

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: January 21, 2010
Conference No.: 35
Date & Time: January 20, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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X	Mike Moore	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
	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 None reported.	

<p>II.</p> <p>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 ▪ Floor 21 (see under delay) <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"> ▪ Penthouse Remediation – per schedule ▪ 21st Floor – per CPM <ul style="list-style-type: none"> ○ Men’s and women’s restrooms will be completed by Friday ○ Janitor’s Closet – will be completed by Friday ○ Popouts <ul style="list-style-type: none"> ▪ NE popout – containment being re-tested today, but should be completed by Friday also. ▪ 1st Floor <ul style="list-style-type: none"> ○ Restrooms 141 and 142 have passed clearance and reconstruction has begun. ○ OLD Deli @ Garage remediation and reconstruction – <ul style="list-style-type: none"> ▪ Sheetrock will be completed after water intrusion issue is resolved. BPM has ordered caulking and will have to wait for area to dry out to fix leaks. ○ Daycare – Item # 24 Cabinet Replacement Required <ul style="list-style-type: none"> ▪ Section behind refrigerator discovered additional remediation required in this area. A dishwasher was previously located in this space. A temporary barrier is in place and clearance criteria have been met until cabinetry can be fabricated. JLS will require next holiday “President’s Day” (2/12 – 2/15) to complete work in this area. <p>c. Delays</p> <ul style="list-style-type: none"> ▪ 21st floor delay is confirmed and currently is approximately a 2-3 week delay; this will affect the 20th floor move until data collected can be interpreted by LCD/HTI/DGS. V. Paul was to notify the respective floor of their move delays. <p>d. Inspection & Safety Notes</p>	<p>III.</p> <ul style="list-style-type: none"> ▪ Greg Sheehan – Air exchanges/circulation to core area of floor 21 has been restored . ▪ BOE Security reminded the JLS to remove the tape from the door latch after completing their work in a daycare area. <p>Old Business</p> <p>Work on 1st Floor –</p> <ul style="list-style-type: none"> ▪ Room 125 and 126 work will begin January 28; use of Room 122 will not be impacted. Work will be conducted in the evenings. ▪ Additional remediation required at the Daycare will be provided to J. Armstrong via e-mail from M. Moore as to the scope of work required so this can be forwarded to Karen Gordon by this afternoon. <p>21st Floor Status</p> <ul style="list-style-type: none"> • Furniture has been tested and all samples results are “ND” (None Detected) for mold spores. • Corridor Area carpet was tested and the results came back “ND”. • Moisture content of concrete performed last week indicated no elevated moisture contents - meets industry standards. 	<p>JLS</p> <p>BPM/JLS</p> <p>JLS</p> <p>BOE</p> <p>JLS</p> <p>JLS</p> <p>JLS/LCD</p> <p>PMB/BPM</p> <p>LCD/HTI</p> <p>LCD/HTI</p>
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IV.	New Business	<ul style="list-style-type: none"> ▪ Curtain Wall Leaks <ul style="list-style-type: none"> ○ Leaks reported now include: ○ Room 2337, 2334, 2304 balcony doors leaked onto linoleum during this current storm. BOE requested water soaking pad be placed to prevent damage. BPM reported that due to past problems the practice of using these has been abandoned, but that they are using towels. ○ BOE reported the 23rd floor deck drains are not draining as quickly as expected which allows ponding and potential seepage into the building. ○ 5th & O street entrances water entering the building and above door near room #135 and 139 (Items #30 and #31 as previously identified on 1st floor work). LCD will review leaks reported in the Print Shop. ○ Three leaks at the curtain wall, two in which previously repaired in the storm in October of 2009 (on floors 6, 9, and 11). Dave Edwards is scheduled to trace the leaks with MCA this Thursday after 6:00 pm. Once the investigation is complete ceiling tiles will be replaced. ○ BPM walked the building early this morning and some of the leaks discussed above were not evident as detected by BOE personnel. With the reports mentioned above BPM staff is now responding. ○ JLS was instructed by DGS to complete a visual inspection daily on Items #30 and #31 during periods of wet weather such as we are experiencing today (high winds and rain). 	BPM
			BPM/JLS
			LCD
			PMB
			BPM
			JLS

