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**Green Star – Office Interiors v1.1**

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**Management****Man-1 Green Star Accredited Professional**

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Points Available	Points Claimed	CIR Submitted
2	2	N

**Credit Criteria**

Two points are awarded where it is demonstrated that at least one principal participant of the tenancy fitout design team is a Green Star Accredited Professional and is engaged to provide sustainability advice throughout the design and delivery period.

**Documents Provided**

✓	A copy of the Green Star Accredited Professional's accreditation certificate. <b>Man-1: 1</b>
✓	A copy of the Green Star Accredited Professional's letter of appointment which lists his/her scope of works. <b>Man-1: 2</b>
✓	A list of the meetings and other involvement of the Green Star Accredited Professional to date in the project followed by meeting minutes. <b>Man-1: 3</b>

**Discussion**

- **Joe Karten was the Green Star Accredited Professional on the project and responsible for both ensuring that Green Star requirements were considered and implemented correctly on the fitout as well as managing the collection of all documentation for the Green Star – Office Interiors v1.1 submission.**



This is to certify that

**Joseph Karten**

Has successfully completed the

**Green Star  
Accredited Professional Exam**

Date

**SEPTEMBER 2007**

*Romadaw*

Chief Executive  
Green Building Council of Australia

4 October 2007

Joe Karten  
Level 4  
249 Pitt Street  
Sydney NSW 2000

Dear Joe,

This letter confirms the verbal agreement appointing you as the Green Star Accredited Professional for the Green Building Council of Australia's Sydney Office fitout made on August 28, 2007.

As the Accredited Professional for this project, your roles and responsibilities will include involvement in the design team meetings, preparation of the submission for Green Star – Office Interiors v1.1, and acting as an agent for the Green Building Council of Australia along with Advanced Environmental on environmental sustainable aspects of the fitout design. Specific scope of works to include:

- Determining which credits are achievable
- Determining who is responsible for providing evidence for each credit
- Assigning Green Star roles and responsibilities to each party
- Determining and managing the buffer points for Green Star
- Advising design team of progress with achieving Green Star goal
- Coordination of the Green Star submission
- Reviewing Green Star evidence to ensure compliance with the Technical Manual

Please contact me if you require clarification of your responsibilities during this project.

Kind Regards,



Romilly Madew  
Chief Executive  
Green Building Council of Australia

### Meetings List for GBCA Sydney Fitout

<b>Date</b>	<b>Subject</b>
5 September 2007	Green Star outline
26 September 2007	Initial Site Visit
2 October 2007	Design Meeting
2 October 2007	Staff Design Workshop
4 October 2007	Green Star
9 October 2007	Green Star (ABGR)
9 October 2007	Design Meeting
16 October 2007	Design Meeting
30 October 2007	Construction Meeting
31 October 2007	Green Star Construction
13 November 2007	Construction Meeting
21 November 2007	Construction Meeting
27 November 2007	Construction Meeting
6 December 2007	Construction Meeting
12 December 2007	Construction Meeting
19 December 2007	Construction Meeting
9 January 2008	Construction Meeting
17 January 2008	Construction Meeting
27 February 2008	Green Star submission documents meeting

**Joe Karten**

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**From:** Trudy-Ann King [Trudy-Ann\_King@bvn.com.au]**Sent:** Wednesday, 26 September 2007 7:44 PM**To:****Cc:****Subject:** Notes from Site Visit**Attendees:**

Carol Lane (CL) GBCA  
 Kathy Willoughby (KW) GBCA  
 Sonia Dealmada (SD) GBCA  
 Joe Karten (JK) GBCA

Matthew Jessup (MJ) AE  
 Richard Palmer (RP) AE  
 Astrid Siobhan (AS) LS

Trudy-Ann King (TAK) BVN

Jorge Bonora JLL

**Apologies:**

Shelly Campton (SC) BVN

**Roles****GBCA**

Carol Lane Operations related issues  
 Kathy Willoughby Client side Design Management  
 Sonia Dealmada + Joe Karten Compilation of evidence for Green Star assessment

**BVN**

Trudy-Ann King Project Designer + BVN point of contact  
 Shelly Campton Interior Designer

**Lincolne Scott + AE**

Matthew Jessup Sustainability Leadership  
 Richard Palmer sustainability  
 Astrid Sionan Key point of contact for Lincolne Scott

Jonathan Dalton Overview of Green Star Compilation team

Item	By	Date
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**1.Brief**

Architectural has been circulated and is to be ratified and added to by BVN	TAK	1st Oct
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BlighVollerNieldArchitecture

Project: GBCA Sydney

Project No: M0709010

## MINUTES OF PROJECT DESIGN TEAM MEETING

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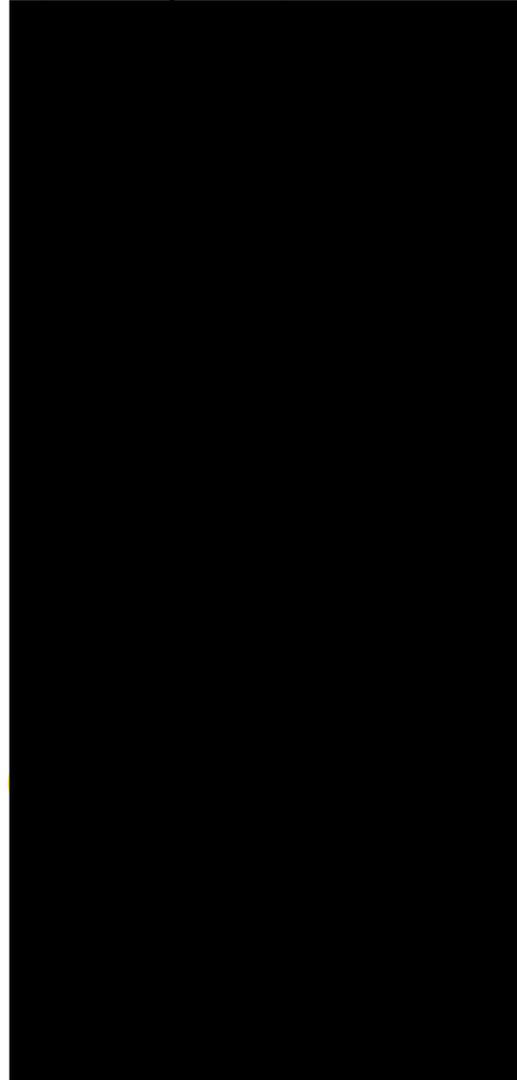
Date: 2 October 2007

Time: 12PM

Venue: BVN Sydney

Attendees:	Schiavello	Peter Thompson
	Schiavello	Jason Parry
	Vision Design	Donn Salisbury
	Vision Design	Amara Clark
	Lincolne	Matthew Jessup
	Scott	
	Lincolne	Theresa Ling
	Scott	
	Lincolne	Asmid Siohan
	Scott	
	Lincolne	Adam Dyson
	Scott	
	Lincolne	Gevorg Manaseryan
	Scott	
	Lincolne	Maria Garmendia
	Scott	
	Davis	Michael Manikas
	Langdon	
	Advanced	Richard Palmer
	Environmental	
	GBCA	Kathy Willoughby
	GBCA	Sonia De Almada
	<b>GBCA</b>	<b>Joe Karten</b>
	GBCA	Stephanie Brincat
	GBCA	Suzie Cuthridge
	GBCA	Carol Lane
	BVN	Trudy-Ann King
	BVN	Shelly Campton

Distribution: All Above  
Romilly Madew





## MINUTES OF PROJECT DESIGN TEAM MEETING

Item	Topic	Who	When	Status
	Any proposal for building penetrations for air intake or exhausting to be provided to the building owner as soon as possible	AS	10/10	
4.7	Areas being explored include: <ul style="list-style-type: none"> <li>Displacement air to the eastern work areas</li> <li>Chilled beam to the board room</li> </ul>	NOTE		
4.8	AV			
	LS to work with Carol Lane to develop AV requirements	AS	9/10	
<b>4.0</b>	<b>GREEN STAR</b>			
4.1	Project will be registered using v1.1 however v1.2 may become active during the fitout and could be adopted	NOTE		
4.2	BVN to issue GFA are for the floor to Joe and Sonia. NLA is 804sqm as per the lease	SC	9/10	
4.3	Joe + Sonia will work with AE to compile evidence for the project.	NOTE		
	<b>CLIENT</b>			
	<ul style="list-style-type: none"> <li>LS to help Carol (GBCA) with AV requirements</li> </ul>			
<b>5.0</b>	<b>CONSTRUCTION</b>			
5.1	Joe to provide a copy of Man – 5 to Schiavello and assist to ensure that Schiavello have a full understanding of the evidence required and the requirements of them for a Green Star fitout.	JK	9/10	
5.2	Schiavello and GBCA to meet to talk to contractors on the members list and find contractors to negotiate price with.	PT	3/10	
5.3	Lease needed to be signed for access to site to occur.	CL	16/10	
5.4	Fitout guide and building manager's contact details to be sent to SCI	TK	3/10	
<b>6.0</b>	<b>OTHER ISSUES</b>			
6.1	All products are to be sourced from GBCA members in the first instance. If not available then elsewhere.	ALL		
6.2	Products will be exhibited with information on the supplier, benefits of the product and how it contributed to a Green Star fitout.	NOTE		
6.3	SG to provide further information on how sponsorship for products will be acknowledged and promoted.	SG	3/10	



BlighVollerNieldArchitecture

**Project: GBCA Sydney Office Fitout**  
**Project No: M0709010**

## STAFF DESIGN WORKSHOP

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Date: 2 October 2007  
 Time: 1:30pm  
 Venue: BVN Sydney  
 Attendees:

Lincolne	Astrid Siohan
Scott	
Advanced	Richard Palmer
Environmental	
Davis	Michael Manikas
Langdon	
GBCA	Kathy Willoughby
GBCA	Sonia De Almada
<b>GBCA</b>	<b>Joe Karten</b>
GBCA	Stephanie Brincat
GBCA	Suzie Cuthridge
GBCA	Carol Lane
GBCA	Hal Dobbins
GBCA	Ori Danieli
GBCA	Natasha Montet
GBCA	Jorge Chapa
GBCA	Sara Kovari
GBCA	Briana Thompson
BVN	Trudy-Ann King
BVN	Shelly Campton

Distribution:

## BRAIN STORMING NOTES FROM WHITE BOARD

### ENERGY

- Greenpower
- Motion sensors
- Timers
- Printer / micro equipment – all turn off at one time (at the source)
- Task lighting – link to ambient
- Displacement air
- Natural vent
- Chilled beam
- No hot water?

### WATER

- Harvesting – AG drain ?
- 24 hour grey water store
- Re-use: Toilet & Fire
- Stormwater – how is it directed ? can we tap in ? can we store?
- Reverse osmosis & UV
- Storage Tanks

<b>GBCA Green Star Submission Meeting</b> 04/10/07	
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<b>Present:</b>	Advanced Environmental (AE) Matthew Jessup (MJ) Richard Palmer (RP)  Green Building Council of Australia (GBCA) Sonia De Almada (SDA) <b>Joe Karten (JK)</b>
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		<b>Action</b>	<b>Date</b>
<b>1.</b>	<b>Item 1</b>		
	AE and JK & SDA will be working as a team for the submission	Note	
<b>2.</b>	<b>Item 2</b>		
	Program:		
	9th Oct – ABGR Strategy	MJ, RP, JK, SDA - JK to schedule	09/10/07
	16th Oct – Points Review Workshop	All design team - RP to schedule	16/10/07
	17th Oct – Confirming roles and responsibilities of each person / credit	RP to schedule	17/10/07
	18 <sup>th</sup> - 22 <sup>nd</sup> Oct – Development of submission	RP to schedule	18/10/07 – 22/10/07
	23rd Oct – Green Star review of documents, & Green Star construction stage review program development	RP to schedule	23/10/07
<b>3.</b>	<b>Item 3</b>		
	A 'Points Review Workshop' will need to be done before preparing the documentation for the project. Points fall in 3 categories:	Note	
	1. Materials (e.g. architectural specification)		
	2. Services		
	3. Lease/landlord		
	Materials (e.g. architectural specification) are the responsibility of Schiavello.	Note	
	Services are the responsibility of AE	Note	
	Lease/landlord are the responsibility of JK & SDA	Note	
	Need to ask BVN for no. of points achieved for workstations	JK	
	Need to confirm with Carol, Suzie and Kathy that lease has been signed.	JK	
	Need to confirm points mechanisms are in place with the GBCA and GPT with Carol, Suzie and Kathy	JK	
<b>4.</b>	<b>Item 4</b>		
	Transparency Document to state the following:	JK drafted and sent	4/10/07

<b>GBCA Green Star Submission Meeting</b> 09/10/07	 green building council australia
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<b>Present:</b>	Advanced Environmental (AE) Richard Palmer (RP)  Green Building Council of Australia (GBCA) Sonia De Almada (SDA) Joe Karten (JK)
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		<b>Action</b>	<b>Date</b>
<b>1. Item 1</b>	Find out what number of workstations the as-built drawings will show.	RP to ask in following meeting	9/10/07
<b>2. Item 2</b>	The components that make up ABGR tenancy energy use		
	1. Lighting 2. Appliances (refrigerators, dishwasher, etc.) 3. Computers (laptops=100w desktops=190w) 4. Supplementary AC	RP to ask Trudy-Ann about scope, models of appliances in following meeting JK, SDA to inform GBCA exec team about computers and provide RP with exact PC/laptop breakdown	9/10/07  10/10/07  16/10/07
<b>3. Item 3</b>	SDA and JK ABGR modelling work	Note	
	Daylight modelling and Energy modelling to be done by JK and SDA at AE offices.	Note	
<b>4. Item 4</b>	Bike facilities installed solely for GBCA (tenant)	JK to check and sent to RP	10/10/07



