

FIELD OBSERVATION REPORT #18

2025-12 - New Board Office

■ TO:	Kenton County Board of Education 1055 Eaton Drive Ft. Wright, KY 41017	■ DATE:	2025.12.10
ATTENTION:	Mr. Mike Blau		
■ FROM:	Mark Perry mperry@embossdesign.com 906 Monmouth Street Newport, KY 41071 V: 859.431.8612 • D: 859.578.6013	■ PROJECT:	New Board Office KCSD BG#24-084
COPIES TO:	Mr. Matt Rigg; Mrs. Carrie Hooten, Mr. Brian Vanover	PROJECT NO.:	22-106

■ WE TRANSMIT THE ATTACHED ITEMS VIA: **eComm**

PURPOSE	<input checked="" type="checkbox"/> For your use	DISPOSITION	<input type="checkbox"/> No exceptions noted
	<input type="checkbox"/> As requested		<input type="checkbox"/> Exceptions noted, Revise as indicated.
	<input type="checkbox"/> For review and comment		<input type="checkbox"/> REJECTED: REVISE AND RESUBMIT
	<input type="checkbox"/> For information		
	<input checked="" type="checkbox"/> For record		
	<input type="checkbox"/> For approval		
	<input type="checkbox"/>		

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Division 01: General Requirements

01.01: 2025.11.18 – A walk of the building with KCSD and Monarch personnel was conducted to review the status of technology installation which is lagging behind. It was reported multiple crews will be working and one crew will be working second shift.

01.02: 2025.11.21 - Architectural punch list was run at the third floor.

01.03: 2025.12.03 – Architectural punch list was run at the second floor – excluding the corridor. Back-punch of the third floor occurred as well. Video display mock-up of one conference room was reviewed.

01.04: 2025.12.09 – The Owner reported 10 to 12 people will be working from the new offices from 12/22 onward. Dr. Webb stressed the urgency needed to complete the technology and lacking technology does not satisfy the requirements of substantial completion.

01.05: 2025.12.09 – TCO inspection scheduled for 12/10.

Division 06: Woods and Plastics

06.01: 2025.12.03 – Casework had been installed at the reception desk. All but the wall caps had been installed at the dais.

06.02: 2025.12.09 – Touch-up was occurring at the reception desk.

Division 08: Doors and Windows

08.01: 2025.11.18 – DIRT glass installation was active.

08.02: 2025.11.18 – An exterior pane of glass was broken above opening #102C.

Division 09: Finishes

09.01: 2025.11.18 – Vinyl plank flooring was nearly complete on the second floor.

09.02: 2025.12.03 – Painters were active with contractor punch items on the second floor.

09.03: 2025.12.03 – Wall base was actively being installed in second floor corridors. Carpet had been installed in the board room.

09.04: 2025.12.03 – Wall panels behind the dais were actively being installed.

09.05: 2025.12.09 – Second floor base had been installed. First floor installation was partially complete. Vinyl plank had been installed in stairs but several tread issues were identified. Carpet appeared complete at the first floor. Vinyl plank was nearly complete.

Division 10: Specialties

10.01: 2025.11.18 – Operable partition panel installation appeared complete.

10.02: 2025.11.18 – Dimensional letter signage installation appeared complete.

10.03: 2025.12.03 – Mural installation at the open stair had begun.

10.04: 2025.12.03 – Room signage had been installed.

10.05: 2025.12.09 – Mural installation at the open stair appeared complete.

10.06: 2025.12.09 – Flagpole reported to arrive 12/11.

Division 11: Equipment

11.01: 2025.11.18 – ADA parking sign installation adjustments were discussed with Monarch.

Division 12: Furnishings

12.01: 2025.11.18 – Board room window shade installation had begun.

12.02: 2025.12.03 – Solid surface tops had been installed on the first floor at the reception desk.

12.03: 2025.12.09 – Solid surface wall cap was being prepared for installation at the dais.

Division 14: Conveying Systems

14.01: 2025.12.03 – Elevator installation was nearing completion.

14.02: 2025.12.09 – Elevator re-inspection was pending. Issue with phone dialer and fire alarm caused the elevator to fail inspection. Items were corrected on this date.