V.	Other <ul style="list-style-type: none">▪ N/A	
VI.	Next Meeting <ul style="list-style-type: none">▪ January 27, 2010, 10:00 am, BOE, Room 2221	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: February 1, 2010
Conference No.: 36
Date & Time: January 27, 2010, 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"> ▪ 21st Floor <ul style="list-style-type: none"> ○ Carpet removal protocol <ul style="list-style-type: none"> ▪ Proposed protocol will be a pilot for the west quadrant of the 21st Floor. If it works well, it will be used for the remaining quadrants on the floor. ▪ LCD and HTI will discuss remaining issues after today's meeting. ▪ LCD will email final draft to DGS (MMoore) and HTI on Thursday. • Window Leaks DEdwards and HTI investigated a questionable leak (it was so small) reported through the web site. BPM is not receiving water leak reports; BOE will follow up on this. Water leak near Room 139 where the 2nd floor parking structure meets the precast concrete – A full report requires disassembly of a desk in Room 139 to get access into the fiberglass and use of a lift; BPM getting scope of work in writing. This will be an in-house issue and BOE (VPaul) and BPM will meet separately to discuss possible alternatives. 	<p>LCD/HTI LCD</p> <p>PMB/BOE/ PMB (DEdwards)</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ Cafeteria will be used March 13 in the morning for a state exam ▪ Plans for leasing space for BOE at Gateway did not work out; property owner does not want to lease to the State. This impacts the move planned for the 19th Floor (56,000 square feet, housing the Call Center and small BOE programs) 	
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ Nothing to report 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ February 3, 2010, 10:00 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: February 8, 2010
Conference No.: 37
Date & Time: February 3, 2010, 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 	

<p>III. Old Business</p> <ul style="list-style-type: none"> ▪ 21st Floor 	<p>HTI reported all other recommendation for 21st floor protocols are acceptable except handling of the furniture.</p> <p>HTI reported that the results from 50 tape samples taken off the furniture two were positive for mold growth structures and one for mold spores (possibly deposited during carpet removal). HTI recommendation is to clean the furniture again and proceed as LCD has written in the “Pilot Study” protocol.</p> <p>DGS/HTI/LCD/BOE to have a technical discussion related to the furniture findings. BOE to set-up conference call for tomorrow at 8:00 – 10:00 am.</p> <ul style="list-style-type: none"> • 23rd floor balcony door leaks will be inspected by B. Courtnier after this meeting and report findings at next weeks meeting. The doors were proposed to be replaced with windows, however it was discussed these doors are needed for O&M purposes. 	<p>LCD/HTI/ BOE/PMB</p> <p>DGS (B. Courtner)</p> <p>BOE/PMB</p>
<p>IV. New Business</p> <ul style="list-style-type: none"> ▪ 18th floor, Room 1807; BOE staff have requested furniture revisions be made in this room – to be discussed next week. 		
<p>V. Other</p> <ul style="list-style-type: none"> ▪ Joan and Lisa will be out of the office February 16th & 17th. 		
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ February 10, 2010, 10:00 am, BOE, Room 2221 		

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: February 16, 2010
Conference No.: 38
Date & Time: February 10, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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BOE-DGS Schedule 2- 10-10

