



## MEETING MINUTES

### Helms Elementary School Construction Progress Meeting # 2

Date	Time	Purpose	Location
April 11, 2012	9:30am	Weekly Update	Helms ES, T Building
Prepared By – Tim Beally			
See Attached Attendee List			

#### 1) CMPA/Owner Issues

- a) Overtime – Open / Close
  - i) AECOM mentioned to the school that we will need to work out open / close during the summer. Mr. Rickey Brown from CFS attended last week's meeting to begin the discussion.
- b) Marquee Conduits
  - i) After the meeting AECOM, HGI and Atlas Signs walked the site indicating where the electrical and fiber optic cables will be run for the marquee.
    - (1) The existing electrical needs to be checked. There probably will be another electrical line.
    - (2) Atlas Signs will provide the fiber optic cable which will be pulled by HIG to the BCR.
- c) Starting Work
  - i) AECOM said HIG should be careful when starting work. They need to make sure the replacement parts / equipment are available or are clearly on the way before demolishing existing equipment.
  - ii) HIG said they need to get the delivery date of the unit ventilators.
- d) T Buildings FA, PA Systems
  - i) AECOM asked all to review package to see what the documents require to run the fire alarm and public address (PA) system to the T Buildings.
- e) Moving
  - i) The work to be done in the classrooms will be limited to areas necessary to install the unit ventilators.
    - (1) Furniture can be moved away from the unit ventilators to provide access. Furniture and equipment which needs to be moved out of work areas can be re-located into the cafeteria.
    - (2) Teachers need to remove personal items before the summer break and consolidate items.
  - ii) AECOM discussed with the Principal about the possibility of supporting the move of equipment and furniture into the cafeteria.

#### 2) Architect / Consultants

- a) FGC mentioned the model numbers of the fixtures in the restrooms in the HISD standards are slightly different than in the specifications. They will issue an ASI to clarify.
- b) JE expressed concern about receiving the electrical materials submittals.

#### 3) Contractor

- a) Field office
  - i) HIG is using the T building classrooms for a project office. The principal said this was okay.
  - ii) AECOM mentioned HIG needs to install fencing or other barricades to isolate from the students.

- b) OAHUs Clearance
    - i) HIG asked about clearance of the outside air handling units (OAHUs).
    - ii) JE said the units need to be far enough from the building to provide access to the units but the duct work from the units to the building will probably provide sufficient clearance.
  - c) CAD Drawings
    - i) HIG received CADs from JE.
    - ii) If HIG needs from FGC, they need to list the documents they want.
- 4) HAZMAT**
- a) ERC finally was able to have a scope / schedule discussion with Mustang (Hazmat sub-contractor).
  - b) HIG wants to do all the hazmat abatement for the unit ventilators in one sequence.
- 5) Safety**
- a) Will address at each weekly meeting
  - b) AECOM concerned about worker PPE
- 6) Schedule**
- a) See attached schedule
  - b) Work in Classroom 6 – Tentatively planned to start mid-May (Per schedule) but HIG would like to start sooner, if possible. The work will take four to six weeks, including curing time.
  - c) Work Sequence
    - i) Restroom Renovations — HIG wants to start in the cafeteria area and move counterclockwise through the school during the summer.
    - ii) Unit Ventilator Replacement
      - (1) HIG would like to do as much of the work in one continuous sequence.
      - (2) They think it will take 2 weeks to do the work.
      - (3) Adding the hazmat and other time it will take four to six weeks from start to end.
      - (4) AECOM suggested shutting down and draining the entire chilled water system is one option for doing this work..
    - iii) Breezeway Floor Replacement
      - (1) HIG asked if they could start this work before the summer.
      - (2) AECOM said the time to do the VCT removal, abatement, and to receive air clearance tests would take a few days – longer than a weekend.
      - (3) Taking the breezeway out of service would severely inhibit the school.
      - (4) This work will have to wait until the summer.
  - d) AECOM asked the HIG Project Superintendent to provide a two week look ahead starting at the next meeting.
- 7) Change Proposals Request (CPRs) and Change Orders**
- a) See CPR log (attached).
  - b) FGC will give direction of pending changes.
  - c) AECOM asked HIG to provide pricing on CPR 5 – Remove, reinstall casework in Classroom 6.
- 8) Submittals**
- a) The submittal log is attached.
  - b) HIG has submitted forty two products. Last week twenty-one items had been submitted.
  - c) Discussion on specific items:
    - i) JE is concerned about the electrical submittals. There is not much time before work is to start in the summer.

