

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: October 26, 2009
Conference No.: 22
Date & Time: October 21, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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III.	Old Business	BOE
	<ul style="list-style-type: none"> ▪ Noise issue on Floor 11 – BOE has options available to pursue after the floor is permanently occupied. ▪ 1st Floor - the following items came to light and were discussed: <ul style="list-style-type: none"> ○ LCD and HTI performed an inspection of the first floor this past weekend for the purpose of gaining a better understanding of existing conditions in order for DGS to plan for an inclusive scope of work on the 1st floor. ○ LCD and HTI found additional areas of concern that were not listed in the original water damage assessment (WDA) report – these findings can be attributed to the fact that the original WDA report did not include areas that were inaccessible at the time, were obscured by equipment and furnishings, or were inaccessible due to security concerns. In addition, a year has passed since the initial assessment and new conditions may have materialized that were not initially apparent. ○ Three areas above the ceiling that have suspect VMG have been identified (east lobby, badge reception area, historic room). These areas will need to be remediated before the flex hoses and valves at the VAVs can be changed out. There are four VAVs involved: <ul style="list-style-type: none"> (1) two in the badge reception area, west end of counter, (2) two in the historic room. ○ Brice will be on stand-by notice to do the VAV work. ○ At two locations (reception area and historic room), mold growth was confirmed at today’s meeting to exist in a return air plenum. DGS will take steps this evening to seal off the VMG from the air plenum in both locations. Mold at the reception area ceiling can be sealed temporarily from the plenum tonight and remediated when DGS moves onto the 1st floor proper. VMG above the historic room will be remediated beginning this evening; work is expected to take approximately one week to complete in this area. ○ In the historic room <ul style="list-style-type: none"> ▪ everything will be moved out ▪ ceiling will be torn out tonight and area contained ▪ remediation work will begin ○ Men’s restroom by the workout room/deli and the men’s and women’s restrooms by the print shop/mailroom, and the phone room by loading dock in the garage all have issues. This area is to be included in the work plan for the 1st floor. ○ BOE requests inspection of the shower room, including ceiling tiles and the area above it. HTI will do air sampling in the shower rooms. This area is to be included in the work plan for the 1st floor. ○ DGS is currently developing a work plan to address all areas on the floor requiring remediation. The work plan will be discussed at next Wednesday’s meeting. It is anticipated that a schedule to remediate the 1st floor will be worked out during our meeting next week. At this time, it is not anticipated that work on the 1st floor will impact the completion date of the project. 	JLS/LCD
		JLS/LCD
		BOE JLS/LCD
		JLS/LCD
		JLS/LCD
		PMB/JLS/ LCD

	<ul style="list-style-type: none"> ○ DGS will determine if estimated costs to remediate the 1st floor will be impacted. ○ BOE (LHauser) emphasized the importance of separating building projects from what already existed versus what happened as a result of October's storm and the building curtain wall failure. All work from damage related to the curtain wall must be warranty work and paid by the contractor. 	PMB PMB (DEdwards)
IV. New Business	<ul style="list-style-type: none"> ▪ BOE will provide copy of revised 2010 Board calendar (showing dates after May 2010) to DGS. 	BOE
V. Other	<ul style="list-style-type: none"> ▪ Curtain Wall Failure – impact of October 12, 2009 Storm – <ul style="list-style-type: none"> ○ Room 210 – LCD (CCorpus) reported that Room 210 is dried out; moisture content is down to 0.1 which is an acceptable reading. ○ All other areas were dried to agreed-upon moisture content levels. ○ Repair work on impacted floors is pending investigative work by McGinnis-Chinn as to the cause of these leaks. DGS (DEdwards) will contact the contractor to do repair/warranty work. ○ BOE (LHauser) requests DGS engage McGinnis-Chinn to evaluate whether the leaks from the October 2009 storm are from the same locations identified from the January 2008 storm. BOE made reference to a 2004 report on the curtain wall failure of the Boston John Hancock Tower. BOE wants to know if value engineering was done on the BOE building and if it was, whether any changes were made to the engineering and design of the curtain wall in the name of reducing construction costs that may have ultimately compromised the integrity of the curtain wall. ○ HTI did air monitoring when leaks occurred. Now that area is dry, HTI will do more monitoring, and continue to monitor on regular, periodic basis. ○ BOE (LHauser) raised concerns of an apparent slow DGS response to Tuesday's storm related issues based on an email she received that gave the impression that DGS didn't respond until Thursday. It was clarified and confirmed by other BOE personnel that DGS staff were onsite on the day of the storm actively addressing building issues. ○ BOE (CYount) added that when the next major storm hits, it expects Jeff Chinn from McGinnis-Chinn and JR Roberts to be on site in the building to observe the water intrusion. The fact that there is a preexisting and ongoing condition demands their presence. ○ Draft of major wall penetration protocol was distributed for review last week Wednesday; DGS/BPM is in the process of reviewing it. Minor wall penetration protocol is finalized and distributed. 	PMB (DEdwards) PMB (DEdwards) HTI PMB (DEdwards) BPM/LCD
VI. Next Meeting	<ul style="list-style-type: none"> ▪ October 28, 2009, 10:30 am, BOE, Conference Room 2221. 	