ID	Task Name	Duration	Start	Finish	0	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	Penthouse Remediation	0 days	Wed 2/10/10	Wed 2/10/10																				
2	Remediation - Additional TBD - Current water leak	0 days	Wed 2/10/10	Wed 2/10/10																				
3	21st Floor - Additional work - Questions on schedule	13 days	Wed 2/10/10	Fri 2/26/10																				
4	Remediation - TBD on outer floor	0 days	Wed 2/10/10	Wed 2/10/10																				
5	1st Floor Restrooms - 141 & 142 Reconstruction	16 days	Wed 2/10/10	Wed 3/3/10																				
6	Countertops	7 days	Wed 2/10/10	Thu 2/18/10																				
7	Plumbing - Set and Trim	1 day	Wed 2/10/10	Wed 2/10/10																				
8	Partition installation	2 days	Thu 2/11/10	Fri 2/12/10																				
9	Paint, mirrors and Final clean	2 days	Mon 2/15/10	Tue 2/16/10																				
10	Paint, mirrors and Final clean	2 days	Wed 2/17/10	Thu 2/18/10																				
11	Room #146 - Exercise restrooms	10 days	Mon 2/22/10	Fri 3/5/10																				
12	Deli - Reconstruction - Waiting for BPM to repair water leak - Still leaking	0 days	Wed 2/10/10	Wed 2/10/10																				
13	Daycare - Additional area to schedule	2 days	Fri 2/12/10	Mon 2/15/10																				
14	Room 125 & 126 - Restroom Breakroom - Rm. 126 is complete 2-9-10	4 days	Wed 2/10/10	Mon 2/15/10																				
15	Tile for room # 125	1 day	Thu 2/11/10	Thu 2/11/10																				
16	Plumbing - set trim	1 day	Fri 2/12/10	Fri 2/12/10																				
17	Final Clean and inspection	1 day	Mon 2/15/10	Mon 2/15/10																				
18	18th Floor - Per CPM	14 days?	Wed 2/10/10	Mon 3/1/10																				
19	Restrooms	0 days	Wed 2/10/10	Wed 2/10/10																				
20	Final test results - Restrooms	1 day	Wed 2/10/10	Wed 2/10/10																				
21	Rough plumbing	1 day	Wed 2/10/10	Wed 2/10/10																				
22	Drywall	1 day	Thu 2/11/10	Thu 2/11/10																				
23	Cabinets	1 day	Fri 2/12/10	Fri 2/12/10																				
24	Tile	1 day	Mon 2/15/10	Mon 2/15/10																				
25	Paint	2 days	Tue 2/16/10	Wed 2/17/10																				
26	Popouts - Remediation and reconstruction - Subject to change	8 days	Wed 2/10/10	Fri 2/19/10																				
27	Room 18A - Remediation and Reconstruction	8 days	Wed 2/10/10	Fri 2/19/10																				
28	Room 18B - Remediation and Reconstruction	8 days	Wed 2/10/10	Fri 2/19/10																				

Project: DGS - 3 week schedule - 2-3-1
Date: Wed 2/10/10

Page 1

Task
 Split

Progress
 Milestone

Summary
 Project Summary

External Tasks
 External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: February 17, 2010
Conference No.: 39
Date & Time: February 17, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

