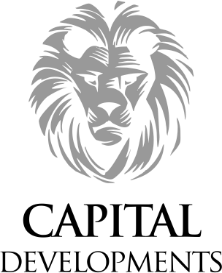
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**Site meeting 28th April 2015**

**UPDATES 29th April 2015 (see point 13)**

**Attending – Andrew, Jose Fernandes, Fatima, Marta, Jose Domingo, Hugo, Americo**

**c.c. James, Richard, Vanessa,**

**Points discussed:-**

1. **General work progress**

We were all happy with the progress in the start of the works and general organisation and execution of the work. Progress was a little delayed with the decisions required with solution required for the unstable land on the south corner of the structure.

1. **H&S report and action**

Marta was happy with the cooperation and general H&S respect onsite.

1. **Staff documents & Insurances**

Marta has received the file from Lux and will report on this after studying.

1. **Action on reports and points agreed in previous meetings**

All points discussed in previous meeting were address and in order.

1. **Security, site attendance records**

The site is now completely closed with the new gates and pedestrian access. It remains closed at all times. JD has all attendance records for workman already logged. Jose Fernandes will organise a hard backed visitor’s site book.

1. **Confirming and cross check height of first slab to basement level**

Americo will provide Hugo with a plan of the heights of each component so Hugo can cross check. Once agreed, this will be delivered to JD to execute.

1. **Revised structural plans with water storage and compensation tanks**

This has been running later than should be but Hugo now has the plans to check for any conflict areas. On 29th April Hugo will confirm these plans are OK.

1. **Site inspection and report by client Project Manager (Nuno)**

The fiscal de Obra (client representative to the works) will be Jorge Celio who is a Quantity Surveyor and authorised engineer for this obligatory role.

1. **Resolution of issues**
   1. **Infiltration of water from neighbouring property**

This is due to the saturation of the ground in the neighbouring property. The ground has held firm so this is not deemed to be an issue at all. Drainage around the foundation will illuminate the potential of any future issues.

* 1. **Extra foundation for unstable ground in one location**

Due to a small area of unstable ground, large pillars were set into the ground to create a ridged base. The solution was correct and works well.

* 1. **Inclusion of compensation tanks and household water cisterna in structure**

Hugo has prepared plans to include these in the structure as part of the mechanical room. The size of the tanks has been calculated for the correct usage and the location of the pumps positioned 1.25m below the tanks to ensure the pumps are self-priming. The structure has been expanded to accommodate the tanks.

1. **Production and signing off of plans before execution of work.**

It was agreed that no work will ever be executed without execution drawing. JD will always cross check execution plans and raise any issues that he feels might not be correct or could be improved in practice. This will be discussed collectively and once a definitive solution is decided, the plans will be updated and re issued to site. Only then will this work be executed. Any change in the plans can have implication in other areas. It is Hugo’s responsibility to verify this.

If any execution detail is missing JD will inform Americo and Hugo what is missing and the plans must be provided immediately.

1. **Work Schedule on time or behind?**

It was confirmed that the structure is approximately 15% - 20% complete, which should be 30% by this stage to be in line with the schedule provided. JF has confirmed that he will take action to speed up the process immediately. It was mentioned that as we are still waiting for project licensing, work was not at full speed. Hugo was to chase the council today in regard to this. Time must be gained to catch up to the planned schedule during May and June.

1. **Quantity assessment of April payment request by Lux on 4th May**

Once received from Lux we will study and confirm quantities.

1. **Miscellaneous points**

Interior prefix plans for the basement needs to be provided by Vanessa a.s.a.p. ie. Basement bar, laundry room, maid’s room. Mainly for drainage layouts.

It was noticed on some of the plans provided by Themoflux, that he location of traps were not hidden as should be. This is being corrected. Hugo, Americo and JD are to cross check their plans.

**HVAC** – JF was to arrange a meeting with ClimAlgarve’ engineer as soon as possible for AD to discuss their design concept for the HVAC system compared to the original specified plan from Penguin.

**Mechanical room** - It was discussed that the mechanical room should be sound proofed as it adjoins the yoga/gym room and kitchen above. AD will provide an example of acoustic wall, floor and ceiling treatment.

It was also agreed that the compensation tanks for the pools and Jacuzzi must be insulated and sealed to maintain the warmth of the water and not to create humidity in the pump room.

1. **Next monthly meeting dates. Thurs 28th May 2015 On site.**