


Courtney Riesterer

From: Courtney Riesterer
Sent: Wednesday, 13 August 2014 2:07 p.m.
To: Sue Morgan
Subject: Mayor Len Brown: Discussion re furniture transfer to 135 Albert Street - Friday 15 August, 4:00pm



Hi Sue

In relation to the Mayoral Office's relocation to 135 Albert, and regarding the Mayor's furniture for relocation, we would be pleased to arrange a meeting for you to discuss and confirm with the Mayor, the furniture requiring moving in November.

The Mayor has time available on Friday 15 August at 4:00 – 4:30pm for this discussion.

We would appreciate your acceptance of this time and look forward to your confirmation or otherwise by return.

With kind regards
Courtney

Courtney Riesterer / Executive Assistant to the Mayor of Auckland
Ph 09 307 7675 | Extn (40) 7675 Mob: 021 702 841
Office of the Mayor, Auckland Town Hall, 303 Queen St, Auckland
Visit our website: www.aucklandcouncil.govt.nz

Andrew Simon Pickering

From: Arron O'Hagan <arron@creativespaces.co.nz>
Sent: Thursday, 14 August 2014 12:37 p.m.
To: Jo Otene; Andrew Simon Pickering; Sue Morgan; Italia Toeleiu; Julian Gonzalez
Subject: RE: Mayoral Office Accommodation Albert Street
Attachments: 2385-0-730.pdf; 2385-0-731.pdf

Hi All,

Attached is a detail floor plan and elevations of the shelving and wardrobes etc provided in the Mayor's Office.

Cheers

Arron O'Hagan
Associate
Creative Spaces Limited
D 09 353 1077 M 021 484 272
E arron@creativespaces.co.nz

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Parnell, Auckland
T 64 9 358 3777
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ARCHITECTS INTERIOR DESIGNERS PROJECT MANAGERS

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From: Jo Otene [<mailto:Jo.Otene@aucklandcouncil.govt.nz>]
Sent: Thursday, 14 August 2014 8:33 a.m.
To: Andrew Simon Pickering; Sue Morgan; Italia Toeleiu; Julian Gonzalez; Arron O'Hagan
Subject: Mayoral Office Accommodation Albert Street

Hi All,

Selection of furniture to be confirmed by the Mayor

AP – Confirmation of any furniture the Mayor would like to relocate (AP)

Thanks and Regards

Jo Otene

Manager Corporate Accommodation
Bledisloe House, 24 Wellesley Street, Auckland
Phone +64 (09) 353 6881 | **Fax** +64 (09) 307 0178
Mobile 027 280 1513
www.aucklandcouncil.govt.nz

