



## MEETING MINUTES

Helms Elementary School  
Construction Progress Meeting # 45

| Date                   | Time    | Purpose       | Location                |
|------------------------|---------|---------------|-------------------------|
| February 27, 2013      | 1:00 PM | Weekly Update | Helms ES Teacher Lounge |
| Prepared By Tim Beally |         |               | See sign in sheet       |

### 1) Issues

- a) Main Hallway Interior Security Door
  - i) HISD installed the reader on the door frame. They want to make the electrical connection to the interior door security component.
  - ii) HIG reported that HISD had returned to complete their installation but a component in the interior of the door hardware failed and HISD needed to replace it. HIG will complete the installation after HISD is done.
  - iii) Work has not been done. AECOM will send a note to CFS.
  
- b) Restroom Doors
  - i) School wants the doors leading to the restrooms to be lockable.
  - ii) HIG will replace the doors with new doors with appropriate hardware.
  - iii) Some hardware has arrived – awaiting doors.
  
- c) Drinking Fountains Leaking
  - i) The water fountains have been leaking since the start of school.
  - ii) 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.
  - iii) HIG installed one new fountain pair.
  - iv) AECOM asked HIG to lower the fountain pair by the cafeteria about 6 inches - no change.
  
- d) Interior Signage
  - i) HIG said the signs are on hand.
  - ii) FGC earlier provided guidance how to install the signage – location, height.
  - iii) HIG will install shortly.
  
- e) Unit Ventilators
  - i) Computer classroom
    - (1) Has been occasionally hot. The building chiller has gone into alarm twice in the past weeks. CFS responded and reset the chiller.
      - (a) JE investigation indicates the chiller shuts down due to low CW flow. They recommend installation of a by-pass valve (192 gpm in a 4 inch line in the basement). Awaiting pricing – by end of week.
      - (b) AECOM asked HIG to provide a spot cooler until issue is resolved.
      - (c) HIG ran a test to change the UV from heat to cool modes repeatedly to see if the actuator is functioning properly. The results indicate the UV is operating properly.
      - (d) Separately a new problem surfaced
        - (i) The motor for the chill water pump shut down – an earth fault.
        - (ii) HIG had UES available as CFS re-started the chiller.
        - (iii) It is possible there is a problem with the motor. HIG was asked to check the motor.
    - ii) UVs need some work
      - (1) Bird screens and relief dampers
      - (2) Have replaced failed transformers.
  
  - f) Fire Alarm (FA) Pull Devices
    - i) The Principal requested some cover or device be installed on the FA pull station making it more difficult for children to pull the lever.

- ii) HIG submitted CPR for FA covers. Need FGC review
- g) Termites
  - i) The school noted there are termites in the area of the newly renovated restroom in the east end of the building
  - ii) AECOM asked HIG to address – will be handled by a CPR.

## 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) COH Inspections – Still need to do structural – have to revise connection of interior ceiling lay in lights (nearly 100%) and correct emergency lights (~50%) before calling for the inspection.
- c) Mechanical Punch List – need to label the mechanical equipment.
- d) Architectural / School Punch List
  - i) See comments on restroom doors.
  - ii) Need install threshold at exterior door near classroom six.
- e) Electrical Punch List
  - i) Disconnect switch for the unit ventilators – no update.
  - ii) Revise emergency lights – underway – no update.
  - iii) Panel labeling – AECOM asked HIG to walk with the plant operator and explain the panels and labeling – **twelfth week**.
    - (1) HIG said Aus Tex tried once to meet with the plan operator but he was busy.
    - (2) AECOM asked d HIG to coordinate a meeting with Aus Tex and the PO.
  - iv) Exterior lights conduit – **eleventh week** – Aus-Tex will have to replace the conduit.
  - v) JE was going to check and see if a coordination study was due – no update.
- f) HVAC Balance Report – T&B underway. HIG received a draft report – will forward to JE.
- g) Close Out
  - i) HIG said they have completed about 75% of the close out documents.
  - ii) AECOM asked HIG to provide what they have now to FGC for review.
- h) Mechanical Components Training – AECOM would like to have a session with CFS on 03/06/13.

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

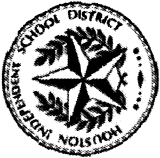
- a) Attached is the CPR log.
- b) HIG submitted CPR 58.

## 4) Pay Application

- a) No activity.

