

MEETING NOTES

No. 63

HDA Architects, LLC

Date: September 18, 2014

PROJECT: **Willcox Bond Program**
Willcox Unified School District No. 13
Architect Project No. 1329

PAGE: 1 of 2

IN ATTENDANCE:

Jeff Thompson	Willcox U.S.D. #13	jeff.thompson@wusd13.org
Tom Currin	Willcox U.S.D. #13	tom.currin@wusd13.org
Dr. Walter "Skip" Brown	Valley Schools M.G.	drskip98@earthlink.net
Brad Walker	D.L. Withers Construction	bwalker@dlwithers.com
Toby Brooks	D.L. Withers Construction	tbrooks@dlwithers.com
Paul Holland	HDA Architects LLC	paulh@hd-architects.com

This meeting was held at the Willcox District Conference Room.

1. Toby Brooks was introduced as the construction site superintendent for this project.
2. Project Safety as related to an occupied construction site was discussed with the following comments:
 - a. All construction workers on site shall have a visual designation.
 - b. No swearing is allowed on site.
 - c. No use of tobacco of any kind allowed on site.
 - d. No interaction between students and workers allowed with the exception of a safety concern.
3. A two week look ahead needs to be published via email.
4. Communication between the owner and the contractor shall be done between Toby Brooks and Rob Monell.
5. Proposed replacement of the existing sewer line west of the performing arts building will require the removal of the existing shade trees and the replacement of the adjacent sidewalk. The contractor is investigating an alternate routing that would avoid tree removal.
6. Tom Currin requesting a cost for a tree removal adjacent to the cafeteria building if tree removal crews are on site.
7. Existing tennis court slab has been removed. An unidentified water line is currently leaking. Source for the existing water line and its use is being investigated so it can be routed around the construction site.
8. Performance Air will be on site during the next week to investigate HVAC noise at the existing auditorium.
9. Parking area west of the wood and auto shops has collected water during the recent storms. Tom requested to have some fill material delivered to this area during grading operations so his crews and regrade the area.
10. The question was asked whether classroom function locks where scheduled for the new building. A classroom function lock uses a key to keep a door unlocked or locked. During a lock down procedure the teacher needs to lock the classroom door with a key. Substitute teachers may not have a key. The question was whether a button lock function could be provided.
11. Students are getting onto the roof of the auditorium building where the ramp exits the auditorium. There is also a drainage issue in this area.
12. Ground Breaking Ceremony will be held Tuesday, October 7th at 4:00pm.
13. Construction site meetings will be on a one to two week schedule depending on current activity. Building Committee meetings will be held once a month. The next proposed construction site meeting to be Thursday, October 2nd at 2:00pm at job site trailer. Next Building Committee meeting will be Thursday, November 6th at 2:00pm.

These notes shall become part of the project record.

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PAGE: 2 of 2

Please notify the office of HDA Architects, LLC at 480-539-8800 of any additions or corrections.

HDA Architects, LLC

By: Paul Holland
cc: All participates

PDH/pdh

Dwayne Owen
Gary Clement
Dr. Richard Rundhaug
Kevin Davis
Tammy Hall
Clint Sanborn
Tim Bowlby
Valerie Simon
Mike Patterson
Jan Hopkins
Troy Wurth
Shyrod Long
Craig Dyson
David Bixler
Pete Barker
Rob Monell

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Willcox U.S.D. #13
Willcox U.S.D. #13
Willcox U.S.D. #13
Withers Construction
Kraemer Engineering
Kraemer Engineering
Hubbard Engineering
David Bixler & Associates
HDA Architects LLC
HDA Architects LLC

dwayne.owen@wusd13.org
gary.clement@wusd13.org
richard.rundhaug@wusd13.org
Kevin.Davis@wusd13.org
Tammy.Hall@wusd13.org
clint.sanborn@wusd13.org
tim.bowlby@wusd13.org
valerie.simon@wusd13.org
mike.patterson@wusd13.org
jhopkins@dlwithers.com
troy@kraemereng.com
shyrod@kraemereng.com
cdyson@hubbardengineering.com
david.bixler@dbaaeng.com
peteb@hd-architects.com
robm@hd-architects.com

Attachments: Proposed sewer service replacement.