

## Site Meeting Minutes: No 01

Project **Al Zahra Centre: Refurbishment Works along Merton Road**  
 Client **Anjuman-e-Ja'afariyya Muslim Community of Watford**  
 Site **81 Fearnley Street, Watford WD18 0RB**  
 Meeting **Site Meeting No 01**

Date	<b>06 Sept 08</b>	Present	<b>Rafiq Shah</b>	RS	Employer
Time	<b>11:00 hrs</b>		<b>Gulam Kassam</b>	GK	Project Manager
Venue	<b>Al Zahra Centre Watford</b>		<b>Riyaz Versi</b>	RV	Structural Engineer
			<b>Pawel Zywina</b>	PZ	Contractor
		Apologies	<b>Barry Wright</b>	BW	Architect
			<b>Simon Mitchell</b>	SM	CDM Coordinator
			<b>Kamran Shah</b>	KS	Building Committee
		Distribution	<b>All Present . . . . . /</b>	Plus	

No	Description	Act
<b>1</b>	<b>Attendance / Apologies</b>	
1.1	Attendance / Apologies As given above	
1.2	Contract Directory  The directory forming part of the agenda was confirmed / amended as follows:	
	Employer	Anjuman-e-Ja'afariyya Muslim Community of Watford 81 Fearnley Street, Watford WD18 0RB Contact: Rafiq H Shah Tel: 01923 464948; Mobile: 07944 687538 Email: <a href="mailto:rafiqhshah@yahoo.co.uk">rafiqhshah@yahoo.co.uk</a>
	Project Manager	Mentor Milestones Ltd 123 Kesteven Walk, Peterborough PE1 5DT Contact: Gulam Kassam Tel: 01733 771985; Mobile: 07921 184319 Email: <a href="mailto:gulam@mentormilestones.com">gulam@mentormilestones.com</a>
	Contractor	A2Z Building Contractors 9 Toms Croft, Hemel Hempstead HP2 4LL Contact: Pawel Zywina Tel: 07838 215971 Email: <a href="mailto:pawelzywina166@hotmail.com">pawelzywina166@hotmail.com</a> Contractor's Site Agent: Pawel Bzyl

No	Description	Act
	<p>Architect</p> <p>Barry Wright Partnership 2A Brinsmade Road, Amphil, Bedford MK45 2PP Contact: Barry Wright Tel: 01525 402060; Fax: 01525 755250 Email: <a href="mailto:barrywright@btelick.com">barrywright@btelick.com</a></p>	
	<p>Structural Engineer</p> <p>Versi Associates Ltd 6 Verwood Road, North Harrow, Middlesex HA2 6LD Contact: Riyaz Versi Tel: 020 8537 6234; Mobile: 07958 721212 Email: <a href="mailto:riyaz@rversi.plus.com">riyaz@rversi.plus.com</a></p>	
	<p>CDM Coordinator</p> <p>CDM Contract Services Ltd Windsor House, 74 Thorpe Road, Norwich NR1 1BA Contact: Simon Mitchell Tel: 01603 764448; Mobile: 07850 236739 Email: <a href="mailto:simon@cdmcontractservices.co.uk">simon@cdmcontractservices.co.uk</a></p>	
<b>2</b>	<b>Actions from Previous Minutes</b>	
2.1	Errata None	
2.2	Action Required	
	<ul style="list-style-type: none"> <li>▪ Scaffolding details</li> <li>▪ Names of all subcontractors</li> </ul>	PZ PZ
<b>3</b>	<b>Contract Documentation</b>	
3.1	Current Position	
	<ul style="list-style-type: none"> <li>▪ Simple Contract document signed</li> </ul>	
3.2	Action Required	
	<ul style="list-style-type: none"> <li>▪ Activity Schedule to be revised and signed</li> <li>▪ Simple collateral warranty document to be issued to Contractor</li> </ul>	GK GK
<b>4</b>	<b>Employer's Instructions</b>	
4.1	Instructions / Change Orders	
	<ul style="list-style-type: none"> <li>▪ Employer has issued verbal instructions for roofing felt, lead flashings, second floor cavities in walls, and water supply diversion works. To be formalised.</li> <li>▪ Steel staircase to be replaced with a concrete staircase, at contractor's request, as the price quoted is much more than price at tender stage. Structural Engineer to issue drawing Tuesday 9 Sept 08</li> </ul>	GK
	<ul style="list-style-type: none"> <li>PM to issue Instruction to formalise this change</li> </ul>	RV GK
4.2	RFI schedule: Employer's Agent's Schedule	
	<ul style="list-style-type: none"> <li>▪ Contractor to issue details of drawings / line diagrams for all services</li> </ul>	PZ

No	Description	Act
<b>5</b>	<b>Contractor's Report</b>	
5.1	Updated progress report / planned programme:	
	Works completed include:	
	<ul style="list-style-type: none"> <li>▪ Demolitions for both staircases and redundant walls</li> <li>▪ Structural openings and blocking removed doors</li> <li>▪ First and second floor flooring</li> <li>▪ Stud walls on all three walls</li> <li>▪ Plaster boarding in progress</li> <li>▪ External walls insulation</li> <li>▪ First Fix for electrical, plumbing, drainage and fire</li> <li>▪ Ventilation to roof</li> <li>▪ Roof access</li> <li>▪ Roofing felt (extra)</li> </ul>	
5.2	Planned programme	
	Works programmed for next week include:	
	<ul style="list-style-type: none"> <li>▪ Roofing insulation</li> <li>▪ Dry lining</li> <li>▪ Kitchen design and to follow with kitchen cupboard carcasses</li> <li>▪ Staircase shuttering</li> <li>▪ Screeding and insulation on Shop Ground Floor</li> <li>▪ Staircase ground slab</li> </ul>	
5.3	Design status and confirmations	
	<ul style="list-style-type: none"> <li>▪ Detailed designs to be submitted to PM for approval</li> </ul>	PZ
5.4	Schedule of approvals:	
	<ul style="list-style-type: none"> <li>▪ None</li> </ul>	RS
5.5	RFI schedule: Contractor's Schedule	
	<ul style="list-style-type: none"> <li>▪ Brick facing and veneer details to be specified and approved</li> <li>▪ Sample brick panel for external brick veneer facings (see 5.4 below)</li> </ul>	GK
		RS
5.6	Potential Problems / Delays	
	<ul style="list-style-type: none"> <li>▪ National Grid to inspect site in mid-Oct 08, with 4-6 weeks installation</li> </ul>	PZ
	<ul style="list-style-type: none"> <li>▪ EDF site survey to be done on 6 Oct 08, with diversions and connection within 6 weeks of site survey</li> </ul>	PZ
	<ul style="list-style-type: none"> <li>▪ Contractor to arrange for temporary services to allow the testing and commissioning works to be done before these STATS works</li> </ul>	PZ
5.7	Procurement Status	
	<ul style="list-style-type: none"> <li>▪ Windows and doors ordered</li> <li>▪ Staircase on order – but to be cancelled as price too high</li> </ul>	
5.8	Other matters: Security and Protection, Site Access, Restrictions, etc	
	<ul style="list-style-type: none"> <li>▪ All resolved – using the Employer's infrastructure and systems</li> </ul>	
5.9	Financial Matters / VAT	
	<ul style="list-style-type: none"> <li>▪ A total of circa £ 15,000 have been made to contractor to date.</li> <li>▪ Certificate to the issued today with the payment to be made immediately</li> </ul>	GK

