

MINUTES

WIMS Ref.

SERVICE: ZNT_____ W: CITY/PLACE/TOWN/ NAME OF INSTITUTION: SERVICE DESCRIPTION**KZN DEPARTMENT OF PUBLIC WORKS****MINUTES OF SITE MEETING NO.
HELD ON (DATE).....****PRESENT**

NAMES	POSITION	REPRESENTING	INITIALS
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APOLOGIES

NAMES	POSITION	REPRESENTING	INITIALS
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CONTRACT PARTICULARS

Contract Commencement Date	:	
Construction Period	:	____ Months
Due date for Contract Completion	:	
Extension Of Construction Period Granted	:	____ Working Days
Revised Completion Date	:	
Contract Sum	:	R
Amount Certified To Date	:	R
Percentage Time Elapsed	:	____%
Percentage Money Spent	:	____%

1. CONFIRMATION OF PREVIOUS MEETING MINUTES
2. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING (S)
ACTION
3. CONTRACTOR'S REPORT
 - 3.1 Progress

List building types, borehole, external Works etc. and give estimated percentage work completed.
 - 3.2 Equipment, Material And Labour *(Schedules are to be retained by the Architect and are not to be attached to the minutes)*
 - 3.3 Sub-Contractors
 - 3.4 Information Required
4. MATTERS RAISED BY CLIENT DEPARTMENT OF
5. MATTERS RAISED BY DEPARTMENT OF PUBLIC WORKS
6. MATTERS RAISED BY CONSULTANTS
 - 7.1. Architect
 - 7.2. Quantity Surveyor
 - 7.3. Structural / Civil Engineer
 - 7.4. Electrical / Mechanical Engineer
8. DELAYS
9. SITE INSTRUCTIONS
10. VARIATION ORDERS
11. GENERAL
12. DATE OF NEXT MEETING

13 DISTRIBUTION OF MINUTES

Institution / Practice Attention: Mr / Mrs / Ms _____ No. of copies.

SIGNED: **DATE:**