BOE / DGS - Current Schedule - 10-21-09

ID	Task Name	Duration	Start	Finish	Oct 25, '09							Nov 1, '09							Nov 8, '09				
					T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	Brice Mechanical - VAV schedule	0 days	Wed 10/21/09	Wed 10/21/09	◆																		
2	1st Floor - TBD	0 days	Wed 10/21/09	Wed 10/21/09	◆																		
3	Start up Boilers - JLS/Brice will be onsite	2 days	Fri 10/23/09	Sat 10/24/09																			
4	15th Floor - Remediation and Reconstruction - per CPM	10 days	Wed 10/21/09	Mon 11/2/09																			
5	Remediation/Construction - Mens and Womens restrooms	0 days	Wed 10/21/09	Wed 10/21/09	◆																		
6	Cabinets and Countertops	1 day	Fri 10/23/09	Fri 10/23/09																			
7	Tile	1 day	Mon 10/26/09	Mon 10/26/09																			
8	Paint	2 days	Tue 10/27/09	Wed 10/28/09																			
9	Set finish Plumbing - ready for inspection	1 day?	Tue 10/27/09	Tue 10/27/09																			
10	Inspection	1 day	Thu 10/29/09	Thu 10/29/09																			
11	Remediation/Construction - Janitors Closet	0 days	Wed 10/21/09	Wed 10/21/09	◆																		
12	Epoxy Flooring - Base, Walls to complete	5 days	Wed 10/21/09	Mon 10/26/09																			
13	Painting	1 day	Tue 10/27/09	Tue 10/27/09																			
14	Set Janitors sink	1 day	Wed 10/28/09	Wed 10/28/09																			
15	Inspection	1 day	Thu 10/29/09	Thu 10/29/09																			
16	Remediation/Construction - Popouts and main floor areas	0 days	Wed 10/21/09	Wed 10/21/09	◆																		
17	Air Scrubbing and Clearance - SE corner	2 days	Wed 10/21/09	Thu 10/22/09																			
18	Reconstruction (Drywall and Prime)	4 days	Fri 10/23/09	Tue 10/27/09																			
19	Netcomm - confirm and check data lines	2 days	Thu 10/29/09	Fri 10/30/09																			
20	Rooms 1501 and 1510 - Remediation and Buildback	0 days	Wed 10/21/09	Wed 10/21/09	◆																		
21	Drywall	2 days	Wed 10/21/09	Thu 10/22/09																			
22	Paint - Prime all surfaces	1 day	Fri 10/23/09	Fri 10/23/09																			
23	Inspection	1 day?	Thu 10/29/09	Thu 10/29/09																			
24	16th Floor - Remediaton and Reconstruction - per CPM	6 days	Mon 11/2/09	Mon 11/9/09																			

Project: DGS - 3 week schedule - 10-21
 Date: Tue 10/20/09

Task: Progress Milestone

Summary: Project Summary External Tasks External Milestone

Deadline:

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: October 30, 2009
Conference No.: 23
Date & Time: October 28, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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Item	Description	Action
<p>I.</p> <p>I'.</p>	<p>Corrections or additions to previous meeting minutes</p> <ul style="list-style-type: none"> ▪ None to report. <p>Status of Window Wall Leaks – Dave Edwards (DGS)</p> <p>-Dave Edwards was the Project Director for the BOE curtain wall project, which has a 10-year warranty; approximately eight years remain.</p> <p>-JR Roberts was general contractor and is working on the current issues at no charge to the State.</p> <p>-McGinnis-Chinn was the forensic architect contracted by DGS to evaluate the curtain wall. Jeff Martin came out to the building and is preparing an inspection report, due to DGS on Monday, and then forwarded to BOE on Tuesday. Basically, there are no design flaws in the building, just repair work to be done. After today, all inspections and repairs will be completed.</p> <p>-Leak on 24th Floor is located near a window, 2 ceiling tiles away from wall. Stained ceiling tiles were replaced. If this is the result of a curtain wall leak, it will be the first leak on the north side. It's believed this may be a sealant issue (not a gasket issue) between the window wall and the precast concrete. Liz suggested to HTI that a moisture meter might be placed by this leak, which is believed to be storm related, but was belated reported as a leak through indirect emails; the BOE "leak report web link" was not used.</p> <p>-Leak on 22nd Floor, 23rd balcony – Source of leak is near the exterior corner of the balcony door and is due to displaced sealant. Repairs were completed; water testing is in progress.</p> <p>-All water stains will be marked (with Fosters product) as is current protocol.</p> <p>-Dave reminded all that water testing cannot mirror true weather conditions of nature.</p> <p>-Communication protocol – Communications to/from Dave Edwards should include Mike Moore, Joan Armstrong, Charlene Yount and Vince Paul. They will forward communications to others as needed.</p>	<p>DEdwards</p>

<p>II. Schedule / Progress</p>	<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 ▪ Revisions to the 10/7/09 CPM version are in process. State Holidays (Thanksgiving, Christmas, New Years, MLK, President's, etc.) will be added. JLS (GSheehan) and LCD (CCorpus) indicated that work crews and work schedule should not be impacted by these changes. ▪ Floor Changes – BOE requested changes be made to the schedule affecting the 3rd, 9th, and 21st floors, but due to program operations, asked that moves not be scheduled during cut-off, usually the 15th through the 30th of the month. <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"> ○ All VAVs completed except for 1st Floor, as reported last week. ○ 2 VAVs in historical room – one completed last night; other one will be done tonight. ▪ 15th Floor Remediation and Reconstruction <ul style="list-style-type: none"> ○ On schedule per CPM ○ Power to cubicles being tested today. ○ Walk-thru scheduled for Monday, November 2 at 1:30 pm. It's anticipated that DGS will turn over the floor to BOE at 2:00 pm. ○ HTI will begin testing on Tuesday, November 3. ▪ 16th Floor Remediation and Reconstruction <ul style="list-style-type: none"> ○ On schedule per CPM ○ DGS and BOE will walk the floor after the 15th Floor walk on Monday, November 2 ○ On Tuesday, November 3, LCD will begin damage assessment and JLS will begin furniture and carpet tear out. <p>It was noted that no work should be scheduled on the 1st floor during 11/17 through 11/19 due to BOE board meeting.</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 	<p>PMB</p> <p>PMB/BOE</p>
