



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #31

October 2019

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1.0 INTRODUCTION

Tango Management (“Tango”) has been engaged by the City of Port Coquitlam (“Owner”) to provide Owner’s Representative Services for the design and construction of a new Community Centre in Port Coquitlam, BC (“Project”).

Tango is pleased to submit its Monthly Progress Report #31 to the Owner. This report represents a summary of key project activities and issues that occurred up to October 31, 2019.

This report is for the sole and confidential use and reliance of the Owner. Tango, its directors, staff, sub-consultants or agents do not make any representation or warranty as to the factual accuracy of the information provided to us on behalf of the Owner, their Contractors, their sub-contractors or agents, upon which this report is based. This report shall not be reproduced or distributed to any party other than the recipients outlined above, without the express permission of Tango. Any use of this report which a third party makes, or any reliance on or decisions made based on it, are the responsibility of such third parties. Tango accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

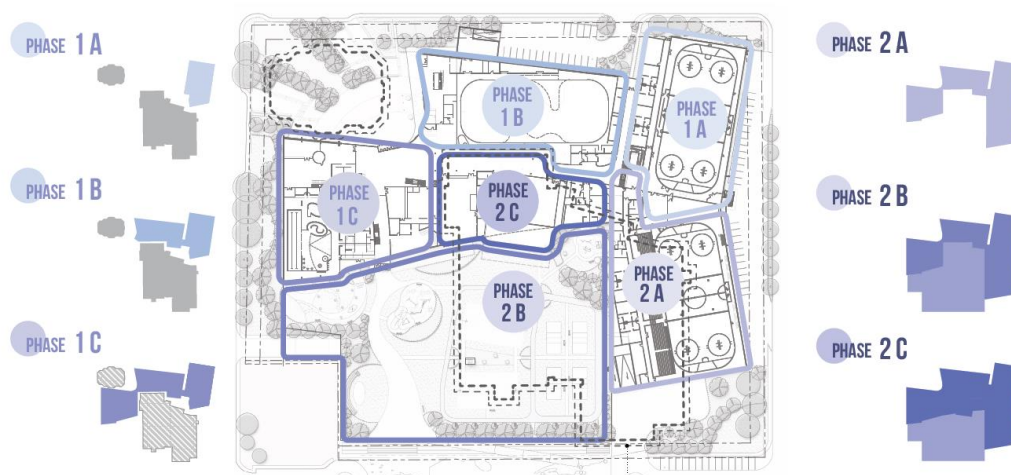
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During October 2019 numerous meetings, co-ordination, procurement, design and construction activities have taken place. Phase 1C pool construction is ongoing. Interim Occupancy for Phase 1C Fitness was issued on October 16, 2019. Abatement and demolition of the library and existing arenas is ongoing. Based on the information contained in this Monthly Progress Report #31 and during this reporting period, Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved as per schedule.

3.0 PROJECT SCOPE

The project scope involves a phased replacement and addition to the Port Coquitlam Recreation Complex, Wilson Centre and Terry Fox Library. This scope will provide a vibrant community hub with three sheets of ice, an indoor leisure pool, new fitness facilities, a new library, a spacious outdoor plaza, and underground parking. The size of the new facility will be 205,000 SQF.

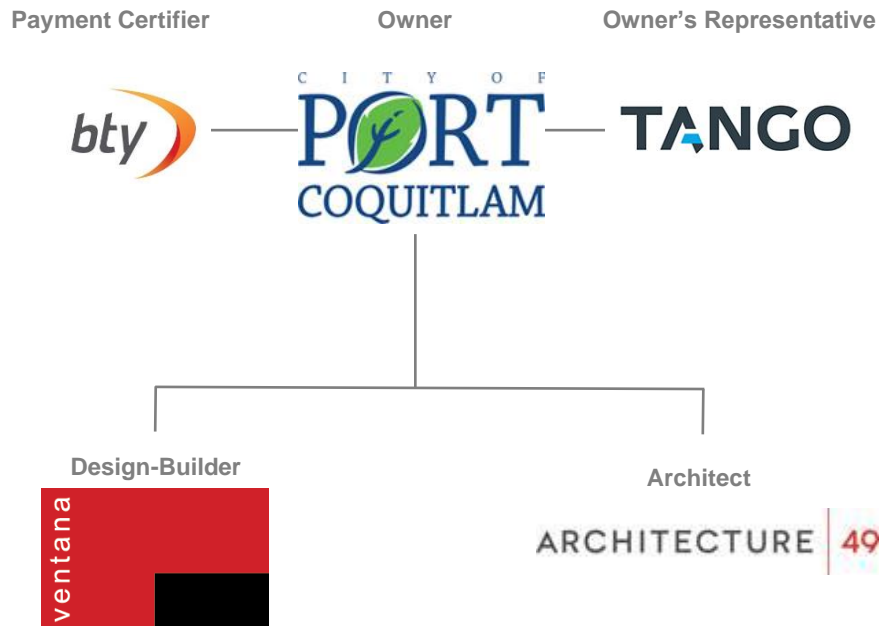


4.0 PROJECT TEAM

The following team members have been appointed to the Project:

Owner	City of Port Coquitlam
Owner's Representative	Tango Management
Design-Builder	Ventana Construction (POCO) Corp
Architect	Architecture 49
Civil Engineer	Hub Engineering
Structural Engineer	BMZ
Mechanical Engineer	WSP Canada
Electrical Engineer	Smith & Anderson
Payment Certifier	BTY Group

City of Port Coquitlam Community Recreation Complex Project Team



5.0 DESIGN AND APPROVALS STATUS

Conceptual Design

Conceptual design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Conceptual Design.

Schematic Design

Schematic design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Schematic Design.

Design Development & Working Drawings and Construction Documents

The Design-Builder is developing design packages in phases. These include design packages for Building Permits, Tendering and Issued for Construction.

Below is an updated summary of the key design milestone submissions, as per the revised project schedule - updated October 17, 2019:

Drawing Package	Planned Date	Actual Date	Status	Comments
Ground Works / Piling (1ABC)				
BP Submission	24-Feb-17	13-Apr-17	Complete	Construction Ongoing
IFT Drawings	24-Feb-17	6-Apr-17	Complete	Construction Ongoing
IFC Drawings	10-Apr-17	18-Aug-17	Complete	Construction Ongoing
Phase 1ABC - Structure				
IFT Drawings (F/R/C)	31-Aug-17	6-Oct-17	Complete	Construction Ongoing
IFC Drawings (F/R/C)	26-Oct-17	12-Dec-17	Complete	Construction Ongoing
IFT Drawings (S/Steel)	19-Oct-17	19-Dec-17	Complete	Construction Ongoing
IFC Drawings (S/Steel)	30-Nov-17	10-Jan-18	Complete	Construction Ongoing
Phase 1ABC Balance of Design				
BP Submission	14-Jul-17	28-Sep-17	Complete	Construction Ongoing
IFT Drawings	5-Oct-17	3-Oct-17	Complete	Construction Ongoing
IFC Drawings	16-Nov-17	31-Jan-18	Complete	Construction Ongoing
Phase 2ABC - Design				
BP Submission	19-Jan-18	1-Jul-19	Complete	Construction Ongoing
IFT Drawings	18-Mar-18	23-Sep-19	Complete	Construction Ongoing
IFC Drawings	12-Jul-18	19-Sep-19	Complete	Construction Ongoing

5.0 *Design and Approval Status (continued)*

Permits / Regulatory Approvals

The following Building Permits have been issued for the construction works:

Regulatory Approval	Planned Date	Award Date	Status	Comments
Conservation Permit	1-Mar-17		Awarded	
Phase 1ABC Ground Works	24-Feb-17	19-Apr-17	Awarded	BP011873
Phase 1ABC Full BP	28-Sep-17	11-Oct-17	Awarded	BP011897
Phase 2ABC Full BP	18-Mar-18	11-Oct-17	Awarded	BP011897

A Development Permit was issued on August 18, 2017.

An Environmental Conservation Development Permit was scheduled to be issued to the Design-Builder on March 1, 2017. We understand this has now been issued.

A Building Permit (BP011822) was issued to the Design-Builder on October 17, 2017. This Building Permit covers all phases of the Project. The Design-Builder will continue to submit design submissions in phases to the Owner, as per the design schedule.

The following permits were issued to the Owner during the Occupancy process for Phase 1AB:

- Health Permit: Concessions and Lounge Food Services;
- Refrigeration Plant Permit;
- Electrical Permit; and
- Elevator Permits.

