



## CONSTRUCTION MEETING MINUTES

UNIVERSITY OF MINNESOTA - DULUTH  
James I. Swenson Science Lab

**U of M PROJECT NUMBER** 581-65-1221

**BUILDING PERMIT** 111068

**ARCHITECT PROJECT NO.** 01023

**DATE:** **March 22, 2005**

**PROJECT:** James I. Swenson Science Lab

**LOCATION:** University of Minnesota – Duluth  
Duluth, MN 55812

**OWNER:** University of Minnesota

**CONTRACTOR:** M.A. Mortenson

**SCOPE:** \$ 25,451,000

**START DATE:** April 1, 2003

**COMPLETION DATE:** **December 31, 2004**  
Extended to January 31, 2005

**PRESENT:** Greg Ewald -UMD  
Rick Stanius -STANIUS JOHNSON architects  
Dan Pennington -M.A.Mortenson  
Mike Beer -M.A.Mortenson  
Glenn VanHeel -M.A.Mortenson

### OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, March 22, 2005. There was a review of the previous construction meeting minutes dated March 8, 2005.

The following items were discussed and observations made:

#### SJA Architects

Architecture Interior Design Planning  
stanusjohnson.com

##### Principals

Kenneth D. Johnson, AIA  
Rickard A. Stanius, AIA  
Ronald E. Stanius, AIA

##### Partners

Brian D. Morse, AIA  
Steven B.P. Kalkman, AIA

##### Associates

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## ACTION

**SJA, AEI,  
MAM**

1. Questioned by the Architect, the Contractor stated that they are on schedule for the reconstruction of the Research Wing.
2. Relative to item no. 1 of the previous meeting minutes, Architect has reinspected, and Contractor is in the process of down editing, the Substantial Completion Punch List performed by Architect on January 24, 25, and 26, 2005. The same process is being followed for the Mechanical and Electrical Engineers Punch List.

Both the Architectural and Engineering Punch Lists shall be considered attached to the Certificate of Substantial Completion for the Teaching Wing.

Again, Dan indicated that they are complete with the Contract Document work, for the Teaching Wing, with the exception of impacted work that either feeds from the Teaching Wing to the Research Wing or vice-versa. Also, the Commissioning and Equipment In-Service instruction items are also excluded, as again they are interfaced between the two wings.

3. Relative to item no. 2 of the previous meeting minutes, still needed by the Owners Insurance Company Salvage contractor for removal are the following as documented by Mortensons letter of February 16, 2005.
  - Elevator components.
  - Phoenix boxes.
  - Standard VAV boxes.
  - Sound boxes.
  - Radiant ceiling panels.
  - Air handling unit motors.
  - Light fixtures.
  - Electrical panels.
  - Door hardware.
4. Relative to item no. 3 of the previous meeting minutes, MAM has built temporary dust/traffic barrier between the Teaching Wing and the Research Wing on the first and second floors. They will soon close these barriers off to prevent cross traffic since the Teaching Wing is in its final cleaning stages.

Dan wanted it noted that if there is considerable re-work done on the wood paneling in the Teaching Wing it probably wouldn't be necessary to seal off the Research from the Teaching Wing.

**MAM**

5. Relative to items no. 4 and 18 of the previous meeting minutes, last week the University has proposed to the Contractor a settlement on all outstanding PCO's and disputed items. MAM is in the process of reviewing and should schedule a meeting to bring closure to these items.

**Greg Ewald**

6. Relative to item no. 6 of the previous meeting minutes, MAM has reported that Don Knipe has indicated to the mechanical contractor outside of channels through UMD Facilities Mgmt or Architect that perhaps the access panel issue, with respect to PR No. 123, is closed. Greg Ewald is to verify.
7. Progress to date:
  - For detail dates of work items in progress, or anticipated, see attached short term

schedule. This schedule is contingent on weather conditions.