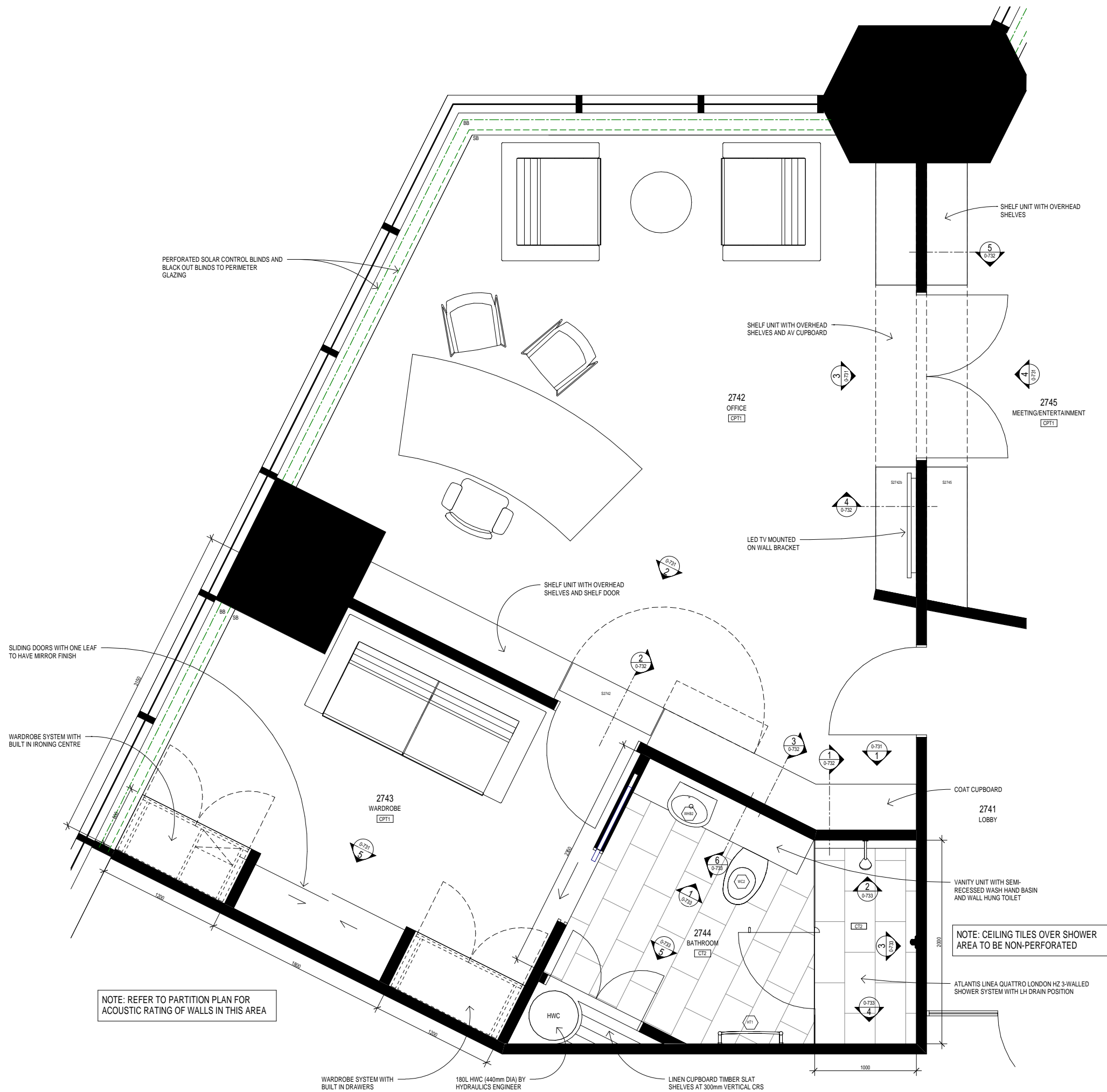
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NOTES

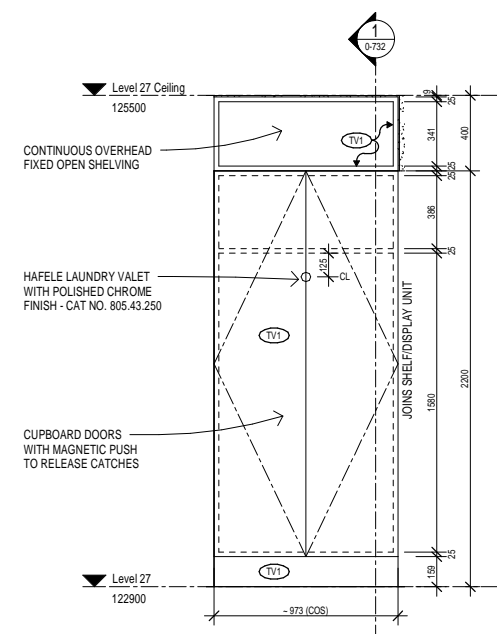
- SITE DIMENSIONS:**
-The Contractor is to verify all dimensions on site before ordering or manufacturing.
- LEGEND SHEETS:**
-Refer to the Symbol Legend Sheets for the key to all symbols and references shown on the drawings.
- ASSOCIATED DRAWINGS AND DOCUMENTS:**
-Refer to the Furniture Plan for configuration, handing and location of individual units.
-Refer to the Furniture Schedule for finishes to individual furniture items.
-Refer to the Specification.
- HARDWARE:**
-All doors to have magnetic push to release catches - no handles - unless noted otherwise.
- INSTALLATION:**
-All units are to be installed level and fixed through the back panels of the carcass.
-All screw caps where required are to be colour matched to the unit.
- FINISHES:**
-Timber veneer finish to unit carcass, tops and doors (where applicable).
-Timber veneer finish to adjustable shelves with matching solid timber clashing to all leading edges.
-Timber veneer finish to unit plinths.