**9) Requests for Information (RFIs)**

- a) The RFI log is attached.
- b) Two open RFIs
  - i) One RFI concerns the fixtures in the restrooms.
  - ii) The other concerns hand dryers in the restroom.
  - iii) Both are being addressed by FGC.

**10) Record Drawing Review**

- a) FGC expects to have the revised project drawings resubmitted to the COH shortly.

**11) Pay Application**

- a) AECOM asked to see the revised draft schedule of values prior to submission of a pay application. HIG needs to break out the cost of the mechanical, electrical and plumbing sections.

**12) Site Observations**

- a) No activity

**Next Meeting – Wednesday, April 18, 2012 at 9:30 AM**

These minutes were prepared to accurately report the discussions, issues and decisions made at the above referenced meeting. If any attendee does not agree with the statements made above, please provide corrections in writing within three (3) days of receipt; otherwise, it is deemed all meeting participants are in agreement with the contents.



HOUSTON INDEPENDENT SCHOOL DISTRICT  
Construction Services (Bond Program)  
3500 Tampa Street • Houston, Texas 77021-1244

**AECOM**








**SIGN-IN SHEET**  
**HISD BOND PROGRAM**

**Project:** Helms Elementary School Renovation

**Meeting Date / Time:** April 11, 2012, 9:30 AM

**Meeting Purpose:** Construction Meeting 2

**Location:** Helms ES

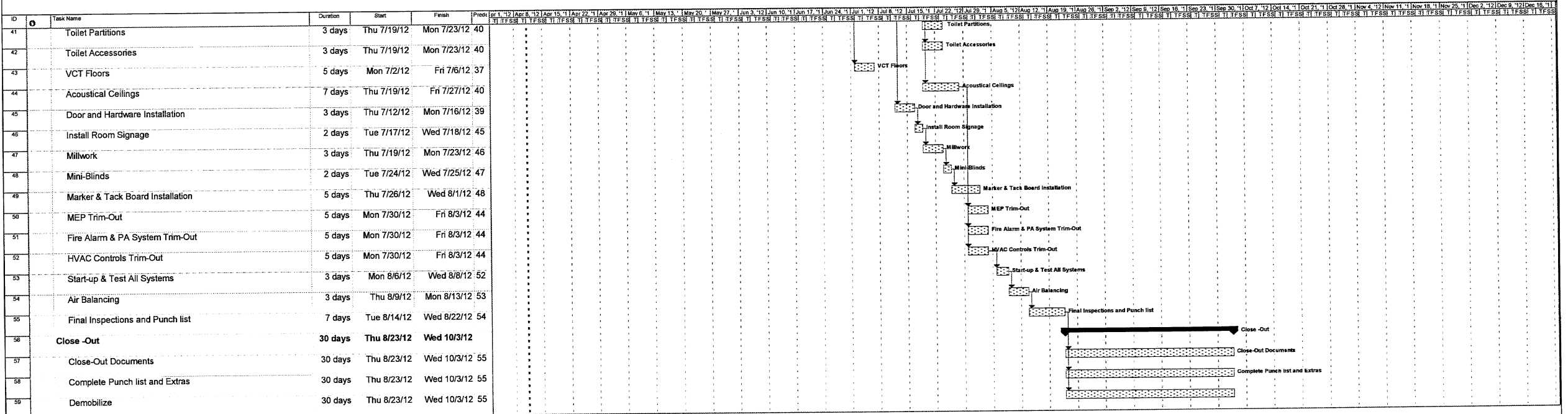
Name	Initial	Title	Company	Phone	Email Address
Tim Beally		PM	AECOM	713-267-3223	Tim.beally@aecom.com
Diana Del Pilar		Principal	HISD – Helms ES	713-867-5130	ddelpila@houstonisd.org
Brian Cox		Principal	Fehr Grossman Cox	713.797.0404	bcox@fgca.cc
Ron Hughes		Project Manager	Jones Engineers	713-222-7766	rhuhges@jonesengineers.com
Wes Geyer		Project Manager	Horizon Intl. Group	832-347-7204	wgeyer@hgiusa.com
Russell McCown		Project Manager	Horizon Intl. Group	832-752-0066	rmccown@hgiusa.com
Gary McMaster		Superintendent	Horizon Intl. Group	281-413-8112	gmcmaster@hgiusa.com
Mike Afshar		PM	ERC	713-290-9444	mafshar@erc-tx.com

