No. 1187 Adjustable IV Pendant as manufactured by ADC Hospital Equipment Division of Automatic Devices Company, Allentown, PA. USA. See Sketch SK-1.

e. Drawing E.1 – Electrical Floor Plan and Specifications

1. Refer to 2/E.1 Second Floor Plan – Power - ADD the attached SKE-1.1 Partial Floor Plan, 1/E1.1
2. Refer to 2/E.1 Second Floor Plan – Power, Notes: ADD the following Note:
 8. Existing Fire Alarm notification appliances shall remain. Relocate device in room 208 as shown on the plan. See sketch SKE-1.1

1.3 CLARIFICATIONS

- a. All fire alarm modifications must be coordinated with and approved by:

Berkshire Systems Group, Inc.
50 South Museum Road
Reading, PA 19607
Contact: David Pursel
Phone: (610) 775-1200

- b. All HVAC controls modifications must be coordinated with and approved by:

Johnson Controls, Inc.
194 Limekiln Road
New Cumberland, PA 17070
Contact: Scott Schmittel
Phone: (717) 712-1804

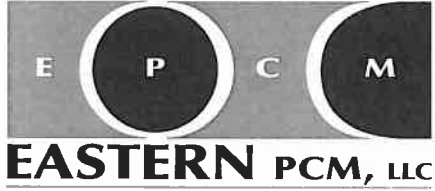
1.4 PRE-BID MEETING MINUTES

Meeting minutes from the Pre-Bid Meeting held on May 25, 2010 are attached and are a part of this Addendum. In the event of a conflict between the information contained in the Pre-Bid Meeting Notes and the Drawings, Specifications and responses to questions contained in this Addendum, the latter shall take precedence.

1.5 ATTACHMENTS

1. Sketch SK-1: Partial Plan: Added detail to Drawing A-1
2. Sketch SKE-1.1: Added detail to Drawing E-1
3. Specification Section 87100 – Finish Hardware
4. Pre-Bid Meeting Minutes dated May 25, 2010

END OF ADDENDUM



Harrisburg Area Community College
Lancaster Campus Nursing Lab Renovations – M204 & M208
Solicitation #10-48

Please sign and return this page, via fax, to Eastern pcm, LLC at (717) 233-1666 indicating receipt of this Addendum.

Addendum # _____ has been received.

