

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: June 19, 2009
Conference No.: 4
Date & Time: June 17, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 1808

ATTENDEES

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X	Lisa Lambeth	Department of General Services – BPM	916 869-1702	Lisa.Lambeth@dgs.ca.gov
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X	Gary Lee	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None 	
II.	Schedule / Progress <p>a. Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Completion Date: 2/2/2011 (Physical work completed by 12/22/2010) <p>b. CPM (Critical Path Method) Schedule</p> <ul style="list-style-type: none"> ▪ Copies were distributed. Not intended for weekly distribution. Revisions will be noted in the 3-Week Look-Ahead Schedule ▪ BOE (Vince Paul) will meet with LCD a week before a floor is turned over to DGS; this activity was added to the CPM. ▪ After furniture is pulled away from the wall, LCD will do additional assessments with results back in one day. The report will be amended each time for each floor. When the project is completed, a final LCD report will capture all areas remediated. <p>c. 3 Week Look Ahead Schedule</p> <ul style="list-style-type: none"> ▪ 3 Week Look Ahead Schedule was distributed. A copy is included as the last page of these meeting minutes <p>JLS (John Sheehan) reported:</p> <ul style="list-style-type: none"> ▪ 4th Floor: Furniture relocation, along with removal of baseboard and 12" of carpet, will begin on June 18. Janitor closet cleaning is complete. Service Room will be completed today. Results are due today. Will encapsulate Janitor Closet and Service Room when clearance is given. Will have drywall schedule and delivery date of countertops today. ▪ Elevator Shaft: Times listed are consistent with when work is occurring. No problems encountered with the security guards performing fire watch. ▪ 11th Floor: Protocol – Waiting for BOE approval on protocol. BOE (Vince Paul) anticipates providing approval by end of this week/early next week. Pending this, BOE (Vince Paul) gave informal approval to proceed. Janitor Closets – Received good results yesterday. Final encapsulation was applied and will be inspected today. DGS waiting on water repellent materials to be specified. Bathroom Reconstruction – Corian Countertops will be used ▪ Flooring for both 4th and 11 Floors – awaiting information on lead time required. <p>d. Delays</p> <ul style="list-style-type: none"> ▪ None reported. <p>e. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ DGS (Mary Hoy) said none was reported. ▪ HTI (Wes Frey) reported a spike in one of the readings in one of the elevator cars but it was normal when work was completed. 	<p>LCD/VP</p> <p>JLS/LCD</p>

<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ BOE approved 11th Floor furniture layout (transmitted to BOE on 6/9/09). This no longer needs to be tracked and will drop off the agenda ▪ Elevator shaft work (weekend work): Work went well (but a bit slower than expected) once sufficient negative pressure was established. Pits will be cleaned as each elevator is worked on. Thyssen-Krupp will maintain and clean pits when their contract takes effect on July 1, 2009. ▪ 3rd Floor (surface barrier): Supplemental barrier applied. HTI inspected. BOE satisfied as no problems or issues were reported. ▪ 4th Floor (work status): Sprinkler hose cabinets were inspected. These are dry pipes and other than debris, no further activity is warranted. ▪ 11th Floor (cable rating, remediation protocol comments): Expect protocol approval next week. BOE to provide cable rating specs to DGS in writing. HTI to provide DGS with official response on protocol. 	<p>BOE/VP</p>
<p>IV.</p>	<p>New Business</p> <ul style="list-style-type: none"> ▪ DGS (Laura Patton) raised issue regarding the urgency to fix leaking flex hose valves on Floors 6 (two locations), 9 (two valves), 10 (one valve) and 17 (two valves) and not wait until floors are turned over to DGS. DGS states there is a high potential for and immediate danger of valve failure with a catastrophic water event if it is not able to perform this work now. BOE's present position is that these will be fixed when a floor is turned over to DGS. DGS has voiced disagreement on this in the past and continues to disagree with BOE on this. Vince Paul will discuss with Liz Houser and get back to DGS today. Response will be emailed to Bob Courtner, Mike Moore with a cc to Laura Patton. While the heating system is shut down this summer, the process to fix is to "freeze" the pipes before they are dismantled; thus, reducing the amount of water to capture (in a 50-gallon garbage can). Bob Courtner stated that as with all repairs, the utmost caution will be taken to contain water, but that there are no guarantees. 	<p>BOE/VP DGS/BC</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ Bob Courtner and Jill Sommerville are both out next week on vacation. Mike Moore is the point-of-contact for all project issues; Jim Martone is backup. 	
<p>VI.</p>	<p>Next Meeting is June 24, 2009, 10:30 am, BOE, Conference Room 1808</p>	

ID	Task Name	Duration	Start	Jun 14, '09	Jun 21, '09	Jun 28, '09	Jul											
				S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	4th Floor - Furniture relocation for investigation and painting	16 days	Mon 6/15/09	[Task bar]														
2	Quality furniture - relocating modular	2 days	Thu 6/18/09	[Task bar]														
3	4th Floor - Bathroom / Janitors Closet Remediation	5 days	Mon 6/15/09	[Task bar]														
4	4th Floor - Bathroom / Janitors closet - Demo & final clean	2 days	Mon 6/15/09	[Task bar]														
5	4th Floor - Service rooms 4B & 4C - Final Clean	1 day	Tue 6/16/09	[Task bar]														
6	BioMax - Final Clearance testing - 4th flr. Bathrooms/Janitors closet and Service rooms 4B & 4C	1 day	Wed 6/17/09	[Task bar]														
7	Clearance results - Biomax and HTI	1 day	Thu 6/18/09	[Task bar]														
8	4th floor - Encapsulate Janitors closet and mens and womans bathroom	1 day	Fri 6/19/09	[Task bar]														
9	4th Floor - Drywall - Hung and finished	2 days	Mon 6/22/09	[Task bar]														
10	4th floor bathroom reconstruction - waiting on delivery dates for countertops and end boxes	1 day	Wed 6/24/09	[Task bar]														
11	Elevator Shaft Remediation - Fri. 6pm - 3am Sat. 9am - 7pm Sun. 9am - 7pm	16 days	Mon 6/15/09	[Task bar]														
12	Elevator shaft remediation - cleaning - low rise/ 1st high rise -	1 day	Fri 6/19/09	[Task bar]														
13	Elevator shaft remediation - cleaning - 2nd high rise and freight - subject to change	2 days	Fri 6/26/09	[Task bar]														
14	Elevator Shaft remediation - sealant - 1st low rise - subject to change	1 day	Fri 7/3/09	[Task bar]														
15	11th Floor - Remediation	16 days	Mon 6/15/09	[Task bar]														
16	11th floor - Containments set - per protocol - completed - waiting for approval to proceed	2 days	Mon 6/15/09	[Task bar]														
17	11th Floor - remediation	14 days	Wed 6/17/09	[Task bar]														
18	11th Floor - Janitor closet remediation	0 days	Mon 6/15/09	[Task bar]														
19	11th floor - Janitors closet - Biomax and HTI results	1 day	Tue 6/16/09	[Task bar]														
20	11th - Janitors closet - encapsulate under negative pressure	0.5 days	Wed 6/17/09	[Task bar]														
21	11th Floor - Janitors closet - drywall	1 day	Wed 6/17/09	[Task bar]														
22	11th floor - Janitors closet - Waiting on materials to be specified	9 days	Wed 6/24/09	[Task bar]														
23	11th floor - Bathroom Reconstruction	16 days	Mon 6/15/09	[Task bar]														
24	Countertops and Formica boxes - on order - delivery date TBD	1 day	Fri 7/3/09	[Task bar]														
25	Flooring for the 11th and 4th floors	0 days	Mon 6/15/09	[Task bar]														
26	Letter of intent - emailed - 6-9-09	0 days	Mon 6/15/09	[Task bar]														
27	Job walk with BT Mancini	1 day	Mon 6/15/09	[Task bar]														
28	Flooring - Lead time - 4 to 5 weeks	14 days	Wed 6/17/09	[Task bar]														

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Project: DGS - 450 N Street - 3 week : Date: Tue 6/16/09	Task	[Task bar]	Milestone	◆	External Tasks	[Task bar]
	Split	[Split bar]	Summary	◁	External Milestone	◆
	Progress	[Progress bar]	Project Summary	◁	Deadline	↓

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: June 26, 2009
Conference No.: 5
Date & Time: June 24, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 1808

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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None 	
II.	Schedule / Progress <p>a. Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Completion Date: 2/2/2011 (Physical work completed by 12/22/2010) <p>b. CPM (Critical Path Method) Schedule</p> <ul style="list-style-type: none"> ▪ No changes on any of the dates. (Copies were distributed on June 10, 2009. The CPM is not intended for weekly distribution. Revisions will be noted in the 3-Week Look-Ahead Schedule.) <p>c. 3 Week Look Ahead Schedule</p> <ul style="list-style-type: none"> ▪ 3-Week Look-Ahead Schedule was distributed. A copy is included as the last page of these meeting minutes <p>JLS (John Sheehan) reported:</p> <ul style="list-style-type: none"> ▪ 4th Floor: Encapsulation of Janitor Closet and Men's and Women's restrooms will be completed this Friday. DGS (Jill Sommerville) to identify material to be used for sinks' backsplash. ▪ Elevator Shaft: Triple high rise and low rise have been cleaned. ▪ 4th and 11th Floors: Planned remediation activities are proceeding as scheduled. ▪ Other: <ul style="list-style-type: none"> ○ 1st Floor restrooms will be added to schedule. Work to be completed between July 22 – August 30 Board break ▪ Mechanical Flex Hose Change Out – Work is scheduled to begin on Monday (June 29, 2009) on the unoccupied floors 4, 11, 23 and 24. (No date shown on today's schedule, but will be added.) Work also to be done on occupied floors (beginning with Floor 10, then to floors 6, 9 and 17) after-hours. DGS will coordinate work on occupied floors with BOE. Plan is to replace all the valves. For the building, there are 214 hoses, 254 VAVs, and approximately 508 valves. <p>d. Delays</p> <ul style="list-style-type: none"> ▪ Potential delay should work not occur during the July 4th holiday weekend. <p>e. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ DGS (Mary Hoy) said none was reported. ▪ BioMax & JLS met with HTI before today's meeting to discuss 11th Floor containment protocol and limitations. 	<p>Info.</p> <p>DGS/Jill S</p> <p>JLS</p>
III.	Old Business <ul style="list-style-type: none"> ▪ 4th Floor: BOE (Vince Paul) to provide DGS by July 1 date(s) to conduct historic interviews with BOE staff ▪ 11th Floor: BOE (Vince Paul) to provide cable rating specs to DGS (outstanding BOE action item from June 24, 2009 meeting). ▪ Carpet in historic room was installed last night, VCT will be buffed clean. 	<p>VP</p> <p>VP</p> <p>BPM</p>

IV.	New Business <ul style="list-style-type: none"> ▪ BOE provided copy of draft stacking plan to DGS (Mike Moore). Mike will forward copy to BPM (Laura Patton). DGS reminded BOE (Vince Paul) of email protocol – emails from BOE to DGS are sent to Bob Courtmier and Mike Moore with cc's to Jill Sommerville and Laura Patton. ▪ 14th Floor turnover. Will be added to CPM. Floor A on the CPM will become the 14th Floor. 	
V.	Other <ul style="list-style-type: none"> ▪ None. 	
VI.	Next Meeting is July 1, 2009, 10:30 am, BOE, Conference Room 1808	

BOE - JLS Remediation and Construction 3 Week Schedule
6-24-2009

ID	Task Name	Duration	Start	Finish	21 '09	Jun 28 '09	Jul 5 '09	Jul 12 '09
					T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	4th Floor - Furniture relocation for investigation and painting - Moving complete	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
2	4th Floor - Bathroom / Janitors Closet Remediation	5 days	Wed 6/24/09	Mon 6/29/09		■		
3	4th Floor - Bathroom / Janitors closet - Demo & Final clean - complete	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
4	4th Floor - Service rooms 4B & 4C - Final Clean - complete	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
5	BioMax - Final Clearance testing - 4th flr. Bathrooms/Janitors closet and Service rooms 4B &	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
6	Clearance results - Biomax and HTI	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
7	4th floor - Encapsulate Janitors closet and mens and womans bathroom	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
8	4th Floor - Service Closets - janitors closet - Drywall - Hung and finished	2 days	Thu 6/25/09	Fri 6/26/09		■		
9	4th Floor - Service Closets - janitors closet - Painting	2 days	Thu 6/25/09	Fri 6/26/09		■		
10	4th floor bathroom reconstruction - Plumbing - extensions and new supplies ?	1 day	Sun 6/28/09	Sun 6/28/09		■		
11	Elevator Shaft Remediation - Fri. 6pm - 3am Sat. 5am - 7pm Sun. 9am - 7pm	17 days	Fri 6/26/09	Wed 7/15/09		■		
12	Elevator shaft remediation - cleaning - high rise triples - low encapsulation test 1 & 2	2 days	Fri 6/26/09	Sun 6/28/09		■		
13	Elevator shaft remediation - cleaning - Encapsulation - Low and High rise #1	2 days	Fri 7/3/09	Sun 7/5/09			■	
14	Elevator Shaft remediation - sealant - 1st low rise - subject to change	2 days	Fri 7/10/09	Sun 7/12/09			■	
15	11th Floor - Remediation - Main floor	17 days	Fri 6/26/09	Wed 7/15/09		■		
16	11th floor - Containments set - per protocol - completed - waiting for approval to proceed	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
17	11th Floor - Remediation - Start date 6-24-09	17 days	Fri 6/26/09	Wed 7/15/09		■		
18	11th Floor - Janitor closet remediation	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
19	11th floor - Janitors closet - Biomax and HTI results	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
20	11th - Janitors closet - encapsulate under negative pressure	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
21	11th Floor - Janitors closet - drywall	2.5 days	Wed 6/24/09	Fri 6/26/09		■		
22	11th floor - Janitors closet - Painting	1 day	Mon 6/29/09	Mon 6/29/09		■		
23	11th floor - Bathroom Reconstruction	16 days	Wed 6/24/09	Sun 7/12/09		■		
24	Countertops and Formica boxes - on order - 7-6-09 anticipated start date	1 day	Mon 7/6/09	Mon 7/6/09			■	
25	Flooring for the 11th and 4th floors	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
26	Flooring - Lead time - Anticipated Deliver Date	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
27	Flooring - Lead time - Installation 4th floor	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
28	Flooring - Lead time - Installation 11th Floor	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			
29	Mechanical - Flex hose change out	0 days	Wed 6/24/09	Wed 6/24/09	◆ 6/24			