[illegible]

Helms Elementary School

ID	Task Name	Duration	Start	Finish	Predecessors	Summary
1	Preconstruction Activities	31 days	Mon 4/2/12	Mon 5/14/12		Preconstruction Activities
2	Receive Notice to Proceed	1 day	Mon 4/2/12	Mon 4/2/12		Receive Notice to Proceed
3	Submittal Approval & Ordering Equipment	30 days	Tue 4/3/12	Mon 5/14/12	2	Submittal Approval & Ordering Equipment
4	Temporary Fencing	1 day	Tue 4/3/12	Tue 4/3/12		Temporary Fencing
5	SWPPP	2 days	Tue 4/3/12	Wed 4/4/12		SWPPP
6	Set-Up Trailer & Lay down Area	2 days	Thu 4/5/12	Fri 4/6/12		Set-Up Trailer & Lay down Area
7	Install Construction Signage	2 days	Mon 4/9/12	Tue 4/10/12		Install Construction Signage
8	Site Work	29 days	Mon 4/16/12	Thu 5/24/12		Site Work
9	Clean Inlets and Lines	2 days	Mon 4/16/12	Tue 4/17/12		Clean Inlets and Lines
10	Adjust Top of Existing Grates for Proper Drainage	2 days	Wed 4/18/12	Thu 4/19/12	9	Adjust Top of Existing Grates for Proper Drainage
11	Remove Concrete Sidewalk	2 days	Fri 4/20/12	Mon 4/23/12	10	Remove Concrete Sidewalk
12	Re-Grade Areas and Add Fill for Proper Drainage	3 days	Tue 4/24/12	Thu 4/26/12	11	Re-Grade Areas and Add Fill for Proper Drainage
13	Demo Exterior Stairs and Landings (incl. Railings)	3 days	Fri 4/27/12	Tue 5/1/12	12	Demo Exterior Stairs and Landings (incl. Railings)
14	Install New Exterior Concrete Stairs and Landings	5 days	Wed 5/2/12	Tue 5/8/12	13	Install New Exterior Concrete Stairs and Landings
15	Install New Railings and Angle Edging	3 days	Wed 5/9/12	Fri 5/11/12	14	Install New Railings and Angle Edging
16	Install New Sod at Disturbed Areas	2 days	Mon 5/14/12	Tue 5/15/12	15	Install New Sod at Disturbed Areas
17	Re-Stripe Handicap Parking Spaces	1 day	Wed 5/16/12	Wed 5/16/12	16	Re-Stripe Handicap Parking Spaces
18	Install New Handicap Signage & Poles	1 day	Thu 5/17/12	Thu 5/17/12	17	Install New Handicap Signage & Poles
19	Demo Existing Marquee Sign	2 days	Fri 5/18/12	Mon 5/21/12	18	Demo Existing Marquee Sign
20	Install New Foundation, Power and Data	3 days	Tue 5/22/12	Thu 5/24/12	19	Install New Foundation, Power and Data
21	Buildings	64 days	Fri 5/25/12	Wed 8/22/12		Buildings
22	Install Geo Forms and Pour 4" Topping Slab	3 days	Fri 5/25/12	Tue 5/29/12	21	Install Geo Forms and Pour 4" Topping Slab
23	Asbestos Abatement	3 days	Mon 6/4/12	Wed 6/6/12	22	Asbestos Abatement
24	Plumbing Demolition @ Restrooms	4 days	Thu 6/7/12	Tue 6/12/12	23	Plumbing Demolition @ Restrooms
25	Wall, Partitions, Doors, & Frames Demolition @ Restrooms	4 days	Thu 6/7/12	Tue 6/12/12	24	Wall, Partitions, Doors, & Frames Demolition @ Restrooms
26	Ceiling Demolition	4 days	Thu 6/7/12	Tue 6/12/12	25	Ceiling Demolition
27	Flooring Demolition	2 days	Thu 6/7/12	Fri 6/8/12	26	Flooring Demolition
28	HVAC Demolition	5 days	Thu 6/7/12	Wed 6/13/12	27	HVAC Demolition
29	Electrical Demolition	5 days	Thu 6/7/12	Wed 6/13/12	28	Electrical Demolition
30	Fire Alarm & PA System Demolition	5 days	Thu 6/7/12	Wed 6/13/12	29	Fire Alarm & PA System Demolition
31	Plumbing Rough-in @ Restrooms	10 days	Wed 6/13/12	Tue 6/26/12	30	Plumbing Rough-in @ Restrooms
32	Electrical Rough-in Through-Out Building	25 days	Thu 6/7/12	Wed 7/11/12	31	Electrical Rough-in Through-Out Building
33	HVAC Rough-in Through-Out Building	25 days	Thu 6/7/12	Wed 7/11/12	32	HVAC Rough-in Through-Out Building
34	Fire Alarm & PA System Rough-in Through-Out Building	14 days	Thu 6/7/12	Tue 6/26/12	33	Fire Alarm & PA System Rough-in Through-Out Building
35	HVAC Controls Rough-in	14 days	Thu 6/14/12	Tue 7/3/12	34	HVAC Controls Rough-in
36	Glass & Glazing (including demolition)	5 days	Wed 7/4/12	Tue 7/10/12	35	Glass & Glazing (including demolition)
37	Drywall Work @ Restrooms	3 days	Wed 6/27/12	Fri 6/29/12	36	Drywall Work @ Restrooms
38	Ceramic Tile @ Restrooms	5 days	Mon 7/2/12	Fri 7/6/12	37	Ceramic Tile @ Restrooms
39	Paint Walls @ Restrooms	3 days	Mon 7/9/12	Wed 7/11/12	38	Paint Walls @ Restrooms
40	Plumbing Fixtures	5 days	Thu 7/12/12	Wed 7/18/12	39	Plumbing Fixtures

