

Appendix E
Meeting Minutes

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: April 8, 2011
Conference No.: 96
Date & Time: April 6, 2011
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
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X	Bob Courtnier	Board of Equalization – (BOE)	916 322-3729	Bob.Courtnier@boe.ca.gov
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	Mike Moore	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
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X	Travis Walric	JLS Environmental Services (JLS)		
	Kenny Hsi	Hygiene Tech (HTI)	310 213-2186	khsi@hygienetech.com

<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	<p>Corrections or additions to previous meeting minutes</p> <ul style="list-style-type: none"> ▪ None 	DGS
II.	<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 (Construction Remediation) = 6/26/11 – TBD ▪ Official Close-out Date (Litigation Resolution) = February 2013 - TBD ▪ Physical Work completed by = 5/25/11 - TBD ▪ Full scope of work is not known at this time. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting or is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <p>1st Floor</p> <ul style="list-style-type: none"> ▪ Kitchen side of wall remediation to start 4/15 and will be completed in two parts (over two weekends), one the northwest side and the northeast side. It is intended that all remaining work in the kitchen/cafeteria also be completed at this time. ▪ Above house phones water staining was found, encapsulation/marketing of area will be completed on 4/8/11. ▪ Women's restroom drinking fountain will be remediated 4/8/11. ▪ Exterior repairs over coffee area are schedule for 4/8/11. BOE confirmed this work can be done during regular business hours. Coffee area above ceiling remediation is scheduled for 4/15/11. ▪ Built in trash container are being replaced in the cafeteria. ▪ The security kiosk carpet replacement is scheduled for Friday and 8:00 pm. It should take approximately one hour to complete. <ul style="list-style-type: none"> ▪ Elevator pits #5 & #6 water seal is complete. ▪ The 5th floor server room (replacement of UPS capacitors) is scheduled for 4/9/11. ▪ Fan Room 3 & 4 will be wrapped this weekend 4/8/11, BPM will shut down all fans, installation crews will start at 6:00 am Saturday morning. ▪ Fan Room 1 & 2 removal of old pipe lagging is scheduled for 5/13 and PVC wrap the following weekend of 5/20. <p>c. Delays/Accelerations</p> <ul style="list-style-type: none"> ▪ None to report <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report 	<p>DGS</p> <p>JLS</p> <p>JLS</p> <p>JLS JLS</p> <p>BPM JLS/LCD</p> <p>BOE/JLS</p> <p>JLS/BPM</p>

<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ DGS continues investigating floors 21 & 22 intermittent odors. The 21st floor plan depicting the investigation was provided to all. A revised version will be completed by J. Sommerville, since some of items were missing on today's version. T. Ice will mark up the plan and send it to JS. The VCT in room 21 A, B, C, D & E and room 2115 has been removed and this seems to have significantly reduced odor issues. M. Hoy requested the first layer of sheet rock to be removed in areas which seemed to have more significant non-adhesion of tiles at the perimeter wall in 21 B and 21 E. Sheet rock was replaced in a small section in 21 B south wall and 21 E to the underside of the deck to floor 22. DGS will have additional calcium chloride tests in area where VCT has been removed, prior to reinstalling new VCT. This may determine if high moisture content is the area or possibility an adhesive failure. A small area of mold was found near drinking fountain outside the women's restroom on the 21st floor where leveling compound was used and another in one floor crack in the east corridor. The interior core rubber base was removed and investigated and nothing found. Additional Investigation of was done above the ceiling and tested, no mold was detected and spot are marked for future reference. ▪ MHoy now issues daily updates (via e-mail) to BOE regarding work being performed on floor 21. ▪ LCD has checked Attendant's Office in garage area and mold found behind the cove base on the sheet rock, JLS will add this work to their schedule. ▪ Remediation work will be required at men's room off room 143, JLS reported the tile has been discontinued but will try to locate replace tiles then schedule the work. ▪ 4th floor Southeast window at K17 will be repaired once the weather permits. Impact on interior side is currently covered with plastic. ▪ Caulking of garage ramp area will begin after the area has had approximately two week of good weather to dry out. ▪ Fan room 3 & 4 – JLS' subcontractor completed the installation of the pipe lagging over the past weekend. The PVC wrap will be completed this weekend 4/8 – 4/10. Fan room 1 & 2 have been cleaned, tested and cleared on 4/3. Due to the mold discovered under the PVC wrapped pipes in Fan Room 3 & 4, Fan Rooms 1 & 2 will be removal and replacement of pipe lagging starting after "rush period" 5/13 and 5/20. The source of water that create mold in the fan rooms still under investigation. BPM offered the varying source of humidity level may be a factor. <p>IV. New Business</p> <ul style="list-style-type: none"> ▪ None to report. 	<p>JLS</p> <p>LCD/HTI</p> <p>LCD</p> <p>DGS/mHoy JLS/LCD</p> <p>LCD/BPM</p> <p>JLS</p> <p>M. Hoy</p> <p>JLS</p> <p>JLS</p> <p>JLS</p> <p>JLS</p>
<p>V. Other</p> <ul style="list-style-type: none"> ▪ 		
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ April 13, 2011, 10:00 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: April 15, 2011
Conference No.: 97
Date & Time: April 13, 2011
Location: Board of Equalization Building, Conference Room 2221

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III.	Old Business	JLS
IV.	<ul style="list-style-type: none"> ▪ DGS continues investigating floors 21 & 22 intermittent odors. The 21st floor plan depicting the investigation was revised and handed out. The VCT in room 21 A, B, C, D & E and room 2115 has been removed and this seems to have significantly reduced odor issues. Calcium chloride tests in areas where VCT was present is underway. Additionally, relative humidity (RH) tests are being conducted in the core area and final results should be available early next week. Preliminary results show high PH levels on slab surfaces in various locations of the core area. All areas above the ceiling in the core area have now been investigated and no other areas show water staining or mold growth. Considerable discussion was held regarding status of inaccessible spaces and shafts. Confirmation was made that these areas will not be investigated further (as they are inaccessible) unless evidence of active water intrusion or other life safety event exists. ▪ Caulking of garage ramp area will begin after the area has had approximately two weeks of good weather to dry out. 	DGS/mHoy JLS/LCD
	New Business	BOE/DGS
	<ul style="list-style-type: none"> ▪ BOE is making a request to DGS to hire a forensic architect to assist in determining the source of the odors. ▪ DGS will replace flooring at Floors 22, 23 & 24 janitor's rooms to be consistent with other floors and will install epoxy flooring. This is to prevent any water penetration at the sheet vinyl that is currently installed. The work will be performed after hours. HTI requested these be done in containment and DGS agrees. ▪ BOE has requested the women's and men's restroom counters (on floors 22 to 24) be replaced with solid surface material as on other floors in the building. The towel/trash built-in will be replaced as well. The extent of the remediation in these rooms was done under a previous contracted hygienist (BioMax) and the area under the lavatories area was the only area replaced when it was remediated. JLS will complete the six restrooms under the same protocol as the other floors. ▪ BOE requested DGS have JLS provide additional parts for 5th floor server room (DGS/BPM will install). BOE will provide DGS with a parts list later today. ▪ BOE requested that DGS sample interior duct – currently inaccessible, immediately downstream from the fans in fan rooms 1 through 4. 	JLS
V.	Other	
VI.	Next Meeting	
	<ul style="list-style-type: none"> ▪ April 20, 2011, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 04-13-11

ID	Task Name	Start	Finish	March 21		April 1		April 11		April 21		May 1		May 2	
				T	F	T	F	T	F	T	F	T	F	T	F
1	First Floor Weekend Work Plan	Mon 3/28/11	Sun 4/10/11												
2	1st Floor Room 141 Men's Restroom Remediation - West Wall	Fri 4/29/11	Sun 5/1/11												
3	1st Floor Parking Tenant's Office Remediation	Fri 5/6/11	Sun 5/8/11												
4	1st Floor Coffee Area Above Ceiling Remediation	Fri 4/15/11	Sun 4/17/11												
5	North Kitchen Wall Remediation - Weekend	Fri 4/15/11	Mon 4/25/11												
6	East Side	Fri 4/15/11	Sun 4/17/11												
7	West Side	Fri 4/22/11	Sun 4/24/11												
8	M Floor Fan Room Remediation - Weekends	Fri 4/1/11	Mon 4/11/11												
9	M Floor Fan Room 1 & 2 - Remove Old Insulation & Re-insulate	Fri 5/13/11	Sun 5/15/11												
10	M Floor Fan Room 1 & 2 PVC Wrap	Fri 5/20/11	Sun 5/22/11												
11	21st Floor Remediation Investigation & Build Back	Mon 3/28/11	Fri 4/22/11												
12	Caulking Garage Ramps - Depending on Weather- Date?														
13	4th Floor South East Window Remediation K-17	Fri 4/29/11	Sun 5/1/11												