An Interim Occupancy Permit was issued by the City's Building Department on August 19, 2019 for the first phase of the Project.

An Interim Occupancy Permit was issued by the City's Building Department on October 16, 2019 for Phase 1C (excluding the Aquatic Centre).

The Design-Builder has applied for an abatement and demolition permit for Phase 2. We understand that this has been issued.

6.0 PROCUREMENT & CONTRACT ADMINISTRATION

Procurement Summary

We understand that procurement and tendering is ongoing. The Design-Builder has confirmed that we will not be receiving a detailed procurement schedule, as part of their monthly reporting. The Design-Builder has included a summary of the trades awarded to date in their monthly progress report, dated November 18, 2019:

Bulk and detailed excavation Phases 1ABC;	Glazing;
Piling Phases 1ABC;	Roofing;
Mechanical and Electrical;	Metal Decking;
Refrigeration;	Pump / Place / Finish;
Formwork Phases 1AB;	Structural Steel;
Reinforcement Phases 1ABC;	Soil Anchors;
Cladding;	Insulated Metal Panels;
Steel Stud;	Paint;
Doors & Hardware;	Flooring;
Tile;	Dasher Boards;
Rink Slabs;	Overhead Doors;
Public Address;	Washroom Accessories, Partitions, & Lockers.;
Millwork;	Fireplace;
Concrete Polishing;	Pool Specialities;
Countertops;	Sports Flooring & Equipment;
Asphalt;	Ph2 – Bulk Ex and Excavation;
Ph2 Formwork; and	Ph2 – Concrete Reinforcing.

The following procurement milestones have been identified in the Design-Builder's schedule:

Furniture, Fixtures and Equipment (FF&E) Procurement

A Master Procurement Schedule has been developed that identifies all items with vendors, lead-in times, delivery and installation details. We are coordinating with the Design-Builder to ensure all enabling works and infrastructure requirements get incorporated into the design. An FF&E Coordination follow up meeting was held on August 10, 2017, that finalized the draft list. We submitted a revised FF&E list to the Design-Builder on October 18, 2017 for review and coordination. Final feedback was received on October 12, 2018.

Final points of clarification have been worked through and coordinated in-line with the Design-Builder's schedule.

6.0 *Procurement & Contract Administration (continued)*

We are finalizing the procurement of the FFE packages with the Owner. The following packages have been awarded:

- AV Systems – PJS Systems Inc.
- Video Wall System – Sapphire Sound Inc.
- Library Shelving & Furniture – Jonathan Morgan and Company Ltd.
- Furniture – Staples Business Advantage.
- Fitness Equipment – Life Fitness, Fitness Town Commercial & Johnson Health Tech. Canada.

FFE installation has commenced and is ongoing in line with the Project Schedule.

Project Coordination / Meeting

Owner led Occupancy Coordination Meetings #12, 13 & 14 were held on October 1, 4 and 15, 2019, respectively.

Please refer to Appendix 7 of this Monthly Progress Report for copies of the aforementioned Occupancy Coordination Meeting Minutes.

Owner Request for Information (RFI)

- Number of RFI's issued – 158
- Number of RFI's Closed – 149
- Number of RFI's Open - 9

7.0 PROJECT BUDGET

Project Budget Summary

The Project Budget is summarized below:

A Design and Construction	Dollar Value
1 Design-Builder Pre Contract Costs	\$983,000
2 Design-Builder Contract Price	\$116,717,000
3 Approved Changes	\$8,831,864
4 Current (Revised) Contract Price	\$125,548,864
5 Work Certified as Completed (Base Contract)	\$82,404,351
6 Current Cost to Complete (Base Contract)	\$43,144,513
7 Lien Holdback (Base Contract)	\$7,740,436
8 Lien Holdback Released	-\$6,737,706
B Non-Contract Costs	\$8,989,031
C Total Project Budget	\$135,520,895
9 Capital Utility Budget	-\$3,420,895
C Total Project Budget (Revised)	\$132,100,000

The Design and Construction Budget was prepared by the Design-Builder and forms part of their CCDC14 Design - Build Stipulated Price Contract (2013).

Payment Certification

BTY Group, the Payment Certifier has issued Certificate of Payment No. 34 dated November 13, 2019, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending October 31, 2019.

In summary, the current payment liabilities of the Owner are:

Item	Dollar Value
Current Net	\$1,669,943
Current GST (5.0%)	\$83,487
Total Current Payable to the Design-Builder	\$1,753,440
Total Current Builders Lien Holdback	\$1,002,730

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 34.

7.0 Project Budget (continued)

Change Order Management

A summary of the approved Change Orders relative to the Project Budget between the Owner and the Design-Builder up to October 31, 2019 is as follows:

CO#	Description	Dollar Value	Contingency Allocation
1	Bonding Requirements	\$1,800,000	Project Contingency
2	Temporary Power to Site	\$34,751	Project Contingency
3	Floor Area Changes	\$1,003,236	Project Contingency
5	Additional Back-Up Power	\$90,713	Project Contingency
7	Card Readers and Key Pads	\$16,698	Project Contingency
8	Library User Group Changes	\$86,287	Project Contingency
9	Accessible Washroom Emergency Alert	\$28,204	Project Contingency
10	Auto Door Openers	\$55,440	Project Contingency
11	Daycare - Card Readers & Alarms	\$9,834	Project Contingency
12	Additional CCTV	\$24,024	Project Contingency
14	Added Door Security	\$88,364	Project Contingency
17	Terry Fox Display Cases	\$4,950	Project Contingency
20	Exterior Building Signage	\$57,618	Project Contingency
21	Phase 1 Millwork Re-Design Services	\$7,975	Project Contingency
24	RCMP Panic Buttons	\$8,375	Project Contingency
25	Splash Park Recirc Design	\$13,640	Project Contingency
32	Temporary Referee Change Rooms	\$15,525	Project Contingency
	SUB-TOTAL	\$3,345,634	
15	Scoreboard Credit	-\$42,760	FF&E
	SUB-TOTAL	-\$42,760	
4	Off Site Design Services	\$269,998	Off Sites / Capital Utility Budget
6	Additional Off Site Design Services	\$55,875	Off Sites / Capital Utility Budget
13	Offsite Scope of Work (Phase 1A)	\$1,698,500	Off Sites / Capital Utility Budget
16	Offsite Isolation Valves	\$37,711	Off Sites / Capital Utility Budget
18	Offsite Scope of Work (Phase 1B)	\$2,900,900	Off Sites / Capital Utility Budget
19	Hydro conduit relation at Kingsway	\$110,674	Off Sites / Capital Utility Budget
22	Offsite Storm Change @ Kingsway and Kelly	\$49,500	Off Sites / Capital Utility Budget
23	Bonding and Insurance Scope for Offsite Awarded	\$161,936	Off Sites / Capital Utility Budget
26	Offsite Telus and Shaw Redline IFCs	\$53,162	Off Sites / Capital Utility Budget
27	Manhole Extension	\$73,801	Off Sites / Capital Utility Budget
28	Kelly Sanitary	\$26,985	Off Sites / Capital Utility Budget
29	Kingsway Sanitary Conflict	\$60,745	Off Sites / Capital Utility Budget
30	Watermain Kelly and Mary Hill	\$17,954	Off Sites / Capital Utility Budget
31	Kelly Watermain extension	\$11,249	Off Sites / Capital Utility Budget
	SUB-TOTAL	\$5,528,990	
	TOTAL CHANGE ORDERS	\$8,831,864	

7.0 *Project Budget (continued)*

Project Contingency

Design and Construction Contingency – The design and construction contingency is being managed by the Design-Builder and forms part of the DBC. Any changes to the Design and Construction Budget will have been a result of an Owner originated Change Order.

Claims Management

There were no formal claims that we are aware of during this reporting period.

8.0 **PROJECT SCHEDULE**

Construction Progress (October End 2019)

We conducted multiple site inspections throughout October 2019. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1A: Participant Ice:** Minor deficiencies and final staff training is ongoing.
- **Phase 1B: Leisure Ice and Library:** Minor deficiencies and final staff training is ongoing.
- **Phase 1C Aquatic and Fitness Centre, All Age and Admin Areas:** Pool waterproofing, testing fit-out is ongoing. Fitness Centre minor deficiencies and staff training are ongoing.

We received a copy of the Design-Builder's updated schedule – ***“Port Coquitlam Community Recreation Complex – Owner's Schedule: October 17th 2019 - Update”***.

