

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

ATTENDEES

	Name	Company	Telephone	E-mail
X	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
X	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
X	Jerry Lairamore	Board of Equalization (BOE)	916 327-7900	Jerry.Lairamore@boe.ca.gov
X	Heidi Mazzola	Board of Equalization (BOE)	916 996-4399	Heidi.Mazzola#boe.ca.gov
X	Ashley Tangeraas	Board of Equalization (BOE)	916 322-1696	Ashley.Tangeraas@boe.ca.gov
X	Vince Paul	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	Wes Frey	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
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	John Sheehan	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
X	Chris Corpuz	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
X	Ted Ice	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
	Joan Armstrong	Department of General Services – BPM	916 446-9505	Joan.Armstrong@dgs.ca.gov
	Jim Beesley	Department of General Services – BPM	916 446-9505	James.Beesley@dgs.ca.gov
	Tim Bow	Department of General Services – BPM	916 375-4960	Tim.Bow@dgs.ca.gov
X	Ken Firchau	Department of General Services – BPM	916 446-9505	Ken.Firchau@dgs.ca.gov
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X	Robert Rodriguez	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
	Bob Courtnier	Department of General Services – CSS	916 375-4842	Bob.Courtnier@dgs.ca.gov
X	Mary Hoy	Department of General Services – CSS	916 375-4832	Mary.Hoy@dgs.ca.gov
X	Jill Sommerville	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
X	Jim Martone	Department of General Services – PMB	916 376-1717	Jim.Martone @dgs.ca.gov
X	Mike Moore	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
x	Gary Lee	Department of General Services – RESD	916 376-1862	Gary.Lee @dgs.ca.gov

<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 	

BOE / DGS - Current Schedule - 12-2-09

ID	Task Name	Duration	Start	Finish	Predecessors	v 29, '09	Dec 6, '09	Dec 13, '09	Dec 20, '09	Dec 27, '09
						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	9th Floor - per CPM	18 days	Mon 12/7/09	Wed 12/30/09						
2	Pull Furniture and partial carpet removal for inspection	2 days	Mon 12/7/09	Tue 12/8/09						
3	Containments and Remediation	7 days	Mon 12/7/09	Tue 12/15/09						
4	Testing	3 days	Wed 12/16/09	Fri 12/18/09	3					
5	Popout and Bathroom Reconstruction	7 days	Tue 12/22/09	Wed 12/30/09	4					
6	Penthouse Remediation	0 days	Wed 12/2/09	Wed 12/2/09						
7	Spray marker paint - Areas identified by LCD	4 days?	Tue 12/1/09	Fri 12/4/09						
8	First Floor and work plan - TBD	0 days	Wed 12/2/09	Wed 12/2/09						

Project: DGS - 3 week schedule - 11-25
Date: Wed 12/2/09

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: December 10, 2009
Conference No.: 29
Date & Time: December 9, 2009, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

	Name	Company	Telephone	E-mail
X	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
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	John Sheehan	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
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	Ted Ice	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
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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 	

MEETING MINUTES

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

ATTENDEES

	Name	Company	Telephone	E-mail
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X	Cathy Stroh	Board of Equalization BOE	916 324-2599	Cathy.Stroh@BOE.ca.gov

III.	Old Business	<ul style="list-style-type: none"> ▪ 1st Floor Work Plan <ul style="list-style-type: none"> ○ LCD has completed their investigations and waiting for test results from the sample collected last week. ○ LCD will issue a revised plan showing the areas and the extent of the remediation required by next week. ○ DGS will provide BOE estimated costing by the January 15th prior to the January Board Meeting of 1/26/2010 – 1/27/2010. ○ Restroom 141 & 142 is proposed to be the first of the remediation due to the BPM corridor floor area of replacement in the same vicinity that will be completed after the remediation of these restrooms. ○ Fire riser cabinets - DGS submitted work plan to SFM and has received approval to proceed with the work. The work will be performed weekends. 	LCD PMB JLS JLS
IV.	New Business	<ul style="list-style-type: none"> • Day Care Center • A focus meeting was conducted on December 15, 2009 with BOE, DGS, HTI, LCD and Discovery Tree Schools (DTS) to report the recent findings to the Day Care operators. • DGS reported the sink and cabinet area that are currently taped off will be replaced due to confirmed mold in the particle board inside the cabinets. The existing sinks and plumbing will be reused and a new cabinet will be constructed. DTS requested to use a light and neutral colors and DGS recommended a solid surface material to alleviate the water seeping under the top mounted sinks. DTS mentioned the size of the current sinks is critical and should be replaced in kind if they will be replaced. • Timing of the remediation and replacement is scheduled for January 15th through 18th and dates are confirmed with DTS. • BOE stated they defer to HTI that will continue to with their air monitoring in this area until the cabinet is replaced and area remediated. 	JLS HTI
V.	Other	<ul style="list-style-type: none"> ▪ M. Moore will be on vacation 12/24/09 -1/4/10 ▪ B. Courtner is back from medical leave and will be off 12/23 - 12/28. ▪ V. Paul will be off 12/23 – 12/28 ▪ LCD is closed between Christmas and New Years but will have staff available as required for any activities required during this period. ▪ JLS will be off Christmas Eve, Christmas Day, New Years Eve, New Years Day. ▪ HTI will be on call through the holidays ▪ J. Martone & J. Sommerville will be available during the holiday period. ▪ L. Houser and C. Cabias will be available during the holiday period. 	
VI.	Next Meeting	<ul style="list-style-type: none"> ▪ December 23, 2009, 10:30 am, BOE, Room 2221 	

