



## 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:** **May 4, 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
Scott Holm	-UofM Bldg. Inspection Dept.
Rick Stanius	-STANIUS JOHNSON architects
Glenn VanHeel	-M.A.Mortenson
Mike Beer	-M.S.Mortenson

### OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Wednesday, May 4, 2005. There was a review of the previous construction meeting minutes dated April 26, 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

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## ACTION

- SJA, AEI,  
MAM**
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.

Mechanical and electrical has conducted their Substantial Completion Punch List No. 2.

An additional site punch list has been generated.

- MAM**
3. Contractor is targeting May 20, 2005 for issuance of the Certificate of Substantial Completion.
  4. Progress to date:
    - Training is ongoing.
    - 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**
    - **Testing.** Balancing is continuing through the end of this week. Manometer test is scheduled for this Thursday and Friday, May 5 and 6. All work is targeting to be complete on this floor by the 19<sup>th</sup> of May. Final inspection is scheduled for May 25<sup>th</sup>. Hydro testing is scheduled for this Thursday
    - **Ground Level.** Patching of CMU in the elevator will be done shortly with the elevator inspection scheduled for next Wednesday and Thursday, May 11 & 12. Final base will be complete today. Punch list updating by all subcontractors is ongoing. Site work grading and sodding continues through the end of this week. Touch-up painting of the walls will be done this week. Installation of glass in the doors will be done by the end of this week. Final cleaning is scheduled to be done by the end of next week.
    - **Level One.** Touch-up of walls and painting of stairs will start this Friday and continue through Monday of next week. Correction of stair railings will be done this week. Curtain wall replacement is ongoing. Installation of acoustical tile ceiling panels will be done this week. Polishing and grinding of the floors continues through the end of this week. Final cleaning of level one is scheduled to start next Wednesday, May 11, and continue through the beginning of the week of May 16<sup>th</sup>. Final base installation will be done this week. Installation of wood panels in the Commons and Stair 2 will start Monday, May 16<sup>th</sup>.
    - **Level Two.** Installation of casework is scheduled to be substantially complete by the end of this week. Installation of countertops will be done this week. Autoclave start up continues through tomorrow. Under cabinet lights will be done by the end of this week. Plug mold installation will be done by the end of this week. Installation of sinks and faucets continues through this week. Grinding of the floor to bridge will start today and continue through mid next week. Patching of the ceiling grid and tile will be done this week. Base installation is scheduled to start Friday and continue through mid next week. Final paint touch-up will be done next week. Doors, hardware and crash rail installation will be done by the first part of next week. Final cleaning of level two is scheduled for the end of next week.

- MAM** 5. Relative to item no. 5 of the previous meeting minutes concerning the access to “P” traps for the cup sinks, this work is ongoing.
- ALL** 6. 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** 7. Relative to item no. 9 of the previous meeting minutes concerning the generator stack run-up, this took place on April 19<sup>th</sup>, and was approved. There is an issue regarding the temperature rise when the load bank is brought online. The adjacent dampers will need to be addressed by AEI.
- Architect has communicated to Jeff Parker to be discussing this issue with Jamar and the louver manufacturer.
- MAM** 8. Relative to item no. 11 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** 9. Relative to item no. 13 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 indicated that the material is here and will be installed shortly.
- MAM, Barrett** 10. Relative to item no. 14 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, API, Chuck Bosell** 11. Relative to item no. 16 of the previous meeting minutes regarding the phone jack locations, API and Chuck Bosell are to meet and resolve this issue.
- MAM** 12. Relative to item no. 19 of the previous meeting minutes regarding the grinding of the second floor Commons Area, this work is proceeding and will be reviewed on an ongoing basis by Architect.
- MAM** 13. In stair no. 2 the Contractor was asked to paint the tread lights, light to match the stair metal prior to re-installation.

- MSA** 14. Relative to item no. 22 of the previous meeting minutes regarding the Contractors Material and Test Certificate for the fire protection line, this item still requires testing to 200 PSI for two-hours. The test must be made from the valve location into the building.
- All Contractors** 15. 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** 16. **The next construction meeting will be held next week Tuesday, May 10<sup>th</sup>, 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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