



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 37

Date	Time	Purpose	Location
January 2, 2013	1:00 PM	Weekly Update	Helms ES Break Room
Prepared By Tim Beally			See sign in sheet

1) Issues

- a) Exterior Breezeway Doors / Interior Fire Doors – Work underway. Need to correct hinges, adjust doors, install door handles, and paint the doors.
- b) Door Cores
 - i) Cores were installed by Stanley last week. They gave keys to the plant operator.
 - ii) Some exterior doors still need re-coring and keying.
- c) Receptionist Window – Work underway.
- d) Main Hallway Doors
 - i) HIG installed the short wall extensions. They were going to install the side lights this week.
 - ii) The doors are on order and will be delivered and installed in mid-January.
- e) Restroom Partitions
 - i) Restroom partition doors in the pre-K wing restrooms do not close – **fifth week**.
 - ii) HIG has adjusted the hinges but the problem persists.
 - iii) At the meeting HIG said the sub-contractor was told by the manufacturer that a batch of faulty hinges was delivered to two schools, Helms ES being one of the two schools.
 - iv) The hinges need to be replaced. HIG did not have deliver date of replacement hinges.
- f) Classroom 6 Casework
 - i) HIG is working with the third firm to obtain the casework. HIG said they hope the casework will arrive on Monday 01/07/13.
 - ii) AECOM was concerned about the impact to the school if the casework is not installed on 01/07/13. HIG will have to provide support to clear the stage of books if necessary.
- g) Whiteboards / Tack Boards
 - i) HIG said the whiteboards were to be delivered to the site before the end of the day.
 - ii) Note: The day after the meeting HIG sent a note saying the boards arrived and were being installed.
- h) Clean-up. AECOM re-stated that HIG needs to clean up in the school after work is done / before school starts: ceiling tiles, insulation, and debris.
- i) Drinking fountains leaking
 - i) The water fountains have been leaking since the start of school.
 - ii) HIG recently replaced the water fountains but the school is still dissatisfied with the fountain complaining about water on the floor coming from the fountains.
 - iii) During the break HIG and FGC observed the water fountains. There were no leaks.
 - iv) FGC identified a possible alternate fountain. AECOM would discuss with the school.
- j) Interior Signage
 - i) HIG provided the color sheet showing the color selected by the Principal.
 - ii) AECOM wanted to confirm the color selection with the principal before final production.
- k) Projector Screens – Aus-Tex ordered switches for two screens.

- l) Unit Ventilators – Still some problems
 - i) Classroom 2 – too loud
 - ii) 8, 9, 12 – have received calls concerning hot / cold
 - iii) No report on repair status

2) Punch list / Close Out

- a) COH Fire Marshall inspection
 - i) Maximum capacity sign for the library.
 - ii) Sign on top of door into hallway toward the book room stating “electric room” – will do with other interior signage.
- b) Mechanical – JE provided their punch list. HIG is working it.
- c) Architectural / School – FGC provided a copy of the punch list to HIG. HIG is working it.
- d) Electrical
 - i) Aus-Tex Needs to focus on correcting electrical system installation and prepare for HISD – Electrical inspections. They are correcting the following
 - (1) Neutrals tied together
 - (2) Missing bushings
 - (3) Lack of conduit hangars
 - (4) Incomplete labeling
 - (5) Some improper wire sizes
 - ii) Panel labeling
 - (1) HIG has to revise / correct panel labeling.
 - (2) AECOM asked HIG to walk with the plant operator and explain the panels and labeling – **sixth week.**
 - iii) Exterior lights conduit – **fifth week** – Aus-Tex will have to replace the conduit.
- e) HVAC Balance Report – **twelfth week**
 - i) Still not started.
 - ii) AECOM expressed dissatisfaction that this work has not commenced.

3) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.

4) Pay Application

- a) No activity

Next Meeting – Wednesday, January 9, 2012 at 1:00 PM

These minutes were prepared to accurately report the discussions, issues and decisions made at the above referenced meeting. If any attendee does not agree with the statements made above, please provide corrections in writing within three (3) days of receipt; otherwise, it is deemed all meeting participants are in agreement with the contents.



HOUSTON INDEPENDENT SCHOOL DISTRICT
 Construction Services (Bond Program)
 3500 Tampa Street • Houston, Texas 77021-1244



**SIGN-IN SHEET
 HISD BOND PROGRAM**

Project: Helms ES Renovation

Meeting Date / Time: January 2, 2013, 1:00 PM

Meeting Purpose: Construction Meeting 37

Location: Helms ES

Name	Initial	Title	Company	Phone	Email Address
Tim Beally	<i>TMB</i>	Project Manager	AECOM	713-267-3223	tim.beally@aecom.com
Diana Del Pilar		Principal	HISD	713-867-5120	ddelpila@houstonisd.org
Brian Cox	<i>BMC</i>	Principal	Fehr Grossman Cox	713-797-0404	bcox@fgca.cc
Ron Hughes	<i>RH</i>	Project Manager	Jones Engineers	713-222-7766	rhughes@jonesengineersl.com
Russell McCown		Project Manager	Horizon Intl Group	832-752-0066	rmccown@hgiusa
Chuck Caves	<i>CC</i>	Superintendent	Horizon Intl Group	210-861-9778	caveschuck@yahoo.com
Ken Gonzales	<i>K.G.</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com

