



MEETING MINUTES

Helms Elementary School Construction Progress Meeting # 43

Date	Time	Purpose	Location
February 13, 2013	1:00 PM	Weekly Update	Helms ES Cafeteria
Prepared By Tim Beally			See sign in sheet

1) Issues

- a) Exterior Breezeway Doors / Interior Fire Doors
 - i) Most doors are complete but for one interior breezeway door which needs to be connected to the fire alarm system by AFS. HIG said that should occur today.
 - ii) Door cores are done.
 - iii) Repainting is as necessary.

- b) Main Hallway Interior Security Door
 - i) HISD installed the reader on the door frame. They want to make the electrical connection to the interior door security component.
 - ii) HIG reported that HISD had returned to complete their installation but a component in the interior of the door hardware failed and HISD needed to replace it. They indicated to HIG they would accomplish it today.
 - iii) HIG will complete the installation after HISD is done.

- c) Restroom Doors
 - i) School wants the doors leading to the restrooms to be lockable.
 - ii) HIG will replace the doors with new doors with appropriate hardware. In the meantime they will install locksets.
 - iii) HIG said the hardware should arrive in the next day and doors next week.

- d) Restroom Partitions
 - i) Restroom partition doors in the pre-K wing restrooms did not close – **eleventh week.**
 - ii) HIG’s sub-contractor has replacement hinges for all the restroom partitions but wanted payment before doing the work. HIG has paid them.
 - iii) The work to replace the hinges was done last weekend. However the work on one door in one restroom was not acceptable to the HIG superintendent. This will be corrected.

- e) Drinking Fountains Leaking
 - i) The water fountains have been leaking since the start of school.
 - ii) HIG recently replaced the water fountains but the school is still dissatisfied with the fountain complaining about water on the floor coming from the fountains.
 - iii) HIG installed one new fountain pair.
 - iv) AECOM asked HIG to adjust nozzle and reduce flow.
 - v) Still no feedback from HIG.

- f) Interior Signage – HIG said they expected the delivery this week with installation occurring Friday after school or on Saturday.

- g) Unit Ventilators
 - i) School questioned about stuffiness in classroom 1. HIG will check.
 - ii) Computer classroom
 - (1) Has been occasionally hot. The building chiller has gone into alarm twice in the past weeks. CFS responded and reset the chiller.
 - (2) JE investigation indicates that typically the chiller shut down due to low CW flow. They are developing a change to install a by-pass valve.
 - (3) AECOM asked that this occur quickly – try to get work done by the following weekend.
 - (4) AECOM asked HIG to provide a spot cooler until issue is resolved.

- (5) Separately Aus-Tex ran an electrical line for the school installed window air condition unit.
- iii) Vista Air reps said the UVs need some work – barometric reliefs, bird screens and relief dampers. AECOM asked HIG to address.
- h) Salvaged Material
 - i) HIG provided a list of items removed from the school for HISD, if desired.
 - ii) AECOM emailed HISD Region Maintenance who replied saying they will visit the school to look at the items.
 - iii) AECOM sent another note to HISD and provide the contact info of the HIG superintendent.
 - iv) AECOM sent another note to HISD.
- i) Fire Alarm Pull Devices
 - i) During the past week the Principal requested investigation into possibly installing some cover or device on the fire alarm pull station making it more difficult for children to pull the lever.
 - ii) AECOM asked FGC and HIG to investigate.
- j) Controls
 - i) HISD CFS said in email to AECOM that they could ‘see’ Helms with the exception of one area and two OAHUs.
 - ii) AECOM asked HIG to address.

2) Punch List / Close Out

- a) COH Fire Marshall inspection
 - i) Maximum capacity sign for the library.
 - ii) Sign on top of door into hallway toward the book room stating “electric room” – will do with other interior signage.
- b) COH Inspections – Still need to do structural – have to complete the doors, revise connection of interior ceiling lay in lights to ceiling, and correct emergency lights before calling for the inspection.
- c) Mechanical Punch List
 - i) HIG continues to work the list.
 - ii) The AC unit in the kitchen is not yet operating – needs a breaker – **second week**.
 - iii) The cafeteria needs a heating coil be added – being done through a CPR. HIG needs to price and submit.
- d) Architectural / School Punch List – Not discussed.
- e) TAS – The TDLR inspection was scheduled for 02/06/13. No update.
- f) Electrical Punch List
 - i) Aus-Tex continues to focus on correcting electrical system work:
 - (1) Disconnect switch for the unit ventilators – no update.
 - (2) Lights are being properly secured to the deck – about 70% completed.
 - ii) Panel labeling
 - (1) HIG revised panel labeling.
 - (2) AECOM asked HIG to walk with the plant operator and explain the panels and labeling – **eleventh week**.
 - iii) Exterior lights conduit – **tenth week** – Aus-Tex will have to replace the conduit.
 - iv) In previous meetings AECOM stressed the importance of finishing no later than the **end of spring break**.

