



*City of Bristol
Firehouse 3 Building
Committee*

**INFORMATION TO ACCESS
THIS MEETING**

The regular Fire Station 3 Building Committee meeting will be held on Thursday, December 18, 2025, at 5:00 PM. City Hall Meeting Room 3-1 111 N Main Street, Bristol, CT 06010.

AGENDA

1. Call to Order
2. Public Participation
3. Approval of Minutes
 - a. Approval of the November 19, 2025 meeting minutes
4. Architect Update
 - a. Architect Chris Nardi's Monthly Report
 - b. Construction Manager Frank Tomcak's Monthly Report
5. Old Business
6. New Business
7. Adjournment

PER ORDER OF THE CHAIRPERSON

Fire Station 3 Building Committee Regular Meeting November 19, 2025

**A Regular Meeting of the Fire Station 3 Building Committee was held on Wednesday,
November 19, 2025 at 6:00 p.m., in Meeting Room 1-4 of City Hall,
111 N Main Street Bristol, CT**

PRESENT: Committee Member Sean Moore, Committee Member John Lodovico, Committee Member Ray Rogozinski, Committee Member David Maikowski, Council Member Peter Kelly, Fire Captain Craig Henderson Fire Chief Richard Hart, and Architect Christopher Nardi

1. CALL TO ORDER

- a. The meeting was called to order by Commissioner Moore at 6:07 p.m.

2. PUBLIC PARTICIPATION

- a. None.

3. APPROVAL OF THE MEETING MINUTES

- a. On motion of Committee Member Lodovico and seconded by Chief Hart, it was unanimously voted: To approve the October 22, 2025 Meeting Minutes. Committee Member Maikowski abstained from the vote.

4. ARCHITECT UPDATE

- a. Architect Christopher Nardi displayed the updated plaque to reflect the addition of Mayor Zoppo-Sassu's name, it was noted that Firestation be change to Fire Station as well. On motion of Committee Member Rogozinski and seconded by Committee Member Lodovico it was unanimously voted to: Accept the plaque as displayed with the addition of Mayor Zoppo-Sassu and the correction to Fire Station.
- b. Pay Application #12 was reviewed. On motion of Committee Member Rogozinski seconded by Committee Member Lodovico it was unanimously voted to: Approve pay application #12 in the amount of \$633,326.00.
- c. The committee reviewed the Purposed Change Orders Log. As of now the project has a credit of \$66,746.00. New change orders were discussed.
 - i. PCO 038 for stainless panels at the kitchen range per the manufacturer's guidelines in the amount of \$4,125.00.
- d. The building now has permanent power and is being heated by way of temporary propane tanks.
- e. Architect Nardi advised that the overhead door company is remaking the doors as they only ordered 3 of the 6 doors, and the 3 that did arrive are the incorrect size. The vendor has assumed responsibility for the error and is putting a rush on the

corrected order. The committee has requested this be put in writing and frequent updates be provided.

- f. Architect Nardi shared that in discussions with the engineering team and Eversource it was discovered that the gas service upgrade for the lines in the Church Avenue project are not going to be completed prior to the completion of the fire station. The proposed solution is to run the generators on propane in the interim, and then switch over as the line upgrades are completed.
- g. Paving was discussed and advised that the binder is being laid down Monday. The committee discussed a ribbon cutting, and the move in timeline. As of now paving is the most critical item for on time project completion.
- h. The committee discussed the need for new dispatch monitors and or the relocation of the current monitors. Chief Hart will work with IT to coordinate.

5. OLD BUSINESS

- a. None.

6. NEW BUSINESS

- a. Chief Hart advised that the fire station would be in need of new snow removal and groundskeeping equipment. He requested that a UTV with a plow and a zero-turn mower be purchased.
 - i. On motion Committee Member Rogozinski and seconded by Committee Member Lodovico it was unanimously voted: To take Chief Hart's request into consideration with DPW to evaluate the equipment and if it is an applicable project cost.
- b. The 2026 meeting calendar was reviewed. On motion of Committee Member Lodovico and seconded by Chief Hart it was unanimously voted: To approve the 2026 meeting calendar.
- c. It was purposed to move the December meeting to Thursday, December 18th at 5:00pm, just before the Fire Board meeting. On motion of Committee Member Rogozinski and seconded by Committee Member Maikowski it was unanimously voted: To move the December meeting.

7. ADJOURN

- a. On motion of Committee Member Lodovico and seconded by Committee Member Rogozinski it was unanimously voted: To adjourn at 6:57 p.m.

Recording Secretary: Sara Bianchi

CITY OF BRISTOL

Bristol Firehouse #3 OPM



Monthly Report



DOWNES CONSTRUCTION

200 Stanley Street
New Britain, CT
860.229.3755

December
2025

December 15, 2025

City of Bristol
Bristol Firehouse #3 OPM

Subject: Downes Construction Progress Report

I. Project Update

A. Executive Summary

Based on recent delays specific to the overhead doors and new work by Eversource to provide high pressure gas to the building will push the turnover date of the firehouse into early February (excludes the flag pole which is expected to get installed by end of Feb / early March). Below are specific dates for all activities either recently completed, in progress, or upcoming for additional clarification.

Sitework

Asphalt binder and topcoat has been completed as of Mon, 12/8. Line striping is done. Stone mulch / plantings around the flag pole location will happen the week of 12/15. Lighting for new flag pole is already installed. Concrete for the flag pole base will get placed the week of 12/15. The delivery of the new flag pole has been delayed and pushing to improve delivery but right now fabrication of the flag pole is not planned until February. The fencing proposed around the emergency generator is scheduled by early January due to layout changes. Concrete bases for site signage / posts are installed. Site signs are being reviewed now and planning for the week of 12/15 to install. Light poles are on site and will follow completion of interior electrical work. Gas from the street will need to be high pressure which is a last-minute change from Eversource and ultimately affects operation of the emergency generator including gas fired equipment in the building such as the DOAS unit, gas range, unit heaters, etc. Eversource is projecting completion of the high-pressure gas by the end of January. Following completion of the high-pressure gas will enable startup/testing of all equipment fed by gas. Final seeding to establish turf is planned for spring 26.

Building Envelope

The roofer is expected back the week of 12/15 to finish the metal coping along the perimeter of the roof including the gutter system and flashing above windows along the apparatus bays. Backlit letters are fabricated and ready for install as soon as overhead work such as the roof can finish. Overhead doors have been delayed at the factory. Re-fabrication of the overhead doors is happening now and the latest ship date is 1/12/26 from the factory in Illinois. Mountford is working to expedite shipment to the jobsite and installation is expected to take a week to 1-1/2 weeks with electrical work needed too. That said, overhead door installation is expected to wrap up by 1st week of February barring any adverse weather conditions which may affect delivery time. Permanent exterior doors are installed with construction cores. Permanent locking cores are expected within the next couple weeks.

MEP

Permanent power was established last month by Eversource and the majority of permanent power connections have already been made to devices including but not limited to lighting, outlets, mechanical equipment, kitchen equipment, etc. Startup of the VRF system that is split heating/cooling is planned for the week of 12/15. The plan is to start moving air and air balancing the HVAC system by the end of December or

sooner which includes the dedicated outdoor air unit, exhaust, and make-up air unit for the kitchen. Sprinkler system is substantially complete aside from sprinkler heads left within the apparatus bay. Ansul system for the kitchen hood is installed. A commissioning meeting with the CX agent is planned for Tues, 12/16. Bristol IT is coordinating with Mountford to set network switches by the week of 12/22.

Final Finishes

Epoxy flooring within the apparatus bays is wrapping up now and expected completion date is Mon, 12/15. Final coat of paint has been applied to all of the bunk rooms. The balance of final painting will continue over the next couple weeks. Cabinets have been set within the kitchen and all kitchen equipment is on site. Solid surface countertops are coming on Fri, 12/19. Interior signage is fabricated and installation will follow final painting activity. Shade pockets for roller shades will get installed in 3 out of the 7 bunk rooms that require them. The remaining 4 shade pockets for the bunk rooms have been delayed in fabrication and are expected by early January. The balance of roller shade installation for the rest of the building will be done by Tues, 12/16. New lockers are complete. Majority of ceiling tiles are installed. Mural artwork is slated for the end of December. All carpet has been installed in bunk rooms. Sheet vinyl flooring has been installed in the exercise room. The kitchen flooring base is being worked on. The day room flooring is left to do and will be left for the last area due to the need of having to stage material for the rest of the project. Watch room and kitchen flooring will be done next week. Residential washer and dryer are at the shop awaiting installation.

FF&E

The gear washer and dryer are expected to get installed over the next couple weeks. The beds and nightstand and lockers will ship the first week of January. The Norix table desks have a ship date of 2/15/26. It will probably take a week to receive at the warehouse. End Tables ship on 12/23/25. It will probably take a week to receive at the warehouse. Recliners have a 1/19/26 ship date. It will probably take a week to receive at the warehouse. Dispatch chairs will ship 1/19/26 It will probably take a week to receive at the warehouse. Side chairs that go around the table and in the rooms will ship 1/21/26. It will probably take a to receive at the warehouse. Counter Stools and lamps are shipping 1/12/26. It will probably take a week to receive at the warehouse. Vendor is looking into the possibility of improving delivery dates as it relates to all of the furniture noted above.

B. Procurement (Items still needed on site)

- **Overhead Doors (week of 1/19, weather permitting)**
- **Roof trim / gutters (week of 12/15)**
- **Flag Pole (week of 2/23)**
- **Vehicle exhaust system – follows completion of overhead doors**

C. Contract Change Management (See Change Management Log Attached)

- **Total Approved – (\$66,745.00), net savings for the project so far**
- **Total Pending - \$17,347.65**

D. QA/QC

- **Ensure site is secured at all times**
- **IMTL reports associated with concrete, rebar, winter weather procedure, structural steel and soil testing have been received and so far and no issues have been reported.**
- **Wall mockup construction, no exceptions taken.**



Attachments:

- CPM Schedule
- Change Management Log
- Latest field observation reports w/Progress Photos

Thank you,



Frank J. Tomcak
Project Executive

DOWNES CONSTRUCTION
Employee Owned • Community Invested
P: 860.229.3755 | M: 860.681.9413
E: ftomcak@downesco.com | www.downesco.com
Connecticut | Rhode Island

Bristol Firehouse #3 OPM
Potential Change Order (PCO) Log-In-Sheet

PCO Sent to Owner	B - Budget
On Hold	Q - Quote from Contractor
In Review w/SPA	R - Review
CO Issued	A - Approved
Closed / No cost	O - Other
	V - Void

			Out-of-scope	Out-of-scope Total		
COP	Contractor	Description	COP Amount		Cost Status	Reference/Comments
1	WJ Mountford	Damproofing Credit	\$ (4,207)		A	
1	FEE	10.000%	\$ -		A	
1	BOND	1.50%	\$ (63)		A	
1			\$ (4,270)	\$ (4,270)	A	
2	WJ Mountford	Asphalt Removal	\$ 4,000.00		A	
2	FEE	10.000%	\$ 400.00		A	
2	BOND	1.50%	\$ 66.00		A	
2			\$ 4,466	\$ 4,466	A	
3	WJ Mountford	Additional Concrete At Aprons	\$ -		V	Not moving forward
3	FEE	10.000%	\$ -		V	
3	BOND	1.50%	\$ -		V	
3			\$ -	\$ -	V	
4	WJ Mountford	Overhead Door Credit	\$ (101,000.00)		A	
4	FEE	10.000%	\$ -		A	
4	BOND	1.50%			A	
4			\$ (101,000)	\$ (101,000)	A	
5	WJ Mountford	Install Stone At Dry Well	\$ 1,895		A	
5	FEE	10.000%	\$ 190		A	
5	BOND	1.50%	\$ 31		A	
5			\$ 2,116	\$ 2,116	A	
6	WJ Mountford	Additioanl Rigid Insulation	\$ 4,303.39		A	
6	FEE	10.000%	\$ 430		A	
6	BOND	1.50%	\$ 71		A	
6			\$ 4,805	\$ 4,805	A	
7	WJ Mountford	Additioanl Structural Fill	\$ 10,332.00		A	
7	FEE	10.000%	\$ -		A	
7	BOND	1.50%	\$ 155		A	
7			\$ 10,487	\$ 10,487	A	
8	WJ Mountford	Custom Color For Storefront	\$ 21,275.00		V	
8	FEE	10.000%	\$ 2,128		V	
8	BOND	1.50%	\$ 351		V	
8			\$ 23,754	\$ 23,754	V	
9	WJ Mountford	Add 6 Inch Tee & Cap	\$ 2,359.00		V	
9	FEE	10.000%	\$ 236		V	

