Pre-Construction Meeting
January 23, 2008
Kirkwood Linn Hall Generator

Present:
1. Tom Kaldenberg  Kirkwood
2. Chris Croy       Kirkwood
3. Dominique Green  Kirkwood
4. Jim Kos          Kirkwood
5. Mark Zuber       Kirkwood
6. Jon Neff         Kirkwood
7. Darren Zabloudil Kirkwood
8. Shannon Bowen    Kirkwood
9. Dan Nunemaker    Affordable Electric
10. Jeremy Ries     A Hearn
11. Bob Thompkins   Altorfer
12. Dave Harris     Altorfer

1) Safety:
   ● Hard hats are required for crane use.
   ● Ahearn will forward safety procedures to Affordable.
   ● Smoke detectors should be covered before cutting or welding and before making dust. They are in the elevator area. This is the responsibility of all subs. They are to be uncovered at night. Dominic noted that this alarm will alert the CRFD and has a shunt trip breaker that will shut down the building.

2) Site Use – Including Parking, minimum 3 days notice to schedule crane staging area
   ● Three days notice will be acceptable to Kirkwood for crane use.
   ● Coordinate parking with Mark Zuber.
   ● Keep sidewalk clear for students.

3) RFI, ITC, COR Process will be utilized
   ● RFIs will go to Affordable and from Affordable to Kirkwood.

4) Shop Drawing Progress:
   AHearn:  Regulator, pipe, and hangers.
   Affordable: Transformer, breaker, and panels.
Altotfers: Generator and transfer switch.

- Kirkwood has requested a list of subs.
- We will need a tax exemption form from subs that states company name, scope of work, and contact number. This is to include what the contractor will be doing.
- This information will get turned over to Tom and Chris.

5) Material- Delivery, Lead time issues

- Generator to ship on 4/15/2008. Should be ready for delivery to job site on or around May 5th.
- Transfer switch has a 4 to 6 week lead-time.

6) Construction Schedule Discussion

- Construction schedule to be sent out.
- Mark will compile a list of critical items for the shutdown that may need to be put on generator or building power temporarily.

7) Open Discussion:

- Commissioning should take place at the end of May.
- Lay-down area is in the boiler room. This area is to be kept clean.
- Project completion is to be determined.
- KCC would like a one-week notice for outages.
- As-build drawings will be turned in upon completion.
- Conduit will be needed for mod bus communication cable from remote annunciator to area to be determined by Dominique.
- Ahearn and Chris will look into the gas pressure and regulator vent line location. Fourteen-inch water column is in question.
- Next meeting is scheduled for TBD

This is our interpretation of items discussed and decisions made. Any discrepancies should be noted.