MEETING MINUTES

Project: University of Wisconsin – Eau Claire
University Student Center

Project No.: 07E2D / 2934

Meeting Date: Tuesday | June 5, 2012

Present: Neal Shurden  DSF
John Zimmerman  HVP-DSF
Chris Hessel  UWEC
Josh Nelson  UWEC
Beth Hellwig  UWEC
Charles Farrell  UWEC
Ed Wynhoff  Kraemer Brothers
Jason Perry  Kraemer Brothers
Kevin Kraemer  Kraemer Brothers
Ross Kraemer  Kraemer Brothers
Frank Truchon  KBK Services
Junior Ruf  B&B Electrical
Chris Flesher  MEP Associates
Eric Matimiller  Bartingale Mechanical
Henry Perry  ESI
Hans Peterson  Zimmerman Plumbing
Dennis Wheeler  Twin City Acoustics
Mike Winiecki  General Sprinkler
Scott Tomashek  Camera Corner
Darin Wagner  Audio Architects
Kyle Clark  Bray Architects

Reported By: Kyle Clark

Purpose of Meeting: Construction Progress Meeting 36

Discussion/Action

1. Work Progress Past Two Weeks
   a. 4th Floor paint is 90% complete; 3rd Floor paint is 90% complete; 2nd Floor paint is 85% complete; 1st Floor paint is 45% complete.
   b. 3rd Floor Acoustical ceiling tile is 98% complete, 2nd ceiling grid is 98% complete and tile is 98%; first floor grid is 80% and tile is 30% complete.
c. 3rd Floor millwork is 99% complete, 2nd Floor millwork is 95% complete, 2nd floor casework is 95% complete; window sills are 75% complete, 1st Floor millwork is 50% complete.

d. Tile work is 95% complete.

e. Wood Athletic Flooring is installed; flooring for the Heritage room is 90% installed, floor sanding begins 6/11/12

f. 3rd Floor carpet is 70% complete.

g. Multi Purpose Room Seating has begun.

h. Hollow metal doors are complete, wood doors are 85% complete and hardware is 75% complete.

i. Gas piping is 98% complete; plumbing fixtures are 95% complete, Kitchen Equipment Fixtures are 70%.

j. Ductwork is complete, 3'd Floor diffusers are 99% complete, 2nd Floor Diffusers are 95% complete, 1st Floor diffusers are 75% complete.

k. Heating Radiation is complete on 3'd Floor and is 95% complete on 2nd floor and 90% complete on 1st floor.

l. Mechanical insulation is 90% complete.

m. Site Concrete is 80% complete, grading and base course for the parking lot Phase 1 is complete, curb and gutter is 80% complete.

n. Insulated metal panels are 95% complete, composite panels are 50% complete.

o. Fire alarm is 90% complete, generator is complete, and AN is 85% complete; fixture installation is 85% complete.

p. 1st floor terrazzo is complete.

q. Kitchen equipment is 98% delivered and 95% installed Kitchen and Servery millwork is 95% delivered and installed, refrigeration is complete. Kitchen Equipment relocation is complete.

2. Work Scheduled For Next Two Weeks

a. Painting will continue on 2nd and 1st floors.

b. Interior decorative handrails will begin.

c. Millwork will finish on 2nd floor and continue 1st Floor.

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

h. Electrical fixture install will continue.

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

j. Wood floor sanding and finish in Ballroom 330 will begin.

k. Grading and Asphalt work for the binder course will complete for the North side of the South Parking lot on 6/8/12.

l. Grading for the East side concrete work has begun.

m. The Green roof will start.

n. 4th Floor mechanical insulation will finish.

o. Carpet will continue on 3rd Floor and 2nd floor.

p. Final cleaning will begin.

q. Melink will be on site 6/11/12 for final connections and startup.

