

ROYAL BOROUGH OF KENSINGTON & CHELSEA

TENANT MANAGEMENT ORGANISATION LTD

GRENFELL TOWER LIFT REFURBISHMENT

CONTRACT PROGRESS MEETING

HELD AT GRENFELL TOWER ESTATE OFFICE

WEDNESDAY 20TH JULY 2005 @ 10.00 AM

MINUTES

		ACTION
1.0	INTRODUCTIONS / APOLOGIES	
1.1	Those Present: Sarah Everson (SE) : Brodie Plant Goddard Janice Wray (JW) : Royal Borough of Kensington & Chelsea - TMO Gina Manicom (GM) : Royal Borough of Kensington & Chelsea - TMO Robin Cahalarn (RC) : Royal Borough of Kensington & Chelsea - TMO Roger Anthony (RB) : Apex Lift & Escalators Ltd Steve Ellis (SBE) : Butler & Young Lift Consultants Ltd	All
1.2	Apologies: Damian Donnelly (DD) : Royal Borough of Kensington & Chelsea - TMO Janice Jones (JJ) : Royal Borough of Kensington & Chelsea - TMO	
2.0	CONTRACTORS PROGRAMME / HYDRAULIC LIFT - SITE START	
2.1	RA confirmed witness test planned for Monday 1 st August latest with changeover on 3 rd August 2005.	All
2.2	SBE and RA advised that despite prolonged deliberations this would require both lifts out of service for a limited period for safety reasons. The preferable time was agreed between 10.00 AM and 3.00 PM on 3 rd August 2005. The hoardings would be temporarily pinned to the back wall and temporary tails would be left to reconnect the old lifts to the new landing pushes in an emergency.	RA/SBE
2.3	SBE and SE would discuss with Damian Donnelly post meeting. SE would provide GM with a form of words to base the letter to residents.	SBE/SE/ GM
2.4	RA would provide a bullet point outline of reasons for delay to first phase by 27 th July together with a revised bar chart programme for phase 2. Both reports required for Estate Management Board.	RA

		ACTION
3.0	SITE ARRANGEMENTS / CALLBACK REPORT / NOISY WORKS / STORAGE OF SPARES / LOCK TO HYDRAULIC PUMP ROOM DOOR	
3.1	Revised noisy works period - phase 2 to be diamond cut, to be easily identified in revised programme. SBE and GM to discuss further re advise to residents on period of disruption.	RA/SBE/GM
3.2	RA suggested taking Mr Studd to an Apex site in Acton to listen to diamond cutting in progress.	RA
3.3	Apex to disable the original lock to the HO92 pump room door now that the Girda lock was fitted.	RA
4.0	QUALITY CONTROL	
4.1	Jim Bryce, structural engineer had reviewed all structural issues to date and would be providing a brief report.	SBE
5.0	COMMUNICATION AND PROCEDURES / CONTINGENCY PLAN	
5.1	SBE to emphasise to Apex Service Manager the BYLCL clauses for maintenance.	SBE
6.0	FINANCIAL MATTERS	
6.1	SE passed SBE some invoices to resolve.	SBE
7.0	CDM AND PLANNING SUPERVISOR MATTERS	
7.1	No accidents to report.	RA
7.2	JW was considering changing H10 Girda keys.	All
7.3	JW had reported SBE responses on F.A recall to TMO colleagues.	
8.0	SITE MEETINGS	
8.1	Site meeting ongoing.	SBE/RA
9.0	ANY OTHER BUSINESS	
9.1	A query was raised on grinding at the 7 th Floor, unlikely to be Apex at this stage of the works.	All
9.2	Apex had placed a supply of hydraulic oil on side to “nurse through” HO92 until September 5 th .	All

	ACTION
10.0 DATE AND TIME OF NEXT MEETING	
10.1 Meetings would continue at the Resource Centre.	All
The next meeting scheduled for:	
Thursday 18 th August 2005 @ 2.30 PM	
Distribution - All on project directory - electronically	

GRENfell TOWER - PROJECT CONTACT LIST

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