

ROCHE

INCORPORATED

General Contractors | Construction Management

Meeting Minutes



Job: 22-10 Repairs & Improvements to RRC
Location: 195 Danbury Road
Ridgefield, CT 06877

Meeting: Owner/Architect/GC # 23
Date: 10/29/18
Start Time: 3:30

Open Date

Attendees

Attended

- | | |
|---|---|
| <input checked="" type="checkbox"/> Phil Kearns (Ridgefield Recreation Center) | <input checked="" type="checkbox"/> Paul Payne (Ridgefield Recreation Center) |
| <input checked="" type="checkbox"/> David Thaxter (Ridgefield Recreation Center) | <input checked="" type="checkbox"/> Carl Lecher (Ridgefield Recreation Center) |
| <input checked="" type="checkbox"/> Gerald D. Roche (Roche Incorporated) | <input checked="" type="checkbox"/> Rick A. Zini (Doyle Coffin Architecture, LLC) |
| <input type="checkbox"/> Jayne Byrnes (Ridgefield Recreation Center) | <input type="checkbox"/> Peter T. Coffin (Doyle Coffin Architecture, LLC) |
| <input type="checkbox"/> Barbara Dobbin (Ridgefield Recreation Center) | <input checked="" type="checkbox"/> Robert Schneider (Ridgefield Recreation Center) |
| <input checked="" type="checkbox"/> Dennis DiPinto (Ridgefield Recreation Center) | <input type="checkbox"/> Eileen Cipolla (Ridgefield Recreation Center) |

Item	Description	Responsible	Open Date	Closed
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Old Business

- | | | | | |
|------|---|--|-----------|-------------------------------------|
| 21-1 | Construction Update Continued
9-25-18

Ladies Deluxe Locker Room
Framing of ceilings in progress
Lights/HVAC/sprinklers installation in ceilings today and tomorrow
Ceiling inspection tomorrow
Sheetrock ceilings Thursday
Tape Friday thru next Thursday

Sauna walls are installed
Sheetrock and hydro ban are installed
Corian, lockers are at respective suppliers

Men's Deluxe Locker Room
Ceilings are sheetrocked
Tape will be this Friday thru next Thursday
Mud floors in shower area completed
Waterproof and tile continues in showers and will continue thru to toilet area
Sauna walls will go in on Saturday

We are projected to be complete 10/12 per the schedule and conversation that I had with Dennis and Phil.
We are tracking exactly as the schedule shows at this point.

Punchlist
Women's General Locker Room
- Repair/touch-up wall

Men's General Locker Room
- Add (1) recessed light - Pending
- Relocate (4) lights - Pending

10-9-18 | | 9/25/2018 | <input checked="" type="checkbox"/> |
|------|---|--|-----------|-------------------------------------|



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Item	Description	Responsible	Open Date	Closed
	Ladies Deluxe Locker Room			
	1. Tile to be complete 10/10			
	2. Lights/HVAC grilles/Sprinklers 10/10-11			
	3. Lockers delivered 10/9			
	4. Lockers/Toilet partitions install 10/10			
	5. Mirrors/accessories install 10/11			
	6. Complete Paint 10/11			
	7. Prep for carpet 10/11			
	8. Install Carpet 10/12			
	9. CO inspection 10/12			
	Men's Deluxe Locker Room			
	1. Tile Complete			
	2. Prime and Paint wall/ceilings 10/10			
	3. Lights/HVAC Grilles/Sprinklers 10/11			
	4. Lockers/Toilet partitions install 10/10			
	5. Mirrors/accessories install 10/11			
	6. Complete Paint 10/11			
	7. Prep Carpet 10/11			
	8. Install Carpet 10/12			
	9. CO Inspection 10/12			
	Punchlist			
	Women's General Locker Room			
	- Repair/touch-up wall			
	Men's General Locker Room			
	- Add (1) recessed light - Pending			
	- Relocate (4) lights - Pending			

New Business

23-1	Project Closeout	Roche Incorporated	10/29/2018	
	RI delivered Certificate of Occupancy			
	RI to send notice of substantial completion to DCA			
	RI to prepare closeout warranties and manuals			
	Punchlist items:			
	Ladies Deluxe			
	-(2) backordered lockers Due to ship 11/14			
	-Steam and Sauna door caulk			
	Mens Deluxe			
	-Replace (1) hand dryer due 11/12			
	-Mens sauna drain puddles - complete			
	-Filler at locker due 11/14			



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Next meeting at ~~12:00 pm.~~

N/A

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Prepared by: Gerald D. Roche

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