



Example Project PROMAN

construction meeting No.: 003

Date of Issue: 30.06.2021
Date of Meeting: 26.08.2021
Time: from: 09:00 to: 11:00

Project-no.: Ex.Proj
Doc.-no.: Ex.Proj/CM/003
Chairman: Waldherr

Participants:

Name	Function	Company	Phone	Present	Distributor	Temporary
Waldherr	PS	GPS	+43 6769182356	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Aichberg	BM	Holzer Bau	+43 31124444241	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Busch	ET	Busch & Czerny	+43 316654345	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Keppler	BH	Flughafenbetrieb	+43 6649898567	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Ecker	BK	Leitner	+43 69910203345	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Müller	PS	GPS	+43 31639222014	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Frank	BH	Flughafenbetrieb	+43 6649898566	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Schnatter	PS	GPS	+43 6769182734	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Höchtl	BH	Flughafenbetrieb	+43 3166789115	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Rauscher	BM	Holzer Bau	+43 31124444212	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mattersberger	GP	Planconsult	+43 6644223322	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Пеццеи		Проман Софтваре	+381 11 715 6943	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

The deadline for objection or opposition to this protocol is **4 business days** after delivery. After expiry of this period without objection or protest, the minutes shall be deemed accepted.

Next Meeting: Number: 004
Date: 02.09.2021
Time: from 09:00 till 11:00
Meetingplace: at the building site

Subject	Short / Text	cr	Responsible	Deadline
01	General			
001.001	Approval moving masts			open
001 / 12.08.2021	There are two masts in the construction area. The approval for the relocation of the masts will take place from next month at the earliest.		All project partners	
002 / 19.08.2021	A proposal for the cable routing in the mast has been worked out. This is to be checked by the company Schilling (coordination by Mr. Busch). Furthermore, the static calculations of the company Schilling are to be provided.		Busch	
003 / 26.08.2021	The mast structural analysis and the reinforcement plans for the mast foundations are still ongoing. The excavation pits for the foundations are being constructed by the construction company.		Пеццей Busch	29.08.2021

01.01	Security			
001.002	Safety training			open
001 / 12.08.2021	The security training for entering the apron will take place on Monday, in the airport building.		All project partners	20.08.2021
002 / 19.08.2021			All project partners	23.08.2021

01.02	Authorizations			
001.003	Notices			open
001 / 12.08.2021	According to Mr. Frank, the notices from Graz Region will go to the operating company. Mr. Frank will immediately distribute them to the project partners.		Frank	14.08.2021
002 / 19.08.2021	Notice of Establishment Permit has been distributed by Mr. Frank. <ul style="list-style-type: none"> • Notices still outstanding: • water right • Restriction of operation • moving mast 		Frank	29.08.2021

Subject	Short / Text	cr	Responsible	Deadline
	<ul style="list-style-type: none"> Luggage conveyor system 			
003 / 26.08.2021	Notice for operation restriction was handed over by the operating company to the construction supervisor.		Frank	29.08.2021

03		Local construction supervision		
002.001	Decommissioning hydrant line			open
002 / 19.08.2021	Mr. Mattersberger has received a verbal commitment in advance regarding the decommissioning of the hydrant line crossing the construction field. A written confirmation by the municipality of Feldberg must be awaited.		Frank Mattersberger	27.08.2021
003 / 26.08.2021	The statement of the municipality Feldberg is still pending.		Frank Mattersberger	21.08.2021

002.002	Building board			open
002 / 19.08.2021	A preliminary copy of the construction panel layout is sent to the construction company and the construction supervisor.		Mattersberger	28.08.2021
003 / 26.08.2021	General planner hands over the layout in the next construction meeting. The rendering had to be redone.		Mattersberger	29.08.2021

