

RA050202d1/td

2<sup>nd</sup> February 2005

Butler & Young Lift Consultants Limited  
Timber Hall  
21 Timber Lane  
Caterham  
Surrey CR3 6LZ

For the attention of Mr Steve Ellis

Dear Sirs

Re: Grenfell Tower Lancaster West Estate W11

Please find enclosed draft copy of the operations and maintenance manual for the above site for your perusal, certificates and drawings to follow on completion, if you could advise of any amendments if required and return to Apex to carry out, once completed we will return to you.

We trust this meets with your approval, in the meantime assuring you of our careful and close co-operation at all times.

Yours faithfully  
Apex Lifts Limited

Roger Anthony  
Project Manager