



CONSTRUCTION MEETING MINUTES

DATE: 11/15/11

Construction Meeting No.: 7
 Project Name: **Keystone Middle School**
 Meeting Location: Job site **2:00 PM**

Present	Distributed	Name	Company
	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	Michael DeLouise	The Cornice Company
	X	Brandilyn Fry	The Cornice Company
	X	Wes Stein	The Cornice Company
	X	Mark Moore	FMD Architects
X	X	AJ Allshouse	FMD Architects
	X	Michael DiMaio	FMD Architects
	X	Nick Baker	GE Baker
		Dan Marrone	Marrone Construction (GE Baker)
X	X	Roger Riachi	RFC Contracting
X	X	Brandon Shuster	RFC Contracting
X		Matt Hileman	RFC Contracting
		Dennis Radloff	Accurate Concrete (RFC Contracting)
X	X	Matt Birch	Giambrone Masonry
X	X	Matthew Kelly	Giambrone Masonry
	X	Thomas Gergye	Custom Fabricators
	X	Sue Relken	Custom Fabricators
	X	Doug Posa	Breckenridge Kitchen Equipment & Design
	X	John Jakuszewski	S.A. Comunale
	X	Chris Buckholz	Suburban Process Piping
X	X	Steve Shaver	Suburban Process Piping
		Karl Cloen	Suburban Process Piping
X	X	Mark Huston	Bay Mechanical and Electrical Corp.
X		Alex Weber	Bay Mechanical and Electrical Corp.



CONSTRUCTION MEETING AGENDA

DATE: 11/15/11

Construction Meeting No.: 7
 Project Name: **Keystone Middle School**
 Meeting Location: Job site **2:00 PM**

I. GENERAL

- A. Contractors are responsible for items discussed in the meetings whether they are present or not. Project Managers shall be present at meetings.
- B. Safety – Follow all OSHA guidelines.

II. AMENDMENTS TO PREVIOUS MEETING MINUTES

- 1. None

III. RFI'S

- 1. Answered since last meeting: 110-005, 111-003R, 111-004
- 2. Outstanding: None

IV. SUBMITTALS

- 1. Outstanding submittals:

Submittal	Responsible Contr.	Date Submitted	Return Due Date	Status
106-006: FS Stainless Steel	Breckenridge	11/14/11	11/28/11	In Review
108-001: Elevator	RFC	--	--	RVRS - Color Chart
108-002: Embeds	RFC	11/8/11	11/22/11	In Review
108-003: Joists and Deck	RFC	11/9/11	11/23/11	In Review
108-004: Doors and Frames	RFC	11/14/11	11/28/11	In Review
108-005: Anchor Bolts	RFC	11/14/11	11/28/11	In Review
108-006: FEs & FE Cabs.	RFC	11/14/11	11/28/11	In Review
110-002: Air Distribution	Bay	--	--	RVRS
110-015: Hydronic Pumps	Bay	11/9/11	11/23/11	In Review
111-004: Fire Alarm	Bay	--	--	RVRS
111-005: Light Fixtures	Bay	11/4/11	11/18/11	In Review
111-006: Elect. Gear	Bay	--	--	RVRS
111-008: Conduits	Bay	11/7/11	11/21/11	In Review
111-009: Wire and Cable	Bay	11/8/11	11/22/11	In Review
111-012: Intrusion Detect. & Access Control	Bay	11/3/11	11/17/11	In Review

- 2. Submittals requested from Contractors:

Submittal Requested	Responsible Contractor	Date Requested	Date Anticipated
Door Frames	RFC	11/15/2011	

3. Submittal Discussion Items

Item No.	Description	Responsible Party	Open/Closed
SUB.1	Color Selections 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.	All Contractors	Open
SUB.2	Door and Hardware Submittal 11/1/11 RFC is going to expedite for the academic core. Giambrone doesn't want to tooth in frames if they don't have to. The estimated delivery of frames after approval is 3 weeks. After the meeting it was discussed that if the frames cannot arrive in time for Giambrone to proceed with masonry, then masonry will proceed and leave MOs for frames and frames will be anchored in the opening with anchors and fasteners intended for use in existing openings. 11/8/11 Will identify frames in academic wing and will expedite those frames. 11/15/11 Submittal Received 11/14/11; currently in review, anticipated return 11/16/11	RFC	Open
SUB.3	Steel Delivery 11/8/11 First delivery of steel (lintels and plates) for the south half of the academic wing will occur 11/22. Second delivery will be remainder of steel for academic wing.	RFC	Open

