

March 23, 2020

TO: Tony Constantouros  
General Manager  
Kensington Police Protection Community Service District  
Public Safety Building  
217 Arlington Avenue  
Kensington, CA 94707-1401  
TConstantouros@kensingtoncalifornia.org

RE: **PROJECT STATUS REPORT - UPDATE 3/23/20**  
Seismic Upgrades and Building Alterations, Kensington Community Center

This memo is forwarded to provide an update on the status of the Kensington Community Center project through the current state of construction renovation.

### **Construction Work Progress**

I am pleased to inform you that construction work on the Community Center is almost complete. Although the recent health emergency and Shelter-in-Place order by County and State have caused much uncertainty, it did not affect work on the project greatly. The County building department is still operating and we were assured that inspectors are still available.

Since our last report the greatest change has been the installation of the NanaWall doors, front entry doors and clerestory windows. The temporary plywood barrier at the front elevation has come down. Also completed is the replacement of the few interior doors that were previously damaged and needed changing, the exterior door at Hall and at Pantry. All the emergency hardware and exit signs have been installed. The automatic openers for ADA have also been installed. The window actuators at clerestory windows have been installed, with trim around the windows now complete.

All mechanical, plumbing and electrical have been completed. The exterior lighting, including the new light fixtures at existing pole locations, has been installed.

This past week electrical work that was required for the AV consultant to provide their work was completed. This infrastructure electrical work to run low-voltage AV equipment was included in the original contract. The AV consultant would later hook up the previous system through this infrastructure. However, ASG, the AV consultant, determined that not only was there new work involved to install a projector screen and speakers but all new work needed to be done at the existing panel since everything had been pulled out. Therefore, they needed a new contract with the District. This contract does not fall under this project and will be separately commissioned by the District. Glass Associates and KCK, however, coordinated with them to ensure project intent. The AV installation work, under the separate contract, is yet to be performed.

The fire alarm has been installed. We are still, however, awaiting final hook-up and activation by the fire alarm company and testing by the EC Fire Marshall. There has been a delay with AT&T hooking up a new line dedicated to the alarm. Although it was installed, it is not active. We are in process of sorting out the issue with AT&T. This is the only issue holding up scheduling of final inspection.

**Glass Associates, Inc.**  
*Architecture & Planning*  
337 17th Street, Suite 100  
Oakland, California 94612  
(510) 788-5888  
[www.glassarchplan.com](http://www.glassarchplan.com)

**PROJECT STATUS REPORT**

Seismic Upgrades and Building Alterations, Kensington Community Center

March 23, 2020

Page 2 of 2

With regard to interior finishes, the flooring is largely installed. The flooring subcontractor was to receive the last amount of product last week and is anticipated to install the flooring starting this week at Meeting Room 3 and the base at Main Hall. This will comprise the last of the flooring work.

Cabinets and countertops at Catering Pantry and Meeting Room 1 have been completed. Cabinets in the Main Hall are mostly complete. The subcontractor will come back to finish a few remaining items there.

Another item remaining is installation of name and braille signage at all rooms, restrooms and exit routes. The signs have arrived on site and are awaiting installation since painting was completed last week. The exterior sign letters at front face of building, which will either fall under a Change Order (since it was not included in original project scope) or contracted directly by the District, are still being determined.

Shades for the clerestory windows have been eliminated from the project scope. Shades for the NanaWall doors are still pending. This work may not commence until after the Shelter-in-Place order is lifted.

I trust the above provides you and the Board with an accurate description of the project's status to date. Please let me know if you have any questions.

Very truly yours,

GLASS ASSOCIATES, INC.



Farhat Daud, AIA  
Associate

CC: Sylvia Haçaj, Kensington Police Protection & Community Services District  
Rachelle Sherris-Watt, Kensington Police Protection & Community Services District