

AGENDA

Meeting :	Weekly Site Meeting – BUENOS ARIES		
Venue :	Conference Call:		
Frequency :	Weekly	Day & Time	Tue Oct 27, 11:00am
Chair Person:	Ray Plummer	Duration :	1 hr
Circulation To:	Joe Canney (GBT), Jorge Bernal (RTKL), John Braley, Ray Plummer (Arc.), Maria		

1.0 Safety Moment: Done earlier

2.0 General

- 2.1 IT Room Construction update – other walls up?
- 2.2 HVAC SURREY Brand - for TRANE
- 2.3 Jorge / Kristyna Site Visits to be approved
- 2.4 Weekly Site Construction reports needed w/ photos

3.0 Permits

- 3.1 What upcoming inspections will there be?

4.0 Procurement

- 4.1 Furniture – Confirmation needed for order
- 4.2 Carpet – Ordered?
- 4.3 Security access control & CCTV – confirmation
- 4.4 Long Lead Time items: Ordered? Delivery Dates needed
 - HVAC
 - UPS
 - Racks
 - Switches
 - Patch Panels
- 4.5 IT Room HVAC Maintenance
 - Discuss with supplier their after installation maintenance program & costs – Maria

5.0 Design

- 5.1 US Dwgs complete
- 5.2 Construction CD's to be 95% done (critical MEP/IT)
- 5.3 Confirm 2 fibre optic lines entering IT Room from basement inside hard conduit.

6.0 Schedule

- 6.1 Need revised schedule
- 6.2 Nov. 8th was stated as IT Room handover – Progress? Achievable?

7.0 Construction

- 7.1 Update.

8.0 Commercial

- 8.1 Confirmation that SOW 2A is now NA, as Maria's group is in position to do all the work through the contract that is already signed. The existing agreement allows for amendments (likely will need require 2 amendments – one for PM / Design and one for Construction of the Office area)
- 8.2 Budget and cash flow needed (IT Room + Office)
- 8.3 Office construction amendment needed – Joe/Maria

9.0 Other Items

10.0 Next Meetings – CATCH UP MEETING: THURSDAY 10-10:30 (EST)