



Lexington-Fayette Urban County  
Division of Police  
**MEMORANDUM**  
Lexington, Kentucky

DATE OF ISSUE  
June 21, 2012

EFFECTIVE DATE

NUMBER  
BOAC:12-036

**TO:**

Ronnie Bastin  
Chief of Police

**SUBJECT:**

Legistar Entry – Renovation of Restrooms

**FROM:**

Assistant Chief Robert Stack  
Bureau of Administration

The Renovation of the Restrooms for Police Headquarters project has revealed damages and required maintenance that was unable to be predicted. Now that the drywall and lavatories have been removed the contractors have located leaking water lines, rusted cast iron flanges, inoperable shut off valves and the need for the installation of fire stops. These repairs need to be completed while the Urban County Council is on break in order to avoid delays in the project. I am requesting a Blue Sheet in the amount of \$4,826.00 and requesting a double reading on July 10<sup>th</sup>. The accounting line should be 1132-505501-5511-91017.

Attached is the completed contract change order that must accompany the Blue Sheet. Please advise if you have any questions concerning my request.

*Robert Stack*

Assistant Chief Robert Stack  
Bureau of Administration

RS/sc  
Attachment