



Dunwoody Nature Center

Dear Dunwoody Facilities Authority Committee,

I am the Executive Director at the Dunwoody Nature Center. We would like to make a few minor improvements to our office space, such as:

5343 Roberts Drive
Dunwoody, GA 30338
Mailing Address:
P. O. Box 88070
Dunwoody, GA 30356
770.394.3322
DunwoodyNature.org

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- Maximize our storage space in the main building by getting new shelving installed in the closets.
- Move an existing door that is located inside an office to the hallway (to minimize disruption.)
- Remove a sink located in an existing closet
- Paint our offices to help “freshen” and make it a nicer, cleaner environment for the employees

We are fortunate to have a board member that has offered to provide much of the work pro bono (valued at \$10,536) and the balance will be paid with our own funds (estimated at \$4,170.)

Pursuant to section 14 of the Facility Usage Agreement between the Dunwoody Nature Center and the Dunwoody Facility Authority, we hereby request the approval and authorization of the Facility Authority to commence the construction project.

Upon such approval, pursuant to section 15 of the Facility Usage Agreement, we intend to exercise our right to select the specific vendors necessary to design and build the project. Our hope is to begin the construction as soon as possible once all relevant approvals are obtained.

I look forward to making this request in person before the Authority at your convenience. Please advise the next steps.

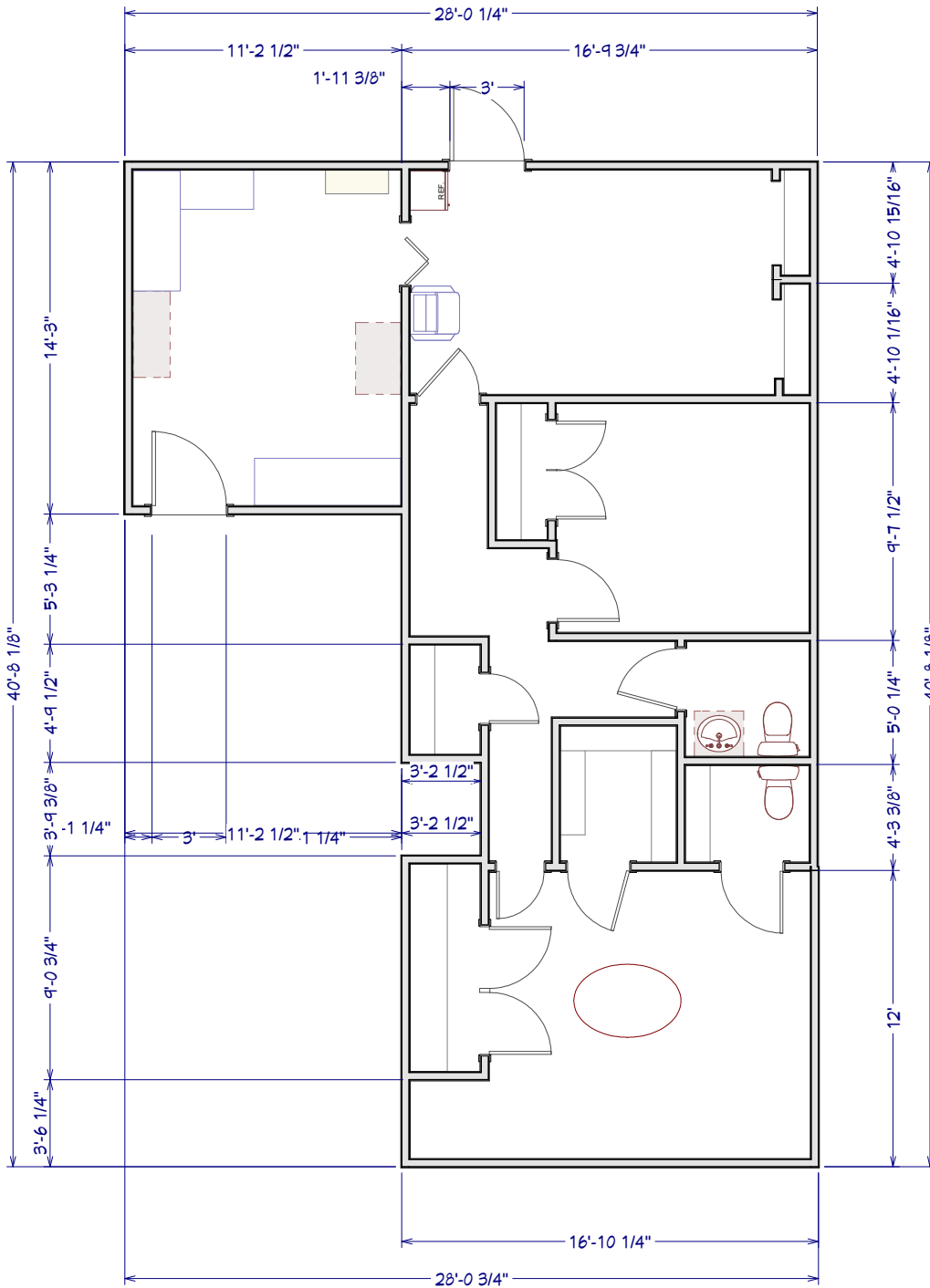
Thank you!