Project: DGS - 3 week schedule - 04-
 Date: Wed 4/13/11

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: April 21, 2011
Conference No.: 98
Date & Time: April 20, 2011
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ Floors 21 & 22 - LCD's has been hired as the forensic architect and will be investigating 21st and 22nd floor odors. Validation of the RH and PH testing that was conducted by Construction Services & Investigation, Inc. (CSI) as well as sampling for PH levels. This will be completed by the end of next week. ▪ Caulking of garage ramp area is scheduled for 5/7 & 5/8. 	<p>LCD</p> <p>JLS</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ DGS will replace flooring at Floors 22, 23 & 24 in the janitor's rooms at the same time the restroom counters are replaced. The towel/trash built-ins will be removed and investigated as was conducted on floors 1-21 and replaced with the new finishes. BOE has agreed the work can be done during regular business hours. ▪ BOE requested DGS to discuss out-of-scope work during the meetings. DOF will be notified and requested approval for work out-of-scope <u>not</u> associated with mold or water intrusion. ▪ VCT in rooms 22B and 2222 will be checked and replaced as needed when JLS is working on floor 22. ▪ A partial kitchen shut down may be required due to the additional finding of mold behind the prep area. This area has substantial kitchen equipment and stainless steel backing on the wall. BPM will be meeting with DOR and will coordinate the course of action. JLS may wait to remediate east end of the north wall and trash dispenser until all issues are resolved with DOR. 	<p>JLS</p> <p>BOE/DGS</p> <p>JLS</p> <p>BOE/DGS/ JLS</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 27, 2011, 10:00 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: May 2, 2011
Conference No.: 99
Date & Time: April 27, 2011
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None 	DGS
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 (Construction Remediation) = 7/8/11 – TBD ▪ Official Close-out Date (Litigation Resolution) = February 2013 - TBD ▪ Physical Work completed by = 5/25/11 - TBD ▪ Full scope of work is not known at this time. Schedule will be revised to reflect changes at today’s meeting. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting or is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <p>1st Floor</p> <ul style="list-style-type: none"> ▪ West wall of room 141, men’s room is scheduled for completion on 4/29/11. ▪ 4th floor remediation at column K-17 is scheduled for 4/29/11. ▪ Garage office is scheduled to be completed on 4/28/11 ▪ Fan Room 1 & 2 removal of old pipe lagging is scheduled for 5/13 and PVC wrap the following weekend of 5/20. ▪ M Floor water fountain replacement and restroom build back is scheduled 5/11 – 5/18. ▪ 21st floor build back continues and awaiting the forensic architects determination of odors. ▪ 1st floor cafeteria east side of north wall and trash dispenser is scheduled for 4/29/11. ▪ 22nd Floor Restroom and janitor closet to start on 5/4/11. <p>c. Delays/Accelerations</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ HTI reported water stains above the ceiling in room 2206. Room is currently vacant. MHoy will look at and MMoore will refer to DEdwards for warranty repair if needed. ▪ BPM reported 20-30 BOE staff was in the building the last time the fans were shut down. BOE had sent message to all staff notifying of the work for the related weekends and will notify for the next operation in May. 	<p>DGS</p> <p>JLS</p> <p>JLS</p> <p>JLS</p> <p>DGS/CSS/ PMB</p>

<p>III.</p> <p>IV.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ Floors 21 & 22 - The forensic architect will be investigating 21st and 22nd floor odors. The replacement of any material will be pending until testing and or determination of odors are known. LCD is expected to be complete with their investigation by next week. ▪ Caulking of garage ramp area is scheduled for 5/7 & 5/8. ▪ BOE has requested in fan rooms 1, 2, 3 & 4 for DGS to validate that mold is not present on the downstream side of the fans. MMoore tabled discussion on this item as BOE executive and DGS PMB Chief are scheduled to meet on May 9th to discuss this issue. <p>New Business</p> <ul style="list-style-type: none"> ▪ BPM will be meeting with DOR on May 3rd at 9:00 am to coordinate the kitchen work. 	<p>LCD</p> <p>JLS</p> <p>BOE/DGS</p> <p>BPM/DOR</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ None to report. 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ May 5, 2011, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 04-27-11

ID	Task Name	Start	Finish	Apr 21	May 1	May 11	May 21
				W T T F S S M T	W T T F S S M T	W T T F S S M T	W T T F S S M T
1	First Floor Weekend Work Plan	Fri 4/29/11	Sun 5/8/11		●		
2	1st Floor Room 141 Men's Restroom Remediation - West Wall	Mon 4/25/11	Fri 4/29/11	●			
3	1st Floor Parking Tenant's Office Remediation & Build Back	Thu 4/21/11	Thu 4/28/11	●			
4	Kitchen Remediation?	Wed 4/27/11	Wed 4/27/11	●			
5	Cafeteria Trash Cabinets Remediation & Build Back	Fri 4/29/11	Sun 5/1/11		●		
6	M Floor Fan Room Remediation - Weekends	Fri 5/13/11	Sun 5/22/11			●	
7	M Floor Fan Room 1 & 2 - Remove Old Insulation & Re-insulate	Fri 5/13/11	Sun 5/15/11			●	
8	M Floor Fan Room 1 & 2 PVC Wrap	Sat 5/21/11	Sun 5/22/11			●	
9	M Floor Water Fountain & Restroom Remediation	Wed 5/11/11	Wed 5/18/11			●	
10	21st Floor Build Back?	Wed 4/27/11	Wed 4/27/11	●			
11	Caulking Garage Ramps - Depending on Weather- Date?	Sat 5/14/11	Sun 5/15/11			●	
12	4th Floor South East Window Remediation & Build Back K-17	Fri 4/29/11	Sun 5/1/11		●		
13	22nd Floor Restroom & Janitor Room Remediation	Wed 4/27/11	Tue 5/3/11	●			
14	22nd Floor Restroom & Janitor Room Build Back	Wed 5/4/11	Tue 5/10/11			●	
15	Penthouse Remediation Build Back	Mon 4/25/11	Fri 5/6/11	●			



Deadline



External Tasks



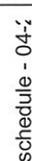
External Milestone



Summary



Project Summary



Progress



Milestone

Task

Split

Project: DGS - 3 week schedule - 04-27-11

Date: Wed 4/27/11

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: May 10, 2011
Conference No.: 100
Date & Time: May 4,, 2011
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

	Name	Company	Telephone	E-mail
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	Travis Walker	JLS Environmental Services (JLS)		
	Kenny Hsi	Hygiene Tech (HTI)	310 213-2186	khsi@hygienetech.com

<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ Floors 21 & 22 - The forensic architect has been investigating 21st and 22nd floor odors. The replacement of any material will be pending until testing and or determination of odors are known. LCD is expected to be complete with their investigation by next week. The initial draft report will be ready tomorrow - LCD will include and address the PH testing performed by CSI in an appendix. The chemist results for testing the adhesive where VCT is located are due back Tuesday 5/10/11. Floor 21 destructive testing to assist in the chemist testing area of suspected odors found no evidence of mold growth, so no additional testing at the dry wall was performed. One sample indicated a minor water stain was tested by LCD, however results have normal trappings. ▪ Caulking of garage ramp area is scheduled for 5/14 & 5/15 ▪ BOE has requested in fan rooms 1, 2, 3 & 4 for DGS to validate that mold is not present on the downstream side of the fans. MMoore tabled discussion on this item as BOE executive and DGS PMB Chief are scheduled to meet on May 9th to discuss this issue. ▪ BPM met with DOR on May 3rd at 9:00 am and DOR will be completing inventory of equipment on 5/5/11. BPM will report status next week. The “dry shack” area will be open during the remediation. 	<p>LCD</p> <p>JLS</p> <p>BOE/DGS</p> <p>BPM/DOR</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ June 10, 2011 the freight elevator will start its modernization and will be down. ▪ BOE inquired as providing mobile food vendor in lieu of hot served food. ▪ Floor 22 after hours work this past week resulted in a contractor working in an area of confidential information and clean-up was missed. BPM notified their vendors and MMoore notified JLS. ▪ BOE notified DGS that for the next 10 weeks workgroup will be working on Floor 22. 	<p>PMB/js</p> <p>BOE</p> <p>DGS</p> <p>BOE</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"> ▪ May 11, 2011, 10:00 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: May 13, 2011
Conference No.: 101
Date & Time: May 11,, 2011
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

	Name	Company	Telephone	E-mail
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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 	DGS
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 (Construction Remediation) = 9/1/11 – TBD ▪ Official Close-out Date (Litigation Resolution) = February 2013 - TBD ▪ Physical Work completed by = 7/11/11 - TBD ▪ Full scope of work is not known at this time. Schedule will be revised to reflect changes as they become known. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting or 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"> ▪ Fan Room 1 & 2 removal of old pipe lagging is scheduled for 5/13 and PVC wrap the following weekend of 5/20. BPM will shut the fans down at 6:00 pm Friday night and notified BOE of an early start for the custodial crew. ▪ M Floor water fountain replacement and women’s restroom build back is scheduled 5/11 – 5/18. The clearance testing will be completed on Thursday, 5/12/11. Men’s restroom will start once the women’s is complete. ▪ 1st Floor Cafeteria Northeast wall was complete by 5/8; however the south slat wall has VMG, so this area will be added to next week’s schedule. ▪ 21st floor VCT re-installation is on hold awaiting the forensic architects determination and recommendations. ▪ Floor 24 restrooms and janitor closet is to start 5/12/2011. ▪ Penthouse repair, MHoy has approved material for replacement at the west doorway. ▪ Recaulking of garage ramps will be moved out by three weeks on schedule due to recent rains. <p>c. Delays/Accelerations</p> <ul style="list-style-type: none"> • FA activation on Monday delayed start of work on floor 24 by 1 day. <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ HTI reported inspection on the 22nd floor, column N-18 a stained ceiling tile. Further investigation will be necessary. 	<p>DGS</p> <p>JLS/BPM</p> <p>JLS</p> <p>JLS</p> <p>LCD</p> <p>JLS</p> <p>JLS</p> <p>JLS</p> <p>DGS</p>

III.	Old Business	<ul style="list-style-type: none"> ▪ Floors 21 & 22 - The forensic architect has been investigating 21st and 22nd floor odors. The replacement of any material is pending receipt of forensic testing and recommendations. The initial draft report was received by DGS late Tuesday evening; corrections are being made to information contained in the draft document. The revised draft will be received by next Monday. The chemist results for testing the adhesive where VCT is located have been received by LCD. LCD is compiling all information gathered to date and will be preparing a report. The draft report is expected to DGS on Friday 5/13. Recommendations and protocols will be written for the reinstallation of the VCT. ▪ BOE has requested that DGS sample and verify in fan rooms 1, 2, 3 & 4 if mold is present on the downstream side of the fans. A meeting was held this morning by PMB's branch chief and BOE representatives. ▪ Floor 22 investigations of rooms 2216 and 2219 will need to be completed during regular business hours. BOE will coordinate with their executive staff and let MMoore know when LCD will have access to these rooms. Room 2206 has a replaced ceiling tile; the water test near this room had no water penetrations. ▪ Discussion regarding the 23rd floor deck as to maintenance, design and future leaks will need to be addressed to eliminate any water penetration into the building. ▪ Kitchen remediation work will start 5/31, movers recommended by DOR will be used to move retained equipment and stored off site, but JLS may use other movers if recommended vendors are not able to clean equipment before it is reinstalled. DOR will surveyed equipment before it is moved. Any surplus equipment will be temporarily stored in the garage and then disposed of by DOR. It was noted that the estimated completion date (7/11) does not include time DOR will need to restock and retest equipment. DOR will be responsible for getting equipment recertified by DHS if needed. 	<p>LCD</p> <p>DGS/LCD</p> <p>BOE/DGS</p> <p>DGS/LCD</p> <p>DOR/BPM</p>
IV.	New Business	<ul style="list-style-type: none"> ▪ A fire alarm was set off on Monday morning. BPM reported Simplex work related to the elevator modernization project set off the alarm due to lack of communication from this sub-contractor of ThyssenKrupp. Simplex installed a new board in the fire control room and didn't transfer the current setting and didn't label the new panel. BPM staff was reconnecting the smoke/heat sensor on the 22nd floor after JLS had finished their work and it set off one of the duct detectors, dumping the top six floors. Simplex had not trained BPM on the new system so BPM was unaware of how to operate the system. Tuesday evening Simplex had hand on training for BPM staff. In the future, deactivation/reactivation of alarms for work that might trigger a possible alarm should be done after hours. 	DGS/BPM
V.	Other	<ul style="list-style-type: none"> ▪ PMB transmitted a copy of the latest cost report to BOE. ▪ JS on vacation next week. 	
VI.	Next Meeting	<ul style="list-style-type: none"> ▪ May 18, 2011, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 05-11-11

