

**RGGS- REINSTATEMENT AFTER ASBESTOS REMOVAL
MINUTES OF PROJECT MEETING
10.00am 19 December 2012**

Project No: 10909

Present:

Robin Fay	RGGS	RF
Bob MacGregor	Woollam Constructions	BM
Matt Stafford	Woollam Constructions	MS
Sandra Parker	ThomsonAdsett	SP

Apologies:

Lauren Sharpe	RGGS	LS
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Cc: Those above together with the following:

Russell Girle	ThomsonAdsett
Noel Livingston	RGGS

ITEM	INITIAL	PREVIOUS BUSINESS	ACTION
1.01		Colours <i>RF requested provision of material selections for approval by RGGS. SP to provide a colour board.</i> <i>03/07 Colour board options presented for approval. MS, RF, LS and SP to go to Trend Interiors to look at tiling options.</i> <i>20/07 BM advised toilet partitions not available in colours selected. SP/RF to liaise with Principal regarding alternate colour selection.</i> <i>03/09 All colours selected.</i>	
1.02		Temporary Accommodation <i>RF advised there is opportunity to provide 2 interim classrooms and 46 beds for boarders in Paterson House during the project</i>	
1.03		Program <i>First opportunity for asbestos removal is period from 22nd September – 7th October. All boarders are away from the school during this time.</i>	
1.04		<i>Builder requires one week prior to 22nd for preparation of areas.</i>	

ITEM	INITIAL	PREVIOUS BUSINESS	ACTION
1.05		Stage 1 program agreed as follows: <i>Builder will take possession of Luck House ground floor 'day girl' toilet and laundry area (southern end), classrooms L1 and L2, ground floor Entry area, and L7 storage and toilet area (northern end) as of 15th September for preparation works only. Removal to begin on 22nd.</i> <i>Builder will take possession of all areas required in Jackson House as of 15th September for preparation works. Boarders will be relocated to Paterson House. Removal to begin on 22nd.</i> <i>03/07 BM advised that amendments to design in Jackson bathrooms requires additional time for completion (tiling floors, removing shower cubicles). All present agreed it would be best for the boarders to return to Paterson after holidays until bathrooms are completed.</i> <i>20/07 BM advised that while the builder is still aiming to have the bathrooms in Jackson completed by the end of the school holidays it would be best for the school to plan for the boarders to be in Paterson House for 2 weeks after the holidays.</i> <i>03/09 BM advised tilers will need 10 days additional time, but will aim to have one floor finished for handover earlier if possible.</i> <i>Builder will try to remove asbestos from as many classrooms in Luck as possible during the 2 week break while ensuring that a maximum of 2 classrooms will be offline when students return on 8th October</i>	
1.06		Stage 2 program agreed as follows: <i>Builder can take possession of remaining areas in Luck House as of 17th November</i> <i>Removal can begin anytime after this date as all examination and grading work will be completed and students/parents will be notified of work happening and given the option to stay home from school if concerned.</i> REFER ITEM 6.05	
1.07	LS	Completion date <i>Work must be certified complete by 31st December 2012 to satisfy funding requirements.</i>	NOTE
1.09		Letter of Acceptance <i>RGGS provided letter of approval to accept Woollams tender today. SP to issue formal Letter of Acceptance to BM as soon as possible. Letter of Acceptance has been issued.</i>	
2.01		Electrical Items <i>SP to send through details of electrical items (light fittings, fans etc) that builder has allowed to RGGS for approval.</i> <i>20/07 Information has been sent through to RGGS and all approved for installation.</i>	

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2.02		HWS BM advised that existing HWS's in Jackson and Luck are quite old and there is a good chance they won't work after being removed and reinstated. BM will provide a variation price for approval to replace existing HWS's with new. 20/07 Variation price to replace 10 existing HWS has been submitted. Variation approved. SP to issue AI for 10 HWS, to be adjusted later if the number of HWS to be replaced changes. 03/09 AI has been issued. REFER ITEM 6.06	NOTE
2.03		Luck Day Toilets SP to provide drawings of proposed alterations to existing 'Day Toilets' in Luck to builder for pricing. 20/07 drawing has been issued and variation price submitted. Variation approved. SP to issue AI. 03/09 AI has been issued	
2.04		Jackson Showers RGGS advised the existing shower cubicles in Jackson House have existing plumbing problems and preference is for removal and replacement with new tiled shower areas. BM to provide a variation price for approval, including tiling over the existing floor tiles, for all 4 bathrooms in Jackson. 20/07 variation price submitted. Variation approved. SP to issue AI. 03/09 AI has been issued.	
2.05	RF	L1 & L2 RF raised desire to move an existing wall between 2 classroom in lower Luck House. BM advised timing of this work would be better assessed once removal work has started. REFER ITEM 6.07	NOTE
2.06		Asbestos Certification SA advised he has programmed to be available on site during entire time scheduled for asbestos removal.	SA
3.01		Mirrors BM confirmed that bevelled edge mirrors have been allowed to all areas to receive new mirrors.	
3.02		Vanity Benches BM confirmed that the variation price for the new vanity benches includes post formed edges.	
3.03		Vanity Benches – Coloured Laminate BM advised that there may be an additional cost for selecting a coloured laminate for the vanity benches in lieu of white. BM to confirm. 03/09 Variation price submitted. Variation approved. SP to issue AI. 20/09 AI has been issued	

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3.04		Number of Basins BM advised there was a difference in the number of basins allowed to the number required – 1 additional required. BM to confirm number and variation price (VPR 02) 03/09 Variation price submitted. Variation approved. SP to issue AI. 20/09 AI has been issued	
3.05		Jackson Bathroom Lighting Total 4 off additional lights required in Jackson bathrooms (1/bathroom over vanity). SP to issue AI. 03/09 AI has been issued.	
4.01		Isolation Valves to Vanities BM advised plumbers have allowed to install isolation valves to vanity basins in all areas.	
4.02		Builders Area Builder will establish secure fenced area around Luck for container, wc's, smoko hut etc. During site inspection after meeting, RF suggested that the builder may be able to use the undercroft area under McKeague Hall, including toilet facilities for storage, smoko etc. Lockers would need to be relocated. RF to confirm. 20/09 Builder has established work are in undercroft. All ok.	
4.03		Access and Storage BM will provide plan for access and storage for subcontractors. Copy to be provided to RGGS. 20/09 Subcontractors have been briefed on access and storage areas.	
4.04		Jackson Concrete Cutting BM queried if concrete cutting could begin on first weekend 15/16 Sept so cleanup can happen before isolation works begin. RF to confirm if Jackson House will be cleared in time.	
4.05		Luck House Bathroom Areas Extent of Luck House bathroom works to be defined after Stage 1 works are complete. Currently it is expected that existing shower cubicles will remain in place, new tiling on the floors (new floor tiling has not been priced in variations at this stage) REFER ITEM 6.08	NOTE
4.06	BM	Tiling Provisional Sum BM to submit provisional sum adjustment for tile supply. 06/11 BM advised approx. \$9000.00. To be formally submitted.	BM
4.07		School Operating Hours School timing was advised as follows: 8.20am School starts 10.00-10.25am Morning Tea 12.30-1.20pm Lunch 3.00pm School finishes	NOTE

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4.08	RF	RGGS to Inform Staff and Families of Asbestos Removal RGGS issuing a letter to families this week advising asbestos removal works will be in progress during the break. 20/09 All staff and families have been notified.	NOTE
4.09		Fire Assembly Point BM requested fire assembly point information. RF to provide. 20/09 Information provided.	
4.10		Fire Detection RF has contacted Wormald re: fire detection isolation	
4.11		Access to Jackson Day toilets at Northern end of Jackson House to be closed as required to allow access for materials to upper floors	
4.12		Jackson Storage of Materials Storage of materials for Jackson may be adjacent the western fire stairs or on the chess board.	
4.13		Student Access to Luck Students will be advised that access to lower Luck classrooms will be via the staircase between Jackson and Luck during works. 20/09 Access arrangements working well.	
4.14		Luck Fire Escape The central fire escape stairs from upper Luck MUST remain open at all times until all boarders have vacated for holidays.	NOTE
4.15		Vehicular Access Subcontractor parking and vehicular access should be via Smith Street.	
5.01	BM	Jackson Ensuities BM advised there may be a small additional cost associated with VPR 01 for laying of floor tiles in Ensuite areas of Jackson. These areas were omitted from the variation price.	BM
5.02	RF	Notification to Other Contractors on School Site RF to issue a letter to other contractors working on the school site during the holidays to advise them of the asbestos works in progress. 23/10 RF to issue letter to contractors for Stage 2 works	RF
5.03		Power Interruption Power was interrupted to the upstairs bathrooms in Luck House. BM/MS to investigate and reinstate as soon as possible.	
5.04		Night Work BM to notify RF if any night work will be undertaken for security purposes.	BM
5.05		Office for SA SA to be given access to an office in McKeague for extent of time that his presence is required on site.	

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5.06		SWOT Forms <i>BM queried whether it is necessary to complete SWOT forms (for works on school sites). RF/LS advised this was not necessary.</i>	
5.07		Jackson Ceiling <i>BM advised that the existing ceiling to whole of upper floor Jackson is 2 layers of Fyrchek. Query as to whether it is required to replace the Fyrchek or can the grid ceiling be installed in lieu as planned. SP to investigate if the Fyrchek is required and advise.</i> <i>23/10 Ceiling has been inspected by Building Certifier, Bruce Krenske. Ceiling is 2 layers of plasterboard not Fyrchek. Certifier advised ceiling is not required to be reinstated as membrane. Ok to leave break between old/new materials and install cornice to cover.</i>	NOTE
5.08		Paterson Awnings <i>SA advised that the awnings on Paterson house are not asbestos and will amend this in his report.</i>	
6.01		Luck Daytoilets Completion <i>Defects inspection has been done. Works to be completed today ready for handover tomorrow. Laundry tub is still to come, expected to arrive tomorrow.</i>	BM/MS
6.02		Jackson Bathrooms Completion <i>Defects inspection on bathrooms to be conducted at 8.30am tomorrow (Wednesday). Ensuities expected to be ready for inspection by 2.30pm Thursday.</i>	SP
6.03	RF	Working Hours in Jackson <i>Working hours in the dormitory areas will be 9am-2.30pm after the girls move back in.</i>	BM/MS
6.04		Water Leak in L7 <i>Has been attended to.</i>	NOTE
6.05	BM	Stage 2 Program <i>BM issued proposed program for Stage 2 works. RF has some concerns about asbestos removal work beginning before end of term, due to number of boarders that will have to be moved. With proposed program boarders and furniture will need to be out of Luck on Monday 19th November. RF to advise if the program is achievable from RGGGS perspective.</i> <i>RF also to confirm with LS if there is any flexibility with completion date at end of year so that program can start later. BM advised he would be happy to submit final claim by 31st December and have retention withheld for any outstanding works to assist with funding claim process.</i> REFER ITEM 7.01	
6.06	BM	Confirmation of HWS Numbers <i>BM to confirm number of HWS that were replaced during Stage 1 works. Variation will be adjusted at end of Stage 2 works when final numbers are known.</i> <i>20/11 Potentially 3 HWS to be refunded. To be confirmed.</i>	

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6.07		Alterations to L1 & L2 Alteration works to L1 & L2 will be done during Stage 2. SP to issue drawing to BM for variation costing. Optional prices to include new solid wall to be reinstated, operable wall to be installed or accordion door to be installed. 06/11 Drawing has been issued. Price to be submitted for consideration.	
6.08		Luck House Bathrooms RF confirmed that existing shower cubicles are to remain in Luck House. Variation costing to be prepared to replace existing vanity basins, vanity benches and tapware with new (white). BM to investigate if there are any options for covering existing floor tiles, other than new tiles. Painting to all areas other than ceilings will be by RGGS REFER ITEM 7.02	
6.09		Light Fittings BM to provide variation cost for replacing all bare fluorescent battens throughout Luck house boarding areas with diffused fittings.	SP/BM
6.10	BM	Plumbing works to Jackson Bathrooms BM advised there will be additional costs associated with repair works required to existing plumbing in showers. BM to submit variation costing.	BM
6.11		2013 Return Dates New boarders arrive 28th January Old boarders arrive 29th January School starts 30th January	
7.01	BM	Stage 2 Program BM issued revised program for Stage 2 works. No asbestos removal will take place while students are still at the school. Builder will take possession of Luck House from Monday 26th November and removal will begin Monday 3rd December.	
7.02	RF/LS	Luck House Bathrooms RF/LS advised that the school would like a variation price to refurbish both bathrooms in upper Luck House, same finishes as Jackson House. If variation is approved, bathrooms will need to be complete by 21st January 2013.	BM
7.03		Builder's Claim 02 Second claim has been received, to be processed. 20/12 Claim 02 has been processed and forwarded for payment.	
8.01	BM	Luck House Furniture Removal Furniture southern end of Luck House (including kitchen) needs to be removed by 26th November. All other furniture to be removed by 27th November. Woollams will be removing curtains.	
8.02		Access During Works Day toilets southern end of Luck House will be closed to allow builder access to Upper Floor.	

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8.03		Sam Ahlstrand Timing Confirmed SA confirmed to be on site Monday 26 th November – 6 th December.	
8.04		Access During Works Day toilets southern end of Luck House will be closed to allow builder access to Upper Floor.	
8.05	RF	VPR 09 Delete from Contract VPR 09 Unwanted Alarm Activation to be deleted from the contract. RGGS to invoice Woollams directly.	LS
8.06	SP	Extension of Time Claim BM to submit EOT claim to 18 th January for additional Variation works.	BM
8.07		Bathroom Partitions Partitions scheduled to arrive 14 th January 2013. Installation 14/15/16 th .	
8.08	BM	Feature Tile Locations SP to provide feature tile locations for Luck House bathrooms.	SP
8.09		School Closure RGGS closes 14 th December. RF available until 21 st . Returns 7 th January 2013. School Staff return on 3 rd January 2013.	
8.10	BM	RGGS Painting Contractor SP to do defects inspection of rooms before RGGS painter starts.	SP
8.11		Alarm Isolation Luck House RF to arrange alarm isolation from 26 th November to 18 th January.	
8.12	RF	Stage 1 Wiring Removal RF advised security wiring was removed in ceiling space of Luck House Classrooms during Stage 1 removal works. BM to inform subcontractors so that the same problem does not occur in Stage 2.	BM
9.01	RF	External Damage to Southern End of Luck House RF advised gutter and wall at southern end of Luck House has been hit by a contractor's truck. BM to investigate cause. Damage to be made good.	BM
9.02	SA/BM	Additional Asbestos found in Luck House Additional asbestos was found in Luck House that had to be removed. BM to submit variation cost for removal. 19.12 Variation price submitted \$8,450.00. RF approved. SP to issue AI.	SP
9.03	RF	Jackson Colours RF advised feedback received that colours are too dark in Jackson bathrooms. All materials have been ordered for Luck bathrooms so changing is not possible. SP suggested walls to be painted white above tiles in Luck House bathrooms to keep rooms as light as possible.	BM

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9.04	SA	Server Room / EDB Room SA advised asbestos in Server Room and EDB Room has not been removed. These areas will remain on the school register and may be removed at a later date, but not as part of this current contract. SA requested a hole in the wall in the EDB Room be patched with FC. Hole has already been spray sealed.	BM
9.05	RF	Jackson House Damaged Partition legs A number of legs to the shower partitions in Jackson House are showing signs of staining and pitting. MS to inspect and arrange replacement of damaged legs.	MS
9.06		Luck House Floor to Southern Bathroom CFC underlay to be provided to whole of floor area in Southern bathroom to protect existing water damaged floor boards. Variation price to be submitted. Damaged floor immediately outside bathroom to remain as existing for this contract. To be made good during future upgrade works to Luck House. 19.12 Variation price submitted \$3622.56. RF approved. SP to issue AI	SP
9.07		Reinspection of Stage 1 Defect Items SP to conduct reinspection of Stage 1 defect items next week. Time to be arranged with RF. 19.12 Inspection conducted 17/12. Revised defects list has been issued.	

ITEM	INITIAL	NEW BUSINESS	ACTION
10.01		Builder's Claim 03 Builder's December claim to be submitted this week. SP to process before 21 st .	SP
10.02		Luck House Day Toilets – Vanity Bench RF requested variation price for cabinetmaker to supply and fit 3 SS legs to the outside edge of the vanity bench in the southern day toilets.	BM
10.03		Toilet Roll Holders Many TRHs installed in Jackson House dormitory areas have broken already. SP requested a different item be used in the Luck House dormitory areas that are more fit-for-purpose.	BM
10.04		Financial Status Original Contract Sum (original tender) \$783,646.00 Variations Agreed to Date \$194,519.58 Provisional Sum Adjustments (\$59,626.00) Adjusted Contract Sum \$918,539.58 GST \$91,853.96 TOTAL Incl GST \$1,010,393.54 Variations pending: Luck day Toilets - SS legs to Vanity Bench	

ITEM	INITIAL	PREVIOUS BUSINESS	ACTION
10.05		Time Original Date for Completion 31 December 2012 Time Claims to Date 18 days Adjusted completion date <u>18th January 2013</u>	
10.06		Next Meeting 10.00am Tuesday 15 th January 2013	