



## CONSTRUCTION MEETING MINUTES

DATE: 1/31/12

Construction Meeting No.: 18  
 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	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	X	Michael DeLouise	The Cornice Company
X	X	Brandilyn Fry	The Cornice Company
	X	Ashley Klase	The Cornice Company
X	X	Mark Moore	FMD Architects
	X	Michael DiMaio	FMD Architects
	X	Melanie Friedman	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	Matt Birch	Giambrone Masonry
X	X	Matthew Kelly	Giambrone Masonry
		Gino DiPaola	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	Tim Cerepak	S.A. Comunale
	X	Mike Purdham	S.A. Comunale
	X	Steve Hendricks	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	X	Alex Weber	Bay Mechanical and Electrical Corp.
	X	Mickey O'Grady	CCG Automation
	X	Anthony Grandstaff	CCG Automation



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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.
  - a. OSHA will be onsite next week sometime to monitor air quality.

**II. AMENDMENTS TO PREVIOUS MEETING MINUTES**

1. None

**III. RFI'S**

1. Answered since last meeting: 000-016
2. Outstanding: 104-012, 108-012, 109-028, 109-029, 111-008

**IV. SUBMITTALS**

1. Outstanding submittals:

<b>Submittal</b>	<b>Responsible Contr.</b>	<b>Date Submitted</b>	<b>Return Due Date</b>	<b>Status</b>
107-003: FP Product Data	Fire Protection	1/26/12	2/9/12	In Review
108-009: Roofing Materials	RFC	1/30/12	2/13/12	In Review
108-013: Storefront, Glass, and Curtain Wall	RFC	--	--	RVRS
108-016: Acoustical Panel	RFC	1/19/15	2/2/12	In Review
108-018: Metal Stairs & Railings	RFC	1/24/12	2/8/12	In Review
108-019: Direct Attached Ceiling Panels	RFC	1/24/12	2/8/12	In Review
110-025: Coord. Dwgs.	Bay	--	--	RVRS
110-030: Control Dampers	Bay	1/26/12	2/9/12	In Review
111-012: Intrusion Detect. & Access Control	Bay	1/23/12	2/6/12	In Review

2. Submittals requested from Contractors:

<b>Submittal Requested</b>	<b>Responsible Contractor</b>	<b>Date Requested</b>	<b>Date Anticipated</b>
Casework	Custom Fabricators	12/20/11	

3. Submittal Discussion Items

<b>Item No.</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Open/Closed</b>
<b>SUB.1</b>	<b>Color Selections</b>	<b>All Contractors</b>	<b>Open</b>
	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 elect. submittals.		

## **V. PROPOSAL REQUESTS / CHANGE ORDERS**

1. Proposal Requests issued since last meeting: None
2. Outstanding Proposal Request Responses:
  - a. PR-009: RFC, Giambrone, Custom Fab, SA Comunale, CCG
    - i. Responses were due 1/19/12 and responses not received have been assumed to be \$0.00.
    - ii. Credit expected from Giambrone.
    - iii. Response received from RFC and is to be revised.
3. Outstanding Change Orders: None
4. Change Orders prepared and awaiting signature: 109-02, 109-03, 103-01, 111-04
  - a. 103-01 & 111-04 need signed by KLSD
  - b. 109-02 & 109-03 given to Suburban for signature. To be signed by remainder after returned.
5. Proposal Request/Change Orders Discussion Items: None

## **VI. PROJECT SCHEDULE**

<b>Item No.</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Open/Closed</b>
<b>PS.1</b>	<b>Schedules/durations</b>	<b>All Contractors</b>	<b>Open</b>
1/3/2012	Revised schedule distributed and a copy is attached hereto. The schedule will be revised and reviewed monthly or as necessary.		
1/10/12	Revisions to schedule discussed: Due to mild weather, it was decided to continue on with the building construction outside of the academic wing for masonry and underground electrical work. RFC to check on gymnasium steel delivery and will advise ASAP. Giambrone will focus on gymnasium masonry while Bay continues with underground in core area. Door frames and concrete precast plank will be needed to complete this work. Core area will start with this north side of Corridor 100C east to Corridor 100K and then move to the south side of Corridor 100C. Electrical will increase manpower to complete this. Floor box locations in the Media Center are needed from FMD for Bay to complete underground on north side. Once undergrounds are completed, the slab will be poured following the same progression beginning in two weeks (1/25/12). Gym floor will not be poured until a later date due to tolerances required for the gymnasium flooring system. Giambrone will need truss drawings in order to complete core masonry. Truss loading information will be provided to RFC shortly after the coordination drawings are received from Bay. After the gymnasium is completed, Giambrone will move to the second floor academic wing on 2/16/12 and then to the remaining portion of the core after slabs are poured.		
1/17/12	Floor box locations received from FMD. Another update to the schedule will be issued at the end of the month.		
1/31/12	A schedule update will be issued next week.		

