MEETING MINUTES

Project: University of Wisconsin – Eau Claire
University Student Center

Project No.: 07E2D / 2934

Meeting Date: Tuesday | October 16, 2012

Present: Neal Shurden DSF
John Zimmerman HVP-DSF
Chris Hessel UWEC
Beth Hellwig UWEC
Charles Farrell UWEC
Jason Perry Kraemer Brothers
Ross Kraemer Kraemer Brothers
Junior Ruf B&B Electrical
Kirt Pickerign MEP
Chris Flesher Bartingale Mechanical
Kyle Clark Bray Architects

Reported By: Kyle Clark

Purpose of Meeting: Construction Progress Meeting 50

Discussion/Action

1. Work Progress Past Two Weeks
   a. Sidewalks at the Schofield Lawn are complete.
   b. Brick work at the Schofield entrance will complete today.
   c. The remainder of the curb and gutter is complete.
   d. Asphalt paving has started today. Parking lot will be finished and open by Monday October 22nd
   e. General Sprinkler has finished the dry system and the additional CB work in the Cabin.
   f. The Stream bank has been matted and seeded.
   g. The block retaining walls have started north of the little Niagara.
   h. The plastic has been removed from the cabling in the non- traditional lounge area.
   i. The product reps. For the epoxy floor met with Chris Hessel and myself about the repairs to the epoxy floor it was determined that the patches were sound except for 2 and we are looking for a date to complete those patches.

2. Work Scheduled For Next Two Weeks
   a. Parking lot will finish and be open
   b. Block retaining walls and pavers will continue.
   c. Exterior punch list items will complete that can be done this year.
d. Harmon will complete the additional side walk that has been added along the west side of Phillips.
e. Room 210 repair to the wall paper will complete.

3. Issues, Concerns, Questions
   a. None

4. Construction Bulletins (CB’s)
   a. CB’s 1248, 1249, 1250, and 1251 are awaiting pricing.
   b. CB 1223 is awaiting additional information or revised pricing from the contractor.
   c. CB 1241 and FO's 39, 40, 41, 42, 43, 44, and 45 have been approved and will be included in an upcoming change order.

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

6. Request for Information (RFI’s)
   a. RFI’s being reviewed at this time include;
      i. There are no outstanding RFI’s at this time.

7. Field Orders (FO’s)
   a. The following proposals need to be issued as field orders;
      i. KB Proposal 79 – Delete Water Testing of Metal Panels.
      ii. KB Proposal 85 – Remove unsuitable Soils at Library Stairs.

8. General Discussion
   a. Schedule
      i. See item 2 above for work scheduled for the next two weeks.
   b. As-Built Drawings
      i. As-built drawings have been turned over to the Architect for review and incorporation into the final record drawings.
   c. Commissioning
      i. There are numerous items on the issues lists that ESI still needs to address.
         1) Kirt from MEP has not received any response from ESI in the last few weeks.
      ii. Transfer fans are not programmed correctly
      iii. Supply Fan 1 has the filters located after the fan, as shown on the drawings. These should be located before the fan.
         1) Kyle will have the engineers review this and provide a response.
      iv. The VFD’s for AHU’s 6 & 7 are still not working properly. They do not restart after being shut down.
      v. There is grease dripping down from the ductwork at the Mongolian Grille after it is shut down at the end of the day.
         1) Kyle will have the engineers review this.
   d. 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.
e. 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.

f. 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 plantings being installed.

g. 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

h. 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.
   iii. CB 1250 was issued on 10/8 for this work.

i. 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.
   ix. 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.
   x. The sidewalk replacement on the north side of the building will need to wait until next spring unless the walk directly to the north of Little Niagara can be opened for student traffic.
   xi. The exposed soil areas at the Schofield Lawn will need to be covered this fall to prevent erosion this winter and spring.
      1) The landscape contractor should provide a cost to hydro seed this area this fall and provide “touch-up” work next spring.

j. 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.
k. 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. 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.
   v. Copies of the signed off punch lists should be sent to Neal, Chris, and Kyle.
   vi. 10-2-12 – Kyle has the signed off punch lists and will send copies to Neal, Chris, Charles, and Beth.
   vii. There are numerous punch lists that have not been returned yet. These needs to be reviewed and turned in as soon as possible.
   viii. Chris, Beth, and Charles walked the First Floor reviewing the signed off punch lists and found several items that were still not completed.
      1) It is Kraemer Brothers responsibility to make sure that the items on the punch list have been completed.
      2) All punch lists should be reviewed to insure that the work has been completed.

l. 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.

m. O&M manuals are currently being 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.
   ii. 10-2-12 – All paper copies of O&M manuals, except for Plumbing, Fire Protection, and Architectural, have been turned over to Chris. Kraemer Brothers still needs to provide an electronic copy of all O&M Manuals.

n. 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.

o. Missing sprinkler head covers in Pocket Lounges and upper Cabin Ceiling.

p. Need window blinds electrical connections completed throughout.

