



## MEETING MINUTES

### Helms Elementary School Construction Progress Meeting # 18

Date	Time	Purpose	Location
August 1, 2012	9:30am	Weekly Update	Helms ES, T Building

Prepared By – Tim Beally  
See Attached Attendee List

Most of the discussion focused on the work which is necessary to prepare the school for cleaning / waxing and arrival of the teachers. Detailed comments are provided in the “Schedule” section below. Most of the items under “Issues” below were not discussed in detail. Updates are as discussed or taken from the previous meeting.

#### 1) Issues

- a) Timelines / Schedule
  - i) Goal is to have all work done for teachers to use their classrooms by 08/13/12.
  - ii) Interim milestones – such as restoration of power within the building – are crucial but all need to have a view of the big picture – start of school on 08/27/12.
- b) Power Outage – successfully completed on 07/30/12.
- c) Electrical – The 600 amp breaker arrived and was installed over the weekend.
- d) Light Fixtures – Arrived over the weekend. Most have been installed.
- e) ADA Parking – HIG is going to do this work next week.
- f) HVAC Renovations – see “Schedule” section below
- g) Marquee Conduits – HIG have run the conduit for the electrical and data service. (Status from previous meeting. Not discussed today.)
- h) Cafeteria Floor – The floor is removed and both plywood layers have been placed. (See photos).
- i) Whiteboards – Expected delivery is mid to late August. (Status from previous meeting. Not discussed today.)
- j) Fan Coil Units
  - i) Previous three weeks it was one FCU was to be delivered but today it was unclear – LMI said they think two FCUs were necessary and would be delivered on 08/27/12.
  - ii) AECOM wanted an update on how many units, where they are to be installed, what they will service and when they will be delivered.
  - iii) See “Schedule” section below.
- k) Classroom 6
  - i) The principal wants to use the classroom as a bookroom and tutor area.
  - ii) HIG has cleared the room of stored material.
  - iii) Installation of VCT will start shortly. See comments in the “Schedule” section below.
  - iv) After the VCT installation and waxing casework from elsewhere in the school can be relocated into the room.
- l) Fire Alarm System – Installation is underway (Status from previous meeting. Not discussed today.)
  - i) Subcontractor will return next week to complete the work.
  - ii) AECOM expressed concern about this system. The school can not be used without this system being operational and acceptable to COH; or through the use of a manned fire watch until the system is accepted.
  - iii) AECOM encouraged HIG to push AFS to make sure the system is on line soon, checked, and is inspected by COH.
- m) Restrooms – Floors have been poured and workers are beginning to install lath for the plaster.

**2) HAZMAT**

- a) No activity.

**3) Safety**

- a) AECOM asked HIG and their subs to monitor their workers. Make sure they are regularly drinking water.

**4) Schedule**

- a) Schedule update and two week look ahead are attached.
- b) Dates discussed in the previous meeting:
  - i) School starts (students return) – 08/27/12
  - ii) Faculty will want into classrooms – 08/13/12
  - iii) Faculty officially return – 08/20/12
- c) Preparing the facility for school:
  - i) AECOM mentioned the work has entered a phase where there is shared occupancy of the building between HIG (and their subcontractors) with the plant operator and their cleaning / waxing operations. It is important that HIG and their subs consider the work which will follow them and the necessity to give the plant operator as much time as possible to prepare the building for school.
  - ii) AECOM provided a drawing (Attached) which breaks the school into five areas labeled A through E. Discussion focused on the following: power, lights, AC, OAHUs, ceilings, construction materials. AECOM asked HIG and their key subs (LMI and K-N-D) to address completion of these items in each area.
- d) After the meeting HIG provided the following update:
  - i) Power / Lights
    - (1) Area A (North Building) – no later than the morning of 08/02/12.
    - (2) Area C (East Building) – no later than Monday morning 08/06/12
    - (3) Area B (Admin) – no later than Thursday evening 08/09/12.
    - (4) Area D (Library Area) – no later than Monday morning 08/13/12.
    - (5) Area E (Cafeteria) – no later than Thursday evening 08/16/12.
  - ii) HVAC
    - (1) Insulation of Exterior Ducts for OAHUs
      - (a) COH Inspection scheduled for the morning of 08/02/12.
      - (b) Installation will begin immediately after that. Should take three days.
    - (2) OAHUs for areas A / C will be insulated and ready by the end of the day 08/06/12.
    - (3) OAHU for area E will be ready when electrical is done in that area – 08/06/12.
    - (4) UV's
      - (a) Piped in, electrical connections made and insulation on piping will be done shortly.
      - (b) As power is turned on in each area, the UV's will be ready to run.
      - (c) HIG is circulating water through the piping system.
    - (5) Fan Coil Units
      - (a) Missing one FCU for the office at the library and one for the restrooms near the cafeteria.
      - (b) Units are scheduled for delivery for 08/27/12 but HIG is trying to improve this date.
    - iii) Ceilings – Installation will begin 08/02/12 and will be completed no later than 08/07/12.
    - iv) Controls – DDC controls are progressing. Should be complete by 08/13/12.
    - v) Classroom 6 – The VCT will be delivered on 08/02/12 and will be laid on 08/04/12.

**5) Change Proposals Request (CPRs) and Change Orders**

- a) See CPR log (attached).
- b) FGC submitted CPRs 21, 26 and 28
- c) Because the meeting focused on getting the building ready for school, there was minimal discussion of CPRs.

**6) Submittals**

- a) Submittal log is attached
- b) Because the meeting focused on getting the building ready for school, there was no discussion of submittals.

**7) Requests for Information (RFIs)**

- a) RFIs were not discussed

**8) Record Drawings / Permit**

- a) HIG is maintaining an as-built set on set.

**9) Pay Application**

- a) FGC provided pay app 5.
- b) AECOM will send to HISD for processing.

**10) Site Observations**

- a) See attached photos.

