

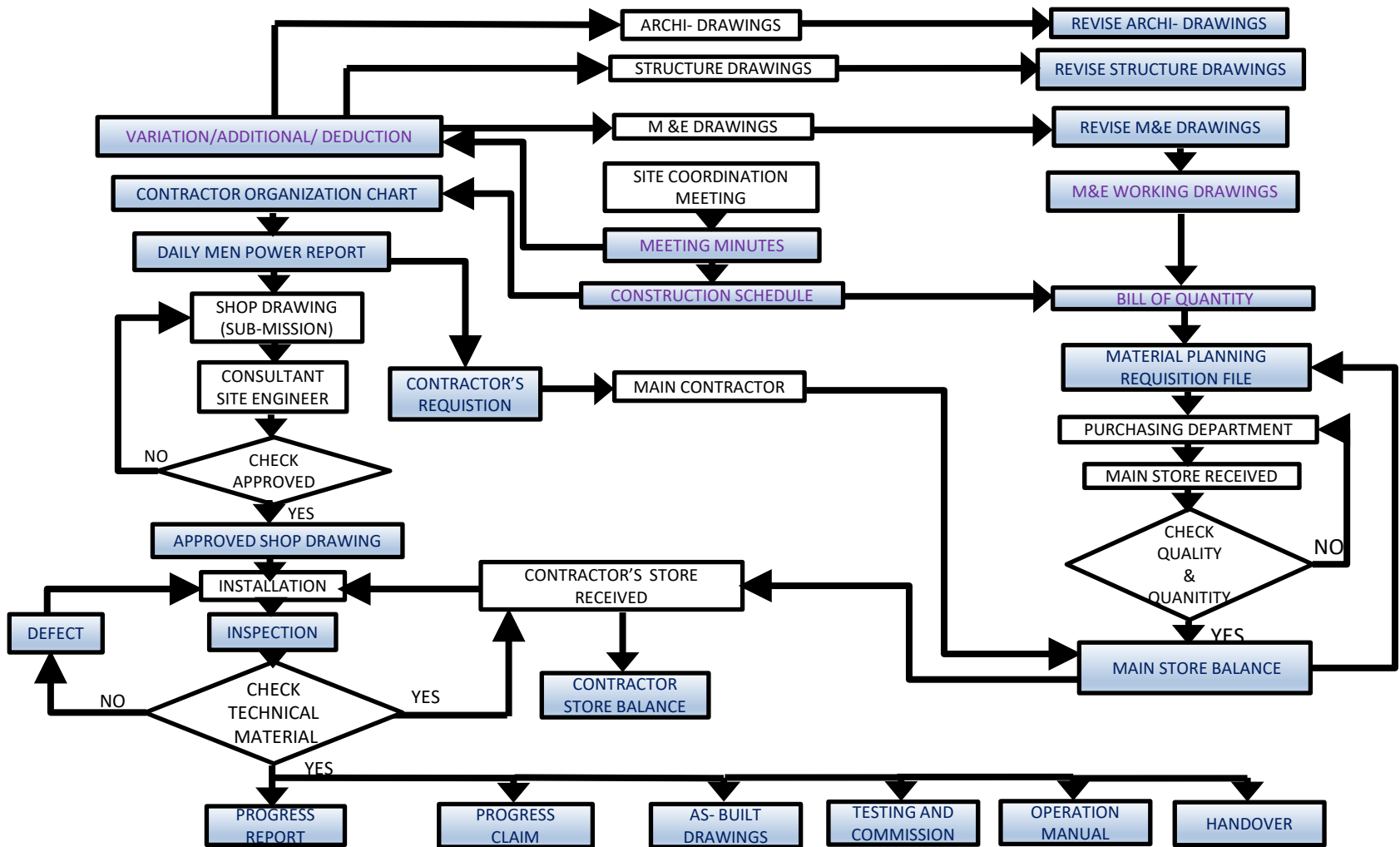
SITE CO-ORDINATION MEETING

I. Participants

1. Architect designer
2. Structure designer
3. M&E designer
4. Resident Technical Officer (RTO) / Clerk of Work (COW)
5. Main contractor
6. N.S.C (Nominate Sub Contractor)
7. Sub contractor
8. Site coordinator
9. Safety Officer
10. Maintenance group

II. Monthly progress report

DUTY & RESPONSIBILITY OF PROJECT ENGINEER



1. REVISE ARCHI-DRAWINGS
2. REVISE STRUCTURE DRAWINGS
3. REVISE M&E DRAWINGS (REFERENCE)
4. M&E WORKING DRAWINGS
5. BILL OF QUANTITY
6. SITE COORDINATION MEETING MINUTES
7. VARIATION, ADDITIONAL, DEDUCTION
8. CONSTRUCTION SCHEDULE
9. REQUISITION FILE
10. MAIN STORE'S MATERIAL BALANCE SHEET
11. CONTRACTOR ORGANIZATION
12. DAILY MEN POWER REPORT
13. APPROVED SHOP DRAWINGS
14. CONTRACTOR'S REQUESTION
15. INSPECTION
16. DEFECTS LISTS
17. CONTRACTOR'S STORE MATERIAL BALANCE
18. PROGRESS REPORT
19. PROGRESS CLAIM
20. AS-BUILT DRAWINGS
21. TESTING AND COMMISSION
22. OPERATION MANUAL
23. HANDOVER

III. Project delay – Check following

- Archi drawing (on time received) ?
- Structure drawing (on time received)?
- M&E drawing (on time received)?
- Delay material supply
- Daily men power report
- Shop drawing submission
- Shop drawing approval
- Civil work delay/ other services delay
- Delay Inspection/ M&E Coordinator Performance
- Progress payment
- Weather problem/ others problem

IV. Power turn-on

1. Transformer Testing/ Factory Acceptance Test (F.A.T)
2. Generator Testing/ ATS Testing Acceptance
3. Main cable/ Sub main cable Testing Acceptance
4. Earthing System Testing Acceptance
5. MSB/EMSB/SDB/DB final circuit Testing/ MCB/ ELCB etc. . .
6. Interface between fire alarm system and etc. . .
 - 6.1. Emergency Light
 - 6.2. ACMV (Pressurization Fans/ Smoke Exhaust Fans/ Fire Damper. etc ..)
 - 6.3. Fire Fighting
 - 6.4. Lift
 - 6.5. Voice Communication (ELV)
 - 6.6. Sliding Door (Opening/ Releasing) Security System

V. Building Completion Certificate

VI. After construction

VI.1. Extra material on site check

Check followings

- Material double order
- Contractor material balance

VI.2. Defect list check

- Need to return material to main store
- Control payment (Retention Money)%

VII. Handover

- As-built Drawings
- Catalog and Operation Manual
- Shop Drawings

THANK YOU.