Helms Elementary School



# Submittal Log and Schedule - Helms Elementary School



		Log of Required Submittals				Schedule		Submittal Distribution	Disposition of Submittal					Horizon Group INTERNATIONAL		
		Total Open Submittals														
		Total Submittals in HGI's Office														
Spec Section		Specification Subdivision	Status / Revision	Description	Subcontractor	Date HGI Requested	Date Due	Date Received	Date HGI Sent Out	Engineer / Architect	Date Returned to HGI	Date Returned to Subcontractor	Resubmittal Required		Notes	
													Y	N		
Division 02 Site Work																
024119 Selective Demolition																
		1.6C		Schedule of Demolition Activities												
		1.6D		Inventory of Demolition Items												
		1.6E		Predemolition Photographs												
029200 Lawns and Grasses																
		1.4A		Product Data												
029500 Fences & Gates																
		1.4A		Product Data & Shop Drawings	National Fence	04/09/12	04/09/12	04/09/12	04/10/12	Arch.						
Division 03 Concrete																
033000 Cast-In-Place-Concrete																
		1.2C		Design Mixes	Elite	03/30/12	03/30/12	04/02/12	04/02/12	Arch.						
		1.2D		Reinforcement Shop Drawings	Elite	03/30/12	03/30/12	04/03/12	04/03/12	Arch.						
		1.2E		Expanded Polystyrene (EPS) Geofoam	Elite	04/03/12	04/03/12	04/03/12	04/03/12	Arch.						
Division 05 Metals																
055213 Pipe and Tube Railings																
		1.4A		Product Data	Gulf Coast											
		1.4B		Shop Drawings	Gulf Coast											
		1.5A		Paint Compatability	Gulf Coast											
Division 06 Wood and Plastics																
061053 Miscellaneous Rough Carpentry																
		1.4A		Product Data	Xtreme Const											
064023 Interior Architectural Woodwork																
		1.4A		Product Data	Xtreme Const											
		1.4C		Shop Drawings	Xtreme Const											
		1.4D		Samples	Xtreme Const											
		1.4E		Product Certificates	Xtreme Const											
Division 07 - Thermal And Moisture Protection																
079200 Joint Sealants																
		D.1		Product Data												
		D.2		Samples												
		D.4		Product Certificates												
Division 08 - Doors And Windows																
081113 Hollow Metal Doors and Frames																
		1.4A		Product Data	Xtreme Const											
		1.4B		Shop Drawings	Xtreme Const											
		1.4C		Samples	Xtreme Const											
082120 Solid Core Plastic Laminate Faced Doors																