FINISHES LEGEND

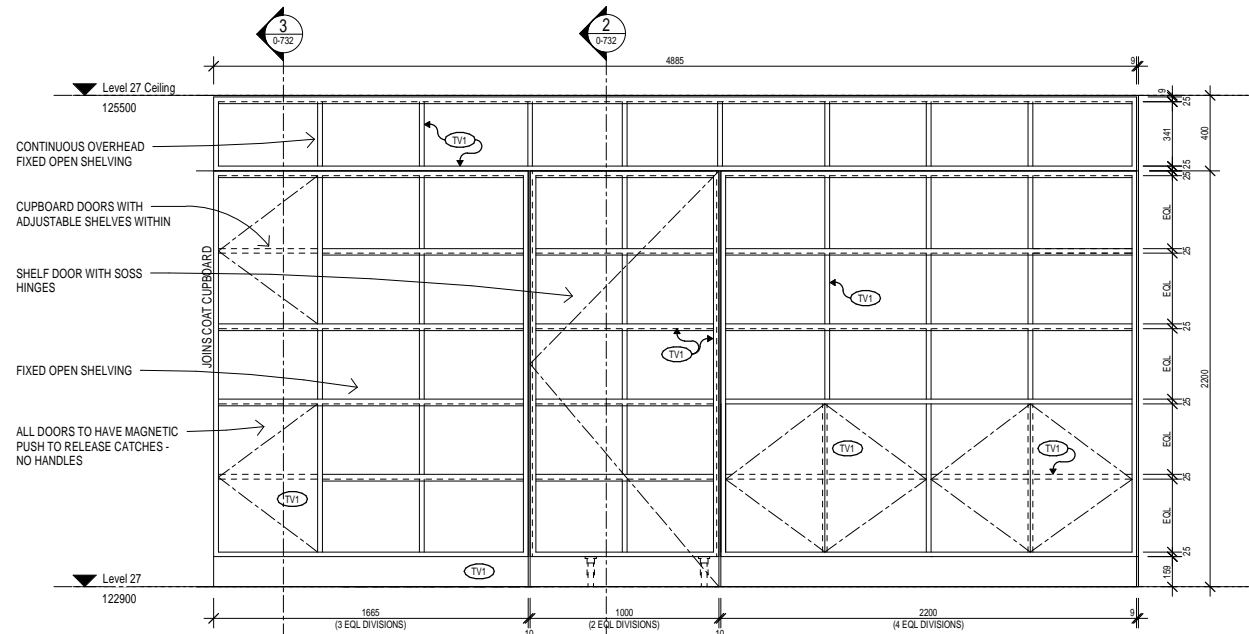
Top - TV1
Carcass - TV1
Doors - TV1
Shelf - TV1
Plinth - TV1

CONSTRUCTION ISSUE

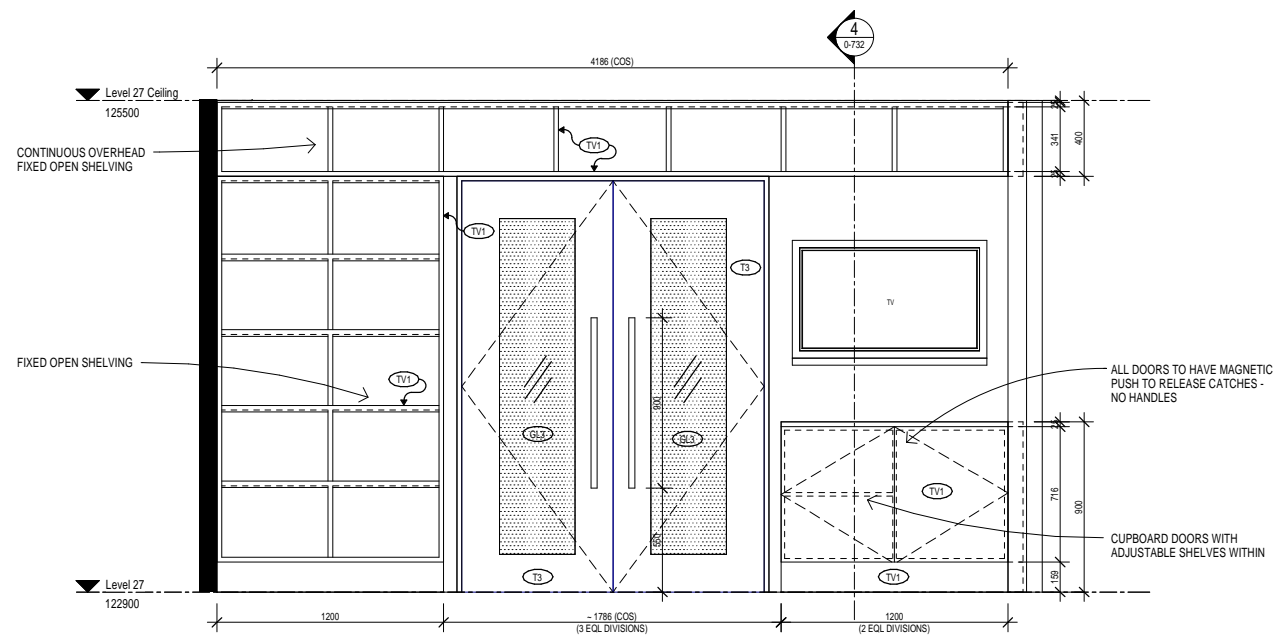
No.	Date	Description
REVISIONS		
ARCHITECTS INTERIOR DESIGNERS PROJECT MANAGERS		
		