BOE / DGS - Current Schedule - 12-16-09

ID	Task Name	Duration	Start	Finish	Predecessors	Dec 6, '09							Dec 13, '09							Dec 20, '09							Dec 27, '09							Jan 3, '10													
						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		
1	9th Floor - per CPM	25 days	Mon 12/7/09	Fri 1/8/10																																											
2	9th Floor - CPM possible extension	0 days	Wed 12/16/09	Wed 12/16/09																																											
3	Restrooms	0 days	Wed 12/16/09	Wed 12/16/09																																											
4	Drywall - Paint - Cabinets - Tile - Set finish	6 days	Wed 12/16/09	Wed 12/23/09																																											
5	Janitors Closet	0 days	Wed 12/16/09	Wed 12/16/09																																											
6	Drywall -Flooring - Paint	6 days	Wed 12/16/09	Wed 12/23/09																																											
7	Set Finish	1 day	Mon 12/28/09	Mon 12/28/09	6																																										
8	Popouts	0 days	Wed 12/16/09	Wed 12/16/09																																											
9	Drywall - Prime	9 days	Wed 12/16/09	Mon 12/28/09																																											
10	North Hallway and Drinking Fountain	0 days	Wed 12/16/09	Wed 12/16/09																																											
11	Drywall and Prime	6 days	Wed 12/16/09	Wed 12/23/09																																											
12	Rooms - 903-905-910	0 days	Wed 12/16/09	Wed 12/16/09																																											
13	Drywall and Paint	6 days	Wed 12/16/09	Wed 12/23/09																																											
14	Stroage rooms - 9A-9B-9C	0 days	Wed 12/16/09	Wed 12/16/09																																											
15	Testing	1 day	Wed 12/16/09	Wed 12/16/09																																											
16	Drywall - Prime	9 days	Thu 12/17/09	Tue 12/29/09	15																																										
17	East and West Power and Phone Rooms	0 days	Wed 12/16/09	Wed 12/16/09																																											
18	Containments and Remediation	3 days	Wed 12/16/09	Fri 12/18/09																																											
19	Clearance Testing	1 day	Mon 12/21/09	Mon 12/21/09	18																																										
20	Drywall and Prime	6 days	Tue 12/22/09	Tue 12/29/09	19																																										
21	Penthouse Remediation	0 days	Wed 12/16/09	Wed 12/16/09																																											
22	On hold - TBD	0 days	Wed 12/16/09	Wed 12/16/09																																											
23	First Floor and work plan - TBD	0 days	Wed 12/16/09	Wed 12/16/09																																											
24	Room 126 - TBD	0 days	Wed 12/16/09	Wed 12/16/09																																											

Project: DGS - 3 week schedule - 12-9-
Date: Wed 12/16/09

Task Progress
Split Milestone

Summary
Project Summary

External Tasks
External Milestone

Deadline

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 ▪ Walk through for floor 21 to be done 12/30/09. DGS to verify with Vince Paul when he returns from vacation and PMB to e-mail BPM when confirmed. ▪ Turn over for the 9th Floor back to BOE is scheduled for Friday 1/8/10 <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"> ○ Punch windows, north hallway and drinking fountain, rooms 903, 005 910, Storage room 9A, 9B, 9C, east & west phone rooms all completed. Janitor's closet to be completed on 12/28/09. ▪ Penthouse – scheduled as fill-in work ▪ 1st floor Work Plan – see notes below under “Old Business” <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/PMB
III.	Old Business <ul style="list-style-type: none"> ▪ 1st Floor Work Plan <ul style="list-style-type: none"> ○ DGS would like to start Item #4 by 1/4/10. This activity will take approximately 3 weeks to complete. BOE will confirm that this time period will not interfere with rush period. ○ DGS anticipates a new cost estimates will be prepared by early January 2010. ○ LCD will complete their lead and asbestos survey at the “old Safeway” building by next Wednesday. ○ DGS handed out the 1st floor investigation finding reported and testing confirmed by LCD. The plan is color coded showing areas requiring remediation or sealant or encapsulation requirements. DGS would like to start scheduling work starting on 1/4/2010. ○ Storage room at garage containing BOE furniture will need to be moved away from the east wall so plastic sheeting can be place on the wall until remediation in this area is scheduled. 	BOE PMB LCD BOE

<p>IV.</p>	<p>New Business</p> <ul style="list-style-type: none"> • V. Paul will set LCD interviews for floors 18 & 19 for the week of 1/4/10. • Badges for LCD to be extending another year. J. Martone request B. Courtnier to get a permanent badge as soon as possible. 	<p>BOE V. Paul</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ Joan Armstrong & Lisa Lambeth will be on vacation next Wednesday and Thursday. 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ December 30, 2009, 10:30 am, BOE, Room 2221 	

**BOE-DGS - Current Schedule - 12-23
-09**

ID	Task Name	Duration	Start	Finish	Pr0, '09							Dec 27, '09							Jan 3, '10							Jan 10, '10							Jan 17, '10							Jan 24, '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	9th Floor - per CPM	12 days	Wed 12/23/09	Thu 1/7/10																																										
2	9th Floor - CPM possible extension	0 days	Wed 12/23/09	Wed 12/23/09																																										
3	Restrooms	0 days	Wed 12/23/09	Wed 12/23/09																																										
4	Mirrors - Ready for inspection	1 day	Wed 12/23/09	Wed 12/23/09																																										
5	Janitors Closet	0 days	Wed 12/23/09	Wed 12/23/09																																										
6	Epoxy Flooring	1 day	Wed 12/23/09	Wed 12/23/09																																										
7	Set Finish	1 day	Mon 12/28/09	Mon 12/28/09																																										
8	Popouts	0 days	Wed 12/23/09	Wed 12/23/09																																										
9	Completed	0 days	Wed 12/23/09	Wed 12/23/09																																										
10	North Hallway and Drinking Fountain	0 days	Wed 12/23/09	Wed 12/23/09																																										
11	Completed	0 days	Wed 12/23/09	Wed 12/23/09																																										
12	Rooms - 903-905-910	0 days	Wed 12/23/09	Wed 12/23/09																																										
13	Completed	0 days	Wed 12/23/09	Wed 12/23/09																																										
14	Storage rooms - 9A-9B-9C	0 days	Wed 12/23/09	Wed 12/23/09																																										
15	Completed	0 days	Wed 12/23/09	Wed 12/23/09																																										
16	East and West Power and Phone Rooms	0 days	Wed 12/23/09	Wed 12/23/09																																										
17	Completed	0 days	Wed 12/23/09	Wed 12/23/09																																										
18	Penthouse Remediation	0 days	Wed 12/23/09	Wed 12/23/09																																										
19	Remediation above offices	5 days	Thu 12/24/09	Wed 12/30/09																																										
20	21st Floor - Per CPM	19 days	Wed 12/30/09	Mon 1/25/10																																										
21	First Floor and work plan - TBD	15 days	Wed 12/23/09	Tue 1/12/10																																										
22	Daycare - Remediate, Cabinets and Finsih	2 days	Fri 1/15/10	Mon 1/18/10																																										
23	First Floor Projected - Projected Time frames approx. - See attached	26 days?	Wed 12/23/09	Wed 1/27/10																																										

