

ROYAL BOROUGH OF KENSINGTON & CHELSEA

TENANT MANAGEMENT ORGANISATION LTD

GRENFELL TOWER LIFT REFURBISHMENT

MINUTES OF PROGRESS MEETING

HELD AT GRENFELL TOWER

ESTATE OFFICE

WEDNESDAY 23RD MARCH 2005 @ 10.00 AM

Those Present: Gina Manicom (GM) : Royal Borough of Kensington & Chelsea - TMO
Janice Wray (JW) : Royal Borough of Kensington & Chelsea - TMO
Robin Cahalarn (RC) : Royal Borough of Kensington & Chelsea - TMO
Richard Braxton (RB) : Apex Lift & Escalators Ltd
Roger Anthony (RA) : Apex Lift & Escalators Ltd
Steve Ellis (SBE) : Butler & Young Lift Consultants Ltd

Apologies: Sarah Everson (SE) : Brodie Plant Goddard
Damion Donnelly (DD) : Royal Borough of Kensington & Chelsea - TMO
Janice Jones (JJ) : Royal Borough of Kensington & Chelsea - TMO
Keith Stevenson (KS) : Royal Borough of Kensington & Chelsea - TMO

	ACTION
1.0 INTRODUCTION ROLES AND RESPONSIBILITIES	
1.1 JW requested her mobile No. on the directory be corrected to 07900 907652, otherwise the project directory was agreed as complete.	All
2.0 CONTRACTORS PROGRAMME	
2.1 RA reported the project as currently on programme and currently working in guide rail relocation.	RA
2.2 The worst of the noisy works is complete for this phase.	RA
2.3 SE advised RA that a speedy solution must be found to the access and egress of materials. Some additional clean material would be permitted through the front entrance during the prescribed hours and with sufficient notice. All old material must be shipped via the walkway level. SE and RA would walk the site post meeting.	RA
2.4 SE had telephoned Mr Studd to explain the reason for the extensive noisy works and why the opportunity for quieter diamond cutting was limited. SE and RA would review and adapt all possible means to reduce noise prior to the next phase, and provide the maximum notice to residents.	SE/RA

	ACTION
3.0 SITE ARRANGEMENTS / STANDBY ENGINEER	
3.1 RB would send a revised schedule of dates for night maintenance. SE would distribute.	RB/SE
3.2 SE would report to Sarah Everson re the continuation of permanent standby engineer for a further month.	SE
3.3 RA would enquire re T Vickers standing by without assistant.	RA
3.4 SE and RA confirmed that the Easter period was covered.	RA
4.0 QUALITY CONTROL	
4.1 SBE and RA would continue to review quality of work. SBE had no criticism of any quality aspect thus far in the project.	SBE
5.0 COMMUNICATION AND PROCEDURES / CONTINGENCY PLAN	
5.1 The meeting reviewed the draft contingency plan and comments were as attached.	SE
6.0 FINANCIAL MATTERS	
6.1 SE had requested Apex to invoice standby costs separately albeit show on the application as a separately identified sum.	RA
6.2 Expenditure to end of fiscal year would be £290,000.00 approximately including standby.	SE
6.3 SE expected approximately £4,000.00 variations to hydraulic lift pump room to satisfy planners acoustic requirements.	SE
7.0 CDM AND PLANNING SUPERVISOR MATTERS	
7.1 Apex to provide SE ASAP with methodology for materials access and egress.	RA
8.0 SITE MEETINGS	
8.1 SE/RA to continue as previously stated.	SE/RA
9.0 ANY OTHER BUSINESS	
9.1 There being no further business the meeting closed.	RA

	ACTION
10.0 DATE AND TIME OF NEXT MEETING	
10.1 The next meeting was scheduled for: Wednesday 27 th April 2005 @ 10.00 am Distribution - All on project directory.	All