**Next Meeting – Wednesday, August 8, 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



## SIGN-IN SHEET HISD BOND PROGRAM

**Project:** Helms Elementary School Renovation

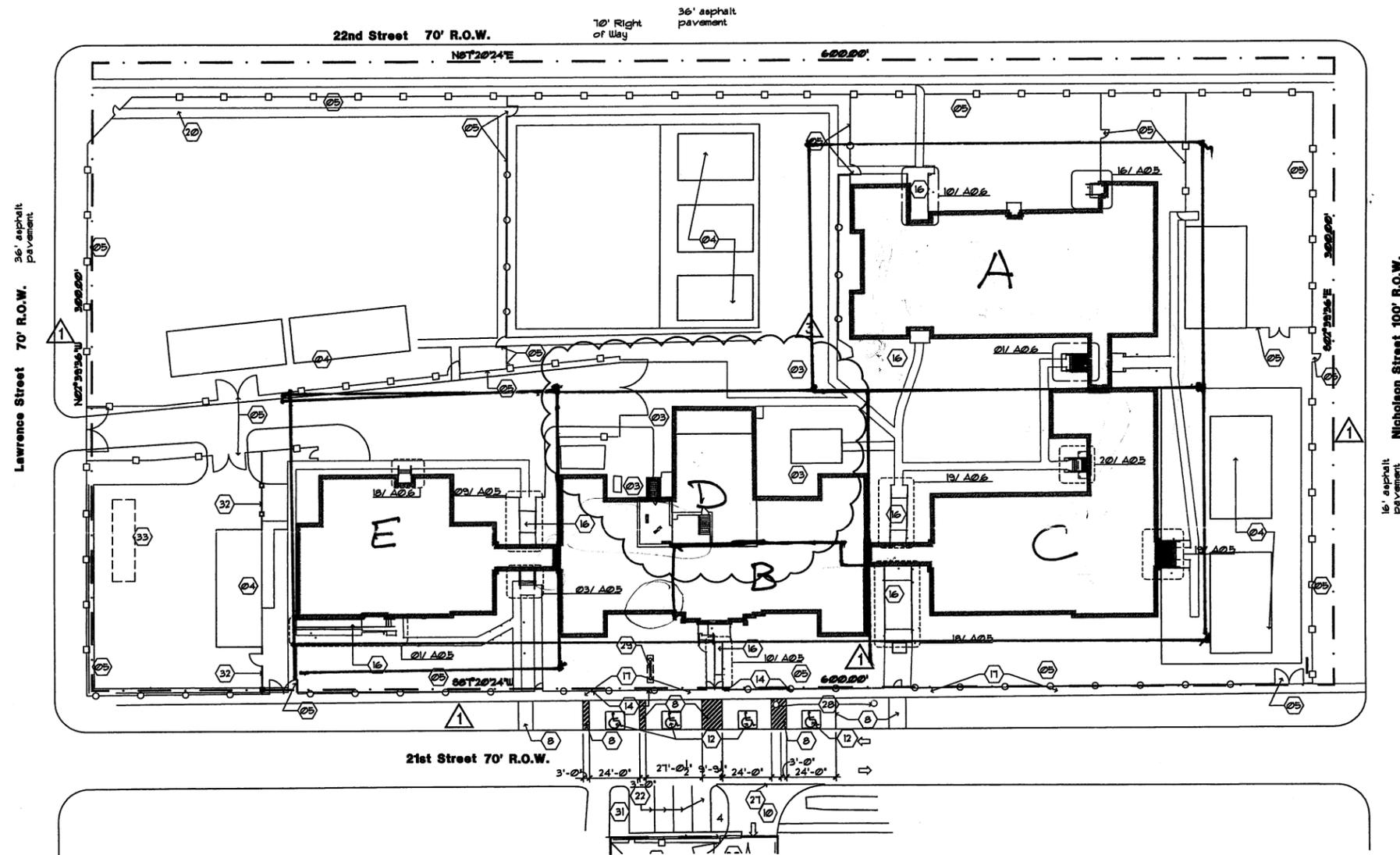
**Meeting Date / Time:**

August 1, 2012, 9:30 AM

**Meeting Purpose:** Construction Meeting 18

**Location:** Helms ES

Name	Initial	Title	Company	Phone	Email Address
Tim Beally	<i>TMB</i>	PM	AECOM	713-267-3223	Tim.beally@aecom.com
Diana Del Pilar		Principal	HISD – Helms ES	713-867-5130	ddelpila@houstonisd.org
Brian Cox	<i>BMC</i>	Principal	Fehr Grossman Cox	713.797.0404	bcox@fgca.cc
Ron Hughes	<i>RH</i>	Project Manager	Jones Engineers	713-222-7766	rhuhges@jonesengineers.com
Mike Afshar		Project Manager	ERC	713-290-9444	mafshar@erc-tx.com
Russell McCown	<i>RM</i>	Project Manager	Horizon Intl. Group	832-752-0066	rmccown@hgiusa.com
Gary McMaster	<i>GM</i>	Superintendent	Horizon Intl. Group	281-413-8112	gmcmaster@hgiusa.com
Jim Godby	<i>JG</i>	P. M.	L M & L L L	713-644-7795	
Robino McCleskey	<i>RM</i>		K-N-D ELECT.	281-851-5596	



**Overall Site Plan**  
1"=30'-0"



- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>⓪1 Parking lot to be re-graded and resurfaced, with added underground storm drainage. see civil drawings.</li> <li>⓪2 Not Used.</li> <li>⓪3 Regrade to improve drainage.</li> <li>⓪4 Yard and 'T-Building' area.</li> <li>⓪5 Existing fence and gates to remain.</li> <li>⓪6 Not used.</li> <li>⓪7 Existing gate to be replaced with new.</li> <li>⓪8 Paint H.C. parking stripes.</li> <li>⓪9 Not used.</li> <li>⓪10 Manual pair of 12'-8"x6'-0" high (nominal) chain link swing gates with roller wheels.</li> <li>⓪11 Not Used.</li> </ul> | <ul style="list-style-type: none"> <li>⓪12 New H.C. Accessible parking symbol to be painted.</li> <li>⓪13 Existing light pole to remain.</li> <li>⓪14 New Van accessible H.C. sign.</li> <li>⓪15 6' concrete wheel stop.</li> <li>⓪16 Existing H.C. ramps</li> <li>⓪17 Existing sidewalk to remain. (top of this sidewalk is flush w/ street paving).</li> <li>⓪18 Remove driveway and sod this area.</li> <li>⓪19 Not Used.</li> <li>⓪20 Not used.</li> <li>⓪21 New painted parking stripes.</li> <li>⓪22 Staff assigned parking</li> <li>⓪23 Not Used.</li> <li>⓪24 Existing sidewalk to be demolished.</li> <li>⓪25 Relocate existing light pole.</li> </ul> | <ul style="list-style-type: none"> <li>⓪26 New 6' bollards. See detail 13/ A06.</li> <li>⓪27 Re: civil for new drive driveway approaches to replace existing (in existing locations).</li> <li>⓪28 Existing tree to remain.</li> <li>⓪29 Remove Existing Sign, Replace with new electronic Marquee. Provide foundation. Electrical power and data. See detail 17/ A05.</li> <li>⓪30 Not used.</li> <li>⓪31 New sod material.</li> <li>⓪32 Temporary 6' chain link fence. Locate gates as shown.</li> <li>⓪33 Contractor trailer area and yard.</li> </ul> |
|---|---|---|

**18 Keyed Notes**  
Not all key notes apply to this drawing.

- a) Sq.ft. for all new pavement within the property lines: ⓪ on school site, see C-1 for parking site.
- b) Linear footage for all new sidewalk in the right-of-way: 106.
- c) \* of all new or replaced driveways in the right-of-way: 1
- d) Number of all new ramps in the right-of-way: ⓪.
- e) Linear footage for all new curb in the right-of-way: 31.