ID	Task Name	Start	Finish	April 21	May 1	May 11	May 21	June 1	June 11	June 21	July 1	Jul
				TFSS	TFSS	TFSS	TFSS	TFSS	TFSS	TFSS	TFSS	TFSS
1	Kitchen Remediation?	Tue 5/31/11	Mon 7/11/11									
2	Cafeteria Servery Area North Wall - Remediation	Fri 5/20/11	Sun 5/22/11									
3	M Floor Fan Room 1 & 2	Fri 5/13/11	Sun 5/22/11									
4	M Floor Fan Room Remediation & Insulation 1&2	Fri 5/13/11	Sun 5/15/11									
5	M Floor Fan Room 1 & 2 PVC Wrap	Sat 5/21/11	Sun 5/22/11									
6	M Floor Carpet Removal	Mon 5/16/11	Fri 5/20/11									
7	M Floor Womens Restroom Remediation	Wed 5/11/11	Fri 5/13/11									
8	21st Floor Build Back?	Wed 5/11/11	Wed 5/11/11									
9	Caulking Garage Ramps - Depending on Weather- Date?	Wed 5/11/11	Wed 5/11/11									
10	Penthouse Build Back	Wed 5/11/11	Fri 5/13/11									
11	24th Floor Restrooms & Janitor Room Remodel	Thu 5/12/11	Thu 5/26/11									

Project: DGS - 3 week schedule - 05-11-11
 Date: Wed 5/11/11

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: May 18, 2011
Conference No.: 102
Date & Time: May 18,, 2011
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 	DGS
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 (Construction Remediation) = 9/1/11 – TBD ▪ Official Close-out Date (Litigation Resolution) = February 2013 - TBD ▪ Physical Work completed by = 7/11/11 - TBD ▪ Full scope of work is not known at this time. Schedule will be revised to reflect changes as they become known. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting or 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"> ▪ Fan Room 1 & 2 PVC wrap is scheduled for this weekend (5/20). BPM will shut the fans down and notify BOE of an early start for the custodial crew. ▪ Remediation work on M Floor is scheduled to be completed by 5/23/11. ▪ 1st Floor Cafeteria south slat wall remediation will be performed this weekend 5/20/11 – 5/22/11 (work will begin @ 3:30 pm this Friday). ▪ 21st floor VCT re-installation is on hold awaiting the forensic architect determination and recommendations (due early next week). ▪ Floor 24 restrooms and janitor closet work is ongoing – completion scheduled for 5/26/2011. ▪ Penthouse repairs (caulking exterior stucco cracks and roof repairs) are dependent upon good weather. ▪ Recaulking of garage ramps will be moved out by three weeks on schedule due to recent rains. ▪ No work is planned for Memorial Day weekend (5/28/11 – 5/30/11). <p>c. Delays/Accelerations</p> <ul style="list-style-type: none"> • None <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None 	<p>DGS</p> <p>JLS/BPM</p> <p>JLS</p> <p>JLS</p> <p>LCD</p> <p>JLS</p> <p>JLS</p> <p>JLS</p>

<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ Floors 21 & 22 - The forensic architect has been investigating 21st and 22nd floor odors. The replacement of any material is pending receipt of forensic testing and recommendations. The revised draft will be received this Friday and available to BOE by next Tuesday. Recommendations and protocols will be written for removal and reinstallation of the VCT. ▪ Sample and verify in fan rooms 1, 2, 3 & 4 for mold downstream side of the fans. Testing has been delayed for 4 to 6 weeks due to time needed to fabricate new access doors. LCD will research and confirm testing and cleaning/remediation protocols in the meantime. ▪ Floor 22 (Col. N18) investigations confirmed no water penetrations during recent rains (deck area @ door on 23rd floor above was recaulked last Friday). Some additional work remains to be done on 23rd floor deck in this area when weather improves. MMoore reported that 23rd floor deck areas were investigated and repaired under the curtain wall project. PMB will send LCD a copy of McGinnes & Chen report on these areas for review and comment. ▪ Kitchen remediation work will start 5/31/11. JLS will use movers who can clean equipment before it is reinstalled. DOR will surveyed equipment before it is moved. Any surplus equipment will be temporarily stored in the garage and then disposed of by DOR. It was noted that the estimated completion date (7/11) does not include time DOR will need to restock and retest equipment. DOR will be responsible for getting equipment recertified by DHS if needed. A final coordination meeting has been scheduled with DOR, DGS, and JLS for next Monday (5/23/11 @ 11:30 am). 	<p>LCD</p> <p>JLS/LCD</p> <p>JLS/LCD PMB</p> <p>DOR/BPM JLS</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ Water stains were observed on two ceiling tiles adjacent to Col. J21 on the 11th floor. LCD will investigate, JLS will have FD Thomas make repairs to exterior curtain wall; work will require that BPM recertify lift to access this area (approximately 3 weeks out). 	<p>BPM/JLS LCD</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ MMoore will be out of office Friday morning, but will be reachable by phone. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ May 25, 2011, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 05-18-11

ID	Task Name	Start	Finish	May 11			May 21			June 1			June 11						
				T	F	S	T	F	S	T	F	S	T	F	S				
1	Kitchen Remediation?	Tue 5/31/11	Mon 7/11/11																
2	Cafeteria Servery Area South Wall - Remediation	Fri 5/20/11	Sun 5/22/11																
3	M Floor Fan Room 1 & 2	Fri 5/13/11	Sun 5/22/11																
4	M Floor Fan Room 1 & 2 PVC Wrap	Sat 5/21/11	Sun 5/22/11																
5	M Floor Carpet Removal	Tue 5/17/11	Fri 5/20/11																
6	M Floor Mens Restroom Remediation	Tue 5/17/11	Mon 5/23/11																
7	21st Floor Build Back?	Wed 5/18/11	Wed 5/18/11																
8	Caulking Garage Ramps - Depending on Weather- Date?	Wed 5/18/11	Wed 5/18/11																
9	Penthouse Build Back Caulking Exterior Stucco Cracks	Mon 5/23/11	Mon 5/23/11																
10	24th Floor Restrooms & Janitor Room Remodel	Thu 5/12/11	Thu 5/26/11																

Project: DGS - 3 week schedule - 05-
Date: Wed 5/18/11

Task
Split



Progress
Milestone



Summary
Project Summary



External Tasks
External Milestone



MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: May 26, 2011
Conference No.: 103
Date & Time: May 25,, 2011
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
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X	Travis Walker	JLS Environmental Services (JLS)	916 257-3643	
X	Chuck Schmidt	Environmental Consultant	530 529-4256	

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None 	DGS
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 (Construction Remediation) = 9/1/11 – TBD ▪ Official Close-out Date (Litigation Resolution) = February 2013 - TBD ▪ Physical Work completed by = 7/11/11 - TBD ▪ Full scope of work is not known at this time. Schedule will be revised to reflect changes as they become known. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting or 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"> ▪ 21st floor VCT re-installation is on hold awaiting the forensic architect determination and recommendations (report received today). ▪ Floor 24 restrooms and janitor closet work is scheduled for completion 5/26/2011 evening. ▪ Floor 23 restrooms and janitor closet work is scheduled to begin on 5/31/11. ▪ Penthouse repairs (caulking exterior stucco cracks and roof repairs) are dependent upon good weather. ▪ Recaulking of garage ramps will be moved out by three weeks on schedule due to recent rains. ▪ No work is planned for Memorial Day weekend (5/28/11 – 5/30/11). ▪ Marking and testing of old water stained areas above ceiling on floor 22 will be conducted after hours (JLS & LCD will work out scheduling access with BOE). <p>c. Delays/Accelerations</p> <ul style="list-style-type: none"> • None <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None 	<p>DGS</p> <p>LCD JLS</p> <p>JLS</p> <p>JLS</p> <p>JLS/LCD</p>

<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ Floors 21 & 22 - The forensic architect has been investigating 21st and 22nd floor odors. LCD transmitted Odor Investigation Report to MMoore at today's meeting. DGS will review and transmit two copies to BOE by this Thursday or Friday. Circumstances and findings of the report were discussed at meeting today. Data supports a breakdown of the VCT adhesive as being the primary cause of the odors. It is believed that the high PH levels on concrete surfaces are a result of original VCT being installed before the concrete floor slab had cured sufficiently. Recommendations and protocols for removal and reinstallation of the VCT will be discussed and agreed to by all parties before new VCT is installed on floor 21. ▪ Sample and verify in fan rooms 1, 2, 3 & 4 for mold downstream side of the fans. Testing has been delayed due to time needed to fabricate new access doors. Tentative date to perform this work is 6/18 to 6/19; BOE will verify if any conflicts with staff overtime are affected. BPM is also planning to replace domestic water pump at this time. LCD will research and confirm testing and cleaning/remediation protocols in the meantime. ▪ Water stains observed at Col. J21 on the 11th floor have been investigated, tested, and marked. JLS will have FD Thomas make repairs to exterior curtail wall when weather permits and after BPM recertifies lift to access this area (approximately 2 weeks out). ▪ Kitchen remediation work will start 5/31/11. JLS will use movers who can clean equipment before it is reinstalled. DOR will surveyed equipment before it is moved. Any surplus equipment will be temporarily stored in the garage and then disposed of by DOR. It was noted that the estimated completion date (7/11) does not include time DOR will need to restock and retest equipment. DOR will be responsible for getting equipment recertified by DHS if needed. BPM will work with BOE to post revised menu for staff (no mobile service is available). 	<p>LCD/DGS/ BOE/JLS</p> <p>JLS/LCD</p> <p>JLS</p> <p>DOR/BPM JLS/LCD</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ It was noted that the State FM stated that fire alarms on floors (where remediation work is being performed) can not be disabled unless a fire watch is available. BPM noted that (henceforth) only alarms in the immediate area of remediation work will be disabled (this is acceptable to FM according to BPM). 	<p>BPM</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ N/A 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ June 1, 2011, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 05-25-11

