MEETING MINUTES

Project: University of Wisconsin – Eau Claire
University Student Center

Project No.: 07E2D / 2934

Meeting Date: Tuesday | June 26, 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
Ron Wunsch Kraemer Brothers
Ross Kraemer Kraemer Brothers
Frank Truchon KBK Services
Junior Ruf B&B Electrical
Mark Bergh B&B Electrical
Chris Flesher MEP Associates
Kirt Pickerign MEP Associates
Eric Mattmiller Bartingale Mechanical
James Simpson ESI
Hans Peterson Zimmerman Plumbing
Dennis Wheeler Twin City Acoustics
Michael Winiecki General Sprinkler
Darin Wagner Audio Architects
Scott Tomashek Camera Corner
Kyle Clark Bray Architects

Reported By: Kyle Clark

Purpose of Meeting: Construction Progress Meeting 39

Discussion/Action

1. Work Progress Past Two Weeks
   a. 4th Floor paint is 95% complete; 3rd Floor paint is 98% complete; 2nd Floor paint is 95% complete; 1st Floor paint is 85% complete.
   b. 3rd Floor Acoustical ceiling tile is complete, 2nd ceiling tile is 99%; first floor grid is 95% and tile is 85% complete.
c. 3rd Floor millwork is 99% complete, 2nd Floor millwork is complete, 2nd floor casework is complete; window sills are 90% complete, 1st Floor millwork is 90% complete and case work is 95% complete.
d. Tile work is complete.
e. 3rd Floor carpet is complete, 2nd Floor carpet is 90% complete; 1st Floor flooring is 90% complete.
f. Final cleaning is 90% on 3rd Floor, 80% on 2nd Floor and has begun on 1st Floor
g. Wood doors are complete and hardware is 95% complete.
h. Gas piping is complete; plumbing fixtures are complete, Kitchen Equipment Fixtures are 95%.
i. 3rd Floor diffusers are complete, 2nd Floor Diffusers are 98% complete, 1st Floor diffusers are 98% complete.
j. Heating Radiation is complete.
k. Mechanical insulation is 99% complete.
l. Insulated metal panels are 95% complete, composite panels are 95% complete.
m. Fire alarm is complete, A/V is 98% complete; fixture installation is 98% complete.
n. Kitchen equipment is 100% delivered and 99% installed, Kitchen and Servery millwork is 100% delivered and installed, refrigeration is complete. Kitchen Equipment relocation is complete.
o. Interior decorative handrails are 40% complete.
p. Black Dirt is 50%.
q. Green Roof Paver system is 15% complete.
r. Metal Roof is 99% complete.
s. Historical window Jambs are in production.

2. Work Scheduled For Next Two Weeks
   a. Painting will finish on 1st floor.
b. Millwork will finish on 1st Floor.
c. Door hardware will finish.
d. Wood Base and in Ballroom 330 will finish.
e. Window sills and solid surface tops will finish.
f. Ceiling grid and tile will finish.
g. Terrazzo treads and risers will finish.
h. 1st and 2nd Floor Carpet will finish
i. Composite Metal Panels will finish.
j. Electrical fixture install will finish.
k. 4th Floor mechanical insulation will finish.
l. Kitchen Equipment Owner Training is scheduled for 6/27/12.
m. Elevator reinspections are scheduled for 7/16.
n. Exterior decorative handrails will finish.
o. Landscaping will begin.
p. Metal Roof will complete.
q. Projector screen repair work is scheduled to start the week of 7/9.
r. The tile for stair #1 is scheduled to start on 7/16.
   i. Can the work that was not added as part of the CB start now?
s. Vegetated roof installation is schedule to start the week of 7/9.
t. Dining room booths are scheduled to arrive the week of the 7/2.