Project: DGS - 450 N Street - 3 week s
Date: Tue 6/23/09

Task	■	Milestone	◆	External Tasks	■
Split	■	Summary	■	External Milestone	◆
Progress	■	Project Summary	■	Deadline	◆

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: July 2, 2009
Conference No.: 6
Date & Time: July 1, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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	<ul style="list-style-type: none"> ▪ Mechanical – flex hose change out <ul style="list-style-type: none"> ○ Work on unoccupied floors did not start on 6/24/09 as schedule because the valves did not come in. They have arrived now and work will start on July 6. ○ For work on occupied floors, DGS will provide BOE by 4:30 pm today with a work schedule and work plan with valve locations identified. BOE requires two weeks lead time for employee noticing before DGS can start work. 10th Floor valve replacement is the most urgent of all and is anticipated to start July 15 (two weeks from today). The next floors scheduled are 6, 9 and 17; then 2 and 5. Two floors will be done per night. Regarding Floors 2 and 5, BOE (Yount) says July is the best time to work on these because it will be before the next BOE workload rush. ○ Precautions (e.g., barrels, plastic garbage cans, etc) will be taken to capture any water still in the hose/system during the change-out. ○ DGS will provide BOE with a consolidated flex hose change out work schedule this week. d. Delays <ul style="list-style-type: none"> ▪ Elevator Shaft Remediation - no work during the July 4th holiday weekend; schedule will be pushed out by one week. e. Inspection & Safety Notes <ul style="list-style-type: none"> ▪ None. 	MM
III.	Old Business <ul style="list-style-type: none"> ▪ 4th Floor: Historic interviews with 4th floor staff scheduled for July 2 from 8 – 11 am and 12 noon – 2:30 pm in Conference Room 2221. ▪ 11th Floor – DGS received cable rating specs from BOE. 	
IV.	New Business <ul style="list-style-type: none"> ▪ DGS (Courtner) to set up meeting to discuss 4th and 11th Floor mitigation issues. ▪ Carpet and painting in the building – For building-wide consistency, BOE requested new carpet and painting be added to the overall project for Floors 2, 6, 7, 9 and 10. BOE will fund this cost. ▪ Clearance Assessment meeting for the 5 containment areas on the 11th floor will take place after this meeting. 	BC BOE/BPM BioMax/HTI
V.	Other <ul style="list-style-type: none"> ▪ None. 	
VI.	Next Meeting <ul style="list-style-type: none"> ▪ July 8, 2009, 10:30 am, BOE, Conference Room 2221. ▪ Please note that this will be our meeting location for future meetings. 	

BOE - JLS Remediation and Construction 3 Week Schedule
7-1-2009

ID	Task Name	Duration	Start	Finish	21, '09	Jun 28, '09	Jul 5, '09	Jul 12, '09	Jul 19, '09
					T W T F S S M T W T F S S M T W T F S S M T W T	T W T F S S M T W T F S S M T W T F S S M T W T	T W T F S S M T W T F S S M T W T F S S M T W T	T W T F S S M T W T F S S M T W T	T W T F S S M T W T F S S M T W T
1	4th Floor - Bathroom / Janitors Closet Reconstruction	19 days	Wed 7/1/09	Wed 7/22/09					
2	4th Floor - Service rooms and janitors closet 4B & 4C - Painting	1 day	Thu 7/2/09	Thu 7/2/09					
3	4th floor bathroom reconstruction - Plumbing - extensions and new supplies ?	1 day	Wed 7/1/09	Wed 7/1/09					
4	Countertops and Formica boxes - on order - 7-8-09 anticipated start date	1 day	Mon 7/6/09	Mon 7/6/09					
5	Countertop installation - tops, boxes and light bars	3 days	Wed 7/8/09	Fri 7/10/09					
6	Plumbing - trim out	1 day	Sun 7/12/09	Sun 7/12/09					
7	Tile installation	2 days	Mon 7/13/09	Tue 7/14/09					
8	Electrical - New T8 lights	1 day	Wed 7/15/09	Wed 7/15/09					
9	Final clean	1 day?	Thu 7/16/09	Thu 7/16/09					
10	Inspection	1 day?	Fri 7/17/09	Fri 7/17/09					
11	Elevator Shaft Remediation - Fri. 6pm - 3am Sat. 9am - 7pm Sun. 8am - 7pm	19 days	Wed 7/1/09	Wed 7/22/09					
12	Elevator shaft remediation - Not working	2 days	Fri 7/3/09	Sun 7/5/09					
13	Elevator shaft remediation - triple, 2nd high rise - encapsulation	2 days	Fri 7/10/09	Sun 7/12/09					
14	Elevator Shaft remediation - Encapsulation - high/low rise (3, 4, 5, and 6)	2 days	Fri 7/17/09	Sun 7/19/09					
15	11th Floor - Remediation - Main floor	19 days	Wed 7/1/09	Wed 7/22/09					
16	11th Floor - Remediation - Start date 6-24-09	19 days	Wed 7/1/09	Wed 7/22/09					
17	11th floor - Bathroom / Janitors Closet Reconstruction	19 days	Wed 7/1/09	Wed 7/22/09					
18	Countertops and Formica boxes - on order - 7-8-09 anticipated start date	1 day	Mon 7/6/09	Mon 7/6/09					
19	Countertop installation - tops, boxes and light bars	3 days	Wed 7/8/09	Fri 7/10/09					
20	Plumbing - trim out	1 day	Sun 7/12/09	Sun 7/12/09					
21	Tile installation	2 days	Mon 7/13/09	Tue 7/14/09					
22	Electrical - New T8 lights	1 day	Wed 7/15/09	Wed 7/15/09					
23	Final clean	1 day?	Thu 7/16/09	Thu 7/16/09					
24	Inspection	1 day?	Fri 7/17/09	Fri 7/17/09					
25	Flooring for the 11th and 4th floors	0 days	Wed 7/1/09	Wed 7/1/09					
26	Flooring - Lead time - Anticipated Deliver Date - 7-24-09 to BT Mancini	0 days	Wed 7/1/09	Wed 7/1/09					
27	Flooring - Partial demolition of 4th floor - prior to delivery TBD - 3 days	0 days	Wed 7/1/09	Wed 7/1/09					
28	Flooring - Installation 4th floor - 7-25 thru 8-2	0 days	Wed 7/1/09	Wed 7/1/09					
29	Flooring - Installation 11th Floor - 7-25 thru 8-2	0 days	Wed 7/1/09	Wed 7/1/09					
30	Mechanical - Flex hose change out	0 days	Wed 7/1/09	Wed 7/1/09					
31	Material Delivery Date	1 day	Fri 7/3/09	Fri 7/3/09					
32	4th floor - Change out 11 units	4 days	Mon 7/6/09	Thu 7/9/09					
33	24th Floor - Change out 14 units	4 days	Fri 7/10/09	Tue 7/14/09					
34	Other floors - TBD	7 days	Wed 7/15/09	Wed 7/22/09					

Task Split Progress

Milestone Summary Project Summary

External Tasks External Milestone Deadline

Project: DGS - 450 N Street - 3 week s
Date: Tue 6/30/09

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: July 13, 2009
Conference No.: 7
Date & Time: July 8, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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	Gary Lee	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov
X	Rick Bertacchi	Brice Mechanical	916 439-0478	rick@bricemechanical.com
X	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.cabias@boe.ca.gov

	<ul style="list-style-type: none"> ▪ Mechanical – flex hose change out <ul style="list-style-type: none"> ○ Floor 4 flex hose will be completed this week. Brice Mechanical reported that minimal water was captured (<3gal) for all work performed on floor. ○ BOE to notify employees not yet notified of scheduled flex hose replacements. ○ 2nd floor flex hoses may need to shift due to BOE rush period. ○ Vince and Charlene have copy of plans showing the valve locations. ○ BOE requested a schedule for other floors and flex hose/valve activities. These will be shown on the 3-week schedule. ▪ Floor 23 & 24 <ul style="list-style-type: none"> ○ BOE is planning to use floors 23 & 24 starting the week of 8/17/09, HTI will use the same protocol as used to occupy floor 22 and provide a copy to DGS/BioMax. ▪ Floor 1 <ul style="list-style-type: none"> ○ BOE reported public restrooms can start on 7/22/09 (JLS to show full work duration on the 3-week schedule). <p>c. Delays</p> <ul style="list-style-type: none"> ○ 11th Floor may be delayed depending upon outcome of 1pm meeting. BC stated that delay of the 11th floor would not impact end date of the project, but that the project floor turnover rate could not be accelerated until the 11th floor is available. ○ BOE requested one additional week be added to each floor to allow ample time to move back onto the floor – this will add one week per floor to the current schedule. <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ HTI to check in with JLS when observing flex hose replacement operations. Noted that several BOE employees have entered the 11th floor unauthorized – Liz said to get their names and let BOE know if this happens again. 	<p>BOE</p> <p>JLS</p> <p>DGS/JLS</p> <p>JLS</p>
<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ . 	
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ 14th Floor is scheduled to move next, DGS will revise the schedule indicating floor 14 to swing to floor 22 after floor 22 is moved back to floor 4, which is expected to take place on 8/17/09. ▪ BOE suggested completing the staff interviews for floors 11 and 14 to be conducted over a 2 day period (back to back). ▪ BPM reported a sink in room 806 and a sink and insta-hot in room 514. BOE to check current usage. BPM is currently monitoring room 514 that did not have any indicators for remediation per BioMax’s Report. Monitoring continues due to operational insta-hot. ▪ BOE requested a list of any Break Rooms not remediated, DGS to provide. ▪ BOE requested the carpet be replaced on all floors that will be remediated. ▪ Liz will be working with Bob Courtner & Jim Martone on money/funding issues. 	<p>DGS/JS</p> <p>BOE/BPM</p> <p>DGS/JS</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ None. 	

VI.	Next Meeting <ul style="list-style-type: none">▪ July 15, 2009, 10:30 am, BOE, Conference Room 2221.	
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BOE - JLS Remediation and Construction 3 Week Schedule
7-8-2009