			Out-of-scope	Out-of-scope Total		
COP	Contractor	Description	COP Amount		Cost Status	Reference/Comments
9	BOND	1.50%	\$ 39		V	
9			\$ 2,634	\$ 2,634	V	
10	WJ Mountford	Stock Wheel Guards In Lieu of Specified Custom Guards	\$ (3,500.00)		A	
10	FEE	10.000%	\$ -		A	
10	BOND	1.50%	\$ (53)		A	
10			\$ (3,553)	\$ (3,553)	A	
11	WJ Mountford	Exercise Room Outlets	\$ 3,098.00		A	
11	FEE	10.000%	\$ 310		A	
11	BOND	1.50%	\$ 51		A	
11			\$ 3,459	\$ 3,459	A	
12	WJ Mountford	Misc. Steel Detailing	\$ 7,906.00		A	Part of CO#5
12	FEE	10.000%	\$ 791		A	
12	BOND	1.50%	\$ 130		A	
12			\$ 8,827	\$ 8,827	A	
13	WJ Mountford	Storefront Changes To 8" System	\$ 8,242.00		A	
13	FEE	10.000%	\$ 824		A	
13	BOND	1.50%	\$ 136		A	
13			\$ 9,202	\$ 9,202	A	
14	WJ Mountford	Post Paint Break Metal	\$ 4,013		A	
14	FEE	10.000%	\$ 401		A	
14	BOND	1.50%	\$ 66		A	
14			\$ 4,480	\$ 4,480	A	
15	WJ Mountford	Credit Two Wheel Guards	\$ (1,100)		A	
15	FEE	10.000%	\$ -		A	
15	BOND	1.50%	\$ (17)		A	
15			\$ (1,117)	\$ (1,117)	A	
16	WJ Mountford	Exterior Sign Revisions	\$ 2,108		A	
16	FEE	10.000%	\$ 211		A	
16	BOND	1.50%	\$ 35		A	
16			\$ 2,354	\$ 2,354	A	
17	WJ Mountford	Flowable Fill For Well Near CB1-6	\$ 3,393		A	
17	FEE	10.000%	\$ 339		A	
17	BOND	1.50%	\$ 56		A	
17			\$ 3,788	\$ 3,788	A	
18	WJ Mountford	Add Bacnet Controls For Kitchen Hood	\$ 3,300		A	
18	FEE	10.000%	\$ 330		A	
18	BOND	1.50%	\$ 54		A	
18			\$ 3,684	\$ 3,684	A	
19	WJ Mountford	Chnge Breaker For VRF-5	\$ 782		A	
19	FEE	10.000%	\$ 78		A	
19	BOND	1.50%	\$ 13		A	

			Out-of-scope	Out-of-scope Total		
COP	Contractor	Description	COP Amount		Cost Status	Reference/Comments
19			\$ 873	\$ 873	A	
NA	WJ Mountford	Credit Back Axe Allowance (Part of Orig Base Bid)	\$ (5,000)		A	
NA	FEE	10.000%	\$ -		A	
NA	BOND	1.50%	\$ -		A	
NA			\$ (5,000)	\$ (5,000)	A	
20	WJ Mountford	Option 1 - EV Charging Revisions	\$ (5,042)		V	
20	FEE	10.000%	\$ -		V	
20	BOND	1.50%	\$ (76)		V	
20			\$ (5,118)	\$ (5,118)	V	
21	WJ Mountford	Option 2 - EV Charging Revisions	\$ (3,576)		A	
21	FEE	10.000%	\$ -		A	
21	BOND	1.50%	\$ (54)		A	
21			\$ (3,630)	\$ (3,630)	A	
22	WJ Mountford	Sanitary Sewer Main Revisions	\$ (7,298)		A	Part of CO#5
22	FEE	10.000%	\$ -		A	
22	BOND	1.50%	\$ -		A	
22			\$ (7,298)	\$ (7,298)	A	
23	WJ Mountford	Add Step Up Transformer For Owner Furnish Gear Dryer	\$ 5,181		A	Part of CO#5
23	FEE	10.000%	\$ 518		A	
23	BOND	1.50%	\$ 85		A	
23			\$ 5,785	\$ 5,785	A	
24	WJ Mountford	2 Rows of Glass For (6) Overhead Doors & Tint Glass At Front Only	\$ (17,400)		A	Part of CO#5
24	FEE	10.000%	\$ -		A	
24	BOND	1.50%	\$ (261)		A	
24			\$ (17,661)	\$ (17,661)	A	
25	WJ Mountford	Delete Remaining Wheelguards	\$ (9,900)		A	Part of CO#5
25	FEE	10.000%	\$ -		A	
25	BOND	1.50%	\$ (149)		A	
25			\$ (10,049)	\$ (10,049)	A	
26	WJ Mountford	Rock Removal Underneath CB1-2 & Boulders In Excess of 1 CY	\$ 2,500		A	Part of CO#5
26	FEE	10.000%	\$ 250		A	
26	BOND	1.50%	\$ 41		A	
26			\$ 2,791	\$ 2,791	A	
27	WJ Mountford	Drainage Piping For (6) Downspout Locations	\$ 12,051		A	Part of CO#5
27	FEE	10.000%	\$ 1,205		A	
27	BOND	1.50%	\$ 199		A	
27			\$ 13,455	\$ 13,455	A	
28	WJ Mountford	Provide wall surrounds for showers and rev size of shower bases rms 109/111	\$ 7,268		A	Part of CO#5

			Out-of-scope	Out-of-scope Total		
COP	Contractor	Description	COP Amount		Cost Status	Reference/Comments
28	FEE	10.000%	\$ 727		A	
28	BOND	1.50%	\$ 120		A	
28			\$ 8,115	\$ 8,115	A	
29	WJ Mountford	Add 2 PA Speakers	\$ 2,588		A	Part of CO#5
29	FEE	10.000%	\$ 259		A	
29	BOND	1.50%	\$ 43		A	
29			\$ 2,890	\$ 2,890	A	
30	WJ Mountford	AV System Revisions	\$ (8,660)		A	Part of CO#5
30	FEE	10.000%	\$ -		A	
30	BOND	1.50%	\$ (130)		A	
30			\$ (8,790)	\$ (8,790)	A	
31	WJ Mountford	Aluminum Hardware Revisions	\$ 3,623		A	
31	FEE	10.000%	\$ 362		A	
31	BOND	1.50%	\$ 60		A	
31			\$ 4,045	\$ 4,045	A	
32	WJ Mountford	Access Control AV & Solar Credit	\$ (4,289)		R	
32	FEE	10.000%	\$ (250)		R	
32	BOND	1.50%	\$ (68)		R	
32			\$ (4,607)	\$ (4,607)	R	
33	WJ Mountford	Exterior Speakers & F2 Type Light For Janitor's Closet	\$ 2,301		R	
33	FEE	10.000%	\$ 230		R	
33	BOND	1.50%	\$ 38		R	
33			\$ 2,569	\$ 2,569	R	
34	WJ Mountford	VRF1 & KEF1 Support With Door Louver & Plywood Credit	\$ 3,378		R	
34	FEE	10.000%	\$ 451		R	
34	BOND	1.50%	\$ 57		R	
34			\$ 3,886	\$ 3,886	R	
35	WJ Mountford	Main Entry Canopy Roof Pitch Revisions	\$ 6,410		R	
35	FEE	10.000%	\$ 451		R	
35	BOND	1.50%	\$ 57		R	
35			\$ 6,918	\$ 6,918	R	
36	WJ Mountford	Credit Install of Owner Furnished Equipment	\$ (1,843)		R	
36	FEE	10.000%	\$ -		R	
36	BOND	1.50%	\$ (28)		R	
36			\$ (1,871)	\$ (1,871)	R	
37	WJ Mountford	Aluminum Canopy Over Door #103 (Back side of Building)	\$ 5,667		R	
37	FEE	10.000%	\$ 567		R	

Last Updated : 12/12/2025

			Out-of-scope	Out-of-scope Total		
COP	Contractor	Description	COP Amount		Cost Status	Reference/Comments
37	BOND	1.50%	\$ 94		R	
37			\$ 6,327	\$ 6,327	R	
38	WJ Mountford	Stainless Steel Panels At Kitchen Range	\$ 3,695		R	
38	FEE	10.000%	\$ 370		R	
38	BOND	1.50%	\$ 61		R	
38			\$ 4,125	\$ 4,125	R	

Total Void or Rejected	\$	21,269.73
Total Pending (Budgeted, Have Quote, or In Review)	\$	17,347.65
Total Approved	\$	(66,746)

General Superintendent Field Report

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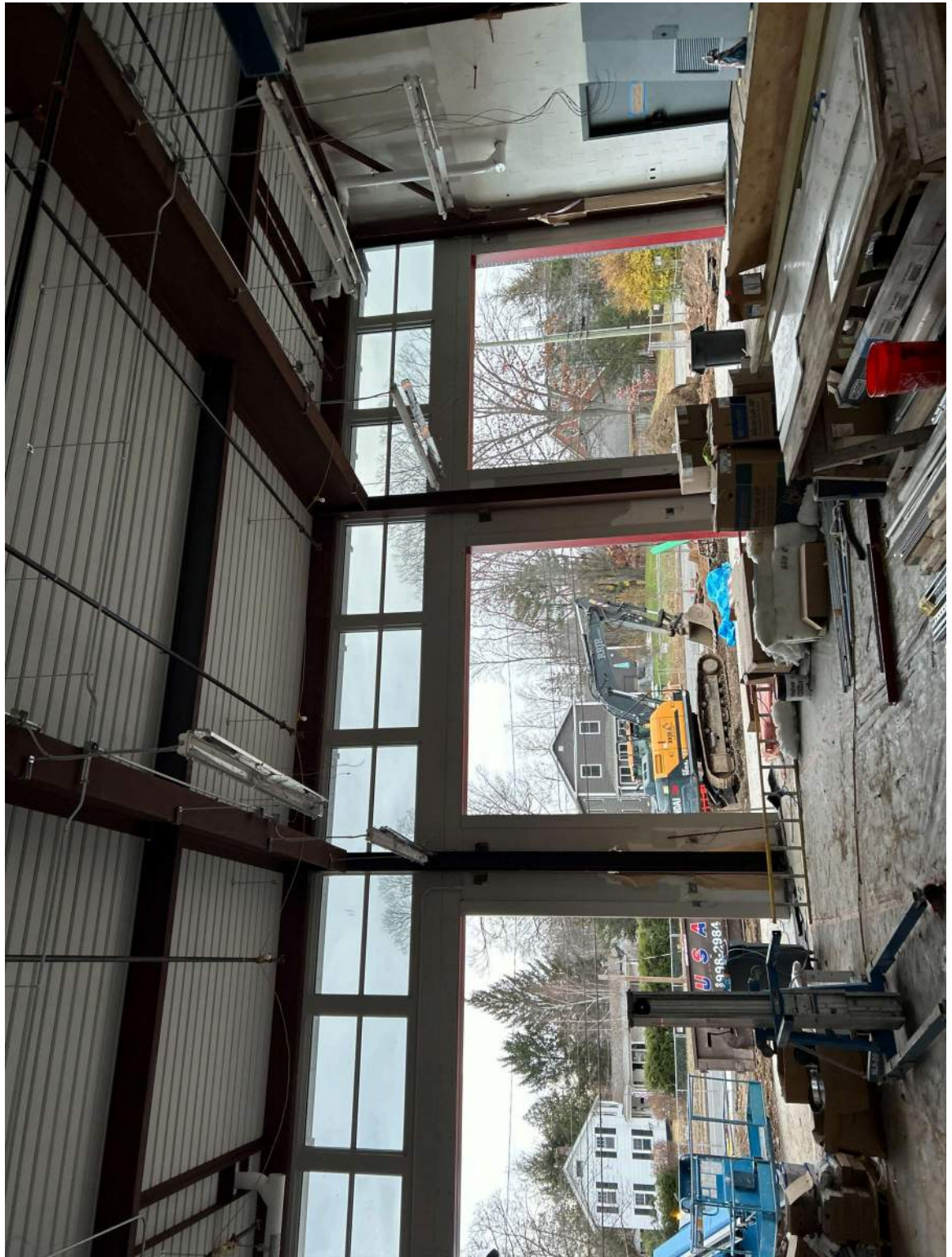
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Superintendent:		Project Manager:	

Safety / Security Observation	B.I.C.

Site Progress	B.I.C.

