



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 12, 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
Rick Stanius -STANIUS JOHNSON architects
Dan Pennington -M.A.Mortenson
Glenn VanHeel -M.A.Mortenson
Mike Beer -M.S.Mortenson

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, April 12, 2005. There was a review of the previous construction meeting minutes dated April 5, 2005.

The following items were discussed and observations made:

SJA Architects

Architecture Interior Design Planning
staniusjohnson.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
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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.
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.

**SJA, AEI,
MAM**

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

MAM

3. Relative to item no. 3 of the previous meeting minutes, because a decision has been made for wood paneling replacement in the Commons Area, the temporary dust/traffic barrier between the Teaching Wing and the Research Wing will be removed and permanent doors installed.
4. Progress to date:

MAM

- For detail dates of work items in progress, or anticipated, see attached short term schedule. This schedule is contingent on weather conditions.
- **Area A – Deconstruction/reconstruction**
- **Ground Level.** Installation of light fixtures in Corridor 50 will be complete this week. Rework on the elevator will be done this week. Test and balancing is proceeding through mid next week. Installation of doors and hardware should be complete, with the exception of cores, by Owner, by tomorrow. Acoustical tile ceiling installation is substantially complete. Stair No. 3 handrail repair will be done the end of this week. Vinyl base installation will start and end next week. Stair No. 3 resilient coating will start and end next week. Generator test run is scheduled for next Tuesday.
- **Level One.** Eye wash installation will be done this week. Casework and countertop installation will be done this week. Installation of fume hoods and autoclaves will be complete this week. Under cabinet lighting will be done by the end of this week. Lights in Lab areas scheduled for installation starting next Monday, April 18th and continuing through April 29th. Plug mold installation will be done this week. Sheet vinyl flooring is complete. Installation of sinks and faucets will be done this week. Ceiling grid in Corridor 150, as well as the adjoining Lab sections, will start tomorrow and continue through mid next week. Installation of grilles, registers, and diffusers, in all areas on this floor, will start Monday of next week and continue through April 29th. Installation of lights in the Lab sections will start next week and continue through April 29th. Above ceiling inspection is tentatively scheduled for May 4th. Installation of acoustical ceiling tile is scheduled to begin May 5th. Auto clave installation is complete. Grinding of floors will start mid next week through the end of next week. Vinyl base and carpet is scheduled for April 25th through the end of that week. Demolition of paneling in the Commons area and Stair No. 2 continues through the end of next week.
- **Level Two.** Installation of casework continues through April 27th. Countertop installation will start tomorrow and continue through April 27th. Under cabinet lights and plug molding installation will begin April 18th and continue through April 29th. Vinyl floors will be complete this week. Work on the auto claves will be done this week. Installation of fume hoods is complete. Plumbing and wiring of the fume hoods will be complete this week. Insulating fume hoods and auto claves will start and end next week. Ducting work to fume hoods will be done this week. Grinding

of the floors will start May 2nd and end May 4th.

- SJA** 5. Relative to item no. 5 of the previous meeting minutes, 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, Dave Stringfield** 6. Relative to item no. 6 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 has sent a copy of this RFI No. 516 to Dave Stringfield on April 5, 2005 with no response yet from Mr. Stringfield.
- MAM, Facilities Mgmt** 7. Relative to item no. 7 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.
- ALL** 8. Relative to item no. 8 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.**
- AEI, MAM SJA, Facilities Mgmt** 9. Relative to item no. 11 of the previous meeting minutes, Contractor reported that correction is complete relative to the generator stack. They have scheduled a run-up for the generator for next Tuesday, April 19th, @ 7:30 am. The furred out sheetrock areas will remain open so that the stack can be monitored for performance. **The area should also be left open so it can be re-inspected by AEI at their next scheduled inspection.**
- Also during the run-up the temperature of the generator intake/exhaust bonnet will be monitored for temperature rise.
- MAM** 10. Relative to item no. 12 of the previous meeting minutes, with respect to the elevator ladder extension, materials are here and the work is to proceed shortly.
- MAM** 11. Relative to item no. 13 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.

