

PM Meeting Minutes and Items

Meeting Type: SUBCON

Meeting: 2 to 2

Project: 206344- GC & SU Campus Theatre Develop

Meeting Type: SUBCON Subcontractor Meeting

Minutes Type: Minutes

Meeting #	Meeting Date	Meeting Time	Next Date	Next Time	Next Location	Preparer
2	12/31/08	10:00:00	01/07/09	10:00:00	BBT Site Office	Matt Brownell

Subject: Subcontractor Progress Meeting **Location:** BBT Site Office **Notes:**

Attended:	Firm	Contact
	5 Garbutt Construction Company	3 Charlie Garbutt
	5 Garbutt Construction Company	4 Tracy Lively
	5 Garbutt Construction Company	5 George Waterman
	4000 ISM Contracting Services, Inc.	3 Ashley Brooks

New Items

Item	Orig Item	Description	Initiating Firm/Person	Responsible Firm/Person	Initial Date	Due Date	Status	Issue
1		Schedule			01/02/09			
<i>Minutes</i>		1. Reviewed three week look ahead 2. Discussed Masonry opening detail at rear of theatre - Ashley confirmed he could start installing channels Friday - Garbutt will cut opening Saturday - Jamb channels will be installed Sat or Mon 3. Excavation will remain scheduled for Monday						

Item	Orig Item	Description	Initiating Firm/Person	Responsible Firm/Person	Initial Date	Due Date	Status	Issue
2		Submittal Status			01/02/09			
<i>Minutes</i>		1. The following submittals are needed ASAP - Masonry: brick, mortar samples, etc. - Concrete Mix Designs 2. The following submittals are in review - Steel Shops: 1st phase submitted 1/2/09 - Rebar: electronic copies forwarded 12/29/08. Hard copies will also be submitted						

Item	Orig Item	Description	Initiating Firm/Person	Responsible Firm/Person	Initial Date	Due Date	Status	Issue
3		General Discussion Items			01/02/09			
		<i>Line Description</i>		<i>Responsible Firm/Person</i>	<i>Initial Date</i>	<i>Due Date</i>	<i>Final Date</i>	<i>Status</i>
		1 Steel col in existing brick pilasters		Garbutt Construction Company; Tracy Lively	12/31/08	01/09/09		
		<i>Need to confirm col and footing size and depth so PiTech can review effect on foundation design</i>						
		2 Jamb anchors for masonry opening - refer to RFI #1		Garbutt-Christman; Matt Brownell	12/31/08	01/06/09		
		<i>Anchors on masonry opening detail for RFI #1 will not work due to clay tiles. Need alternate method from PiTech.</i>						
		3 Contact ATC to attend next meeting		Garbutt-Christman; Matt Brownell	12/31/08			