Project: DGS - 3 week schedule - 12-23
Date: Wed 12/23/09

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: January 11, 2010
Conference No.: 33
Date & Time: January 6, 2010, 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. 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 distributed and reviewed; flip between 18 and 21 is OK; 9 is OK. In light of the one week delay (carpet delivery issue), BOE expressed concern for the floors that follow that it appears that a week has been taken away instead of added, as the completion date still shows 12/2/2010. BOE will review the old and new schedule and email JSommerville (and cc MMoore) on findings. DGS will also review the schedule to see where the “week” went. ▪ BOE noted that lines 217 and 247 must adhere to the scheduled dates due to operational needs pertaining to rush periods. <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"> ○ Walkthrough planned for Thursday, January 7, 2010, at 1:30 p.m. ▪ Penthouse Remediation <ul style="list-style-type: none"> ○ First part of work remediated and rebuilt ○ Portion above offices is completed. Work plan at NW stairwell is pending SFM approval. ▪ 21st Floor - per schedule <ul style="list-style-type: none"> ○ Floor turn over is scheduled for Monday, January 25, 2010 ○ Pop outs remediation and reconstruction is in progress ○ DGS is investigating odors on floor and will HEPA Vac. Dust on tiles above ceiling as a precaution. ▪ 1st Floor <ul style="list-style-type: none"> ○ Restrooms 141 and 142 – work started (work may take longer than 3 weeks to complete) ○ Day care remediation – Cabinets and finish are planned for January 15-18, 2010 - counter fabrication in progress per schedule. ○ “Deli” area east walls have been plasticized. <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"> ▪ 19th & 18th Floor historic interviews were conducted yesterday – no one from the 18th showed up; only a few from the 19th attended. 	<p>PMB/BOE</p> <p>PMB/SFM</p> <p>LCD/JLS</p>

<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ Work on 1st Floor <ul style="list-style-type: none"> ○ As previously stated, work is not officially scheduled until Summer 2010, but the current approach is to get a head start and schedule projects when possible between now and Summer. ○ BOE asked if lobby work can be completed over the Memorial Day weekend. DGS responded that the work involves scaffolding and will require more than a long weekend to complete. ○ Deli area added as part of item #5. JLS believes the work can be done without additional furniture moves. Work is tentatively scheduled to start on January 13. ○ Showers/restrooms – Work will begin after completion of work on Rooms 141 and 142. It's anticipated that these will be closed for the month of February. BOE will post signage. ○ Rooms 27 and 28 can begin February 28 and must be completed by March 17. Insta-hot will be replaced with a better quality model. ○ Work in Storage Room 126 will not impact Room 122. Containment will be confined within Room 126, but negative air may need to be exhausted into room 122. ○ Day Care Remediation Work – see comments above. 	
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ None 	
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ Jill is on jury duty today. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ January 13, 2010, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 1-6-10

ID	Task Name	Duration	Start	Finish	Pr	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	
1	9th Floor - per CPM	2 days	Wed 1/6/10	Thu 1/7/10	0																								
2	Furniture - re-assemble modular & Netcomm	2 days	Wed 1/6/10	Thu 1/7/10																									
3	Penthouse Remediation	0 days	Wed 1/6/10	Wed 1/6/10																									
4	Remediation - Additional TBD	0 days	Wed 1/6/10	Wed 1/6/10																									
5	Reconstruction	5 days	Wed 1/6/10	Tue 1/12/10																									
6	21st Floor - Per CPM	14 days	Wed 1/6/10	Mon 1/25/10																									
7	Remediation	5 days	Wed 1/6/10	Tue 1/12/10																									
8	Restrooms - Men's and Women's	11 days	Wed 1/6/10	Wed 1/20/10																									
9	Janitors Closet - Reconstruction	11 days?	Wed 1/6/10	Wed 1/20/10																									
10	Room 2113 - Remediation	11 days?	Wed 1/6/10	Wed 1/20/10																									
11	Storage Room 21 A	11 days?	Wed 1/6/10	Wed 1/20/10																									
12	North and South Shaft Remediation	3 days?	Wed 1/6/10	Fri 1/8/10																									
13	Popouts - Remediation and Reconstruction	7 days?	Wed 1/6/10	Thu 1/14/10																									
14	First Floor and work plan - TBD	20 days	Wed 1/6/10	Tue 2/2/10																									
15	1st Floor Restrooms - 141 & 142	15 days	Wed 1/6/10	Tue 1/26/10																									
16	Daycare - Remediate, Cabinets and Finsih	2 days	Fri 1/15/10	Mon 1/18/10																									

Project: DGS - 3 week schedule - 1-6-0
Date: Wed 1/6/10

Page 1

Task

Progress

Milestone

Summary

Project Summary

External Tasks

External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: January 19, 2010
Conference No.: 34
Date & Time: January 13, 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"> ▪ As reported under Old Business; Rooms 27 and 28 can begin Jan 28 and have until March 17, in lieu of February 28 as previously reported. 	