Helms ES Renovation - Change Log

CPR	CO	Description	Source	Requested Amount	Req. Days	Pending Amount	Approved Amount	Approved Days	Status
1	2	Revise Marquee Base	G709 - 04/20/12	(\$598.81)	0		(\$598.81)	0	CFS Apvd 07/25/12
2	1	Delete Removal of Partitions - Room 19	G709 - 04/17/12	(\$1,039.37)	0		(\$1,039.37)	0	Apvd 07/09/12
3	NA	Revise ADA Parking	G709 - 04/17/12	\$0.00	0		\$0.00	0	HIG - No charge
5	NA	Remove Casework Room 6	G709 - 04/20/12	\$0.00	0		\$0.00	0	HIG - No charge
7	1	Revise Restroom Accessories	RFI 2 - 04/03/12	\$1,438.90	0		\$1,589.58	0	Apvd 07/09/12
8	1	Delete Plumbing Changes in Teacher's Lounge	G709 - 04/20/12	(\$1,488.28)	0		(\$1,488.28)	0	Apvd 07/11/12
10R	1	Install Concrete Pad Outside Classroom 6	G709 - 04/24/12	\$901.74	0		\$901.74	0	Apvd 07/12/12
12	NA	Change Location of Window Blinds	AECOM email	\$0.00	0		\$0.00	0	HIG - No charge
14	NA	HISD Hazmat Requirements - Rigid Barriers	HISD 10/28/11 Ltr	\$0.00	0		\$0.00	0	HIG - No charge
16	3	Install Receptionist Window	G709 - 06/26/12	\$4,014.93	7		\$4,014.93	7	Apvd 10/09/12
17	3	Revise FCU In Cafeteria Hallway	Verbal	\$8,590.73	0		\$8,590.73	0	Apvd 10/09/12
19	1	Abate and Dispose UVs	Verbal	\$25,749.28	0		\$15,928.50	0	Apvd 07/05/12
21	2	Replace Flush Valves	Verbal	\$9,123.53	0		\$9,123.53	0	Apvd 09/11/12
22R		Extend UV CW Pipe Connections	Verbal	\$7,407.27	0		\$7,407.27	0	Apvd 11/26/12
23	NA	Revise Custodial Sink	G709 - 07/02/12	\$7,792.32	0		\$0.00	0	HIG states included in CPR 37
25	1	Install Additional Electrical Conduits	Verbal	\$5,482.42	0		\$5,482.42	0	Apvd 07/09/12
26	NA	Termite Protection in Restrooms	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
27	2	Replace Cafeteria Floor	Verbal	\$24,242.31	0		\$26,120.62	0	Email apvd 07/16/12. Apvd 07/30/12
28	3	Change Plumbing / Walls In Boys RR X40	Verbal	\$5,398.68	0		\$5,398.68	0	Apvd 10/09/12
29	2	Reconnect Space Heaters - North Wing	Verbal	\$452.58	0		\$452.58	0	Apvd 10/01/12
30	NA	Change Breakers Serving Cafeteria	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
31	3	Install OAHU Condensate Drain Lines	JE Dwg 09/12/12	\$2,145.33	0		\$2,145.33	0	Apvd 10/09/12
32	2	Repaint Classrooms	Verbal	\$25,000.00	0		\$25,000.00	0	Apvd 10/01/12
33		Connect Heat Strip in Admin Area	Verbal	\$1,382.98	0		\$1,382.98	0	Apvd 11/12/12
34	3	Revise Elect Service for Admin Offices AHUs	Verbal	\$9,892.89	0		\$9,892.89	0	Apvd 10/05/12
35R		Install Power Outlets in Upper Story Rooms	Verbal	\$4,574.06	0		\$3,949.84	0	Apvd 11/12/12
36	2	Additional FA Devices Required by COH	Verbal	\$4,064.29	0		\$4,064.29	0	Apvd 10/01/12
37	2	Replace Restroom Fixtures with New Fixtures	Verbal	\$7,140.92	0		\$7,140.92	0	Apvd 10/01/12
38	NA	Repl 15 Amp Breaker with 20 Amp for Upstairs UV	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
39	NA	Install Lights in Custodial Closets	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
40	3	Install Chiller Bypass Valve	Verbal	\$1,956.73	0		\$1,956.73	0	Apvd 10/09/12
41	3	Replace Carpet in North Wing Classrooms	Verbal	\$8,537.91	7		\$8,537.91	7	Apvd 10/09/12
42	3	Additional Floor Waxing	Verbal	\$1,985.60	0		\$1,985.60	0	Apvd 10/09/12
43	3	Provide Fountain Floor Pads, OAHU Thermostat Covers	Verbal	\$885.09	0		\$885.09	0	Apvd 10/09/12
44R		Install Interior Hallway Security Door	G709 - 11/02/12	\$15,474.76	21		\$15,474.76	21	Apvd 11/26/12
46		Revise Casework	Verbal - sketch	(\$9,050.00)	7		(\$9,050.00)	7	Apvd 11/12/12
47		Install Projector Screens	Verbal	\$2,989.93		\$2,989.93			AECOM asked HIG to revise for 3 screens
48		Ground Main Transformer	CFS - Verbal	\$2,000.00		\$2,000.00			AECOM Estimate
49		Add Outlets in Speech Therapy Room	Verbal	\$641.72		\$641.72			JE asked HIG to break out costs
50		Add Circuit to Upper Floor Rooms	Verbal	\$1,000.00		\$1,000.00			AECOM Estimate
51		Replace Admin Area / Receptionist Door Hardware	Verbal	\$1,000.00		\$1,000.00			AECOM Estimate
52		Add Power Outlets for Main Hallway - Custodial Support	Verbal	\$500.00		\$500.00			AECOM Estimate
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$169,590.44	42	\$8,131.65	\$145,250.46	42	