STAFF

- Madhav Dave
Development & Rentals Mgr.
- Laura Deupree
Marketing & Office Mgr.
- Darcy Johnson
Environmental Ed. Mgr.
- Nancy Longacre
Executive Director
- Holly Loscavio
Environmental Ed. Director
- Susan Mitchell
Controller
- Mary O’Kerns
Community Outreach & Facilities Mgr.

Nancy A. Longacre
Executive Director
Dunwoody Nature Center

Dunwoody Nature Center is a
501(c)3 non-profit corporation.
EIN 58-2009823



LIVING AREA
832 SQ FT

A) Remove sink and add cap to sewer line, fix any area disturbed by removal and add shelving to create storage

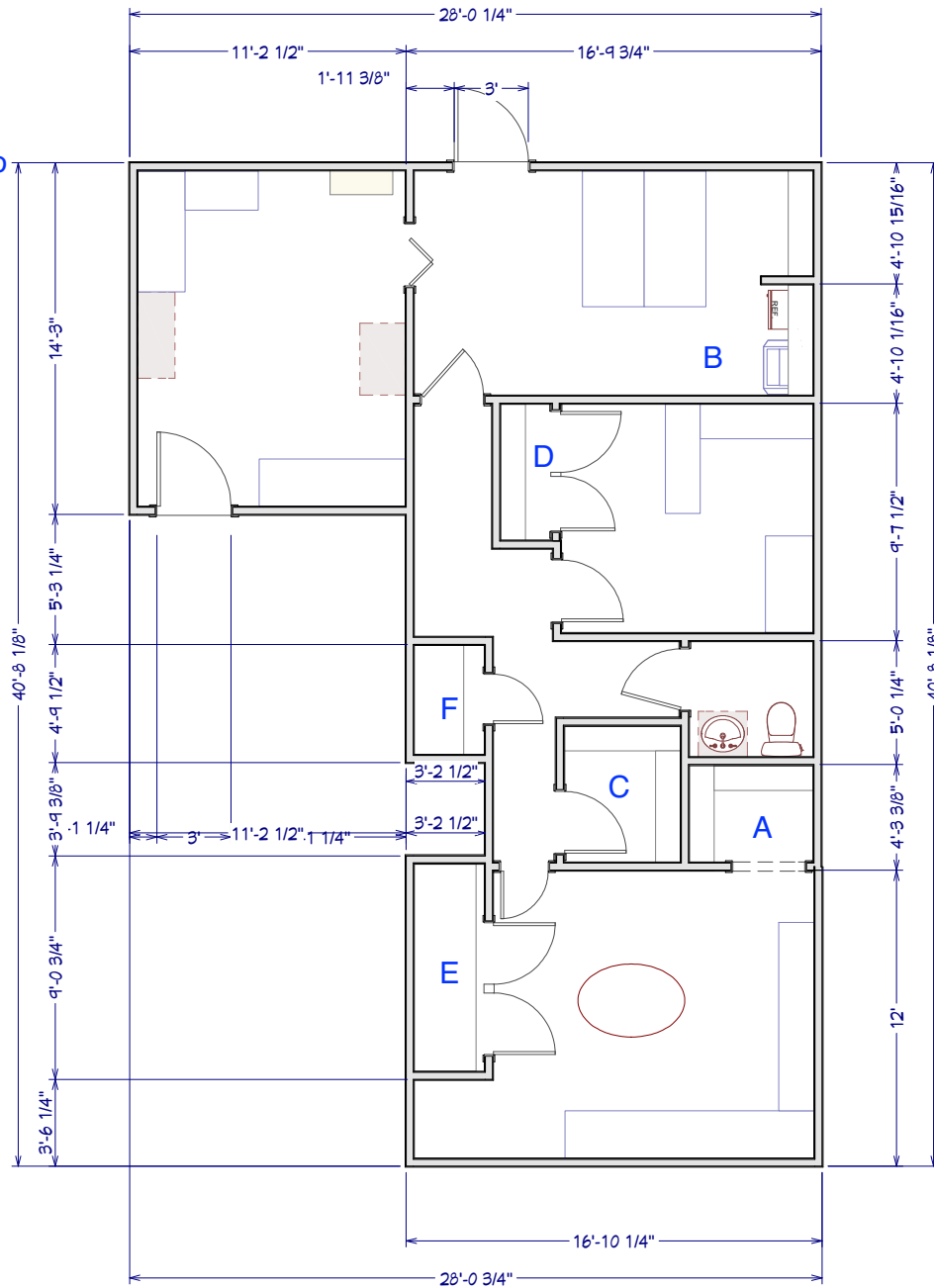
B) Remove old closet frame area and add drywall. Add shelving for storage. Move printer and refrigerator into new space

C) Transfer door from inside room to hallway and repair hole and add shelving where needed

D) Add shelving

E) Add shelving

F) Add shelving



LIVING AREA
832 SQ FT