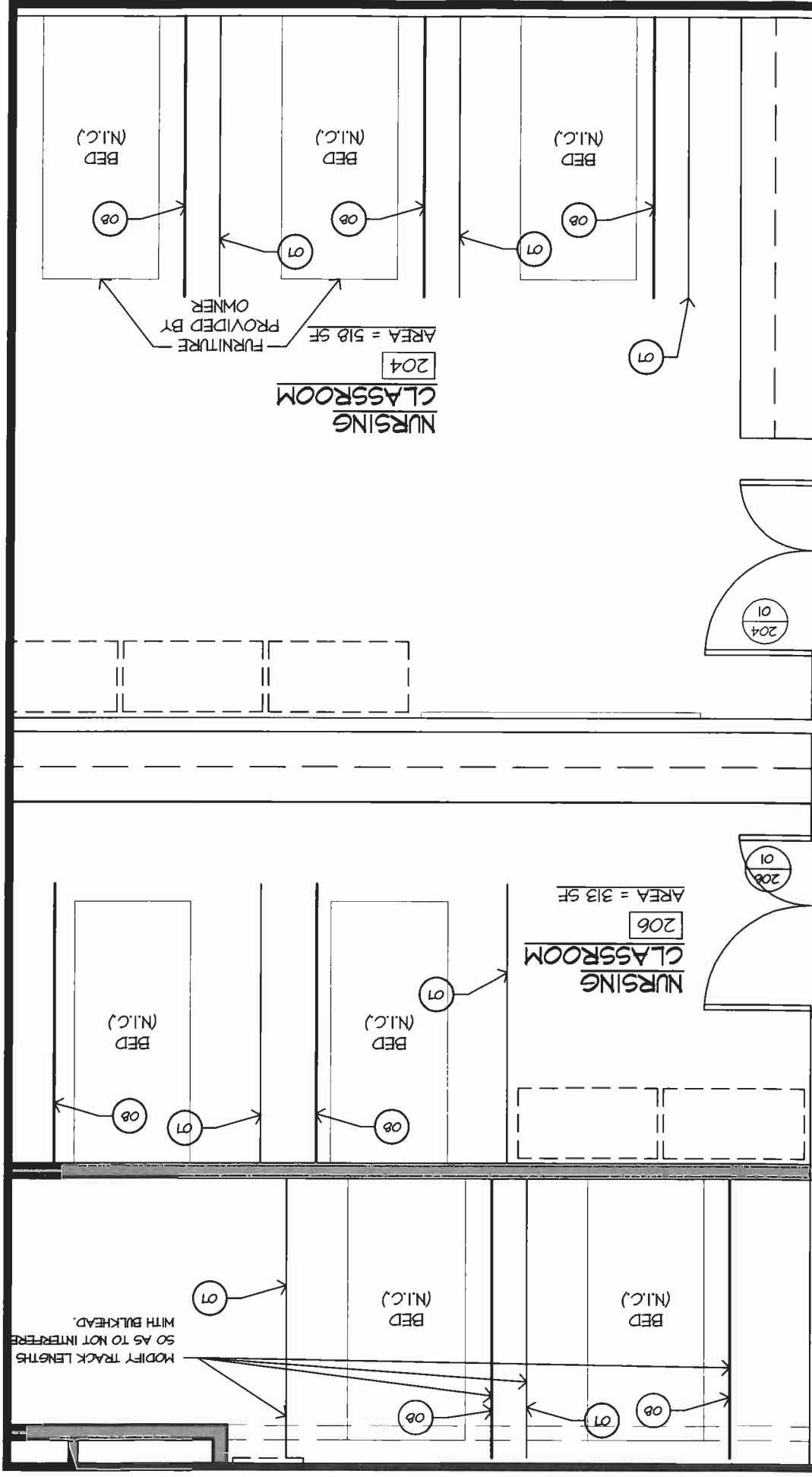
Company: _____
Print Company Name

Received By: _____
Print Name Signature

Date: _____

Please check one:

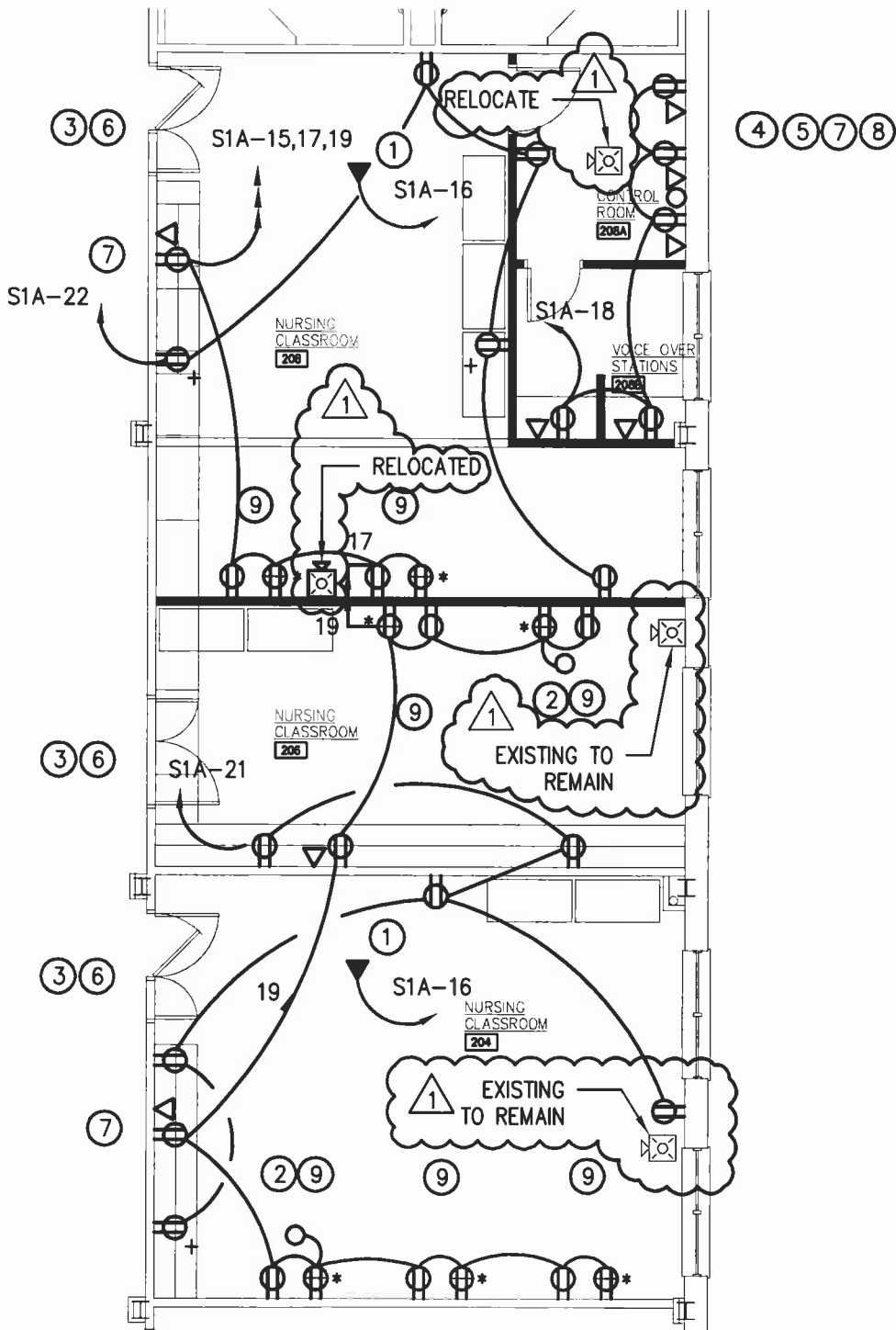
- _____ We are bidding as a prime contractor
- _____ We are not bidding
- _____ We are a sub-contractor



CURTAIN & IV TRACK INSTALLATION PLAN

SCALE: 1/4" = 1'-0"

<p>SIMS architects 600 olde hickory road, suite 301 lancaster, PA 17601 <small>Phone: 717.295.1426 Fax: 717.295.1427</small></p>	<p>PROJECT: HACC NURSING CLASSROOMS</p>	<p>PROJECT NUMBER: 10-06</p>
<p>DATE: MAY 27, 2010</p>	<p>SUBJECT: ADDENDUM #1</p>	<p>SCALE: AS NOTED</p>
<p>TITLE: PARTIAL PLAN</p>	<p>DRAWING REFERENCE: SK-1</p>	



1
E-1.1

PARTIAL FLOOR PLAN

SCALE: 1/8" = 1'-0"

REFER TO DRAWING E-1
DATED 5/3/2010



SHARPE
ENGINEERING, INC.

MEP Consulting Engineers

Sharpe Engineering, Inc.
3801 Germantown Pike | Suite 202 | Collegeville, PA 19426
tel 610.489.8212 | fax 610.489.8213 | www.sharpe-eng.com

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Harrisburg Area Community College
Lancaster Campus

Nursing Classroom Renovations
Main Building

Date:
5/27/2010

Drawing Number:

SKE-1.1

SECTION 087100 – FINISH HARDWARE

PART I – GENERAL

1.01 SUMMARY

A. SECTION INCLUDES:

Furnish all items of finish hardware as specified and listed in hardware sets, and required by actual conditions.

B. RELATED DOCUMENTS:

Drawings and general provisions of contract found in Division 1 apply to this section.