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	<ul style="list-style-type: none"> ○ Cafeteria and Child Care areas – <ul style="list-style-type: none"> ▪ DGS will discuss issues and work schedule with BEP (DGS will let BEP talk to vendor) and the child care center. ▪ Day care center is a parent-run year-round operation. BOE (LHauser) suggested that DGS meet with the day care center’s Board of Directors. Due to past building incidents, BOE advised DGS to know and understand issues that may impact their operations. ○ Showers & Restrooms – <ul style="list-style-type: none"> ▪ LCD to look at these areas; mold possible between common plumbing walls; work will begin in July ▪ All plumbing does not meet today’s building codes and ADA requirements. ○ Print Shop and Mail Room – these are mission critical operations; major hurdles to address if these areas require remediation. Phasing/staging of work areas will be required. ▪ Curtain all protocol for future storms <ul style="list-style-type: none"> ○ BPM comments forwarded to LCD (CCorpus) this morning. ○ If water intrusion occurs in the same location identified from a previous incident, at least there is work and repair history and treatment can be more immediate and aggressive. ▪ Work Plan for basement <ul style="list-style-type: none"> ○ DGS will begin developing work plan and schedule, determine impacts to CPM and overall costs, and coordinate closely with BOE. The earliest a cost/schedule impact would be known is in two weeks. ○ Bulk of work begins in July 2010. ○ DGS believes the work can be performed concurrent with other work on other floors and therefore should not delay the schedule completion date. 	<p>BPM/PMB</p> <p>LCD</p> <p>PMB</p> <p>LCD/PMB</p> <p>JLS/LCD/ PMB</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ O&M protocol for ceiling tile change out <ul style="list-style-type: none"> ○ HTI and LCD will develop protocol and vet through DGS and BOE ○ There's a need to leave tiles in place long enough to allow investigation by maintenance/repair staff. Protocol will include noticing/information posting element. 	<p>LCD/HTI</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ Meeting scheduled for Wednesday, November 11 (Veteran’s Day, a State holiday), is rescheduled to Tuesday, November 10, at a time and meeting room TBD. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ November 4, 2009, 10:30 am, BOE, Conference Room 2221. 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: November 5, 2009
Conference No.: 24
Date & Time: November 4, 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 ▪ Revised CPM distributed had some incorrect dates; revision will be distributed next week. LHouser, CYount and JSommerville will meet at 1:00 pm today to review. ▪ BOE (LHouser) reported that critical operational need may delay moving back to the 15th Floor by one day; move would begin next Monday instead of this Friday; will know by noon today. ▪ 1st floor work schedule still in development; MMoore and CYount walked the Print Shop area this past Monday. DGS will coordinate with BOE to note specific dates, discuss staging work in quadrants since entire 1st Floor cannot be shut down. ▪ BOE (CYount) noted that certain dates need to be revised, e.g., 9th Floor move is scheduled for November 23, Thanksgiving week, and it is not expected that work will be scheduled for Thanksgiving weekend. ▪ LCD (CCorpus) requested from BOE that the next round of staff interviews (10th Floor and 9th Floor) be scheduled ASAP. <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"> ○ Reception area VAV TU 1-3 & TU 1-8: Work on these last two flex hoses will be completed this weekend. VMG at these two areas has been sealed off. BOE will arrange for access to an adjacent secured area and will move sensitive items to another secured area. When completed, heat can be provided to the 1st Floor. ▪ 16th floor Remediation and Reconstruction <ul style="list-style-type: none"> ○ Per CPM, all is on schedule. ○ Work schedule clarification - Work will be completed on or before November 10, not November 4 as noted on the schedule. <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 	BOE

