

**Updated: 7 January 2002**

**Updated: 3 January 2002**

**Draft Number: 28 November 2001**

## **Punch List, Chemistry Lecture Hall Renovation Project**

The three Chemistry lecture halls have been extensively renovated and the audio-visual systems completely re-installed and updated. Substantial improvement in the functionality and attractiveness of the halls has resulted. We realize that some of the work is not yet complete, but it also appears that some of the work has been neglected or overlooked. Therefore the Renovations Committee decided it was appropriate to create a Punch List of as many incomplete renovation tasks as we could identify in 50 minutes, to create a report on these, and to submit that report to the appropriate people, all in order to ensure the Lecture Halls are complete in every respect, in time for the start of the Spring semester. On 21 Nov 01, we will post this where all Chemistry faculty members can read it and solicit their contributions. We will update the above Draft Number whenever we update the report. Any of us would be happy to elaborate on any of the items in the list.

<b>Punch List Item</b>	<b>12A</b>	<b>12</b>	<b>12B</b>	<b>Comment</b>
Chalkboard ledges	Missing	Missing	Missing	Needed for all boards in each room.
Chalkboard trim	ok	Many pieces missing	ok	
Chalkboard motors	Too noisy	Too noisy	Too noisy	These urgently need to be fixed. Some lecturers are too short to move the boards by hand and thus rely on the motors.
Chalkboard motors	Too slow	Too slow	Too slow	
Chalkboard switches	Operate "backwards"	Operate "backwards"	Operate "backwards"	Currently, toggle "down" to get board to go up. Also, correct the labels.
Chalkboard limit switches not working.	At least four not correctly set.	At least one not correctly set.	At least four not correctly set.	Check all, for both up and down.
Chalkboard eraser cleaner	Share the existing one.	Share the existing one.	Works ok	Responsibility of Chem Dept to find a common installation area. (Patty/Joe)
Main projection screen	Down limit switch not set.	Down limit switch not set.	Down limit switch not set.	Screen is going to be damaged, fix immediately.
Broken Chairs	None	One	One Has been fixed 1/3/02	What mechanism is in place to repair/replace chairs as they break?
Arm Covers	Check all	Multiple ones already missing.	Check all	What mechanism is in place to repair/replace arms as they break?
Data port for lecturer's portable.	Needs to be activated immediately.	Needs to be activated immediately.	Needs to be activated immediately.	CIDDE provides one port per classroom; if a 2nd one is needed, someone else needs to pay for it.
Data port for dedicated computer.	Missing?	Missing?	Missing?	<del>It was not obvious to us whether this port was ever installed.</del>
Switch panel on lecturer's bench	All switches need to be	All switches need to be	All switches need to be	

Gray'd items = Complete

Yellow = Pending from Outside the Chem Dept.

Punch List Item	12A	12	12B	Comment
	labeled.	labeled.	labeled.	
Spot Lights	Check all	One burned out	Check all	
Spot Light Switches	In improper order.	In improper order.	In improper order.	Status, as of 1/3/02, is not known.
Safety Lights	Need key		Need key	P.P. does not have a key; 1/3/02.
Data Projector	Missing. Temp in place until Chem gets one. As of 1/4/02, delivery is est. at 10 days.	Missing. Ok, 1/3/02	Missing. Needs realigned. Ok, 1/4/02.	In all cases, install the data projector so that the image is as low as possible.
Demo camera	Missing	Missing	Missing	Not delivered as of 1/3/02.
Wired mics	Missing	Missing	Missing	Not delivered as of 1/3/02.
Elmo Copy Stand	Hinged box for secure "in-hall" storage needs to be designed and installed.	Hinged box for secure "in-hall" storage needs to be designed and installed.	Hinged box for secure "in-hall" storage needs to be designed and installed.	These devices need to be in the room permanently. Greg (Chem Dept) will work with the Chem Machine Shop to take care of this. Initated, 12/7/01.
Slide projector	Missing	Missing	Missing	
Campus Phone	Missing	Missing	Missing	Install in lecturer's bench, with phone number for CIDDE immediate response team.
Missing front row of chairs.	ok as is	15 chairs missing	ok as is	We feel the missing chairs in 12 must be installed while the missing chairs in 12A and 12B are not really needed.
Railings (added 11-27-01)	Install	Install	Install	The bottom row of chairs in each hall is currently a safety concern due to the large step down immediately in front of that riser. Consult with FM to see if this should remedied by installing a railing and/or the missing chairs in front of that rise.
Top of media closets	Needs finished	Needs finished	Needs finished	
Periodic Table	Missing	Missing	Missing	Chem Dept's responsibility to set one up on each dedicated computer.
Electronics rack	Add padlock Done	Add padlock Done	Add padlock Done	Greg (Chem Dept) will work with the Chem Dept machine shop to do this.
Dedicated computer	Missing File password where?	Missing File password where?	Finished (3D computer installed). File password	Ron (Chem Dept) will take care of this as soon as he is informed of video card requirements.

