

# **MEETING REPORT No3**

Title: DR SPENCE HALL, UDNY GREEN

Date: 14/8/15

Item No.

1. Contract Dates / Progress Related to Programme

Commencement- Date - 29<sup>th</sup> June 2015

Completion- Date - 2/10/15

Reporting Against Construction - Construction issue

Description	Proposed	Actual	Remarks	
Manafacture new windows and	100%	70%	Manafacturing	
Doors			ongoing	
Erect Internal Scaffolding to both	100%	100%	Complete	
halls				
Strip and remove existing walls	100%	100%	Complete	
and ceilings both halls				
Frame and insulate external walls	75%	100%	Complete	
both halls				
Apply new plasterboard to	100%	100%	Complete	
ceilings both halls				
Carry out service first fix both	100%	100%	Complete	
halls				
Apply new plasterboard to	90%	90%	Awaiting	
external walls both halls			Windows	
Install new windows & form	30%	0%	Ongoing	
reveals both halls			8	
Tape, fill, and first coat ceilings	0%	30%	Ongoing	
and walls both halls	070	3070	Ongoing	
Services 2 <sup>nd</sup> fix to ceiling area	Items below are	Items below are	Items below are	
both halls	not on program as	not on program	not on program	
oon min	yet	as yet	as yet	
Decoration to completion walls	yet	as yet	us yet	
and ceiling to both hall areas				
down to oak panel level				
Strip and remove scaffolding both				
halls				
Install low level oak panelling	0%	15%	Ongoing	
both halls	070	1370	Oligonig	
Services 2 <sup>nd</sup> 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				
	100%	1000/	Complete	
Apply protection to floor	100%	100%	Complete	
areas,kitchen,wc cloakroom wc	1000/	1000/	Constate	
Strip out and set aside kitchen	100%	100%	Complete	
equipment/Canopy	1000/	1000/	0 1	
Remove and set aside cloakroom	100%	100%	Complete	
sanitary ware	10001	00/		
Prepare penetrations for insulating	100%	0%	Contractor due	
WC walls			to site or	
			Tuesday 18 <sup>th</sup>	

Carry out insulation to Wc walls			Contractor due	
			to site on	
			Tuesday 18 <sup>th</sup>	
Frame existing Wc Ceilings	100%	100%	Complete	
Services 1 <sup>st</sup> Fix to Wc ceilings	100%	0%	Issue with vent terminals  Materials onsite, Due Wed 19 <sup>th</sup> Due Wednesday 19 <sup>th</sup>	
Insulate above and plasterboard ceilings to Wc	100%			
Repairs to walls where holes taken out and partitions removed	50%	0%		
Tape fill and first coat	Items below not on program as yet	Items below not on program as yet		
2 <sup>nd</sup> 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. <u>Information Required</u>

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

#### 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. - 8. 15

#### 8. Delays

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

#### **Summary**

Works are progressing well onsite with all areas to halls and kitchens, small we 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 17<sup>th</sup> 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 17<sup>th</sup> 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 there 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 anticiptaded being onsite next Thursday  $20^{th}$ , 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 is now scheduled for Tuesday the 18<sup>th</sup> ,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 im 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

Revision: Draft issue



Dr Spence ,Hall Udny Green .

