



## MEETING MINUTES

Helms Elementary School  
Construction Progress Meeting # 48

Date	Time	Purpose	Location
March 20, 2013	1:00 PM	Weekly Update	Helms ES Teacher Lounge
Prepared By Tim Beally			See sign in sheet

### 1) Issues

- a) Restroom Doors
  - i) School wants the doors leading to the restrooms to be lockable.
  - ii) Hardware and doors have been installed.
  
- b) Drinking Fountains Leaking
  - i) The water fountains have been leaking since the start of school.
  - ii) HIG replaced the water fountains but the school was still dissatisfied.
  - iii) HIG installed one new fountain pair.
  - iv) HIG submitted CPR 61 to lower one fountain pair six inches. AECOM asked FGC to review.
  
- c) Unit Ventilators
  - i) Computer classroom
    - (1) Has been occasionally hot. The building chiller has gone into alarm in the past few weeks. CFS responded and reset the chiller.
      - (a) JE indicates the chiller shuts down due to low CW flow. They recommended installation of a by-pass valve (192 gpm in a 4 inch line in the basement – 02/18/13).
      - (b) CPR 59 submitted to AECOM and processed to CFS.
      - (c) AECOM asked HIG to provide a spot cooler until issue is resolved.
    - (2) Chill water pump
      - (a) The motor for the chill water pump shut down – an earth fault. It is possible there is a problem with the motor. HIG was asked to check the motor.
      - (b) HIG was going to have the new electrical subcontractor perform the check.
      - (c) The check showed there was a small, possible short in the wiring. HIG has to replace the wiring.
  - ii) Room 9
    - (1) Repeated cold calls.
    - (2) HIG suggests the unit is working properly.
    - (3) HIG will run a 48 hour trend analysis to see if the unit is working properly. The school needs to be occupied for the data to reflect proper conditions.
    - (4) HIG had UES check and found an improper set point for the outside air temperature. They reset it.
  - iii) Room 19 – thermostat is broken
  - iv) Other UV work – Bird screens and relief dampers fabricated and installed but for one.
  
- d) Fire Alarm (FA) Pull Devices
  - i) The Principal requested covers be installed on the FA pull stations making it difficult for children to pull the lever.
  - ii) AECOM submitted CPR to CFS.
  
- e) Termites
  - i) The school noted termites in the newly renovated restroom in the east end of the building
  - ii) AECOM asked HIG to address by a CPR.
  - iii) HIG indicated they did not want to do this work. AECOM asked them to send a note stating this. AEOCM will pass to HISD.
  
- f) Cafeteria Floor – HIG repaired areas over spring break where VCT was cracked.

- g) Nurse Office
  - i) Door Hardware – HIG installed locking hardware.
  - ii) Sign needs to be moved from view pane.
- h) School Concerns
  - i) Broken casework in one classroom - HIG will replace.
  - ii) Broken stereo in a classroom – HIG will replace

**2) Punch List / Close Out**

- a) COH Inspections
  - i) Still need to do structural.
  - ii) Awaiting completion of reconnections of emergency lights. At Room 7 and moving west.
- b) Mechanical Punch List – need to label the mechanical equipment – no update
- c) Architectural / School Punch List
  - i) See comments on restroom doors.
  - ii) Need install threshold at exterior door near classroom six.
- d) Electrical Punch List
  - i) Disconnect switch for the unit ventilators – all complete but three.
  - ii) Wall receptacles – 95% complete
  - iii) Wiring and neutrals – complete
  - iv) Revise emergency lights – underway.
  - v) Panel labeling – AECOM asked HIG to walk with the plant operator and explain the panels and labeling – **fifteenth week.**
  - vi) Exterior lights conduit – **seventeenth week**
    - (1) The conduit for the exterior lights does not meet contract requirements. The second electrical sub-contractor – KND – installed EMT versus rigid conduit. HIG must replace.
  - vii) AECOM will request HISD Electrical for an on site inspection.
- e) HVAC Balance Report – T&B underway – correcting two deficient items.
- f) Close Out – HIG said they would get the documents to FGC today.

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

- a) Attached is the CPR log.
- b) CPRs with work to be accomplished:
 

i)	54	Add whiteboards	HIG to install this week.
ii)	55	Cafeteria doors hardware	On order – three week delivery
iii)	56	Heating coil in kitchen	Received CPR. AECOM to send to CFS.
iv)	58	Fire Alarm Covers	Awaiting CFS approval of CPR.
v)	59	CW Bypass Valve	Awaiting CFS approval of CPR.
vi)	60	Termite protection	See comments above.
vii)	61	Lower Drinking Fountain	CPR submitted by HIG.

**4) Pay Application**

- a) No activity.

**Next Meeting – Wednesday, March 27, 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 HISD BOND PROGRAM

<b>Project:</b> Helms ES Renovation	<b>Meeting Date / Time:</b> March 20, 2013 1:00 PM
<b>Meeting Purpose:</b> Construction Meeting 48	<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>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>KG</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com
<i>WES GETER</i>	<i>WG</i>	<i>PROJ EXEC</i>	<i>1</i>	<i>832-347-7204</i>	

# Helms ES Renovation - Change Log

03/22/13

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

03/22/13

56		Install Heating Coil in Cafeteria	Verbal	\$9,392.13	10	\$9,392.13			Sent to CFS 03/22/13
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	5	Apvd 03/20/13
59		Install CW Bypass Valve	Verbal	\$5,766.60	10		\$5,766.60	10	Apvd 03/21/13
60		Provide Termite Protection near Pre-K Restroom	Verbal	\$2,000.00		\$2,000.00			AECOM Estimate
61		Lower Drinking Fountain	Verbal	\$1,321.37	3	\$1,321.37			Sent to CFS 03/22/13
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$198,201.90	102	\$12,713.50	\$167,725.32	89	