C. RELATED SECTIONS:

1. 06200 – Finish Carpentry
2. 08110 – Hollow Metal Doors and Frames
3. 08210 – Flush Wood Doors
4. 08410 – Aluminum Doors and Frames

1.02 REFERENCES

- A. ANSI A156.xx – Various Performance Standards for Finish Hardware
- B. NFPA80-1999 – Fire Doors and Windows
- C. UL10C – Positive Pressure Fire Tests of Door Assemblies
- D. NFPA-101-2000 – Life Safety Code
- E. IBC 2006 – International Building Code
- F. ANSI-A117.1 – Accessible and Usable Buildings and Facilities

1.03 SUBMITTALS

A. GENERAL REQUIREMENTS:

Submit copies of finish hardware schedule in accordance with Division 1, General Requirements.

B. SCHEDULES AND PRODUCT DATA:

Submit in vertical format as recommended by the Door and Hardware Institute. Clearly show the specified hardware set number at each heading. Furnish four (4) copies of revised schedules after approval for field and file use. Note any special mounting instructions or requirements with the hardware schedule. Include the following information:

1. Handing and degree of swing of each door.
2. Door and frame sizes and materials.

3. Type, style, function, size, and finish of each hardware item.
4. Name and manufacturer of each hardware item.
5. Fastenings and other pertinent information.
6. Explanation of all abbreviations, symbols and codes contained in schedule
7. Mounting locations for hardware when varies from standard.

Submit catalog cuts and/or product data sheets for all scheduled finish hardware.

Submit separate detailed keying schedule for approval indicating clearly how the owner's final instructions on keying of locks has been fulfilled.

C. SAMPLES:

Provide samples of each type of hardware in finish indicated upon request. Items will be returned to the supplier or incorporated into the work within limitations of keying coordination requirements.

D. TEMPLATES:

Furnish a complete list of current templates to the contractor for distribution to necessary trades supplying materials to be prepared for finish hardware.

E. OPERATION AND MAINTENANCE MANUALS:

Upon completion of construction and building turnover, furnish two (2) complete maintenance manuals to the owner. Include the following items:

1. Approved hardware schedule, catalog cuts and keying schedule.
2. Hardware installation and adjustment instructions.
3. Complete set of any special tools required for hardware maintenance and adjustment.
4. Manufacturer's written warranty information.
5. Wiring diagrams, elevation drawings and operational descriptions for all electronic openings.

1.04 QUALITY ASSURANCE

A. SUBSTITUTIONS:

Submit substitution requests as outlined in Division 1, General Requirements. Approval of products is at the discretion of the architect and his hardware consultant.

B. SUPPLIER QUALIFICATIONS:

1. A recognized architectural door hardware supplier who has maintained an office and has been furnishing hardware in the project's vicinity for a period of at least three (3) years.
2. Maintain an office and warehouse facilities to accommodate this project.

3. Employ at least one (1) Architectural Hardware Consultant (AHC) who is available at reasonable times during business hours for consultation about the project's hardware and requirements to the owner, architect and contractor.
4. Hardware supplier must be an authorized factory distributor of all specified products.

C. INSTALLER QUALIFICATIONS:

Firm must have three (3) years experience in installation of similar hardware to that required for this project.

1.05 FIRE-RATED OPENINGS:

1. Provide door hardware for fire-rated openings that comply with NFPA-80 and requirements of authorities having jurisdiction. Provide only items of door hardware that are listed by Underwriter's Laboratories (UL) for use on types and sizes of doors indicated.
2. Project requires door assemblies and components that are compliant with positive pressure and S-label requirements. Specifications must be cross-referenced and coordinated with door manufacturers to ensure that total opening engineering is compatible with UL10C Standard for Positive Pressure Fire Tests of Door Assemblies, and UBC 7-2, Fire Tests of Door Assemblies.
 - a. Make certification(s) of compliance available upon request by the Authority Having Jurisdiction.

1.06 DELIVERY, STORAGE AND HANDLING

A. MARKING AND PACKAGING:

Supplier will package and mark items according to the approved hardware schedule, complete with necessary screws and accessories, instructions and installation templates. Contractor will check deliveries against accepted list and provide receipt for them, after which he is responsible for storage and care.

