



## MEETING MINUTES

Helms Elementary School  
Construction Progress Meeting # 27

Date	Time	Purpose	Location
October 17, 2012 Prepared By Tim Beally	1:00 PM	Weekly Update	Helms ES Faculty Lounge See attached attendee list

### 1) Issues

- a) Electrical
  - i) Get lights in the bookroom adjusted and in the closet under the stairs operational – second week.
  - ii) Complete installation of exterior lights – one lamp needs replacement.
  - iii) Label the panel boards – HIG says work is done.
- b) HVAC
  - i) Disconnect wiring to the book room fan coil unit – completed.
  - ii) Fan Coil Units – programmed is being done by Automated Logic.
  - iii) Thermostats
    - (1) There are two thermostats that are still not working in the kitchen, and cafeteria.
    - (2) After programming and removal of the computer, two of the thermostats reverted to its previous, un-programmed state. It appears they are defective.
    - (3) At the last meeting AECOM created a CPR to replace the two thermostats. Waiting pricing.
  - iv) Temperature in Classrooms
    - (1) Classroom Nine
      - (a) Last week the school said it was too cold in this classroom.
      - (b) HIG checked and found some defective components in the controls preventing the heat strips from working. This was repaired.
      - (c) In the past week, we received another complaint about the temperature.
      - (d) AECOM asked HIG to fix it.
    - (2) Classrooms 10 or 19, and 20
      - (a) The school said they have temperature issues in these classrooms
      - (b) AECOM asked HIG to correct.
  - v) Chiller diverter valve – Not sure of status – second week
- c) Plumbing
  - i) Get all drinking fountains working and not leaking.
  - ii) AECOM said the drinking fountains in the east end of the school need the water spray nozzle adjusted more toward the inside of the fountain to reduce dripping on the floor.
  - iii) Need to adjust restroom fixtures to comply with ADA requirements.
  - iv) HIG said they gave notice to their plumber for lack of response.
- d) PA system – Need to connect PA cable in plant operator’s office – third week.
- e) Building Alarm System
  - i) AECOM asked HIG to provide a report on the status of the BA System.
  - ii) Still awaiting the report – fourth week.
- f) Roof leaks - HIG needs to replace the damaged ceiling tiles.
- g) Condensate lines
  - i) OAHUs Lines
    - (1) CPR for the work is approved.
    - (2) AECOM asked HIG to get the work done – second week.
  - ii) Existing condensate lines for the UVs need minor repairs.
    - (1) AECOM asked HIG to make these repairs – third week.
    - (2) Will address, if necessary, through a CPR.
- h) Wall Paint
  - i) The principal pointed out an area where the paint is peeling near the boy’s restroom in the east wing.
  - ii) HIG will get their painter to repair and re-paint.

- iii) Combine the work with door painting.
- i) 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) Water fountains leaking – fountains adjusted. One fountain is being replaced. See plumbing comments above.
  - ii) Whiteboards – not installed. Will be accomplished. See notes below.
- j) Remaining work
  - i) Install exterior doors
    - (1) Exterior door near the Pre-K, K wing (North) has been installed.
    - (2) A door sweep on the main entry door has been installed.
    - (3) Need to do the remaining eight doors in the breezeways. HIG plans to do this after school hours over the next week.
  - ii) Whiteboards
    - (1) HIG says they have arrived.
    - (2) HIG is developing a schedule / layout of the school showing where / when the whiteboards will be installed. HIG will coordinate with the school.
    - (3) They will install in the classrooms after normal school hours.
    - (4) AECOM mentioned one whiteboard and one tack board for the library need to be installed elsewhere - a classrooms rather than the library. Also because of new casework to be installed in classroom six, a whiteboard needs to be located elsewhere.
    - (5) AECOM will confirm new locations with the school.
  - iii) Remove Janitor Sink, room X130 – pending – third week.
  - iv) Interior ADA Signage
    - (1) AECOM and FGC visited with the principal concerning the design of the interior signage. She was satisfied.
    - (2) AECOM asked HIG to bring to next meeting color options which would be discussed with the principal.
    - (3) HIG needs to provide submittal, order materials, and install.
  - v) Classroom Millwork
    - (1) There are three kinds of millwork in some of the classrooms. AECOM discussed with the principal. She asked if they could install millwork in classroom six.
    - (2) Before the meeting AECOM walked classroom six with the principal, HIG, FGC, and HIG's millwork supplier. The principal preferred two kinds of built-in book shelves which would fit on most of the southern and eastern walls of the classroom.
    - (3) HIG provided a sketch of the proposed change. AECOM and FGC visited with the principal who agreed with the layout. HIG will get back to AECOM with the cost changes through a CPR.
  - vi) Interior Main Hallway Door
    - (1) CPR 44 for this change has been reviewed but not sent to CFS.
    - (2) As a result of discussions in the recent PAT, the layout of the door needs to change to include a double door.
    - (3) AECOM asked FGC to revise the sketch for principal review and approval.

