Preliminary site meeting

Meeting – 18th March 2015

Location – Lote 27

Attending – Andrew, Jeff, Fatima, Sergio, Luis, Jose Fernandes, Jose Domingo, Nuno (execution drawing architect)

The following was discussed:-

1. The JSC jobs will continue with the existing work force from JSC therefore not effecting the work load of Lux’s existing workforce.
2. The structure is sub contracted and will be continuous apart from allowing for drying periods.
3. There will be a team of around 15 general builder and of course sub-contractors. The general builders will be continuous and will not leave the site for other jobs unless there is nothing for them to do.
4. There will be a monthly site meeting with minutes to the meeting taken.
5. Throughout the month there will be meeting where required.
6. Staff parking at rear of plot is agreed to avoid on street congestion.
7. Lux will protecting grass verge with steel rods and tap.
8. Once the office etc. is in place we will establish other site rules including site book, H&S etc.
9. Valter has be given the declaration from Marta (H&S) to sign.
10. Time laps camera will be installed once crane is in place.
11. Steel reinforced concrete slab in now poured for crane. Next week office, crane etc. will be installed.
12. Ground floor heights were discussed and confirmed. In principle 0.5m above road height.
13. Hugo noticed a few changes not specified in the quote and has informed Lux to amend.
14. Contract is planned to be signed Monday 23rd pm as originally planned, complete with hard landscaping and garden lighting.
15. We expect project approval shortly and specialities will be submitted immediately.
16. Lux will seek verbal approval to start from the Council.
17. Valter discussed add a clause in the contract indemnifying Aliceblue from liability for the project commencing.