The critical path activity runs through the earthworks, foundations and parkade structure, followed by hard and soft landscaping activities, and Phase 2ABC Occupancy.

This schedule forecasts that Rink 1 will be available last summer / early fall 2021; the large multipurpose room, gymnasium and daycare will be available early fall 2021, followed by the parkade and external sports courts in late fall 2021.

We will continue to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact Substantial Performance.

Please refer to Appendix 2 of this report for progress photographs recording construction activities during October 2019.

8.0 Project Schedule (continued)

Monthly Look Ahead

During November 2019, the following key construction activities are scheduled (based on **“Port Coquitlam Community Recreation Complex – Owner’s Schedule: October 17th 2019 - Update”**).

- **Phase 1ABC – Rinks 2&3, Library and Div 9**
 - Close out Construction Deficiencies; and
 - Complete final staff training;

- **Phase 1C – Aquatics and Fitness Area**
 - Fitness Centre – Complete all construction activities and staff training;
 - Aquatics – Continue with pool tile; and
 - Aquatics – Complete millwork installation.

- **Phase 2**
 - Continue with make-safe and demolition;
 - Complete library demolition;
 - Continue Phase 2ABC bulk excavation; and
 - Commence Phase 2ABC pile driving.

9.0 QUALITY ASSURANCE & QUALITY CONTROL

Construction Inspection & Monitoring

The Design-Builder is implementing a Quality Assurance and Quality Control (QAQC) program through the design and construction of the project. We are working closely with the Design-Builder and provide random audits of that program, review and opine on independent testing, physically review the quality of the construction activities, identify key inspections and tests that are completed, witness critical construction activities and collaborate with the Design-Builder to ensure optimum quality is achieved and maintained at all stages of the project.

We received a copy of Architect 49’s Letter of Construction Conformance, dated November 8, 2019. The Lead Consultant has confirmed that the works on site are progressing generally in accordance with the IFC drawings, specifications and building permits issued to date. A copy of the Letter of Assurance is included in Appendix 6 of this report

We did not receive a copy of BMZ’s Construction Review during this reporting period from the Design-Builder.

We did not receive a copy of Smith and Anderson’s Job Report during this reporting period from the Design-Builder.

We did not receive a copy of WSP’s Mechanical and Plumbing Field Report during this reporting period from the Design-Builder.

9.0 *Quality Assurance & Quality Control (continued)*

We performed multiple site inspections during October 2019 to witness and monitor the progress of the works. Please refer to Appendix 3 of this report for copies of the Site Inspection Reports for this reporting period. Please refer to historic monthly progress reports for commentary on various QAQC inspection and monitoring activities, relative to specific reporting periods.

10.0 SAFETY AND ENVIRONMENTAL

On March 1, 2019 there was an accident on site where a crane truck tipped over. No one was hurt. WorkSafe BC attended site and investigated. A copy of the WorkSafe BC Report will be provided to the Owner. To date, this has not been received.

On April 8, 2019 there was an accident on site where a dump truck hit overhead lines on Kelly Avenue. No one was hurt. WorkSafe BC attended site and investigated. A copy of the WorkSafe BC Report will be provided to the Owner. To date, this has not been received.

The Design-Builder has confirmed that all trade incidents have been closed with WorkSafe BC.

The Design-Builder has a full-time security guard on site.

No incidents were reported during this reporting period.

11.0 AREAS OF CONCERN & OUTSTANDING ISSUES

In general, all issues and actions raised within meetings and communications during October 2019 have been addressed or remain ongoing as part of the forthcoming design, procurement and construction phases.

The Design-Builder has re-scheduled the Phase 2 scope of work. The timely completion of the earthworks, foundations and package structure is critical in order for the Substantial Performance date of October 15, 2021 to be achieved.

APPENDIX 1

Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: October 17th 2019 - Update



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
October 17th 2019 - Update

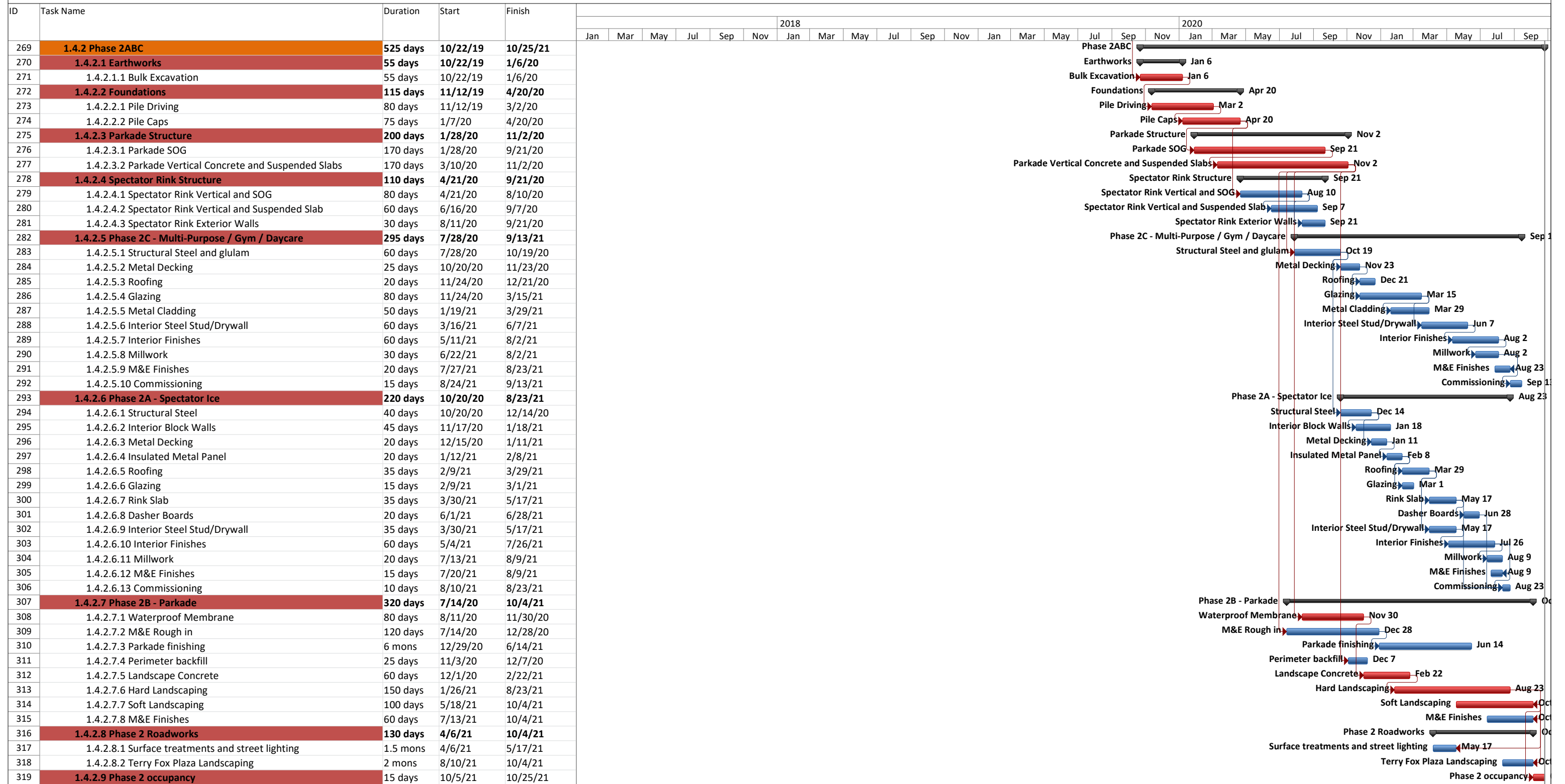
Ventana Construction Corporation
3875 Henning Dr. || Burnaby, BC || V5C 6N5
Office 604.291.9000
Fax 604.291.9992
Web VentanaConstruction.com