# Submittal Log and Schedule - Helms Elementary School



Spec Section		Log of Required Submittals			Subcontractor	Schedule		Submittal Distribution		Disposition of Submittal				Notes
		Total Open Submittals												
		Total Submittals in HGI's Office												
Spec Section		Specification Subdivision	Status / Revision	Description	Subcontractor	Date HGI Requested	Date Due	Date Received	Date HGI Sent Out	Engineer / Architect	Date Returned to HGI	Date Returned to Subcontractor	Resubmittal Required	
		C.1		Product Data	Xtreme Const									
		C.2		Shop Drawings	Xtreme Const									
		C.3		Samples	Xtreme Const									
084113 Aluminum Storefront														
		D.1		Product Data	Mares Glass									
		D.2		Manufacturer Certification	Mares Glass									
		D.3		Shop Drawings	Mares Glass									
		D.4		Samples for Color Selection	Mares Glass									
		D.5		Samples for verification of Finishes	Mares Glass									
087100 Door Hardware														
		1.4A		Product Data	Xtreme Const									
		1.4B		Hardware Schedule	Xtreme Const									
		1.4C		Keying Information	?									
088000 Glazing														
		1.5A		Product Data	Mares Glass									
		1.5B		Samples of Glass	Mares Glass									
		1.5C		Samples of Gaskets	Mares Glass									
		1.5D		Manufacturer Certificate	Mares Glass									
		1.5F		Sealant Test Reports	Mares Glass									
Division 09 - Finishes														
092200 Portland Cement Plaster														
		1.3A		Product Data										
		1.3B		Shop Drawings										
		1.3C		Samples for Initial Selection										
		1.3D		Samples for Verification										
092210 Non-Structural Metal Framing														
		1.3A		Product Data	ABC Const.									
092900 Gypsum Board														
		1.3A		Product Data	ABC Const.									
		1.3B		Samples	ABC Const.									
093100 Ceramic Tile														
		1.5A		Product Data	Bus. Floor Sol,	03/30/12	03/30/12	04/02/12	04/02/12	Arch				
		1.5C		Samples for Initial Selection	Bus. Floor Sol,									
		1.5D		Samples for Verification	Bus. Floor Sol,									
095113 Acoustical Panel Ceilings														
		1.5A		Product Data	ABC Const.									
		1.5C		Samples	ABC Const.									
096516 Resilient Sheet Flooring														
		1.3A		Product Data	Bus. Floor Sol,	03/30/12	03/30/12	04/02/12	04/02/12	Arch				
		1.3C		Samples	Bus. Floor Sol,									
096519 Resilient Tile Flooring														
		1.3A		Product Data	Bus. Floor Sol,	03/30/12	03/30/12	04/02/12	04/02/12	Arch				

