

**M I N U T E S O F M E E T I N G N o . 0 2**

Project No.	0619	Date	October 25, 2006
Project	Milton #3 Catholic Elementary School	File	8.03/0619

Location Kiwi Trailer Milton #3 school site*The following summarizes all subjects discussed and decisions reached at the above-noted meeting. Please advise Architect of any errors or omissions.***ATTENDANCE**

Name	Company	email
Alex Duffield	HCDSB	duffielda@haltonrc.edu.on.ca
Graeme Watkins	HCDSB	watkinsg@haltonrc.edu.on.ca
Tony Rocco	HCDSB	arocco@haltonrc.edu.on.ca
Brian DeVries	Kiwi Newton	bdevries@rogers.blackberry.net
Mario Herce	Fortis Electric	mherce@fortiselectric.com
Dhiren Shah	Neivex Masonry	Neivex@yahoo.com
Larry Arbuckle	Mekinda Snyder Architects (MSA)	larbuckle@mekindasnyder.com
Anil Gokarn	Mekinda Snyder Architects (MSA)	agokarn@mekindasnyder.com

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Mark Riffer	Kiwi Newton	mriffer@Kiwi-Newton.com
Harvey Yim	YWY	harvey@ywyeng.ca
Ricardo Santos	Fortis Electric	rsantos@bellnet.ca
David Beswick	CEC Mechanical	dbeswick@beswickgroup.com
KenMcKay	Shannon Steel	ken@shannonsteel.com
Mark Peric	Cronnox	cronnox@globalserve.net
Doug Snyder	Mekinda Snyder Architects (MSA)	dsnyder@mekindasnyder.com

SITE PHONE: Site Super (Cell) 1 519-546-3622. FAX: T.B.D.

Previous Items (additional comments from this meeting in bold)	Action by
None	
Previous Items	
1.2 <u>Upfill</u> . It was decided to upfill with clay to 800mm beneath u/s slab. The top of clay should be crowned to shed water to the perimeter. It was agreed to utilize crusher run above clay in lieu of granular B. It was agreed that the uppermost 6-8" directly below the slab is to be ¾" stone.	Kiwi
1.3 <u>Drainage</u> Drainage tile at the gym and kindergarten areas should be installed as soon as possible to help keep the building area drained. It was agreed to locate perimeter weepers at the inside of foundations walls rather than the outside with stubs outs at various locations through the wall to the exterior. Brian confirmed the perimeter weepers have been installed	Kiwi, CEC

- | | | |
|-----|---|-----------------|
| 1.4 | <u>Site access</u> Kiwi was instructed to provide approx 18" of crusher run around the building to provide a clean, dry working surface. Done | Kiwi |
| 1.7 | <u>Electrical Power</u> Kiwi advised that likely a generator will be used for temporary power for the first little while. Fortis has contacted Hydro about eventual connection for power and is in the process of working out the details.
Kiwi stated that a few generators may be required for temporary power required for construction . Permanent power through the adjoining development is an issue where we currently appear to be at the mercy of the developer. It was agreed to monitor developments but that no immediate action is required so long as generators are providing electrical self sufficiency. | Kiwi
Fortis |
| 1.8 | <u>Precast</u> MSA to ensure the precast contractor (Coreslab) is on board. Coreslab has been given a letter of acceptance (a contract) and has been advised to begin shop drawings. MSA to contact and ensure they can meet schedule. Kiwi to also coordinate with coreslab regarding scheduling. | MSA
MSA/Kiwi |

