

## MINUTES OF MEETING

Meeting No. **10**  
Date: **05/07/2017**

### 1. CONTRACT DATA

**Contract No.** 2016 – 01 Constr. Lycée VTE

**Project:** Construction of the extension of the Lycée Josué Hoffet (Vientiane, Laos)

**Contracting Authority:** Lycée Josué Hoffet (Vientiane, Laos) (LJH)

**Contractor:** Chitchareune Construction Company (CCC) Limited, Vientiane, Lao PDR

Site Manager: Keo Ladtana  
Contract / Project Manager: Mr. Phonsy Viengpanya

**Engineer:** Supervising Engineer (SE): Mr. Stefan Meenken  
Site Engineer: Phokham, Kamphone

**Contract Details:** Contract commencement date: 01.10.2016  
Time for completion: 13 months  
Completion date: 30.10.2017  
Surety: Performance Bond of Lao Viet Bank  
Contract Value: 3,700,000 US Dollar (Provisional Sum: 65,000 USD)  
Extra Work to date: None  
Amount certified to date: 1.103 mio USD  
Percentage certified: 29.84 %  
Amount paid to date: 1.443 mio USD  
Time elapsed: 9 months / 70 %

### 2. MEETING RECORD

**Meeting Venue:** LJH

**Time:** **15:00**

**Present:** S. Matthey, S. El Moutaoukil, Cedric, Laurent, Simone, Serge (LJH)  
Stefan Meenken / Phokham (Supervising Engineers)  
Phonexay / Adsana / Phountavanh (DG)  
Keo Ladtana / Mr. Cuang / Phonsy / Prakay (CCC)

**Distribution:** Original for approval and file

LJH	1 x
CCC	1 x

**No of copies:** **2**

### 3. PROCEEDINGS

#### 3.1 Minutes of Previous Meeting

The findings of the previous meeting were discussed and the minutes used as agenda for the current meeting.

#### 3.2 Programme of work

The programme of work shall be updated, several works have not been started as planned e.g. installation of gypsum ceiling, tiling works etc.

The client issued the contractor an extension of time related only for the completion of the buildings 05 and 06, **all remaining facilities shall be completed in due time.**

### 4 PROGRESS AND TECHNICAL ISSUES

#### 4.1 General:

- |  | <u>Action by</u> |
|--|------------------|
| (1) The monetary progress stands at approximately 1.5 mio USD / 43 %. The construction progress is estimated to max. 55 %, the estimated delay amounts to <b>2 months</b> . CCC is requested to make up for the lost time and provide necessary manpower, plant and materials.   | CCC              |
| (2) The laboratory results of the water from the deep well have been distributed; the water is suitable for the swimming pool. The piping network shall be prepared accordingly.   | DG / AMO         |
| (3) The LJH completed the schematic drawings for the data network, telephone and electric outlets. DG distributed the corresponding CAD plans which shall be reviewed by latest 12.07.2017.  | AMO / DG         |
| (4) DG structural engineer confirmed, that the steel column on the left hand site of the stage at the amphitheatre could be removed. Chitchareune is requested to remove the column.   | CCC              |
| (5) The sliding windows of the classroom building shall be modified as followed: maximum opening shall not exceed 25 cm per panel.   | CCC / DG         |
| (6) Laboratory benches: DG recommends Practica as prospective manufacturer for the benches. DG shall contact the company and request a proposal for the benches for validation by the school.  | DG               |
| (7) The school clock can be a Wifi controlled.   | Info             |
| (8) The kitchen needs to be outfitted with floor drains. The sketches of the LJH shall be followed carefully.  | Info             |
| (9) The recommendations for the construction / design of the pool by the swim teacher as distributed by email shall be followed carefully e.g. application of construction joint in tiling pattern, requested flow 200 m3/h, outflow 70% overflow and 30% bottom drains, storage of chemicals...<br>Chitchareune is requested to contact their pool designer to provide detailed shop drawings, specifications and calculations for validation to the AMO / School for discussion and validation.<br>The engineers of the pool designer are visiting Vientiane for discussion in the second week of July 2017 according to CCC PM. | Info / CCC       |

#### 4.2 Change of Design

- Air Conditioner: Chitchareune will provide the shop drawings and specifications for the Air conditioning on Friday, 07.07.2017.	<b>Info</b>
- Additional walls, benches and net shall be constructed around the sports hall. Payment by savings from fencing around the compound. DG prepared detailed drawings and a BoQ which shall be distributed. CCC submitted a quotation based on the DG drawings.	<b>DG</b>
- The main entrance requires an additional rolling gate for security; a quotation by CCC has been received which is assessed as reasonable.	<b>DG</b>
- One small store shall be constructed in the back of the climbing wall. DG will provide detailed drawings and a BoQ to the LJH and the supervisors for validation.	<b>DG</b>
- The pool area shall be outfitted with outdoor showers, a spectator tribune and a shading roof. Detailed drawings and a BoQ shall be elaborated.	<b>DG</b>
- Ventilation for the stores located below the staircase of building 04 shall be considered: the doors shall be outfitted with louvers and louvers installed into the wall.	<b>Info</b>
- Electric installations: Light switches shall be mounted at each entrance / exit of each room.	<b>Reminder</b>
- Floor drains (2 unit) in the preparation rooms of all science rooms in building 04 shall be added;	<b>Reminder</b>
- Building 05: Parquet flooring shall be applied for the flooring of the gymnasium additional costs of 11,991 USD savings 2,712 USD for the planned tiles.	<b>Info</b>
- Building 06: The Epoxy resin finishing shall be applied for the roofed sports area. Chitchareune proposed 28.13 USD per sqm resulting in additional costs of approximately 33,946 USD minus the costs for the planned paint of 6,661 USD.	<b>Info</b>
- LJH teachers propose to prepare additional main cables to the canteen for later AC installation at the dining area. The planned cable diameters, allow the installation of additional ACs, no additional wires are necessary.	<b>Info</b>
- Each store in building 04 shall be outfitted with one duplex socket.	<b>Info</b>
- The location of the electric main distribution board shall be changed. Instead of building 05 it shall be moved to B 04 to the room for the electric distribution boards on the ground floor. The transformer shall be installed in the back of the pool area.	<b>Info / CCC</b>
- The height of the sockets and data network for the interactive whiteboards shall be FFL + 2500 mm.	<b>Info / CCC</b>