- Facilities Mgmt., MAM** 12. Concerning item no. 14 of the previous meeting minutes, Dan Pennington indicated that he will be issuing back to the Owner all previous write-ups from Dave Stringfield, Don Knight, as well as Scott Holm, on their Code issue items and MAM's response, as soon as possible.
- This was also discussed after the meeting between Architect and Greg Ewald. Architect requested that all future Code issues be channeled through Scott Holm to Architect office and type written form, and if possible quoting relative Code sections.
- MAM** 13. Relative to item no. 15 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.
14. Relative to item no. 16 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.
- MAM, SJA** 15. Relative to item no. 17 of the previous meeting minutes, bird control installation will be started this week. Brian Morse and undersigned need to meet with Contractor on the aluminum angle question that MAM has.
- MAM** 16. Concerning item no. 18 of the previous meeting minutes, after this meeting with Greg Ewald conversation was held with Chuck Bosell concerning the phone jack locations. Chuck indicated that this list is complete.
- MAM** 17. Relative to item no. 19 of the previous meeting minutes, discussion was held concerning the MPCA site permit. Dan Pennington made it very clear that he has a Certificate of Substantial Completion which clearly turns over the responsibility for site care and maintenance to the Owner. The concern is that the next Contractor coming onsite May 2nd may cause erosion and sediment control issues outside of Mortenson's control. Since MAM and UMD have jointly entered into an erosion control permit, and MAM's work has been completed, Mortenson would like to "closeout" the existing erosion control permit prior to the next contractor opening up excavations which could be construed as occurring within the limits of the Science Building project. MAM will not be responsible for any MPCA issues concerning the second Contractor.
- MAM, Scott Holm** 18. With respect to item no. 21 of the previous meeting minutes concerning Scott Holms two items relative to the handrail return on Stair No. 2 and the two-hour ceiling in Corridor 50, Contractor is to incorporate these two items into their punch list matrix.
- Clarification needs to be received from Scott Holm relative to item no. 2 with respect to Corridor 50 above the ceiling unit heater.
- MAM** 19. Architect has directed the Contractor that the grinding of the second floor Commons Area, north and south, to proceed down into the large aggregate. This is documented under separate correspondence.
- MAM, UMD Facilites** 20. There is an ongoing issue with the elevator phone numbers. The elevator Contractor reported that the phone numbers are not operating correctly. The Contractor, as instructed by Greg Ewald at his office, was instructed by phone, by Architect, to have the emergency call numbers directed to Otis' dispatch, at the present time. Once the Owner officially takes over the elevators, at project completion, then the Owner is responsible for any revisions to the dial out numbers and dial in numbers. But again, the dial in numbers do not seem to be functioning correctly.

- MAM** 21. Architect is awaiting response from MAM's supplier to Architects letter of April 6th 2005 with respect to flame spread rating documentation for the proposed new wall panels.
- MSA** 22. With respect to the Contractors Material and Test Certificate for underground piping, this documentation was sent to Chris Rousseau, April 7th, for his assistance with sub-contractor to complete and resubmit this form to Architects office.
- All Contractors** 23. 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** 24. **The next construction meeting will be held in two weeks Tuesday, April 26th, 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

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Swenson Science Building Vandalism Repair

Wednesday, April 13, 2005

3 WEEK LOOK-AHEAD SCHEDULE 4-11-05

April 2005 Vandalism Schedule	week of 4-11						week 418						week of 4-25						week of 5-2						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							
	11	12	13	14	15	16	18	19	20	21	22	23	25	26	27	28	29	30	2	3	4	5	6	7							
Training																															
Session #2 - Fans & Coils				4																											Training by Jamar/SVL
Session #1 - Humidifiers/Ceiling Panels							8																								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																															Training by Jamar/Danfoss
Session #9 - Controls													8			8														Training by Jamar/JCI/SVL	
Ground Level																															
Install light fixtures in corridor #50	X	X	X	X	X																										
Redo elevator	X	X	X	X	X																										
Test and balance system	X	X	X	X	X		X	X																							
Install doors and hardware	X	X	X																												
ACT install	X	X	X																												
Stair #3 hand rail repair	X	X	X	X	X																										
Vinyl base							X	X	X	X	X																				
Stair #3 res. Coating							X	X	X	X	X																				
Site work																		X	X	X	X	X									
Generator test run 8HR							X																								
Level 1																															
Eye wash install	X	X	X	X	X																										
Install casework	X	X	X	X																											
Counter tops	X	X	X	X																											
Insulate fume hoods and autoclave	X	X	X	X	X																										
Under cabinet lights	X	X	X	X	X																										
Lights in lab areas to be installed							X	X	X	X	X		X	X	X	X	X														
Plug molding	X	X	X	X	X																										
Sheet vinyl flooring	X	X																													
Install sinks and faucets	X	X	X	X	X																										
Ceiling Grid Corridor #150 and rooms			X	X	X		X	X	X				X	X	X	X	X														
Install G.R.Ds all areas							X	X	X	X	X		X	X	X	X	X														
Install lights in labs							X	X	X	X	X		X	X	X	X	X														
Above ceiling inspections																								X							
Install A.C.T																									X	X					
Install autoclave	X	X																													
Grind floors								X	X	X																					
Vinyl base and carpet													X	X	X	X	X														
Demo paneling at commens area and at stair #2	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																
Install counter tops			X	X	X		X	X	X	X	X		X	X	X																

April 2005 Vandalism Schedule		week of 4-11						week 418						week of 4-25						week of 5-2						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	
		11	12	13	14	15	16	18	19	20	21	22	23	25	26	27	28	29	30	2	3	4	5	6	7	
	Under cabinet lights						X	X	X	X	X		X	X	X	X	X									
	Plug molding						X	X	X	X	X		X	X	X	X	X									
	Vinyl floors	X	X	X	X																					
	Install auto clave			X	X	X																				
	Install fume hoods	X																								
	Plumb fume hoods		X	X	X	X																				
	Wire fume hoods		X	X	X	X																				
	Insulate fume hoods and autoclave						X	X	X	X	X															
	Duct to fume hoods	X	X	X	X	X																				
	Grind floors																		X	X	X					