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SM 06

PROJECT : STEENSWAY 17 (Phase 3)

PROJECT CODE : 1719

RE : MINUTES OF SITE MEETING No 06

DATE : 16.10.2017

| Attention | Designation | Firm | Contact |
|---|-----------------------|---------------------------|--|
| Stavros Nicolaou | Client Representative | Issham Services Ltd. | snicolaou@isshamcy.com (E) |
| Jenny Mills | Principal Agent | Jenny Mills Architects | jenny@jma.za.net (E) 021 422 1331 (T) 021 426 1658 (F) 083 601 4599 (M) |
| Johan Bronkhorst Craig McCosh Candida Nel | Project Leader | | projectmanager@jma.za.net (E) design@jma.za.net (E) |
| Richard Egan Geoff Bold | Structural Engineer | Richard Egan & Associates | reganeng@iafrica.com (E) 021 671 3474 (T) 082 770 3334 (C) – Richard geoff@grboldcc.co.za (E) 082 872 2201 (C) - Geoff |
| Johan Erasmus | Main Contractor | Batir Developments CC | johan@batir.co.za (E) 021 913 3017 (C) 082 925 2273 (T) |
| Herman Calitz | Site Foreman | Batir Developments CC | herman@batir.co.za 082 218 8363 (C) |

| MINUTES | ACTION BY |
|--|-----------|
| <p>1. Attendance</p> <ul style="list-style-type: none"> Present: Candida Nel (JMA), Johan Erasmus (JE), Herman Calitz (HC), & Richard Egan (RE), Apologies: Jenny Mills (JMA), Craig McCosh (JMA) | |

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| <p>2.</p> <p>2.1. Site Meetings</p> <ul style="list-style-type: none"> • Previous Meeting: Minutes of the previous meeting were accepted. • Meeting Schedule: Site Meetings to be held will be scheduled between JMA and Batir, since Richard Egan will no longer be required at Site Meetings. Next Site Meeting will be on 25/10/2017. | |
| <p>3. Action List</p> <p>3.1. Information required from Architect – JMA</p> <ul style="list-style-type: none"> • JMA will send Balustrade acceptance of Balustrade Shop Drawings before the end of business today. • JMA has checked with Client Representative whether we are able to approach neighbour recommend Geotechnical Engineer (Boundary Wall). Client Representative as instructed to avoid discussions with the neighbours. Council submission (motivations and walking plans) and Boundary wall (via lawyer) will commence as per Client Representatives instructions. • To confirm details of timber flooring around the stub columns. <p>3.2. Information required from Contractor</p> <ul style="list-style-type: none"> • <p>3.3. Information required from Structural Engineer</p> <ul style="list-style-type: none"> • | |
| <p>4. Contract, Program and Preliminaries</p> <p>4.1. Signing of documents</p> <ul style="list-style-type: none"> • Site handover certificate signed. • Set of approved LAD drawings is on site. • JMA to discuss the following with Client Representative and get approval; client representative to confirm whether he is in agreement with the Retention or Construction Guarantee. Letter of Contractor Appointment / Intent has been approved and issued to Batir by JMA. Draft JBCC contract has been issued to Client Representative for comment / approval. <p>4.2. Site establishment</p> <ul style="list-style-type: none"> • Site WC is on site, across the road from Steensway 17 at the Site Establishment area. • Site store and office has been set up in the property across the road. <p>4.3. Local Authority</p> <ul style="list-style-type: none"> • Notice of commencement of works has been sent to council. <p>4.4. Contractor's program</p> <ul style="list-style-type: none"> • Batir to inform JMA if extra hours will be required. • Lift Programme pending Council Approval. <p>4.5. Setting Out.</p> <ul style="list-style-type: none"> • <p>4.6. Contractors Progress Report.</p> <ul style="list-style-type: none"> • Progress made during the past week SE has given go ahead to commence stripping of formwork, i.e. concrete has reached sufficient strength. Stripping and dismantling formwork has commenced as well as skimming. | |

