

## Construction Meeting Minutes

Subject and location

Construction weekly meeting at Apex house

Date: 27<sup>th</sup> April 2015

Present: Keith Vines. Peter Gruzinski. Gary Ager. Mick Holderness. Alan Simons

Apologies: Gary Poynter

	Site Update	Action
CP70376	Lloyds – Tower 3	GP
	We are currently witness testing with the aim of handing over Friday and into service Tuesday morning, issues still on doors, Wittur not much assistance at present, WJ assisting site with urgent deliveries and basically anything that is required.	
CP70377	Lloyds – Tower 4	GP
	To continue when T3 is complete.	
CP70378	Lloyds – Tower 5	GP
	Materials at CSB panels, doors, machines.	
CP70379	Lloyds- Tower 6	GP
	Items to do.	
CP70375	Lloyds – Tower 2 Goods	GP
	Jim issues Rams so RT can check dims in machine room, Rich is to confirm when he can return to site. Panel at Sidcup.	
CP70410 to 13	Athene Place	GA
	Wiring at the moment, Next site meeting next week. New pulleys beginning week 14 <sup>th</sup> May. Problem with pulleys GA to sort with Wittur. Wiring lift car. Test this week, stainless covers this week, scaffolding removed.	

CP70383	25 Cadogan Place	PG
	Still waiting for car interior, indicators manufactured and ready to install.	
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 <sup>nd</sup> floor ? (Don't think this will comply). Meeting required with Stu and Keith, Tue / Weds of this week. Andy Smith testing next week. Spraying Weds, Thru, Fri. Scenic lift 3 testing this week.	
CP70391/402	Camden	GA
	Burmarsh : Start testing. Headcorn : Start date 4/5/15. Leysdown : Installing shaft lights and entrances. Heybridge x 2 – To start, awaiting Lakehouse.	
CP70405	Peabody, Peabody Square	PG
	In test, witness test Friday.	
CP70406	Shepherdess Walk - Peabody	PG
	O&M being worked on, Liftco to repaint trims.	
CP70407	21 Great Guildford ST	PG
	In service. O&M being worked on.	
CP70409	Wren Court Bromley	GA
	Lift now running, problem with fitting entrance, diamond driller cutting concrete headers. Mick Goody to carry on installation.	
CP70414	Byron House	GA
	Witness test this week.	
CP70415	BT Luton	PG

	Steve Lockwood to fit. 26/5/15 on site. – confirm labour.	
CP70417	Pimlico Library	PG
	Spanish package and structure. Now a 6 person car, revised layouts to be issued. Rupagon to fit lift. - No 5 million insurance cover waiting reply from Rupagon.	
CP70418/19	Grenfell Tower – Lift HO90 & H091	GA
	Process ok, pushes, Indicators on site this week.	
CP70420	Royal Marsden Hospital	GA
	KV to speak to structural engineer regarding steel work. Meet this week. KV to speak to GA on order to CTV Urgent, Quote Rodney CTV.	
CP70421/ 29	Camden Package	GA
	Surveys done on 5. - GA to issue to Camden. GA to meet Hydratech on site. Start June 29 <sup>th</sup> awaiting price from Hydratech. Awaiting lift numbers from Lakehouse. GP to confirm if RT to carry on with the rest of the surveys. RT to survey final 4 lifts.	

#### 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 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	6	1
PG	10	0
GP	0	0
MH	3	1

DIR	0	0
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**Due to Holidays - Next meeting Wed 6<sup>th</sup> May 2015 @ 8am – Art’s House.**