- g) HVAC Balance Report – **eighteenth week**
 - i) A representative from a T&B company attended – different from the attendee at last week’s meeting.
 - ii) AECOM said they want HIG to press to complete this work.
 - h) Close Out – HIG said they have completed about 60% of the close out documents.
 - i) Mechanical Training – AECOM would like to have a training session with HISD CFS the meeting after next.
- 3) Change Proposals Request (CPRs) and Change Orders**
- a) Attached is the CPR log.
 - b) HIG submitted CPRs 50, 51, 52, 54, and 57. FGC / JE has reviewed.
- 4) Pay Application**
- a) No activity.

Next Meeting – Wednesday, February 20, 2013 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: February 13 2013, 1:00 PM
Meeting Purpose: Construction Meeting 43	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		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@hgusa
Chuck Caves		Superintendent	Horizon Intl Group	210-861-9778	caveschuck@yahoo.com
Ken Gonzales		Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgusa.com
David Lecky					
Ray Griffiths	<i>R.B.</i>	TBE	Online Air Balancing	713-453-5497	astor@onlineairbalancing.com
Robert Groover	<i>RG</i>	P.M.	ALC	281-830-0867	robertg@duescontrols.com

Helms ES Renovation - Change Log

02/14/13

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
22R	4	Extend UV CW Pipe Connections	Verbal	\$7,407.27	0		\$7,407.27	0	Apvd 11/26/12
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	4	Connect Heat Strip in Admin Area	Verbal	\$1,382.98	0		\$1,382.98	0	Apvd 11/12/12
34	3	Revise Elect Service for Admin Offices AHUs	Verbal	\$9,892.89	0		\$9,892.89	0	Apvd 10/05/12
35R	4	Install Power Outlets in Upper Story Rooms	Verbal	\$4,574.06	0		\$3,949.84	0	Apvd 11/12/12
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	\$885.09	0		\$885.09	0	Apvd 10/09/12
44R	4	Install Interior Hallway Security Double Door	G709 - 11/02/12	\$15,474.76	21		\$15,474.76	21	Apvd 11/26/12
46	4	Revise Casework	Verbal - sketch	(\$9,050.00)	7		(\$9,050.00)	7	Apvd 11/12/12
47	4	Install Projector Screens	Verbal	\$2,989.93	7		\$2,332.39	7	Apvd 02/04/13
48	N/A	Ground Main Transformer	CFS - Verbal	\$0.00	0		\$0.00	0	HIG - No charge
49	4	Add Outlets in Speech Therapy Room	Verbal	\$941.72	3		\$941.72	3	Apvd 01/25/13
50		Add Circuit to Upper Floor Rooms	Verbal	\$1,084.45	1	\$1,084.45			Sent to CFS 02/14/13
51		Replace Admin Area / Receptionist Door Hardware	Verbal	\$3,389.83	10	\$3,389.83			Sent to CFS 02/14/13
52		Add Power Outlets for Main Hallway - Custodial Support	Verbal	\$459.71	1	\$459.71			
53	4	Replace Water Fountain	School Request	\$1,675.18	3		\$1,675.18	3	Apvd 01/25/13
54		Install Additional Whiteboards	School Request	\$2,108.43	1	\$2,108.43			
55		Change Hardware on Cafeteria Doors	G709 - 01/17/13	\$3,000.00		\$3,000.00			AECOM Estimate
56		Install Heating Coil in Cafeteria	Verbal	\$5,000.00		\$5,000.00			AECOM Estimate
57		Install Electric Outlet in Computer Classroom	School Request	\$353.63	1	\$353.63			
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	

\$182,461.67 69 \$15,396.05 \$150,199.75 55