

PROJECT: Sad El Baouchrieh First Public School Mixed	EMPLOYER: UNDP-LHSP Programme	SITE ENGINEER: Walid Chammas	CONTRACTOR:
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MINUTES OF MEETING

Type of Meeting:	Site Visit – Tendering Stage
Meeting No.:	Sad El Baouchrieh First public school Mixed/Mount Lebanon/2016/MOM/001
Meeting Location:	Sad El Baouchrieh First public school Mixed
Meeting Date:	18 May 2016
Meeting Time:	12:15AM
Project Duration:	
Progress:	
Delay:	

This confirms and records our interpretation of the discussions, which occurred and our understanding reached during this meeting. Unless notified in writing within 48 hours of the date below, it shall be assumed that the following interpretation or description is complete and accurate and form part of our contract documents that to be followed by all parties.

Attendees:

Name	Position	Party
	Foreman	Accropod
	Engineer	Ittihad Engineering and Contracting
	Engineer	HDTTC
	Engineer	Zeidan and Co.
Mouna Ramadan	Mount Lebanon Social Dev. Officer	UNDP
Walid Chammas	Mount Lebanon LTA Engineer	UNDP

Items	Description	Action	Remark
1-	The meeting was intended to show the representatives of the tendering companies the school and the scope of work of the tender as listed in the BOQ.	All Concerned	
2-	The UNDP reminded the attendees that this Contract is of the Lumpsum Type as indicated in the tender documents.	All Concerned	
3-	The attendees inquired about the extent of terrazzo tiles polishing. They were told that the intent is to remove any level irregularities at tile edges, open up all weak joints and fill them with proper grout and surface polishing (also skirting if available), not to sparkling effect as much as cleaning.	All Concerned	

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4-	Another inquiry while we were in the Ground floor toilets, was about the maintenance works to toilets doors and WCs which had to do with replacing defected (or missing) WC covers lower component only (the open part not the solid one). Moreover the six doors need new latch locks (sliding bolt lock).	All Concerned	
5-	The chalk board in classes shall be removed and carted away. The wall behind it shall be made good (plaster or putty if needed) and painted. These works shall be covered in the painting unit rate.	All Concerned	

Distribution List	Purpose of Distribution		Attachment(s)		Receipt Info		
	For Action	For Info	With	Without	Received By	Date	Signature