

Logo or Name of Architectural Practice

Memorandum

To: Project Architect
From: Job Captain
Subject: ABC Building Renovation
Mechanical Data

Date: September 5, 2009

File/Project No.: 09101

Mechanical Engineer has advised as follows:

1. Mechanical Order of Magnitude Costs

1.1	Ground floor offices	\$6,600
1.2	Boardroom	\$6,600
1.3	Second floor offices	<u>\$11,500</u>
		\$24,700

Note: These costs are exclusive of fees or contingencies.

2. Architectural Requirements for Mechanical

- 2.1 Roof-top AC ducts (3) require holes in roof, roof curbs and enclosures in vertical duct shafts (about 2'-0" x 2'-0")
- 2.2 Furred-in enclosure for ducts allow 20" extensions, six spots cut and patch for each unit.

3. Electrical Requirements for Mechanical

- 3.1 2 1/2 H.P. required for each AC unit noted above.

c. Mechanical Engineer
Electrical Engineer

Method of Transmission: by e-mail only.