Auckland T 64 9 358 3777 F 64 9 358 3838 Wellington T 64 4 473 2901 F 64 4 473 2902 creativespaces.co.nz		
FITOUT FOR		
AUCKLAND COUNCIL		
135 ALBERT ST, AUCKLAND		
LEVEL 27 OFFICE & BATHROOM SETOUT PLAN		
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START DATE	ISSUE DATE	PROJECT LEADER
AUG 2013	23/08/13	KEVIN RUSS
kevin@creativespaces.co.nz		
SCALE @ A1	FILE CODE	PROJECT NO. SHEET NO. REV.
1 : 20	ACC	2385 0-730



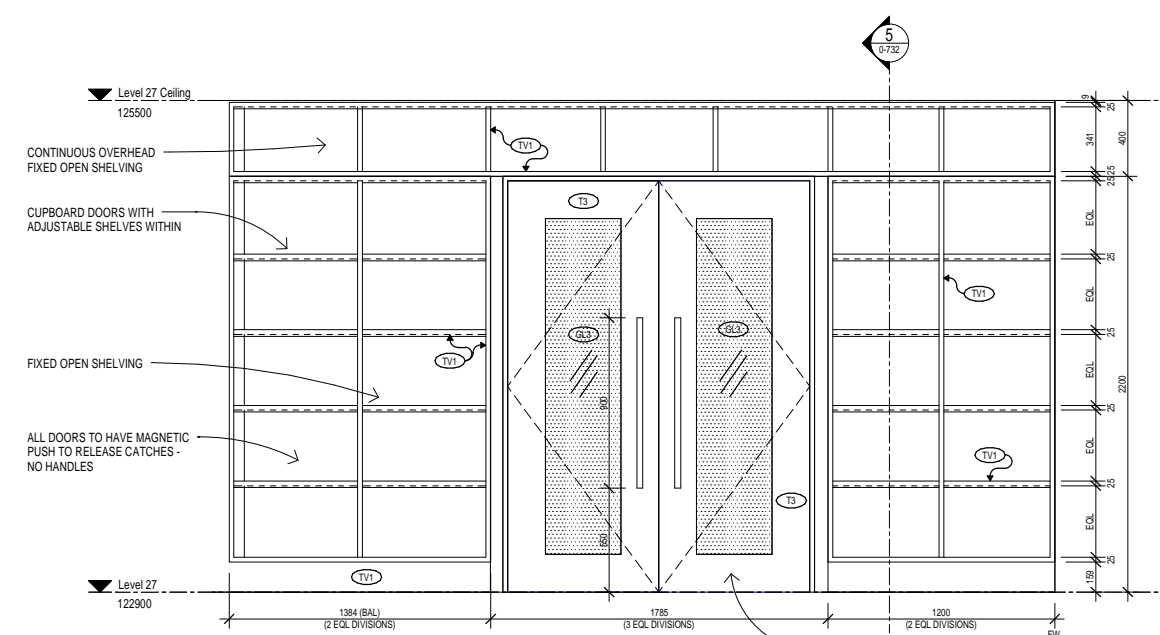
1 ELEVATION - COAT CUPBOARD
0-730 1: 20



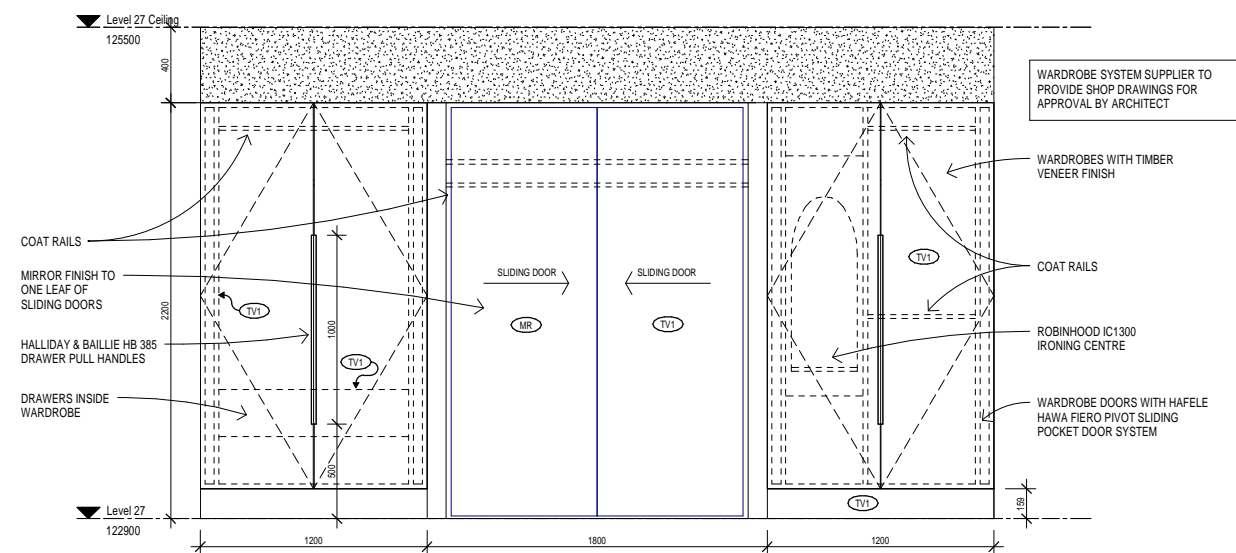
2 ELEVATION - SHELF/DISPLAY UNIT
0-730 1: 20



3 ELEVATION - DISPLAY UNIT S2742
0-730 1: 20



4 ELEVATION - DISPLAY UNIT S2745
0-730 1: 20



5 ELEVATION - WARDROBE
0-730 1: 20

- NOTES**
- SITE DIMENSIONS:**
-The Contractor is to verify all dimensions on site before ordering or manufacturing.
 - LEGEND SHEETS:**
-Refer to the Symbol Legend Sheets for the key to all symbols and references shown on the drawings.
 - ASSOCIATED DRAWINGS AND DOCUMENTS:**
-Refer to the 2385-0-730 for configuration, handing and location of individual units.
-Refer to the Furniture Schedule for finishes to individual furniture items.
-Refer to the Specification.
 - HARDWARE:**
-All doors to have magnetic push to release catches - no handles.
 - INSTALLATION:**
-All units are to be installed level and fixed through the back panels of the carcass.
-All screw caps where required are to be colour matched to the unit.
 - FINISHES:**
-Timber veneer finish to unit carcass, tops and doors (where applicable).
-Timber veneer finish to adjustable shelves with matching solid timber clashing to all leading edges.
-Timber veneer finish to unit plinths.

