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C o n s t r u c t i o n C o m p a n y

**Council of State & Territorial Epidemiologists
2635 Century Center, NE
Suite 700
Meeting Agenda
April 19, 2018**

- **Project Schedule**
 - Review Project Schedule
 - Permit status
 - Lead-times: flooring, wallcovering, light fixtures
- **Project Details & Coordination**
 - Coordination / Selections / Sketches / Details:
 - Above-ceiling: HVAC / Plumbing / Electrical / Sprinkler / V& Data
 - Review boxed headers @ Medium pressure duct Location.
 - AV / electrical coordination meeting: Friday, 4/20 @ 10:30 AM at the site. To determine floor core and wall details for A/V and data connections.
 - PIU's to relocate: Units 7-09 and 7-10
 - Eliminate lobby soffit lighting from scope,
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 - Revisions: Plans / Changes / Sketches:
 - SKA/1, dated 3.29.18
 - CSTE:
 - Status of Vendor Contracts / Contacts?
 - a. Low-Voltage Vendor - complete
 - b. A/V Vendor – approved, no contract signed
 - c. Security Vendor
 - d. Furniture Vendor
 - Furniture dimension plans: 4.27.18
 - LL / Bldg Management
 - Air handling unit replacement
 - a. 5/7 – 5/13: demo of existing unit
 - b. 5/14 – installation of new unit



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- **Action Items**
 - Current
- **RFI's**
 - Review Log
 - RFI's #1-#3 – satisfied
 - DbI wall dimension between 701 & 702 provided: 11”
 - Restrict 727: recept to relocate to left side of sink @ 48” AFF; soap dispenser to remain per plans
 - Projection screen switch to be installed per Sheet I/4...ganged with light switch
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- **Submittal Log**
 - Review Log
- **Submitted / Approved Change Directives:**
 - To price:
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 - Under Review:
 - CCA #3 – perforated metal infill at ACT slot
 - Approved:
 - 2x4 fixtures to supplement LL's stock
 - CCA #2 (SKA/01)
 - Drywall repairs @ bldg. core and columns: NTE / time & materials
- **Pay Applications - Status**
 - N/A
- **Next Progress Meeting**
 - Thursday, April 26th @ 10:30 AM



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ACTION ITEMS

ITEM #	DESCRIPTION	RESPONSIBLE PARTY	MTG DATE ISSUED	DATE COMPLETED
1	5.6.18: WHCC to provide close-outs via thumb drive and email link	WHCC	4/6	4/6
2	5.6.18: WHCC to provide GWB soffit @ MP duct in corridor	WHCC	4/6	4/6
3	5.6.18: WHCC to lower ACT clg in order to accommodate the MP duct in File Room #736	WHCC	4/6	4/6
4	WHCC / Studley to finalize scope / project cost 4.9.18: WHCC sent final proposal to Studley	WHCC	4/6	4/9
5	Highwoods to issue NTP 4/12.18: NTP Recv'd 4.12.18	Highwoods	4/6	4/12
6	Highwoods to provide contact information for Thyssen Krupp 4/12/18: Contact info received- Daniel Gross 770.916.0555 / 404.680.9783 (cell) Daniel.gross@thyssenkrupp.com	Highwoods	4/6	4/12
7	4.6.18: Highwoods confirmed that sprinkler work may be done during normal working hours	Highwoods	4/6	4/6
8	Studley / CSTE to provide: a. Furniture vendor contact info b. v/data vendor contact info c. audio/visual contact info d. access control contact info (WHCC to provide e/locksets, electric strikes, and/or elect. hinges only – AC vendor to provide balance	Studley / CSTE	4/6	a. 4/12 b. 4/12 c. 4/12 d. _____
9	Studley / CSTE / Nelson to provide: a. dimensioned floor plan for floor feeds and wall feeds – BY 4/27 b. dimensions for conference room and other cores within the suite – BY 4/27	Studley / CSTE / Nelson	4/6	
10	4.6.18: WHCC to provide the following alternates: a. F&I under-counter lighting: #703 & #714 b. F&I bottle-filling station c. Provide soffit beneath medium pressure duct @ corridor pass-thru from mechanical rooms d. 4.9.18: supplement 2x4 fixtures to qty needed for project	WHCC	4/6	4/6 4/9
11	WHCC to confirm AV requirements with AV vendor for related electrical installations (devices / conduit / etc) Partial recv'd ????	WHCC	4/6	
12	WHCC to close-off 7 th floor restrooms	WHCC	4/6	
13	WHCC to schedule installation of LL blinds 4/19/18: reflected on project schedule (Line 92)	WHCC	4/6	4/19
14	4/12/18: It was determined that all electrical and low voltage devices are to be “WHITE” in color	Nelson Highwoods	4/12	4/12



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15	CSTE IT to review Heat-Loads in IT Room 4.13.18: CSTE confirmed that IT Room should be ok with door vent. Requested a price for AC unit	CSTE	4/12	4/13
16	WHCC to provide pricing for supplemental AC unit for IT Room	WHCC	4/13	
17	One-Path to provide sizes and locations of TV's for blocking and power/data placement.	Studley / OnePath	4/18	
18	4.12.18: Highwoods approved the relocation of the drain line for the bottle station to the Men's Restroom due to a conflict with the medium pressure duct.	Highwoods	4/12	4/12
19	4.12.18: WHCC directed to extend the existing mull to gwb condition at existing to remain walls and columns (add sheet-metal and extend to ceiling)	Studley	4/12	4/12
20	4/18/18: Nelson approved and confirmed the following: a. Door types D/1 and D/2 to be 9/0 b. Door types D/2 thru D/8 to be 8/6 to match LL core doors (8/6 to top of HM frame; 8/4 to top of door c. Glass lites at all offices to align with 8/6 doors d. Drop ceilings to 8'-6" AFF in #772, #773, #774, #736 e. Shared office #733 to have a bulkhead drop to 8'-6" ... balance of ceiling to entry to remain at 9'-0" f. Type A walls to have SAB above ceiling only ... no SAB within wall cavities g. ACT at corridor outside of Mechanical room to drop to clear the medium pressure duct – clg drop to align with walls at #774 & #769	Nelson	4/12	4/18
21	4.12.18: WHCC to raise fire alarm junction boxes serving the access control at both stairwell doors	WHCC	4/12	4/12
22	Nelson to provide specifications for refrigerators	Nelson	4/12	
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