



MEETING MINUTES

Helms Elementary School Project Advisory Team Meeting

Date	Time	Purpose	
December 20, 2012	3:30 PM	Project Status	Helms ES Conference Room
Prepared by – Tim Beally			Sign-in sheet not retrieved from meeting

1. Renovation Project Status
 - a. Much of the renovation project work is done.
 - b. Remaining work still to be accomplished by the contractor (Most work to be done over the Christmas break):
 - i. Deliver and install whiteboards / tack boards
 - ii. Install exterior breezeway doors
 - iii. Deliver and install interior signage
 - iv. Install bookshelves in classroom 6
 - v. Identifying and correcting punch list items
 - vi. Correcting work for City of Houston inspections
 - vii. Adjusting restroom fixtures to comply with ADA clearances
 - viii. Some late, small change order work.

2. Entry Hallway Receptionist Window / Door
 - a. The change order to the contractor’s contract has been approved by HISD CFS to install a receptionist window and an interior double door at the intersection of the main hallway and the main entry hallway.
 - b. Work is planned to be done over the Christmas break

3. Not specifically discussed at this meeting but mentioned at previous PATs is work already accomplished or will soon be accomplished and is beyond original scope of the project:
 - a. Installed new marquee
 - b. Installed new perimeter fencing
 - c. Replaced cafeteria floor
 - d. Relocated trophy case
 - e. Will install receptionist window
 - f. Will install main hallway entry door
 - g. Will install new casework in classroom 6
 - h. Moved PC2 materials to warehouse
 - i. Installed three projector screens and connected them to the electrical service
 - j. Replaced carpet in three classrooms
 - k. Will install coat hooks in Pre-K areas

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.