**MAM**

- **Area A – Deconstruction/reconstruction**
  - **Ground Level.** Installation of light fixtures in the Lab area and auxiliary spaces is ongoing. Testing of VAV's continues through the end of next week. Installation of light fixtures in mechanical room 73 will start this Thursday and continue through mid next week. Rehabing of the elevator is ongoing through April 15<sup>th</sup>. Insulating of pipes in mechanical room is ongoing through April 6<sup>th</sup>. Ceiling grid installation in the main Corridor will be substantially complete today. Ceiling grid installation in the Lab sections will be complete by the end of this week. Installation of grilles, registers and diffusers will start the end of this week through the first part of next week. Installation of grilles, registers and diffusers in the Lab section will start next week. Plumbing of eye wash stations will be complete the end of next week. Acoustical tile ceiling borders will start next week and be complete by the end of the week. Above ceiling inspection is scheduled for next Thursday. Regrinding of the concrete floors is scheduled to start April 11<sup>th</sup>. Installation of crash and guard rails will start tomorrow and continue through mid next week. Installation of doors and hardware will start mid next week through April 6<sup>th</sup>.
  - **Level One.** Testing of fire alarms started yesterday and will be complete Thursday, March 24<sup>th</sup>. Installation of sound and phoenix boxes will be complete this week. Insulating after the sound and phoenix boxes, as well as fume hoods, are installed will be complete the end of this week. Casework installation is proceeding and will continue through April 8<sup>th</sup>. Countertop installation will start next Monday, March 28<sup>th</sup> and continue through the end of the following week, April 8<sup>th</sup>. Installation of fume hoods will start and be complete next week. Under cabinet light work has started today and will be complete the end of next week. Plug mold installation will start next week and finish the following week ending April 8<sup>th</sup>. Wiring of the fume hoods will start March 31<sup>st</sup> and be complete April 8<sup>th</sup>. Installation of wall turrets is complete. Work on installing sinks and faucets will begin and end the week of April 4<sup>th</sup> through the 8<sup>th</sup>. Corridor 150 ceiling grid will start installation next Monday, March 28<sup>th</sup> and be complete by April 1<sup>st</sup>. Ceiling grid in the adjacent Lab rooms will start the week of April 4<sup>th</sup>. Crash and guard rail installation will start April 6<sup>th</sup>. Diffusers in main Corridor 150 will start April 5<sup>th</sup>.
  - **Level Two.** Casework installation is scheduled to begin April 4<sup>th</sup>. Countertop installation is scheduled is scheduled to follow in one week starting April 11<sup>th</sup>. Under cabinet light installation will begin April 6<sup>th</sup> and proceed through mid April.
8. Relative to item no. 8 of the previous meeting minutes, discussion was held concerning door locks and coring. Relative to Penthouse 300 in the Teaching Wing, the far west door, its function is a deadlock with core faces on each side of the door. No revisions per Contract Documents are required. This is a convenience door for maintenance to the roof only.

**MAM**

Relative to the far east door in Penthouse 300, and the top level of Stair No. 4, both doors are to have cores facing north only, no cores facing south, storage room function. Contractor felt that they could coordinate this at no impact to the Contract.

**Greg Ewald**

Relative to the doors into the low-volt and high-volt rooms Building D. The double swing panic-in/panic-out doors from the generator room into the low-volt room, according to Greg Ewald, seem to be acceptable but this is still under review by the University. The doors from the low-volt into the high-volt room will need high-volt core passage restriction. This would necessitate installation of a dead-bolt core function from low-volt room into high-volt room. The only caution is that personnel entering this room must remember when they exit that they exit through the same door and re-lock

the door. Again, Greg stated that this is under consideration by the University.

He is aware that the solution for the potential change in locking will be by Facilities Mgmt.

- MAM, UMD, SJA** 9. With respect to item no. 9 of the previous meeting minutes, decision as of last Friday, March 18<sup>th</sup>, Architects direction to MAM was to provide a mock-up sample of ¾" veneer plywood with rabbitted splines at the perimeter of each panel, colored black.

