

## MEMORANDUM

**TO:** Asset Manager

**FROM:** A. Valenti, Director of Facilities

**DATE:** October 26, 2023

**SUBJECT:** Meridian Tower HVAC Upgrade Project Plan

This memo confirms the approval of the capital project to replace the primary HVAC system for the Meridian Commercial Tower. The current system's operational costs and failure rate have become untenable.

Your primary objective is to develop a detailed project plan for board approval. The plan must be comprehensive, outlining the full schedule, resource needs, and a detailed budget.

**Key Project Constraints:** \* **Total Budget:** The project must not exceed a total cost of **\$450,000**. \* **Completion Deadline:** The new system must be fully commissioned and operational within **90 days** from the project start date.

Please use the attached task and resource list to build your plan in a standard project management application. The final submission should be ready for review at the next capital projects meeting.