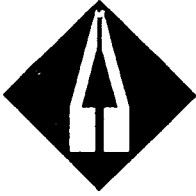


AMBASSADOR CONSTRUCTION CO., INC.



MINUTES OF MEETING #2

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

DATE: July 21, 1998

PRESENT:	Martin Schneider	Ambassador
	Jack Klein	Ambassador
	Jay Koven	Ambassador
	Mark Torre	Silverstein Properties
	Charlie Magee	Silverstein Properties
	Walter Weems	Silverstein Properties
	Tony Rubino	Silverstein Properties
	Donald Murphy	Kaback Enterprises
	Frank Pascuzzi	ABCO-Peerless
	Joe Mercogliano	Par Plumbing
	Richard Jarde	R.B. Samuels
	David Samuels	R.B. Samuels
	Gary Fishbone	R.B. Samuels
	Joe Iaquinto	Precision Interiors
	Mark Saltzman	Ace Audio Visual
	Lloyd Kozel	Ace Audio Visual

1. **SAFETY REVIEW**

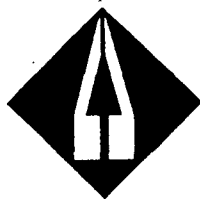
- Checked first aid kit(s) and safety manual.
- Reviewed safety procedures (clothing, protective gear, work procedures).
- Checked cleanliness and condition of construction area.
- INQUIRED IF ANY INCIDENTS OR INJURIES OCCURRED WHICH WERE NOT REPORTED TO PROJECT SUPERINTENDENT
- All trades will be responsible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

2. **BUILDING RULES**

- Reviewed minutes of 7/14/98
- Ambassador again advised trades that no smoking is allowed in building

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AMBASSADOR CONSTRUCTION CO., INC.



MINUTES OF MEETING #2

Mayor's Office of Emergency Management

July 21, 1998

Page Two...

3. PROJECT SCHEDULE

- Reviewed minutes of 7/14/98
- Ambassador again requested that all subcontractors review schedule and advise of any conflicts by 7/28/98
- Ambassador reiterated early November substantial completion date

4. SHOP DRAWINGS

- Reviewed minutes of 7/14/98
- Ambassador advised that they would like to receive bulk of shop drawings within the next few weeks

5. PROJECT STATUS

- Ambassador advised that partition layout on 23rd Floor has started
- Ambassador advised that duct shop drawing has been submitted for first quadrant and should be complete by end of week. Ambassador will distribute drawings to mechanical contractors for coordination.
- Ambassador advised that plumbing layout is to begin this week
- Ambassador advised all that they would require schedule for R.B. Samuels for loading floors for riser work. Ambassador advised that SPI will not allow pipe to be stored in elevator lobbies.
- R.B. Samuels requested cut for emergency generator
- Ambassador requested shop drawings asap, R.B. Samuels advised that drawing will be coming in over the next (2) weeks.
- Kaback advised that the ductwork should be started the week of 7/27/98
- Ace Audio Visual advised that they have tentatively chose an electrical company to do cabling work
- Ace Audio Visual requested a copy of the project schedule
- ABCO-Peerless advised that shop drawings have been submitted and Inergen System to be submitted 7/21/98
- Precision requested information on the hurricane wall. Ambassador advised that it is still being reviewed.

**NEXT MEETING TO BE HELD ON TUESDAY, JULY 28, 1998 AT 10:00AM
AND EVERY TUESDAY THEREAFTER
PLEASE BE PROMPT**

JJK:ag

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