

ROYAL BOROUGH OF KENSINGTON & CHELSEA

TENANT MANAGEMENT ORGANISATION LTD

GRENFELL TOWER LIFT REFURBISHMENT

CONTRACT PROGRESS MEETING

HELD AT GRENFELL TOWER ESTATE OFFICE

THURSDAY 18TH AUGUST 2005 @ 2.30 PM

MINUTES

		ACTION
1.0	INTRODUCTIONS / APOLOGIES	
1.1	Those Present: Damian Donnelly (DD) : Royal Borough of Kensington & Chelsea - TMO Janice Wray (JW) : Royal Borough of Kensington & Chelsea - TMO Robin Cahalarn (RC) : Royal Borough of Kensington & Chelsea - TMO Roger Anthony (RB) : Apex Lift & Escalators Ltd Steve Ellis (SBE) : Butler & Young Lift Consultants Ltd Apologies:	All
1.2	Sarah Everson (SE) : Brodie Plant Goddard Keith Miles (KM) : Grenfell Tower Resident's Representative Gina Manicom (GM) : Royal Borough of Kensington & Chelsea - TMO Janice Jones (JJ) : Royal Borough of Kensington & Chelsea - TMO	
2.0	CONTRACTORS PROGRAMME /REVISED FOR PHASE TWO HYDRAULIC LIFT - SITE START / PRE START ARRANGEMENTS	
2.1	SBE and RA reported that HO91 had been put into service on Wednesday 10 th August 4 - 5 weeks late.	All
2.2	RA to produce a bar chart programme detailing altered programming on HO90 (since received and appended to these minutes). This shows completion at 15 th December 2005. Absolutely no slippages permitted to achieve both lifts in service for Christmas.	RA
2.3	RA confirmed site start for HO92 as 5 th September 2005. Unfortunately DD would need to vacate his office to permit entrance installation.	RA/DD
2.4	RA confirmed revised method noisy works to enlarge entrances was due to commence Tuesday 30 th August. SBE to email form of words to Janice Jones to write letter to all residents (done 19 th August 2005).	SBE/RA

		ACTION
2.5	SBE to forward reasons for 1 st phase delays to RC (done 22 nd August 2005).	SBE
3.0	SITE ARRANGEMENTS / CALLBACK REPORT / NOISY WORKS / STORAGE OF SPARES / LOCK TO HYDRAULIC PUMP ROOM DOOR / MAINTENANCE VISITS	
3.1	RA to check hydraulic pump room door lock.	RA
3.2	Apex to provide next schedule of maintenance visits (4).	RA
3.3	Apex to provide costs for Sunday / Monday standby Carnival weekend. (Done 19 th August 2005, emailed to John Rogers in absence of SE - no instruction by 22 nd August 2005).	?
3.4	SBE to draft an article for Janice Jones to include in Autumn news letter.	SBE
4.0	QUALITY CONTROL / VISIT BY J BRYCE - STRUCTURAL ENGINEER / REPORT / NEW LIFT PERFORMANCE / RESIDENT REACTIONS	
4.1	Resident reaction to new lift fairly positive when received.	All
4.2	DD to consider resident satisfaction survey at end of project.	All
4.3	Report from Jim Bryce - Structural Engineer had been sent to Sarah Everson.	All
5.0	COMMUNICATION AND PROCEDURES / CONTINGENCY PLAN	
5.1	Grenfell Tower staff had undergone comprehensive passenger release training by RC.	All
5.2	Apex contractual responses to callbacks were confirmed as ½ hour for trap ins and 1 hour for other circumstances.	RA
6.0	FINANCIAL MATTERS	
6.1	SBE had certified Apex application No 6.	SBE
7.0	CDM AND PLANNING SUPERVISOR MATTERS	
7.1	JW would advise further on Fire Alarm recall requirements.	JW
8.0	SITE MEETINGS	
8.1	Regular site meetings RA/SBE to continue.	SE

	ACTION
9.0 ANY OTHER BUSINESS	
9.1 Apex to confirm upgrade to 2A fusing of LPF circuit.	RA
10.0 DATE AND TIME OF NEXT MEETING	
10.1 The next meeting scheduled for:	All
Thursday 22 nd September 2005 @ 2.30 PM	
Distribution - All on project directory - electronically	

GRENFELL TOWER - PROJECT CONTACT LIST

Name & Telephone	Title	Address
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GRENFELL TOWER - PROJECT CONTACT LIST

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