

<p>This Site Memorandum confirms a variation of the Works following oral instructions, an inspection of site operations or the issuance of new or revised documents for construction. Unless stated otherwise, it shall be treated as an Instruction to carry out works as authorised by Architects Instruction F-620 dated 12 March 2014. Where applicable, it includes provision for distribution to all relevant members of the client/design/construction team and the Antiquities and Monuments Office.</p>	<p style="text-align: center;">Site Memorandum No. 986</p> <p style="text-align: center;">Date: 4th November 2016</p>				
<p>To: Gammon Construction Limited For the attention of: Cliff Leung</p>					
<p>Subject: Non-Compliance, Smoking in Block 3 Third Floor</p>	<p>A.I. no: F-620</p>				
<p>During a site walk on 2nd November 2016, we observed a worker was smoking in the temporary foreman office on Block 3 third floor east kitchen.</p> <p>We immediately reported the incident together with the worker's safety card record to GCL's safety officer for his action.</p> <p>The Management Contractor and the Works Package Contractor are required to:</p> <ol style="list-style-type: none"> 1) Remind all site personnel of the no smoking rules. 2) Ensure the no smoking rule is effectively enforced. 3) Ensure the site is managed in a safe manner. 					
<p>Heritage Impact: NIL</p> <p>Proposed Mitigation Measures: NIL</p> <p>Justification: N/A</p>					
<p>Variation: N</p> <p>Cost implication: N</p>	<p>RLB Cost estimate: HKD Initials: Date:</p>	<p>JCCPS approved/rejected Initials: Date:</p>			
<p>Copies to:</p>					
√	Employer JCCPS	√	Structural Eng Arup		
√	Quantity Surveyor RLB	√	Services Eng JRP	√	Environmental Management ERM
√	Contract Administrator RDA	√	Design Consultant HdM		Antiquities & Monuments Office AMO
√	Resident Architect RDA			√	For Purcell 

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To: Gammon Construction Limited For the attention of: Cliff Leung

Subject: Non-Compliance, Smoking and Urinating in Block 3 First Floor

A.I. no: F-620

During a site walk on 4th November 2016, we observed signs of urinating and smoking in Block 3 First Floor in rooms where timber floor boards are installed.

The Management Contractor and the Works Package Contractor are required to:

- 1) Remind all site personnel of the site rules. NO SMOKING ON SITE. There is a serious risk of fire if site rules are not followed.
- 2) Ensure site rules are effectively enforced.
- 3) Ensure the site is managed in a safe manner.
- 4) Access and report to the architect any damage caused to the timber floor boards in room 03/F/01 and 03/F/22.
- 5) Rectify any damaged floorboards at neutral cost to the contract.

(Continue over leaf)


Heritage Impact: NIL
Proposed Mitigation Measures: NIL
Justification: N/A

Variation: N
Cost implication: N

RLB Cost estimate:
 HKD
 Initials:
 Date:

JCCPS
 approved/rejected
 Initials:
 Date:

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Above, photograph taken on 4th November 2016, showing the damage by cigarette to the protection and the timber floorboards in room 03/F/22.



Above, photograph taken on 4th November 2016, showing the plenty of cigarette butts found in room 03/F/22.



Above, photograph taken on 4th November 2016, showing sign of urinating in room 03/F/01.

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<p>To: Gammon Construction Limited For the attention of: Cliff Leung</p>			
<p>Subject: Non-Compliance, Incorrect Installation of Face-plates in Block 6 First Floor</p>		<p>A.I. no: F-620</p>	
<p>During a site walk on 2nd November 2016 we observed that incorrect face-plates, for the twin 13A outlets, had been installed within rooms 06/F//01, 06/F//02, 06/F//04, 06/F//06, 06/F//07 of the Artists Residence on the First Floor of Block 6.</p> <p>The face-plates for the twin 13A outlets to these rooms should be in accordance with the approved material submission titled, 'Approved Historical Building Sample Board WP602' which was approved in June of 2014.</p> <p>A copy of the approved material is attached for reference. ("Schneider Ultimate metalclad 13A socket). A photo of the incorrect face-plates is also attached and titled, 'Incorrect 13A Face-plates_Block 6 1F'.</p> <ul style="list-style-type: none"> The Works Package Contractor is required to rectify the works at neutral cost to the contract. 			
<p>Heritage Impact: NIL</p> <p>Proposed Mitigation Measures: NIL</p> <p>Justification: N/A</p>			
<p>Variation: N</p> <p>Cost implication: N</p>		<p>RLB Cost estimate: HKD Initials: Date:</p>	<p>JCCPS approved/rejected Initials: Date:</p>
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To: Gammon Construction Limited For the attention of: Cliff Leung

