



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 24

Date	Time	Purpose	Location
September 26, 2012	1:00 PM	Weekly Update	Helms ES, T Building
Prepared By – Tim Beally			See attached attendee list

1) Issues

- a) Re-wiring of the switches and lighting in the classrooms.
 - i) HIG completed the re-wiring of the lights in classrooms to provide inboard / outboard configuration with two power packs for movement detection.
 - ii) Emergency lights are not to be on a light switch. They are used toggle switches.
 - iii) They checked the power outlets and all are working or are abandoned and covered with a plate.
- b) HVAC – many items still to be done
 - i) Still need to get the AC in the kitchen working ASAP.
 - ii) Disconnect wiring to the book room fan coil unit – no status update.
 - iii) Fan coil units – there may be some with leaks. HIG needs to check.
 - iv) Thermostats
 - (1) There are thermostats that are not working: example, kitchen, and cafeteria.
 - (2) HIG and LMI need to get these properly wired and functioning.
 - (3) HISD Controls says UES should be able to properly connect them. HIG says they need information on the correct addressing.
 - (4) AECOM asked HIG / LMI / UES to contact HISD controls to resolve.
 - (5) HIG contacted HISD controls who referred them to HISD IT. IT did provide IP address information. HIG / LMI / UES need to make the final programming of the thermostats.
- c) Plumbing
 - i) Get all drinking fountains working. HIG said plumber will do work on 09/28/12.
 - ii) Adjust restroom fixtures to comply with ADA requirements
- d) PA System
 - i) Classroom 8 speaker was repaired
 - ii) Some exterior speakers were not loud enough – no update.
 - iii) Installing speakers in the kitchen, assistant principal and plant operator's offices
 - iv) Remove PA cable in plant operator's office – no update
- e) Building Alarm System
 - i) HISD Alarms provided an email last week to CFS indicating eleven building intrusion sensors were not operational.
 - ii) HIG said they addressed the items but could not find three alarms due to incorrect labels. AECOM asked HIG to provide a report on the status of the BA System.
 - iii) Still awaiting the report.
- f) Roof leaks – There were numerous leaks two weeks earlier in and around the roof penetrations for the OAHU duct work. These have been repaired.
- g) Condensate lines
 - i) JE provided the layout for the condensate lines from the OAHUs to surface drains. Awaiting pricing of CPR 31.
 - ii) Existing condensate lines for the UVs need minor repairs. AECOM asked HIG to make these repairs. Will address, if necessary, through a CPR.
- h) Parent Issues – A parent wrote the principal, and included board members in the email, expressing dissatisfaction with the work accomplished. The open items include:
 - i) Classroom HVAC – UVs have been adjusted. Separately the thermostats which control the OAHU temperatures keeps being adjusted by faculty resulting in condensation on the diffusers. HIG will get a protective cover for the thermostats.
 - ii) Water fountains leaking – fountains adjusted. One fountain is being replaced. Work to be done tomorrow.
 - iii) Whiteboards – not installed. Will be accomplished. See notes below.

- i) Other Items
 - i) Deliver and install window blinds – due to ship this week.
 - ii) Install exterior doors
 - (1) HIG installed the front entry door and recently trimmed it out. Need a door sweep.
 - (2) HIG installed some of the breezeway exterior doors and plans to work on more of them this weekend.
 - (3) They need open / close on both Saturday and Sunday from 7:00 AM to 6:00 PM. AECOM will request.
 - iii) Whiteboards
 - (1) HIG says they are awaiting shipment.
 - (2) AECOM provided a drawing to the school showing the location so the whiteboards and tack boards.
 - iv) Lower Kitchen Serving Line – ADA requirements – done.
 - v) Remove Janitor Sink, room X130 – tomorrow
 - vi) Exterior Lights – HIG needs to complete.
 - vii) Interior Signage – HIG needs to provide submittal, order materials, and install.
- 2) HAZMAT**
- a) Previously ERC requested copy of the manifest documents for the disposal of hazmat and fluorescent lights. HIG provided.
- 3) Safety**
- a) No issues
- 4) Change Proposals Request (CPRs) and Change Orders**
- a) Attached is the CPR log.
 - b) The following CPRs have been submitted by HIG, reviewed by FGC and JE, and will be processed by AAECOM29, 32, 34, 36, and 37.
 - c) HIG needs to provide documentation on CPRs 17, 22, 30, 31, 33, 35, 38, 40, and 44.
 - d) HIG provided pricing on CPR 16 – receptionist window. AECOM asked HIG revise to include an outlet to support the relocation of the soda machine.
 - e) FGC needs to review CPRs 28, 41 and 42.
- 5) Pay Application**
- a) HIG submitted pay application 4. FGC and JE reviewed. AECOM processed to HISD.

