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MEETING REPORT

DATE 2/25/2008

Project FCC Nantucket

Project Number: 3085

Report Number: 1

Date of Meeting 2/25/2008

Type of Meeting Construction

Time 11:15 am

Weather Conditions Fair

Location YSC's Shop

Attendees

Number	Item	Action	Who
0225 08 001	Purpose	The meeting was held to observe the restoration of the large arched window at the east, and to observe the restoration of the louvers at the east.	

0225 08 002	Meeting	The meeting was held at 11:15 am, February 25, 2008	
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0225 08 003	Location	The meeting was held at YSC's shop located at 240 Littleton County Road Harvard, MA. The windows and louvers had previously been removed for restoration.	
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Item	Item	Action	Who
0225 08 004	Windows	<p>The drawings called for the large arched window to “”Reglaze entire window”. The condition of the sash upon removal to the shop revealed a bit of concealed damage at the lower rails of some of the sash, as well as some deterioration of a few muntins.</p> <p>The contractor is proposing to repair the deteriorated components on a time and material basis, using the specifications, which call for conservation efforts to deteriorated components.</p> <p>The client should confirm that the work is to go forward on this basis.</p>	
0225 08 005	Louvers	<p>The drawings called for the louvers at the east to “Remove shutters, repair, restore sheathing, reinstall”. These are in process of being restored.</p>	
0225 08 006	Replacement trim	<p>The drawings called for replacement of much trim with new mahogany wooden members. YSC has procured new mahogany wood for this purpose, which is stockpiled at the shop.</p>	
0225 08 007	Photos	<p>See separate graphics report for photos of the work in progress.</p>	