

Project	New Commercial Offices of the Republic of China(Taiwan)
Type of Meeting	Progress meeting #33
Package No.	2
Venue	Site Office
Date	27 June, 2012
Time	10:00 AM.

Present: Client Representative:

- Mr.Volkan Huang
- Mr.Eric Lion

Construction Management:

ASAS Project Management

- Mr. Munther Yassin
- Mr. Mohammad Khawaldeh.

Consultant: M.S.A & Imad demashqia

- Mr.Saad AlShboul
- Mr.adel al-taher
- Mr.abd al-rahman al-kelani

Interior design

- Mr.Osama Ak-Natour

Contractor:

Madi Engineering Contracting Company.

- Mr.tareq madi
- Mr.Ziad Al hashash
- Mr.Ahmed Gunaim
- Mr.kalefah kiwan
- Mr.Maher Sabah

HVAC Contractor (Fujitsu).

- Mr.Amer Diar

Minutes Prepared By

- Mr. Mohammad Khawaldeh

Ref#	Progress Meeting #33	Action By
	<p>1- Matters Arising from previous meeting:</p> <p>1- The Drawings for the elevator skeleton shall be amended according to existing conditions as per manufactures requirements. (postponed from previous week)</p> <p>2- The supporting beam FOR RESIDENCE'S GROUND FLOOR has been casted according to the requirements of structural designer(Contractor has to do the last rectification for the beam)(contractor coordinated with qualified supplier to import the required material for rectification).</p> <p>3- Contractor express his main concern regarding the delay in starting the holing and cutting for the false ceiling due to in finalizing the selection of lighting fixtures and his main concern regarding the starting of installation of security system and CCTV CAMERAS.</p> <p>2- Contractual Matters:</p> <p>1-The remaining packages which contain low current system, lighting fixtures, HVAC for residence building and furniture will be tendered by 12th of June, 2012. (THE Issue of the packages finalized and coordination with assigned supplier started).(The contractor noted his right to claim for time extension if the assigned supplier did not start the delivery of lighting fixtures and security system and CCTV cameras).</p>	<p>MECC</p> <p>MECC</p> <p>Assigned supplier</p> <p>Assigned supplier ,MSA</p>

	<p>3-Progress of works :</p> <p>1- Copper pipes installation and ducts fabrication and installation for residence building.(completed)</p> <p>2- Completing the tiling for office's building first floor(Just the porcelain because the marble has not imported)(Porcelain tiling completed)</p> <p>4-Casting the screed for ground floor terrace in office building.</p> <p>5-The measurement for aluminum windows was taken for office's building ground floor and residence building's first floor the contractor has to finalize the threshold installation in remaining floor to release the areas for aluminum supplier. (threshold were delivered and installed in all places except residence building's ground floor)</p> <p>6-The expected date of finishing is the 14th of October, 2012 according to the latest update.</p>	Fujitsu
	<p>4-Quality control:</p> <p>1- Starting the trimming process for cantilever shall comply with the method statement submitted earlier.</p> <p>2- The contractor shall arrange a visit for the consultant to the fabrication areas of the aluminum and wooden doors (Nothing done by contractor). (Contractor pledged to coordinate the visit within two weeks).</p> <p>3- All the fire rated doors in public floors are wooden doors according to original design.</p>	MECC
		MECC

	<p>5-Shop drawings and Material submittal:</p> <ol style="list-style-type: none"> 1- The contractor provided a separate submittal for the door's ironmongery with a sample for each piece FOR approval. 2- Telephone server has submitted for approval but the consultant instructed the contractor to make an amendment on the mentioned submittal.(the amendments done and ready to be submitted) 3- Submittals for fire rated doors and tempered glass has to be prepared and submitted for approval (under preparation from contractor). 	M.S.A MECC MECC
	<p>6-Electro-Mechanical Works:</p> <ol style="list-style-type: none"> 1- The final decision regarding the connection of buildings with electrical transformer has decided. (The client expressed that his demand is to minimize the load up to 360 ampere and the consultant requested a written instruction from client regarding this point)(The consent letter from electrical company received and immediate coordination shall started) 2- Drainage connection with the public network should be coordinated with the ministry of water and irrigation.(Coordination with qualified contractor on progress) 	MECC ASAS
	<p>7-EXTERNAL WORKS:</p> <ol style="list-style-type: none"> 1- The contractor STARTED THE BAZELT TILING FOR THE EXTERNAL YARDS. 2- The stone coping pieces delivered to site and installation on progress 	MECC MECC

	<p>3- The shop drawings related to external gates shall be provided and submitted for approval.(Nothing done by contractor)</p> <p>4- The boundary with neighbors shall be completed.</p>	MECC MECC
	<p>8-Safety Issues:</p> <p>1-The whole site need to be cleaned and access to all areas must be maintained especially on internal stair cases.(Done but must be maintained)</p> <p>2-All the external access points shall be maintained and must be kept closed after the official working hours and separate group of guards shall be assigned. (Done but must be maintained)</p> <p>3-All the working people inside the site must comply with the HSE requirements and must be provided with P.P.E.</p>	MECC MECC
	<p>8-Misclaneous Issues:</p> <p>1-The Drainage network shall be done according to approved shop drawings and any amendments shall be done with coordination with consultant.</p>	MECC
	Meeting Closed	