BlighVollerNieldArchitecture

Project: GBCA Sydney

Project No: M0709010

## MINUTES OF PROJECT DESIGN TEAM MEETING #2

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Date: 9 October 2007

Time: 12.30pm

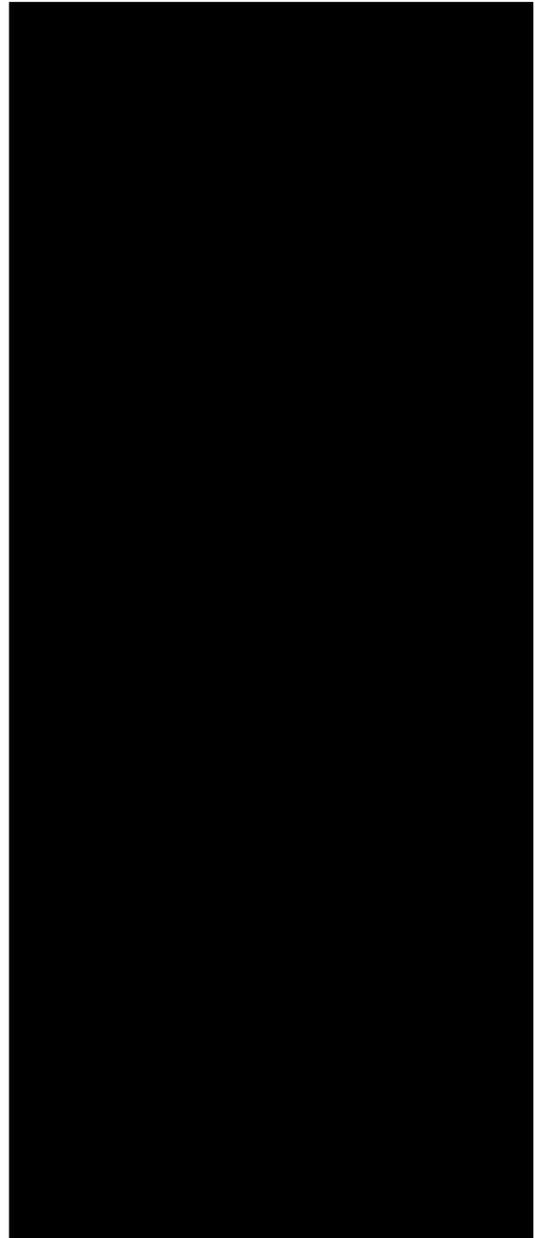
Venue: BVN Melbourne + Sydney

Attendees: Schiavello Peter Thompson  
 Lincolne Astrid Siohan  
 Scott  
 Davis Michael Manikas  
 Langdon  
 Davis Charles Slack-Smith  
 Langdon  
 Advanced Richard Palmer  
 Environmental  
 GBCA Kathy Willoughby  
 GBCA Sonia De Almada  
 GBCA Joe Karten  
 GBCA Carol Lane  
 BVN Trudy-Ann King  
 BVN Shelly Campton

### Apologies

Schiavello Jason Parry  
 Vision Design Donn Salisbury  
 Vision Design Amara Clark  
 Lincolne Matthew Jessup  
 Scott  
 Lincolne Theresa Ling  
 Scott  
 Lincolne Gevorg Manaseryan  
 Scott  
 Lincolne Maria Garmendia  
 Scott  
 Lincolne Adam Dyson  
 Scott  
 GBCA Stephanie Brincat  
 GBCA Suzie Guthridge

Distribution: All Above  
 Romilly Madew





## MINUTES OF PROJECT DESIGN TEAM MEETING #2

Item	Topic	Who	When	Status
	retreat options			
4.3	GBCA currently looking at where each team will sit.			NOTE
4.4	BVN have been working the member companies and are compiling a list of sponsors – all to keep track of sponsors and their contact details during this process.			NOTE
4.5	BVN have been working with Schiavello to find a way of achieving a demountable, modular partition system that will achieve the necessary acoustic performance.			NOTE
4.6	BVN to issue packages for pricing by next week including: <ul style="list-style-type: none"> <li>• Workstations</li> <li>• Partitions</li> <li>• Painting</li> <li>• flooring</li> </ul>	TK	16/10	
4.7	BVN to work up all other packages by the end of the following week: <ul style="list-style-type: none"> <li>• Ceilings (in principle issued to Fricker 11/10)</li> <li>• Joinery (in principle can be issued for pricing 15/10)</li> <li>• Loose furniture (pricing to occur prior to 16/10)</li> </ul>	TK	23/10	
<b>5</b>	<b>GREENSTAR</b>			
5.1	First cut issued by BVN 7/10			
5.2	Green Star meeting to be held after the PDT meeting next week in Sydney	RP/ JK	16/10	
5.3	GBCA to send Peter Thompson a Green Star manual.	JK	12/10	
5.4	RP explained that from an ABGR perspective Laptops are more efficient than PC's. GBCA are setting benchmarks in this area. Appliances, cooling, lighting will affect these. Most efficient appliances to be selected. A/C will be affected by raised floor decision			
5.5	Printers etc are to be located in the utility room to concentrate the noise, fumes + heat loads where there is extraction. This also encourages staff to move to the bump zones to interact which is important culturally.			NOTE
5.5	BVN will select as efficient appliances as possible GBCA to send through preferred options for dishwashers (BVN suggest ASKO performs well) Fridges to workcafe are under a 900mm high bench (allow 820 high fridges)	JK	16/10	
<b>6</b>	<b>CONSTRUCTION</b>			
6.1	Schiavello have spoken with the following contractors: KLM about electrical James L Williams			NOTE
6.2	DL to suggest fire and hydraulic contractors	MM	12/10	
6.3	Work to commence on site mid next week.	PT	17/10	
<b>7.0</b>	<b>BASE BUILDING</b>			
7.1	Lease needs to be executed this week to allow works to commence on site next week.	CL	12/10	



BlighVollerNieldArchitecture

Project: GBCA Sydney

Project No: M0709010

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 MINUTES OF PROJECT DESIGN TEAM MEETING #3
 

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Date: 16 October 2007

Time: 12.30pm

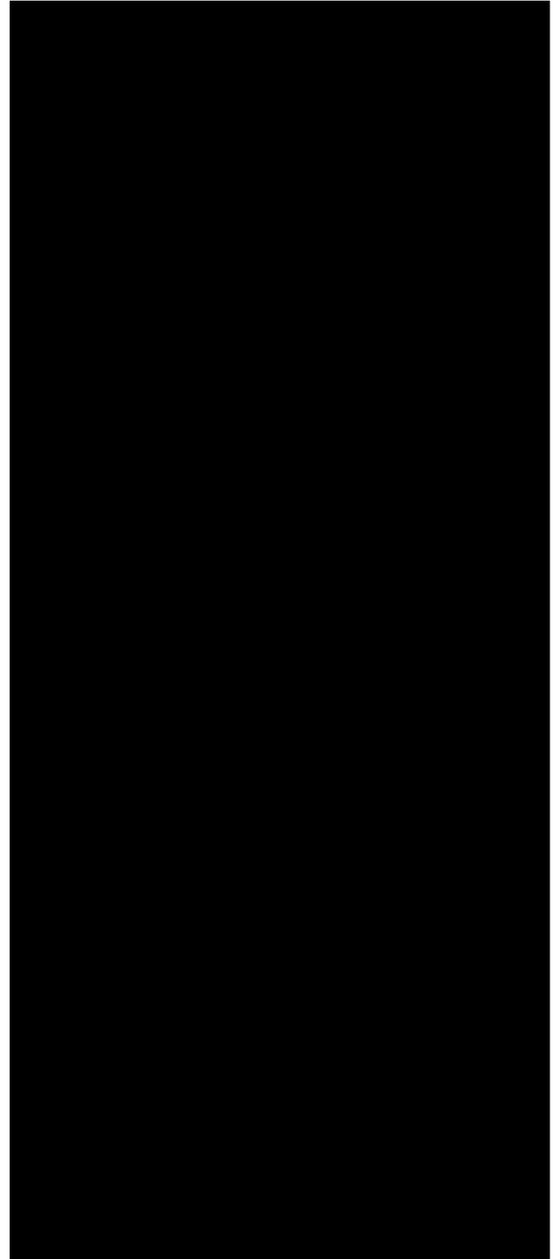
Venue: BVN Sydney

Attendees: Schiavello Peter Thompson  
 Schiavello Adam Terrill  
 Lincolne Astrid Siohan  
 Scott  
 Davis Michael Manikas  
 Langdon  
 Advanced Richard Palmer  
 Environmental  
 GBCA Kathy Willoughby  
 GBCA Sonia De Almada  
 GBCA Joe Karten  
 GBCA Carol Lane  
 BVN Trudy-Ann King

Apologies

Schiavello Jason Parry  
 Vision Design Donn Salisbury  
 Vision Design Amara Clark  
 Lincolne Matthew Jessup  
 Scott  
 Lincolne Theresa Ling  
 Scott  
 Lincolne Gevorg Manaseryan  
 Scott  
 Lincolne Maria Garmendia  
 Scott  
 Lincolne Adam Dyson  
 Scott  
 GBCA Stephanie Brincat  
 GBCA Suzie Guthridge  
 Davis Charles Slack-Smith  
 Langdon  
 BVN Shelly Campton

Distribution: All Above  
 Romilly Madew





## MINUTES OF PROJECT DESIGN TEAM MEETING #3

Item	Topic	Who	When	Status
<b>1.0</b>	<b>PROGRAM</b>			
1.1	Engineering Services are due Friday	AS	19/10	
1.2	Signing of the Lease has now become critical. Work programmed to start on site tomorrow is now unable to be started. If work does not commence by Thursday the relocation by the 10 <sup>th</sup> of December is in jeopardy.	CL	17/10	
1.3	BVN + LS to provide outstanding items for BCA and building owner approvals urgently	TK/A S	19/10	
<b>2</b>	<b>BUDGET</b>			
2.1	Budget estimates were reworked during the meeting to meet the required \$800k – thanks to all.			NOTE
2.2	All to now issue documentation to allow costs to be firmed up to match estimates	TK/A S	26/10	
2.3	If at all possible funds are to be allocated to AV once all packages are tendered and hard money quotes are ratified against the budget. No AV or AV cabling is to proceed unless the funds can be found as the budget is sured up.			NOTE
<b>3.0</b>	<b>ENGINEERING</b>			
	Lighting			
3.1	Lighting was discussed post meeting	AS	16/10	
	Hydraulics			
3.2	Grey Water system is to be documented for pricing	AS	16/10	
3.3	Issues with Base Building proposal for water efficiencies to be discussed with the building owner	MM/ MJ	16/10	
	Mechanical			
3.4	Displacement air via raised floor to be documented in agreed areas	AS	12/10	
3.5	Need for package unit in Utility room to be explored	AS	19/10	
	Electrical			
	No items			
	Comms			
	No items			
	AV			
<b>4</b>	<b>ARCHITECTURAL</b>			
4.1	Ceilings to be issued for construction this week	TK	19/10	
4.2	BVN to issue <ul style="list-style-type: none"> <li>▪ Joinery</li> <li>▪ Partitions for construction</li> <li>▪ Loose furniture orders</li> <li>▪ Flooring for construction</li> <li>▪ Raised access floor for construction</li> <li>▪ Light shelves for pricing</li> </ul>	TK	26/10	
4.3	Workstations and Partitions can be ordered	TK	23/10	
<b>5</b>	<b>GREENSTAR</b>			
5.1	Green Star review was undertaken post meeting and tasks were set for each credit.			NOTE



MINUTES OF PROJECT DESIGN TEAM MEETING #3

Item	Topic	Who	When	Status
5.2	Initial review showed 64 points with 12 targeted points – this is too tight for this phase of the project. ABGR requires greater focus as this is heavily weighted and could lift the position to 69 points with 9 targeted points if 5 Star ABGR is able to be achieved.	RP/ JK	23/10	
6	<b>CONSTRUCTION</b>			
6.1	Schiavello have contractors ready to start on site tomorrow – contingent on lease and approvals			NOTE
7.0	<b>BASE BUILDING</b>			
7.1	Awaiting GPT signing lease – this is urgent.	CL	17/10	
7.3	Section 61 has been submitted to City Council.	CSS	12/10	
7.4	Engineering documents to be provided to Kieran at JLL as soon as available.	AS	19/10	
7.5	Ramp issues to be resolved and sent to CSS ASAP	TK	19/10	
8	<b>GENERAL</b>			
	TK advised that she will be in Sydney approximately fortnightly with alternate weeks attending the meeting via video link. She will be in Sydney: 16 <sup>th</sup> October 30 <sup>th</sup> October 13 <sup>th</sup> November 21 <sup>ST</sup> – 23 <sup>rd</sup> November November 30 <sup>th</sup> November (Shelly Campton) 7 <sup>th</sup> December	NOTE		

**NEXT MEETING**

The next meeting No. 4..... will be held in Sydney + Melbourne via video conference (BVN offices) at .....12.30pm..... on ...Tuesday 23<sup>rd</sup> October 2007.....

Minutes recorded by T King of Bligh Voller Nield Pty Ltd.

