



## 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 24, 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
Scott Holm	-University Bldg. Inspector
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, May 24, 2005. There was a review of the previous construction meeting minutes dated May 17, 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 items no. 1 and 2 of the May 10<sup>th</sup> meeting minutes Architect and Engineers have conducted their final punch list inspections for the Building. Architect will issue a Certificate of Substantial Completion for the project dated June 6, 2005

Again, the Owners intent is to start moving FF&E into the building June 6<sup>th</sup>, 2005.

2. Progress to date:
  - Training is ongoing.
  - The building has been final punch list inspected and the Contractor is proceeding with addressing those items.
  - Installation of wood paneling in the Commons Area, as well as Stair No. 2, is in progress.
  - In addition to addressing punch list items, final cleaning of all areas of the building is in progress.
  - Final landscape work is in progress.

**ALL**

3. Relative to item no. 7 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**

4. Relative to item no. 8 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,  
Barrett**

5. Relative to item no. 11 of the May 10<sup>th</sup> 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.

**RBJ**

6. Relative to item no. 13 of the May 10<sup>th</sup> meeting minutes, Architect is awaiting RBJ's recommendation on the flooring for the Commons area, each side of the bridge.

**MAM**

7. Relative to item no. 15 of the May 10<sup>th</sup> meeting minutes, Contractor still needs to address minor repair to mid section grating of the bridge, as well as the north section.

**MAM, UMD  
Facilities**

8. Relative to item no. 19 of the May 10<sup>th</sup> meeting minutes, Architect will resend to MAM the letter from AEI establishing the Attic Stock which needs Owner inventory and sign off.

**SJA, AEI** 9. With respect to University of MN Building Codes Division punch list of May 20<sup>th</sup> 2005, this item was reviewed in detail. The majority of the list has, or will shortly be, addressed by MAM. There are a couple of items that need to be reviewed by Architect/Engineer.

**All Contractors** 10. 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** 11. The next construction meeting will be held next week **Tuesday, May 31st, 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

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