

## Week One Progress Report

Friday, September 21, 2007

### Week One

I met the job superintendent, Tommy Raymond, on Monday and we discussed several items that he wanted clarification on. They were not major problems, but, rather some minor adjustments, which will not affect the job.

Contractor has all the new office walls rough framed as of Friday.

Found it necessary to remove approximately 6' of the shelving that is located on the outside wall of the electrical room (105) to make space for the increase in electrical circuit panels for additional lighting and wall receptacles. Part of the space for the shelving will now be used for electrical requirements.

As requested, we have attempted to save as many of the storage cabinets as possible. If the Housing Authority agrees, the cabinets in room 108 can be removed and installed in room 101. They are approximately 10' in length, which limits where they could be moved.

The electricians were in this week. They have made arrangements with CLECO to set a temporary power pole. This is necessary so that all old power panels may be removed to make space for new panels.

The telephone company has been contacted and asked to remove their service panel in room 105 to make room for other work.

Wes Gregory, Project Manager for Associated Contractors most generously offered today to install a new ceiling grid rather than cleaning and reusing the old grid material. This is a savings of over \$5,000 that was not in the bid package. He could have asked for this as an additional charge, but he chooses not to.

Power pole is set. CLECO is scheduled to connect power.

Wednesday, a crew started removing brick from the west wall so a window may be installed. They also removed the window A/C. They will use brick removed to fill area where A/C was located.

The plumbers were in Friday and decided on the necessary details for their responsibilities. They will return Monday 9/24 and complete their rough in work that day.

A/C contractor was in and has the details of how he will proceed worked out. Carpenters built the platform where the two A/C units will be installed.

Workers used brick removed from the area where the window will be installed to fill the opening where the small A/C unit was removed. After they completed replacing the brick, Superintendent Raymond noticed they had used a colored mortar that did not match existing. He had them remove the brick, picked up a bag of white mortar and had them redo the job. This speaks well of his attention to details.

Week two promises to be a busy week with three trades on site at one time.

Jack Stroupe  
Dammon Engineering

## **Week Two Progress report**

**Friday, September 28, 2007**

Carpenters have removed the brick, filled in the space where the window A/C unit was installed with brick, taken out of the wall and have framed the window opening in preparation for installing the window. It will be a few days since it has not been ordered. Electricians are on site. They are currently removing old circuits and wiring that may be used in part of the installation process.

This AM was clean up time. Workers swept the floor and removed all debris to the dumpster.

Noticeable progress made this week. A/C units installed and start of ductwork Has begun. Received clarification on what HAS will need for their computer terminals and the increase in circuits for the office machinery and their location. The Kitchen has been redesigned to eliminate a dishwasher and place a refrigerator in that location as requested by Mr. Butler. Tommy assured me that there would be no charge for these changes

Plumbers have made good progress in changes they are to complete.

Samples of tile, counter top, and paint colors were delivered to the HAS by the job superintendent for their selections to be made.

Sheetrock will be delivered onsite on Saturday and should start installing by midweek.

All subs seem to be working well together.

Selection of a roofer and door supplier have not been made as of today. It is expected that those decisions will be made soon.

Jack Stroupe  
Dammon Engineering

## Week Three Progress Report

Friday, October 5, 2007

Received an estimate of cost to replace old ceiling grid with new material. It is \$5721.26.

- I had requested an estimate to remove and reuse the existing grid, but have not yet received that estimate.
- Informed super that we can only remove cabinets in asst. adm. Office if we can relocate them to another area so they may be used for storage.
- After looking around we agreed there is not a satisfactory location elsewhere so will leave them in place.
- It was agreed that shelving in room 102 and 105 would also remain. Shelving in room 105 may interfere with the new electrical panels.
- Mr. Butler stated that he will be furnishing a refrigerator with an ice maker so informed super to run a water line to that location we agreed to.
- Super advised that the only interior metal door is the double door into room 117. He suggested that we change them to match all the other interior doors. I agreed to do so

Received estimate Associated Contractors to reuse existing ceiling grid. It is \$3568.02.

- Requested super to give me the cost for cleaning the existing grid. Should we go with new that expense should be deducted from the \$5271.26 estimate.
- This estimate appears to include the entire ceiling grid, but that is not necessary. Only the two areas where there are large A/C duct need to be removed.
- Electrician, Kirt Dammon called to inform me that the shelves in room 105 are in an area needed for additional electrical installation and at least 6' will need to be removed.
- Talked with Jason and he met me at the job site. He is agreeable to removing the approximately 6' of shelving. HA and contractor will manage the cost between the two of them. It is not Dammon's responsibility. They were scheduled for demo.

Wednesday afternoon

Wes Gregory, Project Manager, stopped by the office this afternoon to ask us about an unrelated project they have at the N.O. airport. It will require Pete to answer their questions. I took advantage of the opportunity to ask him if he could just go ahead and install a new ceiling grid at no charge and he has agreed to do so. I think this will resolve this issue!

