**Major Projects Minutes 08.08.17**

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| **Action** | **Lead** | **Notes** |
| Ask HCAL comms to liaise directly with Ben re:closure press release follow up | Simon |  |
| List of Major Project jobs by COP Wednesday | Major Projects |  |
| Get full clarification on roof scrim from Turner Prize artists and send to Kirsten | Sara |  |
| Painting schedule | Sara and Steve |  |
| Send through tender drawings and final design plans to HCAL | Sara |  |
| Confirm curators wishes for collection pieces | Sara |  |
| Confirm costs and timings for Explore Art false wall | Steve |  |
| Check Hull 2017 sharing file system for external users | Lily |  |

Aim of the meeting is for everyone to get the most out of the agreed closure

Press release – no further news from HCAL comms today. They will hold press release till the end of the week as they are short staffed, to manage enquiries efficiently etc.

**Major Projects**

Major Projects to send through a breakdown list of all the jobs, on a day by day sequenced basis. Day, time, location, activity, contractor and numbers – by COP Wednesday

* Working hours are 8:30-4:30, 8:30-19:00 on Thurs, 11:00-16:00 on Sunday

Contractors on site do their own risk assessments, Carl/Simon/Kirsten to check all CDM (HCAL as the principle client and Hull 2017 as the principle designer/contractor.)

Agreement to break up the works in to two separate projects to keep things clean and clear.

**Turner Prize Build**

Simon agreed that 2 staff would need to be on site for Hull 2017 to work outside of gallery hours, prices and final numbers can be confirmed when he knows what days and what activities i.e. how many spaces will be in use.

* Hull 2017 will look at extending Sunday to normal working hours, to get the most from contractors

Steve and Sara to work on painting schedule, working around Major Projects and Ferens storage of collection.

The main build will take place in Gallery 7 - building a film auditorium. The structure will be self-supporting, apart from a fastening to the shopping centre side of the gallery.

Gallery 8 build will include a temporary wall, a large plinth and a shelving system. All free standing with nothing fixed to the floor.

Gallery 9 will include a framed neon wall, which covers the entrance in to Gallery 10. This wall must be braced to the gallery wall to eliminate risk of it falling.

* Simon confirmed that there are no issues with any of the above fixing plans.

Centre Court structure will come in last, on the 20th or 21st September. Hull 2017 will confirm final build plans and tender drawings by COP Friday this week.

Hull 2017 would like to have Turner Prize branding in the studio foyer, as orientation point for visitors attending the joint learning programme.

Explore Art – Esther would like a false wall, instead of vinyl on the door. Steve to confirm costs and timings for a wall to be built on 7th Sept by Abby Joinery.

HCAL to provide signage for closure of galleries during the Install. Hull 2017 could issue some Turner Prize specific designs.

No issue with the café/shop as they’re dealing with it internally

**Next steps**

* All three scheduled in to one place – potential deliveries (when, where, how, how big), what contractor access is expected (times, vehicles – loading bay full after 2 vehicles), contractors
* Steve to take responsibility for putting these all together. He will send out notifications to the email group when amendments are made.

Carl and Simon to check notification period, Sara to send approx. number of contractors by the end of the week but won’t be held to it until after the tender process