



## 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 10, 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
Glenn VanHeel	-M.A.Mortenson
Mike Beer	-M.A.Mortenson

### OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, May 10, 2005. There was a review of the previous construction meeting minutes dated May 4, 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  
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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.
- 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 has conducted their Substantial Completion Punch List No. 2.

An additional site punch list has been generated. Architect will perform the Substantial Completion Punch List No. 1, for the Research Wing, on the 19<sup>th</sup> of May. AEI will be advising Architect as to the date they will be performing their punch list.

3. Contractor is targeting May 20, 2005 for issuance of the Certificate of Substantial Completion. There will be an occupancy inspection by the Owner on May 25, 2005.
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. **The schedule was not received from Contractor as of 5/13 and is not included in these meeting minutes.**

**MAM**

- **Area A – Deconstruction/reconstruction**
- **Testing.** Testing is proceeding.
- **Ground Level.** Elevator inspection is scheduled for Wednesday and Thursday, May 11 & 12. Final base installation is complete. Punch list updating by the subcontractors is ongoing. Site work and grading and sodding will start next week. Touch-up painting of the walls is substantially complete. Installation of glass in the doors is substantially complete. Final cleaning is scheduled to be complete by the first of next week.
- **Level One.** Paint touch-up of walls is continuing. Painting of stairs will start next week. Correction of stair railings will be addressed next week. Curtain wall replacement is ongoing. Installation of acoustical tile ceiling panels is complete. Polishing and grinding of the floors will be done this week. Final cleaning of level one will start next week. Base installation is proceeding.
- **Level Two.** Installation of casework and countertops is substantially complete. Set up of autoclaves is complete. Under cabinet lights and plug mold is complete. Installation of sinks and faucets is complete. Grinding of the floor to bridge is continuing. Base installation is proceeding. Final paint touch-up on walls is continuing. Installation of doors and hardware is substantially complete. Installation of crash rail and corner guards will be done by the first part of next week.

- Greg Ewald** 5. Greg will send the Architect a list of site buried utilities.

**MAM**

6. 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** 7. Relative to item no. 6 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** 8. Relative to item no. 7 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** 9. Relative to item no. 8 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** 10. Relative to item no. 9 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** 11. Relative to item no. 10 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** 12. Relative to item no. 11 of the previous meeting minutes regarding the phone jack locations, API and Chuck Bosell are to meet and resolve this issue.
- MAM** 13. Relative to item no. 12 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** 14. Relative to item no. 13 of the previous meeting minutes, in stair no. 2 the Contractor was asked to paint the tread lights, light to match the stair metal prior to re-installation.
- MAM** 15. Architect noted that the grading on the north section of the bridge has been damaged and needs to be repaired or replaced.

**MAM** 16. Relative to item no. 14 of the previous meeting minutes concerning the fire protection line test, this work has been completed and passed. The paperwork needs to be forwarded through by MAM.

**Greg Ewald, Dave Stringfield** 17. Architect has sent to Dave Stringfield the generator room sprinkler calculations and has not heard a response.

18. As a requirement for an NFPA placard. It shouldn't be a "sticky back" it should be a placard by the Owner. Also the building ID location needs to be established by Architect and John Rashid.

**MAM, UMD Facilities** 19. A document from AEI establishes the attic stock that the Contractor needs to use as a check list. These items need to be inventoried by the Owner and signed off as they are received.

20. Greg will begin moving materials into the building starting June 6<sup>th</sup>.

**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 next week Tuesday, May 17<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

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