Butler & Young Lift Consultants Ltd

ROYAL BOROUGH OF KENSINGTON & CHELSEA

TENANT MANAGEMENT ORGANISATION LTD

GRENFELL TOWER LIFT REFURBISHMENT

CONTRACT PROGRESS MEETING

HELD AT GRENFELL TOWER ESTATE OFFICE

WEDNESDAY 26TH OCTOBER 2005 @ 2.30 PM

MINUTES

		ACTION	
1.0	INTRODUCTIONS / APOLOGIES		
1.1	Those Present:	All	
	Sarah Everson (SE): Brodie Plant Goddard Robin Cahalarn (RC): Royal Borough of Kensington & Chelsea - TMO Janice Jones (JJ): Royal Borough of Kensington & Chelsea - TMO Roger Anthony (RA): Apex Lift & Escalators Ltd Steve Ellis (SBE): Butler & Young Lift Consultants Ltd		
1.2	Apologies: Damian Donnelly (DD): Royal Borough of Kensington & Chelsea - TMO Keith Stevenson (KS): Royal Borough of Kensington & Chelsea - TMO		
2.0	CONTRACTORS PROGRAMME HYDRAULIC LIFT - PROGRESS / WALKWAY ENTRANCE WORKS		
2.1	HO92 on target to be completed by end November 2005, provided Apex could achieve access to Walkway level via DD's office. SBE and SE to discuss with DD post meeting.		
2.2	HO90 now 3-4 days adrift due to cutting division screen to fix guide brackets. Completion by Christmas very tight. RA and SBE would review over the next two weeks - establish whether Saturday working or additional labour would assist.		
2.3	RA had reordered VG2 safety gear missed by ILE. SBE would chase ILE to expedite delivery.	SBE	

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		ACTION
3.0	SITE ARRANGEMENTS / CALLBACK REPORTS / NOISY WORKS / LOCK TO HYDRAULIC PUMP ROOM DOOR / MAINTENANCE VISITS / FIRE ALARM RECALL WORKS BY OTHERS	
3.1	RA handed RC the latest callback reports and maintenance schedules for HO91.	All
3.2	RC advised TMO were reviewing the provision for fire alarm recall. Roger Green at TMO dealing.	SBE
3.3	JJ would get machine room roof leak attended to.	IJ
4.0	QUALITY CONTROL / NEW LIFT PERFORMANCE / RESIDENT REACTIONS / MIRROR / CAMERA OPERATION	
4.1	RA awaiting cost for polished stainless steel mirror for lift car from Propbrook.	RA
4.2	Eversafe had been programmed to commission the in car camera on Friday 28 th October 2005.	RA
4.3	Key override switch would be fitted to HO91 after Xmas. Would be available on HO90 from handover.	RA
5.0	COMMUNICATION AND PROCEDURES	
5.1	No discussion.	All
6.0	FINANCIAL MATTERS / OUTSTANDING COSTS / PUMP ROOM ACOUSTICS / FIRE ALARM RECALL / MIRROR TO LIFT CAR	
6.1	Any charges for misuse and abuse calls, invoices to be sent to TMO.	RA
6.2	RA presented outline costs for FA recall and HO92 pump room acoustics. RA to send to SBE formally. SBE to forward to SE for final approval.	RA/SBE
7.0	CDM AND PLANNING SUPERVISOR MATTERS / ANY CHANGES TO METHODOLOGY	
7.1	RA to revise methodology should safety gear not arrive.	RA
8.0	SITE MEETINGS	
8.1	To continue as before.	SBE/RA
9.0	ANY OTHER BUSINESS	
9.1	SBE, RC and RA to prepare for the restoration of DD office cabling.	SBE/RC/ RA

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		ACTION
9.2	SBE to contact Stentorgate re the fusing requirements for their indicators.	RA
10.0	DATE AND TIME OF NEXT MEETING	
10.1	The next meeting scheduled for:	All
	Wednesday 23 rd November 2005 @ 2.00 PM	
	Distribution - All on project directory - electronically	

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