Notes on the PCG meeting 15 October, 1991, 10 am. ASB building Level 6.

Present: Stefan, Maria, Tim, Alex, Frances

Apologies: Catherine, Rainer

Stefan went through his report.

1. Health & Safety

One minor accident was reported. This was dealt with on site and everyone was asked to take extra care.

1. RFI: There was only one new request for information and this was related to the intumescent paint system (see later comment).
2. Variations
* One possible credit (VPR22) Change of bench top material in C6
* Survey of drainage easement (VPR16). It was easier to run this past S & W rather than bypass them.
* Trenching costs: these are reliant on the location of the switchboard
* So far we have not received a claim for the fill under the retention tank.
* There is a considerable claim for intumescent painting (which protects in the case of a fire). Stefan has asked S & W for a breakdown of this and we should ask Rawlinsons to look at it. There are only 2 companies in the lower South Island who do this work. There was further discussion as to what fire rating was contained in the original tender documents. Tim will look at the Fire Report as we need to check that it had sufficient detail in it at the time of tendering. Tim still has the original document.
1. Programming
* No Extension of Time requests have been received.
* The CH is ticking along
* Roof cladding is underway on High Street
* The rest of the Alva slab should be poured this week.

Stefan has asked S & W for an accurate updated programme for the rest of the project. Stephen Edge has also requested to see this.

1. Risk management going forward is minimal.
2. Budget: $140,000 of building contingency remains. Emergency lighting and intumescent painting are still to come from this sum.

We would also like an estimate of when the tent will come down.

There are a number of provisional sums in the contract which will not be used. Eg. floor levelling in the CH. Stefan would like to see the provisional item deleted and a variation issued. We would need to issue an instruction for each one and it would be better to do them in small groups. Stefan will talk to Rawlinsons about this process.

There are also other internal allowances (eg. the clothes line) which we might like to do ourselves.

1. Relocating the main switchboard. The preference is for this to be sited on the wall of the workshop. Tim is talking to the electricians about this.
2. Maria brought up the subject of the angle parking on Alva Street and the design for the kerb at the High Street end. Our process is
* Produce a plan (Tim)
* Take this to the DCC
* Get prices from 2 or 3 asphalt companies.

It is not necessary for us to go through S & W for this.

Stefan looked through the Resource Consent and disability parks are not mentioned. We should make provision for these on site rather than on the street.

1. Hot water heat pump

Tim will reissue some drawings with extra details and submit this to Stefan for passing on to S & W for installation costs.