



CONSTRUCTION MEETING MINUTES

DATE: 8/28/12

Construction Meeting No.: 48

Project Name: **Keystone Middle School**

Meeting Location: Job site **2:00 PM**

Present	Distributed	Name	Company
X	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	John Potter	The Cornice Company
	X	Mark Moore	FMD Architects
X	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	Matt Birch	Giambrone Masonry
		Dave Giambrone	Giambrone Masonry
	X	Thomas Gergye	Custom Fabricators
	X	Sue Relken	Custom Fabricators
	X	Doug Posa	Breckenridge Kitchen Equipment & Design
	X	Mike Huddleston	Breckenridge Kitchen Equipment & Design
	X	John Jakuszewski	S.A. Comunale
		Jeremiah Smith	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
X		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
	X	Michelle Thorpe	STAN Engineers



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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. Becoming an issue.
4. Remember to use appropriate fall protection.
5. **Safety rails need to be replaced when removed.** Contractors are responsible for their own safety. The safety rails at Mechanical Room 218 are removed often and not replaced.

II. AMENDMENTS TO PREVIOUS MEETING MINUTES

1. None

III. RFI'S

1. Answered since last meeting: None
2. Outstanding: 111-016

IV. SUBMITTALS

1. Outstanding submittals:

Submittal	Responsible Contr.	Date Submitted	Return Due Date	Status
108-079: Grout, Mortar, Waterproof Membrane	RFC	8/27/12	9/10/12	In Review
108-080: Scoreboard Layout	RFC	8/27/12	9/10/12	In Review
110-047: Louvers	Bay	8/20/12	9/4/12	In Review
113A-001 Furniture Shop Drawings	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-002 Tumbling Mats	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-003 Monitor Carts	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-004 Waste Baskets Paint Samples	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-004A Waste Baskets Metal Samples	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-005 Tables/Bookcases/Chairs Samples	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-006 Desks/File Cabinet Samples	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-007 Health Stool Samples	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-008 Table Samples	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-009 Conference Table Samples	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-010 Clinic Cabinet Samples	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-011 Table/Desks Samples	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-012 Shelving/Workbench Samples	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-013 Task Chairs/ Staff Seating Samples	Tom Sexton & Assoc.	8/13/2012	8/27/2012	In Review
113A-014: Clinic Cot Vinyl Samples	Tom Sexton & Assoc.	8/15/2012	8/29/12	In Review

2. Submittals requested from Contractors:

Submittal Requested	Responsible Contractor	Date Requested	Date Anticipated
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3. Submittal Discussion Items

Item No.	Description	Responsible Party	Open/Closed
SUB.1	Color Selections	All Contractors	Open
	11/1/11 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.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.		

V. PROPOSAL REQUESTS / CHANGE ORDERS

1. Proposal Requests issued since last meeting: PR-016 (Art Room Ceiling)
2. Outstanding Proposal Request Responses:
 - a. PR-016: GE Baker, RFC, Giambrone, Suburban, CFI, Breckenridge, Comunale, CCG, Tom Sexton, Martin, Griffith
3. Outstanding Change Orders: None
4. Change Orders prepared and awaiting signature: 105-03
5. Proposal Request/Change Orders Discussion Items:
 - a. Change order will be issued for costs to foundation damage to Suburban for GE Baker's work.

VI. PROJECT SCHEDULE

Item No.	Description	Responsible Party	Open/Closed
PS.1	Schedules/durations	All Contractors	Open
	8/14/12 RFC has additional comments to the schedule. RFC, Bay, and Cornice met following the meeting to discuss.		
	8/21/12 A revised schedule will be issued soon. Bay asked how contracts will be modified to address any extension in the contract completion date. This will be decided once the schedule revision is complete and agreed upon.		
	8/28/12 The schedule was emailed for review 8/27, distributed at the 8/28 construction progress meeting and is attached hereto. Asphalt date will be corrected to begin 9/17/12. Comments asked for by Friday 8/31. Final schedule to be issued following any comments.		

