



CONSTRUCTION MEETING MINUTES

DATE: 4/24/12

Construction Meeting No.: 30
 Project Name: **Keystone Middle School**
 Meeting Location: Job site **2:00 PM**

Present	Distributed	Name	Company
	X	Jay Arbaugh	Keystone Local School District
X	X	Dennis Walter	Keystone Local School District
X	X	Michael Smith	Keystone Local School District
	X	Susan Bement	Keystone Local School District
X	X	David J. Leach	The Cornice Company
X	X	David D. Leach	The Cornice Company
X	X	Brandilyn Fry	The Cornice Company
	X	Ashley Klase	The Cornice Company
	X	John Potter	The Cornice Company
X	X	Mark Moore	FMD Architects
	X	Robb Seders	FMD Architects
	X	Michael DiMaio	FMD Architects
	X	Melanie Friedman	FMD Architects
	X	Nick Baker	GE Baker
		Dan Marrone	Marrone Construction (GE Baker)
	X	Roger Riachi	RFC Contracting
X	X	Brandon Shuster	RFC Contracting
	X	Matt Hileman	RFC Contracting
X	X	Frank Cimino	RFC Contracting
		Dennis Radloff	Accurate Concrete (RFC Contracting)
		Bob Bennett	Firelands Fabrication
X	X	Matt Birch	Giambrone Masonry
		Gino DiPaola	Giambrone Masonry
	X	Thomas Gergye	Custom Fabricators
	X	Sue Relken	Custom Fabricators
	X	Doug Posa	Breckenridge Kitchen Equipment & Design
	X	John Jakuszewski	S.A. Comunale
	X	Tim Cerepak	S.A. Comunale
	X	Mike Purdham	S.A. Comunale
	X	Steve Hendricks	S.A. Comunale
	X	Chris Buckholz	Suburban Process Piping
	X	Steve Shaver	Suburban Process Piping
		Karl Cloen	Suburban Process Piping
X	X	Mark Huston	Bay Mechanical and Electrical Corp.
X	X	Alex Weber	Bay Mechanical and Electrical Corp.
		Ron Brown	Bay Mechanical and Electrical Corp.
	X	Mickey O'Grady	CCG Automation
	X	Anthony Grandstaff	CCG Automation



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I. GENERAL

1. Contractors are responsible for items discussed in the meetings whether they are present or not. Project Managers shall be present at meetings.
2. Safety – Follow all OSHA guidelines.
3. Hard Hat Use – All personnel on site are to wear hard hats. No exceptions. Notices to contractors will be issued if hard hats continue to not be worn.
4. Remember to use appropriate fall protection.
5. Steel erection is occurring. Use caution.
6. Safety rails need to be replaced when removed. Contractors are responsible for their own safety.
7. Rails to be installed at stairs for safety.

II. AMENDMENTS TO PREVIOUS MEETING MINUTES

1. None

III. RFI'S

1. Answered since last meeting: 104-014, 108-017
2. Outstanding: 111-011, 111-012

IV. SUBMITTALS

1. Outstanding submittals:

Submittal	Responsible Contr.	Date Submitted	Return Due Date	Status
105-006: Laboratory Casework Finish Samples	Custom Fab.	4/12/12	4/26/12	In Review
108-037: Stage Curtain Data and Samples	RFC	--	--	RVRS
108-037: Stage Curtain Shop Drawings	RFC	4/12/12	4/26/12	In Review
108-040: Flag Pole Finishes	RFC	4/12/12	4/26/12	In Review
108-041: Telescoping Stands Color Samples	RFC	4/12/12	4/26/12	In Review
108-044: Overhead Coiling Door	RFC	4/12/12	4/26/12	In Review
108-046: Misc. Concrete Items	RFC	4/19/12	5/3/12	In Review
111-012: Intrusion Detect. & Access Control	Bay	--	--	RVRS

2. Submittals requested from Contractors:

Submittal Requested	Responsible Contractor	Date Requested	Date Anticipated

3. Submittal Discussion Items

Item No.	Description	Responsible Party	Open/Closed
SUB.1	Color Selections 11/1/11	All Contractors	Open
	All submittals requiring color or finish selections are required to have hard copy submittals. Color or finish selections cannot be made from electronic submittals.		
SUB.4	Masonry 4/3/12	Giambrone	Closed
	Mock-up reviewed. Brick is ok. Stone color to be revised.		