3. Issues, Concerns, Questions
   a. Additional shunt trip breakers were required at the Servery. 4 hood areas did not pass inspection (these will be added to CB1216).
      i. A different style breaker needs to be ordered to provide room in the panel for the shunt trip breakers. This will be reviewed with the electrical engineer and a final response given to B&B.
b. Is drainage mat going to be installed under the pavers?
   i. The drainage mat will not be installed under the pavers. The drainage mat should be installed at all other areas of the green roofs.

c. Heebink Architectural Millwork believes that they have the AV Cabinets keyed per the shop drawing notes, (each department should be keyed differently).

d. Landscape compost is going to start on 6/29/12. Irrigation Update?
   i. Chris will verify but it is his understanding that the irrigation will go in after the plants have been installed and before the mulch is placed.

4. Construction Bulletins (CB’s)
   a. CB 1203 is being reviewed.
   b. CB’s 1214, 1216, 1217 and 1218 are awaiting pricing.
   c. CB’s 1185, 1201, and 1202 were approved with work being done on T&M not to exceed the quoted price.
   d. CB’s 1208, 1212, 1213, and 1215 have been approved by the architect and are awaiting final approval from DSF.

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 288 – Electrical Manhole Extensions

7. Field Orders (FO’s)
   a. The following proposals need to be issued as field orders;
      i. KB Proposal 62 – Modify legs for kitchen equipment.
      ii. KB Proposal 63 – Replace unsuitable soils.
      iii. KB Proposal 64 – Insulate DX piping.

8. General Discussion
   a. Schedule
      i. 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. The commissioning of the fire alarm, sprinklers, domestic water, fire / smoke dampers have been completed.
      ii. Commissioning on the AHU’s will start tomorrow.
      iii. Kitchen equipment Owner demonstrations will start tomorrow.
      iv. Everything must be up and running 100% no later than July 23rd
   d. Precast bridge repairs
      i. Repair work on the west and center bridges has been completed.
      ii. Kraemer Brothers has said the repairs for the east bridge will be made before the bridge is installed.
      iii. The top walls of the bridges are not level and will need to be corrected prior to placing the precast caps.
   e. 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.

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

g. 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.

vi. With Garfield closed for the steam tunnel work there will some traffic that needs to go thru the site. The north drive lane of the south lot needs to be kept clear of vehicles and equipment.

h. The silt fence around the site needs to be looked at, repairs made and the inlets cleaned out.

i. 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.

j. 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.

k. 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.

l. 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.
   i. Temporary power (a panel with 12 circuits should be provided on the 1st floor) will need to be provided to the existing student center to allow for the completion of the asbestos abatement.
      1) They could possibly use the existing emergency generator or run a line from Phillips Hall.
      2) B&B will review this work with Chris Hessel and a field order will be issued to complete the work.

m. 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.

n. 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 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.
   vi. 6-12-2012 – The contractor is continuing to make repairs to the epoxy floor. The repairs will be reviewed again once completed.
   vii. 6-19-2012 – The repair that was made was reviewed by Chris Hessel and approved. All other repairs need to be done the same way.

o. 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.

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

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

r. 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.

s. There are footprints in the concrete sealer at the Southeast plaza.
   i. Harmon will apply a new coat of sealer in 30 days.

t. 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.

v. 6-19-2012 – There was another roof leak last week that resulted in some additional water entering the building in the same locations.
   1) Kraemer Brothers had the same company come out and do some testing and the necessary repairs are being made.

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

v. Demolition of the existing student center is scheduled to start on June 30th.
   i. The demolition contractor will start removing some of the smaller items within the building prior to the 30th.
   ii. Abatement in the tunnels below the building is complete and abatement has started on the second floor.

w. A question was asked regarding the routing of the fire alarm and where on campus it needs to go.
   i. Chris believes it is a stand alone system but will verify.

x. The University hopes to receive temporary occupancy tomorrow to allow the office staff to occupy the building. Final occupancy will be provided once the elevator inspection has been completed on 7/16.

y. Per section 32 91 13 a soil test needs to be provided for the top soil to determine if any soil amendments or PH adjustment is needed. This will need to be completed and submitted prior to planting being installed.

