



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 14

Date	Time	Purpose	Location
July 3, 2012	9:30am	Weekly Update	Helms ES, T Building

Prepared By – Tim Beally
See Attached Attendee List

1) CMPA/Owner Issues

- a) Whiteboards
 - i) Last week, after the meeting AECOM was informed by a different CMPA that the firm providing the white boards, New Line, went out of business. HIG confirmed this.
 - ii) HIG has contacted two different firms and is pricing the whiteboards. They say they should have an agreement shortly.
- b) Power Outages
 - i) HIG said they may need two or three power outages
 - ii) AECOM said HIG needs to request the outages providing the time, length, area affected and what is the impact on the CCTV, server, and fire alarm systems.
 - iii) HIG said a tentative outage for the north building would be on 07/13/12.
- c) Unit Ventilators
 - i) All new UVs have been hung in the ceiling. LMI is connecting the piping – about 18 so far.
 - ii) AECOM asked HIG to get the electrical service to the UVs run. Also HIG needs to get the UVs connected, and running so the school can be closed and allow custodial work to proceed in the classrooms.
- d) Classroom 6 moisture test – underway.
- e) Light Fixtures
 - i) Have been removed and disposed. HIG is holding the fixture diffusers for HISD CFS.
 - ii) New light fixtures should be delivered shortly.
- f) Electrical Service
 - i) AECOM expressed concern that the electrical work needs to be completed soon.
 - ii) Work is nearing completion in north Building. HIG said that HIG suggested the north Building may be connected shortly.
- g) Marquee - Walked with Atlas Signs and HIG. Atlas Signs will install new marquee next week.
- h) July 5, 6th – School will be available for work.
- i) Revise ADA Parking – AECOM requested HIG complete this work in mid to late July, before the administration returns to school.

2) Architect / Consultants

- a) FGC / JE mentioned concern on some submittals (See below)
- b) See other topical areas.

3) Contractor

- a) Fan Coil Units – some have been delivered. Remainder should be delivered shortly.

4) HAZMAT

- a) Hazmat abatement is done but for the disposal of UVs and light bulbs.
- b) Any future discovery of hazmat will be addressed at that time.

5) Safety

- a) AECOM discussed preparation for a hurricane
 - i) Pick up loose items. Have contents in dumpster removed from the site.
 - ii) Remove or tie down the porta potties
 - iii) Close all windows and doors.
 - iv) May need a temporary generator to service the computer server, fire alarm, and CCTV systems.

- v) AECOM asked the project superintendent to discuss planning for a hurricane with all craft foremen.

6) Schedule

- a) Two week look ahead and the project schedule are attached.
- b) Work underway or planned:
 - i) Restroom demolition is well underway.
 - ii) Plumbing fixtures are being stored in the cafeteria.
 - iii) Light fixtures have been removed and are being stored on site.
 - iv) Electricians are rewiring throughout the school.
 - v) Wire is being pulled for the fire alarm and public address systems.
 - vi) Installation of light fixtures should begin soon. The plant operator wants to start his work in the north building so the lights need to be installed soon.
 - vii) Will pour next week the steps on the east side of the main building.
 - viii) Outside Air Handling Units – may install ducting end of this week or early next week.
 - ix) Continue connecting the UVs to the CW piping.
 - x) Install fire alarm devices next week.

7) Change Proposals Request (CPRs) and Change Orders

- a) See CPR log (attached).
- b) Added two CPRs: 25 and 26.
- c) Plumbing Fixtures
 - i) Previously it was agreed it may be best to replace, rather than reuse, the flush valves.
 - ii) HIG has to get a count and provide a cost for CPR 21. Still pending.
- d) Discussed status of some CPRs
 - i) 8, 10R, 15 – need FGC review
 - ii) 12, 16, 21 – HIG needs to price and submit.
 - iii) 17 – AECOM said LMI needs to provide more documentation to support material costs.
 - iv) 19 – HIG is revising pricing based on comments from ERC.