<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ 21st Floor – currently unoccupied <ul style="list-style-type: none"> ○ Odor <ul style="list-style-type: none"> ▪ Background Air samples found elevated levels of mold spores last Thursday. ▪ Traced, last Friday, to piles of removed carpet. ▪ Containment and mitigation began immediately ▪ Air samples taken on Floors 20 and 22 came back unremarkable ▪ Work last weekend involved HEPA vacuuming and wet-wiping all surfaces ▪ Air tests taken Sunday came back Monday as unremarkable ▪ Modular furniture will be tested before any moving takes place ▪ HTI stated efforts taken were appropriate for handling this situation ○ Concrete Floor <ul style="list-style-type: none"> ▪ DGS will do moisture content tests on the concrete floors to try to isolate a source for moisture, if one exists. ▪ DGS noted that mold was not found in carpet on other floors; comment made that water introduced during carpet cleaning may not have been fully extracted and may have contributed to the mold growth. ▪ BOE suggested that when carpet is pulled up, an inspection is needed to see if back of carpet/padding contains mold. ○ Schedule <ul style="list-style-type: none"> ▪ At this point, floor will not be turned back over to BOE as originally planned for January 25, 2010 (delay may be one or two weeks). ▪ DGS will review project schedule for opportunities to make up time ○ Work <ul style="list-style-type: none"> ▪ Protocol for moving modular furniture will be developed; mutual approval is anticipated for this Friday. Protocol amendment will address the issue of contaminated carpet and furniture and its movement and disposition. ▪ LCD will do tape lift tests today on furniture ▪ BOE will provide floor/furniture plan so furniture can be returned to its original location. ▪ HTI and LCD will meet after this meeting to discuss issue of where new carpet meets contaminated carpet and develop a protocol for it ▪ For liability purposes, LHauser asked that this protocol be developed for use on other floors too. Example provided was that the carpet removal contractor would be responsible for the purchase of new replacement furniture if contamination was spread due to the fact that they did not follow established protocol. ▪ 20th floor – <ul style="list-style-type: none"> ○ work on this floor most likely will be delayed due to 21st floor events ○ VPaul will contact staff for impacts due to a possible delay 	<p>LCD</p> <p>LCD</p> <p>LCD/JLS/ HTI/BPM</p> <p>LCD/JLS/ PMB/BOE</p> <p>LCD</p> <p>BOE</p> <p>LCD/HTI</p>
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V.	Other <ul style="list-style-type: none">▪ Rain storm last night<ul style="list-style-type: none">○ No water incidents were reported	
VI.	Next Meeting <ul style="list-style-type: none">▪ January 20, 2010, 10:00 am, BOE, Room 2221	

BOE-DGS Schedule 1-13-10

ID	Task Name	Duration	Start	Finish	Pr	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	
1	Penthouse Remediation	0 days	Wed 1/13/10	Wed 1/13/10		◆																
2	Remediation - Additional TBD - ** Need Fire Marshall Clarification	0 days	Wed 1/13/10	Wed 1/13/10		◆																
3	21st Floor - Per CPM	9 days	Wed 1/13/10	Mon 1/25/10																		
4	Remediation - Carpet issue	0 days	Wed 1/13/10	Wed 1/13/10		◆																
5	Remediation - TBD on outer floor	5 days	Wed 1/13/10	Tue 1/19/10																		
6	Restrooms - Men's and Women's	5 days	Wed 1/13/10	Tue 1/19/10																		
7	Janitors Closet - Reconstruction	5 days	Wed 1/13/10	Tue 1/19/10																		
8	Room 2113 - Remediation	6 days	Wed 1/13/10	Wed 1/20/10																		
9	Storage Room 21 A	6 days	Wed 1/13/10	Wed 1/20/10																		
10	North and South Shaft Remediation - Build back	3 days	Wed 1/13/10	Fri 1/15/10																		
11	Popouts - Remediation and Reconstruction	8 days?	Wed 1/13/10	Fri 1/22/10																		
12	First Floor and work plan - TBD	15 days	Wed 1/13/10	Tue 2/2/10																		
13	1st Floor Restrooms - 141 & 142 - Resample	15 days	Wed 1/13/10	Tue 2/2/10																		
14	Deli - Remediation and reconstruction	5 days	Wed 1/13/10	Tue 1/19/10																		
15	Daycare - Remediate, Cabinets and Finish	2 days	Fri 1/15/10	Mon 1/18/10																		

