

Appendix E
Meeting Minutes

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: December 17, 2009
Conference No.: 31
Date & Time: December 23, 2009, 10:30AM
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 to report. 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 1/14/2011 ▪ Physical Work completed by 12/02/2010 ▪ Walk through for floor 21 to be done 12/30/09. DGS to verify with Vince Paul when he returns from vacation and PMB to e-mail BPM when confirmed. ▪ Turn over for the 9th Floor back to BOE is scheduled for Friday 1/8/10 <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 9th floor - per schedule <ul style="list-style-type: none"> ○ Punch windows, north hallway and drinking fountain, rooms 903, 005 910, Storage room 9A, 9B, 9C, east & west phone rooms all completed. Janitor's closet to be completed on 12/28/09. ▪ Penthouse – scheduled as fill-in work ▪ 1st floor Work Plan – see notes below under “Old Business” <p>c. Delays</p> <ul style="list-style-type: none"> ▪ None to Report <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report 	BOE/PMB
III.	Old Business <ul style="list-style-type: none"> ▪ 1st Floor Work Plan <ul style="list-style-type: none"> ○ DGS would like to start Item #4 by 1/4/10. This activity will take approximately 3 weeks to complete. BOE will confirm that this time period will not interfere with rush period. ○ DGS anticipates a new cost estimates will be prepared by early January 2010. ○ LCD will complete their lead and asbestos survey at the “old Safeway” building by next Wednesday. ○ DGS handed out the 1st floor investigation finding reported and testing confirmed by LCD. The plan is color coded showing areas requiring remediation or sealant or encapsulation requirements. DGS would like to start scheduling work starting on 1/4/2010. ○ Storage room at garage containing BOE furniture will need to be moved away from the east wall so plastic sheeting can be place on the wall until remediation in this area is scheduled. 	BOE PMB LCD BOE

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

BOE-DGS - Current Schedule - 12-23

-09

ID	Task Name	Duration	Start	Finish	Pr'0, '09	Dec 27, '09	Jan 3, '10	Jan 10, '10	Jan 17, '10	Jan 24, '10											
					T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
1	9th Floor - per CPM	12 days	Wed 12/23/09	Thu 1/7/10																	
2	9th Floor - CPM possible extension	0 days	Wed 12/23/09	Wed 12/23/09																	
3	Restrooms	0 days	Wed 12/23/09	Wed 12/23/09																	
4	Mirrors - Ready for inspection	1 day	Wed 12/23/09	Wed 12/23/09																	
5	Janitors Closet	0 days	Wed 12/23/09	Wed 12/23/09																	
6	Epoxy Flooring	1 day	Wed 12/23/09	Wed 12/23/09																	
7	Set Finish	1 day	Mon 12/28/09	Mon 12/28/09																	
8	Popouts	0 days	Wed 12/23/09	Wed 12/23/09																	
9	Completed	0 days	Wed 12/23/09	Wed 12/23/09																	
10	North Hallway and Drinking Fountain	0 days	Wed 12/23/09	Wed 12/23/09																	
11	Completed	0 days	Wed 12/23/09	Wed 12/23/09																	
12	Rooms - 903-905-910	0 days	Wed 12/23/09	Wed 12/23/09																	
13	Completed	0 days	Wed 12/23/09	Wed 12/23/09																	
14	Storage rooms - 9A-9B-9C	0 days	Wed 12/23/09	Wed 12/23/09																	
15	Completed	0 days	Wed 12/23/09	Wed 12/23/09																	
16	East and West Power and Phone Rooms	0 days	Wed 12/23/09	Wed 12/23/09																	
17	Completed	0 days	Wed 12/23/09	Wed 12/23/09																	
18	Penthouse Remediation	0 days	Wed 12/23/09	Wed 12/23/09																	
19	Remediation above offices	0 days	Wed 12/23/09	Wed 12/23/09																	
20	21st Floor - Per CPM	5 days	Thu 12/24/09	Wed 12/30/09																	
21	First Floor and work plan - TBD	19 days	Wed 12/30/09	Mon 1/25/10																	
22	Daycare - Remediate, Cabinets and Finsih	15 days	Wed 12/23/09	Tue 1/12/10																	
23	First Floor Projected - Projected Time frames approx. - See attached	2 days	Fri 1/15/10	Mon 1/18/10																	
		26 days?	Wed 12/23/09	Wed 1/27/10																	

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

Task

Split

Progress

Milestone

Summary

Project Summary

External Tasks

External Milestone

Deadline

Page 1

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: January 11, 2010
Conference No.: 33
Date & Time: January 6, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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

<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report. 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 1/14/2011 ▪ Physical Work completed by 12/02/2010 ▪ Updated CPM distributed and reviewed; flip between 18 and 21 is OK; 9 is OK. In light of the one week delay (carpet delivery issue), BOE expressed concern for the floors that follow that it appears that a week has been taken away instead of added, as the completion date still shows 12/2/2010. BOE will review the old and new schedule and email JSommerville (and cc MMoore) on findings. DGS will also review the schedule to see where the “week” went. ▪ BOE noted that lines 217 and 247 must adhere to the scheduled dates due to operational needs pertaining to rush periods. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 9th floor - per schedule <ul style="list-style-type: none"> ○ Walkthrough planned for Thursday, January 7, 2010, at 1:30 p.m. ▪ Penthouse Remediation <ul style="list-style-type: none"> ○ First part of work remediated and rebuilt ○ Portion above offices is completed. Work plan at NW stairwell is pending SFM approval. ▪ 21st Floor - per schedule <ul style="list-style-type: none"> ○ Floor turn over is scheduled for Monday, January 25, 2010 ○ Pop outs remediation and reconstruction is in progress ○ DGS is investigating odors on floor and will HEPA Vac. Dust on tiles above ceiling as a precaution. ▪ 1st Floor <ul style="list-style-type: none"> ○ Restrooms 141 and 142 – work started (work may take longer than 3 weeks to complete) ○ Day care remediation – Cabinets and finish are planned for January 15-18, 2010 - counter fabrication in progress per schedule. ○ “Deli” area east walls have been plasticized. <p>c. Delays</p> <ul style="list-style-type: none"> ▪ None to report <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ 19th & 18th Floor historic interviews were conducted yesterday – no one from the 18th showed up; only a few from the 19th attended. 	<p>PMB/BOE</p> <p>PMB/SFM</p> <p>LCD/JLS</p>

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

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: January 19, 2010
Conference No.: 34
Date & Time: January 13, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ As reported under Old Business; Rooms 27 and 28 can begin Jan 28 and have until March 17, in lieu of February 28 as previously reported. 	

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

BOE-DGS Schedule 1-13-10

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

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

Task Split



MEETING MINUTES

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

ATTENDEES

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Item	Description	Action
I.	Corrections or additions to previous meeting minutes None reported.	

<p>II. Schedule / Progress</p> <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 1/14/2011 ▪ Physical Work completed by 12/02/2010 ▪ Floor 21 (see under delay) <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ Penthouse Remediation – per schedule ▪ 21st Floor – per CPM <ul style="list-style-type: none"> ○ Men’s and women’s restrooms will be completed by Friday ○ Janitor’s Closet – will be completed by Friday ○ Popouts <ul style="list-style-type: none"> ▪ NE popout – containment being re-tested today, but should be completed by Friday also. ▪ 1st Floor <ul style="list-style-type: none"> ○ Restrooms 141 and 142 have passed clearance and reconstruction has begun. ○ OLD Deli @ Garage remediation and reconstruction – <ul style="list-style-type: none"> ▪ Sheetrock will be completed after water intrusion issue is resolved. BPM has ordered caulking and will have to wait for area to dry out to fix leaks. ○ Daycare – Item # 24 Cabinet Replacement Required <ul style="list-style-type: none"> ▪ Section behind refrigerator discovered additional remediation required in this area. A dishwasher was previously located in this space. A temporary barrier is in place and clearance criteria have been met until cabinetry can be fabricated. JLS will require next holiday “President’s Day” (2/12 – 2/15) to complete work in this area. <p>c. Delays</p> <ul style="list-style-type: none"> ▪ 21st floor delay is confirmed and currently is approximately a 2-3 week delay; this will affect the 20th floor move until data collected can be interpreted by LCD/HTI/DGS. V. Paul was to notify the respective floor of their move delays. <p>d. Inspection & Safety Notes</p>	<p>III.</p> <ul style="list-style-type: none"> ▪ Greg Sheehan – Air exchanges/circulation to core area of floor 21 has been restored . ▪ BOE Security reminded the JLS to remove the tape from the door latch after completing their work in a daycare area. <p>Old Business</p> <p>Work on 1st Floor –</p> <ul style="list-style-type: none"> ▪ Room 125 and 126 work will begin January 28; use of Room 122 will not be impacted. Work will be conducted in the evenings. ▪ Additional remediation required at the Daycare will be provided to J. Armstrong via e-mail from M. Moore as to the scope of work required so this can be forwarded to Karen Gordon by this afternoon. <p>21st Floor Status</p> <ul style="list-style-type: none"> • Furniture has been tested and all samples results are “ND” (None Detected) for mold spores. • Corridor Area carpet was tested and the results came back “ND”. • Moisture content of concrete performed last week indicated no elevated moisture contents - meets industry standards. 	<p>JLS</p> <p>BPM/JLS</p> <p>JLS</p> <p>BOE</p> <p>JLS</p> <p>JLS</p> <p>JLS/LCD</p> <p>PMB/BPM</p> <p>LCD/HTI</p> <p>LCD/HTI</p>
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IV.	New Business	<ul style="list-style-type: none"> ▪ Curtain Wall Leaks <ul style="list-style-type: none"> ○ Leaks reported now include: ○ Room 2337, 2334, 2304 balcony doors leaked onto linoleum during this current storm. BOE requested water soaking pad be placed to prevent damage. BPM reported that due to past problems the practice of using these has been abandoned, but that they are using towels. ○ BOE reported the 23rd floor deck drains are not draining as quickly as expected which allows ponding and potential seepage into the building. ○ 5th & O street entrances water entering the building and above door near room #135 and 139 (Items #30 and #31 as previously identified on 1st floor work). LCD will review leaks reported in the Print Shop. ○ Three leaks at the curtain wall, two in which previously repaired in the storm in October of 2009 (on floors 6, 9, and 11). Dave Edwards is scheduled to trace the leaks with MCA this Thursday after 6:00 pm. Once the investigation is complete ceiling tiles will be replaced. ○ BPM walked the building early this morning and some of the leaks discussed above were not evident as detected by BOE personnel. With the reports mentioned above BPM staff is now responding. ○ JLS was instructed by DGS to complete a visual inspection daily on Items #30 and #31 during periods of wet weather such as we are experiencing today (high winds and rain). 	BPM
			BPM/JLS
			LCD
			PMB
			BPM
			JLS

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

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: February 1, 2010
Conference No.: 36
Date & Time: January 27, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ 21st Floor <ul style="list-style-type: none"> ○ Carpet removal protocol <ul style="list-style-type: none"> ▪ Proposed protocol will be a pilot for the west quadrant of the 21st Floor. If it works well, it will be used for the remaining quadrants on the floor. ▪ LCD and HTI will discuss remaining issues after today's meeting. ▪ LCD will email final draft to DGS (MMoore) and HTI on Thursday. • Window Leaks DEdwards and HTI investigated a questionable leak (it was so small) reported through the web site. BPM is not receiving water leak reports; BOE will follow up on this. Water leak near Room 139 where the 2nd floor parking structure meets the precast concrete – A full report requires disassembly of a desk in Room 139 to get access into the fiberglass and use of a lift; BPM getting scope of work in writing. This will be an in-house issue and BOE (VPaul) and BPM will meet separately to discuss possible alternatives. 	<p>LCD/HTI LCD</p> <p>PMB/BOE/ PMB (DEdwards)</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ Cafeteria will be used March 13 in the morning for a state exam ▪ Plans for leasing space for BOE at Gateway did not work out; property owner does not want to lease to the State. This impacts the move planned for the 19th Floor (56,000 square feet, housing the Call Center and small BOE programs) 	
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ Nothing to report 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ February 3, 2010, 10:00 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: February 8, 2010
Conference No.: 37
Date & Time: February 3, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report 	

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

MEETING MINUTES

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

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BOE-DGS Schedule 2- 10-10

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

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

Page 1

Task
 Split

Progress
 Milestone

Summary
 Project Summary

External Tasks
 External Milestone

Deadline

MEETING MINUTES

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

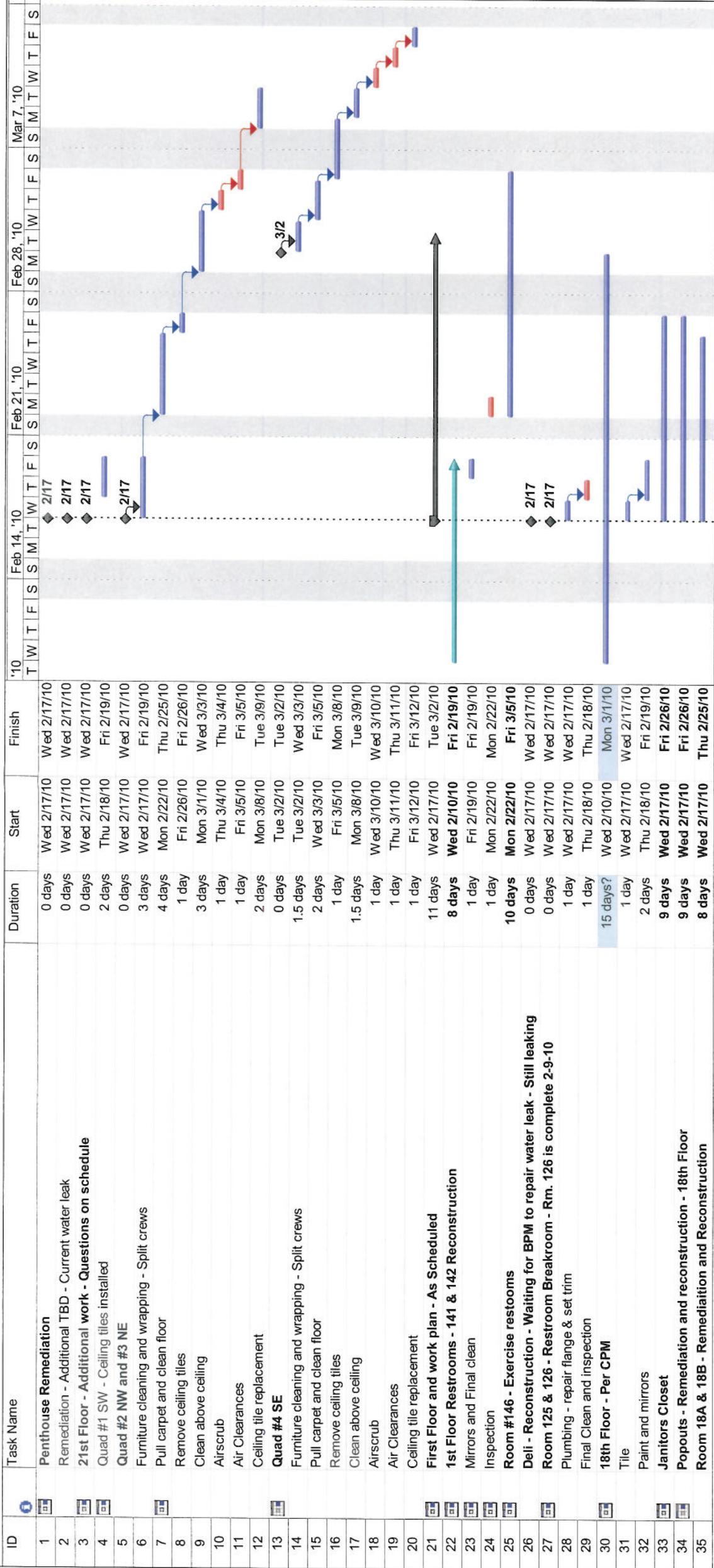
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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007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

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

BOE-DGS Schedule 2-17-10



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

Task Split Progress Milestone Summary Project Summary

External Tasks External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: February 24, 2010
Conference No.: 40
Date & Time: February 24, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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X	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
X	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
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	Ted Ice	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
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<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ Funds for fiscal year 2010-11 – LHauser noted that per BCourtner, \$2.5M is needed for next fiscal year. BOE said this amount is available and suggested that by March 12, DGS obtain DOF approval to get these funds set aside; after this date, they may get redirected elsewhere. 	<p>PMB</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ None 	
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ DGS provided BOE with copies of the following Biomax reports <ul style="list-style-type: none"> ○ Breakroom Closeout Reports (includes discs) – 2 copies ▪ DGS provided BOE with copies of the following LCD reports <ul style="list-style-type: none"> ○ Floors 4 and 11 Closeout Report – (2 copies; hard copy report only; formal transmittal letter and discs will be delivered to VPaul next week with additional floors). ▪ Interviews with 3rd Floor employees are scheduled for March 3 – VPaul to confirm. 	<p>PMB BOE/LCD</p>
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ March 3, 2010, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 2-24-10

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

3/24

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

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: March 4, 2010
Conference No.: 41
Date & Time: March 3, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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

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

<p>II. Schedule / Progress</p>	<p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 1/14/2011 ▪ Physical Work completed by 12/02/2010 <p>▪ BOE is dealing with back to back moves so DGS will get together with BOE and take a look at the upcoming moves to stay on the critical path or make a revision to the project schedule. Currently the project is on schedule.</p> <p>▪ 1st Floor work will be added to the master schedule when the next revision is issued.</p> <p>▪ BOE move from Floor 19 to new lease space must be completed no later than Dec. 31, 2010 – BCourtner will monitor this.</p> <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 18th Floor was turned over to BOE on 3/2/09. ▪ 3rd Floor – Walk through planned for March 25 to turn over the floor to DGS. ▪ Penthouse Remediation is waiting for the patch at the pre-cast concrete being contracted by BPM. ▪ 21st Floor – per the schedule <ul style="list-style-type: none"> ○ NW Quadrant – clearance samples are being taken today. ○ NE is under containment and being remediated now. ○ Corridor off freight elevator will be completed this weekend. ▪ 1st Floor – Storage area (old deli) is nearly completed but is delayed final turn over until BPM can patch the leaks in the garage. ▪ Room #146 – Exercise Restrooms <ul style="list-style-type: none"> ○ Remediation work on the men’s restroom in progress. ○ Remediation work on the women’s restroom in progress. <p>c. Delays</p> <ul style="list-style-type: none"> ▪ None to report <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> • Interviews for 3rd floor personnel are scheduled for 3/9/10 (9-11 am); VPaul will verify room location with LCD. BOE has reported historic water intrusion events on this floor on New Years Eve 2005. • DGS requested access to the 3rd floor as soon as possible to test for mold growth under the carpet. The request was mainly to help determine additional funds needed for this floor and four other floors that have the old broadloom carpet that was found on the 21st floor. BOE reported this floor is highly sensitive because HR is located on 3 and they are in the process of hiring 500+ employees. Due to limited access to the sensitive areas and concern for clearing test locations, DGS will test when floor is turned over and not occupied by BOE staff. 	<p>PMB/BOE</p> <p>PMB</p> <p>DGS</p> <p>BPM</p> <p>LCD/HTI</p> <p>JLS</p> <p>BOE/LCD</p>
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<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ Any potential changes in project costs are difficult to determine at this time, as conditions on the remaining floors are unknown. DGS is awaiting billings for the 21st floor to help determine if additional funds will be needed for this fiscal year to address increased remediation costs. BCourtner will follow-up with Scott @ DOF as to if BOE funds can be diverted to our project before March 12th. 	<p>BOE/DGS</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ On 21st Floor in the NW quadrant, a fire sprinkler 90 degree fitting is corroded and needs to be replaced. JSommerville will contact the fire marshal and (JLS/Grinelle) will coordinate with city fire prior to the replacement. This quadrant is still under containment, so when cleared per the protocol, JLS will contract with Simplex/Grinelle to expedite the repair before turning the floor back over to BOE. BPM will get Simplex/Grinelle contact information to JLS. ▪ HTI and LCD are discussing an alternative approach to the 3rd floor initial investigation and carpet removal procedures. The 21st floor wrapping of the furniture is extremely labor intensive so once the approach is agreed to by the hygienists (and if modifications are recommended), DGS and BOE will review and approve recommendations. 	<p>BPM/JLS</p> <p>HTI/LCD DGS/BOE</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ Mary Hoy is back from being on sick leave last week. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ March 10, 2010, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 3-3-10

ID	Task Name	Duration	Start	Finish	28, '10	Mar 7, '10	Mar 14, '10	Mar 21, '10
					M T W T F S S M T W T F S S M T W T F S S M T W T F S			
1	Penthouse Remediation	0 days	Wed 3/3/10	Wed 3/3/10				
2	Remediation - Additional TBD - Current water leak	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
3	21st Floor - Additional work - Questions on schedule	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
4	Quad #2 NW and #3 NE	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
5	Airscrub	1 day	Wed 3/3/10	Wed 3/3/10				
6	Air Clearances and Results	1 day	Thu 3/4/10	Thu 3/4/10				
7	Ceiling tile replacement	2 days	Fri 3/5/10	Mon 3/8/10				
8	Quad #4 SE	0 days	Tue 3/2/10	Tue 3/2/10	◆ 3/2			
9	Furniture cleaning and wrapping - Split crews	1.5 days	Tue 3/2/10	Wed 3/3/10				
10	Pull carpet and clean floor	2 days	Wed 3/3/10	Fri 3/5/10				
11	Remove ceiling tiles	1 day	Fri 3/5/10	Mon 3/8/10				
12	Clean above ceiling	1.5 days	Mon 3/8/10	Tue 3/9/10				
13	Airscrub	1 day	Wed 3/10/10	Wed 3/10/10				
14	Air Clearances	1 day	Thu 3/11/10	Thu 3/11/10				
15	Ceiling tile replacement	1 day	Fri 3/12/10	Fri 3/12/10				
16	21st Floor Core remediation - 2 phases	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
17	Freight Elevator area and access to outer core	2 days	Fri 3/5/10	Mon 3/8/10				
18	Remaining Core	2 days	Fri 3/12/10	Mon 3/15/10				
19	First Floor and work plan - As Scheduled	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
20	Room #146 - Exercise restrooms	10 days	Wed 3/3/10	Tue 3/16/10				
21	Deli - Waiting for JLS to repair water leak - TBD	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
22	18th Floor - Per CPM - Turned over 3-2-10	0 days	Wed 3/3/10	Wed 3/3/10	◆ 3/3			
23	3rd Floor - per CPM	0 days	Wed 3/24/10	Wed 3/24/10				◆ 3/24

25

25



Deadline



External Tasks



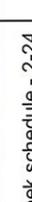
External Milestone



Summary



Project Summary



Task Split



Progress Milestone

Task Split

Task Split

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: March 15, 2010
Conference No.: 42
Date & Time: March 10, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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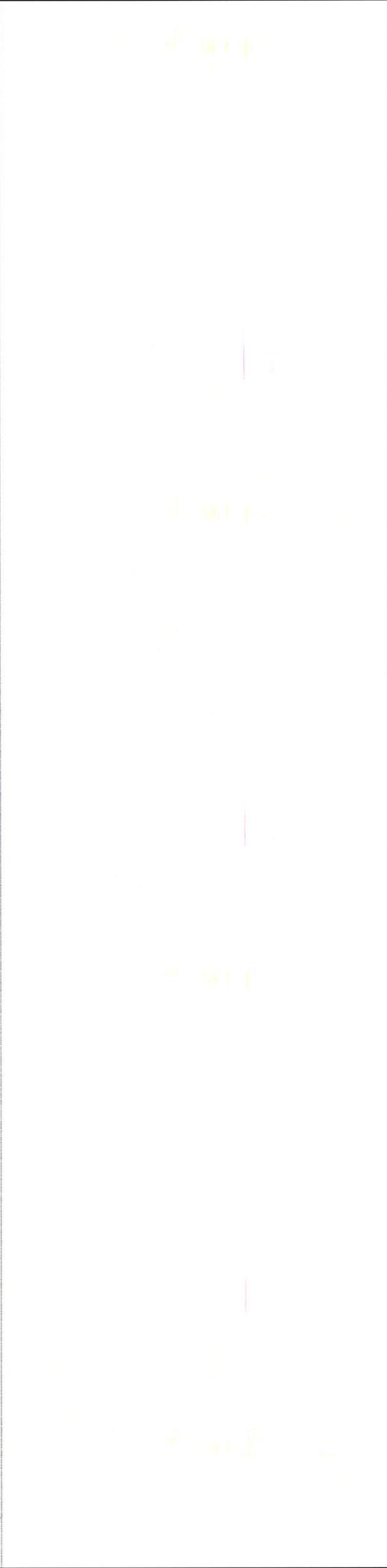
<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none">▪ None to report	

<p>II. Schedule / Progress</p> <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 1/14/2011 ▪ Physical Work completed by 12/02/2010 ▪ Current issue date 3/9/10. <p>▪ 1st Floor work has been added to the master schedule, but a slight revision to some of the weekend work will be picked up when the next revision is issued.</p> <p>▪ 21st Floor is expected to be ready by 3/19/10 for turn-over to BOE. Since 3/19/10 is a furlough Friday, it is possible the turn-over may take place on 3/18/10.</p> <p>▪ If 3rd Floor is not turned back to BOE on 4/19/10 as scheduled, the succeeding floor will be deyaed by one month.</p> <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 3rd Floor – Walk through planned for March 25 to turn over the floor to DGS. ▪ Penthouse Remediation is waiting for the patch at the pre-cast concrete being contracted by BPM. ▪ 21st Floor – per the schedule <ul style="list-style-type: none"> ○ NE will be tested Wednesday 3/10/10. All other quadrants are cleared. ○ Corridor off freight elevator was completed and cleared. ○ Remaining corridor will be remediated and completed on Saturday. ○ JLS to sub contract with Simplex to repair corroded fire sprinkler line and repair will be made on Saturday. ▪ 1st Floor – Storage area (old deli) is nearly completed but is delayed final turn over until BPM can patch the leaks in the garage. ▪ Room #146 – Exercise Restrooms <ul style="list-style-type: none"> ○ Remediation work on the men’s restroom awaiting HTI test results. ○ Remediation work on the women’s restroom awaiting HTI test results. <p>c. Delays</p> <ul style="list-style-type: none"> ▪ None to report <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> • LCD will amend remediation protocols for future floor related to the carpet removal and DGS will provide a copy to HTI for their review and comments. • LCD requested permission to check carpeting in vacant area on the 3rd floor; BOE can not permit this due to risk to occupants in other areas of the floor (this is a high risk floor). • VPaul will follow up on request to complete interviews for all remaining floors (2,6,7,8, & 20) ASAP. 	<p>PMB/BOE</p> <p>DGS/BOE</p> <p>LCD</p> <p>JLS</p> <p>BPM</p> <p>HTI</p> <p>LCD/HTI</p> <p>BOE</p>
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<p>III.</p> <p>IV.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ BOE requested by next meeting of any potential changes in project costs and would like to have prior to Agency meeting of 3/22/10. <p>New Business</p> <ul style="list-style-type: none"> ▪ No decision was made as to if a meeting will be held the week of 3/29/10 (3/31/10 is a State holiday). 	<p>LCD/DGS</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ BOE's - Caroline and Liz will be out Tuesday, 3/30/10, Vince out Thursday, 4/1/10. ▪ Jill on vacation week of 3/29/10 – 4/2/10. 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ March 17, 2010, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 3-10-10

ID	Task Name	Duration	Start	Finish	'10	Mar 7, '10	Mar 14, '10	Mar 21, '10	S	M	T	W	T	F	S
1	Penthouse Remediation	0 days	Wed 3/10/10	Wed 3/10/10											
2	Remediation - Additional TBD - Current water leak	0 days	Wed 3/10/10	Wed 3/10/10											
3	21st Floor - Additional work - Questions on schedule	0 days	Wed 3/10/10	Wed 3/10/10											
4	Quad #3	0 days	Wed 3/10/10	Wed 3/10/10											
5	Carpet install BPM	2 days	Thu 3/11/10	Fri 3/12/10											
6	Simplex Grinnell - Saturday	1 day	Sat 3/13/10	Sat 3/13/10											
7	Quad #4 NE	0 days	Wed 3/10/10	Wed 3/10/10											
8	Airscrub	1 day	Wed 3/10/10	Wed 3/10/10											
9	Air Clearances	1 day	Thu 3/11/10	Thu 3/11/10											
10	Ceiling tile replacement	1 day	Fri 3/12/10	Fri 3/12/10											
11	21st Floor Core remediation - 2 phases	0 days	Wed 3/10/10	Wed 3/10/10											
12	Remaining Core Remediation	2 days	Fri 3/12/10	Sat 3/13/10											
13	Ceiling tile replacement	1 day	Mon 3/15/10	Mon 3/15/10											
14	Room #146 - Exercise restrooms	10 days	Wed 3/3/10	Mon 3/15/10											
15	Deli - Waiting for JLS to repair water leak - TBD	0 days	Wed 3/10/10	Wed 3/10/10											
16	3rd Floor - per CPM	0 days	Thu 3/25/10	Thu 3/25/10											
17	First Floor and work plan - As per new CPM	0 days	Wed 3/10/10	Wed 3/10/10											



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

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

MEETING MINUTES

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

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

MEETING MINUTES

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

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

MEETING MINUTES

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

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

BOE-DGS Schedule 3-23-10

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

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

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: April 8, 2010
Conference No.: 46
Date & Time: April 7, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ PMB to send Caroline Cabias the latest cash flow and 3 page estimate for B. Courtner & C. Cabias meeting with DOF. 	<p>PMB/js</p>
<p>IV.</p>	<p>New Business</p> <ul style="list-style-type: none"> ▪ The e-mail V. Paul sent remediation team regarding new card reader for the 3rd floor room 3B storage was discussed; however this is a BOE internal issue unrelated to this project other than DGS is currently working on the 3rd floor. BOE to handle outside the scope of this project. 	<p>BOE</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ DGS reported an area on the east side of the 3rd floor required remediation due to overwatering of plants. The issue related to plants in the building was discussed earlier in the project and recommendations were made to BOE to establish a policy to avoid future mold contamination. Christine Demes made note of past discussions. 	<p>BOE</p>
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ April 14, 2010, 10:30 am, BOE, Room 2221 	

BOE-DGS Schedule 4-7-10

ID	Task Name	Start	Finish	'10 W T T F S	Mar 21, '10 S M T W T F S	Mar 28, '10 S M T W T F S	Apr 4, '10 S M T W T F S	Apr 11, '10 S M T W T F S	Apr 18, '10 S M T W T F S	Apr 25, '10 S M T W T F S
1	Penthouse Remediation	Tue 4/6/10	Tue 4/6/10							
2	Parapet Wall Repair - JLS -	Wed 4/7/10	Wed 4/7/10							
3	Room #146 - Exercise restrooms	Thu 3/18/10	Fri 4/30/10							
4	Deli - Waiting for JLS to repair water leak -	Tue 4/6/10	Tue 4/6/10							
5	3rd Floor - per CPM -	Tue 4/6/10	Tue 4/6/10							
6	Restrooms	Wed 4/7/10	Tue 4/13/10							
7	Janitors Closet	Wed 4/7/10	Wed 4/14/10							
8	Storage room 3B & 3C	Wed 4/7/10	Wed 4/7/10							
9	SE & SE - Popouts	Wed 4/7/10	Wed 4/7/10							
10	NE Carpet remediation	Wed 4/7/10	Tue 4/13/10							
11	Westside carpet remediation	Wed 4/7/10	Mon 4/12/10							
12	Carpet install - BPM - 3rd floor	Thu 4/8/10	Thu 4/15/10							
13	Quality - Furniture reinstall	Wed 4/14/10	Fri 4/16/10							
14	Netcomm - Phone and Data	Sat 4/17/10	Sat 4/17/10							
15	3rd Floor - Turn over - Time TBD	Mon 4/19/10	Sat 4/17/10							
16	First Floor and work plan - As per new CPM	Tue 4/6/10	Mon 4/19/10							
17	6th Floor - Per CPM	Fri 4/16/10	Tue 4/6/10							
18	Fire Riser Cabinets	Tue 4/6/10	Tue 4/6/10							
19	Fire Risers Floors 14, 15 and 16	Fri 4/9/10	Sun 4/11/10							
20	Fire Risers Floors 8, 9 and 11	Fri 4/16/10	Sun 4/18/10							
21	Fire Risers Floors 5, 6 and 7	Fri 4/23/10	Sun 4/25/10							

Project: DGS - 3 week schedule - 4-6-
Date: Tue 4/6/10

Task
Split

Progress
Milestone

Summary
Project Summary

External Tasks
External Milestone

Deadline



MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: April , 2010
Conference No.: 47
Date & Time: April 14, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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V.	Other <ul style="list-style-type: none"><li data-bbox="245 184 1292 220">▪ BOE reported that (with recent rains) no new building leaks have been found.	
VI.	Next Meeting <ul style="list-style-type: none"><li data-bbox="245 289 854 325">▪ April 21, 2010, 10:30 am, BOE, Room 2221	

BOE-DGS Schedule 4-14-10

ID	Task Name	Start	Finish	'10	Mar 21, '10	Mar 28, '10	Apr 4, '10	Apr 11, '10	Apr 18, '10	Apr 25, '10	May
				W T T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	Penthouse Remediation - TBD	Wed 4/14/10	Wed 4/14/10								
2	Room #146 - Exercise restrooms	Thu 3/18/10	Fri 4/30/10								
3	Deli - Waiting for JLS to repair water leak - TBD	Wed 4/14/10	Wed 4/14/10								
4	3rd Floor - per CPM -	Wed 4/14/10	Wed 4/14/10								
5	Janitors Closet	Wed 4/7/10	Wed 4/14/10								
6	Room 324 & 325 - Build back	Wed 4/14/10	Fri 4/16/10								
7	Carpet install - BPM - 3rd floor	Thu 4/8/10	Fri 4/16/10								
8	Quality - Furniture reinstall	Wed 4/14/10	Sat 4/17/10								
9	Netcomm - Phone and Data	Sat 4/17/10	Sat 4/17/10								
10	3rd Floor - Turn over - Time TBD	Mon 4/19/10	Mon 4/19/10								
11	First Floor and work plan - As per new CPM	Wed 4/14/10	Wed 4/14/10								
12	6th Floor - Per CPM	Fri 4/16/10	Fri 4/16/10								
13	Fire Riser Cabinets	Wed 4/14/10	Wed 4/14/10								
14	Fire Risers Floors 8,9 and 11	Fri 4/16/10	Sun 4/18/10								
15	Fire Risers Floors 5,6 and 7	Fri 4/23/10	Sun 4/25/10								
16	Fire Risers Floors 2,3 and 4	Fri 4/30/10	Sun 5/2/10								

Project: DGS - 3 week schedule - 4-14
 Date: Tue 4/13/10

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: April 22, 2010
Conference No.: 48
Date & Time: April 20, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 1/14/2011 ▪ Physical Work completed by 12/02/2010 ▪ Current issue date 4-7-10 <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ Room #146 – Exercise Restrooms <ul style="list-style-type: none"> ○ Rooms will be completed by April 30th, the shower pans are to be installed tomorrow. ○ 6th Floor <ul style="list-style-type: none"> ○ Carpet removal is completed. ○ Rooms 603, 613, 614, 615 & 616 will need to be remediated. ○ Room 618 & 619 are pending sample results. ○ Southeast punch window containment is built. ▪ Fire Riser Cabinets - JLS will suspend work this weekend on floors 6, 7, and 8 to complete the showers on 1st floor and will resume on the weekend of 4/30/10. ▪ Work on the 3rd Floor completed, Rm 311 voice/data cover plate will be replaced once HTI has completed their air clearance report later today. <p>c. Delays None to report, however BOE has been notified by DGS of the critical time frames for lease execution and the critical nature of accurate program information; potential delays could affect the move off of Floor 19.</p> <p>d. Inspection & Safety Notes None to report.</p>	<p>JLS</p> <p>LCD</p> <p>JLS</p>

<p>III.</p> <p>Old Business</p> <ul style="list-style-type: none"> ▪ BOE and DGS should meet with Scott with DOF next week, but are still waiting for confirmation from Scott. <p>New Business</p> <p>IV.</p> <ul style="list-style-type: none"> ▪ 6th Floor - Rust was found under the hot water heater, on the floor of the janitor's closet. DGS reported the water heater is original to the building construction and will be replacing it with an 80 gallon tank and 6" deep water catch basin. BPM will look at the other water heaters in the building and advise as to their condition by next week. ▪ BOE requested O&M Plan and an estimate of on-going future costs for the building pertaining to remediation activities or "annual maintenance/survey/inspections. M. Moore reported LCD will be training the building maintenance staff in August/September 2010. Costs for periodic surveys can be included in the O&M; however, annual maintenance costs will be too variable to estimate. Work on draft O&M will begin now. 	<p>BOE/DGS</p> <p>BPM/JLS</p> <p>PMB/BPM/ LCD</p>	
<p>V. Other</p> <ul style="list-style-type: none"> ▪ 		
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ April 28, 2010, 10:30 am, BOE, Room 2221 		

BOE-DGS Schedule 4-20-10

ID	Task Name	Start	Finish	Apr 18, '10	Apr 25, '10	May 2, '10	May 9, '10
				T F S	T W T F S	S M T W T F S	S M T W T F S M
1	Penthouse Remediation - TBD	Tue 4/20/10	Tue 4/20/10				
2	Room #146 - Exercise restrooms	Tue 4/20/10	Fri 5/7/10				
3	Deli - Waiting for JLS to repair water leak - TBD	Tue 4/20/10	Tue 4/20/10				
4	First Floor and work plan - As per new CPM	Tue 4/20/10	Tue 4/20/10				
5	6th Floor - Per CPM	Fri 4/16/10	Fri 4/16/10	◆ 4/16			
6	Carpet Removal completed	Tue 4/20/10	Tue 4/20/10				
7	Mens and Women's restrooms	Tue 4/20/10	Mon 5/3/10				
8	Janitors Closet	Tue 4/20/10	Tue 5/4/10				
9	Storage Rooms 6B & 6C	Mon 4/19/10	Wed 4/28/10				
10	Rooms 613,614,615 and 616, 603	Tue 4/20/10	Mon 5/3/10				
11	Rooms 618 and 619 - Pending samples	Tue 4/20/10	Tue 5/4/10				
12	South East popouts	Wed 4/21/10	Tue 5/4/10				
13	Fire Riser Cabinets	Tue 4/20/10	Tue 4/20/10				
14	Fire Risers Floors 6,7 and 8	Fri 4/23/10	Sun 4/25/10				
15	Fire Risers Floors 3,4 and 5	Fri 4/30/10	Sun 5/2/10				
16	Fire Risers Floors 1 and 2	Fri 5/7/10	Sun 5/9/10				

Project: DGS - 3 week schedule - 4-14
Date: Tue 4/20/10

Task
Split



Progress
Milestone



Summary
Project Summary



External Tasks
External Milestone



Deadline



MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: May 3, 2010
Conference No.: 49
Date & Time: April 28, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 3/10/2011 ▪ Physical Work completed by 1/27/2011 ▪ Current issue date 4-26-10 <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ Room #146 – Exercise Restrooms <ul style="list-style-type: none"> ○ Rooms will be completed by April 30th, Friday, late afternoon and will be available for use on Monday morning. ○ 6th Floor <ul style="list-style-type: none"> ○ Remediation will be completed by 5/5/10. Final walk-thru is scheduled for Wednesday 5/5/10 at 8:30 am. ▪ Fire Riser Cabinets - JLS will continue this weekend with floors 6, 7, and 8. ▪ Corridor #132 will be completed this weekend. <p>c. Delays DGS incorporated call center staff (floor 19) move set for 12/15/10. Programmatically, BOE must move before 1/1/2011.</p> <p>d. Inspection & Safety Notes</p> <p>It was discussed that Floor 6 had more hard walls (and more walls affected by water staining in SE quadrant) than typical floors. The cause of water staining could not be determined.</p>	<p>JLS</p> <p>BOE/DGS</p> <p>JLS</p> <p>HTI/LCD</p>

<p>III. Old Business</p> <ul style="list-style-type: none"> ▪ Caroline C. to confirm a Monday morning meeting with DOF and she will send e-mail to Bob C. ▪ The Agency meetings are scheduled for every two months, so the next meeting will be in June 2010. ▪ It was confirmed that Floor 10 interviews have been completed. LCD interviews for floor 7 & 8 will be scheduled together. BOE will send out notice to the employees on those floors to capture historical data. <p>IV. New Business</p> <ul style="list-style-type: none"> ▪ BOE requested the moving flag remain on the cubicle so their moves will be quicker and the contractor will figure a method if the cubes need to covered. ▪ BPM/LCD will meet and fill in the gaps for remaining O&M protocols need for this building. ▪ BOE/DGS will meet next week and review the 5th floor operations for their remediation work. 		<p>BOE/DGS</p> <p>BOE/LCD</p> <p>JLS</p> <p>BPM/LCD</p> <p>DGS/BOE</p>
<p>V. Other</p> <ul style="list-style-type: none"> ▪ None 		
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ May 5, 2010, 10:30 am, BOE, Room 2221 		

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: May 10, 2010
Conference No.: 50
Date & Time: May 5, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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<p>III.</p> <p>Old Business</p> <ul style="list-style-type: none"> ▪ Funding status meeting was completed. BOE will confirm \$2.5M of 2009/10 funds to be set aside for the remediation project with DOF. ▪ BPM and LCD are in the process identifying any outstanding procedures needed for the O & M manual. ▪ 10th floor turn over from BOE to DGS is scheduled for Monday 5/10 at 4:00 pm. LCD will start their inspections on the evening of the 10th above the ceiling restrooms. <p>IV.</p> <ul style="list-style-type: none"> ▪ LCD historical interviews for floor 7 & 8 will be scheduled shortly on each of the respective floors. <p>New Business</p> <ul style="list-style-type: none"> ▪ The recently completed showers lack a soap tray (the past shower enclosures had a tray integrated into the fiberglass). The soap dish/tray will be a surface mount and JLS is working with Mary Hoy for the exact location to meet ADA requirements. This should be completed by the end of the week. 	<ul style="list-style-type: none"> ▪ Funding status meeting was completed. BOE will confirm \$2.5M of 2009/10 funds to be set aside for the remediation project with DOF. ▪ BPM and LCD are in the process identifying any outstanding procedures needed for the O & M manual. ▪ 10th floor turn over from BOE to DGS is scheduled for Monday 5/10 at 4:00 pm. LCD will start their inspections on the evening of the 10th above the ceiling restrooms. ▪ LCD historical interviews for floor 7 & 8 will be scheduled shortly on each of the respective floors. ▪ The recently completed showers lack a soap tray (the past shower enclosures had a tray integrated into the fiberglass). The soap dish/tray will be a surface mount and JLS is working with Mary Hoy for the exact location to meet ADA requirements. This should be completed by the end of the week. 	<p>BOE</p> <p>BOE/DGS LCD</p> <p>LCD</p> <p>JLS/DGS</p>
<p>V. Other</p> <ul style="list-style-type: none"> ▪ None 		
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ May 12, 2010, 10:30 am, BOE, Room 2221 		

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: May 12, 2010
Conference No.: 51
Date & Time: May 12, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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<p>III. Old Business</p> <ul style="list-style-type: none"> ▪ BPM has completed a list to identify any procedures needed for the O & M manual. LCD expects to have an outline of all the protocols needed to maintain the building by next week. ▪ 5th Floor scheduling meeting is set for tomorrow at 9:00 am in room 2221. ▪ LCD's historical interviews for 7th floor are scheduled for next Tuesday from 9 – 11 am. LCD will send V. Paul available times for the 8th floor interviews. <p>IV.</p> <ul style="list-style-type: none"> ▪ Soap dishes are installed at the showers on the 1st floor. <p>New Business</p> <ul style="list-style-type: none"> ▪ Dave Edwards leak repair is scheduled for this weekend. ▪ BPM has repaired the sink in room 1905 that was plugged last week and JLS will remove the plastic placed in the cabinet last week as a precautionary measure. 	<p>LCD</p> <p>BOE/DGS LCD</p> <p>JLS/DGS</p>	
<p>V. Other</p> <ul style="list-style-type: none"> ▪ Mike Moore is on vacation next week. 		
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ May 19, 2010, 10:30 am, BOE, Room 2221 		

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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	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz. Houser@boe.ca.gov
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	Lisa Lambeth	Department of General Services – BPM	916 869-1702	Lisa.Lambeth@dgs.ca.gov
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X	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 - 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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	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz. Houser@boe.ca.gov
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	Ted Ice	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
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	Travis Walker	JLS Environmental Services (JLS)		
	Kenny Hsi	Hygiene Tech (HTI)	310 213-2186	khsi@hygienetech.com

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 	

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

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

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 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"> ▪ 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. ▪ 1st Floor Cafeteria Northeast wall will start on 5/6 at 3:30 pm and complete by 5/8. ▪ 21st floor build back continues and awaiting the forensic architects determination of odors. ▪ 22nd Floor Restroom and janitor closet to finish on 5/10/11. ▪ Floor 24 restrooms to start 5/10/2011. <p>c. Delays/Accelerations</p> <ul style="list-style-type: none"> ▪ Kitchen work will delay final completion date. <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None 	<p>DGS</p> <p>JLS</p> <p>JLS</p> <p>JLS</p> <p>LCD</p> <p>JLS</p> <p>DGS</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 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

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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) = 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 S M T	T F S S M T	T F S S M T	T F S S M T
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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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 	

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

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	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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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 ▪ Official Close-out Date (Litigation Resolution) = February 2013 ▪ Physical Work completed by = 7/11/11 <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"> ▪ Floor 21 VCT replacement for this floor will be applied sealer, primer and top coat the new VCT. ▪ Floor 22 VCT replacement will be determined after the building survey is completed. ▪ Floor 23 restrooms and janitor closet work is scheduled to begin on 6/1/11 and will continue through 6/19/11. ▪ Penthouse repairs (caulking exterior stucco cracks and roof repairs) is scheduled for 6/25/11. ▪ Recaulking of garage ramps is scheduled for 6/25/11. ▪ M Floor Fan Room (install doors and test) is scheduled for 6/18/11. ▪ M Floor Chiller Room, lagging replacement is scheduled for 6/18/11. ▪ 1st Floor Cafeteria south wall will take one week to complete, 6/16/11. <p>c. Delays/Accelerations</p> <ul style="list-style-type: none"> • None <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ JLS worker that fell while working in the kitchen (lost-time accident) is okay and will be returning to work tomorrow. 	<p>DGS</p> <p>JLS/LCD</p> <p>LCD</p> <p>JLS</p> <p>JLS</p> <p>JLS</p> <p>JLS</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 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. ▪ 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. ▪ 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. <p>IV.</p> <ul style="list-style-type: none"> ▪ Kitchen remediation work has begun and is expected to be completed by 7/11/11. <p>New Business</p> <ul style="list-style-type: none"> ▪ None 	<p>LCD/DGS/ BOE/JLS</p> <p>LCD</p> <p>DGS/LCD HTI</p> <p>BPM JLS/LCD</p> <p>JLS/DOR/ DHS/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 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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	Liz Peralta	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
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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

ATTENDEES

	Name	Company	Telephone	E-mail
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X	Ben Ruedger	Department of General Services – BPM	916 446-9505	bruedger@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	
	Kenny His	Hygiene Tech (HTI)	510 231-2186	kHSI@hygienetech.com
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	Robert Rodriguez	Department of General Services (DGS)	916 446-9505	Robert.rodriguez@dgs.ca.gov
	Rick Bertacchi	Brice Mechanical	916 368-0220	rick@bricemechanical.com

<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="245 491 375 525">▪ 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						

Task Progress Summary External Tasks Deadline

Split Milestone Project Summary External Milestone

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

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

ATTENDEES

	Name	Company	Telephone	E-mail
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	John Sheehan	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
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	Steve Davis	LaCroix Davis LLC (LCD)		
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	Robert Rodriguez	Department of General Services (DGS)	916 446-9505	Robert.rodriguez@dgs.ca.gov
X	Rick Bertacchi	Brice Mechanical	916 368-0220	rick@bricemechanical.com

Item	Description	Action
I.	<p>Corrections or additions to previous meeting minutes</p> <ul style="list-style-type: none"> ▪ Add - The DGS Director has decided not to sample five other State buildings as was proposed by LCD & HTI in the meeting of 7/7/11 to discuss findings at 450 N Street related to the one species of mold (cladosporium) found in fan 3 & 4 HVAC ducts. 	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 <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 continues to be replaced, chiller #3 is 95% complete, the PVC wrap remains. Chiller 1 & 2 (cold water lines) replacement will be completed the weekend of 7/29. ▪ 1st Floor Kitchen build back will be completed on 8/8. Starting on 7/26 after hours, DOR's equipment will be moved back into the kitchen and plumbing and gas hook up will be completed during the day from 7/27 – 8/8. <p>c. Delays/Accelerations</p> <ul style="list-style-type: none"> ▪ Kitchen turnover to DOR will be delayed by one week. ▪ Pipe insulation completion date is delayed also by one week. LCD will have the sample on floor M and PH completed today to know the full scope of insulation replacement. <p>Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None 	<p>DGS</p> <p>JLS</p> <p>JLS</p> <p>DGS</p>

<p>III. Old Business</p>	<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. 	<p>LCD/DGS</p> <p>DGS/LCD/ BOE/HTI</p> <p>JLS</p> <p>DGS</p> <p>JLS</p>
<p>IV. New Business</p>	<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. 	<p>BPM</p> <p>BPM</p> <p>LCD</p> <p>BOE</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ None 	

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	S	M	T	W	T	F	S	S	S	M	T	W	T	F	S	S	S	M	T	W	T	F	S	S	S	M	T	W
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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	Robert Rodriguez	Department of General Services (DGS)	916 446-9505	Robert.rodriguez@dgs.ca.gov
	Rick Bertacchi	Brice Mechanical	916 368-0220	rick@bricemechanical.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) = TBD ▪ Official Close-out Date (Litigation Resolution) = February 2013 ▪ Physical Work completed by = TBD ▪ The final CPM scheduled will be distributed next week <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 continues to be replaced and working on the last pump. The final wrap will be completed this weekend 7/29 and PVC pipe wrap and label will be completed by 8/7. ▪ 1st Floor Kitchen build back will be completed on 8/8. Starting on 7/26 after hours, DOR's equipment will be moved back into the kitchen and plumbing and gas hook up will be completed during the day from 7/27 – 8/8. BPM reported DOR plans to be operating on 8/10. Sentinal fire test is scheduled for 8/8. ▪ Break room 1616 is scheduled to start on 8/5/11 and will be completed on 8/7/11. <p>c. Delays/Accelerations</p> <ul style="list-style-type: none"> ▪ None <p>Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None 	<p>DGS</p> <p>JLS</p> <p>JLS</p>

<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 	

BOE-DGS Schedule 07-27-11

ID	Task Name	Start	Finish	June 21							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
1	Kitchen Build Back	Mon 6/20/11	Mon 8/8/11																															
2	Paint	Thu 7/21/11	Wed 7/27/11																															
3	Move Equipment In & Hook Up	Thu 7/28/11	Mon 8/8/11																															
4	M Floor Fan Room 1,2,3,4 Hatch Install	Fri 7/29/11	Sun 7/31/11																															
5	M Floor Chiller 1&2 Pipe Insulation Replacement	Thu 6/23/11	Sun 8/7/11																															
6	M Floor Pipe Hangers	Tue 8/2/11	Thu 8/4/11																															
7	Penthouse Pipe Insulation Remediation	Mon 7/25/11	Fri 8/5/11																															
8	16th Floor Room 1616 Remediation & Replace Cabinet	Fri 8/5/11	Sun 8/7/11																															



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

ATTENDEES

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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ A revised version was sent out prior to today's meeting. 	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 ▪ 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 Chiller Room insulation replacement continues to be replaced. The final wrap will be completed this weekend 7/29 and PVC pipe wrap and label will be completed by 8/12. ▪ M Floor seismic hangers will be installed 8/9 - 8/11. ▪ 1st Floor Kitchen build back will be completed on 8/8. Starting on 7/26 after hours, DOR's equipment will be moved back into the kitchen and plumbing and gas hook up will be completed during the day from 7/27 – 8/8. BPM reported DOR plans to be operating on 8/10. Sentinal fire test is scheduled for 8/8. ▪ Break room 1616 is scheduled to start on 8/5/11 and will be completed on 8/7/11. <p>c. Delays/Accelerations</p> <ul style="list-style-type: none"> ▪ Seismic hangers installation is delay by one week. <p>Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ Some of the equipment returning to the kitchen needed additional cleaning. ▪ LCD requested HTI's results for air samples collected taken while work in the fans were being conducted this past weekend. 	<p>DGS</p> <p>JLS</p> <p>JLS JLS</p> <p>JLS/LCD</p> <p>JLS</p> <p>JLS</p> <p>HTI</p>

<p>III. 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 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. 	<p>LCD/DGS BPM</p> <p>DGS/LCD/ BOE/HTI</p>
<p>IV. New Business</p>	<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. 	<p>JLS</p> <p>BPM</p> <p>DGS/HTI BOE</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ None 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ August 10, 2011, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 08-03-11

ID	Task Name	Start	Finish	June 21			July 1			July 11			July 21			August 1		
				S	M	T	T	F	S	S	M	T	T	F	S	T	F	S
1	Kitchen Build Back	Mon 6/20/11	Mon 8/8/11															
2	Move Equipment In & Hook Up	Thu 7/28/11	Mon 8/8/11															
3	M Floor Chiller 1&2 Pipe Insulation Replacement & PVC Wrap	Thu 6/23/11	Fri 8/12/11															
4	M Floor Pipe Hangers	Tue 8/9/11	Thu 8/11/11															
5	Penthouse Pipe Insulation & PVC Wrap	Mon 7/25/11	Fri 8/5/11															
6	16th Floor Room 1616 Remediation & Replace Cabinet	Fri 8/5/11	Sun 8/7/11															

Project: DGS - 3 week schedule - 07-
Date: Wed 8/3/11

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: August 12, 2011
Conference No.: 114
Date & Time: August 10, 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"> ▪ 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>

III.	Old Business	LCD/DGS BPM
	<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. 	
	<ul style="list-style-type: none"> ▪ 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. 	DGS/LCD/ BOE/HTI
	<ul style="list-style-type: none"> ▪ O & M manual is being produced by BPM and should be ready shortly for review by BOE. 	BPM
	<ul style="list-style-type: none"> ▪ 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. 	JLS
IV.	<ul style="list-style-type: none"> ▪ LCD will continue to investigate the two other HVAC systems in the building and report their findings 	LCD
	New Business	
	<ul style="list-style-type: none"> ▪ A suspicious letter found by LCD this past weekend in room 2106 was turned over to BOE security. 	
V.	Other <ul style="list-style-type: none"> ▪ None 	
VI.	Next Meeting	
	<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="245 184 980 220">▪ 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 

Split 

Progress 

 Milestone
 Summary
 Project Summary

 External Tasks
 External Milestone
 Deadline