



## MEETING MINUTES

### Helms Elementary School Construction Progress Meeting # 53

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

#### 1) Issues

- a) Computer classroom
  - i) Has been occasionally hot. The building chiller has gone into alarm frequently in the past few weeks. CFS responded and reset the chiller.
    - (1) Need to install a chiller bypass valve - CPR 59
    - (2) HIG installed the valve but needed to coordinate with HISD to make the controls function. During the past week HIG successfully coordinated with CFS and incorporated the valve into the HISD controls system.
    - (3) HIG removed the spot cooler
    - (4) This item is complete.
- b) Trend Reports – Classroom 9
  - i) HIG provided a temperature / humidity trend report for classroom 9 from 04/24/13 – 04/30/13 (Attached).
  - ii) AECOM wants to visit with the principal to explain.
- c) Chill water pump
  - i) The motor for the chill water pump shut down. A check showed the housing was not weatherproofed.
  - ii) HIG corrected.
- d) Thermostats in Room 19, cafeteria, and Building D are not working.
  - i) HIG to correct.
  - ii) They have not completed a contract with UES.
- e) Fire Alarm (FA) Pull Devices Covers
  - i) The Principal requested covers be installed on the FA pull stations to make it difficult for children to pull the lever. This was first mentioned on 02/08/13.
  - ii) HIG submitted first pricing for CPR 58 on 02/20/13, revised on 02/27/13.
  - iii) CPR approved by HISD on 03/20/13.
  - iv) Last week HIG said they would do all fifteen devices.
  - v) HIG sent a contract to AFS but because the work will have to be done after hours, AFS requested more money. HIG is working.
- f) Kitchen Heat Strips
  - i) Heat strips arrived but were the wrong size. HIG is expediting the re-ordered material.
  - ii) Will install in a section of duct on the roof.
- g) School Testing
  - i) AECOM mentioned that Stanford testing will be next week and make up STARR testing will be the week after.
  - ii) HIG needs to check with the admin office before planning to do any work during testing.
- h) Balance Report
  - i) HIG needs to provide the balance report for review of performance and possible adjustment of the unit ventilators.
  - ii) HIG wants their current mechanical sub (Vista) to provide the report – HIG working.

## 2) Punch List / Close Out

- i) COH Permit
  - (1) On 04/14/13, the PM and superintendent were unclear of the COH permit documents.
  - (2) This was discussed and clarified on 12/19/12 with the previous HIG PM and superintendent. FGC clarified that a revised permit was submitted removing items from the permit scope as the project scope was reduced (removed elevator, boiler work, parking, cafeteria AC and Admin area AC) to rebid the project.
  - (3) FGC said there were revised drawings which should be appended to the original permitted drawings. HIG could not find the permitted drawings. They were going to go to COH to get another copy.
  - (4) HIG obtained copy of the permit drawings from COH.
  
- b) COH Inspections
  - i) Structural
    - (1) HIG had not gotten the OAHU pads and concrete steps inspected by COH.
    - (2) The inspector expressed concern but the Project Superintendent thought they would be okay.
    - (3) He asked if AECOM and FGC could send any photos they had of the rebar, formwork.
  - ii) COH wants to look specifically at the close function of the hold open fire doors.
  - iii) Egress inspection to be done after these other inspections.
  
- c) Mechanical Punch List – label the mechanical equipment – All done but a couple of roof top units.
  
- d) Electrical Punch List
  - i) HISD Electrical Inspection
    - (1) JE and HISD Electrical provided punch lists to HIG.
    - (2) Last week HIG said they completed correcting the punch list.
    - (3) AECOM will coordinate a re-inspection with JE and HISD Electrical, possibly next week.
    - (4) JE was working the coordination study with GE.
    - (5) HIG was going to do the infrared survey this weekend. JE re-iterated the importance of using properly calibrated equipment. The report should be available about one week later.
  - ii) Exterior lights conduit
    - (1) A previous electrical sub-contractor installed ½” EMT vs. ¾” rigid conduit.
    - (2) HIG previously provided a letter disagreeing with the rigid conduit requirement.
    - (3) At a meeting last week with CFS, HISD said they would consider a deductive change order removing the requirement to upsize to ¾” conduit.
    - (4) HIG will prepare a CPR.
  
- e) Close Out
  - i) Documents – **fifteen weeks.**
    - (1) AECOM has been specifically discussing the close out documents in weekly meetings since 01/09/13. At that point HIG said they were assembling the documents.
    - (2) HIG provided partial close out documents to FGC about 03/20/13.
    - (3) FGC responded on 03/25/13 saying the submittal did not include the approved submittals. HIG must provide the approved submittals. They were returned to HIG for revision and completion.
    - (4) HIG says they are looking for four remaining submittals. These were previously rejected but not resubmitted. HIG may have to reaccomplish.
  - ii) As-builts
    - (1) Were not included in the close out document submittal to FGC.
    - (2) HIG has the as builts. They have updated them and will submit with the close out documents.

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

- a) Attached is the CPR log
- b) AECOM sent change order 5 to HISD for processing.
- c) CPRs to be accomplished:
  - i) 55 Cafeteria doors hardware Material on hand – to be installed shortly
  - ii) 56 Heat strips in kitchen Material wrong size – re-ordered – see above
  - iii) 58 Fire Alarm Covers See comments above.

**4) Pay Application**

- a) No activity

**Next Meeting – Wednesday, May 8, 2013 at 1:00 PM at Helms ES.**

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.