8) Submittals

- a) Submittal log is attached.
- b) Discussion on specific items:
 - i) HIG needs to resubmit the handrails submittal – third week.
 - ii) AECOM said HIG needs to provide submittals on doors, hardware, window walls, ADA signage (Third week)
 - iii) HIG submitted most of the common, off-the-shelf electrical items. JE will review.

9) Requests for Information (RFIs)

- a) There are no open RFIs.

10) Record Drawings / Permit

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

11) Pay Application

- a) No activity.

12) Site Observations

- a) See attached photos.

Next Meeting – Wednesday, July 11, 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: July 3, 2012, 9:30 AM
Meeting Purpose: Construction Meeting 14	Location: Helms ES

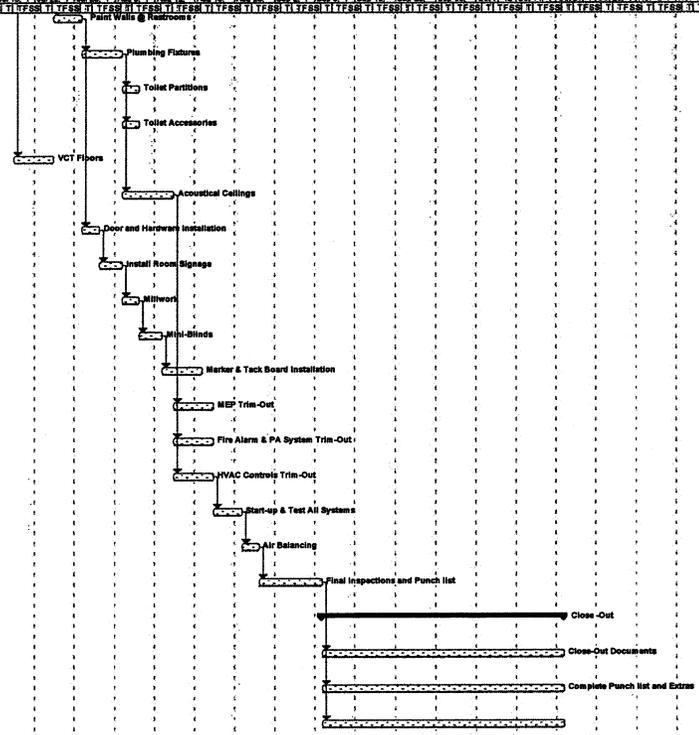
Name	Initial	Title	Company	Phone	Email Address
Tim Beally	<i>TMB</i>	PM	AECOM	713-267-3223	Tim.beally@aecom.com
Diana Del Pilar		Principal	HISD – Helms ES	713-867-5130	ddelpila@houstonisd.org
Brian Cox	<i>BMC</i>	Principal	Fehr Grossman Cox	713.797.0404	bcox@fgca.cc
Ron Hughes	<i>RH</i>	Project Manager	Jones Engineers	713-222-7766	rhughes@jonesengineers.com
Mike Afshar	<i>MA</i>	Project Manager	ERC	713-290-9444	mafshar@erc-tx.com
Russell McCown	<i>RAM</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 Godke	<i>JG</i>	PM	LMI 424 424 424	713-424-4242	Jim.Godke@lmi.com

