



Center for Human Services

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Contractor Kick-Off Meeting 10/10/14 9:00 – 10:30 AM

Present: Seng Xiong, Dawn Tacker, Mathew Francis, Bob Degrasse, Cindy Duenas, Carmen Wilson, Kathryn Usiak, Gilberto Lopezdiaz, Andrew Mosier, Shawn Hemiller, Danny Savage, Rick Buhl, Jon Hardin, Matt Killough, David Telly, Jim Stead, Frank Lemos

ACTION ITEMS

Timeframe	Task	Action/Goal	Assigned To
10/13/14	Provide Info	PDF floor plans to all contacts	Bob
10/14/14	Provide Info	Base sheets and floor plans in CAD to Paradigm	Bob
10/13/14	Provide Info	Send all project contacts and meeting notes to Paradigm to be posted on the website	Seng
10/15/14 @ TBD	Meeting	Meet sound consultant	Bob, Cindy, Seng
10/21/14 @ 6PM	Meeting	Meet the CHS Board and introduce the project	CHS Team & Paradigm
10/17/14	Provide Info	Plans for current HVAC systems Existing plans of current fire system Structural plans	Bob
10/17/14	Provide Info	Bids and plans	MEPs
10/17/14	Provide Info	Cisco: BTU for AC, specs for server room fire system DeHart: Loads for IT room Brite: Outlet locations, data comp wiring drawing Alarm and phone data	Gilberto
10/17/14	Account Setup	Turn on water to sinks Change over water and garbage to CHS	Seng
10/24/14 @ 9AM	Meeting	Establish construction timeline (Bob out of town)	All
10/31/14 @ 9AM	Meeting	MEPs finalize detail and send final set of drawings to Bob	Bob, MEPs
11/17/14 @ 9AM	Meeting	Have all plans ready to go to City	Bob, MEPs

MEETING NOTES:

Self Introductions

- All of those present introduced themselves and their role in the project.

Check-In

- Jim - Cisco
 - Will new plans affect spacing of sprinklers? Bob does not think so.
 - Concealed sprinklers versus exposed sprinklers? Bid for both to see price difference.
 - Need existing plans of current systems.
 - Distinct system for IT? Yes, C02 system in server room. Gilberto will provide specs.
- DeHart – John, Matt and David
 - Need Loads to IT room
 - Need BTUs for A/C

- Need HVAC info for current system
- Need Loads for server room (watts ok)
- Electrical all dedicated circuits, clean grounded
- Does occupancy require 2nd water fountain? Recommend drinking fountain up front by guest bathroom to eliminate traffic to back fountain
- Run water to vending area in case need in future
- Brite Electric - Frank
 - Asbill
 - HVAC equipment room
 - Lighting distribution, size of unit. Will work with John once load info is received.
 - Outlet locations
 - Need data comp wiring drawing
 - Title 24 compliance and new energy code. Provide differential between dimming ballasts and LED lights.
 - Open ceiling area, recommend client to see actual fixtures
- Paradigm - Shawn
 - Cabinets, case work, doors (aluminum frames)
 - Elevator industries info received from Seng; will touch bases with vendor
 - Submittals during the bid review will stand
 - Need structural plans
- CHS - Cindy
 - Frank needs to look at electric
 - MID commercial account established, electricity transferred over
 - Electrician re-wiring lights in warehouse since it is connect to other owner's panel
 - Roof alarm; need to contact Michael five minutes prior
- CHS - Gilberto
 - Working on alarm and phone data
 - Remote data (wifi) will be included in data plan

Meeting Schedule

- Fridays @ 9:00 AM
- Meeting Goals
 - Prepare construction documents to go to city
 - Bridging documents
 - Check with structural engineer that did established part of building

File Sharing

- Paradigm will set up a drop box where MEP can submit info
- No FTP. Send all info to Paradigm.
- All sub-contractors to send one final set of drawings to Bob; Bob will send to blueprint and then have all subs come by and sign the drawings

Building Access

- Paradigm received a set of building keys and will set up a lockbox for sub-contractors.
- Some keys were missing; other owner has locksmith coming by to rekey offices and closet with electric panels. Seng will forward those keys.
- If roof access is needed, contact Michael with 5 minutes notice so he can disarm the alarm.

NEXT MEETING 10/17/2014 @ 9AM

- Next meeting agenda items to discuss:
 - Check-in and update
 - Construction timeline (prep for 10/24 meeting)
 - Construction phase: who needs to be in the weekly meetings
 - Turn on water to sinks