



## MEETING MINUTES

### Helms Elementary School Construction Progress Meeting # 5

Date	Time	Purpose	Location
May 2, 2012	9:30am	Weekly Update	Helms ES, T Building
Prepared By – Tim Beally			
See Attached Attendee List			

#### 1) CMPA/Owner Issues

- a) Unit Ventilators
  - i) In an earlier meeting HIG said the delivery date for the unit ventilators is seven weeks from 04/12/12 – about the end of May 2012.
  - ii) AECOM asked for an update. HIG will provide at next meeting.
- b) Moving
  - i) AECOM met with the school and also with representatives of Field ES, where Helms will relocate to over the summer.
  - ii) Helms ES admin staff will move to Field ES the week of 06/04/12.
  - iii) They will move back into Helms ES about the first week of August 2012.
- c) Electrical Work – AECOM mentioned HIG needs to have their electrical sub-contractor ready for a hefty inspection at the close of the work.
- d) Material Testing – AECOM will ask the material testing firm, QC Labs, to attend the next meeting.
- e) CPR for Isolation Valves
  - i) AECOM asked JE to investigate the feasibility of installing valves to isolate the chilled water system in each building.
  - ii) JE tentatively set up a site walk for Tuesday 05/08/12 with the mechanical sub-contractor to investigate.

#### 2) Architect / Consultants

- a) See other topical areas below.

#### 3) Contractor

- a) Outside Air Handling Units (OAHUs) have been approved. HIG can determine the size of the concrete pads.
- b) Electrical Sub-Contractor
  - i) At the last meeting HIG said they fired their electrical sub-contractor Loggins Construction.
  - ii) HIG is nearly done negotiating with another firm.
  - iii) They need to submit the new firm to HISD for review and approval.
  - iv) New electrical sub-contractor will have to use materials already approved.
- c) Existing White Boards.
  - i) In the previous meeting, the superintendent said every classroom has existing whiteboards (“showerboards”) which will require removal prior to placement of the new whiteboards.
  - ii) FGC said there is a note in the drawings saying the existing boards need to be removed.
  - iii) HIG has confirmed.
- d) New Whiteboards – HIG said the new white boards are on order – about eight weeks from 05/02/12 – about 07/27/12.

**4) HAZMAT**

- a) 10 Day Notice
  - i) ERC is ready to submit the ten day notice.
  - ii) AECOM asked ERC to coordinate with HIG and Mustang.
  - iii) At the next meeting we will go through schedule and details.
- b) Hazmat notification permit
  - i) Will be requested as a phase notification.
  - ii) To keep the permit active, activity must occur at least once every thirty days.

**5) Safety**

- a) Site access – the school opened the access to the Spark Park after hours. This should not affect the construction activity.
- b) Contractor has installed a door on the T building walkway to isolate the HIG office entry from the rest of the T building area. Also a temporary fence has been installed. The contractor area is isolated from the school and park area. (attached photos).

**6) Schedule**

- a) See attached schedule
- b) Two week look ahead is attached. Work consists of mainly exterior site work and preparing for the pads to support the OAHUs.
- c) Work in Classroom 6
  - i) Will take four to six weeks, including curing. The current plan is to start at the end of April
  - ii) The class has been relocated. The instructor is packed up and moved out.
- d) STAAR testing will occur May 7 through 11.

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

- a) See CPR log (attached).
- b) AECOM asked HIG to provide CPRs for the changes in the CPR log.
- c) Discussion about CPRs and change orders.
  - i) AECOM said they will collect CPRs into change orders which FGC will write up for HIG signature.
  - ii) The CPRs which will be included in a change order will be discussed – done about monthly.

**8) Submittals**

- a) The submittal log is attached.
- b) HIG has submitted fifty-four products. Last week forty eight items had been submitted.
- c) Discussion on specific items:
  - i) AECOM asked for the status of submittals of the PA and building alarm systems. HIG said they are working it.
  - ii) Electrical submittals. HIG has submitted the key elements – panel boards, breakers. JE replied. Still awaiting the remaining components.
  - iii) HIG submitted and received approval of the outside air handling units.

**9) Requests for Information (RFIs)**

- a) The RFI log is attached. HIG confirmed the answer from FGC to RFI 3.

**10) Record Drawing Review/ Permit**

- a) Revised Drawing Permit
  - i) FGC says the revised drawings are at COH for re-permitting. (permit number 12 033 933.)
  - ii) COH had some questions from structural and planning. They are addressing the issues.
- b) It was suggested the structural engineer be on site during the concrete pours. HIG will coordinate that with FGC and the structural engineer.

