

INFORME DE VISITA DE OBRA

Nº2

1. ANTECEDENTES DE LA REUNIÓN

CLIENTE	CATERPILLAR			
PROYECTO	HABILITACIÓN OFICINAS CATERPILLAR			
FECHA	Fecha 16-01-13	Inicio 15:00	Termino 17:30	
LUGAR	Edificio Deloitte, Rosario Norte 407, Piso 14 y 15			
TIPO	Visita de Obra 2			
ASISTENTES				
CONTRACT	1. Cristian Alvarado 2. Alejandro Castillo 3. Barbara Mac Cawley			
CATERPILLAR	1. Roberto del Real 2. Delx Andrade			

2. OBJETIVOS Y TABLA

OBJETIVOS GENERALES	Visita de Obra
TEMAS A TRATAR	A.- Security & Safety
	B.- Specialities
	C.- General

3. NOMENCLATURA ESTADO

NUEVO: **N** RESUELTO: **R** PENDIENTE: **P** INFORMATIVO: **I** PERMANENTE: **PER**

4. ACUERDOS Y CONTENIDOS

TEMA	FECHA ORIGINAL	DETALLE	ESTADO	RESPONSABLE	FECHA ENTREGA
A.- Security & Safety					
A1	16/01	○ No News.	I	Contract	
B.- Specialities					
B1	16/01	○ Electricity and communications project will be reviewed at next site visit. If this was ready before this date Contract will send Delx Andrade the project for a preliminary review.	I	Contract Cristian Alvarado	16/01 18/01

B2	16/01	Electrical generator o No definitive statement, by the time the information is that we should not consider a generator.	I	Caterpillar Delx Andrade	
B3	16/01	o Plane will be reviewed with electricity and communications requirements in order to validate the information submitted.	P	Caterpillar Delx Andrade	23/01
B4	16/01	CAT TV - o Be incorporated? - o Where? - o How many?	P	Caterpillar Delx Andrade Roberto del Real	16/01 23/01
B5	16/01	Attendance Control - o Explanatory Talk - o Technical details will be send Note: This is the attendance control system that will be in the budget consider.	P	Contract Cristian Alvarado	18/01
B6	16/01	Attendance Control - o Be incorporated? - o Where? - o How many?	P	Caterpillar Delx Andrade Roberto del Real	23/01
B7	16/01	Access Control - o The cards will be the same as the one used in the building for parking, floor one and principal access door. - o The principal access door will be control by administration. - o The internal doors that need Access control will have a compatible mode with the general building cards.	I	Contract Cristian Alvarado	
C.- General					
C1	16/01	Door Intercom - o See if we can install it with the administration. - o Conect with reception and with a second system with the asistants of the executive managers	P	Contract Cristian Alvarado	23/01
C2	16/01	Access button o Put in the reception desk	I	Caterpillar	
C3	16/01	- o Safety Deposit Box - o Send Data of dimensions & KG. - o Will be located at file room.	P	Caterpillar Roberto Del Real	23/01
C4	16/01	o Gantt Chart will be sent.	P	Contract Cristian Alvarado	17/01
C5	16/01	Furniture o Due date to purchase January 30	I	Contract	

C6	16/01	Maude Groupe suggestions and designs, due dates - January 15 - exact ublication of big architectural graphics, to make the dry wall enforces if needed - No info yet. - Major changes of the ceiling and Light. - Still having to define some lights - February 15 - Reception desk final design - Reception area wall finishes and graphics applications - February 30 - Proposal of the waiting area furniture - April 15 - Architectural graphics an other branding issues, frames and original graphics	I	Contract	
C7	16/01	Telepresence Equipment Special technical requirements. Electrical, communication, audio, etc	P	Caterpillar Roberto Del Real Delx Andrade	16/01 23/01
C8	16/01	S Curve Will be informe every site visit.	P	Contract Cristian Alvarado	23/01
C9	16/01	LED TV - In every room. Confirm if both modular room will have LED TV. - Place location in requirements planes	P	Caterpillar Delx Andrade	23/01
C10	16/01	Projector and Screen - Board room and one of the modular rooms. - Only Board room with elevator for the projector	P	Contract Barbara MacCawley	16/01
C11	16/01	Layout Last version	P	Contract Alejandro Castillo	17/01
C12	16/01	Fullspace Files - Reused? - All the files will be transfer to the new offices - Fire proof room? - Access Control?	P	Caterpillar Roberto Del Real Delx Andrade	23/01

5. PROXIMA REUNIÓN

FECHA	23/01/13	Inicio:15:00	Termino: 18:00	Duración: 3 hours aprox
LUGAR	Edificio Deloitte, Rosario Norte 407, Piso 14 y 15			
TIPO	Visita de Obra			
TABLA	Visita de Obra 2			

ASISTENTES	
CONTRACT	1. Cristian Alvarado 2. Alejandro Castillo 3. Barbara Mac Cawley 4. Claudio Perez
CATERPILLAR	1. Roberto del Real 2. Delx Andrade

6. CONOCIMIENTO DE INFORME

El presente informe será revisado en próxima visita de obra, se solicitará firma de documento.

Caterpillar	Roberto del Real	
Caterpillar	Delx Andrade	
Contract	Cristian Alvarado	
Contract	Alejandro Castillo	
Contract	Barbara Mac Cawley	

NOTA: Esta minuta refleja el entendimiento y conclusiones alcanzadas por los asistentes llevadas a cabo durante la junta arriba citada. Se solicita que en el caso de tener cualquier comentario que difiera de lo expresado lo comuniquen por escrito dentro de las 48 hrs. de recibida la presente, caso contrario se dará por conformada. Se envía copias a todos los presentes en la reunión.