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CP 70413/19  
Grenfell  
Tower

Cc: SB to Con Man / Site / Surveyor

Our Ref: AM/RML/AL001

**SENT BY RECORDED DELIVERY**

Apex Lifts  
Apex House  
LEFA Business Park  
Edgington Way  
Sidcup  
Kent, DA14 5BH

12<sup>th</sup> February 2015

Dear Sirs,

**LETTER OF INTENT**

**Grenfell Tower ("the Site")**

We confirm that it is our intention to appoint you under our standard Sub-Contract Order as the Lift subcontractor in relation to Lift Adaptions "the **Works**" at the above Site.

In the meantime, to facilitate the Works, please accept this letter as our instructions to proceed with the following in accordance with the terms and conditions and attached Appendices (together "the **Contract**"):-

1. To carry out the supply and installation of 4no lift entrances for the sum of **£45,649.31 excluding vat**

(the "**Authorised Works**").

**1. Compliance**

The Authorised Works must comply with the following:-

- a) Bill of Quantity Page No's: As per Schedule of Information Appendix F
- b) Preamble Page No's: As per Schedule of Information Appendix F
- c) Specification Page No's: As per Schedule of Information Appendix F
- d) Drawing No's: As per Schedule of Information Appendix F
- e) The enclosed Standard RCL Terms & Conditions - Appendix B
- f) Our Health, Safety & Environmental document entitled "The Rydon Way" (Appendix C)
- g) The enclosed minutes of the Pre-Start Meeting held on 4<sup>TH</sup> February 2015 (Appendix D)
- h) Our minimum Standard for Protection of Goods & Materials document entitled "Site Protection Policy" (Appendix G)
- i) Site Specific Traffic Management Plan (Appendix H)

Full sets of drawings and information, with which your works must comply, are available throughout the duration of your works for your inspection / consultation at our Head Office.

You are permitted to access to the Site to carry out the Authorised Works but such access must be by prior written arrangement through ourselves.

## 2. Contract

- a) We confirm that it is Kensington and Chelsea Tenant Management Organisation Ltd's ("the **Employer**") intention to appoint Rydon as the Contractor to undertake the Works in accordance with the [JCT Standard Form with Contractor's Design 2011 Edition and other related documents comprising the main contract for the Works (the "Building Contract").
- b) The Articles of Agreement and Subcontract Conditions of Dom 2 will apply SAVE WHERE they are modified by the terms of this Contract. The draft Building Contract is available for inspection by you at our offices. You are deemed to have notice of all its provisions and its provisions are incorporated in this Contract insofar as they relate to the Authorised Works.
- c) This order is placed with reference to your quotation dated 1<sup>st</sup> August 2014. However, the terms and conditions of this Contract will prevail over any other terms or conditions included in your offer.
- d) Your authority and obligation to proceed under this Contract shall continue until the value of the authorised works has been expended or until any later date which we agree with you and is notified in writing. Within this period, it is intended that we will finalise the terms of the proposed Building Contract with the Employer. Until such documents are executed all the Authorised Work shall be governed by the latest versions of the Building Contract, the Employers Requirements, the Contracts Proposals and the Tender Sum Analysis. In the event of any dispute arising out of or in connection with the terms of this Letter of Intent the contents of such documents shall be deemed to be agreed as submitted by both parties unless varied by this letter.
- c) Liquidated and ascertained damages apply at a rate of ~~£7,280~~ per week plus Rydon Prelims at ~~£6,500~~ per week

*R.M. NOT ACCEPTED.*

*R.M. NOT ACCEPTED. SEE EMAIL SENT 17/2/15*

## 3. Payment

- a) Payment will be made in accordance with the attached schedule of lump sum payments, all as detailed in Appendix A attached.
- b) Payments will be at monthly intervals, with a payment period of 30 days subject to 2.5% discount.
- c) We agree to reimburse you all reasonable costs, subject to the above, which have been properly incurred by you in the implementation of the Authorised Works pursuant to this Letter of Intent, subject to a maximum aggregate limit of £45,649.31 (Forty five thousand, six hundred and forty nine pounds, thirty one pence) exclusive of VAT. Such reimbursement shall be accepted by you in full and final settlement of all liabilities and costs whatsoever which you may have incurred in respect of the Authorised Works. Any or all other works carried out by your company or on your over and above the Authorised Works or the said maximum limit shall be on an at risk basis pending execution of the Building Contract, and you shall not be entitled to any payment and / or reimbursement of any loss of profits, loss of contracts and / or any other costs, losses and / or expenses arising out of or in connection with the terms of this Contract.
- d) Retention will be held at ~~5%~~ *R.M. NOT ACCEPTED SEE EMAIL SENT 17/2/15*
- e) The schedule of lump sum payments will remain fixed for the duration of the contract



- f) The final date for payment of the amount due to you pursuant to any invoice shall be twenty-eight (28) days from the date of actual receipt of the invoice. The time period stated in paragraph 10 of Part II of Statutory Instrument 1998 No.649 is amended to 2 days.
- g) For the purposes of VAT your works are classified as standard rated for which VAT invoices will be required
- h) Valuation dates will be as Appendix H – Payment Schedule
- i) Before we are able to make any payment you are required to ensure that we have your Unique Taxpayer Reference (UTR) and Company Registration Number or National Insurance Number.
- j) No payments for materials on or off site will be considered.

#### 4. Insurance

You are required to maintain the following minimum levels of insurance:-

Public Liability :	£10 million for any one occurrence
Employer's Liability :	£10 million for any one occurrence

Satisfactory evidence of the maintenance of these policies must be provided on request.

For your information, the following personnel are responsible for this Contract:-

Project Manager:	Simon O'Connor	Tel:	
Contracts Manager:	Simon Lawrence	Tel:	
Surveyor:	Adam Marriott	Tel:	

#### 5. Termination

We reserve the right to terminate this Contract at any time by giving notice in writing to you with immediate effect. You will immediately on receipt of such written notice vacate the Site and remove all plant and machinery from the Site and/or hand over all drawings, reports, specifications, calculations and any other documents prepared by or on behalf of you in connection with the Authorised Works whereupon you shall be reimbursed in accordance with this Contract.

