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9-11-1972

### Contract - 1972, September 11

Thomas W. Cothran

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SEMI-FINAL CHECK LIST

CL 1 of 4

- File*
1. Slate Roof: On east side, about 2 feet from rear of tower, a piece of slate is missing from first row under ridge. Several slate pieces have broken corners. These are probably not damaged enough to replace the pieces. With a telescope, I could not see any more broken slate.
  2. On east side, above cornice of rear low wing, in corner where brick joins main wall, clean brick, fill joints with mortar and touch up.
  3. In the Rear Court: Earth is up to level of concrete threshold to the east Mechanical Room. Lower earth to 2" to 3" below top of concrete and grade evenly away from this threshold. Caulk around the wall louvers. Fill hole around pipe, thru wall, with mortar, to keep out water.
  4. Install railing, west side of Promenade, on concrete platform. Drill holes for posts. Center railing between present stair rail and brick pedestal.
  5. Windows in Offices do not slide easily. Jamb tracks should have been oiled with linseed oil and not painted. Clean paint from spring cylinders.
  6. Under fan coil units, of east Office, install 3 sided wood frame to close gap between unit and carpet. Unit is around 1" up from carpet, making a dirt pocket. Frame to set in 1/8" from face and sides of unit. Paint same as room trim. Height to be as needed, to fit firmly in place, but not fastened.
  7. Reinstall door bumpers. These were removed temporarily when carpet was laid.
  8. Over head of door, in Womens Toilet, touch up wood mold which was cut for installing arm of door closer.
  9. Clean paint from edges of mirrors in the Toilets.
  10. Drive all hinge pins in after checking doors for proper clearance.
  11. Check bevel of all pairs of doors, to make certain that both doors can be opened, at the same time, without touching.
  12. Hardware: See inclosed copy of "Hardware Punch List" by Mr. Latham, of Delph Hardware Company. Correct all items on this list. Proper operation, of all hardware, to be demonstrated to Mr. Scruggs and Mr. Cothran.



13. In Janitors Closet, off Mens Toilet, clean all lumps from concrete block walls, from floor and up and repaint. Note lumps especially in corners at floor.
14. Clean hand rails in Toilets.
15. Clean coat rods in Narthex.
16. Clean all hardware. No paint to be left on hinges, etc.
17. In Narthex: Fill crack at crown mold miter of pilaster cap on east side of center pair of doors. Fill crack around ornament of pilaster caps and touch up.
18. Clean around edges of all window and door glass to remove any paint or putty which shows outside of wood mold line. Use razor blade to scrape off, in line of wood mold. Make certain that all glass is clean.
19. Removable Rail at Organ: Cut all frame extensions off even with bottom of rail. These projecting pieces extended thru holes in the floor and were not shown on my drawing of the platform, etc. The east side removable rail did not have projections and none are wanted for the west rail. The holes, in the floor, were filled in when the carpet was laid. The rail must be smooth across the bottom. Rail does not bear on carpet but hangs on each side of hand rail.
20. In the Stair: Set all nails in the handrail. Touch up the rail stair where sanded off and discolored. Apply varnish after stain touch up.
21. Install rubber bumper button in top hole of steel door frame of stair door.
22. Clean paint from electric panels in Electric Closet back of platform. Fill hole in floor, by panel, with concrete.
23. Clean all exterior door thresholds. Remove any mortar or caulking stains around these thresholds.
24. Promenade Steps: I have recommended, to Mr. Wagoner, that rowlock, for steps and stretchers under rowlock nosings, be of paving brick. Paving brick is  $3 \frac{5}{8} \times 7 \frac{5}{8} \times 1 \frac{5}{8}$ . Regular brick is  $2 \frac{1}{4}$ " thick. It will be very difficult to find suitable matching regular brick. I shall phone him about acceptance of paving brick and believe that this will be acceptable. We shall also consider advancing the steps 4" or 8" so that less concrete will have to be cut, from under the steps to permit the laying the rowlock as originally detailed. Therefore, do not change the steps until after I talk with Mr. Wagoner. I will then discuss this adjustment at the job, to make certain that there will be no misunderstanding on this matter.



25. The Mechanical Contract is not complete. Fin units have not been installed on the Toilet Walls of the Ground Floor. The system must be tested, demonstrated and instructions given to the College Maintenance Department. Mr. Scruggs and I will examine the system, with Mr. Johnson, when he can inform us that his Contract is complete.

26. The Electrical Contract is not complete. Mr. Scruggs and I will examine the system, with Mr. Caldwell, when he can inform us that his Contract is complete.

27. See copy of letter dated 23 August, from Mr. Wagoner to Mr. Cothran. Note that Laxton has not sent shop drawings for Pastor Signal System to Mr. Wagoner. This system cannot be completed without exact instructions on installation and operation.

By letter of 10 August I requested that Mr. Wagoner have his Engineer to give us catalogue numbers for the Microphone Outlet, Pastor Signal Outlet and Convenience Outlet which are in the floor at the Pulpit. The Pulpit location is now at the front of the Platform. These 3 outlets were shown on Drwg. E-3R. The floor boxes are in and are standard rectangular single boxes about 6" apart. Carpet has been laid. The Engineer must give us the correct catalogue number for these floor outlets and cord plug numbers, before this work can be completed. The Electrical Contractor is not familiar with these requirements and must have instructions from the Engineer. We still have not heard from the Engineer.

28. Install the drain, in the concrete floor under the metal spire at earliest convenience. See correspondence. Let me know when work is in progress on this so that I can discuss this at the job and examine.

29. Install the shutters as soon as these can be delivered. Let me know when work on these is started so that I can discuss at the building and examine.

30. Punch List: This is to remind you again that Punch Lists are for the purpose of assisting your Company in the completion of your Contract. We will appreciate your continued efforts in finding and correcting all defects in materials and/or labor and correcting omissions and departures from the Plans and Specifications, unless specifically authorized. If we find other items, which are in need of adjustment, they will be added to the Punch Lists.

31. Sub-Contracts: The project cannot be considered completed until after all work is complete. Therefore, contact the Sub-Contractors and have them to expedite completion of the Mechanical, Electrical, etc.

32. See letter dated 25 August 1972, from Van Wageningen & Cothran to Mr. Falls.



Thomas W. Cothran

Distribution: 2 copies to Dr. Poston (1 for Mr. Mack) *Given 10-13-72*  
1 copy to Mr. Spangler  
1 copy to Mr. Wagoner  
4 copies to Iaxton Construction Company