

ARCHITECT'S FIELD REPORT

PROJECT: Salem Elementary School Renovations

Punch List

Contractor: Millennium Builders

ARCHITECT'S PROJECT NO 11.093

DATE: 10/23/13 TIME: 3:30pm

WEATHER: clear

TEMP: 67

Estimated 98% of Completion:

The following is a list of items which are incomplete and/or require correction. Failure to list an item of work that is required by the Construction Documents does not relieve the Contractor of his responsibility to complete the same to the satisfaction of the Owner and Architect.

Items to complete:

General Notes:

- Clean hand prints and remove stickers from windows as required.
- In All Toilet Rooms, Lockers & Bathrooms:
 1. Re-tile short walls where tile is installed over the door frame. (See photo #1)
 2. Ceramic wall tile in all toilet rooms need to be re-grouted to Owners satisfaction.
 3. Properly grout and caulk around all mirrors and verify color is consistent.
 4. Clean paint off of top of ceramic tiles and where it dripped down in grout lines.
 5. Clean ceramic floor tile where it is stained.
- Verify that all rated glass in doors is properly installed with no cracks.
- Install all base molding as required.
- Install missing ceiling tiles.
- General touch up of paint.
- Install missing electrical plates. (See photo# 4)
- Label electric panel boxes and title each breaker inside to corresponding building locations.
- Secure all vents on window sills. Many are loose.
- Clean debris left from window shad installation (pieces of sheetrock & dust left on sills)
- Verify all screws are installed properly at all door hinges and door window frames.
- In Toilet rooms file sharp edges on wall mounted fin tube covers and paint to match cover.
- Add final coat of white paint to the field modified end caps on wall mounted fin tube covers.
- Verify clear widths and heights are as required at all mechanical work & trim.
- In corridors C06, C107, C108, add small piece of vinyl base at bottom of each abated caulk joint in brick wall around Gym. Base to match adjacent.
- Remove remaining plastic, stickers and protective packaging from lights, windows and fixtures.
- Check & correct as needed in All rooms with spiral duct:
 1. All rooms with spiral duct: Wall penetrations between classrooms at spiral duct work needs to be properly sealed and painted. (See photo#5).
 2. All rooms with spiral duct: Ceiling penetrations at ductwork needs to be properly sealed and painted. Also, notify roofer to correct areas where daylight can be seen at roof penetrations. (See photo# 6)
 3. All rooms with spiral duct: Verify that caulk around spiral duct at flat wall plates is complete (this was supposed to be silver colored caulk per meetings with subcontractor). Re-caulk where caulking has shrunken.
 4. All rooms with spiral duct: Verify clear widths and heights are as required at all mechanical duct work.
 5. All rooms with spiral duct: Verify spiral duct support wires are tight and ends trimmed to shortened length.

Exterior:

West Elevation;

- Caulk nail holes in Azek trim outside Vestibule V102.
- Seal corners of window trim outside Kindergarten 102.

North Elevation;

- Remove sticker glue off window.
- Clean sealant off metal trim at bottom of windows.

East Elevation;

- Fix wires are hanging off sun shade.

Roof:

- General clean up.
- Seal areas where day light can be seen around RTU from the closet below in Classroom 138.
- Seal areas where day light can be seen around RTU from the closet below in Classroom 118.
- Verify with Custodial staff the location of the 2 remaining locations with tar on ceiling. (See photo#3)

Vestibule V102:

- Install radiator access cover.

Corridor C101:

- Install radiator access cover.

Classroom 102:

- Reattach pipe insulation below sink.

Staff Toilet 103:

- Re-tile West wall to remove ceramic tile from door frame.
- Ease the sharp edges on wall mounted fin tube covers.

Staff Toilet 105

- Re-tile West wall to remove ceramic tile from door frame.
- Ease the sharp edges on wall mounted fin tube covers.

Classroom 106:

- Remove tape off door window frame

Classroom 107:

- Fully install window gasket.