**Helms Elementary  
School Renovation**  
Houston Independent School District  
503 West 21st Street  
Houston TX

**FEHR GROSSMAN COX**  
Architects, Inc.



*Fehr Grossman Cox*

3315 Marquet, Suite 250 Houston, Texas 77027  
713/797-0464 Fax 713/797-6746

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Consultants

Project

**090010**

- Issue
- Jan. 15, 2010**  
Design Development
- April 8, 2010**  
60 percent C.D. Issue
- May 28, 2010**  
Issue for permit
- July 26, 2010**  
C.O.H. Comments
- Nov. 12, 2010**  
C.O.H. Comments
- Jan. 21, 2011**  
Issue for Bid
- Nov. 04, 2011**  
C.O.H. Permit  
Revision and Bid

Sheet  
General Site Plan

**A0.3**

## Helms ES Renovation - Change Log

CPR	CO	Description	Source	Requested Amount	Req. Days	Pending Amount	Approved Amount	Approved Days	Status
1		Revise Marquee Base	G709 - 04/20/12	(\$598.81)	0	(\$598.81)			CFS Apvd 07/25/12
2	1	Delete Removal of Partitions - Room 19	G709 - 04/17/12	(\$1,039.37)	0	(\$1,039.37)		0	Apvd 07/09/12
3	N/A	Revise ADA Parking	G709 - 04/17/12	\$0.00	0	\$0.00	\$0.00	0	HIG - No charge
5	NA	Remove Casework Room 6	G709 - 04/20/12	\$0.00	0	\$0.00	\$0.00	0	HIG - No charge
7	1	Revise Restroom Accessories	RFI 2 - 04/03/12	\$1,438.90	0		\$1,589.58	0	Apvd 07/09/12
8	1	Delete Plumbing Changes in Teacher's Lounge	G709 - 04/20/12	(\$1,488.28)	0		(\$1,488.28)	0	Apvd 07/11/12
10R	1	Install Concrete Pad Outside Classroom 6	G709 - 04/24/12	\$901.74	0		\$901.74	0	Apvd 07/12/12
12	NA	Change Location of Window Blinds	AECOM email	\$0.00	0		\$0.00	0	HIG - No charge
13		Delete Handrail Near Kitchen	Verbal	(\$250.00)		(\$250.00)			AECOM Estimate
14	NA	HISD Hazmat Requirements - Rigid Barriers	HISD 10/28/11 Ltr	\$0.00	0	\$0.00	\$0.00	0	HIG - No charge
15		Raise Outlets Classroom 6	Verbal	\$2,096.21	0	\$2,096.21			
16		Install Receptionist Window	G709 - 06/26/12	\$3,000.00		\$3,000.00			AECOM Estimate
17		Revise FCU - Upstairs Rooms	Verbal	\$8,590.73	0	\$8,590.73			
19	1	Abate and Dispose UVs	Verbal	\$25,749.28	0		\$15,928.50	0	Apvd 07/05/12
21		Replace Flush Valves	Verbal	\$9,123.53	0	\$9,123.53			
22		Extend UV CW Pipe Connections	Verbal	\$2,500.00		\$2,500.00			AECOM Estimate
23		Revise Custodial Sink	G709 - 07/02/12	\$7,792.32	0	\$7,729.32			
24		Replace Sheathing on Exterior Stairwell	Verbal	\$1,000.00		\$1,000.00			AECOM Estimate
25	1	Install Additional Electrical Conduits	Verbal	\$5,482.42	0		\$5,482.42	0	Apvd 07/09/12
26		Termite Protection in Restrooms	Verbal	\$0.00			\$0.00	0	HIG - No charge
27		Replace Cafeteria Floor	Verbal	\$24,242.31		\$26,120.62			Email apvd 07/16/12, Sent to CFS 07/24/12
28		Change Plumbing / Walls In Boys RR X40	Verbal	\$5,398.68	0	\$5,398.68			
29		Reconnect Space Heaters		\$1,000.00		\$1,000.00			AECOM Estimate
30		Change Breakers Serving Cafeteria		\$1,000.00		\$1,000.00			AECOM Estimate
31		Condensate Drains		\$5,000.00		\$5,000.00			AECOM Estimate
32		Cleaning, Waxing, Move In Support		\$5,000.00		\$5,000.00			AECOM Estimate
				\$105,939.66	0	\$76,710.28	\$21,374.59	0	

