

**SITE MEETING
MINUTES**

Meeting No.: 1
Date: 25th March 2014
Time: 10.00 am

In attendance:

Name	Representing	Email	Mob
Matt Maudlin	Servants Community Housing	matt@servants.org.au	0407 891 052
Mark Hislop	Servants Community Housing	mark.w.hislop@gmail.com	0412 549 400
Brian Hall	Servants Community Housing	brianhall@hwbc.org.au	0466 325 374
Steve Skurnik	Steve Skurnik Architects	steve.skurnik@dejongarchitects.com.au	0419 586 218
Jeff Wissell	Project One Builders	jeff@projectonebuilders.com.au	0413 970 874

Apologies:

Nil

1.0 PROGRESS AND PROGRAMME

1.01 Contractual dates

Commencement date: 12th March
Contract period: 38 days
Working day number today: 10
Extensions of time approved: -
Original Contract Practical Completion date: 14th May
Contract allowance for delay: 10 days
No "Wet Weather Delay" Contract Completion: 29th April

1.02 Programme issues

1.02.01 Builder tabled Programme Note

1.02.02 The Builder believes that work is progressing well and is slightly ahead of programme.

Currently believes that that his work will be completed by 22nd April, about 1 week ahead of schedule. Note

1.02.03 There may be a possible delay due to poor brickwork encountered in inner leaf of external wall to Manager's kitchen (previously ensuite shower and w.c). Additional demolition and construction may be necessary,

In addition, there is a small problem with terminated water pipes in the old ensuite continuing to leak. The Plumber will need to investigate. Note

1.03 Extensions of time

None submitted

1.04 Works completed on site

Since works commenced on site the following key actions have occurred:

- Services have been disconnected
- Barricades have been installed
- Demolition of walls and removal of floor finishes has been substantially completed
- Plasterboard linings have been installed to the Managers loungeroom area
- Doorway formed between office and Manager's loungeroom

Note

1.05 Works programmed for next period

The following works are expected to be completed between the date of this meeting and the next Site Meeting:

- Plumber coming in to seal all pipes (including a found waste pipe in the Resident's Kitchen)
- Screeding floors in preparation for floor finish
- Installation of wall/door to corridor entry to Manager's residence

Note

2.0	FINANCIAL MATTERS	
2.01	Progress Claims/Cash flow	
	Progress Claim #1 should be submitted by end of this week (28/3)	
	Certificate should be issued within 5 days of receipt of Claim.	JW(P1B)
2.02	Variations	
2.02.01	Variation claim will be made by the Builder for additional demolition costs/plasterboard costs, as at least two layers of wall and floor tiles were found within the old Nurses Station.	JW(P1B)
3.0	STATUTORY & EXTERNAL MATTERS	
3.1	Building Surveyor	
	No issues	
3.2	Authorities (Council etc)	
	No issues	
3.3	Neighbours	
	No issues	
	<u>INFORMATION, ACTION AND DECISIONS REQUIRED FROM:</u>	
4.0	BUILDER	
	No issues	
5.0	ARCHITECT	
5.01	Architect to issue the following Architect's Instructions:	
	- Remove alarms switches from area adjoining the server window - Install wallflex and skirting to area below server window - Remove barrel bolts from service cabinets adjoining front entry and replace with rimlocks - Install bulkhead over entry to manager's kitchen to conceal difference in ceiling levels - Remove crumbling brick inner skin to Manager's kitchen and replace with stud frame and cement sheet/aquachek plasterboard	SS(SSA)
5.02	Architect to issue the following Variation Quotation Requests	
	- To remove and replace existing a.c. unit in manager lounge with new 2.5hp split system unit mounted on a bulkhead panel 50mm deep x say 600mm high to conceal condensate pipes - To conceal existing condensate pipes in Manager's lounge - To relocate and change detail of proposed gate to side courtyard	SS(SSA)
6.0	CLIENT	
	Client to hand over scheduled sinks to Builder for forwarding onto cabinet maker By early next week at the latest.	MM(SCH)
7.0	STRUCTURAL	
	Additional steel channel to be installed where excessive masonry removed in Managers kitchen area.	JW(P1B)
8.0	MECHANICAL	
	No issues	
9.0	ELECTRICAL	
	No issues	
10.0	HYDRAULIC	
	No issues	
11.0	CIVIL	
	No issues	
12.0	EXTERNAL WORKS	
	No issues	
13.0	OHS REPORT	
	No reports of injury	
14.0	GENERAL BUSINESS	
	No entry	

Meeting concluded: 11.15 am
Next Meeting: 10.00 am **Date:** 8th April 2014

REGISTERS

EOT Register				
Claim No.	Extension of Time Request	Date	Days	Status

RFI Register					
RFI No.	Particulars	Date of subm'n	Date due	Status	Date
1	Residents kitchen floor screed	13/03	17/03	Resolved	14/03
2	Change in dishwasher position – manager's kitchen	14/03	15/03	Resolved	15/03
3	Joinery handles and kickers	14/03	21/03	Resolved	21/03
4	Existing ceiling levels	24/03	19/03	Resolved	25/03
5	Joinery shop drawings	24/03	25/03	Resolved	25/03
6	Manager's kitchen wall	24/03	27/03	Resolved	25/03

SITE INSTRUCTION Register		
SI No.	Particulars	Date Issued

Variation Quotation Register				
No.	Date	Particulars	Status	Addition / Deduction