	4/18/12	Revised stone color needed.		
	4/24/12	Sample brought to meeting. Reviewed and approved by FMD.		
SUB.5	Submittal Log		Cornice	Open
	2/14/12	Cornice is currently updating the submittal log to note outstanding submittals that have not been received. This will be distributed when complete.		
	4/17/12	Submittal log was distributed 4/16 to all contractors. All are asked to review the log and advise if there are corrections.		
	4/24/12	Comments received from RFC and CCG.		
SUB.6	Contractor Requested Submittals		Cornice/RFC	Closed
	4/10/12	Bay requested a hard copy of approved truss submittal in its entirety for coordination in the field.		
	4/24/12	A copy was given to Bay at the project meeting.		

V. PROPOSAL REQUESTS / CHANGE ORDERS

1. Proposal Requests issued since last meeting: None
2. Outstanding Proposal Request Responses:
 - a. PR-011: Responses not received by 4/6/12 were assumed to be \$0.00, except for Custom Fabricators where a credit is expected. Response received from Custom Fab and is under review. Additional information was requested.
 - b. PR-014: Responses due by 4/23/12. Responses not received: RFC, Giambrone, Custom Fabricators, Breckenridge, SA Comunale, Suburban. RFC is working on their response.
3. Outstanding Change Orders: None
4. Change Orders prepared and awaiting signature: 102-02, 109-04, 109-05, 112-01
5. Proposal Request/Change Orders Discussion Items:
 - a. Bay is requesting additional control valves for boilers. Cornice is working on resolution and issuing a change order. Control valves needed at this time have been sent to Bay and expected to be received 4/26.

VI. PROJECT SCHEDULE

Item No.	Description	Responsible Party	Open/Closed
PS.1	Schedules/durations	All Contractors	Open
	4/3/12	Revised schedule issued, but to be updated again with current truss information.	

VII. COORDINATION DRAWINGS

1. Coordination Drawing Discussion Items:

VIII. CONTRACTOR UPDATES

Contract 102 - GE Baker

Item No.	Description	Action Req'd	Open/Closed
102.1	Weekly Progress		Open
	4/17/12	Work complete. Off site.	
	4/24/12	Work complete. Off site.	

Contracts 103 & 108 - RFC Contracting

Item No.	Description	Action Req'd	Open/Closed
103.1	Weekly Progress		Open
	4/17/12	Decking at gym is complete. Fascia angle at gym overhand is in progress. Ventilated nail base will begin on the gym. Prepping the gym floor for concrete pour; pour anticipated for the middle of next week. Trusses on schedule to arrive 4/23 for academic wing. South stairs installation started in academic wing. Steel at 2 nd floor to be set in preparation of truss installation. Setting door frames for masons as necessary. For truss loading revisions, revisions can only be made to the core trusses. Revising academic wing trusses would have resulted in a two week delay and RFC knew that was not desirable. Windows are 9-10 weeks out. A credit is anticipated to revise the gym floor reinforcing from rebar to welded wire mesh. RFC will advise by end of week.	

4/24/12 Trusses delivered and being unloaded. Will begin setting trusses on 4/25. 2nd floor steel is being set. Stairs are being installed. Currently installing rebar in the gym floor. Looking to pour at the end of the week. High winds 4/23 which didn't permit the roofers to start on the gym. Starting now.

Contract 104 - Giambrone Masonry

Item No.	Description	Action Req'd	Open/Closed
104.1	Weekly Progress		Open
	4/17/12	Stage CMU almost complete. Mech Room 159 is complete. Working on bearing walls and corridors at core area. Two weeks to completion for the core bearing walls. Have started to install flashing. Attendance at job meetings is imperative. Stone color is needed ASAP as veneer is becoming critical. Windows are 9-10 weeks out and RFC plans to begin installation as soon as they arrive in order to permanently enclose the building.	
	4/24/12	Focusing on core bearing walls. Core to be complete in two weeks.	

Contract 105 - Custom Fabricators

Item No.	Description	Action Req'd	Open/Closed
105.1	Weekly Progress		Open
	4/17/12	Have not mobilized.	
	4/24/12	Have not mobilized. FMD and Cornice reviewing PR-011.	

Contract 106 - Breckenridge

Item No.	Description	Action Req'd	Open/Closed
106.1	Weekly Progress		Open
	4/17/12	Have not mobilized.	
	4/24/12	Have not mobilized.	

Contract 107 - S.A. Comunale

Item No.	Description	Action Req'd	Open/Closed
107.1	Weekly Progress		Open
	4/17/12	1 st floor academic wing sprinkler piping installation complete. Working in Mech Rm 218. Will hold on gym until concrete is poured and will proceed in gym prior to mechanical duct installation.	
	4/24/12	Work complete at this time. Can start on gym once gym floor is poured and cured for minimum of 7 days.	