MAM is in receipt of the samples today and will install tomorrow. Hopefully Design, Owner and Contractor Team can meet this coming Friday, March 25<sup>th</sup> for review and authorization for MAM to order the ¾" panels to meet the schedule.

10. Relative to item no. 10 of the previous meeting minutes, the University is maintaining security presence inside the building, including, but not limited to, full-time security camera surveillance.

- Greg Ewald** 11. Relative to item no. 11 of the previous meeting minutes, work on the card readers by the University is ongoing. **However, MAM has a question with regard to completion of this work. The handicap operator boxes are open and this work item needs to be closed as soon as possible. It seems to need closure by the University.**

12. Relative to item no. 12 of the previous meeting minutes, Contractor has requested to change the card access time for work hours of 7:00 am to 3:30 pm. Before or after those times access will be by card access only, beginning next week. Also, **the doors cannot be propped open during off hours because it will set off a trouble alarm and the University Security Forces would respond.**

- MAM, AEI** 13. Relative to item no. 13 of the previous meeting minutes. Architect met with Jamar concerning the generator stack. They had indicated that they will relax the tension on the stack which will bring the muffler loop back into plumb, then they will re-secure the ground floor after installing the revised tube steel and complete the rest of the work as indicated in ASI No. 85.

After the above item has been accomplished, then the generator will be run-up to verify the theoretical temperature in the exhaust bonnet which should be no higher than 165 degrees. Again, the variable here is the CFM of the radiator fan. **Architect stated that this work must be accomplished, and directed MAM to proceed, immediately.**

- MAM** 14. Relative to item no. 14 of the previous meeting minutes, Architect and Contractor met with Jerry Saarenpaa, State Elevator Inspector, concerning the configuration of the controller access ladder in both Areas A and B. In each area the controller access platform will need to be raised by three risers equaling 27" (9"/riser). Piping in Area A in front of the riser ladder was acceptable to Mr. Saarenpaa. This is a no cost issue and shall be addressed immediately by MAM since it will impact the elevator certification. **Contractor stated that the materials are here and installation will begin immediately.**

- MAM** 15. Relative to item no. 16 of the previous meeting minutes, the University MAPS sheets are required per Contract Documents. MAM is requiring these to be procured by their sub-contractors immediately and turned over as part of the Close-out Documentation which should be inserted in the O&M Manuals.

- MAM** 16. Relative to item no. 17 of the previous meeting minutes regarding the flow and tamper switches on the sprinkler system, Architect forwarded to MAM written question from AEI for sub-contractor response.

- MAM** 17. Relative to item no. 19 of the previous meeting minutes, Architect asked the Contractor to add to the Punch List to be sure that all shelving conditions where the shelving cantilever butts one to another shall be clipped underneath in such a fashion that the shelving elevation between one shelf and the other remains constant.
- Greg Ewald** 18. Architect is awaiting Owners signature and return of the "built-up" roofing system Warranty.
- Greg Ewald** 19. Relative to item no. 20 of the previous meeting minutes, Architect has issued a proposal request for the alternate bird control system. MAM has indicated a lump sum figure which Architect has accepted and authorized Contractor to proceed with immediately. This is a time related issue since MAM will have a high lift equipment on site to wash windows and needs to install this bird control system at the same time.
- MAM** 20. Received by Architect is an email through Greg Ewald from Chuck Bosell that the elevator phone numbers in each elevator are live to the elevator machine room, ready to be picked up by the elevator contractor. No action by the Owner.
- All Contractors** 21. Regarding the Retro-Plate concrete floor finishing system. **All contractors are advised that the concrete slabs on grade, concrete slabs on metal deck, as well as the concrete stair treads and landings, is the final floor finish for this project! Therefore no damage to the floor finish will be tolerated. This includes no cutting oil, no tobacco products or spitting of tobacco products, no dragging or dropping of materials, equipment, etc., etc. Damage to these slabs will be permanent and cannot be removed, therefore all contractors are to treat these slabs as if they were finished terrazzo floors!!!**
- All Contractors** 22. The next construction meeting will be held **Tuesday, March 29th, 2005 at 1:30 p.m.**

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary immediately.