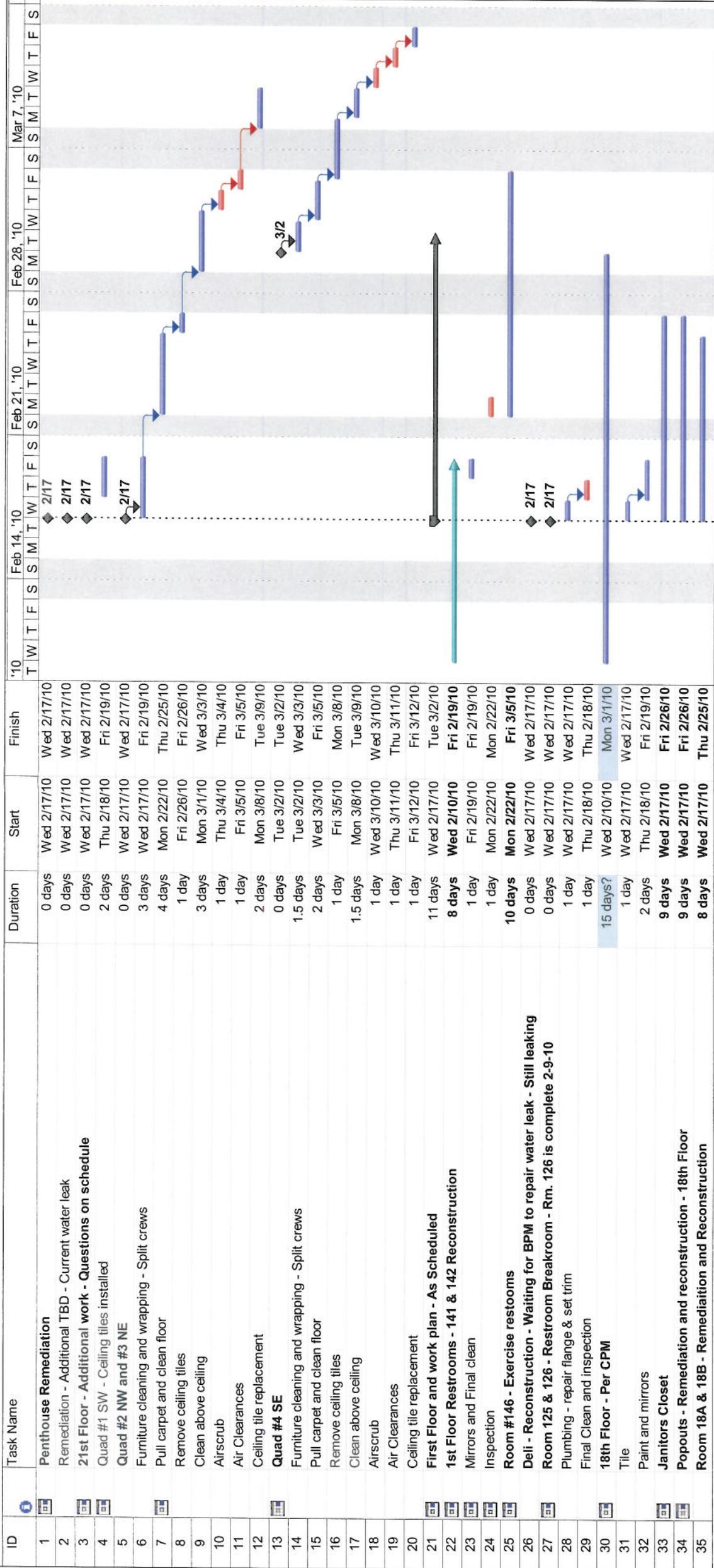
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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 1/14/2011 ▪ Physical Work completed by 12/02/2010 ▪ Updated CPM, dated 2/16/10 was distributed. DGS plans to turnover the 21st Floor to BOE on 3/19/10. This and other revisions will not impact the completion date. ▪ The State and Consumer Services Agency's directive to its member departments, including DGS, to halt spending and its impact to the BOE Remediation Project will be an agenda item at the next Agency meeting. ▪ Schedule adjustments have pushed some floors into a back-to-back move mode. PMB and BPM will keep this in mind as work progresses. <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"> ▪ Penthouse Remediation – clarification was provided that the start of work is pending the receipt of scaffolding clearance from Cal-OSHA; it was previously reported that good weather (for drying purposes) was required in order to complete roof repairs. ▪ 21st Floor – per the schedule <ul style="list-style-type: none"> ○ Quadrant #1 – Clearance received; furniture will be uncovered; work on other quadrants will not impact this quadrant ○ Quadrant #2 – containments are in place; work begins today ○ Quadrant #4 – anticipate work to begin 3/2/10; will follow same work pattern as Quadrant #2 ▪ 1st Floor <ul style="list-style-type: none"> ○ Restrooms 141 and 142 reconstruction – per schedule ○ Room 146 Exercise Restrooms – work anticipated to begin 2/22/10; work area extends to the exercise room. ○ Deli Reconstruction – see comments under “New Business” ○ Day Care – work completed over President’s Day weekend; no issues reported. ○ Room 126 completed 2/9/10 ○ Room 125 will be completed today. ▪ 18th Floor – per the schedule <ul style="list-style-type: none"> ○ Popouts should be completed by 2/26/10 ▪ Rooms 18 A and 18B – per the schedule <ul style="list-style-type: none"> ○ Anticipate completion by 2/25/10 	