Heims Elementary School

ID	Task Name	Duration	Start	Finish	Precedence
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	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	39 days	Mon 5/21/12	Thu 7/12/12	Site Work
9	Install Geo Forms and Pour 4" Topping Slab	3 days	Mon 5/21/12	Wed 5/23/12	Install Geo Forms and Pour 4" Topping Slab
10	Clean Inlets and Lines	2 days	Wed 7/4/12	Thu 7/5/12	Clean Inlets and Lines
11	Adjust Top of Existing Grates for Proper Drainage	2 days	Fri 7/6/12	Mon 7/9/12	Adjust Top of Existing Grates for Proper Drainage
12	Remove Concrete Sidewalk	2 days	Mon 5/21/12	Tue 5/22/12	Remove Concrete Sidewalk
13	Re-Grade Areas and Add Fill for Proper Drainage	3 days	Thu 6/21/12	Thu 7/5/12	Re-Grade Areas and Add Fill for Proper Drainage
14	Demo Exterior Stairs and Landings (incl. Railings)	3 days	Mon 5/28/12	Wed 5/30/12	Demo Exterior Stairs and Landings (incl. Railings)
15	Install New Exterior Concrete Stairs and Landings	5 days	Thu 5/31/12	Wed 6/6/12	Install New Exterior Concrete Stairs and Landings
16	Install New Railings and Angle Edging	3 days	Wed 7/4/12	Fri 7/6/12	Install New Railings and Angle Edging
17	Install New Sod at Disturbed Areas	2 days	Mon 7/9/12	Tue 7/10/12	Install New Sod at Disturbed Areas
18	Re-Stripe Handicap Parking Spaces	1 day	Wed 7/11/12	Wed 7/11/12	Re-Stripe Handicap Parking Spaces
19	Install New Handicap Signage & Poles	1 day	Thu 7/12/12	Thu 7/12/12	Install New Handicap Signage & Poles
20	Demo Existing Marquee Sign	2 days	Mon 6/18/12	Tue 6/19/12	Demo Existing Marquee Sign
21	Install New Foundation, Power and Data for Marquee Sign	3 days	Wed 7/4/12	Fri 7/6/12	Install New Foundation, Power and Data for Marquee Sign
22	Buildings	70.2 days	Mon 6/4/12	Mon 9/10/12	Buildings
23	Asbestos Abatement	3 days	Mon 6/4/12	Mon 6/11/12	Asbestos Abatement
24	Plumbing Demolition @ Restrooms	4 days	Thu 6/7/12	Wed 6/13/12	Plumbing Demolition @ Restrooms
25	Wall, Partitions, Doors, & Frames Demolition @ Restro	4 days	Mon 6/11/12	Thu 6/21/12	Wall, Partitions, Doors, & Frames Demolition @ Restro
26	Ceiling Demolition	4 days	Mon 6/11/12	Thu 6/21/12	Ceiling Demolition
27	Flooring Demolition	2 days	Mon 6/11/12	Wed 6/13/12	Flooring Demolition
28	HVAC Demolition	5 days	Mon 6/11/12	Mon 6/18/12	HVAC Demolition
29	Electrical Demolition	5 days	Thu 6/7/12	Thu 6/21/12	Electrical Demolition
30	Fire Alarm & PA System Demolition	5 days	Thu 6/21/12	Wed 7/4/12	Fire Alarm & PA System Demolition
31	Plumbing Rough-in @ Restrooms	10 days	Thu 6/21/12	Fri 7/13/12	Plumbing Rough-in @ Restrooms
32	Electrical Rough-in Through-Out Building	25 days	Mon 6/11/12	Mon 7/16/12	Electrical Rough-in Through-Out Building
33	HVAC Rough-in Through-Out Building	25 days	Mon 6/11/12	Mon 7/16/12	HVAC Rough-in Through-Out Building
34	Fire Alarm & PA System Rough-in Through-Out Building	14 days	Thu 6/14/12	Mon 7/9/12	Fire Alarm & PA System Rough-in Through-Out Building
35	HVAC Controls Rough-in	14 days	Mon 6/18/12	Mon 7/9/12	HVAC Controls Rough-in
36	Glass & Glazing (including demolition)	5 days	Mon 7/9/12	Mon 7/16/12	Glass & Glazing (including demolition)
37	Drywall Work @ Restrooms	3 days	Thu 7/5/12	Wed 7/18/12	Drywall Work @ Restrooms
38	Ceramic Tile @ Restrooms	5 days	Wed 7/18/12	Wed 7/25/12	Ceramic Tile @ Restrooms