.....  
T King



# schiaavello

**SUBJECT: GBA – Sydney**

**Minutes of Meeting # Two (2)**

**Page 1 of 3**

**Minutes of Meeting held on Tuesday 30<sup>th</sup> October, 2007**

**Present:**

**Initial: Company:**

**Fax:**

**Email:**

<input checked="" type="checkbox"/>	Adam Terrill	AT	Schiavello Project Interiors
<input checked="" type="checkbox"/>	Kathy Willougby	KW	GBCA
<input type="checkbox"/>	Carol Lane	CL	GBCA
<input checked="" type="checkbox"/>	Sonia De Almada	SD	GBCA
<input checked="" type="checkbox"/>	Joe Kartan	JK	GBCA
<input checked="" type="checkbox"/>	Trudy-Ann King	TK	BVN
<input checked="" type="checkbox"/>	Michael Manikas	MM	Davis Langdon
<input checked="" type="checkbox"/>	Astrid Siohan	AS	Lincolne Scott
<input checked="" type="checkbox"/>	Richard Palmer	RP	Lincolne Scott – Advanced Enviro
<input type="checkbox"/>			



Minutes Distributed to: All above

Priority Rating: A: for immediate attention

B: to be implemented within 24 hours

C: to be implemented within one week

D: to be implemented

Agenda Item No.	Subject and Action	Priority	Person Responsible	Comments
<b>1.0</b>	<b>Program</b>			
1.1	All service drawings were issued Monday and sent out for pricing Lighting to be reviewed with Lincolne Scott / BVN and KLM. Hydraulics for base building still to be resolved	D	BVN – L.S	NOTE 1 <sup>st</sup> NOV 07
1.2	Sign off on the lease is still pending. Escalation to senior management has been put in place and flagged as urgent Still undergoing negotiation. GBT's solicitor has returned lease docs to GBCA with a few amendments still to be reviewed	C A	CL CL	30 <sup>th</sup> OCT 07 1 <sup>st</sup> NOV 07
1.3	Once lease is signed of and works can commence Schiavello will produce a construction program. Likely that the program will revolve around the workstation ETA With delay of lease sign off – workstation will not delay program as ex factory dates are coming in at 1 <sup>st</sup> week of December	D	AT	30 <sup>th</sup> Oct 07 NOTE
1.4	Outstanding items for the BCA have been resolved. Minor item of curtains to be confirmed – currently deleted from documentation Certificate issued to commence construction. Still some building management queries in regards to services agreements after defects and liability periods expires			NOTE NOTE
1.5	Initial date for workstation is pushing project end date past 10 <sup>th</sup> December (along with signing of lease). This Issue has been escalated to senior management of Schiavello. BVN confirmed that if material / finish is the reason for extended ETA – alternatives will be considered Nil alterations – workstations will work into program	B	AT	24 <sup>th</sup> Oct 07 NOTE

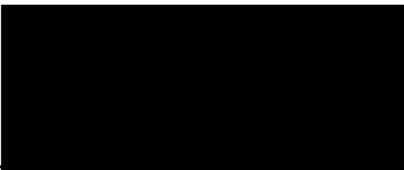
3.7	Hydraulics for base building core works still to be resolved. L.S. meeting with Caroma today to review specification requirements. Still working on solution for dual flush scope of work – must ensure that max points are received if the project moves forward with alterations	D	L.S.	3 <sup>rd</sup> NOV 07
3.8	Concerns on maintenance of Mech after defects and liability period expires. Possible meeting to be coordinated between L.S. – JLW – GWA to review and propose resolution.			
3.9	Schiavello to look at servicing cost for Mech after expiry of defect and liability period – as a fall back for 3.8	D	AT	3 <sup>rd</sup> Nov 07
3.10	Inclusion of boiling / chilled water unit for kitchen. BVN confirmed that it will work within joinery			NOTE
<b>4.0</b>	<b>Architectural</b>			
4.1	Joinery package to be issue Issued Monday 29 <sup>th</sup> OCT – PM. Revisions to be made to boardroom for Mech – to be discussed and resolved after meeting	D D	TK TK / AS	26 <sup>th</sup> OCT 07 31 <sup>st</sup> OCT 07
4.2	Light Shelves package Issue last week and forward to contractor for discussion and pricing – meeting tomorrow to discuss works	D D	TK AT	26 <sup>th</sup> OCT 07 31 <sup>st</sup> OCT 07
4.3	Blinds – have been issued for pricing Blind price received at \$200 above budgeted figure. Schiavello advised to proceed and issue order for blinds immediately	D	AT	31 <sup>st</sup> OCT 07
4.4	BVN will retain control of the Loose Furniture package until decision is made on payment terms and who issues orders (SCH or GBCA) Initial control of package with BVN – once package is confirmed will be forward to Schiavello	D D	TK TK	On Going On Going
4.5	Equipment schedule to be issued COB today	D	BVN	30 <sup>th</sup> OCT 07
4.6	Coordination meeting for services and architectural to be held after Project Meeting to review scope requirements prior to issue of Construction sets	D	TK / AS	30 <sup>th</sup> OCT 07
<b>5.0</b>	<b>Greenstar</b>			
5.1	LS confirmed that the package unit for Mech in the Utility Room has been removed from the scope This will gain the required points for 5 star rating			NOTE
5.2	Greenstar registration complete			NOTE
5.3	Meeting to be held with site management and Schiavello tomorrow	D	AT / JK / SD	31 <sup>st</sup> OCT 07
<b>6.0</b>	<b>Construction</b>			
6.1	All general construction documentation to be issued to Schiavello and distributed to required parties from there.	D	AS / TK	On Going
6.2	Commencement of the construction phase pending on lease agreement sign off	D	CL	On Going
6.3	Schiavello advised to proceed with Mech package, enabling lead time items (hard duct and diffusers) to be placed on order. Meeting required on site between L.S and JLW to review and resolve some floor to ceiling heights and services clashes	D	AS / JLW	1 <sup>st</sup> NOV 07
<b>7.0</b>	<b>Base Building</b>			
7.1	Section 61 for City Council has been checked. Payment to be raised and issued Certificate issued for commencement of construction - all payment requirements made	D	CL	26 <sup>th</sup> OCT 07 NOTE
7.2	Existing Base Building documentation to be followed up with Kieren	D	MM / RP	26 <sup>th</sup> OCT 07 On Going
7.3	Core Base Building works (upgrades) to be resolved in meeting with Lincolne Scott	B	AS	24 <sup>th</sup> OCT 07 On Going
<b>8.0</b>	<b>General</b>			
8.1	AT will be on leave next week – possible site meeting from site if established. Confirmation of Chair Person to be advised - dependant of location of meeting		T.B.A	NOTE

**GBCA Green Star Submission Meeting**  
31/10/07



**Present:**

Schiavello	Adam Terrill	AT
Total Image Interiors	James Wade	JW
GBCA	Kathy Willoughby	KW
<b>GBCA</b>	<b>Joe Karten</b>	<b>JK</b>
GBCA	Sonia De Almada	SDA



		Action	Date
<b>1.</b>	<b>Lease</b>		
1.1.	Lease is very close to being signed. Expected within 48 hours.	NOTE	
1.2.	Tentatively start on Monday 5 <sup>th</sup> October depending on lease.	NOTE	
<b>1.</b>	<b>Design Documentation</b>		
2.1.	Plans still being finalised by BVN and LS	NOTE	
2.2.	KW to contact Trudy-Ann King (TK) from BVN regarding design issues brought up today.	KW/TK	31/10/07
2.3.	KW to contact TK regarding a list of Green Star preferences of materials (e.g. brand types of fixings, adhesives, sealants, and insulation) to use. KW to give this list to JW. JW will give this list to sub-contractors.	KW/TK/JW	31/10/07
2.4.	AT to give design team contact list to JW	AT	31/10/07
2.5.	KW to contact TK regarding fixing details and edging details.	KW/TK	31/10/07
2.6.	KW to contact TK regarding mechanical ventilation concealment.	KW/TK	31/10/07
<b>2.</b>	<b>Green Star</b>		
3.1.	This is definitely a top priority	NOTE	
3.2.	KW has given go ahead to JW to start ordering	NOTE	
3.3.	SDA to send PDF of Roles and Responsibilities list handed out in meeting today to JW	SDA	31/10/07
3.4.	For any Green Star questions JW to consult Technical Manual given today. If in doubt about Green Star requirements JW to contact JK.	NOTE	
3.1.	JK+SDA to create a list of guidelines to give to JW to display on site.	JK/SDA/JW	06/11/07
3.2.	JK+SDA to create a briefing document for JW to give to sub-contractors detailing exactly what is required from each sub-contractor with regards to Green Star.	JK/SDA/JW	06/11/07
3.7.	A GBCA Green Star representative will go on site at various construction stages to educate the sub-contractors the importance of compliance with Green Star.	GBCA	TBC
3.8.	JK+SDA to check if 'solar weave' protective cover for carpet installation has any Green Star implications, and inform JW.	JK/SDA/JW	TBC
<b>3.</b>	<b>Next Meeting</b>		
	06/11/07 @ 10:30, location on site L15, 179 Elizabeth St		



# Schiavello

**SUBJECT: GBCA – Sydney**  
**Minutes of Meeting # Three (3)**

Page 1 of 4

Minutes of Meeting held on Tuesday 13<sup>th</sup> November, 2007

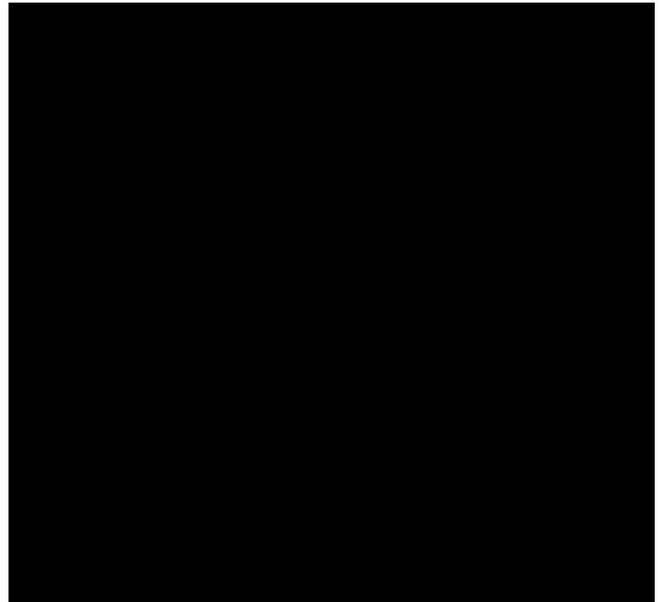
**Present:**

**Initial: Company:**

**Fax:**

**Email:**

<input checked="" type="checkbox"/>	Adam Terrill	AT	Schiavello Project Interiors
<input checked="" type="checkbox"/>	Kathy Willougby	KW	GBCA
<input type="checkbox"/>	Carol Lane	CL	GBCA
<input checked="" type="checkbox"/>	Sonia De Almada	SD	GBCA
<input checked="" type="checkbox"/>	Joe Karten	JK	GBCA
<input checked="" type="checkbox"/>	Trudy-Ann King	TK	BVN
<input checked="" type="checkbox"/>	Shelly Campton	S	BVN
<input type="checkbox"/>	Michael Manikas	MM	Davis Langdon
<input checked="" type="checkbox"/>	Astrid Siohan	AS	Lincolne Scott
<input checked="" type="checkbox"/>	Richard Palmer	RP	Lincolne Scott – Advanced Enviro
<input checked="" type="checkbox"/>	James Wade	JW	Total Image Interiors
<input checked="" type="checkbox"/>	Ray Allan	RA	Total Image Interiors
<input checked="" type="checkbox"/>	Tony Coates	TC	Total Image Interiors



Minutes Distributed to: All above

Priority Rating: A: for immediate attention

B: to be implemented within 24 hours

C: to be implemented within one week

D: to be implemented

Agenda Item No.	Subject and Action	Priority	Person Responsible	Comments
<b>1.0</b>	<b>Program</b>			
1.1	All service drawings were issued Monday and sent out for pricing Lighting to be reviewed with Lincolne Scott / BVN and KLM. Hydraulics for base building to still to be resolved. <b>Finalisation of lighting specification still outstanding. SPI raised concerns that lead times for fittings may extend out past hand over date. LS are in discussions with suppliers – 1 supplier for entire package. See item 3.3</b>	D D	BVN – L.S AS	NOTE 1 <sup>st</sup> NOV 07 16 <sup>th</sup> NOV 07
1.2	Sign off on the lease is still pending. Escalation to senior management has been put in place and flagged as urgent Still undergoing negotiation. GBT's solicitor has returned lease docs to GBCA with a few amendments still to be reviewed - <b>COMPLETE</b>	C A	CL CL	30 <sup>th</sup> OCT 07 1 <sup>st</sup> NOV 07
1.3	Once lease is signed of and works can commence Schiavello will produce a construction program. Likely that the program will revolve around the workstation ETA With delay of lease sign off – workstation will not delay program as ex factory dates are coming in at 1 <sup>st</sup> week of December - <b>COMPLETE</b>	D	AT	30 <sup>th</sup> Oct 07 NOTE
1.4	Outstanding items for the BCA have been resolved. Minor item of curtains to be confirmed – currently deleted from documentation Certificate issued to commence construction. Still some building management queries in regards to services agreements after defects and liability periods expires			NOTE NOTE
1.5	Initial date for workstation is pushing project end date past 10 <sup>th</sup> December (along with signing of lease). This Issue has been escalated to senior management of Schiavello. BVN confirmed that if material / finish is the reason for extended ETA – alternatives will be considered Nil alterations – workstations will work into program - <b>COMPLETE</b>	B	AT	24 <sup>th</sup> Oct 07 NOTE