Next Meeting – Wednesday, October 3, 2012 at 1:00 PM

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 ES Renovation

Meeting Date / Time:

September 26, 2012, 1:00 PM

Meeting Purpose: Construction Meeting 24

Location: Helms ES

Name	Initial	Title	Company	Phone	Email Address
Tim Beally	<i>TMB</i>	Project Manager	AECOM	713-267-3223	Tim.beally@aecom.com
Diana Del Pilar		Principal	HISD	713-867-5120	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	rhughes@jonesengineersl.com
Russell McCown	<i>RM</i>	Project Manager	Horizon Intl Group	832-752-0066	rmccown@hgiusa
Gary McMaster	<i>GM</i>	Superintendent	Horizon Intl Group	281-413-8112	gmcmaster@hgiusa.com

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)	0	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	HIG - No charge
5	NA	Remove Casework Room 6	G709 - 04/20/12	\$0.00	0		\$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
14	NA	HISD Hazmat Requirements - Rigid Barriers	HISD 10/28/11 Ltr	\$0.00	0		\$0.00	0	HIG - No charge
16		Install Receptionist Window	G709 - 06/26/12	\$3,135.48	0	\$3,135.48			09/26/12 - Waiting GC paperwork
17		Revise FCU - Upstairs Rooms	Verbal	\$8,590.73	0	\$8,590.73			09/26/12 - Waiting GC paperwork
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	0	Apvd 09/11/12
22		Extend UV CW Pipe Connections	Verbal	\$2,500.00	0	\$2,500.00			09/26/12 - Waiting GC paperwork
23		Revise Custodial Sink	G709 - 07/02/12	\$7,792.32	0		\$0.00	0	HIG states included in CPR 37
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		\$0.00	0	HIG - No charge
27		Replace Cafeteria Floor	Verbal	\$24,242.31	0		\$26,120.62	0	Email apvd 07/16/12. Apvd 07/30/12
28		Change Plumbing / Walls In Boys RR X40	Verbal	\$5,398.68	0	\$5,398.68			
29		Reconnect Space Heaters - North Wing	Verbal	\$452.58	0	\$452.58			Sent to CFS 09/27/12
30		Change Breakers Serving Cafeteria	Verbal	\$1,000.00	0	\$1,000.00			09/26/12 - Waiting GC paperwork
31		Install OAHU Condensate Drain Lines	JE Dwg 09/12/12	\$5,000.00	0	\$5,000.00			09/26/12 - Waiting GC paperwork
32		Repaint Classrooms	Verbal	\$25,000.00	0	\$25,000.00			Sent to CFS 09/27/12
33		Connect Heat Strip in Admin Area	Verbal	\$2,500.00	0	\$2,500.00			09/26/12 - Waiting GC paperwork
34		Revise Elect Service for Admin Offices AHUs	Verbal	\$9,892.89	0	\$9,892.89			Sent to CFS 09/27/12
35		Install Power Outlets in Upper Story Rooms	Verbal	\$5,000.00	0	\$5,000.00			09/26/12 - Waiting GC paperwork
36		Additional FA Devices Required by COH	Verbal	\$4,064.29	0	\$4,064.29			Sent to CFS 09/27/12
37		Replace Restroom Fixtures with New Fixtures	Verbal	\$7,140.92	0	\$7,140.92			Sent to CFS 09/27/12
38		Repl 15 Amp Breaker with 20 Amp for Upstairs UV	Verbal	\$1,000.00	0	\$1,000.00			09/26/12 - Waiting GC paperwork
39		Install Lights in Custodial Closets	Verbal	\$2,500.00	0	\$2,500.00			09/27/12 - Possible NC
40		Install Chiller Bypass Valve	Verbal	\$2,500.00	0	\$2,500.00			09/26/12 - Waiting GC paperwork
41		Replace Carpet in North Wing Classrooms	Verbal	\$8,537.91	7	\$8,537.91			
42		Additional Floor Waxing	Verbal	\$1,985.60	0	\$1,985.60			
43		Provide Fountain Floor Pads, OAHU Thermostat Covers	Verbal	\$250.00	0	\$250.00			
44		Install Interior Hallway Security Door	AIA	\$10,000.00	0	\$10,000.00			09/27/12 - Waiting GC paperwork
		Delete Contract Allowance		(\$10,000.00)	0	(\$10,000.00)			
				\$168,053.12	7	\$96,449.08	\$56,019.93	0	