B. DELIVERY:

1. Deliver all hardware to the project site on the supplier's trucks; direct factory shipments are not allowed unless agreed upon beforehand. Inventory door hardware jointly with representatives of hardware supplier and hardware installer/contractor. Replace shortages at no cost to the owner.
2. No keys, other than construction master keys and/or temporary keys are to be packed in boxes with the locks.

C. STORAGE:

Provide secure lock-up for door hardware. Control handling and installation of hardware items so that completion of work will not be delayed by hardware losses both before and after installation.

1.07 WARRANTY:

A. All items, except as noted below, shall be warranted in writing by the manufacturer against failure due to defective materials and workmanship for a minimum period of one (1) year commencing on the date of final completion and acceptance. In the event of product failure, promptly repair or replace item with no additional cost to the owner.

1. Cylindrical locksets: Five (5) years
2. Door closers: Ten (10) years

PART II – PRODUCTS

2.01 MANUFACTURERS

Only products from manufacturers listed below will be accepted. Obtain each type of finish hardware (hinges, latch and locksets, exit devices, door closers, etc.) from a single manufacturer.

2.02 MATERIALS

A. SCREWS AND FASTENERS

Supply fasteners as required by the door and frame material and conditions. Supply through bolts for exit devices and door closers where required by code and the appropriate blocking or reinforcing is not present in the door to preclude their use.

B. HINGES

Conform to ANSA A156.1. Three-knuckle design, ball bearing. Provide NRP (non-removable pin) at all exterior reverse bevel doors. Unless otherwise scheduled, supply one (1) hinge for every 30" of door height. Provide 4 1/2" x 4 1/2" hinges, except at doors exceeding 36" in width where 5" x 4 1/2" hinges shall be provided. Provide hinges with phillips flat-head screws unless specified otherwise.

- a. Specified Manufacturer: McKinney
- b. Approved Substitutes: Bommer, Hager, Stanley

C. FLUSH BOLTS AND ACCESSORIES

Furnish all manual and automatic flush bolts as specified in hardware sets.

- a. Specified Manufacturer: Rockwood
- b. Approved Substitutes: Ives, McKinney, Trimco

D. CYLINDERS AND KEYING

- 1. Provide manufacturer's standard six pin cylinders.
- 2. KEYING
 - a. Factory grand masterkey and construction key all locks and cylinders into the owner's existing Best key system. Furnish the following key amounts:
 - 1) Two (2) change keys per lock
 - 2) Three (3) grand master keys
 - 3) Six (6) master keys per master level
 - b. Prior to ordering locks and cylinders, hold a keying meeting with the owner's designated agent to determine specific keying requirements. Obtain information on any existing key systems (registry number, keyway, master designations) so new cylinders can be properly integrated. Review the lock functions with the owner at this time, and advise the architect of any owner desired changes.
 - c. Seal master keys and all high-security or restricted keyway blanks in tamper-proof packaged boxes when shipped from the factory. Shrink wrap and imprint the boxes to ensure the integrity of the packaging.

E. LOCKING DEVICES

1. CYLINDRICAL LOCKSETS

- a. Provide locksets conforming to ANSI 156.2 Series, Grade 1 furnished with standard 2 3/4" backset.
 - 1) Specified Manufacturer: Best 93K by 15D Lever Design
 - 2) Approved Substitutes: None – Owner Standard

F. DOOR CLOSERS

1. SURFACE MOUNTED CLOSERS – HEAVY DUTY

Where specified closers must be certified ANSI A156.4 Grade 1, and be adjustable to provide sizes 1 through 6 to comply with ADA requirements. Provide any necessary plates and brackets to suit conditions. Provide closers meeting the requirements of UBC 7-2 and UL10C.

