

# CHERNOFF THOMPSON ARCHITECTS NORTH

## MEETING MINUTES # 05

PROJECT: **Polaris Montessori Elementary Addition & Renovation**  
 SUBJECT: **Meeting Minutes May 5<sup>th</sup> @ 11:30am:**

PROJECT # **402-15**  
 DATE **05 May 2016**

**Meeting Minutes # 05**

**Attendees:**

Nino Maletta, SD No. 57  
 Karin Paterson, Polaris Montessori  
 Doug Clark, NRS  
 Guy Harding, S+A  
 Dean Erickson, KIDD  
 Barb Pethick, CTAN  
 Terry Broomsgrove, CTAN  
 Eric Peters & Jack, RH Jones

**Distribution:**

Gord Merritt, SD No. 57  
 Barry Bepple, SD No. 57  
 Ray Ziemer, NRS  
 Don Poole, S+A

<u>Item</u>	<u>Description</u>	<u>Action By</u>
0.5	<p><b>Main Agenda Items from Meeting:</b></p> <p><b>1.0 Progress:</b></p> <ul style="list-style-type: none"> <li>• New flooring installed in general offices area.</li> <li>• Cabinets expected on site this evening or tomorrow.</li> <li>• Drywall completed in general office area.</li> <li>• Sprinkler mains + branch lines in.</li> <li>• All new lighting installed throughout</li> <li>• Window frames installed in general office area. Glass expected in one weeks' time.</li> <li>• Sound insulation above walls in Principals office suggested.</li> <li>• Front skylight foundations ready for concrete to be poured. Expecting embeds today.</li> <li>• Furnace ready for hook up. Waiting for fire dampers.</li> <li>• Doors expected to arrive tomorrow or Monday.</li> <li>• Office move, planned for end of May.</li> <li>• Front mechanical room complete.</li> <li>• New classroom foundations are ready for concrete to be poured.</li> <li>• Retracting partitions in classrooms 133 &amp; 155 to be removed during summer break.</li> <li>• Glulam beams are expected to arrive the 1<sup>st</sup> of June.</li> <li>• Duct work to be insulated.</li> <li>• Dean Erickson believes work progress is on schedule.</li> <li>• Plumbing will be hooked up after school is out for the summer.</li> <li>• Gym flooring layout received from SDNo. 57.</li> <li>• The new roof layout for addition has been determined.</li> <li>• Sprinkler layout required.</li> </ul> <p><b>2.0 Construction Issues , NOPC's:</b></p> <ul style="list-style-type: none"> <li>• Require calculations for the exterior rock pit.</li> <li>• Delete dry sprinklers in front canopy. Soffit to be finished in Hardie panel.</li> <li>• HVAC returns require vertical duct chases, in general office &amp; classroom 105</li> <li>• Chases required for RWL in new addition.</li> <li>• Water bottle refilling station to be located on east wall of corridor 116.</li> </ul> <p><b>3.0 Next Site Meeting to be:</b> To be announced.</p>	<p>SDNo. 57</p> <p>S+A</p> <p>S+A</p> <p>S+A</p>



1. Copy / Print 104



2. Office lighting



3. Office window frames



4. Girl's washroom 112 framed plumbing wall



5. Universal washroom framed plumbing wall



6. Boy's washroom framed plumbing wall



7. Foundation – new classroom



8. Foundation – new classroom



9. Foundation – new classroom