

United Consulting Services, LLC
SAMPLE PROJECT

Item Description	Status - Compl. Date	Responsible Party
OWNER - ARCHITECT - CONTRACTOR MEETING September 13, 2017		
1 Shelter Studio, LLC - Jason Hayburn - 248 727 4092		
1 Follow up with bore hole testing		Jason Hayburn
2 MEP Follow up with engineer to coordinate with construction drawings		Jason Hayburn
3 Contact Juan, local structural engineer to verify steel beam calculations, incubator , and garage specs		Jason Hayburn
4 Email latest design to Johnny @ McEwen		Jason Hayburn
5 Identify attachment points for copper roofing cladding		Jason Hayburn
2		
A Verify window specs, frame, tint design with Mitch		
B Verify glazing and aluminum exterior - Poly material		
C Replace or change wood beam to steel beam at steps		
D Review ramp and railing design		
E Develop specs for rain storage design		
F DESIGN NOTES		
1 Beam changes and layout were reviewed and need to be updated on the structural drawings		Jason Hayburn
2 Add a exterior new egress door to the kitchen		Jason Hayburn
3 United Consulting Services, L.L.C. - Michael Woodhouse - 248-706-0603		
A Coordinate temp power to support security system- Tanya		Tanya Saldivar-Ali
B Point of contact for system # 1 - Ed # 2 -Tanya # 3 - Frank		Michael Woodhouse
C Coordinate HVAC - Geo thermal design - Luis		Michael Woodhouse
D Follow up with Geo thermal supplier for specs and RFI's to draft scope (2 weeks)- Luis		Michael Woodhouse
E Pull survey and verify if bore holes locations were identified - Tanya		Tanya Saldivar-Ali
F Coordinate with security and show in time - Mike		Michael Woodhouse
G Email pre-schematic document (dated 3.13) to Kurt - Mike		Michael Woodhouse
H Invite MEP Engineer , John Richards to next coordination meeting -Tanya		Tanya Saldivar-Ali
I ESTIMATING - NEXT STEPS		
1 2nd Phase Structural estimate		Michael Woodhouse
2 Spray foam insulation		Michael Woodhouse
3 Reymer Steel - Temp Shoring		Michael Woodhouse
4 Accurate Windows		Michael Woodhouse
5 Power washing brick and repair bricks - Sabas		Michael Woodhouse
6 Remove remaining yard concrete and curb trench		Michael Woodhouse
7 Research storage tanks for design and specs for basement and exterior - Ian Tran		
NEXT MEETING IS SCHEDULED FOR September 20, 2017		
10:00 AM - 11:00 AM AT CAMPBELL		
11:00 AM -1:00 PM AT 1211 TRUMBULL		

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MINUTES PREPARED BY: Tany Saldivar-Ali		
ATTENDEES:		
Ed Gies - Owner		
Luis Ali, Mike Woodhouse, Frank Apolloni, Tanya Saldivar-Ali, Ian Tran - AGI Construction		
Johnny Hana - McEwen Studios		
Kurt Neiswender - Sedgewick & Ferweda Architects		
Melissa - Hann Financial		