MEETING MINUTES

Project: University of Wisconsin – Eau Claire
University Student Center

Project No.: 07E2D / 2934

Meeting Date: Tuesday | November 13, 2012

Present: Neal Shurden DSF
John Zimmerman HVP-DSF
Chris Hessel UWEC
Beth Hellwig UWEC
Jason Perry Kraemer Brothers
Ross Kraemer Kraemer Brothers
Junior Ruf B&B Electrical
Mitch Horvat Skid Steer Guy
Kyle Clark Bray Architects

Reported By: Kyle Clark

Purpose of Meeting: Construction Progress Meeting 52

Discussion/Action
1. Work Progress Past Two Weeks
   a. Block retaining walls are complete.
   b. Pavers in the performance area are 75% complete.
   c. Native seeding and matting of the banks along the little Niagara is complete.
   d. Room 210 and 211 repairs will finish this week.
   e. Epoxy floor patches in the kitchen have been completed.
   f. The remainder of the terrace thresholds have been completed.
   g. The contract mirrors have been installed in the gender neutral restrooms.

2. Work Scheduled For Next Two Weeks
   a. Pavers at the performance area will complete.
   b. Wall caps at the Schofield Entry and the seat wall at the Library Plaza will be completed.
   c. Limestone benches to start.
   d. Walk through the punch list with Chris Hessel

3. Issues, Concerns, Questions
   a. Heads for the remaining 5 light poles? When are they coming in?
      i. Remaining light pole heads should arrive today or tomorrow.
   b. Fireplace switches update.
i. Kraemer Brothers will have a fireplace in each area pulled out so Junior can get at the fireplaces to run the necessary low voltage wiring for a new switch to work.

ii. Switch locations area as follows;
   1) Dining Area Fireplaces – Switch will be located in the Servery, northwest corner, behind checkout station.
   2) Living Room Fireplace – Switch will be located in Corridor across from Stair #1.
   3) Alumni Room – Switch will be located in Storage Room behind fireplace.

4. Construction Bulletins (CB’s)
   a. CB 1252 is being reviewed.
   b. CB 1250 is awaiting pricing.
   c. CB 1223 will be approved as originally submitted.
   d. The following change orders have been issued;
      i. Change Order O-104 was issued on October 19th for CB’s 1223 and 1251.

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 84 – Rework Roofing at Roof Drains.
      ii. KB Proposal 86 – Add Fire Extinguishers in Kitchen
      iii. KB Proposal 87 – Reinstall Wallpaper at Dulany Room
      iv. KB Proposal 91 – Delete Flagstone
      v. KB Proposal 92 – Remove & Replace Sidewalk West of Phillips
      vi. KB Proposal 93 – Insulate Condensate Line in Room 334B
      vii. KB Proposal 94A – Install Temporary Handrails at Steps

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
   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. 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.
   iv. 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.
   v. 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.
   vi. 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.
g. 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.
h. Punch list
   i. Kraemer should be sure to review the work that is being completed for the punch lists.
   ii. 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.
   iii. 10-30-2012 - Kraemer Brothers is reviewing each punch list item to be sure the work has been completed. They are about 70% complete with their inspection.
   iv. 11-13-2012 – Jason and Chris will walk through the building and review the punch list.
i. Need window blinds electrical connections completed throughout.
   i. Chris will have Camera Corner provide a quote to complete the low voltage control wiring and connections to the Crestron Panels.
j. B&B indicated lighting control owner training is imminent. Will coordinate with Chris H.
k. 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.
I. 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 cannot access it to make the adjustment.
      2) Should this unit 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?
   iv. This is an issue for Baring to resolve. Frank from KBK will do the work once he receives direction from Baring.
   v. The University will provide pressure gauges to be installed at each piece of equipment.

m. 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.
   vi. 11-13-2012 – Final repairs have been made, Jason will provide completed Air Quality test report once it is received from the testing company. Everything tested out correctly and the final repairs were completed.

n. 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.
   ii. The University has asked for a quote to change from crushed gravel to 3/4” clear stone.

o. 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.

p. KBK and General Sprinkler need to provide valve charts as specified.

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

r. 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.
   i. This work is being reviewed by the painter and the supplier of the panels.
   ii. It was suggested that one panel be re-stained as a sample for review prior to re-staining all panels.
   iii. Jason will work with Charles on what days the rooms are available.

s. 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 wheelchair access to the push button operator.
   i. A proposal should be submitted so that a field order can be issued for this work.

t. 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.

u. There is an ongoing issue with the lighting controls in the two Ballrooms and the lights will turn off when people are occupying the space.
i. Junior indicated that this is because the currently installed motion detectors do not work well with ceilings higher than 18 feet.

ii. Kyle will have the Electrical Engineer review this to see if there is another motion sensor that will work with the light controls.

v. Charles asked if the light in the Cabin should be dimmable.

i. Kyle will review the plans and verify with the Electrical Engineer if these lights should be dimmable.

w. Charles asked if a different type of cover is available for the floor boxes in the Large Ballroom. The current covers sit above floor and will make it difficult to hold dances in this space.

i. Different cover options will be reviewed to see what is available and what can be done to recess these into the floor so they are flush with the top of wood.

ii. This work would need to be completed before April.

9. Next Meeting
   a. Date: Tuesday, November 27, 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 16, 2012.

BRAY ASSOCIATES ARCHITECTS, INC.

[Signature]

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
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