- 1) Specified Manufacturer: Sargent 351 Series

- 2) Approved Substitutes: LCN 4041 Series, Yale 4400 Series

G. DOOR TRIM AND PROTECTIVE PLATES

1. Provide .050 gauge and two (2) inches less full width of door, or as specified. Provide push plates, pull plates, door pulls and miscellaneous door trim as shown in the hardware schedule.
 - a. Specified Manufacturer: Rockwood
 - b. Approved Substitutes: Ives, McKinney, Trimco

H. DOOR STOPS AND HOLDERS

1. WALL MOUNTED DOOR STOPS

- a. Where a door is indicated on the plans to strike flush against a wall, provide wall bumpers.
 - 1) Specified Manufacturers: Rockwood
 - 2) Approved Substitutes: Ives, McKinney, Rixson, Sargent, Trimco

I. SILENCERS

1. Furnish rubber door silencers equal to Rockwood 608 for all new interior hollow metal frames, two (2) per pair and three (3) per single door frame.

2.03 FINISHES

- A. The designations used in schedules and elsewhere to indicate hardware finishes are those listed in ANSI/BHMA A156.18 including coordination with traditional U.S. finishes shown by certain manufacturers for their products.
- B. Provide quality of finish, including thickness of plating or coating (if any), composition, hardness, and other qualities complying with manufacturer's standards, but in no case less than specified by referenced standards for the applicable units of hardware.

PART III – EXECUTION

3.01 EXAMINATION

Contractor is to ensure that the building is secured and free from weather elements prior to installing interior door hardware. Examine hardware before installation to ensure it is free of

defects.

3.02 INSTALLATION

- A. Mount hardware units at heights indicated in the following applicable publications, except as specifically indicated or required to comply with the governing regulations.
 - 1. "Recommended Locations for Builders Hardware for Standard Steel Doors and Frames" by the Door and Hardware Institute (DHI.)
 - 2. WDMA Industry Standard I.S.1.7, "Hardware Locations for Wood Flush Doors."
- B. Install each hardware item in compliance with the manufacturer's instructions. Do not install surface-mounted items until finishes have been completed on the substrates involved.
- C. Mount closers on room side of corridor doors, inside of exterior doors, and on the stair side of stairway doors. If correct mounting location is unclear, consult the architect.

3.03 FIELD QUALITY CONTROL

- A. The hardware supplier shall do a final inspection prior to building completion to ensure that all hardware was correctly installed and is in proper working order.
- B. Prior to installation of electronic hardware, arrange a conference between the supplier, installer and related trades to review materials, procedures, and coordinate related work

3.04 ADJUSTING, CLEANING, AND DEMONSTRATING

- A. Adjust and check each operating item of hardware and each door to ensure proper operation or function of every unit. Replace units that cannot be adjusted to operate freely and smoothly or as intended for the application made.
- B. Where door hardware is installed more than one month prior to acceptance or occupancy of a space or area, return to the installation during the week prior to acceptance or occupancy and make final check and adjustment of all hardware items in such space or area. Clean operating items as necessary to restore to proper function and finish of hardware and doors. Adjust door control devices to compensate for final operation of heating and ventilating equipment.
- C. Instruct owner's personnel in the proper adjustment and maintenance of door hardware and hardware finishes and usage of any electronic devices.

3.05 PROTECTION

- A. Protect all hardware from damage or deterioration both during storage and after it has been installed. Follow the manufacturers' recommendations for storage and care.

3.06 **HARDWARE SCHEDULE**

A. The following schedule is included as a guide in establishing the quality, type, and function of hardware required for each opening, and is not to be construed as all inclusive. Quantities listed are for each pair of doors, or for each single door.

B. Manufacturer's Abbreviations:

1. BE – Best
2. MC – McKinney
3. RO – Rockwood
4. RX - Rixson
5. SA - Sargent

Hardware Set # 1

Doors: 204/01, 208/01

5	Hinges	TA2714 4 1/2 X 4 1/2	26D	MC
1	Electric Hinge	TA2714 4 1/2 X 4 1/2 QC8	26D	MC
2	Flush Bolts	500/550	US26D	RO
1	Electrified Lockset	93K-7DEU15D	626	BE
1	Closer	351 O/P9 (ACTIVE DOOR)	EN	SA
1	Wall Stop	400 (ACTIVE DOOR)	US32D	RO
1	Overhead Stop	# 10 (INACTIVE DOOR)	US32D	RX
2	Protection Plates	K1050 8" x 2" L.D.W.	US32D	RO
2	Door Silencers	608	Grey	RO

Valid card at reader (specified elsewhere in Division 16 Electrical) releases the latchbolt on the lockset allowing entry. Key override. Free egress at all times. Power supply by the card access system.