Subject: Non-Compliance, Incorrect Laying of Granite Flagstones in Block 10 Passageway	A.I. no: F-620
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NON-COMPLIANCE WITH CONTRACT DOCUMENTS

The granite flagstone in Block 10 Passageway was instructed to be labelled, carefully removed and reinstated following the installation of underground services. We have observed that the granite flagstones laid have not been installed to follow the original pattern. For example; The track on the granite flagstone near the east entrance for a former gate has not been reinstated. The solid border at the west archway has not been reinstated. The joint size is incorrect.

The Management Contractor and Works Package Contractors are required to:

1. Exhaust all measures to identify and locate all the granite flagstones from this area, collect the photographic record from the Contractor who lifted up the granite flagstones, lift up the granite flagstones that have been laid incorrectly, carry out a dry lay invite conservation architect for inspection, and finally lay the granite flagstones in accordance with contract documents and specifications. All the above works to be carried out at neutral cost to the contract.
2. Review and revise the work practices of the works package contractors especially the handover process of materials between different works package contractors.
3. Supervise the work operations to ensure compliance with the Contract Documents.

(Continued overleaf.)

Heritage Impact: N/A

Proposed Mitigation Measures: N/A

Justification: N/A

Variation: N	RLB Cost estimate:	JCCPS
Cost implication: N	HKD	approved/rejected
	Initials:	Initials:
	Date:	Date:

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Continuation Page

For information:



Photograph taken on 8th November 2016, showing the incorrect granite laying



Photograph taken on 22nd August 2013 by the Management Contractor, showing the track on the granite flagstone at the East entrance.



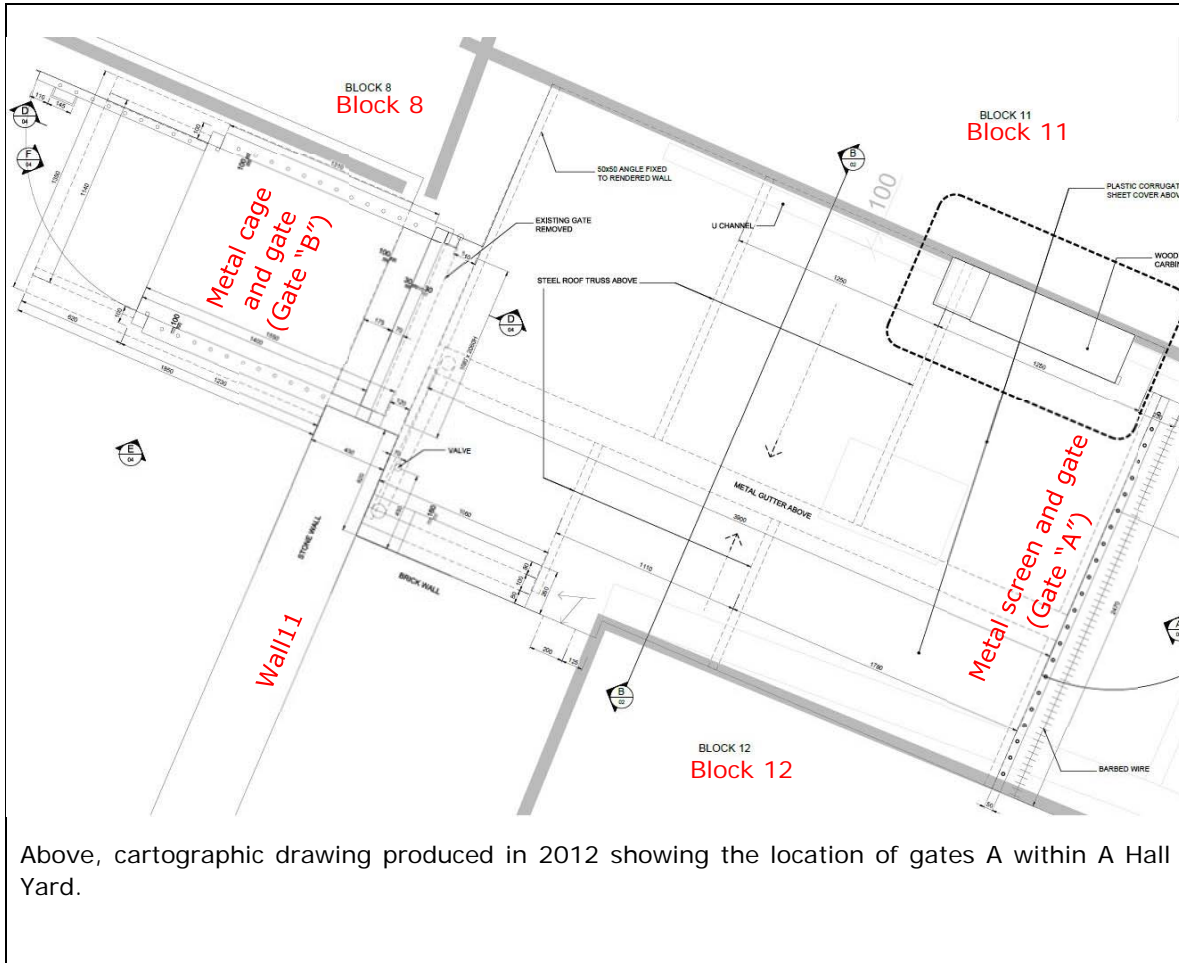
Photograph taken on 22nd August 2013 by the Management Contractor, showing the granite border at the west archway.

