MEETING MINUTES

Project: University of Wisconsin – Eau Claire
University Student Center

Project No.: 07E2D / 2934

Meeting Date: Tuesday | May 22, 2012

Present:
Neal Shurden  DSF
John Zimmerman  HVP-DSF
Chris Hessel  UWEC
Charles Farrell  UWEC
Ed Wynhoff  Kraemer Brothers
Jason Perry  Kraemer Brothers
Kevin Kraemer  Kraemer Brothers
Ross Kraemer  Kraemer Brothers
Frank TruchonKBK Services
Junior Ruf  B&B Electrical
Mark Bergh  B&B Electrical
Chris Flesher  MEP Associates
Wayne Berthaime  Bartingale Mechanical
James Simpson  ESI
Hans Peterson  Zimmerman Plumbing
Dennis Wheeler  Twin City Acoustics
Dale Ward  General Sprinkler
Darin Wagner  Audio Architects
Mike Showalter  L&C
Kirk Harmon  Harmon Concrete
Scott Tomashek  Camera Corner
Kyle Clark  Bray Architects

Reported By: Kyle Clark

Purpose of Meeting: Construction Progress Meeting 34

Discussion/Action
1. Work Progress Past Two Weeks
   a. Drywall for CB 1148 Vendor Space Revisions 105 & 121 is complete.
   b. 4th Floor paint is 90% complete; 3rd Floor paint is 90% complete; 2nd Floor paint is 85% complete; 1st Floor paint is 40% complete.
   c. 3rd Floor Acoustical ceiling grid is complete and tile is 95%, 2nd ceiling grid is 95% and tile is 65%; first floor grid is 50% and tile is 25% complete.
d. 3rd Floor millwork is 95% complete; Hygienic WC is 95% complete, 2nd Floor millwork is 90% complete, 2nd floor casework is 90% complete; window sills are 20% complete, 1st Floor millwork is 20% complete.

e. Reclaimed wood is 99% complete.

f. Millwork for the Heritage room has been relocated from the existing Davies Center and is 75% installed.

g. Lockers and benches are complete

h. Tile work is 95% complete.

i. Concrete removal for the wood floor recess at the Ballroom entries has begun.

j. Skyfold partitions are complete.

k. Hollow metal doors are 95% complete, wood doors are 75% complete and hardware is 75% complete.

l. Gas piping is 90% complete; plumbing fixtures are 95% complete, Kitchen Equipment Fixtures are 60%.

m. Ductwork is 99% complete, 3rd Floor diffusers are 99% complete, 2nd Floor Diffusers are 75% complete, 1st Floor diffusers are 50% complete.

n. Heating Radiation is 98% complete on 3rd Floor and is 45% complete on 2nd floor.

o. Preliminary balancing for AHU 10 is complete; preliminary balancing has started for AHU 9

p. Site Concrete is 65% complete, grading on the west side of the building has begun base course and concrete will follow, grading and base course has begun for the parking lot.

q. The undercut for the Putnam Drive tie-in is complete, AET provided field recommendations.

r. Insulated metal panels are 95% complete, composite panels are 40% complete; dormer panels arrive 5/22/12.

s. Fire alarm is 80% complete, generator is complete, and A/V is 80% complete; fixture installation is 80% complete.

t. The Generator test has been completed.

u. 1st floor terrazzo is 90% complete.

v. Kitchen equipment is 85% delivered and 65% installed Kitchen and Servery millwork is 70% delivered and 50% installed, refrigeration is 99% complete. Kitchen Equipment relocation has begun.

w. 4th Floor Insulation is 35% complete.

x. Wood Athletic Flooring has begun.

2. Work Scheduled For Next Two Weeks

a. Painting will continue 2nd and 1st floor.

b. Millwork will continue on 2nd floor, 1st Floor millwork will continue to deliver and install

c. Dulany Room wall paneling and millwork will finish.

d. Hollow metal, wood doors and hardware will continue.

e. Ceiling grid and tile will continue on 2nd and 1st floors.

f. Composite Metal Panels will continue.

g. Gas regulators were expected at the end of April; plumbing fixtures will continue.

h. Electrical, fire alarm and A/V rough-in will continue.

i. Electrical fixture install will continue.

j. Kitchen Equipment will continue to relocate from the Davies Center.

k. Terrazzo flooring will finish on 1st Floor.

l. Terrazzo treads and riser installation will continue in the stairwells.

m. Wood flooring in Ballroom 330 will continue.

n. Site concrete work will continue on the South Elevation and Putnam Drive tie-in.

o. Base course for the parking lot will continue

p. 4th Floor mechanical insulation will continue.
q. Carpet will continue
r. Elevator inspections have been scheduled for 5/29/12-6/1/12
s. Multi-Purpose Room seating will install 6/4/12

3. Issues, Concerns, Questions
   a. Phone numbers for emergency systems are needed for programming.
      i. Chris will check the status of these numbers. They should be available to
         provide to the contractors.
   b. Can the Masonry Mockup panel be taken out of service and recycled?
      i. The masonry mock-up panel can be recycled.
   c. The bridge repair mockup finish is available for review.
      i. The finish was reviewed and comments provided to Kramer Brothers.
      ii. A revised mock-up should be created for approval.

