

LES TILLEULS / BUILDING A

Site meeting report

Meeting no.03 / Finishing works / 21 September, 09:00

PROJECT REFERENCE	ISSUE DATE	PREPARED BY
LT-2026-014 / A101	21/09/2026	Marie Laurent / Atelier Laurent

PROJECT	DOCUMENTED SCOPE
Les Tilleuls development 18 rue des Tilleuls, 44000 Nantes Fictional demonstration address	Building A / Apartment A101 Interior finishes Contracts M-2026-06 and M-2026-07

01 Attendance and distribution

ATTENDEE / COMPANY	ROLE	ATTENDANCE
Camille Moreau / Tilleuls Promotion	Project owner	Present
Marie Laurent / Atelier Laurent	Supervisor / author	Present
Julien Morel / Carrelage Morel	Trade 06 / Tiling	Present
Paul Bernard / Plâtrerie Laurent	Trade 07 / Plastering	Absent / recipient

02 Decisions and responsibilities

ACTION / FINDING	OWNER	DUE
A-031 / Façade colour Approve sample F02 before ordering. Owner decision pending.	Tilleuls Promotion	23/09/2026
A-032 / Splashback grout Complete grout in A101 kitchen. Inspect before closeout.	Carrelage Morel	24/09/2026
A-033 / Partition crack Investigate and submit a repair method.	Plâtrerie Laurent	25/09/2026

Planned distribution on 21/09/2026 to all four parties above. Follow-up and evidence on page 2.

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Commitment tracking

Appendix / Progress, findings and next visit

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03 Observed progress by trade

TRADE	INDICATIVE PROGRESS	ITEM TO MONITOR
05 / Joinery	75 %	Adjust openings before inspection
06 / Tiling	50 %	Complete A101 grout and finishes
07 / Plastering	25 %	Investigate crack R-047

04 Photographic findings



R-049 / A101 - Kitchen

Incomplete splashback grout. Observed 21/09.



R-047 / A101 - Living room

Partition wall crack. Investigation requested.

Next meeting / 28 September 2026, 09:00

Meet on site. Prepare repair evidence, the F02 colour decision and the updated programme.

Traceability: revision A, initial issue. Send comments to the author with the relevant action number. This coordination report is neither a works instruction nor a reception record.