



CONSTRUCTION MEETING MINUTES

DATE: 9/18/12

Construction Meeting No.: 51
 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	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	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	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
		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	X	Anthony Grandstaff	CCG Automation
	X	Michelle Thorpe	STAN Engineers
	X	Mike O'Connor	Valley Electric Company
	X	Jim Bluedorn	Valley Electric Company



CONSTRUCTION MEETING AGENDA

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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: None

IV. SUBMITTALS

1. Outstanding submittals:

Submittal	Responsible Contr.	Date Submitted	Return Due Date	Status
114A-001: Horizontal Backbone Cabling	Valley Electric	9/18/12	10/2/12	In Review
114A-002: Equipment Room Fittings	Valley Electric	9/18/12	10/2/12	In Review
114A-003: Horizontal Cabling	Valley Electric	9/18/12	10/2/12	In Review

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	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.		

V. PROPOSAL REQUESTS / CHANGE ORDERS

1. Proposal Requests issued since last meeting: None
2. Outstanding Proposal Request Responses:
 - a. PR-016: Responses not received have been assumed to be zero.
3. Outstanding Change Orders: None
4. Change Orders prepared and awaiting signature: 103-12, 109-07, 111-11, 111-14, 111-15, 111-16, 111-17, 115-01
 - a. 109-07 signed by KLSD and FMD, Suburban has for review.
 - b. 115-01 signed at meeting, waiting for Griffith's signature.
5. Proposal Request/Change Orders Discussion Items: None

VI. PROJECT SCHEDULE

<u>Item No.</u>	<u>Description</u>	<u>Responsible Party</u>	<u>Open/Closed</u>
PS.1	Schedules/durations	All Contractors	Open
	9/11/12	Casework delivery 9/24. Will be installing casework prior to flooring installation in academic wing due to flooring testing being delayed. Final schedule has been posted in the job trailer.	

VII. COORDINATION DRAWINGS

- I. Coordination Drawing Discussion Items: None

VIII. CONTRACTOR UPDATES

Contract 102 - GE Baker

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

Contracts 103 & 108 - RFC Contracting

<u>Item No.</u>	<u>Description</u>	<u>Action Req'd</u>	<u>Open/Closed</u>
103.1	Weekly Progress		Open
	9/11/12	Finishing hanging gypsum board in admin area on Wednesday. 2 nd floor academic wing grid to be completed by the end of the week. Continuing to caulk at the core and will follow with paint. Surveying/layout for curb in progress and to continue through end of week. Curbs complete by mid week next week. Elevator to be delivered tomorrow; elevator installer onsite today. Ext. soffit installation continuing. Windows are now scheduled for 9/19 and are still to be completed by 9/28.	
	9/18/12	Curbs tomorrow. Drywall taping in Academic Wing. Started curtain wall, drywall lid in Core Area. Windows & elevator install; Thursday.	

Contract 104 - Giambrone Masonry

<u>Item No.</u>	<u>Description</u>	<u>Action Req'd</u>	<u>Open/Closed</u>
104.1	Weekly Progress		Open
	9/11/12	Site remediation to occur.	
	9/18/12	Elevator jambs, Art Room infill needs completed.	

Contract 105 - Custom Fabricators

<u>Item No.</u>	<u>Description</u>	<u>Action Req'd</u>	<u>Open/Closed</u>
105.1	Weekly Progress		Open
	9/11/12	Off site. Delivery for 9/24 on schedule. Installation will begin in academic wing and casework will be installed prior to flooring installation to keep all trades moving. Storage for casework in other areas will be designated at the time of delivery – likely to be one of the classrooms.	
	9/18/12	-	

Contract 106 - Breckenridge

<u>Item No.</u>	<u>Description</u>	<u>Action Req'd</u>	<u>Open/Closed</u>
106.1	Weekly Progress		Open
	9/11/12	On site. Cooler have been installed. Overall kitchen plan: RFC to begin installation of overhead doors in two weeks, will paint, install grid, and then tile once other trades out of the area. The kitchen will be ready for equipment installation at that time.	
	9/18/12	-	

Contract 107 - S.A. Comunale

<u>Item No.</u>	<u>Description</u>	<u>Action Req'd</u>	<u>Open/Closed</u>
107.1	Weekly Progress		Open
	9/11/12	On site as necessary as ceiling progresses.	
	9/18/12	-	

Contract 109 - Suburban Process Piping

<u>Item No.</u>	<u>Description</u>	<u>Action Req'd</u>	<u>Open/Closed</u>
109.1	Weekly Progress		Open
	9/11/12	Off site today. Will be onsite tomorrow to meet gas company for gas. Will be off site until ready for fixture installation.	
	9/18/12	-	