**Next Meeting – Wednesday, March 6, 2013 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<br>HISD BOND PROGRAM       |             |                      |                    |                           |                             |  |
|--|-------------|----------------------|--------------------|---------------------------|-----------------------------|--|
| Project: Helms ES Renovation             |             | Meeting Date / Time: |                    | February 27 2013, 1:00 PM |                             |  |
| Meeting Purpose: Construction Meeting 45 |             | 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                           | <i>RM</i>   | Project Manager      | Horizon Intl Group | 832-752-0066              | rmccown@hgiusa              |  |
| Ken Gonzales                             | <i>K.G.</i> | Superintendent       | Horizon Intl Group | 713-816-7343              | kgonzales@hgiusa.com        |  |
| David Lecky                              |             | Project Executive    | Horizon Intl Group | 281-900-3532              | dlecky@hgiusa.com           |  |
|  |             |                      |                    |                           |                             |  |
|  |             |                      |                    |                           |                             |  |
|  |             |                      |                    |                           |                             |  |
|  |             |                      |                    |                           |                             |  |

# Helms ES Renovation - Change Log

02/28/13

| 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 | 4   | 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  | 4   | 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 | 4   | 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 | 4   | Install Interior Hallway Security Double Door          | G709 - 11/02/12   | \$15,474.76      | 21        |                | \$15,474.76     | 21            | Apvd 11/26/12                      |
| 46  | 4   | Revise Casework  | Verbal - sketch   | (\$9,050.00)     | 7         |                | (\$9,050.00)    | 7             | Apvd 11/12/12                      |
| 47  | 4   | Install Projector Screens                              | Verbal            | \$2,989.93       | 7         |                | \$2,332.39      | 7             | Apvd 02/04/13                      |
| 48  | N/A | Ground Main Transformer                                | CFS - Verbal      | \$0.00           | 0         |                | \$0.00          | 0             | HIG - No charge                    |
| 49  | 4   | Add Outlets in Speech Therapy Room                     | Verbal            | \$941.72         | 3         |                | \$941.72        | 3             | Apvd 01/25/13                      |
| 50  | 5   | Add Circuit to Upper Floor Rooms                       | Verbal            | \$1,084.45       | 1         |                | \$1,084.45      | 1             | Apvd 02/18/13                      |
| 51  | 5   | Replace Admin Area / Receptionist Door Hardware        | Verbal            | \$3,389.83       | 10        |                | \$3,389.83      | 10            | Apvd 02/18/13                      |
| 52  | 5   | Add Power Outlets for Main Hallway - Custodial Support | Verbal            | \$459.71         | 1         |                | \$459.71        | 1             | Apvd 02/21/13                      |
| 53  | 4   | Replace Water Fountain                                 | School Request    | \$1,675.18       | 3         |                | \$1,675.18      | 3             | Apvd 01/25/13                      |
| 54  | 5   | Install Additional Whiteboards                         | School Request    | \$2,108.43       | 1         |                | \$2,108.43      | 1             | Apvd 02/21/13                      |
| 55  | 5   | Change Hardware on Cafeteria Doors                     | G709 - 01/17/13   | \$3,000.00       | 5         |                | \$2,102.79      | 5             | Apvd 02/21/13                      |

## Helms ES Renovation - Change Log

02/28/13

|    |   |  |                |               |    |            |               |    |                |
|----|---|--|----------------|---------------|----|------------|---------------|----|----------------|
| 56 |   | Install Heating Coil in Cafeteria              | Verbal         | \$5,000.00    |    | \$5,000.00 |               |    | AECOM Estimate |
| 57 | 5 | Install Electric Outlet in Computer Classroom  | School Request | \$353.63      | 1  |            | \$353.63      | 1  | Apvd 02/21/13  |
| 58 |   | Install FA Cover Boxes                         | School Request | \$2,260.13    | 5  | \$2,260.13 |               |    |                |
| 59 |   | Install CW Bypass Valve                        | Verbal         | \$3,000.00    |    |            |               |    | AECOM Estimate |
| 60 |   | Provide Termite Protection near Pre-K Restroom | Verbal         | \$1,000.00    |    | \$1,000.00 |               |    | AECOM Estimate |
|    | 2 | Delete Contract Allowance                      |                | (\$10,000.00) |    |            | (\$10,000.00) | 0  |                |
|    |   |  |                | \$188,721.80  | 79 | \$8,260.13 | \$159,698.59  | 74 |                |