
August 16, 2015

Nannette Johnston, Superintendent
65 W. A. Jenkins Road
Elizabethtown, KY 42701

RE: AUGUST 2015 Board Update

Dear Mrs. Johnston,

Please find listed below a project updates:

GC BURKHEAD ELEMENTARY:

- First Day of School was a big success! The school is fully functional, including the cafeteria and the kitchen. MGT and our consultant are compiling a master punch list to present to DWW. The punch list should be completed within a month. The contractors are working second shift, from 4:00-12:00pm.
- Progress Meeting minutes from 07.23.2015 (See attached)

NORTHPARK ELEMENTARY AND NEW HIGHLAND ELEMENTARY VESTIBULE UPGRADE

- We are waiting on direction from Mr. Gary Milby on rebidding the project.

WEST HARDIN MIDDLE SCHOOL ROOF REPLACEMENT

- All paperwork has been sent to KDE
- A pre-construction meeting is scheduled for August 20th.

If you have additional questions please contact me at 859.559.0504 Ext. 621.

Sincerely,

Maria Gillette
Project Manager

PROGRESS MEETING MINUTES:

Prepared by:	Maria Gillette
Company:	Murphy + Graves + Trimble
Project:	GC Burkhead Elementary
Location:	Room 310 inside the school
Arch. Project Number:	1264
Date/Time:	Thursday, July 23, 2015
Weather:	Sunny, Approximately 82F,

<u>Parties Present</u> SEE ATTACHED SHEET	<u>Organization</u>	<u>Email Address</u>
Action Items:	<ul style="list-style-type: none"> DWW to provide status on the evaporator for the cooler. According to DWW, it was stolen from the site making the use of the kitchen not possible for first day of school. The owner will be transporting the prepared meals from the old GCB to the new Facility. DWW will be covering the expense of the transportation until the kitchen is not operational. DWW and owner to coordinate pick up of extra stock of materials with David Wyatt. The contractors will be switching to second shift (3pm-11pm) to accommodate the teachers setting up. There will be several people that will stay until 12pm to make sure the building is clean before the construction crew leaves the building for the day. MGT/DWW to coordinate adding data drops to the teacher's work room. 	
Review Of Previous Minutes	<ul style="list-style-type: none"> Approved as submitted. 	
New Business	<ul style="list-style-type: none"> The building inspector, Randy Ray was present at the meeting. He stated the contractor needs to focus on completing the life-safety items in order to gain temporary certificate of occupancy. We have received the Plumbing Certificate. We are still awaiting Electrical, HVAC, Fire Alarm and Range Hood certificates. The temporary certificate of occupancy (good for 90 days) is hinged on electrical, fire alarm and the operation of the HVAC (specifically the duct detectors). 6 out of the 8 are operational; the two left will be operational by the end of the week. Mr. Ray stated we can use the cafeteria to serve lunch but the kitchen needs to be locked (since it won't be operational at this time). The TCO will NOT include the kitchen space. The courtyard needs fire alarm notification devices. Special Inspector will be on site on 7/25/15 at 10:00 am to perform final inspections and issue final letter. 	
Proposed Changes/Change Orders/ ASI / RFI	<ul style="list-style-type: none"> No outstanding submittals / RFI's. 	
Owner Comments	<ul style="list-style-type: none"> MGT to confirm how many students can be seated at one time in the cafeteria. The teachers (65-70 people) will be setting up the classrooms starting on July 27 from 8am-3pm. Open house is scheduled for August 4, 2015 and School starts on August 5, 2015. David Wyatt will be waxing the 2 pre-schools, computer lab, cafeteria (if VCT floor is down) and corridors on the weekend of 8/1/15. Everyone is to be out of the school on the weekend. MGT to issue a PR for fire alarm notification devices for the courtyard; use unit price if applicable. Steve Boone stated that network phones will be operational by 7/24/15. Computer set up will begin on 07/27/15 as well. 	
General Items	<ul style="list-style-type: none"> DWW is to obtain a letter from Atlas Metal products regarding the casework being installed and stored inside a non-conditioned building is acceptable and will not void the warranty or the life of 	

	<p>the casework.</p> <ul style="list-style-type: none"> • DWW to schedule Englert for final inspection of the roof and issuing of warranty. • DWW to schedule Joe Calvert for punch on door hardware. • Ceiling tile is being installed in areas where ducts are not installed and/or insulated. DWW will be responsible for replacing damaged tiles. • All projectors will be adjusted by 7/27/15. • Generator test will be performed on 7/30/15 at 1:00pm. Melissa Case to inform all teachers. • Ceiling clouds installation in the cafeteria will start on 7/27/15. • DWW to generate a list with the outstanding HVAC items. • All units are running as of today. All heat pumps have been tested. 5 units need start-ups. • Kitchen will not be ready for first day of school. Cafeteria will be complete. • Duct returns are not hooked up, insulation is not complete. Marcum needs balance reports. • Staff Training to begin as soon as everything is installed. Attached is a sheet with all the required items that require training. DWW to coordinate with Melissa Case exact day/times.
Next Meeting Date And Time	<ul style="list-style-type: none"> • Next progress meeting is Thursday, July 30th at 2:00PM, at room 310 in the school.

Attachments: Sign-in Sheet

No other items were discussed if upon review of these minutes you have any questions or have any questions or comments please contact our office.

Respectfully Submitted,



Maria Gillette
Project Manager
Murphy + Graves + Trimble PLLC

CC: Gary Milby, David Wyatt, Steve Boone, Sherri DeHart, Sam Gibson, Marcum Engineering, BFW, Jim Leake, Chuck Trimble, Michael Shaffor, File 1264-M



MURPHY · GRAVES · TRIMBLE, PLLC
ARCHITECTURE | PLANNING | INTERIORS

SIGN IN SHEET

PROJECT NAME: GC Burkhead Progress Meeting

LOCATION: GC Burkhead, room 310

JOB NO.: 1264

DATE OF MEETING: July 23, 2015

TIME: 2:00pm

ATTENDEES (please print):

NAME	COMPANY	TELEPHONE NO/ EMAIL	SIGNATURE
John Hovelkamp	Harshaw Crane	(502) 641-7278	John Hovelkamp
William Shipley	Alliant Integrators	502-794-9332	William Shipley
David Lippitt	HCS	270 769 8860	David Lippitt
Steve Boone	HCS	270-735-7663	Steve Boone
Melissa Case	GCB	270-272-1868	Melissa Case
Josey Crew	HCS	270-769-9925	Josey Crew
Joe & Heather	Heartland E&C	270-242-9274	Joe & Heather
Chuck Trimble	MGT	859-559-0504	Chuck Trimble
Katrice Gillette	MGT	859-559-0504	Katrice Gillette
Shannon Fraley	D.W.WILBURN	859-797-9382	Shannon Fraley
GARY MILBY	HCS	270 769 8814	GARY MILBY
Shelley DeHart	DW		Shelley DeHart
Danish Hagerman	Foster Mfg	606	Danish Hagerman
Brian Dunn	Heartland Electric	270-230-2958	Brian Dunn
JOHNNY BAXUM	MAREUM ENG.	220 444 9274	JOHNNY BAXUM
MICAH COPE	MAREUM ENG.	270 444-9274	MICAH COPE
MARIA GILLETTE	MGT	859.559.0504	MARIA GILLETTE
CHUCK TRIMBLE	MGT	859.559.0504	CHUCK TRIMBLE