4.7	TII queried 'For Construction' design of plenum boxes for AC. Advised to work from prelim / tender sketches. TII to review cheapest option from the Laminex EO board or plaster board (possibly provided by Fricker). Laminex is preferred option. Price to be forward to SPI by end of week	D	JW	16 <sup>th</sup> NOV 07
4.8	SPI to follow up price for curtains s per BVN specification (Woven Image fabric)	D	AT	21 <sup>st</sup> NOV 2007
<b>5.0</b>	<b>Greenstar</b>			
5.1	LS confirmed that the package unit for Mech in the Utility Room has been removed from the scope This will gain the required points for 5 star rating - <b>CLOSED</b>			NOTE
5.2	Greenstar registration complete			NOTE
5.3	Meeting to be held with site management and Schiavello tomorrow - <b>COMPLETE</b>	D	AT / JK / SD	31 <sup>st</sup> OCT 07
5.4	TII tabled a Greenstar control document to be reviewed for use on project. TII to email to project team	D	RA	14 <sup>th</sup> NOV 07
5.5	WMP issued to GBCA for review. GBCA to advise ASAP on change requirements	D	JK	14 <sup>th</sup> NOV 07
5.6	Building efficiency to be confirmed by BVN	D	TK	16 <sup>th</sup> NOV 07
5.7	Tenancy guide to be completed by BVN and Lincolne Scott	D	TK / RP	21 <sup>st</sup> NOV 07
<b>6.0</b>	<b>Construction</b>			
6.1	All general construction documentation to be issued to Schiavello and distributed to required parties from there.	D	AS / TK	On Going
6.2	Commencement of the construction phase pending on lease agreement sign off Site establishment and commencement of construction work to start Thursday	D D	CL SPI / TII	On Going 15 <sup>th</sup> NOV 07
6.3	Schiavello advised to proceed with Mech package, enabling lead time items (hard duct and diffusers) to be placed on order. Meeting required on site between L.S and JLW to review and resolve some floor to ceiling heights and services clashes - <b>COMPLETE</b>	D	AS / JLW	1 <sup>st</sup> NOV 07
<b>7.0</b>	<b>Base Building</b>			
7.1	Section 61 for City Council has been checked. Payment to be raised and issued Certificate issued for commencement of construction - all payment requirements made - <b>COMPLETE</b>	D	CL	26 <sup>th</sup> OCT 07 NOTE
7.2	Existing Base Building documentation to be followed up with Kieren Information was being sourced for existing glazing certification. If required can be followed up at later date.	D	MM / RP	26 <sup>th</sup> OCT 07 <b>On Hold</b>
7.3	Core Base Building works (upgrades) to be resolved in meeting with Lincolne Scott See item 3.2	B	AS	24 <sup>th</sup> OCT 07 <b>On Going</b>
<b>8.0</b>	<b>General</b>			
8.1	AT will be on leave next week – possible site meeting from site if established. Confirmation of Chair Person to be advised - dependant of location of meeting - <b>COMPLETE</b>		T.B.A	NOTE
8.2	Invoicing to be advised by D.L. Majority to be invoiced to GBT and balance GBCA. Preference will be that all major works is ordered, coordinated and invoiced by Schiavello. Advise required ASAP in case of payment for deposit invoices. GBCA to email details for invoicing to SPI	D D	MM KW	31 <sup>st</sup> OCT 07 15 <sup>th</sup> NOV 07
8.3	SPI to provide a Monthly Claim spreadsheet for approval by Davis Langdon, prior to raising invoice. SPI to copy Kathy and Trudy-Ann on spreadsheet. Spreadsheet will detail % claimed for each package.	D	AT	Monthly
8.4	RFI's to be copied to all companies within Project Team. This will help all members to track specific areas within their scope			NOTE
	<b>Next Meeting : Wednesday 21<sup>st</sup> November 2007 – 1.00pm – On Site.</b>			

Chairman Signature: **Adam Terrill**



# schiaavello

**SUBJECT: GBCA – Sydney**  
**Minutes of Meeting # Four (4)**

Page 1 of 5

Minutes of Meeting held on Wednesday 21<sup>st</sup> November, 2007

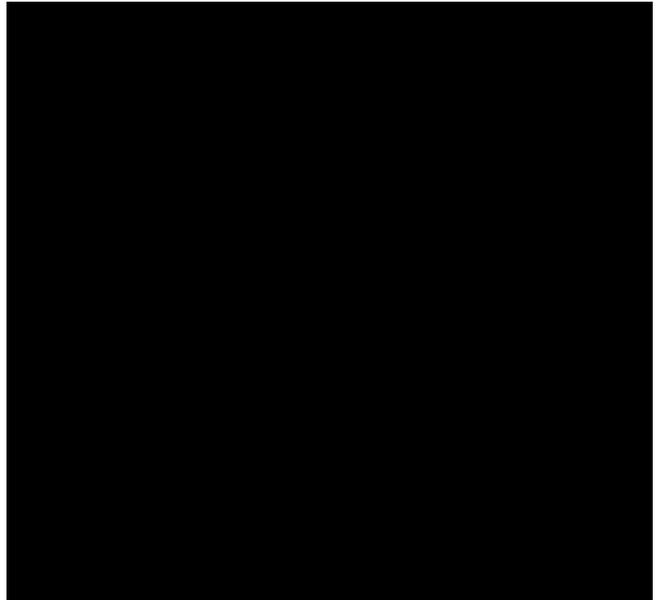
**Present:**

**Initial: Company:**

**Fax:**

**Email:**

■	Adam Terrill	AT	Schiavello Project Interiors
■	Kathy Willoughby	KW	GBCA
□	Carol Lane	CL	GBCA
■	Sonia De Almada	SD	GBCA
■	Joe Karten	JK	GBCA
■	Trudy-Ann King	TK	BVN
■	Shelly Campton	S	BVN
■	Michael Manikas	MM	Davis Langdon
■	Astrid Siohan	AS	Lincolne Scott
■	Richard Palmer	RP	Lincolne Scott – Advanced Enviro
■	James Wade	JW	Total Image Interiors
■	Ray Allan	RA	Total Image Interiors
■	Tony Coates	TC	Total Image Interiors



Minutes Distributed to: All above

Priority Rating: A: for immediate attention

B: to be implemented within 24 hours

C: to be implemented within one week

D: to be implemented

Agenda Item No.	Subject and Action	Priority	Person Responsible	Comments
<b>1.0</b>	<b>Program</b>			
1.1	All service drawings were issued Monday and sent out for pricing Lighting the be reviewed with Lincolne Scott / BVN and KLM. Hydraulics for base building to still to be resolved. Finalisation of lighting specification still outstanding. SPI raised concerns that lead times for fittings may extend out past hand over date. LS are in discussions with suppliers – 1 supplier for entire package. See item 3.3	D	BVN – L.S	NOTE 1 <sup>st</sup> NOV 07
	Waiting on Zumtobel to advise on availability to supply the product to the budget	D	AS	16 <sup>th</sup> NOV 07
		D	AS	23 <sup>rd</sup> NOV 07
1.2	Sign off on the lease is still pending. Escalation to senior management has been put in place and flagged as urgent Still undergoing negotiation. GBT's solicitor has returned lease docs to GBCA with a few amendments still to be reviewed - <b>COMPLETE</b>	C	CL	30 <sup>th</sup> OCT 07
		A	CL	1 <sup>st</sup> NOV 07
1.3	Once lease is signed of and works can commence Schiavello will produce a construction program. Likely that the program will revolve around the workstation ETA With delay of lease sign off – workstation will not delay program as ex factory dates are coming in at 1 <sup>st</sup> week of December - <b>COMPLETE</b>	D	AT	30 <sup>th</sup> Oct 07
1.4	Outstanding items for the BCA have been resolved. Minor item of curtains to be confirmed – currently deleted from documentation Certificate issued to commence construction. Still some building management queries in regards to services agreements after defects and liability periods expires			NOTE NOTE
1.5	Initial date for workstation is pushing project end date past 10 <sup>th</sup> December (along with signing of lease). This Issue has been escalated to senior management of Schiavello. BVN confirmed that if material / finish is the reason for extended ETA – alternatives will be considered Nil alterations – workstations will work into program - <b>COMPLETE</b>	B	AT	24 <sup>th</sup> Oct 07  NOTE

5.1	LS confirmed that the package unit for Mech in the Utility Room has been removed from the scope This will gain the required points for 5 star rating - <b>CLOSED</b>			NOTE
5.2	Greenstar registration complete			NOTE
5.3	Meeting to be held with site management and Schiavello tomorrow - <b>COMPLETE</b>	D	AT / JK / SD	31 <sup>st</sup> OCT 07
5.4	TII tabled a Greenstar control document to be reviewed for use on project. TII to email to project team	D	RA	14 <sup>th</sup> NOV 07
	All GreenStar comments and paper work to be issued to GBCA for updating on the control document	D	JK / SD	On going
5.5	WMP issued to GBCA for review. GBCA to advise ASAP on change requirements	D	JK	14 <sup>th</sup> NOV 07
5.6	Building efficiency to be confirmed by BVN	D	TK	16 <sup>th</sup> NOV 07
5.7	Tenancy guide to be completed by BVN and Lincolne Scott	D	TK / RP	21 <sup>st</sup> NOV 07
5.8	Points for rating currently stand at 59 weighted. Review during meeting confirmed additional points - JK to update and pass on	D	JK	27 <sup>th</sup> NOV 07
<b>6.0</b>	<b>Construction</b>			
6.1	All general construction documentation to be issued to Schiavello and distributed to required parties from there.	D	AS / TK	On Going
6.2	Commencement of the construction phase pending on lease agreement sign off	D	CL	On Going
	Site establishment and commencement of construction work to start Thursday	D	SPI / TII	15 <sup>th</sup> NOV 07
6.3	Schiavello advised to proceed with Mech package, enabling lead time items (hard duct and diffusers) to be placed on order. Meeting required on site between L.S and JLW to review and resolve some floor to ceiling heights and services clashes - <b>COMPLETE</b>	D	AS / JLW	1 <sup>st</sup> NOV 07
<b>7.0</b>	<b>Base Building</b>			
7.1	Section 61 for City Council has been checked. Payment to be raised and issued Certificate issued for commencement of construction - all payment requirements made - <b>COMPLETE</b>	D	CL	26 <sup>th</sup> OCT 07 NOTE
7.2	Existing Base Building documentation to be followed up with Kieren Information was being sourced for existing glazing certification. If required can be followed up at later date.	D	MM / RP	26 <sup>th</sup> OCT 07 <b>On Hold</b>
7.3	Core Base Building works (upgrades) to be resolved in meeting with Lincolne Scott See item 3.2	B	AS	24 <sup>th</sup> OCT 07 <b>On Going</b>
7.4	Leaks to East Façade were raised at the meeting – there are some base building marks around these areas to confirm. BVN to forward on to building management for further advise	D	TK	23 <sup>rd</sup> NOV 07
<b>8.0</b>	<b>General</b>			
8.1	AT will be on leave next week – possible site meeting from site if established. Confirmation of Chair Person to be advised - dependant of location of meeting - <b>COMPLETE</b>		T.B.A	NOTE
8.2	Invoicing to be advised by D.L. Majority to be invoiced to GBT and balance GBCA. Preference will be that all major works is ordered, coordinated and invoiced by Schiavello. Advise required ASAP in case of payment for deposit invoices. GBCA to email details for invoicing to SPI	D	MM	31 <sup>st</sup> OCT 07
		D	KW	15 <sup>th</sup> NOV 07
8.3	SPI to provide a Monthly Claim spreadsheet for approval by Davis Langdon, prior to raising invoice. SPI to copy Kathy and Trudy-Ann on spreadsheet. Spreadsheet will detail % claimed for each package.	D	AT	Monthly
8.4	RFI's to be copied to all companies within Project Team. This will help all members to track specific areas within their scope			NOTE
	<b>Next Meeting : Tuesday 27<sup>th</sup> November 2007 – 1.00pm – BVN Office.</b>			

Chairman Signature: **Adam Terrill**



# Schiavello

**SUBJECT: GBCA – Sydney**

**Minutes of Meeting # Five (5)**

**Page 1 of 6**

**Minutes of Meeting held on Wednesday 27<sup>th</sup> November, 2007**

**Present:**

**Initial: Company:**

**Fax:**

**Email:**

<input checked="" type="checkbox"/>	Adam Terrill	AT	Schiavello Project Interiors
<input checked="" type="checkbox"/>	Kathy Willoughby	KW	GBCA
<input type="checkbox"/>	Carol Lane	CL	GBCA
<input checked="" type="checkbox"/>	Sonia De Almada	SD	GBCA
<input checked="" type="checkbox"/>	Joe Karten	JK	GBCA
<input checked="" type="checkbox"/>	Trudy-Ann King	TK	BVN
<input checked="" type="checkbox"/>	Shelly Campton	S	BVN
<input checked="" type="checkbox"/>	Michael Manikas	MM	Davis Langdon
<input checked="" type="checkbox"/>	Astrid Siohan	AS	Lincolne Scott
<input type="checkbox"/>	Richard Palmer	RP	Lincolne Scott – Advanced Enviro
<input checked="" type="checkbox"/>	James Wade	JW	Total Image Interiors
<input type="checkbox"/>	Ray Allan	RA	Total Image Interiors
<input type="checkbox"/>	Tony Coates	TC	Total Image Interiors



Minutes Distributed to: All above

Priority Rating: A: for immediate attention

B: to be implemented within 24 hours

C: to be implemented within one week

D: to be implemented

Agenda Item No.	Subject and Action	Priority	Person Responsible	Comments
<b>1.0</b>	<b>Program</b>			
1.1	All service drawings were issued Monday and sent out for pricing Lighting the be reviewed with Lincolne Scott / BVN and KLM. Hydraulics for base building to still to be resolved. Finalisation of lighting specification still outstanding. SPI raised concerns that lead times for fittings may extend out past hand over date. LS are in discussions with suppliers – 1 supplier for entire package. See item 3.3 Waiting on Zumtobel to advise on availability to supply the product to the budget  Lighting proposal resolved with Zumtobel to an agreed value of [redacted] minus some nominated pendant lighting. Supplier are claiming 6-8 week lead time – TBC	D D D	BVN – L.S AS AS	NOTE 1 <sup>st</sup> NOV 07 16 <sup>th</sup> NOV 07 23 <sup>rd</sup> NOV 07  NOTE
1.2	Sign off on the lease is still pending. Escalation to senior management has been put in place and flagged as urgent Still undergoing negotiation. GBT's solicitor has returned lease docs to GBCA with a few amendments still to be reviewed - <b>COMPLETE</b>	C A	CL CL	30 <sup>th</sup> OCT 07 1 <sup>st</sup> NOV 07
1.3	Once lease is signed of and works can commence Schiavello will produce a construction program. Likely that the program will revolve around the workstation ETA With delay of lease sign off – workstation will not delay program as ex factory dates are coming in at 1 <sup>st</sup> week of December - <b>COMPLETE</b>	D	AT	30 <sup>th</sup> Oct 07
1.4	Outstanding items for the BCA have been resolved. Minor item of curtains to be confirmed – currently deleted from documentation Certificate issued to commence construction. Still some building management queries in regards to services agreements after defects and liability periods expires			NOTE NOTE
1.5	Initial date for workstation is pushing project end date past 10 <sup>th</sup> December (along with signing of lease). This Issue has been escalated to senior management of Schiavello. BVN confirmed that if material / finish is the reason for extended ETA – alternatives will be considered Nil alterations – workstations will work into program - <b>COMPLETE</b>	B	AT	24 <sup>th</sup> Oct 07  NOTE

	tomorrow to discuss works - <b>COMPLETE</b>	D	AT	31 <sup>st</sup> OCT 07
4.3	Blinds – have been issued for pricing Blind price received at \$200 above budgeted figure. Schiavello advised to proceed and issue order for blinds immediately SPI confirmed that PO for blinds has been issued and Verosol are attending site tomorrow for a co ordnation meeting. SPI to follow up motor locations and control split for 8 individual areas  <b>Received – SPI to forward to BVN - COMPLETE</b>	D  D  D	AT  AT  AT	31 <sup>st</sup> OCT 07  NOTE  23 <sup>rd</sup> NOV 07  29 <sup>th</sup> NOV 07
4.4	BVN will retain control of the Loose Furniture package until decision is made on payment terms and who issues orders (SCH or GBCA) Initial control of package with BVN – once package is confirmed will be forward to Schiavello SPI to issue PO's according to intent letters received to supplier from BVN	D  D  D	TK  TK  AT	On Going  On Going  On Going
4.5	Equipment schedule to be issued COB today Fridges / dishwashers etc to be confirmed by BVN. BVN to discuss with Michael about obtain pricing from Harvey Norman. NOTE TII advised that they have local contacts for whitegoods if required Can work in budget – needs to be finalized  <b>BVN to issue schedule for 'Construction'</b>	D  D  D  D	BVN  SC / MM  ALL  SC	30 <sup>th</sup> OCT 07  16 <sup>th</sup> NOV 07  28 <sup>th</sup> NOV 07  28 <sup>th</sup> NOV 07
4.6	Coordination meeting for services and architectural to be held after Project Meeting to review scope requirements prior to issue of Construction sets - <b>CLOSED</b>	D	TK / AS	30 <sup>th</sup> OCT 07
4.7	TII queried 'For Construction' design of plenum boxes for AC. Advised to work from prelim / tender sketches. TII to review cheapest option from the Laminex EO board or plaster board (possibly provided by Fricker). Laminex is preferred option. Price to be forward to SPI by end of week Received price a which is over budget – looking at alternate cost of hard duct in lieu of building works  <b>Revised pricing received for MDF – SPI to proceed with construction - CLOSED</b>	D  D	JW  AS / AT	16 <sup>th</sup> NOV 07  23 <sup>rd</sup> NOV 07  NOTE
4.8	SPI to follow up price for curtains s per BVN specification (Woven Image fabric) GBCA and D.L. to forward details of suppliers to obtain pricing from for curtains	D  D	AT  KW / MM	23 <sup>rd</sup> NOV 07  28 <sup>th</sup> NOV 07
4.9	SPI to follow up Verosol to confirm that motorized blind configuration is per BVN design - <b>CLOSED</b>	D	AT	26 <sup>th</sup> NOV 07
4.10	BVN to review possibility of installing fluro tubes to the Reception Counter horizontally.  <b>Materials for Reception still under review by BVN.</b>	D  D	SC  SC / TK	26 <sup>th</sup> NOV 07  29 <sup>th</sup> NOV 07
4.11	SPI to follow up email for workstations to co ordinate layout with floor boxes on raised flooring	D	AT	29 <sup>th</sup> NOV 07
<b>5.0</b>	<b>Greenstar</b>			
5.1	LS confirmed that the package unit for Mech in the Utility Room has been removed from the scope This will gain the required points for 5 star rating - <b>CLOSED</b>			NOTE
5.2	Greenstar registration complete			NOTE
5.3	Meeting to be held with site management and Schiavello tomorrow - <b>COMPLETE</b>	D	AT / JK / SD	31 <sup>st</sup> OCT 07
5.4	TII tabled a Greenstar control document to be reviewed for use on project. TII to email to project team All GreenStar comments and paper work to be issued to GBCA for updating on the control document	D  D	RA  JK / SD	14 <sup>th</sup> NOV 07  On going
5.5	WMP issued to GBCA for review. GBCA to advise ASAP on change requirements.  <b>SPI to update as per GBCA response.</b>	D  D	JK  AT	14 <sup>th</sup> NOV 07  30 <sup>th</sup> NOV 07
5.6	<b>Building efficiency to be confirmed by BVN</b>  <b>GBCA confirmed this item is not applicable.</b>	D	TK  JK	30 <sup>th</sup> NOV 07  NOTE
5.7	Tenancy guide to be completed by BVN and Lincolne Scott	D	TK / RP	30 <sup>th</sup> NOV 07
5.8	<b>Points for rating currently stand at 60 weighted. – 10 to be confirmed. Further discussion with BVN confirmed that points likely to lie around 63 weighted 12 TBC</b>		JK	NOTE  On Going
5.9	GBCA requested evidence for duct cleaning – contract for cleaning – sealing of ducting after cleaning has taken place. Photos required	D	AT / RA	30 <sup>th</sup> NOV 07
5.10	SPI to issue list of contractors for each dicipline of the Construction Program	D	AT	29 <sup>th</sup> NOV 07



# Schiavello

**SUBJECT: GBCA – Sydney**

**Minutes of Meeting # Six (6)**

**Page 1 of 6**

**Minutes of Meeting held on Thursday 6<sup>th</sup> December, 2007**

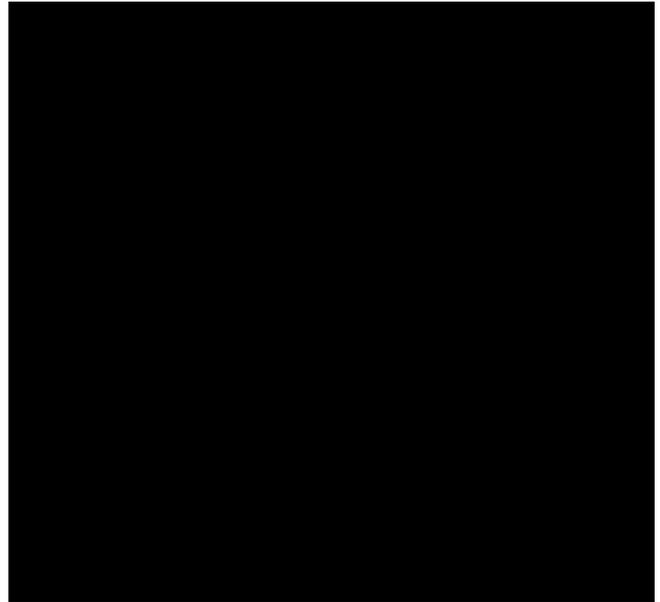
**Present:**

**Initial: Company:**

**Fax:**

**Email:**

<input checked="" type="checkbox"/>	Adam Terrill	AT	Schiavello Project Interiors
<input checked="" type="checkbox"/>	Kathy Willougby	KW	GBCA
<input type="checkbox"/>	Carol Lane	CL	GBCA
<input checked="" type="checkbox"/>	Sonia De Almada	SD	GBCA
<input checked="" type="checkbox"/>	Joe Karten	JK	GBCA
<input checked="" type="checkbox"/>	Trudy-Ann King	TK	BVN
<input checked="" type="checkbox"/>	Shelly Campton	S	BVN
<input type="checkbox"/>	Michael Manikas	MM	Davis Langdon
<input checked="" type="checkbox"/>	Astrid Siohan	AS	Lincolne Scott
<input checked="" type="checkbox"/>	Richard Palmer	RP	Lincolne Scott – Advanced Enviro
<input type="checkbox"/>	James Wade	JW	Total Image Interiors
<input type="checkbox"/>	Ray Allan	RA	Total Image Interiors
<input type="checkbox"/>	Tony Coates	TC	Total Image Interiors



Minutes Distributed to: All above

Priority Rating: A: for immediate attention

B: to be implemented within 24 hours

C: to be implemented within one week

D: to be implemented

Agenda Item No.	Subject and Action	Priority	Person Responsible	Comments
<b>1.0</b>	<b>Program</b>			
1.1	All service drawings were issued Monday and sent out for pricing Lighting the be reviewed with Lincolne Scott / BVN and KLM. Hydraulics for base building to still to be resolved. Finalisation of lighting specification still outstanding. SPI raised concerns that lead times for fittings may extend out past hand over date. LS are in discussions with suppliers – 1 supplier for entire package. See item 3.3 Waiting on Zumtobel to advise on availability to supply the product to the budget Lighting proposal resolved with Zumtobel to an agreed value of [redacted] minus some nominated pendant lighting. Supplier are claiming 6-8 week lead time – TBC	D D D	BVN – L.S AS AS	NOTE 1 <sup>st</sup> NOV 07 16 <sup>th</sup> NOV 07 23 <sup>rd</sup> NOV 07 NOTE
	Lighting issued and ordered. SPI waiting on ETA for fittings to arrive on site. SPI to follow up KLM	D	AT	10 <sup>th</sup> DEC 07
1.2	Sign off on the lease is still pending. Escalation to senior management has been put in place and flagged as urgent Still undergoing negotiation. GBT's solicitor has returned lease docs to GBCA with a few amendments still to be reviewed - <b>COMPLETE</b>	C A	CL CL	30 <sup>th</sup> OCT 07 1 <sup>st</sup> NOV 07
1.3	Once lease is signed of and works can commence Schiavello will produce a construction program. Likely that the program will revolve around the workstation ETA With delay of lease sign off – workstation will not delay program as ex factory dates are coming in at 1 <sup>st</sup> week of December - <b>COMPLETE</b>	D	AT	30 <sup>th</sup> Oct 07
1.4	Outstanding items for the BCA have been resolved. Minor item of curtains to be confirmed – currently deleted from documentation Certificate issued to commence construction. Still some building management queries in regards to services agreements after defects and liability periods expires			NOTE NOTE
1.5	Initial date for workstation is pushing project end date past 10 <sup>th</sup> December (along with signing of lease). This Issue has been escalated to senior management of Schiavello. BVN confirmed that if material / finish is the reason for extended ETA – alternatives will be	B	AT	24 <sup>th</sup> Oct 07

	with Michael about obtain pricing from Harvey Norman. NOTE TII advised that they have local contacts for whitegoods if required Can work in budget – needs to be finalized BVN to issue schedule for 'Construction'	D D D	SC / MM ALL SC	16 <sup>th</sup> NOV 07 28 <sup>th</sup> NOV 07 28 <sup>th</sup> NOV 07
	Alternative supply being reviewed for competitive cost against budget – Sanyo	D	MM	12 <sup>th</sup> DEC 07
4.6	Coordination meeting for services and architectural to be held after Project Meeting to review scope requirements prior to issue of Construction sets – CLOSED	D	TK / AS	30 <sup>th</sup> OCT 07
4.7 MDF Soffit	TII queried 'For Construction' design of plenum boxes for AC. Advised to work from prelim / tender sketches. TII to review cheapest option from the Laminex EO board or plaster board (possibly provided by Fricker). Laminex is preferred option. Price to be forward to SPI by end of week Received price a which is over budget – looking at alternate cost of hard duct in lieu of building works  Revised pricing received for MDFsoffit– SPI to proceed with construction – CLOSED	D  D	JW  AS / AT	16 <sup>th</sup> NOV 07  23 <sup>rd</sup> NOV 07  NOTE
4.8 Curtains	SPI to follow up price for curtains s per BVN specification (Woven Image fabric) GBCA and D.L. to forward details of suppliers to obtain pricing from for curtains  Order issued to Melbourne based company – DAAC Holdings - COMPLETE	D D	AT KW / MM	23 <sup>rd</sup> NOV 07 28 <sup>th</sup> NOV 07
4.9	SPI to follow up Verosol to confirm that motorized blind configuration is per BVN design - CLOSED	D	AT	26 <sup>th</sup> NOV 07
4.10 Reception	BVN to review possibility of installing fluoro tubes to the Reception Counter horizontally. Materials for Reception still under review by BVN.  Resolved and issued for construction. All Project Team requested to look for 600mm fluoro tubes for Reception Counter	D D D	SC SC / TK ALL	26 <sup>th</sup> NOV 07 29 <sup>th</sup> NOV 07 19 <sup>th</sup> DEC 07
4.11	SPI to follow up email for workstations to co ordinate layout with floor boxes on raised flooring - COMPLETE	D	AT	29 <sup>th</sup> NOV 07
4.12	Out door furniture still to be selected, Waste wall material to be reviewed at completeion of project for possible installation			NOTE
4.13	BVN to update joinery drawings for Grey Water unit	D	SC / TK	12 <sup>th</sup> DEC 07
<b>5.0</b>	<b>Greenstar</b>			
5.1	LS confirmed that the package unit for Mech in the Utility Room has been removed from the scope This will gain the required points for 5 star rating - CLOSED			NOTE
5.2	Greenstar registration complete			NOTE
<b>5.3</b>	<b>Meeting to be held with site management and Schiavello tomorrow - COMPLETE</b>	<b>D</b>	<b>AT / JK / SD</b>	<b>31<sup>st</sup> OCT 07</b>
5.4	TII tabled a Greenstar control document to be reviewed for use on project. TII to email to project team <b>All GreenStar comments and paper work to be issued to GBCA for updating on the control document</b>	D D	RA <b>JK / SD</b>	14 <sup>th</sup> NOV 07 On going
5.5 Waste Mgt Plan	<b>WMP issued to GBCA for review. GBCA to advise ASAP on change requirements.</b> SPI to update as per GBCA response.  SPI advised that it has been issued to TII – to be forwarded to GBCA – JK	D D D	<b>JK</b> AT AT	<b>14<sup>th</sup> NOV 07</b> 30 <sup>th</sup> NOV 07 10 <sup>th</sup> DEC 07
5.6	Building efficiency to be confirmed by BVN  <b>GBCA confirmed this item is not applicable. - CLOSED</b>	D	TK <b>JK</b>	30 <sup>th</sup> NOV 07 NOTE
5.7 Tenancy guide	Tenancy guide to be completed by BVN and Lincolne Scott	D	TK / RP	JAN 2008
5.8 Greenstar points	<b>Points for rating currently stand at 60 weighted. – 8 to be confirmed.</b>		<b>JK</b>	NOTE
5.9 Duct cleaning	GBCA requested evidence for duct cleaning – contract for cleaning – sealing of ducting after cleaning has taken place. Photos required  SPI advised that duct cleaning is complete and sealed off with original filters. SPI to instruct JLW to seal with new materials and issue report to GBCA with photos	D  D	AT / RA  AT	30 <sup>th</sup> NOV 07  12 <sup>th</sup> DEC 07
5.10	SPI to issue list of contractors for each dicipine of the Construction	D	AT	29 <sup>th</sup> NOV 07

Evidence	Program			
	GBCA to issue requirements as trade packages for Greenstar evidence – SPI to issue	D	SD / JK / AT	ON GOING
5.11 Client reviews	GBCA requested access to visit site every second day for progress reviews – taking notes and photos. Granted for late afternoon - contact TII Ray Allan Approved - progressing - <b>COMPLETE</b>			NOTE
5.13 Staff visit	GBCA requested access for a staff site visit – 13 <sup>th</sup> Decem. Granted - contact TII Ray Allan  Requirement to be reviewed Tue 11 <sup>th</sup> and advised. More likely to be carried out in Jan '08		KW	13 <sup>th</sup> DEC 07  NOTE
5.14 Green talk	Co ordination of contractors talk with GBCA for process and importance of green construction  TUE 11 <sup>th</sup> DECEMBER – <b>COMPLETE</b>	D  D	JW / KW  KW	4 <sup>th</sup> DEC 07  11 <sup>th</sup> DEC 07
5.15	Letters of confirmation required from contractors and TII for compliance to scope of works	D	SPI / TII	On Going
5.16 PVC reduction	Request to review possibility of using non PVC cabling for electrical scope of works - consideration of wireless data connections. In aid of greater GS points	D	AT / AS	30 <sup>th</sup> NOV 07
5.17 Recycling	KW requested that TII monitor materials in bins are correct segregation. Will form part of subbie talk 11 <sup>th</sup> DEC	D	RA	On Going
5.18	Laminex to be followed up for EO board specs.	D	JK	12 <sup>th</sup> DEC 07
5.19 White goods rating	GBCA have reviewed white goods for Greenstar rating - Sanyo alternatives approved			NOTE
<b>6.0</b>	<b>Construction</b>			
6.1	All general construction documentation to be issued to Schiavello and distributed to required parties from there.	D	AS / TK	On Going
6.2	Commencement of the construction phase pending on lease agreement sign off Site establishment and commencement of construction work to start Thursday	D D	CL SPI / TII	On Going 15 <sup>th</sup> NOV 07
6.3	Schiavello advised to proceed with Mech package, enabling lead time items (hard duct and diffusers) to be placed on order. Meeting required on site between L.S and JLW to review and resolve some floor to ceiling heights and services clashes - <b>COMPLETE</b>	D	AS / JLW	1 <sup>st</sup> NOV 07
6.4	SPI to confirm works carried out over Xmas closure	D	AT	12 <sup>th</sup> DEC 07
<b>7.0</b>	<b>Base Building</b>			
7.1	Section 61 for City Council has been checked. Payment to be raised and issued Certificate issued for commencement of construction - all payment requirements made - <b>COMPLETE</b>	D	CL	26 <sup>th</sup> OCT 07  NOTE
7.2	Existing Base Building documentation to be followed up with Kieren Information was being sourced for existing glazing certification. If required can be followed up at later date.	D	MM / RP	26 <sup>th</sup> OCT 07 <b>On Hold</b>
7.3	Core Base Building works (upgrades) to be resolved in meeting with Lincolne Scott See item 3.2	B	AS	24 <sup>th</sup> OCT 07 <b>On Going</b>
7.4 Building Leaks	Leaks to East Façade were raised at the meeting – there are some base building marks around these areas to confirm. BVN to forward on to building management for further advise BVN to follow up Kieran again – urgent response required as materials are ready for delivery  No confirmation that works have been completed. SPI to review on site. BVN and GBCA to follow u[p] building management	D D D	TK TK TK / KW / AT	23 <sup>rd</sup> NOV 07 28 <sup>th</sup> NOV 07 11 <sup>th</sup> DEC 07
<b>8.0</b>	<b>General</b>			
8.1	AT will be on leave next week – possible site meeting from site if established. Confirmation of Chair Person to be advised - dependant of location of meeting - <b>COMPLETE</b>		T.B.A	NOTE
8.2	Invoicing to be advised by D.L. Majority to be invoiced to GBT and balance GBCA. Preference will be that all major works is ordered, coordinated and invoiced by Schiavello. Advise required ASAP in case of payment for deposit invoices. GBCA to email details for invoicing to SPI	D D	MM KW	31 <sup>st</sup> OCT 07 15 <sup>th</sup> NOV 07



# schiaavello

**SUBJECT: GBCA – Sydney**

**Minutes of Meeting # Seven (7)**

**Page 1 of 6**

**Minutes of Meeting held on Wednesday 12<sup>th</sup> December, 2007**

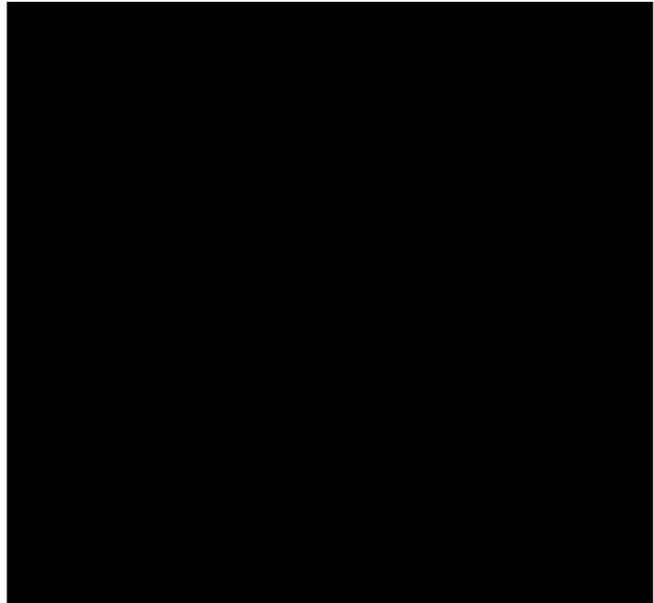
**Present:**

**Initial: Company:**

**Fax:**

**Email:**

<input checked="" type="checkbox"/>	Adam Terrill	AT	Schiavello Project Interiors
<input checked="" type="checkbox"/>	Kathy Willoughby	KW	GBCA
<input type="checkbox"/>	Carol Lane	CL	GBCA
<input checked="" type="checkbox"/>	Sonia De Almada	SD	GBCA
<input checked="" type="checkbox"/>	Joe Karten	JK	GBCA
<input type="checkbox"/>	Trudy-Ann King	TK	BVN
<input checked="" type="checkbox"/>	Shelly Campton	S	BVN
<input checked="" type="checkbox"/>	Michael Manikas	MM	Davis Langdon
<input checked="" type="checkbox"/>	Astrid Siohan	AS	Lincolne Scott
<input checked="" type="checkbox"/>	Richard Palmer	RP	Lincolne Scott – Advanced Enviro
<input checked="" type="checkbox"/>	James Wade	JW	Total Image Interiors
<input type="checkbox"/>	Ray Allan	RA	Total Image Interiors
<input type="checkbox"/>	Tony Coates	TC	Total Image Interiors



Minutes Distributed to: All above

Priority Rating: A: for immediate attention

B: to be implemented within 24 hours

C: to be implemented within one week

D: to be implemented

Agenda Item No.	Subject and Action	Priority	Person Responsible	Comments
<b>1.0</b>	<b>Program</b>			
1.1 Lighting	<p>All service drawings were issued Monday and sent out for pricing Lighting the be reviewed with Lincolne Scott / BVN and KLM. Hydraulics for base building to still to be resolved.</p> <p>Finalisation of lighting specification still outstanding. SPI raised concerns that lead times for fittings may extend out past hand over date. LS are in discussions with suppliers – 1 supplier for entire package. See item 3.3</p> <p>Waiting on Zumtobel to advise on availability to supply the product to the budget</p> <p>Lighting proposal resolved with Zumtobel to an agreed value of [redacted] minus some nominated pendant lighting. Supplier are claiming 6-8 week lead time – TBC</p> <p>Lighting issued and ordered. SPI waiting on ETA for fittings to arrive on site. SPI to follow up KLM</p> <p>LS talking with supplier organizing stage delivery. Waiting on response. Safe to say we will not have all lighting at hand over – temp lights on stands will suffice. Layout to be reviewed by LS once lead times are advised.</p> <p>Advised that manufacturers need to supply power supply requirements and fixing methods. KLM and LS have been in contact. Kathy will follow up contact to discuss urgency of the project.</p>	D D D D D	BVN – LS AS AS AT AS KW	NOTE 1 <sup>st</sup> NOV 07 16 <sup>th</sup> NOV 07 23 <sup>rd</sup> NOV 07 NOTE 10 <sup>th</sup> DEC 07 TBC 14 <sup>th</sup> DEC 07
1.2	Sign off on the lease is still pending. Escalation to senior management has been put in place and flagged as urgent Still undergoing negotiation. GBT's solicitor has returned lease docs to GBCA with a few amendments still to be reviewed - <b>COMPLETE</b>	C A	CL CL	30 <sup>th</sup> OCT 07 1 <sup>st</sup> NOV 07
1.3	Once lease is signed of and works can commence Schiavello will produce a construction program. Likely that the program will revolve	D	AT	30 <sup>th</sup> Oct 07

Blinds	Initial control of package with BVN – once package is confirmed will be forward to Schiavello SPI to issue PO's according to intent letters received to supplier from BVN SPI to confirm delivery date	D D D	TK AT AT	On Going On Going 12 <sup>th</sup> DEC 07  NOTE
4.5 White goods	Equipment schedule to be issued COB today Fridges / dishwashers etc to be confirmed by BVN. BVN to discuss with Michael about obtain pricing from Harvey Norman. NOTE TII advised that they have local contacts for whitegoods if required Can work in budget – needs to be finalized BVN to issue schedule for 'Construction' Alternative supply being reviewed for competitive cost against budget – Sanyo	D D D D D D	BVN SC / MM ALL SC MM  MM	30 <sup>th</sup> OCT 07 16 <sup>th</sup> NOV 07 28 <sup>th</sup> NOV 07 28 <sup>th</sup> NOV 07 12 <sup>th</sup> DEC 07  17 <sup>th</sup> DEC 07
4.6	Coordination meeting for services and architectural to be held after Project Meeting to review scope requirements prior to issue of Construction sets – CLOSED	D	TK / AS	30 <sup>th</sup> OCT 07
4.7 MDF Soffit	TII queried 'For Construction' design of plenum boxes for AC. Advised to work from prelim / tender sketches. TII to review cheapest option from the Laminex EO board or plaster board (possibly provided by Fricker). Laminex is preferred option. Price to be forward to SPI by end of week Received price a which is over budget – looking at alternate cost of hard duct in lieu of building works  Revised pricing received for MDFsoffit– SPI to proceed with construction – CLOSED	D  D	JW  AS / AT	16 <sup>th</sup> NOV 07  23 <sup>rd</sup> NOV 07  NOTE
4.8 Curtains	SPI to follow up price for curtains s per BVN specification (Woven Image fabric) GBCA and D.L. to forward details of suppliers to obtain pricing from for curtains  Order issued to Melbourne based company – DAAC Holdings - COMPLETE	D D	AT KW / MM	23 <sup>rd</sup> NOV 07 28 <sup>th</sup> NOV 07
4.9	SPI to follow up Verosol to confirm that motorized blind configuration is per BVN design - CLOSED	D	AT	26 <sup>th</sup> NOV 07
4.10 Reception	BVN to review possibility of installing fluro tubes to the Reception Counter horizontally. Materials for Reception still under review by BVN. Resolved and issued for construction. All Project Team requested to look for 600mm fluro tubes for Reception Counter  BVN advised that they may have a contact from Melbourne.	D D D D	SC SC / TK ALL  SC	26 <sup>th</sup> NOV 07 29 <sup>th</sup> NOV 07 19 <sup>th</sup> DEC 07  17 <sup>th</sup> DEC 07
4.11	SPI to follow up email for workstations to co ordinate layout with floor boxes on raised flooring - COMPLETE	D	AT	29 <sup>th</sup> NOV 07
4.12	Out door furniture still to be selected, Waste wall material to be reviewed at completion of project for possible installation  Out side budget – review at completion - COMPLETE			NOTE
4.13	BVN to update joinery drawings for Grey Water unit  Received and issued to joiner – 11 <sup>th</sup> December	D	SC / TK	12 <sup>th</sup> DEC 07  NOTE
5.0	<b>Greenstar</b>			
5.1	LS confirmed that the package unit for Mech in the Utility Room has been removed from the scope This will gain the required points for 5 star rating - CLOSED			NOTE
5.2	Greenstar registration complete			NOTE
5.3	Meeting to be held with site management and Schiavello tomorrow - COMPLETE	D	AT / JK / SD	31 <sup>st</sup> OCT 07
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5.5 Waste Mgt Plan	WMP issued to GBCA for review. GBCA to advise ASAP on change requirements. SPI to update as per GBCA response. SPI advised that it has been issued to TII – to be forwarded to GBCA – JK  Have had issues with SPI email version, is with EM team	D D D D	JK AT AT AT	14 <sup>th</sup> NOV 07 30 <sup>th</sup> NOV 07 10 <sup>th</sup> DEC 07  17 <sup>th</sup> DEC 07