Division 20-28: MEP

20-28.01: 2025.11.18 – Exterior illuminated bollard installation appeared complete. Bollards were illuminated.

20-28.02: 2025.11.18 – The T.A.B. contractor was active on the second floor.

20-28.03: 2025.11.18 – Repair of the damaged/blocked spare communications conduit appeared complete except for re-pour of sidewalk.

20-28.04: 2025.12.03 – Low voltage installers were active in multiple locations.

20-28.05: 2025.12.03 – Video display brackets were actively being installed in the board room.

20-28.06: 2025.12.09 – Microphones were observed illuminated under the dais countertop along with a monitor and several pieces of unidentified hardware.

20-28.07: 2025.12.09 – Monarch was advised to either bag or remove security cameras if the system is not functioning upon receipt of TCO.

20-28.08: 2025.12.09 – It was reported duct smoke detectors were installed and passed inspection. 98% electrical inspection was yesterday and passed.

20-28.09: 2025.12.09 – Temporary pendant lights were being hung in several rooms.

Division 31: Earthwork

31.01: 2025.11.18 – Topsoil installation around the building had begun but had stopped due to weather.

31.02: 2025.11.25 – Seeding had occurred in the topsoiled areas immediately surrounding the front of the building.

31.03: 2025.12.09 – Some additional areas of topsoil and seed were complete, but not all areas had been seeded due to weather conditions.

Division 32: Exterior Improvements

32.01: 2025.11.18 – Asphalt topping had been installed and striping had occurred.

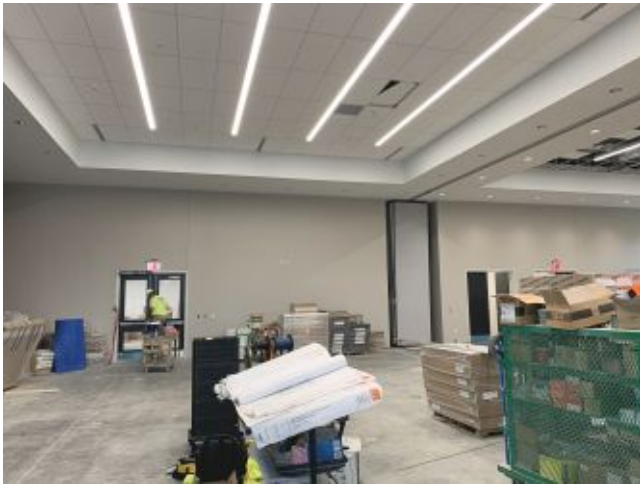
CONSTRUCTION PHOTOS



2025.11.18 – The repaired communications conduit



2025.11.18 – Board Room



2025.11.18 – Board Room



2025.11.18 – Lobby doors into Board Room



2025.11.18 – Parking lot



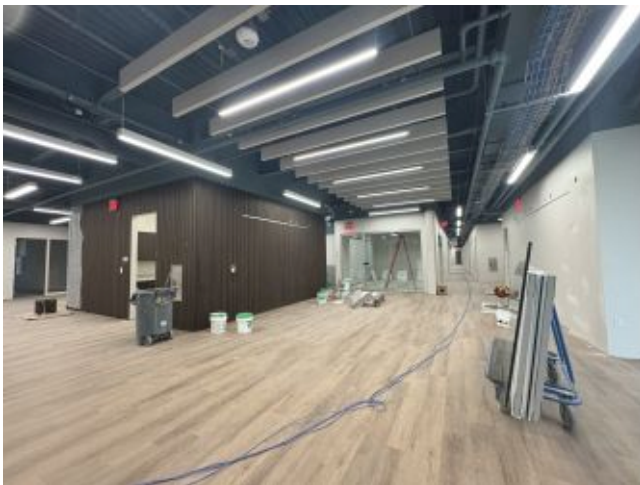
2025.11.18 – Looking towards #209 & #210



