

December 1, 2011

**CONSTRUCTION PROGRESS MEETING MINUTES - #10**

Re: Renovation to Radcliff Elementary School – Phase 3  
SCB Project No. 1004

Date: November 23, 2011

Present: See attached Sign-In Sheet

**Review of previous minutes**

No comments were made regarding the previous meeting minutes.

**Schedule**

- 1) The current substantial completion date is as follows:  
Substantial Completion: November 25, 2011  
Due to status of project substantial completion, the substantial completion date for this project may be set as November 25, 2011.

**Work completed to date and Anticipated work**

Mark Deasy of Morel Construction discussed Work completed and work anticipated per the following:

Punchlist items for Media Center, Kitchen, and Cafeteria are 70% complete. Flooring and painting punchlist items will be addressed end of December. A&B Communications was on site the day of meeting to install data at exterior site pole lights.

Metal roof will be installed at the exterior maintenance building the following week.

Built-up and Metal Roof punchlist review was conducted on Thursday, October 27.

Site and Landscaping punchlist review was conducted on Thursday, November 17.

Exterior Building punchlist review was conducted following the construction meeting. A report by SCB will be forthcoming.

Owner Training with Technical Services was conducted last month. Per construction documents, testing data will be required from Alternative Electric.

Owner Training and Maintenance meeting for the fluid-applied athletic rubber flooring and telescopic bleacher system was conducted on Thursday, November 17.

Morel to verify that HVAC testing and balancing was conducted on Monday, October 31. Per construction documents, testing and balancing report will be required.

There are some exterior security cameras not yet installed by Alternative Electric.

SCB and STW will be coordinating date to conduct Gymnasium punchlist review.

### **Shop drawings and submittals**

Lusk Mechanical has sent letter to Morel Construction verifying the refrigerant R-410A utilized within the VRV system installed. Rick Clauson stated that this letter had been forwarded to HBC plan reviewer, Lee White. Myra requested a copy of the letter be sent to SCB and Owner. Rick stated that the letter from Lusk did not indicate amount (gallons) of refrigerant, but was assured by Lusk that the amount was not necessary to be indicated in the letter.

### **Change Orders/PR/ASI/RFI**

Currently, thirty-three (33) Field RFIs and eight (8) Office RFIs have been submitted from Morel Construction. SCB has responded to all RFIs to date.

Pricing of Proposal Request No. 15 has been received by Morel Construction and reviewed by SCB and STW. This proposal request will be forwarded to the Owner as a change order request. Proposal Request No. 15 was for relocation of existing sprinkler piping in Gymnasium so as to not conflict with new telescopic bleacher installation. Rusty Taylor stated that the sprinkler pipe lacked final painting at top.

Rick with Morel stating that they are currently working on a price submittal for Proposal Request No. 16 – to provide new sidewalk extension from single exterior Gymnasium egress door to front drive. Currently, the price to conduct this work is approximately \$3,500.00.

Per Kentucky Utilities, relocation of utility pole at new bus parking area was not required.

### **Pay request**

Pay Application No. 10 was submitted to SCB for signature and submittal to Owner for payment.

### **Record drawings**

Morel Construction to forward As-Built drawings to SCB for review prior to submittal to Owner.

### **Daily clean-up**

Project is substantially complete. However, all remaining contractors on site are to be diligent with daily clean up. All contractors are required to provide labor to clean up their respective work at the end of every day.

Mark Deasy stated that final clean-up at the Gymnasium has been conducted. There are tools at the exterior Kitchen area that are Alternative Electric's. There are still materials being stored in the exterior maintenance building.

## **Safety issues**

All contractors are to wear identification badges while on project site.

## **New business**

### 1. Owner's comments:

*Owner has requested a cost proposal to have a "graffiti-resistant" sealant installed at exterior perimeter stained face brick surfaces up to 6'-0" a.f.f. at the west and north building elevations only and only at the stained brick surfaces. SCB will create a proposal request for submittal to Morel.*

*Rusty Taylor asked about status of overflow roof drain repairs at Kitchen and Cafeteria roof. Mark Deasy stated that a cap had been installed at the top of strainers over the overflow drains. Rusty asked if the standing water around the overflow drains is an issue. Myra Vaughn stated that the overflow drain details for Phase 3 are identical to those for Phase 2 re-roofing. However, two different types of overflow drains have been installed.*

*Per librarian, the front row of computers is not functional in the Media Center – at the computer stations.*

*There is a steady stream of water leaking through the existing exterior concrete stair to the lower level storage area. There is also visible signs of water infiltration through the capped and sealed coal chute, as well as up through existing floor slab in this area. Please refer to photos and additional report information at the end of these meeting minutes.*

*There was substantial water leaking from the front site island at the front visitor parking area. This was indicated on the site review punchlist.*

*A punchlist of items identified by Joan Cooke and school faculty was distributed prior to the meeting.*

*Mark stated that carpet would be installed the following week in the two Administrative offices damaged by uncapped sanitary sewer pipe. New carpet had to be selected due to manufacturer's discontinuing of carpet previously installed in Phase 1. Drywall patch at the wall between offices will be conducted the following week.*

*David Wyatt stated that on occasion he smells a "sewer" odor at the exterior vestibule to the bus walkway cover.*

### 2. Architect's comments: *SCB has only received one report from metal roofing inspector. Since metal roofing is substantially complete, metal roofing inspector is required to visit site and provide final report regarding weather-tightness warranty.*

*Morel to forward As-Built drawings to SCB for review prior to submittal to Owner.*

*The following testing and reports are required per construction documents:*

- Copy of Certificate of Occupancy*
- Data testing reports*
- Testing and balancing reports*
- Fire alarm and sprinkler reports to Owner and Morel*
- Water quality testing data*
- SCB will request Special Inspections letter from American Engineers*

*The lower level areas including Storage Room 001, 002, and 003 were to have received latex wall paint, all existing plaster ceiling removed, exposed structure painted, and exposed steel columns and lintels painted. Please refer to photos and additional report information at the end of these meeting minutes.*

3. Consultants' comments: *STW to conduct punchlist review of Gymnasium.*

*Additional items have been outlined in report by STW attached to the end of these meeting minutes.*

4. Contractor's/Subcontractors' comments: *Morel to replace stained ceiling tiles at entrance to Gymnasium from front existing corridor and replenish Owner's stock of acoustical ceiling tiles.*

*Mark Deasy stated that the kitchen staff has expressed concern over "cold air" from range hood – MUA – on cold mornings. The electric heater is not warming up the air. However, 70 degree neutral air can feel cold to some individuals. Morel to get temperature of air. STW to verify operation of range hood.*

*Morel has requested that the Owner verify rough-in for future scoreboards and location for rough-in/height. Gary Milby had previously stated to Mark Deasy that the rough-in was not to be installed, however, this needs to be verified. Neither SCB nor STW has documentation stating that the Owner did not want rough-in for future scoreboards installed.*

*Replacement for Door 141 in FMD Classroom was called out as a solid door in the door schedule. However, Owner had previously requested a type N door with narrow-lite. Morel to verify if narrow-lite package can be installed in solid door.*

End of meeting minutes.

Due to substantial completion of project, there will be no more monthly construction progress meetings. SCB will conduct a final punchlist review after all substantial completion punchlist items have been addressed by Morel Construction.

If you have questions or comments regarding these minutes, please contact this office.

Sincerely,



Myra Vaughn AIA, LEED® AP

- c: All present (Morel Construction to distribute to subs), Kenny Stanfield, Brian Ashley, Phil Gayhart, Tyler Wilson, Mike McGaughey, Brandon Cecil, Bill Grigsby, Ben Sorrell



Water infiltration through sealed existing coal chute. The area of saturation of the coal chute is approximately 3-5 feet below exterior grade. The coal chute is located in Storage Room 002.



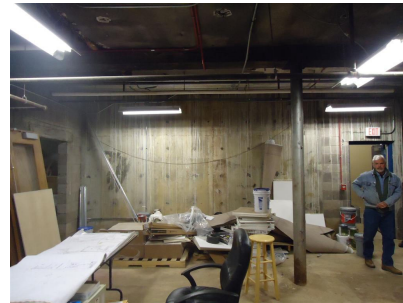
The existing concrete walls adjacent to the coal chute also show signs of water infiltration. These surfaces were “wet” to the touch.



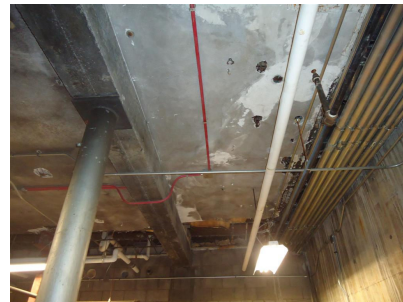
Across the room from exterior wall of the coal chute, standing water was noted at the southeast corner of Storage Room 002. Upon closer investigation, it appeared that water infiltration was occurring from under the existing concrete slab – hydrostatic pressure.



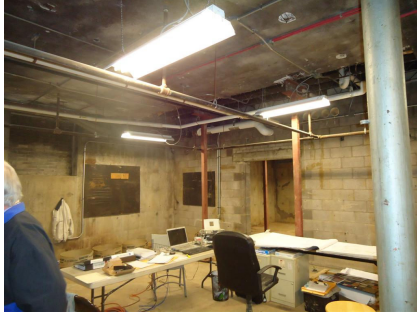
The hole into the existing chimney at left of exterior double-doors is to be infilled per construction documents.