## Submittal Log and Schedule - Helms Elementary School



		Log of Required Submittals				Schedule	Submittal Distribution		Disposition of Submittal					Horizon Group INTERNATIONAL
		Total Open Submittals												
		Total Submittals in HGI's Office												
Spec Section		Specification Subdivision	Status / Revision	Description	Subcontractor	Date HGI Requested	Date Due	Date Received	Date HGI Sent Out	Engineer / Architect	Date Returned to HGI	Date Returned to Subcontractor	Resubmittal Required	Notes
		1.3C		Samples	Bus. Floor Sol,									
096520 Resilient Base and Accessories														
		1.3a		Product Data	Bus. Floor Sol,									
		1.3B		Samples	Bus. Floor Sol,									
099113 Exterior Painting														
		1.3A		Product Data										
		1.3B		Samples										
		1.3C		Product List										
99123 Interior Painting														
		1.3A		Product Data										
		1.3B		Samples										
		1.3C		Product List										
Division 10 Specialties														
101000 Marker boards and Tack boards														
		1.10		Product Data	Newline	04/03/12	04/10/12	04/10/12	04/10/12	Arch.				
		1.10		Tack Board Color Chart	Newline	04/03/12	04/10/12	04/10/12	04/10/12	Arch.				
101550 Toilet Compartments														
		1.3 A		Product Data	PBJ Spec.	03/27/12	03/27/12	03/27/12	03/30/12	Arch				
		1.3B		Shop Drawings	PBJ Spec.	03/27/12	03/27/12	03/27/12	03/30/12	Arch				
		1.3C		Color Samples	PBJ Spec.	03/27/12	03/27/12	03/27/12	03/30/12	Arch				
102800 Toilet Accessories														
		1.2A		Product Data	PBJ Spec.	03/27/12	03/27/12	03/27/12	03/28/12	Arch				
104410 Interior Unframed Signs														
		1.3B		Product Data	Nova Graphics									
		1.3C		Shop Drawings	Nova Graphics									
		1.3D		Samples	Nova Graphics									
Division 12 - Furnishings														
122113 Horizontal Louver Blinds														
		1.3A		Product Data	Capitol Blind	03/30/12	04/04/12	04/04/12	04/04/12	Arch				
		1.3B		Shop Drawings	Capitol Blind	03/30/12	04/04/12	04/04/12	04/04/12	Arch				
		1.3C		Samples	Capitol Blind	03/30/12	04/04/12	04/04/12	04/04/12	Arch				
Division 22 - Plumbing														
22 05 23 General Duty Valves for Plumbing Piping														
		1.4A		Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/10/12	4/10/12		N
22 05 29 Hangers and Supports for Plumbing Piping and Equipment														
		1.5A		Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/10/12	4/10/12		N
22 07 19 Plumbing Piping Insulation														
		1.3A		Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/10/12	4/10/12		N
		1.3D		Material Test Reports	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/10/12	4/10/12		N
22 11 16 Domestic Water Piping														

# Submittal Log and Schedule - Helms Elementary School



Spec Section		Log of Required Submittals		Subcontractor	Schedule		Submittal Distribution		Disposition of Submittal					Notes
		Total Open Submittals												
		Total Submittals in HGI's Office												
Spec Section		Specification Subdivision	Status / Revision	Description	Subcontractor	Date HGI Requested	Date Due	Date Received	Date HGI Sent Out	Engineer / Architect	Date Returned to HGI	Date Returned to Subcontractor	Resubmittal Required	
		1.3A		Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/10/12	4/10/12		N
22 11 19 Domestic Water Piping Specialties														
		1.4A		Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.				
22 13 16 Sanitary Waste and Vent Piping														
		1.4A		Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/10/12	4/10/12		N
22 40 00 Plumbing Fixtures														
		1.4A		Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.				
22 47 0 Drinking Fountains and Water Coolers														
		1.4A		Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/10/12	4/10/12		N
Division 23 - Mechanical														
23 05 18 Escutcheons for HVAC Piping														
		1.3A		Product Data	LMI									
23 05 19 Meters and Gauges for HVAC Piping														
		1.3A		Product Data	LMI									
23 05 23 General Duty Valves for HVAC Piping														
		1.4A		Product Data	LMI									
23 05 29 Hangers and Supports for HVAC Piping & Equipment														
		1.5A		Product Data	LMI									
23 05 53 Identification for HVAC Piping & Equipment														
		1.3A		Product Data	LMI									
		1.3B		Equipment Label Schedule	LMI									
23 05 93 Testing, Adjusting, and Balancing for HVAC														
		1.4A		Qualification Data	LMI									
		1.4B		Contract Documents Examination Report	LMI									
		1.4D		Certified TAB Reports	LMI									
		1.4F		Instrument Calibration Reports	LMI									
23 07 00 HVAC Insulation														
		1.3A		Product Data	LMI									
		1.3C		Material Test Reports	LMI									
23 07 19 HVAC Piping Insulation														
		1.1		Product Data	LMI									
23 09 00 Instrumentation and Control for HVAC														
		1.1A		Product Data	LMI									
		1.1B		Shop Drawings	LMI									
23 09 01 HVAC Lighting Control Integrated with BAS														
		1.1A		Product Data	LMI									
		1.1B		Shop Drawings	LMI									
23 21 13 Hydronic Piping														
		1.5A		Product Data	LMI									
		1.5B		Shop Drawings	LMI									
		1.5G		Water Analysis	LMI									
23 21 23 Hydronic Pumps														