ID	Task Name	Duration	Start	Finish	2018												2019												2020											
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep							
1	1 Port Coquitlam Recreation Centre	1194 days?	2/24/17	10/25/21	Centre																																			
2	1.1 Design Phases	144 days	2/24/17	9/20/17	Design Phases																																			
3	1.1.1 Phase 1ABC - Groundworks	55 days	2/24/17	5/12/17	Groundworks																																			
9	1.1.2 Pile tender and award	60 days	6/26/17	9/20/17	Pile tender and award																																			
13	1.2 Phase 1ABC - Design - Structure	649 days	2/24/17	9/23/19	Structure																																			
14	1.2.1 Formwork/Reinforcing	190 days	2/24/17	11/27/17	Reinforcing																																			
19	1.2.2 Structural Steel & Glulam	90 days	9/22/17	2/2/18	Structural Steel & Glulam																																			
24	1.2.3 Phase 1ABC - Design - Balance	329 days	5/8/17	8/31/18	Design - Balance																																			
34	1.2.4 Phase 2ABC - Design	249 days	10/2/18	9/23/19	Phase 2ABC - Design																																			
35	1.2.4.1 IFT Drawings	0 days	10/2/18	10/2/18	IFT Drawings																																			
36	1.2.4.2 Internal Review and Revisions	6 mons	10/3/18	3/26/19	Internal Review and Revisions																																			
37	1.2.4.3 Full BP Submission and review	139 days	12/14/18	7/1/19	Full BP Submission and review																																			
38	1.2.4.4 Tender	40 days	7/30/19	9/23/19	Tender																																			
39	1.2.4.5 IFC Drawings	10 days	8/27/19	9/9/19	IFC Drawings																																			
40	1.3 Construction Phases	613 days?	9/5/17	2/4/20	Construction Phases																																			
41	1.3.1 Phase 1AB	499.5 days?	9/5/17	8/29/19	Phase 1AB																																			
217	1.3.2 Phase 1C	541 days	12/18/17	2/4/20	Phase 1C																																			
218	1.3.2.1 Piling	20 days	12/18/17	1/18/18	Piling																																			
220	1.3.2.2 Pool and Fitness Area	303 days	6/4/18	8/12/19	Pool and Fitness Area																																			
221	1.3.2.2.1 Pool Foundations	60 days	6/4/18	8/28/18	Pool Foundations																																			
222	1.3.2.2.2 level 1 suspended fitness	20 days	8/29/18	9/26/18	level 1 suspended fitness																																			
223	1.3.2.2.3 Pool Piping/Electrical	50 days	6/4/18	8/14/18	Pool Piping/Electrical																																			
224	1.3.2.2.4 Suspended Deck	20 days	8/15/18	9/12/18	Suspended Deck																																			
225	1.3.2.2.5 Suspended Slab - level 2 fitness	20 days	9/27/18	10/25/18	Suspended Slab - level 2 fitness																																			
226	1.3.2.2.6 Glulams	50 days	11/15/18	1/28/19	Glulams																																			
227	1.3.2.2.7 Interior Block Walls	40 days	11/26/18	1/23/19	Interior Block Walls																																			
228	1.3.2.2.8 metal decking to the pool	15 days	1/29/19	2/18/19	metal decking to the pool																																			
229	1.3.2.2.9 Mechanical and electrical rough-in	75 days	4/9/19	7/22/19	Mechanical and electrical rough-in																																			
230	1.3.2.2.10 Pool tank walls and features Grid 1CJ to 1CP	65 days	4/2/19	7/1/19	Pool tank walls and features Grid 1CJ to 1CP																																			
231	1.3.2.2.11 exterior steel Stud/Densglass	20 days	5/14/19	6/10/19	exterior steel Stud/Densglass																																			
232	1.3.2.2.12 Roofing	20 days	4/2/19	4/29/19	Roofing																																			
233	1.3.2.2.13 Glazing	75 days	4/16/19	7/29/19	Glazing																																			
234	1.3.2.2.14 Metal Cladding	30 days	7/2/19	8/12/19	Metal Cladding																																			
235	1.3.2.3 Pool Interior Finishes	181 days	5/21/19	1/28/20	Pool Interior Finishes																																			
236	1.3.2.3.1 Interior Steel Stud	45 days	5/21/19	7/22/19	Interior Steel Stud																																			
237	1.3.2.3.2 Ceiling finishes	25 days	7/30/19	9/2/19	Ceiling finishes																																			
238	1.3.2.3.3 Interior Finishes	40 days	7/30/19	9/23/19	Interior Finishes																																			
239	1.3.2.3.4 M&E Finishes	40 days	7/30/19	9/23/19	M&E Finishes																																			
240	1.3.2.3.5 Change Room Tile	50 days	7/16/19	9/23/19	Change Room Tile																																			
241	1.3.2.3.6 Millwork	30 days	9/24/19	11/4/19	Millwork																																			
242	1.3.2.3.7 Pool fill test (concrete basin)	15 days	8/28/19	9/17/19	Pool fill test (concrete basin)																																			
243	1.3.2.3.8 Pool tank and deck waterproofing	3 wks	9/25/19	10/15/19	Pool tank and deck waterproofing																																			
244	1.3.2.3.9 Pool fill test	10 days	10/16/19	10/29/19	Pool fill test																																			
245	1.3.2.3.10 Pool tile	50 days	10/30/19	1/7/20	Pool tile																																			
246	1.3.2.3.11 Pool Finishes(Lockers, Grating, Ladders, etc.)	5 days	12/25/19	12/31/19	Pool Finishes(Lockers, Grating, Ladders, etc.)																																			
247	1.3.2.3.12 Pool Commissioning	15 days	1/8/20	1/28/20	Pool Commissioning																																			
248	1.3.2.4 Fitness Interior Finishes (Fitness L1 and L2, L2 Washrooms, L2 Multipurpose)	96.5 days	6/4/19	10/16/19	Fitness Interior Finishes (Fitness L1 and L2, L2 Washrooms, L2 Multipurpose)																																			
256	1.3.2.5 Commissioning	45 days	9/9/19	11/8/19	Commissioning																																			
261	1.3.2.6 Occupancy Process	5 days	1/29/20	2/4/20	Occupancy Process																																			
262	1.4 Phase 2	595 days	7/16/19	10/25/21	Phase 2																																			
263	1.4.1 Demo	102.5 days	7/16/19	12/5/19	Demo																																			
264	1.4.1.1 Existing Rink Abatement	30 days	7/16/19	8/26/19	Existing Rink Abatement																																			
265	1.4.1.2 Additional hazardous material delay	2 wks	8/27/19	9/9/19	Additional hazardous material delay																																			
266	1.4.1.3 Make Safes and Demolition	60 days	9/10/19	12/2/19	Make Safes and Demolition																																			
267	1.4.1.4 Existing library abatement	4 wks	8/29/19	9/26/19	Existing library abatement																																			
268	1.4.1.5 Library make safes and demolition	1 mon	11/7/19	12/5/19	Library make safes and demolition																																			