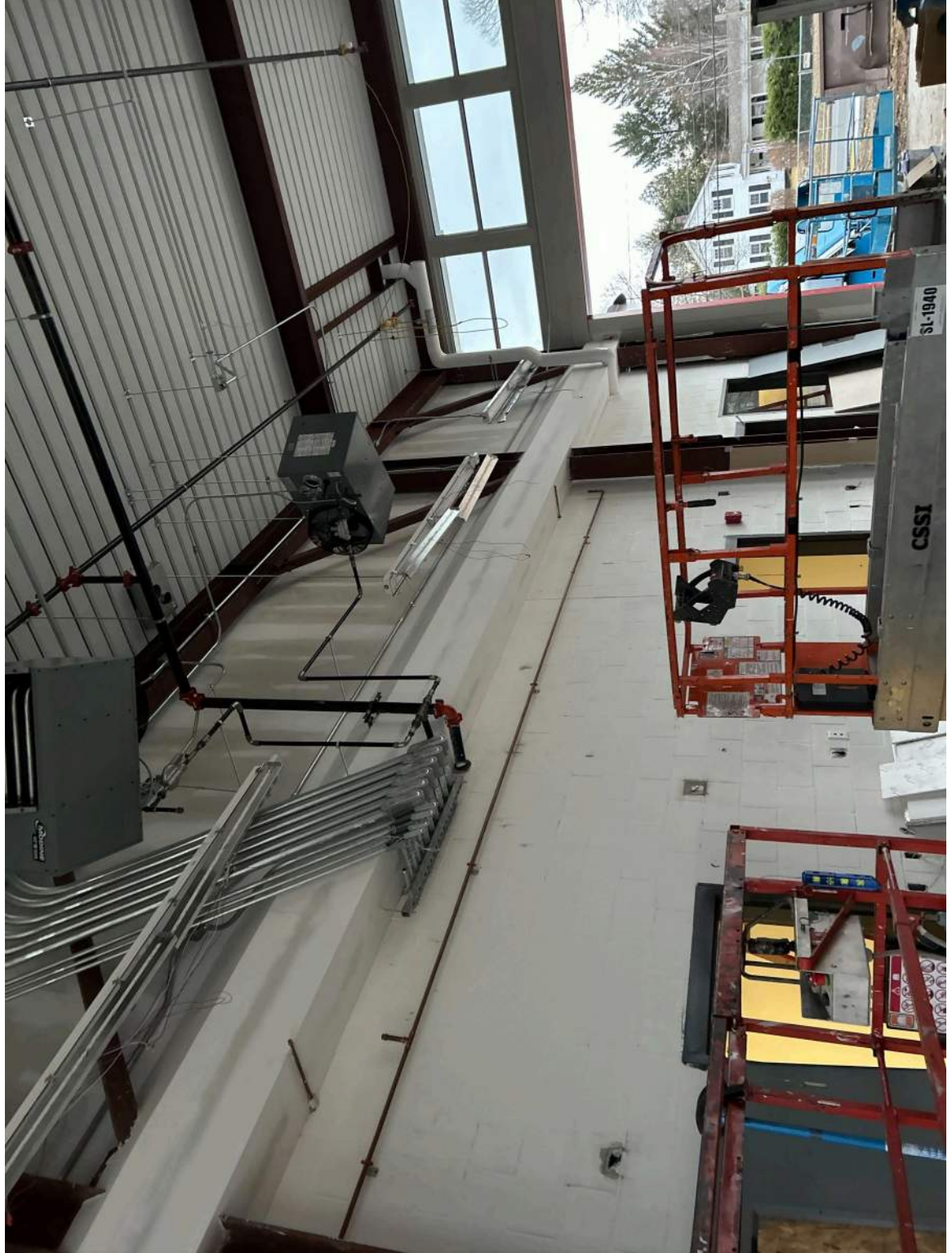
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Documentation: Daily reports / Scaffold / Fall protection / Interim Life Safety	B.I.C.
Quality Control	B.I.C.
Pre-Installation Meetings	B.I.C.
Distribution: Project Team	
Report Signature:	



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DOWNES
CONSTRUCTION COMPANY

Downes Construction Company

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Job #: 25-01-0545 Bristol Firehouse #3 OPM
163 Church Ave
Bristol, Connecticut 06010

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11/19/2025 at 07:07 am

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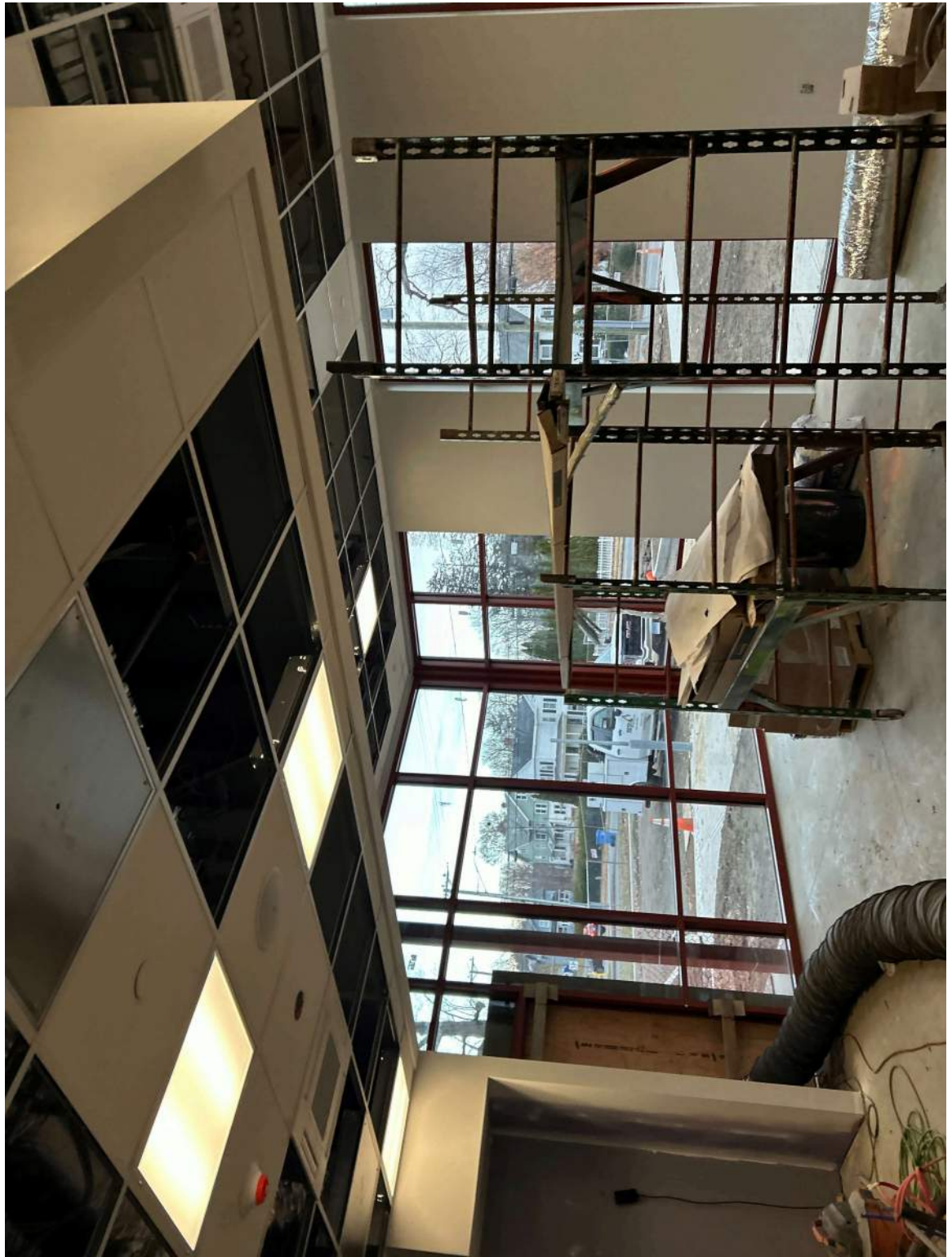


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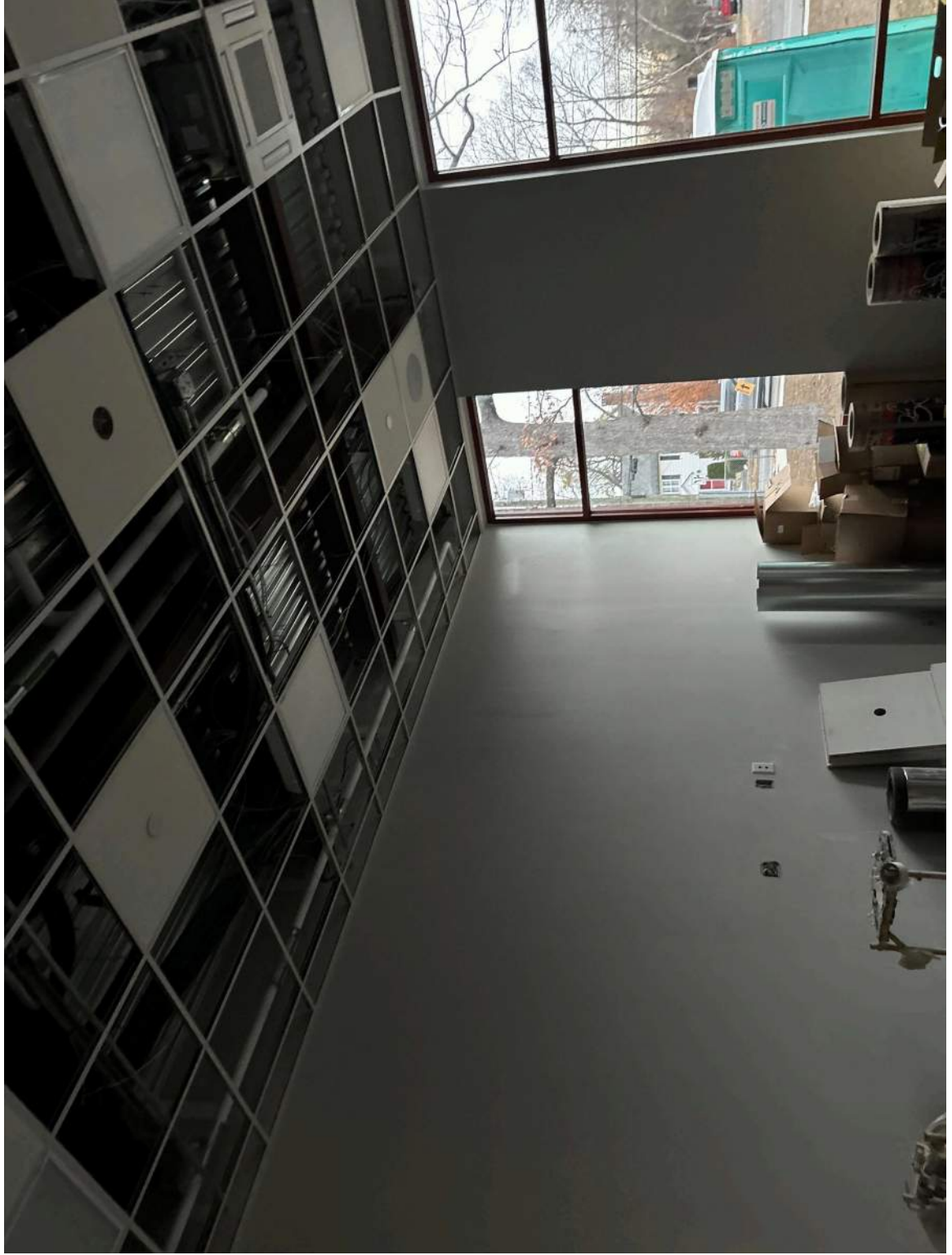
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163 Church Ave
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Taken Date

