

October 8, 2015

Nannette Johnston, Superintendent  
Hardin County Board of Education  
65 W. A. Jenkins Road  
Elizabethtown, KY 42701

## RE: October 2015 Board Update

Dear Mrs. Johnston,

*Please find listed below a project updates:*

### GC BURKHEAD ELEMENTARY:

-MGT and our consultants have compiled several punch lists and presented those to DWW. The contractor is working during the October break to complete the majority of the left over items with the exception of several pricing requests we are waiting to receive.

-Progress Meeting minutes from 09.29.2015 (See attached)

-Seeking Board approval on change orders 5 thru 13 (See attached).

### NORTH PARK ELEMENTARY AND NEW HIGHLAND ELEMENTARY VESTIBULE UPGRADE

-As per Mr. Milby's direction, we have revised the drawings to separate the work in exterior and interior in order to achieve better pricing on bid date. Once we have board approval MGT will submit the revised documents to KDE for their final approval before we re-bid the project.

-Seeking board approval on the revised bid documents.

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**WEST HARDIN MIDDLE SCHOOL ROOF REPLACEMENT**

-All material with the exception of the metal is on site. The contractor is complete with the higher roof area and is working on the two lower parts. We are in the process of coordinating the removal of the rooftop HVAC unit and once this is complete the roofing contractor will need approximately 2 weeks to complete his work.

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

Sincerely,



Maria Gillette  
*Project Manager*



## PROGRESS MEETING MINUTES:

<b>Prepared by:</b>	Chuck Trimble
<b>Company:</b>	Murphy + Graves + Trimble
<b>Project:</b>	GC Burkhead Elementary
<b>Location:</b>	GC Burkhead Media Center
<b>Arch. Project Number:</b>	1264
<b>Date/Time:</b>	Tuesday September 29, 2015
<b>Weather:</b>	Cloudy with Rain

<u>Parties Present</u>	<u>Organization</u>
Shannon Fraley	D.W. Wilburn
Joe Heavrin	Heartland Electric
Brian Downs	Heartland Electric
Daniel Hagerman	Foster Mechanical
William Shipley	Alliant Integrators
Chuck Trimble	M+G+T
Maria Gillette	M+G+T
Jerry Tanner	D. W. Wilburn
Sherry DeHart	D. W. Wilburn
Melissa Case	Hardin County Schools
Josey Crew	Hardin County Schools
Carrie Craig	Atlas Metal Products
Jonathan Keith	Atlas Metal Products
Tony Kirk	Freedom
Gary Milby	Hardin County Schools
Steve Boone	Hardin County Schools
David Wyatt	Hardin County Schools