3. Issues, Concerns, Questions

a. The Poured Epoxy Flooring contractor believes that his repair work is complete and would like Chris Hessel and Kyle Clark to review and comment on the repairs.

   i. The repairs that were completed are not acceptable.
ii. Kraemer Brothers should have a manufacturer’s rep for the epoxy flooring come out to review the floors with the contractor. A report needs to be provided by next Tuesday, June 12th or the epoxy floors will be rejected.

b. During the elevator inspection it was noted that Elevator Machine Room 405A.1 needs to be air conditioned. This will need to be completed prior to final acceptance of the elevators.
   i. This will be reviewed by the Mechanical Engineer and a solution will be provided.

4. Construction Bulletins (CB’s)
   a. CB’s 1201 and 1204 are being reviewed.
   b. CB 1176 is awaiting additional information or revised pricing from the contractor.
   c. CB’s 1184, 1202, 1203, 1208, and 1211 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. CB’s 1183, 1200, 1205, 1206, 1207, 1209, and 1210 have been approved by the architect and are awaiting final approval from DSF.
   f. The following change orders have been issued;
      i. Change Order O-77 was issued on May 30th for CB 1189.

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 275 – Type AAW Lights
      iii. RFI 277 – Condensate Pump Wiring

7. Field Orders (FO’s)
   a. There are no outstanding field orders at this time.

8. General Discussion
   a. Schedule
      i. Commissioning is currently behind schedule.
         1) Commissioning of the air handling units is now scheduled to start tomorrow.
         2) Commissioning of the kitchen equipment has started
         3) Chris from MEP should provide a report to Neal as to why commissioning is behind and where the problems are.
      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. See item “a.i” above for the status of commissioning.
   d. Precast bridge repairs
      i. The repair work has started on the west and center bridges.
      ii. Final stain colors were approved staining will proceed once all repairs have been made.
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. 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) 09 96 00 - High performance coatings
      2) 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.

k. 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.

l. 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.
iv. The protection on some of the servery casework was removed and not put back in place. There is still work going on the servery and the casework needs to be protected.
m. 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.
n. 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.
o. 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.
p. 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.
q. 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 now 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 epoxy was installed over the lip of the drains so the top screen cannot be removed.
   iv. 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.
   v. 6-5-2012 – The repairs that were made have been reviewed and are not approved. See item “3.a” above.
r. 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.
s. Everyone should be reminded that there is No Smoking in the building, loading dock area, roof decks, and within 25 feet of the building.
t. A written report of the preliminary balancing will be needed in order to get occupancy for the building.
u. 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.
   i. Chris will have shelving installed in the storage space above Stair #2 for attic stock once the work in this space has been completed.
v. A compaction test will be needed prior to the curbs being poured along the south side of the building.
w. The Me-Link system start-up and testing needs to be scheduled.
   i. There is a conference call between the various contractors scheduled for 5-30 to discuss.
x. The ceiling paint irregularities in the ballrooms and the drywall joint issues that have been noted by Chris Hessel will need to be repaired.
y. 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.
z. Final cleaning of the Third Floor should start the week of June 4th.
aa. There are footprints in the concrete sealer at the Southeast plaza.
   i. Harmon will apply a new coat of sealer in 30 days.
bb. 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.
cc. There was a roof leak last Thursday (5/24) at the east end of the third floor and water
got into the building.
   i. The roof has been repaired and they are working on installing the metal panels
      so the standing seam metal roof can be installed.
   ii. The spaces are being dried out with fans.
   iii. Kraemer Brothers will need to bring in outside company to inspect the materials
      and finishes that have been installed and test for mold. A final report on the
      inspection results and any necessary repairs should be provided to DSF, the
      University and Bray Architects.
   iv. 6-5-2012 – An independent company has reviewed the areas that received
      water and made recommendations for remediation and repair.
         1) Kraemer Brothers is making the necessary repairs.

dd. A question was asked regarding the protection (from construction dust) of the duct
work during commission and what needs to be done.
   i. Chris Flesher will contact John Chapman for his recommendations.

ee. Chris Hessel will need a few weeks notice prior to the existing east bridge being
removed so he can contact the DNR.

ff. Demolition of the existing student center is scheduled to start on June 30th. The
demolition contractor will start removing some of the smaller items within the building
prior to he 30th.