V. PROPOSAL REQUESTS / CHANGE ORDERS

1. Proposal Requests issued since last meeting: None
2. Outstanding Proposal Request Responses: None
3. Outstanding Change Orders: None
4. Change Orders prepared and awaiting signature: 105-001 (waiting on CFI's signature)
5. Proposal Request/Change Orders Discussion Items: None

VI. PROJECT SCHEDULE

Item No.	Description	Responsible Party	Open/Closed
PS.1	Schedules/durations 10/25/11 All schedules/durations are to be submitted ASAP by all contractors. Schedules have been received from Giambrone. RFC is 50% complete. 11/1/11 Schedule distributed to all contractors for review. Comments to be emailed prior to or brought to the next meeting. 11/8/11 Comments are to be sent to Cornice by 11/10/11 to be incorporated into schedule. Suburban and RFC brought comments to the meeting. Bay needs to know if masonry will progress before underground in core area – if that is the case, then want to hold on electrical underground until right before slab is poured.	All Contractors	Open

PS.2	Continuation of Masonry Installation	RFC, Giambrone	Open
11/1/11	Following the meeting, FMD, Cornice, RFC, and Giambrone met to discuss how to keep the masonry moving. After much discussion, it was decided to not proceed with the gym as it doesn't add any work for other trades.		
11/8/11	Lintel delivery is approximately two weeks out. FMD to confirm with structural engineer for what first access on the slab can be for ride-behind equipment. Cornice to advise Timmerman to take extra cores to test early.	FMD, Cornice	
11/15/11	Structural engineer wants 7 day cure before driving large equipment on slab. Additional cores will not be required.		

VII. COORDINATION DRAWINGS

1. Responsibility of Mechanical Contractor (Bay)
2. Refer to Section 210150 – Coordination Drawings, paragraph 3.3.
3. Coordination Drawing Discussion Items:

Item No.	Description	Responsible Party	Open/Closed
CD.1	Coordination Drawings	All Contractors	Open
10/25/11	Bay is currently in progress of completing their drawings and will send to SA Comunale and Suburban for coordination of their respective items. All contractors will be responsible for review and approval of the coordination drawings.		
11/1/11	Coordination of areas served by AHU-1 is complete and will be distributed this week after Bay completes its final check		
11/8/11	Draft coordination drawings for AHU-1 were distributed to contractors electronically prior to the meeting for review and comment.		

VIII. CONTRACTOR UPDATES

Contract 102- GE Baker

Item No.	Description	Action Req'd	Open/Closed
102.1	Weekly Progress		Open
11/8/11	Foundations complete except for canopy areas.		
11/15/11	Off site		

Contracts 103 & 108- RFC Contracting

Item No.	Description	Action Req'd	Open/Closed
103.1	Weekly Progress		Open
11/8/11	Have not mobilized. Will begin prep this week and pour concrete next week. It is anticipated that the first pour can be turned over to the masons on 11/21. RFC will give Giambrone MOs to hold for windows.		
11/15/11	Pouring academic wing slabs this week. Steel and door frames anticipated 11/21.		

103.2	List of Subcontractors	RFC	Open
10/18/11	To be submitted to Cornice ASAP. Concrete contractor name to be provided by 10/25/11		
10/25/11	Accurate Concrete attended meeting. List of subcontractors to be submitted ASAP.		
11/1/11	Currently awarding contracts to subcontractors. Partial subcontractor list to be submitted to Cornice ASAP.		
11/8/11	Partial subcontractor list received 11/7/11		

Contract 104- Giambrone Masonry

Item No.	Description	Action Req'd	Open/Closed
104.1	Weekly Progress	RFC	Open
11/8/11	Off-site. All underground masonry complete.		
11/15/11	Waterproofing elevator pit. Will begin masonry when slab is ready.		