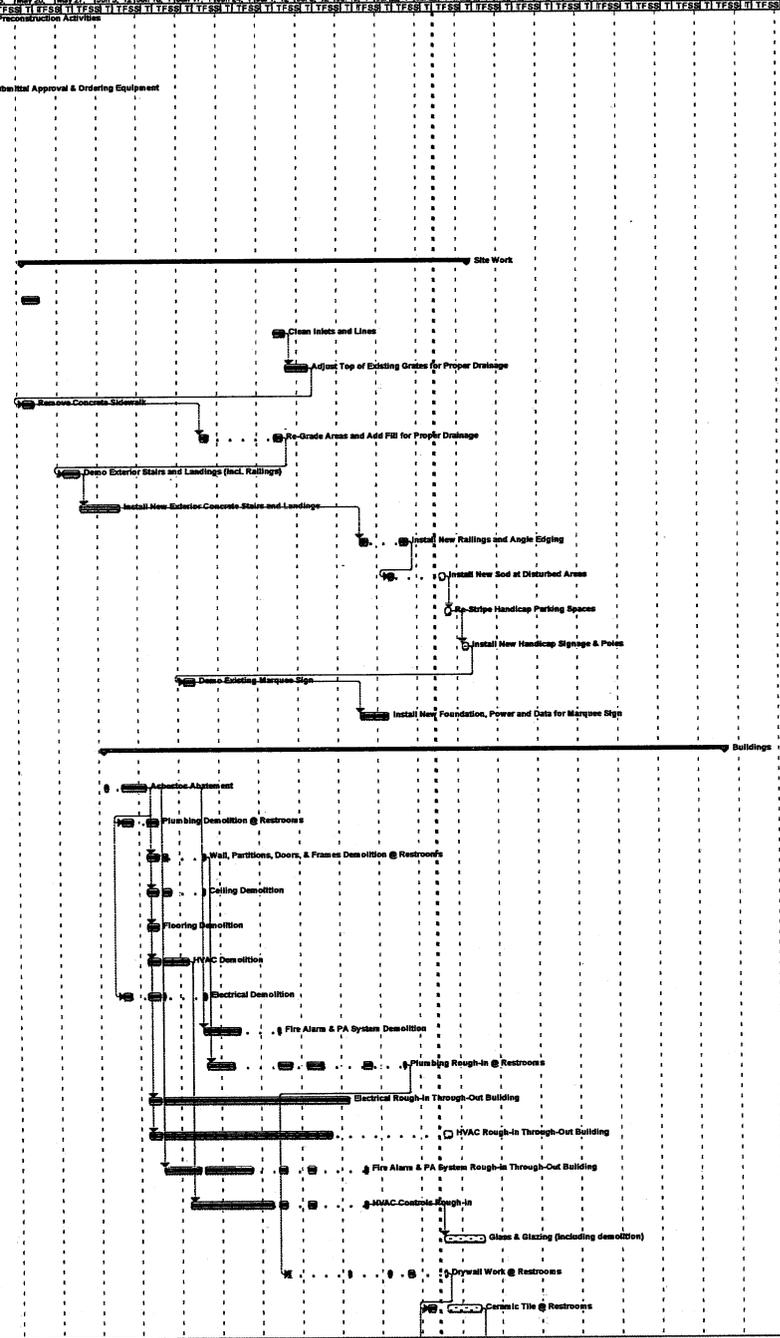


**HELMS ELEMENTARY SCHOOL  
503 WEST 21st STREET  
HOUSTON TEXAS 77008**

		1					2					3									
CONTRACTOR	ACTIVITY																				
Convergint Tech.	Punch Down Class rooms			X	X	X															
Lawrence Buttler / LBC	Painting Conduits and touch up				X	X			X	X	X	X	X	X	X	X	X	X	X	X	
AFS Security Systems	Fire Alarm cables	X	X	X	X	X			X	X	X	X	X								
	Installing Fire Alarm Devices	X	X	X	X	X			X	X	X	X	X								
Plaster	Rest room walls			X	X	X			X	X	X	X	X								
Mares Glass	Exterior Doors								X	X	X	X	X								
Unique Plumbing	Setting fixtures											X	X								
	Drinking Fontanes											X	X								
LMI Mechanical	Water back in chiller & Clean	X	X	X	X	X															
	Duct work Main Halls	X	X	X	X	X			X	X	X	X									
	Duct work Roof	X	X	X	X	X															
K-N-D Electric	Main Run To Panels	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Wire Back in Condit Class rooms	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	New Light Wipes Install Classrooms	X	X	X	X	X	X	X	X	X	X	X									
	Fire Cauking			X	X	X	X	X	X	X	X	X									
ABC Construction	Replace Gypsum	X	X	X	X	X	X	X	X	X	X	X									
	Cafeteria Flooring	X	X	X	X	X			X	X	X	X	X								
	Interior Doors & Frames			X	X	X	X	X	X	X	X										
	Ceiling grid			X	X	X	X	X	X	X	X										
Business Flooring (VCT)	Room (6) & Breezeways				X	X	X	X	X	X	X										
	Ceramic tile Floors and walls								X	X	X	X	X		X	X	X	X	X		

