

Construction Meeting Minutes

Subject and location

Construction weekly meeting at Apex house

Date: 7th April 2015

Present: Alan Simons. Mick Holderness. Gary Poynter. Gary Ager

Apologies: Keith Vines

	Site Update	Action
CP70376	Lloyds – Tower 3	
	Spraying complete, doors fitted lift 1, doors to fit on lift 2 Wednesday. Good progress over weekend. 2 round brackets. 2 conduits to be set 50mm, all hands required to help.	GP
CP70377	Lloyds – Tower 4	
	Sling fitted, machine room 90% complete, rear entrances to fit this week.	GP
CP70378	Lloyds – Tower 5	
	Machines and doors now at CSB.	RT
CP70379	Lloyds- Tower 6	
	Items to do.	GP
CP70375	Lloyds – Tower 2 Goods	
	COL approval, start date TBC, sample handrail, RT to issue GA.	<u>RT</u>
CP70410 to 13	Athene Place	GA
	Safety gear drawing required today, wiring at the moment, roping to sort. Next site meeting next week.	GA
CP70383	25 Cadogan Place	
	Still waiting for car interior , tester snags completed by Rupagon	PG

	Indicator could not be removed whilst working on lift – will be removed and given to builder for collection – tom Hambrook going to town Tuesday ask him to collect and bring back tell him to ask for Christian he has indicator	
CP70384/89	Hygeia	
	All door rear skins finished – cop wired – front fascia screen surveyed by Lifco – Drurycourt completing fronts and thresholds this week Mark back from holiday Thursday. Lift 5 drawing submitted for approval – S Procter confirmed no sump pump required – water sensor to pit to ground lift to ground or 2 nd floor ? (don't think this will comply)	PG
CP70391/402	Camden	
	Shipton : Awaiting handover to Camden. Belmont : Awaiting handover to Camden. Burmarsh : Guarding out tomorrow, car fitted. Fitting flexes. Headcorn : Delayed until 5-6 weeks. Leysdown : Started last week, ripping out. Heybridge x 2 – To start, awaiting Lakehouse.	GA
CP70404	Bruce House - Peabody	
	Witness tested – handed over	PG
CP70405	Peabody, Peabody Square	PG
	All entrances and door in – Ray Connell worked Saturday - asked to check the front slam on car to see if same as Gt. Guildford St made at 35mm floor.	
CP70406	Shepherdess Walk - Peabody	PG
	Tested – witness test Friday – waiting on new car indicator – CTV cut out in Cop for a MDU2 - MDU3 ordered – stentorgate notified before bank holiday	

	Lifco completing front infill on Friday morning	
CP70407	21 Great Guildford ST	PG
	Front return slam short of car cill by 24mm – CTV allowed For a 35mm floor not a 5 mm storvite – Alan in work shop to remake panel for quickness	
CP70409	Wren Court Bromley	GA
	Need labour, DCP lead missing from CTV.	
CP70414	Byron House	GA
	Awaiting car lineout. Date from Lifco. Guarding to fit.	
CP70415	BT Luton	PG
	Survey done, materials on order. GA drawing required.	
CP70417	Pimlico Library	
	Spanish package and structure, GP to issue order. TH to issue info, any info from meeting? Casting pit from Easter Weekend. Did TH issue GA layout to builder?	
CP70418/19	Grenfell Tower – Lift HO90 & H091	GA
	Starting today.	
CP70420	Royal Marsden Hospital	
	Survey tomorrow. GA/TH/KV	
	Camden Package	
	Surveys done on 5.	

AOB

H/S issues, RAMS daily, Gary to update tool box talks. ALL to ensure that GPS is switched on at all times. Check engineers as man down will not work.

All ongoing project this week, and works tomorrow, WJ/Mitch.

All jobs are to be handed over to service on site. – THIS MUST HAPPEN.

Can you make sure you give Tina drawings to issue to client as need to go with drawing issue register and a record kept on liftdata.

Holiday request must for now still go on holiday sheet and TMS system. Tina to issue holiday sheet list for construction meeting each week.

	Tool Box Talks	H&S Site Surveys
GA	6	3
PG	0	0
GP	0	0
MH	4	1
DIR	0	0

Next meeting Monday 13th April 2015 8am – AT LLOYDS