

ROYAL BOROUGH OF KENSINGTON & CHELSEA

TENANT MANAGEMENT ORGANISATION LTD

GRENFELL TOWER LIFT REFURBISHMENT

CONTRACT PROGRESS MEETING

HELD AT GRENFELL TOWER ESTATE OFFICE

WEDNESDAY 18TH JANUARY 2006 @ 2.00 PM

MINUTES

	ACTION
1.0 INTRODUCTIONS / APOLOGIES	
1.1 Those Present:	All
Sarah Everson (SE) : Brodie Plant Goddard	
Gina Manicom (GM) : Royal Borough of Kensington & Chelsea - TMO	
Janice Jones (JJ) : Royal Borough of Kensington & Chelsea - TMO	
Robin Cahalarn (RC) : Royal Borough of Kensington & Chelsea - TMO	
Warren Jenchner (WJ) : Apex Lift & Escalator Engineers Ltd	
Gary Poynter (GP) : Apex Lift & Escalator Engineers Ltd	
Steve Ellis (SBE) : Butler & Young Lift Consultants Ltd	
1.2 Apologies:	
Keith Stevenson (KS) : Royal Borough of Kensington & Chelsea - TMO	
2.0 CONTRACTORS PROGRAMME / HYDRAULIC LIFT - PROGRESS	
2.1 HO90 will be ready for witness test w/c 30 th January 2006, lift to enter service 6 th February 2006.	GP/SBE
2.2 Both lifts to run until 13 th February 2006, HO91 removed from service and remedial works and fine tuning completed, 5 days, 9.30 am - 4.00 pm each day. Each evening both lifts returned to service. SBE to provide form of words for GM to write to residents.	GP/SBE
2.3 HO92 ready for witness testing w/c 30 th January 2006, in service by 6 th February 2006.	GP/SBE
2.4 WJ had responded to SBE letter of 23 rd December 2005 reporting justifiable extensions of time. SBE would review and respond in due course following discussions with SE.	SBE

		ACTION
3.0	SITE ARRANGEMENTS / MAINTENANCE VISITS / FIRE ALARM RECALL WORKS BY OTHERS	
3.1	Apex F.A recall works had been costed. TMO to provide FA signals,	Roger Green
3.2	SBE advised that maintenance after January 2006 would be normal working hours, between 10.00 am - 4.00 pm. Apex to advise week of visits.	WJ
4.0	QUALITY CONTROL / NEW LIFT PERFORMANCE / MIRROR	
4.1	SBE gave permission for round rubber LSOH trailing cables to be fitted to HO92, plus collapsible pit access ladder.	SBE/GP
4.2	Mirrors were to be instructed in all cars. Material to be “super 8” polished steel adhesive fixed to rear walls.	SBE/GP
5.0	COMMUNICATION AND PROCEDURES	
5.1	RC advised TMO move to Charles House Olympia. Official notice would be provided to all parties.	TMO
5.2	GP would project manage Apex works until completion.	GP
6.0	FINANCIAL MATTERS / OUTSTANDING COSTS / PUMP ROOM ACOUSTICS / FIRE ALARM RECALL / MIRROR TO LIFT CAR	
6.1	Unpaid VAT on application No 8 would be rectified.	SE
6.2	All requested additional costs had now been received. SBE would instruct.	SBE
7.0	CDM AND PLANNING SUPERVISOR MATTERS / ANY CHANGES TO METHODOLOGY	
7.1	SBE had commented on draft O&M Manual for HO90 / 1 GP to pick up from BYLCL. HO92 draft still awaited.	GP
8.0	SITE MEETINGS	
8.1	Only at witness test now scheduled.	SBE/GP
9.0	ANY OTHER BUSINESS	
9.1	SBE emphasised Eversafe to be involved with camera commissioning ASAP.	GP
9.2	SBE, RC and Kim Turner of Zurich to meet and desnag during early March 2006.	SBE/RC

	ACTION
9.3 Apex to consider the return of all Gerda keys at the end of the project.	WJ
9.4 All panel keys, release keys etc to be handed to SBE at end of project.	GP
10.0 DATE AND TIME OF NEXT MEETING	
10.1 Close out meeting scheduled for 22 nd February 2006 @ 10.00 AM	All
<p>Post Meeting: SBE already committed on above date, can all parties make Thursday 23rd February 2006 @ 10.00 AM. Please advise SBE by email. Apologies to all.</p> <p>Distribution - All on project directory - electronically Plus</p> <p>Warren Jenchner - Apex Roger Green - TMO</p>	

GRENFELL TOWER - PROJECT CONTACT LIST

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