**11) Pay Application**

- a) HIG submitted an updated draft schedule of values. It shows breakout of all the work areas except for electrical. They will provide that shortly.

**12) Site Observations**

- a) No physical work yet

**Next Meeting – Wednesday, May 9, 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

**AECOM****SIGN-IN SHEET  
HISD BOND PROGRAM****Project:** Helms Elementary School Renovation**Meeting Date / Time:**

May 2, 2012, 9:30 AM

**Meeting Purpose:** Construction Meeting 5**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>BC</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
Wes Geyer	<i>WG</i>	Project Manager	Horizon Intl. Group	832-347-7204	wgeyer@hgiusa.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
Mike Afshar	<i>MA</i>	PM	ERC	713-290-9444	mafshar@erc-tx.com

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

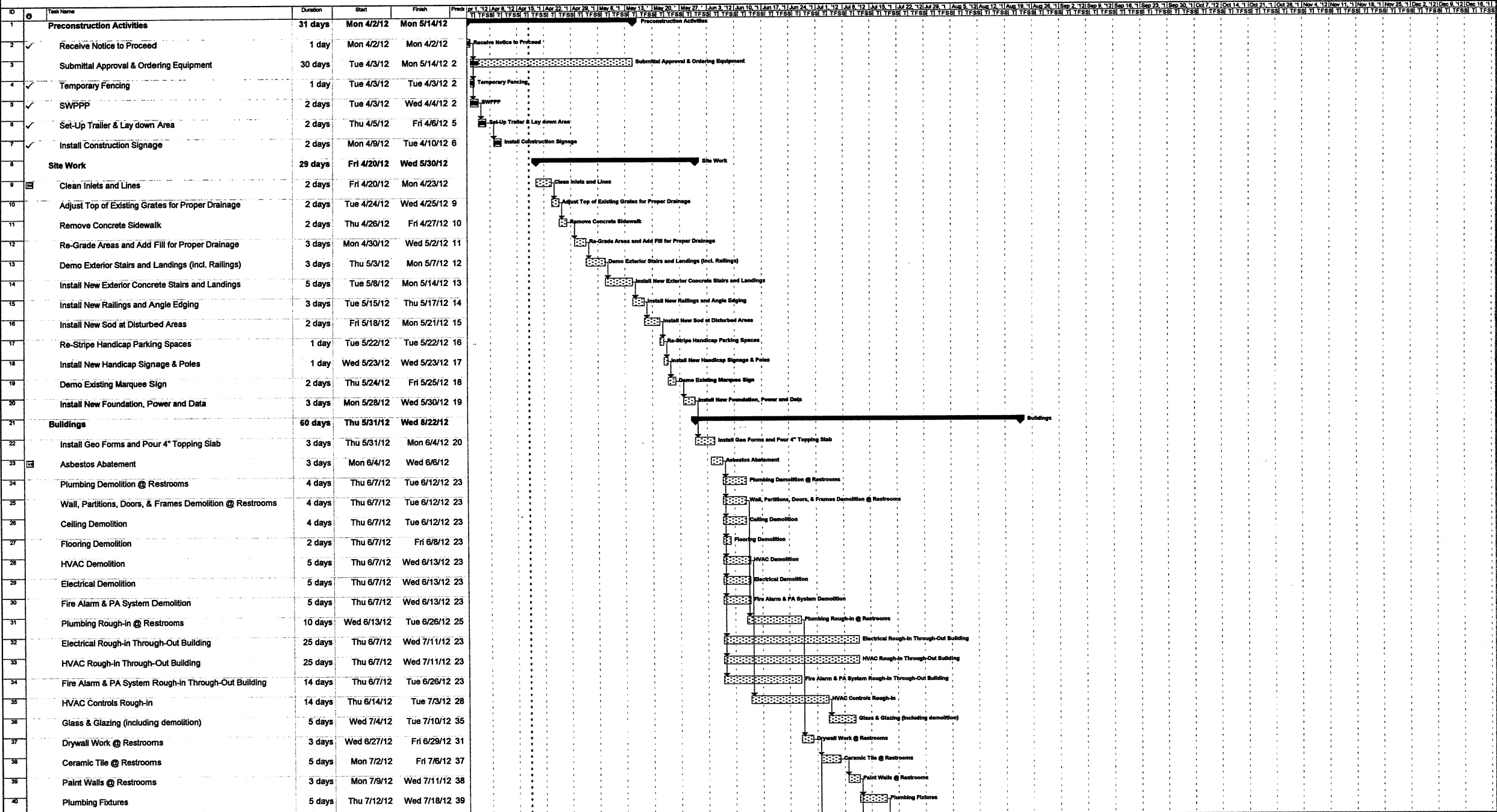
5/2/2012



Updated: 5/2/2012

[illegible]

