Our Ref: OM-PA/014

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26 June 2009

MEMORANDUM

To : Members of Project Teams

From : Tan L S

Subject : **Proposed Regular Project Meetings**

The Management would like to see to it that regular project meetings are conducted for all our projects particularly the active ones with a view to achieve the following:

- All the team members in the respective project as well as the Management are kept up-to-date on the status and development of the project concerned.
- Problems in any of the project, if identified or occurred, can be "nip in the bud" at the early stage before developing into something out of proportion, which would then be difficult to resolve.
- To create a more conducive avenue/environment for project team members to interact and exchange opinion while being kept abreast of the new or changes to relevant Authority/Code's requirements as well as the latest industrial practice.
- To enable the projects to be run more smoothly and efficiently, which would lower our "bottomline" and improve our margin.

A more structural approach is adopted to implement the proposed project meetings as follows:

1. A proposed meeting schedule is shown in Appendix 'A' subject to adjustments depending on feedback from the respective project team member.
2. Two (2) time slots (i.e. 12:00pm to 2:00pm and 4:00pm to 6:00pm) are allowed in the working day for the meetings. For the noon time slot, lunches will be provided for the participants while drinks and titbits will be provided for the other.
3. It would be good if all project team members including the M&E Site Staff, if applicable could attend the meeting, failing which at least the PM, APM and the PD or APD should be present for the meeting.
4. One project team member, with another one on standby, should be designated to take notes of each meeting to track follow-up action and also for record purpose.
5. The proposed agenda of the meetings, which is being finalized, is shown in Appendix 'B'. As the time allowed for some of the projects may not be sufficient, obviously only items that are of relevant to the project and in order of priority of importance will be touched on in the respective meeting.

BCA ISO 14000 CERT. NO.: 2008/134 SS ISO 14001 : 2004
BCA ISO 9000 CERT. NO.: 324 SS ISO 9001 : 2000
ACCREDITED CERTIFICATION BODY SAC Cert No: QS-1997-02 Member of the IAF MLA for QMS

As it is the intention to kick start the 1st project meeting on 3 July 2009, your immediate feedback to NA, if any, on the proposed meeting schedule is needed. Meanwhile, you are welcome to comment on the proposed agenda including any additional items/subjects which you feel should be included for the benefit of the projects/team members.



Tan L S

cc RT/LCT/LFY/CCG/GSH
cc Memo File

enc

TLS/na

APPENDIX 'A'

