

ROYAL BOROUGH OF KENSINGTON & CHELSEA

TENANT MANAGEMENT ORGANISATION LTD

GRENFELL TOWER LIFT REFURBISHMENT

CONTRACT PROGRESS MEETING

HELD AT GRENFELL TOWER ESTATE OFFICE

WEDNESDAY 22ND JUNE 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 Jones (JJ) : Royal Borough of Kensington & Chelsea - TMO Edward Studd (ES) : Grenfell Tower Resident's Roger Anthony (RB) : Apex Lift & Escalators Ltd Steve Ellis (SBE) : Butler & Young Lift Consultants Ltd Apologies: Damian Donnelly (DD) : Royal Borough of Kensington & Chelsea - TMO Janice Wray (JW) : Royal Borough of Kensington & Chelsea - TMO Robin Cahalarn (RC) : Royal Borough of Kensington & Chelsea - TMO ES email would be added to project list.	All
2.0	CONTRACTORS PROGRAMME / HYDRAULIC LIFT - SITE START	
2.1	RA reported anticipated completion of 1 st lift at 18 th July 2005. Post Meeting discussions with Apex management rearranged completion at 29 th July 2005. RA would table reasons for delays at the next formal meeting.	RA/SBE
2.2	Site start for Social Services Lift was confirmed as 5 th September 2005.	RA/SBE

		ACTION
3.0	SITE ARRANGEMENTS / CALLBACK REPORT / NOISY WORKS / STORAGE OF SPARES / LOCK TO HYDRAULIC PUMP ROOM DOOR	
3.1	Following meetings with Drurycourt and Apex, it has been decided to diamond cut by hand held saw, the next phase of entrance removal as far as practical. The structural engineer Jim Bryce has allowed the fixture holes at landings to be cut through the front walls thereby enabling diamond core cutting.	All
3.2	Diamond cutting is less noisy and of a higher frequency than hammer drilling albeit 3 phase supplies and water are a requirement at each work face. The operation will therefore be extended by approximately two weeks. It is hoped that the second phase operations will be able to absorb this additional time.	RA/SBE
3.3	Jim Bryce would provide a report advising the structural integrity of the shaft would not be affected by the first phase hammer drilling.	SBE
3.4	Apex would provide an updated list of their next batch of maintenance visits. SBE would request they repair the ground floor indicator on the old lift.	SBE
4.0	QUALITY CONTROL	
4.1	See 3.3 above,	SBE
5.0	COMMUNICATION AND PROCEDURES / CONTINGENCY PLAN	
5.1	Apex to observe BYLCL specification in terms of maintenance reports procedures.	RA
6.0	FINANCIAL MATTERS	
6.1	SBE to process application No 4.	SBE
6.2	RA to provide costs for Drurycourt acoustic mods to Social Services Lift pump room.	RA
7.0	CDM AND PLANNING SUPERVISOR MATTERS	
7.1	RA would provide revised method statements for: <ul style="list-style-type: none"> a) Diamond cutting, b) Guide relocation. For second phase.	RA
8.0	SITE MEETINGS	
8.1	Meeting with Jim Bryce to be arranged.	SBE

	ACTION
9.0 ANY OTHER BUSINESS	
9.1 No other issues were discussed.	All
10.0 DATE AND TIME OF NEXT MEETING	
10.1 The next meeting scheduled for: Wednesday 20 th July 2005 @ 10.00AM Distribution - All on project directory - electronically	All

GRENFELL TOWER - PROJECT CONTACT LIST

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