ID	Task Name	Duration	Start	Finish	'09							Jul 12, '09							Jul 19, '09							Jul 26, '09						
					T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T				
1	4th Floor - Bathroom / Janitors Closet Reconstruction	18 days	Wed 7/8/09	Wed 7/29/09																												
2	4th Floor - Service rooms and janitors closet 4B & 4C - Painting	0 days	Wed 7/8/09	Wed 7/8/09																												
3	Countertops and Formica boxes - on order - 7-8-09 anticipated start date	1 day	Wed 7/8/09	Wed 7/8/09																												
4	Countertop installation - tops, boxes and light bars	3 days	Wed 7/8/09	Fri 7/10/09																												
5	Plumbing - trim out	1 day	Sun 7/12/09	Sun 7/12/09																												
6	Tile installation	2 days	Mon 7/13/09	Tue 7/14/09																												
7	Electrical - New T8 lights	1 day	Wed 7/15/09	Wed 7/15/09																												
8	Final clean	1 day?	Thu 7/16/09	Thu 7/16/09																												
9	Inspection	1 day?	Fri 7/17/09	Fri 7/17/09																												
10	Elevator Shaft Remediation - Fri. 6pm - 3am Sat. 9am - 7pm Sun. 9am - 7pm	18 days	Wed 7/8/09	Wed 7/29/09																												
11	Elevator shaft remediation - completion of encapsulation of 7,8,9	2 days	Fri 7/10/09	Sun 7/12/09																												
12	Elevator shaft remediation - 5,6 - high rise - encapsulation	2 days	Fri 7/17/09	Sun 7/19/09																												
13	Elevator Shaft remediation - Encapsulation - high/low rise 1,2,3 and 4	2 days	Fri 7/24/09	Mon 7/27/09																												
14	11th Floor - Remediation - Main floor	18 days	Wed 7/8/09	Wed 7/29/09																												
15	11th Floor - Remediation - Start date 6-24-09	18 days	Wed 7/8/09	Wed 7/29/09																												
16	11th floor - Bathroom / Janitors Closet Reconstruction	13 days	Wed 7/8/09	Wed 7/22/09																												
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22	Inspection	1 day?	Fri 7/17/09	Fri 7/17/09																												
23	Flooring for the 11th and 4th floors	0 days	Wed 7/8/09	Wed 7/8/09																												
24	Flooring - Lead time - Anticipated Deliver Date - 7-24-09 to BT Mancini	0 days	Wed 7/8/09	Wed 7/8/09																												
25	Flooring - Partial demolition of 4th floor - prior to delivery TBD - 3 days	0 days	Wed 7/8/09	Wed 7/8/09																												
26	Flooring - Installation 4th floor - 7-25 thru 8-2	0 days	Wed 7/8/09	Wed 7/8/09																												
27	Flooring - Installation 11th Floor - 7-25 thru 8-2	0 days	Wed 7/8/09	Wed 7/8/09																												
28	Mechanical - Flex hose change out	18 days	Wed 7/8/09	Wed 7/29/09																												
29	4th floor - Change out 11 units - completion of 4th floor flex and valve	1 day	Wed 7/8/09	Wed 7/8/09																												
30	24th Floor - Change out 14 units	4 days	Thu 7/9/09	Mon 7/13/09																												
31	10th floor TU-10-3- 9th floor TU-9-3 - 6 pm start	1 day?	Wed 7/15/09	Wed 7/15/09																												
32	6th floor - TU-6-7 6th floor - TU6-2 vav - 6pm start	1 day?	Thu 7/16/09	Thu 7/16/09																												
33	5th floor TU-5-4 / 5th Floor - TU-5-5 - 6pm start	1 day?	Fri 7/17/09	Fri 7/17/09																												
34	2nd floor - TU-2-3 - 17th floor -TU-17-6-vav - 6pm start	1 day?	Mon 7/20/09	Mon 7/20/09																												
35	2nd floor - completion for deadline of "RUSH"	4 days?	Tue 7/21/09	Fri 7/24/09																												
36	11th floor -	5 days	Wed 7/15/09	Mon 7/20/09																												
37	Other Floors - TBD	3 days?	Mon 7/27/09	Wed 7/29/09																												
38	First Floor Bathrooms - July 23rd thru August 23rd 2009	4 days?	Fri 7/24/09	Wed 7/29/09																												

Project: DGS - 450 N Street - 3 week sc
Date: Wed 7/8/09

Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: July 20, 2009
Conference No.: 8
Date & Time: July 15, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

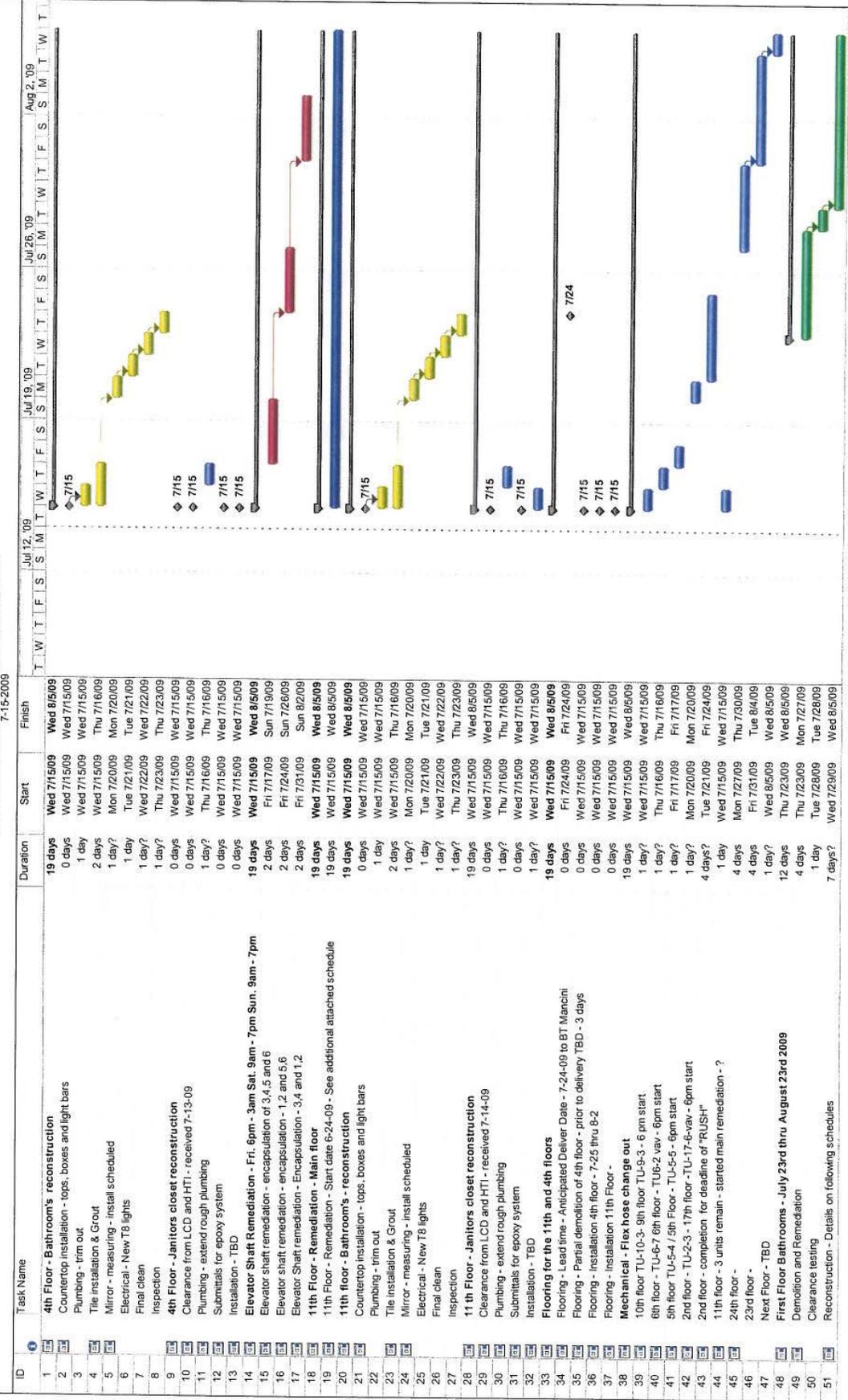
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X	Gary Lee	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov

<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	<p>Corrections or additions to previous meeting minutes</p> <ul style="list-style-type: none"> ▪ Item 2.b. – Floor 23 & 24. BOE (CYount) asked and DGS clarified where the 8/17/09 date came from. DGS establishes the date by adding seven days to the completion of a task. This correction clarifies that it is anticipated that BOE will begin using Floors 23 & 24 the week of August 17, 2009. ▪ Clarification was made that changes to meeting minutes will include only what was discussed during the meeting, and not include changes discussed after the meeting but before the next meeting. 	
II.	<p>Schedule / Progress</p> <p>a. Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Completion Date: 2/2/2011 (Physical work completed by 12/22/2010) ▪ CPM will be revised to incorporate scope of work changes <ul style="list-style-type: none"> ○ Floor 4 move: Each floor move was given 6 days to move out and 3 days to move in. BOE requested this be changed to 5 days (not including weekends) for moving out and 5 days to move back in. Applying this to all remaining floors will extend project completion by one month to January 22, 2011. ○ Additional work on Floor 11 will change the CPM but not the critical end date. <p>b. 3 Week Look Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes.</p> <p>John Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 4th and 11th Floor Restrooms/Janitor Closet Reconstruction – proceeding as scheduled. ▪ Elevator Shaft remediation, including the freight elevator – encapsulation required two coats, pushing completion out to August 9. ▪ 11th Floor Remediation – Remediation started 06/24/09. Separate work schedule established with anticipated September 27, 2009 completion date. ▪ Flooring for 4th and 11th Floors – on schedule ▪ Mechanical - Flex Hose change out – proceeding as scheduled. 10th Floor valve to be changed out tonight. BOE asked that change outs for Floors 3, 5 and 19 (north side) be done last due to past water events on Floor 3, IT/Server Room logistics/challenges on Floor 5, and the high-security operations on Floor 19. ▪ 1st Floor Bathrooms – 07/23/09 through 08/23/09 – BOE will send EE notifications so work can proceed as scheduled ▪ BOE will be moving onto the 23rd and 24th floors on approximately 08/17/09 (this date is tentative). 	BOE

	<p>c. Delays</p> <ul style="list-style-type: none"> ▪ Elevator Shaft Remediation – completion pushed out to August 9 due to the need to apply two coats of encapsulation sealant instead of one. ▪ 11th Floor Remediation – completion pushed out to September 27 due to additional required remediation work <p>d. Inspection & safety Notes</p> <ul style="list-style-type: none"> ▪ Mary Hoy – 11th floor - Electrical cords should be taped down to avoid tripping hazard ▪ Industrial Hygienists - none to report 	
<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ 4th and 11th floor protocol – the project’s Industrial Hygienists from JLS, BioMax and HTI will huddle together after this meeting to schedule a date and time to meet and finalize protocols for these floors. Protocol is currently in draft format. Inform Mike Moore of the meeting date. ▪ Historical records (photos from McGinnis-Chen) for various floors, including the 4th floor are not readily accessible by DGS (due to litigation). BOE believes it has copies and if so, will burn them to a disc or provide color photocopies to LCD. ▪ 4th Floor pop-out windows – clarification was provided regarding the amount of tear-out surrounding the windows; it will be two feet. Containments will be set up under the windows. Due to painting and carpeting schedules and the desire to avoid tasks bunching up, “time is of the essence” for the completion of this work. ▪ Hygienist consensus meeting notes taken by JSommerville on 7/08/09 were distributed for comment yesterday; BOE will provide comments/amendments early next week. ▪ Status of insta-hots in rooms 514 and 806 <ul style="list-style-type: none"> ○ 514 – insta-hot capped off and a different faucet was installed. ○ 806 – is completely capped; there is no hot water. Sink is dead; BPM will ask custodians to run water down the sink drain weekly to minimize any drain/trap odors. ▪ 11th floor tear outs – JSommerville reminded LCD that test results after a tear out should be provided to HTI. ▪ Employee Interviews <ul style="list-style-type: none"> ○ Interviews are scheduled for August 16 for 5th and 11th Floor employees. 5th Floor interviews will take place at BOE; 11th Floor interviews will take place at their current work location in West Sacramento. ○ Interviews dates to be determined for 14th and 15th floor employees. ○ LCD will conduct interviews at least one week before BOE turns over a floor to DGS. HTI is welcome to attend the interviews. 	<p>LCD/HTI/Bio-Max</p> <p>VP</p> <p>BOE/JS</p> <p>LCD</p> <p>LCD</p> <p>LCD/BOE</p>

<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ Project costs for 4th and 11th Floors <ul style="list-style-type: none"> ○ 4th Floor – BOE (CYount) said the costs for the 4th floor are as projected and can be used as a model “cost” for other floors (i.e., best case scenario) ○ 11th Floor – Due to the work added to the original scope, which is charged as T&M, a “final” cost cannot be determined yet (i.e., worst case scenario). The additional cost to date (from discussions held last week) is between \$300 - \$325K. The additional work will extend the completion schedule to September 27. ▪ Furniture Storage invoices – DGS continues to process invoices for furniture (desk, shelf, credenza) removed from a contained private 22nd floor office. BOE stated the furniture will be surplus and will process the appropriate forms. ▪ Security on 11th floor – has not been an issue since the incidents of last week. BOE will install card readers or cameras if needed. DGS added that a cable pulling protocol will need to be developed if this course of action is pursued. ▪ O&M manuals – Ccorpus is working on the O&M's. 	<p>BOE</p> <p>LCD</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ Historical Room in 1st Floor reception area is now usable. ▪ Additional project costs will be discussed tomorrow between BCourtner, JMartone, CYount, & LHouser. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ July 22 2009, 10:30 am, BOE, Conference Room 2221. 	

BOE - JLS Remediation and Construction 3 Week Schedule
7-15-2009



Project: DGS - 450 N Street - 3 week sc
Date: Tue 7/14/09

Task Split

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MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: July 23, 2009
Conference No.: 9
Date & Time: July 22, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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	<p>c. Delays</p> <ul style="list-style-type: none"> ▪ Elevator Shaft Remediation – Freight elevator was down this past weekend; work could not be accomplished; completion is pushed out by one week to August 16. <p>d. Inspection & safety Notes</p> <ul style="list-style-type: none"> ▪ Mary Hoy – None ▪ Bob Courtnier – Inspector unable to regain access 5th floor. BOE (VPaul) will follow up with program to ensure “work-time flexibility” with the designated escorts. ▪ Industrial Hygienists – None 	
III.	<p>Old Business</p> <ul style="list-style-type: none"> ▪ 4th and 11th floor protocols <ul style="list-style-type: none"> ○ HTI, BioMax and LCD meet last Wednesday; agreement has been reached on the 4th floor protocol. ○ HTI anticipates that all 3 firms will sign-off and approve the 4th Floor protocol today. ○ 11th Floor protocol was already in place and addresses the 8 existing containment areas. Additional protocols for the additional containment areas will be developed by LCD. ○ Protocol meeting minutes need to be approved/commented on by BOE. JSommerville will provide copy of 4th & 11th Floor Protocol Meeting Minutes (version consolidated from House/Yount/Sommerville notes) to BioMax (MPolkabla). ▪ Historical records (photos from McGinnis-Chin) – BOE (VPaul) does not have a final copy of the forensic report prepared by McGinnis-Chin. 	<p>HTI/LCD</p> <p>BOE</p> <p>JS</p>
IV.	<p>New Business</p> <ul style="list-style-type: none"> ▪ Isolation valve at the 4th floor women’s restroom – Will be inspected after this meeting. It is not leaking now but there is evidence of leaking. ▪ Water fountain on 10th floor – HTI observed surface growth; air tests results were unremarkable. LCD to write up recommendation for action to be taken. ▪ Cash Flow Worksheet – This was discussed after the meeting separately. Discussion summary is as follows: BOE needs a commitment of future funding from DOF. BOE requested a budget/cost report from PMB showing monthly burn rate and floor by floor historic costs. LHouser suggested PMB look into disencumbering some current contracts to improve cash balances. 	<p>LCD</p> <p>LCD</p>
V.	<p>Other</p> <ul style="list-style-type: none"> ▪ None 	
VI.	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ July 29 2009, 10:30 am, BOE, Conference Room 2221. 	