Rickard A. Stanius, AIA, CSI  
bsa

attachment

cc: John Rashid, UMD  
Jim Riehl, UMD  
Stephanie Goke, AEI  
Michael Ross, RBJ  
Tiffany Nash, RBJ  
Dan Murphy, MBJ  
Bob Leonard, MAM  
Rick Stanius  
File

Bruce Gingerich, UofM – (mail)  
Scott Holm, UofM – (mail)  
Ken Kornberg, KKA  
Tom Oslund, O&A  
Chris Rousseau, MSA  
Paul Johnson, MBJ  
Eric Edlund, GME  
Brian Morse  
Sebesta Blomberg



Swenson Science Building Vandalism Repair

3/24/2005 13:06

DETAILED SCHEDULE 3-21-05

March 2005 Vandalism Schedule	week of 3-21						week 3-28						week of 4-4						week of 4-11						NOTES
	M	Tu	W	Th	F	S	M	Tu	W	Th	F	S	M	Tu	W	Th	F	S	M	Tu	W	Th	F	S	
	21	22	23	24	25	26	28	29	30	31	1	2	4	5	6	7	8	9	11	12	13	14	15	16	

Level 0

Install light fixtures (labs and rooms))	X	X	X	X	X																				
Test VAVs	X	X	X	X	X		X	X	X	X	X														
Install light fixtures in mech.room #73				X	X		X	X																	
Redo elevator	X	X	X	X	X		X	X	X	X	X		X	X	X	X	X		X	X	X	X	X		Complete 4-15- 05
Insulate pipes in Mech. room	S	X	X	X	X		X	X	X	X	X		X	X	F										
Ceiling Grid Corridor	X	F																							
Ceiling grid east of corridor #50	S	X	X	X	F																				
Install G.R. Ds in corridor #50				X	X		X																		
Install G.R. Ds east of corridor (labs)							X	X	X	X															
Plumbing for eye wash stations							X	X	X	X	X														
ACT Borders Rooms							S	X	X	X	F														
Above ceiling inspections										X	X														
Grind floor																			X	X	X	X	X		
Install crash rail			X	X	X		X	X																	
Install doors and hardware									X	X	X		X	X											

Level 0 Procurement

Alum. Doors May 1																									
Light fixtures							X																		

Level 1

Test fire alarm	S	X	X	F																					
Install sound & phoenix boxes	S	X	X	F																					
Insulate S.B. and P.B boxes and fume hoods	S	X	X	X	F																				
Install casework	S	X	X	X	X		X	X	X	X	X		X	X	X	X	F								
Counter tops							S	X	X	X	X		X	X	X	X	F								
Install fume hoods									X	X	X														
Under cabinet lights		S	X	X	X		X	X	X	X	F														
Plug molding							X	X	X	X	X		X	X	X	X	X								
Wire fume hoods										X	X		X	X	X	X	X								
Install wall turrets	X	X	X																						
Install sinks and faucets													X	X	X	X	X								
Ceiling Grid Corridor #150							S	X	X	X	F														
Ceiling Grid in rooms and ACT borders													X	X	X	X	X								
Crash rail															X	X	X		X	X	X	X	X		
Diffusers at Corridor #150													X	X	X	X									

Level 2

Install casework													X	X	X	X	X		X	X	X	X	X		
Install counter tops																			X	X	X	X	X		
Under cabinet lights															X	X	X		X	X	X	X	X		

March 2005 Vandalism Schedule	week of 3-21						week 3-28						week of 4-4						week of 4-11						NOTES				
	M	Tu	W	Th	F	S	M	Tu	W	Th	F	S	M	Tu	W	Th	F	S	M	Tu	W	Th	F	S					
	21	22	23	24	25	26	28	29	30	31	1	2	4	5	6	7	8	9	11	12	13	14	15	16					
Vinyl floor in auto clave room													X	X	X	X	X												