Hardware Set # 2

Doors: 206/01

5	Hinges	TA2714 4 1/2 X 4 1/2	26D	MC
1	Electric Hinge	TA2714 4 1/2 X 4 1/2 QC8	26D	MC
2	Flush Bolts	500/550	US26D	RO
1	Electrified Lockset	93K-7DEU15D	626	BE
1	Closer	351 O/P9 x Brackets/Spacers (ACTIVE DOOR)	EN	SA
1	Overhead Stop	# 10 (ACTIVE DOOR)	US32D	RX
1	Wall Stop	400 (INACTIVE DOOR)	US32D	RO

- | | | | | |
|---|-------------------|----------------------|-------|-----|
| 2 | Protection Plates | K1050 8" x 2" L.D.W. | US32D | RO |
| 2 | Door Silencers | 608 | Grey | RO\ |
- Valid card at reader (specified elsewhere in Division 16 Electrical) releases the latchbolt on the lockset allowing entry. Key override. Free egress at all times. Power supply by the card access system.

Hardware Set # 3

Doors: 208A/01, 208B/01

- | | | | | |
|---|----------------|----------------------|-------|----|
| 3 | Hinges | TA2714 4 1/2 X 4 1/2 | 26D | MC |
| 1 | Classroom Lock | 93K-7R15D | 626 | BE |
| 1 | Wall Stop | 400 | US32D | RO |
| 3 | Door Silencers | 608 | Grey | RO |

END OF SECTION 087100

- 1.4 A public bid opening will be held at 2:00 PM in Whitaker Hall at the Harrisburg Campus on June 10, 2010.
- 1.5 Questions to Construction Manager (attn: Mark McCammon) in writing via fax or e-mail
- a) EPCM Fax: (717) 233-1666
 - b) EPCM E-mail: epcm@easternpcm.com ;
Re: Nursing Lab Renovations
 - c) Last day for questions: June 4, 2010; By Noon
- 1.6 The owner will obtain the building permit. Contractors are responsible for all trade specific permits, as required.
- 1.7 The standard work hours are Monday through Friday from 7:30am to 5:00pm. Any work that is done outside of those hours must be approved by HACC.
- 1.8 The campus will be in use during the renovations. Contractors must maintain a clean and safe environment, especially in restrooms and common areas where students and employees travel.
- 1.9 Contractors must coordinate security with HACC if they are working outside of the standard work hours.
- 1.10 Materials must be stored inside the work area. The dumpster location will be outside the south entrance to the work area.
- 1.11 Dry sanding is not permitted. Drywall joints shall be wet sponged and wet sanded.
- 1.12 Addenda
- a) Expected to be issued via fax or UPS (depending on size) on the following dates subject to number and substance of questions received:
 - i. Addendum No. 1 – Thursday, May 27, 2010; Will include Pre-Bid Meeting Minutes
 - ii. Addendum No. 2 – TBD, if needed
- 1.13 Site Tour & Questions
- Q: Will the existing VCT flooring remain?
A: Yes
- Q: Is there attic stock available?
A: Yes, the Owner will supply matching VCT Tile and chair rail from attic stock.
- Q: What sign company should be used for interior signage?
A: The Owner will provide all signs.
- Q: Is there designated parking for contractors?
A: No, contractors are to use available parking in the south lot.



Respectfully Submitted,
Kelly Foreman, Eastern PCM, LLC

The above summations are the interpretation of the author as to the items discussed and the decisions reached. Corrections or additions to these minutes are to be made in writing and sent to the attention of the writer no later than 5 days after receipt; otherwise, these minutes will stand as written.

cc: All Attendees