BOE - JLS Remediation and Construction 3 Week Schedule
7-22-2009

ID	Task Name	Duration	Start	Finish	Jul 19, 09	Jul 26, 09	Aug 2, 09	Aug 9, 09	Aug 16, 09
					S	S	S	S	S
1	4th Floor - Bathroom's reconstruction	19 days	Wed 7/22/09	Wed 8/12/09					
2	Tile installation & Grout - waiting for backordered corner pieces	1 day	Thu 7/23/09	Thu 7/23/09					
3	Mirror - measuring - install scheduled - ?	1 day	Thu 7/23/09	Wed 7/22/09					
4	Electrical - New T8 lights	1 day?	Fri 7/24/09	Fri 7/24/09					
5	Final clean	1 day?	Sun 7/26/09	Sun 7/26/09					
6	Inspection	0 days	Wed 7/22/09	Wed 7/22/09					
7	4th Floor - Janitors closet reconstruction	0 days	Wed 7/22/09	Wed 7/22/09					
8	Submittals for epoxy system - submitted to Mary Hoy	0 days	Wed 7/22/09	Wed 7/22/09					
9	Installation - TBD - after authorization	0 days	Wed 7/22/09	Wed 7/22/09					
10	Day 1 - Grinding and VAP system installation	0 days	Wed 7/22/09	Wed 7/22/09					
11	Day 2 - Cove, primer (of the wall) and first broadcast of the floor	0 days	Wed 7/22/09	Wed 7/22/09					
12	Day 3 - Basecoat of walls and second broadcast of floor	0 days	Wed 7/22/09	Wed 7/22/09					
13	Day 4 - Second basecoat of wall and first topcoat of floor	0 days	Wed 7/22/09	Wed 7/22/09					
14	Day 5 - Finish coat of walls and second topcoat of floor	0 days	Wed 7/22/09	Wed 7/22/09					
15	Day 6 - Final topcoat of floor	0 days	Wed 7/22/09	Wed 7/22/09					
16	Install Janitors sink	0 days	Wed 7/22/09	Wed 7/22/09					
17	4th Floor - Punch out windows	0 days	Wed 7/22/09	Wed 7/22/09					
18	Punch out window containments - SW and SE - Built week of 7-13-09	0 days	Wed 7/22/09	Wed 7/22/09					
19	Remediation - 4th floor punch out window areas - TBD	0 days	Wed 7/22/09	Wed 7/22/09					
20	Elevator Shaft Remediation - Fri, 6pm - 3am Sat, 9am - 7pm Sun, 9am - 7pm	19 days	Wed 7/22/09	Wed 8/12/09					
21	Elevator shaft remediation - encapsulation of 5 & 6 completion - 1,2,3 & 4 Start	2 days	Fri 7/24/09	Sun 7/26/09					
22	Elevator shaft remediation - encapsulation - Finish 1 & 2 and elevators pits	2 days	Fri 7/31/09	Sun 8/2/09					
23	Elevator Shaft remediation - Encapsulation - Elevator pits	2 days	Fri 8/7/09	Sun 8/9/09					
24	Elevator Shaft remediation - Clean and encapsulation - Freight elevator	2 days	Fri 8/14/09	Sun 8/16/09					
25	11th Floor - Remediation - Main floor - See additional schedule	19 days	Wed 7/22/09	Wed 8/12/09					
26	Painting to be completed - BPM - except contained areas **	4 days?	Mon 7/20/09	Tue 7/21/09					
27	Quality - Replacing walls and raceways for lift and carpet install	1 day	Thu 7/23/09	Thu 7/23/09					
28	Flooring - Lead time - Flooring has arrived - 7-21-09	7 days	Thu 7/23/09	Thu 7/30/09					
29	Flooring - Installation 4th floor - lift, remove and install	19 days	Wed 7/22/09	Wed 8/12/09					
30	Mechanical - Flex hose change out	3 days?	Wed 7/22/09	Wed 8/12/09					
31	2nd floor - completion for deadline of "RUSH"	1 day	Wed 7/22/09	Thu 7/23/09					
32	11th floor - 3 units remain - started main remediation - ?	4 days	Mon 7/20/09	Thu 7/23/09					
33	24th floor -	7 days	Thu 7/23/09	Thu 7/30/09					
34	23rd floor -	3 days?	Wed 7/22/09	Wed 8/12/09					
35	Next Floor - TBD	1 day	Sun 7/26/09	Sun 7/26/09					
36	Demolition and Remediation	4 days	Thu 7/30/09	Mon 8/3/09					
37	First Floor Bathrooms - July 23rd thru August 23rd 2009	4 days	Tue 8/4/09	Fri 8/7/09					
38	Clearance testing	19 days	Wed 7/22/09	Wed 8/12/09					
39	Countertop installation - tops, boxes and light bars	1 day	Tue 7/28/09	Tue 7/28/09					
40	Plumbing - firm out	2 days	Wed 7/29/09	Thu 7/30/09					
41	Tile installation & Grout	1 day	Fri 7/31/09	Fri 7/31/09					
42	Mirror - measuring - install scheduled	2 days	Sun 8/2/09	Mon 8/3/09					
43	Electrical - New T8 lights	1 day?	Tue 8/4/09	Tue 8/4/09					
44	Final clean	1 day	Wed 8/5/09	Wed 8/5/09					
45	Inspection	1 day?	Thu 8/6/09	Thu 8/6/09					
46	4th Floor - Woman's restroom - Domestic Water valve repair	0 days	Fri 8/7/09	Fri 8/7/09					
47	Brice Mechanical - to investigate and solve - PM	1 day?	Wed 7/22/09	Wed 7/22/09					
48		1 day?	Tue 7/21/09	Tue 7/21/09					

Project: DGS - 450 N Street - 3 week s
Date: Tue 7/21/09

Task Split

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MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 4, 2009
Conference No.: 10
Date & Time: July 30, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ Protocols <ul style="list-style-type: none"> ○ 4th Floor protocol - HTI approved per agreement. ○ General Floor protocols are still outstanding with HTI. HTI to have their comments completed by next meeting. ○ LCD commented on tape lift samples collected by HTI. LCD requested HTI's written clearance procedure (in order to establish a seamless, easily recognized clearance protocol) and LCD to amend written protocols for the sampling criteria for clearance by HTI. Copies to DGS and BOE with any necessary recommendations per scientific criteria (technical support). MMoore requested that this issue be resolved before our next progress meeting. <p>4th Floor drinking fountain to be completed by JLS today. DGS reporting the drinking fountains will be pulled as each floor is turned over to restroom remediation work is scheduled.</p> <p>10th Floor containment down, JLS to install sheet rock after hours and drinking fountain to be installed by Friday.</p> <p>DGS reported 4th Floor will be ready to move back per schedule 8/11/09. BOE needs to confirm 14th floor move date, and confirm a date/time for LCD to interview 14th & 15th floor personnel.</p> <p>BOE will work on submitting comments to hygienist consensus meeting minutes</p>	<p>BOE/HTI</p> <p>HTI/LCD</p> <p>JLS</p> <p>JLS</p> <p>DGS BOE</p> <p>BOE</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ Four isolation valves at the 1st floor were shut off since discovery of a ceiling leak into the planter box. ▪ An active leak on floor 17 above janitor closet ceiling requires access through the mail room. JLS will cut a hole in the ceiling tonight to investigate only and schedule repair of leak afterhours. BOE to confirm by COB. Work if any will occur no earlier that 6 pm. Containment set-up and typical protocol will be followed. ▪ HTI pointed out 4th Floor NW and NE punch out windows had not been opened up for assessment. DGS instructed JLS will set-up containments today and remove sheetrock to review for VMG. 	<p>DGS</p> <p>JLS/BOE</p> <p>JLS</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ MMoore will be out of the office this afternoon and through Friday. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ August 5, 2009, 10:30 am, BOE, Conference Room 2221. 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 06, 2009
Conference No.: 11
Date & Time: August 5, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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	<ul style="list-style-type: none"> ▪ 1st Floor <ul style="list-style-type: none"> ○ Public Restrooms – anticipate completion per the schedule. ○ Drinking fountain – should be operational; will verify after the meeting. ○ Valve in atrium has small leak; will fix tonight; LCD to take samples and advise DGS if any remediation of finishes is required. • Lay-down space for JLS and office space for LCD will be needed after the 11th floor is turned over to BOE. BOE will look for possible locations. BCourtner stressed that it will be vital to carefully coordinate floor moves and available staging areas. <p>c. Delays</p> <ul style="list-style-type: none"> ▪ None noted. <p>d. Inspection & safety Notes</p> <ul style="list-style-type: none"> ▪ Mary Hoy – none to report ▪ Bob Courtner – Kudos to BPM and Brice Mechanical for actions taken to prevent a water event related to freezing off a valve on the 17th floor – not a drop was spilled. ▪ Industrial Hygienists – none to report 	<p>JLS/LCD</p> <p>BOE</p>
<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ HTI /LCD reached consensus on clearance protocols for test sampling. Kenny Hsi (HTI) will finalize it today and distribute copies to BOE and DGS (MMoore). ▪ Chris Corpuz complimented the team for working together to resolve issues. All were encouraged to continue these efforts. ▪ JSommerville received equipment survey sheets and will proceed to dispose surplus furniture. ▪ Interviews – Interviews with 14th floor employees are scheduled for this Friday. 15th floor interviews may be scheduled as early as next week; 16th floor interviews are planned for September 	<p>HTI</p> <p>LCD/BOE</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ Fire proofing coating material – MMoore asked HTI and LCD to meet and reach consensus on issues related to the fire coating material (not an encapsulant) and verify consensus within the next 24 hours via e-mail to DGS & BOE. 	<p>HTI/LCD</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ Schedules: <ul style="list-style-type: none"> ○ Bob Courtner out of office beginning August 6; returns August 17; Jim Martone will cover for Bob. ○ Joan Armstrong out of office August 6-11; Jim Beesley and Ken Firchau covering for Joan. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ August 12, 2009, 10:30 am, BOE, Conference Room 2221. 	

BOE - JLS Remediation and Construction 3 Week Schedule
8-05-2009

ID	Task Name	Duration	Start	Finish	9, '09	Jul 26, '09	Aug 2, '09	Aug 9, '09	Aug 16, '09	Aug 23, '09
					T W T F S S	S M T W T F S S	S M T W T F S S	S M T W T F S S	S M T W T F S S	S M T W T F S S
1	4th Floor - Bathroom's reconstruction - complete	0 days	Wed 8/5/09	Wed 8/5/09						
2	Inspection - For Mary Hoy to inspect	1 day?	Wed 8/5/09	Wed 8/5/09						
3	4th Floor - Janitors closet reconstruction	18 days	Wed 8/5/09	Wed 8/26/09						
4	Specifications for Floor System	0 days	Wed 8/5/09	Wed 8/5/09						
5	Installation - TBD	0 days	Wed 8/5/09	Wed 8/5/09						
6	4th Floor - Punch out windows	0 days	Wed 8/5/09	Wed 8/5/09						
7	Insulation, Drywall, primed for painter SW and SE	3 days	Mon 8/3/09	Wed 8/5/09						
8	Insulation, Drywall and primed for paint NW and NE	3 days	Wed 8/5/09	Fri 8/7/09						
9	Additional wall - East - tested 8-4-09 LCD	1 day?	Tue 8/4/09	Tue 8/4/09						
10	4th floor drinking fountain area	0 days	Wed 8/5/09	Wed 8/5/09						
11	Brice Mechanical	1 day?	Thu 8/6/09	Thu 8/6/09						
12	Elevator Shaft Remediation - Fri. 6pm - 3am Sat. 9am - 7pm Sun. 9am - 7pm	4 days	Wed 8/5/09	Sun 8/9/09						
13	Elevator Shaft remediation - Final 2nd coat encapsulation - Freight	2 days	Fri 8/7/09	Sun 8/9/09						
14	4th floor (carpeting) - to be completed 8-7-09	3 days	Wed 8/5/09	Fri 8/7/09						
15	Flooring - complete carpet and base	1 day	Fri 8/7/09	Fri 8/7/09						
16	Flooring inspection - Mary Hoy	1 day	Fri 8/7/09	Fri 8/7/09						
17	Brice Mechanical - Flex hose change out	18 days	Wed 8/5/09	Wed 8/26/09						
18	11th floor - 4 units - Has passed clearances	2 days?	Wed 8/5/09	Thu 8/6/09						
19	23rd floor -	5 days	Fri 8/7/09	Wed 8/12/09						
20	14th floor	4 days	Thu 8/13/09	Mon 8/17/09						
21	Next floor - TBD	4 days	Tue 8/18/09	Fri 8/21/09						
22	1st floor - VAV valve	1 day?	Wed 8/5/09	Wed 8/5/09						
23	1st Floor Bathrooms - Available time 7-23-09 thru 8-23-09	7 days	Wed 8/5/09	Wed 8/12/09						
24	Drywall - installation	3 days?	Mon 8/3/09	Wed 8/5/09						
25	Countertop and end boxes	2 days	Mon 8/10/09	Tue 8/11/09						
26	Tile installation & Grout	2 days	Wed 8/12/09	Thu 8/13/09						
27	Plumbing - top out	1 day?	Fri 8/14/09	Fri 8/14/09						
28	Electrical - New T8 lights	1 day	Mon 8/17/09	Mon 8/17/09						
29	Painting - ceiling	1 day?	Mon 8/17/09	Mon 8/17/09						
30	Final clean	1 day?	Tue 8/18/09	Tue 8/18/09						
31	Inspection	1 day?	Wed 8/19/09	Wed 8/19/09						