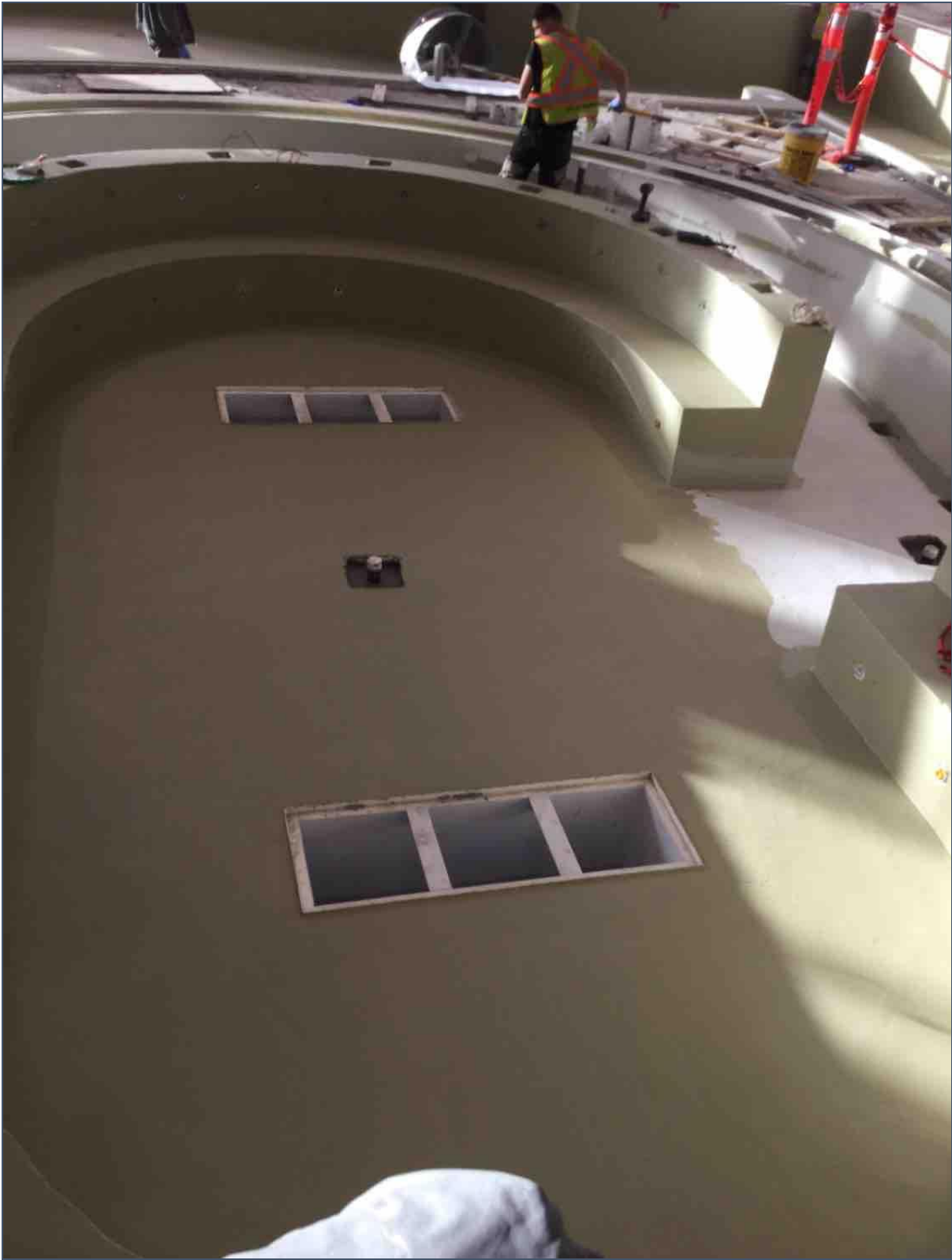


PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE
October 17th 2019 - Update

Ventana Construction Corporation
3875 Henning Dr. || Burnaby, BC || V5C 6N5
Office 604.291.9000
Fax 604.291.9992
Web VentanaConstruction.com



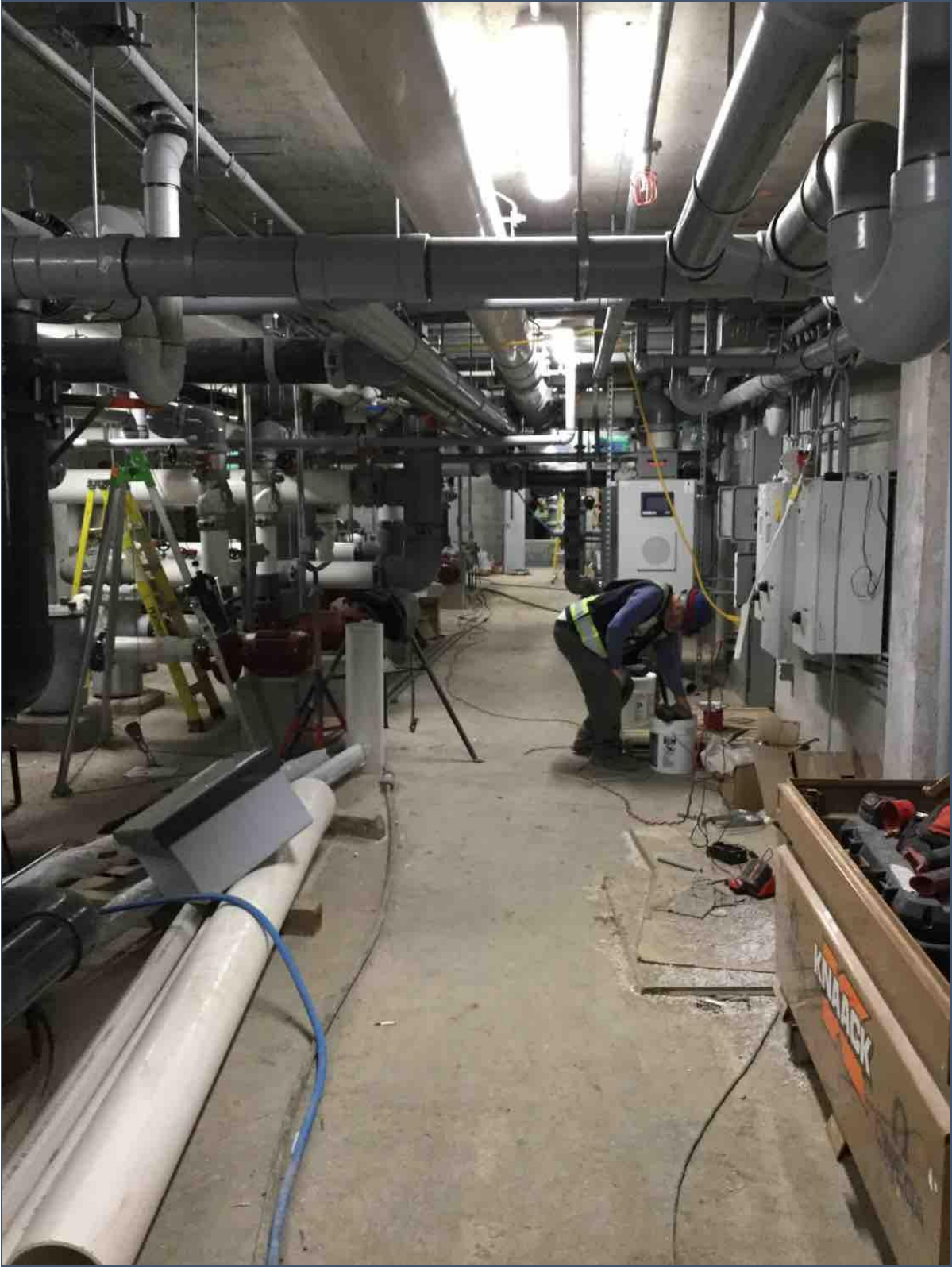
APPENDIX 2
Progress Photographs – October 2019



