



# Center for Human Services

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## CHS Construction Meeting 12/5/14 9:00 – 10:00 AM

**Present:** Shawn Hemiller, Danny Savage, Dawn Tacker, Seng Xiong, (Bruce McLellan by phone).

### ACTION ITEMS

Timeframe	Task	Action/Goal	Assigned To
12/12/14	Provide Info	Send meeting notes to Paradigm to be posted on the website.	Seng
12/8/14	Provide Info	Send Shawn interior finishes	CHS
12/12/14 or ASAP	Alarm	Soundscapes completed motion alarm system	Dawn
12/12/14 @ 9AM	Meeting	Weekly construction meeting—only if needed.	Paradigm & CHS

### MEETING NOTES:

#### Check-In

- Shawn
  - Cost savings in the door frame. Proposed timely door frames, but there is a cheaper option. Leave samples at Briggsmore for Cindy to come by and check out.
- Danny
  - Danny got proposed schedule of payment from Carmen, which outlines preliminary draw schedule. He will share with the team.
  - Plan check is on schedule. Paradigm met with Bob yesterday to go over revisions; meeting with electrician on Tuesday to make revisions to the drawings.
  - Elevator stuff is coming in on Tuesday as well.
- Seng
  - TelCom RFPs are going out on Monday 12/8, with RFPs due by 1/10
  - Communication plan on track, we are still finalizing the partner vendor list

#### Security System

- Soundscapes will be putting in an alarm panel in Suite I and another one in the warehouse side (between Suite D and Finance doors).
- The alarm will be motion only, no glass break or video function.
- Each person would have a different alarm code.
- Roof area is handled by Capital Equity. Fire line and camera handled by the Association. Dawn working with Michael Tims and Robert from 1<sup>st</sup> security to get those items fixed.
- Bruce – some items to consider:
  - Is this an isolated incident or targeted/malicious incident?
  - Is there a need for a wireless system and the ability to capture images?
- No need for video capture at this time. Dawn will move forward with motion only security.

#### Appraisal/Lender

- Bruce updated that we will get the appraisal back by end of next week
- Lender will give us the title policy and lien free endorsement
- No work is to start until the title policy is dated
- Bruce will check with lender about preliminary title report. Maybe we can jump start some construction prior to permits being issued. There shouldn't be any issues.

### **Signage**

- Association has approved CHS and Paradigm signage, as well as the thermometer to measure our capital campaign progress.
- Association did not approve bank signage.

### **Interior Finishes**

- Shawn needs elevator interior finish
- CHS' final meeting with the designer is on 12/8. So far have already selected carpet, accent paint, tile in public restroom, paint upstairs, cabinet finishes. Selected wood for front reception and laminate for rest of the meeting/break rooms.
- Items to consider:
  - Do we want to do all tile in the public restrooms? Will it be a sound engineer issue?
  - Do we want to go with wood on all cabinetry? In long run it will be sturdier, whereas laminate does peel and chip overtime.

### **Furniture/Cubicles**

- Preliminary bid for the cubicle parts and labor came out to \$33,000. We did cubicles in Newman and this cost is comparable.
- Still waiting on final drawings from Paul.
- Kristi also mentioned in the last meeting that she also does cubicles.

### **Partitions**

- Remind Cindy to check out the accordion door at Sutter.
- Bob just plugged in some generic brand for the plans.
- We can also check with Luke about what brands he would recommend.

### **Hard Hat Tours/Lunches**

- Fund Development events requested by Monica, Gina or Kate should go through Dawn or Seng. This is to see where we are on the project timeline and if it is safe or not to have people present.
- Fund Development department has scheduled a hard hat tour on 1/20, 45 person reception 4:30-8:00. This will be around the time when elevator digging is taking place; participants need to be aware there will be trenches
- There will be three hard hat lunches coming up, dates will be detailed in the capital campaign mailing

Next Meeting 12/12/14 @ 9AM – Only If Needed