

Meeting Minutes

Murphy + Graves Project No. 1509

Project: North Park/New Highland Elementary School
Meeting of: September/October 2016 Progress
Notes By: Dirk Bertram

Recorded on: 10-12-2016
Mtg. Location: North Park
Next Mtg. on: Nov. 14, 2016

Present: See attached sign in sheet.

1. Review of Previous Meeting Minutes:

- There were no comments received in regards to the previous meeting minutes.
-

2. Schedule- Past 30 Days: The General Contractor gave the following report for the past 30 days progress.

- Doors and Hardware 80% complete.
- Completed Fencing at North Park.
- Gypsum, paint, and finishes complete at elementary schools.
- Installed aluminum doors and frames.

3. Schedule- Next 30 Days: The General Contractor gave the following report for the next 30 days progress.

- Complete MEP work.
- Complete access controls.
- Complete Egress at the exit signs.
- Complete door hardware.
- Perform punch list.
- Complete punch list.

4. Review of Overall Schedule Status:

- Project to complete in next 30 days.
-

5. Status of Shop Drawings and Submittals Due from Contractor:

- There are no outstanding submittals at this time.
-

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6. Status of Shop Drawings and Submittals being Reviewed:

- There are currently no submittals under review at this time.
-

7. Status of Outstanding RFIs:

- There are currently no outstanding RFI's at this time.
-

8. Status of Change Orders Pending Approval:

- All CO's are executed.
-

9. Status of Color Samples:

- Selections have been given to the owner and contractor.
-

10. Status of Proposed Changes/ASI's:

- See attached PR and ASI logs.
-

11. Status of Pay Request:

- The pay request will be reviewed in the field after this meeting and if found acceptable it will be submitted to the owner after this meeting.
-

12. New Business:

- None
-

13. Review and confirm Record Drawings have been updated:

- Record drawings are being kept onsite and up to date.
-

14. Review current status of project close-out documents:

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- General Contractor is encouraged to start submitting close out documents for MGT's review.
Would like to close out project with in next 30 days.

15. Next meeting date, time and location:

Date and time: November 14th 2016

Location: North Park Elementary

If these notes do not reflect your understanding of the events of this meeting, please contact the author immediately.

Field Report as Follows:

Pictures are attached showing fencing progress at North Park.

End of Meeting Minutes and Field Report: **2016-10-16**

-Contractor shall complete the installation of the latch protectors. (Photo # 1)

-Contractor shall contact the fence supplier to discuss if additional panels can be obtained for the gates to protect them from being opened from the outside. Please provide information obtained to the Architect for review. ~~(Photo # 2)~~ (photo 3)

-Contractor shall caulk control joints, at gypsum assemblies at North Park.

-Contractor shall conceal the exposed conduit on the gypsum wall at New Highland with paint to match wall, an existing column would not allow the conduit to be installed in the stud wall.

-The maintenance gate at North Park shall be adjusted so that it easily closes.

-End of Field Report.

10-12-2016

Sign-in sheet

North Park / New Highland Progress

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KEITH BREEDING

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Project #	1509
Contractor:	H. Wayne Smith
Owner:	Hardin Co. Schools
Project:	Elizabethtown, KY

[illegible]

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North Park New Highland Security Upgrades Project Number:106258 Requests for Change										
RFC Number	Received	RFI Number	Impacts	Cost	Approved Cost	CO Number	Ball in Court	Requested Additional Days	Approved Days	Status
1	8/12/2016		Architectural	\$2,688.02	\$2,688.02		H. Wayne Smith			Resolved
Action:										
Description: Illuminated Exit Signage										
Comments:										

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North Park New Highland Security Upgrades Project Number:106258 ASI Documents		
Date	Number	Author
7/13/2016 3:05:25 PM	4	Andrea Bradford
Description: Fence Layout		
Comments:		
7/1/2016 2:40:54 PM	3	Andrea Bradford
Description: Aluminum Frames at New Highland		
Comments:		
6/29/2016 10:03:05 AM	2	Andrea Bradford
Description: CANCELED - North Park Gate Layout		
Comments: . CANCELED (Andrea Bradford - 07/13/2016 3:05 PM)		
6/10/2016 6:18:40 PM	1	Andrea Bradford
Description: North Park Gate Layout		
Comments:		

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#1:



#2:

JOB NAME: North Park/New Highland

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#3:



JOB NAME: North Park/New Highland

2016/10/12

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#4:



#5: