



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: **April 5, 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: John Rashid -UMD
Greg Ewald -UMD
Rick Stanius -STANIUS JOHNSON architects
Dan Pennington -M.A.Mortenson
Glenn VanHeel -M.A.Mortenson

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, April 6, 2005. There was a review of the previous construction meeting minutes dated March 29, 2005.

The following items were discussed and observations made:

SJA Architects

Architecture Interior Design Planning
stanijohnson.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

Larry M. Turbes, AIA
Jeffrey E. La Tour, AIA
Deanna Schmidt, CID

o Duluth

1831 East 8th St.
Duluth, MN 55812
P 218.724.8578
F 218.724.8717

o St. Cloud

2035 15th St. N.
St. Cloud, MN 56303
P 320.253.2100
F 320.253.2269

ACTION

1. Relative to item no. 1 of the previous meeting minutes, questioned by the Architect the Contractor stated that they are on schedule for the reconstruction of the Research Wing.

Relative to the Teaching Wing, the Contractor indicated that panel delivery for the wood panels in the Commons Area and Stair No. 2 is scheduled for May 15th, but the Contractor is attempting to move that delivery date up if possible. Therefore the completion date on the Teaching Wing in the Commons and Stair Area is still open.

**SJA, AEI,
MAM**

2. Relative to item no. 2 of the previous meeting minutes concerning punch listing, Architect has performed Substantial Completion Punch List No. 2 (Final Inspection) on the Teaching Wing. MAM is editing down the Punch List at the present time.

Mechanical and electrical will conduct their Substantial Completion Punch List No. 2 when they are onsite next.

3. Relative to item no. 4 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.

4. 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 Labs, adjoining rooms and Corridor will be complete by the end of this week. Contractor is resolving the issue with Corridor fixture ballast at this time. Work on the elevator continues through the end of next week. Insulating of pipes in mechanical room 73, as well as insulating radiant ceiling panel piping, will be complete this week. Installation of grilles, registers and diffusers will be done by Thursday. Installation of radiant ceiling panels is complete. Installation of doors and hardware continues through the end of this week. Sheet vinyl flooring is complete. Above ceiling inspection by the University is scheduled for Thursday of this week. Re-grinding of floors is scheduled to start tomorrow and continues through the end of next week. Acoustical tile ceiling work continues through next week. Stair No. 3 handrail repair is scheduled to start April 18th. Vinyl base will be installed beginning the week of April 18th. Resilient coating on Stair No. 3 is scheduled to begin the week of April 18th.
- **Level One.** Eye wash installation continues through the end of next week. Casework and countertop installation should be substantially complete by the end of this week. Installation of fume hoods will be done by the end of this week. Under cabinet lighting will be complete mid next week. Lights installation in Lab areas will begin the week of April 18th and continue through April 29th. Plug mold installation is continuing through mid next week. Wiring of the fume hoods is complete. Plumbing of fume hoods will be complete tomorrow. Installation of sheet vinyl flooring will be done by the end of this week. Installation of sinks and faucets continues through the end of next week. Ceiling grid in Corridor and Lab

areas continues through mid next week. Installation of grilles, registers, and diffusers will begin next week and continue through the end of the week of April 18th. Installation of lights within the Lab sections will begin mid next week and continue through the end of the following week. Above ceiling inspection is open and will be established as soon as work is complete and ready for inspection. Installation of acoustical tile ceiling panels is tentatively scheduled to start April 29th. Installation of auto claves will start next Monday and continue through the end of the week. Radiant ceiling panel installation will start next Monday and continue through the end of the week.

- **Level Two.** Casework installation continuing through the last week of April. Installation of countertops will begin April 11th and continue through mid week of April 15th. Under cabinet light installation will start April 11th and continue through April 22nd. Plug mold installation will start and be complete the week of April 18th. Vinyl floor in the auto clave rooms will be complete the end of this week. Installation of auto claves will start and end the week of April 11th. Reinstallation of fume hoods will start tomorrow and continue through mid next week. Plumbing of fume hoods will start next Monday and continue through April 19th, and wiring of the fume hoods will be complete shortly thereafter.

- SJA** 5. Don Knight's requirement for access to "P" traps in the Teaching Wing has re-opened as an open issue according to John Rashid. Architect will send to Mr. Rashid the correspondence on this issue.

Facilities Mgmt. If this is a requirement, Don Knight needs to review this week, and approve, the solution for "P" trap access which has been installed in one of the Lab classrooms.

- MAM** 6. With respect to item no. 7 of the previous meeting minutes concerning inspections by the State Elevator Inspector, and MAM's RFI No. 516, Contractor is to proceed with the items documented by MAM required by Mr. Saaranpaa.

As requested by Greg Ewald, Architect will send a copy of this to Dave Stringfield.

- MAM, Facilities Mgmt** 7. Relative to item no. 8 of the previous meeting minutes concerning the ordering of the 3/4" oak veneer plywood paneling for the Commons Area and Stair No. 2, Contractor indicated, as documented above, tentative delivery date is May 15, 2005. They are working to expedite delivery.

Architect indicated that he has sent a copy of this change to Bruce Gingerich and has not heard back and therefore assumes that this change does not have any Code implications for the University.

- ALL** 8. Relative to item no. 9 of the previous meeting minutes, the University is maintaining security presence inside the building, including, but not limited to, full-time security camera surveillance.

With respect to building closure and/or security at the end of the work day, and during the weekend, Contractor cautioned that the building is under positive pressure because fume hood balancing is not yet complete in the Research Wing but is substantially complete in the Teaching Wing. This means that if personnel leave through an exit door and do not turn and make sure that the door has positively latches behind them, the positive pressure in the building could inadvertently leave the door unlatched. This is extremely important that all personnel, including Contractor and all University personnel be aware of this issue since it can, and will, compromise building security.

**Greg Ewald,
MAM**

9. Relative to item no. 10 of the previous meeting minutes concerning card readers, all systems are activated for exterior doors with the exception that the far west entrance to the Teaching Wing is still not operational and UMD is investigating at this time. Additionally Door No. 40 installation will be started this week, and will be activated as soon as the door and hardware is installed.

10. Relative to item no. 11 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.**

**AEI, MAM
SJA,
Facilities
Mgmt**

11. Relative to item no. 12 of the previous meeting minutes with respect to the generator stack, after correction is complete and before the sheetrock areas are closed in, it needs to be inspected by AEI and the generator needs to be run up to observe that the correction is satisfactory to Owner and Design Team.

There was an open issue with regard to the technique for allowing generator stack movement relative to roller guides vs. relaxing the tension on floors one, two and roof. Architect has not received any documentation back from MAM as to the proposed solution and acceptance by AEI. According to Contractor, the roller guide installation is not feasible because of restrictions in space in the shaft.

After the above has been accomplished to the satisfaction of all parties, the generator then needs to be run up, not only to observe the expansion and contraction of the generator stack, but also the temperature of the generator intake/exhaust bonnet.

This work is currently proceeding according to MAM.

MAM

12. Relative to item no. 13 of the previous meeting minutes, materials are here and the work will proceed shortly.

MAM

13. Relative to item no. 14 of the previous meeting minutes, Architect forwarded to Greg Ewald the MAPS sheets received from MAM. Dan Pennington stated that their submission is not complete. Architect requested that the Contractor submit a complete packet so that Architect can forward to the Owner a complete document at the end of the project.

MAM

14. Relative to item no. 15 of the previous meeting minutes, the Contractor is to bring up Dave Stringfield's hand written field notice which lists a number of items and MAM is to type a response for each of these items indicating correction or resolve.

MAM

15. Relative to item no. 16 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. Glenn said that these are ordered.

16. Relative to item no. 17 of the previous meeting minutes, Architect received from the Owner and delivered to the Contractor this day the Owners signed "built-up" Roofing System Warranty. This needs to be returned from the Manufacturer as soon as possible.

A courtesy copy only of Flashing Warranty was sent to Greg Ewald per his request. This will be included in MAM's General Construction O&M Manual.

- MAM** 17. With respect to item no. 18 of the previous meeting minutes concerning bird control, Dan indicated that the materials are onsite and installation will begin as soon as the equipment is moved back over and cleaning is complete.
- Greg Ewald** 18. Relative to item no. 19 of the previous meeting minutes, Architect will officially send to MAM a write up from the University concerning the phone jack locations noted by Chuck Bosell. Facilities Management is to review the project to be sure that this list is complete. If it is not, they are to forward to Architect immediately.
- MAM** 19. Relative to item no. 20 of the previous meeting minutes, the Contractor will be removing the stored material fence and trailer as soon as possible.
- MAM** 20. Open item is the elevator flooring. Design Team indicated that it is acceptable to use the seamless resilient flooring scheduled for the auto clave areas, contingent that it meets elevator code. If this is an issue then the Elevator Contractor (which this is in his Contract) shall submit proposals and colors for alternative flooring.
- Facilities Mgmt** 21. Relative to April 4, 2005 inspection report from Scott Holm, two items were noted by him. The first one is handrail in Stair No. 2, the west rail (which Scott noted as the north rail which he intended as the north point of the west rail) is to return. This is indicated on the Contract Documents and shall be corrected by the Contractor.
- The second item relates to the two hour ceiling in Corridor 50, continuous over the ceiling unit heater. Architect requested a review of this item with Scott Holm when he is onsite at his earliest convenience.
- All Contractors** 22. 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** 23. The next construction meeting will be held **Tuesday, April 12th, 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

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|---|---|
| <p>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</p> | <p>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</p> |
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Swenson Science Building Vandalism Repair

Tuesday, April 05, 2005

3 WEEK LOOK-AHEAD SCHEDULE 4-04-05

| April 2005 Vandalism Schedule | week of 4-4 | | | | | week 4-11 | | | | | week of 4-18 | | | | | week of 4-25 | | | | | 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 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 11 | 12 | 13 | 14 | 15 | 16 | 18 | 19 | 20 | 21 | 22 | 23 | 25 | 26 | | 27 | 28 | 29 | 30 |

Training

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|--|--|--|--|--|---|--|--|--|---|--|---|---|---|--|--|--|---|--|--|---|--|---------------------------|
| Session #2 - Fans & Coils | | | | | | | | | | | | 8 | | | | | | | | | | | | | Training by Jamar/SVL |
| Session #1 - Humidifiers/Ceiling Panels | | | | | | | | | | | | | | 4 | | | | | | | | | | | Training by Jamar/Carlson |
| Session #5 - Pumps/Water Heating Eqmt | | | | | | | | 4 | | | | | | | | | | | | | | | | | Training by Jamar/Mulcahy |
| Session #6 - VAC/CA/DI Water/Sanitary System | | | | | | | | | | | | | | | 4 | 4 | | | | | | | | | Training by Jamar/O'Brien |
| Session #8 - VFD's | | 8 | | | | | | | | | | | | | | | | | | | | | | | Training by Jamar/Danfoss |
| Session #9 - Controls | | | | | | | | 8 | | | | | | | | | | | | 8 | | | 8 | | Training by Jamar/JCI/SVL |

