MEETING MINUTES

Project: University of Wisconsin – Eau Claire
University Student Center

Project No.: 07E2D / 2934

Meeting Date: Tuesday | October 30, 2012

Present: Neal Shurden DSF
John Zimmerman HVP-DSF
Chris Hessel UWEC
Beth Hellwig UWEC
Jason Perry Kraemer Brothers
Ross Kraemer Kraemer Brothers
Scott Wetenkamp PHD Roof Doctors
Kyle Clark Bray Architects

Reported By: Kyle Clark

Purpose of Meeting: Construction Progress Meeting 51

Discussion/Action
1. Work Progress Past Two Weeks
   a. Parking lot is complete and now open
   b. Block retaining walls are 90% complete they will finish retaining walls by the end of the week.
   c. Pavers at the library plaza have started.
   d. Bio - retention pond is complete
   e. Room 211 mold issue is being taken care of waiting for air quality report to put back together.
   f. Going over interior Punch list line by line is about 70% complete
   g. Half of the thresholds at the terrace entrances are complete.

2. Work Scheduled For Next Two Weeks
   a. Block retaining walls will complete.
   b. Pavers at the performance area will continue.
   c. Hydro seeding will be completed.
   d. Native grass seeding will be done along the little Niagara.
   e. Room 211 repair will complete.
   f. Epoxy floor patches will be done Nov 10 and 11th.
   g. Remainder of the terrace thresholds will complete and the doors going out of 210 will be adjusted.
3. Issues, Concerns, Questions
   a. Where the hole was cut to look for water leak above room 311. Chris Buckley stated he would like to see an access door stay there. Is this something that should be considered? It would have to be a fire rated door.
      i. Chris Hessel indicated that an access panel does not need to be installed at this location.

4. Construction Bulletins (CB’s)
   a. CB 1251 is being reviewed.
   b. CB’s 1250 and 1252 are awaiting pricing.
   c. CB 1223 will be approved as originally submitted.
   d. The following change orders have been issued;
      i. Change Order O-99 was issued on October 19th for CB 1241.
      ii. Change Order O-100 was issued on October 19th for FO’s 39, 40, 41, 42, 43, 44, and 45.
      iii. Change Order O-101 was issued on October 22nd for CB 1248.
      iv. Change Order O-102 was issued on October 24th for CB 1249.
      v. Change Order O-103 was issued on October 29th for FO’s 46, 47, 48, and 49.

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. 303 – Schofield Entry.

7. Field Orders (FO’s)
   a. The following proposals need to be issued as field orders;
      i. There are no outstanding proposals at this time.

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.
         2) The filters should be relocated so they are before the fan. The existing filter housing can remain in place.
      iv. There is grease dripping down from the ductwork at the Mongolian Grille after it is shut down at the end of the day.
         1) A response was provided from the engineers to Kirt in response to his issues list. This information will be passed on to the Owner and Contractor.
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.
   iv. PhD Roof Doctors has had difficulty contacting the company that needs to perform the testing. Scott has contacted Tom Gernetzke from Facility Engineering to assist in contacting the company and getting the testing completed.

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. Landscaping and exterior site work
   i. There are numerous plants and trees that will need to be replaced.
   ii. 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.
   iii. 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.
   v. Skid Steer needs to continue to maintain and water the plants and trees.
   vi. 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.
   vii. 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.
   viii. 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.
      2) 10-30-2012 – The hydro-seeding should take place this fall and if there is “touch-up” working needed next spring a CB will be issued at that time for any additional work.
   ix. There are four areas along the north side of the creek where the erosion control has failed and the top soil is washing into the creek. This needs to be corrected immediately and the top soil cleaned out of the creek.

h. 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.
i. 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. 10-2-2012 – 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.
   ix. Kraemer Brothers is reviewing each punch list item to be sure the work has been completed. They are about 70% complete with their inspection.

j. 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.
   ii. 10-30-2012 – Mirrors will be installed this week.

k. Need window blinds electrical connections completed throughout.

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

m. 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

n. Food Service Equipment Issues
   i. The door to the rotisserie oven keeps opening. A stronger magnet or latch needs to be installed to prevent the door from "popping" open.
   ii. The Pot Wash is currently set to receive 50 psi of steam and the manufacturer recommends 15 psi.
      1) The regulator is in an inaccessible location and the University Staff can get at it to make the adjustment.
      2) Should this unit have come with a pressure gauge?
   iii. The steam kettle is currently receiving 50 psi of steam and the manufacturer recommends 13 psi.
      1) Should this unit have a regulator and pressure gauge?

o. 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.

v. 10-30-2012 – Final remediation and repair has been completed. Contractor is waiting for final air quality report before putting everything back together.

p. 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.
   ii. 10-30-2012 - The specifications do not call for condensate piping to be insulated.
      1) A field order should be issued to insulate this piping.

q. 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.

r. 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.
      4) 10-30-2012 – New switch locations have been identified. If the switches are in areas accessible to the public and locked cover should be provided over the switch.

s. 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.

t. KBK and General Sprinkle need to provide valve charts as specified.

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

v. 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.

w. 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.

x. 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.
y. Chris asked if a temporary handrail can be installed at the Schofield steps so those doors can be re-opened to students. The new handrails will not be ready until sometime in December.
   i. Kraemer Brothers will review this and see if any temporary handrails are available. A handrail will be required at each side and do to the width of stairs one will also be required down the center.

z. There are four storage boxes for the roof terraces that have not been installed yet. The contractor has asked where these should be installed.
   i. The storage boxes should be turned over to Chris Hessel and they will take care of the installation.

aa. The coil dryers for the AHU’s should have unions installed so they can be cleaned / maintained. The unions are shown on the construction documents.

9. Next Meeting
   a. Date: Tuesday, November 13, 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: Friday | November 2, 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