

MINUTES OF MEETING

Meeting No. **04**
Date: **21/12/2016**

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: Mangkone Dimavong
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: None
Percentage certified: None
Amount paid to date: None
Time elapsed: 8 weeks / 15.4 %

2. MEETING RECORD

Meeting Venue: LJH
Time: 13:30
Present: Stefan Meenken / Mangkone Dimavon (Supervising Engineers)
S. Mathey / Mr. Serge / S. El Moutaoukil, M. Benguigui, J. Dubois-Mercent, Laurent
Mr. Phonexay / Mr. Khamphone (DG)
Keo Ladtana / Mr. Cuang (CCC)
Distribution: Original for approval and file
LJH 1 x
CCC 1 x
No of copies: 2

	<u>Action by</u>
<p>3. PROCEEDINGS</p>	
<p>3.1 Minutes of Previous Meeting</p>	
<p>The findings of the previous meeting were discussed and the minutes used as agenda for the current meeting.</p>	
<p>3.2 Programme of work</p>	
<p>The Contractor updated the programme of work.</p>	
<p>The time schedule shall be always up to date, any delay to be announced in written.</p>	
<p>4 PROGRESS AND TECHNICAL ISSUES</p>	
<p>4.1 General:</p>	
<p>(1) The monetary progress stands at approximately 460,000 USD / 12.4 %;</p>	
<p>(2) The planned location of the transformer is to close to the existing fence line towards the neighbouring plot. It has been decided to relocate the transformer along the access road at the Administration building.</p>	<p>Info</p>
<p>(3) The water of the deep well should be chemically analysed in a certified laboratory to be able to make decisions about its later use.</p>	
<p>(4) DG will provide more detailed drawings regarding the data network, BoQ and technical specifications.</p>	<p>DG</p>
<p>(5) The furniture plans for the science class rooms will be reviewed by the teachers of the LJH.</p>	
<p>(6) Water basins cannot be accommodated in staircase section for building 04, compare attachment. DG shall provide a revised proposal.</p>	
<p>4.2 Change of Design</p>	
<p>- Air Conditioner: The compressors of the ACs for the Classroom building should be relocated towards the room next to the staircase and the gable walls facing the outside boundary. Since the entire AC system has been changed towards simple Split units, the use of the indoor duct outlets is no longer required and might be replaced by ordinary ceiling cassettes. By doing so funds of approximately 30.000 to 35,000 USD could be saved.</p>	<p>Info</p>
<p>- Shop drawings showing the space requirements for the accommodation of water tanks and AC compressors in the area next to the staircase shall be elaborated and forwarded to DG for review and comment.</p>	<p>SE</p>
<p>- Drainage outfall levels at the access road in front of the Administration Building will be approx. 1.5 m below the existing road level. This matter urgently needs to be discussed and coordinated with MPWT. The outfall level seems to be way to deep; a dewatering of the plot consequently will not be feasible.</p>	<p>DG / LJH</p>
<p>- Arrangement of toilets and showers in building 05 shall be revised, drawings to be submitted by DG.</p>	<p>DG</p>
<p>- Additional walls, benches and net shall be constructed around the sports hall. Payment by savings from fencing around the compound.</p>	<p>Info / CCC</p>
<p>- The main entrance and the fence around the entire compound shall be secured. DG will provide detailed drawings and a BoQ.</p>	<p>DG</p>

4.3 Site survey

The site survey has been done, the finishing floor level of the buildings will be 155.550 above sea level; minor deviations from the tender survey has been identified, which do not affect the construction and / or master plan. Survey data have been filed for later reference.

Info

4.4 Civil constructions

- Excavation works for foundations have been completed for 5 buildings;
- Concrete works for the foundations have been completed for 5 buildings, works for the administration building have recently been commenced;
- Backfilling of foundations have been commenced for building 1, 2, 4, 5 & 6;
- Ground floor slabs for building 1, 2, 4 & 5 have been completed
- Brick masonry works have been commenced for 3 buildings.

5 CONTRACT ADMINISTRATION

5.1 Drawings & Documents

The shop drawings are up to date and maintained in the folders for later reference.

Info

5.2 Site Instructions and Correspondence

One site instructions have been issued during the reporting period:

SI 10: Reject of concrete structure & compaction of soil;

Info

5.3 Sub-Contractors

Nothing to report.

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:	5 pax
Labour:	70 pax

Plant:

Office / Survey equipment:	1 set
Excavator:	2 units
Bar bending tools:	2 set
Concrete mixer / Vibrator:	4 units
Welding tools:	2 set
Prefabricated formworks:	appr. 800 sqm

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 Consultant 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 testing plan established. Test results will be attached to the Monthly Reporting; original documents maintained on site and attached to the project completion report.

6.5 Standard of Work

- Brick Masonry works: Joints shall not exceed 10 mm!
- Install vertical lintel columns beside doors.

7 MEASUREMENT AND PAYMENT

An Advance payment of 740,000 USD has been released. CCC informed to submit the IPC 01 beginning of January 2017.

7.2 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.

7.3 DELAYS & CONTRACT TIME ADJUSTMENT

Nothing to report.

8. GENERAL, NEXT SITE MEETING

The next site meeting is scheduled on 18.01.2017 at 15:00 am at the construction site.

CONTACTS

Name: S. Meenken Mobile: 020 5513754 E-Mail: Stefan.meenken@gmail.com	Name: Mobile: E-Mail:
Name: Mangkone Dimavong Mobile: 020 234 537 84 E-Mail: kdimavong@yahoo.com	Name: Mobile: E-Mail:

APPROVAL OF MINUTES

Chitchareune

DATE

Supervisor

DATE

Employer

DATE

Enclosures:

- Section Staircase Building 04
- Drainage Plan