

Site Meeting Minutes: No 02

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 02**

Date	20 Sept 08	Present	Rafiq Shah	RS	Employer
Time	11:00 hrs		Kamran Shah	KS	Building Committee
Venue	Al Zahra Centre Watford		Gulam Kassam	GK	Project Manager
			Barry Wright	BW	Architect
			Pawel Zywna	PZ	Contractor
		Apologies	Riyaz Versi	RV	Structural Engineer
		Distribution	All Present /	Plus	

No	Description	Act
1	Attendance / Apologies	
1.1	Attendance / Apologies As given above Riyaz Versi has resolved the issue of the staircase heights and levels at various floors	
2	Actions from Previous Minutes	
2.1	Errata from minutes of Meeting No 01 None. Copy of previous minutes signed by Employer and Contractor	
2.2	Action Required <ul style="list-style-type: none"> ▪ Scaffolding details 24 Sept 08 ▪ Names of all subcontractors 24 Sept 08 	PZ PZ
3	Contract Documentation	
3.1	Current Position <ul style="list-style-type: none"> ▪ No outstanding issues ▪ Activity Schedule signed by both parties 	
3.2	Action Required <ul style="list-style-type: none"> ▪ Simple collateral warranty document to be signed by all subcontractors before second fix, and forwarded to PM 	PZ
4	Contractor's Report	
4.1	Updated progress report: Works completed over last two weeks include: <ul style="list-style-type: none"> ▪ Roofing insulation ▪ Dry lining – 90% ▪ Kitchen design: ordered compete, including carcasses and fittings Follow-up action: RS to check if washer is replaced with washer/dryer ▪ Staircase shuttering; rebar 40% complete ▪ Screeding and insulation on Shop Ground Floor ▪ Staircase ground slab, including service duct ▪ Sound insulation panels 	RS

No	Description	Act
4.2	Planned programme for next two weeks include: <ul style="list-style-type: none"> ▪ Complete dry lining ▪ Staircase rebar and concrete ▪ Skim float plaster ▪ Paint ceilings ▪ Tiling in bathrooms ▪ Kitchen carcasses ▪ Close windows along Victoria Passage 	
4.3	Design status, RFI (Request for Information) Schedule and approvals: <ul style="list-style-type: none"> ▪ Brick facing and veneer details: Approval by WBC (Dorking Red bricks) ▪ Sample brick panel for external brick veneer facings ▪ Details of brick cladding for external elevation and fixing details 	RS PZ BW
4.4	Procurement Status <ul style="list-style-type: none"> ▪ Windows and doors on order - expected 08 Oct 08 ▪ Kitchen units and fittings on order ▪ Internal doors on order ▪ Bathrooms and tiles to be ordered on 22 Sept 08 ▪ Bricks; waiting for approval ▪ Boiler to be ordered next week ▪ Staircase railings to be ordered next week 	
4.5	Potential Problems / Delays <ul style="list-style-type: none"> ▪ National Grid / Fulcrum to inspect existing gas connections site in mid-Oct 08. Quotation has been received: either £2.5k / £7.0k (depending on where connection is to be made from). Total installation period may be between 4-6 weeks ▪ EDF site survey to be done on 06 Oct 08, and will report back with quotation and time for installation, etc ▪ Contractor to arrange for temporary services to allow the testing and commissioning works to be done before these STATS works ▪ Confirmation of brick façade sample from Watford Borough Council 	PZ PZ PZ RS
4.6	Weather <ul style="list-style-type: none"> ▪ No stoppages due to weather 	
4.7	Labour Returns <ul style="list-style-type: none"> ▪ Average 6 workmen these last two weeks 	
4.8	Security and Protection, Site Access, Restrictions, etc <ul style="list-style-type: none"> ▪ Nothing to report 	
4.9	Financial Matters / VAT <ul style="list-style-type: none"> ▪ Certificate No 02 to be issued today 	GK
5	Employer's Instructions	
5.1	Instructions / Change Orders <ul style="list-style-type: none"> ▪ Instruction No 01 has been issued ▪ Instruction No 02 to be issued – pending receipt of full details from RS 	RS
5.2	Instructions noted during Site Inspection <ul style="list-style-type: none"> ▪ Roofing – check with Ruberoid for additional cost for Elastomeric layer ▪ Use old (salvaged) bricks to fill up the area around the walling along Victoria Passage 	GK PZ

No	Description	Act
6	Health & Safety	
6.1	Contractor's Report <ul style="list-style-type: none"> ▪ Independent Site Inspectors to be employed for site visits. GK to advise on suitable company that undertake these kinds of inspections 	GK
6.2	CDM Coordinator's Observations <ul style="list-style-type: none"> ▪ CDM Coordinator's site inspection has been done and comments and recommendations to be adopted by the contractor 	PZ
6.3	Current Position <ul style="list-style-type: none"> ▪ Health and Safety File to be updated continuously during the contract duration 	PZ
7	Client Matters / Statutory Requirements	
7.1	Design Approvals / Samples <ul style="list-style-type: none"> ▪ Covered elsewhere 	
7.2	Building Control <ul style="list-style-type: none"> ▪ Contractor is liaising with Building Control Department at WBC ▪ Three more visits to be made for staircase 	
7.3	Notices / Fees <ul style="list-style-type: none"> ▪ Fees are paid by Employer 	
8	Any other Business	
	None	
9	Date for Next Meeting	
	04 Oct 08	

Meeting concluded at approx 15:00 hrs.

Minutes taken by Gulam Kassam

The above minutes are agreed as a true record of the discussions held

Signed / dated: _____

Anjuman-e-Ja'afariyya

A2Z Building Contractors

End of Minutes