Horizon Group  
INTERNATIONAL

## Submittal Log and Schedule - Helms Elementary School



		Log of Required Submittals				Schedule		Submittal Distribution			Disposition of Submittal				Horizon Group INTERNATIONAL
		Total Open Submittals													
		Total Submittals in HGI's Office													
Spec Section		Specification Subdivision	Status / Revision	Description	Subcontractor	Date HGI Requested	Date Due	Date Received	Date HGI Sent Out	Engineer / Architect	Date Returned to HGI	Date Returned to Subcontractor	Resubmittal Required	Notes	
		1.4A	Approved	Product Data	LMI	03/30/12	04/06/12	4-5-12	04/06/12	Eng.	4/10/12	4/10/12		N	
23 31 13 Metal Ducts															
		1.4A	Approved	Product Data	LMI	03/14/12	03/21/12	03/21/12	03/22/12	Eng.	3/27/12	3/29/12		N	
		1.4B		Shop Drawings	LMI										
23 33 00 Air Duct Accessories															
		1.3A	Approved	Product Data	LMI	03/14/12	03/21/12	03/21/12	03/22/12	Eng.	3/27/12	3/29/12		N	
		1.3B		Shop Drawings	LMI										
23 34 23 Power Ventilators															
		1.4A		Product Data	LMI										
23 37 13 Diffusers, Registers, & Grilles															
		1.3A	Approved	Product Data	LMI	03/14/12	03/21/12	03/21/12	03/22/12	Eng.	3/27/12	3/29/12		N	
23 41 00 Particulate Air Filtration															
		1.3A		Product Data	LMI										
23 62 00 Packaged Compressor and Condenser Units															
		1.3A		Product Data	LMI										
		1.3B		Shop Drawings	LMI										
23 73 14 Modular Outdoor Central Station Air-Handling Units															
		1.3A		Product Data	LMI										
23 74 33 Packaged Outdoor Heating and Cooling Make-up Air Conditioners															
		1.4A	R&R	Product Data	LMI	03/14/12	03/29/12	03/30/12	03/30/12	Eng.	3/30/12	4/2/12	Y		
		1.4B		Shop Drawings	LMI										
23 82 19 Fan Coil Units															
		1.4A	As Noted	Product Data	LMI	03/14/12	03/29/12	03/29/12	03/29/12	Eng.	4/10/12	4/10/12	Y		
		1.4B	As Noted	Shop Drawings	LMI	03/14/12	03/29/12	03/29/12	03/29/12	Eng.	4/10/12	4/10/12	Y		
		1.4C		Color Samples	LMI										
23 82 23 Unit Ventilators															
		1.4A	Approved	Product Data	LMI	03/14/12	03/29/12	03/29/12	03/29/12	Eng.	3/30/12	3/30/12		N	
		1.4B		Shop Drawings	LMI	03/14/12	03/29/12	03/29/12	03/29/12	Eng.	3/30/12	3/30/12		N	
Division 26 Electrical															
260200 Basic Materials & Methods															
		1.07C		Shop Drawings	State Wide Elec										
		1.07D		Product Data	State Wide Elec										
260300 Electrical Demolition Work															
		3.01F		Salvage List	State Wide Elec										
260500 Common Work Results for Electrical															
		1.4A		Product Data - Sleeve Seals	State Wide Elec										
26 05 63 Identification for Electrical Systems															
		1.2A		Product Data	State Wide Elec										
26 05 19 Low Voltage Electrical Power Conductors and Cables															
		1.4A		Product Data	State Wide Elec										
		1.4B		Qualification Data: for testing agency	State Wide Elec										
		1.4C		Field Quality -Control test reports	State Wide Elec										

