



MEETING MINUTES

Helms Elementary School Construction Progress Meeting # 35

Date	Time	Purpose	Location
December 19, 2012	1:00 PM	Weekly Update	Helms ES T Building
Prepared By Tim Beally			See sign in sheet

1) Issues

a) Electrical

- i) New electrical sub-contractor
 - (1) HIG hired Aus-Tex as the electrical sub-contractor to replace K-N-D.
 - (2) Aus-Tex has been on site and is performing work.
- ii) Panel labeling
 - (1) AECOM asked HIG to walk with the plant operator and explain the panels and labeling – **fourth week**.
 - (2) In a past meeting JE said the panel labeling is unacceptable and asked HIG to change it – **third week**.
- iii) Upstairs rooms' outlets – **fourth week**.
 - (1) The power circuit in the upper rooms has popped three times in as many weeks.
 - (2) HIG had Aus-Tex run an additional circuit.
 - (3) Item appears resolved and will be closed.
 - (4) AECOM will open a CPR for this work.
- iv) Exterior lights conduit
 - (1) K-N-D used unacceptable conduit for the exterior lights.
 - (2) Aus-Tex will have to replace the conduit.

b) Plumbing

- i) Drinking fountains leaking – **fourth week**.
 - (1) The water fountains have been leaking since the start of school.
 - (2) 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.
 - (3) AECOM asked FGC to review the product and investigate alternative fountains for possible replacements.
- ii) Hot water in the custodial closets – **fourth week**
 - (1) The school mentioned there was no hot water in the custodial closets.
 - (2) Last week, after the meeting JE, FGC, AECOM and HIG walked and determined:
 - (a) Closet in hall near cafeteria – not piped for hot water before the project started.
 - (b) Closet near boy's restrooms in main hall
 - (i) Need electrical connection completed.
 - (ii) HIG completed this in the past week. The heater functions.
 - (c) Closet near girl's restroom in east side of building does not have a hot water valve (handle). Did not previously have hot water.
 - (d) Closet in pre-K wing. JE turned on the electrical connection – now working.

c) Exterior Doors

- i) The remaining breezeway doors will be installed after normal school hours or over Christmas break.
- ii) Cores
 - (1) HIG needs to replace the exterior door cores with HISD acceptable cores.
 - (2) This is a problem for the school and they have requested correction soon – **third week**.
 - (3) HIG says Best has manufactured the cores and will do the replacement work over the Christmas break.

d) Whiteboards / Tack Boards

- i) In coordination with the school, HIG will install the whiteboards over the Christmas Break.

- ii) AECOM asked HIG to confirm the delivery date. After last week's meeting HIG confirmed the boards will ship on 12/21/12 from Arkansas and should be available for installation by 12/27/12.
 - iii) Subsequently AECOM asked HIG to re-confirm the ship and delivery date. HIG confirmed the shipment date of 12/21/12.
- e) Interior Signage – HIG will install the signage during the Christmas break.
- f) Classroom 6 Millwork – HIG will install during the Christmas break.
- g) Receptionist Window – Work will be done during the Christmas break.
- h) Interior Main Hallway Door – Work will be done during the Christmas break.
- i) Restroom Partitions
 - i) Some restroom partition doors in the pre-K wing restrooms do not close.
 - ii) HIG will make adjustments – **third week**. They intend to do the work over the Christmas break.
- j) Projector Screens
 - i) The school originally requested installation of two projector screens.
 - ii) It turns out they have three screens. They want the three screens installed in: upstairs conference room, computer classroom, and library.
 - iii) HIG has already installed all three screens and are getting switches to make final electrical connections for two of the screens.
 - iv) HIG provided a priced CPR but AECOM asked them to resubmit it to provide for the installation of three projector screens.
- k) 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) Punch List
 - i) This week HIG provided a letter requesting punch list inspection. It was dated 12/10/12. (attached)
 - ii) Mechanical
 - (1) JE provided their punch list (attached).
 - (2) HIG received a successful inspection from the COH.
 - iii) Architectural / School
 - (1) Walked the school with the Principal after last week's meeting and identified punch list items.
 - (2) FGC provided a copy of the punch list to HIG (attached)
 - iv) Electrical
 - (1) HIG has had Aus-Tex finish minor electrical work such as adding outlets in the main hallway and the upper story rooms.
 - (2) Aus-Tex will need to turn their focus to preparing for COH and HISD – Electrical inspections.
 - v) COH Inspections

- (1) HIG mentioned an issue surfaced by COH inspectors wherein the inspectors questioned scope such as the elevator building, boiler building and land and trees. These were items deleted from the project scope.
 - (2) AECOM clarified that the project was originally bid but was re-scoped and re-bid. FGC revised the permit documents and re-submitted it to the COH for review and approval.
- c) HVAC Balance Report – **tenth week** – HIG plans to accomplish in December.

3) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) HIG submitted pricing for CPR 47. AECOM requested a change. See comments above.
- c) Outlets for Speech Room – received CPR 49 pricing but JE questioned breakout.

4) Pay Application

- a) No activity

Next Meeting – Thursday, December 27, 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

AECOM**SIGN-IN SHEET
HISD BOND PROGRAM****Project:** Helms ES Renovation**Meeting Date / Time:**

December 19, 2012, 1:00 PM

Meeting Purpose: Construction Meeting 35**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
K. Gonzales	<i>KG</i>	Super	Horizon	713-816-7343	KGonzales@HGIUSA.com

TRANSMITTAL LETTER

FEHR GROSSMAN COX
Architects, Inc.

PROJECT: HEMIS

ARCHITECT'S PROJECT NUMBER: 090010

DATE: 12/19/12

ATTENTION: RUSS MCCOWN

If enclosures are not as noted, please.
inform us immediately.
If checked below, please:
☐ Acknowledge receipt of enclosures.
☐ Return enclosures to us.

WE TRANSMIT:

☒ (XX) herewith ☐ under separate cover via _____ ☐ in accordance with your request

FOR YOUR:

☐ approval ☐ distribution to parties ☐ information ☐ review & comment ☒ use ☐ record

THE FOLLOWING:

☐ Drawings ☐ Shop Drawing Prints ☐ Samples ☐ Specifications ☐ Shop Drawings ☐ Products

☐ Change Orders ☐ CD's ☐ Supplemental Instructions ☐ Letter ☒ PUNCH LIST

ORIGINALS	COPIES	DATE	REV.NO.	DESCRIPTION	CODE
	<u>1</u>	<u>12/19/12</u>		<u>ARCHITECTURAL PUNCH LIST</u>	

ACTION A. Action indicated on item transmitted D. For signature and forwarding as noted below
 B. No action required REMARKS
 C. For signature and return to this office E. See REMARKS below

REMARKS

HAND DELIVERED

COPIES TO: (with enclosures)

TIM BEASY
RON HUGHES

BY: BRIAN COX

Punch List

Project: Helms Elementary School

Project No.: 090010

Date: 12/19/12

The following items are items to be completed at the above referenced project. Any items not noted here but incomplete and outlined in the construction documents are to be completed.

1. Cafeteria: Repair telegraphing seams, bumps, cracked tiles throughout. Remove tile in affected areas, refloat as required and reinstall tile.
 2. Door 1: Fill mortise cut out and paint to match door edge. Install cover plate on jamb opening. Adjust closer for easier operation.
 3. Door 2: Fill mortise cut out and paint to match door edge. Install cover plate on jamb opening. Adjust closer for easier operation. Repair door sticking in jamb.
 4. Door 3: Repair door jamming on landing.
 5. Restroom X40 Boys:
 - a. Verify HC urinal lowered to 14" AFF to rim.
 - b. Verify HC toilet replaced with 15" AFF max. top of seat model.
 - c. Verify HC lavatory lowered to 30" AFF to rim.
 6. Restroom X64 Girls:
 - a. Replace ceramic tile with holes to right of lavatories.
 - b. Remove mirror for reuse and replace any tiles with holes.
 - c. Verify HC lavatory lowered to 30" AFF to rim
 - d. Verify HC toilet replaced with 15" AFF max. top of seat model.
 7. Corridor X51: Install GFI convenience outlet next to EDF.
 8. Corridor X241:
 - a. Install head, jamb and mullion seals on doors 3 and 4 per schedule.
 - b. Install doors 5 and 6.
 - c. Note sentronic closers are scheduled on each leaf of door pair 5 and insure proper electrical connection and operation.
 9. Classroom 2: Repair Unit Ventilator for excessive noise.
 10. Classroom 3:
 - a. Reset ceiling tile.
 - b. Touch up paint on plan-north wall.
 - c. Install trim at edge of tack board and paint.
 11. Classroom 1:
 - a. Replace scorched ceiling tile.
 - b. Replace cracked ceiling tile.
 12. Classroom 4: Replace stained ceiling tile.
-

