



Memorandum

Date: December 19, 2006

To: Social Sciences Department of Michigan Technological University

From: Superior Research and Engineering

Re: Letter of Transmittal

Superior Research and Engineering, during the fall of 2006, completed the enclosed project. The Academic Office Building Annex Improvement Project's main goal was to research the past, present, and possible future of the Annex. Every effort was made to find sources of information about the history of the Annex. The changes to be made to the Annex were determined after the building's present state was analyzed. This consisted of researching the needs and wants of the Social Sciences Department to create an enhanced working and learning environment through appropriate modifications.

The full results of the project are within the report. The building in its current state was surveyed and accurately drawn. Photographs were taken of the building and the primary areas of concern. Research found a need to update the building to meet both state and national codes. Michigan Technological University's own policies concerning buildings were also addressed. Accessibility of all areas of the Annex to both handicapped and non handicapped individuals was a primary concern. With the needs and wants of the client a set of possible alterations was produced. The alterations are the recommendations by Superior Research and Engineering which fulfill the objectives set by the client.

Superior Research and Engineering thanks the Social Sciences Department for the opportunity to work with them on this challenging project. Every effort was made by Superior Research and Engineering to provide the client with the most accurate and useable set of recommendations within the time span provided.

encl.

Mike Schaut, Project Engineer

"Recognizing the various needs of the client to provide solutions for the future, while preserving the past."