

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

Pre- Contract Meeting No. 3: 10th April at 3:00PM

Venue: Management Office Meeting Room

Minutes of Meeting

Present:

Client: Ben Tan K.C. Ong
(MCST 3564) Catherine Kweh Danny Teo
Dave Yeo Terry Goh

Managing Agent- Nicholas Leong C.K. Sim
(Newman & Goh) Rayan Lim ~~Em Tan~~

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

Consultant- Alex Arditti (BJBS)

RTO- No Attendance

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: 3 **Date:** 08/ 04/ 2019

Item	Contract completion	Site completion
PRELIMINARIES		
Setting Site Office/ Site Storage		100%
Pre- Condition Survey		100%
Erect Project Sign Board		100%

Item	Contract completion	Site completion
PLAZA – 18/03/19		
<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		13.75%
2 nd Coat Emulsion		13.75%
3 rd Coat Emulsion		13.75%
Steelwork Painting		
PU Grouting (Water Seepage)		
Epoxy Grouting (Stress Cracks)		
Spalling Concrete		
Expansion Joint Repair		
Lobby Walls- Hacking		20%
Lobby Walls- Plastering		15%
Lobby Walls- Texture Stone		

Item	Contract completion	Site completion
TOWER – 18/04/19:		
<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		12%
Window Sealant		
Window Gasket		
Roof Waterproofing		
<i>Internal</i>		
Surface Preparation		15%
1 st Coat Undercoat/ Primer		15%
2 nd Coat Emulsion		15%
3 rd Coat Emulsion		15%
Steelwork Painting		
PU Grouting (Water Seepage)		
Epoxy Grouting (Stress Cracks)		
Spalling Concrete		
Expansion Joint Repair		
Lobby Walls		
Lobby Walls- Plastering		
Lobby Walls- Texture Stone		

No.	Description	Action by	Due Date
1.4	Documentation		
1.4.1	<u>Performance bond-</u> Submitted	Berger	
1.4.2	<u>Insurances-</u> Submitted	Berger	
1.4.3	<u>Factory License</u> Submitted	Berger	
1.4.4	<u>Organisation chart-</u> Submitted	Berger	
1.4.5	<u>Contract programme-</u> Submitted	Berger	
1.4.6	<u>Pre-condition survey photographs-</u> Submitted	Berger	
1.4.7	<u>Risk assessment-</u> Submitted	Berger	
1.4.8	<u>Contract documents-</u> Submitted	BJBS	
1.4.9	<u>Site set up-</u> Completed	Berger	
1.4.10	<u>Security-</u> 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	Berger	
1.4.11	<u>Site Storage/ Office/ Rest Area</u> Plaza- L1 adjacent to Ramp Area Rest area near substation	Berger	
1.4.12	<u>Working hours-</u> 24 hours 7 days a week. Corridors- Night/ Weekend Works Driveways- Night/ Weekend Works Note: All night and weekend works to be co-ordinated with RTO, only one stage of works to be completed prior to RTO's sign off.	Berger	

No.	Description	Action by	Due Date
1.5	Samples		
1.5.1	<p>Paint scheme – <i>Elevations-</i> To retain existing <i>Internal Staircases/ Service Lobbies/ Corridors</i> <i>Internal Driveways</i> <i>Window Sealants:</i></p> <p>Lobby Texture Stone Spray- To be confirmed by 14th April 2 samples selected and mock up to be done at lobby 1 DC 106 & DC201</p>	MCST/ Berger	
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>	BJBS/ Berger	
1.6.2	<p><u>Notices</u></p> <p>Notices to be sent out in advance to warn all units of the external works 2 to 3 days prior to external works commencing to each unit.</p>	Berger/ MA	
1.6.3	<p><u>Drainage at Turning Circle</u></p> <p>KSL advise they will clear the drains first to review the situation. Prior to any coring and additional pipework.</p>	Berger/ BJBS	

No.	Description	Action by	Due Date
1.6.4	<p><u>Window Cleaning</u> Berger advise they have commenced window cleaning however the material used is not 100% effective even though it is the industry standard.</p> <p>They are contacting their material supplier to recommend any other products- Under Review</p>	Berger	
1.6.5	<p><u>SP Unit Rates- For Private Unit Works</u> Berger to provide unit rates for SP's to carryout repairs and repainting to certain parts of the individual units:</p> <ol style="list-style-type: none"> 1. Rubber Gaskets to openable windows- \$535/per window 2. Painting of private walls adjacent to private parking lots- \$107/ per wall 	Berger	
1.6.6	<p><u>High Winds Affecting Suspended Scaffolding and Rope Access Workers</u> Berger advise that the works have had to be stopped several times due to heavy/ strong winds which make accessing the façade of the building difficult. Berger advise that there might be delays to the external works due to the winds.</p> <p>All parties agree safety comes first and not to take any risks even if delay is resultant.</p> <p>Additionally, Bruce James requests that all down time due to heavy/ strong winds to be recorded in the same way as the wet weather charts.</p>	Berger	
1.6.7	<p><u>Common Area Walls with Unit's Logos</u> Berger request instruction in how to address the following walls:</p> <ul style="list-style-type: none"> • SP Walls facing common areas • Common walls with owner's logo/ paint\ • Common walls blocked by containers/ fencing etc. <p>Circular letter to be sent out to request SP's to remove all logo's/ signs to aid repainting.</p> <p>Berger to submit quotation for SP's if they wish to paint there private wall facing the common area. The quote should be on a unit rate per wall basis.</p>	Berger/ MA	

No.	Description	Action by	Due Date
1.6.8	<p><u>House Keeping</u> Comments raised regarding cement in the lift cars due to on-going works.</p> <p>Berger advise they will review and ensure that they will do their best to prevent any cement stains to the lift cars, also will check and clean regularly to keep clean.</p>	Berger	
	<p><u>Noise Complaints</u> Berger advise of noise complaints from 2 units adjacent to Lobby 1.</p> <p>Berger to minimise noise as much as possible, and possibly change times to try and minimise the complaints.</p>	Berger	
	<p><u>RWDP Brackets Failed</u> MA/ MCST advise that some Rainwater Down Pipe brackets have failed at the Tower Area. BJBS to review and advise to the council accordingly.</p>	BJBS	
1.7	<u>Any Other Business</u>		
1.8	<u>Next Meeting</u>		
1.8.1	<p>Date: 24th April 2019 Time: 2:00PM Venue: Management Office Meeting Room</p>		

Minutes of Meeting Recorded by Bruce James Building Surveyors Pte Ltd