z. There is some continued efflorescence on the brick on et north side of the building that will need to be cleaned.

aa. John Zimmerman asked a question regarding the coiling fire door at stair #2 and if there needs to be any signage warning people that the door is there and that it will close when there is an alarm.
   i. There is a safety edge on the door which will stop the door from closing if there is an obstruction in the opening.

bb. Air conditioning will need to be turned on the building (especially on 2nd floor) starting tomorrow when the University starts to occupy the building.

cc. The west dormer has some buckling in the fascia trim that needs to be reviewed and corrected.

dd. The stairs need to be cleaned out before tomorrow at 11:00 am for the occupancy inspection.
   i. When the stairs are blocked off for painting they will need to clearly marked and noted with signage.

ee. Chris Hessel asked when the first asphalt lift for the remainder of the parking lot will be completed.
   i. The fence location needs to be revised at the Phillips lot to allow for the remainder of the curb work to be done before the final lift can be installed.
   1) The contractor should proceed with revising the fencing to allow for this work to be completed.

ff. In the non-traditional lounge (266) there is a gap between the ceiling and wall. There are numerous cables that are run along the wall and are very visible when looking up at the ceiling. Beth Hellwig asked what could be done to hide these cables.
   i. Can they cables be moved of the wall so they are above the ceiling? Or can a closer panel be made to eliminate the gap? This will be reviewed with the contractors for a possible solution.
gg. Beth Hellwig asked about the column in the southwest corner of the Alumni Room at the windows and how it will be finished.
   i. The column is to be painted to match the wall color.

hh. Beth also asked about the wood finish / color of the accent bands in the wood floor of the large ballroom (330) and she believes it is supposed to match the color of the wall paneling in the room.
   i. The bid documents will be reviewed to determine what was specified.
   ii. There are areas of the finish on the wood floor that will need to be repaired. Some locations have little to no finish and other areas have the finish applied to thick.

9. Next Meeting
   a. Date: Tuesday, July 3, 2012
   b. Time: 1:00 pm
   c. Location: **New Student Center, 3rd Floor – Small Ballroom**

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 28, 2012.

**BRAY ASSOCIATES ARCHITECTS, INC.**

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

cc: All Present                    Nicole Peterson, Kraemer Brothers  
Shawn Plum, Burt Hill               Ron Wunsch, Kraemer Brothers  
Richard Noble, Multivista           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 | %C |
| 6/25 | x | x | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6/26 | x | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6/27 | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6/28 | x |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7/2  |   |   |   |   |   |   | x |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7/3  |   |   |   |   |   |   | x |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7/4  |   |   |   |   |   |   | x |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7/5  |   |   |   |   |   |   | x |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7/6  |   |   |   |   |   |   | x |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7/9  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7/10 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7/11 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7/12 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7/13 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

- Campus Living Carpet  
- Campus Living & Cabin Handrails  
- P&P Artec  
- 1st Floor Paint  
- Servery Ceiling Tile  
- Carpet 1st Floor  
- Cabin Case Work and Kitchen Equipment  
- M7 Ceiling Over Stair #1  
- Corridor 100 B Ceiling  
- Cabin Metal Panels  
- Terrazzo Treads and Risers  
- 1st Floor Terrazzo Base  
- Entrance Mats  
- Food Service 121 & 120A Flooring  
- Dulany Room Carpet  
- Dulany Room Transition Strips  
- Composite and Insulated Metal Panels  
- Wood Door & Hardware Install  
- Ballroom 330 Wood Base and Casing  
- Exterior Ceiling Grid & Panels  
- Structural Slate Flooring at Stair #1, 7/16  
- Green Roof Pavers  
- Landscaping  
- Loading Dock & Site Rails  
- Metal Roofing  
- Final Cleaning  
- Window Shades  
- Drapes
### Davies Demolition

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Three Week Construction Schedule For the Period of 06/18/12 – thru – 07/07/12