13. Storage 3:
 - a. Remove all storage paint-relocate to temporary building.
 - b. Fill floor "trench" with ardex at demolished wall and float flush with floor.
14. Corridor X115:
 - a. Remove rubber wall base on plan-west wall where door was removed and install tapered wood base so that rubber base can be stalled flush. Match opposite wall as much as possible. Reinstall rubber base.
 - b. Reattach smoke detector.
15. Classroom 6:
 - a. Repair non-functioning electrical receptacles on plan-north wall.
 - b. Install threshold on exterior door at new landing.
16. Restroom A2A (second floor): Repair non-functioning exhaust fan that worked previously.
17. Corridor X110: Cap plumbing drain at removed EDF outside Office X160. Patch wall as required.
18. Lobby X112: Remove tape from smoke detector.
19. Admin X170:
 - a. Replace newly installed locksets that are not functioning properly on Doors 34 and 35.
 - b. Touch up / repaint wall graphics where items were removed.
20. Room 5: Replace stained ceiling tile.
21. Corridor X242:
 - a. Install all new scheduled doors 41, 42, 43, 44.
 - b. Note sentronic closers are scheduled on each leaf of door pair 44 and insure proper electrical connection and operation.
22. Boys Restroom X230:
 - a. From TAS restroom revisions list 8/28/12, Install one HC mirror in Corridor X230A leading into restroom on plan-south wall centered on opening to restroom. Mount with bottom edge of reflective surface at 34" max. AFF.
 - b. Verify HC urinal lowered to 14" AFF to rim.
 - c. Verify HC lavatory 30" AFF to rim.
23. Pre-K Restroom X251:
 - a. Check height of lavatory to be 30" max. AFF to rim.
 - b. From TAS restroom revisions list 8/28/12, Install one HC mirror on plan-north wall adjacent to end of HC grab bar. Mount with bottom edge of reflective surface at 34" max. AFF.
 - c. Patch ceramic tile at light switches.
 - d. Patch hole in wall.
 - e. Install wall base on entry hallway side of plan-south restroom wall.
24. Room 7: Re-set ceiling tile at UV
25. Speech Room X250:
 - a. Install wall base.
 - b. Touch up paint.
26. Corridor X250 - Building C:
 - a. Paint exposed electrical conduit at plan-east end of corridor.

