

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 Jack Klein Mark Torre Jim Corrigan Walter Weems Cathy Giliberti Josep Dominguez Glenn Pymonto Joe Aliotta Juan Mejia Patrick Ronan Val Lemeshev Donald Murphy John Numphus Philip Moy, Steve Harte, Bob Hudson Rick Flarnio Steve Glazer Richard Jarde, David Samuels, Tony Kolb Tony Puleo Barry Hoffman Thomas Cirocco, Greg Ozzimo Jr. Jeff Timberg Andre Belarge Joe Iaquinto James Greco Frank Paolillo Howard Karen Chris Leagister	Ambassador Ambassador Silverstein Properties Silverstein Properties Silverstein Properties Silverstein Properties DCAS DCAS Swanke Hayden Connell Swanke Hayden Connell MOEM Cosentini Associates Kaback Enterprises ABCO-Peerless Motorola Tri-State Dismantling Newco Iron Works R.B. Samuels Acme Steel Door Superior Casework Cirocco/Ozzimo Superior Acoustics Concorde Flooring Precision Interiors Acme Partitions Airflex David Shuldiner, Inc. Novalink
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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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** TOTAL PAGE.04 **

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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

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