<p>III.</p>	<p>c. Delays</p> <ul style="list-style-type: none"> ▪ Potential delays may arise due to Agency Secretary directive to halt furniture and vehicle purchases affecting timing of leasing efforts, particularly for upcoming 10th Floor move - BCourtner has requested a clarification on this. BPM will request an exemption for pending carpet orders. <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ 18th Floor punch-out windows located at the SW and NW corners - HTI issued an e-mail questioning the status of these; DGS/LCD investigated and concluded there was no water intrusion. LCD took a tape lift sample at the SW - there was no mold growth detected; nor were any indications requiring remediation at either location - LCD will respond to HTI e-mail with a statement reflecting these findings by tomorrow. MMoore requested that, in future, HTI and LCD work to resolve any questions regarding required remediation at punch-out windows during investigative portion of work on the floor. ▪ It was noted that no adjustments to carpet removal/remediation protocol on the 21st Floor will be required at this time. <p>IV. Old Business</p> <ul style="list-style-type: none"> ▪ Additional costs incurred for work on the 21st Floor will be paid from the project's Contingency Fund. BCourtner will send CCabias a copy of the Scott Sanders memo for her reference later today. <p>New Business</p> <ul style="list-style-type: none"> ▪ Deli – Decision was agreed by all that the wall will not be sheetrocked; rather it will be patched to reflect the appearance of the other exposed concrete walls in the room (this is warehouse space). 	<p>PMB/BPM</p> <p>LCD/HTI</p> <p>PMB</p> <p>JLS</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ Nothing to report 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ February 24, 2010, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 2-17-10



Project: DGS - 3 week schedule - 2-10-
Date: Wed 2/17/10

Task
Split

Progress
Milestone

Summary
Project Summary

External Tasks
External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: February 24, 2010
Conference No.: 40
Date & Time: February 24, 2010, 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"> ▪ Funds for fiscal year 2010-11 – LHauser noted that per BCourtner, \$2.5M is needed for next fiscal year. BOE said this amount is available and suggested that by March 12, DGS obtain DOF approval to get these funds set aside; after this date, they may get redirected elsewhere. 	<p>PMB</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ None 	
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ DGS provided BOE with copies of the following Biomax reports <ul style="list-style-type: none"> ○ Breakroom Closeout Reports (includes discs) – 2 copies ▪ DGS provided BOE with copies of the following LCD reports <ul style="list-style-type: none"> ○ Floors 4 and 11 Closeout Report – (2 copies; hard copy report only; formal transmittal letter and discs will be delivered to VPaul next week with additional floors). ▪ Interviews with 3rd Floor employees are scheduled for March 3 – VPaul to confirm. 	<p>PMB BOE/LCD</p>
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ March 3, 2010, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 2-24-10