Per construction drawings, “the contractor shall fire safe and seal all existing and new penetrations in existing walls and/or new walls (and/or floor above where applicable) as required to achieve rated construction as indicated. All abandoned existing openings shall be infilled as required to achieve rating as indicated.”



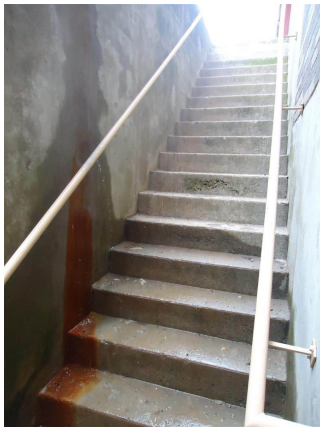
Per demolition drawings “Remove existing plaster ceiling assembly at underside of steel floor or roof joists above, including plaster, mesh, and any furring.”



Per construction drawings and room finish groups, the lower level areas Storage Room 001, 002, and 003, are to have existing exposed concrete floor, no new wall base, new paint at existing/new walls, and paint to exposed structure above. All new and existing exposed lintels to receive paint. Existing steel columns to receive paint.

*Owner to verify if these spaces are not to receive new finishes indicated per construction documents.*

Several new light fixtures and other MEP items are currently supported by existing plaster ceiling above. Refer to MEP construction drawings for requirements.



During construction and excavation at west side of existing exterior stair to lower level, Morel Construction installed sheet water-proofing material along face of existing stair on west side only. Per construction drawings, the "Contractor to clean, patch, and repair exterior basement stairwell (including concrete slab, concrete steps, & concrete foundation walls) for like new appearance. Provide water repellent and patch over all surface areas to eliminate existing water infiltration. Provide protection of exterior floor drain and piping as required for new work."



Currently, there is a steady stream of water shooting out of the existing exterior concrete stair retaining wall after significant rainfall. Just below this is a horizontal crack within the stair wall from which rust-stained water has been infiltrating.



Conduits installed for temporary construction power need to be removed, walls patched and repaired per construction documents.



## Field Report

PROJECT: Radcliff Phase III	PROJECT NO.: 1055
DATE: 11-23-11	COMPANY: SCB
FROM: Whitley Casey	ATTN: Myra Vaughn

Whitley Casey was on site November 23, 2011, to conduct an inspection. Below are his observations.

1. Gym is close to completion. Several open junction boxes and open surface raceway.
2. Roof drains are a continued concern from the owner over how they operate. There is standing water around overflow pipe. Heavy rain water is coming through the overflow scuppers and the owner is worried about freezing on sidewalks. STW to review.
3. Owner training with Technical Services was completed at the end of October.
4. There are issues with some of the computers in Media Center. Determine if there is a computer issue or a data connection issue. Alternative needs to provide data testing results to verify cabling was installed properly.
5. Owner to verify if they want wiring for scoreboard roughed-in.
6. Verify testing and balancing has been completed. Contractor needs to provide STW a report for review.
7. Rick Clausan sent the requested refrigerant letter to HBC after the last progress meeting.
8. Issue from last progress meeting:
  - a. The PR#6 was not accepted by the Board. Some of the cameras were added anyway. Owner was to work directly with Technical Services.
9. Myra to discuss with Gary Milby the fire protection COR for relocating the sprinkler at the bleachers. STW finds the subcontractor's price acceptable.
10. KU reviewed the overhead lines across the parking lot. KU stated the lines were high enough above grade and will not need to be revised. Alternative to provide a credit to the owner.
11. There are still leaks in the basement from the ground water. Per owner and GC, the sump pump appears to be operating properly.
12. Drywall and carpet will be replaced/fixed where sanitary backed up.
13. STW to review Phase I plumbing drawings to see if we can spot potential issues where piping may not have been capped. David Wyatt says he smells a faint smell in the back bus drop-off.
14. Inspector (Jim Obright) to test the building's systems.
15. Plumbing contractor shall provide a water quality testing.
16. Brandon - Kitchen hood – the make-up air is not putting out warm air on cold days, per kitchen staff. STW will review and respond.
17. Exterior conduit at the front entry, the owner is okay with the L-beam in the wall and then fishing fire alarm cable as required in the cavity of the wall and putting a decorative covering box that is not obtrusive over the conduit.
18. Child storage area sprinkler heads are poking through the wall. See picture. They are not within 12" of the peak of the roof. There was originally supposed to be a drywall ceiling in this area but it was deleted and Owner received a credit. Is there anything that can be done about the fire protection? We may have to go back to a drywall ceiling. STW to investigate.
19. The owner asked how the heat is controlled on the kitchen make-up air unit. David said there is not separate switch for the heat. Is this automatic control? Are temperature sensors determining the exterior temperatures and determining to heat/cool the incoming air?
  - a. *Answer: The make-up air for the kitchen hood is designed for a 50 degree rise in heating. Therefore, if the temperature outside is 15-20 degrees the temperature being supplied would be approximately 65-70 degrees. We are exhausting more than we are supplying and this 65-70 degree air should be going back through the hood and not leaking back out into the space. We have designed the rooftop unit serving the kitchen to make up for this temperature difference. The discharge air temps have been measured and are measuring*