4. Construction Bulletins (CB’s)
   a. CB 1189 is being reviewed.
   b. CB’s 1176, and 1183 are awaiting additional information or revised pricing from the
      contractor.
   c. CB’s 1191, 1192, 1196, 1200 and 1201 are awaiting pricing.
   d. CB 1185 (Add transfer fans to IT rooms) was approved with work being done on T&M
      not to exceed the quoted price.
   e. The following CB’s need to be issued;
      i. Davies Center Demolition Revisions.
   f. The following change orders have been issued;
      i. Change Order O-70 was issued on May 16\textsuperscript{th} for CB’s 1187 and 1189.
      ii. Change Order O-71 was issued on May 16\textsuperscript{th} for FO’s 21, 22, 23, 24, 25, and 26
          along with CB’s 1173, 1174, 1180 and 1181.
      iii. Change Order O-72 was issued on May 16\textsuperscript{th} for CB 1188.
      iv. Change Order O-73 was issued on May 17\textsuperscript{th} for CB’s 1193, 1194, 1195, 1197,
          1198 and 1199.
      v. Change Order O-74 was issued on May 21\textsuperscript{st} for CB 1175.

5. Submittals
   a. Submittals being reviewed at this time include;
      i. There are no submittals being reviewed at this time.

6. Request for Information (RFI’s)
   a. RFI’s being reviewed at this time include;
      i. RFI 260 – Steamer Drain
      ii. RFI 261 – Control Booth AV Rack Power
      iii. RFI 262 – Base Kick Plate Outlet
      iv. RFI 264 – Breakroom 250D Radiation Conflict

7. Field Orders (FO’s)
   a. The following proposals need to be issued as change orders;
      i. KB Proposal 54 – Stain floor in Bookstore 230.
      ii. KB Proposal 55 – Cut hole in beam for sprinkler line.

8. General Discussion
   a. Schedule
      i. The schedule is still on track with what was originally submitted. All Critical
         path items are being met.
      ii. An updated three week construction schedule is attached.
   b. As-Built Drawings
i. The contractors are to be sure they are updating the as-built drawings on a regular basis.

ii. Ed with Kraemer Brothers has a set of as-built drawings in the trailer with a log noting the changes being made to the drawings.

c. Commissioning

i. Commissioning is scheduled to start on May 21st.

ii. ESI needs to have IP addresses for the controllers.

   1) Chris will get this information to James.

iii. The IT rooms need to be completed and then the University will have locks installed prior to their equipment being installed. A lock will be provided to Kraemer Brothers for accessing this room.

iv. Bartingale needs to have the port designations for the cable terminations.

v. ESI needs the IP Addresses for the servers.

d. The precast bridges were reviewed with Steve Matheny from American Prefabricated Infrastructures prior to the meeting (09-27-2011) to discuss the outstanding issues and the following resolutions were agreed to.

   i. The stone pattern at the panel joints will be repaired so they match from one panel to the next.

   ii. The stain will be reapplied with the colors approved on the mock-up panel. The current stain was also to “glossy” and this will be eliminated from the new stain. The colors of the bridges are to match the stone on the building.

   iii. The end walls of the bridges will have a precast panel that matches the cap installed to cover the bare concrete.

   iv. The blockouts at the panel anchors will be grouted before the walkway is poured.

   v. A mock-up panel was created for the bridge repairs and was approved by Chris Hessel and Kyle Clark. The stain colors will now be applied to this sample for final finish and color approval.

   vi. The stain colors were reviewed on 5-22-2012 and comments provided. Revisions will be made to the mock-up for final approval.

f. Where the contractor accessed the site north of the new bridge for landscape work there are some broken panels in the sidewalk that will need to be replaced. The University would like to widen this sidewalk when it is replaced. Chris will work with Ed to come up with a final solution.

   i. This work will need to wait until school is out next spring before being completed.

g. Any communications cable that is installed must not be painted.

h. Deliveries, Parking, Site Access

   i. When opening the first set of gates they need to be opened into the fenced in area, not out into the parking lot.