#### 4.3 =Site survey

The site survey has been done, the finishing floor level of the buildings will be 155.550 above sea level. Survey data have been filed for later reference.

#### 4.4 Civil constructions

- Excavation works for foundations have been completed for all buildings;
- Structural concrete works for all buildings are completed;
- Brick masonry works completed so far for all buildings;
- Plastering commenced, status of completion approx. 80 %;
- Pool reinforced concrete works have been completed piping commenced;

- Structure for climbing wall completed;
- Roofing works commenced, steel roof structures completed for all buildings and roof covers done for all buildings with exception of building 04;
- Drainage works have been completed so far;
- Fencing of the compound completed by more than 80 percent;
- Installation of data cable, fire alarm and electric ducts ongoing, status of completion approx. 50 %;

## 5 CONTRACT ADMINISTRATION

### 5.1 Drawings & Documents

Chitchareune is reminded to keep shop and as built drawings up to date.

The filing of drawings needs to be improved, one CAD operator shall be made responsible maintaining the up to date drawings.

### 5.2 Site Instructions and Correspondence

None

### 5.3 Sub-Contractors

- Midea Thailand has been subcontracted for the design and installation of the Air conditioners;
- A Thai IT engineer has been entrusted with all network installations;
- Bosch Eyetech has been contracted for the fire fighting system, intrusion detection etc.
- Kayne (Thailand) manufactures and installs the windows;
- Pool company from Vietnam;

## 6 PROJECT MANAGEMENT

The implementation of works and management of the contract follows the contractual requirements e.g. maintaining of site diary, schedules, shop and as built drawings.

### 6.1 Accommodation of Traffic

The contractor shall be responsible for road maintenance during the entire construction period.

### 6.2 Security

Labour shall wear helmets and safety shoes. Location of works shall be safe, fences and **safety boards** established and maintained. Close the construction fence and hire guards!

### 6.3 Plant And Site Staff

The Contractor's personnel will be recorded in the Site Diary.

The following staff on site was reported by today:

**Staff:**

Engineers:	4 pax
Foremen:	10 pax
Labour:	30 to 60 pax depending on weather conditions and works executed

CCC

**Plant:**

Office / Survey equipment:	1 set
Excavator:	1 units
Bar bending tools:	2 set
Concrete mixer / Vibrator:	4 units
Welding tools:	2 set

**6.4 Materials**

All construction materials shall be in accordance with the required specifications. The contractor is responsible for material testing.

Any material shall be submitted to the client for approval prior purchase or installation.

Reinforcement steel and concrete mix designs have been tested in certified laboratories. Concrete samples are taken in accordance with the established testing plan. Test results will be attached to the Monthly Reporting; original documents maintained on site and attached to the project completion report.

Chitchareune has been requested to urgently submit a proposal for the climbing wall fixtures. The specifications shall be compliant with European standards!

LJH teacher proposed to provide a set of spare parts for later maintenance and repair including tiles, louvers etc.

**6.5 Standard of Work**

Plastering works in building 03 are of substandard quality, CCC shall apply skim coat on their own costs.

**7 MEASUREMENT AND PAYMENT**

The advance payment and two interims payments have been released to date. CCC received 1.433 mio. USD.

IPC 03 can only be transferred by the end of August. CCC explained that would affect their works and may cause delay.

**7.1 EXTRA WORK & VARIATION ORDERS**

- Additional walls, benches and net to be installed around roofed sports area;
- Air conditioning system shall be changed;
- Additional door at main entrance and modifications of fence shall be applied;
- Closed storage in the back of the climbing wall;
- Additional bathrooms close to the outdoor sports grounds following the design of the bathrooms in the sports hall, BoQ and drawings shall be elaborated for requesting a quotation of CCC;
- Outside showers at pool area approx. 6 -10 units;
- Sun sail shading the pool area and spectator tribune;
- Change of flooring of gymnasium and roofed football field.

**7.2 DELAYS & CONTRACT TIME ADJUSTMENT**

The works are approx. 2 months behind the construction schedule.

**8. GENERAL, NEXT SITE MEETING**

The next site meeting will be in the third week of August.

**CONTACTS**

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Name: Phokham Mobile: 020 234 537 84 E-Mail: nonthaphone99@gmail.com	Name: Mobile: E-Mail:

**APPROVAL OF MINUTES**

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**Chitchareune** **DATE**

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**Supervisor** **DATE**

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**Employer** **DATE**

**Enclosures:**

- None