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

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

s. 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 add 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.

T. 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.
   ii. Kraemer Brothers should have a manufacturers rep come out and review the installation

u. 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.
v. The door to the rotisserie oven keeps opening. A stronger magnet or latch needs to be installed to prevent the door from “popping” open.
w. The automatic door operator at the east vestibule door still needs to be adjusted. It is not functioning properly.
   i. 10-2-12 – All doors with automatic operators should be checked. Many of these doors are very hard to open manually.
   ii. 10-2-12 – Labels need to be added to these doors indicating they are automatic doors.
   iii. 10-16-12 – Valley Door has reviewed these doors and indicated that everything is working properly.
x. There are still water leaks in Rooms 310 and 311.
   i. Some additional testing / review of the in place materials should be done to check for mold.
   ii. 9-18-12 - PhD Roof Doctors did some additional caulking and performed a water test with no leaks detected.
   iii. 9-18-12 - Kraemer Brothers will cut a hole above the ceiling on 4th floor to inspect for any damage to the drywall.
   iv. 10-2-12 – The inspection from the 4th floor will occur this week.
y. There is condensation coming off the mechanical piping in room 334B. This room has a lot of expensive AV equipment.
   i. The piping needs to be insulated and supports added to the pipes.
z. All fire hose connections need to be labeled. Should also verify that caps and chains have been installed at all connections.

aa. Status on Security Camera installation.
   i. B&B has roughed-in for the cameras.
   ii. Camera Corner needs to install cameras and provide final connections.

bb. Kirt from MEP recommends that the duct work for the exhaust hood at the Blue Flame Grill be cleaned once the new filters have been installed. Running the hood without filters is letting a lot of grease get into the duct work.
   i. Charles indicated they have a cleaning service for this and will contact them about getting it scheduled.

c. The landing at the new stairs by the Library is larger than original detailed and will need some additional railing added.
   i. Neal indicates that this work could be done as a field order. Kraemer Brother should submit a proposal to Neal so a field order can be issued.

dd. Chris Hessel asked if the “floor” of the Electrical Yard gets finished with stone or another material. Currently it just rough graded.
   i. Wall section 3/A507 calls for 8” of crushed gravel on 6” of sand over compacted subgrade

ee. Beth stated that the fireplaces in the Cabin are not functioning properly.
   i. Jason indicated that this has to do with the vent fans having to be turned on prior to the fireplace being switched on.
   ii. The vent fan should betide into the switch that controls the fireplace so that when the fireplace is switched on the vent fan automatically turns on. These should not be two separate switches.
   iii. It was also noted by Charles that in order to turn the fireplaces on or off they need to open the front panel at the bottom of the fireplace face frame in order to get at the switch. Once the fireplaces have been on for awhile this gets very hot and could cause burns to the operator.
      1) Per the specifications there should be a wall switch and wall thermostat for controlling each fireplace.
      2) Jason indicated that a conversation took place between Ed Wynhoff, Chris, and Junior regarding the location of the switches. Junior was
directed to relocate the switches to below the fireplace and take them off the stone walls.

3) Chris will work with Jason and Junior to find new locations for the switches.

ff. Kramer Brothers needs to go into Wis Build and review the issues list. If the work is completed a resolution needs to be entered so the item can be marked complete.

gg. Silt fence needs to be installed from the east bridge to where the storm sewer line was relocated. There is all new topsoil in this area which will wash into the creek if the silt fence is installed. This must be done right away.

hh. KBK, Zimmerman Plumbing, and General Sprinkle need to provide valve charts as specified.

ii. The new labels for all of the electrical panels (as directed by Dave Stafne) are currently in production.

jj. The stain that was applied to all of the operable panels as part of CB’s 1208 and 1235 will need to be reapplied. The initial coat that was applied is not acceptable.

kk. The fire rated doors at the stairs have continuous hinges which are covering up the fire labels on the door and frame. The labels need to be visible. New labels will need to be added in location that can be seen.
   i. Chris asked if these doors also need to have smoke and draft control.
      1) After reviewing the building code, these doors do not need smoke and draft control.

ll. The button for the power door operator at the northwest entrance is not accessible in its current location. A concrete pad should be poured at this location to provide wheel chair access to the push button operator.

mm. Junior indicated that there is a lot of equipment being stored in Storage Room 160 under Stair 5 that is block access to the electrical panels. Chris indicated that he will have this room cleaned out to provide the required access at each panel.

9. Next Meeting
   a. Date: Tuesday, October 30, 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: Thursday | October 18, 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
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