



## MEETING MINUTES

Helms Elementary School  
Construction Progress Meeting # 26

Date	Time	Purpose	Location
October 10, 2012	1:00 PM	Weekly Update	Helms ES Conference Room
Prepared By Tim Beally			See attached attendee list

### 1) Issues

- a) Electrical
  - i) Get lights in the bookroom adjusted and in the closet under the stairs operational.
  - ii) Complete installation of exterior lights - nearly done.
  - iii) HIG needs to get the panel boards labeled.
- b) HVAC
  - i) Disconnect wiring to the book room fan coil unit – no status update.
  - ii) Fan Coil Units – need to be programmed. This is being done by Automated Logic.
  - iii) Thermostats
    - (1) There are two thermostats that are still not working in the kitchen, and cafeteria.
    - (2) HIG and LMI have tried to get these functioning. After programming and removal of the computer, two of the thermostats reverted to its previous, un-programmed state. It appears they are defective. AECOM created a CPR to replace the two thermostats.
  - iv) Temperature in Classroom Nine
    - (1) Earlier this week the school said it was too cold in this classroom.
    - (2) HIG checked and found some defective components in the controls preventing the heat strips from working. This is being repaired.
  - v) Chiller bypass valve
    - (1) Would be better to call it a diverter valve
    - (2) Not sure of status.
- c) Plumbing
  - i) Get all drinking fountains working and not leaking.
  - ii) AECOM mentioned the drinking fountains in the east end of the school need the water spray nozzle adjusted more toward the inside of the fountain to reduce dripping on the floor.
  - iii) Need to adjust restroom fixtures to comply with ADA requirements.
  - iv) HIG said they gave notice to their plumber for lack of response.
- d) PA System – Need to connect PA cable in plant operator's office
- e) Building Alarm System
  - i) AECOM asked HIG to provide a report on the status of the BA System.
  - ii) Still awaiting the report – third week.
- f) Roof leaks
  - i) There were numerous leaks two weeks earlier in and around the roof penetrations for the OAHU duct work. These have been repaired.
  - ii) With the rain this past weekend it does not appear to be any more leaks.
  - iii) HIG needs to replace the damaged ceiling tiles.
- g) Condensate lines
  - i) OAHUs Lines
    - (1) JE provided the layout for the condensate lines from the OAHUs to surface drains. HIG submitted pricing for CPR 31. FGC reviewed and AECOM submitted to HISD for approval.
    - (2) AECOM asked HIG to get the work done.
  - ii) Existing condensate lines for the UVs need minor repairs.
    - (1) AECOM asked HIG to make these repairs.
    - (2) Will address, if necessary, through a CPR.
  - iii) Wall Paint
    - (1) Earlier in the week the principal pointed out an area where the paint is peeling near the boy's restroom in the east wing.

- (2) HIG will get their painter to repair and re-paint.
- h) Parent Issues – A parent wrote the principal, and included board members in the email, expressing dissatisfaction with the work accomplished. The open items include:
  - i) Water fountains leaking – fountains adjusted. One fountain is being replaced. See plumbing comments above.
  - ii) Whiteboards – not installed. Will be accomplished. See notes below.
- i) Remaining work
  - i) Install exterior doors
    - (1) Exterior door near the Pre-K, K wing (North) has been installed.
    - (2) Still need a door sweep on the main entry door.
    - (3) Need to do the remaining eight doors in the breezeways. HIG plans to do this after school hours over the next week.
  - ii) Whiteboards
    - (1) HIG says they are due to arrive at the end of this week.
    - (2) They will install in the classrooms after normal school hours.
    - (3) AECOM mentioned one whiteboard and one tack board for the library need to be installed elsewhere - a classrooms rather than the library. AECOM will confirm new location with the school.
  - iii) Remove Janitor Sink, room X130 – pending.
  - iv) Interior ADA Signage
    - (1) HIG needs to provide submittal, order materials, and install.
    - (2) HIG will need guidance on color selection.
    - (3) Will probably need to check with the principal.
  - v) Classroom Millwork
    - (1) There are three kinds of millwork in some of the classrooms. AECOM discuss with the principal. She asked if they could change the millwork and install some new millwork in classroom six.
    - (2) Before the meeting AECOM walked classroom six with the principal, HIG, FGC, and HIG's millwork supplier. The principal preferred two kinds of built-in book shelves which would fit on most of the southern and eastern walls of the classroom.
    - (3) HIG will investigate and get back to AECOM with the cost / layout.

