

Weekly Status Report — Suite 300 Build-Out & Move

Status date: October 16, 2026 | Prepared by: Project Coordinator

Overall health

Amber

Summary

The project is 44% complete against a plan of 49%. 2 tasks are late and 2 are at risk. Forecast cost is \$502,400 against a revised budget of \$515,000 (\$12,600 under). Move-in day is 59 days away.

Completed in the last 7 days

- ✓ Building permit submitted & approved Oct 13
- ✓ Demolition Oct 16

Late or at risk — needs attention

- ISP circuit ordered & install date confirmed — Late (IT Lead)
- Network & AV design — At Risk (IT Lead)
- Furniture vendor selected & PO issued — Late (Project Coordinator)
- Moving company contracted — At Risk (Project Coordinator)

Upcoming milestones (next 60 days)

- Rough-in inspections passed Nov 6
- Network & AV testing sign-off Dec 3
- Final inspection & certificate of occupancy Dec 8

Top risks & issues

- R-01: ISP circuit lead time (45–60 days) may miss the move date (score 20)
- I-01: East-wing floor is out of level; needs leveling compound (score 15)
- I-02: Moving company quote expired; re-bid required (score 12)

Decisions needed from sponsor

- D-01: Approve CO-04 floor leveling (\$4,750) from contingency? — Needed by Oct 20 to protect the drywall start

Overdue action items

- A2: Get a written install date from the ISP carrier — IT Lead Oct 14
- A6: Follow up with architect on RFI-003 — Project Coordinator Oct 15