

BUILDING & GROUNDS COMMITTEE MEETING

Meeting Date: Thursday, January 10, 2013 4:00 p.m.

MEMBERS:

ATTENDANCE

Mr. Ray Hull	No
Mr. Richard Leonard	Yes
Ms. Anita Lewis	Yes
Mr. David Finlay	Yes

AGENDA:

1. Architect/Construction Manger Report
2. D131 Construction Manger Report
3. Preferred Vendor Recommendation
4. Emergency Repairs and Work Orders
5. Informational Items
 - a. Warehousing
 - b. Preventative Maintenance
 - c. Xerox
 - d. Waldo Front Entrance
 - e. Safety

Informational Items:

1. **Architect/Construction Manager Report** – Mr. Chuck Clark (Cordogan Clark & Associates) reported at the Magnet Academy construction demolition on the 2nd and 3rd floors are almost complete and abatement took place during winter break. Classes are scheduled to move from the 4th floor to the 2nd floor during Spring Break, this will not cause any interruption in schedules.

Mr. Welter (Cordogan Clark & Associates) reported that a walk thru of the proposed VNA area at East High was conducted with Dave Finlay and Ms. Sheila Conrad present. Mr. Clark informed Committee that there will be a relocation of 3 offices by the District in order for this project to take place. Documents are scheduled to go out for spring bidding for Summer 2013 construction.

2. **D131 Construction Manager Report** – Mr. David Finlay informed Committee Members that he had reconfigured the drive entry at the Magnet Academy to allow for better traffic flow. He also indicated that he had refigured the office area at the top of the stairs at the main entry office area to allow for better security and had area redesigned to match existing millwork. At the playground area, there were additional basketball hoops added as well as modification to the stairs to allow for seating. He also reported that abatement schedule had been compressed and work completed during winter break at no additional charge. Mr. Finlay also informed Committee that he improved the project start time by 30 days (Dec. 2nd to Nov. 7th).
3. **Preferred Vendor Recommendation** – Mr. Finlay presented to Committee Members the top 2 preferred vendors in Roofing, Plumbing, HVAC and Electrical. These results were part of a sealed

proposal opened November 30, 2012. Mr. Leonard indicated that he would like to Table discussion and decisions to February meeting. He would like to gather more information regarding rates. Ms. Lewis suggested that vendors may be assigned to certain locations if they have performed work in the past.

4. **Emergency Repairs and Work Orders** – Mr. Finlay presented Committee Members with a spreadsheet with ongoing emergency repairs and December 2012 Work Orders.
5. **Informational Items** – Mr. Finlay reported on the following:
 - a. **Warehousing** – Mr. Finlay distributed a diagram of the Hill Avenue Warehouse. He also informed Committee Members that the District will not be storing the VNA mobile in the Hill Avenue garage. He also indicated that the District will now be storing more maintenance parts.
 - b. **Preventative Maintenance** – Mr. Finlay distributed a sample of a preventative maintenance listing for a location. Mr. Finlay indicated that there will be some stock for emergencies, however, more materials like motors, etc. will be ordered at the time the preventative work will take place.
 - c. **Xerox** – Mr. Finlay informed Committee Members that Mr. Ali in the Technology Department will be taking over the Xerox Contract.
 - d. **Waldo Front Entrance** – Mr. Finlay reported on the pictures of Waldo Entrance and the work that took place in the restoration. He also reported that the front entrance cost came in under budget.
 - e. **Safety** – Mr. Finlay informed Committee Members that the District has accommodated secured classroom locks at all locations with the exception of 1 classroom at Oak Park and 4 classrooms on 3rd floor at Bardwell. He also indicated that the gym locks still need to be addressed and pricing in being obtained.

The next Buildings and Grounds meeting will be held on Thursday, February 7, 2013 at 4:00 p.m. at the McKnight Service Center, 417 Fifth Street, Aurora, IL 60505.