11/19/2025 at 07:02 am

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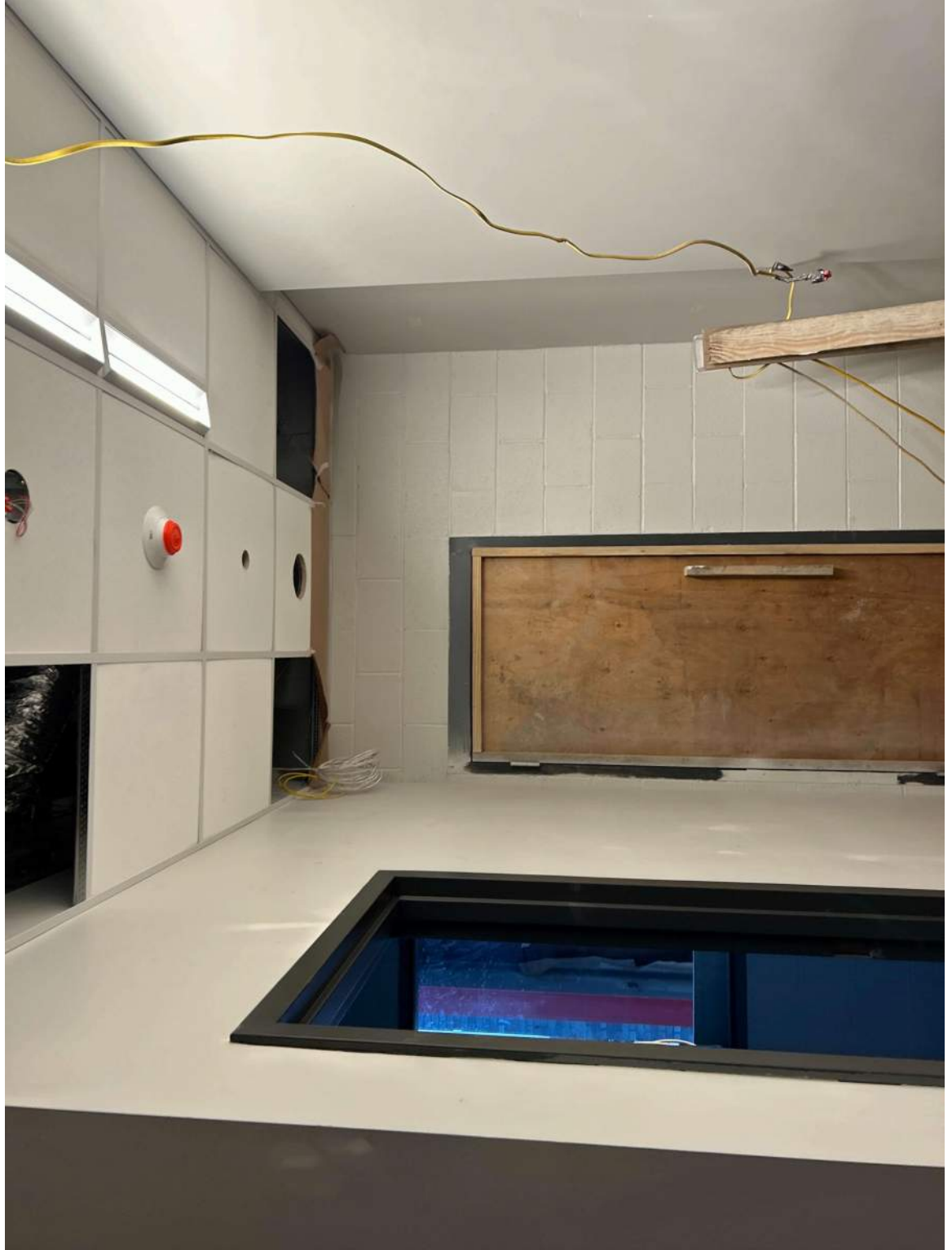
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CONSTRUCTION COMPANY

Downes Construction Company

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Bob Sessions
File Name
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General Superintendent Field Report

.....

PROJECT:		DATE:	
Superintendent:		Project Manager:	

Safety / Security Observation	B.I.C.

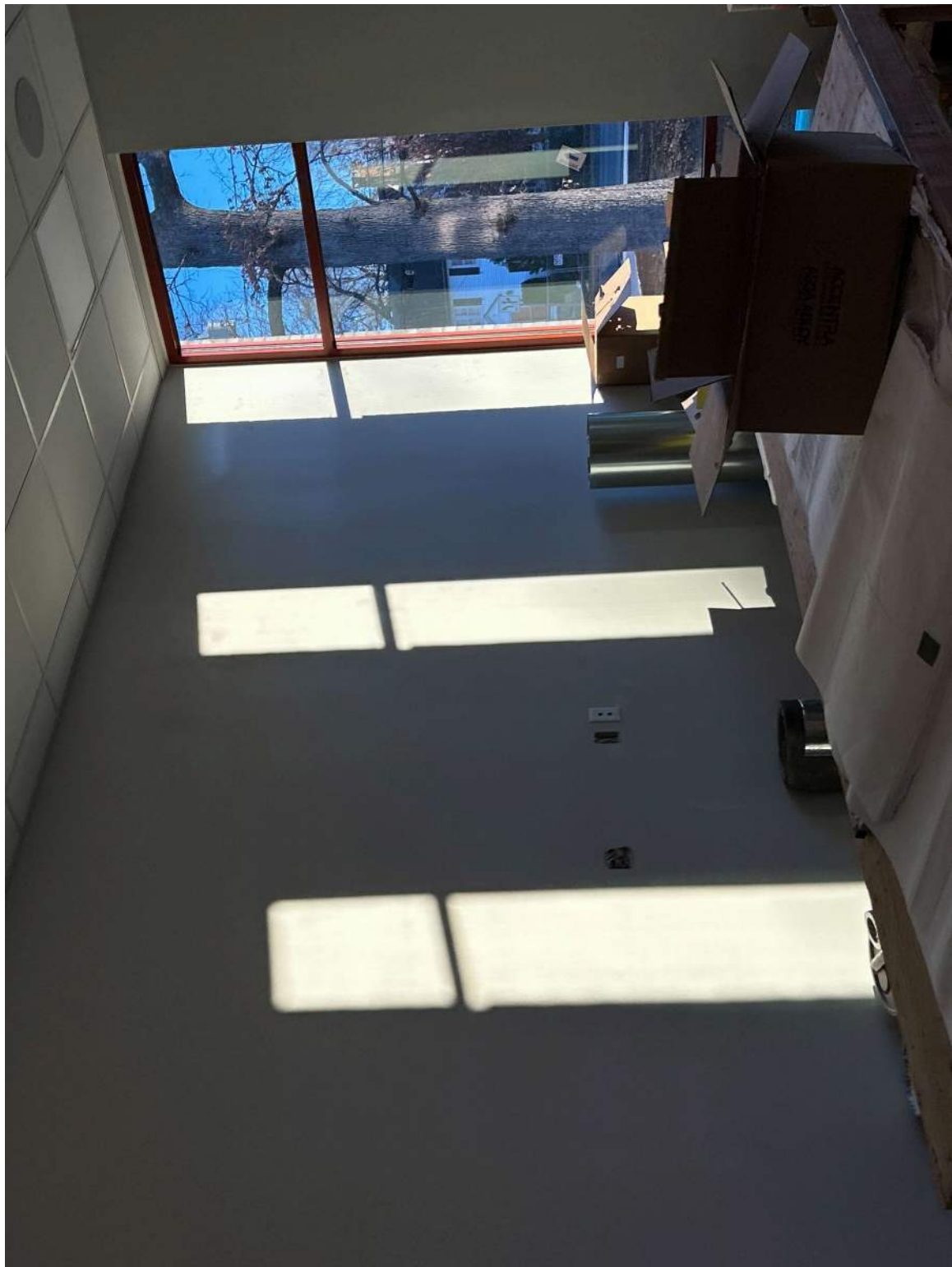
Site Progress	B.I.C.

Schedule Impacts / Issues / TIA	B.I.C.

Documentation: Daily reports / Scaffold / Fall protection / Interim Life Safety	B.I.C.
Quality Control	B.I.C.
Pre-Installation Meetings	B.I.C.
Distribution: Project Team	
Report Signature:	

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11/24/2025 at 07:32 am
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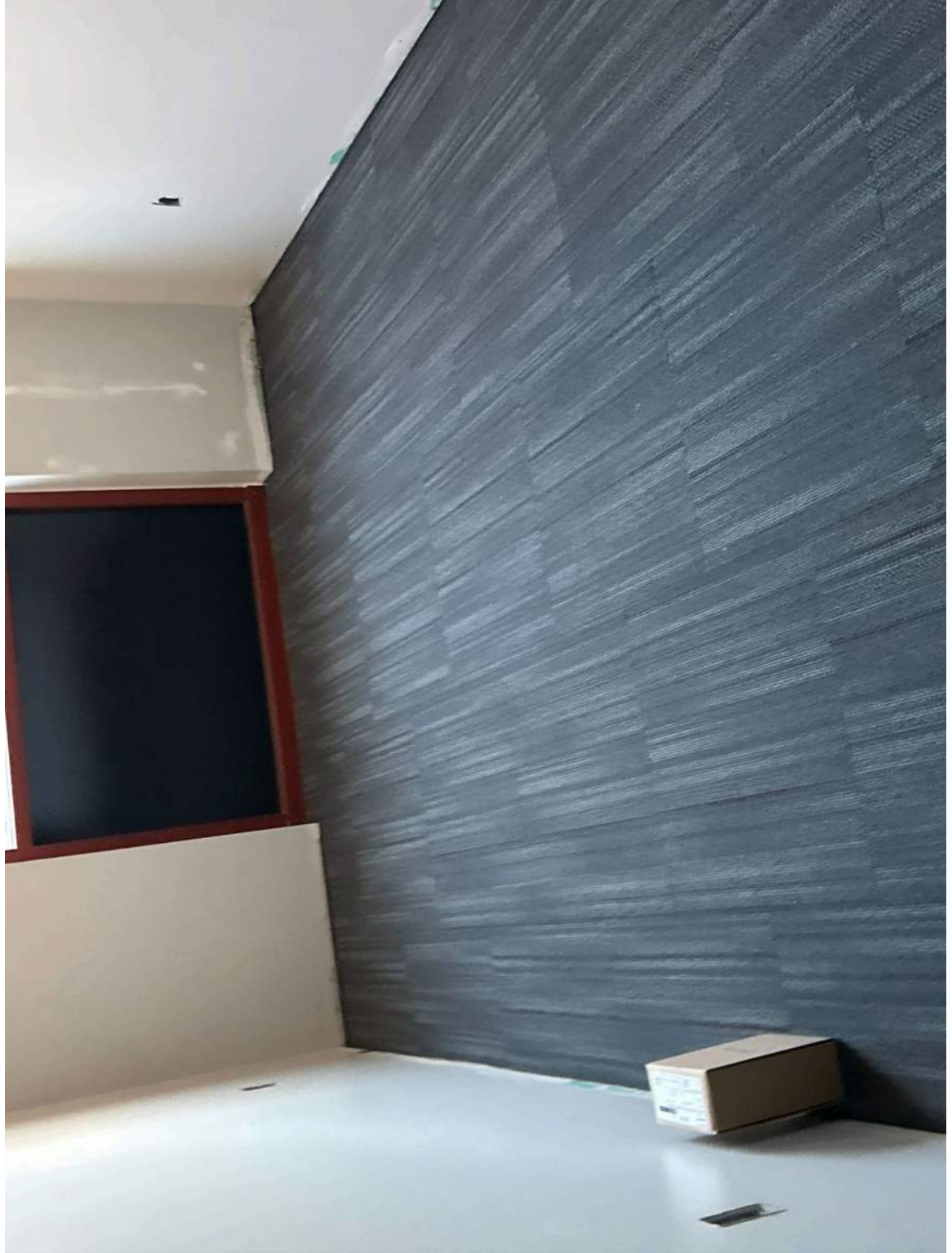
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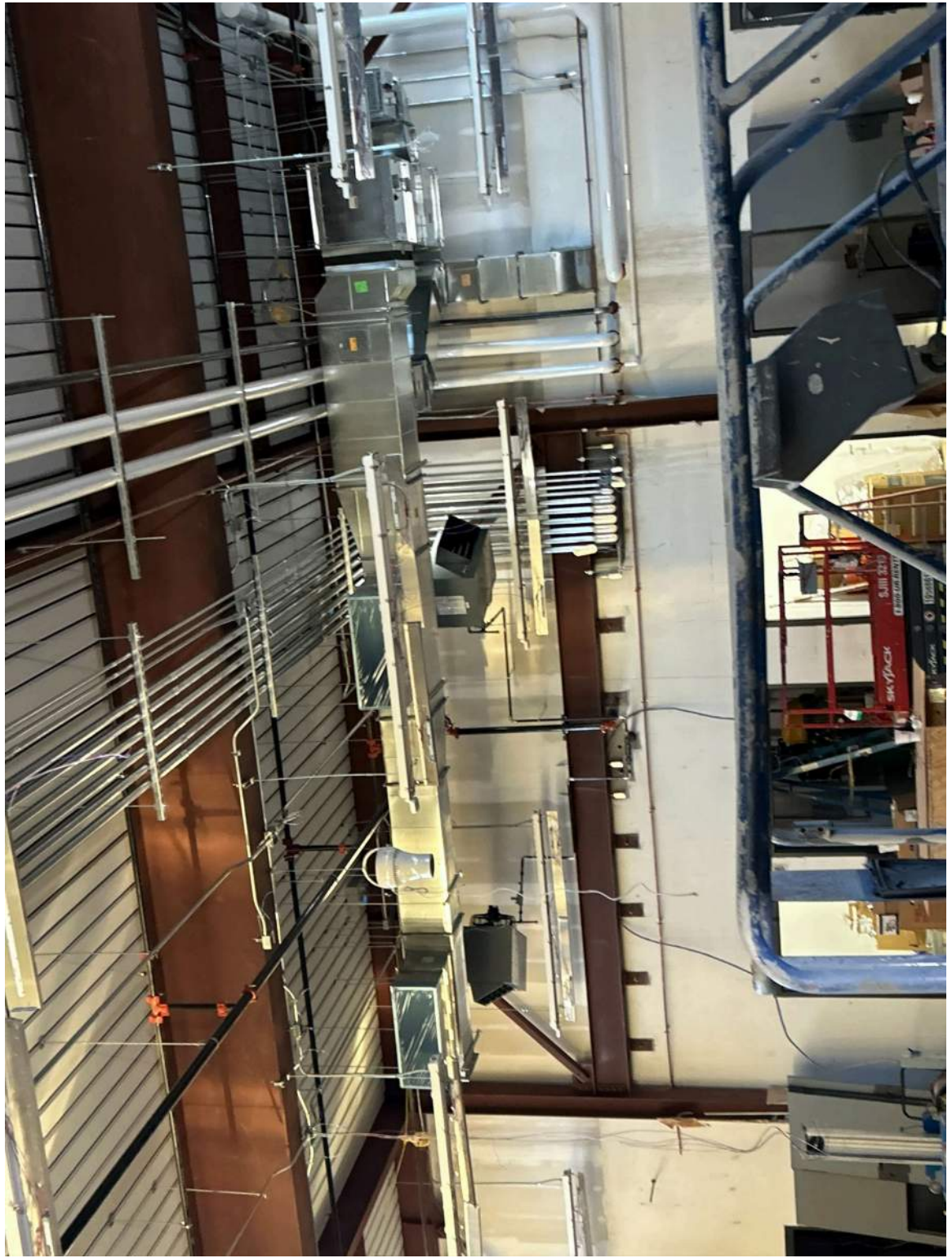
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DOWNES
CONSTRUCTION COMPANY