Punch List Item	12A	12	12B	Comment
			where?	On 1/7, JJG asked Ron to order remaining two cpus.
Computer security	Add padlock	Add padlock	Finished	Ron (Chem Dept) will work with the Chem Dept machine shop to do this.
Keyboard tray	Missing	Missing	Missing	
LCD Monitor	Missing	Missing	Missing	Needed asap so that the computers can be ordered and installed.
VGA Cable	Missing	Available	Missing	Need dedicated VGA cable stored in "mic drawer" for the lecturer's portable.
Remote Mouse	Missing	Available; also extra batteries avail.	Missing	Ron (Chem Dept) will take care of this.
Laser pointer	Missing	Missing	Missing	The Chem Dept should store a laser pointer and spare batteries in the "mic drawer" in each Lec Hall.
Demo camera connector	Check	Check Works, 12/20	Check	Ensure all three demo bench demo camera connectors are identical and functioning.
3D Screen	--	--	Relocate as per separate instructions.	Facilities Management will correct their mistake (set for semester break).
Wireless transmitters	Extra batteries stored w/ mics in lecture halls. Done 12/01.	Extra batteries stored w/ mics in lecture halls. Done 12/01.	Extra batteries stored w/ mics in lecture halls. Done 12/01.	Chemistry department will take care of this. One mic kept in the hall; the second in CSC-232.
Missing transmitters?	No, as of 1/7/02	No, as of 1/7/02	One missing.	E-mail sent to fac on 1/5/02.
Water faucets	Add aspirator	Add aspirator	Add aspirator	Also, ensure a lecturer can safely wash their hands without being splashed. This might require a second faucet.
Hot water	Doesn't work	Doesn't work	Doesn't work	
Paper towel holder	Missing	Missing	Missing	Install near to sink as possible.
Signage	Missing	Missing	Missing	Need prominent sign outside of each lecture hall.
Pencil Sharpeners	Missing	Missing	Missing	Install several in each room; these are necessary for students during exams.
Portable screen	Eliminate	Eliminate	Eliminate	Responsibility of Chem Dept. Most of us feel that these portable screens detract from the attractiveness of the lecture hall. Their function is replaced by the Elmo/Data Computer.

Gray'd items = Complete

Yellow = Pending from Outside the Chem Dept.

<b>Punch List Item</b>	<b>12A</b>	<b>12</b>	<b>12B</b>	<b>Comment</b>
Access panels that were installed for chalk board motor access.	--	Remove as they are not needed.	--	They interfere with projection area.
Floor	Paint	Paint	Paint	The concrete floor in the student seating area should be painted to improve its appearance.
Movable Demo bench	Find separate storage area	--	Find separate storage area	Many lecturers will not need the portable demo bench; they should be easily moved out of the lecture hall when not needed.
Entry Doors "hold openers".	Missing	Missing (both doors)	Missing	
Entry Door Keys	Missing	Missing	Missing	The entry doors have locks installed; we feel these will never be used, but the keys should be in possession of someone in the Chem Dept.
Clock that can be seen by all students.	Missing	--	Missing	Relocate the existing AC clock from above the exit door to the side of the media closet such that it can be seen by all students.
Thresholds	Remove	Remove	Remove	These too tall thresholds on the entry doors present serious safety hazards when wheeling in a cart with demo chemicals. Remove them completely.

<b>Punch List Item</b>	<b>12A</b>	<b>12</b>	<b>12B</b>	<b>Comment</b>
Chalkboard lights shine on overhead screen	Fix	--	Fix	The left set of chalkboard fluorescents lights "bleeds" onto the projection screen since the lights were not installed in their proper location – add a "mask" to reduce this problem.
Dual Hi/Low Projection (added 11-27-01).	Add capability	Add capability	Add capability	Persons in the front rows of the lecture halls might have a hard time seeing the very high projection area. Add the necessary wiring so that a second projector (checked out as needed from the Dept or CIDDE) can be set up to simultaneously project the same image as on the main projection area, on the roll down screen that partially covers the chalkboards. VGA splitter cable?
Wheel to hold polarizers etc in front of dual projectors.	Not needed	Not Needed	Needed, including switch and wiring.	Greg will work with E-Shop to accomplish this. Sketch given to GM 1/7/02.
Key to projection booth.	Not Needed	Not Needed	Needed.	Ed is to provide this to Greg Meisner alone.

- Turn hot water valve on in 12, turn hot water and cold water valve on in 12, water comes out in 12! (Hot water supply is not on.)
- Is it possible for the wireless microphone sound to be taped to the audio cassette system in the electronics rack? This feature would be nice as it would allow us to record our named lectureships. Alternatively, we could use the Chemistry department's wireless mic/transmitter system, have the lecture where two mics, and record on the installed equipment using the electronics rack "inputs".
- The CIDDE engineers removed the Chem department's wireless mic system from CSC-12; we need to recover that equipment.
- Establish a SOP for software installation, update, and general computer maintenance for the three systems in the lecture halls.