Confidential \*Priority

Paul Haugh Contracts

Minutes of internal meetings held at Chessington on 06.01.21

Present: RCH/MOB/ST/PH/TF/JG

SRM – 21 Moorfields – Internal Meeting No 1

1. Set Up
	1. Scope
2. Doors, frames & ironmongery to Levels 00 through to 03 of the Compton & Edrich stand at Lords Cricket Ground. -

 b) 1) Timber doors (Shadbolt) -

 2) Timber door frames (JMS) -

 3) Ironmongery (Allgood or Elite) -

 4) Metal doorsets (Ascot) -

 5) Profab doors (Profab)

1.2 \*Site file – copied in part, to complete ST

1.3 \*Orders – to sort PH

1.4 Forms – Aconex -

1.5 Drawing register – Aconex -

1.6 Site office – to discuss with ISG PH

1.7 Surveying – By TF -

1.8 Filing – Is up to date -

1.9 \*Method Statements – Ascot RAMS for phase 1 submitted 07.05.20

 Approved 19.05.20, to sort for phase 2 PH

1.10 Cost code – LORD02 -

1.11 Valuation/payment schedule to be produced TF

1. Procurement – See schedule dated 07.10.20
	1. Timber doors
2. \*Order to be placed with Shadbolt ST
3. Construction information to be issued and delivery dates to be

agreed PH

 c) Some doors specified as pre finished but to try to change to primed PH

* 1. Timber door frames

a) Order has been placed with JMS ST

b) Construction information to be issued and delivery dates to be

 agreed PH

c) Frames priced as primed only but to question with ISG for the veneered

 doors PH/JG

* 1. Ironmongery
1. Order to be placed, preferably with Elite (tender based on allgood) for

Timber doors only as Ascot are using their own ironmongery ST

b) Construction information to be issued and delivery dates to be

 agreed PH

c) Suiting to sort PH

2.4 Profab doorsets

a) \*Order to be placed with Profab ST

b) Construction information to be issued and delivery dates to be

agreed PH

 2.5 Ascot Doors

a) Order placed for phase 1 08.04.20 -

b) \*Addendum order to be placed for phase 2 ST

c) Construction information to be issued and delivery dates to be

agreed PH

d) Ironmongery is by Ascot -

e) Drawings 1 to 4 submitted on phase 1 07.04.20, approved 21.04.20,

 to sort for phase 2 PH

1. Information/Instructions

 3.1 IT – Aconex – PH & TF are signed up

 3.2 Meetings –

a) \*Design meeting to be arranged PH

 3.3 RFI’s – none

 3.4 CVI’s – none -

 3.5 SI’s - none

 3.6 Outstanding information – see elsewhere -

 3.7 Fixings 10mm steel posts to all openings on the third floor PH/ST

1. Samples
	1. RFA’s – 1 nr -
	2. \*Spec to be checked for requirements PH
2. Programme
	1. Tender prelims based upon a total of 10 weeks over two visits -
	2. Order states commence 30/11/20, complete 22/02/21, we have told ISG

that there is a 14 week lead in -

* 1. RCL programme to be put together PH
1. Suppliers/Subcontractors –

6.1 See section 2 -

 6.2 Ascot –

a) 3 No. Addendums issued -

 b) Paid £7,988.00 with retention £399.40 -

1. Labour

7.1 Foreman – TBA (tender based on an Auris/Kes type working foreman) -

7.2 Labour – TBA -

1. Contractual/Financial
	1. Tender – 05.08.20, £209,132.80 -
	2. Tender meetings held; 15.07.20, see minutes -
	3. Agreed CSA £220,992.25. -
	4. CSA contains a P Sum for vertical distribution which is only to be

expended if instructed by ISG ( ISG may provide a hoist and omit the

P Sum) -

* 1. \*Full order received 22.09.20, to be checked ST

8.5 Retention is 3%, see order. -

8.6 Design – Design Development only -

8.7 Warranty – Design to be hand amended if one is issued for signature ST/RCH

8.8 Section 2 of the order contains an agreed Query Schedule -

8.9 Decorative mastic by others -

9.0 Correspondence –

1. Health and safety/quality –

 10.1

1. Risks/lessons to be learned –

 11.1

12.0 Any other business -

 12.1 Specialist joinery to hospitality area currently being priced ST

 12.2 Handovers 1 & 2 submitted for phase 2 see schedule -

Distribution: Those present + PDB