

# Memorandum

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**To:**

**CC:**

**From:**

**Date:** 7/31/14

**Re:** The Landing

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The attached quote provides a breakdown of the work to be done for the Writing Center in The Landing area of the Daytona campus. The renovations include the following:

- Paint the stage with the college mission statement, logo, and institutional words
- Paint walls

The furniture design for The Landing includes:

- Five three-person high top surface-mounted tables to be placed in elevated along perimeter
- Nine rounded picnic style tables to be placed in both lower and elevated areas
- Twelve planters in various sizes
- Three Pod bench seats in two different sizes
- Continuous bench seating to be placed along lower area perimeter

Based on the quotes we have obtained a budget estimate of \$127,530 for furniture.

We are seeking approval to complete these renovations and are hopeful to determine an acceptable work schedule that will not interfere with our students' learning.