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<p>To: Gammon Construction Limited For the attention of: Cliff Leung</p>					
<p>Subject: Non-compliance, Loss of Gate/Fence "A" in A Hall Yard</p>	<p>A.I. no: F-620</p>				
<p>It was reported by the Management Contractor on 13th March 2017 that Gate/Fence "A" located within A Hall Yard has been lost. (Refer to plan overleaf for location and photograph.)</p> <p>The Management Contractor and Works Package Contractors are required to:</p> <ol style="list-style-type: none"> 1. Review and revise the work practices of handling and storing historic building fabric. 2. Supervise the work operations to ensure compliance with the Contract Documents and submit mitigation measures to enhance precautionary and storage measures. 3. Fabricate new metal gate/fence to match the original as per design detailed on Site Memo 1029. <p style="text-align: right;">(Continue over leaf)</p>					
<p>Heritage Impact: Historic fabric has been lost.</p> <p>Proposed Mitigation Measures: Instruct Contractor to comply with Contract Documents. Fabricate new metal gate to match original.</p> <p>Justification: N/A</p>					
<p>Variation: N</p> <p>Cost implication: N</p>	<p>LB Cost estimate: HKD Initials: Date:</p>	<p>JCCPS approved/rejected Initials: Date:</p>			
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Above, photo taken on 30th July 2009, dotted line showing the Transfer Gate "A" within A Hall Yard.



Above, cartographic drawing produced in 2012 showing the location of gates A within A Hall Yard.

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To: Gammon Construction Limited For the attention of: Cliff Leung

<p>Subject: Non-Compliance, Damage to Hopper from Block 9 West Elevation</p>	<p>A.I. no: F-620</p>
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NON-COMPLIANCE WITH CONTRACT DOCUMENTS, DAMAGE TO HISTORIC FABRIC

The rainwater hopper from Block 9 west elevation was instructed to be salvaged, redecorated and reinstalled. However, we were notified on 27th April 2017 that the hopper was damaged due to improper storage.

The Management Contractor and Works Package Contractor 601, Hsin Chong Aster are required to:

1. Submit proposals to repair the damaged hopper within 14 days of this notice. If repair is not possible, notify the Conservation Architect and fabricate new cast iron rainwater hopper to match existing profile. No work is to be carried out without approval from the Conservation Architect.
2. Review and revise the work practices of the works package contractors especially storage of historic fabric.
3. Supervise the work operations to ensure compliance with the Contract Documents.

(Continued overleaf.)


Heritage Impact: Historic fabric is damaged.

Proposed Mitigation Measures: Instruct the Contractor to comply with contract documents. Contractor is to submit proposals to repair the damaged hopper. If repair is not possible, fabricate new cast iron rainwater hopper to match existing profile.

Justification: N/A

<p>Variation: N</p> <p>Cost implication: N</p>	<p>RLB Cost estimate: HKD Initials: Date:</p>	<p>JCCPS approved/rejected Initials: Date:</p>
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√	Resident Architect	RDA				√	For Purcell 

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For information:



Above, photo taken on 17th August 2011, showing the historic hopper at its location.



Above, photo taken on 22nd January 2015, showing the hopper being salvaged from the building.



Above, photo taken on 27th April 2017, showing the hopper was damaged.