MEETING MINUTES

Project: University of Wisconsin – Eau Claire
University Student Center

Project No.: 07E2D / 2934

Meeting Date: Tuesday | September 4, 2012

Present: John Zimmerman  HVP-DSF
Chris Hessel         UWEC
Beth Hellwig        UWEC
Jason Perry         Kraemer Brothers
Ross Kraemer        Kraemer Brothers
Frank Truchon       KBK Services
Junior Ruf          B&B Electrical
Brady Shepler       McCabe
Mitch Horvat        Skid Steer Guy
Kyle Clark          Bray Architects

Reported By: Kyle Clark

Purpose of Meeting: Construction Progress Meeting 47

Discussion/Action

1. Work Progress Past Two Weeks
   a. Electrical shutdown and switch over are complete.
   b. East bridge is backfilled and the bridge deck is poured.
   c. Concrete at the center bridge is poured. Students have access from the Library to the new Davies across the center bridge.
   d. HJ Martin came and repaired several carpet tiles that were popping up.
   e. Rough edges on the Quartz seams have been repaired.
   f. Dulany Room stained glass is complete.
   g. Booth dividers are installed.
   h. Footings were dug at the Library, Library Plaza, and at the Schofield entrance.

2. Work Scheduled For Next Two Weeks
   a. Wall foundations will continue for the Schofield lawn revisions.
   b. Sidewalks will be poured to connect Phillips to the new Davies Center.
   c. Site grading will continue on both sides of the Little Niagara.
   d. Sidewalks to start along Schofield.
   e. Pavers one the Roof Terrace to arrive and be completed.
   f. Retaining walls to start at the Schofield Lawn Revisions.
3. Issues, Concerns, Questions
   a. Kitchen hood over the Blue Flame grill.
      i. A rep from Caddy is supposed to onsite today to review the hood.
   b. AHU #6 Repairs.
      i. Reinforcing channels have been ordered and when will be installed once they
         are on site.
   c. Landscaping.
      i. Chris and Mitch will review the landscaping after the meeting.

4. Construction Bulletins (CB’s)
   a. CB 1241 is currently being reviewed.
   b. CB’s 1243 and 1247 are awaiting pricing.
   c. CB’s 1223 and 1228 are awaiting additional information or revised pricing from the
      contractor.
   d. The following change orders have been issued;
      i. Change Order O-92 was issued on August 28th for CB’s 1239, 1242, and 1245.
      ii. Change Order O-93 was issued on August 30th for CB’s 1184 and 1244.

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. 301 – Schofield Lawn Revisions – Duct Bank at Library Stairs

7. Field Orders (FO’s)
   a. The following proposals need to be issued as field orders;
      i. B&B has several proposals that they need to get sent in to Ron so that a field
         order can be issued.

8. General Discussion
   a. Schedule
      i. See item 2 above for work scheduled for the next two weeks.
   b. As-Built Drawings
      i. The contractors are to be sure they are updating the as-built drawings on a
         regular basis.
      ii. Kraemer Brothers has a set of as-built drawings in the trailer with a log noting
          the changes being made to the drawings.
      iii. All as-built drawings (except sitework) will be turned over to the Architect at the
           next meeting.
   c. Commissioning
      i. No update on commission was provided.
      ii. Repairs still need to be made to AHU #6. Parts have been ordered and are
          awaiting delivery.
   d. 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.
   e. Any communications cable that is installed must not be painted.
   f. 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.
   iii. 9-4-12 - Once the paver installation is complete another test will need to be performed.

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

**h.** 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.
   ii. All remaining attic stock should be turned over to Chris ASAP.

**i.** 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.

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

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

**l.** The warranties for all building components will start at substantial completion after occupancy is received.
   i. The date for substantial completion will be July 30th.

**m.** The landscape contractor needs to be sure that all plants and trees are kept adequately watered.
   i. It was suggested that they provide water boots around all the trees.
   ii. Any trees or plantings that do not survive or are damaged will need to be replaced.
   iii. 9-4-12 – Chris and Mitch will walk the site and review any outstanding issues that still need to be addressed.