Toilet 110:

- Re-grout ceramic wall tile to Owners satisfaction.
- General touch up of wall paint. Holidays on both sides of window. (See photo# 2)
- Install missing ceiling tiles.
- Paint exposed wood below window sill to match sill color.
- South West wall corner in toilet stall needs to be caulked.
- Label electrical panels and title each breaker inside to corresponding building locations.

Toilet 111:

- Re-grout ceramic wall tile to Owners satisfaction.
- General touch up of wall paint. Holidays on both sides of window. (See photo# 2)
- Paint exposed wood below window sill to match sill color.

Classroom 113:

- Add outlet cover at counter near tall cabinet.

Corridor C107:

- Install missing VCT and vinyl base at side of lockers near door C07B.

Classroom 139:

- Patch and paint round hole in South West wall near door above spiral duct.
- Cap duct hole in South East corner.

Classroom 137:

- Patch and paint round hole in South East wall above spiral duct.

Classroom 128:

- Remove and replace patch around spiral duct on East wall.

Classroom 126:

- Replace 1 blue floor tile in front of sink. Teacher stated that it is damaged.
- Screw missing on door hinge.

Classroom 119:

- Add plate cover to duct hole in wall.

Classroom 116:

- Remove extra duct hanger from ceiling.

Classroom 117:

- Verify if fin tube cover was painted as part of the current work.

Office 121:

- Replace torn window shade.
- Paint window jambs.

Girl's Toilet 122:

- Hang toilet partition doors properly. They all squeak and do not operate smoothly. Partition might not be installed plumb. Head support is cut short of the North wall.

Boy's Toilet 122:

- Hang toilet partition doors properly. They all squeak and do not operate smoothly. Partition might not be installed plumb.
- Re-hang sagging ceiling grid and tiles.

Staff Toilet 125:

- Level floor below threshold and replace broken marble threshold.
- Paint end of fin tube to match cover and remove wall hanger on right.

Staff Toilet 127:

- File sharp edges on wall mounted fin tube covers and paint white to match cover color.
- Replace 2 white wall tiles on the West wall that project off wall surface.

Classroom 142:

- Verify that new counter top is level.

Classroom 144:

- Caulk and paint joint between CMU and column.
- Install missing ceiling tile.
- Hook up electrical components of eye wash.

Classroom 147:

- Install pipe insulation below sink.

Classroom 149:

- Install missing vinyl base.

Classroom 150:

- Install window sill.

Door S103 in Stair S103:

- Remove blue painter's tape below caulk and re-caulk the exterior head of the door. Re-caulk the entire door.

Doors CL03 in Corridor CL03:

- Caulk interior head of door frame.
- Fix exit light.
- Caulk joint in brick wall.

Gym L05:

- Fix trim cap at the 2 ends of the paneled stage wall. Mitered corners and bull nose poorly done and sanded through the finish.

Boy's Toilet & Locker Room L01:

- Remove paint off the top of ceramic wall tile.
- Level floor below threshold and replace broken marble threshold.

Girl's Toilet & Locker Room L03:

- Remove paint off the top of ceramic wall tile.
- Finish ceramic wall tile & base installation on South wall in Locker Room.
- Caulk East CMU wall.
- Remove protective plastic from escutcheons in stalls.

Family Bathroom L06:

- Caulk below threshold.
- Paint unfinished duct cap on wall.
- Install section of ceiling grid on East wall.
- Fix door and hardware, there are 3 strike plates. Correct problem so door functions properly with only 1 strike plate.

Classroom L07:

- Install vinyl base near exterior door.
- Wall covering was made uneven from ductwork installation. Return to its original "flat" condition.
- Fix hanging wires.

Storage L10:

- Install plate on junction box on West wall.

Classroom L12:

- Install windows and trim
- Complete walls including sound insulation removal and installation as required.

Stair L01:

- Caulk and paint round new piping at bottom stair landing.
- Paint center hand railing.
- At top landing, caulk as required at maple sill and edge of wall. Paint exposed MDF to match wall color.

END OF PUNCHLIST

Example Photos:



Photo #1



Photo #2



Photo #3



Photo #4



Photo #5



Photo #6