



BURNS
CONSTRUCTION
(ABERDEEN) LTD

MEETING REPORT No3

Title : DR SPENCE HALL ,UDNY GREEN

Date : 14/8/15

Item No.

1.

Contract Dates / Progress Related to Programme

Commencement- Date – 29th June 2015

Completion- Date - 2/10/15

Reporting Against Construction – Construction issue

Description	Proposed	Actual	Remarks
Manufacture new windows and Doors	100%	70%	Manufacturing ongoing
Erect Internal Scaffolding to both halls	100%	100%	Complete
Strip and remove existing walls and ceilings both halls	100%	100%	Complete
Frame and insulate external walls both halls	75%	100%	Complete
Apply new plasterboard to ceilings both halls	100%	100%	Complete
Carry out service first fix both halls	100%	100%	Complete
Apply new plasterboard to external walls both halls	90%	90%	Awaiting Windows
Install new windows & form reveals both halls	30%	0%	Ongoing
Tape,fill, and first coat ceilings and walls both halls	0%	30%	Ongoing
Services 2 nd fix to ceiling area both halls	Items below are not on program as yet	Items below are not on program as yet	Items below are not on program as yet
Decoration to completion walls and ceiling to both hall areas down to oak panel level			
Strip and remove scaffolding both halls			
Install low level oak panelling both halls	0%	15%	Ongoing
Services 2 nd fix to both halls low level inclusive of air source			
Uplift floor protection to both halls			
Sand,prepare,and recoat existing timber floors			
Carry out low level decoration to oak panelling			
Kitchen and toilet areas			
Apply protection to floor areas,kitchen,wc cloakroom wc	100%	100%	Complete
Strip out and set aside kitchen equipment/Canopy	100%	100%	Complete
Remove and set aside cloakroom sanitary ware	100%	100%	Complete
Prepare penetrations for insulating WC walls	100%	0%	Contractor due to site on Tuesday 18 th

Carry out insulation to Wc walls			Contractor due to site on Tuesday 18 th
Frame existing Wc Ceilings	100%	100%	Complete
Services 1 st Fix to Wc ceilings	100%	100%	Issue with vent terminals
Insulate above and plasterboard ceilings to Wc	100%	0%	Materials onsite, Due Wed 19 th
Repairs to walls where holes taken out and partitions removed	50%	0%	Due Wednesday 19 th
Tape fill and first coat	Items below not on program as yet	Items below not on program as yet	
2 nd fix to completion			
Install new windows			
Re-instate kitchen canopy			
Decoration to completion all areas			
Test and commisoioning all areas			
Snagging			
Builders Clean			
Handover			

3. Architects Instructions –

AI are still outstanding at the moment area ,

- Additional plasterboard to Small hall,kitchen . ✓
- Remove and refix extract canopy. ✓
- Confirm what is required in regards to kitchen refitting . ✓
- Please provide an instruction to provide terminals for the extractor fans to both Wcs as they just expelled to the existing loft space .

4. **Information Required**

The only item of information outstanding areas follows,

- The induction system has been installed ,but in order for the client to use this facility a sound amp will require to be fitted . ✓
- Please confirm a schedule of decoration for the project this is urgently required
WHITE can msg walls

5 **Health & Safety**

Risk assessment and method statements are being produced and followed as work Progresses on site by all contractors, signed copies of these will be contained within The main sites file within the site office for reference should these be required to be Viewed at any time.

There have been no other safety issues that I am aware of at this time.

6. **Financial**

Valuation no 2 will be issued to the end of the month . -24.08.15

8. **Delays**

We havent experienced any delays since the last meeting but we are urgenytlly requiring The insulation works to commence to the Wc walls the insulation contractor will be Onsite Tuesday 18th to carry out his element of works

Summary

Works are progressing well onsite with all areas to halls and kitchens, small wc to the rear and all insulation and plasterboard are now complete other than to the window reveals which will follow on from the window installation

Services first fix is also now near completion throughout, with only final elements to complete to the air source condensing units, and Wc ceilings which will be completed after the ceilings have been fully plasterboarded and wall insulation works have been completed.

The plasterer is scheduled to be onsite first thing Monday morning to carry out all plaster repairs to the stage ceiling area, rear wc and the small store off the stage stair.

Taping works are ongoing at the moment to the large hall area with a view to being sanded and first coated first thing Tuesday morning, we have been slightly delayed on progress here due to some unforeseen labour issues, however we have them onsite now and I have been promised a second taper on Monday 17th of August. As I see progress onsite at the moment the painter will be pretty much onsite until completion

We have 5 of the small windows now onsite for the basement area, which are now being installed, we are to receive three number of the large hall windows today with a further two on Monday 17th of August which we will install upon delivery. They will progress to manufacturing the remaining windows and doors for the project there after. They are aware of the urgency in now getting the materials to site and are doing their utmost to push these items through to avoid delay onsite.

The 7 windows for the small hall have been machined, and are currently on the bench being assembled, these are at the moment anticipated being onsite next Thursday 20th, the scaffold is in situ externally to allow these to be fitted.

We are slightly behind within the WC to the main entrance area, we are awaiting the insulation to be installed to allow works to further progress, this is now scheduled for Tuesday the 18th, as soon as these works have been completed the plasterboard will be applied and taper will follow immediately there after.

Works are ongoing to installing the oak panelling to the large hall at the moment we will progress the small hall to the beginning of the week, this will be adequately protected until such time the scaffold has been removed.

It is my intention to have the scaffold to the large hall stripped and removed from the large hall to the end of next week once the hall ceiling has been completed and new light fittings have been installed, we will follow on with the same procedure for the small hall mid week commencing 24/815.

To conclude at the moment the only area which I feel we are delayed within is the Wc areas which I am confident I can quickly turn around once the insulation has been completed. As for the large and small hall areas we are pretty much on program with only the window delivery as cause for concern, but I have been given assurances I will receive them all on the dates previously noted