## 2) Punch list / Close Out

- a) FGC said in order to do a punch list the following need to be done:
  - i) Install exterior doors
  - ii) Complete ADA renovations
  - iii) Correct placement of restroom fixtures
- b) Balance Report – JE asked the status of the Balance Report - second week.
- c) COH Inspection Status
  - i) Received a green tag for some of the electrical work

## 3) Safety

- a) No issues

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

- a) Attached is the CPR log.
- b) The status of the following CPRs
  - i) HISD approved CPRs: 16, 17, 28, 31, 40, 41, 42, and 43
  - ii) Awaiting submission by HIG: 22, 33, 35, 45

**5) Pay Application**

- a) No activity

**Next Meeting – Wednesday, October 31, 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**

<b>Project:</b> Helms ES Renovation	<b>Meeting Date / Time:</b> October 17, 2012, 1:00 PM
<b>Meeting Purpose:</b> Construction Meeting 27	<b>Location:</b> Helms ES

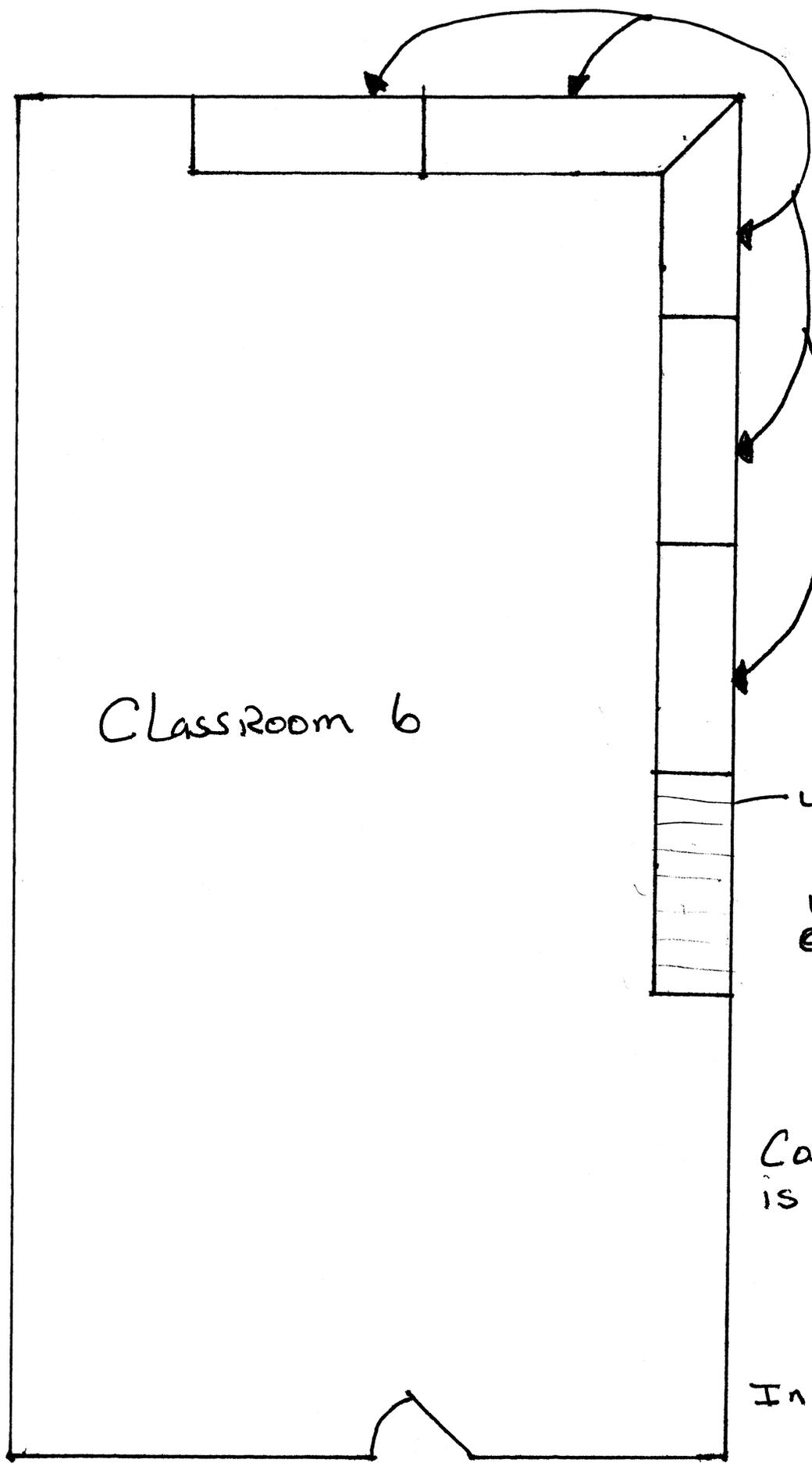
Name	Initial	Title	Company	Phone	Email Address
Tim Beally	<i>TMB</i>	Project Manager	AECOM	713-267-3223	tim.beally@aecom.com
Diana Del Pilar		Principal	HISD	713-867-5120	ddelpila@houstonisd.org
Brian Cox	<i>BMC</i>	Principal	Fehr Grossman Cox	713-797-0404	bcox@fgca.cc
Ron Hughes	<i>RH</i>	Project Manager	Jones Engineers	713-222-7766	rhughes@jonesengineersl.com
Russell McCown	<i>RAM</i>	Project Manager	Horizon Intl Group	832-752-0066	rmccown@hgiusa
Chuck Caves	<i>CC</i>	Superintendent	Horizon Intl Group	210-861-9778	caveschuck@yahoo.com