	now being re established			
5.6	Building efficiency to be confirmed by BVN GBCA confirmed this item is not applicable. - CLOSED	D	TK JK	30 <sup>th</sup> NOV 07 NOTE
5.7 Tenancy guide	Tenancy guide to be completed by BVN and Lincolne Scott	D	TK / RP	JAN 2008
5.8 Greenstar points	Points for rating currently stand at 64 weighted. – 4 to be confirmed. CIR in system 3		JK	NOTE
5.9 Duct cleaning	GBCA requested evidence for duct cleaning – contract for cleaning – sealing of ducting after cleaning has taken place. Photos required  SPI advised that duct cleaning is complete and sealed off with original filters. SPI to instruct JLW to seal with new materials and issue report to GBCA with photos  CIR to be raised. Cleaned and sealed existing duct work after alterations complete and all other duct work is new.	D  D	AT / RA  AT	30 <sup>th</sup> NOV 07  12 <sup>th</sup> DEC 07  NOTE
5.10 Evidence	SPI to issue list of contractors for each discipline of the Construction Program  GBCA to issue requirements as trade packages for Greenstar evidence – SPI issued	D  D	AT  SD / JK / AT	29 <sup>th</sup> NOV 07  ON GOING
5.11 Client reviews	GBCA requested access to visit site every second day for progress reviews – taking notes and photos. Granted for late afternoon - contact TII Ray Allan Approved - progressing - COMPLETE			NOTE
5.13 Staff visit	GBCA requested access for a staff site visit – 13 <sup>th</sup> December. Granted - contact TII Ray Allan  Requirement to be reviewed Tue 11 <sup>th</sup> and advised. More likely to be carried out in Jan '08		KW	13 <sup>th</sup> DEC 07  NOTE
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5.15	Letters of confirmation required from contractors and TII for compliance to scope of works	D	SPI / TII	On Going
5.16 PVC reduction	Request to review possibility of using non PVC cabling for electrical scope of works - consideration of wireless data connections. In aid of greater GS points	D	AT / AS	30 <sup>th</sup> NOV 07
5.17 Recycling	KW requested that TII monitor materials in bins are correct segregation. Will form part of subbie talk 11 <sup>th</sup> DEC	D	RA	On Going
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<b>6.0</b>	<b>Construction</b>			
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6.2	Commencement of the construction phase pending on lease agreement sign off Site establishment and commencement of construction work to start Thursday	D D	CL SPI / TII	On Going 15 <sup>th</sup> NOV 07
6.3	Schiavello advised to proceed with Mech package, enabling lead time items (hard duct and diffusers) to be placed on order. Meeting required on site between L.S and JLW to review and resolve some floor to ceiling heights and services clashes - COMPLETE	D	AS / JLW	1 <sup>st</sup> NOV 07
6.4	SPI to confirm works carried out over Xmas closure  TII working basically through – Carpets between xmas and NY – Mech	D  D	AT	12 <sup>th</sup> DEC 07  NOTE
6.5	Paint supplier has had issues with additional quantity required. SPI to advise BVN approx qty's required to complete job. BVN / GBCA to follow up supplier	D D	AT SC / KW	14 <sup>th</sup> DEC 07 17 <sup>th</sup> DEC 07



# schiaavello

**SUBJECT: GBCA – Sydney**

**Minutes of Meeting # Eight (8)**

**Page 1 of 10**

**Minutes of Meeting held on Wednesday 19<sup>th</sup> December, 2007**

**Present:**

**Initial: Company:**

**Fax:**

**Email:**

<input checked="" type="checkbox"/>	Adam Terrill	AT	Schiavello Project Interiors
<input checked="" type="checkbox"/>	Kathy Willougby	KW	GBCA
<input type="checkbox"/>	Carol Lane	CL	GBCA
<input checked="" type="checkbox"/>	Sonia De Almada	SD	GBCA
<input checked="" type="checkbox"/>	Joe Karten	JK	GBCA
<input checked="" type="checkbox"/>	Trudy-Ann King	TK	BVN
<input checked="" type="checkbox"/>	Shelly Campton	S	BVN
<input type="checkbox"/>	Michael Manikas	MM	Davis Langdon
<input checked="" type="checkbox"/>	Astrid Siohan	AS	Lincolne Scott
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<input checked="" type="checkbox"/>	James Wade	JW	Total Image Interiors
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Minutes Distributed to: All above

Priority Rating: A: for immediate attention

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1.3	Once lease is signed of and works can commence Schiavello will produce a construction program. Likely that the program will revolve around the workstation ETA With delay of lease sign off – workstation will not delay program as ex	D	AT	30 <sup>th</sup> Oct 07

	by Fricker). Laminex is preferred option. Price to be forward to SPI by end of week Received price a which is over budget – looking at alternate cost of hard duct in lieu of building works  Revised pricing received for MDFsoffit– SPI to proceed with construction – CLOSED	D	AS / AT	23 <sup>rd</sup> NOV 07  NOTE
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4.9	SPI to follow up Verosol to confirm that motorized blind configuration is per BVN design - CLOSED	D	AT	26 <sup>th</sup> NOV 07
4.10 Reception	BVN to review possibility of installing fluro tubes to the Reception Counter horizontally. Materials for Reception still under review by BVN. Resolved and issued for construction. All Project Team requested to look for 600mm fluro tubes for Reception Counter  BVN advised that they may have a contact from Melbourne.  BVN have procured the fluro tubes for the reception counter - SPI to organize delivery to Easy Rest.	D D D	SC SC / TK ALL SC	26 <sup>th</sup> NOV 07 29 <sup>th</sup> NOV 07 19 <sup>th</sup> DEC 07 17 <sup>th</sup> DEC 07
4.11	SPI to follow up email for workstations to co ordinate layout with floor boxes on raised flooring - COMPLETE	D	AT	29 <sup>th</sup> NOV 07
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4.13	BVN to update joinery drawings for Grey Water unit  Received and issued to joiner – 11 <sup>th</sup> December	D	SC / TK	12 <sup>th</sup> DEC 07 NOTE
4.14	Greenstar - Equipment Schedule required for all whitegoods and water units to be issued once final selection is made. Waiting on response from DL on Sanyo whitegoods	D	TK / SC	15 <sup>th</sup> JAN 08
4.15	GS – Reused furniture Statement required confirming reused (second hand items) used within the project scope	D	TK / KW	15 <sup>th</sup> JAN 08
<b>5.0</b>	<b>Greenstar</b>			
5.1	LS confirmed that the package unit for Mech in the Utility Room has been removed from the scope This will gain the required points for 5 star rating - <b>CLOSED</b>			NOTE
5.2	Greenstar registration complete			NOTE
5.3	Meeting to be held with site management and Schiavello tomorrow - <b>COMPLETE</b>	D	AT / JK / SD	31 <sup>st</sup> OCT 07
5.4	TII tabled a Greenstar control document to be reviewed for use on project. TII to email to project team All GreenStar comments and paper work to be issued to GBCA for updating on the control document	D D	RA JK / SD	14 <sup>th</sup> NOV 07 On going
5.5 Waste Mgt Plan	WMP issued to GBCA for review. GBCA to advise ASAP on change requirements. SPI to update as per GBCA response. SPI advised that it has been issued to TII – to be forwarded to GBCA – JK  Have had issues with SPI email version, is with EM team now being re established	D D D	JK AT AT AT	14 <sup>th</sup> NOV 07 30 <sup>th</sup> NOV 07 10 <sup>th</sup> DEC 07 21 <sup>st</sup> DEC 07
5.6	Building efficiency to be confirmed by BVN  GBCA confirmed this item is not applicable. - CLOSED	D	TK JK	30 <sup>th</sup> NOV 07 NOTE
5.7 Tenancy guide	Tenancy guide to be completed by BVN and Lincolne Scott	D	TK / RP	JAN 2008
5.8 Greenstar points	Points for rating currently stand at 63 weighted. – 5 to be confirmed. CIR in system 3		JK	NOTE
5.9	GBCA requested evidence for duct cleaning – contract for cleaning – sealing of ducting after cleaning has taken place. Photos required	D	AT / RA	30 <sup>th</sup> NOV 07

Duct cleaning	SPI advised that duct cleaning is complete and sealed off with original filters. SPI to instruct JLW to seal with new materials and issue report to GBCA with photos  CIR to be raised. Cleaned and sealed existing duct work after alterations complete and all other duct work is new.	D	AT	12 <sup>th</sup> DEC 07  NOTE
5.10 Evidence	SPI to issue list of contractors for each discipline of the Construction Program  GBCA to issue requirements as trade packages for Greenstar evidence – SPI issued	D D	AT SD / JK / AT	29 <sup>th</sup> NOV 07 ON GOING
5.11 Client reviews	GBCA requested access to visit site every second day for progress reviews – taking notes and photos. Granted for late afternoon - contact TII Ray Allan Approved - progressing - <b>COMPLETE</b>			NOTE
5.13 Staff visit	GBCA requested access for a staff site visit – 13 <sup>th</sup> December. Granted - contact TII Ray Allan  Requirement to be reviewed Tue 11 <sup>th</sup> and advised. More likely to be carried out in Jan '08		KW	13 <sup>th</sup> DEC 07 NOTE
5.14 Green talk	Co ordination of contractors talk with GBCA for process and importance of green construction TUE 11 <sup>th</sup> DECEMBER – COMPLETE	D D	JW / KW KW	4 <sup>th</sup> DEC 07 11 <sup>th</sup> DEC 07
5.15	Letters of confirmation required from contractors and TII for compliance to scope of works	D	SPI / TII	On Going
5.16 PVC reduction	Request to review possibility of using non PVC cabling for electrical scope of works - consideration of wireless data connections. In aid of greater GS points  Not possible - COMPLETE	D	AT / AS	30 <sup>th</sup> NOV 07
5.17 Recycling	KW requested that TII monitor materials in bins are correct segregation. Will form part of subbie talk 11 <sup>th</sup> DEC  On going review on site for materials and adhesives in use. Ensurance required from TII that no Greenstar Offevasive products make it to site	D D	RA RA	On Going On Going
5.18	Laminex to be followed up for EO board specs.	D	JK	12 <sup>th</sup> DEC 07
5.19 White goods rating	GBCA have reviewed white goods for Greenstar rating - Sanyo alternatives approved			NOTE
<b>6.0</b>	<b>Construction</b>			
6.1	All general construction documentation to be issued to Schiavello and distributed to required parties from there.	D	AS / TK	On Going
6.2	Commencement of the construction phase pending on lease agreement sign off Site establishment and commencement of construction work to start Thursday	D D	CL SPI / TII	On Going 15 <sup>th</sup> NOV 07
6.3	Schiavello advised to proceed with Mech package, enabling lead time items (hard duct and diffusers) to be placed on order. Meeting required on site between L.S and JLW to review and resolve some floor to ceiling heights and services clashes - <b>COMPLETE</b>	D	AS / JLW	1 <sup>st</sup> NOV 07
6.4	SPI to confirm works carried out over Xmas closure  TII working basically through – Carpets between xmas and NY – Mech. Ceiling works to carry on over period and be ready for fire contractor on the 7 <sup>th</sup> Jan	D	AT	12 <sup>th</sup> DEC 07 NOTE
6.5	Paint supplier has had issues with additional quantity required. SPI to advise BVN approx qty's required to complete job. BVN / GBCA to follow up supplier GBCA to discuss with Dulux RE: Fall back options  Not required - COMPLETE	D D D	AT SC / KW KW	14 <sup>th</sup> DEC 07 17 <sup>th</sup> DEC 07 19 <sup>th</sup> DEC 07
6.6	GS –Construction general Confirmation that materials in use on the project are as per specification. Formaldehyde free products, insulation, paints and adhesives.	D	AT	On Going



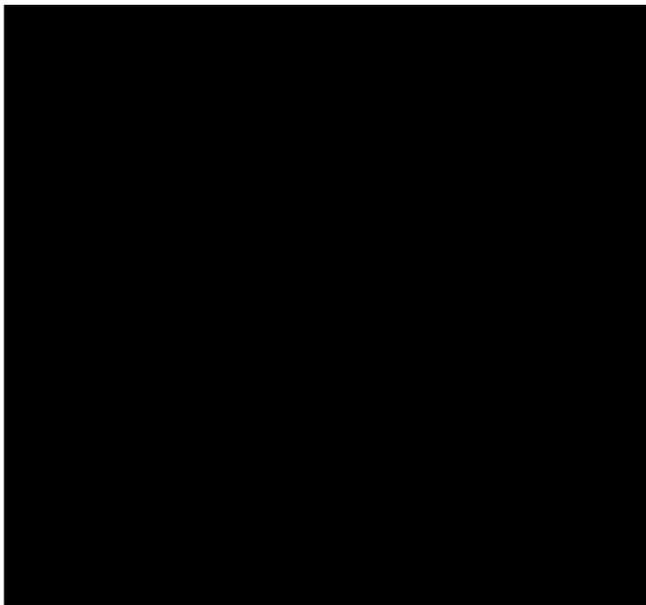
# Schiavello

**SUBJECT: GBCA – Sydney**  
**Minutes of Meeting # Nine (9)**

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Minutes of Meeting held on Wednesday 9<sup>th</sup> January, 2008

