OAC Meeting Minutes: Meeting No. 14

Harbor Point Medical Office Building (fictional example) | Project no. 2614 | Fictional example

Date and time	Wednesday, Nov 19, 2026, 10:00 to 11:05
Location	Jobsite trailer and video call
Prepared by	Jordan Kim, Example Builders (GC)
Next meeting	Wednesday, Dec 3, 2026, 10:00, jobsite trailer
Distribution	All attendees, plus the structural engineer and the owner's IT consultant

Attendance

Name	Company	Role	Attendance
Priya Raman	Harbor Point Health (owner)	Owner's project manager	Present
Marcus Hale	Example Architects	Project architect	Present
Lena Ortiz	Example Builders (GC)	Project manager	Present
Sam Whitaker	Example Builders (GC)	Superintendent	Present
Jordan Kim	Example Builders (GC)	Project engineer (minutes)	Present
Dev Patel	Example MEP Engineers	Mechanical engineer	Joined by video for item 14.06
Ana Flores	Example Structural	Structural engineer	Absent

Item numbers use meeting.item (14.05 is item 5 of meeting 14). Open items keep their original number until closed, so 11.04 is in its third meeting.

Safety

Item	Discussion	Type	Responsible	Due	Status
14.01	No recordable incidents since meeting 13. Steel erection is complete; fall protection focus moves to curtain wall install on Level 2.	Info			

Previous minutes

Item	Discussion	Type	Responsible	Due	Status
14.02	Minutes of meeting 13 accepted with one correction: item 13.07 due date is Nov 21, not Nov 14.	Info			

Schedule

Item	Discussion	Type	Responsible	Due	Status
14.03	Structural steel topped out Nov 13, two days ahead of the baseline. Curtain wall install starts Feb 15 if the resubmittal is approved by Dec 1. Critical path runs through curtain wall, then interior framing on Levels 2 and 3.	Info			
14.04	Three-week lookahead attached. Level 2 corridor framing starts Nov 24 and needs the RFI-003 answer.	Action	Architect	Nov 21	Open

Old business (carried)

Item	Discussion	Type	Responsible	Due	Status
11.04	Owner to confirm imaging equipment vendor so the Level 3 slab penetrations can be laid out.	Action	Owner	Nov 26	Open. Third meeting carried.
13.07	Architect to issue revised door hardware schedule.	Action	Architect	Nov 21	Open
13.09	GC to submit PCO-004 backup with surveyor invoice.	Action	GC	Nov 12	Closed. Sent Nov 11.

RFIs

Item	Discussion	Type	Responsible	Due	Status
14.05	RFI-003 (rated head-of-wall at corridor) is 9 days past its response due date. Framing starts Nov 24. Architect will answer by Nov 21.	Action	Architect	Nov 21	Open
14.06	RFI-004 (duct conflict at imaging suite ceiling). Mechanical engineer reviewing a reroute; architect prefers keeping the 10'-0" ceiling. Decision needed by Dec 1.	Decision	Architect / MEP engineer	Nov 26	Open

Submittals

Item	Discussion	Type	Responsible	Due	Status
14.07	Curtain wall resubmittal (08 44 13-001 Rev 1) received by architect Nov 17. GC asked for a 7-day review because float is gone. Architect agreed to Nov 24.	Action	Architect	Nov 24	Open
14.08	Panelboards (26 24 16-001) in review 38 days, 24 days past due. Engineer to return by Nov 23.	Action	MEP engineer	Nov 23	Open
14.09	AHU product data (23 73 13-001) not yet received from the mechanical sub; it was due Oct 21 for a Mar 1 delivery. Sub promises Nov 24. GC to report the delivery risk at meeting 15.	Action	GC	Dec 3	Open

Changes and cost

Item	Discussion	Type	Responsible	Due	Status
14.10	PCO-004 (lower storm line, $8,021) submitted Oct 16, 34 days without a response. Owner to respond by Nov 26.	Action	Owner	Nov 26	Open
14.11	PCO-006 (exam room circuits, $2,450) submitted Nov 19. Owner reviewing.	Info			
14.12	PCO-007 (winter protection) rejected Nov 14. GC accepts; it will stay in the log as rejected.	Info			

Owner items

Item	Discussion	Type	Responsible	Due	Status
14.13	Owner asked for a monthly photo report for the board starting December.	Action	GC	Dec 5	Open

New business

Item	Discussion	Type	Responsible	Due	Status
14.14	Pay application 6 pencil draft due Nov 25. Architect walk-through Nov 26 at 9:00.	Action	GC	Nov 25	Open

Action items

Item	Action	Responsible	Due	Status
14.04	Three-week lookahead attached.	Architect	Nov 21	Open
11.04	Owner to confirm imaging equipment vendor so the Level 3 slab penetrations can be laid out..	Owner	Nov 26	Open. Third meeting carried.
13.07	Architect to issue revised door hardware schedule..	Architect	Nov 21	Open
14.05	RFI-003 (rated head-of-wall at corridor) is 9 days past its response due date.	Architect	Nov 21	Open
14.06	RFI-004 (duct conflict at imaging suite ceiling).	Architect / MEP engineer	Nov 26	Open
14.07	Curtain wall resubmittal (08 44 13-001 Rev 1) received by	Architect	Nov 24	Open

	architect Nov 17.			
14.08	Panelboards (26 24 16-001) in review 38 days, 24 days past due.	MEP engineer	Nov 23	Open
14.09	AHU product data (23 73 13-001) not yet received from the mechanical sub; it was due Oct 21 for a Mar 1 delivery.	GC	Dec 3	Open
14.10	PCO-004 (lower storm line, $8,021) submitted Oct 16, 34 days without a response.	Owner	Nov 26	Open
14.13	Owner asked for a monthly photo report for the board starting December..	GC	Dec 5	Open
14.14	Pay application 6 pencil draft due Nov 25.	GC	Nov 25	Open

These minutes are the GC's record of the meeting. Send written corrections to the GC within five business days of distribution. After that, the minutes stand as written. Minutes do not change the contract; changes in cost or time need a signed change order.

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