SPI No. *023*

STANDARD PLAN INFORMATION NOTICE

Physical Facilities Department

This notice addresses new information that may be helpful in your work with the meetinghouse standard plan program. Please take time to review the information in order to understand its potential impact on construction work under your stewardship.

Date of Notification: *May 19, 2005*

Information Title:

Window Widths Reminder

Information:

This Notice is a reminder that the new meetinghouse window widths were changed to 2'-8" wide from 2'-6" wide in January, 2005. This change was announced under item #5 of the ***Standard Plan Release Summary Highlights****. This change became effective in SMS on February 4, 2005. All orders for windows received by Purchasing after February 3, 2005, have been and will be filled with 2'-8" size windows* ***unless otherwise notified by the Project Manager****.*

Instructions for Implementation:

Please coordinate closely with Purchasing to ensure the windows you have ordered are the correct size for your building plan. If your building plan requires 2'-6" windows, but the order was not received by Purchasing until after February 3, 2005, the order will automatically be filled with the 2'-8" size windows. Please review carefully the letter you receive from Purchasing in acknowledgment of the Owner Furnished items you have ordered. This letter confirms what has been ordered for your building and is an opportunity to verify that these items are in accordance with the requirements of your building plan.

Contact Todd Sorensen in Purchasing at 801-240-1215 if a change in your order is necessary and 2'-6" windows are required.

Attachments:

None

Distribution:

√	Area Project Managers		AED Division Copy (Bill Williams)		DTA Office
√	Project Managers	√	Standard Plans Section Copy (R. Stenson)	√	David Stokes
	Regional Facilities Managers	√	Purchasing Division Copy (Ron Peterson)	√	Terry Cano
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				√	Mark Shaffer