   ii. If trucks delivering equipment/supplies to the site cannot get into the site right away arrangements need to be made with Chris prior to their arrival. Trucks cannot wait or park in the Phillips lot until space opens up. This lot is used by the faculty and the spaces cannot be blocked by delivery trucks.

   iii. There is no parking between the two sets of gates. Tickets will be issued for those vehicles that are parking there.

   iv. Beginning Monday, April 23rd any unauthorized vehicles parked within the construction site will be ticketed. Each trade is allowed one company vehicle on site.

   v. The Phillips lot has a one-way traffic flow. Construction vehicles need to be sure when leaving the contractor site they go to the right to follow the flow of traffic and not continue straight thru the lot. There have been a few complaints to the University recently about vehicles going the wrong way thru the parking lot.
i. The silt fence around the site needs to be looked at, repairs made and the inlets cleaned out.

j. There will be a CB issued to address some revisions that are tied to the demolition of the existing student enter. These revisions will include;
   i. Sidewalk revisions and additional walks added.
   ii. The complete tunnel between the current student center and Schofield Hall will be removed.
   iii. The steam line between the existing student center and Schofield Hall will be removed.

k. It was suggested that the contractor provide mock-ups for the various interior finishes before proceeding to far with their work.
   i. The mock-ups noted below are required per the specifications;
      1) 06 26 14 - Solid Mineral Profile Paneling
      2) 09 64 00 - Wood Flooring
      3) 09 96 00 - High performance coatings
      4) 09 96 46 - Intumescent Painting
   ii. Mock-ups for the following exterior materials are also required prior to installation;
      1) 07 42 16 – Insulated-core metal wall panels
      2) 07 42 43 – Composite wall panels
   iii. A water test is required to be performed on the metal panels. When this test is scheduled Chris Hessel should be notified of the date and time of the test.

l. The contractors should keep up on cleaning the inside of the building throughout construction.
   i. With finishes being installed it is important that the building be kept clean and all contractors are careful when working around these installed finishes so they do not get damaged.

m. With the finish materials starting to be installed contractors need to be careful not to damage the finishes. Casework and finished flooring should be protected.
   i. The terrazzo floor is not being protected as well as it should be. The plastic is getting ripped and there a few gouges in the finished terrazzo on second floor that will need to be repaired.
   ii. Some of the wall covering that has been installed has paint and dirt on it that might not come clean and will need to be replaced.
   iii. The Servery and Kitchen floors have not been cleaned and casework/equipment is now being installed on these floors. It will be very difficult to clean later once all of the equipment has been set.
      1) 5-16-2012 – Repairs have not been made to the epoxy floors yet and equipment continues to be installed over these floors. Some of the equipment may need to be disconnected and moved in order to repair the floors.

n. A question was asked about the removal, cleaning and reinstallation of the existing food service equipment that is being moved to the new building.
   i. The existing equipment is to be removed, cleaned, repaired if needed, and reinstalled in the new building by the food service contractor.

o. When any additional sprinkler testing is done Chris Hessel should be notified so that he or someone from the University can be on site during the testing.

p. The green roof replacement on second floor was completed and tested. There were a few holes found that will need to repaired. There was also some broken glass on the roof membrane that needs to be cleaned. Once the glass has been cleaned up and the holes repaired the roof will need to be retested.

q. Asbestos Abatement of the existing Davies Center was discussed.
   i. The steam will be shutdown on May 19th and at that time the tunnels under the existing building will be abated.
ii. Abatement will begin on the second floor on June 1st with the first floor being abated once the employees have been relocated to the new building.

iii. The tunnel between the existing Davies Center and Schofield hall will be abated beginning May 21st.

r. Primary shutdown of the electrical on Campus will occur on June 30th to take the existing Davies Center offline. This will not affect power to the new building.

s. There have been students seen wandering the construction on Friday’s when there are very few contractors around. It was suggested that the gates be kept closed on Fridays to prevent students from getting on site. The contractor should also walk the fence line to be sure that all panels are secured and in place.

t. The Bookstore vendor would like to have access to the second floor space on May 7th to start installing their equipment and access to the first floor on May 21st to install millwork.

i. The University will start moving text books into the second floor of the Bookstore on May 23rd. A punchlist of this space will be done on Monday, May 21st.

u. Ceiling tile cannot be installed until the building is a controlled environment and humidity can be managed. Any ceiling tile installed prior to this time will be the responsibility of the contractor and if damaged will need to be replaced.

v. The epoxy flooring that has been installed in the Kitchen and on the third floor will need to be repaired. There is equipment being installed in these areas know which will make the repairs more difficult.