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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	Jerry Lairamore	Board of Equalization (BOE)	916 327-7900	Jerry.Lairamore@boe.ca.gov
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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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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 ▪ 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 	

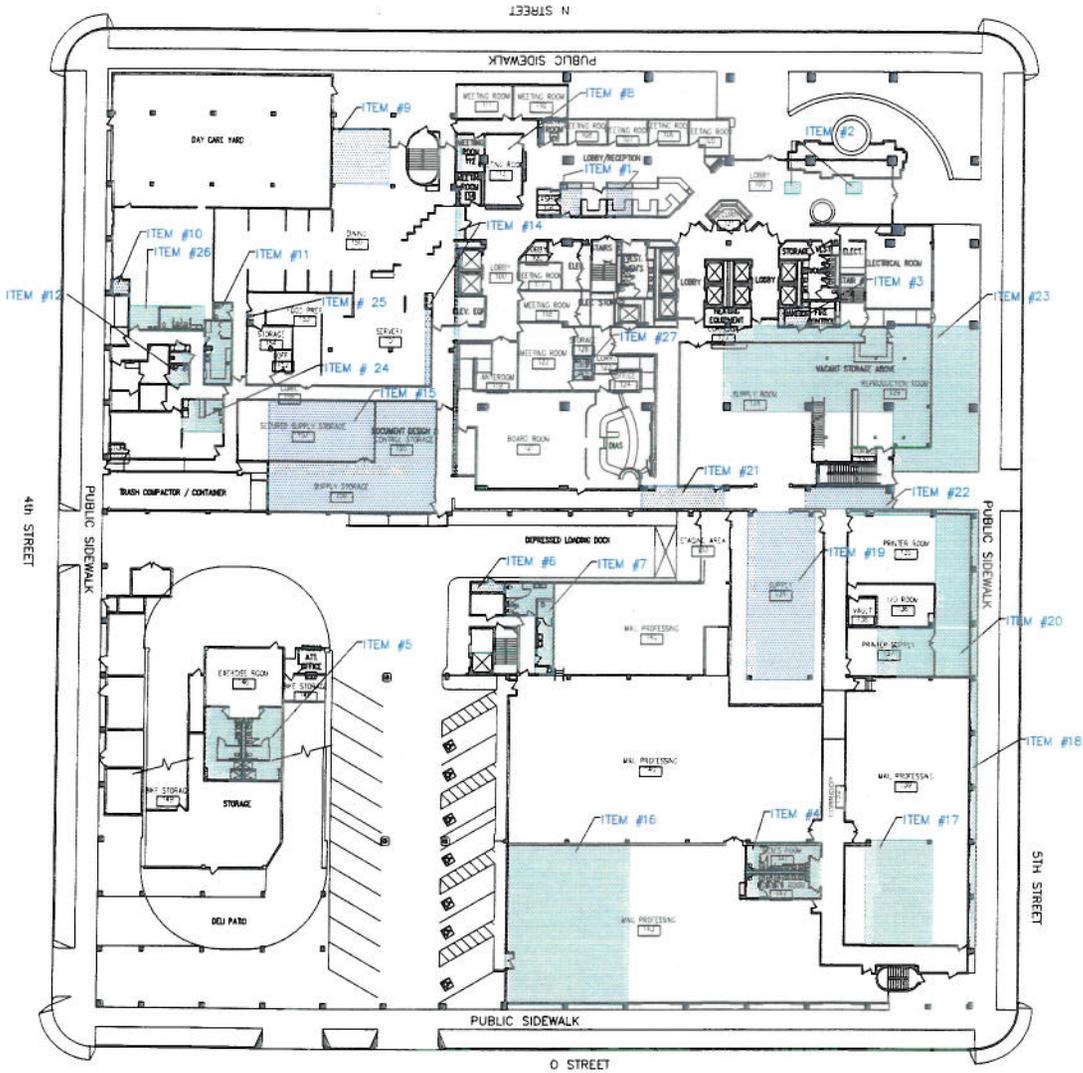
BOE / DGS - Current Schedule - 11-18-09

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	
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 Milestone 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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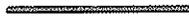
<p>IV.</p>	<p>New Business</p> <ul style="list-style-type: none"> ▪ 9th Floor <p>Turn over of the 9th floor is scheduled for 12/7/09 (@ 10:00 am). The demolition of the carpet to begin on 12/8/09 and LCD is scheduled to start their assessment on 12/9/09.</p> <p>January 9th & 10th the power will be off 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 