Contracts 110 & 111 - Bay Mechanical

Item No.	Description	Action Req'd	Open/Closed
110.1	Weekly Progress		Open
	9/11/12	Continuing with installation of lights and devices in the academic wing. Also installing finish items for mechanical as possible. Working on chiller and misc. copper. Admin rough-in continuing. Duct and piping for AHUs 4 & 5 continuing.	
	9/18/12	Elec: Academic Wing finish continued. Lighting completed. Branch circuits at Core. AHU 4 & 5 hook-up. Temporary lights. Set poles in parking, exterior lights. Mech: Ductwork at Stage, boiler flue, getting ready for start-up. Start-up boiler before October.	

Contract 112 – CCG Automation

Item No.	Description	Action Req'd	Open/Closed
112.1	Weekly Progress		Open
	9/4/12	Preliminary piping and sensor mounting. Need date for internet connectivity once technology contractors on board.	
	9/11/12	On site and installation of controls continuing. Needs to 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 114A – Valley Electric Consolidated, Inc.

Item No.	Description	Action Req'd	Open/Closed
114A.1	Weekly Progress		Open
	9/18/12	Mobilize Monday, TR1 start.	

Contract 114B – All Lines Technology

Item No.	Description	Action Req'd	Open/Closed
114B.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 be pushed to 10/1/12.		

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.	
	9/4/12	Working through one more item and then will resubmit.	
	9/11/12	No updates.	

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.	
	9/11/12	Cornice to send notice that any contractors found smoking in the building will be kicked off site.	
OB.18	Gas Service Status		Closed
	9/11/12	Gas to be turned on tomorrow, 9/12.	
	9/18/12	Gas to be turned on 9/13.	
OB.23	Security Plan for Installed Materials		Open
	9/11/12	No issues this week.	
OB.26	Street Cleaning		Open
	8/28/12	Cleaned on Friday.	
	9/4/12	Next home game is 9/14.	
OB.34	Site Cleanliness		Open
	9/11/12	Site has been cleaned up.	
OB.70	Site Remediation		Open
	9/11/12	Ongoing.	
OB.77	Punchlists		Open
	9/11/12	To be completed following the meeting today.	
	9/18/12	Exterior being typed up.	
OB.78	Outside bell for Fire Protection		Open
	9/4/12	FMD is looking into.	
	9/11/12	Bell to be 24V DC. PTA will provide a sketch.	
OB.80	Exhaust Fans – Remote Actuated Dampers		Open
	9/11/12	To be discussed further.	
	9/18/12	CCG sent to Brandi, Bay to price.	
OB.81	Ceiling Tile		Open
	9/4/12	Ceiling tile for devices will be held until windows are installed and building is conditioned.	
OB.82	Keying Schedule		Open
	9/4/12	Final keying schedule to be provided by RFC for review by KLSD.	
	9/11/12	Cleveland Vicon is still working on and has not given to RFC.	
	9/18/11	Keying schedule distributed to Mike Smith and Jay Arbaugh for review and comment.	
OB.83	Water Intrusion		Open
	9/4/12	Counterflashing at south wall of gym to be installed to prevent water intrusion.	
	9/11/12	True at all locations where counterflashing is to be installed.	
OB.84	Site Pole Anchor Bolt Damage		Open
	9/11/12	Site pole base anchor bolts have been damaged. Cornice will have them fixed and back charge appropriate parties.	
	9/18/12	Heavy damage to 2 bases from masonry deliveries.	
OB.85	Floor boxes in Computer Lab		Open
	9/11/12	Floor boxes in computer lab were damaged by Giambrone's equipment. Bay will repair what they can and the floor will need to be repaired around the boxes. Giambrone to be back charged for damage.	
	9/18/12	Masonry to be back charged prior to closeout.	
OB.86	Device Box Openings		Open
	9/11/12	The openings for the devices in the masonry vary significantly. Some are too large and at some the boxes either stick out or are pushed into the masonry. Bay will install covers for FMD to review. Corrective measures will be taken and Giambrone will be back charged.	

9/18/12

Masonry to be back charged prior to closeout.

B. New Business

Item No.		Responsible Party	Open/Closed
NB.87	CCG & Startups 9/18/12	CCG wants to be notified and be on site for all startups.	Open
NB.88	Toilet Partition Anchors 9/18/12	RFC to change anchors for toilet partitions from stainless steel to aluminum due to potential maintenance issue. In exchange, piano hinges to be provided for all lockers.	Open
NB.89	Dormer Access 9/18/12	Dormer Access to start Thursday and should take a few days to complete.	Open

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 25, 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.