ID	Task Name	Duration	Start	Finish	22 Jun 29 Jun 06 Jul 13 Jul 20 Jul 27 Jul 03 Aug 10 Aug 17 Aug 24 Aug 31 Aug 07 Sep 14 Sep 21 Sep 28 Sep 05 Oct 12 Oct 19 Oct 26 Oct 02 M W1 W2 W3 W4 W5 W6 W7 W8 W9 W10 W11 W12 W13 W14 W15 W16 W17 W18 W		
1	Survey Windows	2 days	Mon 29/06/15	Tue 30/06/15	Survey Windows		
2	Manafacture new windows	20 days	Mon 29/06/15	Fri 24/07/15	Manafacture new windows		
3	Set up site Establishment	2 days	Mon 29/06/15	Tue 30/06/15	Set up site Establishment		
4	Carry out necessary isolations	2 days	Mon 29/06/15	Tue 30/06/15	Carry out necessary isolations		
5	Apply floor protection to both hall area	4 days	Mon 29/06/15	Thu 02/07/15	Apply floor protection to both hall areas		
6	Errect internal scaffolding to both Halls	5 days	Thu 02/07/15	Wed 08/07/15	Errect internal scaffolding to both Halls		
7	Strip and remove existing walls and ce	10 days	Mon 06/07/15	Fri 17/07/15	Strip and remove existing walls and cellings both halls		
8	Frame & Insulate external walls both h	15 days	Mon 13/07/15	Fri 31/07/15	Frame & Insulate external walls both halls		
9	Apply new plasterboard to ceilings bot	10 days	Wed 22/07/15	Tue 04/08/15	Apply new plasterboard to cellings both halls		
10	Carry out services first fix both halls in	10 days	Mon 27/07/15	Fri 07/08/15	Carry out services first fix both halls inclusive of air source		
1	Apply new plasterboard to external wa	10 days	Mon 03/08/15	Fri 14/08/15	Apply new plasterboard to external walls both halls		
2	Install new windows & form reveals bo	10 days	Mon 10/08/15	Fri 21/08/15	Install new windows & form reveals both halls		
13	Tape,fill and first coat ceilings and wal	10 days	Mon 17/08/15	Fri 28/08/15	Tape, fill and first coat ceilings and walls both halls		
4	Services 2nd fix to ceiling area both ha	7 days	Mon 24/08/15	Tue 01/09/15	Services 2nd fix to ceiling area both halls		
15	Decoration to completion walls and ce	12 days	Mon 31/08/15	Tue 15/09/15	Decoration to completion walls and ceiling to both hall areas down to		
6	Strip and remove scaffolding both hall:	5 days	Mon 07/09/15	Fri 11/09/15	Strip and remove scaffolding both halls .		
7	Install low level oak panelling both hall	12 days	Mon 31/08/15	Tue 15/09/15	Install low level oak panelling both halls		
8	Services 2nd fix to both halls low level	10 days	Mon 07/09/15	Fri 18/09/15	Services 2nd fix to both halls low level inclusive of air source		
9	Uplift floor protection to both halfs	2 days	Mon 14/09/15	Tue 15/09/15	Uplift floor protection to both halls		
0	Sand ,prepare ,and recoat existing tim	10 days	Mon 14/09/15	Fri 25/09/15	Sand prepare and recoat existing timber floors		
1	Carry out low level decoration to oak p	5 days	Fri 25/09/15	Thu 01/10/15	Carry out low level decoration to oak panelling		
2					\$10-000 Miles (Miles )		
3	Kitchen & Toilet Areas	1 day?	Mon 13/07/15	Mon 13/07/15	Kitchen & Toilet Areas		
1	Apply protection to Floor areas ,kitche	1 day?	Mon 13/07/15	Mon 13/07/15	Apply protection to Floor areas ,kitchen ,wc,cloakroom wc		
5	Strip out and set aside kitchen equipm	2 days	Tue 14/07/15	Wed 15/07/15	Strip out and set aside kitchen equipment/Canopy		
6	Remove and set aside cloakroom San	2 days	Tue 14/07/15	Wed 15/07/15	Remove and set aside cloakroom Sanitary ware		
7	Prepare penetrations for insulating Wo	2 days	Mon 20/07/15	Tue 21/07/15	Prepare penetrations for insulating Wc walls		
8	Carry Out insulation to Wc walls	3 days	Wed 22/07/15	Fri 24/07/15	Carry Out insulation to Wc walls		
9	Frame existing Wc ceilings	5 days	Mon 27/07/15	Fri 31/07/15	Frame existing Wc ceilings		
0	Services 1st fix to Wc ceilings	3 days	Mon 03/08/15	Wed 05/08/15	Services 1st fix to Wc ceilings		
1	Insulate above and plasterboard ceilin	3 days	Mon 10/08/15	Wed 12/08/15	Insulate above and plasterboard ceilings to Wc		
2	Repairs to walls taken out for insulatio	2 days	Thu 13/08/15	Fri 14/08/15	Repairs to walls taken out for insulation and where partitions removed		
3	Tape fill and first coat	5 days	Mon 17/08/15	Fri 21/08/15	Tape fill and first coat		
4	2nd fix to completion	7 days	Mon 24/08/15	Tue 01/09/15	2nd fix to completion		
5	Install new windows	7 days	Mon 24/08/15	Tue 01/09/15	Install new windows		
6	Re-instate kitchen canopy	3 days	Wed 02/09/15	Fri 04/09/15	Re-Instate kitchen carlopy		
7	Decoration to completion all areas	9 days	Tue 08/09/15	Fri 18/09/15	Decoration to completion all areas		
В	Test and commisioning all areas	5 days	Mon 21/09/15	Fri 25/09/15	Test and commissioning all areas		
9	Snagging	5 days	Thu 24/09/15	Wed 30/09/15	Snagging		
0	Builders clean	3 days	Wed 30/09/15	Fri 02/10/15	Builders clean		
		,-	Fri 02/10/15	Fri 02/10/15	Durius clean		