Contract 109 - Suburban Process Piping

Item No.	Description	Action Req'd	Open/Closed
109.1	Weekly Progress		Open
	4/17/12	Locker room will be complete by beginning of week of 4/23. Core drilling at 2 nd floor academic wing as necessary. Working on 2 nd floor restroom at academic wing. Pouring housekeeping pads in mechanical room and will begin to set equipment.	
	4/24/12	Following in areas that are available for work.	

Contracts 110 & 111 - Bay Mechanical

Item No.	Description	Action Req'd	Open/Closed
110.1	Weekly Progress		Open
	4/17/12	Continuing installation of branch circuit wiring and duct in the academic wing. Testing ducts on Friday and will air test copper installation as well. In Mech Rm 159, setting gear and pouring pads. Next week will set boilers, pumps, etc. in Mech Rm 159. Will begin rough in in gym after concrete installation. Will begin rough-in at AHU-5 after 1 st floor of academic wing is completed.	

	4/24/12	Equipment in Rm 159 is set. Continuing installation of EMT at 1 st floor academic wing. Will begin installation of electrical service items this week. Copper installation is almost complete. 120# test ok on copper. CUHs set where applicable. AHU-5 duct installation is beginning.		
110.4	Grounding			Open
	3/13/12	Two locations will be required for tie-in for grounding the electrical system. FMD to advise on locations.		
	3/20/12	Bay will coordinate in field. Pricing will be issued for work for issuance of a change order.		

Contract 112 – CCG Automation

Item No.	Description	Action Req'd	Open/Closed
112.1	Weekly Progress		Open
	4/17/12	Bay in need of controls related to AHU-5 (chilled water and reheat coil)	CCG
	4/24/12	Controls sent directly to Bay and expected to arrive 4/26.	

IX. LEED

Item No.	Description	Responsible Party	Open/Closed
LE.1	Documentation	All Contractors	Open
	10/25/11	Refer to specifications for required LEED submittals. All contractors to be continuing to document LEED items as required.	
LE.2	Dumpsters		Open
	11/1/11	Dumpsters have been delivered and sorting and recycling will occur offsite. Documentation will be submitted as it comes for all construction waste.	
LE.4	LEED Online		Open
	4/10/12	99% complete	
	4/17/12	Requested VET and carpeting information from RFC.	
	4/24/12	Requested information from RFC was received. All information has been uploaded.	

X. ISSUES FOR DISCUSSION

A. Old Business

Item No.	Description	Responsible Party	Open/Closed
OB.4	All fill to be compacted and stabilized	All Contractors	Open
OB.5	Foreman Meetings	All Contractors	Open
	3/20/12	Have been established for Mondays at 9 a.m.	
OB.9	Smoking	All Contractors	Open
	11/1/11	Please remind those on site that there is no smoking permitted on school property.	
OB.18	Gas Service Status		Open
	3/27/12	An email was received by Cornice last week from Columbia to update status. Project still on track as discussed previously.	
OB.23	Security Plan for Installed Materials		Open
	4/24/12	No security issues this week.	
OB.26	Street Cleaning		Open
	4/24/12	No issues this week.	
OB.31	Electrical Service Status		Open
	4/3/12	Will try to push date earlier than 6/12/12 once equipment is onsite and set.	
OB.34	Site Cleanliness		Open
	4/17/12	Ongoing. RFC has laborers come in and clean. All contractors are asked to keep the site clean from now on. Masonry debris and mortar splatter is on the floors and needs to be cleaned by Giambrone. Also broken CMU scattered all over site also needs to be picked up.	
	4/24/12	Masons need to clean 2 nd floor academic wing to	

permit lifts for setting trusses and also clean up masonry debris around the site.

OB.37	Fire Treated Lumber			Open
	4/17/12	RFC suggested using pressure treated lumber in lieu of fire treated lumber due to possible warping or twisting. Fire treated is required by code, but FMD and Cornice will look into and advise. FMD has not had issues in the past with fire treated lumber.	FMD, Cornice	
	4/24/12	Fire treated lumber installed at gymnasium.		

B. New Business

Item No.			Responsible Party	Open/Closed
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XI. COMMENTS

- A. Architect** – None
- B. Owner** – None

XII. MEETING INFORMATION

Next meeting will be held on **Tuesday, May 1, 2011 @ 2:00 PM**

The above constitutes The Cornice Company's understanding of discuss which took place during the meeting. Requests for modifications, additions, or clarifications to these meeting minutes should be submitted in writing to this office within five business days. Submissions may be made via email to bfry@thecorniceco.com. Please include references by item number when submitting such requests.