9. Next Meeting
   a. Date: Tuesday, June 12, 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: Thursday | June 7, 2012.

BRAY ASSOCIATES ARCHITECTS, INC.

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

cc: All Present
    Shawn Plum, Burt Hill
    Richard Noble, Multivista
    doadsfprojectfile@wisconsin.gov
    Nicole Peterson, Kraemer Brothers
    Ron Wunsch, Kraemer Brothers
    Robert Ross, Multivista
<p>| DATE                                      | M | T | W | T | F | S | S | M | T | W | T | F | M | T | W | T | F | %C |
| 4th Floor Mechanical Insulation           |   |   |   |   | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Multi-Purpose Room Seating                |   | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Ballroom Wood Flooring and Wood Base      |   | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Carpet 3rd Floor                          | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| CB 1187 Revise Screen and Speaker Locations 320F | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Carpet 2nd Floor                          |   | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Campus Living &amp; Cabin Handrails P&amp;P Artec |   |   |   |   |   |   |   |   |   | x |   |   |   |   |   |   |   |   |   |
| 1st Floor Millwork and Case work          | x |   | x |   |   | x | x |   |   |   |   | x |   |   |   |   |   |   |   |
| 1st Floor Paint                           | x |   |   |   |   | x | x |   |   |   |   | x |   |   |   |   |   |   |   |
| Automated Tellers Install                 |   | x |   |   |   |   | x |   |   |   |   |   | x |   |   |   |   |   |   |
| Carpet 1st Floor                          |   | x |   |   |   |   | x |   |   |   |   | x |   |   |   |   |   |   |   |
| Vinyl Flooring Cabin &amp; Cabin Prep         |   | x | x | x |   |   |   |   |   |   |   | x |   |   |   |   |   |   |   |
| Cabin Focal Wall                          |   |   |   | x |   |   | x |   |   |   |   |   |   |   |   |   |   |   |   |
| Terrazzo Treads and Risers                | x | x | x |   |   | x |   |   |   |   |   |   | x |   |   |   |   |   |   |
| CB 1174 Revise Vendor Space 120A Paint    | x |   |   | x |   |   | x | x | x | x | x | x |   |   |   |   |   |   |   |
| CB 1174 Revise Vendor Space 120A Ceiling Grid and rough-in | x |   |   |   |   |   | x | x | x | x |   |   |   |   |   |   |   |   |   |
| Heritage &amp; Dulany Room Wood Floor         | x | x | x | x | x | x |   | x | x | x | x |   |   |   |   | x | x | x |   |
| Standing Seam Metal Roof                  | x |   |   | x |   |   | x | x | x | x | x | x | x | x | x |   |   |   |   |
| Composite and Insulated Metal Panels      | x | x | x |   |   |   |   | x | x | x | x | x |   |   |   |   |   |   |   |
| Wood Door &amp; Hardware Install              | x | x | x | x |   |   | x | x | x | x | x | x |   |   |   |   |   |   |   |
| Exterior Ceiling Grid                     | x |   | x |   |   | x | x | x | x |   |   |   |   |   |   |   |   |   |   |
| Wood Doors and Hardware                   | x | x | x |   | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Site Concrete East                        | x | x | x | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Structural Slate Flooring at Stair #1      | x | x | x |   | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Final Grading and Asphalt                 | x | x | x | x | x | x | x | x |   |   |   |   |   |   |   |   | x | x | x |
| Green Roof                                | x | x | x | x | x | x | x | x | x | x |   |   |   |   |   | x | x | x | x |
| Landscaping                               | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |   | x | x | x |
| Kitchen Casework and connections          | x | x |   | x | x | x | x | x | x | x | x | x | x | x |   |   | x | x | x |
| Food Service Equipment Relocation         | x | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| From the Existing Davies Center           |   |   | x | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |</p>
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