Ground Level

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|---|---|---|--|---|---|---|---|---|--|--|--|---|---|---|---|---|--|--|--|--|--|--|--|
| Install light fixtures labs, rooms and corridor #50 | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | |
| Redo elevator | X | X | X | X | X | | X | X | X | X | X | | | | | | | | | | | | | | | |
| Insulate pipes in Mech. room #73 and radiant ceiling panel pipes | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | |
| Install G R Ds all | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | |
| Install radiant ceiling panels | X | X | | | | | | | | | | | | | | | | | | | | | | | | |
| Install doors and hardware | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | |
| Sheet vinyl flooring | X | X | | | | | | | | | | | | | | | | | | | | | | | | |
| Above Ceiling Inspections | | | | X | | | | | | | | | | | | | | | | | | | | | | |
| Grind floors | | | X | X | X | | X | X | X | X | X | | | | | | | | | | | | | | | |
| ACT install | X | X | X | | | | X | X | X | | | | | | | | | | | | | | | | | |
| Stair #3 hand rail repair | | | | | | | | | | | | | | | X | X | X | X | X | | | | | | | |
| Vinyl base | | | | | | | | | | | | | | | X | X | X | | | | | | | | | |
| Stair #3 res. Coating | | | | | | | | | | | | | | | X | X | X | X | X | | | | | | | |

Level 1

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------------|---|---|---|---|---|--|---|---|---|---|---|--|---|---|---|---|---|---|---|---|---|---|---|---|--|
| Eye wash install | X | X | X | X | X | | X | X | X | X | X | | | | | | | | | | | | | | |
| Install casework | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | |
| Counter tops | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | |
| Insulate fume hoods | X | X | X | X | | | | | | | | | | | | | | | | | | | | | |
| Under cabinet lights | X | X | X | X | X | | X | X | X | | | | | | | | | | | | | | | | |
| Lights in lab areas to be installed | | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X | | |
| Plug molding | X | X | X | X | X | | X | X | X | | | | | | | | | | | | | | | | |
| Wire fume hoods | X | X | | | | | | | | | | | | | | | | | | | | | | | |
| Plumb fume hoods | X | X | X | | | | | | | | | | | | | | | | | | | | | | |
| Sheet vinyl flooring | | X | X | X | X | | | | | | | | | | | | | | | | | | | | |
| Install sinks and faucets | X | X | X | X | X | | X | X | X | X | X | | | | | | | | | | | | | | |
| Ceiling Grid Corridor #150 and rooms | X | X | X | X | X | | X | X | X | | | | | | | | | | | | | | | | |
| Install G.R.Ds | | | | | | | | | | X | X | | X | X | X | X | X | | | | | | | | |
| Install lights in labs | | | | | | | | | | X | X | | X | X | X | X | X | | | | | | | | |
| Above ceiling inspections | | | | | | | | | | | | | | | | | | | | | | | | | |
| Install A.C.T | | | | | | | | | | | | | | | | | | | | | | | | X | |
| Install auto clave | | | | | | | X | X | X | X | X | | | | | | | | | | | | | | |
| Radiant ceiling panels | | | | | | | X | X | X | X | X | | | | | | | | | | | | | | |

| April 2005 Vandalism Schedule | | week of 4-4 | | | | | | week 4-11 | | | | | | week of 4-18 | | | | | | week of 4-25 | | | | | | 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 | | | | | | | |
| | | 4 | 5 | 6 | 7 | 8 | 9 | 11 | 12 | 13 | 14 | 15 | 16 | 18 | 19 | 20 | 21 | 22 | 23 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | |
| | Diffusers at Corridor #150 and rooms | X | X | X | X | X | | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | |
| Level 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Install casework | X | X | X | X | X | | X | X | X | X | X | | X | X | X | X | X | | | | | | | | | | | | | | |
| | Install counter tops | | | | | | | X | X | X | X | X | | X | X | X | X | | | | | | | | | | | | | | | |
| | Under cabinet lights | | | | | | | X | X | X | X | X | | X | X | X | X | X | | | | | | | | | | | | | | |
| | Plug molding | | | | | | | | | | | | | X | X | X | X | X | | | | | | | | | | | | | | |
| | Vinyl floor in auto clave room | | | X | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Install auto clave | | | | | | | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | |
| | Install fume hoods | | | X | X | X | | X | X | | | | | | | | | | | | | | | | | | | | | | | |
| | Plumb fume hoods | | | | | | | X | X | X | | | | | | | | | | | | | | | | | | | | | | |
| | Wire fume hoods | | | | | | | | | X | X | X | | X | X | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |