

MCST 3564- WCEGA PLAZA & TOWER – REPAIRS AND REPAINTING WORKS 2019

Pre- Contract Meeting No. 1: 8th March at 3:00PM

Venue: Management Office Meeting Room

Minutes of Meeting

Present:

Client: Ben Tan
Catherine Kweh
Dave Yeo

Managing Agent- Nicholas Leong (Newman & Goh)
Rayan Lim (Newman & Goh)

Contractor- Kwek Seng Lee (Berger)
Jason Kwek (Berger)
Joseph Isip (Berger)
K Senthamil (Berger)

Consultant- Alex Arditti (BJBS)

RTO- Razman Ibrahim (BJBS)

1.1 Minutes of Previous Meeting

1.1.1 Satisfactory.

No.	Description	Action by	Due Date
1.2	Commencement and completion dates		
	Commencement: Monday 18 th March 2019 Completion: Saturday 3 rd August 2019 Programme: 20 Weeks-		

1.3 PROGRESS:

Week No: 0

Date: 04/ 03/ 2019

Item	Contract completion	Site completion
PRELIMINARIES		
Setting Site Office/ Site Storage		
Pre- Condition Survey		
Erect Project Sign Board		

Item	Contract completion	Site completion
PLAZA - Commencement Date:		
<i>External</i>		
Plaster repairs- General		
Jet Washing (inc anti- fungal wash)		
1 st Coat (Epoxy Based Primer/Sealer)		
2 nd Coat (SS345)		
3 rd Coat (SS345)		
Steelwork Painting		
Window Cleaning		
Window Sealant		
Window Gasket		
<i>Internal</i>		
Surface Preparation		
1 st Coat Undercoat/ Primer		
2 nd Coat Emulsion		
3 rd Coat Emulsion		
Steelwork Painting		
PU Grouting (Water Seepage)		
Epoxy Grouting (Stress Cracks)		
Spalling Concrete		
Expansion Joint Repair		
Lobby Walls		

Item	Contract completion	Site completion
TOWER - Commencement Date:		
<i>External</i>		
Plaster repairs- General		
Jet Washing (inc anti- fungal wash)		
1 st Coat (Epoxy Based Primer/Sealer)		
2 nd Coat (SS345)		
3 rd Coat (SS345)		
Steelwork Painting		
Window Cleaning		
Window Sealant		
Window Gasket		
Roof Waterproofing		
<i>Internal</i>		
Surface Preparation		
1 st Coat Undercoat/ Primer		
2 nd Coat Emulsion		
3 rd Coat Emulsion		
Steelwork Painting		
PU Grouting (Water Seepage)		
Epoxy Grouting (Stress Cracks)		
Spalling Concrete		
Expansion Joint Repair		
Lobby Walls		

No.	Description	Action by	Due Date
1.4	Documentation		
1.4.1	Performance bond- In Progress	Berger	
1.4.2	Insurances- In Progress	Berger	
1.4.3	Factory License Submitted	Berger	
1.4.4	Organisation chart- Submitted	Berger	
1.4.5	Contract programme- Submitted	Berger	
1.4.6	Pre-condition survey photographs- In Progress	Berger	
1.4.7	Risk assessment- Submitted	Berger	
1.4.8	Contract documents- To be submitted 3 weeks upon submission of all documentation from the contractor	BJBS	
1.4.9	Site set up- To commence after 18 th March 2019-		
1.4.10	Security- Workers to wear Trade T-Shirts at all times Workers to wear Badges- As approved Workers name list to be handed to MCST/ Security- Vehicle List to be submitted to Security		
1.4.11	Site Storage/ Office/ Rest Area Plaza- L1 adjacent to Ramp Area Rest area near substation		
1.4.12	Working hours- 24 hours 7 days a week. Corridors- Night/ Weekend Works Driveways- Night/ Weekend Works Note: All night and weekend works to be coordinated with RTO, only one stage of works to be completed prior to RTO's sign off.	Note	

No.	Description	Action by	Due Date
1.5	Samples		
1.5.1	<p>Paint scheme – To be confirmed by 15th April <i>Elevations</i></p> <p><i>Internal Staircases/ Service Lobbies/ Corridors</i></p> <p><i>Internal Driveways</i></p> <p><i>Window Sealants:</i></p> <p>Lobby Texture Stone Spray- To be confirmed by 5th April</p>	MCST	
1.5	Dailey Weekly Work Schedule		
1.5.1	<p>Circulars to be submitted for all works to lobbies 1 week in advance.</p> <p>All night works to be co-ordinated with RTO's sign off before proceeding to next stage of works.</p> <p>Weekly and Fortnightly works schedules to be submitted highlighting day and night/ weekend works</p>	Berger	
1.6	Matters Arising		
1.6.1	<p><u>Pipework Hangers</u></p> <p>MCST advise that some pipework hangers have deteriorated.</p> <p>RTO/ Berger to review and quantify any damaged pipework/ cable tray/ duct work hangers for further discussion once contract commences</p>	RTO/ Berger	
1.7	Any Other Business		

No.	Description	Action by	Due Date
1.8	Next Meeting		
1.8.1	Date: 28 th March 2019 Time: 2:00PM Venue: Management Office Meeting Room		

Minutes of Meeting Recorded by Bruce James Building Surveyors Pte Ltd