*within what was designed. The heat is controlled with outside air sensors depending on the temperature the heater will be activated or the unit will just bring in outside air with no heating.*

**Punch Items: These items will be corrected and STW shall be notified to review.**

1. Basement
  - a. Remove all existing conduit and piping not in use.
  - b. Junction box where feeders are coming in has been cut. Should be replaced.
2. General Note – remove all construction debris and excess material from mechanical fenced in areas.
3. Contractor to verify whether the hose bibb at the right of the front main entry is operational.
4. Flag pole junction box hand hole is open exposing wire. The flag pole light is on during the day. This does not need to be on. Is this under control? Tape on the surface mounted junction box adjacent to flag pole needs to be removed.
5. Recessed light adjacent to the media center exterior entrance is not flush to metal ceiling panels.
6. Security cameras to be mounted on the light poles have not been installed.
7. Missing exterior light fixture adjacent to exterior double doors near gym.
8. Exterior hose bibb adjacent to stairway at gym is leaking.
9. Mechanical enclosure north side of building - seal around all exterior wall penetrations for conduit and refrigerant piping.
10. North exterior door - conduit adjacent poking through wall with exposed wiring.
11. North side of building there is approximately 2" PVC pipe protruding from exterior wall near exterior door. What is this?
12. North side of building there is approximately 2" PVC cut off flush with building outside of Art Room. What is this for?
13. Adjacent to Bus drop off - the exterior receptacle cover has painter's tape on it.
14. West side of building there is approximately 4"-5" PVC pipe protruding from the wall.
15. West canopy - one recessed light fixture is not flush to metal panel.
16. Chimney – existing exterior flood lights and cables need to be removed.
17. Garage on site is not completed.
18. VRV condensing unit closest to stairwell to basement west side of building is making a loud noise. Mark Deasey has informed Lusk Mechanical to repair the unit.
19. Mechanical fenced area adjacent to kitchen - seal around all refrigerant pipes and conduits.
20. Provide covering over refrigerant piping for walk-in freezer cooler.
21. Exterior kitchen - caulk around mechanical vent.
22. Conduit for sign lighting is exposed and is only 6" below grade.
23. Cameras at south east corner of building have not been installed.
24. All work not completed in the garage attached to the building.

Junction Box in Basement



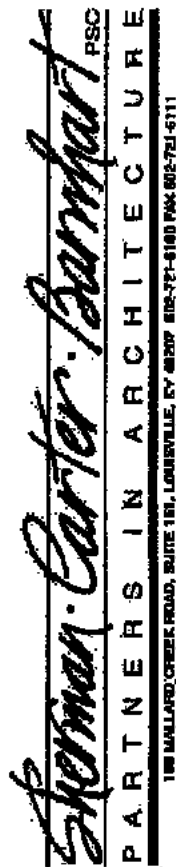
Fire Protection at Child Storage





Exterior Conduit





## CONSTRUCTION PROGRESS MEETING SIGN-IN SHEET

Project Renovation to Radcliff Elementary School – Phase 3 Project No. 1004 Date November 23, 2011

**(IMPORTANT: PLEASE PRINT CLEARLY!)**

<u>Name:</u>	<u>Company:</u>	<u>Phone #:</u>	<u>E-mail address:</u>
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Rick Clauson	Morel Construction	(502) 568-6200	rclauson@morelconstruction.net
Mark Deasy	Morel Construction	(502) 301-9453	mdeasy@morelconstruction.net
Gary Milby	Hardin County Schools	(270) 769-8800	gary.milby@hardin.kyschools.us
David Wyatt	Hardin County Schools	(270) 769-8800	david.wyatt@hardin.kyschools.us
Steve Boone	Hardin County Schools	(270) 769-8800	steve.boone@hardin.kyschools.us
Rusty Taylor	Hardin County Schools	(270) 763-7268	rusty.taylor@hardin.kyschools.us

*Sherman Carter Barnhart* PSC  
PARTNERS IN ARCHITECTURE  
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CONSTRUCTION PROGRESS MEETING  
SIGN-IN SHEET

Project Renovation to Radcliff Elementary School - Phase 3 Project No. 1004 Date November 23, 2011

(IMPORTANT: PLEASE PRINT CLEARLY!)

Name:

Company:

Phone #:

E-mail address:

*Whitney Casey*

*STW*

*859-227-8177*

*whitney.casey@stwareng.com*