

Project	GBT – Buenos Aries Alem 518		Date	Oct 20,'15	Time	11:00–12:00
Minute No.	04		Location	ARCADIS Office - NYC		
Created By	Ray Plummer		PM	Ray Plummer / Jorge Bernal		
Minutes Issued	October 20, 2015					

Name	Company	Present	Send	Contact	Email
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Please Note

Minutes are listed by meeting / topic / point – i.e. 2.3.4 = second meeting / third topic / fourth discussion point. Minutes will remain on the list until such time as the issue has been closed out.

New meeting minutes are listed in BLUE - Minutes from previous meetings are listed in BLACK

	AGENDA	Task By:	Due Date
4.1	SAFETY MOMENT		
4.1.1	Safety Moment: Halloween Safety • Watch out for kids – drive slow	Note	

4.2	GENERAL																																									
4.2.1	Work started Monday (yesterday) demo of floor. Tonight steel stud partitions and drywall work will start.	Note																																								
4.2.2	HVAC system – Surrey vs. Trane – Approval for local Surrey brand (sub-brand of Carrier), is needed. Trane can be imported (time issue and costly) but maintenance may be difficult. Surrey is the local brand for Carrier and is available. Comparison between both equipment. <table><thead><tr><th></th><th>SURREY</th><th>TRANE</th></tr></thead><tbody><tr><td>Modelo</td><td>641FT5EVZQ57</td><td>4TTA0060</td></tr><tr><td>Capacidad Nominal (TON)</td><td>5</td><td>5</td></tr><tr><td>Corriente (Amps)</td><td>13,6</td><td>14,5</td></tr><tr><td>Unidad Interior</td><td></td><td></td></tr><tr><td>Potencia Motor (HP)</td><td>3/4</td><td>3/4</td></tr><tr><td>RPM</td><td>900</td><td>900</td></tr><tr><td>Unidad Exterior</td><td></td><td></td></tr><tr><td>Nivel sonoro (dBA)</td><td>61</td><td>79</td></tr><tr><td>Refrigerante</td><td>R-410A</td><td>R-410A</td></tr><tr><td>Compresor tipo</td><td>Scroll</td><td>Scroll</td></tr><tr><td>Tension</td><td>380/3/50</td><td>460/3/60</td></tr><tr><td>Marca</td><td>Sanyo</td><td>Climatuff</td></tr></tbody></table>		SURREY	TRANE	Modelo	641FT5EVZQ57	4TTA0060	Capacidad Nominal (TON)	5	5	Corriente (Amps)	13,6	14,5	Unidad Interior			Potencia Motor (HP)	3/4	3/4	RPM	900	900	Unidad Exterior			Nivel sonoro (dBA)	61	79	Refrigerante	R-410A	R-410A	Compresor tipo	Scroll	Scroll	Tension	380/3/50	460/3/60	Marca	Sanyo	Climatuff	Joe	22 Oct
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4.2.3	Site visits from US to BA. Approximate cost per trip US\$8,000. Proposed schedule of inspections: 1 Nov.9-10, 2015 *LAN Room completion and Construction start + furniture coordination 2 Nov. 23-24, 2015 *Third Week of construction: wall/ceiling coordination 3 Dec. 7-8, 2015 *Progress Visit 4 Dec. 21-22, 2015 *Progress Visit 5 Jan.4-5, 2015 *Furniture Install/preliminary Punch list 6 Jan.11-12, 2015*Final Trip (5 and 6 are back to back as this will be prior to turn over)	Note	
4.3	PERMITS		
4.3.1	Health & Safety approvals have been received. Contract Workplaces has forwarded copies to team. Work started Monday	Note	
4.4	PROCUREMENT		
4.4.1	Furniture – Being fine-tuned – to be finalized by Friday. Confirmed to use UN16 and Belt Chairs. All manufactured locally.	Joe Jorge	23 Oct
4.4.2	Need list of ALL Long Lead Time and critical IT Room items along with delivery dates: - IT Equipment - HVAC Equipment - Office Area (i.e. furniture, carpet)	Maria	23 Oct
4.4.3	Shaw Carpet has been finalized.	Note	
4.5	DESIGN		
4.5.1	US Design Development Drawings complete	Note	
4.5.2	Construction Drawings (BA) are at 66% - to be 95% by this Friday. Critical drawings needed are LAN Room and MEP.	Maria	23 Oct
4.5.3	Hard Conduit is required from Building IT Room to LAN Room	Note	
4.5.4	GBT requires 2 fiber optic lines (primary and back-up)	Note	
4.6	SCHEDULE		
2.6.1	Office must be done by end of year	Note	
2.6.2	How can the schedule be compressed? Shifts? More workers?	Note	
4.6.1	As work has started, Schedule must be updated to reflect actual start and finish dates.	Maria	23 Oct
4.6.2	LAN Room Schedule is very tight – Maria stated that Nov. 8 th is still the handover date. Decision needed on HVAC is critical.	Note	
4.7	CONSTRUCTION		
3.7.1	Demo started Monday. Walls being framed tonight	Note	
4.8	COMMERCIAL		
4.8.1	Need overall budget estimate from Maria by Friday (LAN + OFFICE)	Maria	23 Oct
4.8.2	Need projected cash flow for whole project – payment terms (LAN + OFFICE)	Maria	23 Oct
4.8.3	Need to finalize Office Construction amendment to contract	Joe Maria	27 Oct

4.9	OTHER ITEMS		
4.9.1	IT Room HVAC maintenance contract to be discussed with supplier once vendor is appointed. What is the annual maintenance cost beyond the 1 year guarantee? Maria noted that building will maintain office area HVAC>	Note	
4.9.2	BA Team to start producing weekly report with photographs	Maria	26 Oct

4.10	NEXT MEETINGS		
3.10.1	Weekly Project Meeting – Tuesdays @ 11am	Note	

4.11	ACTION ITEMS – RECAP		
4.2.2	HVAC system – Surrey vs. Trane – Approval	Joe	22 Oct
4.4.1	Furniture to be finalized by Friday.	Joe Jorge	23 Oct
4.8.3	Need to finalize Office Construction amendment to contract	Joe Maria	27 Oct
4.5.2	Construction Drawings to be 95% by Friday. LAN Room and MEP	Maria	23 Oct
4.4.2	Need list of ALL Long Lead Time with delivery dates:	Maria	23 Oct
4.6.1	Revise Schedule to reflect actual start and finish dates	Maria	23 Oct
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