
PROGRESS MEETING MINUTES

DATE: August 22, 2023

PROJECT: **Ravenna Public Schools
High School Addition and Renovation**

WRITTEN BY: D.J. Beckering

PRESENT: Beckering Construction, Inc. – DJ Beckering, Steve Corvers
Ravenna Public Schools – Justin Wilson, Greg Helmer, Brian Zilka, Ryun Landheer
Tower Pinkster – Lori Pawlias
B&V Mechanical – Jeremy Schultz
Van Haren Electric – Laura Farrell

1. Review of jobsite safety and visitor requirements
 - a. Visitors are to check in with Steve Corvers prior to visiting the site – contact Steve at 616.970.2040.
 - b. All construction personnel and visitors are required to wear hardhats and high visibility vests while on site.
 - c. All contractors are to maintain a safe workspace and daily clean-up is required.
 - d. NO SMOKING on site!
 - e. There have been no incidents / accidents reported on site.
2. Shop drawing and submittal review
 - a. None
3. RFI's – To date – 99 – Review Log
 - a. RFI's are to be sent to Steve at sjc@beckering.com and DJ at dj@beckering.com.
 - b. RFI's under review:
 - i. **99 – Generator Pad – TP reviewing.**
4. Bulletins / Outstanding Pricing
 - a. Cost Control Log – Review
 - b. Change Orders are up to date. CO 27 forthcoming.
 - c. Outstanding Pricing
 - i. 83A – RFI 53A – Mechanical Mezzanine Cleanup – T&M Pricing forthcoming.
 - ii. 126 – Additional Window Treatments – On hold.
 - iii. 151 – RFI 98 – Paint Vestibule A144 Doors / Frames – Pricing approved.
 - iv. 152 – RFI 05 – Epoxy Floors at Unit D Rooms – Pricing under review.
 1. **Beckering to price the Boiler Room only for review.**
 - v. 153 – Additional Painting Items – T&M Pricing forthcoming.
 1. Media Center Infills
 2. Fire Wall, Door and Frame
 3. (2) Overhangs at South Side of Building
 - vi. 154 – Replacement of Transition Strips – T&M Pricing forthcoming.
 - vii. 155 – Additional Drywall Finishing at Cafeteria – T&M Pricing forthcoming.
 - viii. 156 – Metal Panels at Greenhouse Removal – T&M Pricing forthcoming.
5. Testing, Inspections and Mock-Ups
 - a. Phase V inspections
 - i. Building Inspector – occupancy review - passed
 - ii. Fire Marshal – fire alarm and occupancy review - passed
 - iii. Plumbing Inspection – no inspection – requested temporary extension until concessions room is completed



- iv. Mechanical Inspection – passed – need testing and balancing report to final out the permit
- v. Electrical Inspection - passed

6. Construction Schedule

a. Past Month Review

- i. General Trades – 44th St. Construction
 - 1. Phase V
 - a. Installation of millwork has started in the lobby, cafeteria, and student center
 - b. Installed new fire doors, frames, and hardware
- ii. Masonry – Burggrave Masonry
 - 1. Installed sills at the front of the building, completed exterior punch list items
- iii. Concrete Polishing – Burgess Concrete
 - 1. Completed polishing and brightening up of the floors
- iv. Painting – K&A Painting
 - 1. Completed the staining of the brick
 - 2. Completed painting of the existing doors and frames in the vestibules
- v. Drywall and Acoustical – Schepers Brothers
 - 1. Completed ceilings, ceiling clouds and installation of ceiling tile,
 - 2. Completed framing, drywall and finishing of the new fire walls.
- vi. Flooring – Phoenix Interiors
 - 1. Installed carpet in the tech room and student center,
 - 2. Installed base throughout the building
 - 3. Replaced/repairs flooring transition strips due to construction phasing.
- vii. Mechanical & Plumbing – B&V Mechanical
 - 1. Completed duct installation
 - 2. Completed re-piping in the mezzanine
 - 3. Installed louvers in the student center
- viii. Controls – Hurst Mechanical
 - 1. Completed controls work to cafeteria unit and IT room unit
- ix. Electrical – Van Haren Electric
 - 1. Completed installation of the new electrical panels and removed the old.
 - 2. Completed the fire alarm system
 - 3. Completed installation of the light fixtures
 - 4. Completed fire alarm (smokes and magnetic hold opens) installation at the new fire doors.
- x. Site Work – Horrocks Landscaping
 - 1. Completed grading and seeding at the existing greenhouse area

b. One Month Look Ahead

- i. General Trades – 44th St. Construction
 - 1. Complete millwork installation in the concessions room, lobby, cafeteria, and student center.
 - 2. Repair metal panels where the existing greenhouse was and remove caulk from brick
- ii. Painting – K&A Painting
 - 1. Complete exterior overhang painting
 - 2. Complete boiler room and maintenance room painting
- iii. Mechanical & Plumbing – B&V Mechanical
 - 1. Clean boiler room and the mechanical equipment in the space
 - 2. Install sink in the concessions room
 - 3. Complete insulating of duct in the mezzanine



4. Install gas line to the generator?
 - iv. Electrical – Van Haren Electric
 1. Clean boiler room and the electrical equipment in the space.
 2. Pour generator pad
 - c. Punch Lists 1-4, and Exterior
 - i. Punch list #4 work and Exterior punch list complete – Steve has yet to review completed items.
 - ii. Phase 4 punch list has been received – needs to be issued to the trades yet.
 - iii. **Phase 5 Puch List is approximately 2 weeks out.**
 - d. Equipment Lead Times (Ship Dates)
 - i. Electrical
 1. Generator delivery is currently scheduled for the 3rd week of September 2023.
7. Miscellaneous Items
 - a. **All contractors must submit final closeout documents and schedule any outstanding Owner training that must be performed.**
 - b. **School Schedule**
 - i. **8/23 – First day of School. This is a half day. Thursday and Friday of this week are also half days.**
 - ii. **With school now in session, contractors will need to be mindful of the occupied building while performing work on site.**
 - c. **The breaker for the lights is tripping in the 200 Wing Restrooms. Van Haren will review this the morning of 8/23.**
 - d. **Communications Test**
 - i. **Brian is working with the Building Inspector, Dave Rigozzi, on this.**
 - ii. **He will perform a test within the building and write a letter to the State of Michigan stating that the communications work properly.**
 - iii. **Beckering and Tower Pinkster will assist as needed.**
 - e. **Flagpole removed at the Middle School – fill the hole with concrete.**
 - f. **Ribbon Cutting Ceremony is tentatively scheduled for Homecoming Friday, 10/6/23.**
8. The next scheduled OAC Progress Meeting date is Tuesday, September 26, 2023 at 11:00 am.