VII. COORDINATION DRAWINGS

1. Coordination Drawing Discussion Items: None

VIII. CONTRACTOR UPDATES

Contract 102 - GE Baker

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

Contracts 103 & 108 - RFC Contracting

Item No.	Description	Action Req'd	Open/Closed
103.1	Weekly Progress		Open
	8/21/12 Roofers are onsite and finishing shingles. Fascia and soffit material will be delivered next week. Admin framing complete and gyp install will begin soon. Classroom painting – 1 st floor of the academic wing has two coats and tomorrow will begin accents and door frames. Grid installation has begun on the 1 st floor (one classroom). Frost slab and exterior cooler pours will occur this week.		
	8/28/12 Pouring concrete at building entrances. Ridge vent installation ongoing. Overhang work progressing along the west side of the academic wing. Ceiling		

grid and paint complete on the first floor of the academic wing. Paint complete on the second floor of the academic wing. Corridor paint and grid to follow. Exterior cooler pad poured. Rails at stairs to be installed next week – contractors will need to use caution to not damage them when carrying materials to 2nd floor. Curtain wall installation beginning.

Contract 104 - Giambrone Masonry

Item No.	Description	Action Req'd	Open/Closed
104.1	Weekly Progress		Open
	8/21/12	Cleaning of site and removal of equipment is underway. Cornice will call to dress site once misc. equipment moved; to occur next week.	
	8/28/12	Off-site. Site cleaning and dressing begun.	

Contract 105 - Custom Fabricators

Item No.	Description	Action Req'd	Open/Closed
105.1	Weekly Progress		Open
	8/21/12	Deliveries revised for week of 9/24/12.	
	8/28/12	Off site.	

Contract 106 - Breckenridge

Item No.	Description	Action Req'd	Open/Closed
106.1	Weekly Progress		Open
	8/21/12	Off site	
	8/28/12	Off site. Walk-in cooler installation to begin next week.	

Contract 107 - S.A. Comunale

Item No.	Description	Action Req'd	Open/Closed
107.1	Weekly Progress		Open
	8/21/12	On site and completing misc work.	
	8/28/12	Off site. Waiting on ceiling installation to continue.	

Contract 109 - Suburban Process Piping

Item No.	Description	Action Req'd	Open/Closed
109.1	Weekly Progress		Open
	8/21/12	4x5 concrete pad has been requested for the gas meter by Columbia Gas. Continuing with underground storm line installation around building perimeter. The gas line install will occur on Monday. Ready for gas to be turned on at end of first week of September.	
	8/28/12	Underground storm and downspout work complete. Gas line revision work is ongoing and will be complete at the end of next week and ready for gas. Admin area to be complete Thursday. Work will be complete at the end of next week until fixtures are installed.	

Contracts 110 & 111 - Bay Mechanical

Item No.	Description	Action Req'd	Open/Closed
110.1	Weekly Progress		Open
	8/21/12	Elec: Site work and grounding rough-in to be complete at end of next week. In approx. 3 weeks will be ready to set light poles and was ok'd by KLS D to turn on a few lights to provide additional security on site. Continuing with misc. lighting in core as grid install progresses – caught up at this time. Fire alarm (core) and misc. low voltage installation beginning.	
	8/28/12	HVAC: Half of core piping has been tested via water pressure test. Elect: Working on core lighting, power to mechanicals, and site lighting. Admin area is complete. Trailers have been relocated and power reestablished. Misc items to be completed next week	

in the academic wing.
 Mech: Working on insulation at the core and ducts to dormers for AHUs 3 & 5. AHU 2 ducting complete. AHU 4 & 5 piping in progress and misc welding underway. 95% of copper at the core is complete – to be tested soon. Mechanical start up to occur in first week of October.

Contract 112 – CCG Automation

Item No.	Description	Action Req'd	Open/Closed
112.1	Weekly Progress		Open
	8/21/12 On site today. Rough-ins and pulling cable.		
	8/28/12 Must attend meetings.		

Contract 113A – Tom Sexton & Associates

Item No.	Description	Action Req'd	Open/Closed
113A.1	Weekly Progress		Open
	Currently off site. Working on submittals.		