### SEE ATTACHED SHEET

<b>Action Items:</b>	<p><b>Due Date:</b> (none) <b>Responsible Party:</b> DW Wilburn Schedule Training for the following areas: HVAC System, Sprinkler System, Plumbing System, Video, Cable, Kitchen Hood and Gym Equipment</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T / Marcum Verify if training for the short throw projector can be scheduled at no additional cost to the owner.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T / Marcum Design the solution for the projector in the Media Center. The location is per an earlier Proposal Request that was issued in November 2014.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T / Marcum Provide and ASI to move the phone from the Media Center to the Front Desk. Location to be coordinated with Melissa Case.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> DW Wilburn Review the sump pump in the Fire Vault in front of the site. Brian indicated the sump pump is not connected.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T / Marcum / BFW Review the lighting at the front entrance to the property. Marcum to discuss with Nolan Energy. Provide Proposal for additional lighting down the drive to this point. BFW to coordinate the lighting that is being provided in the widening of Saint Johns Road. Coordinate with Department of Highways.</p>
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	<p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T / Marcum Marcum to review the requirements of HVAC in the storage room adjacent to the Kiln room. Also review the switch for the lighting and the Kiln Hood Exhaust.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T / Marcum Marcum to review the requirements of relocating the light bollard in the middle of the exterior canopy by the cafeteria entry.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T / BFW BFW to confirm the existing grades vs the design grades at the rear of the site adjacent to the storage building. Along the right side of the property facing the lower level.</p> <p><b>Due Date:</b> (October 12, 2015) <b>Responsible Party:</b> M+G+T Schedule Joe Calvert to come back to the site and conduct his final punch list review. Joe can start on October 12, 2015.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T M+G+T to indicate on a floor plan the area of VET and Carpet to be replaced and provide approx... Square footage of the areas. DW Wilburn to provide the material for this work as soon as possible.</p> <p><b>Due Date:</b> (Monday October 5, 2015) <b>Responsible Party:</b> DW Wilburn Replace the depth of the mulch in the Preschool Playground area.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> DW Wilburn Replace the changing table.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T / Marcum Marcum to review the requirements of a buzzer at the exterior door in the receiving room.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T / Marcum Marcum to review the requirements of a projector in the conference room in the Administration Area.</p> <p><b>Due Date:</b> (Mid October 2015) <b>Responsible Party:</b> DW Wilburn Replace damaged Smart Boards.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T / Marcum Marcum to review the requirements of sound system in the computer room adjacent to the Media Center.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> DW Wilburn Review and repair the Mini-Split System in the MDF Room.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T / Marcum Design Team to review the requirements of curbs for the outdoor equipment outside the kitchen area. The Walk-In Freezer is not working correctly.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> DW Wilburn Kitchen Garbage Disposal is missing a switch and is not working correctly.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> DW Wilburn Kitchen dish table needs to be caulked.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> DW Wilburn Provide exterior thresholds on all doors.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> M+G+T / Marcum Design Team to review the requirements of the floor boxes for the gym sound system. The bleachers when fully extended cover the box.</p> <p><b>Due Date:</b> (none) <b>Responsible Party:</b> DW Wilburn Provide test results for the cabling in the building.</p>
Schedule / General Discussion	<ul style="list-style-type: none"> <li>• <b>Work scheduled for the next two weeks:</b> <ol style="list-style-type: none"> <li>1 Punch List to be complete by October 9, 2015.</li> <li>2 Design Team to conduct a back check the punch list October 9, 2015.</li> <li>3 Ductwork Insulation complete.</li> </ol> </li> </ul>



	<p>4 Teacher's mailbox's to be delivered by October 15, 2015.</p> <p>5. The file cabinet at the front desk is to be reviewed by the design team and revised PR to be sent to DWW.</p> <p>6. David Wyatt requested the report of the Glycol Level. DW Wilburn to provide.</p> <p>7. Test and Balance to take place on Monday of Fall Break.</p>
<b>Next Meeting Date And Time</b>	<b>Next progress meeting is October 15, 2015 at 2:00 PM at the project site.</b>

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,

Chuck Trimble  
Principal  
Murphy + Graves + Trimble PLLC

CC: Gary Milby, David Wyatt, Melissa Case, Sherry DeHart, Marcum Engineering, BFW, Maria Gillette, File 1264-M



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

## SIGN IN SHEET

PROJECT NAME: GC Burkhead Progress Meeting

LOCATION: Elizabethtown, KY

JOB NO.: 1264

DATE OF MEETING: September 29, 2015

TIME: 10:45am

ATTENDEES (please print):

NAME	COMPANY	TELEPHONE NO/ EMAIL	SIGNATURE
Gary M. Iby	HCS	270 769 7944	
Steve Boon	HCS	270-735-7663	
David Wyatt	HCS	270 769 9441	
Joe Hecox	Hecox Elec	270-242-9274	
Brian Downs	Heartland Electric	270 230 2958	
William Shipley	Alliant Integrators	502 794 9332	
Tony Kirk	Freedom	502 669 4142	
Jonathan Kern	ATLAS	502 968-5445	
Carrie Craig	ATLAS	502 779 2100	
Terry Towner	Wilburn	770-352-1255	
Daniel Hagerman	Foster Mech	606 872 3398	
Shannon Frealey	DW		
Sherry DeHart	DW		
Jeremy Grew	HCS	270-769-7926	
Melissa Case	GCB	270-272-7868	
MARIA GILLETTE	MGT	859-559-0504	
CHUCK TRIMBLE	MGT	859-559-0504	