

## MEETING MINUTES

Pharmacy Central Sterile Processing Upgrade – Project No. 10018

Date: 11/30/10 Location: Slidell Memorial Hospital-Phone Time: 9:00AM

Attendees: Ben Galloway-Chuck Dammon-Thomas Hughes- Chester Cabirac

### General discussion of what transpired at the meeting:

1. Fire Proofing of the ceiling in areas that was removed were the electrical contractor and mechanical contractor installation took place has started today and will be complete today.
2. The 2x2 Light fixtures are scheduled to arrive next week for installation.
3. John New has added a cooling coil to the HVAC system, which he paid to have installed. But the added coil increased the length and area of insulation that is applied to the system and the sub contractor is asking for an additional \$900.00 extra to cover the cost of this item and John New refuses to pay it stating that he never authorized the work.
4. John New asked to have additional thermostat boxes installed in certain locations but did not tell the sub contractor how to properly install them. The sub contractor installed the boxes in a vertical position, and the boxes should have been installed in horizontal position. After the meeting today ARC and I visited the job site and came up with a solution to the boxes and will be able to keep them as they are installed.
5. There is a question of the Fire Alarm connection, should the HVAC and Chemo Hood Exhaust fan be tied into the Fire Alarm to shut down all equipment. I just talked to the Local Mechanical inspector and the Fire Marshall. The Chemo hood shall not be tied into the Fire Alarm only the HVAC. Also the minimum distance between the exhaust fan and the HVAC shall be ten feet.
6. The HVAC supply air grilles that were delivered to the site were intended as a top mount fixture. The sub contractor in the field changed/modified them to a side mount fixture due to space constraints without notifying anyone of the problem until he was complete. If caught earlier a different type of grille could have been supplied. The sub contractor is asking for additional money. ARC is going to ask the sub to prepare a cost sheet to verify the cost and submit to us.
7. Both hoods are on site and ready to be installed.

This concludes our meeting minutes for the meeting, if you have any questions about the above minutes please do not hesitate to ask per email @ [Chuckdammon@yahoo.com](mailto:Chuckdammon@yahoo.com).