

FECHA 24/03/14

LUGAR Contract

CLIENTE Graco

OBRA WTC Free Zone 15th floor

Empresa

Graco
Graco
Contract
Contract

Email

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Integrantes

Bernard Moreau
Gaylord R. Harberts
Gabriel Carpena
Gabriela Carvallo

The following topics were discussed at the meetings held on Monday 17th, Monday 24th, Tuesday 25th March:

- 1) Rack.- Mural rack cabinet will be placed towards coffee area, leaving copy area in open office. Cabinet doors will be ensure ventilation.
- 2) Ceiling heights.- Contract will work in the design of the ceiling in order to achieve a height of 2.60m
- 3) Rolling drawers.- 2 shelves: 1 for filing, 1 standard. Grey melamine finish.
- 4) System furniture.- Oak melamine tops, aluminium structure, grey melamine desk partitions.
- 5) Meeting room table.- 1 large table is preferred with oak melamine top and aluminium structure.
Provide 2 floor power supply ports in meeting room.
- 6) Filing cabinets.- Include one standard filing cabinet for Bernard's office.
Gaylord's filing cabinet will be divided in two 1 half with 2 filing cabinets, 1 half open with one shelf.
- 7) Coffee.- Malba chairs, color to be defined. Black table tops.
- 8) Chairs.- Mesh in open office, Boss in private offices, Ray2 in meeting room.
- 9) Next step.- Free Trade Zone user paperwork will be ready by mid-april.
Contract will update budget and send it along presentation on Monday 31st.