



CONSTRUCTION MEETING MINUTES

DATE: 6/7/11

ADMINISTRATIVE

Construction Meeting No.: 1

Project Name: **Keystone Middle School**

Meeting Location: Job site **1:30 P.M.**

Attendees:

Mike DeLouise, The Cornice Company

David J. Leach, The Cornice Company

Wes Stein, The Cornice Company

Nick Baker, G.E. Baker Construction

Dennis Walter, Keystone Schools

Michael Mi, FMD Architects

Brandi Fry, FMD Architects

Jay Arbaugh, Keystone Superintendent

Michael Smith, Keystone Schools

I. GENERAL AGENDA

- A. Contractors are responsible for items discussed in the meetings whether they are present or not. Project Managers should be present at meetings.
- B. Discuss Construction Schedule.
- C. Safety – Please follow all OSHA guidelines.
- D. Discuss materials needed for job
- E. Discuss Permits
- F. Keep lines of communication from Contractor to Construction Manager to Architect

II. WORK PROPOSED FOR THE NEXT TWO WEEKS

G.E Baker

1. Earthwork
2. Utilities
3. Review the Headwall credit
4. Supply RFI on seed spec

III. SUBMITTALS

1. Submittals for Sanitary, Storm, and Water lines were returned to G.E. Baker
2. Submittal for Silt Fence was returned to G.E. Baker

IV. SCHEDULE

1. Job trailer to be delivered next Tuesday
2. Precast will begin two weeks after submittals returned
3. Next week Curb cuts and Silt Fence

IV. ISSUES FOR DISCUSSION

June 7, 2011

1. Discuss headwall prices
2. Conversions and e-mails for surveying
3. Submittals for GE Baker Sanitary and Storm Sewers, Waterline and Silt Fence
4. FMD to provide FTP site login information to G.E. Baker

A. New Business

V. COMMENTS

Architect –

VI. MEETING INFORMATION

Next meeting will be held on. Tuesday June 14 1:30pm