



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

	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:  Wednesday 23 <sup>rd</sup> November 2005 @ 2.00 PM  Distribution - All on project directory - electronically	All

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