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.