This letter supersedes any previous instruction, correspondence or other discussions between the parties and represents the entire agreement between the parties in relation to its subject matter but will be subsumed by our standard Sub-Contract Order

We would be grateful if you could acknowledge your acceptance of the terms set out in this Contract by signing and returning the enclosed duplicate by return.

Yours faithfully  
for Rydon Maintenance Limited



**Simon Lawrence**  
**Contracts Manager**  
Enc

[We accept the terms of this Contract

*Ray Murray*  
.....  
Signed for and on behalf of [ ]

Date *17/2/15*.....]

APEX LIFT AND ESCALATOR ENGINEERS LTD  
ART'S HOUSE  
BANKS LANE  
BEXLEYHEATH  
KENT, DA6 7BH  
TEL: [REDACTED] FAX [REDACTED]

**GRENFELL TOWER**



**APPENDIX A - SCOPE OF WORKS & ASCERTAINMENT OF LUMP SUM PRICE  
PACKAGE - LIFT ADAPTIONS**

Item	Description	Qty	Unit	Rate	£p
1.01	To carry out the supply and installation of 4no lift entrances.	1.00	item	43,205.00	43,205.00
1.02	To carry out pre-condition survey to 2no lifts.	1.00	item	814.77	814.77
1.03	For engineer in attendance whilst builders work is being carried out.	1.00	item	1,629.54	1,629.54

**SUB TOTAL**

45,649.31

**MCD**

2.50% (1,141.23)

**TOTAL**

44,508.08

1. Rydon to allow for breaking out openings prior to commencement of works.
2. Apex to allow for builders work whilst installing entrances, this includes for backfilling the architrave.
3. A pre-condition survey to be implemented prior to works starting.
4. Installation to take no longer than 4 weeks maximum.
5. Client to confirm button numbering - TBC.

1/8/15.

Rg 68361

*Rydon*

**RYDON MAINTENANCE LIMITED**

**APPENDIX B**

**STANDARD TERMS & CONDITIONS**

Rydon Maintenance Limited  
Mead House  
Cantelupe Road  
East Grinstead  
West Sussex  
RH19 3BJ

Tel: XXXXXXXXXX

APX00007916/7

APX00007916\_0001

## 1.0 Definitions

In this Contract the following words and expressions shall where the context so admits be deemed to have the following meaning:-

**"Practical Completion"** means the date stated in the main contract for the completion of the main contract works, or the date upon which this is certified as having occurred under the terms of the main contract

**"Certificate of Making Good of Defects"** means the date stated in the main contract for the completion of the defect rectification period main contract works, or the date upon which this is certified as having occurred under the terms of the main contract

## 2.0 Standard conditions

- 2.1 The main contract is executed as a deed and has a liability period of twelve years from the date of Practical Completion.
- 2.2 You are required to maintain adequate insurance in respect of theft of or damage caused to materials, plant and tools properly on site for incorporation or use within the works but which have not been fully finally and properly incorporated into the works in accordance with the terms and conditions of the main contract.
- 2.3 If any dispute or difference arises between us out of or in connection with this Contract or the main contract either party may refer it to adjudication in accordance the terms of the main contract. Where the main contract does not set out an adjudication scheme then the Scheme for Construction Contracts (England and Wales) Regulations 1998 (Amendment)(England) Regulations 2011, or any such equivalent re-enactment ("the Statutory Scheme") shall apply SAVE THAT both the terms of the main contract and the Statutory Scheme shall be modified to stipulate that when a party requires a dispute or difference to be referred to adjudication then that party shall give notice to the other party of his intention to refer the dispute or difference to adjudication and shall include with that notice of intention to refer particulars of the dispute or difference together with the summary of the contentions on which he relies, a statement of the relief or remedy which is sought and any material he wishes the Adjudicator to consider. Within 7 days from the date of such notice the party giving the notice of intention shall refer the dispute or difference to the Adjudicator for his decision ("the Referral") and the documents comprising the Referral shall be only the particulars, summary of contentions and material previously incorporated in the notice of intention to refer. The Referral and its accompanying documentation shall be copied simultaneously to the other party.
- 2.4 If any dispute or difference arises between us out of or in connection with this Contract it shall be determined by legal proceedings. In exercising such rights the parties shall pay due regard to the Pre-Action Protocol for Construction and Engineering Disputes.



- 2.5 This contract does not create any right enforceable by any person not a party to it.
- 2.6 It is agreed that the period of limitation applicable to any claim or claims arising out of or in connection with this contract shall be 12 years from the date of the Practical Completion of the works under the Main Contract.
- 2.7 The copyright in all drawings reports specification bills of quantities calculations and other similar documents (the 'Copyright Documents') provided by you shall remain vested in you but Rydon and its appointees shall have an irrevocable royalty free non exclusive licence to copy and use such Copyright Documents and to reproduce the designs contained in them for any purpose related to the development including but without limitation to the construction, completion, maintenance, letting, promotion, advertisement, reinstatement and repair of the Development. You shall not be liable for any such use by Rydon or its appointees of any Copyright Documents for any purpose other than that for which the same were prepared and provided by you. The licence will carry the right to grant sub-licences and shall be transferable to third parties.
- 2.8 On commencement of your work you will be deemed to have accepted the area as complete and ready for your operations. Under no circumstances will we accept any claim for additional payment for out of sequence work, excessive preparation work, unless payment of additional monies has been discussed and agreed in advance of the works.
- 2.9 On no account will any of your works be sub-let or assigned without the prior written permission of the Main Contractor.
- 2.10 Where your business is an un-incorporated association your work may be performed by any appropriate employee and nothing in this agreement shall serve as to require a sole trader or partner to personally perform your work.
- 2.11 No claim for additional payments will be entertained, unless they are the subject of a written variation order issued by the site management or the main office. In the event that a variation or additional works occur, then the work is to be valued with this office prior to the works being carried out.
- 2.12 On no account will any claim for loss and expense be entertained, should any of your works be omitted.
- 2.13 References / credit checks if required are to be provided including any material suppliers.
- 2.14 If we fail to pay the amount due under this contract or any part by the due date then you shall be entitled to simple interest on that amount for the period until such payment is made. The rate of interest shall be 3% over the Base Rate of the Bank of England current at that time.
- 2.15 Material samples and manufacturers literature to be provided in adequate time for Client and any other regulatory or other approvals necessary.
- 2.16 Accurate record drawings to be kept on site during the progress of the works. Four weeks prior to practical completion, two paper copies and a disc to be

issued containing 'as-built' drawings. O&M manuals and / or any other information for inclusion in the health & safety file. Drawings to be in .dwg and .pdf format. PDFs containing text to be in readable format.

- 2.17 Should your workforce on Site include any non-English speaking personnel, then a relevant foreign language interpreter is to be provided, free of charge, at all times.
- 2.18 All workmanship is to comply with the following: -
- 2.18.1 All workmanship is to comply with all manufacturers / suppliers instructions and recommendations and current relevant British standards and codes of practice;
  - 2.18.2 It is your responsibility to satisfy yourself as to the suitability of the surface upon which your operation and / or materials are to be fixed. No claim will be entertained should this not be carried out;
  - 2.18.3 You are expected to assist the co-ordination of works to avoid unnecessary delays and maintain the quality of works;
  - 2.18.4 You are responsible for protection of your works and adjacent finishes. Any resultant damage will be deducted from your account. Any protection removed shall be replaced by you;
  - 2.18.5 All protective covers over materials are to be replaced and materials maintained in neat condition;
- 2.19 To the extent that you have designed or specified all or part of your works (including any further design or specification which you are required to carry out as a consequence of a variation to your works) you shall have in respect of any defect or insufficiency in such design or specification the like liability to us, whether under statute or otherwise, as would be reasonably expected of a competent professional designer experienced in the provision of professional services for works similar to the size scope complexity quality and nature of the works supplied to us.
- 2.20 You are to maintain sufficient resources on site in order that works are carried out in accordance with the Programme and to liaise with our Site Management on all matters in respect of the progress on site. Attendance at subcontract meetings will be required to co-ordinate your work with other trades.
- 2.21 You will be required to comply with any site specific permit to work systems.
- 2.22 A competent foreman is to be employed on site at all times.
- 2.23 Access for and unloading, storing distribution and security, and subsequent loading of materials are to be the responsibility of the subcontractor. Excessive quantities creating bulk and/or early deliveries are to be avoided. You are to ensure that you provide adequate advance notice of delivery of material to site.
- 2.24 You will provide all plant, including small plant and mobile generators, necessary for the execution of your works. Where we provide hire plant on

your behalf, you will be charged the full cost + 20% and will be responsible for all loss, damage and replacement costs.

- 2.25 Unloading, storing, distribution, security and subsequent loading of materials are to be the responsibility of the subcontractor. Excessive quantities creating bulk and / or early deliveries are prohibited without prior agreement with our Site Management. You are to ensure that you provide adequate advance notice of delivery of material to site. Ensuring full compliance with:-
- i. Full compliance with traffic management plan and any specific logistics planning (loading out responsibilities, vertical distribution and delivery and storage arrangements.
  - ii. Where work at height needs to be undertaken from a delivery vehicle, a risk assessment must be provided together with a safe system of work. All deliveries failing to comply with the above will be removed from site.
  - iii. Distribution of material including necessary plant is the responsibility of the subcontractor.
- 2.26 The subcontractor is required to attend as necessary production and co-ordination meetings.
- 2.27 Storage of material is available in areas designated by the site manager. Materials stored on Site are entirely at your own risk until full and finally fixed.
- 2.28 O&M Manuals to be issued, at least 2 weeks prior to practical completion, with complete, clear and concise information to allow safe operation and maintenance of the installation, materials and equipment provided. To include cyclical maintenance and schedules required. Manuals to be issued as 1no paper copy and on disk (.pdf's containing test to be in readable format).



# The Rydon Way

All Rydon projects are managed with safety, health and environmental responsibility being a high priority. The information incorporated within this document, sets out initial requirements for undertaking work for Rydon. In addition to this document, all contractors MUST meet their legal duties laid down by the:

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations
- Construction (Design & Management) Regulations) 2007

... AND comply with all requirements of:

- Relevant Task Specific Legislation, Policy or Guidance
- The Health & Safety Plan
- Approved Risk Assessment and Method Statement
- Additional information set out within the agreed contract



## SITE WASTE MANAGEMENT

All contractors must adhere to the Site Waste Management and supply all requested information in a timely manner, ie; Waste Transfer Note, Hazard Waste Consignment Notice. Prior to waste being removed from site, the following must be provided:

- Waste Carriers Licence
- Environmental Permits or Exemption Certificates
- Current Recycling Rate for the Waste Transfer Station used

**PAT & EQUIPMENT CHECKS**

All electrical equipment must have evidence of passing a PAT test in the relevant time period. This should also cover transformers, leads and chargers etc.

All equipment requiring a certificate of conformity and thorough examination under POWER and LOLER must be received and accepted by site before work is undertaken.

**SIN**

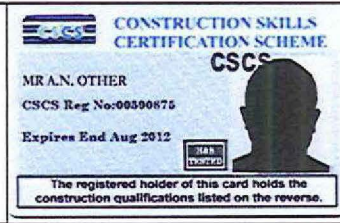
Rydon Safety Improvement Notice (SIN) is used to highlight areas of weakness or concern and generate improvement through encouraging best practice. SIN notices will be issued and the information collated on the safeguard system. This will result in grades being held on each contract, setting out a performance rating. Poor performance can result in removal of an operative for individual's SINs or removal of a companies approval status.

All contractors will make themselves aware of the information displayed on the Rydon Safety Notice Board and Hazard Board:

- TMP
- Hospital Location
- Relevant Lifting Plans
- Policies
- Fire Procedures & Map
- First Aid Information
- Site Rules
- Legislation

**COMPETENCE**

Any operative undertaking work on a Rydon site, must demonstrate his competence. The demonstration of original CSCS, CPCS, CISRS, GAS SAFE, NICEIC card must be made at induction stage. Operatives carrying out demolition or special works must demonstrate competence via their own accredited bodies.



**CODE FOR SUSTAINABLE HOMES / BREEAM**

Subcontractors are required to assist in providing information on points taken in the pre-assessment ie; confirmation of materials used are:

- In compliance with green energy ratings
- Come from a recognised and certificated sustainable source
- In compliance with global warming ratings
- In compliance with energy efficiency ratings

**DUST SUPPRESSION**

All operations or equipment creating dust must be assessed and an effective method of suppression used.

**PPE**

Hard hat, boots, hi-vis and gloves to be worn at all times. Additional PPE requirements will be set out within the risk assessment process. This will also highlight the specification of equipment to be used.

**TBT**

Subcontractors must be able to demonstrate through records and documentation, regular toolbox talks are delivered to their operatives throughout the project.

**RA / MS DOCUMENTATION**

To be submitted to site for approval before work commences. If further information is required/requested, this must be undertaken before work can be started.

**SCAFFOLDING & WORKING AT HEIGHT**

Scaffold contractors must adhere to SG4-5, TG20, EN12811. A harness and line must also be worn at all times. Working at height must be undertaken within the agreed safe systems of work (RA / MS) and all equipment must meet the required standard, be in good condition and have evidence of a suitable and sufficient being conducted.

**INDUCTION**

All personnel on site will undertake the induction process and supply all relevant details and proof of competence before starting work.

**COSHH**

Rydon must be supplied with a relevant data sheet and full assessment of any substance brought onto site, covered by COSHH. The substance must be stored / decanted correctly and relevant storage must be provided in line with the controls agreed on the assessment.

**corporate social responsibility**

**CSR**

A copy of the subcontractors CSR policy is to be issued to Rydon with initial documentation.

**CONTRACTOR APPROVED**

All contractors must have full approval and be registered on the Rydon database before undertaking any work. All documents and relevant certification must be reviewed and maintained throughout the project.





## **SITE PROTECTION POLICY**

### **General Guidance**

This policy applies to ALL Rydon Maintenance developments. In addition to establishing the minimum acceptable standards for the protection of goods and materials it also encompasses the minimum requirements for fire prevention standards associated with temporary protective coverings.

The standards set within this policy reflect the minimum acceptable level of protection to be provided on ALL Rydon Maintenance developments. Where operating companies deviate from this written policy, it must be ensured that the principles established in this policy are met in full.

### **Responsibilities**

It is jointly the responsibility of the Commercial and Construction departments to apply this policy. The Commercial Director will ensure materials are supplied in accordance with this policy and the Construction Director will ensure that materials meeting the requirements of the policy are used on ALL developments.

	LOCATION	MATERIAL	FIRE RATING	SUPPLIED BY	INSTALLED BY	REMOVED BY	
SUPERSTRUCTURE (EXTERNALS)	1	Oversites	Sand all oversites inc garages prior to superstructure	N/A	Groundworker	Groundworker	Bricklayer as plate finished
	2	Brickwork (weather protection)	Hessian – Cold Weather	N/A	Rydon	Bricklayer as work proceeds	Bricklayer as work proceeds
			500 gauge Polythene – wet weather		Rydon	Bricklayer as work proceeds	Bricklayer as work proceeds
			Turn inner board overnight at end of work period		Bricklayer	Bricklayer	Bricklayer
	3	Stone, Plinths, Strings & Cornices	Strings to be protected with 500 gauge polythene built into brickwork	N/A	Rydon	Bricklayer	Bricklayer as Scaffold Struck
			Heads as above		Rydon	Bricklayer	Bricklayer as Scaffold Struck
			Cills as above (and timber box protection) if applicable		Rydon	Bricklayer	Bricklayer as Scaffold Struck
			500 gauge polythene built into brickwork		Rydon	Bricklayer	Bricklayer as Scaffold Struck
			Low level plinth stretcher brick – 500 gauge polythene built into brickwork		Bricklayer	Bricklayer	Bricklayer as Scaffold Struck
4	Timber Windows, Cills & Door Thresholds (external façade only)	Protection to be 500 gauge polythene or Correx	N/A	Rydon	Bricklayer	Bricklayer	
5	RWP Drains	Proprietary caps to be fitted	N/A	Groundworker	Groundworker		
6	Pre-finished Windows & Doors	Manufacturers protection applied, sashes fully wrapped in Polythene prior to fitting at works with Ply box or Correx covers to Cills	N/A	Manufacturer	Specialist installer	Cleaner	
7	Door frame (timber)	Foam protection	N/A	Rydon	Bricklayer	Rydon	
8	External timber Doors (to be primed before fitting)	Correx to both faces of door taped on with low tac tape or fit temporary door	Tto LPS1207	Rydon	Carpenter	Rydon	

	LOCATION	MATERIAL	FIRE RATING	SUPPLIED BY	INSTALLED BY	REMOVED BY	
SUPERSTRUCTURE (EXTERNALS)	9	Chipboard Weatherdeck Flooring	Promesh tape all edges as required	N/A	Rydon	Carpenter	Painter
	10	Garage Doors	Plastic coverings as supplied with door or Correx to outer face of door taped on with low tac tape	N/A	GD supplier	Pre fixed	Painter prior to decorations or cleaner if pre-finished
	11	Meter Boxes	Build in 500 gauge polythene	N/A	Bricklayer	Bricklayer	Bricklayer as scaffold struck
	12	Gutters (prior to fitting RWP)	Temporary polythene sleeves	N/A	Plumber	Plumber	Rydon
INTERVALS	1	SVP's drainage connections/service ducts	Proprietary Caps	N/A	Groundworker	Groundworker – to ensure no open ends	Plumber – as work proceeds
	2	Pipework	Tape all open ends	N/A	Plumber	Plumber – to ensure no open ends	Plumber – as work proceeds
	3	Floor screed & general floor protection	Promesh tape all edges	To LPS 1207	Plasterer	Cover prior to commencement of work	Painter
	4	Ceramic Tiles - Floors	Correx	To LPS 1207	Tiling Contractor	Tiling Contractor	Cleaners at build clean
	5	Radiators	Suppliers bag retained and refitted	N/A	Plumber	Plumber	Cleaners at build clean
	6	Carpets in communal areas	Self adhesive carpet protection	To LPS 1207	Carpet Fitter	Carpet Fitter	Cleaners at sparkle clean
	7	Kitchen Units & Worktops	Correx screen to unit doors Correx taped to worktops.	To LPS 1207	Kitchen Fitter (Rydon if kitchens supply only)	Kitchen Fitter	Cleaners at build clean

	LOCATION	MATERIAL	FIRE RATING	SUPPLIED BY	INSTALLED BY	REMOVED BY	
INTERIALS	8	Veneered doors & doors to common areas	Hang, take off and protect within Ply coffin in dwelling, fit temporary door if required	To LPS 1207 N/A	Rydon	Carpenter as installations proceeds	Carpenter
	9	Sanitaryware, Bath & Shower tray	Correx with Ply cover sized to fit to allow ceramic tiling to be completed with protection in place	To LPS 1207	Plumber	Plumber immediately on installation of item	Plumber as and when required. Finally by cleaners at build clean
	10	WC & Basin	Taped Correx and ply lid to basin	To LPS 1207	Plumber	Plumber immediately on installation of item	Plumber as and when required. Finally by cleaners at build clean
	11	Tapware & Shower fittings	To be wrapped with plastic bag and taped	N/A	Plumber	Plumber immediately on installation of item	Plumber as and when required. Finally by cleaners at build clean
	12	Staircase (Timber)	Hardboard protection to timber treads Further protection (where required) to be Correx	N/A To LPS 1207	Rydon	Carpenter	Carpenter at pre-paint stage
	13	Handrails & Newells	Correx or foam and secured with tape	To LPS 1207	Rydon	Carpenter as work proceeds	Carpenter at pre-paint stage
	14	Timber	All timber delivered (including joists) not stored in an enclosed timber rack must be covered with tarpaulins or monaflex	N/A	Rydon	Carpenter as work proceeds	Carpenters



	LOCATION	MATERIAL	FIRE RATING	SUPPLIED BY	INSTALLED BY	REMOVED BY	
INTERIALS	15	Internal Door Thresholds	Low tack tape and Correx	To LPS 1207	Rydon	Carpenters as work proceeds	Cleaners at sparkle clean
	16	Kitchen appliances	Manufacturers protection to be maintained subject to ensuring items are stored in a controlled area where appropriate level of protection is provided and risk minimised / managed  When items installed, remove protective coverings from within structure as soon as is possible	N/A	Kitchen Installer	Kitchen Installer	Fitter

SUPPORTING NOTES
<p>The following notes are to assist with the implementation of this Policy.</p> <ol style="list-style-type: none"> <li>Care must be taken to ensure where protective coverings are recycled, their future use is in accordance with this policy, e.g. a non flame retardant covering must only be used in an appropriate way and MUST not be substituted for LPS 1207 rated coverings.</li> <li>The above requirements are set, making the assumption that other related factors, such as the standards of housekeeping and materials storage on site are of a satisfactory nature. Should a situation arise where standards on site are less than satisfactory, the minimum requirements set by this policy may be compromised.</li> </ol>

## TRAFFIC MANAGEMENT PLAN Rev 1 / May 2014

Grenfell Tower  
Grenfell Road  
Notting Hill W11 1TQ

### Site set up

The site will be manned throughout the working times which are listed below.

The entrance will be kept closed at all times with a Rydon Gates Man present to receive deliveries to site.

Delivery Drivers will call the site on [REDACTED] approximately 1 hour before arrival so the site can make ready for their arrival.

### Vehicle Route to Site

Delivery vehicles visiting site must approach from the east along the B450 Ladbrooke Grove.

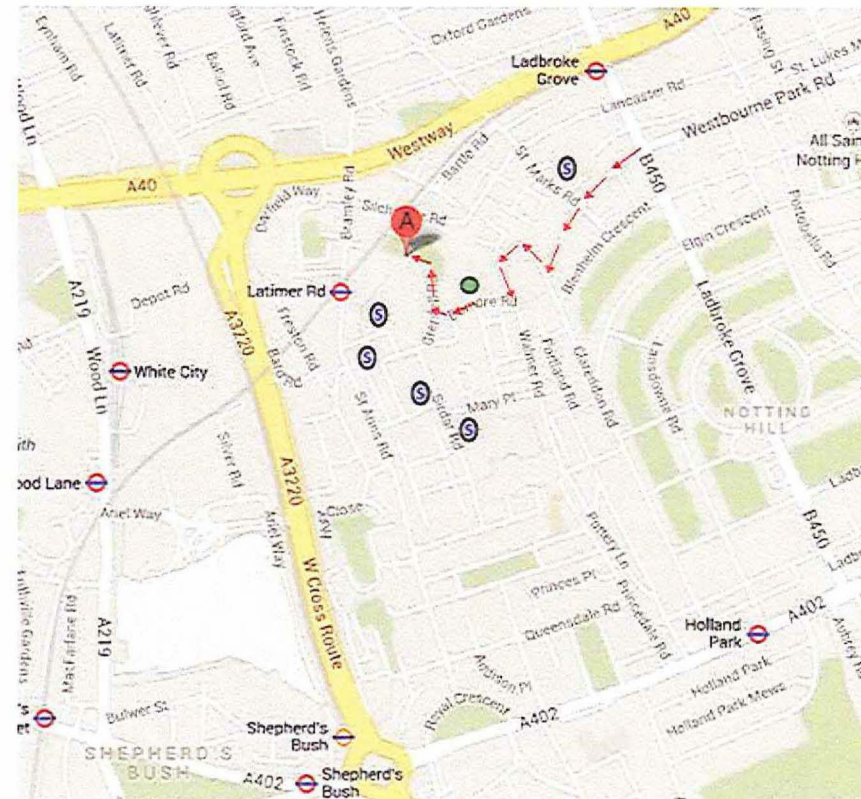
At the crossroad junction adjacent to The Elgin public house and Lowercourt Rd Estate turn into the road opposite, Cornwall Crescent. Once in Cornwall Crescent follow the road over the mini roundabout to the end.

Turn right into Clarendon Road and follow the left bend around. Be aware Bouygues have a site on the right hand side. Turn right into Bomore Rd by The Foreland Medical Centre and follow to the end.

Then turn right into the estate road, Grenfell road and follow to the end. Our site entrance is on the right immediately after the corner. Stop outside. Our gateman will reverse you into our compound. Do not reverse until our gateman is with you!

Exit the site in the opposite direction you entered to Ladbrooke Grove.

### Site Location and Routes



#### KEY

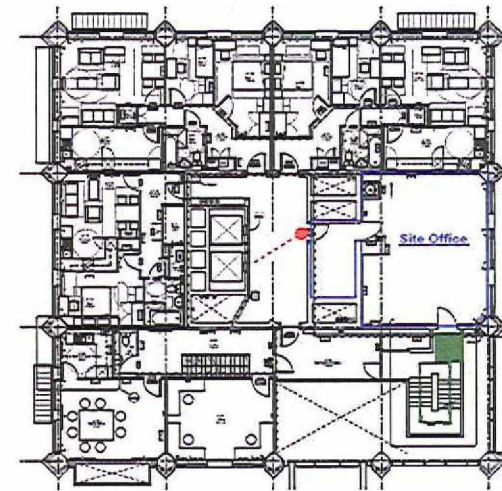
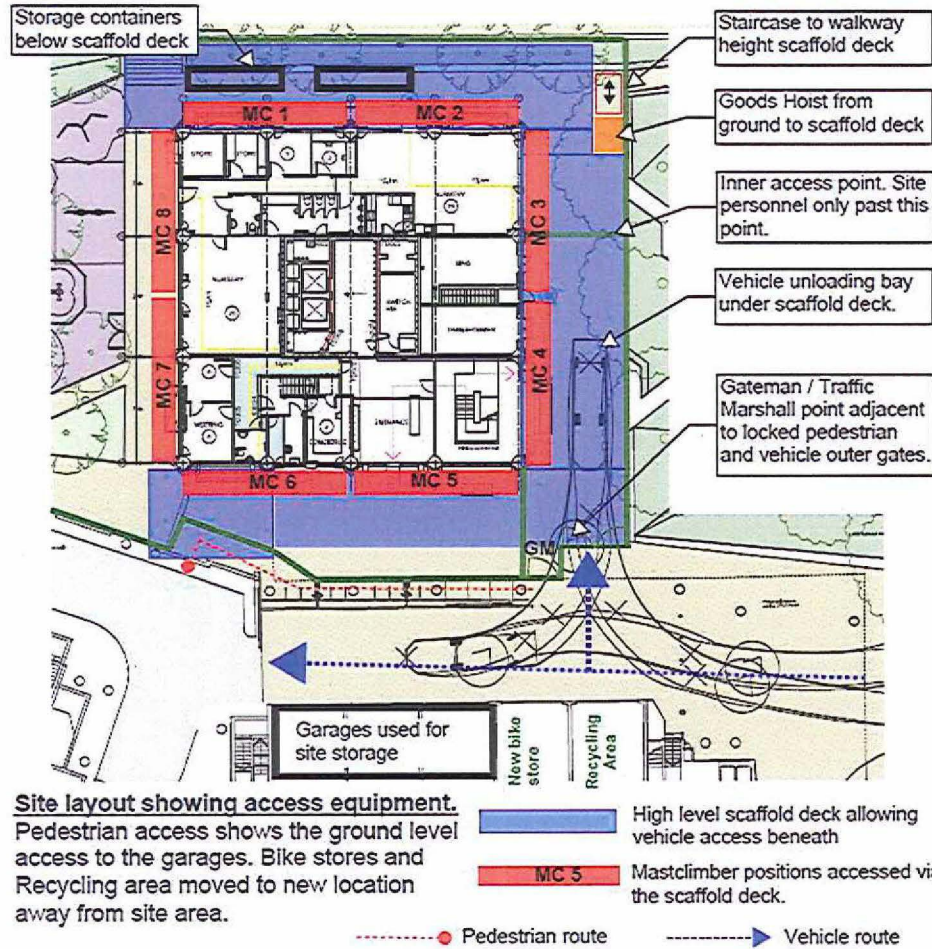
- A = Site Location
- ← = Traffic Route

#### Local Hazards

- S = Local Schools & Nurseries
- = Neighbouring Construction Site (Bouygues)



**SITE PLAN**



**Mezzanine Level**

Site office based in new community room area. Doors opening out to Lift Lobby and external staircase.

- Resident access from within the block to Reception and RLO's
- Contractor & visitor access to site office from external staircase



## Site rules regarding deliveries

Site Speed Limit 5mph.

Deliveries will only be accepted between the hours of 09:30 and 14:00 Mon-Fri.

All deliveries that do not keep to the Traffic Management Plan will be turned away with no abortive costs to Rydon.

All Pedestrians must keep within the pedestrian walkways shown on the Site Plan.

All drivers must report to the gateman.

All vehicles movements within the construction area must be under the guidance of a banksman at all times.

All reversing commercial vehicles must have an audible warning device, if not available a banksman must oversee all vehicle movements.

All drivers must wear PPE while on site this includes safety helmet, hi-vis clothing, gloves and boots plus other PPE as directed by the RAMS for the activities being carried out.

Delivery of heavy, awkward loads or fuel must have an agreed Risk Assessment Method Statement signed by Operational Management or the delivery may be rejected.

Depending on weather and site conditions all vehicles leaving site will require wheel washing.

No Parking across the site entrance.

There is no Site staff, contractor or visiting car parking available on site.

All vehicles must be parked off the road for unloading.

Correct documentation for vehicles with Hiab, including thorough examination certificates and driver competency to operate the machinery.

Appropriate fall arrest equipment to be available if the vehicle does not have side guards.



## Subcontractor Pre-Contract Interview Appendix D

**Contract:** Grenfell Tower

**Date:** 4<sup>th</sup> February 2015


**Trade:** Lift Adaption Package

**Subcontractor:** Apex Lifts

**Present:  
(name & contact details)**

Ray Murray – Apex Lifts  
Gary Ager – Apex Lifts  
Adam Marriott – RML  
Jason North – RML  
Simon O'Connor - RML

**Subcontractor Contacts:**

Office tel no:   
Mobile no: 

E-mail: [raym@apexlifts.com](mailto:raym@apexlifts.com)  
Supervisor: Ray Murray

**Chaired by:** Jason North (Site Manager)

**Minutes by:** Adam Marriott (Surveyor)

## 1 Subcontractor Declaration

- 1.1 Subcontract to complete and return the subcontractor Health safety and environmental questionnaire & declaration for approval by RML - Returned
- 1.2 Should this form not be completed, the subcontractor will not be permitted to start works on site. Should this be the case, RML will not accept any liability for programme delays and or any costs incurred by the subcontractor due to this form not being completed and approved.

## 2 Subcontract Package

### 2.1 Contract

Should you be successful you will be appointed on a Pre Contract Agreement until the Main Contract is received from our Client

- 2.2 The project trade specific schedule of inclusions (Appendix E) was discussed and agreed.

## 3 Programme / Resource

Agreed Subcontract Programme tabled. Short term programmes will be issued to maintain this programme. You are to allow for reasonable fluctuations of required resource.

### 3.1 Subcontract Programme

- (i) Anticipated start date: 23<sup>rd</sup> March 2015 (GA to confirm)
- (ii) Installation sequence/visits: Please refer to programme
- (iii) Notice to commence: 2 weeks
- (iv) Notice to commence subsequent visit(s): 2 weeks

### 3.2 Supervision

- (i) Competent working / non-working foreman who will be capable of receiving instructions from us to be on site at all times.
- (ii) Supervisor's visits as required. Minimum of once a week.

### 3.3 Local Labour / Apprentices

Contract specific requirements:

## 4 Drawings

- 4.1 Revised / updated drawings to be Issued to subcontractors offices electronically. A copy to be held by site manager. You are responsible for checking drawing revision with site manager prior to commencing work.

### 4.2 Subcontractor Drawings

- (i) Preparation – not applicable
- (ii) Approval – not applicable
- (iii) Re-submission – not applicable
- (iv) Issued for construction – not applicable
- (v) Manufacturing period – not applicable

NOTE: All drawings and specifications received by us will be commented upon and approved in principle only. The subcontractor remains fully responsible for the design, including relevant compliances, design and dimensional integration.

#### 4.3 Number of Drawings

Two paper copies and .pdf / .dwg copies required to our main offices, with a drawing issue slip. Revised drawings to be issued with revisions clouded and annotated in table. In support, a full set of material / manufacturer details and samples.

### 5 Conditions

#### 5.1 Traffic Management Plan

Please ensure the attached Traffic Management Plan is handed to your driver / courier prior to each delivery, this must be complied with.

Failure to comply with the above will result in the vehicle being rejected; Rydon will not be liable for any abortive / redelivery costs.

#### 5.2 Site Restrictions

Access and egress from the site has been inspected by the subcontractors who have satisfied themselves as to the suitability. Any special access requirements are to be agreed with us.

#### 5.3 Parking

There would be no parking on site.

#### 5.4 Welfare Facilities / Attendances

The following facilities will be provided for your use:

- (i) Shared welfare facilities.
- (ii) Use of water from standpipes located around the site.
- (iii) Plant for materials distribution including (Crane, Hoist, Forklift), between the 23/03/2015 and 17/04/2015, which is to be operated by a competent qualified driver, provided by the subcontractor unless otherwise specified below
  - Crane Driver – Subcontractor
  - Forklift Driver – Subcontractor
  - Banksman – Subcontractor
  - Slinger – Subcontractor

Any plant supplied by Rydon and made available to the subcontractor should be booked with our site management with 3 days notice.

- (iv) Power is provided for lighting emergency routes only. All subcontractors are to allow to provide their own power and lighting to carry out their works. If a number of power points are provided then should power be lost, we will not accept any costs for lost / standing time.

#### 5.5 Working Hours

Monday to Friday: Normal working hours to encompass completion of programmes work in Appendix P are 8 am – 5 pm

Saturday: Can be requested by subcontractor subject to Rydon approval

Works Holidays: None

### 6 Environmental

- 6.1 Does your company have an environmental policy? YES  
If yes, is it externally audited? NO



- 6.2 Should a subcontractor not have an Environmental Policy they are deemed to be working with Rydon Policy, a copy of which is available on our website [www.rydon.co.uk/uploads/documents/environment-policy.pdf](http://www.rydon.co.uk/uploads/documents/environment-policy.pdf)
- 6.3 You must provide a copy of your Waste Carriers Licence if applicable No
- 6.4 You must provide a copy of your Waste Management License if applicable No
- 6.5 Rydon are committed to minimising waste as per our commitment to reduce our carbon footprint, and control our waste using the "Smart Waste" Management tool. If applicable you will be required to supply details of all waste carriers and waste transfer stations you use on this contract and complete the attached "Smart Waste" data entry form on a monthly basis throughout the works you are involved with. This is to be issued together with copies of the waste transfer notes and hazardous waste consignment notes with your application for payment. We reserve the right to withhold payment should this information not be received.
- 6.6 Site Waste Management - See section 6 of the Appendix B (Standard Terms and Conditions)
- 6.7 As part of the commitment to reduce and restrict unnecessary packaging waste associated with goods arriving at site.  
Rydon require:
- Packaging associated with goods delivered to site shall be removed or returned using an agreed 'take-back' or similar scheme by the supplier or contractor where appropriate.
  - Packaging shall be designed, produced and commercialised in such a way as to permit its reuse or recovery, including recycling, and to minimise its impact on the environment.
- The following should be discussed and agreed:
- (i) Subcontractor materials packaging – Labour only
  - (ii) Disposal of packaging by Subcontractor – N/A
  - (iii) Reducing waste on materials used – N/A
  - (iv) Disposal of waste materials by Subcontractor
  - (v) Protection to be provided by Subcontractor
  - (vi) Removal and disposal of protection by Subcontractor

## 7 Dayworks / Variations

- 7.1 Daywork sheets are to be submitted for consideration and validation by the Site Manager, detailing the work done and time spent, on the day the work is carried out. Otherwise hours may not be validated and valuation may be affected. Wherever possible, works are to be carried out on agreed rates. In agreeing fair and reasonable costs, the progress of the works must not be affected in any way.
- 7.2 No claim for additional payments will be entertained, unless they are the subject of a written variation order issued by the site management or this office. In the event that a variation or additional works occur, then the work is to be valued with this office prior to the works being carried out.
- 7.3 The rates below are to be utilized for a maximum of 1 day (8 hours) after which a variation instruction prior to any further works, issued by Rydon, will be required. Failure to obtain a confirmed price for legitimate time related variations being valued at £120 / day & materials and plant at cost.

SD Carpentry to provide a price within 7days of enquiry.

Rates: Labour £120 / day or part thereof  
Materials & plant at cost + 10%



## 8 Maintenance

### Defects Liability Period

During the 12 month defect liability period, or up to the date of the Certificate of Making Good Defects under the contract, whichever is later, the subcontractor is responsible for attending to any reported defects within the response times as set out below or those set out in the Employers Requirements, whichever is the shorter.

### Requirements

Immediate	-	within 4 hours
Emergency	-	within 24 hours
Urgent	-	within 3 days
Essential	-	within 7 – 10 days
General	-	within 28 days
Others	-	end of Defects Period

## 9 Outstanding Information / Queries

9.1 Clarification required in regards to button numbering. (RML to confirm with Client)

## 10 Any Other Business

10.1 2.5% MCD agreed with 30day payment terms

10.2 RML to provide openings prior to Apex commencement of works

10.3 Apex to backfill architrave (face of lift)

ATTENDANCE The following is provided by (tick as appropriate):	SUPPLIED BY			COMMENTS
	RML	S/C	N/A	
<b><u>Accommodation and Welfare</u></b>				
Space only for office storage facilities			✓	
Space only for materials/plant storage	✓			
Provision/erection/dismantling/removal of offices/stores	✓			RML own welfare only
Making good areas affected after removal of offices/stores	✓			RML own welfare only
Welfare facilities	✓			In accordance with CDM regs
<b><u>Materials and Plant</u></b>				
Materials and Plant unloading		✓		Deliveries to be In accordance with TMP
Materials and plant hoisting / distribution		✓		
Forklift / driver	✓			Any forklift is for RML use
Crane mobile / tower		✓		
Hoist goods / passenger			✓	
Scissor lifts		✓		
Mixers			✓	
Concrete pumps			✓	
Mechanical plant for subcontract works		✓		
Fuel for plant hired on behalf of the Sub-Contractor			✓	
Checking of instruments & test equipment		✓		
Sub-Contract items to be lifted mechanically		✓		To highest lift of scaffold
<b><u>Scaffolding</u></b>				
Use of erected scaffolding		✓		
Special scaffold for the works		✓		
Mobile access towers		✓		
<b><u>Temporary Services</u></b>				
Temporary 110v power	✓	✓		Power is provided for lighting emergency routes only. All subcontractors are to allow to provide their own power and lighting to carry out their works. If a number of power points are provided then should power be lost, Rydon will not accept any costs for lost / standing time.
Transformers		✓		
Leads		✓		
Temporary general lighting		✓		See above
Local task lighting		✓		
Water supply from a primary supply	✓	✓		Water from standpipes located around the site.
Telephone / fax / data			✓	
<b><u>Setting Out of Sub-Contract Works</u></b>				
Gridlines and datums	✓			RML to provide line an level only
From gridlines and datums		✓		

<b><u>Protection / Cleaning</u></b>	<b><u>RML</u></b>	<b><u>SC</u></b>	<b><u>N/A</u></b>	
Clearing and sorting rubbish to skip		✓		Rubbish and / or surplus materials are to be cleared from the work area daily, to the nearest skip or a point designated by the Site Manager. Rydon will issue 24 hour notices if required. Failure to comply will result in either the works being stopped until rectified, or the work being carried out by others, and debited from the subcontractors account.
Provision of rubbish skip		✓		
Cleaning down on completion		✓		
Cleaning highway		✓		
Protection of Sub-Contract works		✓		
<b><u>General</u></b>				
Small tools and equipment		✓		
Personal protective equipment		✓		Rydon will supply no Hi vis to the subcontractor; thereafter they will be charged at market rates + 20% and deducted from the subcontractors account.
Holes, chases and builders work		✓		
<b><u>Other</u></b>				





LANDING INDICATORS	Provide dot matrix digital type car position indicator mounted within flush mounted faceplate.
CAR CONTROLS	Install new walkway and mezzanine floor push buttons in both the horizontal and vertical car operating panels.
CONTROL PANEL	Update control panel software and provide modified drawings.
WIRING	Installation to be wired using multi strand PVC insulated wire enclosed within steel conduit and trunking. Flexible conduit to be used where adjustment is required or vibration may occur
DELIVERY PERIOD	Based on current commitments delivery shall be executed in 8-10 weeks from order
INSTALLATION PERIOD	To be completed within 4 weeks, subject to our continued and uninterrupted working.
PRICE	<b>To carry out the supply and installation of 4 No. lift entrances our price will be £43,205.00 excluding VAT</b>
BUILDERS WORKS	We have included for backfilling the landing Architraves only. All other builders works such as cutting out the new landing entrances and cutting out apertures for the landing push buttons and landing position indicators to be carried out by others.

Our proposal is exclusive of value added tax and is subject to our standard terms and conditions.

This quotation is to carry out the works within normal working hours.

As a valued client of *APEX LIFTS*, we endeavour to provide a flexible approach to all your lift requirements.

In the meantime, if *APEX LIFTS* or myself can be of any further assistance, or you would like to know about any of the products or services that we can provide, please do not hesitate to contact me at my office on [REDACTED]

Yours sincerely,



Ray Murray  
Service Sales Consultant