Our Ref: 6171/26555

12 May 2014

Minutes of Meeting held on 9 May 2014
for Shangri-la Residences, Yangon

Present:	Mr	Adrian Chua	]	Shangri-la Residences (SLR)
	Mr	Hla Tun	]	
	Mr	Kim Pak Hoi	]	Leo Property Management Pte Ltd (LPM)
	Mr	Yeo C L	]	ELTG Pte Ltd (ELTG)
	Mr	Lucas Oo	]	Resources Group Construction Pte Ltd (RG)
	Mr	San Maung	]	
	Mr	Soe Thura	]	
	Mr	Zaw Myo Aye	]	Resident Technical Office (RTO)
	Mr	Loh Fook Yuen	]	Alpha Consulting Engineers Pte Ltd (ACE)
	Ms	Chong Lai Meng	]	

Copies of this minutes of meeting to be issued to the above parties as well as the following:

Shangri-la Residences - Mr Philip Couvaras
Leo Property Management Pte Ltd - Mr Keen Leong
DP Architects Pte Ltd - Ms Yii Yeong Ginn

Item	Description	Action
1.	This meeting was convened to discuss the recent incidents on lift operation, fire alarm (FA) system, public address (PA) system at Tower 1.	Info
2.	SLR informed that Hitachi came to site to investigate why the lifts did not home during YESB power failure but the engineer left the site without solving the problem. SLR informed that Hitachi carried out a simulation of power failure (loss of supply from YESB) and the lifts homed. However, when there is an actual YESB power failure, the lifts did not home. Hitachi was not able to give an explanation why their lifts did not home. SLR stressed the importance of safe lift operations as there are now many residents in SLR and they cannot afford any mishap. ACE will check with Hitachi management and report to SLR on an urgent basis.	ACE

Item	Description	Action
3.	During the last few months, there were several incidents of malfunction of the FA and PA system. ACE instructed ELTG/RG to submit comprehensive incident reports with descriptions of the malfunction, cause and the rectifications for proper documentation and better understanding of the operation of the systems. **Post meeting note:** ELTG/RG to submit by 19 May 2014	ELTG/RG
4.	SLR informed that recently they conducted a test on the PA system after uploading a new pre-recorded evacuation message. Echo was heard from the speakers at Tower 1 Level 16 and the emergency announcement is not clear. ELTG/RG to check and rectify and to follow up with incident report by 19 May 2014.	ELTG/RG
5.	ACE/SLR requested ELTG/RG to conduct the training of FA and PA systems again after ELTG/RG informed that based on the incidents that had occurred, it seems that the Staff operating the FA/PA system (when conducting fire drills) was not familiar with the operation of the equipment. SLR will assign the names of the technicians to attend the training. ELTG/RG will send out the list of M&E systems to SLR for the planning of the manpower and schedule for the training. ACE suggested that ELTG/RG should conduct hands-on **t**raining for the trainees and that they should be tested at the end of the training to ensure that they understand the operation of the equipment, procedure to follow and to clear any doubts that they have. SLR requested that upon completion of the training, ELTG/RG together with the trained technician report to Mr Adrian Chua. Thereafter SLR will take over the operation from RG.	ELTG/RG
6.	ACE requested that ELTG/RG to prepare all M&E operation and instruction charts in both English and Burmese and that these charts be displayed in the FCC room for reference. **Post meeting note:** ELTG/RG to prepare the charts by 21 May 2014.	ELTG/RG
7.	ELTG/RG (Sanmaung) informed that RG is still helping the operation staff to carry out backwashing of the swimming pool filtration plant and requested that these staffs be retrained and tested so that they can carry out this work independently. Operation flow charts in both English and Burmese are to be prepared with a copy kept in the filtration plant room for future reference. All instruction and operation flow charts should be laminated and framed for durability. **Post meeting note:** ELTG/RG to prepare the charts by 21 May 2014.	ELTG/RG

Item	Description	Action
8.	ELTG/RG (Soe Thura) informed that when YESB had restored power after one of the recent power failure due to branches falling on the power lines, YESB had contacted him to switch on the LV breakers at the main switchboard one at a time as the YESB power system is not able to take large step loads. However, when he tried to contact the operation staff no one picked up his call. ELTG/RG requested SLR to forward a common telephone number for issuance to YESB so that the correct party can be contacted in such situations.	SLR
9.	SLR informed that monsoon season is coming and everyone has to be prepared for it. SLR informed that they will 'pour water' onto the sunken swimming pool filtration pump room to check that the pump room cover is water tight. SLR is also concerned with rain water getting into the electrical switchrooms and risers. ACE informed that there is kerbs/plinths provided for mounting of the electrical panels and all the louvers are weatherproof types.	Info
10.	As the construction works are still ongoing at Tower 2, SLR requested ELTG/RG to get the last person leaving the site to report to SLR. ELTG/RG have to ensure that all the doors and windows are closed before leaving the site.	ELTG

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LOH FOOK YUEN
ALPHA CONSULTING ENGINEERS PTE LTD

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