ID	Task Name	Duration	Start	Finish	'10	Feb 14, '10	Feb 21, '10	Feb 28, '10	Mar 7, '10	Mar 14, '10	Mar 21, '10
					W T 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	S M T W T F S	S M T W T F S
1	Penthouse Remediation	0 days	Wed 2/24/10	Wed 2/24/10							
2	Remediation - Additional TBD - Current water leak	0 days	Wed 2/24/10	Wed 2/24/10							
3	21st Floor - Additional work - Questions on schedule	0 days	Wed 2/24/10	Wed 2/24/10							
4	Quad #2 NW and #3 NE	0 days	Wed 2/24/10	Wed 2/24/10							
5	Furniture cleaning and wrapping - Split crews	3 days	Wed 2/24/10	Fri 2/26/10							
6	Pull carpet and clean floor	4 days	Sat 2/27/10	Wed 3/3/10							
7	Remove ceiling tiles	1 day	Thu 3/4/10	Thu 3/4/10							
8	Clean above ceiling	3 days	Fri 3/5/10	Tue 3/9/10							
9	Airscrub	1 day	Wed 3/10/10	Wed 3/10/10							
10	Air Clearances	1 day	Thu 3/11/10	Thu 3/11/10							
11	Ceiling tile replacement	2 days	Fri 3/12/10	Mon 3/15/10							
12	Quad #4 SE	0 days	Tue 3/2/10	Tue 3/2/10							
13	Furniture cleaning and wrapping - Split crews	1.5 days	Tue 3/2/10	Wed 3/3/10							
14	Pull carpet and clean floor	2 days	Wed 3/3/10	Fri 3/5/10							
15	Remove ceiling tiles	1 day	Fri 3/5/10	Mon 3/8/10							
16	Clean above ceiling	1.5 days	Mon 3/8/10	Tue 3/9/10							
17	Airscrub	1 day	Wed 3/10/10	Wed 3/10/10							
18	Air Clearances	1 day	Thu 3/11/10	Thu 3/11/10							
19	Ceiling tile replacement	1 day	Fri 3/12/10	Fri 3/12/10							
20	First Floor and work plan - As Scheduled	11 days	Wed 2/17/10	Mon 3/1/10							
21	Room #146 - Exercise restrooms	10 days	Mon 2/22/10	Thu 3/4/10							
22	Deli - Reconstruction - Waiting for BPM to repair water leak - Still leaking	15 days	Wed 2/24/10	Mon 3/15/10							
23	18th Floor - Per CPM	15 days?	Thu 2/11/10	Mon 3/1/10							
24	Janitors Closet 18th floor	1 day	Wed 2/24/10	Wed 2/24/10							
25	Furniture re-install	3 days?	Wed 2/24/10	Fri 2/26/10							
26	Netcomm - Saturday	1 day	Sat 2/27/10	Sat 2/27/10							
27	3rd Floor - per CPM	0 days	Wed 3/24/10	Wed 3/24/10							

3/24

Project: DGS - 3 week schedule - 2-17
Date: Tue 2/23/10

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: March 4, 2010
Conference No.: 41
Date & Time: March 3, 2010, 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

<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"><li data-bbox="245 268 493 302">▪ None to report	

<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 <p>▪ BOE is dealing with back to back moves so DGS will get together with BOE and take a look at the upcoming moves to stay on the critical path or make a revision to the project schedule. Currently the project is on schedule.</p> <p>▪ 1st Floor work will be added to the master schedule when the next revision is issued.</p> <p>▪ BOE move from Floor 19 to new lease space must be completed no later than Dec. 31, 2010 – BCourtner will monitor this.</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 or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 18th Floor was turned over to BOE on 3/2/09. ▪ 3rd Floor – Walk through planned for March 25 to turn over the floor to DGS. ▪ Penthouse Remediation is waiting for the patch at the pre-cast concrete being contracted by BPM. ▪ 21st Floor – per the schedule <ul style="list-style-type: none"> ○ NW Quadrant – clearance samples are being taken today. ○ NE is under containment and being remediated now. ○ Corridor off freight elevator will be completed this weekend. ▪ 1st Floor – Storage area (old deli) is nearly completed but is delayed final turn over until BPM can patch the leaks in the garage. ▪ Room #146 – Exercise Restrooms <ul style="list-style-type: none"> ○ Remediation work on the men’s restroom in progress. ○ Remediation work on the women’s restroom in progress. <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"> • Interviews for 3rd floor personnel are scheduled for 3/9/10 (9-11 am); VPaul will verify room location with LCD. BOE has reported historic water intrusion events on this floor on New Years Eve 2005. • DGS requested access to the 3rd floor as soon as possible to test for mold growth under the carpet. The request was mainly to help determine additional funds needed for this floor and four other floors that have the old broadloom carpet that was found on the 21st floor. BOE reported this floor is highly sensitive because HR is located on 3 and they are in the process of hiring 500+ employees. Due to limited access to the sensitive areas and concern for clearing test locations, DGS will test when floor is turned over and not occupied by BOE staff. 	<p>PMB/BOE</p> <p>PMB</p> <p>DGS</p> <p>BPM</p> <p>LCD/HTI</p> <p>JLS</p> <p>BOE/LCD</p>
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<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ Any potential changes in project costs are difficult to determine at this time, as conditions on the remaining floors are unknown. DGS is awaiting billings for the 21st floor to help determine if additional funds will be needed for this fiscal year to address increased remediation costs. BCourtner will follow-up with Scott @ DOF as to if BOE funds can be diverted to our project before March 12th. 	<p>BOE/DGS</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ On 21st Floor in the NW quadrant, a fire sprinkler 90 degree fitting is corroded and needs to be replaced. JSommerville will contact the fire marshal and (JLS/Grinelle) will coordinate with city fire prior to the replacement. This quadrant is still under containment, so when cleared per the protocol, JLS will contract with Simplex/Grinelle to expedite the repair before turning the floor back over to BOE. BPM will get Simplex/Grinelle contact information to JLS. ▪ HTI and LCD are discussing an alternative approach to the 3rd floor initial investigation and carpet removal procedures. The 21st floor wrapping of the furniture is extremely labor intensive so once the approach is agreed to by the hygienists (and if modifications are recommended), DGS and BOE will review and approve recommendations. 	<p>BPM/JLS</p> <p>HTI/LCD DGS/BOE</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ Mary Hoy is back from being on sick leave last week. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ March 10, 2010, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 3-3-10