## Helms ES Renovation - Change Log

CPR	CO	Description	Source	Requested Amount	Req. Days	Pending Amount	Approved Amount	Approved Days	Status
1	2	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	NA	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	3	Install Receptionist Window	G709 - 06/26/12	\$4,014.93	7		\$4,014.93	7	Apvd 10/09/12
17	3	Revise FCU In Cafeteria Hallway	Verbal	\$8,590.73	0		\$8,590.73	0	Apvd 10/09/12
19	1	Abate and Dispose UVs	Verbal	\$25,749.28	0		\$15,928.50	0	Apvd 07/05/12
21	2	Replace Flush Valves	Verbal	\$9,123.53	0		\$9,123.53	0	Apvd 09/11/12
22		Extend UV CW Pipe Connections	Verbal	\$7,407.27		\$7,407.27			09/26/12 - Waiting GC paperwork
23	NA	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	NA	Termite Protection in Restrooms	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
27	2	Replace Cafeteria Floor	Verbal	\$24,242.31	0		\$26,120.62	0	Email apvd 07/16/12. Apvd 07/30/12
28	3	Change Plumbing / Walls In Boys RR X40	Verbal	\$5,398.68	0		\$5,398.68	0	Apvd 10/09/12
29	2	Reconnect Space Heaters - North Wing	Verbal	\$452.58	0		\$452.58	0	Apvd 10/01/12
30	NA	Change Breakers Serving Cafeteria	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
31	3	Install OAHU Condensate Drain Lines	JE Dwg 09/12/12	\$2,145.33	0		\$2,145.33	0	Apvd 10/09/12
32	2	Repaint Classrooms	Verbal	\$25,000.00	0		\$25,000.00	0	Apvd 10/01/12
33		Connect Heat Strip in Admin Area	Verbal	\$2,500.00		\$2,500.00			09/26/12 - Waiting GC paperwork
34	3	Revise Elect Service for Admin Offices AHUs	Verbal	\$9,892.89	0		\$9,892.89	0	Apvd 10/05/12
35		Install Power Outlets in Upper Story Rooms	Verbal	\$4,574.06	0	\$4,574.06			10/17/12 - Back to HIG for more info
36	2	Additional FA Devices Required by COH	Verbal	\$4,064.29	0		\$4,064.29	0	Apvd 10/01/12
37	2	Replace Restroom Fixtures with New Fixtures	Verbal	\$7,140.92	0		\$7,140.92	0	Apvd 10/01/12
38	NA	Repl 15 Amp Breaker with 20 Amp for Upstairs UV	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
39	NA	Install Lights in Custodial Closets	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
40	3	Install Chiller Bypass Valve	Verbal	\$1,956.73	0		\$1,956.73	0	Apvd 10/09/12
41	3	Replace Carpet in North Wing Classrooms	Verbal	\$8,537.91	7		\$8,537.91	7	Apvd 10/09/12
42	3	Additional Floor Waxing	Verbal	\$1,985.60	0		\$1,985.60	0	Apvd 10/09/12
43	3	Provide Fountain Floor Pads, OAHU Thermostat Covers	Verbal	\$885.90	0		\$885.90	0	Apvd 10/09/12
44		Install Interior Hallway Security Door	G709 - 10/04/12	\$5,376.70	21	\$5,376.70			
45		Replace Thermostats - Kitchen, Cafeteria	Verbal	\$1,000.00		\$1,000.00			AECOM Estimate
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$162,528.56	35	\$20,858.03	\$126,086.42	14	



18'-6"



Classroom 6

36'

units are  
6' wide x 7' tall  
x 2' deep  
shelves are  
12" apart on  
these units

unit is 6' wide  
7' tall  
2' deep  
with shelves  
@ 18" apart on  
this one  
unit.

Cost per unit  
is ~~±\$ 800.00~~  
800.00 painted  
\$1200.00 per unit  
Plastic laminate

In project is  
\$17,000