Downes Construction Company

Printed on Fri Dec 12, 2025 at 07:19 am EST

Job #: 25-01-0545 Bristol Firehouse #3 OPM
163 Church Ave
Bristol , Connecticut 06010

Unclassified

Description

Taken Date

11/24/2025 at 07:30 am

Upload Date

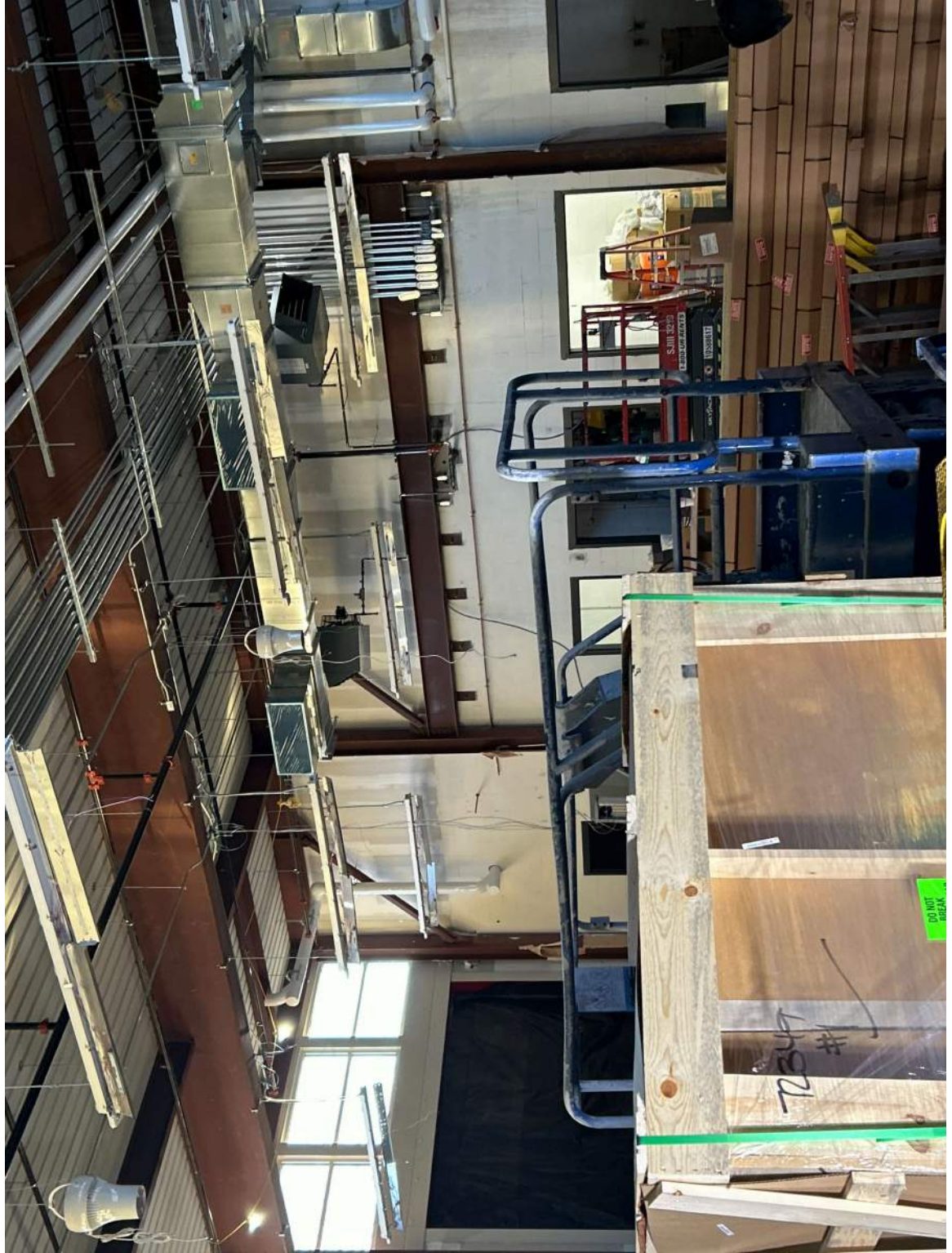
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Bob Sessions

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General Superintendent Field Report

.....

PROJECT:		DATE:	
Superintendent:		Project Manager:	

Safety / Security Observation	B.I.C.

Site Progress	B.I.C.

Schedule Impacts / Issues / TIA	B.I.C.

Documentation: Daily reports / Scaffold / Fall protection / Interim Life Safety	B.I.C.
Quality Control	B.I.C.
Pre-Installation Meetings	B.I.C.
Distribution: Project Team	
Report Signature:	