## 2) Punch list / Close Out

- a) FGC said in order to do a punch list the flowing need to be done:
  - i) Install exterior doors
  - ii) Complete ADA renovations
  - iii) Correct placement of restroom fixtures
- b) Balance Report
  - i) JE asked the status of the Balance Report – no update
- c) COH Inspection Status
  - i) Received a green tag for some of the electrical work

## 3) Safety

- a) No issues

## 4) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) FGC provided Change Order 2 to HIG who signed and provided to AECOM who will forward to HSID for approval.
- c) The status of the following CPRs
  - i) AECOM added CPR 45 – replace thermostats in the kitchen and cafeteria
  - ii) CFS review for approval: 16, 17, 28, 31, 34, 40, 41, 42, 43
  - iii) Awaiting submission by HIG: 22, 33, 45
  - iv) Review by FGC: 35, 44

**5) Pay Application**

- a) No activity

**6) Field Reports**

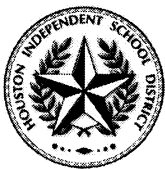
- a) AECOM asked FGC and HIG to provide their field reports

**7) Personnel**

- a) HIG superintendent, Gary McMaster, left HIG and returned to his previous firm, EE Reed. Chuck Caves will replace him as the superintendent.

**Next Meeting – Wednesday, October 17, 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

<b>Project:</b> Helms ES Renovation	<b>Meeting Date / Time:</b> October 10, 2012, 1:00 PM
<b>Meeting Purpose:</b> Construction Meeting 26	<b>Location:</b> 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>EMC</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	<i>RAM</i>	Project Manager	Horizon Intl Group	832-752-0066	rmccown@hgiusa
<del>Gary McMaster</del>		Superintendent	Horizon Intl Group	281-413-8112	gmcmaster@hgiusa.com
<i>Chuck CAVES</i>	<i>CC</i>	<i>Superintendent</i>	<i>Horizon In</i>	<i>281 8619778</i>	<i>CAVESChuck@hoo.com</i>

SCANNED

## 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	N/A	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		Install Receptionist Window	G709 - 06/26/12	\$4,014.93	7	\$4,014.93			Sent to CFS 10/04/12
17		Revise FCU In Cafeteria Hallway	Verbal	\$8,590.73	0	\$8,590.73			Sent to CFS 10/04/12
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
22		Extend UV CW Pipe Connections	Verbal	\$7,407.27		\$7,407.27			09/26/12 - Waiting GC paperwork
23		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		Termite Protection in Restrooms	Verbal	\$0.00			\$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		Change Plumbing / Walls In Boys RR X40	Verbal	\$5,398.68	0	\$5,398.68			Sent to CFS 10/04/12
29	2	Reconnect Space Heaters - North Wing	Verbal	\$452.58	0		\$452.58	0	Apvd 10/01/12
30		Change Breakers Serving Cafeteria	Verbal	\$0.00			\$0.00	0	HIG - No charge
31		Install OAHU Condensate Drain Lines	JE Dwg 09/12/12	\$2,145.33		\$2,145.33			Sent to CFS 10/03/12
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	\$2,500.00		\$2,500.00			09/26/12 - Waiting GC paperwork
34		Revise Elect Service for Admin Offices AHUs	Verbal	\$9,892.89	0		\$9,892.89		Apvd 10/05/12
35		Install Power Outlets in Upper Story Rooms	Verbal	\$4,574.06		\$4,574.06			10/11/12 - Need FGC Review
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		Repl 15 Amp Breaker with 20 Amp for Upstairs UV	Verbal	\$0.00			\$0.00	0	HIG - No charge
39	NA	Install Lights in Custodial Closets	Verbal	\$0.00		\$0.00	\$0.00	0	HIG - No charge
40		Install Chiller Bypass Valve	Verbal	\$1,956.73		\$1,956.73			Sent to CFS 10/04/12
41		Replace Carpet in North Wing Classrooms	Verbal	\$8,537.91	7	\$8,537.91			Sent to CFS 10/04/12
42		Additional Floor Waxing	Verbal	\$1,985.60	0	\$1,985.60			Sent to CFS 10/03/12
43		Provide Fountain Floor Pads, OAHU Thermostat Covers	Verbal	\$885.90		\$885.90			Sent to CFS 10/03/12
44		Install Interior Hallway Security Door	G709 - 10/04/12	\$5,376.70	21	\$5,376.70			10/11/12 - Need FGC Review
45		Replace Thermostats - Kitchen, Cafeteria	Verbal	\$1,000.00		\$1,000.00			AECOM Estimate
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)		
				\$162,528.56	35	\$54,373.84	\$92,570.61	0	