New Items

- | | | |
|-----|--|-----------------------------------|
| 2.1 | <u>Hollow Metal</u> MSA to contact hollow metal and ensure they are on board. Material should be delivered ASAP and stored in a container (be protected). | MSA |
| 2.2 | <u>Commissioning Documents</u> Commissioning School Board Commissioning agent Tony Rocco has provided Building Commissioning Plan, M&E Shop Drawing summary and M&E Operation and Maintenance document checklists. Refer to the attached. (Fortis picked up electrical documents)
CEC also to provide completed equipment supplier forms distributed earlier.
CEC please have representative at next meeting. | Fortis, CEC
Consultants
CEC |
| 2.3 | <u>Developer drainage across site.</u> Dan presented a drawing indicating the developers required drainage path across this site from adjacent sites. A swale will be required but the ultimate location will need to be negotiated according to the materials on this site etc.
Kiwi to be prepared for the developer's forces to work this drainage at some point in the near future. | Kiwi / Tregunno |
| 2.4 | <u>Dowels</u> Kiwi was reminded to install dowels as indicated on structural drawings. | |
| 2.5 | <u>Shop Drawings</u> All M&E shop drawings should be circulated as follows:
1 set to Tony Rocco at the school board.
All remaining sets to Cronnox.
Copy of transmittal to MSA and Kiwi for tracking. | Fortis
CEC |
| 2.6 | <u>Roof at back</u> Kiwi intends to complete the roof at the back and be watertight at Christmas. Kiwi to contact Pollard. | MSA |

Cont...

Site Progress,

- Trenching and footings underway.
- Mason mobilized, silo up, block unloaded.

Look Ahead Schedule – 2 weeks

- Complete upfill, excavate and pour footings, foundations
- Complete underground masonry, backfill
- Begin site services

Next Meeting Nov 8, 1pm.



MECHANICAL OPERATION & MAINTENANCE DOCUMENT CHECKLIST

JOB NAME: Milton #2 Catholic Elementary School

EQUIPMENT	REQUIRED DOCUMENTS											DATE RECEIVED	DATE COMPLETED		
	TEST REPORTS	CERTIFICATE/LETTER	CHART/LIST	WHMIS MSDS	REVIEWED SUBMITTAL DATA	INSTALLATION INSTRUCTIONS	OPERATING INSTRUCTIONS	MAINTENANCE INSTRUCTIONS	WIRING DIAGRAM	PARTS LIST	TROUBLE SHOOTING GUIDE			MANUFACTURERS WARRANTY	
General, 15000															
As-Built CAD Drawings			X												
Equipment Supplier Contact List			X												
Label Identification Chart			X												
Valve Tags Chart			X												
<i>Air & Water Balancing Report (By Owner)</i>	X														
Installation Conformance Letter		X													
Warranty Letter		X													
Mechanical Insulation, 15200					X										
Shop Drawings (See Review Summary)					X										
Plumbing, 15400					X										
Shop Drawings (See Review Summary)					X										
Gas Water Heater	X				X	X	X	X	X	X	X	X	X	X	X
Electric Water Heaters	X				X	X	X	X	X	X	X	X	X	X	X
Buried Sanitary Ball Test	X				X										
Buried Storm Ball Test	X				X										
Sanitary Drain Leak Test	X				X										
Vent Pipe Leak Test	X				X										
Storm Drain Leak Test	X				X										
Potable Water Leak Test	X				X										
Potable Water Sterilization	X				X										
Gas Pipe Leak Test	X				X										
Sprinklers, 15500															
As-Built CAD Drawings															
Hydraulic Calculations					X										
Shop Drawings (See Review Summary)					X										
Sprinkler Pipe Leak Test	X														
Sprinkler Pipe Flushing	X														
Fire Department Inspection		X													
Installation Conformance Letter		X													
Warranty Letter		X													
Hot & Cold Generation, 15600															
Hydronic Water Boilers	X				X	X	X	X	X	X	X	X	X	X	X
Air Cooled Chiller (Scroll)	X				X	X	X	X	X	X	X	X	X	X	X
Pipe & Fittings, 15700															
Shop Drawings (See Review Summary)					X										
Glycol Make-up Package	X				X	X	X	X	X	X	X	X	X	X	X
Pumps	X				X	X	X	X	X	X	X	X	X	X	X
Variable Speed Drives	X				X	X	X	X	X	X	X	X	X	X	X
Unit Heaters	X				X	X	X	X	X	X	X	X	X	X	X



