



Center for Human Services

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CHS Construction Meeting 4/10/15 9:00 – 10:00 AM

Present: Shawn Hemiller, Dawn Tacker, Danny Savage, Andrew Mosier, Rick Buhl and Seng Xiong.

ACTION ITEMS

Timeframe	Task	Action/Goal	Assigned To
4/10/15	Provide Info	Send meeting notes to CHS Team & Paradigm	Seng
4/13/15	Provide Info	Fridge and mini-fridge specs	Dawn
By 4/17/15	Provide Info	Elevator – schedule installation of smoke detectors and heat sensing on building panel	Seng
By 4/17/15	Provide Info	PGE & MID application process	Seng/Rick
By 4/17/15	Provide Info	Panic hardware options and prices Cabinet submittal revisions IT data boxes and restroom accessories costs	Shawn/Paradigm
4/13/15 @ 1pm	Meeting	Relocation Leads Meeting	Seng/Dawn
4/17/15 @ 9am	Meeting	Weekly construction meeting	Paradigm, CHS
4/28/15 @ 4-6pm	Event	Campaign Kick-Off BBQ	Monica

MEETING NOTES:

Shawn - Update

- Elevator
 - Advanced Security Technologies provided a bid for adding the heat sensors and fire monitoring, ~\$3500. Paradigm would like CHS to deal with Advance directly, instead of Paradigm billing us as a change order. The process is 2-3 weeks to design, city approve and then install. Seng will follow up.
 - Close to 50% done. Had some minor wiring issues, but cab should be in by next week.
- 5-year certification on fire riser is due, fire supply to building. Critical item; Seng will forward to Association.
- Cabinet submittals
 - CHS reviewed elevation and drawings—see notes in Space Review section.
 - Make all cabinets flat, with knobs on cabinets and matching flat handles on drawers.
- Tiles – Seng and Dawn went to look at the tile replacement, it's pretty close to the mint jubilee that was originally called out. Fred putting together all tiles for CHS to review. Tiles should start going in next Thursday.
- General Update:
 - Carpet – materials ordered
 - Counseling rooms – fire sprinklers trimmed out, lights put in.
 - Doors will be in soon and then they can set the glass.
 - T-bars in on Thursday; put in grids. Paint Monday.
- Dumpster – 4/28 @ 2pm Bertilotti will pick up dumpster, return following morning. Bertilotti to bill Paradigm, then CHS can pay directly or reimburse Paradigm.
- PGE – gas tag inspection completed 4/9, meter will be installed soon once approved, within 4 days of contacting Kurt.
- MID – Rick meeting with Alan on 4/13 @ 8:30am.
- Panic hardware – pending, not just the hardware issue, other factors at play
 - Need to resubmit plans due to 2nd floor changes
 - Subs need to redo drawings on HVAC and plumbing

Space Review

- *Note: Cabinets - make all cabinets flat, with knobs on cabinets and matching flat handles on drawers.
- 101 front reception – Shawn has the revised drawings
 - Need to make desk spaces and the raised counter sections more even.
 - Need to remove the raised counter section on the South wall desk, it's only 15" and is not needed.
 - Back cabinet is 2' less to get one piece of caeserstone and also create a walkway reception to the copy room.
 - Back cabinets move over a foot to the right, decrease size to 10'.
 - Add locks to each set of file drawers.
- 104 mail room
 - Move outlet on West wall to above counter.
- 116 break room
 - Install two duplex outlets on North wall.
 - Install high electrical/data receptacle on South wall for potential TV down the line.
 - Dawn to provide Paradigm with fridge size.
- 117 conference room
 - Install electrical outlet on South wall, above counter.
 - Remove cabinet door/section on far left and create a mini-fridge nook.
 - Install electrical outlet on South wall, in the mini-fridge nook.
 - Install high electrical and data receptacle on South wall for TV.
 - Eliminate the cold water line for the coffee machine; CHS uses standard coffee maker, does not need separate water line.
 - **Make sure there are floor outlets**
- 163 conference room
 - Partition cubby added an extra nook next to the cabinets on the North wall. CHS will put mini fridge. Dawn to provide specs.
 - Extend the counter cabinet all the way to the nook wall.
- 203 conference room
 - Install high electrical/data receptacle on South wall for TV.
- 205 conference room
 - Install high electrical/data receptacle on South wall for TV.
 - Confirmed that there is already an electrical outlet installed on the East wall, above the sink.
- 201 stair landing
 - Confirmed that two outlets were added to the West wall, one outlet added to the North wall.
- 102 kids play area
 - Need to confirm that there is high electrical/data receptacle on the East wall for TV.
- Conference rooms 154, 166, 123, 131
 - Confirmed to have high electrical/data receptacles for TV.

Finance

- Inspection completed 4/9, bank already approved the expense. Money should be in account by today; check will be cut on Monday.
- Change orders don't impact bank draws; CHS needs change orders for budgeting: pending change orders-- IT data drops, restroom accessories

Sound / TelCom

- N/A

Other Business

- N/A

Next Meeting 4/17/15 @ 9AM