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| <p>4.7. <u>Site work program (next 2 weeks)</u></p> <ul style="list-style-type: none"> • Skimming is 80% complete, however is expected to be completed early next week. • Final measurements for stainless steel will take place this week. • Drilling into treads for balustrade will take place this week. • All off-site work such as the tread and riser timber finishes as well as balustrade. • Inspecting material. • Paint preparation will commence toward the end of this week, potentially on Friday. • Lights for the pool will arrive this week. • Painting ordered and will be delivered on Thursday. <p>4.8. <u>Practical completion and Claim for Extension of time</u></p> <ul style="list-style-type: none"> • Rain delays – contractor to send claim with reasons by e-mail. JMA will verify as received. No days claimed since last meeting. Dates: NA • Total Rain days to date = NA • Original practical completion date: 15 November 2017. • Site Handover certificate signed dated 21 August 2017. Site work commenced on 21 August 2017. • Revised practical completion date (incl. rain delays): NA • Extension of time awarded with no preliminaries. NA <p>4.9. <u>Health and Safety:</u></p> <ul style="list-style-type: none"> • Client Health and Safety Invoice will be issued to JMA. JMA will forward to client representative for payment processing. | |
| <p>5. <u>Matters Arising</u></p> <p>5.1. <u>Site Queries</u></p> <ul style="list-style-type: none"> • The final Site Meeting will SE included will take place on Monday, 16th October 2017. Thereafter, Site Meetings will be arranged directly between JMA and Batir on days that suit both parties. This has briefly been discussed. <p>5.2. <u>General</u></p> <ul style="list-style-type: none"> • Concrete test cubes results have been issued by J.E. The final 28-day cube test will be issued by J.E. | |
| <p>6. <u>Structural Engineer</u></p> <ul style="list-style-type: none"> • RE has confirmed that stripping of the formwork can commence based on concrete cube tests. | |
| <p>7. <u>Quantity Surveyor & Payment</u></p> <ul style="list-style-type: none"> • All claims to be submitted by 15th of each month. <p>7.1. <u>Interim Payment Certificates</u></p> <ul style="list-style-type: none"> • IPC 02 will be issued to Client Representative by the 20th October 2017. <p>7.2. <u>Contract Price Variations</u></p> <ul style="list-style-type: none"> • Has been included in costing summary by Batir. <p>7.3. <u>Prices requested</u></p> <ul style="list-style-type: none"> • | |
| <p>8. <u>Sub Contractors and Supplier</u> All programming and co-ordination to be done by contractor in terms of JBCC contract</p> <p>8.1. <u>Pending dates</u></p> <p>8.2. <u>Subcontractor Appointment</u></p> | |

| <p>Contractor has sent JMA a list of Domestic Subcontractors on Tuesday, 22 August 2017.</p> <ul style="list-style-type: none"> • Formwork: <ul style="list-style-type: none"> ○ Barchalo • Support Scaffolding for demolition of existing staircase: <ul style="list-style-type: none"> ○ Cape Formwork Contractors • Electrical <ul style="list-style-type: none"> ○ All Star Electrical Services • Balustrades / Structural Steel <ul style="list-style-type: none"> ○ Stainless Crazy • Flooring and Timber: <ul style="list-style-type: none"> ○ Jacobs Flooring • Pool <ul style="list-style-type: none"> ○ Finishes only - Anthony Pools does not have the capacity to complete the complete the fibreglass to the internal pool. J.E. will issue pricing of available company for approval. <p>8.3. <u>Suppliers delivery dates</u></p> <ul style="list-style-type: none"> • Lighting <ul style="list-style-type: none"> ○ Lighting specification has been confirmed. All wiring has been installed and ready for installation. | | | | | | | | | |
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| <p>9. <u>Information Management</u></p> <p>9.1. <u>Drawings issued from (From 09/10/2017 to 16/10/2017)</u></p> <table border="1" data-bbox="241 955 1269 1062"> <thead> <tr> <th data-bbox="241 955 431 1012">Drawing No.</th> <th data-bbox="431 955 928 1012">Description</th> <th data-bbox="928 955 1006 1012">Rev</th> <th data-bbox="1006 955 1269 1012">Issued/Received for & Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="241 1012 431 1062"></td> <td data-bbox="431 1012 928 1062"></td> <td data-bbox="928 1012 1006 1062"></td> <td data-bbox="1006 1012 1269 1062"></td> </tr> </tbody> </table> <p>9.2. <u>Site instructions from NA</u></p> <ul style="list-style-type: none"> • | Drawing No. | Description | Rev | Issued/Received for & Date | | | | | |
| Drawing No. | Description | Rev | Issued/Received for & Date | | | | | | |
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NEXT SITE MEETING TO BE WEDNESDAY, 25th OCTOBER 2017, AT 14:00pm.