# Submittal Log and Schedule - Helms Elementary School



Spec Section		Log of Required Submittals			Subcontractor	Schedule		Submittal Distribution		Disposition of Submittal					Notes
		Total Open Submittals													
		Total Submittals in HGI's Office													
Spec Section		Specification Subdivision	Status / Revision	Description	Subcontractor	Date HGI Requested	Date Due	Date Received	Date HGI Sent Out	Engineer / Architect	Date Returned to HGI	Date Returned to Subcontractor	Resubmittal Required		
26 05 26 Grounding & Bonding for Electrical Systems															
		1.3A		Product Data	State Wide Elec										
		1.3B		Qualification Data	State Wide Elec										
		1.3C		Field Quality Control test reports	State Wide Elec										
		1.3D		O&M Data - Close Outs	State Wide Elec										
26 05 29 Hangers & Supports for Electrical Systems															
		1.5A		Product Data	State Wide Elec										
26 05 33 Raceway & Boxes for Electrical Systems															
		1.4A		Product Data	State Wide Elec										
		1.4B		Shop Drawings	State Wide Elec										
26 09 24 Electrical Lighting Control Integrated with BAS															
		1.1E		Shop Drawings	State Wide Elec										
26 24 16 Panel boards															
		1.5A		Product Data	State Wide Elec										
		1.5B		Qualification Data	State Wide Elec										
		1.5C		Field Quality Control Reports	State Wide Elec										
		1.5D		Panel board Schedules	State Wide Elec										
		1.5E		O&M Data - Close Outs	State Wide Elec										
26 27 26 Wiring Devices															
		1.4A		Product Data	State Wide Elec										
		1.4B		Shop Drawings	State Wide Elec										
		1.4C		Samples	State Wide Elec										
		1.4D		Field Quality Control Reports	State Wide Elec										
		1.4E		O&M Data - Close Outs	State Wide Elec										
26 28 16 Enclosed Switches & Circuit Breakers															
		1.5A		Product Data	State Wide Elec										
		1.5B		Field Quality Control Reports	State Wide Elec										
		1.5C		Manufacturers Field Service Report	State Wide Elec										
		1.5D		O&M Manuals - Closeout	State Wide Elec										
26 29 23 Variable Frequency Motor Controllers - Installation															
		1.8A		Training Sign in Sheet	State Wide Elec										
26 51 00 Interior Lighting															
		1.3A	R&R	Product Data	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.3B	R&R	Installation Instructions	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.3C	R&R	Qualification Data	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.3D	R&R	Product Certificates	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.3E	R&R	Field Quality Control Reports	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.3F		O&M Manuals - Closeout	State Wide Elec										
26 56 00 Exterior Lighting															
		1.5A	R&R	Product Data	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.5E	R&R	Qualification Data	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.5F	R&R	Field Quality Reports	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.5G		O&M Manuals - Closeout	State Wide Elec										

Submittal Log and Schedule - Helms Elementary School



		Log of Required Submittals				Schedule		Submittal Distribution			Disposition of Submittal				Notes
		Total Open Submittals													
		Total Submittals in HGI's Office													
Spec Section		Specification Subdivision	Status / Revision	Description	Subcontractor	Date HGI Requested	Date Due	Date Received	Date HGI Sent Out	Engineer / Architect	Date Returned to HGI	Date Returned to Subcontractor	Resubmittal Required		
		1.5H		Warranty - Sample of special warranty	State Wide Elec										
Division 27 - Communications															
27 51 00 Intercom															
		1.1		Product Data - Shop Drawings	AFS										
Division 28 - Electronic Safety And Security															
28 31 11 Digital Addressable Fire Alarm System															
		1.4A		Product Data	AFS										
		1.4B		Shop Drawings	AFS										
		1.4C		Suppliers Qualifications	AFS										
		1.4D		Hourly Service Rate Schedule	AFS										
		1.4E		O&M Manuals - Close Out	AFS										
		1.4F		Warranty - Close Out	AFS										

## Helms ES Renovation - Change Log

[illegible]