

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

Pre- Contract Meeting No. 4: 24th April at 2:00PM

Venue: Management Office Meeting Room

Minutes of Meeting

Present:

Client: (MCST 3564)	Ben Tan Catherine Kweh Dave Yeo	K.C. Ong Danny Teo Terry Goh
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Managing Agent- (Newman & Goh)	Nicholas Leong Rayan Lim	C.K. Sim Em Tan
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Contractor (Berger Paints)-	Kwek Seng Lee Jason Kwek	Joseph Isip K Senthamil
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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 18th March 2019 Completion: Saturday 3rd August 2019 Programme: 20 Weeks-		

1.3 PROGRESS:

Week No: 5

Date:

22/ 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
TOWER		
<i>External Works (Cleaning and Sealants/ Gaskets)</i>		
Toh Tuck Ave	80%	32.5%
Facing PIE	50%	
Bukit Batok Crescent		
Facing Plaza		
Airwell		
<i>Internal</i>		
Corridors	20%	45%
Lift Lobby		
Staircase	80%	
Car Park	80%	
PLAZA		
<i>External</i>		
Toh Tuck Ave	20%	5%
Bukit Batok Street 23		
Main Entrance		
Facing Tower		
Air Well		
<i>Internal</i>		
Level 02 to 09	0%	25%
Lift Lobby	10%	
Staircase	10%	
Car Park	80%	
Notes:		

Item		Site completion	
TOWER- LOBBY WALS			
Levels 2 to 11	Hacking		
	Plastering		
	Texture Coat		
Levels 11 to 20	Hacking		
	Plastering		
	Texture Coat		
Levels 21 to 29	Hacking		
	Plastering		
	Texture Coat		
PLAZA- LOBBY WALS			
Lift Lobby 1	Hacking		70%
	Plastering		10%
	Texture Coat		
Lift Lobby 2	Hacking		90%
	Plastering		80%
	Texture Coat		
Lift Lobby 3	Hacking		
	Plastering		
	Texture Coat		

Item		Site completion		
TOWER- INTERNAL PAINTING				
Car Park	Surface Prep			
	1 st Coat			
	2 nd Coat			
Staircase 01	Surface Prep			
	1 st Coat			
	2 nd Coat			
Staircase 02	Surface Prep			
	1 st Coat			
	2 nd Coat			
Staircase 03	Surface Prep			
	1 st Coat			
	2 nd Coat			
PLAZA- INTERNAL PAINTING				
Car Park	Surface Prep			
	1 st Coat			
	2 nd Coat			
Staircase SL01	Surface Prep			
	1 st Coat			
	2 nd Coat			
Staircase SL02	Surface Prep			
	1 st Coat			
	2 nd Coat			
Staircase SL03	Surface Prep			
	1 st Coat			
	2 nd Coat			

Item				Site completion
Staircase SL04	Surface Prep			
	1 st Coat			
	2 nd Coat			
Staircase SL05	Surface Prep			
	1 st Coat			
	2 nd Coat			
Staircase SL06	Surface Prep			
	1 st Coat			
	2 nd Coat			
Staircase SL07	Surface Prep			
	1 st Coat			
	2 nd Coat			
Staircase SL08	Surface Prep			
	1 st Coat			
	2 nd Coat			
TOWER- ROOF RE-WATERPROOFING				
Surface Prep				
Primer				
Torch on				
Trap Guards				

Item	Contract completion		Site completion
Repair Items/ PQs			
Render- Straight-Line Cracks (m lin)	*#08-24*		
Render- Hollow/ De-bonded (m2)			
Plaster- Skim coat (m2)			
Spalling Concrete (m2)			
PU Grouting			
Epoxy Grouting			
Staircase Door Replacement (No.)			
Construction Joint Repairs			
Item	Contract completion		Site completion
OVERALL COMPLETION			10%

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- Grey Colour not confirmed</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- Mock up by 27th 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>BJBS and Berger Reviewed. It appears to some pipe hangers dirt build up and cob webs have formed around the hangers. Berger to clean of and check hangers to see if corroded.</p> <p>Beger to record down any corroded and notify BJBS and to be further discussed with MCST.</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	

No.	Description	Action by	Due Date
1.6.3	<p><u>Drainage at Turning Circle</u> KSL advise they will clear the drains first to review the situation. Prior to any coring and additional pipework.</p>	Berger/ BJBS	
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. They are contacting their material supplier to recommend any other products- New Product Sourced- Berger to submit tech specs.</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: <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 advise that the quotation for windows includes gaskets (Glass to Frame) for internal and external and also compressible gasket (Casement to frame). Berger to re-price the quotation and split internal and external works and to provide a lower price.</p>	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. All parties agree safety comes first and not to take any risks even if delay is resultant. 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	

No.	Description	Action by	Due Date
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	
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	
1.6.9	<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	
1.6.10	<p><u>Sealant Works</u> MCST request sample photographs of sealant carried out to the façade including the openable windows (Optional at SP cost)</p>	Berger	
1.6.11	<p><u>Sealant Works to Openable Windows</u> MCST request for Berger to include sealant to all openable windows. (Glass to Frame).</p> <p>Berger to consider if they can absorb and inform MCST of their decision ASAP.</p>	Berger	

No.	Description	Action by	Due Date
1.7	Any Other Business		
1.7.1	<p>#24-76- Complaints</p> <p>Unit owner complains about water seepage and damage caused jet washing to the façade.</p> <p>Unit owner complains that 1No. window panel has not been cleaned.</p> <p>Berger advise that the external façade works are not completed to the #24-76 where by sealant works and further cleaning have yet to be completed.</p> <p>Berger suggest to issue out feed back forms upon completion of each unit stack.</p>	Berger/ MA/ BJBS	
1.8	Next Meeting		
1.8.1	<p>Date: 8th May 2019</p> <p>Time: 2:00PM</p> <p>Venue: Management Office Meeting Room</p>		

Minutes of Meeting Recorded by Bruce James Building Surveyors Pte Ltd