Unclassified

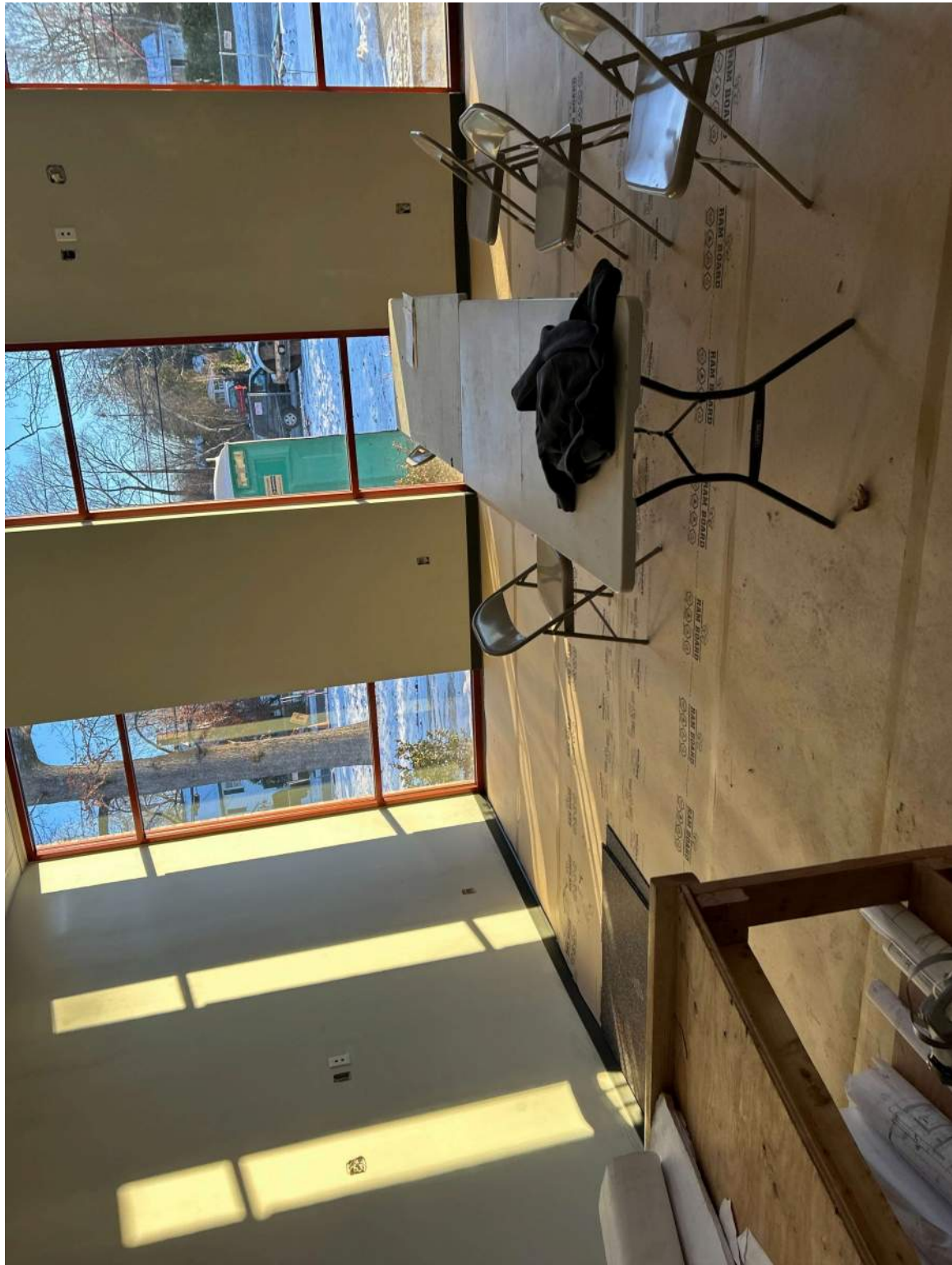
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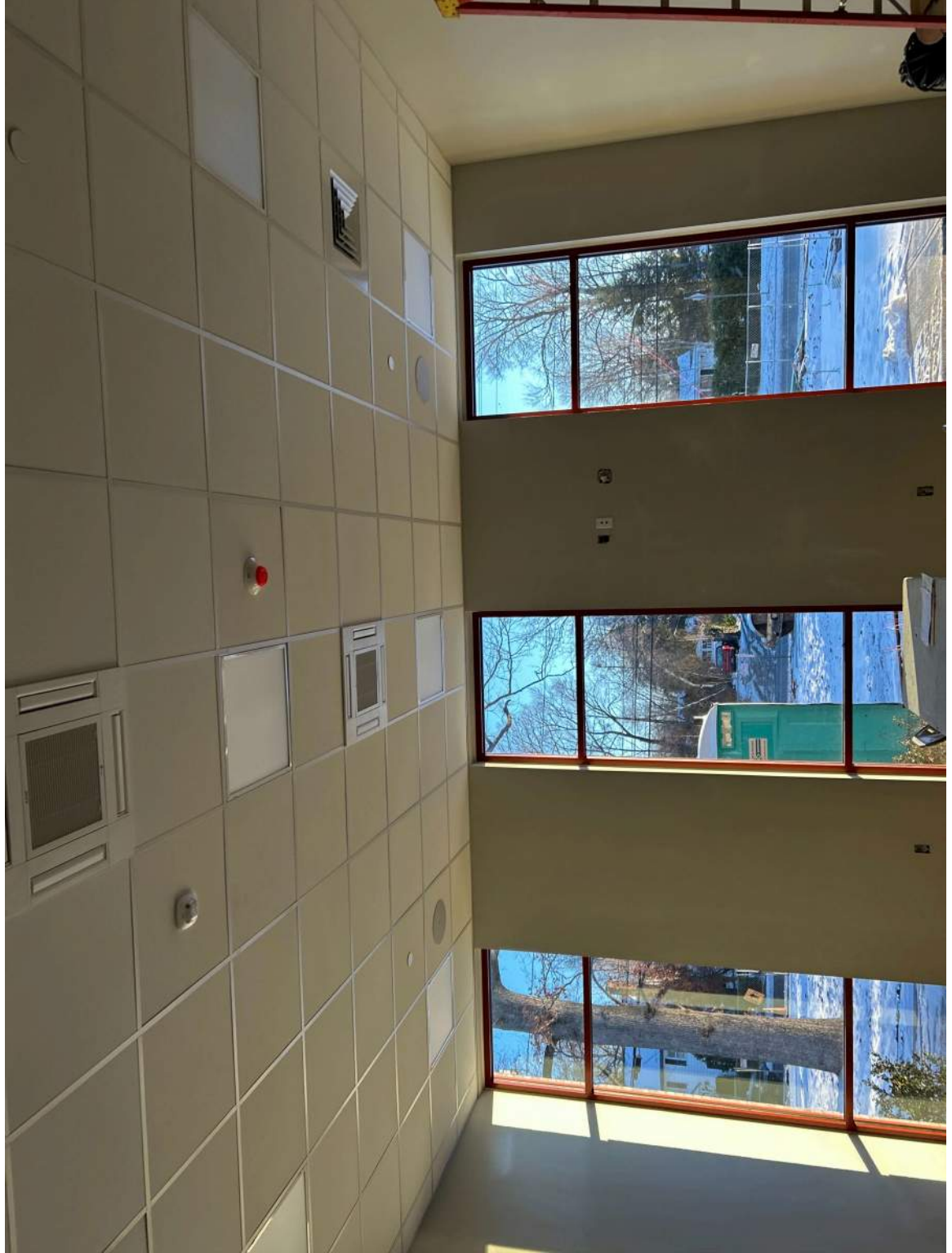
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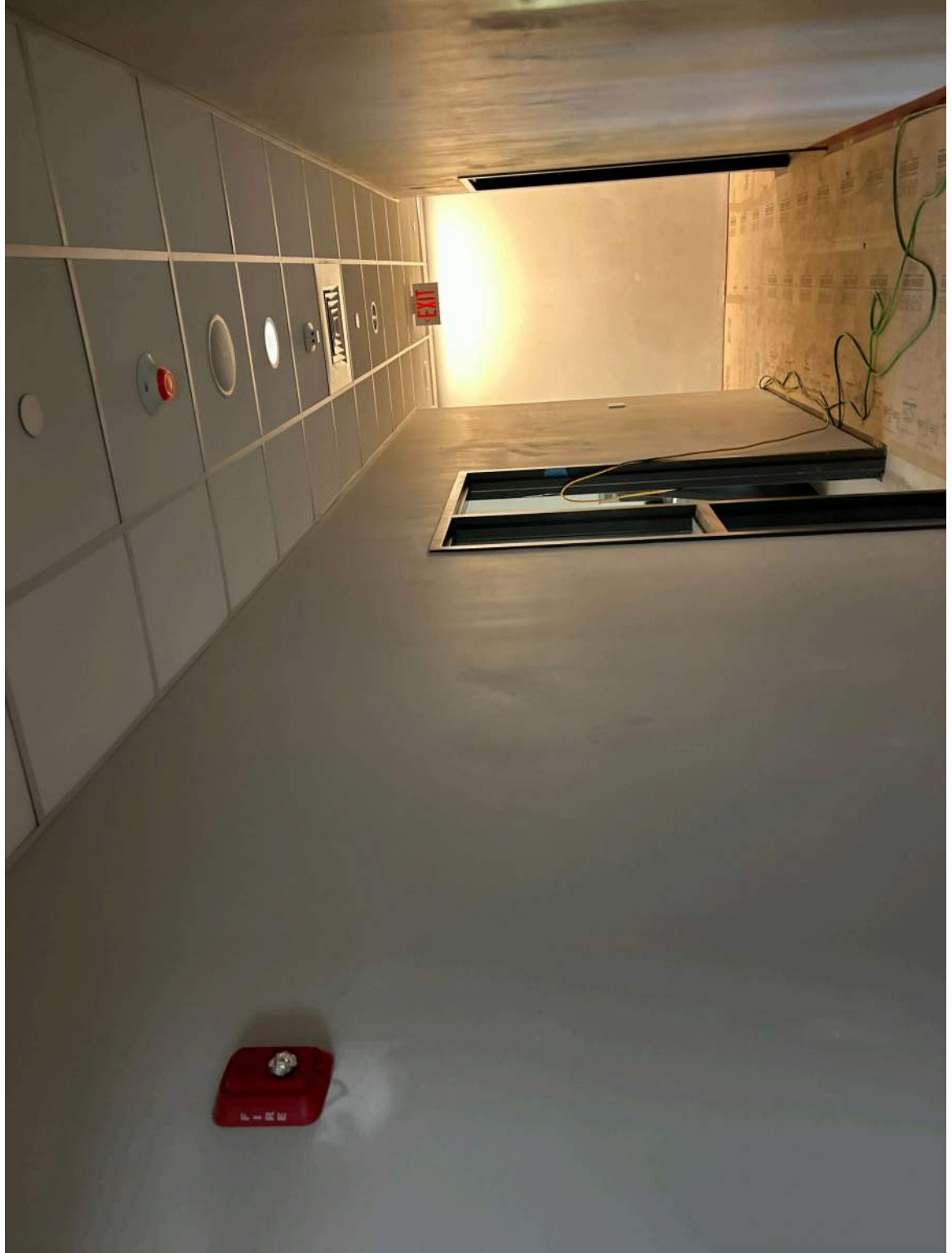
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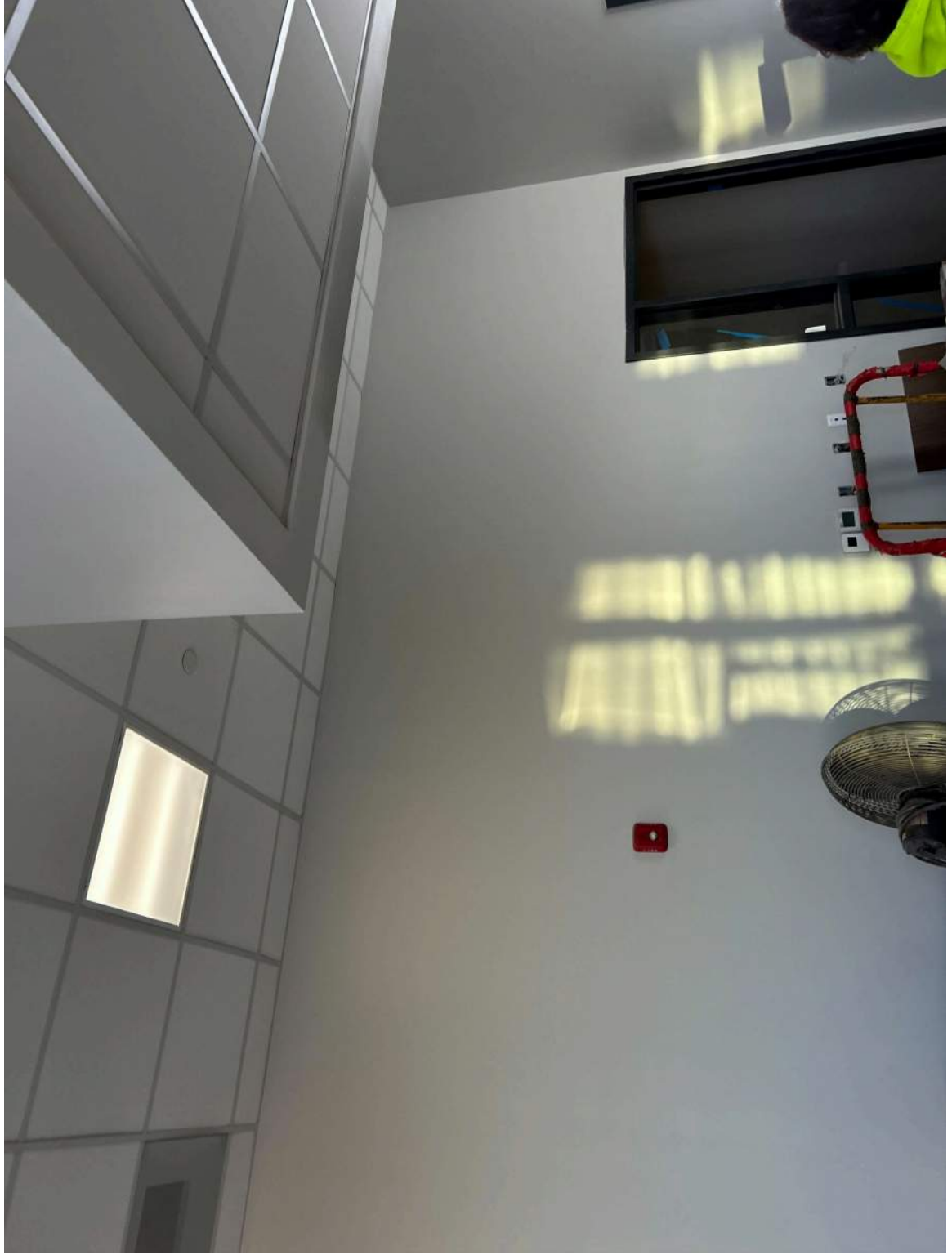
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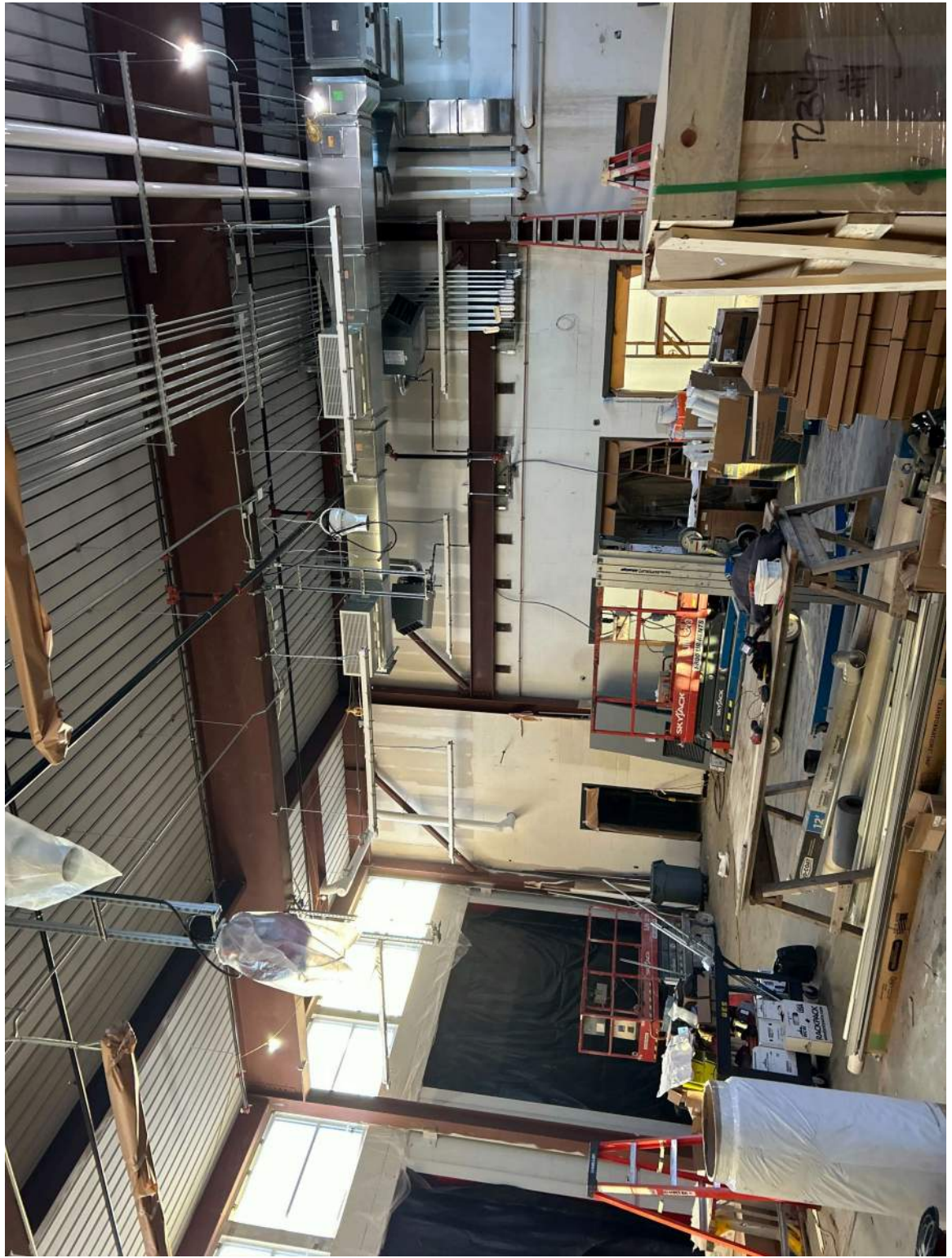