ID	Task Name	Start	Finish	May 11	May 21	June 1	June 11	June 21	July 1	July
				T F S S M T	T F S S M T	T F S S M T	T F S S M T	T F S S M T	T F S S M T	T F S S M T
1	Kitchen Remediation & Build Back	Tue 5/31/11	Mon 7/11/11							
2	21st Floor Build Back?	Wed 5/25/11	Wed 5/25/11							
3	Caulking Garage Ramps - Depending on Weather- Date?	Wed 5/25/11	Wed 5/25/11							
4	Penthouse Build Back Caulking Exterior Stucco Cracks	Fri 5/27/11	Fri 5/27/11							
5	24th Floor Restrooms & Janitor Room Remodel	Thu 5/12/11	Fri 5/27/11							
6	M Floor Fan Room 1,2,3,4 Hatch Install	Sat 6/18/11	Sun 6/19/11							
7	22nd Floor Mark Stained Fireproofing Above Ceiling?	Wed 5/25/11	Wed 5/25/11							
8	11th Floor Exterior Wall Inspection at Column J21 by FD Thomas?	Wed 5/25/11	Wed 5/25/11							
9	23rd Floor Restroom & Janitor Room Remodel	Fri 5/27/11	Fri 6/10/11							

5/31/11

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: June 3, 2011
Conference No.: 104
Date & Time: June 1, 2011
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
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X	Lisa Lambeth	Department of General Services – BPM	916 869-1702	Lisa.Lambeth@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
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	Michael Anglin	Board of Equalization (BOE)	916 445-9144	michael.anglin@boe.ca.gov
X	Travis Walker	JLS Environmental Services (JLS)	916 257-3643	
	Chuck Schmidt	Environmental Consultant	530 529-4256	

III.	Old Business	<ul style="list-style-type: none"> ▪ Floors 21 & 22 - The forensic architect has been investigating 21st and 22nd floor odors. The Odor Investigation Report is completed and BOE and HTI are reviewing the findings. The data supports a breakdown of the VCT adhesive as being the primary cause of the odors. It is believed that the high PH levels on concrete surfaces are a result of original VCT being installed before the concrete floor slab had cured sufficiently. Recommendations and protocols for removal and reinstallation of the VCT will be discussed and agreed to by all parties before new VCT is installed on floor 21. The test area in 21B will determine the reinstallation of VCT. Discussed option includes: bead blast, sealer, primer, and leveling compound. JLS to submit MSDS sheets to DGS & BOE. ▪ DGS is considering surveying all floors where VCT is present as it relates to the Odor Investigation Report. BOE was not aware of any similar odor issues on other floors. ▪ Sample and verify in fan rooms 1, 2, 3 & 4 for mold downstream side of the fans. Testing has been delayed due to time needed to fabricate new access doors. Tentative date to perform this work is 6/18 to 6/19; JLS to confirm the delivery date. Brice Mechanical has identified where the hatch will be installed. BPM is also planning to replace domestic water pump at this time. LCD will research and confirm testing and cleaning/remediation protocols and include HTI in discussion. ▪ Water stains observed at Col. J21 on the 11th floor have been investigated, tested, and marked. JLS will have FD Thomas make repairs to exterior curtain wall when weather permits (scheduled for 6/8/11). ▪ Kitchen remediation work has begun. JLS will clean equipment before it is reinstalled. DOR will survey equipment before it is moved. Any surplus equipment will be temporarily stored in the garage and then disposed of by DOR. It was noted that the estimated completion date (7/11) does not include time DOR will need to restock and retest equipment. DOR will be responsible for getting equipment recertified by DHS if needed. BPM will work with BOE to post revised menu for staff (no mobile service is available). 	<p>LCD/DGS/ BOE/JLS</p> <p>DGS</p> <p>DGS/LCD JLS</p> <p>BPM JLS/LCD</p> <p>JLS/DOR/ DHS/BPM</p>
IV.	New Business	<ul style="list-style-type: none"> ▪ None 	
V.	Other	<ul style="list-style-type: none"> ▪ N/A 	
VI.	Next Meeting	<ul style="list-style-type: none"> ▪ June 8, 2011, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 06-01-11

ID	Task Name	Start	Finish	June 1							June 11							June 21							July 1									
				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
1	Kitchen Remediation & Build Back	Tue 5/31/11	Mon 7/11/11	[Gantt bar: Tue 5/31/11 to Mon 7/11/11]																														
2	21st Floor Build Back?	Wed 6/1/11	Wed 6/1/11	[Gantt bar: Wed 6/1/11 to Wed 6/1/11]																														
3	Caulking Garage Ramps - Depending on Weather- Date?	Wed 6/1/11	Wed 6/1/11	[Gantt bar: Wed 6/1/11 to Wed 6/1/11]																														
4	Penthouse Caulking Exterior Stucco Cracks	Fri 6/3/11	Fri 6/3/11	[Gantt bar: Fri 6/3/11 to Fri 6/3/11]																														
5	M Floor Fan Room 1,2,3,4 Hatch Install	Sat 6/18/11	Sun 6/19/11	[Gantt bar: Sat 6/18/11 to Sun 6/19/11]																														
6	22nd Floor Mark Stained Fireproofing Above Ceiling?	Wed 6/1/11	Wed 6/1/11	[Gantt bar: Wed 6/1/11 to Wed 6/1/11]																														
7	11th Floor Exterior Wall Inspection at Column J21 by FD Thomas	Wed 6/8/11	Wed 6/8/11	[Gantt bar: Wed 6/8/11 to Wed 6/8/11]																														
8	23rd Floor Restroom & Janitor Room Remodel	Tue 5/31/11	Mon 6/13/11	[Gantt bar: Tue 5/31/11 to Mon 6/13/11]																														

Project: DGS - 3 week schedule - 05-
Date: Wed 6/1/11

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: June 10, 2011
Conference No.: 105
Date & Time: June 8, 2011
Location: Board of Equalization Building, Conference Room 2221

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X	Travis Walker	JLS Environmental Services (JLS)	916 257-3643	
X	Kenny His	Hygiene Tech (HTI)	510 231-2186	kHSI@hygienetech.com

III.	Old Business	LCD/DGS/ BOE/JLS
	<ul style="list-style-type: none"> ▪ Floors 21 & 22 - The forensic architect has been investigating 21st and 22nd floor odors. The Odor Investigation Report is completed and BOE and HTI are reviewing the findings. The data supports a breakdown of the VCT adhesive as being the primary cause of the odors. It is believed that the high PH levels on concrete surfaces are a result of original VCT being installed before the concrete floor slab had cured sufficiently. The test area in 21B resulted in moisture in the concrete at acceptable level to replace with VCT. The PH test results in some areas are at 12. DGS has instructed JLS for floor 21 to use bead blaster/grinder, sealer, primer, and leveling compound prior to installing the VCT (warranted for 10 years). This will also include the elevator lobby area. The work will be conducted after 7:00 pm starting 6/13. JLS has submitted MSDS sheets to BOE. Floor 22 sporadic odors will be addressed once the overall building survey is completed. HTI commented that there may be other issues related to the odors on the 21st & 22nd floor and it seems to be seasonal complaints are related to the moisture level outside seem to be affected the interior odors. DGS has not found any other source of the odors other than was documented in LCD's Odor Investigation Report. BOE asked LCD to have a sample of VCT sent to flooring institute to see if they have comment regarding failure history. 	
	<ul style="list-style-type: none"> ▪ DGS will be surveying all floors where VCT is present. BOE was not aware of any similar odor issues on other floors other than floor 22 (2) rooms and the elevator lobby. LCD will be writing criteria for the survey. HTI will be provided a copy of the checklist for their review and comment later today. The break rooms are excluded from the survey since all flooring was replaced during previous remediation in these areas. 	LCD DGS/LCD HTI
	<ul style="list-style-type: none"> ▪ Sample and verify in fan rooms 1, 2, 3 & 4 for mold downstream side of the fans. Testing has been delayed due to time needed to fabricate new access doors. This work will be performed on 6/18 to 6/19. Brice Mechanical has identified where the hatch will be installed. BPM is also planning to replace domestic water pump at this time. LCD will research and confirm testing and cleaning/remediation protocols and include HTI in discussion. LCD will have the protocol written by Friday 6/10/11 and sent to HTI for comment. BOE commented that the next available window to turn fans off in the building will be 8/21/11. 	BPM JLS/LCD
IV.	New Business	JLS/DOR/ DHS/BPM
	<ul style="list-style-type: none"> ▪ None 	
V.	Other	
	<ul style="list-style-type: none"> ▪ N/A 	
VI.	Next Meeting	
	<ul style="list-style-type: none"> ▪ June 15, 2011, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 06-08-11