**VII. COORDINATION DRAWINGS**

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

<b>Item No.</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Open/Closed</b>
<b>CD.1</b>	<b>Coordination Drawings</b>	<b>All Contractors</b>	<b>Open</b>
12/6/11	All systems need to be shown on the coordination drawings, not just ductwork and associated piping. RFC needs all systems indicated in order to proceed with truss design. All items to be hung from trusses to be indicated. Suburban did not receive coordination drawings – Bay to resend. 16x16 openings for 14x14 penetrations were approved as these are standard masonry openings.		
12/13/11	The balance of the coordination drawings will be issued by Bay early next week.		
12/20/11	Roof truss coordination: All coordination items returned to Bay by 1/4/12 in AutoCAD format. Bay to issue coordination drawings to all contractors by 1/12/12. At this time, review can occur for truss design loading. Truss lead time is 1 week for creating of shop drawings and 4-6 fabrication time after return of reviewed submittals.		
1/3/12	All coordination items due to Bay by 1/4/12 in AutoCAD format. None had been received as of this meeting.		
1/10/12	Bay received information from SA Comunale only. Bay will check with Suburban to see if they have coordination items. If nothing is received 1/11/12, coordination drawings will be completed without Suburban’s information.		
1/17/12	Coordination drawings have been received by Cornice and distributed to FMD. After review and approval, hard copies will be distributed to all contractors. 1 <sup>st</sup> and 2 <sup>nd</sup> floor coordination drawings coming from Suburban to Bay this week.		
1/24/12	Coordination information given to RFC for truss submittal completion. Piping is to be assumed as shown on the construction documents.		
1/31/12	Plumbing coordination information received from Suburban by Bay. FMD requested a copy of the plumbing coordination drawings.		

**VIII. CONTRACTOR UPDATES**

**Contract 102 - GE Baker**

<b>Item No.</b>	<b>Description</b>	<b>Action Req'd</b>	<b>Open/Closed</b>
<b>102.1</b>	<b>Weekly Progress</b>		<b>Open</b>
1/17/12	Off site.		
1/24/12	Off site.		

**Contracts 103 & 108 - RFC Contracting**

<b>Item No.</b>	<b>Description</b>	<b>Action Req'd</b>	<b>Open/Closed</b>
<b>103.1</b>	<b>Weekly Progress</b>		<b>Open</b>
	1/17/12 Gym materials: 3 weeks for gym steel (joists), 1.5 weeks for columns, frames are on site.		
	1/24/12 Steel installation almost completed. Will begin stone at locker rooms and stage Wednesday and then will follow with stone at the north side of the core. Concrete pour anticipated for locker room and stage on Friday. Accurate is concerned with the site conditions (mud). For the gymnasium: frames are on-site, joists are two weeks out, and will advise on exact date for column delivery. A 10'H x 8'W opening is needed to bring stone in gymnasium. Door and wing wall at NE corner of gym will be left out and lintel planned for that opening will support exterior wall to accommodate this opening.		
	1/31/12 Steel will be complete at the academic wing 2/1. One column at the gym was set 1/30 and the other is being prepped today and will be set 2/1. Locker room pour is scheduled for 2/2. Frames will need to be set after concrete slab is ready at the locker room. Balance of steel embeds to be delivered 2/3. 2 <sup>nd</sup> floor embeds and lintels are onsite. Mechanical room steel is needed to support AHUs.		