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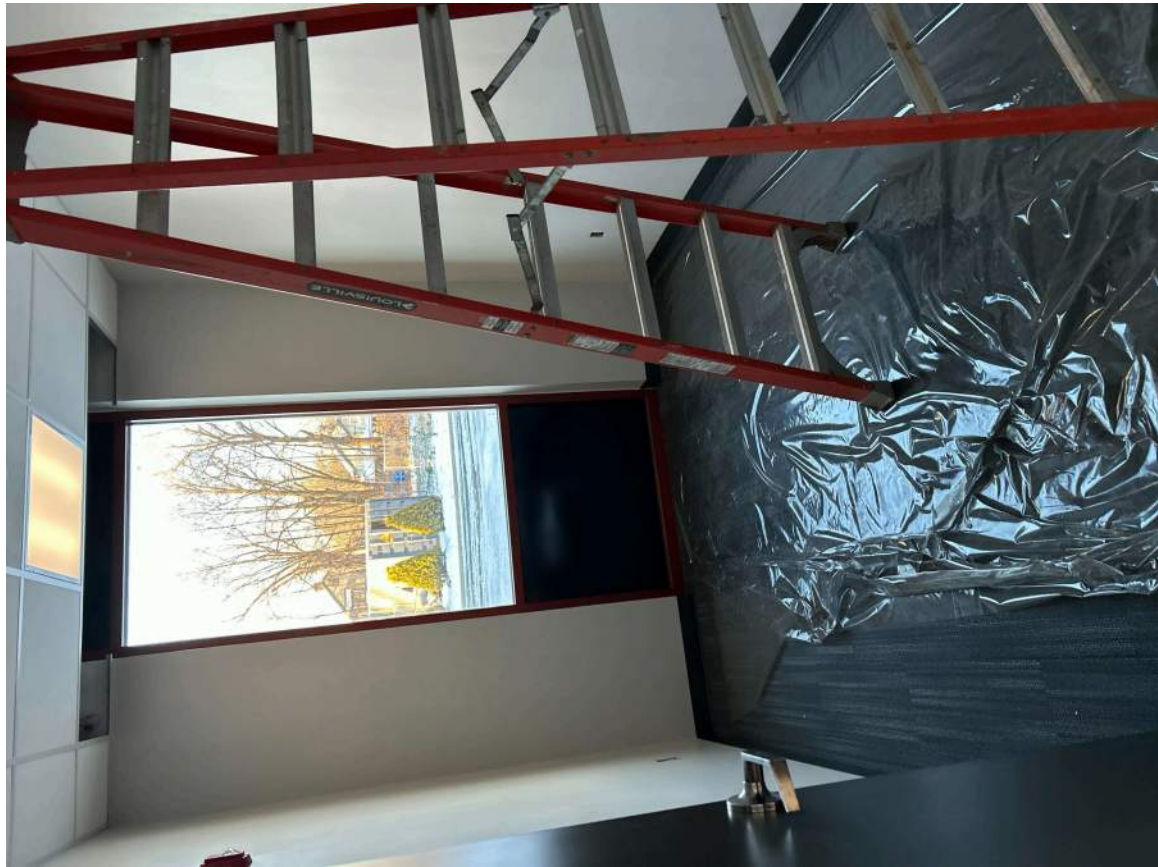
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General Superintendent Field Report

.....

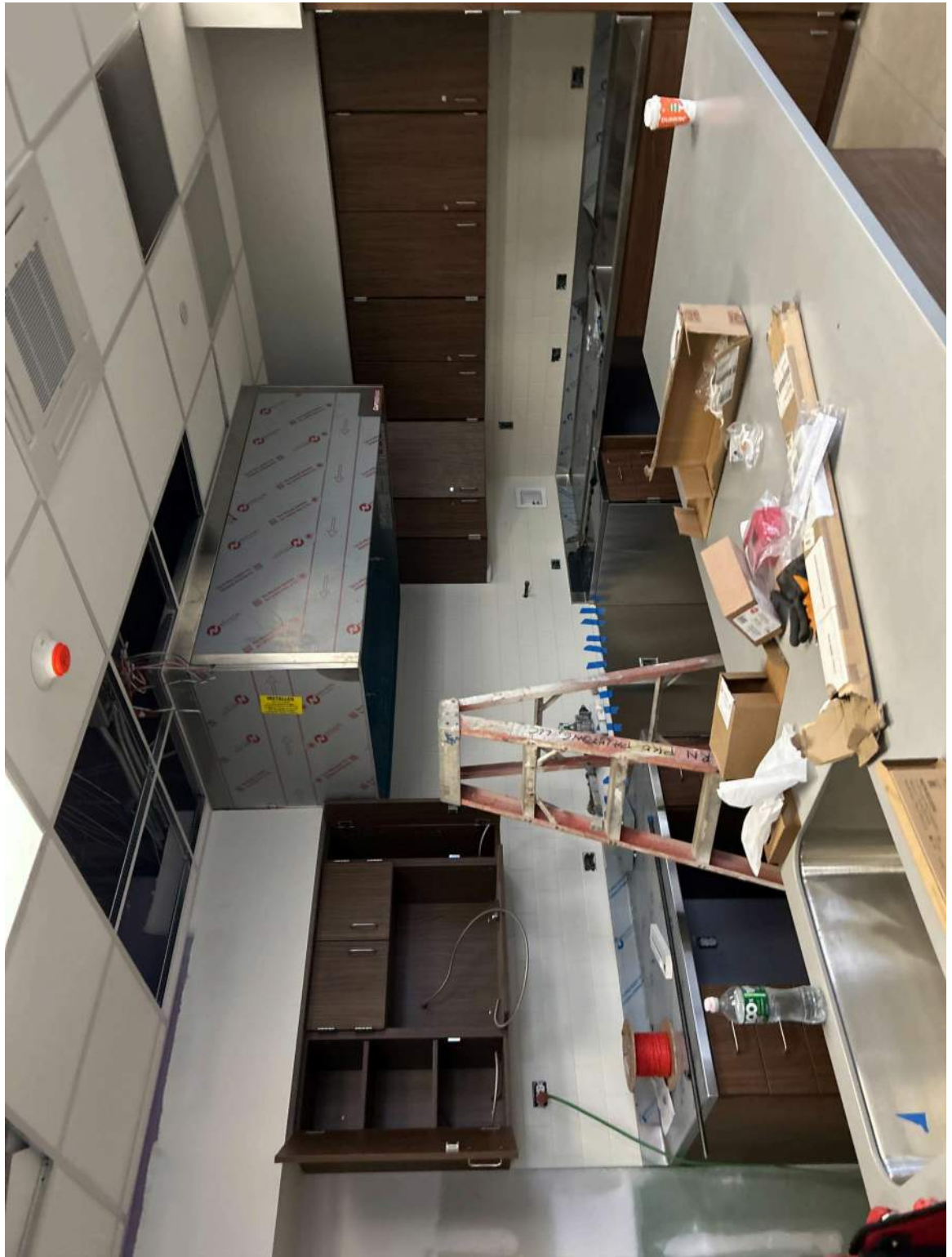
PROJECT:		DATE:	
Superintendent:		Project Manager:	

Safety / Security Observation	B.I.C.

Site Progress	B.I.C.

Schedule Impacts / Issues / TIA	B.I.C.

Documentation: Daily reports / Scaffold / Fall protection / Interim Life Safety	B.I.C.
Quality Control	B.I.C.
Pre-Installation Meetings	B.I.C.
Distribution: Project Team	
Report Signature:	