Phase 1C – Hot tub waterproofing progress



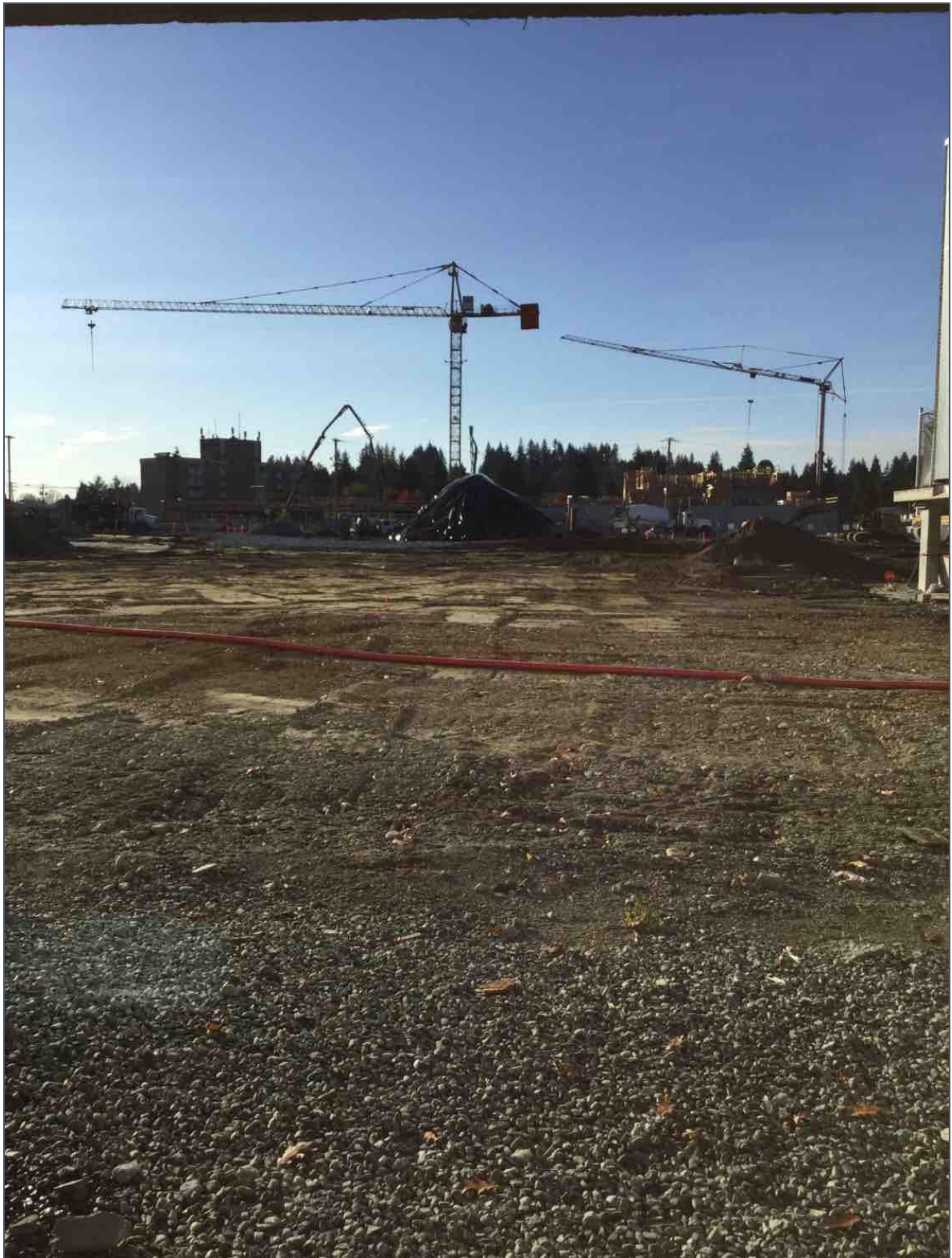
Phase 1C – Lifeguard room glazing



Phase 1C – Pool equipment room



Phase 2 – Old reception demolition



Phase 2 – Old blue arena demolished and slab removed.

APPENDIX 3

Site Inspection Reports: October 2019

Field Review Report



Project: PCCC
 Reporting Date: 2019-09-30
 Prepared By: Alun Lewis

Weather: Sunny: x Rain: Wind: Temperature: High of: 15
 Cloudy: x Snow: Other: Low of: 7

Tango's Staff: (# on site)		Trade Contractor's				
Superintendents	1	Demolition	10	Waterproofing	Painting	2
Engineers		Site Work		Scaffolding	Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof	Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping	Plumbing	4
Carpenters		Concrete Formwork		Roofing	Mechanical	2
Labourers		Rink prep / conc		Doors & Hardware	Refrigeration	
Operators		Reinforcing Steel		Windows/Glazing	Sprinklers	3
		Structural Steel		Exterior Cladding	Electrical	6
		Metal Decking		SS/Drywall	Controls	
		Masonry		Drywall Taper	Pool Piping	
		Rough Carpentry		Resilient Tile		
		Finish Carpentry		Ceramic Tile	4 Tango's Subtotal	
		Millwork		Elevator	Trade's Subtotal	31
					SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

- Reorting against VCC Sept 16th schedule
- 238 - Interior Finishes - Toilet cubicles to be installed to male & female changerooms
- 240 - Changeroom tile - Areas of floor tiling to complete in changerooms and rooms to W end
- 251 - Interior Finishes - Toilet cubicles to be installed to male & female washrooms
- 252 - Millwork - To be completed to corodinators areas, benches to changerooms
- 254 - PoCo soft move in - Works to be completed prior to move in (toilet partitions, door thresholds, etc)
- No tiling allowance in schedule for hot tub (unless included in pool tile), steam room, or sauna

QAQC

As previously noted and discussed with Ventana

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Demolition	10	2AB - Machine demo of blue arena & changerooms. Demo of green arena, public spaces & offices
Glazing	3	1C - Install frames into steam room & sauna entrances and glaze side light
Ceramic tile	4	1C - Tiling to universal changerroom locker bases and set threshold strips for rooms to W end of pool
Painting	2	1C - Painting nosings & tactile strips to W staircase. Painting 2nd level HVAC ductwork
Plumbing	4	1C - Connections under hot tub. Pool equipment room install
Mechanical	2	1C - Commissioning HVAC for fitness area handover
Electrical	6	1C - Wiring to pool equipment room. Commissioning fitness area

Field Review Report



Project: PCCC
 Reporting Date: 2019-10-21
 Prepared By: Alun Lewis

Weather: Sunny: _____ Rain: x Wind: _____ Temperature: High of: 10
 Cloudy: x Snow: _____ Other: _____ Low of: 8

Trade Contractor's

Superintendents	1	Demolition	9	Waterproofing		Painting	
Engineers		Site Work		Scaffolding		Misc. Specialties	3
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	7
Carpenters		Concrete Formwork		Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel		Windows/Glazing		Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	4
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile	9	Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	32
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reorting against VCC Sept 16th schedule
 238 - Interior Finishes - Toilet cubicles being installed to male & female changerooms. Universal changerooms to commence
 240 - Changeroom tile - Areas of floor tiling to complete in changerooms and rooms to W end
 No tiling allowance in schedule for hot tub (unless included in pool tile), steam room, or sauna

QAQC

As previously noted and discussed with Ventana

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Demolition	9	2AB - Remove insulation from library off site. Commence library demo to SW corner. Demo of blue arena bleachers and foundations and changerroom slabs. Compact ground to seal from weather
Ceramic tile	9	1C - Finish setting gutter angles. Hydro ban to hot tub. Thickset to steam room floor & along W elevation of pool deck
Toilet partitions	3	1C - Install toilet partitions to male & female changerooms
Plumbing	7	1C - Set deck drains around pool. Install pool piping in pool equipment room. Commence insulation install to cast iron pipes in parkade
Electrical	4	1C - Install lights to parkade

Field Review Report



Project: PCCC
 Reporting Date: 2019-10-28
 Prepared By: Alun Lewis

Weather: Sunny: **x** Rain: _____ Wind: _____ Temperature: High of: **11**
 Cloudy: _____ Snow: _____ Other: _____ Low of: **2**

Trade Contractor's

Superintendents	1	Demolition	12	Waterproofing		Painting	
Engineers		Site Work		Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	5
Carpenters		Concrete Formwork		Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel		Windows/Glazing	2	Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	5
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile	9	Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	33
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against VCC Sept 16th schedule
 238 - Interior Finishes - Male & female changerooms to be completed. Universal changerooms to commence
 240 - Changeroom tile - Areas of floor tiling to complete in changerooms and rooms to W end
 No tiling allowance in schedule for hot tub (unless included in pool tile), steam room, or sauna

QAQC

As previously noted and discussed with Ventana
 Appears to be a leak to the SE corner of the hot tub, even with the hydro-ban installed. Talking with tiling contractor, he has been asked if he can do something to stop this leak. This is not what hydro-ban is for and the area should be re-investigated and corrected by the concrete contractor

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Demolition	12	2AB - Demolition of library. Demolition of green arena
Glazing	2	1C - Install glass to S elevation openings of pool
Ceramic tile	9	1C - Thickset to pool deck. Grind down high spots to walls and slab of pool. Commence tiling to W elevation of pool deck
Plumbing	5	1C - Install deck drains & line & level around hot tub. Commence work on chlorine storage room
Electrical	5	1C - Wiring to pool equipment room panels. Install hanbd driers to change rooms

APPENDIX 4

Certificate of Payment No.34: November 13, 2019

CERTIFICATE OF PAYMENT : No. 34 (Progress Claim 35)





PROJECT: City of Port Coquitlam Community Centre	FILE: 3 - 9308
LOCATION: 2150 Wilson Ave, Port Coquitlam, BC	INSPECTION DATE: 31-Oct-19
	CERTIFICATE DATE: 13-Nov-19

Owner The City of Port Coquitlam 2580 Shaughnessy St Port Coquitlam, BC V3C 3G3 Attention: Ms. Kristen Dixon	Design-Builder Ventana Construction (Poco) Corp. 3875 Henning Dr. Burnaby, BC V5C 6N5 Attention: Mr. Andrew Cameron
---	--

		Contract Price	Change orders	Revised Contract Price
Total Contract Amount		\$ 116,717,000	\$ 8,831,863	\$ 125,548,863

PAYMENT CALCULATION	Gross Amount to Date	Previous Period	Gross Amount This Period	Holdback	Net Payment This Period
Total Work Completed	\$ 82,404,351	\$ 80,548,859	\$ 1,855,492	\$ 185,549	\$ 1,669,943
Total Work Completed	\$ 82,404,351	\$ 80,548,859	\$ 1,855,492	\$ 185,549	\$ 1,669,943
Add: Holdback Released	\$ 1,002,729	(1,002,729)	\$ 0	\$ 0	\$ 0
Current Net Payable			\$ 1,855,492	\$ 185,549	\$ 1,669,943
Plus GST (5.0%) on Net Payable					\$ 83,497
Total Current Payable Amount					\$ 1,753,440
Holdback Retained to Date (incl. this Certificate)					\$ 6,737,706
Total GST Paid to Date (incl. this Certificate)					\$ 3,533,332
PROJECT COST TO COMPLETE					\$ 43,144,513

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$1,753,440 (incl. GST) will be due to the Design Builder after the City of Port Coquitlam's Representative has given approval for payment for work completed during the period ending October 31, 2019. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$185,549. The total holdback retained to date is \$6,737,706 and the total GST paid to date is \$3,533,332 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$43,144,513 (Not incl. GST & holdback).

