



**Crabtree, Rohrbaugh & Associates
Architects**

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CONSTRUCTION CONFERENCE REPORT #4
Southern Fulton Jr/Sr High School
CRA project no. 2563

11-27-2013

IN ATTENDANCE

See attached listing for attendance.

On the above date, at 9:00 p.m., a construction conference was held at the project site. The following is Crabtree, Rohrbaugh & Associates understanding of the issues discussed.

Lobar, Inc. - GC

Please see the attached status report for progress of contractor prior to this construction conference and projected work for the next two weeks.

- 4.1 Mr. Lebo requested Mr. Bain to give him the type and brand of wax they use on the District floors. He wants the wax for the new VCT to be compatible. Mr. Bain will supply the information. (Closed)

- 4.2 Mr. Hollenbaugh spoke of the abatement schedule coming up at the Christmas break. Friday 12/20 is the last day of classes with dismissal at 1:00. Abatement will start on that date after dismissal and finish before classes resume on Thursday January 2. Corridors C102 and D102 will be abated first and depending on the progress, other area may be abated.

Carl E. Frantz Inc. – PC/HC

Please see the attached status report for progress of contractor prior to this construction conference and projected work for the next two weeks.

11-27-2013: No new business from Carl Franz Inc.

Lobar, Inc – EC

Please see the attached status report for progress of contractor prior to this construction conference and projected work for the next two weeks.

11-27-2013: No new Business from Lobar, Inc (EC)

Southern Fulton School District

- 1.4 Mr. Hann is concerned about the VCT warranty when chemicals are used to abatement asbestoses. He also noted that the first chemical that was used had a stronger odor than the second usage. Note: a pre-installation should be scheduled for VCT installation.
Update 10-30-2013: Mr. Lebo scheduled a preinstall meeting for 11:00 November 13, after the job conference. Update 11-13-2013: Abatement chemicals used need to be coordinated with the district, as some products have stronger odors than others. The Mannington Service Manger responded to the installation warranty question. "Mannington cannot warrant the bond of any adhesive installed directly over a chemically treated subfloor" (letter is attached). The preinstall meeting gave the solution of encapsulating the treated sub floor with a cementious skim coat. With 10,000 sq ft base bid included in the contract a balance of approximately 26,000 will need to be added. Proposal was requested.
Update 11-27-2013: PCO was reviewed by and accepted 12-5-2013. CO is forthcoming. (closed)

- 3.4 Mr. Hervey needs all clearances submitted to him before workers are permitted on the School property.

- 4.3 Mr. Bain asked about the carpet installation for the library. This is important to the District because moving library furnishings back into the library space will free up storage space for the phases to come.

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Please assure that original notarized 'Partial waiver and release of Mechanics Liens' are attached to every pay application submitted. Not doing so will delay the application process

All Primes please submit to Mr. Lebo, Lobar Inc, schedule durations by the 20th so an update project schedule can be reviewed at the job conference.

Please give advanced notice to the Architect and Owners for pre-installation meetings.

11-13-2013; Pay Application Procedure Reviews:

Pencil copy pay applications need to be submitted by the 24 of each month. Please submit by e-mail to Mr. Hervey Hann, Mr. John Bain, and Mr. Augustine. The District will e-mail back acceptance.

Update 10-30-2013: Please send original pay apps and waivers to CRA attention Frank Augustine.

Update 11-27-2013: Pay Application Pencil copies need to be submitted by the 24th of each month by e-mail to Hervey Hann and Frank Augustine. Mr. Hann and Mr. Augustine will review and e-mail back to the contractor the acceptance or request for revision. After acceptance the contractor will send all originals and waivers to CRA attention Frank Augustine who will certify and forward to Mr. Hann for payment. (Closed)

- 4.4 Since Phase 1 will be turned over to the District on Thursday December 19, a punch list review by CRA will take place after the rescheduled job conference of December 16. The contractors need to submit a punch list to CRA before Friday 12-13 on the excel spread sheet that was provided. CPE has been notified and will review the MEP.

Next scheduled Job Conference of December 11th is canceled. The new date is Monday December 16th at 9:00am. The scheduled Job Conference of December 25 is canceled and the regular scheduled meetings will resume Wednesday, January 8, 2014 at 9:00.

The above represents the writers understanding of the issues and items of discussion at the Job Conference. Any miscommunications or clarifications should be conveyed to Crabtree, Rohrbaugh & Associates within five days receipt of these minutes.