ID	Task Name	Duration	Start	Finish	28, '10	Mar 7, '10	Mar 14, '10	Mar 21, '10
					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	Penthouse Remediation	0 days	Wed 3/3/10	Wed 3/3/10				
2	Remediation - Additional TBD - Current water leak	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
3	21st Floor - Additional work - Questions on schedule	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
4	Quad #2 NW and #3 NE	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
5	Airscrub	1 day	Wed 3/3/10	Wed 3/3/10				
6	Air Clearances and Results	1 day	Thu 3/4/10	Thu 3/4/10				
7	Ceiling tile replacement	2 days	Fri 3/5/10	Mon 3/8/10				
8	Quad #4 SE	0 days	Tue 3/2/10	Tue 3/2/10	◆ 3/2			
9	Furniture cleaning and wrapping - Split crews	1.5 days	Tue 3/2/10	Wed 3/3/10				
10	Pull carpet and clean floor	2 days	Wed 3/3/10	Fri 3/5/10				
11	Remove ceiling tiles	1 day	Fri 3/5/10	Mon 3/8/10				
12	Clean above ceiling	1.5 days	Mon 3/8/10	Tue 3/9/10				
13	Airscrub	1 day	Wed 3/10/10	Wed 3/10/10				
14	Air Clearances	1 day	Thu 3/11/10	Thu 3/11/10				
15	Ceiling tile replacement	1 day	Fri 3/12/10	Fri 3/12/10				
16	21st Floor Core remediation - 2 phases	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
17	Freight Elevator area and access to outer core	2 days	Fri 3/5/10	Mon 3/8/10				
18	Remaining Core	2 days	Fri 3/12/10	Mon 3/15/10				
19	First Floor and work plan - As Scheduled	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
20	Room #146 - Exercise restrooms	10 days	Wed 3/3/10	Tue 3/16/10				
21	Deli - Waiting for JLS to repair water leak - TBD	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
22	18th Floor - Per CPM - Turned over 3-2-10	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
23	3rd Floor - per CPM	0 days	Wed 3/24/10	Wed 3/24/10				◆ 3/24

