

Construction Meeting Minutes

Subject and location

Construction weekly meeting at Apex house

Date: 11th May 2015

Present: Keith Vines. Peter Gruzinski. Gary Ager. Mick Holderness. Gary Poynter

Apologies: Alan Simons

	Site Update	Action
CP70376	Lloyds – Tower 3	GP
	Lifts put into service 4-5-15. Being monitored by all. Items to be addressed ASAP. KV to arrange drawing meeting for all towers. This week 14/5/15 at WSP.	
CP70377	Lloyds – Tower 4	GP
	Back on site, progress to be monitored. Lift car to site 12-5-15. Target is 1-6-15 from testing.	
CP70378	Lloyds – Tower 5	GP
	Drawings to be approved. Materials in storage. Machines, panels, doors. Scaffold to be modified.	
CP70379	Lloyds- Tower 6	GP
	Items to address. This week and condense.	
CP70375	Lloyds – Tower 2 Goods	GP
	Drawings to approve at meeting. Scaffold to be approved, drawing required.	
CP70410 to 13	Athene Place	GA
	New pulleys beginning week 14 th May. Problem with pulleys GA to sort with Wittur. Scaffold put up this weekend and then put lift on bus stop mode.	
CP70383	25 Cadogan Place	PG

	Still waiting for car interior, indicators manufactured and ready to install.	
CP70384/89	Hygeia	PG
	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. SP to discuss with fire officer. Energy readings MH to look at downloads. Entrances to order from Wittur GP/PG. Andy Smith back on site today, problem with Stentorgate- being sorted.	
CP70391/402	Camden	GA
	Burmarsh : Tested. Not handed over. Headcorn : Start date Next week. Leysdown : Heybridge x 2 – To start, awaiting Lakehouse.	
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
	Complete, couple of items, O&M and handover sheet.	
CP70415	BT Luton	PG
	Steve Lockwood to fit. 26/5/15 on site. – confirm labour. RT promised MFG drawings these have been agreed with Alan.	
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. PG chase revised drawings this week.	
CP70418/19	Grenfell Tower – Lift HO90 & H091	GA
	1 st lift in service. On 2 nd lift now. Cop and arcs done.	

CP70420	Royal Marsden Hospital	GA
	KV to speak to structural engineer tomorrow. Materials on order with CTC. MH to cost frame up and quote GA.	
CP70421/ 29	Camden Package	GA
	Surveys done on 9. - GA to issue to Camden. Start June 29 th awaiting price from Hydratech. Got lift numbers from Lakehouse. Materials on order apart from Hydro equipment.	
CP70430	5 Broadgate	
	TH to inform team at next Monday's meeting.	

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.

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

Next meeting Monday 18th May @ 9am – Art's House