

Meeting Minutes

Connecting Corridor Contractor Walk Through

held April 22, 2010

St. Mary Medical Center

Present:

Bart Miller	SMMC
Dave Brandt	AEC Inc.
Clarke Van Sant	Francis Cauffman

Distribution:

All Present

Purpose of Meeting: Contractor Walk Through

Action By: **Items Discussed:**

1. The following items were discussed regarding the connecting corridor project.
 - The contacts for this project are listed in the invitation to bid. Contractors must not contact anyone other than Bart Miller at the Hospital
 - Contractors must not visit the site without first contacting Bart Miller
 - The Hospital is purchasing the Air Handling Units for this project. The contractor is to provide a separate price for their installation. Bart Miller will provide a delivery date for the AHUs
 - All work that produces noise and/or vibration must be done on second shift
 - All utility and road shutdowns must be scheduled with the Hospital and must be done on overtime
 - Dumpsters will be provided by the Hospital. The contractor will be responsible for pick up and delivery
 - The contractor is responsible for providing portable toilet facilities for his staff
 - All contractor personnel must park in the parking lots adjoining Langehorn-Newtown Rd.
 - The Hospital will supply the four outside lights called for in the documents. The contractor is responsible for installing them
 - The Hospital will supply the Steam Generator. The contractor is responsible for installing it.
 - The contractors were informed they could use the infill under the MG building as a construction office however, this area will be under construction as a part of the Hybrid OR project so **The contractors must provide a project trailer.**
 - The exterior wall at the Radiology Offices is constructed out of wood and must be demo'd and re-built under this project.

These meeting minutes are intended to be accurate and complete. If there are any corrections and are clarifications please notify the writer as it will become a matter of record.

Clarke Van Sant
Project Manager