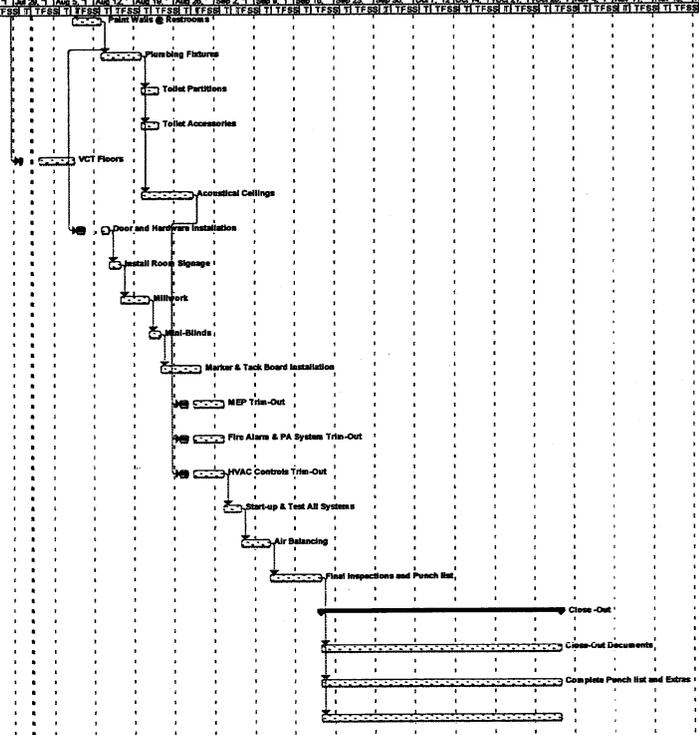
Helms Elementary School

ID	Task Name	Duration	Start	Finish	Predecessors
1	Preconstruction Activities	31 days	Mon 4/2/12	Mon 5/14/12	
2	Receive Notice to Proceed	1 day	Mon 4/2/12	Mon 4/2/12	1
3	Submittal Approval & Ordering Equipment	30 days	Tue 4/3/12	Mon 5/14/12	1
4	Temporary Fencing	1 day	Tue 4/3/12	Tue 4/3/12	1
5	SWPPP	2 days	Tue 4/3/12	Wed 4/4/12	1
6	Set-Up Trailer & Lay down Area	2 days	Thu 4/5/12	Fri 4/6/12	1
7	Install Construction Signage	2 days	Mon 4/9/12	Tue 4/10/12	1
8	Site Work	56 days	Mon 5/21/12	Mon 8/6/12	2, 3, 4, 5, 6, 7
9	Install Geo Forms and Pour 4" Topping Slab	3 days	Mon 5/21/12	Wed 5/23/12	8
10	Clean Inlets and Lines	2 days	Wed 7/4/12	Thu 7/5/12	8
11	Adjust Top of Existing Grates for Proper Drainage	2 days	Fri 7/6/12	Mon 7/9/12	8
12	Remove Concrete Sidewalk	2 days	Mon 5/21/12	Tue 5/22/12	8
13	Re-Grade Areas and Add Fill for Proper Drainage	3 days	Thu 6/21/12	Thu 7/5/12	8
14	Demo Exterior Stairs and Landings (incl. Railings)	3 days	Mon 5/28/12	Wed 5/30/12	8
15	Install New Exterior Concrete Stairs and Landings	5 days	Thu 5/31/12	Wed 6/6/12	8
16	Install New Railings and Angle Edging	3 days	Thu 7/19/12	Fri 7/27/12	8
17	Install New Sod at Disturbed Areas	2 days	Tue 7/24/12	Thu 8/2/12	8
18	Re-Stripe Handicap Parking Spaces	1 day	Fri 8/3/12	Fri 8/3/12	8
19	Install New Handicap Signage & Poles	1 day	Mon 8/6/12	Mon 8/6/12	8
20	Demo Existing Marquee Sign	2 days	Mon 6/18/12	Tue 6/19/12	8
21	Install New Foundation, Power and Data for Marquee S	3 days	Thu 7/19/12	Mon 7/23/12	8
22	Buildings	78.8 days	Mon 6/4/12	Thu 9/20/12	8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21
23	Asbestos Abatement	3 days	Mon 6/4/12	Mon 6/11/12	22
24	Plumbing Demolition @ Restrooms	4 days	Thu 6/7/12	Wed 6/13/12	22
25	Wall, Partitions, Doors, & Frames Demolition @ Restro	4 days	Mon 6/11/12	Thu 6/21/12	22
26	Ceiling Demolition	4 days	Mon 6/11/12	Thu 6/21/12	22
27	Flooring Demolition	2 days	Mon 6/11/12	Wed 6/13/12	22
28	HVAC Demolition	5 days	Mon 6/11/12	Mon 6/18/12	22
29	Electrical Demolition	5 days	Thu 6/7/12	Thu 6/21/12	22
30	Fire Alarm & PA System Demolition	5 days	Thu 6/21/12	Wed 7/4/12	22
31	Plumbing Rough-in @ Restrooms	10 days	Thu 6/21/12	Thu 7/26/12	22
32	Electrical Rough-in Through-Out Building	25 days	Mon 6/11/12	Mon 7/16/12	22
33	HVAC Rough-in Through-Out Building	25 days	Mon 6/11/12	Fri 8/3/12	22
34	Fire Alarm & PA System Rough-in Through-Out Building	14 days	Thu 6/14/12	Thu 7/19/12	22
35	HVAC Controls Rough-in	14 days	Mon 6/18/12	Thu 7/19/12	22
36	Glass & Glazing (including demolition)	5 days	Thu 8/2/12	Wed 8/8/12	22
37	Drywall Work @ Restrooms	3 days	Thu 7/5/12	Thu 8/2/12	22
38	Ceramic Tile @ Restrooms	5 days	Mon 7/30/12	Wed 8/8/12	22



### Helms Elementary School

ID	Task Name	Duration	Start	Finish	Gantt Chart
39	Paint Walls @ Restrooms	3 days	Wed 8/8/12	Mon 8/13/12 38	
40	Plumbing Fixtures	5 days	Mon 8/13/12	Mon 8/20/12 39	
41	Toilet Partitions	3 days	Mon 8/20/12	Thu 8/23/12 40	
42	Toilet Accessories	3 days	Mon 8/20/12	Thu 8/23/12 40	
43	VCT Floors	5 days	Mon 7/30/12	Wed 8/8/12 37	
44	Acoustical Ceilings	7 days	Mon 8/20/12	Wed 8/29/12 40	
45	Door and Hardware Installation	3 days	Thu 8/9/12	Tue 8/14/12 39	
46	Install Room Signage	2 days	Tue 8/14/12	Thu 8/16/12 45	
47	Millwork	3 days	Thu 8/16/12	Tue 8/21/12 46	
48	Mini-Blinds	2 days	Tue 8/21/12	Thu 8/23/12 47	
49	Marker & Tack Board Installation	5 days	Thu 8/23/12	Thu 8/30/12 48	
50	MEP Trim-Out	5 days	Mon 8/27/12	Mon 9/3/12 44	
51	Fire Alarm & PA System Trim-Out	5 days	Mon 8/27/12	Mon 9/3/12 44	
52	HVAC Controls Trim-Out	5 days	Mon 8/27/12	Mon 9/3/12 44	
53	Start-up & Test All Systems	3 days	Mon 9/3/12	Thu 9/6/12 52	
54	Air Balancing	3 days	Thu 9/6/12	Tue 9/11/12 53	
55	Final Inspections and Punch list	7 days	Tue 9/11/12	Thu 9/20/12 54	
56	Close -Out	30 days	Thu 9/20/12	Thu 11/1/12	
57	Close-Out Documents	30 days	Thu 9/20/12	Thu 11/1/12 55	
58	Complete Punch list and Extras	30 days	Thu 9/20/12	Thu 11/1/12 55	
59	Demobilize	30 days	Thu 9/20/12	Thu 11/1/12 55	



