

## Site Meeting Minutes: No 03

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 03**

Date	<b>11 Oct 08</b>	Present	<b>Rafiq Shah</b>	RS	Employer
Time	<b>14:00 hrs</b>		<b>Kamran Shah (part)</b>	KS	Building Committee
Venue	<b>Al Zahra Centre Watford</b>		<b>Gulam Kassam</b>	GK	Project Manager
			<b>Pawel Zywna</b>	PZ	Contractor
			<b>Haseena Kassam</b>	HK	Project Manager
		Apologies	<b>Riyaz Versi</b>	RV	Structural Engineer
			<b>Barry Wright</b>	BW	Architect
		Distribution	<b>All Present . . . . . /</b>	Plus	

No	Description	Act
<b>1</b>	<b>Attendance / Apologies</b>	
1.1	Attendance / Apologies As given above	
<b>2</b>	<b>Actions from Previous Minutes</b>	
2.1	Errata from minutes of Meeting No 02 None. Copy of previous minutes signed by Employer and Contractor	
2.2	Action Required <ul style="list-style-type: none"> <li>▪ Scaffolding details                      Received</li> <li>▪ Names of all subcontractors            Optic Fibre and security Alarms    Sakalain Electrical Services</li> <li>▪ All other subcontractors are removed and the Main Contractor will issue the collateral warranties as required by 17 Oct 08</li> </ul>	PZ
<b>3</b>	<b>Contract Documentation</b>	
3.1	Current Position <ul style="list-style-type: none"> <li>▪ No outstanding issues</li> <li>▪ Activity Schedule signed by both parties</li> </ul>	
3.2	Action Required <ul style="list-style-type: none"> <li>▪ Simple collateral warranty document to be signed by A2Z Contractors before second fix, and forwarded to PM</li> <li>▪ <b><u>Note: No more certification will be issued without these collateral warranties</u></b></li> </ul>	PZ
<b>4</b>	<b>Contractor's Report</b>	
4.1	Updated progress report: Works completed over last two weeks include: <ul style="list-style-type: none"> <li>▪ Complete dry lining in flats on upper floors</li> <li>▪ Staircase rebar and concrete</li> <li>▪ Skim float plaster – except for the staircase</li> <li>▪ Paint ceilings and walls – 70%</li> </ul>	

No	Description	Act
	<ul style="list-style-type: none"> <li>▪ Close windows along Victoria Passage – in progress</li> <li>▪ Door frames completed, with architraves and skirtings</li> <li>▪ Fitted one boiler – balance on site</li> <li>▪ First fix on all M&amp;E works</li> <li>▪ All floor lining</li> </ul>	
4.2	<p>Planned programme for next two weeks include:</p> <ul style="list-style-type: none"> <li>▪ Complete dry lining on Ground floor</li> <li>▪ Skim float plaster on staircase</li> <li>▪ Complete paint ceilings and walls</li> <li>▪ Floor and wall tiling – 50%</li> <li>▪ Fix kitchen carcasses</li> <li>▪ Second fix on all M&amp;E works</li> <li>▪ Close windows along Victoria Passage</li> <li>▪ Fit all windows and doors</li> <li>▪ Fire Wire Installation</li> </ul>	
4.3	<p>Design status, RFI (Request for Information) Schedule and approvals:</p> <ul style="list-style-type: none"> <li>▪ Brick facing and veneer details: Approval by WBC (Dorking Red bricks)</li> <li>▪ Sample brick panel for external brick veneer facings</li> <li>▪ Details of brick cladding for external elevation and fixing details – no longer required</li> </ul>	RS PZ
4.4	<p>Procurement Status</p> <ul style="list-style-type: none"> <li>▪ Windows and doors on order - expected 14 Oct 08</li> <li>▪ Kitchen units and fittings: received</li> <li>▪ Internal doors on order – received and fitted</li> <li>▪ Bathrooms and tiles – received</li> <li>▪ Bricks; waiting for approval and to receive samples from FastClad manufactures</li> <li>▪ Boilers – received</li> <li>▪ Staircase railings to be received and start fitting on 14 Oct 08</li> <li>▪ Check procurement of carpets and granite or porcelain tiles</li> <li>▪ DDA Doc M suite for Disabled Toilets</li> <li>▪ Final balance of light fittings</li> <li>▪ Staircase treads</li> <li>▪ Radiators</li> </ul>	
4.5	<p>Potential Problems / Delays</p> <ul style="list-style-type: none"> <li>▪ 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 Awaiting quote and duration of the connection works This situation will cause problems to the date of completion of the works</li> <li>▪ EDF site survey has been delayed and the Statutory Authority has not turned up – despite 3 aborted meetings. Awaiting quote and duration of the connection works This situation will cause problems to the date of completion of the works time for installation, etc</li> <li>▪ Contractor to arrange for temporary services to allow the testing and commissioning works to be done before these STATS works</li> <li>▪ Confirmation of brick façade sample from Watford Borough Council</li> <li>▪ Installation of the brick cladding may be delayed and installed during the Second Phase of the works - probably during Jan / Feb 09. This may be necessitated if WBC does not approve the cladding colour, etc by 17 Oct 08 and the receipt of the samples by 17 Oct 08</li> </ul>	PZ PZ RS

No	Description	Act
4.6	Weather <ul style="list-style-type: none"> <li>No stoppages due to weather</li> </ul>	
4.7	Labour Returns <ul style="list-style-type: none"> <li>Average 4 workmen these last two weeks</li> </ul>	
4.8	Security and Protection, Site Access, Restrictions, etc <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	
4.9	Financial Matters / VAT <ul style="list-style-type: none"> <li>Certificate No 03 to be issued today</li> </ul>	GK
<b>5</b>	<b>Employer's Instructions</b>	
5.1	Instructions / Change Orders <ul style="list-style-type: none"> <li>Instruction No 02 has been issued</li> <li>Instruction No 03 to be issued – pending receipt of full details from RS</li> </ul>	RS
5.2	Instructions noted during Site Inspection <ul style="list-style-type: none"> <li>Install shelving to cupboards on First and Second Floor Stores (see if extra works)</li> </ul>	GK
<b>6</b>	<b>Health &amp; Safety</b>	
6.1	Contractor's Report <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	
6.2	CDM Coordinator's Observations <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	
6.3	Current Position <ul style="list-style-type: none"> <li>Health and Safety File to be updated continuously during the contract duration</li> </ul>	PZ
<b>7</b>	<b>Client Matters / Statutory Requirements</b>	
7.1	Building Control <ul style="list-style-type: none"> <li>Completion confirmation and inspection to be received</li> </ul>	
7.2	Notices / Fees <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	
<b>8</b>	<b>Any other Business</b>	
	None	
<b>9</b>	<b>Date for Next Meeting</b>	
	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

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A2Z Building Contractors

End of Minutes