



# Center for Human Services

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## CHS Construction Meeting 3/6/15 9:00 – 10:00 AM

**Present:** Cindy Duenas, Shawn Hemiller, Rick Buhl, Danny Savage, Dawn Tacker, Andrew Mosier, Kathryn Usiak, Carmen Wilson and Seng Xiong.

### ACTION ITEMS

Timeframe	Task	Action/Goal	Assigned To
3/6/15	Provide Info	Send meeting notes to CHS Team & Paradigm	Seng
3/6/15	Provide Info	Mini fridge locations	Dawn/Seng
3/9/15 @ 1:00pm	Meeting	Relocation leads meeting/tour	Seng
By 3/13/15	Provide Info	Cost differences on IT data boxes, 2 <sup>nd</sup> floor cubicle electrical and moving the pillar over	Rick
By 3/13/15	Provide Info	Assist Seng with the PGE application	Shawn/Rick
3/17/15 @ 4:30-5:30pm	Meeting	Hard hat event	Monica
3/13/15 @ 9am	Meeting	Weekly construction meeting	Paradigm, CHS
Pending (non-urgent)	Service	Garbage disposal in break room 133	Rick/Seng

### MEETING NOTES:

#### Shawn - Update

- Fire sprinkler valve – a valve broke and will cost \$1300 to fix the valve and flow switch. Paradigm notified the Association that they will fix directly.
- Light submittal – Shawn confirmed that the reception CAN lights are dimmable and provided a sample for the modular light panel that will go in the hanging and t-bar lights.
- Restroom accessories – CHS reviewed selections with Shawn.
- Door schedule – CHS reviewed door schedule changes with Shawn.
- Electrical receptacles – CHS did a walkthrough on 3/11, Seng emailed Rick the changes. Dawn and Seng provided Rick the mail hub layout and electrical needs.
- Flooring – Shawn will be sending carpet brand and specs to Gary at House of Carpets.

#### Space Review

- 2<sup>nd</sup> Floor Updates
  - Beam - Cindy wanted to clarify what was happening to the beams that go into the new hallway area and conference room 205. The plan is not to encase it, but drywall flush with the beam.
  - Plumbing – issue with the plumbing, there is not enough room underneath the joist to move the bathroom with the toilet on the South wall as indicated. Will have to rearrange the restroom so that the door opens out into the work area 208 instead of the hallway.
  - Railing – make the rail area next to closet 204 a full wall.
- IT window – the top of the window will hit 1' below the ceiling, which puts it 7' up from the ground. The window is 2'h x 4'w. It will be set up with glass break alarm.
- Cabinets – the Caesar stone comes in 10' slabs, the plans call for 11' counters. CHS is fine with the counters being 10' so there is no seam, with the exception of the Break Room which needs to have the larger counters. CHS to provide information on which rooms need a mini fridge. Cabinet drawings are pending. The installer had a question about the reception cabinets being high/low and if this was correct—CHS clarified that it is, for more counter space and accessibility.

### **Cabling & Alarms**

- Data boxes – The number doubled from the original permit drawing set. Rick is working with Frank to get a cost.
- Electrical – Seng forwarded Rick the server room electrical needs.
- Alarm – Dawn provided Paul the placement locations for the counseling room panic buttons (to alert front desk, not for police response).

### **Finance**

- Draw requests – The process is getting quicker. The latest inspection was 3/11 Wednesday and money was ready by Thursday. Carmen gave Paradigm the check on Friday.
- Change orders - As previously discussed, Carmen will keep all the change orders after a draw in preparation for the next draw/inspection. This way the statement of values can be updated at once, instead of with each change order. Carmen will save the \$5000 credit for the carpet change order until next time, which will be added with the cabling change order.
- Insurance – CHS will need to insure equipment loan material. Carmen will need to know once equipment is delivered and stored on-site. The only item right now is the new fridge.
- Equipment loan – Carmen might be able to put the Partition \$18,000 under equipment loan, since it's still 6-8 weeks out before delivery.

### **Other Business**

- Garbage disposal – Kathryn noted that the garbage disposal in break area 133 does not work. MFD was not able to use it for the sub appreciation event. Rick can have the plumbers take a look at it next time they are on site. Seng will contact Association if needed.
- PG&E application – Shawn and Rick will log on to the application and fill in the info on appliances and BTUs. The only part they don't have info on is the system on the existing build out, but they will guestimate.
- Relocation leads meeting – Next meeting is scheduled for 3/9.
- Hard hat events – Next event is scheduled for 3/17.

**Next Meeting 3/13/15 @ 9AM**