

Job Conference No.: Pre-Construction JC-1  
Date of Job Conference: May 23, 2013  
Project No.: E33004  
Location of Project: St. Joseph's Catholic Academy  
Title of Project: Science Lab Renovations

Notice To Proceed Date: April 1, 2013  
Start of Construction: June 10, 2013  
Completion Date: Aug 1, 2013

**Attendance:**

Mr. Christian Klepeiss, St. Joseph's	610-858-1877	<a href="mailto:cklepeiss@stjoeacad.org">cklepeiss@stjoeacad.org</a>
Mr. Todd Sweitzer, JTBM	814-280-2072	<a href="mailto:todds@jtbmechanicals.com">todds@jtbmechanicals.com</a>
Mr. Billy Sallurday, Jack Frost	814-280-2692	<a href="mailto:jackfrostconstruction@verizon.net">jackfrostconstruction@verizon.net</a>
Mr. Steve Rohrbach, Penoco	814-280-5488	<a href="mailto:srohrbach@penoco.net">srohrbach@penoco.net</a>
Mr. Mike Weyhe	814-466-5110	<a href="mailto:mike@millerelectricltd.com">mike@millerelectricltd.com</a>
Mr. Frank Peno, PBCI	814-234-7366	<a href="mailto:fapeno@pbci-engineering.com">fapeno@pbci-engineering.com</a>

**General Review of Previous Report:** N/A

**General Discussion of Job Conditions:**

- 1.1 Project includes renovation of existing science rooms 14, 15, 15a & 16 to facilitate installation of new lab equipment utilities. Work includes demolition of existing walls & floors, installation of hvac, plumbing & electrical services to lab equipment, patching & finishing of floors & walls, lab hood exhaust, make-up air unit for exhaust, structural steel for roof mounted equipment, new electrical panels and new flooring.
- 1.2 Contract Completion Date: August 1, 2013.
- 1.3 Estimated on-site start date: June 10, 2013.
- 1.4 F. Peno distributed revised drawings to all present. Drawings were dated 5.21.13.
- 1.5 F. Peno distributed project schedule to all present. A copy of the schedule is attached to these minutes.
- 1.6 C. Klepeiss will provide an access code for contractors to enter the school during working hours.
- 1.7 All correspondence must have project number on it – E33004.
- 1.8 Parking: Contractors may park in the school parking lot. The side access road may be used for loading & unloading but everyone should keep in mind that this road is needed for the garbage truck to access the dumpster behind the school.
- 1.9 Work hours will be from 7:00am to 3:30pm. Penoco will be working 10 hour days during the week of June 10<sup>th</sup> (7:00am to 5:00pm).
- 1.10 Job Conferences:
  - A. Shall be held every two weeks @ job site; next job conference is scheduled for Thursday, 6/20 @ 9:00 AM.
  - B. PBCI will distribute job conference meeting minutes via e-mail.
- 1.11 Temporary Facilities:
  - A. Contractor is permitted to use the toilet room facilities in the school as long as they keep them clean. F. Peno suggests that the handicapped toilet be the only one used.
  - B. Contractor does not have a job trailer; storage trailer not required, dumpster not required. Penoco has a job trailer which will be parked in the school parking lot during the week of June 10<sup>th</sup>.
  - C. Contractors are permitted to use building electric power for small tools, equipment and welding.
- 1.12 Delivery & Storage:
  - A. Owner will NOT accept deliveries for contractor. Contractor & Subs should have deliveries shipped to their shop if no one is on site to accept.
  - B. Contractors will accept delivery of equipment at their local offices and bring to site as needed for installation.
- 1.13 Review/Approval of pencil copy of applications for payments prior to submission: Contractor to bring a pencil copy to Engineer on or before the 20<sup>th</sup> of the month for approval.
- 1.14 No change orders are to be included on payment application until Contractor receives a fully executed change order.
- 1.15 All shop drawings shall be submitted to Engineer via e-mail. F. Peno will post approved copies to

- FTP site.
- 1.16 Contractor must maintain an updated set of as-built drawings on site. These drawings will be reviewed for correctness with each application for payment.
  - 1.17 B. Sallurday brought floor tile and base molding samples to the job meeting for the owner to pick colors. Owner will pick colors and F. Peno will record by photograph within the next few days.
  - 1.18 F. Peno and C. Klepeiss have not heard from Air Monitoring firm. F. Peno will call to verify Gary at Allegheny Mountain Research to verify schedule and have them send a proposal/contract to owner.
  - 1.19 F. Peno submitted revised drawings for code review on 5.21.13. We expect a response from code by the end of the month.
  - 1.20 Owner will have rooms cleared out and base cabinets removed prior to 6.10.13.
  - 1.21 F. Peno brought Standard Form Agreement – Owner & Contractor for approval and signature. C. Klepeiss and B. Sallurday signed contract at this meeting.
  - 1.22 Penoco will bring trailer and mobilize to job site on Friday 6.7.13.
  - 1.23 Penoco will obtain 208 volt, three phase power from existing panels in corridor.
  - 1.24 M. Weyhe submitted electrical panels for approval at this meeting.

Review of Shop Drawing Log: NA  
Past-due Bulletins/Bulletin status: NA  
Review of Outstanding RFI's: NA  
Review of RFC's: NA  
Job Progress Review: N/A

Utility Shut Down Requests:

- .1 No building shut downs foreseen. Noted two week notice required for shut-downs that affect other than work area.

Obstacles to substantial completion: None at this time.

Miscellaneous Comments: None.

Projected Work Schedule for Next Two Weeks:

- .1 Submittals
- .2 Asbestos Removal

Percentage of Elapsed Time on Project: 0%  
Percentage of Completion Based on C.O.P. for Project: N/A  
Percentage of job Completion Based on Physical Inspection: 0%

Date, Time and Place of Next Job Conference: **Thursday, June 20, 2013 at 9:00 AM – Job site.**

Any authorized persons who take exception to any statement in this report shall notify the originator in writing, within five (5) days from the date of receipt of this report, stating in detail the correction or omission. Otherwise, this report shall be considered correct and final.

cc: All in attendance  
Pat Murray, PBCI-Allen, [pmurray@pbci-allen.com](mailto:pmurray@pbci-allen.com)