



CONSTRUCTION MEETING AGENDA

DATE: 6/14/11

ADMINISTRATIVE

Construction Meeting No.: 1

Project Name: **Keystone Middle School**

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

Attendees:

David J. Leach, The Cornice Company

Wes Stein, The Cornice Company

Mike DeLouise, The Cornice Company

Nick Baker, G.E. Baker Construction

Dennis Walter, Keystone Schools

Michael DiMaio, FMD Architects NP

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. 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- will provide

III. SUBMITTALS

1. Returned Aggregate Submittal
2. Hand over Pre cast submittal E-mailed 6-9-2011 followed up 6-10 with phone call

IV. SCHEDULE

1. Job trailer to be delivered next Tuesday
2. Status of Pre Cast Delivery
3. Curb cuts and Silt Fence
4. Construction Drive
5. Full mobilization Monday
6. Survey for Sanitary complete

IV. ISSUES FOR DISCUSSION

- A. **New Business**

V. COMMENTS

Architect –

VI. MEETING INFORMATION

Next meeting will be held on. Tuesday June 21, 1:30pm