Helms Elementary School





Heims Elementary School

ID	Task Name	Duration	Start	Finish	Predecessors
41	Toilet Partitions	3 days	Thu 7/19/12	Mon 7/23/12 40	
42	Toilet Accessories	3 days	Thu 7/19/12	Mon 7/23/12 40	
43	VCT Floors	5 days	Mon 7/2/12	Fri 7/6/12 37	
44	Acoustical Ceilings	7 days	Thu 7/19/12	Fri 7/27/12 40	
45	Door and Hardware Installation	3 days	Thu 7/12/12	Mon 7/16/12 39	
46	Install Room Signage	2 days	Tue 7/17/12	Wed 7/18/12 45	
47	Millwork	3 days	Thu 7/19/12	Mon 7/23/12 46	
48	Mini-Blinds	2 days	Tue 7/24/12	Wed 7/25/12 47	
49	Marker & Tack Board Installation	5 days	Thu 7/26/12	Wed 8/1/12 48	
50	MEP Trim-Out	5 days	Mon 7/30/12	Fri 8/3/12 44	
51	Fire Alarm & PA System Trim-Out	5 days	Mon 7/30/12	Fri 8/3/12 44	
52	HVAC Controls Trim-Out	5 days	Mon 7/30/12	Fri 8/3/12 44	
53	Start-up & Test All Systems	3 days	Mon 8/6/12	Wed 8/8/12 52	
54	Air Balancing	3 days	Thu 8/9/12	Mon 8/13/12 53	
55	Final Inspections and Punch list	7 days	Tue 8/14/12	Wed 8/22/12 54	
56	Close -Out	30 days	Thu 8/23/12	Wed 10/3/12	
57	Close-Out Documents	30 days	Thu 8/23/12	Wed 10/3/12 55	
58	Complete Punch list and Extras	30 days	Thu 8/23/12	Wed 10/3/12 55	
59	Demobilize	30 days	Thu 8/23/12	Wed 10/3/12 55	

Submittal Log and Schedule - Helms Elementary School



Submittal Log and Schedule - Helms Elementary School															
Spec Section		Log of Required Submittals			Subcontractor	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
													Y	N	
Division 02 Site Work															
024119 Selective Demolition															
		1.6C		Schedule of Demolition Activities											
		1.6D		Inventory of Demolition Items											
		1.6E		Predemolition Photographs											
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		Product Data	Gulf Coast										
		1.4B		Shop Drawings	Gulf Coast										
		1.5A		Paint Compatability	Gulf Coast										
Division 06 Wood and Plastics															
061053 Miscellaneous Rough Carpentry															
		1.4A		Product Data	Xtreme Const										
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															

## Submittal Log and Schedule - Helms Elementary School



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Spec Section		Log of Required Submittals			Subcontractor	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
		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									
		D.2		Manufacturer Certification	Mares Glass									
		D.3		Shop Drawings	Mares Glass									
		D.4		Samples for Color Selection	Mares Glass									
		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	Mares Glass									
		1.5B		Samples of Glass	Mares Glass									
		1.5C		Samples of Gaskets	Mares Glass									
		1.5D		Manufacturer Certificate	Mares Glass									
		1.5F		Sealant Test Reports	Mares Glass									
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,									
		1.5D		Samples for Verification	Bus. Floor Sol,									
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

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		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	
		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	
		1.3C		Samples	Bus. Floor Sol,									
096520 Resilient Base and Accessories														
		1.3a		Product Data	Bus. Floor Sol,									
		1.3B		Samples	Bus. Floor Sol,									
099113 Exterior Painting														
		1.3A		Product Data										
		1.3B		Samples										
		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														

# Submittal Log and Schedule - Helms Elementary School



Submittal Log and Schedule - Helms Elementary School														
Spec Section		Log of Required Submittals			Subcontractor	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	
		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	
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		Product Data	LMI									
23 05 29 Hangers and Supports for HVAC Piping & Equipment														
		1.5A		Product Data	LMI									
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		Qualification Data	LMI									
		1.4B		Contract Documents Examination Report	LMI									
		1.4D		Certified TAB Reports	LMI									
		1.4F		Instrument Calibration Reports	LMI									
23 07 00 HVAC Insulation														
		1.3A		Product Data	LMI									
		1.3C		Material Test Reports	LMI									
23 07 19 HVAC Piping Insulation														
		1.1		Product Data	LMI									
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		Product Data	LMI									
		1.5B		Shop Drawings	LMI									
		1.5G		Water Analysis	LMI									

