

Sidewalk Shade Structure Installation Project



Facilities Coordinator Project Portfolio
September 2025 – June 2026

Project Overview

Objective:

Improve employee and visitor experience by providing weather protection and enhanced visibility at key building entrances.

Project Summary:

The project included the installation of three custom awnings at primary pedestrian entrances on the east side of the KPSW facility. The awnings were designed to provide shade and weather protection while improving site aesthetics and entrance identification.

Project Scope

Installation of three custom entrance awnings located on the east side of the main building:

- 1.South Main Entrance
- 2.Canteen Entrance
- 3.North Entrance

Included Work

- Site measurements and fabrication
- Structural installation of awning systems
- Custom fabric installation
- Kairos Power branding integration
- Final inspections and touch-up work

Project Justification

Before Installation

- Limited weather protection at entrances
- High sun exposure during summer months
- Reduced comfort for employees and visitors
- Minimal visual identification of entrances

Project Goals

- Improve pedestrian comfort
- Provide shade and weather protection
- Enhance site appearance
- Improve entrance visibility and wayfinding

Vendor Selection & Execution

Vendor: Top Shade

Scope: Design, fabrication, installation, and final punch-list completion

Vendor Evaluation Criteria:

- Competitive and compliant proposal
- Demonstrated experience with commercial shade structures
- Ability to meet project schedule and site requirements
- Compliance with safety and insurance requirements
- Provided value and suggestions to overall design and installation

Design Selection

Selection Criteria

- Durability in New Mexico climate
- Consistency with Kairos branding
- Low maintenance requirements
- Long service life
- Professional appearance



Budget & Cost Summary

Budget Performance

- Project completed within approved contract value
- No change orders required
- Final invoiced amount aligned with approved scope

Item	Cost
Contract Value	\$55,157.81
Total Invoiced	\$51,250.00
Remaining Balance	\$3,907.81

Project Timeline & Key Milestones

<u>Date</u>	<u>Milestone</u>
Sept 2025	Project identified and vendor outreach initiated
Sept–Nov 2025	Vendor solicitation, bidding, and proposal review
Dec 2025–Feb 2026	Scope refinement and budget planning
Mar 2026	Vendor selected and project approved
Apr 2026	Final design review and fabrication
May 8, 2026	Installation began
June 5, 2026	Installation completed
June 18, 2026	Final punch-list and closeout

Existing Conditions (Before)



South Entrance



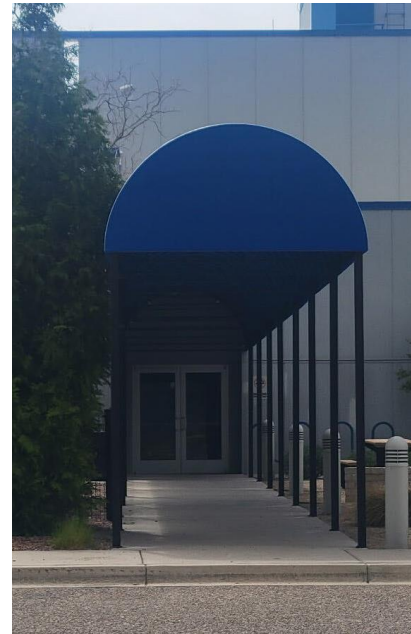
North Entrance

Entrances lacked dedicated weather protection and visual prominence, resulting in direct sun exposure and limited shelter for building occupants.

Completed Installation (After)



South Entrance



North Entrance

Three entrance awnings were installed to provide weather protection, improve pedestrian comfort, and create consistent visual identification across key building entrances.

Project Outcomes

Key Results

- Three entrance awnings installed successfully
- Project completed within planned scope
- Improved employee and visitor experience
- Increased shade and weather protection
- Enhanced site appearance and branding
- Established consistent entrance identification across the facility

Facilities Coordinator Contributions

- Managed vendor solicitation, evaluation, and selection process
- Coordinated project scheduling and stakeholder communications
- Oversaw installation activities, inspections, and closeout
- Tracked project budget, invoices, and contract execution
- Facilitated punch-list completion and final acceptance

Lessons Learned / Closeout

Lessons Learned

- Early site measurements and field verification reduced installation rework.
- Consistent stakeholder communication helped maintain schedule expectations.
- Standardized awning designs simplified fabrication and installation.
- Including final punch-list reviews ensured quality and project closeout success.

Project Summary

Project Summary

- Budget Managed: \$55,157.81
- Final Cost: \$51,250.00
- Project Duration: September 2025 – June 2026
- Entrances Improved: 3
- Status: Successfully Completed

Key Achievement

Successfully coordinated the planning, vendor procurement, installation, and closeout of a \$55K facility improvement project while maintaining budget control, stakeholder alignment, and project schedule.