Project: DGS - 450 N Street - 3 week sc
Date: Tue 8/4/09

Task Split Progress

Milestone Summary Project Summary

External Tasks External Milestone Deadline

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MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 13, 2009
Conference No.: 12
Date & Time: August 12, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report. 	
II.	Schedule / Progress <p>a. Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date: 5/01/2011 (Physical work completed by 3/25/2011) ▪ Dates shown will be revised to reflect CPM schedule changes; anticipate distribution at next week's meeting. <p>b. 3 Week Look Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes.</p> <p>John Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 4th Floor <ul style="list-style-type: none"> ○ Janitor Closet Reconstruction completed the evening of August 11; walk-through with BOE to be conducted immediately after today's meeting. ○ HTI began mold testing today; anticipate receiving lab results on Tuesday or Wednesday next week. HTI will contact lab to request expedited processing with understanding that it may incur a higher cost. ○ HVAC is operating and should exhaust new carpet/paint odors as effectively as possible. ○ Elevators to floor to remain off until HTI provides clearance ▪ Elevator Shaft Remediation (including freight elevator) <ul style="list-style-type: none"> ○ All elevator shaft remediation work completed this past weekend. ○ Testing on Floor 24 can begin anytime. ○ Testing for Floor 23 can begin after DGS notifies BOE that all flex hose work is completed; earliest anticipated completion is Monday, August 17. ○ Verification Inspection – BOE (LHouser)/HTI (WFrey) requested one last opportunity to perform a visual inspection of all the elevator shafts. DGS questioned the need, citing that this was outside existing protocol, clearance was received from BioMax and HTI for all completed work at the completion of each weekend shift; and to do so would incur additional project costs estimated at \$15K. BOE's basis for request is that HTI wants better visuals to satisfy BOE concerns that work was satisfactorily completed. DGS reiterated that the elevator shafts were clean, received clearance, and that this should not prohibit or delay reoccupancy of the upper floors. BOE acknowledged comment and requested a separate meeting with HTI, LCD and DGS to discuss the matter further. ▪ 11th Floor Remediation and Reconstruction (has its own separate schedule) <ul style="list-style-type: none"> ○ JLS provided hard copy of schedule to BOE (VPaul) ○ Corridor scrubbing taking place today; lighting retrofit in process. ○ All construction will be completed before the initial furniture delivery scheduled for September 4; additional delivery scheduled for Sept 11. ○ HTI can conduct tests on September 3 and 4; results are expected within 5 business days. 	<p>PMB</p> <p>VP/MM</p> <p>BOE/BPM</p> <p>PMB</p> <p>BOE/PMB/ HTI/LCD</p>

	<ul style="list-style-type: none"> ▪ Floor Turnovers - BOE previously requested and the schedule was adjusted to allow 5 business days for moving off of and back onto a floor. BOE introduced a new request that HTI be allowed 5 business days to conduct tests and receive results, after floor turnover and before BOE reoccupies a floor. This will impact the overall project schedule and extend the completion date. ▪ Brice Mechanical – Flex Hose change out <ul style="list-style-type: none"> ○ 23rd Floor – work is in progress per the schedule. ○ 14th Floor – work is in progress per the schedule. ○ Work on Floors 2, 4, 11, 22, 23, and 24 completed ○ To meet completion deadline of October 1, mid-October at the latest, Brice will work double crews; each floor will be completed in 2½ days. ○ Remaining floors – order of work: <ul style="list-style-type: none"> ▪ BOE (LHouser) preference is to start from the top on down; Floor 21 will be next; work will begin this Friday evening; BOE will notice employees. BOE (VPaul) will confirm the order of work on other remaining floors by early next week. ▪ DGS will work with BOE to identify valve locations so work areas can be draped. ○ JLS took photos of work done on other floors and will provide BOE with copies for informational purposes. MMoore requested JLS send him three PDF photos to transmit to BOE. ▪ 1st Floor <ul style="list-style-type: none"> ○ Public Restrooms – anticipate completion per the schedule (before 8/23/09). <p>c. Delays</p> <ul style="list-style-type: none"> ▪ Floor 4 turnover delayed by one day due to installation of wall and floor finishes in janitor closet. <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report. 	<p>BOE</p> <p>JLS/BPM/ PMB</p> <p>JLS/PMB</p>
<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ Floor 14 interviews conducted last week; two employees attended, despite BOE efforts to encourage participation. ▪ Floor 15 interviews are anticipated next week (VPaul to confirm date & time). LCD suggested and BOE concurred that Floor 14 employees who missed their interviews be allowed to attend the Floor 15 interview sessions. ▪ Cash Flow <ul style="list-style-type: none"> ○ DGS (JMartone) has a preliminary draft spreadsheet and will provide copy to BOE (LHouser) for review. ○ BOE continues working with Finance on project funding. Due to fiscal conditions, committed funding does not always materialize. BOE seeks option to place money in the ARF which will provide a dedicated source of funds for the project 	<p>BOE</p> <p>PMB</p> <p>BOE</p>

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 24, 2009
Conference No.: 13
Date & Time: August 19, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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X	Gary Lee	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov

	<p>c. Delays</p> <ul style="list-style-type: none"> ▪ None to report. <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report. 	
<p>II. Old Business</p>	<ul style="list-style-type: none"> ▪ Floor 15 interviews are anticipated next week, possible on Wednesday in the afternoon. CCorpus on vacation through September 1. Ben from LCD will conduct them. When raised, no concerns were expressed about someone other than CCorpus conducting the interviews. Consensus was to keep this aspect moving. Tlce will confirm Ben's availability for next week. ▪ Elevator shaft reinspection and results – Inspection performed Monday evening. WFrey (HTI) stated all looked good with only a few touch ups applied. HTI said this is complete. ▪ Flex hose/Valve replacement sequence of work – <ul style="list-style-type: none"> ○ Work for any floor starts at the northwest corner and proceeds clockwise. ○ JLS still looking for photos taken on other floor of work performed to provide to BOE ○ Extra crews will be used to ensure work is completed by the October 1 target date ▪ Storage room swing space – DGS needs space approximately twice the size of Room 2221. CYount said none is available and offered use of the parking garage rooftop (similar arrangement when the curtain wall was performed) or share part of Room 156. DGS expressed concerns that distance/accessibility issues related to having to locate swing space on the rooftop will add an undetermined amount of time to the project schedule. BCourtner requested and BOE concurred that it will look for inside swing space (perhaps at floor 23 or 24). ▪ CYount stated that staff are staging today on Floor 22 in preparation to move to Floor 4 tomorrow. ▪ Floor Reoccupancy – Clarification was made regarding timelines HTI and BOE require before BOE reoccupies a floor. . <p><u>Day of floor turnover</u></p> <ul style="list-style-type: none"> ○ DGS walks floor with BOE in the afternoon ○ DGS turns floor over to BOE after walk-through ○ DGS restocks floor after hours, but before the next business day starts <p><u>HTI needs two days for testing –</u></p> <ul style="list-style-type: none"> ○ Day 1 – HTI conducts tests during day beginning at 7:30 am; overnights samples to east coast lab at 6:15 pm ○ Day 2 – East coast lab receives samples the next morning and transmits results that afternoon back to HTI. HTI transmits clearance to BOE. CYount stated that BOE is concerned they may not meet the 48 hour turnaround time – BCourtner stated that the 48 hr time frame is a goal to maintain the early-start/early-finish schedule. 	<p>LCD</p> <p>JLS</p> <p>BOE</p>

	<p><u>BOE needs five days to move</u> – move back to Floor 4 will be used as test-case for other floors. Adjustments to CPM may be needed pending outcome of this move.</p> <ul style="list-style-type: none"> ○ BOE shares results with unions and states date floor reoccupancy/ employee moves will commence. ○ BOE moves <p>Other Notes</p> <ul style="list-style-type: none"> ○ This will impact floor move dates reflected on the CPM – from 10 days to 7 days and shorten the project schedule by approximately 51 days (3 days x 17 floors) per BCourtner. JSommerville will update the CPM. 	
IV.	<p>New Business</p> <ul style="list-style-type: none"> ○ JSommerville asked if IAQ testing on Floors 23 and 24 will impact work on the other floors so she can build it into the schedule (HTI is waiting for results). 23rd and 24th floors will be used as overflow and swing space. ○ Brice Mechanical needs access to garage after hours – JLS will give VPaul a list of names and badge numbers to have them added for after hours access. 	<p>BOE JLS/BOE</p>
V.	<p>Other</p> <ul style="list-style-type: none"> ▪ Nothing to report 	
VI.	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ August 27, 2009, 10:30 am, BOE, Conference Room 2221. 	

BOE - JLS Remediation and Construction 3 Week Schedule
8-19
-2009

ID	Task Name	Duration	Start	Finish	9 '09 T W T F S S	Jul 26 '09 S M T W T F S S	Aug 2 '09 F S S M T W T F S S	Aug 9 '09 T F S S M T W T F S S	Aug 16 '09 F S S M T W T F S S	Aug 23 '09 T F S S M T W T F S S	Aug 30 '09 F S S M T W T F S S
1	4th Floor - Janitors closet reconstruction	0 days	Wed 8/19/09	Wed 8/19/09							
2	Complete - 8-12-09	0 days	Wed 8/19/09	Wed 8/19/09							
3	Elevator Shaft Remediation - Fri. 6pm - 3am Sat. 9am - 7pm Sun. 9am - 7pm	0 days	Wed 8/19/09	Wed 8/19/09							
4	Brice Mechanical - Flex hose change out	1 day	Wed 8/19/09	Wed 8/19/09							
5	21st Floor	3 days	Wed 8/19/09	Fri 8/21/09							
6	Next floor - TBD	4 days	Mon 8/24/09	Thu 8/27/09							
7	Next Floor - TBD	4 days	Fri 8/28/09	Wed 9/2/09							
8	1st Floor Bathrooms - Available time 7-23-09 thru 8-23-09	1 day?	Wed 8/12/09	Wed 8/12/09							
9	Painting - ceiling	1 day?	Wed 8/19/09	Wed 8/19/09							
10	Plumbing - Flex lines - back ordered	1 day?	Tue 8/18/09	Tue 8/18/09							
11	Final clean	1 day?	Wed 8/19/09	Wed 8/19/09							



Project: DGS - 450 N Street - 3 week sc
Date: Wed 8/19/09

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

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MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 26, 2009
Conference No.: 14
Date & Time: August 26, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ Floor 15 interviews are scheduled for tomorrow. Ben from LCD will conduct the interviews while Chris Corpus is on vacation. ▪ Floors 23rd and 24th floors have been cleared by HTI's IAQ standards, the written documentation to follow the verbal approval received today. BOE plans to move to these two floors in the month of September. <p>Brice Mechanical now has access to garage after hours.</p> <p>T. Ice will continue to call BOE security for access to the garage after hours.</p> <ul style="list-style-type: none"> ▪ DGS is waiting for BOE/HTI comments or approval of the O&M procedures to move ahead with a security project BPM is working on. BOE will comment by tomorrow. ▪ JLS still needs swing space designated. MMoore requested that this problem be solved by the time we meet next week. 	<p>LCD</p> <p>BOE</p> <p>LCD</p> <p>BOE/HTI</p> <p>JLS/BOE/ BPM/PMB</p>
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<p>IV. New Business</p>	<ul style="list-style-type: none"> • BOE is working on a waiver for their telecommunication vendor to validate the voice/data lines are functioning at all locations on each floor prior to moving back to each floor and prior to HTI's IAQ standards. Due to carpet replacement and lifting of the furniture the 4th floor move encountered not all v/d lines were working. • BPM needs more money to continue to purchase carpet for each floor as the remediation work is continuing. The time frames needed are 2 month for contracting and 6 weeks manufacturing & delivery time. 	<p>BOE</p> <p>BOE</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ CYount will be on vacation until 9/8/09. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ September 2, 2009, 10:30 am, BOE, Conference Room 2221. 	