2025.11.18 – Production studio



2025.11.25 – Open Office #201



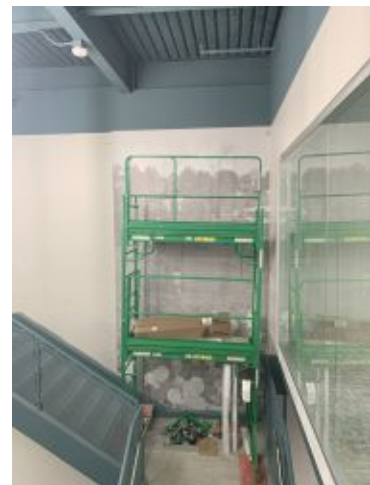
2025.11.25 – Looking towards Conference #212



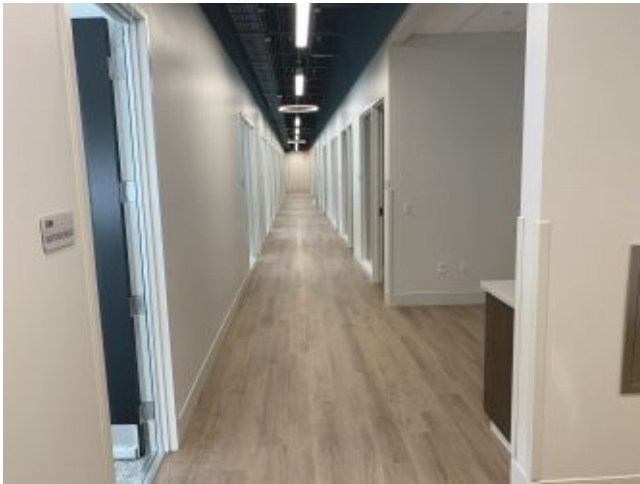
2025.12.03 – Board Room



2025.12.03 – Board Room



2025.12.03 – Open stair



2025.12.03 – Third floor east corridor



2025.12.03 – Conference #336



2025.12.03 – Conference #336



2025.12.03 – Waiting #332



2025.12.03 – Third floor west corridor



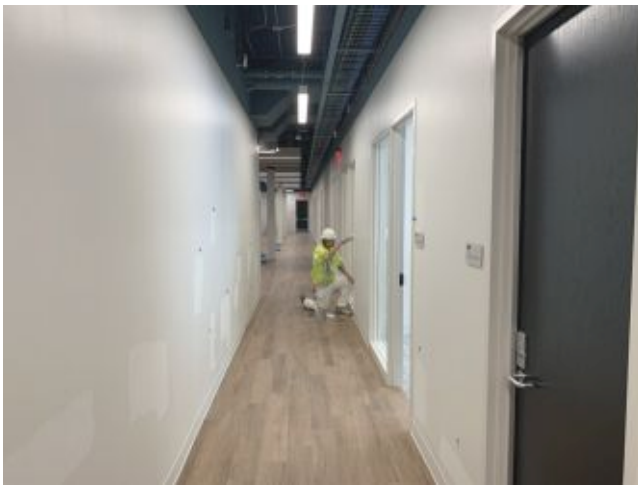
2025.12.03 – Looking towards Work #314



2025.12.03 – Open Office #301



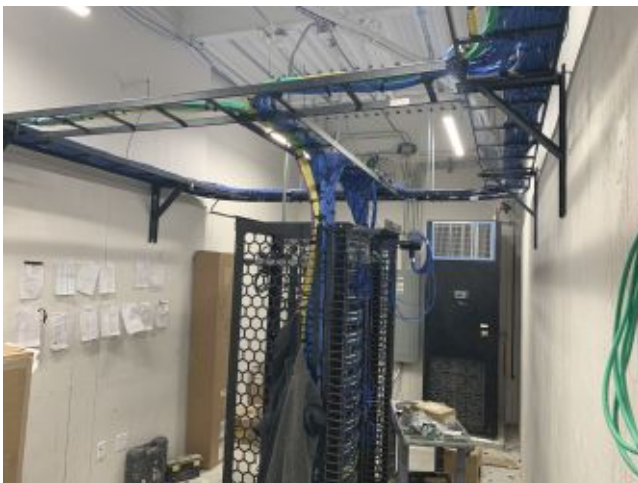
2025.12.03 – Conference #306



2025.12.03 – Second floor east corridor



2025.12.03 – Looking towards Break #210



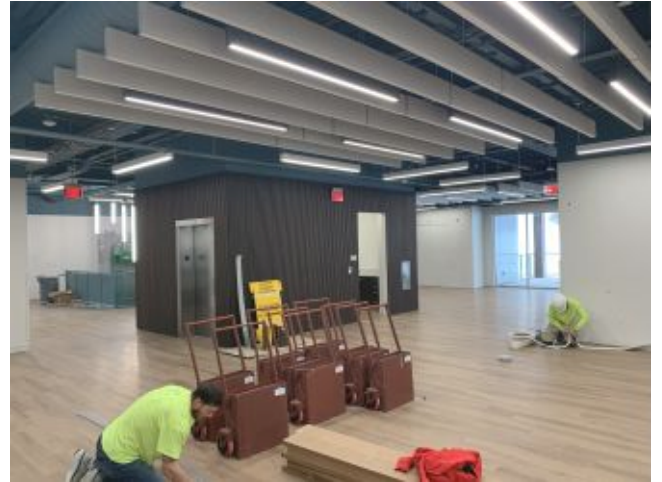
2025.12.03 - MDF



2025.12.03 – Break #210



2025.12.03 – Work #211