Project: DGS - 3 week schedule - 1-13-10
Date: Wed 1/13/10

Task Split



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

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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/LCD</p> <p>PMB/BPM</p> <p>LCD/HTI</p> <p>LCD/HTI</p>
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<p>IV. New Business</p>	<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). 	<p>BPM</p> <p>BPM/JLS</p> <p>LCD</p> <p>PMB</p> <p>BPM</p> <p>JLS</p>
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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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	Ted Ice	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
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X	Gary Lee	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov

<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

ATTENDEES

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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 	

<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>▪ DGS revised schedule has incorporated staff move times to meet BOE program needs for floors 3 & 10 and a new schedule was distributed.</p> <p>▪ DGS reported the turn-over of the 21st floor must occur on 2/19/10 to not delay the move of the 8th floor on 3/24/10. If delayed, the 21st floor move will occur on 3/24/10 and the 8th floor will be delayed and subsequent moves swinging to floor 22.</p> <p>▪ 18th Floor turn-over is on schedule.</p> <p>▪ Line 24 (Elevator Modernization) will stay on CPM, but only as a tie to separate CPM for this work.</p> <p>▪ Noted that 3rd floor now shows 3 days (in lieu of 5) for reasonable accommodations, while floor 10 shows 7 days.</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"> ▪ Penthouse Remediation – waiting for BPM to have the roof repairs completed. ▪ 21st Floor – All remediation is completed except questions regarding the furniture. JLS is waiting for agreed protocols to finish the remainder of the floor. ▪ 1st Floor <ul style="list-style-type: none"> ○ Restrooms 141 and 142 will be completed on 2/18/10. ○ Shower/locker rooms – will begin on 2/22/10; will be closed through March. ○ Deli Reconstruction – water leak remediated; completion of sheetrock is pending completion of water leak repair. ○ Day Care – counter replacement will begin 2/12/10 PM and be completed over President’s Day weekend. ○ Rooms 125 & 126 – remediation began Friday night, Room 122; (Conference Room) was impacted and will be completed today. The counter in storage room has been taken off site to replace the damaged particle board and will be put back in place prior to turning back over to BOE. BPM will be cleaning a pink stain on the carpet tonight and BOE will have access to this room Thursday. ▪ 18th Floor <ul style="list-style-type: none"> ○ Walk through scheduled for 2/4/10 at 3:30 pm. L. House and V. Paul will be on a site search in the afternoon, so Rick or Thomas will be there at the turn-over. ○ JLS to begin work on 2/5/10, LCD will begin damage assessment. ○ A mini containment will be constructed for a visual inspection of the carpet on Friday. LCD will notify M. Moore if any VMG is observed on the back side of carpet. <p>c. Delays</p> <ul style="list-style-type: none"> ▪ 21st floor has a recognized delay and 8th floor will be delayed pending outcome on the 21st floor completion date. <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None. 	<p>DGS/JLS</p> <p>BPM DGS/LCD/ HTI</p> <p>JLS/BPM</p> <p>BOE/DGS</p> <p>JLS LCD</p>	
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<p>III.</p> <p>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>IV.</p> <p>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>BOE/PMB</p>
<p>V.</p> <p>Other</p> <ul style="list-style-type: none"> ▪ Joan and Lisa will be out of the office February 16th & 17th. 		
<p>VI.</p> <p>Next Meeting</p> <ul style="list-style-type: none"> ▪ February 10, 2010, 10:00 am, BOE, Room 2221 		