Present:	Initial:	Company:	Fax:	Email:
<input checked="" type="checkbox"/> Adam Terrill	AT	Schiavello Project Interiors		
<input checked="" type="checkbox"/> Kathy Willougby	KW	GBCA		
<input type="checkbox"/> Carol Lane	CL	GBCA		
<input checked="" type="checkbox"/> Sonia De Almada	SD	GBCA		
<input checked="" type="checkbox"/> Joe Karten	JK	GBCA		
<input checked="" type="checkbox"/> Trudy-Ann King	TK	BVN		
<input checked="" type="checkbox"/> Shelly Campton	S	BVN		
<input type="checkbox"/> Michael Manikas	MM	Davis Langdon		
<input checked="" type="checkbox"/> Astrid Siohan	AS	Lincolne Scott		
<input type="checkbox"/> Richard Palmer	RP	Lincolne Scott – Advanced Enviro		
<input checked="" type="checkbox"/> James Wade	JW	Total Image Interiors		
<input type="checkbox"/> Ray Allan	RA	Total Image Interiors		
<input type="checkbox"/> Tony Coates	TC	Total Image Interiors		



Minutes Distributed to: All above

Priority Rating: A: for immediate attention  
 B: to be implemented within 24 hours  
 C: to be implemented within one week  
 D: to be implemented

Agenda #	Subject and Action	Priority	Person Responsible	Comments
<b>1.0</b>	<b>Program</b>			
1.1	All service drawings were issued Monday and sent out for pricing Lighting to be reviewed with Lincolne Scott / BVN and KLM. Hydraulics for base building to still to be resolved. Finalisation of lighting specification still outstanding. SPI raised concerns that lead times for fittings may extend out past hand over date. LS are in discussions with suppliers – 1 supplier for entire package. See item 3.3	D	BVN – L.S	NOTE 1 <sup>st</sup> NOV 07
	Waiting on Zumtobel to advise on availability to supply the product to the budget	D	AS	16 <sup>th</sup> NOV 07
	Lighting proposal resolved with Zumtobel to an agreed value of [redacted] minus some nominated pendant lighting. Supplier are claiming 6-8 week lead time – TBC	D	AS	23 <sup>rd</sup> NOV 07
	Lighting issued and ordered. SPI waiting on ETA for fittings to arrive on site. SPI to follow up KLM	D	AT	NOTE 10 <sup>th</sup> DEC 07
	LS talking with supplier organizing stage delivery. Waiting on response. Safe to say we will not have all lighting at hand over – temp lights on stands will suffice. Layout to be reviewed by LS once lead times are advised.	D	AS	TBC
	Advised that manufacturers need to supply power supply requirements and fixing methods. KLM and LS have been in contact. Kathy will follow up contact to discuss urgency of the project.	D	KW	14 <sup>th</sup> DEC 07
	Power and fixing requirements issued to KLM and TII. Waiting on ETA for delivery. LS asked to push from their end.	D	AS	20 <sup>th</sup> DEC 07
	KLM following up all their suppliers today. Advise on lighting ETA hopefully this week	D	AT	11 <sup>th</sup> JAN 08
1.2	Sign off on the lease is still pending. Escalation to senior management has been put in place and flagged as urgent	C	CL	30 <sup>th</sup> OCT 07
	Still undergoing negotiation. GBT's solicitor has returned lease docs to GBCA with a few amendments still to be reviewed - COMPLETE	A	CL	1 <sup>st</sup> NOV 07

	Revised pricing received for MDFsoffit- SPI to proceed with construction – CLOSED			
4.8 Curtains	SPI to follow up price for curtains s per BVN specification (Woven Image fabric) GBCA and D.L. to forward details of suppliers to obtain pricing from for curtains  Order issued to Melbourne based company – DAAC Holdings - <b>COMPLETE</b>	D D	AT KW / MM	23 <sup>rd</sup> NOV 07 28 <sup>th</sup> NOV 07
4.9	SPI to follow up Verosol to confirm that motorized blind configuration is per BVN design - CLOSED	D	AT	26 <sup>th</sup> NOV 07
4.10 Reception	BVN to review possibility of installing fluoro tubes to the Reception Counter horizontally. Materials for Reception still under review by BVN. Resolved and issued for construction. All Project Team requested to look for 600mm fluoro tubes for Reception Counter BVN advised that they may have a contact from Melbourne. BVN have procured the fluoro tubes for the reception counter - SPI to organize delivery to Easy Rest.  <b>Delivered to Easy Rest for construction within Reception Counter</b>	D D D D	SC SC / TK ALL SC	26 <sup>th</sup> NOV 07 29 <sup>th</sup> NOV 07 19 <sup>th</sup> DEC 07 17 <sup>th</sup> DEC 07
4.11	SPI to follow up email for workstations to co ordinate layout with floor boxes on raised flooring - COMPLETE	D	AT	29 <sup>th</sup> NOV 07
4.12	Out door furniture still to be selected, Waste wall material to be reviewed at completion of project for possible installation  Out side budget – review at completion - COMPLETE			NOTE
4.13	BVN to update joinery drawings for Grey Water unit  Received and issued to joiner – 11 <sup>th</sup> December	D	SC / TK	12 <sup>th</sup> DEC 07 NOTE
4.14	Greenstar - Equipment Schedule required for all whitegoods and water units to be issued once final selection is made. Waiting on response from DL on Sanyo whitegoods	D	TK / SC	15 <sup>th</sup> JAN 08
4.15	GS – Reused furniture Statement required confirming reused (second hand items) used within the project scope	D	TK / KW	15 <sup>th</sup> JAN 08
<b>5.0</b>	<b>Greenstar</b>			
5.1	LS confirmed that the package unit for Mech in the Utility Room has been removed from the scope This will gain the required points for 5 star rating - <b>CLOSED</b>			NOTE
5.2	Greenstar registration complete			NOTE
5.3	Meeting to be held with site management and Schiavello tomorrow - <b>COMPLETE</b>	D	AT / JK / SD	31 <sup>st</sup> OCT 07
5.4	TII tabled a Greenstar control document to be reviewed for use on project. TII to email to project team All GreenStar comments and paper work to be issued to GBCA for updating on the control document	D D	RA JK / SD	14 <sup>th</sup> NOV 07 On going
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5.7 Tenancy guide	Tenancy guide to be completed by BVN and Lincolne Scott	D	TK / RP	JAN 2008
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5.9 Duct cleaning	GBCA requested evidence for duct cleaning – contract for cleaning – sealing of ducting after cleaning has taken place. Photos required  SPI advised that duct cleaning is complete and sealed	D D	AT / RA AT	30 <sup>th</sup> NOV 07 12 <sup>th</sup> DEC 07

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<b>6.0</b>	<b>Construction</b>			
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# schiaavello

**SUBJECT: GBCA – Sydney**  
**Minutes of Meeting # Ten (10)**

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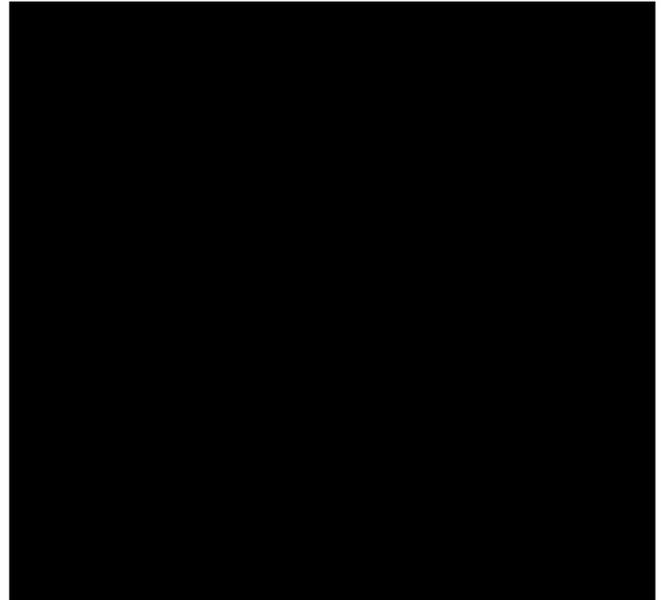
Minutes of Meeting held on Thursday 17<sup>th</sup> January, 2008

**Present:** Initial: Company:

**Fax:** **Email:**

Cc:

- Adam Terrill AT Schiavello Project Interiors
- Kathy Willougby KW GBCA
- Carol Lane CL GBCA
- Sonia De Almada SD GBCA
- Joe Karten JK GBCA**
- Trudy-Ann King TK BVN
- Shelly Campton S BVN
- Michael Manikas MM Davis Langdon
- Astrid Siohan AS Lincolne Scott
- Richard Palmer RP Lincolne Scott – Advanced Enviro
- James Wade JW Total Image Interiors
- Ray Allan RA Total Image Interiors
- Tony Coates TC Total Image Interiors



Minutes Distributed to: All above

Priority Rating: A: for immediate attention B: to be implemented within 24 hours  
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	KLM following up all their suppliers today. Advise on lighting ETA hopefully this week	D	AT	11 <sup>th</sup> JAN 08
	Received dates for main lighting over workstation area. Delivery expected end of Feb – installation to be confirmed for early March. Zumbtel still to confirm delivery on some items. LS to discuss with supplier and KLM	D	AS	21 <sup>st</sup> JAN 08
1.2	Sign off on the lease is still pending. Escalation to senior management has been put in place and flagged as urgent	C	CL	30 <sup>th</sup> OCT 07

	All GreenStar comments and paper work to be issued to GBCA for updating on the control document	D	JK / SD	On going
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5.18	Laminex to be followed up for EO board specs.	D	JK	12 <sup>th</sup> DEC 07
5.19 Whitegoods	GBCA have reviewed white goods for Greenstar rating - Sanyo alternatives approved			NOTE
5.20	GBCA Sub Tenant issues 1) Location of tenants storage requirements to be reviewed by BVN and advised 2) GBCA to advise tenants printing and copying requirements for review	D D	TK KW	23 <sup>rd</sup> FEB 08 21 <sup>st</sup> FEB 08

GBCA Green Star Submission Meeting 27/02/07

Present:

Trudy-Ann King (BVN)  
 Adam Terrill (Schiavello)  
 Ray Allan (TII)  
 Richard Palmer (Advanced Environmental)  
 Sonia De Almada (GBCA)  
 Joe Karten (GBCA)

Item			Action	Date
<b>As Built Drawings</b>		Lincolne Scott to receive an as-built drawing package with commissioning report from AT	Review as-builts and sign off on them.	Pending final installation
<b>Man-2</b>	Commissioning	Need confirmation from Kieran that he received the Design Intent and will need conf. that he receives commissioning information	JK to get Kieran to provide confirmation of receipt of Design Intent document	10/03/08
<b>IEQ-11</b>	VOCs	The 3 tins of paint in the utilities room are all the paints used on site.	JK to check paint manufacturer websites for VOC levels/certificates	10/03/08
		Volume of adhesives & sealants used on site.	Need JLW to confirm this.	10/03/08
		Super Nova and First Base Concrete Sealer	TK to see if she has VOC data sheets for these products.	10/03/08
<b>IEQ-12</b>	Formaldehyde Minimisation	Need evidence from joiner that PSL at reception feature is an E0 product.	AT to provide docket, formaldehyde data sheet, confirmation from joiner that E0 product supplied was installed.	10/03/08
<b>IEQ-13</b>	Air Supply Ductwork	Need evidence that duct cleaning formed part of mechanical scope of works.	RP to provide from mechanical spec.	10/03/08
		Need photos of sealed ductwork after its cleaning.	RA to provide photos of sealed ductwork	
<b>IEQ-15</b>	Indoor Plants	Rachel @ Rentokil	AT to provide contact details	12/03/08

			for Rachel. JK to write up what we need Rentokil to provide and sign.	
<b>Ene-3</b>	Submeter	Need to determine how lighting and other power uses are separately metered.	RP to check and advise.	10/03/08
<b>Mat-1</b>	Workstations	Explanation of DD, Statement of Modularity, EMS Table of contents,	JK to re-write any information from Schiavello that needs changing and provide to AT  AT to provide Schiavello EMS table of contents for workstations and other furnishings.	12/03/08  12/03/08
<b>Mat-4</b>	Chairs	Need GECA certificates for Wilkahn and Eso chairs	JK to get these off website.	12/03/08
<b>Mat-7</b>	Joinery	Need letter provided from Easy Rest to be signed.	AT to get letter from Ali Mahmoud signed.	16/03/08
<b>Materials All</b>	All materials	Check all dockets and advise where we still need dockets, and where we need subcontractor confirmation of receipt/installation	SDA to advise	16/03/08
<b>Emi-2</b>	Insulant ODP	Need evidence that insulation in ductwork is zero ODP	AT to provide	Done
		Need confirmation from subcontractor that insulation supplied to site was installed.	AT to provide	16/03/08
<b>Inn-1 Inn-2 Inn-3</b>	Dematerialisation pending CIR decision on Shell & Core	If Shell & Core is not awarded, draft an Innovation credit for dematerialisation.	RP to draft	Pending
	Process related innovations	Are there any process related items we can claim in Innovation?	All to consider and send ideas to JK	16/03/08