**Contract 104 - Giambrone Masonry**

<b>Item No.</b>	<b>Description</b>	<b>Action Req'd</b>	<b>Open/Closed</b>
<b>104.1</b>	<b>Weekly Progress</b>		<b>Open</b>
	1/24/12 Partitions at academic core are almost complete and moving on to gymnasium.		
	1/31/12 Currently off site. Precast plank has been ordered – delivery date is TBD. Will be back on site 2/6 to start with bearing walls for precast planks and then will move to gymnasium. No heavy equipment will be used on the locker room slab until 7 day set time. Plan will be submitted for access to interior of building.		
<b>104.2</b>	<b>Precast Coordination of Penetrations</b>		<b>Closed</b>
	1/3/12 Precast penetrations need to be laid out to be shown on precast shops for reference, but will not be fabricated by the precast plank manufacturer. All contractors requiring penetrations are responsible for their own penetrations. Giambrone needs information from those requiring penetration on those location so that this information can be shown on the precast shop drawings.	<b>All Contractors</b>	
	1/10/12 Penetration locations received from Suburban only. Any other penetrations are to be sent to Giambrone ASAP to complete shop drawings and order to have the plank on site with continuation of masonry in gymnasium area.		
	1/17/12 Updated drawings showing penetrations forthcoming and will be submitted for record.		
	1/31/12 Precast record submittal drawings with penetrations received.		

**Contract 105 - Custom Fabricators**

<b>Item No.</b>	<b>Description</b>	<b>Action Req'd</b>	<b>Open/Closed</b>
<b>105.1</b>	<b>Weekly Progress</b>		<b>Open</b>
	1/24/12 Have not mobilized. Revised casework shop drawings are needed ASAP for review and approval for coordination in the field.	<b>Custom Fab.</b>	
	1/31/12 Have not mobilized. <b>Revised casework shop drawings are needed ASAP for review and approval for coordination in the field.</b>	<b>Custom Fab.</b>	

**Contract 106 - Breckenridge**

<b>Item No.</b>	<b>Description</b>	<b>Action Req'd</b>	<b>Open/Closed</b>
<b>106.1</b>	<b>Weekly Progress</b>		<b>Open</b>
	1/24/12 Have not mobilized. Trough drain needed soon for installation prior to concrete pour at kitchen.		
	1/31/12 Have not mobilized. Trough drain will be shipped on the 9 <sup>th</sup> directly to the site.		

**Contract 107 - S.A. Comunale**

<b>Item No.</b>	<b>Description</b>	<b>Action Req'd</b>	<b>Open/Closed</b>
<b>107.1</b>	<b>Weekly Progress</b>	<b>SAC</b>	<b>Open</b>
	1/24/12 Have not mobilized.		
	1/31/12 Have not mobilized, but are ready to do so. Mobilization is to be held off until after installation of duct. Approved plans have been received and a copy will be brought to the site when they mobilize.		

**Contract 109 - Suburban Process Piping**

<b>Item No.</b>	<b>Description</b>	<b>Action Req'd</b>	<b>Open/Closed</b>
<b>109.1</b>	<b>Weekly Progress</b>		<b>Open</b>
	1/24/12 Plumbing complete at first floor with exception of kitchen. Requested trough drain in kitchen. Will start setting hangers in the academic core area as soon as deck is installed. Installation of the bearing wall in the locker room has been coordinated. Carriers will be set and SPP will drill hole through after installation. There are a few areas where the block is low – SPP will indicate.		
	1/31/12 Have issued coordination drawings to Bay and worked out known conflicts. Will be back onsite 2/1. Waiting on trough drain to complete underground on first floor (kitchen). Group restrooms have been fabricated and are ready for installation once building is more secure. Two notice is needed before concrete pours to verify drain heights prior to pour.		

**Contracts 110 & 111 - Bay Mechanical**

<b>Item No.</b>	<b>Description</b>	<b>Action Req'd</b>	<b>Open/Closed</b>
<b>110.1</b>	<b>Weekly Progress</b>		<b>Open</b>
	1/24/12 Floor box clarification needed in order to proceed with stone at the stage. Media Center and Computer Lab underground is still remaining. Continuing with rough-ins. Will need dried-in conditions at the academic core to install temporary power and lighting. Will continue to move to the southern portion of the core for undergrounds.		

1/31/12 Continuing rough-ins. Media Center will be complete this week. Next week will move back into academic core depending on other work and then will follow with south core area. Will box out penetrations at second floor before concrete pour.

