

Site meeting 31st March 2015

Attending – Andrew, Jose Fernandes, Fatima, Jeff, James, Marta

Points discussed:-

1. H&S report and action

It was agreed that Marta would deal directly with Jose Fernandes in regard to ensuring all H&S matters in her reports are dealt with. It is Lux's responsibility to ensure that they adhere to her rules and instructions. Marta will copy the reports to Andrew, Jeff, Fatima and Jose.

Action on reports and points agreed in meetings

2. It was emphasised that all matters that are discussed in meetings and in reports, should be dealt with immediately in order not to keep reappearing in subsequent meetings.

3. Security, site attendance

A hard back site attendance book will be onsite for all workers and visitors alike. Date, Name, company, time, signature.

4. Staff documents & Insurances

Marta will collate a file with Lux of all worker information and valid insurance policies etc. to keep onsite.

5. Electric, Water and irrigation.

Carefully consideration must be given to the existence of the Borehole and irrigation pump, should any work on the electrical supply/power board be needed.

6. Clean up site entrance – Needs to be a show case project.

It is agreed that the front verge of the site will be tidied and re surfaced to ensure a good presentation to the site.

To prevent parking in front, 10cm plastic pipes will be set into the ground every 3m on the edge to allow wooden post to lift in and out, when required for loading.

The block wall for the electrical board will be rendered and painted white.

7. Protecting grass verge

This was being done after the meeting and is very good.

8. Parking

It was agreed that the off street parking can now be to the right side on the site, entering next to the electrical sub-station.

9. Site copy of plans

A master copy of plans will be kept onsite and displayed for reference. A meeting table and chairs will be set up in the second office.

10. Time laps camera

It was difficult to fix to the crane so Jose is arranging to screw bracket to tree. 5-6m high.

11. Marking out (corner points)

Jose will contact me when he is ready for us to cross check the implantation of the structure.

12. Confirming levels

Same

13. Driveway inclination?

To be double checked by Hugo to ensure a gradual inclination without compromising the driveway.

14. Revised structural plans

Jose to provide to revised plan to me and to be cross checked by Hugo against architectural plans. URGENT!

15. Foundation

All based ground is good for foundation apart from the south west corner which requires extra footing material for a secure foundation. This has been recommended by the structural engineer and agreed. A similar solution will be enforced around the foundation of the swimming pool, should it be required.

16. Water storage tanks

It was discussed that compensation tanks for the overflow pool and water tanks for the garden and house could be built into the structure under the swimming pool, which would be a logical and easy solution. Hugo will check how best to integrate this.

17. Web page for info and records of meetings and reports.

A copy of all site meeting records and reports will be kept on Lote 27 login page.

18. Next monthly meeting dates. Tues 28th April 2015