## Submittal Log and Schedule - Helms Elementary School



Submittal Log and Schedule - Helms Elementary School													
Spec Section	Specification Subdivision	Log of Required Submittals			Schedule		Submittal Distribution			Disposition of Submittal			
		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	
												Y	N
												Y	N
<b>Division 02 Site Work</b>													
<b>029200 Lawns and Grasses</b>													
	1.4A		Product Data										
<b>029500 Fences &amp; Gates</b>													
	1.4A	Approved	Product Data & Shop Drawings	National Fence	04/09/12	04/09/12	04/09/12	04/10/12	Arch.	4/10/12	4/11/12		N
<b>Division 03 Concrete</b>													
<b>033000 Cast-In-Place-Concrete</b>													
	1.2C		Design Mixes	Elite	03/30/12	03/30/12	04/02/12	04/02/12	Arch.	4/30/12	5/1/12		N
	1.2D	As Noted	Reinforcement Shop Drawings	Elite	03/30/12	03/30/12	04/03/12	04/03/12	Arch.	4/5/12	4/6/12		N
	1.2E		Expanded Polystyrene (EPS) Geofoam	Elite	04/03/12	04/03/12	04/03/12	04/03/12	Arch.	4/5/12	4/6/12		N
<b>Division 05 Metals</b>													
<b>055213 Pipe and Tube Railings</b>													
	1.4A	R & R	Product Data	Gulf Coast	06/08/12	06/08/12	06/08/12	06/11/12	Arch.	6/19/12	6/19/12	Y	
	1.4B	R & R	Shop Drawings	Gulf Coast	06/08/12	06/08/12	06/08/12	06/11/12	Arch.	6/19/12	6/19/12	Y	
	1.4B R1		Shop Drawings	Gulf Coast	07/18/12	07/18/12	07/18/12	07/18/12	Arch.	7/23/12	7/23/12		N
<b>Division 06 Wood and Plastics</b>													
<b>064023 Interior Architectural Woodwork</b>													
	1.4A		Product Data	Xtreme Const									
	1.4C		Shop Drawings	Xtreme Const									
	1.4D		Samples	Xtreme Const									
	1.4E		Product Certificates	Xtreme Const									
<b>Division 07 - Thermal And Moisture Protection</b>													
<b>079200 Joint Sealants</b>													
	D.1		Product Data										
	D.2		Samples										
	D.4		Product Certificates										
<b>Division 08 - Doors And Windows</b>													
<b>081113 Hollow Metal Doors and Frames</b>													
	1.4A		Product Data	HBH	07/11/12	07/11/12	07/11/12	07/16/12	Arch.	7/20/12	7/20/12		
	1.4B		Shop Drawings	HBH	07/11/12	07/11/12	07/11/12	07/16/12	Arch.	7/20/12	7/20/12		
<b>082120 Solid Core Plastic Laminate Faced Doors</b>													
	C.1		Product Data	HBH	07/11/12	07/11/12	07/11/12	07/16/12	Arch.	7/20/12	7/20/12		
	C.2		Shop Drawings	HBH	07/11/12	07/11/12	07/11/12	07/16/12	Arch.	7/20/12	7/20/12		
	C.3		Samples	HBH	07/11/12	07/11/12	07/11/12	07/16/12	Arch.	7/20/12	7/20/12		
<b>084113 Aluminum Storefront</b>													
	D.1		Product Data	Mares Glass	05/17/12	05/17/12	05/17/12	05/18/12	Arch	5/29/12	5/29/12		N
	D.2		Manufacturer Certification	Mares Glass	05/17/12	05/17/12	05/17/12	05/18/12	Arch	5/29/12	5/29/12		N
	D.3		Shop Drawings	Mares Glass	05/17/12	05/17/12	05/17/12	05/18/12	Arch	5/29/12	5/29/12		N
	D.4		Samples for Color Selection	Mares Glass	06/20/12	06/20/12	06/20/12	06/20/12	Arch.	5/29/12	5/29/12		N

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		Total Submittals in HGI's Office												
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		<b>D.5</b>		Samples for verification of Finishes	Mares Glass									
<b>087100 Door Hardware</b>														
		1.4A		Product Data	HBH	07/11/12	07/11/12	07/11/12	07/16/12	Arch.	7/20/12	7/20/12		
		1.4B		Hardware Schedule	HBH	07/11/12	07/11/12	07/11/12	07/16/12	Arch.	7/20/12	7/20/12		
		1.4C		Keying Information	?									
<b>088000 Glazing</b>														
		1.5A		Product Data/Shop Drawings	Mares Glass	05/17/12	05/17/12	05/17/12	05/18/12	Arch	5/29/12	5/29/12	N	
		1.5B		Samples of Glass	Mares Glass	05/17/12	05/17/12	05/17/12	05/18/12	Arch	5/29/12	5/29/12	N	
		1.5C		Samples of Gaskets	Mares Glass	05/17/12	05/17/12	05/17/12	05/18/12	Arch	5/29/12	5/29/12	N	
		1.5D		Manufacturer Certificate	Mares Glass	05/17/12	05/17/12	05/17/12	05/18/12	Arch	5/29/12	5/29/12	N	
		1.5F		Sealant Test Reports	Mares Glass	05/17/12	05/17/12	05/17/12	05/18/12	Arch	5/29/12	5/29/12	N	
<b>Division 09 - Finishes</b>														
<b>092200 Portland Cement Plaster</b>														
		1.3A		Product Data										
		1.3B		Shop Drawings										
		1.3C		Samples for Initial Selection										
		1.3D		Samples for Verification										
<b>092210 Non-Structural Metal Framing</b>														
		1.3A		Product Data	ABC Const.									
<b>092900 Gypsum Board</b>														
		1.3A		Product Data	ABC Const.									
		1.3B		Samples	ABC Const.									
<b>093100 Ceramic Tile</b>														
		1.5A		Product Data	Bus. Floor Sol,	03/30/12	03/30/12	04/02/12	04/02/12	Arch	4/17/12	4/18/12	Y	Submit Product Samples
		1.5C		Samples for Initial Selection	Bus. Floor Sol,	06/13/12	06/13/12	06/13/12	06/13/12	Arch.	7/6/12	7/6/12	N	
		1.5D		Samples for Verification	Bus. Floor Sol,	06/13/12	06/13/12	06/13/12	06/13/12	Arch.	7/6/12	7/6/12	N	
<b>095113 Acoustical Panel Ceilings</b>														
		1.5A		Product Data	ABC Const.									
		1.5C		Samples	ABC Const.									
<b>096516 Resilient Sheet Flooring</b>														
		1.3A		Product Data	Bus. Floor Sol,	03/30/12	03/30/12	04/02/12	04/02/12	Arch	4/17/12	4/18/12	Y	Submit Product Samples
		1.3C		Samples	Bus. Floor Sol,									
<b>096519 Resilient Tile Flooring</b>														
		1.3A		Product Data	Bus. Floor Sol,	03/30/12	03/30/12	04/02/12	04/02/12	Arch	4/17/12	4/18/12	Y	Submit Product Samples
		1.3C		Samples	Bus. Floor Sol,	06/13/12	06/13/12	06/13/12	06/13/12	Arch				
<b>096520 Resilient Base and Accessories</b>														
		1.3a		Product Data	Bus. Floor Sol,	06/13/12	06/13/12	06/13/12	06/13/12	Arch	7/6/12	7/6/12	N	
		1.3B		Samples	Bus. Floor Sol,	06/13/12	06/13/12	06/13/12	06/13/12	Arch	7/6/12	7/6/12	N	
<b>099113 Exterior Painting</b>														
		1.3A		Product Data										
		1.3B		Samples										
		1.3C		Product List										