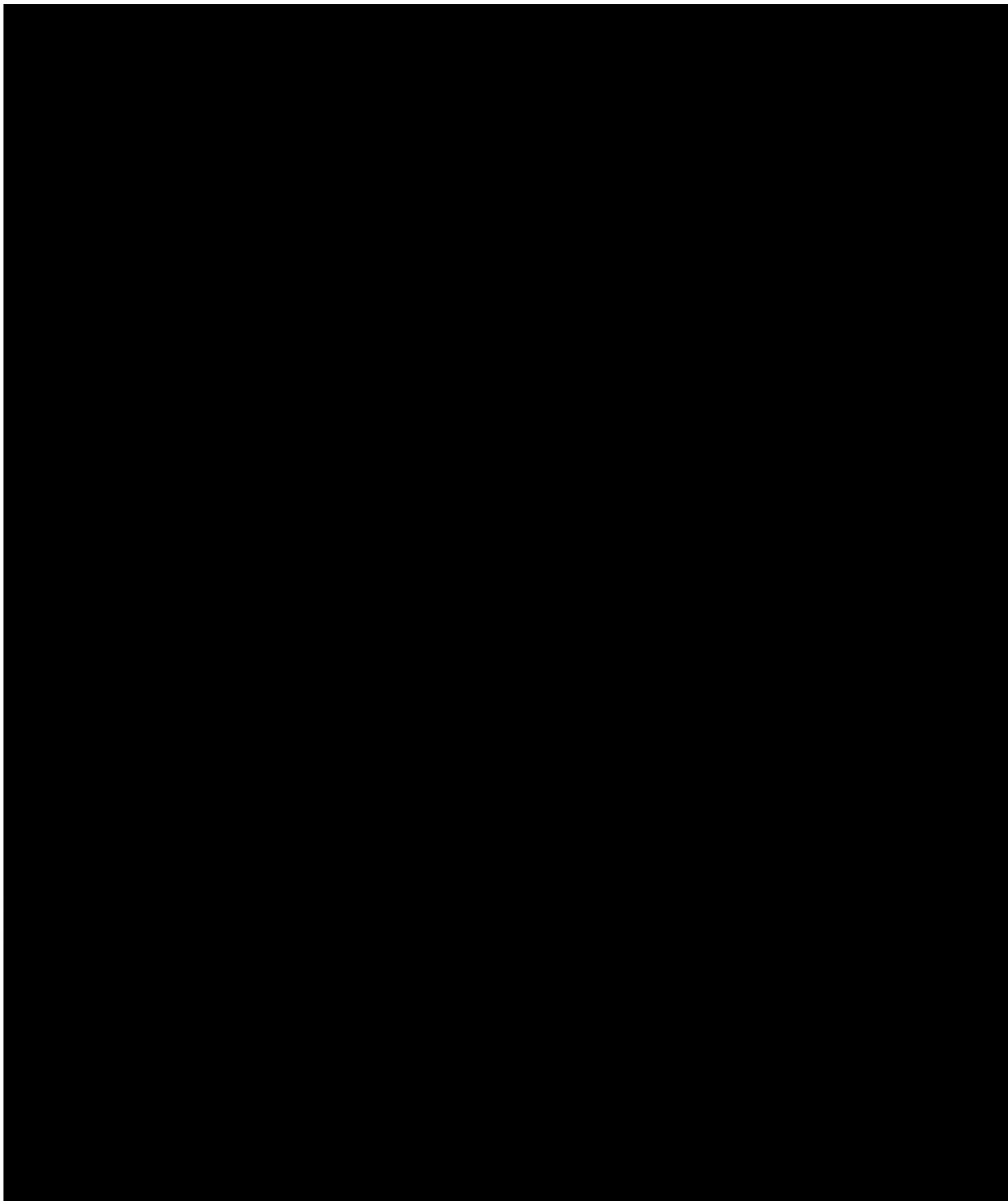
- FINISHES LEGEND**
- Top - TV1
 - Carcass - TV1
 - Doors - TV1
 - Shelf - TV1
 - Plinth - TV1

CONSTRUCTION ISSUE

No.	Date	Description
REVISIONS		
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FITOUT FOR		
AUCKLAND COUNCIL		
135 ALBERT ST, AUCKLAND		
FEATURE SHELVING UNITS ELEVATIONS		
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START DATE	ISSUE DATE	PROJECT LEADER
AUG 2013	23/08/13	KEVIN RUSS
www.creativespaces.co.nz		
SCALE @ A1	FILE CODE	PROJECT NO. SHEET NO. REV.
1: 20	ACC	2385 0-731