**n.** Auld Communications should bring in an RF Engineer to conduct a survey / evaluation of the building to provide recommendations for what is needed to improve the cellular service within the building.
   i. 7-10-12 – A review of the building was conducted and report will be provided to the University by the end of the week.
   ii. A CB will be issued to include this work as part of the project.

**o.** Landscaping and exterior site work
   i. Chris has issued a preliminary punch list for this work.
   ii. There are numerous plants and trees that will need to be replaced.
   iii. Some of the concrete is chipping and cracking either where it was saw cut or damage from equipment. Some of this will need to be replaced and should be reviewed with Chris.
   iv. Need to review all ‘Planting’ for stress, etc. It is already evident that many will need to be replaced.
      1) Seeding can take place between September 1st and October 15th.
      2) Sodding can occur when the air temperature will be below 95°F
      3) Native Seeding (Dormant) can occur between October 30th to snowfall.
   vi. Skid Steer needs to remove large stones / rocks from top soil all around.
   vii. The Landscaping around the new building and the Nursing Building need to be completed by the end of next week (8-31-2012.)
   viii. Skid Steer needs to continue to maintain and water the plants and trees.
p. Food Service Issues
   i. The floor drain in the dish wash room is not draining properly because of a build-up of epoxy around the drain.
   ii. The floor drain by the steamers in the Kitchen is not draining properly because of a build-up of epoxy around the drain.
   iii. The epoxy base in JC 140L needs to be completed.
   iv. Several joints in the countertops are very rough and need to be smoothed out.
   v. The steamer is not draining properly and is overflowing onto the floor.
   vi. The rotisserie needs to be repaired. Parts have been ordered.

q. A re-inspection by the Health Department is set for August 20th. Need all outstanding items completed prior thereto (not necessarily inclusive)...
   i. Complete trench drain covers.

r. Roosevelt Drive needs to be kept clean. The demolition activity is tracking a lot of dirt onto the street.

s. ESI would like to schedule training for the controls.
   i. The issues list needs to be reviewed and addressed prior to training.
   ii. ESI to verify amount of training to be provided. Some initial training could be done now with the rest to follow once all issues have been addressed.
   iii. All contractors are reminded that all training sessions need to be videotaped.

t. Punch list
   i. Kraemer should be sure to review the work that is being completed for the punch lists.
   ii. Chris has been marking areas with blue tape that need to be re-painted.
   iii. This includes areas that were on Bray’s punch lists as well as other areas that he has noted.
   iv. Any areas damaged by the University during move-in would not be considered punch list items.
   v. The painter was reminded that all “touch-up” requires repainting the wall from break point to break point to avoid any brush marks.
   vi. One item that was not on the punch list but was discussed earlier is the adjustment of the skyfold partitions. When in the up position they are not closing flush with the ceiling and it is believed the cables need to be tightened to allow them to close all the way.
   vii. Copies of the signed off punch lists should be sent to Neal, Chris, and Kyle.

u. Chris is reviewing the company switches being provided at the performance space to the north of Little Niagara and will provide some direction to B&B on how these should be mounted.

v. Junior noted that the TV’s in Vestibule 100S and Reception 220 were mounted too high and do not cover the outlets. The TV’s were to be mounted with the bottom of the TV just below the bottom of the outlet to cover it. These TV’s will need to be adjusted to hide the connections.

w. The motion / occupancy sensors are not functioning properly in the Ballrooms due to the tall ceilings. The sensors have a limit of about 20 feet.
   i. B&B’s suggestion is to control these lights at the Creston panel and remove the sensors.
   ii. Do they make a sensor that will function within a taller space?
   iii. This will be further reviewed and a final solution provided.

x. John Zimmerman indicated that the water flow at the EWCs is not constant... goes high / low. Need to investigate and remedy.
   i. The plumbing contractor has looked at this. It should be verified that it has been corrected.

y. KBI is not on site. Has punch list items to complete yet. This will affect payment for same.
   i. some of items not complete include:
1) Cleaning out the new Steam Pits
2) Complete HVAC punch list items and turn in same to Kraemer.

z. Neal will forgo Water Testing of Metal Panels and Windows if Kraemer provide documentation from respective manufacture that each is manufactured by Specifications.
   i. Kraemer Brothers to submit a proposal to Neal as a credit which will be issued as a field order for eliminating the testing.