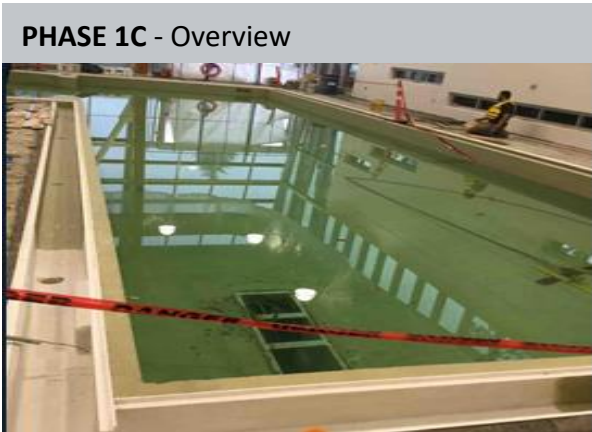
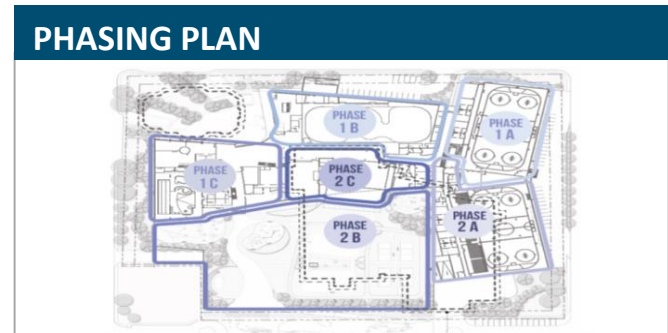
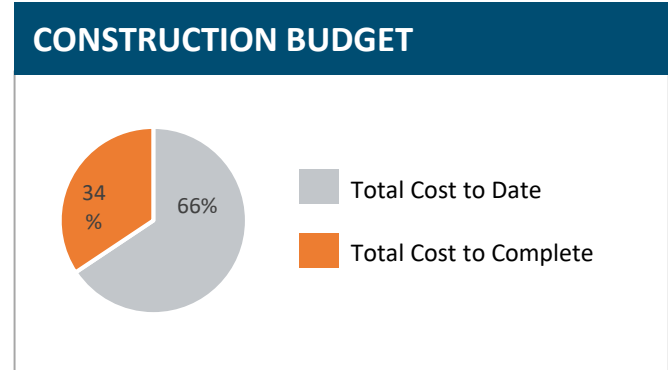
CERTIFIED BY: 	REVIEWED BY: 
Per: Neil Murray, MRICS Associate Director	Per: Rob Wilson, MRICS, PQS Director

APPENDIX 5
Project Dashboard – October 31, 2019

PROJECT DASH BOARD

Updated: 2019-10-31

PROJECT SCHEDULE							
Task / Activity	Start	Finish	2017	2018	2019	2020	2021
Design	Dec-16	Apr-19	[Bar]				
Permits	Feb-17	Jul-19	[Bar]				
Procurement	Feb-17	May-19	[Bar]				
Phase 1A - Participant Ice	Mar-17	Jul-19	[Bar]				
Phase 1B - Leisure Ice & Library	Apr-17	Jul-19	[Bar]				
Phase 1C - Aquatics, Fitness, All Age & Admin	Aug-17	Dec-19	[Bar]				
Phase 2A - Spectator Ice	Oct-19	Sep-21				[Bar]	
Phase 2B - Underground Parking	Oct-20	Oct-21				[Bar]	
Phase 2C - MP, Flex Hall & Child Care	Jan-20	Sep-21				[Bar]	



APPENDIX 6

Architecture 49 Letter of Construction Conformance: November 8, 2019



Architecture49 Inc.
270 - 1075 West Georgia
Vancouver BC
V6E 3C9

T 1.604.736.5329
F 1.604.736.1519
architecture49.com

November 8, 2019

Tango Management Group
2288 Manitoba Street
Vancouver, BC V5Y 4B5

Attention: Lewis Reilly, Director
lreilly@tangomanagment.ca

Reference: Port Coquitlam Community Centre, Port Coquitlam, BC

To Whom It May Concern:

We reviewed the project on site on October 4th and 28th, 2019, and, via photographs, site visits, consultant site/field observation reports, contractor/sub-contractor inspection reports (if provided) and, ongoing correspondence with the site supervisor to date, to the best of our knowledge, the work is progressing generally in conformance with the project IFC drawings, specifications and building permits issued to date.

Sincerely,
ARCHITECTURE49 INC.

Stella Nicolet, Architect AIBC, AAA, AIA, LEED AP BD+C, CCCA, CCA
Managing Principal

APPENDIX 7

Occupancy Coordination Meeting Minutes No. 12, 13 & 14

Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.12
Date: October 1, 2019
Time: 10:00am
Location: PCCC - Boardroom
Attendees: Lewis Reilly (Chair),
 Lori Bowie – PoCo
 Joseph Lenz - VCC
Regrets: Alun Lewis – TMG
 Rana McClean, Yvonne Comfort – PoCo
 Jerry Brouwer – VCC
Distribution: Kristen Dixon – PoCo
 Andrew Cameron - VCC

ITEM

SUBJECT

- | ITEM | SUBJECT |
|------------|---|
| 1.0 | Design |
| 1.1 | (From previous minutes) Phase 2 - Offsite and Landscaping Design Meeting to be set up in early September. Meeting held on September 26, 2019. Action – VCC submit updated civil and landscaping design to PoCo sometime mid-Oct. |
| 1.2 | Phase 2 User Group Meeting was held on September 30, 2019. PoCo to review all comments and advise VCC in due course. |
| 1.3 | Phase 2 IFC Review Drawings uploaded. Action - PoCo to review and provide comments. |
| 1.4 | Offsite Design Commercial Review of offside costs. Action – PoCo to set up a meeting with Andrew Cameron of VCC. |

2.0 Schedule

- | | |
|-----|---|
| 2.1 | <u>Fitness, Washroom and L2 MP</u>
Soft Move-In: September 27, 2019. City of PoCo Building Department reviewing the space on October 4, 2019.
Occupancy and Handover – October 16, 2019 |
| 2.2 | <u>Aquatics</u>
Occupancy and Handover – February 4, 2019 |

3.0 Occupancy Permits

- 3.1 PoCo Building Department confirmed that A49 and Consultant letters will suffice in lieu of schedules for Occupancy for these areas.
- 3.2 Meeting to be setup by VCC for all relevant parties to review the guardrail design for the complete facility.

4.0 Operating Permits

- 4.1 FHA Operating Permit required for Aquatics. PoCo to contact FHA late Dec/early Jan to coordinate inspections.