Helms Elementary School

ID	Task Name	Duration	Start	Finish	Predecessors
36	Paint Walls @ Restrooms	3 days	Wed 7/25/12	Mon 7/30/12 38	
40	Plumbing Fixtures	5 days	Mon 7/30/12	Mon 8/4/12 39	Paint Walls @ Restrooms
41	Toilet Partitions	3 days	Mon 8/6/12	Thu 8/9/12 40	Plumbing Fixtures
42	Toilet Accessories	3 days	Mon 8/6/12	Thu 8/9/12 40	Toilet Partitions
43	VCT Floors	5 days	Wed 7/18/12	Wed 7/25/12 37	
44	Acoustical Ceilings	7 days	Mon 8/6/12	Wed 8/15/12 40	VCT Floors
45	Door and Hardware Installation	3 days	Mon 7/30/12	Thu 8/2/12 39	Acoustical Ceilings
46	Install Room Signage	2 days	Thu 8/2/12	Mon 8/6/12 45	Door and Hardware Installation
47	Millwork	3 days	Mon 8/6/12	Thu 8/9/12 46	Install Room Signage
48	Mini-Blinds	2 days	Thu 8/9/12	Mon 8/13/12 47	Millwork
49	Marker & Tack Board Installation	5 days	Mon 8/13/12	Mon 8/20/12 48	Mini-Blinds
50	MEP Trim-Out	5 days	Wed 8/15/12	Wed 8/22/12 44	Marker & Tack Board Installation
51	Fire Alarm & PA System Trim-Out	5 days	Wed 8/15/12	Wed 8/22/12 44	MEP Trim-Out
52	HVAC Controls Trim-Out	5 days	Wed 8/15/12	Wed 8/22/12 44	Fire Alarm & PA System Trim-Out
53	Start-up & Test All Systems	3 days	Wed 8/22/12	Mon 8/27/12 52	HVAC Controls Trim-Out
54	Air Balancing	3 days	Mon 8/27/12	Thu 8/30/12 53	Start-up & Test All Systems
55	Final Inspections and Punch list	7 days	Thu 8/30/12	Mon 9/10/12 54	Air Balancing
56	Close-Out	30 days	Mon 9/10/12	Mon 10/22/12	Final Inspections and Punch list
57	Close-Out Documents	30 days	Mon 9/10/12	Mon 10/22/12 55	Close-Out
58	Complete Punch list and Extras	30 days	Mon 9/10/12	Mon 10/22/12 55	Close-Out Documents
59	Demobilize	30 days	Mon 9/10/12	Mon 10/22/12 55	Complete Punch list and Extras



Submittal Log and Schedule - Helms Elementary School



Submittal Log and Schedule - Helms Elementary School															
Spec Section	Specification Subdivision	Log of Required Submittals			Subcontractor	Schedule		Submittal Distribution			Disposition of Submittal			Notes	
		Status / Revision	Description	Total Open Submittals		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
Division 02 Site Work															
029200 Lawns and Grasses															
	1.4A		Product Data												
029500 Fences & Gates															
	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		
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.	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		
Division 05 Metals															
055213 Pipe and Tube Railings															
	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			
Division 06 Wood and Plastics															
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															
	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	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		

Submittal Log and Schedule - Helms Elementary School



Horizon Group
INTERNATIONAL

Submittal Log and Schedule - Helms Elementary School														
Spec Section	Log of Required Submittals				Schedule		Submittal Distribution			Disposition of Submittal				
	Total Open Submittals		Total Submittals in HGI's Office		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
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		
	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		
	D.5	Samples for verification of Finishes	Mares Glass											
087100 Door Hardware														
	1.4A	Product Data	Xtreme Const	04/30/12	04/30/12	04/30/12	04/30/12	Arch.	5/1/12	5/2/12	Y			
	1.4B	Hardware Schedule	Xtreme Const											
	1.4C	Keying Information	?											
088000 Glazing														
	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		
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	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.						
	1.5D	Samples for Verification	Bus. Floor Sol.	06/13/12	06/13/12	06/13/12	06/13/12	Arch.						
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	4/17/12	4/18/12	Y	Submit Product Samples		
	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	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						
096520 Resilient Base and Accessories														
	1.3a	Product Data	Bus. Floor Sol.	06/13/12	06/13/12	06/13/12	06/13/12	Arch						
	1.3B	Samples	Bus. Floor Sol.	06/13/12	06/13/12	06/13/12	06/13/12	Arch						
099113 Exterior Painting														
	1.3A	Product Data												
	1.3B	Samples												