aa. O&M manuals are currently be assembled for subsequent submittal.
   i. 8-21-2012 - Many of the O&M’s have been submitted and either being reviewed or have been sent back for modifications.

bb. Need to re-train University personal regarding using the Freight Elevator.

c. Mirrors (in small toilet rooms) not shown on Drawings will be provided and installed by the University.
   i. 8-21-2012 – The mirrors in all individual toilet rooms are shown on the bid documents and were noted on the shop drawing review. These should be provided and installed as part of the contract.

dd. There are many areas where exterior caulk kings has not been completed to date. This needs to be done asap.

ee. A couple counter tops are still in need of repair.
   i. At Green Bean
   ii. At Counter under Stair 1.

ff. Kraemer needs to review all exterior closers and adjust. Also, the south doors onto Terrace 201D from Lounge 210 drag on the carpet and stay open. Need to remedy this also.

gg. Missing sprinkler head covers in Pocket Lounges.

hh. Wall insulation in plumbing chases on 2nd floor has been removed and needs to be put back in place. Verify all chases for same.

ii. Need window blinds electrical connections completed throughout.

jj. Need to cut in 2nd door vent in 200P and complete installation of 2nd cabinet, etc. in 320A & B.

kk. B&B indicated several doors / frames were not prepped for work by CB.

ll. B&B indicated lighting control owner training is imminent. Will coordinate with Chris H.

mm. The sidewalks along the south side of Schofield Hall (part of CB 1224) need to be completed as soon as possible.
   i. DSF has authorized Kraemer Brothers to additional manpower and overtime to expedite this work. A discussion will take place after this meeting to formulate a plan to get this work done and open the sidewalks to the students.

nn. The University would like some sort of compensation for the poor installation of the epoxy floor in the Kitchen.
   i. Possibly a credit or an extended warranty.

oo. Charles noted that the wood floors scratch very easily and do not seem to hold up like the other wood floors on campus.
   i. Kyle will provide the wood floor submittal information to Chris Hessel including what type of finish (coating) was applied over the floor.

pp. The University has been having problems with the exit devices on many of the doors and they are not staying unlocked when using the allen key.
   i. Kraemer Brothers will review and be sure all panic bars are functioning correctly.

qq. CB 1061 added moveable seating in the Multi-Purpose Room to infill the accessible seating spaces when not needed. These seats were bolted to the floor which no longer makes them moveable.
rr. There are several faulty valves that service some of the VAV’s and Wall-Fin Radiation. These are being reviewed by KBK and being repaired.

ss. In room 210 and fire alarm strobe was moved leaving a hole in the decorative wall covering which was covered with a cover plate. The University would like to see something else done to eliminate the cover plate.

tt. Jason asked about the status of the casework for the additional AV rack in Room 320A/B that added as part of CB 1230. This is holding up the installation of the equipment and the room cannot be used until this work is complete.

uu. Jason indicated that not all of the projectors in the two Ballrooms can used at the same time due to a conflict between the center projectors and the side projectors.
   i. Kyle will review this with the AV consultant for a solution.

vv. The door to the rotisserie oven keeps opening. A stronger magnet or latch needs to be installed to prevent the door from “popping” open.

ww. The automatic door operator at the east vestibule door still needs to be adjusted. It is not functioning properly.

xx. The stone at the Cabin fireplace needs to be cleaned. There is excess mortar that has not been removed.

yy. There are two data jacks that need to be installed at the Erbert & Gerberts station.
   i. These jacks were apparently shown on some of the plans but not the enlarged detail plan of the kitchen.
   ii. Kyle review the documents to see if this should have been included as part of the original bid.
   iii. Chris will review with Food Service as to what exactly is needed in this space.

zz. There are still water leaks in Rooms 310 and 311.
   i. Kraemer Brothers has been talking with the roof contractor and trying to find the source / location of the leak.
   ii. Some additional testing / review of the inplace materials should be done to check for mold.

9. Next Meeting
   a. Date: Tuesday, September 18, 2012
   b. Time: 1:00 pm
   c. Location: New Student Center, room to be determined.

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: Wednesday | September 5, 2012.

BRAY ASSOCIATES ARCHITECTS, INC.

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

cc: All Present
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