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: December 03, 2009
Conference No.: 28
Date & Time: December 2, 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"> ▪ 1st Floor Work Plan <ul style="list-style-type: none"> ○ Wall space between Rooms 125 (restroom) and 126 (room used for storage). <ul style="list-style-type: none"> ▪ Tests confirmed positive elevated mold counts. ▪ Restroom is adjacent to the Boardroom; its use is limited to Board members. ▪ Restroom will be closed off today. ▪ BOE (LHauser) approved plan to access wall space through Room 126 this weekend (beginning Friday at 6:00 p.m.) before the Board convenes for its December 15-17, 2009 meeting. ▪ Work involves removing all visible mold. ▪ Containment will be built within the confines of Room 126. ▪ LCD will do rush testing. ▪ Full remediation and reconstruction – if needed, estimated by JLS to take one to 1½ weeks, will be scheduled after the Board Meeting. ▪ BPM to ensure custodial staff do not enter and clean Rooms 125 and 126. ▪ Boardroom can still be used while these activities are in progress. ▪ Annual Winterfest Employee Event – noted BOE’s comment about availability of space needed for the Board host this event for BOE employees. ○ Action Items listed in priority (may be changed if testing reveals higher priorities elsewhere) <ul style="list-style-type: none"> ▪ Restrooms <ul style="list-style-type: none"> • Gym • Loading Dock • Printing ▪ Cove base located in the hallways from the 3 doors allowing access into building <ul style="list-style-type: none"> • All have mold behind/under them • Will be covered with plastic today. For future discoveries similar to this, BOE (LHauser) granted DGS permission to proceed immediately to cover them and not wait for the issue to be discussed at these meetings. ○ Focus Meeting <ul style="list-style-type: none"> ▪ Schedule for this Thursday; BOE will confirm time and location ▪ DGS will provide updated 1st floor layout for meeting ▪ Meeting participants include LHauser, VPaul, MMoore, JSommerville, LCD (CCorpus), JLS (GSheehan) and BPM (KFirchau) -planned for tomorrow afternoon with updated plan ▪ Purpose of meeting is to discuss project challenges and how to navigate them to get the work done 	<p>JLS</p> <p>JLS</p> <p>BOE PMB</p>
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	<ul style="list-style-type: none"> ▪ Discussion will include, but is not limited to: <ul style="list-style-type: none"> • Time frame for completion of and results from inspections/tests followed by work scope development • Child care center <ul style="list-style-type: none"> ○ Access to child care center for one evening to conduct inspection and testing ○ Based on results; develop work scope ○ Work on plans to tentative disperse children to other child care centers (operator runs several locations) if needed. • Restrooms • Missing cove base in hallway between cafeteria kitchen and child care center. [Note – this is not inside the child care center.] ○ Fire riser cabinets <ul style="list-style-type: none"> ▪ DGS (JSommerville) confirming with SFM regarding the extent of taping off that can be done to cabinets containing mold since there is foot traffic around them. ▪ HTI, LCD and JLS will work together to see what should be taped off, assuming SFM has no issues. <p>IV. New Business</p> <ul style="list-style-type: none"> ▪ Vince Paul is now the main liaison for communication between DGS and BOE; Charlene Yount left for a position with DGS. 	<p>LCD/PMB</p> <p>PMB</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ None noted 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ December 9, 2009, 10:30 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: December 10, 2009
Conference No.: 29
Date & Time: December 9, 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

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 ▪ Conflicting dates involving moves with Floors 18 to 11, and 21 were noted and resolved (rescheduled). 18th floor move is scheduled for February 5-10, 2010. ▪ LCD requests for the remaining floors that assessments/inspections be scheduled to begin on the same day the floors are turned over to DGS ▪ Interviews for 21st Floor are scheduled for this Friday. <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"> ▪ 9th floor - per schedule <ul style="list-style-type: none"> ○ Rooms 903 and 905 – Remediation and construction scheduled for common wall between these two rooms ○ Room 910 – LCD will inspect after furniture pull/partial carpet removal ○ Containments and remediation involve the janitor closets and restrooms ▪ Penthouse - per schedule <ul style="list-style-type: none"> ○ Stained areas from water leaks were marked. ▪ 1st floor Work Plan – per schedule <ul style="list-style-type: none"> ○ Work in Room 126 completed without problems <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"> ▪ VPaul commended BPM for their prompt work in addressing freezing conditions (ice) at building entries. 	BOE/LCD

<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ 1st Floor Work Plan <ul style="list-style-type: none"> ○ Focus Meeting – met last Thursday and received authorization from BOE to resume 1st floor testing ○ LCD (CCorpus) – <ul style="list-style-type: none"> ▪ Collected samples last Saturday for suspected mold growth behind three sink areas in the child care center ▪ Will collect samples tonight in printing room and cafeteria; and other areas (cafeteria kitchen and prep area) this weekend. ▪ Assessment of entire 1st floor will then be completed by the end of this week. ○ DGS will continue to develop work plan – categorizing the work to be done, followed by timing and phasing, and estimating costs. ○ When painting a wall after remediation and construction, JLS will paint just that portion with a close color match. When work for 1st Floor is fully completed, BPM will paint the entire 1st Floor. 	<p>PMB/LCD/ JLS</p> <p>BPM</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ BOE (VPaul) mentioned incident of rat droppings in the child care center. This is a house keeping issue, not project related, and BOE/BPM (VPaul & JArmstrong) will discuss with the child care center and dining room operators. 	<p>BOE/BPM</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ Carpet replacement – replaced per the schedule. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ December 16, 2009, 10:30 am, BOE, Room 2221 	

