

May-13-99 03:52P

P.01

FIFIELD PIAKER & ASSOCIATES ARCHITECTS PC

740 BROADWAY
 NEW YORK, NY 10003
 TEL 212 979 9272
 FAX 212 979 9276

Meeting Minutes:

Project: Board of Elections
 Site of Meeting: Gair 3-4, 45 Washington St., Brooklyn, N.Y.
 Date of Meeting: 5/07/99

By: Thomas Pfister
 Date: 5/13/99
 Distribution: To all participants
 Glenn Pymonto Dept. of Citywide
 Administrative services 212.669.3640
 John O'Grady Board of Elections 212.487.5347

Participants:

Mr. Eduardo Finkielsztejn (EF)	One Main Construction	718.222.2501
Mr. George John Mascia (GJM)	Dept. of Citywide Administrative Services	212.669.3640
Mr. Suresh Patel (SM)	Dept. of Citywide Administrative Services	212.669.3640
Mr. Thomas Pfister (TP)	Fifield Piaker and Associates	212.979.9276

WORK IN PROGRESS**2nd floor**

See punchlist

3rd floor and 4th floor

1. Painting
2. Priming
3. Floor pouring and preparation
4. Vct
5. HVAC, AC units
6. Electrical
7. Bathroom tile

OLD BUSINESS

- 1.6 EF to submit a project schedule. EF stated construction on the 3rd and 4th floors will be complete by the middle of May.
- 6.3 EF submitted letter from fire alarm company stating fire alarm is fully operational, except for fan shutdown which will be verified once HVAC units are installed.

May-13-99 03:52P

P.02

NEW BUSINESS

- 7.1 EF to submit change orders number 5 and 6 to GJM
- 7.2 JO informed EF verbally that the BOE will move in on Monday May 10th.
- 7.3 DCAS has not responded to EF's letter stating substantial completion.
- 7.4 Fire department is inspecting fire alarm system for 2nd, 3rd and 4th floor on Monday May 10th.
- 7.5 EF stated the electrical inspection will take place Saturday May 8, 1999.
- 7.6 The date and time of next jobsite meeting will be announced by EF.

These Meeting Minutes, copies of which have been distributed to all interested parties, sets forth Fifield Piaker & Associate's understanding of comments and decisions made at this meeting. If there are any discrepancies of misunderstandings with regard to these minutes, the parties are requested to bring them to our attention in writing within seven (7) days.