

AMBASSADOR CONSTRUCTION CO., INC.

**MINUTES OF MEETING #1**

PROJECT: Mayor's Office of Emergency Management
7 World Trade Center - 1, 7, & 23rd Floors
Amb. Job # S57-5175

DATE: July 14, 1998

PRESENT:	Martin Schneider	Ambassador
	Jack Klein	Ambassador
	Mark Torre	Silverstein Properties
	Jim Corrigan	Silverstein Properties
	Walter Weems	Silverstein Properties
	Cathy Giliberti	Silverstein Properties
	Josep Dominguez	DCAS
	Glenn Pymonto	DCAS
	Joe Aliotta	Swanke Hayden Connell
	Juan Mejia	Swanke Hayden Connell
	Patrick Ronan	MOEM
	Val Lemeshev	Cosentini Associates
	Donald Murphy	Kaback Enterprises
	John Numphus	ABCO-Peerless
	Phillip Moy, Steve Harte, Bob Hudson	Motorola
	Rick Flaimo	Tri-State Dismantling
	Steve Glazer	Newco Iron Works
	Richard Jarde, David Samuels, Tony Kolb	R.B. Samuels
	Tony Puleo	Acme Steel Door
	Barry Hoffman	Superior Casework
	Thomas Cirocco, Greg Ozzimo Jr.	Cirocco/Ozzimo
	Jeff Timberg	Superior Acoustics
	Andre Belange	Concorde Flooring
	Joe Iaquinto	Precision Interiors
	James Greco	Acme Partitions
	Frank Paolillo	Airflex
	Howard Karen	David Shuldiner, Inc.
	Chris Leagister	Novalink

1. SAFETY REVIEW

- Checked first aid kit(s) and safety manual.
- Reviewed safety procedures (clothing, protective gear, work procedures).
- Checked cleanliness and condition of construction area.
- INQUIRED IF ANY INCIDENTS OR INJURIES OCCURRED WHICH WERE NOT REPORTED TO PROJECT SUPERINTENDENT

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2. SAFETY REVIEW CONT.

- All trades will be responsible for their own safety. Trades will be held to OSHA standards and any tradesman not conducting work in a safe manner will be told to leave the project. Any costs or delays will be incurred by the subcontractor.
- Ambassador pointed out fire stair exits
- Ambassador to post OSHA rules and regulations

3. BUILDING RULES

- All trades enter through the loading dock
- ID is required for entrance to the floor
- ID must be left with security to be picked up at the end of the day
- Deliveries must be scheduled in advance (24 hours notice)
- Welding and chopping to be performed before or after normal working hours
- At least 48 hours notice is required to request a fire alarm or sprinkler shutdown
- No smoking in building
- SPI requested that all tractor trailer deliveries must be scheduled so that loading dock is clear before 7am on weekdays. If subcontractor wants exclusive use of service elevator, they must schedule through Ambassador to reserve car before 7am and after 6pm during the week or on Saturday.

4. PROJECT SCHEDULE

- Ambassador handed out tentative project schedules and asked all subcontractors to review and submit working schedule to reflect Ambassador schedule. Subcontractors to submit by 7/21/98.
- DRES requested that time be allotted in the schedule for Port Authority approval
- DRES requested that Motorola submit a schedule for their work so that Ambassador will coordinate timing

7. SHOP DRAWINGS

- Swanke requested a shop drawing schedule for their review
- Ambassador requested that subcontractors plan on submitting the bulk of shop drawings over the next (2) weeks
- Swanke advised that they will expedite long lead shop drawings asap
- Cosentini advised that they will try maintain a (2) day turn around on shop drawings

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8. PROJECT STATUS

- Ambassador advised that partition layout has started and requested that Swanke approve layout when completed
- Swanke advised that they will not approve layout but will be available for layout problems
- Swanke requested that all requests for information be done in writing

NEXT MEETING TO BE HELD ON TUESDAY, JULY 21, 1998 AT 10:00AM
AND EVERY TUESDAY THEREAFTER
PLEASE BE PROMPT

JJk:acd

c:\wpdocs\oem\oemmin1.wpd

MTG'S WITH SUB-CONTRACTORS : 10:00AM
MTG'S WITH SWANKE & DGAS : 11:00 AM
(AT BLDG. MANAGEM'T OFFICE)