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**Horizon Group**  
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		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	
<b>99123 Interior Painting</b>													
	1.3A		Product Data										
	1.3B		Samples										
	1.3C		Product List										
<b>Division 10 Specialties</b>													
<b>101000 Marker boards and Tack boards</b>													
	1.10	As Noted	Product Data	Newline	04/03/12	04/10/12	04/10/12	04/10/12	Arch.	4/17/12	4/17/12		N
	1.10	As Noted	Tack Board Color Chart	Newline	04/03/12	04/10/12	04/10/12	04/10/12	Arch.	4/17/12	4/17/12		N
<b>101550 Toilet Compartments</b>													
	1.3 A	As Noted	Product Data	PBJ Spec.	03/27/12	03/27/12	03/27/12	03/30/12	Arch	4/3/12	4/4/12		N
	1.3B	As Noted	Shop Drawings	PBJ Spec.	03/27/12	03/27/12	03/27/12	03/30/12	Arch	4/3/12	4/4/12		N
	1.3C	As Noted	Color Samples	PBJ Spec.	03/27/12	03/27/12	03/27/12	03/30/12	Arch	4/3/12	4/4/12		N
<b>102800 Toilet Accessories</b>													
	1.2A	As Noted	Product Data	PBJ Spec.	03/27/12	03/27/12	03/27/12	03/28/12	Arch	4/17/12	4/17/12		N
<b>104410 Interior Unframed Signs</b>													
	1.3B		Product Data	Nova Graphics									
	1.3C		Shop Drawings	Nova Graphics									
	1.3D		Samples	Nova Graphics									
<b>Division 12 - Furnishings</b>													
<b>122113 Horizontal Louver Blinds</b>													
	1.3A	As Noted	Product Data	Capitol Blind	03/30/12	04/04/12	04/04/12	04/25/12	Arch	5/1/12	5/2/12		N
	1.3B	As Noted	Shop Drawings	Capitol Blind	03/30/12	04/04/12	04/04/12	04/25/12	Arch	5/1/12	5/2/12		N
	1.3C	As Noted	Color Samples	Capitol Blind	03/30/12	04/04/12	04/04/12	04/25/12	Arch	5/1/12	5/2/12		N
<b>Division 22 - Plumbing</b>													
<b>22 05 23 General Duty Valves for Plumbing Piping</b>													
	1.4A	Approved	Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/10/12	4/10/12		N
<b>22 05 29 Hangers and Supports for Plumbing Piping and Equipment</b>													
	1.5A	Approved	Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/10/12	4/10/12		N
<b>22 07 19 Plumbing Piping Insulation</b>													
	1.3A	Approved	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	Approved	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
<b>22 11 16 Domestic Water Piping</b>													
	1.3A	Approved	Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/10/12	4/10/12		N
<b>22 11 19 Domestic Water Piping Specialties</b>													
	1.4A	As Noted	Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/13/12	4/16/12		N
<b>22 13 16 Sanitary Waste and Vent Piping</b>													
	1.4A	Approved	Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/10/12	4/10/12		N
<b>22 40 00 Plumbing Fixtures</b>													
	1.4A	As Noted	Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/13/12	4/16/12	Y	re-submit items requested
<b>22 47 0 Drinking Fountains and Water Coolers</b>													

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	1.4A	Approved	Product Data	Unique Plumb	03/30/12	04/05/12	04/05/12	04/06/12	Eng.	4/10/12	4/10/12	N	
<b>Division 23 - Mechanical</b>													
<b>23 05 18 Escutcheons for HVAC Piping</b>													
	1.3A		Product Data	LMI									
<b>23 05 19 Meters and Gauges for HVAC Piping</b>													
	1.3A		Product Data	LMI									
<b>23 05 23 General Duty Valves for HVAC Piping</b>													
	1.4A	Approved	Product Data	LMI	06/13/12	06/13/12	06/13/12	06/13/12	Eng.	6/13/12	6/13/12	N	
<b>23 05 29 Hangers and Supports for HVAC Piping &amp; Equipment</b>													
	1.5A		Product Data	LMI	07/03/12	07/03/12	07/03/12	07/03/12	Eng.	7/6/12	7/6/12	N	
<b>23 05 53 Identification for HVAC Piping &amp; Equipment</b>													
	1.3A		Product Data	LMI									
	1.3B		Equipment Label Schedule	LMI									
<b>23 05 93 Testing, Adjusting, and Balancing for HVAC</b>													
	1.4A	Approved	Qualification Data	LMI									
	1.4B	Approved	Contract Documents Examination Report	LMI									
	1.4D	Approved	Certified TAB Reports	LMI									
	1.4F	Approved	Instrument Calibration Reports	LMI									
<b>23 07 00 HVAC Insulation</b>													
	1.3A	Approved	Product Data	LMI	05/24/12	05/24/12	05/24/12	05/24/12	Eng.	5/31/12	6/7/12	N	
	1.3C	Approved	Material Test Reports	LMI	05/24/12	05/24/12	05/24/12	05/24/12	Eng.	5/31/12	6/7/12	N	
<b>23 07 19 HVAC Piping Insulation</b>													
	1.1	As Noted	Product Data	LMI	05/09/12	05/09/12	05/09/12	05/09/12	Eng.	5/11/12	5/14/12	N	
	1.1 R1	Approved	Product Data	LMI	05/23/12	05/23/12	05/23/12	05/23/12	Eng.	5/31/12	6/7/12	N	
<b>23 09 00 Instrumentation and Control for HVAC</b>													
	1.1A	R & R	Product Data - Valve & Damper	LMI	04/20/12	04/20/12	04/20/12	04/24/12	Eng.	4/24/12	5/1/12	Y	
	1.1A-1	R & R	Product Data - Motor Starter	LMI	04/20/12	04/20/12	04/20/12	04/24/12	Eng.	4/24/12	5/1/12	Y	
	1.1B		Shop Drawings	LMI									
<b>23 09 01 HVAC Lighting Control Integrated with BAS</b>													
	1.1A		Product Data	LMI									
	1.1B		Shop Drawings	LMI									
<b>23 21 13 Hydronic Piping</b>													
	1.5A	Approved	Product Data	LMI	06/13/12	06/13/12	06/13/12	06/13/12	Eng.	6/13/12	6/13/12	N	
	1.5B		Shop Drawings	LMI									
	1.5G		Water Analysis	LMI									
<b>23 21 23 Hydronic Pumps</b>													
	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	
<b>23 31 13 Metal Ducts</b>													
	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									
<b>23 33 00 Air Duct Accessories</b>													
	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	

