

MINUTES**PRECONSTRUCTION MEETING WITH THE OWNERS STRATA COUNCIL LMS**

MEETING TITLE **4456**
PROJECT NAME **ONE WALL, GLAZING REPLACEMENT**
CLIENT **Wall Financial**
DATE **Wednesday, January 30th, 2013, 9:00 am**
LOCATION **Wall Centre residential unit**

PRESENT Strata Council LMS4456

- Bruce Gleig (Phone)
- Yousef Rastar
- Nell Dragovan
- Jerry Bradt (Phone)

RDH Building Engineering

- Ed Thiessen
- Kevin Ganzert
- Michael Roche

NEW BUSINESS

		Action
1.1	<p>General information meeting for owners</p> <p>→ Information meeting is set for February 14th 2013 at 7pm. Meeting is to be held in the Port McNeill room (4th floor – North Tower).</p> <p>→ Council will provide a projector screen for RDH who will present to the owner group, general information regarding the project, in a more detail that the information summarised in these minutes. A question and answer session will follow this presentation. RDH will also prepare for distribution a handout based on the information provided in the presentation.</p>	<i>RDH/LMS</i>
1.2	<p>What occupants can expect during project</p> <p>→ Schedule:</p> <ul style="list-style-type: none">› Project will start on February 12th with site mobilization, ground level protection and the start of roof work activities for platform erection. Project will run through September.› Owners will receive more specific schedule information as it becomes more defined and will also receive specific information regarding individual suites ahead of any work. <p>→ Work hours:</p> <ul style="list-style-type: none">› Typical working hours are 7.30am to 4pm.› Working hours may run longer than 4pm if scheduled activities for that day have not been completed.› Weekend work may be required depending on schedule. It is also likely that the	<i>Info</i>

	<p>moving of the stage will be undertaken at weekends – at least initially.</p> <p>→ Elevator:</p> <ul style="list-style-type: none"> › The modified elevator will be used to transport glazing units up and down constantly during construction hours. This elevator is the only access for all workers and equipment. <p>→ Access, unloading, storage, site office, first aid, temporary toilet etc</p> <ul style="list-style-type: none"> › Deliveries of materials will be from the hotel loading bay on Hornby Street. › Bins and storage will also be in the loading bay. › Site office and first aid will all be located in the P1 bike storage area which is being modified and then returned to existing condition following project completion. Any relocation of stored items has been arranged. › Glazing units will be moved through the freight elevator and into the modified residential elevator and then transported to the floor under construction. › Minimal ground level protection will be in place (on select canopies), as determined by an independent safety consultant. Occupants will notice no change to current ground level conditions, entrances and exits. <p>→ Suspended working platform:</p> <ul style="list-style-type: none"> › Platform will be erected at roof level, with components being transported through internal elevators and external temporary swing stage. › Platform is specifically designed and built for this project. Engineering has been exhaustive (including third party reviews) and designed to contain materials and debris and prevent objects from falling. › Platform will encircle one floor of the building and it is intended that one floor per week of glazing will be replaced. This pace will be gradually met with the first floors taking longer as the processes are refined. › Platform will be anchored to building at eight locations per floor (see below for more details). › On two locations on each floor a pre-determined pathway will be required for daily access through the suite from the elevator and to the stage. In these suites there will be a glazing panel removed for the duration of the week and a temporary door will be installed in its place. This door will be locked at night. The two access doors will feed all glass for that floor. › The stage will move once the work on any given floor is complete and signed off and will be relocated on the floor below. The procedure of anchoring to the structure on that new floor will then begin. 	
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	<p>→ Work in suites and protection:</p> <ul style="list-style-type: none"> › Occupants should be aware that up to ten glazing units will be removed entirely and then sequentially replaced throughout the day. During that time workers will reasonably protect pathways and immediate work areas as required. › Although the stage provides some weather protection, owners/occupants should realise that the suites will be exposed to the weather to a certain degree. Protective coverings, use of poly on fixtures and fittings, relocation of belongings and valuables is to be undertaken by owners/occupants as required. › There will be in the region of fifteen workers in the suites and on the platform during work hours. They will have full access to work areas. 	
1.3	<p>What occupants will need to do:</p> <p>→ Occupants will need to provide access when required.</p> <p>→ Occupants will need to move all furniture, fixtures, fittings and any other items away from glazing a minimum of four feet. Clear access is required for workers at the start of the work day.</p> <p>→ Occupants should take necessary precautions to protect belongings, given the planned work procedures.</p>	<i>Info</i>
1.4	<p>Access to suites:</p> <p>→ Occupants will be given weekly notices in the elevator and also served with a minimum of 48 hrs notice to enter suites.</p> <p>→ Occupants must provide access when required. The project cannot absorb unnecessary delays. Strata council will develop a protocol for absent or non compliant owners/occupants so that the project will proceed as planned.</p>	<i>LMS</i>
1.5	<p>Window coverings:</p> <p>→ The budget allows for removal and reinstatement or in place protection. The superintendent will determine which method is most appropriate in each suite.</p>	<i>Info</i>
1.6	<p>Structural attachment of suspended work platform:</p> <p>→ The platform will need to be attached to the structure (internal columns or floor slab) at eight locations per floor. The locations have been predetermined by structural requirements and cannot be changed. Owners affected will be advised in advance.</p> <p>→ At tie in locations any interior finishes on columns will be removed as required and repaired. This will be completed to reasonable industry standards as allowed for in the budget.</p> <p>→ If interior finishes are such that attaching to the floor is a better option, then this method will be adopted. Again best efforts will be made to repair flooring. Owners will be consulted ahead of time and mutually agreeable attachment option as required will be implemented.</p> <p>→ The superintendent will visit suites ahead of the platform and prepare attachment locations.</p>	<i>Info</i>

1.7	<p>Access to lower glazing levels in 'notch' area</p> <p>→ RDH and Wall Financial are looking at using a hotel freight elevator to move glass on floors below the residential areas. This is not yet defined.</p>	<i>Info</i>
1.8	<p>Additional items</p> <p>→ Project Insurance will be in place covering all participants with appropriate limits for this project. Strata council and Wall Financial are in agreement on provider and types and limits of coverage.</p> <p>→ 10 year third party warranty is in place on glazing units.</p> <p>→ All workers will have project specific identification at all times.</p> <p>→ Owners, strata plan LMS4456 will request confirmation from Wall Financial that the project will proceed. RDH advised that agreements are in place with contractors and materials have been procured - work will start on February 12th.</p> <p>→ RDH confirms that new glass chosen by Wall Financial and approved by the City meets the design requirements as the glass chosen by the Owners in 2012.</p> <p>→ Council are to arrange scheduled repair work on non construction elevator for either before start of construction, weekend or after completion.</p> <p>→ Yousef Rastar will assist the project as council's day to day representative and liaise with council and RDH as required. Other council members will be consulted as needed.</p> <p>→ Owners advise that it is possible that proprietary mill work is installed in suites and Owners may request and need assistance from Wall Financial to repair this.</p> <p>→ RDH will issue a milestone schedule for distribution. RDH cautions against issuing a detail schedule to occupants at this time due to probable changes during early stages of work.</p> <p>→ Council are to be pro-active in communication with owners who may be scheduling renovation work.</p>	<i>LMS</i>

Minutes prepared by Michael Roche, RDH

Date: February 1, 2013