04 Supervision

Subject	Short / Text	cr	Responsible	Deadline
002.003 002 / 19.08.2021	<p>Construction site pass</p> <p>The operating company determines that construction site passes are required. These will be issued by the site supervision. The exact issuing procedure for the individual trades is yet to be announced by the construction supervision.</p>		Schnatter	open 27.08.2021
003 / 26.08.2021	<p>No construction site passes are issued. Instead, the contracted companies must continuously submit up-to-date lists of employees to the construction supervision (name, birthday, from-to at the construction site). The construction supervisor will check this information on a random basis.</p>		All participants	
<hr/>				
05	Building execution			
001.006 001 / 12.08.2021	<p>Construction process</p> <p>The construction schedule proposed by the contractor for the next two weeks includes the following activities:</p> <ul style="list-style-type: none"> • Preparation of the construction schedule • Establishing the construction fence • Establishing the container settlement • Exposure of the crane • Signage • obtaining and checking the bomb cadastre 		All participants	open
002 / 19.08.2021	<p>In week 35:</p> <ul style="list-style-type: none"> • installation of the fixed and the temporary construction fence • Establishment of container settlement • installation of the crane <p>In week 36:</p> <ul style="list-style-type: none"> • delivery of construction equipment • Start of demolition of concrete surfaces on Monday 		All participants	
003 / 26.08.2021	<p>Welding work is required to erect the construction fence on the apron. The construction company must obtain approval from the operating company for this.</p>		Rauscher	05.09.2021

Attributes: annotation:additional costs, schedule change

Subject	Short / Text	cr	Responsible	Deadline
002.004 002 / 19.08.2021	<p>Pending documents</p> <p>The following documents/confirmations shall be submitted to the building inspector:</p> <ul style="list-style-type: none"> • K7 sheets • Bidder Gap Schedule • Signed plans • confirmation of mass inspection 		Rauscher	open 13.09.2021
002.005 002 / 19.08.2021	<p>Construction schedule</p> <p>The construction company will present the construction schedule at the next construction meeting. Before that, it will be coordinated with the construction supervision on Monday 9:00.</p>		Schnatter ➔ Rauscher	open 28.08.2021
003 / 26.08.2021	<p>Preliminary draft of the construction schedule was submitted. Agreed version will be distributed in a week.</p> <p>Attributes: annotation:additional costs</p>		Schnatter ➔ Rauscher	28.08.2021
003.001	<p>Example of defect recording</p> <p>As an example of capturing defects with the built-in image editing tool.</p>		Aichberg	open

Subject	Short / Text	cr Responsible	Deadline
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Image 1: CIMG5000.jpg

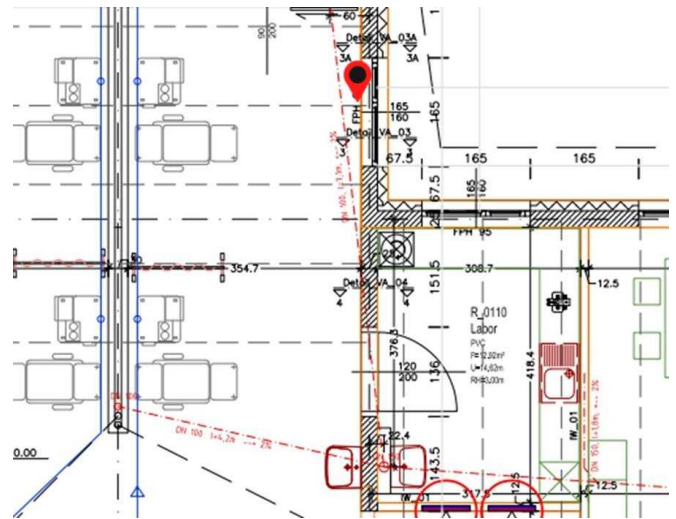


Image 2: r2u0anaw.jpg

003.002	Example for attachments in report items		open
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At each report item, documents can be attached. When sending the report with an email from the program these files are sent with it.

Documents: 003.002/1 Residential complex.pdf

003.003	Security		open
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In case of accessibility to the construction site by third parties due to unclosed construction fence, the construction company shall provide security during working hours.

➔ Rauscher

05.09.2021

Subject	Short / Text	cr Responsible	Deadline
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