

Construction Meeting Minutes

Subject and location

Construction weekly meeting at Apex House

Date: 1st June 2015

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

Apologies: Alan Simons. Gary Ager.

	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 28/5/15 at WSP. Item list revised weekly. Next push on items, Wittur 27 th /28 th . Apex 3 rd /4 th & 6 th June, glass to be fitted. WSP Item check 30/5/15 with Tom Black. All asked about cill in design meeting, button meeting in discussions TD to update Aconex with WRG80 rollers. - Complete.	
CP70377	Lloyds – Tower 4	GP
	Back on site, progress to be monitored. Target is 1-6-15 for testing, back fill this weekend. Cancelled due to emergency Lloyds work, rebooked for 6/6/15	
CP70378	Lloyds – Tower 5	GP
	Drawings to be approved. Materials in storage. Machines, panels, doors. Scaffold to be modified, issued, upload later today on Aconex.	
CP70379	Lloyds- Tower 6	GP
	Items to address. This week and condense. Site inspection to be arranged - WSP.	
CP70375	Lloyds – Tower 2 Goods	GP
	Drawings to issue this week. Scaffold to be approved, drawings required, lifting beam and structural information requested from Lloyds. Access to issue scaffold drawing	

	1-6-15. GP to chase today.	
CP70410 to 13	Athene Place	GA
	Items complete. GA meeting Jas Thursday, 1 week running. GA to arrange survey with Rich out of hours for Goods Lifts, installing toothed belt system on Lift 2 Tuesday 2/6/15.	
CP70383	25 Cadogan Place	PG
	Still waiting for car interior. No updates as yet.	
CP70384/89	Hygeia	PG
	Excel spread sheet of question re- firefighting sent to S Proctor. Energy readings done and issue this week. Fault on TFT screen Stentorgate - done. Car & sling to MFG and gear raft by Apex factory KV to draw, PG to check at meeting on exact condition i.e. fireman's or fighting. Progress on site is good.	
CP70391	1-31 Headcorn - Camden	GA
	Progress – on programme.	
CP70392	1-30 Leysdown – Camden	
	Progress - on programme	
CP70401/02	Heybridge – Camden	
	Lifts 1 & 2 – Awaiting start from Lakehouse – New Year.	
CP70409	Wren Court Bromley	GA
	Lift now running, Mick Gooby to carry on installation. Test after lift car interior next week – 1-6-15. – Starts test Wednesday 3 rd .	
CP70414	Byron House	GA
	In service with items. Cleared this weekend. O&M to issue next week. 5-6-15. Problem with access could not	

	clear – GA to rearrange.	
CP70415	BT Luton	PG
	Matt on site, delivery this week to site. PG to arrange MH to attend site next week to measure guarding. Re-rope on site this week, and return after new machine. Next site meeting Weds.	
CP70417	Pimlico Library	PG
	Rupagon to fit lift. - No 5 million insurance cover waiting reply from Rupagon. Lift ordered. Site meeting good. CSB delivery arrangements done.	
CP70418/19	Grenfell Tower – Lift HO90 & H091	GA
	Ray to quote more works.	
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. Royal Marsden Hospital sign off. Put on hold, TH to confirm start date.	
CP70421/ 29	Camden Package	GA
	Start June 29 th awaiting price from Hydratech. Got lift numbers from Lakehouse. Materials on order apart from Hydro equipment for Monro House. GA & RT meeting Lakehouse and Camden. GA completed pre-start walk around.	
CP70430	5 Broadgate	PG
	TH to inform team at next Monday's meeting. Package to order from CTV. KV to site today meeting.	
CP70431	Woolverstone House	
	CTV for quote on MRL – Start in August. GP placed order for package delivery.	
CP70432/34	42 Berners Street	
	3 Lifts - Duplex + 1 Goods – Start TBC 2016.	

CP70435	18 Wells Street	
	Start TBC 2016.	

AOB

H/S issues, RAMS daily, 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.

Mates and apprentices to get phones next week.

Chelsea Barracks, - NL/KV could be a major project soon.

	Tool Box Talks	H&S Site Surveys
GA	12	2
PG	8	2
GP/JJ	0	0
MH	4	2
DIR	0	0

Next meeting Monday 8th June @ 8:30am – Art's House