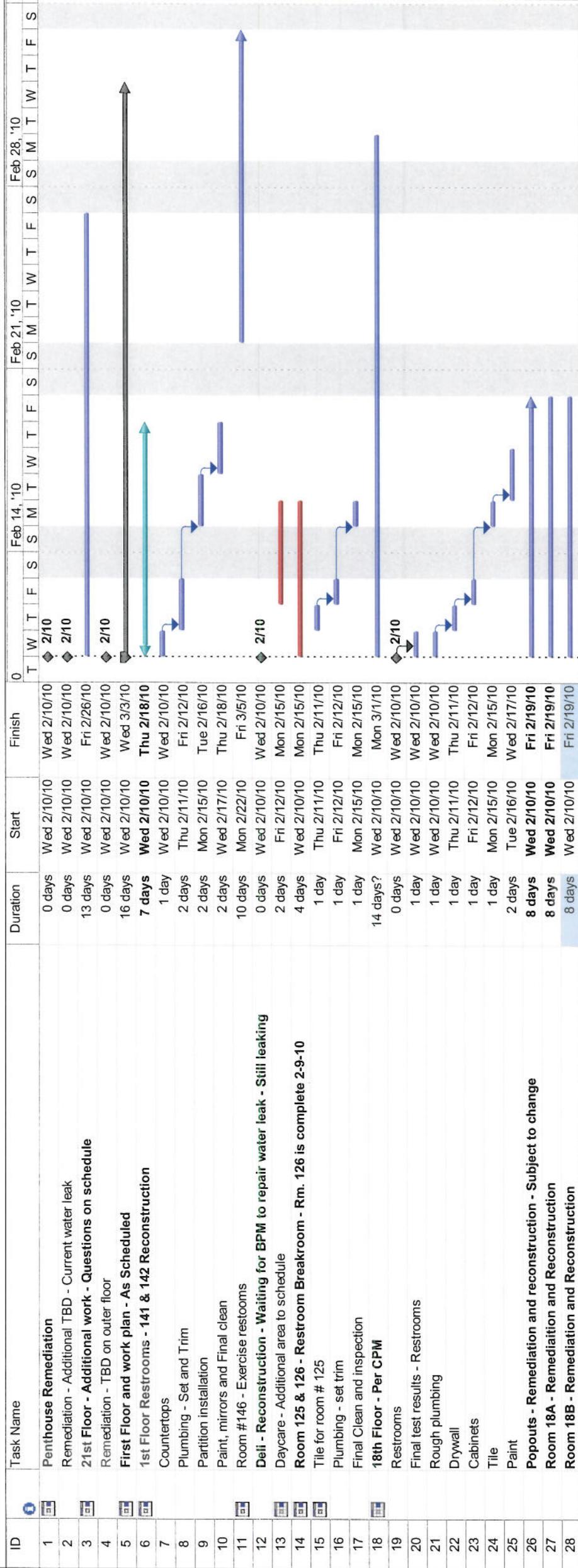
MEETING MINUTES

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



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

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: February 17, 2010
Conference No.: 39
Date & Time: February 17, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

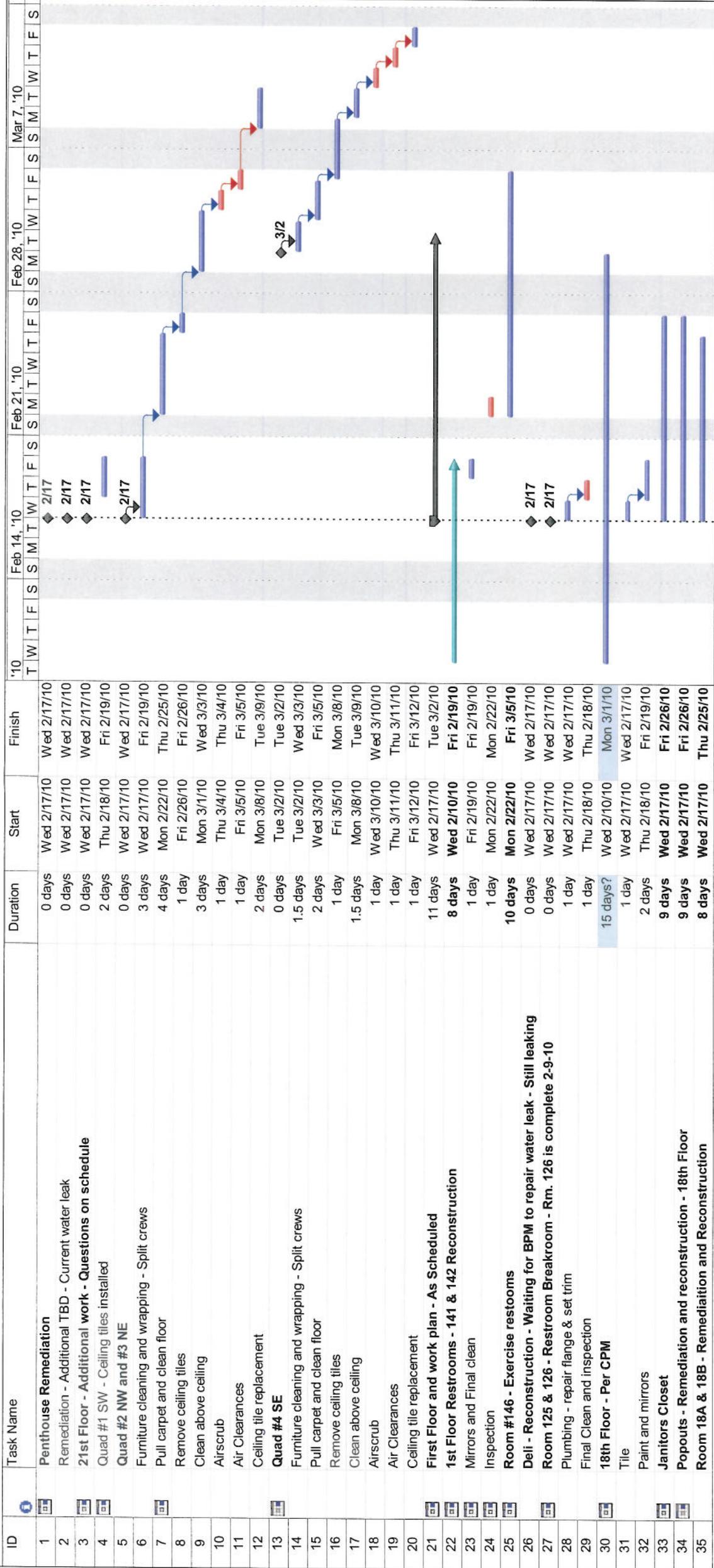
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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (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 VP Paul next week with additional floors). ▪ Interviews with 3rd Floor employees are scheduled for March 3 – VP Paul 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