27. Girls Restroom X15:
 - a. Install lock core.
 - b. Repair non-draining HC lavatory.
 - c. Verify HC toilet replaced with 15" AFF max. top of seat model.
 - d. Verify height of HC lavatory 30" AFF max. to rim.
 - e. From TAS restroom revisions list 8/28/12, Install one HC mirror on plan-north wall adjacent to lavatories, 12" to edge from edge of lavatory. Mount with bottom edge of reflective surface at 34" max. AFF.
28. Corridor X222:
 - a. Door Pair 63 - Sentronic closers /hold open not working properly. Insure proper operation and electrical/fire alarm tie-in.
29. Restroom 16A:
 - a. Relocate mirror adjacent to lavatory, above HC grab bar. Mount with bottom edge of reflective surface at 34" max. AFF.
 - b. Verify height of HC lavatory to be 30" AFF to rim.
30. Room A6: Re-set ceiling tile.
31. Girls Restroom X235:
 - a. Repair toilet compartment doors not closing properly.
 - b. Lower wall mounted HC toilet to 15" AFF max. to top of seat.
 - c. Verify height of HC lavatory to be 30" AFF to rim.
 - d. Install HC mirror on plan-north wall. Mount with bottom edge of reflective surface at 34" max. AFF.
32. Boys Restroom X220:
 - a. Verify HC urinal lowered to 14" AFF to rim.
 - b. Lower wall mounted HC toilet to 15" AFF max. to top of seat.
 - c. Verify height of HC lavatory to be 30" AFF to rim.
 - d. Install HC mirror on plan-south wall in lavatory room. Mount with bottom edge of reflective surface at 34" max. AFF.
 - e. Lavatory room ceramic tile grouting at top of wall base is not acceptable. Remove bottom row of wall tile, re-install new tile, and grout joint neatly in a workmanlike manner without grout on the face of tiles.
33. Corridor X210, plan-west:
 - a. Door pair 83: Reinstall door to close gap at head.
 - b. Door pair 83: Install door and mullion seals per schedule.
 - c. Door pair 87: Install door and mullion seals per schedule.
 - d. Door pair 87: Remove and re-install closer for proper function as indicated on prior field report.
 - e. Door pair 87: Repair or replace broken hollow metal frame adjacent to left leaf hinge exterior hinge side as noted on prior field report. Strip paint, weld joint, grind smooth, prime and re-paint. NO "BONDO".



LETTER OF TRANSMITTAL

4204 Bellaire Blvd.
Houston, Texas 77025
Phone: 713.660.8282 Fax: 713.660.0102

To:

Name:	Brian Cox	Date:	12-19-12
Company:	Fehr Grossman Cox Architects	Subject:	Helms Elementary School
Address:	3315 Marquart Street, Suite 250	Phone#	713-797-0404
City/State:	Houston, Texas 77027	Fax#:	713-797-6740

We are sending you: ☒ Attached ☐ Under separate cover via _____ the following items:
☐ Shop drawings ☐ Prints ☐ Plans ☐ Samples ☐ Specifications ☒ Copy of Letter
☐ Change order ☐ Submittal ☐ CPR ☐ Pay Application ☐ RFI

Copies	Dated	Description
1	12/19/12	Request for Punch List Inspection

These are transmitted as checked below:

☐ For approval ☐ Approved as submitted ☐ Resubmit _____ copies for approval
☒ For your use ☐ Approved as noted ☐ Submit _____ copies for distribution
☐ As requested ☐ Returned for correction ☐ Return _____ corrected copies
☐ For review and comment
☐ For bids Due: _____ ☐ RETURN prints to us after loan

Remarks:

Copy to: _____

Signed: Russell McCown
Russell McCown – Project Manager



4204 Bellaire Boulevard, Suite 210, Houston, Texas 77025
Phone: 713-660-8282 Fax: 713-660-0102

Request for Architectural and MEP Inspection

December 10, 2012

Brian Cox
Fehr Grossman Cox
3315 Marquart St., Suite 250
Houston, Texas 77027

Brian,

We are requesting a walk-through to be done on Wednesday, December 12, 2012 at 2:30 PM for an Architectural and MEP punch list inspection for Helms Elementary School.

If you have any questions or need any additional information please feel free to call.

Thank you,

A handwritten signature in cursive script that reads "Russell McCown".

Russell McCown
Project Manager
Horizon International Group



JONES ENGINEERS, L.P.

Consulting Mechanical/Electrical/Plumbing Engineers

SITE VISIT REPORT

Report Date: 12/18/2012

Site Visit Date: 12/17/2012

Reference: Helms final mechanical punch

On 12/17/2012

we visited the site to observe the progress of the work. The following are the items we noted:

Mechanical

Room 3 panel not secure on UV

Control wires not secure on all 3 OAU

HVAV grill needs to be finished out in boys R/R by dining room

Support pad not in place on chilled water piping room 6

Label all disconnects OAU's and UV's

Repair ceiling tile under UV in room 5

Repair ceiling tile under UV in room 8

Need hanger installed for drain piping rooms 7,12 and 15

Room 21 is missing grill behind UV

END OF SITE VISIT COMMENTS

Submitted by

R.L.Hughes

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	