BOE / DGS - Current Schedule - 8-26-09

ID	Task Name	Duration	Start	Aug 30, '09							Sep 6, '09							Sep 13, '09							Sep 20, '09							Sep 27, '09						
				T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	11th Floor Remediation - Main	0 days	Wed 8/26/09	◆																																		
2	Paint - foster on new fireproofing	1 day	Wed 8/26/09																																			
3	Electrical - new runs for new furniture	3 days	Wed 8/26/09																																			
4	Data - New Data lines for new furniture	3 days	Wed 8/26/09																																			
5	Lighting retrofit - BPM	3 days	Wed 8/26/09																																			
6	Carpeting	5 days	Mon 8/31/09																																			
7	Painting - complete BPM	1 day?	Wed 8/26/09																																			
8	Janitors closet - Epoxy	5 days	Wed 8/26/09																																			
9	Final Inspection	0 days	Fri 9/4/09																																			
10	Punch List items	0 days	Sat 9/5/09																																			
11	Furniture Arrival and set up	15 days	Mon 9/7/09																																			
12	Brice Mechanical - VAV schedule - 19th Floor	0 days	Wed 8/26/09	◆																																		
13	19th Floor - 19-7, 19-8, TU 2 and 19-1	1 day	Wed 8/26/09																																			
14	19th Floor 19-2, TU 4, 19-3 and 19-4	1 day	Thu 8/27/09																																			
15	19th floor - 19-5 and 19-6	1 day?	Fri 8/28/09																																			
16	18th Floor	0 days	Mon 8/31/09	◆																																		
17	18th Floor - 18-7, 18-8, TU 2 and 18-1	1 day?	Mon 8/31/09																																			
18	18th Floor - 18-2, TU 4, 18-3 and 18-4	1 day?	Tue 9/1/09																																			
19	18th Floor - 18-5, 18-6	1 day?	Wed 9/2/09																																			
20	17th Floor - order is same as above	1 day?	Thu 9/3/09																																			
21	14th Floor Remediation - per CPM	0 days	Thu 9/3/09	◆																																		
22	Remediation	7 days	Thu 9/3/09																																			
23	Reconstruction - Details on future schedule	14 days	Mon 9/14/09																																			
24	Furniture, Carpet and Base removal	2 days	Thu 9/3/09																																			

Project: 11th Floor Remediation - #2 Date: Wed 8/26/09	Task		Progress		Summary		External Tasks		Deadline	
	Split		Milestone		Project Summary		External Milestone			

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 26, 2009
Conference No.: 15
Date & Time: September 2, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 24

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<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	<p>Corrections or additions to previous meeting minutes</p> <ul style="list-style-type: none"> ▪ None to report. 	
II.	<p>Schedule / Progress</p> <p>a. Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date: ~ December 2010 (Physical work completed ~ October 2010) ▪ BCourtner said that as BOE gains experience with moves, CPM will be revised and distributed. <p>b. 3 Week Look Ahead Schedule: A copy was distributed at the meeting and is included with these meeting minutes.</p> <p>John Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ Brice Mechanical – Flex Hose & Valve change out – <ul style="list-style-type: none"> ○ DGS requested to finish up the valve replacement on the 22nd floor. VPaul to confirm with LHouser to complete the (4) remaining valves as soon as possible (BCourtner asked BOE to reconsider as it will be difficult/impossible to replace isolation valves once heating system is turned back on). Floors 17 # 6, 7, 8, 2W, will start tonight (Wed) and 1, 2, 4W, 3, 5 tomorrow night (Thur.). Noted that 1, 9 & 2 are in a secure area of the floor. Floor 16 to start Friday night. ▪ 11th Floor Remediation and Reconstruction is on track to meet the current schedule. 	<p>BOE/PMB</p> <p>JLS BOE</p>
	<p>c. Delays</p> <ul style="list-style-type: none"> ▪ None to report. <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ HTI delayed Brice Mechanical work last night (flex hose/valve change out) while performing their inspection of spaces above ceilings. BCourtner asked that we be sensitive to maintaining Brice's work schedule. 	<p>HTI</p>

<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ Floor 14 will finish moving to the 22nd floor by Friday, 9/4/09. DGS/JLS/BOE are scheduled to walk Tuesday morning 9/8/09 at 8:30 am. LCD will start the supplemental assessment at the perimeter wall/punch windows on Tuesday. ▪ BOE's approval of the O&M procedures for cable pulling protocol complete. ▪ JLS' materials will be stored in a container in the garage next to the security guard station. Brice Mechanical needs a swing space (other than garage) to keep their operation moving efficiently. VPaul will confirm if Brice can move onto floor 14 (mail room) this Friday evening. ▪ BPM needs more money to continue to purchase carpet for each floor as the remediation work is continuing. The time frames needed are 2 month for contracting and 6 weeks manufacturing & delivery time. ▪ Furniture drop (for 11th floor) will take place this Friday evening as planned. JSommerville asked VPaul to verify worker badges – JSommerville will resend list to VPaul today. ▪ MMoore confirmed that 21st floor (men's restroom) faucet repairs were made this past weekend as scheduled. 	<p>BOE/DGS/ JLS/LCD</p> <p>BOE</p> <p>BOE/BPM</p> <p>PMB/BOE</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> • VPAul said LHouser needs an accurate accounting from BPM of actual costs for carpet and paint (including 11th & 4th floors). BCourtner said costs for the 11th floor are still coming in and that we should be able to furnish costs by the end of this month. 	<p>BPM</p>

V.	Other <ul style="list-style-type: none"><li data-bbox="245 191 1078 222">▪ BCourtner and JSommerville will be on vacation next week.	
VI.	Next Meeting <ul style="list-style-type: none"><li data-bbox="245 291 1094 323">▪ September 9, 2009, 10:30 am, BOE, Conference Room 2221.	

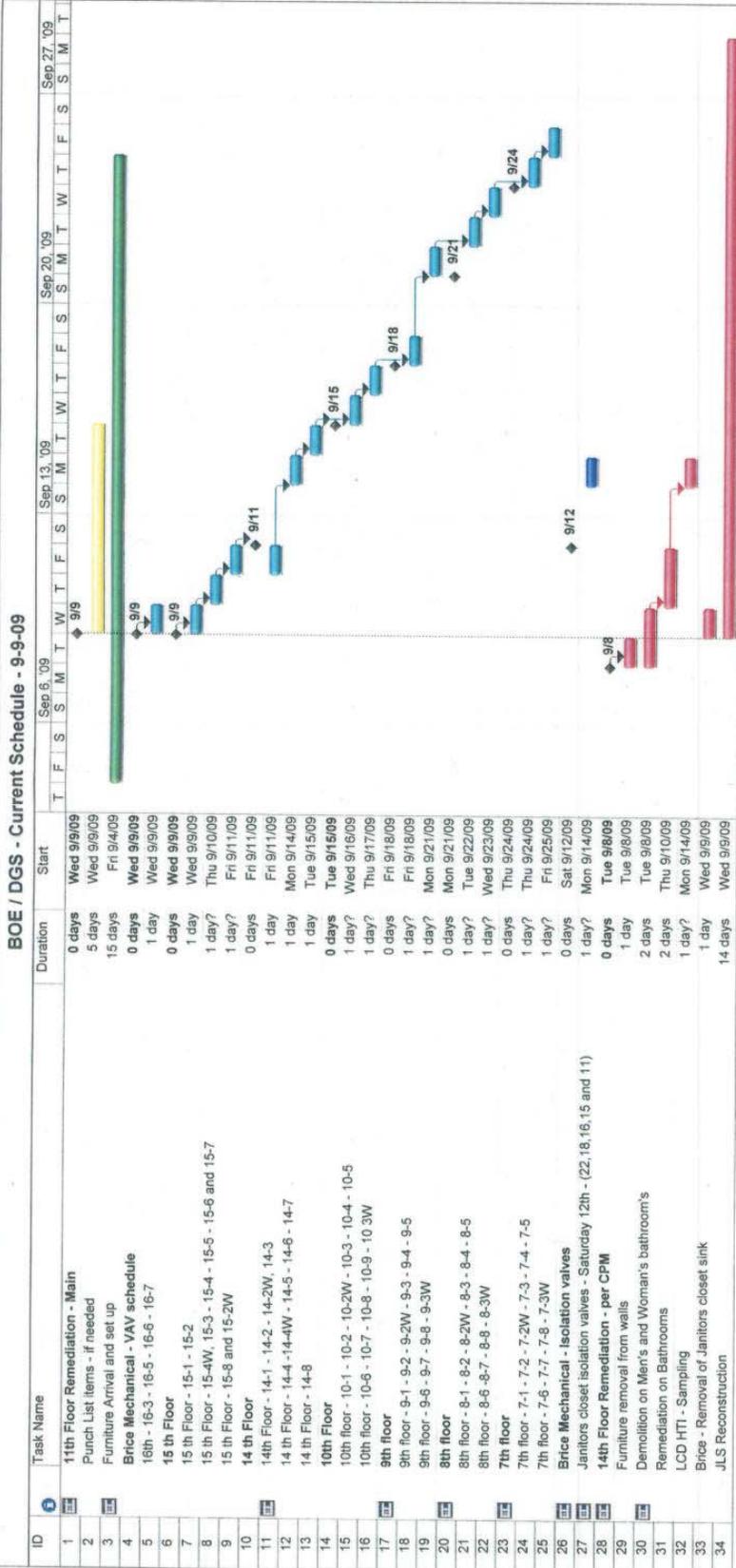
MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: September 10, 2009
Conference No.: 16
Date & Time: September 9, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report. 	
II.	Schedule / Progress <p>a. Current Status – there are no date revisions since last week’s meeting.</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = ~ December 2010 ▪ Physical Work completed by ~ October 2010 <p>BOE asked that floor isolation valve work in janitor closets be added to the CPM.</p> <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes.</p> <p>John Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 11th Floor Remediation – Main <ul style="list-style-type: none"> ○ Progressing as scheduled; remaining furniture to be delivered this Friday after 5pm. Deliveries work out OK last weekend with the exception that keys were left in a delivery van and it was stolen. ▪ Brice Mechanical – VAV schedule <ul style="list-style-type: none"> ○ Crew is completing change outs quicker than anticipated. Floor 15 will be completed Thursday; will begin Floor 14 on Friday. See schedule for dates work will be completed on the other floors. ○ VPaul (BOE) requested that JLS email him schedule changes as soon as they are known so EEs can be noticed. ▪ Brice Mechanical – Floor Isolation Valves <ul style="list-style-type: none"> ○ On schedule; work will be conducted over the next 3 weekends ▪ 14th Floor Remediation – per CPM <ul style="list-style-type: none"> ○ Work proceeding per the schedule ○ BOE staff testing phone/data connectivity on kinked cable along walls; ordering more cable to have on hand if needed ○ JLS Reconstruction – this item will be expanded and reported upon next week. ▪ Janitor Closets on Floors 3, 8, 9 and 10 (and possibly 5) <ul style="list-style-type: none"> ○ JLS will remediate areas above these ceilings this weekend and will add isolation valve work to next week’s 3-Week Look-Ahead Schedule ○ Work on 2, 5 and 6 will be completed the weekend of September 18-21. ○ HTI will have staff present during the work. ○ CYount (BOE) raised concerns about containment areas that may require extension into high traffic areas on the 1st floor janitor closet and the venting of these areas. DGS responded that protocols regarding this work were discussed at today’s premeeting and will be available for review in a couple of days. CYount requested a 5 to 10 day lead time for BOE to review the work plan. 	<p>JSommerville</p> <p>JLS</p> <p>BOE</p> <p>PMB/LCD/JLS</p>
	<p>c. Delays</p> <ul style="list-style-type: none"> ▪ None to report. <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report. 	