Andrew Simon Pickering

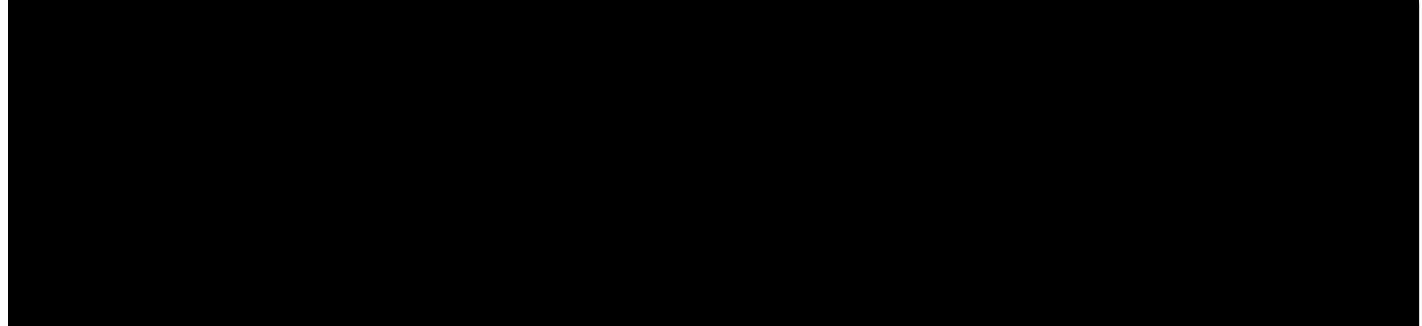
From: Jo Otene
Sent: Thursday, 21 August 2014 11:32 a.m.
To: Arron O'Hagan; Andrew Simon Pickering; Sue Morgan; Italia Toeleiu; Julian Gonzalez
Subject: RE: Mayoral Office Accommodation Albert Street



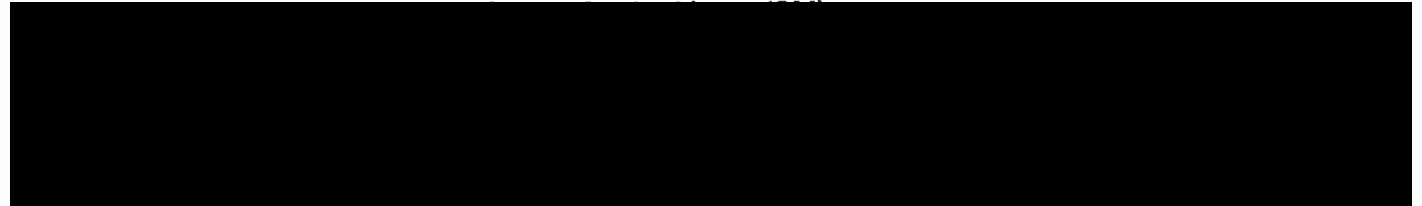
Hi All,



Selection of furniture to be confirmed by the Mayor



AP – Confirmation of any furniture the Mayor would like to relocate (AP)



Thanks and Regards

Jo Otene

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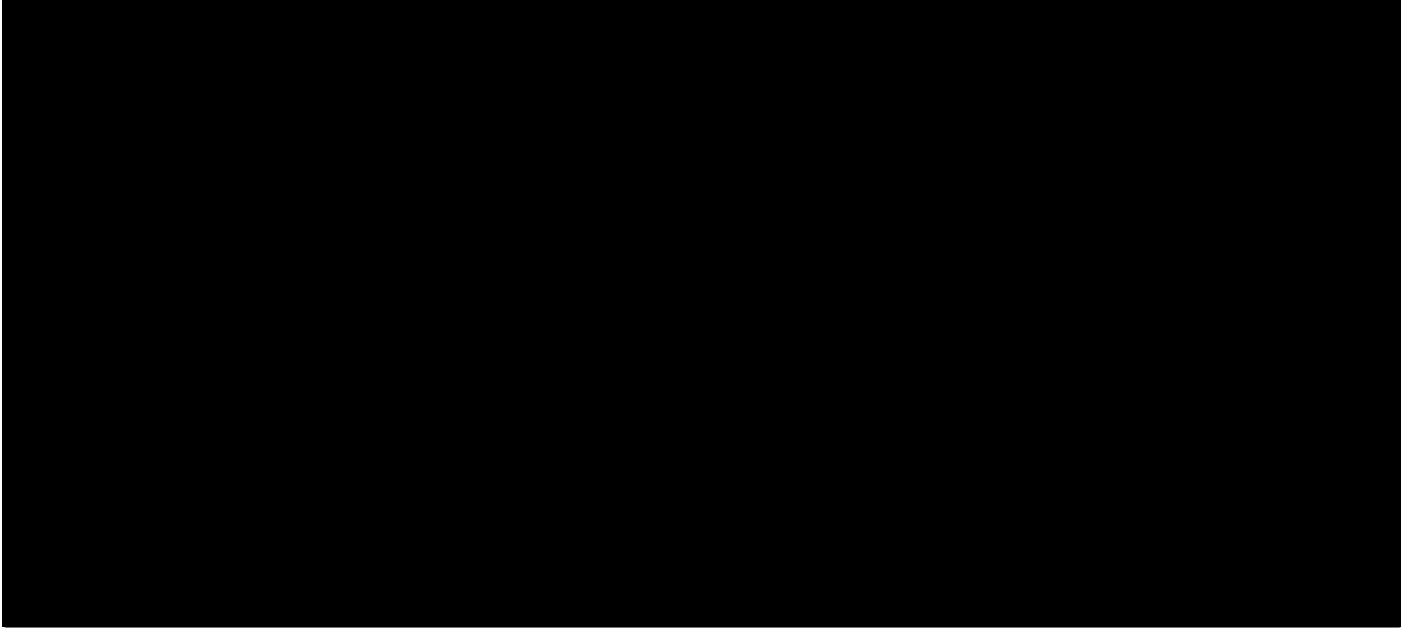
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Andrew Simon Pickering

From: Andrew Simon Pickering
Sent: Tuesday, 26 August 2014 3:45 p.m.
To: Jo Otene
Cc: Sue Morgan; Arron O'Hagan
Subject: RE: 135 Albert - Mayoral Office



Kind regards

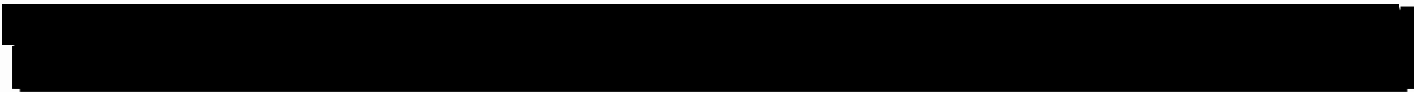
Andrew Simon Pickering | Executive Officer
Office of the Mayor

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Visit our website: www.aucklandcouncil.govt.nz

From: Arron O'Hagan [<mailto:arron@creativespaces.co.nz>]
Sent: Thursday, 7 August 2014 10:26 a.m.
To: Andrew Simon Pickering
Cc: Sue Morgan; Jo Otene
Subject: 135 Albert - Mayoral Office

Hi Andrew,

Following yesterday's meeting I have made some changes to the layout for the Mayoral Office. Best of luck with this one.



Cheers

Arron O'Hagan

Level 3, 2A Augustus Tce

Andrew Simon Pickering

From: Jo Otene
Sent: Monday, 1 September 2014 10:02 a.m.
To: Andrew Simon Pickering; Sue Morgan; Italia Toeleiu; Julian Gonzalez; Arron O'Hagan (arron@creativespaces.co.nz)
Subject: Mayoral Office Accommodation Update
Attachments: 2385-27-202-B.PDF

Hi All,

AP – Confirmation of any furniture the Mayor would like to relocate (AP)

Thanks and Regards

Jo Otene

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Courtney Riesterer

From: Courtney Riesterer
Sent: Tuesday, 9 September 2014 7:43 a.m.
To: Sue Morgan
Subject: RE: Friday meeting with the Mayor

Hi Sue

By way of note, the meeting came up for discussion last Friday and I relayed to the Mayor the two arm chairs per the floor (office) plan and that there isn't presently a matching pair. He suggested the two armchairs that currently sit in the foyer/reception area as being an alternate. Will that work?

Let me know your thoughts.

With thanks & regards
Courtney

Courtney Riesterer / Executive Assistant to the Mayor of Auckland
Ph 09 307 7675 | Extn (40) 7675 Mob: 021 702 841
Office of the Mayor, Auckland Town Hall, 303 Queen St, Auckland
Visit our website: www.aucklandcouncil.govt.nz

From: Sue Morgan
Sent: Tuesday, 9 September 2014 7:27 a.m.
To: Courtney Riesterer
Subject: Friday meeting with the Mayor

Hi Courtney

Just to let you know what's going on, as you may have noticed some meeting forward notifications, Kevin Russ from Creative Spaces would like to attend so that he can assure the Mayor on the question of furniture fitting the new décor and also some suggestions for the 2 armchairs in the Mayor's office. Vidak will no longer attend now that the architect will.

Hope this is OK.

Cheers
Sue

PS Don't forget about a tour of Albert 28 and 29 – just when your schedule suits. ☺

Sue Morgan | Relocation Project Manager
Property Department
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