## Submittal Log and Schedule - Helms Elementary School



Spec Section		Log of Required Submittals													Notes
		Total Open Submittals	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		
		Total Submittals in HGI's Office													
Horizon Group INTERNATIONAL															
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															
		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		Product Data	LMI										
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 62 00 Packaged Compressor and Condenser Units															
		1.3A		Product Data	LMI										
		1.3B		Shop Drawings	LMI										
23 73 14 Modular Outdoor Central Station Air-Handling Units															
		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		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		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-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 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															
		1.07C		Shop Drawings	State Wide Elec										
		1.07D		Product Data	State Wide Elec										
260300 Electrical Demolition Work															
		3.01F		Salvage List	State Wide Elec										
260500 Common Work Results for Electrical															

## Submittal Log and Schedule - Helms Elementary School



		Log of Required Submittals													Horizon Group INTERNATIONAL
		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	
		1.4A		Product Data - Sleeve Seals	State Wide Elec										
26 05 63		Identification for Electrical Systems													
		1.2A		Product Data	State Wide Elec										
26 05 19		Low Voltage Electrical Power Conductors and Cables													
		1.4A		Product Data	State Wide Elec										
		1.4B		Qualification Data: for testing agency	State Wide Elec										
		1.4C		Field Quality -Control test reports	State Wide Elec										
26 05 26		Grounding & Bonding for Electrical Systems													
		1.3A		Product Data	State Wide Elec										
		1.3B		Qualification Data	State Wide Elec										
		1.3C		Field Quality Control test reports	State Wide Elec										
		1.3D		O&M Data - Close Outs	State Wide Elec										
26 05 29		Hangers & Supports for Electrical Systems													
		1.5A		Product Data	State Wide Elec										
26 05 33		Raceway & Boxes for Electrical Systems													
		1.4A		Product Data	State Wide Elec										
		1.4B		Shop Drawings	State Wide Elec										
26 09 24		Electrical Lighting Control Integrated with BAS													
		1.1E		Shop Drawings	State Wide Elec										
26 24 16		Panel boards													
		1.5A	As Noted	Product Data	State Wide Elec	04/05/12	04/05/12	04/20/12	04/25/12	Eng.	4/26/12	4/27/12		N	
		1.5B		Qualification Data	State Wide Elec										
		1.5C		Field Quality Control Reports	State Wide Elec										
		1.5D	As Noted	Panel board Schedules	State Wide Elec	04/05/12	04/05/12	04/20/12	04/25/12	Eng.	4/26/12	4/27/12		N	
		1.5E		O&M Data - Close Outs	State Wide Elec										
26 27 26		Wiring Devices													
		1.4A		Product Data	State Wide Elec										
		1.4B		Shop Drawings	State Wide Elec										
		1.4C		Samples	State Wide Elec										
		1.4D		Field Quality Control Reports	State Wide Elec										
		1.4E		O&M Data - Close Outs	State Wide Elec										
26 28 16		Enclosed Switches & Circuit Breakers													
		1.5A		Product Data	State Wide Elec										
		1.5B		Field Quality Control Reports	State Wide Elec										
		1.5C		Manufacturers Field Service Report	State Wide Elec										
		1.5D		O&M Manuals - Closeout	State Wide Elec										
26 29 23		Variable Frequency Motor Controllers - Installation													
		1.8A		Training Sign in Sheet	State Wide Elec										
26 51 00		Interior Lighting													
		1.3A	R&R	Product Data	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.3B	R&R	Installation Instructions	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.3C	R&R	Qualification Data	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.3D	R&R	Product Certificates	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		



Submittal Log and Schedule - Helms Elementary School



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		
		1.3E	R&R	Field Quality Control Reports	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.3F		O&M Manuals - Closeout	State Wide Elec										
26 56 00 Exterior Lighting															
		1.5A	R&R	Product Data	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.5E	R&R	Qualification Data	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.5F	R&R	Field Quality Reports	State Wide Elec	04/06/12	04/06/12	04/06/12	04/09/12	Eng.	4/10/12	4/10/12	Y		
		1.5G		O&M Manuals - Closeout	State Wide Elec										
		1.5H		Warranty - Sample of special warranty	State Wide Elec										
Division 27 - Communications															
27 51 00 Intercom															
		1.1		Product Data - Shop Drawings	AFS										
Division 28 - Electronic Safety And Security															
28 31 11 Digital Addressable Fire Alarm System															
		1.4A		Product Data	AFS										
		1.4B		Shop Drawings	AFS										
		1.4C		Suppliers Qualifications	AFS										
		1.4D		Hourly Service Rate Schedule	AFS										
		1.4E		O&M Manuals - Close Out	AFS										
		1.4F		Warranty - Close Out	AFS										