Contract 105- Custom Fabricators

Item No.	Description	Action Req'd	Open/Closed
105.1	Weekly Progress		Open
11/8/11	Have not mobilized		
11/15/11	Have not mobilized		

Contract 106- Breckenridge

Item No.	Description	Action Req'd	Open/Closed
106.1	Weekly Progress		Open
10/25/11	Have not mobilized		
11/1/11	Have not mobilized		
106.2	Kitchen Equipment Shop Drawing	Breckenridge	Open
10/25/11	Shop Drawings are needed ASAP for Suburban to complete their underground work in the kitchen area.		
11/1/11	Kitchen shop drawings are expected 11/2/11.		
11/8/11	Kitchen shop drawings received. Electronic copies will be provided to Suburban for preparation of draft layouts pending approval of kitchen submittal. FMD to have consultant return submittal by 11/11/11.		
11/15/11	Kitchen shop drawings provided to Suburban and Bay. Stainless steel fabrications still pending.		

Contract 107- S.A. Comunale

Item No.	Description	Action Req'd	Open/Closed
107.1	Weekly Progress		Open
11/8/11	Have not mobilized		
11/15/11	Have not mobilized		

Contract 109- Suburban Process Piping

Item No.	Description	Action Req'd	Open/Closed
109.1	Weekly Progress	Breckenridge	Open
11/8/11	Currently working in core and then will move to gym. Less than one week of work remaining without kitchen layout.		
11/15/11	Working on kitchen area layout		

Contracts 110 & 111 Bay Mechanical

Item No.	Description	Action Req'd	Open/Closed
110.1	Weekly Progress		Open
	11/8/11 Under slab rough-in for electrical in academic wing to be complete on 11/9. Coordinating mechanical room layouts in the field and then will fall back to data lines at exterior to stay out of Suburban's way. All temp power is roughed in and waiting for OE to install meter. Temp power will be run to SW elect. room for power to support site activities. Have work to do in other areas if slabs are not poured.		
	11/15/11 Progressing on electrical rough-in and electrical feeders.		

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.3	LEED Meeting	All Contractors	Open
	11/1/11 FMD to schedule a meeting to review all LEED credits applicable to this project.		
	11/8/11 Meeting to be scheduled for 11/22. FMD to advise on duration of the meeting when meeting notice is given.	FMD	

X. ISSUES FOR DISCUSSION

A. Old Business

Item No.	Description	Responsible Party	Open/Closed
OB.1	Temporary Electric with Ohio Edison	Bay	Closed
	10/25/11 Met with OE and developed plan. Work will begin on temporary power this week.		
	11/1/11 Temp power anticipated this week		
	11/8/11 All temp power is roughed in and waiting for OE to install meter.		
	11/15/11 OE has installed meter and temporary power is operational.		
OB.4	All fill to be compacted and stabilized	All Contractors	Open
OB.5	Foreman Meetings	All Contractors	Open
	10/25/11 Meetings will be established as necessary		
OB.6	Concrete in Academic Wing	All Contractors	Open
	10/25/11 Suburban is approx. 2 weeks out and Bay is 2 – 3 weeks out from being complete in the Academic Wing area. Stone will be dropped in and no heavy equipment will be used.		
	11/8/11 Prep will start on 11/9 and will pour 11/14, weather permitting.		
	11/15/11 Due to weather, first pour begins today.		

OB.9	Smoking 11/1/11	Please remind those on site that there is no smoking permitted on school property.	All Contractors	Open
-------------	---------------------------	--	------------------------	-------------

B. New Business

Item No.	Description	Responsible Party	Open/Closed
NB.11	Front Entry Canopy 11/8/11	Canopy foundations will be held until later date. Cornice will get a credit from GE Baker and RFC will give a quote to add work.	Open

XI. COMMENTS

- A. Architect** - None
- B. Owner** - None

XII. MEETING INFORMATION

Next meeting will be held on **Tuesday, November 22, 2011 @ 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.