i. The patches that were previously made are very visible and are not level with the surrounding epoxy flooring.

ii. The wall base is not tooled smooth and has voids in many areas. It will not be a cleanable surface. There are also boot and hand prints in the base.

iii. The Catering kitchen has several areas that do not have base installed on the east wall.

iv. The epoxy was installed over the lip of the drains so the top screen cannot be removed.

v. The issues with the epoxy flooring were reviewed with the installer on 5-22-2012 and they will be back later this week or next week to make the necessary repairs and corrections.

w. The wiring for the vector mapping on the green roofs has not been installed in the most ideal locations. The locations of these wirings were to be reviewed and approved prior to installation. The current locations could cause potential problems with students being able to access them and cause damage.

i. Is there a way to enclose or protect these wires?

ii. A final decision will be made when the installation is more complete.

x. Everyone should be reminded that there is No Smoking in the building, loading dock area, roof decks, and within 25 feet of the building.

y. A written report of the preliminary balancing will be needed in order to get occupancy for the building.

z. Chris Hessel will need to have an attic stock sign-off sheet from each contractor listing all attic stock so he can direct them where the item should be stored.

aa. A compaction test will be needed prior to the curbs being poured along the south side of the building.

bb. The Me-Link system start-up and testing needs to be scheduled.

cc. The ceiling paint irregularities in the ballrooms and the drywall joint issues that have been noted by Chris Hessel will need to be repaired.

dd. The standing seam metal roof installation cannot be completed until the composite metal panels are installed which should be completed the week of June 4th.

ee. Final cleaning of the Third Floor should start the week of June 4th.
ff. There are footprints in the newly poured concrete at the Southeast plaza. The concrete with the footprints will need to be replaced.

gg. The pipes and ductwork above the Servery ceiling at the perimeter where there is the 6” gap between the wall/soffit and ceiling needs to be painted P-20.

9. Next Meeting
   a. Date: Tuesday, May 29, 2012
   b. Time: 1:00 pm
   c. Location: Existing Davies Center, President’s Room, 2nd Floor

The above information is the interpretation of the meeting activities and comments; and should be reviewed by all attendees. Please comment on any discrepancies and inform the writer as soon as possible of any changes required. Date issued: Friday | May 25, 2012.

BRAY ASSOCIATES ARCHITECTS, INC.

Kyle J. Clark, AIA, NCARB, LEED AP
Architect

cc: All Present
    Shawn Plum, Burt Hill
    Richard Noble, Multivista
    Amy Hobbs, UWEC
    Nicole Peterson, Kraemer Brothers
    Ron Wunsch, Kraemer Brothers
    Robert Ross, Multivista
    doadsfprojectfile@wisconsin.gov
| DATE                        | M   | T   | W   | T   | F   | S   | S   | M   | T   | W   | T   | F   | S   | S   | M   | T   | W   | T   | F   | S   | S   |
|-----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 4th Floor Mechanical Insulation | x   | x   | x   | x   | x   |     |     | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |
| Multi-Purpose Room Carpet   | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Multi-Purpose Room Seating 6/4/12 |     |     |     |     |     |     |     | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Ballroom Wood Flooring and Wood Base | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Vinyl Flooring              | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Carpet 3rd Floor            | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| CB 1187 Revise Screen and Speaker Locations 320F Relocation | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| CB 1187 Revise Screen and Speaker Locations 320F Drywall Patching |     | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| CB 1187 Revise Screen and Speaker Locations 320F Paint |     |     |     |     | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Campus Living Ceiling Tile  | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Lounge 201B&C Maple Ceiling | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Carpet 2nd Floor            |     |     |     |     |     |     |     | x   | x   | x   | x   | x   | x   | x   |     |     |     |     |     |     |     |     |
| 2nd Floor Ceiling Tile      | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 2nd Floor Casework and Millwork |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Campus Living & Cabin Handrails |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| P&P Artec                   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 1st Floor Millwork and Case work | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 1st Floor Paint             | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 1st Floor Terrazzo          | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Exterior Suspended Ceilings |     | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Vendor Space Drywall CB 1148 | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Vendor Space Paint CB 1148  |     | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Vendor Space Ceiling Grid CB 1148 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Terrazzo Treads and Risers  | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Heritage Dulany Room Millwork (relocated from the Davies Center) | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| CB 1147 Revise Vendor Space 020A Rough-in | x   | x   | x   | x   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| CB 1147 Revise Vendor Space 020A Drywall Paint |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|                             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
Three Week Construction Schedule For the Period of 05/21/12 – thru – 06/08/12

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