
Catalent Pharma Solutions

Obra: WTC Free Zone, piso 4, ofic. 406

MEETING MINUTE

f/ Catalent: Christopher Rayborn

f/ CONTRACT: Carolina Capouyá

Reunion: Varius

Date: 04.07.2012

TOPICS:**Additional I** – approved and signed

- Motorized screen located on secondary exit wall
- Intercom located next to push button on exterior side of coffee wall (see drawing)

Signed contract/budget/layout – handed over

HVAC – Adjustments were made on the HVAC project due to project improvements (fancoils above ceiling) and change in the office orientation (originally to the north, now to south). The HVAC cost will be adjusted when the quote is updated at the beginning of the works.

Sockets – Sockets needed were reviewed (see mail regarding costs)

1. Fridge
2. Microwave on cupboard over counter
3. Water dispenser
4. Coffee machine
5. Electric jar
6. Water heater
7. Paper shredder

Kind of sockets quoted explained and approved – Four standard sockets and 2 data ports per work station.

IT – Christopher Rayborn must check with IT department if there are specific standards that were not considered in quote. If additional installations/equipment were requested, it would be an additional quote.

Professional fees – Billing of professional fees to our free zone user was approved. An Addenda will be signed in a future meeting, stating form of payment.