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													Total Open Submittals	
	1.3B		Shop Drawings	LMI										
23 34 23	<b>Power Ventilators</b>													
	1.4A	Approved	Product Data	LMI	05/15/12	05/15/12	05/15/12	05/16/12	Eng.	6/13/12	6/13/12		N	
23 37 13	<b>Diffusers, Registers, &amp; Grilles</b>													
	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	<b>Particulate Air Filtration</b>													
	1.3A		Product Data	LMI										
23 74 33	<b>Packaged Outdoor Heating and Cooling Make-up Air Conditioners</b>													
	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		
	1.4A R1	Approved	Product Data	LMI	04/30/12	04/30/12	04/30/12	04/30/12	Eng.	5/1/12	5/1/12		N	
	1.4B	R&R	Shop Drawings	LMI	03/14/12	03/29/12	03/30/12	03/30/12	Eng.	3/30/12	4/2/12	Y		
	1.4B R1	Approved	Shop Drawings	LMI	04/30/12	04/30/12	04/30/12	04/30/12	Eng.	5/1/12	5/1/12		N	
23 82 19	<b>Fan Coil Units</b>													
	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		
	1.4A R1	As Noted	Product Data	LMI	04/20/12	04/20/12	04/20/12	04/24/12	Eng.	4/27/12	4/27/12	Y	Re-submitt Fcu's 5 & 5A	
	1.4A R2	Approved	Product Data	LMI	04/30/12	04/30/12	04/30/12	04/30/12	Eng.	04/30/12	04/30/12		N	
	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		
	1.4B R1	As Noted	Shop Drawings	LMI	04/20/12	04/20/12	04/20/12	04/24/12	Eng.	4/27/12	4/27/12	Y	Re-submitt Fcu's 5 & 5A	
	1.4B R2	Approved	Shop Drawings	LMI	04/30/12	04/30/12	04/30/12	04/30/12	Eng.	04/30/12	04/30/12		N	
	1.4C		Color Samples	LMI										
23 82 23	<b>Unit Ventilators</b>													
	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	
<b>Division 26 Electrical</b>														
<b>260200 Basic Materials &amp; Methods</b>														
	1.07D		Product Data	K-N-D Elect										
26 05 63	<b>Identification for Electrical Systems</b>													
	1.2A		Product Data	K-N-D Elect										
26 05 19	<b>Low Voltage Electrical Power Conductors and Cables</b>													
	1.4A		Product Data	K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.	7/6/12	7/6/12		N	
26 05 26	<b>Grounding &amp; Bonding for Electrical Systems</b>													
	1.3A		Product Data	K-N-D Elect										
26 05 29	<b>Hangers &amp; Supports for Electrical Systems</b>													
	1.5A		Product Data	K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.	7/6/12	7/6/12		N	
26 05 33	<b>Raceway &amp; Boxes for Electrical Systems</b>													
	1.4A		Product Data	K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.	7/6/12	7/6/12		N	
26 09 24	<b>Electrical Lighting Control Integrated with BAS</b>													
	1.1E		Shop Drawings	K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.	7/6/12	7/6/12		N	
26 24 16	<b>Panel boards</b>													
	1.5A	As Noted	Product Data	K-N-D Elect	04/05/12	04/05/12	04/20/12	04/25/12	Eng.	4/26/12	4/27/12		N	
	1.5B		Qualification Data	K-N-D Elect	04/05/12	04/05/12	04/20/12	04/25/12	Eng.	4/26/12	4/27/12		N	
	1.5C		Field Quality Control Reports	K-N-D Elect	04/05/12	04/05/12	04/20/12	04/25/12	Eng.	4/26/12	4/27/12		N	

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	<b>1.5D</b>	As Noted	Panel board Schedules	K-N-D Elect	04/05/12	04/05/12	04/20/12	04/25/12	Eng.	4/26/12	4/27/12		N	
<b>26 27 26 Wiring Devices</b>														
	<b>1.4A</b>		Product Data	K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.	7/6/12	7/6/12		N	
<b>26 28 16 Enclosed Switches &amp; Circuit Breakers</b>														
	<b>1.5A</b>		Product Data	K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.	7/6/12	7/6/12		N	
	<b>1.5B</b>		Field Quality Control Reports	K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.	7/6/12	7/6/12		N	
	<b>1.5C</b>		Manufacturers Field Service Report	K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.	7/6/12	7/6/12		N	
<b>26 51 00 Interior Lighting</b>														
	<b>1.3A</b>	As Noted	Product Data	K-N-D Elect	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12		N	
	<b>1.3B</b>	As Noted	Installation Instructions	K-N-D Elect	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12		N	
	<b>1.3C</b>	As Noted	Qualification Data	K-N-D Elect	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12		N	
	<b>1.3D</b>	As Noted	Product Certificates	K-N-D Elect	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12		N	
	<b>1.3E</b>	As Noted	Field Quality Control Reports	K-N-D Elect	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12		N	
<b>26 56 00 Exterior Lighting</b>														
	<b>1.5A</b>	As Noted	Product Data	K-N-D Elect	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12		N	
	<b>1.5E</b>	As Noted	Qualification Data	K-N-D Elect	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12		N	
	<b>1.5F</b>	As Noted	Field Quality Reports	K-N-D Elect	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12		N	
<b>Division 27 - Communications</b>														
<b>27 51 00 Intercom</b>														
	<b>1.1</b>	Approved	Product Data - Shop Drawings	Convergint	06/20/12	06/20/12	06/20/12	06/20/12	Eng.	6/21/12	6/22/12		N	
<b>Division 28 - Electronic Safety And Security</b>														
<b>28 31 11 Digital Addressable Fire Alarm System</b>														
	<b>1.4A</b>	Approved	Product Data	AFS	05/09/12	05/09/12	05/09/12	05/09/12	Eng.	5/17/12	5/18/12		N	
	<b>1.4B</b>	Approved	Shop Drawings	AFS	05/09/12	05/09/12	05/09/12	05/09/12	Eng.	5/17/12	5/18/12		N	
	<b>1.4C</b>	Approved	Suppliers Qualifications	AFS	05/09/12	05/09/12	05/09/12	05/09/12	Eng.	5/17/12	5/18/12		N	
	<b>1.4D</b>		Hourly Service Rate Schedule	AFS										
	<b>1.4E</b>		O&M Manuals - Close Out	AFS										
	<b>1.4F</b>		Warranty - Close Out	AFS										