5.0 Training / O&M

- 5.1 Training: Final training for Phase 1AB and any additional training for Phase 1C to be scheduled. **Action – VCC/PoCo to coordinate.**
- 5.2 O&M – Phase 1C handover to be set up by VCC. **Action – VCC to confirm.**
- 5.3 Phase 1AB – AB Drawings not received. **Action – VCC to confirm.**

6.0 FFE Awards

- 6.1 PJS - AV and Sound – install schedule. **Complete October 11, 2019.**
- 6.2 Fitness Equipment – install schedule **November end install.**
- 6.3 Staples/Global – install schedule **TBC for small MP room.**

7.0 Deficiencies

- 7.1 Update on Phase 1C Construction Deficiencies. **Action - Mike and Alun to close out as per phase 1AB process.**

8.0 AOB

- 8.1 Update on Phase 1AB Construction Deficiencies. **Action – VCC to confirm**
- 8.2 Update on Phase 1AB Warranty Items. **Action – PoCo/VCC to coordinate status.**
- 8.3 Temporary Dry Change Rooms. **Action - lock and stick rack to be completed before use.**

NEXT MEETING: October 8, 2019 – 10.00am (PCCC – Boardroom)

These minutes are an accurate account of the discussions and decisions reached during this meeting. Lewis Reilly is to be advised of any discrepancies within three (3) days of distribution

Recorded by: Lewis Reilly – Tango Management

Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.13
Date: October 3, 2019
Time: 10:00am
Location: PCCC - Boardroom
Attendees: Lewis Reilly (Chair), Alun Lewis - TMG,
 Rana McClean – PoCo
 Joseph Lenz - VCC
Regrets: Lori Bowie, Yvonne Comfort – PoCo
 Jerry Brouwer – VCC
Distribution: Kristen Dixon – PoCo
 Andrew Cameron - VCC

ITEM

SUBJECT

- | ITEM | SUBJECT |
|------------|---|
| 1.0 | Design |
| 1.1 | (From previous minutes) Phase 2 - Offsite and Landscaping Design Meeting to be set up in early September. Meeting held on September 26, 2019. Action – VCC submit updated civil and landscaping design to PoCo sometime mid-Oct. |
| 1.2 | Phase 2 User Group Meeting was held on September 30, 2019. PoCo to review all comments and advise VCC. |
| 1.3 | Phase 2 IFC Review Drawings uploaded. Action – VCC reviewing drawings to ensure all PoCo comments were incorporated into the package. |
| 1.4 | Additional showers requested in Change Rooms 1B114 & 1B115. Action – PoCo to review and provide VCC with direction. |
| 1.5 | Rink 3 Zamboni Rooms drainage design. Action – Further review and action is required to remedy the current drainage challenges. |
| 1.6 | Main Reception Secure Room. Action – VCC to arrange coordination meeting to agree on revised layout. |

2.0 Schedule

- 2.1 **Fitness, Washroom and L2 MP**
 City of PoCo Building Department reviewed the space on October 4, 2019. Confirmed as no perceived issues.
 Occupancy and Handover – **October 16, 2019**

2.2 Aquatics

Occupancy and Handover – **February 4, 2019**

- 2.3 *PoCo requested if VCC could investigate starting the Main Entry Plaza development earlier than currently scheduled and to identify when the build-out of the Feature Dressing can commence.*

3.0 **Occupancy Permits**

- 3.1 PoCo Building Department confirmed that A49 and Consultant letters will suffice in lieu of schedules for Occupancy for these areas.
- 3.2 ~~Meeting to be setup by VCC for all relevant parties to review the guardrail design for the complete facility. Complete.~~

4.0 **Operating Permits**

- 4.1 FHA Operating Permit required for Aquatics. PoCo to contact FHA late Dec/early Jan to coordinate inspections.

5.0 **Training / O&M**

- 5.1 Training: Final training for Phase 1AB and any additional training for Phase 1C to be scheduled. **Action – VCC/PoCo to coordinate final mechanical training for specific items.**
- 5.2 O&M – Phase 1C handover to be set up by VCC. **Action – PoCo to confirm receipt and download of information.**
- 5.3 Phase 1AB – AB Drawings not received. **Action – VCC to provide.**

6.0 **FFE Awards**

- 6.1 PJS - AV and Sound – install schedule. **Complete October 11, 2019.**
- 6.2 Fitness Equipment – install schedule **TBC**
- 6.3 Staples/Global – install schedule **TBC for small MP room.**

7.0 **Deficiencies**

- 7.1 Update on Phase 1C Construction Deficiencies. **Action - Mike and Alun to close out as per phase 1AB process.**

8.0 AOB

- 8.1 Update on Phase 1AB Construction Deficiencies. **Action - Mike and Alun to close out**
- 8.2 Update on Phase 1AB Warranty Items. **Action – PoCo/VCC to coordinate status.**
- 8.3 ~~Temporary Dry Change Rooms. **Action – lock and stick rack to be completed before use.**~~

NEXT MEETING: October 15, 2019 – 10.00am (PCCC – Boardroom)

These minutes are an accurate account of the discussions and decisions reached during this meeting. Lewis Reilly is to be advised of any discrepancies within three (3) days of distribution

Recorded by: Lewis Reilly – Tango Management

DRAFT

Port Coquitlam Community Centre Occupancy Coordination Meeting Minutes

Meeting No: Meeting No.14
Date: October 15, 2019
Time: 10:00am
Location: PCCC - Boardroom
Attendees: Lewis Reilly (Chair), Alun Lewis - TMG,
 Yvonne Comfort – PoCo
 Joseph Lenz - VCC
Regrets: Lori Bowie, Rana McClean – PoCo
 Jerry Brouwer – VCC
Distribution: Kristen Dixon – PoCo
 Andrew Cameron - VCC

ITEM

SUBJECT

- | ITEM | SUBJECT |
|----------------|--|
| 1.0 | Design |
| 1.1 | (From previous minutes) Phase 2 - Offsite and Landscaping Design Meeting to be set up in early September. Meeting held on September 26, 2019. Action – VCC submit updated civil and landscaping design to PoCo sometime mid-Oct. VCC to review and share. |
| 1.2 | Phase 2 User Group Meeting was held on September 30, 2019. PoCo to review all comments and advise VCC. |
| 1.3 | Phase 2 IFC Review Drawings uploaded. Action – VCC reviewing drawings to ensure all PoCo comments were incorporated into the package. |
| 1.4 | Additional showers requested in Change Rooms 1B114 & 1B115. Action – PoCo to review and provide VCC with direction. |
| 1.5 | Rink 3 Zamboni Rooms drainage design. Action – Further review and action is required to remedy the current drainage challenges. Follow up required during dry floor season. |
| 1.6 | Main Reception Secure Room. Action – VCC to arrange coordination meeting to agree on revised layout. |

2.0 Schedule

- | | |
|----------------|--|
| 2.1 | <u>Fitness, Washroom and L2 MP</u> |
| 2.2 | City of PoCo Building Department reviewed the space on October 4, 2019. Confirmed as no perceived issues. |
| | Occupancy and Handover – October 16, 2019 Action – VCC to send through final letter to PoCo. Small MP Room – Expected Oct 18th. |

2.3 Aquatics

Occupancy and Handover – **February 4, 2019**

- 2.3 *PoCo requested if VCC could investigate starting the Main Entry Plaza development earlier than currently scheduled and to identify when the build-out of the Feature Dressing can commence.*

3.0 **Occupancy Permits**

- 3.1 PoCo Building Department confirmed that A49 and Consultant letters will suffice in lieu of schedules for Occupancy for these areas.
- 3.2 ~~Meeting to be setup by VCC for all relevant parties to review the guardrail design for the complete facility. Complete.~~

4.0 **Operating Permits**

- 4.1 FHA Operating Permit required for Aquatics. PoCo to contact FHA late Dec/early Jan to coordinate inspections.

5.0 **Training / O&M**

- 5.1 Training: Final training for Phase 1AB and any additional training for Phase 1C to be scheduled. **Action – VCC/PoCo to coordinate final mechanical training for specific items. Rana to advise.**
- 5.2 O&M – Phase 1C handover to be set up by VCC. **Action – PoCo to confirm receipt and download of information.**
- 5.3 Phase 1AB – AB Drawings not received. **Action – VCC to provide.**

6.0 **FFE Awards**

- 6.1 PJS - AV and Sound – install schedule. **Complete October 11, 2019. Training to be set up. TMG to arrange.**
- 6.2 Fitness Equipment – install schedule **TBC**
- 6.3 Staples/Global – install schedule **TBC for small MP room.**

7.0 **Deficiencies**

- 7.1 Update on Phase 1C Construction Deficiencies. **Action - Mike and Alun to close out as per phase 1AB process.**

8.0 AOB

- 8.1 Update on Phase 1AB Construction Deficiencies. **Action - Mike and Alun to close out**
- 8.2 Update on Phase 1AB Warranty Items. **Action – PoCo/VCC to coordinate status.**
- ~~8.3 Temporary Dry Change Rooms. **Action – lock and stick rack to be completed before use.**~~
- 8.4 Clocks – **Action - VCC to provide proposed layout for review and sign off.**

NEXT MEETING: TBC. VCC to setup Monthly Owners Construction Meetings starting mid Nov, 2019.

These minutes are an accurate account of the discussions and decisions reached during this meeting. Lewis Reilly is to be advised of any discrepancies within three (3) days of distribution

Recorded by: Lewis Reilly – Tango Management

DRAFT