

# Meeting Minutes



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1102 Douglas on the Mall, Omaha, Nebraska 68102 (402) 346-7007

December 12, 2012      University of Nebraska Elliott Building Mechanical/Electrical  
Infrastructure Upgrades

Alvine No. 2012 2883

**Attendees:**              See attached Attendance/Distribution List

**Discussion:**

Meetings were conducted on site at the University Elliott Building in Scottsbluff, Nebraska. The meetings were held to provide the end users a chance to ask any final questions and/or concerns before the documents become finalized.

**UNMC User Group Meeting:**

1. In two of the Two Story Second Floor Mechanical Rooms there are two existing communication boards with connector blocks that need to be moved to provide clearance for the new air handling units. There is enough slack cable to move the connector blocks without requiring the cables to be re-terminated.
2. The phasing of the project was discussed. Since there is a limited amount of swing space available for the UNMC staff and students, it was decided that the north half both 1<sup>st</sup> and 2<sup>nd</sup> Floors will be part of Phase 1.
3. This project will now consist of two phases; the first phase will be the entire single-story building and the north half of the two-story structure (both 1<sup>st</sup> and 2<sup>nd</sup> Floors), and the second phase will be the south half of the two-story structure (both 1<sup>st</sup> and 2<sup>nd</sup> Floors).
4. The UNMC staff was concerned about the downtime of internet for the two-story structure. After further discussion, the Electrical downtime will be minimal with the use of the new emergency generator providing electrical power during power outages associated with electrical panel and feeder replacements. The expected electrical downtime will be less than one hour.
5. All occupied spaces will be provided with a temperature sensor to serve the existing multi-zone air handling units. These sensors will provide an average temperature to maintain throughout the building. These temperature sensors will only be provided if Alternate #3 is accepted.
6. All areas that will have new fin tube that is being provided under alternate 2 and/or 3 will be provided with its individual control.
7. Contractor will require clear access to the perimeter rooms that are receiving new fin tube. It was discussed that this is the responsibility of the university.
8. UNMC will be providing a list of equipment that will need to remain during construction to the design team.

9. The existing patient beds in the labs will remain in the labs during construction. It is the opinion of the design team that these beds can just be moved around within the room to provide contractor access during construction.
10. All expensive materials such as mannequins, computers, projectors, etc., will be moved out of the space by the UNMC staff during construction. All beds, desks, filing cabinets, etc., will remain, and the contractor will be required to cover/protect during construction.
11. Currently in the classrooms there is a podium and an adjacent equipment rack that is connected by an "umbilical cord" that has limited movement capabilities. These pieces of equipment will need to remain and be protected by the contractor during construction.
12. It was discussed to move Classroom 200 to phase 1 in lieu of phase 2 due to class scheduling.
13. The time frame for construction work of each phase is approximately 3 months.

**Labs/Receiving Room/Walk-in Cooler/Freezer/Driers/Head House/Greenhouse User Group Meeting:**

1. All dryers located in the Receiving Room need to remain accessible and active throughout construction.
2. There was some discussion about certain pieces of equipment that will need to be accessible throughout the construction process. Some equipment that was mentioned was -40 degree F freezers and temperature probes. These pieces of equipment will be relocated into the Receiving Room by the Owner. All other equipment that will need access during construction will also need to be relocated into the Receiving Room. This will be done by the staff.
3. A 1-hour construction wall between the Receiving Room and the corridor will need to be added to maintain separation between the construction zone and the occupied space (Receiving Room). Miller and Associates will contact the Fire Marshal for direction on the construction wall.
4. There is an existing door located on the east side entering the Growth Chamber Room. The door hardware will be replaced by the University so access to the growth chamber can be maintained throughout construction from the exterior of the building.
5. Pre-purchasing the generator was discussed as a possibility. Bob Foust will check with manufacturers to see what the lead times are for the equipment.
6. When the electrical changeover occurs, the Greenhouse can be without power.
7. The existing radioactive equipment in Lab 154 will need to be removed by the university.

**Office/IT/Meeting Room/Storage/Other Common Space User group Meeting:**

1. The projected date for the staff in the single-story building to vacate is March 31<sup>st</sup>. There will still be some administrative staff in the building after March 31<sup>st</sup>, but the plan is for the remaining staff to be out the first part of May. This move-out date is flexible and will need to be coordinated with the contractor.

2. The existing IT Room equipment is to remain in operation during construction. The equipment will need to be protected by the contractor.

*Please submit comments, additions, or corrections to these meeting minutes in writing within five days of issuance. If no comments are received within this period, this memo will be assumed accurate and filed as part of the permanent record for this project.*

**Submitted by:** Steve Ford

SEF/mkm