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

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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<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 15, 2010
Conference No.: 42
Date & Time: March 10, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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	Jerry Lairamore	Board of Equalization (BOE)	916 327-7900	Jerry.Lairamore@boe.ca.gov
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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 ▪ Current issue date 3/9/10. <p>▪ 1st Floor work has been added to the master schedule, but a slight revision to some of the weekend work will be picked up when the next revision is issued.</p> <p>▪ 21st Floor is expected to be ready by 3/19/10 for turn-over to BOE. Since 3/19/10 is a furlough Friday, it is possible the turn-over may take place on 3/18/10.</p> <p>▪ If 3rd Floor is not turned back to BOE on 4/19/10 as scheduled, the succeeding floor will be deyaed by one month.</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"> ▪ 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"> ○ NE will be tested Wednesday 3/10/10. All other quadrants are cleared. ○ Corridor off freight elevator was completed and cleared. ○ Remaining corridor will be remediated and completed on Saturday. ○ JLS to sub contract with Simplex to repair corroded fire sprinkler line and repair will be made on Saturday. ▪ 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 awaiting HTI test results. ○ Remediation work on the women’s restroom awaiting HTI test results. <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"> • LCD will amend remediation protocols for future floor related to the carpet removal and DGS will provide a copy to HTI for their review and comments. • LCD requested permission to check carpeting in vacant area on the 3rd floor; BOE can not permit this due to risk to occupants in other areas of the floor (this is a high risk floor). • VPaul will follow up on request to complete interviews for all remaining floors (2,6,7,8, & 20) ASAP. 	<p>PMB/BOE</p> <p>DGS/BOE</p> <p>LCD</p> <p>JLS</p> <p>BPM</p> <p>HTI</p> <p>LCD/HTI</p> <p>BOE</p>	
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<p>III.</p> <p>IV.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ BOE requested by next meeting of any potential changes in project costs and would like to have prior to Agency meeting of 3/22/10. <p>New Business</p> <ul style="list-style-type: none"> ▪ No decision was made as to if a meeting will be held the week of 3/29/10 (3/31/10 is a State holiday). 	<p>LCD/DGS</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ BOE's - Caroline and Liz will be out Tuesday, 3/30/10, Vince out Thursday, 4/1/10. ▪ Jill on vacation week of 3/29/10 – 4/2/10. 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ March 17, 2010, 10:00 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: March 22, 2010
Conference No.: 43
Date & Time: March 17, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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<p>III. Old Business</p> <p>IV.</p>	<ul style="list-style-type: none"> ▪ Project costs given what is know today for the estimated additional cost for floor 21 was provided to C.Cabais - BCourttnier cautioned that these costs are likely higher than what might be encountered on other floors, because this floor was the 1st case and had high discovery testing costs. DGS will use the project contingency funds to cover these costs. ▪ Meeting will be held on Tuesday 3/30/10 due to the holiday on Wednesday 3/31/10 <p>New Business</p> <ul style="list-style-type: none"> ▪ Next schedule issued will revise sequence of 3 floors (17 & 2 and floor 8 will be reversed). 	<p>PMB</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ None 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ March 24, 2010, 10:00 am, BOE, Room 2221 	

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

ATTENDEES

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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