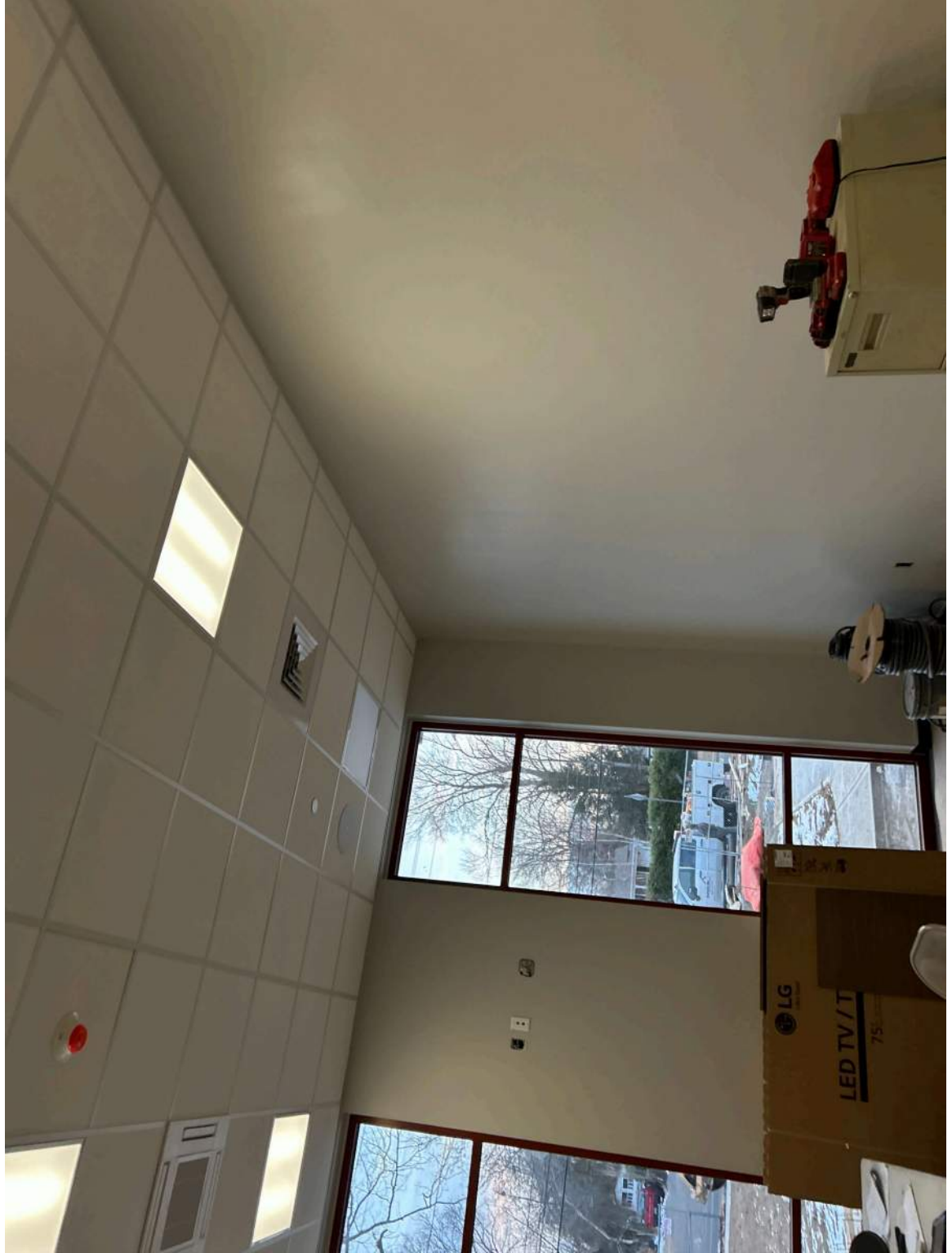


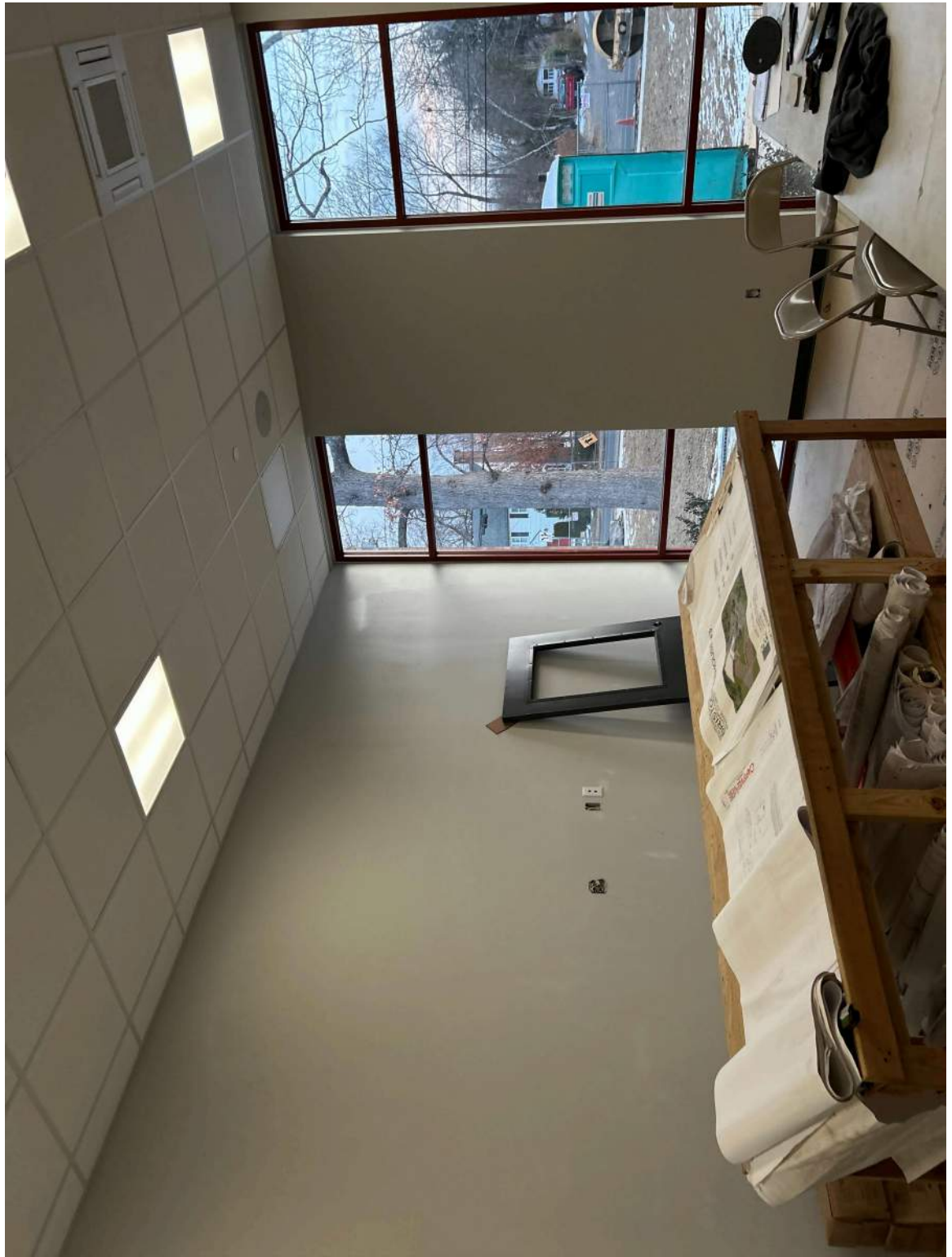
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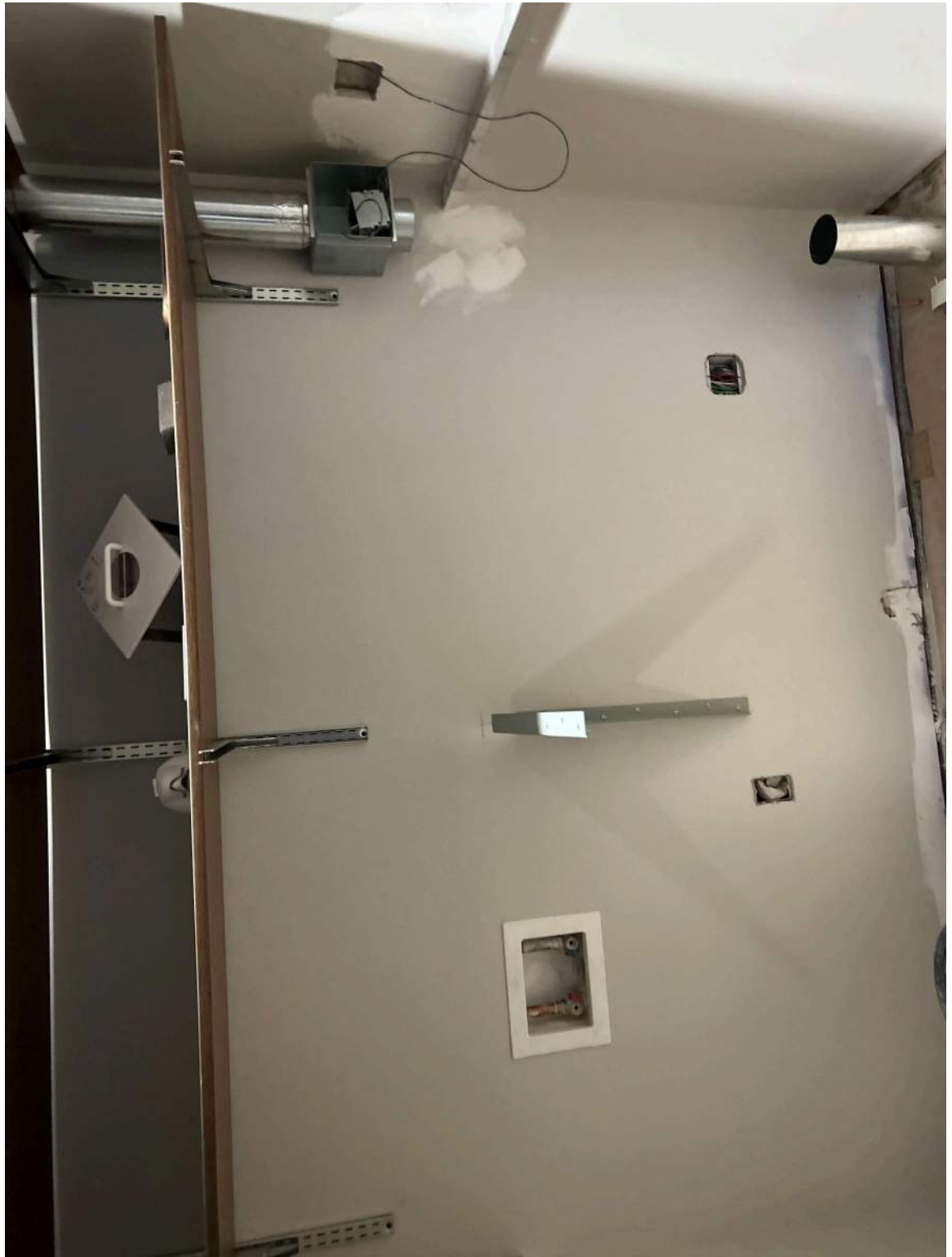
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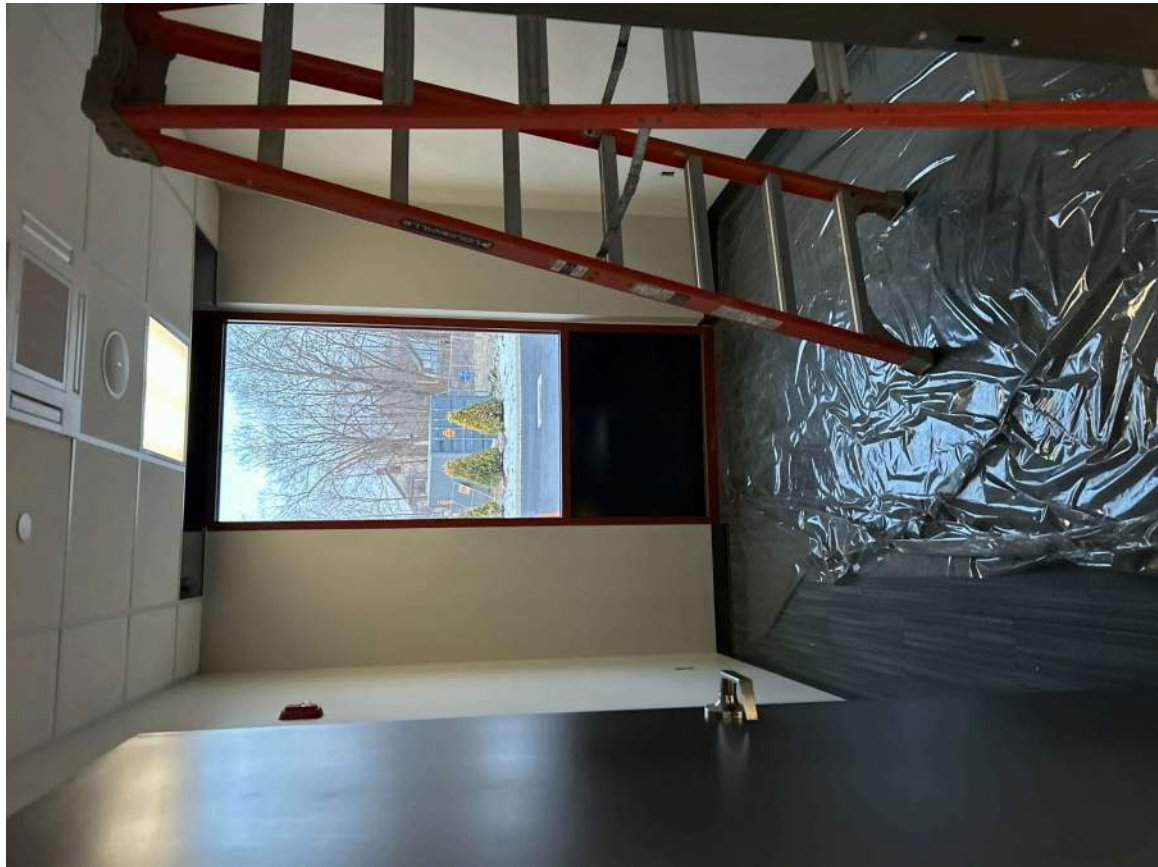
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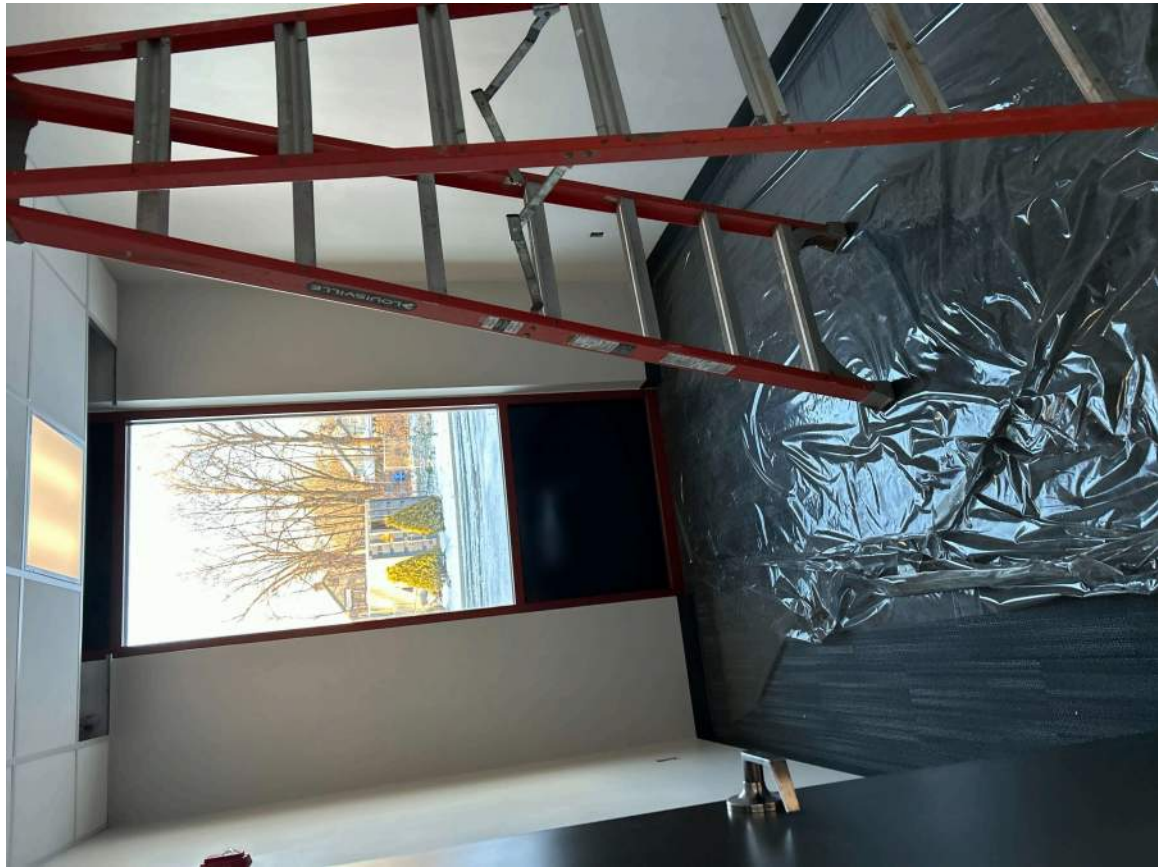
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