Contract 113B – Martin Public Seating, Inc.

Item No.	Description	Action Req'd	Open/Closed
113B.1	Weekly Progress		Open
	Currently off site. Working on submittals.		

Contract 115 – M.J. Griffith Paving, Inc.

Item No.	Description	Action Req'd	Open/Closed
115.1	Weekly Progress		Open
	Currently off site. Work to begin week of 9/17/12.		

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
	5/8/12 FMD will start a weekly summary for contractor submittals required for LEED to track what has been submitted and what is still required. RFC requested direction on information to be submitted (i.e., recycled content) and if it is to be estimate or actual.		
	8/7/12 Revising documents for resubmission in next week or so.		
	8/21/12 Submitting next week with updates.		
	8/28/12 To be submitted by the end of the week.		

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.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
	8/14/12 Will be onsite 8/16.		
	8/21/12 Gas line installed by Columbia. Suburban is installing house line and will be ready to turn on the end of the 1 st week of September.		

OB.23	Security Plan for Installed Materials		Open
	8/21/12	Suburban had diesel fuel stolen again. Cornice and multiple trades spoke with Lagrange Police and request increased patrols.	
	8/28/12	No issues this week.	
OB.26	Street Cleaning		Open
	8/21/12	Today was a little messy. No complaints. Street sweeper to be scheduled for Friday.	
	8/28/12	Cleaned on Friday.	
OB.34	Site Cleanliness		Open
	8/14/12	Core needs cleaned. Laborer to be onsite to clean before painting begins.	
	8/28/12	Muddy due to weather.	
OB.53	Site		Open
	7/31/12	Site utilities must be complete 9/1 for sidewalk/road layout with exception of underground electric for lighting. Paving to begin 9/15.	
	8/14/12	RFC requested all work at south side to be complete to aid in sidewalk layout (affects Bay and Suburban).	
	8/21/12	South side underground work to be completed this week.	
OB.54	Elevator Pit & Elevator Installation		Open
	8/21/12	Elevator pit is dry. Elevator install to occur mid-Sept. – date to be confirmed.	
OB.61	Bent Metal Issue		Open
	7/03/12	Break metal and insulation needs resolved.	
	8/14/12	FMD to issue confirmation. Resolved.	
	8/28/12	FMD to provide material selection.	
OB.70	Site Remediation		Open
	8/21/12	Ongoing.	
OB.75	Louver above Entry Canopy		Open
	8/14/12	Flashing concern. FMD to issue sketch to Bay. Flashing will be installed after membrane roof. Sketch will be issued after roofing is installed.	
	8/21/12		
OB.76	Ridge Vent		Open
	8/14/12	Ridge vent to be installed in coordination with lighting rod installation.	
	8/21/12	Work to begin the end of this week.	
	8/28/12	Installation is in progress.	
OB.77	Punchlists		Open
	8/14/12	Exterior punch list to be completed by FMD.	
	8/21/12	Exterior punch to occur 8/28 prior to meeting.	
	8/28/12	Rescheduled for next week, 9/4	
OB.78	Outside bell for Fire Protection		Open
	8/21/12	Bay will need direction on location for outside bell for sprinkler system, including power requirements, etc.	
	8/28/12	Cornice to send FMD fire bell cut sheet. Bay needs power requirements from S.A. Comunale.	S.A. Comunale

B. New Business

Item No.		Responsible Party	Open/Closed
NB.79	Art Room Ceiling Revision		Open
	8/28/12	FMD to issue Proposal Request for revisions to Art Room Ceiling due to sound requirements for LEED.	
NB.80	Exhaust Fans – Remote Actuated Dampers		Open
	8/28/12	No wiring is shown on electrical drawings, but shown on control drawings. To be confirmed who's scope they are in.	

XI. COMMENTS

- A. Architect** – Would like to establish a date for a cornerstone ceremony, possibly in October. FMD to coordinate.
- B. Owner** – None

XII. MEETING INFORMATION

Next meeting will be held on **Tuesday, September 4, 2012 @ 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.