PROPOSED PROJECTS MEETING SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
June 29	*June 30*	*July 1*	*July 2*	*July 3 – (4pm)* *6063 Dakota Crescrent* *RT/CCG/YYF/GSH/WC*
July 6 - (12pm) *6066 SRC* *LCT/LFY/CKH/HCL/KBK*	*July 7 - (4pm)* *6044 St Thomas Suites* *LFY/CCG/YYF/DO/LCT*	*July 8 – (12pm)* *6080/1391 Springside* *RT/CCG/HCL/ST* *6087 Sembawang Greenvale* *RT/CCG/HCL/ST*	*July 9 - (12pm)* *6078 Waterfront Waves* *LCT/TLS/GSH/CLM/TK/THC*	*July 10 – (12pm)* *6081 Caspian* *RT/LCT/CHL/PC/KK*
July 13 – (12pm) *6065 Meadows @ Pierce* *LFY/LCT/CHL/LCY/KK*	*July 14 – (4pm)* *6067 DTL Bugis Station* *LCT/LFY/DO/NHS/GWL*	*July 15 – (4pm)* *6053 The Heeren* *LCT/TLS/CKH/GSH/TK/SYP*	*July 16 – (4pm)* *6096 Bungalow @ Cable Road* *GSH/CCG/TLS/KBK/TK*	*July 17- (12pm)* *6047 78 Shenton Way* *LFY/LCT/CHL/WC*
July 20 – (12pm) *6030 Nassim Park Residences* *LFY/LCT/CHL/LCY*	*July 21 – (4pm)* *1442 River Valley High School* *LFY/LCT/LCY/AWL*	*July 22 – (4pm)* *6094 Singapore Polytechnic* *RT/LCT/GSH/GWL/PC*	*July 23*	*July 24 – (12pm)* *6106 A&A at PSA Building* *CCG/LFY/CLM/DO/CW/NHS/THC*
July 27 – (12pm) *1427 One Amber* *LFY/LCT/CLM/LCY*	*July 28 – (4pm)* *6088/6090 DubaiLand Residences* *LCT/LFY/DO/CW/GWL*	*July 29 – (4pm)* *6086 Ocean Financial Centre* *RT/LCT/CKH/PC* *6085 Reflections at Keppel Bay* *LFY/CCG/CLM/LCY/THC*	*July 30*	*July 31 – (12pm)* *6038 Harbourfront 4* *CCG/TLS/LFY/CLM/DO/CW/THC*
August 3 – (12pm) *6100 Collyer Quay* *CCG/LFY/CW/DC* *6007 McDonalds* *CCG/RT/CKH/TK/KBK/SYP*	*August 4 - (4pm)* *6082 Orchard Suites* *LFY/CCG/YYF/DO*	*August 5 - (12pm)* *6083/6084 SCHP/OE* *TLS/CCG/GSH/DO*	*August 6*	*August 7 – (4pm)* *6056 Concourse Skyline* *RT/CCG/TCM/PC*
August 10 Public Holiday – National Day	*August 11 – (4pm)* *6036 Condo at Boon Teck Rd* *GSH/CCG/TLS/YYF/WC*	*August 12 - (12pm)* *6110/6033 Shangri-La* *RT/CCG/GSH/ST/TK*	*August 13 – (12pm)* *6104/6092/6079 SERIS/NUS* *CCG/GSH/CKH*	*August 14 – (4pm)* *6058 Riverbay* *LCT/RT/GSH/WC/TCM*
August 17 – (12pm) *1440 The Metropolitan* *LFY/LCT/DO/AWL/CW*	*August 18 - (4pm)* *6057 Parc Seabreeze* *LFY/CCG/YYF/DO*	*August 19 – (12pm)* *6108/6075/6064/6062* *Due diligence @ PPDP/Chiller @PSA Bldg/Mapletree Anson/ Boustead Hub - GSH/CCG/CLM/ TLS/WC/DO/DC/NHS*	*August 20 – (4pm)* *6107/1425 QAP/Holland Vale* *LCT/GSH/WC/NHS/TLS/CCG/TK/KBK*	*August 21 – (12pm)* *6016/1436 Orchard Rd Mall/ S'pore Marina BayfrontBridge* *LFY/DO/CW/WC*
August 24 – (12pm) *6077 S'pore Sports Hub* *6070 Temasek Polytechnic* *1323 Marina Line C825* *LCT/LFY/AWL/TLS/GSH/PC/LCY*	*August 25*	*August 26 - (4pm)* *6018/6015/1022* *IMM/Junction 8/ 8 Shenton Way* *CCG/TLS/DO/CHL/CW/KK/* *LCT/CKH/GSH/YYF/WC*	*August 27*	*August 28 – (4pm)* *6109 Public Housing @ Punggol West C14* *RT/LCT/YYF/WC*
August 31 – (12pm) *1404 The Suites @ Central* *LFY/LCT/YYF/LCY*	*September 1*	*September 2*	*September 3*	*September 4 – (4pm)* *6055 Rainbow Garden* *RT/CCG/YYF/HCL*

NOTE: CLASSIFICATION OF PROJECTS IN ORDER OF URGENCY/PRIORITY FOR MEETINGS:

1. Immediate & Regular

Frequency	Date	P/No.	Project	PD	APD	PM	APM	EA	MA	SITE	QP-M	QP-E	Remarks
Monthly	Fri, 24 July, 12pm	**6106**	Proposed A&A Works at PSA Building	CCG	LFY	CLM	DO	CW	NHS/THC		CCG	LFY	
Bi-monthly	Thu, 16 July, 4pm	**6096**	Bungalow @ Cable Road	GSH	CCG	GSH	KBK	TK			CCG	TLS	
Monthly	Mon, 6 July, 12pm	**6066**	Singapore Refining Company, Jurong	LCT	LFY	CKH	HCL		KBK		LCT	LFY	
Monthly	Tue, 14 July, 4pm	**6067-609**	Cable Diversion at EWL Bugis Station	LCT	LFY	DO					LCT	LFY	
Monthly	Tue, 14 July, 4pm	**6067**	Downtown Line Extn C903 – Bugis Stn	LCT	LFY	LCT	LFY	DO	NHS/GWL		LCT	LFY	
Monthly	Wed, 15 July, 4pm	**6053**	The Heeren	LCT	TLS	CKH	GSH	TK	SYP		LCT	TLS	
Monthly	Thu, 9 July, 12pm	**6078**	Waterfront Waves	LCT	TLS	GSH	CLM	TK	THC		LCT	TLS	
Monthly	Tue, 7 July, 4pm	**6044**	St Thomas Suites @ St Thomas Walk	LFY	CCG	YYF	DO				LCT	LFY	
Monthly	Mon, 13 July, 12pm	**6065**	Meadows @ Peirce	LFY	LCT	CHL	LCY		KK	CWM	LCT	LFY	
Monthly	Fri, 17 July, 12pm	**6047**	78 Shenton Way	LFY	LCT	CHL	LFY	WC		HH	LCT	LFY	
Monthly	Tue, 21 July, 4pm	**1442**	River Valley High School	LFY	LCT	LCY	AWL			CSL/PCT	LCT	LFY	
Monthly	Mon, 20 July, 12pm	**6030**	Nassim Park Residences	LFY	LCT	LFY	CHL	LCY		IYT/LLP	LCT	LFY	
Monthly	Mon, 27 July, 12pm	**1427**	One Amber	LFY	LCT	LFY	CLM	LCY			LCT	LFY	

Bi-monthly	Wed, 29 July, 4pm	**6085**	Reflections @ Keppel Bay	LFY	CCG	CLM	LCY		THC	CA/TPK			
Bi-monthly	Wed, 29 July, 4pm	**6086**	Ocean Financial Centre	RT	LCT	CKH	RT	PC		MAS			
Monthly	Wed, 8 July, 12pm	**6080**	The Springside - Phases 14 to 15	RT	CCG	HCL	ST				CCG	RT	
Monthly	Wed, 8 July, 12pm	**1391**	Springside Phase 8B1& 11C, 9 – 13	RT	CCG	HCL	ST				CCG	RT	
	Wed, 8 July, 12pm	**6087**	Sembawang Greenvale Phase 1	RT	CCG	HCL	ST				CCG	RT	
Monthly	Fri, 7 Aug, 4pm	**6056**	Concourse Skyline	RT	CCG	RT	CCG	PC	TCM	RH	CCG	RT	
Monthly	Fri, 3 July, 4pm	**6063**	Dakota Residences @ Dakota Crescent	RT	CCG	YYF	GSH	WC			CCG	RT	
Monthly	Fri, 10 July, 12pm	**6081**	Caspian	RT	LCT	CHL	RT	PC	KK		LCT	RT	
Monthly	Wed, 22 July, 4pm	**6094**	Singapore Polytechnic - Phase 2B	RT	LCT	GSH	GWL	PC		AYT	LCT	RT	

2. Immediate but Irregular

Frequency	Date	P/No.	Project	PD	APD	PM	APM	EA	MA	SITE	QP-M	QP-E	Remarks
	Mon, 3 Aug, 12pm	**6100**	Collyer Quay - Floating Structures	CCG	LFY	CCG	LFY	CW	DC		CCG	LFY	
	Mon, 3 Aug, 12pm	**6007**	McDonald's Restaurants	CCG	RT	CKH	TK		KBK/SYP		CCG	RT	
	Fri, 31 July, 12pm	**6038**	HarbourFront 4	CCG	TLS	LFY	CLM	DO/CW	THC		CCG	TLS	
	Tue, 28 July, 4pm	**6090**	G+7 Dubailand Residence	LCT	LFY	DO	LCT	CW	GWL		-	-	
	Tue, 28 July, 4pm	**6088**	G+39 Dubailand Residential Towers	LCT	LFY	DO	LCT	CW	GWL		-	-	
	Mon, 17 Aug, 12pm	**1440**	The Metropolitan	LFY	LCT	DO	AWL	CW			LCT	LFY	
	Wed, 12 Aug, 12pm	**6110**	A&A to Garden Wing @ Shangri-La Hotel	RT	CCG	GSH	ST	TK			CCG	RT	
	Wed, 12 Aug, 12pm	**6033**	Shangri-La Hotel	RT	CCG	GSH	ST	TK			CCG	RT	

3. Awaiting reactivation to commence & regular

Frequency	Date	P/No.	Project	PD	APD	PM	APM	EA	MA	SITE	QP-M	QP-E	Remarks
Monthly	Tue, 11 Aug, 4pm	**6036**	Condominium @ Boon Teck Road	GSH	CCG	YYF	GSH	WC			CCG	TLS	
Monthly	Fri, 14 Aug, 4pm	**6058**	Riverbay @ Mar Thoma Rd/Whampoa	LCT	RT	GSH	LCT	WC	TCM		LCT	RT	
Monthly	Tue, 4 Aug, 4pm	**6082**	Orchard Suites @ 55 Devonshire Road	LFY	CCG	YYF	DO				CCG	LFY	
Monthly	Wed, 5 Aug, 12pm	**6084**	Redev of Extg Orchard Emerald	TLS	CCG	GSH	CCG	DO			CCG	TLS	
Monthly	Wed, 5 Aug, 12pm	**6083**	Redev of Extg Hotel Phoenix/Specialist Ctr	TLS	CCG	GSH	CCG	DO			CCG	TLS	
Monthly	Tue, 18 Aug, 4pm	**6057**	Parc Seabreeze @ Joo Chiat Road	LFY	CCG	YYF	DO				CCG	LFY	
Monthly	Fri, 4 Sept, 4pm	**6055**	Rainbow Garden @ Toh Tuck Drive	RT	CCG	YYF	HCL				CCG	RT	

4. Next to commence & regular

Frequency	Date	P/No.	Project	PD	APD	PM	APM	EA	MA	SITE	QP-M	QP-E	Remarks
Bi-monthly	Fri, 28 Aug, 4pm	**6109**	Public Housing at Punggol West C14	RT	LCT	YYF	WC				LCT	RT	

5. Last & irregular

Frequency	Date	P/No.	Project	PD	APD	PM	APM	EA	MA	SITE	QP-M	QP-E	Remarks
	Thu, 13 Aug, 12pm	**6079**	A&A extg part 1st Sty Blk E1A within NUS	CCG	GSH						-	-	
	Thu, 13 Aug, 12pm	**6104**	New PVPA facilities @iQuest Bldg - SERIS	CCG	GSH	CKH					-	-	
	Thu, 13 Aug, 12pm	**6092**	New Lab facilities @ Blk E3A NUS - SERIS	CCG	GSH	CKH					-	-	
	Wed, 19 Aug, 12pm	**6062**	ACMV to Ubi Plot 1-3 - Boustead Hub	CCG		NHS					CCG		
	Wed, 19 Aug, 12pm	**6075**	Upgrading of Chiller System @ PSA Bldg	CCG	GSH	CLM					-	-	
	Wed, 19 Aug, 12pm	**6064**	Mapletree Anson	CCG	TLS	CCG	DO		DC	WCC/JW	-	-	
	Wed, 19 Aug, 12pm	**6108**	Due Diligence @ Pasir Panjang Distripark	GSH	CCG	CLM		WC			-	-	
	Wed, 26 Aug, 4pm	**6015**	Junction 8	CCG	TLS	CKH	GSH	WC	SYP		CCG	TLS	
	Wed, 26 Aug, 4pm	**6018**	IMM Building	CCG	TLS	DO	CHL	CW	KK		LCT	TLS	
	Wed, 26 Aug, 4pm	**6014**	8 Shenton Way (formerly Temasek Tower)	LCT	GSH	YYF		WC			LCT	TLS	
	Thu, 20 Aug, 4pm	**6107**	2-Sty Dtch Dwel Hse @ 6 Queen Astrid Pk	LCT	GSH	LCT	GSH	WC	NHS				
	Thu, 20 Aug, 4pm	**1425**	Holland Vale	LCT	TLS	CCG	GSH	TK	KBK		LCT	TLS	
	Mon, 24 Aug, 12pm	**6077**	Singapore Sports Hub	LCT	LFY	AWL					LCT	LFY	
	Mon, 24 Aug, 12pm	**6070**	Temasek Polytechnic - A&A @ Block 21	LCT	TLS	GSH	AWL	PC			LCT	TLS	
	Mon, 24 Aug, 12pm	**1323**	Marina Line C825	LCT	TLS	LFY	AWL	LCY					
	Fri, 21 Aug, 12pm	**6016**	Orchard Road Mall Enhancement	LFY		DO		CW			-	LFY	
	Fri, 21 Aug, 12pm	**1436**	Singapore Marina Bayfront Bridge	LFY		LFY		WC				LFY	
	Mon, 31 Aug, 12pm	**1404**	The Suites @ Central (Devonshire Road)	LFY	LCT	YYF	LCY			GHB	LCT	LFY	

6. Dormant

Frequency	Date	P/No.	Project	PD	APD	PM	APM	EA	MA	SITE	QP-M	QP-E	Remarks
		6073	Wellington Building	LCT	TLS	GSH	CHL	WC	KK		LCT	TLS	

PROPOSED AGENDA FOR PROJECT MEETINGS

APPENDIX 'B'

1. Brief Project Introduction & Update

1.1 Type, scale, peculiarity etc. of project.

1.2 ACE's scope of work & general information on fee payment terms.

1.3 ACE's project team

1.4 Other Consultants & Key Players:

Developer/Owners, Project Manager, Architect, Structural Engineer, Quantity Surveyor, Specialists (landscape, lighting, acoustics, fire safety, security, Green Mark, ESD, ICT, EMI, interior etc.), Building Operator, End Users, Facility Manager etc.

1.5 Overall macro project program.

1.6 Main (or D&B) Contractors, M&E Sub-Contractors & Suppliers.

2. Planning Stage

2.1 Formalisation of fee proposal and service agreement. Thereafter monitor of fee billings and payments received, and chasing for payment where necessary.

2.2 Project brief.

2.3 Work program & key dateline.

2.4 SIP & DIP plans and existing public utility services in/around/below site.

2.5 For A&A projects, "authority approved" and "as-built" M&E plans, recent past plant/equipment operation & maintenance records, utilities bills etc. engineering calculations (ETTV etc.), house rules of building etc.

2.6 Detection and verification of existing surface and underground utility services at site and their subsequent termination, diversion, de-commissioning and removal, where required.

2.7 Application for new public utility services including intake and discharge arrangement.

2.8 Authority/Service Provider pre-consultations, waiver applications and plans submission/ clearance, where required at this stage.

2.9 M&E plant capacity estimations & schematic M&E designs to enable space provisions (size, location, major structural penetrations/openings etc.) for substation, switchrooms, plantrooms, lift shafts, riser ducts, AHU and pump/fan rooms etc. with the main M&E services routes including route & staging area for subsequent plant/equipment replacement identified.

2.10 Lift configuration/traffic studies.

2.11 Building core design incorporating M&E requirements particularly for high-rise projects.

2.12 M&E budgetary estimates.

2.13 Agreed channel of communications among project players. Notification to all parties on ACE's project email address (mail box)

2.14 Input from Specialists on critical items (Green Mark provisions, engineered smoke control system etc.).

2.15 ISO compliance including design check.

2.16 M&E design brief and sign-off by Client.

2.17 Contract packaging, where applicable.

2.18 ACE's role with respect to M&E Specialists' work.

2.19 Project Quality Plan

2.20 Life cycle costing and value engineering, where necessary.

3. Design Development to Tender Stage (Tender Documentations, Tender, Adjudication & Award)

3.1 Monitor of fee billing and payment received and chasing for payment where necessary.

3.2 Frozen architectural layout drawings, reflected ceiling plans and furniture layout (if applicable).

3.3 Co-ordination among M&E services including specialist services, as well as with architectural and structural layouts, particularly for known critical areas.

3.4 Interfacing between/among mechanical and electrical services, specialist services and building works.

3.5 Green Mark requirements/score etc.

3.6 Authority/Service Provider pre-consultations and waiver applications where required.

3.7 Authority/Service Provider submission schedule including subsequent update and registration for e-submission, where required.

3.8 Information from other parties:

(a) Architect - Building envelope info for ETTV/RTTV calculations, lift and escalator finishes etc.

(b) Quantity Surveyor - Front-end contract documents including work to be provided by main contractor/builder etc.

(c) Specialist Consultants - Specifications and drawings which are supposed to form parts of the M&E enquiry documents.

3.9 Designs, calculations, drawings etc. by M&E specialist/suppliers and subsequent presentation, where required:

- Lift traffic studies.
- Illuminance calculations/mapping, luminaire selection & lighting control.
- Security systems.

- Fault level and volt drop calculations
- CFD studies for mechanical ventilation/air conditioning systems.
- Engineered smoke control system.