ID	Task Name	Start	Finish	June 1	June 11	June 21	July 1
				M T W T F S S M T W T F S S M T W T F S S M T	M T W T F S S M T W T F S S M T W T F S S M T	M T W T F S S M T W T F S S M T W T F S S M T	M T W T F S S M T W T F S S M T
1	Kitchen Remediation & Build Back	Wed 6/1/11	Mon 7/11/11	[Solid blue bar]			
2	1st Floor Cafeteria South Wall Investigation	Tue 6/7/11	Thu 6/16/11	[Solid blue bar]			
3	21st Floor Build Back?	Wed 6/8/11	Wed 6/8/11	[Solid blue bar]			
4	Caulking Garage Ramps - Depending on Weather- Date?	Sat 6/25/11	Sun 6/26/11		[Solid blue bar]		
5	Penthouse Caulking Exterior Stucco Cracks	Sat 6/25/11	Sun 6/26/11		[Solid blue bar]		
6	M Floor Fan Room 1,2,3,4 Hatch Install	Sat 6/18/11	Sun 6/19/11		[Solid blue bar]		
7	M Floor Chiller Room - Pipe Lagging Replacement	Sat 6/18/11	Sun 6/19/11		[Solid blue bar]		
8	11th Floor Exterior Wall Inspection at Column J21 by FD Thomas	Thu 6/9/11	Thu 6/9/11	[Solid blue bar]			
9	23rd Floor Restroom & Janitor Room Remodel	Tue 5/31/11	Thu 6/16/11	[Solid blue bar]			

Project: DGS - 3 week schedule - 06-
Date: Wed 6/8/11

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: June 17, 2011
Conference No.: 106
Date & Time: June 15, 2011
Location: Board of Equalization Building, Conference Room 2221

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X	Rick Bertacchi	Brice Mechanical	916 368-0220	rick@bricemechanical.com

III.	Old Business	<ul style="list-style-type: none"> ▪ Floors 21 & 22 – The replacement of the VCT is under way. JLS will provide DGS the process and procedure they are using on the 21st and 22nd floor, it will include a time line of each step in the process. ▪ DGS will be surveying all floors where VCT is present. The survey is a visual and odor detection only, no destructive testing will be done. The group discussed the odor source on floor 21 & 22 and the current assumption the VCT was laid on a green slab during the original construction of the building. DGS inspectors were not present at that time so DGS has no way of knowing the condition when the original flooring was installed. HTI has been provided a copy of the methodology for the building survey. LCD is ready to complete the survey. BOE's V. Paul (or appointee) will be available to access rooms that are not under BPM's control and L. Senitte will be available for ISAD's locked rooms. The survey will be completed during normal business hours and can start this Thursday. LCD will confirm if manpower is available to start tomorrow - M. Moore will confirm if a Thursday start is possible. ▪ Sample and verify in fan rooms 1, 2, 3 & 4 for mold downstream side of the fans. An extensive discussion related to the logistics to collect samples and access. LCD recommended protocol determined further coordination is needed. At the conclusion of this meeting, Mary Hoy, JLS, LCD, HTI, Brice Mechanical and BPM will return to the fan room to finalize the method and location of the hatches to obtain a representative sample in the duct. It was agreed to use the (4) hatches that are on site in fan room 3 & 4 this weekend 6/18 to 6/19. BOE's B. Courtner requested collection of a sample at the flex connectors. HTI will not to duplicate sampling effort, but will be present during the operations on 6/18 & 6/19. BPM is also planning to replace domestic water pump at this time. BOE commented that the next available window to turn fans off in the building will be 8/21/11. ▪ Chiller Room pipe insulation replacement methodology is still to be determined. We learned today that most of the insulation has some degree of mold growth affecting it. JLS will prepare a work plan for review at our next meeting. ▪ Kitchen remediation work is in progress but may be delayed due to extra work discovered in the cafeteria a couple weeks ago, and condition of existing floor drains. 	<p>JLS</p> <p>DGS/LCD/ BOE/HTI</p> <p>DGS/LCD HTI/JLS</p> <p>JLS/LCD/ BPM</p> <p>JLS</p>
IV.	New Business	<ul style="list-style-type: none"> ▪ M Floor seismic hangers for the chilled water pipe have proven to be inadequate and appear to be a construction defect. BPM is working on plans to rectify the issue. DGS is investigating if this work can be added to remediation project scope. 	DGS
V.	Other	<ul style="list-style-type: none"> ▪ N/A 	
VI.	Next Meeting	<ul style="list-style-type: none"> ▪ June 22, 2011, 10:00 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: June 27, 2011
Conference No.: 107
Date & Time: June 22, 2011
Location: Board of Equalization Building, Conference Room 2221

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	Rick Bertacchi	Brice Mechanical	916 368-0220	rick@bricemechanical.com

III.	Old Business	<ul style="list-style-type: none"> ▪ Floors 21 & 22 – Friday at 3:00 pm DGS will turn these floors back over to BOE. HTI will complete their pre-occupancy test starting on Monday and BPM will wax the VCT after the test is completed which will be Wednesday and Thursday of next week. ▪ DGS has surveyed all floors where VCT is present. There is up to 10 rooms that have not been accessible along with the Day Care. LCD will send V. Paul the list of rooms that still need access to finish the survey. BOE will check with Day Care for access to their space after hours. LCD will have the draft survey completed by next week. ▪ The fan room sampling conducted last weekend by LCD should have the results back by Friday, 6/24. The work done last weekend went smoothly. ▪ Chiller Room pipe insulation replacement methodology is still to be determined. JLS is able to start an isolated portion of the room and will start constructed containments today. LCD recommends JLS to vacuum the top of the pipes if further sampling is necessary. A lengthy discussion regarding chiller #3 that serves the server room resulted in BOE to provide the top temperature for this room that will not affect the equipment from functioning normally. This is needed to determine if the chilled water supply temperature can be raised to help prevent condensation on piping when existing insulation is removed without affecting the server room. A possible pre-test that would be conducted by BPM was also discussed. BPM also reported that a valve change out will also be done in the near future for chiller #3. ▪ Kitchen remediation work is in progress but will be delayed due to existing plumbing related items that are out of code compliance and floor drains that will require replacement. ▪ M Floor seismic hangers for the chilled water pipe have proven to be inadequate and appear to be a construction defect. BPM is working on plans to rectify the issue. DGS is investigating if this work can be added to remediation project scope. BOE is checking with DOF to verify if Form 22 fund transfer requests have been approved - additional funds will enable this (and other as yet unspecified work) to be performed within this project scope. BOE understands requested work to be original design defects and that DOF will therefore fund work. 	<p>DGS/BOE HTI</p> <p>DGS/LCD/ BOE/HTI</p> <p>LCD</p> <p>JLS/LCD BPM</p> <p>DGS/LCD /JLS</p> <p>BPM/PMB BOE</p>
IV.	New Business	<ul style="list-style-type: none"> ▪ None 	
V.	Other	<ul style="list-style-type: none"> ▪ M.Moore will be off the week of July 4th and V. Paul will be out 7/7 & 7/8. 	
VI.	Next Meeting	<ul style="list-style-type: none"> ▪ June 29, 2011, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 06-21-11

ID	Task Name	Start	Finish	ne 11	June 21	July 1	July 11	July 21	Aug				
				S	M	T	W	T	F	S	S	M	T
1	Kitchen Build Back	Mon 6/20/11	Mon 8/1/11										
2	21st Floor Build Back	Mon 6/13/11	Fri 6/24/11										
3	Caulking Garage Ramps - Depending on Weather	Sat 6/25/11	Sun 6/26/11										
4	M Floor Chiller Room - Pipe Insulation Replacement (Piping that can be isolated)	Wed 6/22/11	Mon 7/11/11										
5	22nd Floor VCT Replacement?	Fri 6/17/11	Fri 6/24/11										
6	1st Floor North Hallway Behind Kitchen Remediation & Build Back	Fri 6/24/11	Sun 6/26/11										

Project: DGS - 3 week schedule - 06-
Date: Tue 6/21/11

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: June 30, 2011
Conference No.: 108
Date & Time: June 29, 2011
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="245 491 375 529">▪ None	

III.	Old Business	<ul style="list-style-type: none"> ▪ LCD has surveyed all floors where VCT is present. The results are being reformatted for use by all (results should be available later this week). LCD and HTI will discuss the finding and identify five more rooms where flux chamber tests will be conducted. Five more tests are required to complete a statistical data set – tests should take one day to finish (tentatively scheduled for 7/9/11). It was concluded at the end of two tests previously taken that there were no health risk to the occupants of the building while VCT remains in place. ▪ The fan room 3 & 4 test sampling was conducted last weekend and results were forwarded to BOE & HTI by LCD. LCD reported that 22 surface tape lift & bulk samples taken (on insulation and flex duct) all came back positive for mold growth of one species, <i>Cladosporium</i> - a universal fungi that is found in the breakdown of leaves. LCD will schedule a meeting with HTI, BOE, DGS and JLS to discuss the findings and the typical industry standards to address this discovery. Tentatively the meeting will be next Wednesday, 7/6 at 10:30 am. BOE remarked that all airborne samples in the building thus far have all been unremarkable. DGS will test Fan Room 1 & 2 in the same manner as Fan Room 3 & 4 with additional hatches installed in areas that were not in reach. Brice Mechanical will provide the size hatch in the locations as specified by LCD. This work can not be performed until late August, the first opportunity to shut the fans down in the building. ▪ Chiller Room - JLS started in an isolated portion of the room and is clearing within the containment today. Another lengthy discussion regarding chiller #3 that serves the server room and BPM will conduct a pre-test on 7/9. BPM is confident that if temps start to rise at the equipment the reaction time will be quick to reduce the water temperature so as not to affect the server rack equipment. BPM will provide the TSD staff with four air movers as a back-up measure. TSD will also open up the racks for additional circulation in the room. J. Beesley thought the test will take approximately two hours to complete and will report the start time at next weeks meeting. LCD reported the survey of all insulated areas will be available to all by this Friday. It was confirmed that when new insulation is installed, at gauges and valves, cork tape will be installed to insulate these item typical to building standards. ▪ Kitchen remediation work is in progress but will be delayed due to existing plumbing related items that are out of code compliance and floor drains that will require replacement. ▪ M Floor seismic hangers for the chilled water pipe have proven to be inadequate and appear to be a construction defect. BPM is working on plans to rectify the issue (this work is now part of the scope of work for the remediation project). JS will assist BPM as necessary. ▪ The new Form 22's, fund transfer requests are at the Governor's office for approval. 	<p>LCD/HTI</p> <p>DGS/LCD/ BOE/HTI</p> <p>LCD</p> <p>JLS/LCD DGS/HTI/ BOE</p> <p>BPM/PMB BOE</p> <p>LCD</p> <p>JLS</p> <p>DGS/js</p> <p>BOE</p>
IV.	New Business	<ul style="list-style-type: none"> ▪ JS will send the budget cash flow to CC for May as soon as possible and June 2011 when the information is available. ▪ The physical work completion date is to be determined (TBD). The actual date is unknown at this time due to new discoveries made on an ongoing basis. BOE requested that DGS and BOE reach a consensus as to the actual date prior to reporting information to DOF or STO. ▪ Room 22b never painting from the first phase of remediation will be completed by JLS after hours tomorrqw night. 	<p>DGS/js BOE/cc</p> <p>DGS</p> <p>JLS</p>

V.	Other <ul style="list-style-type: none"><li data-bbox="245 191 1260 254">▪ M.Moore will be on vacation next week, V. Paul will be out 7/7 & 7/8 and J. Sommerville out 7/1 & 7/5 but will be available via cell phone..	
VI.	Next Meeting <ul style="list-style-type: none"><li data-bbox="245 331 834 363">▪ July 6, 2011, 10:00 am, BOE, Room 2221	

BOE-DGS Schedule 06-29-11

ID	Task Name	Start	Finish	June 21	July 1	July 11	July 21	Augu	
				S M T W T F S S M	T W T F S S M T T W T F S S M	T W T F S S M T T W T F S S M	T F S S M T T W T F S S M	M T	
1	Kitchen Build Back	Mon 6/20/11	Mon 8/1/11						
2	Seal Stucco Around Garage Ramps - Depending on Weather	Sat 7/2/11	Sat 7/2/11						
3	M Floor Chiller Room - Pipe Insulation Replacement (Piping that can be isolated)	Wed 6/22/11	Mon 7/11/11						
4	1st Floor West Hallway Behind Kitchen Remediation & Build Back	Fri 7/8/11	Sun 7/10/11						

Project: DGS - 3 week schedule - 06-29-11
 Date: Wed 6/29/11

Legend:

 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: July 7, 2011
Conference No.: 109
Date & Time: July 6, 2011
Location: Board of Equalization Building, Conference Room 2221

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	Michael Anglin	Board of Equalization (BOE)	916 445-9144	michael.anglin@boe.ca.gov
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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ BOE requested Brice attend the meeting regarding the fan rooms issues. 	DGS
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 (Construction Remediation) = TBD ▪ Official Close-out Date (Litigation Resolution) = February 2013 ▪ Physical Work completed by = TBD ▪ Updated schedule was distributed and all known issues to date are reflected on the schedule. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting or 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"> ▪ M Floor Chiller Room insulation replacement is expected to be completed by 7/18. Work on remainder of pipe insulation may be completed by 8/1/11. ▪ 1st Floor Kitchen build back started on 6/20 and is expected to be completed by 8/1/11. ▪ 1st Floor area hallway behind kitchen servery west wall is scheduled for weekend of 7/8/11. ▪ Caulking repair of exterior at 2nd Floor stairwell will be completed before 7/9/11 and will be completed by FD Thomas this Friday. Area inside the building will be started on 7/8 and completed on 7/10. <p>c. Delays/Accelerations</p> <ul style="list-style-type: none"> ▪ Fan Room (possible remediation of duct insulation), Chiller Room (remediation of pipe insulation), and VCT replacement. <p>Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None 	<p>DGS</p> <p>JLS</p> <p>JLS</p> <p>JLS</p> <p>JLS</p>

III.	Old Business	<ul style="list-style-type: none"> ▪ LCD has surveyed all floors where VCT is present and the results have been distributed via e-mail to all. LCD will send a list of rooms to V. Paul so he can arrange access to the chosen rooms where flux chamber tests will be conducted. Five more tests are required to complete a statistical data set – tests should take one day to finish (tentatively scheduled for 7/9/11). It was concluded at the end of two tests previously taken that there were no health risk to the occupants of the building while VCT remains in place. Once the results are in from the additional testing, DGS will provide BOE its strategy to address the issues discovered now that the survey is completed. ▪ A meeting is scheduled for Thursday 7/7/11 at 2:00 pm in room 122 to discuss the results of the samples from Fan Room 3 & 4. DOF's, Brian Dewey, Scott Sanders and Greg Rogers will be sent the meeting notification following this meeting. DGS will test Fan Room 1 & 2 in the same manner as Fan Room 3 & 4 with additional hatches installed in areas that were not in reach. Brice Mechanical has ordered the hatches for installation at the end of August. ▪ Chiller Room - JLS started the remediation of insulation and continues to work in this room. J. Armstrong reiterated the new insulation of these pipes will likely be damaged when the proposed seismic hangers are installed at the chilled water pipes. JLS will work in another area until its known what the issues are regarding the proposed drawing set are discussed in more detail. LCD reported just a small amount of confirmed mold was found thus far. BPM will conduct a pre-test on 7/9 starting at 8:00 am. BPM has provided the TSD staff with four air movers as a back-up measure. TSD will also open up the racks for additional circulation in the room. ▪ LCD will provide BPM a plan by the end of the day that depicts what has been discovered on the 12th floor. ▪ Kitchen remediation work is in progress but will be delayed due to existing plumbing related items that are out of code compliance and floor drains that will require replacement. M. Hoy will coordinate SFM inspection of ansul hood restart. ▪ M Floor seismic hangers for the chilled water pipe have proven to be inadequate and appear to be a construction defect. PMB will set up a coordination meeting with the mechanical engineer and structural engineer, mechanical contractor, construction services and BPM to discuss alternate solution to support the chilled water pipes. BOE requested to resolve the issues as soon as possible. ▪ The new Form 22's, fund transfer requests have been denied by the Governor's office. 	LCD/PMB
			DGS/LCD/ BOE/HTI
			JLS/LCD DGS
			LCD
			CSS
			BPM/PMB BOE
IV.	New Business	<ul style="list-style-type: none"> ▪ A stained ceiling tile on the 11th floor was discovered last night. It was determined a catch basin was plugged and water seeped down to the 11th via a ceiling hanger and soaked a 2 x 2 section of sheet rock that is installed above the t-bar ceiling. JLS will remove this section tonight and place air movers to dry the area out and patch the section this weekend. BPM reported that all others have been cleaned out to avoid a future problem. 	JLS BPM

V.	Other <ul style="list-style-type: none">▪	
VI.	Next Meeting <ul style="list-style-type: none">▪ July 14, 2011, 10:00 am, BOE, Room 2221	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: July 19, 2011
Conference No.: 110
Date & Time: July 13, 2011
Location: Board of Equalization Building, Conference Room 2221

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X	Rick Bertacchi	Brice Mechanical	916 368-0220	rick@bricemechanical.com

III.	Old Business	<ul style="list-style-type: none"> ▪ LCD has surveyed all floors where VCT is present and the results have been distributed via e-mail to all. LCD has identified the rooms for the flux test, however the second floor rooms 2A & 2B will be replaced with other rooms and LCD will send the replacement rooms to V. Paul today. BOE was concerned with any odors associated with the test and LCD indicated no odors will be generated. Eight more tests are required to complete a statistical data set – tests will be conducted tonight and test results back by end of next week. Once the results are in for the additional testing, DGS will provide BOE its strategy to address the issues discovered now that the survey is completed. ▪ The meeting of 7/7/11 regarding the one mold type (cladosporium) found in the HVAC duct system in fans 3 & 4 was discussed. BOE stressed the importance of LCD/HTI to draft language so it can be posted on BOE’s web site by the end of the week. HTI was tasked with drafting and LCD to agree with their statement of the findings. LCD will call Brian Daly today to get this statement drafted by the end of the week. LCD will also characterize the rest of the HVAC system to obtain their data set. LCD request an HVAC engineer will be needed that can assist them with accessing the vertical and horizontal HVAC duct system. HTI and LCD will verbally agree to the procedures and protocols and LCD will write the formal document. Fans #4, #2 & #1 hatches will be installed on 7/29 and samples collected by LCD. If LCD tests results with positive samples for mold, LCD will follow up test using PCR method to identify mold species present (LCD will utilize EMLab for these tests). ▪ Chiller Room - JLS started the remediation of insulation and continues to work in this room. J. Armstrong reiterated the new insulation of these pipes will likely be damaged when the proposed seismic hangers are installed at the chilled water pipes. BPM conducted a test on 7/9 at 8:00 am to determine upper levels of temperatures for chilled water supply that will not affect the equipment in the 5th floor server room. BPM provided the TSD staff with four air movers as a back-up measure. TSD will also opened up the racks for additional circulation in the room. The test was successful and the high temperature in the room reached 77 degrees (87 degrees at racks). Based on the test it appears there is a wide range to work with to remediate the insulation pipe that services the server room, however additional air movers with keep the air circulating to maintain the lower temps. M. Moore requested JLS to explore controlling work area temperature and humidity verses rising of the chilled water temps as the preferred means to avoid pipe condensation during insulation remediation. ▪ M. Hoy called the SFM inspector for the Ansul hood and reported it will not be required since no changes have occurred related to the hood. ▪ M Floor seismic hangers for the chilled water pipe have proven to be inadequate and appear to be an original construction defect. PMB, BPM, JLS and Brice Mechanical met with the mechanical engineer and structural engineer with PSB last Friday. The revised drawings were delivered to Brice Mechanical at today’s meeting. The work is expected to be done by next week. 	LCD/BOE
			LCD/DGS
			DGS/LCD/ BOE/HTI
			LCD/DGS
			JLS
			DGS
			BPM/JLS
IV.	New Business	<ul style="list-style-type: none"> ▪ BPM is arranging the domestic water pump test to be completed the same weekend as the fan shut down that is scheduled for 7/29. ▪ LCD will be testing the hot water pipe, domestic water pipe similar to the chilled water pipes or as indicated where any area where the pipes are insulated. 	BPM
			LCD

V.	Other <ul style="list-style-type: none"> ▪ MM will out Thursday & Friday this week, JA will be out Friday, Monday & Tuesday and VP will be on vacation tomorrow. ▪ DGS requested a permanent badge be issued for Nik Karlson. 	BOE
VI.	Next Meeting <ul style="list-style-type: none"> ▪ July 20, 2011, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 07-13-11

ID	Task Name	Start	Finish	June 21							July 1							July 11							July 21							Aug													
				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				
1	Kitchen Build Back	Mon 6/20/11	Mon 8/1/11	[Gantt bar: Solid blue bar from Mon 6/20/11 to Mon 8/1/11]																																									
2	M Floor Chiller Room - Pipe Insulation Replacement (Piping that can be isolated)	Wed 6/22/11	Fri 7/15/11	[Gantt bar: Solid blue bar from Wed 6/22/11 to Fri 7/15/11]																																									
3	M Floor Fan Room 1,2,3,4 Hatch Install	Fri 7/29/11	Sun 7/31/11	[Gantt bar: Solid blue bar from Fri 7/29/11 to Sun 7/31/11]																																									

Project: DGS - 3 week schedule - 07-
Date: Wed 7/13/11

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: July 22, 2011
Conference No.: 111
Date & Time: July 20, 2011
Location: Board of Equalization Building, Conference Room 2221

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III.	Old Business	<ul style="list-style-type: none"> ▪ LCD has surveyed all floors where VCT is present and the results have been distributed via e-mail to all. LCD has completed the eight tests required to complete a statistical data set. The results will be in by Friday and a written report ready by next Wednesday. DGS will provide BOE its strategy to address the issues after final VCT survey report has been issues. ▪ The one mold type (cladosporium) found in the HVAC duct system in fans 3 & 4 staff notification was written by HTI and posted to BOE's web site; it summarized this mold type as common and that air samples in the building continue to be unremarkable. LCD has been tasked to survey/characterize the rest of the HVAC system - LCD/HTI will consult with each other (and BPM) to write the protocol. Fans #4, #3, #2 & #1 hatches will be installed on 7/29 and samples collected by LCD. If LCD test results show positive for mold, LCD will follow up test using PCR method to identify mold species present (LCD will utilize EMLab for these tests). BOE requested DGS' official stance on the findings in fans 3 & 4. BOE will be sending a letter to Ted Park, Deputy Director as to DGS' plan of action and is expecting a follow-up meeting with the appropriate parties. M Moore will schedule the meeting as soon as possible. ▪ Chiller Room - JLS started the remediation of insulation and continues to work in this room. M. Moore requested JLS to explore controlling work area temperature and humidity verses rising of the chilled water temps as the preferred means to avoid pipe condensation during insulation remediation. This was completed however, BOE was not notified of the actual insulation replacement work in advance and requested to be notified when work will be conducted and where it will be conducted in the building. M Moore noted that HTI was aware that work was being performed and did monitor ongoing work; also, the remediation methods did not entail raising chilled water supply temperatures and therefore posed no impact to BOE's operations. ▪ M Floor seismic hangers will be replaced next Tuesday and Wednesday by Brice Mechanical. 	LCD/DGS
IV.	New Business	<ul style="list-style-type: none"> ▪ BPM is arranging the domestic water pump test to be completed the same weekend as the fan shut down that is scheduled for 7/29. ▪ Two stained ceiling tiles were found on the north side of floor 11. BPM has replaced and has cleared the condensation pan drain on M floor. ▪ Break room 1616 was inspected by LCD last night and found that particle board and sheet rock was moist, the culprit was a 1972 refrigerator. The adjacent room 1618 also looks to be affected by the water leak. BOE reported the refrigerator has been removed from the building. BPM and BOE discussed prevention measures in the future. There has been a Governor's Order that equipment should be energy star rated and BOE will investigate and update their policy as necessary. 	DGS/LCD/ BOE/HTI
V.	Other	<ul style="list-style-type: none"> ▪ None 	JLS
			DGS
			JLS
			BPM
			BPM
			LCD
			BOE

VI.	Next Meeting <ul style="list-style-type: none"><li data-bbox="245 226 849 260">▪ July 27, 2011, 10:00 am, BOE, Room 2221	
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BOE-DGS Schedule 07-20-11

ID	Task Name	Start	Finish	June 21							July 1							July 11							July 21							August 1						
				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	Kitchen Build Back	Mon 6/20/11	Mon 8/8/11																																			
2	Stainless Steel Wall Covering	Mon 7/18/11	Fri 7/22/11																																			
3	T-Bar, Paint & FRP	Thu 7/21/11	Wed 7/27/11																																			
4	Move Equipment In & Hook Up	Tue 7/26/11	Mon 8/8/11																																			
5	M Floor Fan Room 1,2,3,4 Hatch Install	Fri 7/29/11	Sun 7/31/11																																			
6	M Floor Chiller 1&2 Pipe Insulation Replacement	Thu 6/23/11	Sun 8/7/11																																			
7	Penthouse Pipe Insulation Remediation Pending On Samples?	Wed 7/20/11	Wed 7/20/11																																			
8	16th Floor Room 1616 Remediation & Replace Cabinet - Schedule pending cabinet?	Wed 7/20/11	Wed 7/20/11																																			

Project: DGS - 3 week schedule - 07-2
 Date: Wed 7/20/11

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: July 28, 2011
Conference No.: 112
Date & Time: July 27, 2011
Location: Board of Equalization Building, Conference Room 2221

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	Rick Bertacchi	Brice Mechanical	916 368-0220	rick@bricemechanical.com

<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ LCD has completed the additional flux tests on the VCT. The results found were similar to the other test that were completed a couple of months ago; tests found no health risk to staff. DGS will provide BOE its strategy to address the issues after final VCT survey report has been issued. ▪ The one mold type (cladosporium) found in the HVAC duct system in fans 3 & 4 staff notification was written by HTI and posted to BOE's web site. Fans #4, #3, #2 & #1 hatches will be installed on 7/29 and samples collected by LCD. LCD will follow up tests using PCR method to identify mold species present (LCD will utilize EMLab for these tests). DGS has sent a letter to Liz Houser regarding DGS' official stance on the findings in fans 3 & 4 and DGS' plan to provide ongoing monitoring in the building. Vince Paul will verify with HTI that what was stating in Ted Park's letter was interpreted correctly. The meeting for 8/4/11 will be scheduled, but may be canceled if HTI does not have additional comments. BOE will take the advice of their hygienist. ▪ Chiller Room - JLS started the remediation of insulation and continues to work in this room and are on the last pump. ▪ M Floor seismic hangers are scheduled for Tuesday, 8/2 and Wednesday, 8/3 by Brice Mechanical. There was a delay waiting for the springs to arrive. <p>New Business</p> <ul style="list-style-type: none"> ▪ None 	<p>LCD/DGS</p> <p>DGS/LCD/ BOE/HTI</p> <p>JLS</p> <p>JLS</p>
<p>IV.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ None 	
<p>V.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ August 3, 2011, 10:00 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 9, 2011
Conference No.: 113
Date & Time: August 3, 2011
Location: Board of Equalization Building, Conference Room 2221

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	Rick Bertacchi	Brice Mechanical	916 368-0220	rick@bricemechanical.com

III.	Old Business	<ul style="list-style-type: none"> ▪ LCD has completed the additional flux tests on the VCT. The results found were similar to the other test that were completed a couple of months ago; tests found no health risk to staff. DGS will provide BOE the summary report that addresses the issues after final VCT survey report has been issued. LCD is waiting for Dr. Schmitts QC check to be incorporated into the final report. BPM will check on the Prop 65 warning required for notification requirements to the occupants of the building. ▪ The one mold type (cladosporium) found in the HVAC duct system in fans 3 & 4 staff notification was written by HTI and posted to BOE's web site. Fans #4, #3, #2 & #1 hatches were installed on 7/29 and samples collected by LCD. LCD will follow up tests using PCR method to identify mold species present (LCD will utilize EMLab for these tests). The procedure used varied from the first sampling in that no cutting out of the insulation but LCD used a micro vacuum to collect the samples. Both bulk sample and tape lifts were completed. DGS' official stance on the findings in fans 3 & 4 was sent to BOE and V. Paul is waiting for HTI's comments. A meeting for 8/4/11 is scheduled to discuss further the issues surrounding the cladosporium found in the insulation of the fans. ▪ LCD reported the samples collected at the fire damper on the northeast and southwest vertical shafts of each floor resulted in a total of 54 samples collected. Forty seven (47) contained cladosporium only, four (4) with none, and one (1) with of another species (alternaria) these all have active mold growth. A draft list was provided to all parties. 	LCD/DGS BPM
IV.	New Business	<ul style="list-style-type: none"> ▪ The fan intake area was cleaned but the gypsum board needs to be painted. The samples taken by LCD return negative for mold growth. The fans will be required to be shut down when the walls are painted and the earliest date possible is 8/21/11. ▪ O & M manual is being produced by BPM. Before LCD training can be preformed for BOE staff, BOE requires that the O&M be completed. ▪ Monitoring of the building as a result of the fan duct findings, a protocol will be written and a schedule established for the monitoring. BOE will have HTI review and analyze LCD's recommendation. Once completed, this will be posted to the BOE web site. ▪ LCD will investigate the two other HVAC systems in the building and report their findings. 	JLS BPM DGS/HTI BOE
V.	Other	<ul style="list-style-type: none"> ▪ None 	
VI.	Next Meeting	<ul style="list-style-type: none"> ▪ August 10, 2011, 10:00 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 12, 2011
Conference No.: 114
Date & Time: August 10, 2011
Location: Board of Equalization Building, Conference Room 2221

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<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	<p>Corrections or additions to previous meeting minutes</p> <ul style="list-style-type: none"> ▪ Old Business, bullet 2, add – DGS stated that Steve Davis concurred with the language stated in DGS’ letter to BOE. (Note: Steve Davis was present at today’s meeting and commented that this statement was a mis-quote by DGS). ▪ 3-week Look-Ahead - Travis Walker reported for JLS and not Greg Sheehan as shown. 	DGS
II.	<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 (Construction Remediation) = TBD ▪ Official Close-out Date (Litigation Resolution) = February 2013 ▪ Physical Work completed by = TBD ▪ The final CPM schedule = TBD <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting or 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"> ▪ M Floor seismic hangers have been delayed and are now expected to be installed Thursday, 8/11 and Friday, 8/12. ▪ 1st Floor Kitchen build back is completed as of noon today. DOR has reviewed work and is pleased with final product. ▪ Break room 1616 was completed last weekend. <p>c. Delays/Accelerations:</p> <ul style="list-style-type: none"> • Approximately 1 additional week will be required to add PVC pipe wrap to HW & DW pipe insulation above 8’. <p>Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ Lynn Palmer inspection of the duplex outlets in the kitchen will not be required to be replaced with GFCI type since the building code in the 1990’s didn’t require it, and work is for remediation not remodeling. 	<p>DGS</p> <p>JLS</p> <p>JLS</p> <p>CSS</p>

<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ VCT Building wide - LCD is waiting for Dr. Schmitts QC check to be incorporated into the final report – report should be available in about one week.. LCD again confirmed that VCT (in place) does not pose a health risk to building occupants. BPM has ordered the Prop 65 warning signs. It's been determined that the signs need to be posted at all entrances into the building. BPM can print copies now and switch out when the permanent ones arrive. DGS continues to investigate options to replace VCT flooring. This includes retesting floor PH (following ASTM 710 standard) in various rooms to verify if Armstrong adhesive can be utilized when replacing VCT. Rooms selected will be ones with loose tiles and high odor - LCD will coordinate with V. Paul. M. Moore commented that excessive floor grinding may have led to previous high PH readings at various spots tested. LCD was directed to conduct reverse engineering tests on adhesive to see if the cause of adhesive failure can be determined. ▪ PCR samples collected in the fan ducts identified (4) different species of cladosporium present, one of which was found to be more dominate here, but is usually less common in exterior environments than the other three types discovered. LCD and HTI will be meeting in the next 24 hours to discuss the findings. HTI's air samples collected have also undergone the PCR process. LCD will see if they can access/sample duct immediately up stream from floor VAV units. DGS & LCD will meet with JLS and their duct cleaning sub-contractor to determine possible options for cleaning the ducts. ▪ O & M manual is being produced by BPM and should be ready shortly for review by BOE. ▪ Per request by BOE, PVC jacketing will be installed over HW & DW pipe insulation to match work done on adjacent CW lines. JLS reported that up to this point, PVC wrap was only required to be installed at the chilled water line and anything below eight feet on HW & DW lines. The work is estimated to take one week or more. <p>IV.</p> <ul style="list-style-type: none"> ▪ LCD will continue to investigate the two other HVAC systems in the building and report their findings <p>New Business</p> <ul style="list-style-type: none"> ▪ A suspicious letter found by LCD this past weekend in room 2106 was turned over to BOE security. 	<p>LCD/DGS BPM</p> <p>DGS/LCD/ BOE/HTI</p> <p>BPM</p> <p>JLS</p> <p>LCD</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ None 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ August 17, 2011, 10:00 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 22, 2011
Conference No.: 115
Date & Time: August 17, 2011
Location: Board of Equalization Building, Conference Room 2221

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III.	Old Business	<ul style="list-style-type: none"> ▪ VCT Building wide - LCD is putting together the final report and recommendations, but will waiting for the results from the reverse engineering on the adhesive. The PH tests conducted last week by LCD resulted in PH levels between 8 and 10. The Armstrong adhesive (can tolerate up to 11 PH) appears to be an acceptable alternative to be used when replacing the tile. LCD has reported that of 100 rooms throughout the facility, 36 have an odor issue and priority of replace should take into consideration if there are full-time occupants in these rooms. DGS will get estimate prices per square foot with scrape, clean and reapply new adhesive (no sanding necessary) as per the manufacturer recommendation and full bead blast method used on floor 21. Regardless of the method used, when the replacement takes place the room will need to be ventilated due to the off-gassing once the tiles are removed. LCD was directed to conduct reverse engineering tests on adhesive to see if the cause of adhesive failure can be determined. Twenty samples will be collected this Saturday. The turn around time for the lab is 20 working days. LCD will notify V. Paul of the rooms where the samples will be collected. The remaining funds for the project appear to be sufficient to take care of the VCT replacement if needed. ▪ HVAC System - LCD's results of the samples collected are due in by the end of the week. At that time LCD and HTI will discuss all of the findings in totality and recommend the next step to take. A meeting is tentatively scheduled on 8/25 to discuss this recommended action plan. DGS met with JLS and Kleen Air last week and discussed the duct cleaning methods used in the industry. The industry standard is established by NADCA and LCD is reviewing the particulars related to "lock down" products (LCD will send HTI & BOE a copy of the NADCA Std). One option was discussed and it appears that the building duct system can be cleaned and sealed while the building is occupied. DGS is speaking to other contractor to ensure the recommended method is the best solution. Preliminary cost estimates and logistics to clean and encapsulate will continue to be determined by DGS. ▪ O & M manual is being produced by BPM is expected to be completed in three weeks. ▪ LCD will continue to investigate the two other HVAC systems in the building and report their findings. Two samples collected in the only area that is accessible found VMG in the catch pans at the heat pumps. This area has limited access but LCD will obtain samples at the fire damper access door and also samples will be taken at the Day Care air registers. 	LCD/DGS
			DGS/LCD/ BOE/HTI
			BPM
			LCD
IV.	New Business	<ul style="list-style-type: none"> ▪ The weekly meetings will continue for 6 – 8 weeks to insure all the work for the remediation project is resolved. Attendance by JLS may cease after next week – TBD. ▪ FD Thomas will look at the lower east and north sides and all four sides on the helipad where the metal cap between the precast concrete meet on the roof and to determine if caulking is needed and if there may be a possibility of water penetration into the Penthouse. 	ALL
			JLS

V.	Other <ul style="list-style-type: none"><li data-bbox="245 191 980 226">▪ MMoore will be out of the office this Thurs. & Fri.	
VI.	Next Meeting <ul style="list-style-type: none"><li data-bbox="245 338 889 373">▪ August 24, 2011, 10:00 am, BOE, Room 2221	

BOE-DGS Schedule 08-17-11

ID	Task Name	Start	Finish	S	M	T	W	T	F	S	S	August 21
1	M Floor Pipe Hangers	Thu 8/18/11	Wed 8/24/11									
2	Penthouse, M-Floor PVC Wrap	Mon 8/15/11	Mon 8/22/11									

Project: DGS - 3 week schedule - 08-
Date: Wed 8/17/11

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

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 30, 2011
Conference No.: 116
Date & Time: August 24, 2011
Location: Board of Equalization Building, Conference Room 2221

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Item	Description	Action
I.	<p>Corrections or additions to previous meeting minutes</p> <ul style="list-style-type: none"> ▪ Clarification re: Old Business – HVAC product “lock down” is referred to or the equivalent of “encapsulate”. 	DGS
II.	<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 (Construction Remediation) = TBD ▪ Official Close-out Date (Litigation Resolution) = February 2013 ▪ Physical Work completed by = TBD ▪ The final CPM schedule = TBD – HVAC duct cleaning and VCT replacement will be added to the CPM <p>b. 3-Week Look-Ahead Schedule: A 3-week schedule was not distributed as all known work (other than as associated with VCT and HVAC duct work - scope TBD) has been completed.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ M Floor seismic hangers were installed and a final loop hanger will be installed tonight and fire proofing repair will also be completed. The inspection of the hangers was completed by CSS this past Monday. ▪ The remaining unmarked pipes in the Chiller Room will be identified tonight. ▪ The parapet concrete wall was checked and FD Thomas sealed new cracks discovered while investigating this area on the roof. <p>c. Delays/Accelerations: N/A</p> <p>d. Inspection & Safety Notes: N/A</p> <p>.</p>	<p>DGS</p> <p>JLS</p> <p>JLS</p> <p>JLS</p>

III.	Old Business	LCD/DGS
IV.	<ul style="list-style-type: none"> ▪ VCT Building wide - LCD is putting together the final report and recommendations, but will wait for the results from the reverse engineering on the existing adhesive before submitting the draft. Sample collection was completed on Saturday and samples are at the lab now - there is a 20 working day turn around before results will be available. LCD has identified 36 rooms where VCT adhesive is failing - where VCT replacement may be a priority. LCD will provide DGS with the room numbers to add to the CPM schedule. DGS plans to have a schedule and estimate to replace VCT (where required) in approximately 3 weeks; DGS will wait for results of reverse engineering on existing adhesive before committing to replacing VCT to insure that no compatibility issues exist between new and old adhesives. LCD will develop the procedure to address any concerns of off gassing once the tiles are removed. MMoore will confirm with VCT adhesive manufacturer (Armstrong) the number of PH tests to take in each room to insure mfg. warranty is not voided. BOE's next rush period is mid- October; since the restrooms are used to ventilate during the removal process, efforts will be coordinated with staff in the building on overtime hours. ▪ Meeting with the SEIU yesterday related to the Proposition 65 posting was explained to the union representatives by C. Corpus, who did an excellent job presenting the technical data to lay persons. The information is also posted on BOE's website. ▪ HVAC System – LCD and HTI communicated and both have agreed to postpone the meeting scheduled for this afternoon due to pending results and analysis of the samples collected. LCD collected samples at the 1st floor NW supply register, Daycare and Cafeteria all confirmed normal trappings. LCD also reported the 1st floor ducts are <u>not</u> lined from the heat pumps to the fire dampers. DGS continues to investigate duct cleaning methods used in the industry. BOE/HTI can not meet to discuss this item with DGS/LCD until after Labor Day (date to be confirmed next week). ▪ O & M manual is being produced by BPM requested update floor plans for LCD to finish up their manual. <p>New Business</p> <ul style="list-style-type: none"> ▪ BOE asked LCD if there are any other suspected areas on the 1st floor for mold growth, LCD (T. Ice) responded that there may be areas behind wall base in corridors (where FRP board is installed) where mold might be found (previous work in similar areas on the 1st floor usually exposed evidence of VMG or water staining, but not behind all the FRP in the corridors). All agreed that LCD/JLS will spot check under the cove base to determine if any mold growth has occurred in these areas. The investigation will take place after hours. 	DGS/LCD/ BOE/HTI
V.	Other	BOE
	<ul style="list-style-type: none"> ▪ JLS employee lost a master key and card key, the card key was deactivated and the master key was located. BOE has implemented a new procedure - contractor will turn in their card key when leaving the building. 	

VI.	Next Meeting <ul style="list-style-type: none"><li data-bbox="245 226 889 260">▪ August 31, 2011, 10:00 am, BOE, Room 2221	
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