Submittal Log and Schedule - Helms Elementary School



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Submittal Log and Schedule - Helms Elementary School													
Log of Required Submittals				Schedule		Submittal Distribution				Disposition of Submittal			
		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		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	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
101550 Toilet Compartments													
	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
102800 Toilet Accessories													
	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
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	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
Division 22 Plumbing													
22 05 23 General Duty Valves for Plumbing Piping													
	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
22 05 29 Hangers and Supports for Plumbing Piping and Equipment													
	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
22 07 19 Plumbing Piping Insulation													
	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
22 11 16 Domestic Water Piping													
	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
22 11 19 Domestic Water Piping Specialties													
	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
22 13 16 Sanitary Waste and Vent Piping													
	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
22 40 00 Plumbing Fixtures													
	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

Submittal Log and Schedule - Helms Elementary School



Submittal Log and Schedule - Helms Elementary School														
Spec Section	Log of Required Submittals			Description	Subcontractor	Schedule		Submittal Distribution			Disposition of Submittal			Notes
	Specification Subdivision	Status / Revision	Total Open Submittals			Date HGI Requested	Date Due	Date Received	Date HGI Sent Out	Engineer / Architect	Date Returned to HGI	Date Returned to Subcontractor	Resubmittal Required	
22 47 0 Drinking Fountains and Water Coolers	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	
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	Approved		Product Data	LMI	06/13/12	06/13/12	06/13/12	06/13/12	Eng.	6/13/12	6/13/12	N	
23 05 29 Hangers and Supports for HVAC Piping & Equipment	1.5A			Product Data	LMI	07/03/12	07/03/12	07/03/12	07/03/12	Eng.				
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	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									
23 07 00 HVAC Insulation	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	
23 07 19 HVAC Piping Insulation	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	
23 09 00 Instrumentation and Control for HVAC	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									
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	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									
23 21 23 Hydronic Pumps	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														

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	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	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 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 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	
	1.4A 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 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	
	1.4A 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-submit 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-submit 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 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														
	1.07D		Product Data		K-N-D Elect									
26 05 63 Identification for Electrical Systems														
	1.2A		Product Data		K-N-D Elect									
26 05 19 Low Voltage Electrical Power Conductors and Cables														
	1.4A		Product Data		K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.				
26 05 26 Grounding & Bonding for Electrical Systems														
	1.3A		Product Data		K-N-D Elect									
26 05 29 Hangers & Supports for Electrical Systems														
	1.5A		Product Data		K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.				
26 05 33 Raceway & Boxes for Electrical Systems														
	1.4A		Product Data		K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.				
26 09 24 Electrical Lighting Control Integrated with BAS														
	1.1E		Shop Drawings		K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.				
26 24 16 Panel boards														
	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	

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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
	1.5C		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
	1.5D	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
26 27 26 Wiring Devices													
	1.4A		Product Data	K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.				
26 28 16 Enclosed Switches & Circuit Breakers													
	1.5A		Product Data	K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.				
	1.5B		Field Quality Control Reports	K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.				
	1.5C		Manufacturers Field Service Report	K-N-D Elect	07/02/12	07/02/12	07/02/12	07/02/12	Eng.				
26 51 00 Interior Lighting													
	1.3A	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
	1.3B	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
	1.3C	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
	1.3D	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
	1.3E	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
26 56 00 Exterior Lighting													
	1.5A	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
	1.5E	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
	1.5F	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
Division 27 - Communications													
27 51 00 Intercom													
	1.1	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
Division 28 - Electronic Safety And Security													
28 31 11 Digital Addressable Fire Alarm System													
	1.4A	Approved	Product Data	AFS	05/09/12	05/09/12	05/09/12	05/09/12	Eng.	5/17/12	5/18/12		N
	1.4B	Approved	Shop Drawings	AFS	05/09/12	05/09/12	05/09/12	05/09/12	Eng.	5/17/12	5/18/12		N
	1.4C	Approved	Suppliers Qualifications	AFS	05/09/12	05/09/12	05/09/12	05/09/12	Eng.	5/17/12	5/18/12		N
	1.4D		Hourly Service Rate Schedule	AFS									
	1.4E		O&M Manuals - Close Out	AFS									
	1.4F		Warranty - Close Out	AFS									