GRENFELL TOWER - PROJECT CONTACT LIST

Name & Telephone	Title	Address
John Rogers Tel: [REDACTED] Fax: [REDACTED]	Project Manager Email: John.Rogers@rbkc.gov.uk	RBKC Room 249 The Town Hall Hornton Street London W8 7NX
Janet Rhymes Tel: [REDACTED] Fax: [REDACTED]	Consultancy Services Manager Email: Janet.Rhymes@rbkc.gov.uk	RBKC Room 249 The Town Hall Hornton Street London W8 7NX
Damian Donnelly Tel: [REDACTED] Mob: [REDACTED]	Neighbourhood Manager Email: donnelly@tmo.org.uk	TMO The Town Hall Hornton Street London W8 7NX
Robin Cahalarn Tel: [REDACTED]	TMO Lift Engineer Email: robin.cahalarn@kandc-tmo.org.uk	TMO 2 Allen Street London W8
Gina Manicom Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Residents' Liaison Officer Email: Gina.Manicom@rbkc.gov.uk	RBKC Room 249 The Town Hall Hornton Street London W8 7NX
Adrian Bowman Tel: [REDACTED] Fax: [REDACTED]	Assistant Safety Advisor (Asbestos) Email: abowman@tmo.org.uk	TMO The Town Hall Hornton Street London W8 7NX
Janice Wray Tel: [REDACTED] Mob: [REDACTED]	Health & Safety Advisor Email: jwray@kctmo.org.uk	TMO The Town Hall Hornton Street London W8 7NX
Keith Stevenson Tel: [REDACTED] Mob: [REDACTED]	Lancaster West Estate Email: kstevens@kctmo.org.uk	TMO The Town Hall Hornton Street London W8 7NX
Keith Miles Tel: [REDACTED] Mob: [REDACTED]	Residents' Representative Email: [REDACTED]	[REDACTED]
Jan Jones Tel: [REDACTED] Fax: [REDACTED]	RBKC - TMO Estate Office JJones@tmo.org.uk	Lancaster West Estate Grenfell Tower London W11

GRENFELL TOWER - PROJECT CONTACT LIST

Name & Telephone	Title	Address
Robin Goddard Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Email: robin.goddard@bpg.co.uk	Brodie Plant Goddard Holmbury Dorking Business Park Station Road Dorking Surrey
Sarah Everson Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Email: sarah.everson@bpg.co.uk	Brodie Plant Goddard Holmbury Dorking Business Park Station Road Dorking Surrey
Ian Moorhouse Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Contract Administrator Email: liftconserv@btinternet.com	Butler & Young Lift Consultants Ltd Timber Hall, 21 Timber Lane Caterham Surrey CR3 6LZ
Steve Ellis Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Planning Supervisor Project Manager Email: liftconserv@btinternet.com	Butler & Young Lift Consultants Ltd Timber Hall, 21 Timber Lane Caterham Surrey CR3 6LZ
Jim Bryce Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Structural Engineer Email: liftconserv@btinternet.com	Butler & Young Associates Timber Hall, 21 Timber Lane Caterham Surrey CR3 6LZ
Gary Poynter Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Email: gary.poynter@apex-lifts.co.uk	Apex Lift & Escalators Ltd Apex House LEFA Business Park Edgington Way Sidcup Kent DA14 5BH
Roger Anthony Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Email: roger.anthony@apex-lifts.co.uk	Apex Lift & Escalators Ltd Apex House LEFA Business Park Edgington Way Sidcup Kent DA14 5BH
Steve Thomas Tel: [REDACTED] Fax: [REDACTED]	Email: steve.thomas@apex-lifts.co.uk	Apex Lift & Escalators Ltd Apex House LEFA Business Park Edgington Way Sidcup Kent DA14 5BH