Memo

Kirt called to advise that the cabinets in room 105 are in the way of his electrical installations, and must be removed so the electricians can install the electric panels.

Told I will inform HA this AM. They do not open until 9AM

Went to HA and talked with Jason re. cabinets in 105. We met at the job site. He agreed that the first 6' would need to be removed. Tommy was in agreement. I told them that cost for any cabinet removal/relocation will be between HA and the contractor. Tommy and Jason agreed to this.

Jack Stroupe  
Dammon Engineering

## Week Four Progress Report

Friday, October 12, 2007

Considerable progress has been accomplished this week.

- Sheetrock installation is complete and texture has been applied. The first coat of paint was sprayed.
- All A/C ductwork is finished overhead. The flexible ducts are in place to be connected after the ceiling grid is installed.
- Cat 5 cables are installed in each office and are ready to be connected in the electrical room.
- All colors for paint, flooring and roofing have been selected.
- Mr. Butler put in a change order for the flooring in waiting room. He decided that carpet would not be his first choice in his office, so, he is considering a ceramic tile, a composite wood, or solid wood rather than carpet for these floors. I understand the flooring company has any of these three choices in stock so there should not be any delay caused by these changes.
- Ceiling grids are to be installed starting Monday.
- The electrician plan to begin installing ceiling lights once the grid is in.
- The window in Mr. Butler's office has been installed. Some minor brickwork needs to be done to finish this project.

Jack Stroupe  
Dammon Engineering

## Week five progress report

Friday, October 19, 2007

This has not been the easiest of weeks for this job. Installers for the ceiling grid were scheduled for first thing Monday. They arrived just in time to go to lunch. In the mean time the electricians were there at 8 AM ready to install lighting fixtures behind the grid installers. It was late afternoon before they could begin.

The grid was scheduled to be completed by Tuesday PM. Friday afternoon the job was still not complete.

The door contractor was scheduled to arrive Tuesday AM. He arrived Thursday PM. Said he got lost. He has been at the job site twice before. The door contractor started installing the door frames and the superintendent (Tommy) noticed they were installing 6" frames rather than the required 5 3/4" frame to fit the wall. He stopped the installation and found out that his boss (Wes) had approved the change but failed to notify Tommy. Wes has now been removed from this job. Tommy has a new boss to report to, and the frames are the correct size.

HAS submitted a change order for installing ceramic tile rather than carpet in the waiting room. The request followed procedure. The problem is that when Associated Contractors received the request someone there in their office then included Mr. Butler's office. He has not decided what he wants on the floor in his office. It will be ceramic tile, composite, or wood. We now have to resubmit the request for floor change in the waiting room only.

These delays trickle down to the other subs. A/C is ready to be started. There has been a delay in requesting CLECO to connect power because of the delay in installing electric connections.

Mr. Butler made his decision Thursday on the roof color. He has not decided on the exterior paint color.

The new window installed was done very poorly and the wood panel and trim will need to be removed and replaced. Apparently ran short on trim and left a space about 6" above the window unfinished.

Interior walls really look nice. One final coat of paint will be rolled on next week.

Jack Stroupe  
Dammon Engineering

## Week six progress report

Friday, October 26, 2007

Today, Monday, October 22, 2007, we are having heavy rain. This will probably prevent CLEO from connecting power to the HAS building today.

The door installers worked over the weekend to install the new doors. There is a problem. The mortise opening for the hinges do not match the hinges on the frames. When I looked over the job this morning, the mismatch was obvious. There are large spaces where the door was mortised for a frame with hinges located at a different location. Rather than getting the correct door the installers have mortised out additional wood to accommodate the hinge. On some doors they are applying wood filler to patch the openings. This may look ok after it is sanded and painted. Will wait until they have finished and hopefully sanded down the filler to correct the problem.

Sub contractors are beginning to complain that they are not getting paid in a reasonable period of time by Associated Contractors.

I have made continuous attempts to get the required information for all the subs, and also for the return of change orders submitted to Associated Contractors office. All my request to various people at the company office have gone unanswered. This company is most difficult to do business with. Hopefully, this ordeal will soon be over.

Painters were working Thursday and Friday. CLECO connected the power on Friday. Mega Air plans to clean the ducts Saturday when there will not be anyone in the building. This is apparently a very thorough procedure and may be toxic to anyone present during the process.

Roofers are making progress. They brought in an extruding machine and rolls of the roofing with the selected color. The machine shaped the metal and cut it at the appropriate length. They began installing the sheets on Friday afternoon. I think they plan to work Saturday.

Electricians have only to install the wall plates to be complete.

Toilets and lavatories have been set in the restrooms.

Still no decision as to exterior colors or selection of flooring in Mr. Butler's office.

Jack Stroupe  
Dammon Engineering