

ROYAL BOROUGH OF KENSINGTON & CHELSEA

TENANT MANAGEMENT ORGANISATION LTD

GRENFELL TOWER LIFT REFURBISHMENT

CONTRACT PROGRESS MEETING

HELD AT GRENFELL TOWER ESTATE OFFICE

TUESDAY 24TH MAY 2005 @ 10.00 AM

MINUTES

		ACTION
1.0	INTRODUCTIONS / APOLOGIES	
1.1	Those Present: Sarah Everson (SE) : Brodie Plant Goddard Gina Manicom (GM) : Royal Borough of Kensington & Chelsea - TMO Janice Wray (JW) : Royal Borough of Kensington & Chelsea - TMO Robin Cahalarn (RC) : Royal Borough of Kensington & Chelsea - TMO Janice Jones (JJ) : Royal Borough of Kensington & Chelsea - TMO Keith Miles (KM) : Grenfell Tower Resident's Representative Gary Poynter (GP) : Apex Lift & Escalators Ltd Richard Braxton (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 Roger Anthony (RA) : Apex Lift & Escalators Ltd	
2.0	CONTRACTORS PROGRAMME / HYDRAULIC LIFT - SITE START	
2.1	GP and SE confirmed the time lost during the machine installation operation previously reported, could not be recovered on this phase and the first lift would be complete approximately 11 days later 15 th July 2005. The time would be recovered during phase 2.	GP
2.2	Work would commence on phase two on 18 th July, albeit the hoardings would not be erected until around 21 st July providing an opportunity for the old lift to be connected to the new landing push riser in the event of a dire problem with the new lift.	GP
2.3	To expedite, Drurycourt would be back filling architraves over 4 / 5 evenings. Quiet work would not disturb residents.	GP

	ACTION
2.4 It was planned to commence the hydraulic lift HO92 on 5 th September 2005.	All
3.0 SITE ARRANGEMENTS / STANDBY ENGINEER BANK HOLIDAY / CALLBACK REPORT / NOISY WORKS	
3.1 Standby engineer had been booked for the Bank Holiday: Sat / Sun - Paul Vigor - [REDACTED] Mon - Spencer Horlick - [REDACTED]	All
3.2 Concierge could contact the above engineers direct but must log the call in the normal way.	JJ
3.3 Apex to ensure keys to lock up and spares available for the standby engineer.	RB/GP
3.4 RC presented and updated callback record up to 12 th May 2005.	All
3.5 SE and SBE together with Roger Anthony and Steve Thomas had investigated the delays or otherwise to the callback on the 12 th May. Apex operatives must sign in for keys, leave a report and complete the log card for their own and Apex's protection.	RB
3.6 On 1 st May 2005 Apex fitter had purloined a part from another site to ensure lift service at Grenfell Tower. SBE congratulated Apex on their initiative. ILS had to attend the other site to rectify and RB offered to pay their invoice. SBE thanked RB for Apex generosity.	All
3.7 Customer Service Centre at Warwick Road phone No. noted for all - 0800 [REDACTED]	All
3.8 During standby fitter could hopefully rectify Street level indicator.	RB
4.0 QUALITY CONTROL	
4.1 RB and Steve Thomas to ensure all proper procedures maintained in respect of callbacks.	RB
5.0 COMMUNICATION AND PROCEDURES / CONTINGENCY PLAN	
5.1 RB to be consulted if any further spares to be sourced from other sites.	RB
6.0 FINANCIAL MATTERS	
6.1 SBE chasing Roger Anthony for additional costs for acoustics to satisfy planning.	GP
6.2 SBE confirmed requirement for additional mains supply had been avoided by alternative design with the controller manufacturer.	All

	ACTION
7.0 CDM AND PLANNING SUPERVISOR MATTERS	
7.1 No further issues.	All
8.0 SITE MEETINGS	
8.1 Roger Anthony and SBE to continue meeting weekly. Drurycourt would attend 2 nd June to discuss any future plans for noisy works.	SBE
9.0 ANY OTHER BUSINESS	
9.1 Steve Thomas mobile to be added to directory - [REDACTED]	All
9.2 RB details to be added to directory.	
9.3 Roger Anthony to update the notice to the Street level hoarding.	All
10.0 DATE AND TIME OF NEXT MEETING	
10.1 The next meeting scheduled for:	All
Wednesday 22 nd June 2005 @ 10.00AM	
Distribution - All on project directory - electronically	
Post Meeting Note:	
SBE met with Apex and Drurycourt on 2 nd June as noted, to evaluate progress and plan the “noisy works” element of phase 2. Drurycourt have devised a method of cutting entrances using hand held diamond saw methodology which should produce a considerably reduced noise pattern and at a much higher frequency being far less penetrative of the structure.	
The structural engineer has allowed us to cut thro’ the wall for the indicator back boxes therefore these can be core cut with the same noise characteristics as the above. The whole process will take approximately 1½ weeks longer than the 1 st phase albeit the advantages of accumulated knowledge gained during the first phase should enable Apex to accommodate. This may occur later in the works on phase 2 i.e. after the guides have been relocated. This is due to a problem which has occurred due to the out of plumbness of the shaft on this phase, whereby some of the slam side concrete posts may require more cutting out (i.e. noisy works). To avoid this situation I have allowed Apex to reduce the architrave tapered section from a 30° to a 15° rake.	
With progress on this phase and the above highlighted problems it is difficult to envisage the first lift being put into service before the 18 th July.	

GRENFELL TOWER - PROJECT CONTACT LIST

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Keith Miles Tel: [REDACTED] Mob: [REDACTED]	Residents' Representative Email: [REDACTED]	[REDACTED]
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