Grenfell Tower: Lift Refurbishment

Contingency Plan

Action required from the project team	Responsibility
Minimise inconvenience to residents if the remaining lift fails through agreed swift call out response by contractor and mitigating action by district management.	All
Store on site all available parts likely to be needed in the event of an emergency	Apex, Butler & Young, (TMO Engineering Services - <i>Delete</i>)
Sourcing of parts not on site that may be needed quickly.	Apex, Butler & Young, (TMO Engineering Services - <i>Delete</i>)
Briefing of concierge, caretakers and EMB team on action required in case of breakdown.	Lancaster West EMB
Regular checks of emergency lighting both before and during refurbishment	TMO Health & Safety, TMO Electrical Engineering
Advising of fire brigade that refurbishment works are being carried out	Butler & Young
Liaise with social services regarding the project	Project Manager
Temporary seats on landings?	<i>tbc - remove clause</i>
Complete inspection and overhaul of remaining lift prior to refurbishment	Apex, Butler & Young
Arrangements for weekend and emergency call out response times and other contact details provided to residents in advance.	Lancaster West EMB
Liaison with EMB and estate staff to ensure that details of all vulnerable residents in the block are known in case of emergency.	RLO
Use of waiting room (by concierge) in the event of short term lift failure	EMB
Use of clubroom or alternative in the event of a longer term lift failure.	EMB
Storage of pushchairs etc if necessary	EMB
Assistance with carrying of shopping etc to residents in the event of a lift failure	EMB
Briefing of estate staff on actions required in the event of a lift failure or emergency	EMB
Ensure details of all vulnerable residents are known	RLO / EMB
Ensure as many spares as possible are on site and their location and use logged so that call out engineers know what is available	Apex, Butler & Young
Lift motor room to be kept secure and site operatives briefed on security during the day and out of working hours.	Apex
Concierge to hold all keys and sign them in and out. Operatives to hand in keys when going off site.	Concierge, Apex

Copy of contingency plan and updates to be circulated	Project Manager
Keep residents informed – regular newsletters	RLO, Apex
Continuing resident involvement on project team	EMB, RLO
Ensure Concierge night and weekend staff are briefed	EMB
Contract response times Trapping ½ hour Otherwise 1 hour	Apex (monitored by TMO - Delete add BYLCL

Action by Lift Contractor

Special Maintenance Requirements During the Refurbishment (as tender).

Maintaining continued lift service during the refurbishment is of the utmost importance. The following shall be undertaken to mitigate the effects of one lift only serving the building:

1. The maintenance regime operating throughout the period of refurbishment shall be fully comprehensive with all repairs, both major and minor included within the scope of works.
2. All callbacks shall be included with the specific time responses as described in the appropriate clause below.
3. Routine maintenance during the refurbishment shall be undertaken on a fortnightly basis.
4. Routine maintenance of the remaining lift throughout the refurbishment shall be undertaken between the hours of midnight and 5.00 am. Residents will be advised in advance which night work will be carried out
5. Careful dismantling of equipment from the first lift to undergo refurbishment and storing on site as described in clause 1.3.3.

Plus the following sub clauses, also taken from clause 2A.76

The Tenderer shall operate and include for a 24 hour emergency breakdown service and due to the extremely difficult circumstances during the refurbishment, where a Tower of such a height could be completely without lift service, shall attend to call-outs at all times within 1 hour of reporting of the call. The Contractor shall make such necessary arrangements as required i.e. use of qualified local Contractor, to ensure that the 1-hour response is maintained.

In the event of a trap call the Contractor shall ensure that the equipment is rendered safe and that any trapped passengers are released within 30 minutes of the call being received. The Contractor shall make such necessary arrangements as required i.e. use of qualified local Contractor, to ensure that the 30 minutes release for trap release is maintained under all circumstances.

General Actions to be Considered and Reviewed

1. Service team to provide assistance to residents - concern phone calls, delivering post, carrying shopping, running errands etc.
2. Advise all service providers such as meals on wheels, ambulance service, fire brigade etc of the high priority project and only one lift. *SE would inform Bob White LFB Seagrove Road.*
3. ~~Fold down seats on stair / lift landings.~~ *Delete Clause.*
4. ~~Decant those with restricted movement.~~ - *delete clause lack of housing stock*
5. Provision of residents waiting room with tea, coffee, TV etc. - *Possibly not TV making secure.*
6. ~~Monthly~~ bulletins on progress. *Delete Monthly, insert periodically.*
7. Fortnightly servicing.
8. Stand by.

Standby Lift Maintenance Engineer

A resident standby engineer will be provided between 8 AM and 8 PM seven days a week for the first four weeks after work commences. This provision will be reviewed monthly. If the malfunction level still gives cause for concern, the provision of a resident standby engineer may be continued for a further period.