Project: DGS - 3 week schedule - 2-24
 Date: Tue 3/2/10

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: March 29, 2010
Conference No.: 44
Date & Time: March 24, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ DGS request C.Cabais to set up a meeting with DOF to capture the BOE's \$2.5 m for the estimate projects costs. ▪ Our next meeting will be held on Tuesday 3/30/10. <p>New Business</p>	<p>BOE/PMB</p>
<p>IV.</p>	<ul style="list-style-type: none"> ▪ HTI is concerned as to the size of the containments for the fire riser cabinet remediation work. JLS commented due to the restriction of available area in the stairwell and the equipment needed there is no other alternative. So, it was decided that one person in the containment at a time will work. ▪ MMoore E-mailed VPaul protocol drafts for carpet remediation amendments and stairwells yesterday. HTI requested a change to the protocol that reflects their position the core and 2nd layer of sheetrock will be cleaned and encapsulated; mold will not be chased into interstitial spaces. LCD will make the changes to the protocols. 	<p>LCD</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ Friday, Mike on vacation ▪ Jill on vacation next week. 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ March 30, 2010, 10:30 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: March 30, 2010
Conference No.: 45
Date & Time: March 30, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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	Jill Sommerville	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
X	Mike Moore	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov

<p>III. Old Business</p> <ul style="list-style-type: none"> ▪ MMoore e-mailed VPaul the final carpet removal protocol yesterday and will e-mail the final fire riser cabinet remediation protocol to VPaul following this meeting. ▪ BOE has asked for a copy of the latest 3-page estimate for this project; one should be available before the upcoming meeting with DOF, BOE, & DGS to discuss additional funding sources for this project. <p>IV. New Business</p> <ul style="list-style-type: none"> ▪ There was a carpet adhesive odor complaint on the 21st Floor last Friday. BPM let fresh air circulate on floor through the weekend and the condition is now acceptable. BPM will continue to monitor air exchanges on the floor until further notice. ▪ VPaul mentioned that a couple problems were encountered on the 21st Floor regarding office cubicle tel-com connections. JLS has been checking tel-com connections on every floor (and at every cubicle) prior to turning over a floor, but will note this when checking the 3rd Floor before turnover. 	<p>PMB</p> <p>PMB</p> <p>BPM</p> <p>LCD</p>	
<p>V. Other</p> <ul style="list-style-type: none"> ▪ None to report. 		
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ April 7, 2010, 10:30 am, BOE, Room 2221 		

BOE-DGS Schedule 3-23-10

ID	Task Name	Start	Finish	Resource Names	4, '10	Mar 21, '10	Mar 28, '10	Apr 4, '10	Apr 11, '10	Apr 18, '10
					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	S M T W T F S
1	Penthouse Remediation	Tue 3/30/10	Tue 3/30/10				◆ 3/30			
2	Parapet Wall Repair - JLS - Tentative	Wed 3/31/10	Thu 4/1/10							
3	Remediation - Penthouse	Mon 4/5/10	Fri 4/9/10							
4	Room #146 - Exercise restrooms	Wed 3/17/10	Wed 4/14/10							
5	Deli - Waiting for JLS to repair water leak - Locke inspecting 3-30-10	Tue 3/30/10	Tue 3/30/10			◆ 3/30				
6	3rd Floor - per CPM - Need changes per this meeting	Tue 3/30/10	Tue 3/30/10			◆ 3/30				
7	Containment and Remediation - additional time for NE and NW - TBD in meeting	Thu 3/25/10	Thu 4/8/10							
8	Carpet install - BPM - 3rd floor	Mon 4/12/10	Tue 4/20/10	4/19						
9	First Floor and work plan - As per new CPM	Tue 3/30/10	Tue 3/30/10			◆ 3/30				
10	Fire Riser Cabinets	Tue 3/30/10	Tue 3/30/10			◆ 3/30				
11	Fire Risers Floors 14, 15 and 16	Fri 4/2/10	Sun 4/4/10							
12	Fire Risers Floors 8, 9 and 11	Fri 4/9/10	Sun 4/11/10							
13	Fire Risers Floors 5, 6 and 7	Fri 4/16/10	Sun 4/18/10							

Project: DGS - 3 week schedule - 3-30
Date: Mon 3/29/10

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline