

MEETING MINUTES

Date: June 1, 2015

To: Sammy Mannino - St. Tammany Parish Public Schools
From: Dammon Engineering
Project: Reroofing of Walkway Cover for St. Tammany Junior High
DE #: 2223
STPSB #: 1501

RE: Pre-Construction Meeting

Time/Location: 1:45 PM, May 28, 2015, St. Tammany Junior High School

Attendance: Kevin Kinchen (KK), Larry Lopez (LL), Sammy Mannino (SM), Vince DeCarlo (VD)

1. Construction will begin on June 3, 2015 due to adverse weather issues.
2. Dammon Engineering (DE) will verify status of earlier shop drawings and submittals.
3. LL delivered new submittals for roof samples.
4. SM requested that gates remain open during off hours.
5. Portable toilet to be secured with lock.
6. Gates will be closed on weekends. Advance notice of weekend construction work was requested by VD.
7. Safety cones across roadway to be provided during times of construction.
8. Roof Tech will "rope off" construction area.
9. Items stored on-site by Roof Tech:
 - a. Construction materials
 - b. Dumpster
 - c. Lift
 - d. Portable toilet
10. SM requested that one application for payment will be dated 6/30/2015.
11. Payment of materials will only be made for materials stored on-site. Payment for materials warehoused will not be approved.
12. KK requested that a draft copy of the schedule of values be provided in advance of the application for payment for review.
13. Both parties coordinated location dumpster on site.