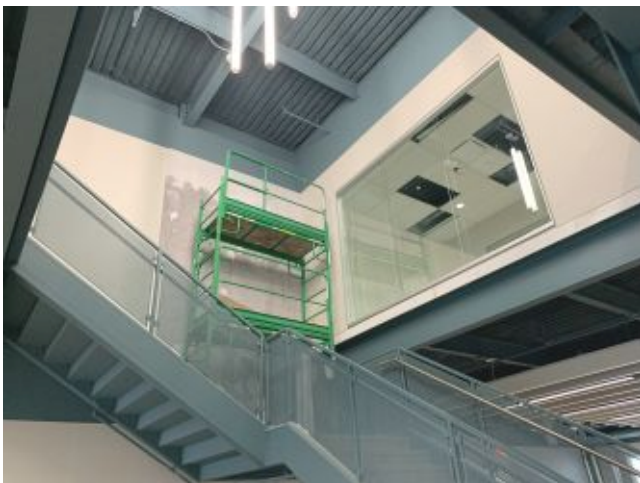
2025.12.03 – Open Office #201



2025.12.03 – Conference #202



2025.12.03 – First floor west corridor



2025.12.03 – Open stair



2025.12.03 – Conference #123



2025.12.03 – Entry Lobby



2025.12.09 – Board room



2025.12.09 - Dais



2025.12.09 – Mail #107



2025.12.09 – Dedication plaque



2025.12.09 – Entry Lobby



2025.12.09 – Conference #123



2025.12.09 – Open stair mural



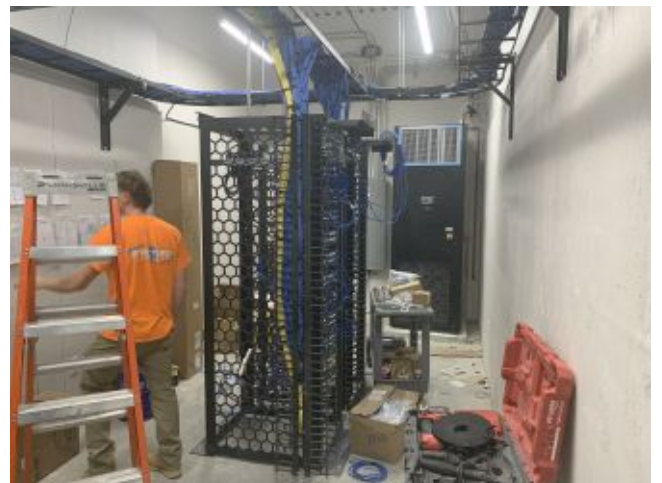
2025.12.09 – Open stair mural



2025.12.09 – Open stair



2025.12.09 – Conference #306



2025.12.09 – MDF



2025.12.09 – Looking toward #209 & #210



2025.12.09 – Conference #209



2025.12.09 – Open stair



2025.12.09 – Conference #202

- ☐ Please acknowledge receipt of transmitted items.
- ☐ Return transmitted items to eMBOSS Design ^{PSC}.

END