



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 20

Date	Time	Purpose	Location
August 29, 2012	9:30am	Weekly Update	Helms ES, T Building

Prepared By – Tim Beally

See Attached Attendee List

School recently opened for the 2012 – 2013 school year. Most of the discussion in today's meeting covered remaining actions and work yet to be done.

1) Work to be Completed Quickly – Support Start of School

- a) Electrical
 - i) Get all switches and light fixtures working
 - ii) Get all power outlets working. School states there are some outages.
 - iii) Classroom 15 light switch
- b) HVAC
 - i) Receive and install all computer cards for unit ventilators
 - ii) Insure all UVs are properly working
 - iii) Restore functionality of AC in kitchen
- c) Other
 - i) Get all drinking fountains working
 - ii) Place excess fiber optic cable in the admin area above the ceiling
 - iii) Remove PA system conduit
 - iv) PA phone instrument located in BCR room should be placed in Room X160
 - v) Repair roof leaks

2) Work to be Completed After Start of School

- a) Deliver and install window blinds
- b) Install exterior doors
- c) Complete insulation of OAHU ductwork
- d) Complete installation of hardware on newly installed doors
- e) Deliver and install whiteboards
- f) Adjust restroom fixtures for ADA compliance
- g) Lower kitchen serving line to comply with ADA requirement
- h) Remove janitor sink, room X130
- i) Install two fan coil units

3) HAZMAT

- a) No activity.

4) Safety

- a) No issues

5) Schedule

- a) No discussion

6) Change Proposals Request (CPRs) and Change Orders

- a) HIG earlier submitted CPRs 21 and 28. FGC needs to review.
- b) AECOM would identify work which was done to get the school ready for opening but may have been additional scope
- c) AECOM asked HIG to provide pricing soonest on Pre-K and K carpet replacement and receptionist window (CPR 16).

7) Submittals

- a) Submittals were not discussed.

8) Requests for Information (RFIs)

- a) RFIs were not discussed

9) Record Drawings / Permit

- a) HIG is maintaining an as-built set on site.

10) Pay Application

- a) No activity.

Next Meeting – Wednesday, September 5, 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 Elementary School Renovation

Meeting Date / Time:

August 29, 2012, 9:30 AM

Meeting Purpose: Construction Meeting 20

Location: Helms ES

Name	Initial	Title	Company	Phone	Email Address
Tim Beally	<i>TMB</i>	PM	AECOM	713-267-3223	Tim.beally@aecom.com
Diana Del Pilar		Principal	HISD – Helms ES	713-867-5130	ddelpila@houstonisd.org
Brian Cox	<i>BMC</i>	Principal	Fehr Grossman Cox	713.797.0404	bcox@fgca.cc
Ron Hughes		Project Manager	Jones Engineers	713-222-7766	rhuhges@jonesengineers.com
Mike Afshar		Project Manager	ERC	713-290-9444	mafshar@erc-tx.com
Russell McCown	<i>RAM</i>	Project Manager	Horizon Intl. Group	832-752-0066	rmccown@hgiusa.com
Gary McMaster		Superintendent	Horizon Intl. Group	281-413-8112	gcmaster@hgiusa.com