Project: 11th Floor Remediation - #2 -
Date: Wed 9/9/09

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

Page 1

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: September 21, 2009
Conference No.: 17
Date & Time: September 16, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report. 	
II.	Schedule / Progress <p>a. Current Status – Revision dated 9/14/09 was issued and will require revisions discussed at today’s meeting and DGS will deliver five (5) hard copies to BOE by COB.</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 11/21/2010 ▪ Physical Work completed by 10/9/2010 <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and will be revised and reissued by COB today to address floor isolation valve replacement work to be performed this week.</p> <p>John Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ Brice Mechanical – VAV schedule <ul style="list-style-type: none"> ○ New schedule issued later today and DGS to e-mail to BOE. ○ Floors remaining to be completed Floors 1-10. Replacement of flex hoses & valves will resume on the 10th floor beginning next Monday evening. ▪ Brice Mechanical – Isolation Valves <ul style="list-style-type: none"> ○ Floors to be completed include 10, 9, 8, 7, 6, 5, 4, 3, 2, & 1. Floors 10, 9, 8, 7, 6, 5, 3, 2 are schedule for Wednesday, Thursday and Friday of this week. ○ 4th Floor remediation is required above ceiling, prior to replacement of this isolation valve. Remediation work to be completed this weekend. ○ 1st Floor JLS/LCD to come up with a work plan and DGS to provide to BOE by COB today. John S. reported the containment erected will not infringe of path of egress for BOE employees. There is a window between 10/7/09 & 11/17/09 to perform work (if it infringes upon corridor). ○ Brice Mechanical’s efforts are focused on completing the isolation valves replacement before the cold weather hits and the boilers are fired back up for the winter season. ▪ 14th Floor Remediation – per CPM ▪ The punchlist work on the 23rd & 24th floors will be completed this week (BOE will need to move/store spare furniture in misc. offices). <p>c. Delays</p> <ul style="list-style-type: none"> ▪ The selected site where current lease negotiations were currently underway are deemed unsuccessful and the “deal is off”, therefore the 19th floor employees internal swing shall be determined at a later date and incorporated into the CPM schedule. 	<p>PMB</p> <p>JLS/PMB</p> <p>JLS/PMB</p> <p>DGS/BOE</p> <p>BOE</p>

	<p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> • The verbal and e-mail documented amended protocol, as it relates to the 14th floor Men's restroom. DGS does not see the repairs as a temporary fix but as permanent, however BOE views as a temporary fix until such time any future water event will require penetrating into this area in the future whereby making it temporary fix. ▪ It was discussed at length regarding HTI's observation LCD's completing the water damage assessment and Brice's schedule to complete the work in a timely manner. It was agreed that JLS will pop the tiles in close proximity to the VAV locations, HTI will complete their observation, and LCD will document the information for the purposes of finishing the building wide water damage assessment work. This will occur in 3 successive days/nights and be ahead of Brice Mechanical work. 	HTI/LCD/ JLS
III.	<p>Old Business</p> <ul style="list-style-type: none"> ▪ Cash flow analysis and carpet funding, BOE requests a mandatory meeting as soon as possible with all parties to review all funding BOE has transfer or identified to complete the project. Bob C. to set up a meeting with Jim M., Caroline C. and Liz H. DGS to delivery the current 3 page estimate to BOE today. Cash flow is holding up funding for carpeting on successive floors (also noted that carpet mills will be closed for 2 weeks during the Christmas/New Year season). 	BOE/DGS
IV.	<p>New Business</p> <ul style="list-style-type: none"> ▪ The next floor to interview is 16. LCD would like to schedule 16 & 17th floor interviews ASAP. LCD to schedule all future floor by floor interviews and continue to coordinate with BOE to complete all interviews as soon as possible and not wait for the floors to temporary swing space out. 	LCD BOE
V.	<p>Other</p> <ul style="list-style-type: none"> ▪ N/A 	
VI.	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ September 23, 2009, 10:30 am, BOE, Conference Room 2221. 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: September 25, 2009
Conference No.: 18
Date & Time: September 23, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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	Gary Lee	Department of General Services – RESD	916 376-1862	Gary.Lee @dgs.ca.gov

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report. 	
II.	Schedule / Progress <p>a. Current Status – Revision dated 9/16/09 was hand delivered last week to BOE.</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 12/11/2010 (pending outcome of 19th floor move) ▪ Physical Work completed by 10/30/2010 <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and will be attached to meeting minutes.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ Brice Mechanical – VAV schedule <ul style="list-style-type: none"> ○ Floors remaining to be completed Floors 1-10. Replacement of flex hoses & valves continuing as scheduled with BOE. ○ 1st Floor change out to be determined. Work will be completed before or after regular Board Meeting. DGS to verify Board Meetings dates prior to scheduling the work. ▪ Brice Mechanical – Isolation Valves <ul style="list-style-type: none"> ○ 4th Floor was completed last night. ○ 1st Floor DGS requested HTI’s clearance of bulk samples in writing. Brice Mechanical plans to complete replacement of the isolation valve and relocation to a serviceable level. Currently the valve is located 12 feet above the 1st floor ceiling height. Work will be completed tonight. This will complete all floor isolation valves. ▪ Floor 14 Remediation – HTI’s has cleared last containment, and DGS awaiting LCD’s clearance. Final walk through on floor is scheduled for 10/5/09. ▪ Floor 23 BOE Board Members furniture not matching and DGS reported limited inventory to match all furniture. BOE/DGS will walk floor after the meeting to determine outstanding punch list items. ▪ Floor 11 BOE IT staffs have signed waivers and will check the new MSF voice/data connection and labeling to V/D closet. The final walk through will be Tuesday, 9/29 at 1:30 pm. BOE/DGS/JLS to meet in the elevator lobby. 	<p>PMB</p> <p>JLS/PMB</p> <p>PMB</p> <p>HTI</p> <p>JLS/PMB</p> <p>LCD</p> <p>DGS/BOE</p> <p>DGS/BOE/JLS</p>

	<p>c. Delays Remediation work for floor 19 will be delayed due to unavailability of location to relocate floor staff to; next schedule issued will incorporate Floor 19 (call center) moving out of building November 2010.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> • BOE reported a respirator mask was found on the 23rd floor tagged as JLS property. • A discussion regarding timing of samples by HTI was raised as a concern by LCD (1st floor clearance results from HTI were delayed). HTI stated BOE had not authorized week-end sampling fees for the lab. HTI will provide BOE a budget number if weekend lab analysis will be required by COB. HTI will estimate (5) possible events that may occur in the future. DGS will notify BOE by 12:00 noon on the Thursday prior if such an event is scheduled. 	<p>DGS</p> <p>JLS</p> <p>JLS/LCD/HTI/ PMB</p>
III.	<p>Old Business</p> <ul style="list-style-type: none"> ▪ LCD would like to schedule interviews for floors 16 & 17 for next Wednesday PM. BOE will confirm day and time later today. ▪ BOE/DGS met earlier today regarding financial status. Form 22's will be prepared for the issues discussed at this meeting and ready for signature. DGS will hand carry to BOE. 	<p>BOE</p> <p>BOE/DGS</p>
IV.	<p>New Business</p> <ul style="list-style-type: none"> ▪ DGS requested that floor 19 flex hose replacement in the evidence vault be scheduled as soon as possible; BOE will need to provide an escort. BOE noted that work may be done during regular business hours. BOE to confirm with floor department head and send notice to DGS. Work includes (2) flex hoses and should take 4-5 hours without any problems encountered during the change out. LCD and HTI will first complete their assessment and Brice will follow. 	<p>BOE/PMB</p>
V.	<p>Other</p> <ul style="list-style-type: none"> ▪ BPM requested BOE notify the staff to place flyers on the designated area and not on the new painted walls. BOE has made numerous and continual efforts to notify staff of the established policy. BOE authorized BPM can remove any signs not posted in the "designated areas". 	
VI.	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ September 30, 2009, 10:30 am, BOE, Conference Room 2221. 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: October 5, 2009
Conference No.: 19
Date & Time: September 30, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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Item	Description	Action
I.	<p>Corrections or additions to previous meeting minutes</p> <p>CYount noted the following corrections:</p> <ul style="list-style-type: none"> ▪ Last paragraph on page two, noted that only two telecom staff and one IT staff have signed waiver to access this floor prior to HTI's final re-occupancy testing. ▪ Under "Delays", noted that remediation work for floor 19 will be impacted by the timing and cost of moving phone system for the "call center". ▪ Under "Inspection & Safety Notes", second bullet, strike 1st sentence and revise to read "A discussion regarding timing of samples by HTI was raised as a concern by LCD and a miscommunication when clearance/sampling would be completed for weekend work". 	PMB
II.	<p>Schedule / Progress</p> <p>a. Current Status –</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 1/14/2011 ▪ Physical Work completed by 12/2/2010 ▪ Changes will be made to Floors 5 & 1 – an updated CPM schedule will be issued at next weeks meeting. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and will be attached to meeting minutes.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ Brice Mechanical – VAV schedule <ul style="list-style-type: none"> ○ 9th Floor to finish tonight, floor 8 (2) flexes/valves to be completed tonight and the remaining to be completed tomorrow night. ○ JLS requested Saturday work for 7th Floor and BOE to check with appropriate personnel if Saturday work will be OK. ○ 2nd & 4th Floors are completed. ○ 22nd floor scheduled for 10/19/09, to finish off this floor. ○ 1st Floor planning meeting is scheduled for Saturday 10/17/09, 8:00 am to get the game plan for first floor. Participants include LCD, HTI & JLS. BOE will verify with management if this is okay. ▪ Brice Mechanical – Isolation valves are completed throughout the building. ▪ Floor 14 final walk-through on floor is scheduled for 10/5/09. Time to be determined, BOE staff to check their calendars and notify Mike M. ▪ Floor 15 move will be added to the agenda for next weeks meeting. 	<p>PMB</p> <p>JLS/PMB</p> <p>JLS</p> <p>BOE/JLS</p> <p>BOE JLS/LCD/ HTI</p> <p>BOE/DGS PMB</p>
	<p>c. Delays</p> <ul style="list-style-type: none"> • None <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> • None 	
III.	<p>Old Business</p> <ul style="list-style-type: none"> ▪ LCD interviews are scheduled for today (16th Floor) and tomorrow (17th Floor). 	

IV.	New Business <ul style="list-style-type: none"> ▪ BPM stated that 2 days are required to start the boilers. BOE will ask staff to report cold areas once the boilers are fired-up. Tentatively, BPM plans to start-up, Friday 10/24/09. ▪ CYount complimented the team on how well Floor 11 has turned out. 	BOE/BPM
V.	Other <ul style="list-style-type: none"> ▪ Bob Courtnier will be out of the office for 2 months for surgery. ▪ Tim Bow will be attending the BOE Board Meeting on 10/6/09 for DGS. 	
VI.	Next Meeting <ul style="list-style-type: none"> ▪ October 7, 2009, 10:30 am, BOE, Conference Room 2221. 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: October 12, 2009
Conference No.: 20
Date & Time: October 7, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: October 19, 2009
Conference No.: 21
Date & Time: October 14, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report. 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 1/14/2011 ▪ Physical Work completed by 12/02/2010 ▪ No changes from the CPM that was distributed on 10/7/09. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ Brice Mechanical – VAV schedule <ul style="list-style-type: none"> ○ 5th Floor – completed. ○ 3rd Floor – per schedule; work may extend to Monday due to the placement of the VAV and what is located under it; will know tonight. ○ 22nd Floor – per schedule. BOE move will be completed by COB Friday. ○ 1st Floor Planning Meeting – per schedule. Will go into the ceiling and inspect; valves are located in the atrium lobby, over the reception area and historic room. ○ Start up boilers – will begin filling them up on Friday, October 23, one floor at a time. JLS and Brice will do floor walks and check for leaks; this is routine protocol. ▪ 15th Floor Remediation and Reconstruction <ul style="list-style-type: none"> ○ Proceeding on schedule ○ Remediation/Construction of Men’s and Women’s restrooms <ul style="list-style-type: none"> ▪ Negative results behind toilets and urinals ▪ Two new urinals will be installed. ▪ Scrubbing scheduled for today ▪ Ready for testing by HTI and LCD on Thursday ○ Mold found in cove base in 1502 and 1510; containments will be constructed. ○ Punched windows <ul style="list-style-type: none"> ▪ Northeast – will be completed today; no issues. ▪ Southeast – Containments will be constructed today; issues on other floors have typically occurred in the southeast corner of the building. ○ DGS turnover to BOE anticipated for November 2. <p>c. Delays</p> <ul style="list-style-type: none"> ▪ None to report. <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report 	

<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ Protocol for restroom walls and minor wall penetration approved by HTI and BOE. LCD (CCorpus) will issue final version. ▪ Noise issue on Floor 11. TRU employees confirmed existing noise condition. BOE considering “white noise” to help mask it. 	
<p>IV.</p>	<p>New Business</p> <ul style="list-style-type: none"> ▪ 4th and 11th Floors’ women’s restroom ceilings small amount of mold found in vestibule areas; will be cleaned and sheetrock replaced. Remediation work planned for November 12-16, between the swing moves. The 4th floor discovery involves the firewall; first layer will be removed and replaced and not impact firewall; this can be completed over a weekend. Containment areas will be confined to restroom and not extend to hallway corridors. ▪ Failure of Curtain Wall – DGS (Dave Edwards) will be consulted on issue. LCD will develop protocol; work can only be done when everything is dry. ▪ Wet ceiling tiles on Floors 10 & 11 – Involves same leaking channel; BPM staff are monitoring and changing tiles. ▪ Power surges and false alarms –Vince commented yesterday's power surges and false alarms that were set off. Efforts explained by BPM's J. Beesley as to why alarms went off; Simplex out today to trouble short whole system/faulty sensor. Power surges happened all over Sac due to storm. Moves were temporarily stopped so people didn't get trapped in elevators with boxes and equipment. BOE reported it won't delay the next moves. Only complaint was with the freight, not the low or high rises. BOE noted that if this happens in the future, we'll need to discuss the impact to the schedule. Fortunately, BOE has been able to complete moves faster than the 5 day allotment. 	
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ DGS received funding from the recent form 22 submitted for additional funding for the building wide remediation. ▪ BPM still trying to meet with Wendy Santos and Ashley to go over the funding spreadsheet; need to track the monies to and from or if redirected from one project to another. 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ October 21, 2009, 10:30 am, BOE, Conference Room 2221. 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: November 12, 2009
Conference No.: 25
Date & Time: November 10, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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X	Gary Lee	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov

IV.	New Business <ul style="list-style-type: none"> ▪ Elevator Close-out Report from BioMax – CD enclosed with report is not complete. DGS contacted BioMax to request replacement CDs. ▪ BOE’s BCP meeting with Department of Finance – Project cost information requested for 1st Floor is not available yet; will be provided to BOE by DGS after project scope is determined. 	PMB BOE/PMB
V.	Other <ul style="list-style-type: none"> ▪ None reported. 	
VI.	Next Meeting <ul style="list-style-type: none"> ▪ November 18, 2009, 10:30 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: November 19, 2009
Conference No.: 26
Date & Time: November 18, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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X	John Sheehan	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
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X	Gary Lee	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov

<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report. 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 1/14/2011 ▪ Physical Work completed by 12/02/2010 ▪ Revised CPM will be distributed after delivery date for carpet on the 9th floor is confirmed; a pre-Christmas delivery will not impact the CPM; BPM is following up on obtaining delivery date confirmation which is expected today. Immediate concern is that the 9th floor is beginning to pack for moving. BOE stated that CPM dates for 2nd and 3rd floors must stay firm if the delivery date for the 9th floor carpet impacts the schedule. Contingency plan may be to switch the 9th and 18th floors (VPaul to confirm if this is possible) or to begin work on the 1st floor's smaller projects. BOE/DGS to consider options and develop strategy. ▪ BOE noted a CPM scheduling conflict with activities on two different floors scheduled for December 4; both cannot happen at the same time, JSommerville will make correction. ▪ LCD will proceed with interviewing 9th and 10th floor employees this Thursday, as previously scheduled. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 16th Floor Remediation and Reconstruction – on schedule. The Turn-over to BOE Walk-thru is scheduled for Monday, November 30, at 10 am. ▪ 4th and 11th Floors Women's Restroom Remediation – on schedule. ▪ 1st Floor – One additional VAV on the 1st floor (in Room 115 behind the ATM) not shown on previous maps was discovered; JLS will coordinate with Brice Mechanical to perform the change-out this Friday after 6:00 pm. The room, a former janitor closet, is now a conditioned room housing heat-generating equipment. BPM will bring in temporary cooling units to keep room cool while the change-out takes place. LCD will confirm tomorrow evening if any remediation work is required. <p>c. Delays</p> <ul style="list-style-type: none"> ▪ Carpet delivery for the 9th Floor must be before Christmas to remain on schedule. <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report 	<p>BPM</p> <p>BOE/PMB</p> <p>PMB</p> <p>BOE/LCD</p> <p>JLS</p> <p>BPM LCD</p>

<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ 1st Floor Work Plan <ul style="list-style-type: none"> ○ Final cost estimates are still being developed (access to test/sample areas is needed); DOF is apprised of this. ○ BOE will provide LCD access to all 1st floor areas for sample collection and testing; three days are required to complete this task. This is follow-up to the previously completed visual inspections. Testing will start with the restrooms this Thursday; BOE to advise when other areas can be accessed by this Friday. ▪ O&M employee hygiene protocol <ul style="list-style-type: none"> ○ This is outside the scope of work related to the remediation activities. ○ BOE (lead) will work with BPM to develop a protocol addressing employee hygiene practices in employee work areas. The goal is to categorize what mold incidents are water leak issues verses poor employee hygiene/food consumption practices. Moldy, decomposed foods or soiled work areas with a mold-like appearances do not warrant response from an Industrial Hygienist. Employees must bear responsibility for cleaning up after themselves; it is not a custodial responsibility. ▪ Elevator close out report CD – replacement CDs were received from BioMax to replace bad ones delivered with the report; BOE confirmed receipt of two CDs delivered by DGS. ▪ Stained ceiling protocol - CCorpus will issue the final version today. 	<p>PMB</p> <p>BOE</p> <p>BOE/BPM</p> <p>LCD</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ None noted. 	
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ None noted. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ November 25, 2009, 10:30 am, BOE, Room 2221 	

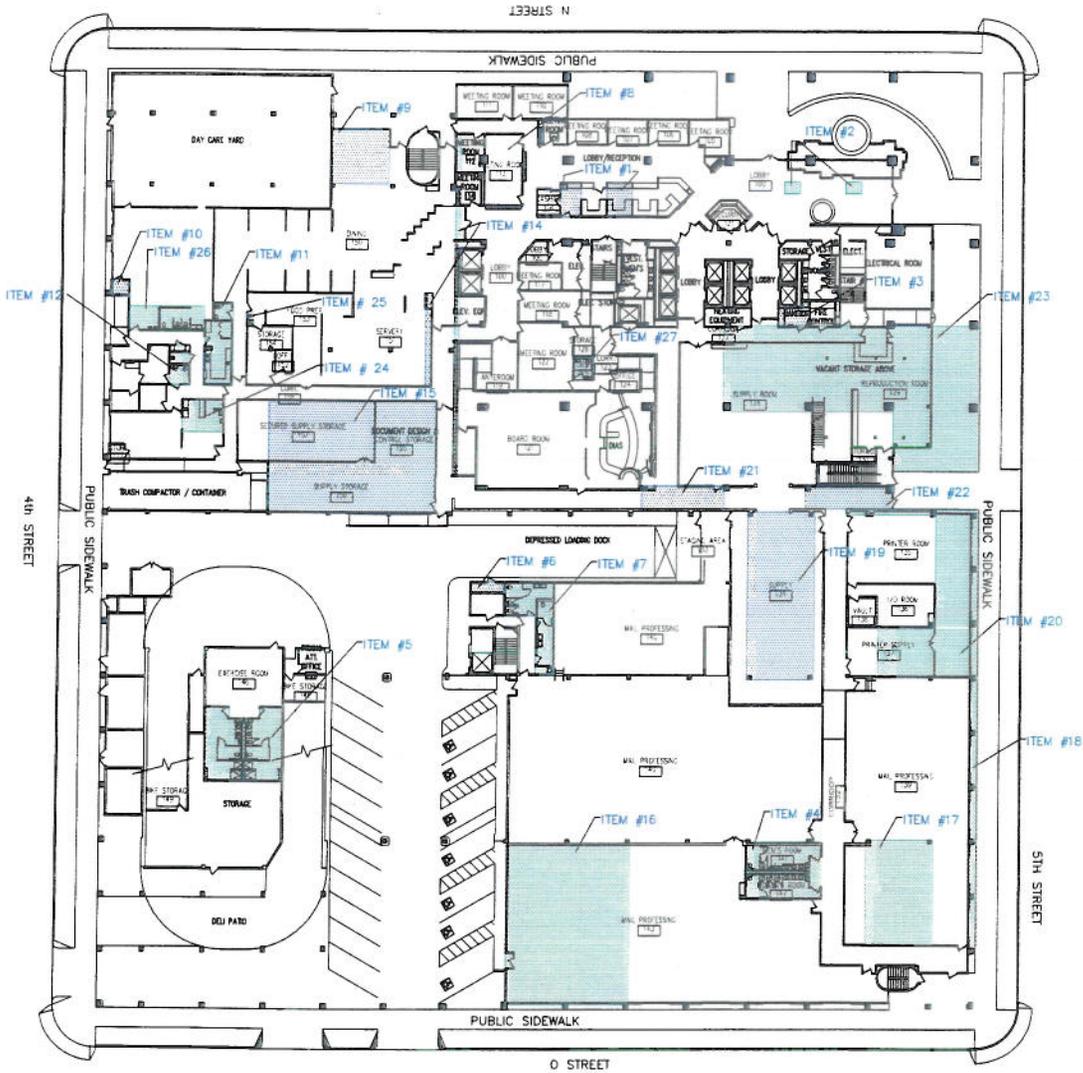
BOE / DGS - Current Schedule - 11-18-09

ID	Task Name	Duration	Start	Finish	Nov 22, '09							Nov 29, '09							Dec								
					T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S			
1	16th Floor - Remediation and Reconstruction - per CPM	10 days	Wed 11/18/09	Fri 11/27/09																							
2	16th Floor - Men's and Women's Restrooms	0 days	Wed 11/18/09	Wed 11/18/09	◆ 11/18																						
3	Cabinet install	1 day	Wed 11/18/09	Wed 11/18/09																							
4	Install finish plumbing	1 day	Thu 11/19/09	Thu 11/19/09																							
5	Glass - Mirrors	1 day	Mon 11/23/09	Mon 11/23/09																							
6	Inspection	1 day	Tue 11/24/09	Tue 11/24/09																							
7	Janitors Closet Flooring	1 day	Thu 11/19/09	Thu 11/19/09																							
8	Drinking Fountains	0 days	Wed 11/18/09	Wed 11/18/09	◆ 11/18																						
9	Prime drywall	1 day	Wed 11/18/09	Wed 11/18/09																							
10	Install Drinking Fountains - Brice	1 day	Fri 11/20/09	Fri 11/20/09																							
11	1st Floor - New Scheduled Work -	0 days	Wed 11/18/09	Wed 11/18/09	◆ 11/18																						
12	11th Floor - Womans restroom remediation	0 days	Wed 11/18/09	Wed 11/18/09	◆ 11/18																						
13	Remediation - completed	0 days	Wed 11/18/09	Wed 11/18/09	◆ 11/18																						
14	Testing - LCD HTI	1 day	Thu 11/19/09	Thu 11/19/09																							
15	Drywall - Fire tape only	1 day	Sat 11/21/09	Sat 11/21/09																							
16	4th Floor Womens restroom - includes Sunday	2 days	Fri 11/20/09	Sat 11/21/09																							
17	Remediation - Starting 6pm	1 day	Fri 11/20/09	Fri 11/20/09																							
18	Testing LCD HTI	1 day	Sat 11/21/09	Sat 11/21/09																							
19	Drywall - Fire tape only	1 day	Sun 11/22/09	Sun 11/22/09																							
20	9th Floor - per CPM	0 days	Sat 12/5/09	Sat 12/5/09	◆ 12/5																						

Project: DGS - 3 week schedule - 11-18-09
Date: Wed 11/18/09

Task
Progress
Summary
External Tasks
Deadline

Split
Project Summary
External Milestone



BOARD OF EQUALIZATION BUILDING
 450 'N' STREET, SACRAMENTO, CA
 GROUND FLOOR



FIRST FLOOR REMEDIATION ACTIVITIES & ESTIMATED TIME FRAME TO COMPLETE

- ITEM #1 LOBBY/RECEPTION #104
- ITEM #2 MAIN LOBBY #100
- ITEM #3 JANITOR CLOSET
- ITEM #4 MAIL ROOM RESTROOMS 141 & 142
- ITEM #5 SHOWERS/RESTROOMS
- ITEM #6 PHONE ROOM
- ITEM #7 RESTROOMS NEAR RM 140
- ITEM #8 HISTORIC ROOM #113 (COMPLETED)
- ITEM #9 BEP VENDOR COFFEE AREA
- ITEM #10 DAYCARE CLOSET
- ITEM #11 KITCHEN/RESTROOM
- ITEM #12 DAYCARE RESTROOM
- ITEM #13 MAIN KITCHEN
- ITEM #14 WALL @ HIGH RISE & SERVERY #151
- ITEM #15 KITCHEN STORAGE #155, #156, #157
- ITEM #16 MAIL RM 143
- ITEM #17 MAIL RM 139
- ITEM #18 EAST WINDOW WALL MAIL #139
- ITEM #19 SUPPLY #134
- ITEM #20 PRINT ROOM #137 EAST/NORTH WALL
- ITEM #21 CORRIDOR
- ITEM #22 CORRIDOR
- ITEM #23 REPRODUCTION RM 128
- ITEM #24 DAY CARE KITCHENETTE
- ITEM #25 FOOD PREP #153
- ITEM #26 DAYCARE RESTROOMS
- ITEM #27 RESTROOM 125 BD. RM.

LEGEND

	5-7 DAYS
	8-15 DAYS

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: December 1, 2009
Conference No.: 27
Date & Time: November 25, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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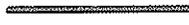
<p>IV.</p>	<p>New Business</p> <ul style="list-style-type: none"> ▪ 9th Floor <p>Turn over of the 9th floor is scheduled for 12/7/09 (@ 10:00 am). The demolition of the carpet to begin on 12/8/09 and LCD is scheduled to start their assessment on 12/9/09.</p> <p>January 9th & 10th the power will be off in the building so BPM can complete their switch gear testing - no remediation work will be conducted this weekend.</p>	<p>BPM</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ L. Houser will be back from vacation December 2nd. ▪ Charlene Yount has accepted another position and will no longer be DGS' contact. Vince Paul and Liz Houser will continue to manage the project for BOE. 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ December 2, 2009, 10:30 am, BOE, Room 2221 	

BOE / DGS - Current Schedule - 11-25-09

ID	Task Name	Duration	Start	Finish	Predecessors	22, '09	Nov 29, '09	Dec 6, '09	Dec 13, '09
						T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	16th Floor - Remediation and Reconstruction - per CPM	3 days	Wed 11/25/09	Fri 11/27/09					
2	Final Walk - DGS - BOE - 10am	0 days	Mon 11/30/09	Mon 11/30/09			◆ 11/30		
3	1st Floor - New Scheduled Work - TBD	0 days	Wed 11/25/09	Wed 11/25/09		◆ 11/25			
4	9th Floor - per CPM	21 days	Mon 12/7/09	Mon 1/4/10					

Project: DGS - 3 week schedule - 11-25-09
Date: Wed 11/25/09

Task 
Split 

Progress 
Milestone 

Summary 
Project Summary 

External Tasks 
External Milestone 