<b>110.2</b>	<b>AHU-1 Delivery</b>		<b>Open</b>
1/3/12	AHUs estimated to ship mid/late February. Would like to set AHU-1, AHU-2, and AHU-3 prior to installation of trusses in this area. To be coordinated as truss delivery and installation dates confirmed.		

**Contract 112 – CCG Automation**

<b>Item No.</b>	<b>Description</b>	<b>Action Req'd</b>	<b>Open/Closed</b>
<b>110.1</b>	<b>Weekly Progress</b>		<b>Open</b>
1/24/12	Have not mobilized.		
1/31/12	Have not mobilized.		

**IX. LEED**

<b>Item No.</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Open/Closed</b>
<b>LE.1</b>	<b>Documentation</b>	<b>All Contractors</b>	<b>Open</b>
10/25/11	Refer to specifications for required LEED submittals. All contractors to be continuing to document LEED items as required.		
<b>LE.2</b>	<b>Dumpsters</b>		<b>Open</b>
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.		
<b>LE.4</b>	<b>LEED Online</b>		<b>Open</b>
11/29/11	All contractors should have received log-in information from 'LEED Info'. If this log-in information was not received, please contact AJ Allshouse. Matt Kelly indicated that he did not receive this information and needs it resent.		
12/6/11	All LEED information is to be uploaded to LEED Online now that everyone has log-in information. FMD will be submitting their design phase LEED submittal by the end of January.		
1/10/12	FMD on track for LEED submittal at end of January.		
1/17/12	FMD needs one more submittal from RFC (acoustical ceiling information).		
1/24/12	Acoustical ceiling information received today from RFC. Submittal now scheduled for submittal at the end of February.		

## X. ISSUES FOR DISCUSSION

### A. Old Business

<u>Item No.</u>	<u>Description</u>	<u>Responsible Party</u>	<u>Open/Closed</u>
<b>OB.4</b>	<b>All fill to be compacted and stabilized</b>	<b>All Contractors</b>	<b>Open</b>
<b>OB.5</b>	<b>Foreman Meetings</b> 10/25/11 Meetings will be established as necessary	<b>All Contractors</b>	<b>Open</b>
<b>OB.9</b>	<b>Smoking</b> 11/1/11 Please remind those on site that there is no smoking permitted on school property.	<b>All Contractors</b>	<b>Open</b>
<b>OB.15</b>	<b>Exterior Aluminum Door Frame</b> 12/20/11 Alex expressed concern about getting the access control and security wiring in the door frames. When the submittals are received for these frames, Cornice will forward a copy to Alex for his review. 1/24/12 Storefront drawings returned as 'Revise and Resubmit'. Once submittals are approved, copies will be forwarded.	<b>Cornice</b>	<b>Open</b>
<b>OB.18</b>	<b>Gas Service Status</b> 1/3/12 Cornice will contact Columbia Gas for an update 1/24/12 Gas main extension not scheduled until June. Waiting on return phone call from our representative to discuss further.	<b>Cornice</b>	<b>Open</b>
<b>OB.20</b>	<b>Site Safety and Behavior</b> 1/17/12 Discussed beer bottles found onsite last week. Cornice to post signs (No Trespassing, Hard Hat Area, etc.)		
<b>OB.21</b>	<b>Designated walkway</b> 1/24/12 Suburban would like designated walkway to entrance point at building due to snowy conditions. Cornice will coordinate this will installation of temporary road for stone installation at locker room. 1/31/12 Completed and then torn up again.		
<b>OB.22</b>	<b>Thermostat Heights</b> 1/24/12 Bay asked if the t-stat control rough-in heights were different than an issued RFI @ 60" AFF because the control submittal states 48" AFF. RFI 112-001 states t-stat heights are to be at 48" AFF. 1/31/12 Approximately 4-5 thermostats to be corrected to 48". Bay to confirm number. 60" was indicated on the drawings. Alex reviewed this after the meeting with Mark Moore.		

### New Business

<u>Item No.</u>	<u>Responsible Party</u>	<u>Open/Closed</u>
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## XI. COMMENTS

- A. Architect – None
- B. Owner – None

## XII. MEETING INFORMATION

Next meeting will be held on **Tuesday, February 7, 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 [bfrj@thecorniceco.com](mailto:bfrj@thecorniceco.com). Please include references by item number when submitting such requests.