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	TEST REPORTS	CERTIFICATE/LETTER	CHART/LIST	WHMIS MSDS	REVIEWED SUBMITTAL DATA	INSTALLATION INSTRUCTIONS	OPERATING INSTRUCTIONS	MAINTENANCE INSTRUCTIONS	WIRING DIAGRAM	PARTS LIST	TROUBLE SHOOTING GUIDE			MANUFACTURERS WARRANTY
Cabinet Heaters	X				X									
Heating/Cooling Pipe Leak Tests	X													
Heating/Cooling Pipe Flushing and Cleaning	X			X										
Heating/Cooling Pipe Water Treatment	X			X										
Air Distribution, 15800					X									
Shop Drawings (See Review Summary)					X				X					
Air Handling Unit & Return Air Fan	X				X				X					
Variable Speed Drives	X				X				X					
Roof Top Air Conditioning Units	X				X				X					
Split System A/C Units	X				X				X					
Gas Fired Humidifiers	X				X				X					
Fan Powered Boxes	X				X				X					
Exhaust Fans	X				X									
Supply Fans	X				X									
Supply Air Duct Leak Test	X													
Controls, 15900 (By Owner)														
As-built Drawings (Schematics, Sequences, Schedules)														
Point Summary Report			X											
Program Files														
Controllers														
Field Devices (sensors, relays, dampers, valves, switches, etc.)														
Controls Checkout Sheets	X													
Installation Conformance Letter														
Warranty Letter														X



MECHANICAL SHOP DRAWING REVIEW SUMMARY

JOB NAME: Milton #2 Catholic Elementary School

JOB NO.:

EQUIPMENT	DATE RECEIVED	NO COMMENT	STATUS		DATE RETURN'D	DATE RE-SUBMITTED	FINAL REVIEW
			SEE NOTES	RESUBMIT			
General Provisions, 15010							
Access Doors							
Thermal Insulation, 15200							
Insulation Material							
Jackets							
Adhesive							
Plumbing, 15400							
Cleanouts							
Roof Drains							
Floor Drains							
Trap Seal Primers							
Hose Bibbs							
Backflow Preventer							
Shock Absorbers							
Solenoid Valves							
Lavatory and Trim							
Mechanical Mixing Valves							
Water Closets and Flush Valve							
No-Flush Urinals							
Showerhead and Mixing Valve							
Drinking Fountains							
Janitor Sinks and Trim							
Washfountains							
Stainless Steel Sinks and Trim							
Eye Wash Station							
Gas Water Heater							
Electric Water Heaters							
Fire Extinguishers							
Sprinkler, 15000							
Sprinkler Working Plans							
Hydraulic Calculations							
Sprinkler Heads							



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JOB NO.:

EQUIPMENT	DATE RECEIVED	NO COMMENT	STATUS		DATE RETURN'D	DATE RE-SUBMITTED	FINAL REVIEW
			SEE NOTES	RESUBMIT			
Siamese Connection							
Alarm Check Valve							
Monitoring Switches							
Water Motor Alarm							
Jockey Pump							
Heat & Cold Generation, 15600							
Hydronic Water Boilers							
Air Cooled Chiller (Scroll)							
Pipe and Fittings, 15700							
Ball Valves							
Butterfly Valves							
Check Valves							
Terminal Unit Valves							
Circuit Balancing Valves (CBV)							
CBV Schedule							
Strainers							
Thermometers							
Pressure Gauges							
Pete's Plug							
Make-up Water Feeder							
Air Eliminators							
Air Vents							
Expansion Tanks							
Gas Pressure Reducing Valve Stations							
Pumps							
Pump Suction and Discharge Valves							
Variable Speed Drives							
Glycol Make-up Packages							
Convectors							
Cabinet Heaters							
Unit Heaters							
Reheat Coils							



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JOB NO.:

EQUIPMENT	DATE RECEIVED	NO COMMENT	STATUS		DATE RETURN'D	DATE RE-SUBMITTED	FINAL REVIEW
			SEE NOTES	RESUBMIT			
Plate Heat Exchanger							
Radiant Floor Heating System							
Gas Fired Humidifier							
Flushing & Water Treatment Chemicals							
Air Distribution, 15800							
Balancing Dampers							
Access Doors							
Fire Dampers							
Back Draft Dampers							
Grilles							
Diffusers							
Hydronic Water Boilers Vent Pipe							
Louvres							
Brick Vents							
Air Handling Units							
Variable Speed Drives							
Roof Top Air Conditioning Units							
Split System A/C Units							
Exhaust Fans							
Supply Fans							
Ceiling Fans							
Fan Powered Boxes							
Automatic Controls, 15900							
By Owner							