

**ROYAL BOROUGH OF KENSINGTON & CHELSEA**

**TENANT MANAGEMENT ORGANISATION LTD**

**GRENFELL TOWER LIFT REFURBISHMENT**

**CONTRACT PROGRESS MEETING**

**HELD AT GRENFELL TOWER ESTATE OFFICE**

**THURSDAY 22<sup>ND</sup> SEPTEMBER 2005 @ 2.30 PM**

**MINUTES**

	<b>ACTION</b>
<b>1.0 INTRODUCTIONS / APOLOGIES</b>	
1.1 Those Present:	<b>All</b>
Sarah Everson (SE) : Brodie Plant Goddard	
Robin Cahalarn (RC) : Royal Borough of Kensington & Chelsea - TMO	
Janice Jones (JJ) : Royal Borough of Kensington & Chelsea - TMO	
Akram Lari (AL) : Royal Borough of Kensington & Chelsea - Social Services	
Keith Stevenson (KS) : Royal Borough of Kensington & Chelsea - TMO	
Roger Anthony (RA) : Apex Lift & Escalators Ltd	
Steve Ellis (SBE) : Butler & Young Lift Consultants Ltd	
1.2 Apologies:	
Keith Miles (KM) : Grenfell Tower Resident's Representative	
Gina Manicom (GM) : Royal Borough of Kensington & Chelsea - TMO	
Janice Wray (JW) : Royal Borough of Kensington & Chelsea - TMO	
Damian Donnelly (DD) : Royal Borough of Kensington & Chelsea - TMO	
<b>2.0 CONTRACTORS PROGRAMME /REVISED FOR PHASE TWO HYDRAULIC LIFT - SITE START / DETAILED SITE PROGRAMME</b>	
2.1 HO92 Social Services Lift renewal had commenced on programme on 5 <sup>th</sup> September 2005. Due to complete in 10 weeks by 14 <sup>th</sup> November 2005. RA to provide a detailed bar chart programme.	<b>RA</b>
2.2 HO90 - Noisy works now nearing completion, 2 more days maximum. Currently adhering to revised programme detail.	<b>RA/SBE</b>
2.3 AL was advised that the new lift, HO92, would incorporate all facilities stipulated by EN81-70, the lift industry standard for DDA requirements.	<b>SBE</b>

		ACTION
<b>3.0</b>	<b>SITE ARRANGEMENTS / MAINTENANCE VISITS / GAS PIPE INCIDENT-REPORT / DAMIAN'S OFFICE</b>	
3.1	Apex had issued the latest list of maintenance visit dates for HO91.	<b>All</b>
3.2	SE to follow up at the Town Hall in respect of diversion of services behind Damian's desk, without which Apex could not erect a hoarding and complete their works at Walkway level. SBE and SE to visit Damian post meeting.	<b>SBE/SE</b>
3.3	Apex to present deposit cheque for Girda keys made out to RBKC - TMO in the sum of £300.00.	
<b>4.0</b>	<b>QUALITY CONTROL / NEW LIFT PERFORMANCE / RESIDENT REACTIONS / MIRROR</b>	
4.1	RA to ensure cleanliness at the floors by Apex builder, reports of some floors not properly cleaned after cutting of entrances.	<b>RA</b>
4.2	Apex would undertake trap training at the end of the project for both types of lift.	<b>RA</b>
4.3	RA to chase up Eversafe and get camera commissioned asap. Cover plate to be changed.	<b>RA</b>
4.4	3 hard copies of the O&M manual to be provided.	<b>RA</b>
4.5	Apex to provide costs for mirror with Estate logo.	<b>RA</b>
4.6	Car operating panels to incorporate 3 key switches. <ul style="list-style-type: none"> <li>i. Car preference (goods control)</li> <li>ii. Emergency Light test switch</li> <li>iii. Fan switch (plus alarm timing device)</li> </ul>	<b>RA</b>
4.7	Drurycourt to repair the Walkway door at the end of the project.	<b>RA</b>
<b>5.0</b>	<b>COMMUNICATION AND PROCEDURES</b>	
5.1	Maintenance visit reports to be forwarded to RC by fax.	<b>RA</b>
<b>6.0</b>	<b>FINANCIAL MATTERS</b>	
6.1	Apex still to cost additional acoustic measures and fire alarm recall facilities.	<b>RA</b>

		ACTION
<b>7.0</b>	<b>CDM AND PLANNING SUPERVISOR MATTERS</b>	
7.1	RA handed over a report on the gas pipe incident, whereby the old lift pump unit had slipped during removal and damaged a gas pipe to a local burner. The gas was locally isolated and a repair carried out with minimum disruption. RA considered that the incident was not notifiable under RIDDOR.	<b>All</b>
<b>8.0</b>	<b>SITE MEETINGS</b>	
8.1	No discussions. (RA / SBE regular meetings to continue).	<b>RA/SBE</b>
<b>9.0</b>	<b>ANY OTHER BUSINESS</b>	
9.1	Fuse rating alterations, push halos and indicators to be recorded in the O&M manuals.	<b>RA</b>
9.2	HO92 cylinder cupboard to be suitably labelled.	<b>RA</b>
<b>10.0</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
10.1	The next meeting scheduled for:  Wednesday 26 <sup>th</sup> October 2005 @ 2.30 PM  Distribution - All on project directory - electronically	<b>All</b>

## GRENFELL TOWER - PROJECT CONTACT LIST

Name & Telephone	Title	Address
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