



## CONSTRUCTION MEETING MINUTES

DATE: 10/18/11

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### ADMINISTRATIVE

Construction Meeting No.: 3

Project Name: **Keystone Middle School**

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

Jay Arbaugh, Keystone Middle School  
Mike Smith, Keystone Middle School  
David J. Leach, The Cornice Company  
Michael DeLouise, The Cornice Company  
Ashley Klase, The Cornice Company  
Brandilyn Fry, The Cornice Company  
AJ Allshouse, FMD Architects  
Michael DiMaio, FMD Architects **NP**  
Mark Huston, Bay Mechanical  
Nick Baker, GE Baker **NP**  
Alex Weber, Bay Mechanical

Matt Birch, Giambrone Masonry  
Matt Kelly, Giambrone Masonry  
Thomas Gergye, Custom Fabricators **NP**  
Sue Relken, Custom, Fabricators **NP**  
Doug Posa, Breckenridge **NP**  
Brandon Shuster, RFC Contracting  
John Jakuszewski, S.A. Communale **NP**  
Steve Shaver, Suburban Process Piping  
Karl Cloen, Suburban Process Piping **NP**  
Dan Marone, GE Baker **NP**

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### I. GENERAL AGENDA

- A. Contractors are responsible for items discussed in the meetings whether they are present or not. Project Managers shall be present at meetings.
- B. Construction Schedule- All schedules/durations are to be submitted ASAP
- C. Safety – Follow all OSHA guidelines.
- D. **LEED Documentation**

### II. AMENDMENTS TO PREVIOUS MEETING MINUTES

1. Kitchen underground layout drawings are needed ASAP
2. RFC Contracting- Edit Doors within two weeks to: Steel Embed drawings within two weeks

### III. RFI'S

1. Answered last week: 102-002, 104-002, 108-001, 109-005,109-006,109-008,109-009
2. Outstanding: 104-003,109-007

### IV. SUBMITTALS

1. Submittals requested from all contractors
2. Outstanding submittals: 109-010, 109-011, 111-004
3. Requested Submittals:
  - a. Reinforcing steel shop drawing- ASAP- RFC
  - b. Grease interceptor- ASAP- Suburban
  - c. Masonry embeds and elevator to be issued this week (10/21/11)- RFC
  - d. Door and hardware anticipated next week (10/28/11)- RFC
  - e. Waiting on concrete- RFC
  - f. Kitchen Equipment ASAP particularly the trough drain submittal.- Breckenridge

### V. PROPOSAL REQUESTS / CHANGE ORDERS

1. Issued in last week: Proposal Request 003
2. Outstanding: Proposal Request 003
3. Responses to Proposal Request No.'s 001 and 002 needed from all contractors ASAP.

**VI. WORK PROPOSED FOR THE NEXT TWO WEEKS**

**Contract 102- GE Baker**

1. Continue on foundation work 75% now, complete in one week (10/25/11)
2. Proceeding to gym and office area footings

**Contract 103 & 108- RFC Contracting**

1. List of Subcontractors
2. Dumpsters will be out next week (10/24/11)
3. Concrete subcontractor must be provided within one week (10/25/11)

**Contract 104- Giambrone Masonry**

1. Block work- core, gymnasium

**Contract 105- Custom Fabricators**

**Contract 106- Breckenridge**

**Contract 107- S.A. Communale**

**Contract 109- Suburban Process Piping**

1. Mobilized 10/17/11 and will start digging 10/19/11
2. 75% of fabrication is complete and stored in Suburbans's shop with exception of kitchen
3. Permit as discussed is okay
4. 1/2" depressions for all floor drains are acceptable (MM- FMD)

**Contract 110 & 111 Bay Mechanical**

1. Ohio Edison has been contacted- Application has been made for temporary service
2. Main feeder
3. Main communication lines
4. Excavator will be out beginning of next week (10/24/11)
5. Site lighting will follow the excavation
6. Continuing with Pre fabrication for interior block walls
7. Will be coordinated with RFC
8. A single pad will be poured for three pumps in mechanical room

**VII. ISSUES FOR DISCUSSION**

**A. Old Business**

**B. New Business**

1. Temporary Electric- Ohio Edison
2. Sump crock for foundations delivered 10/18/11
3. Need steel shops- two weeks
4. All fill needs to be compacted and stabilized- follow specifications for all fill.

**VIII. COMMENTS**

**Architect –**

**Owner –**

**IX. MEETING INFORMATION**

Next meeting will be held on **Tuesday October 25, 2011 @ 2:00 PM**