

Construction Meeting Minutes

Subject and location

Construction weekly meeting at Apex house

Date: 20th April 2015

Present: Gary Poynter. Keith Vines. Peter Gruzinski.

Apologies: Gary Ager. Mick Holderness. Alan Simons

	Site Update	Action
CP70376	Lloyds – Tower 3	GP
	Good progress over weekend. WSP to start witness test today Lift 2.	
CP70377	Lloyds – Tower 4	GP
	Sling fitted, machine room 90% complete, rear entrances to fit this week. Stop work this week.	
CP70378	Lloyds – Tower 5	GP
	Machines and doors now at CSB. & controllers	
CP70379	Lloyds- Tower 6	GP
	Items to do.	
CP70375	Lloyds – Tower 2 Goods	GP
	COL approval, start date TBC, sample handrail, RT to issue GA.	
CP70410 to 13	Athene Place	GA
	Wiring at the moment, Roping complete, installing safety gear. Next site meeting next week. Problem with pulleys GA to sort with Wittur. Wiring lift car.	
CP70383	25 Cadogan Place	PG
	Still waiting for car interior , tester snags completed by Rupagon	

	Indicator could not be removed whilst working on lift – will be removed and given to builder for collection. Tom has done this, is now at factory with Alan, slight change in steel colour, each flat has 2 fobs and a card.	
CP70384/89	Hygeia	PG
	Mark fitting next week. 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). Meeting required with Stu and Keith. WJ/EB site audit carried out last week. Andy Smith testing next week. Spraying next Weds, Thru, Fri.	
CP70391/402	Camden	GA
	Burmarsh : Guarding out tomorrow, Wiring ready for testing. Start testing this week. Headcorn : Start date 4/5/15. Leysdown : Installing shaft lights. Heybridge x 2 – To start, awaiting Lakehouse.	
CP70404	Bruce House - Peabody	PG
	Witness tested – handed over. O&M done ready to issue.	
CP70405	Peabody, Peabody Square	PG
	Ray Connell worked Saturday. All fronts complete, getting ready for test end next week.	
CP70406	Shepherdess Walk - Peabody	PG
	Witness test today. No phone lines. Mod on TV panel for A3 to work on Hydro.	
CP70407	21 Great Guildford ST	PG
	On test today, witness to arrange later in week.	
CP70409	Wren Court Bromley	GA
	Lift now running, problem with fitting entrance, diamond driller cutting concrete headers. "No Labour" .	

CP70414	Byron House	GA
	Problem with door gear. Had to move car back as no room for clutch. Adapted all steel work on car.	
CP70415	BT Luton	PG
	Indicators to order, RT to do buffer upstands, indicators, Steve Lockwood to fit.	
CP70417	Pimlico Library	PG
	Spanish package and structure. Now a 6 person car, KV has issued work sheet and revised layouts to be issued. Rupagon to fit lift.	
CP70418/19	Grenfell Tower – Lift HO90 & H091	GA
	Starting today. Process ok, COP will have to be removed. KV to layout COP sit with GA. COP back at workshop being modified. COP, pushes, Indicators & arcs being sent Thursday.	
CP70420	Royal Marsden Hospital	GA
	Survey tomorrow. GA/TH/KV, fixings, limits and walls. KV to speak to structural engineer regarding steel work. Meet this week. KV to speak to GA on order to CTV Urgent.	
CP70421/ 29	Camden Package	GA
	Surveys done on 5. - GA to issue to Camden. GA to meet Hydratech on site. Start June 29 th awaiting price from Hydratech. Awaiting lift numbers from Lakehouse.	

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.

Gary to update job programme urgent so we can plan labour.

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	5	1
PG	4	1
GP	0	0
MH	0	0
DIR	0	0

Next meeting Monday 27TH April 2015 8am – Art’s House (Keith to chair if possible)