3.10 List of M&E drawings for tender as well as for submission to Authorities/Service Providers.

3.11 ISO compliance including design checks.

3.12 Work progress check against key dateline including submission deadline.

3.13 Budgetary update and pre-tender estimates.

3.14 Draft specifications and drawings for comments and subsequent sign-off by Client before tender.

3.15 Pre-qualification of tenderers.

3.16 Estimates of ACE's lithography charges for the tender exercise.

3.17 Tender procedure and dateline including tender adjudications.

3.18 Proposals to Client on requirements of M&E site supervisory staff covering required qualification and experience, nos, duties, timeline for deployment and budgetary provisions, including assisting in their recruitments.

3.19 PQP update.

4. Construction Stage to Building Completion/Occupation

4.1 M&E Contract/Sub-Contract Documents for execution.

4.2 M&E construction program and critical dateline.

4.3 Contractor/Sub-Contractors' site organization and key staff.

4.4 Regular fee billings and monitor payment received with chasing where necessary.

4.5 Job nos. for services rendered which are beyond our contracted scope of work, monitor of same and submission of official claims for additional fees at appropriate time.

4.6 Inventory of Contractor/Sub-Contractors' submittals including status and update:

- Samples.
- Drawings of Builder's work requirements.
- Co-ordination drawings, combined services and building work.
- Shop drawings including equipment manufacturer's drawings.
- Technical submissions i.e. equipment selections, calculations, catalogues, technical write-up, test certificates, presentation materials etc.
- Delivery schedules including shipping information on critical/major equipment/materials.

4.7 Other requirements from Contractor/Sub-Contractors & Suppliers

- Mock up.
- Trade demonstrations.
- System/Product presentations.

4.8 Handing over of critical building areas:

- Lift shafts & machine rooms.
- Substation and switchrooms.
- MDF room.
- Mechanical plantrooms.
- M&E riser ducts.
- Roof M&E areas.

All enclosed areas for handing over should be water-tight.

4.9 The need to conduct separate technical meetings with Contractor/Sub-Contractors on regular or ad hoc basis.

4.10 Checklists for review of Contractor/Sub-Contractors' submittals.

4.11 Variation costs management: establish procedure, record of originators/initiators, prompt raising of RFVs with estimated likely costs, keep inventory including regular update of status of the variation works from RFV to approval by Client.

4.12 Format for monthly M&E progress payment claims by Contractor/Sub-Contractors.

4.13 Regular financial status reports.

4.14 Site progress reports.

4.15 Check compliance with ISO procedure.

4.16 Monitor of Authority submission and clearance status, with ad hoc pre-consultations & waiver applications, where necessary.

4.17 Checklists for site inspections of M&E installation & related Builder's works.

4.18 List of equipment requiring factory inspections/witness of performance tests & schedule.

4.19 Changes arising from revised/new Authorities' requirements.

4.20 Outstanding and new technical issues to be resolved.

4.21 Outstanding and new contractual disputes to be resolved.

4.22 Site safety issues.

4.23 Contractor/Sub-Contractors' testing and commissioning procedures/manuals for systems/plants/equipment for review.

4.24 Specialist Consultants' review & clearance including site inspections/tests, of Contractor /Sub-Contractors' submittals/installation work falling within their scope of work.

4.25 TOP checklists.

4.26 Contractor/Sub-Contractors' lists of "as-built" drawings and operation and maintenance instruction manuals for review.

4.27 Schedule for briefing & training of end users/building facility management staff on operation and maintenance of the various M&E systems/plants/equipment.

4.28 Contractor/Sub-Contractors' compiled M&E test results and their PE's certificates for compliance with relevant Codes.

4.29 ACE's PE M&E e-Certificates for compliance with relevant Codes.

4.30 PQP update.

5. Contract Close-Out

5.1 Final Accounts.

5.2 Defect lists and clearances.

5.3 "As-built" drawings and test results.

5.4 Operation and maintenance instruction manuals.

5.5 Plants/Equipment Warranty Certificates.

5.6 CSC for building.

5.7 Pursue complete payment by Client on M&E fees including final settlement of additional fees for additional services rendered.

6. Follow-up Services

6.1 Client's feedback on ACE's performance on project as required by ISO.

6.2 Verification on actual performance of M&E systems against original design intent.

6.3 Other feedback from Client.

6.4 Internal post-mortem on completed project.