

ROYAL BOROUGH OF KENSINGTON & CHELSEA

TENANT MANAGEMENT ORGANISATION LTD

GRENFELL TOWER LIFT REFURBISHMENT

CONTRACT PROGRESS MEETING

HELD AT GRENFELL TOWER ESTATE OFFICE

WEDNESDAY 23rd NOVEMBER 2005 @ 2.00 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 Wray (JW) : Royal Borough of Kensington & Chelsea - TMO	
Janice Jones (JJ) : Royal Borough of Kensington & Chelsea - TMO	
Keith Stevenson (KS) : Royal Borough of Kensington & Chelsea - TMO	
Roger Anthony (RA) : Apex Lift & Escalator Engineers Ltd	
Richard Braxton (RB) : Apex Lift & Escalator Engineers Ltd	
Steve Ellis (SBE) : Butler & Young Lift Consultants Ltd	
1.2 Apologies:	
Damian Donnelly (DD) : Royal Borough of Kensington & Chelsea - TMO	
Gina Manicom (GM) : Royal Borough of Kensington & Chelsea - TMO	
2.0 CONTRACTORS PROGRAMME HYDRAULIC LIFT - PROGRESS / WALKWAY ENTRANCE WORKS	
2.1 RA advised delays in completion of the Social Services lift HO92 due to missing hydraulic components not supplied by Bucher preventing the starting up of the equipment and thus removal of scaffolding to enable car construction to commence. RA to expedite, latest completion date to be 15 th December.	RA/SBE
2.2 SE would advise Social Services.	SE
2.3 Delays in completing diamond sawing of entrances and problems with guide fixing to dividing steel to screen fixing positions had delayed the already compressed programme to HO90 and recovery to complete before Christmas was not possible.	

		ACTION
2.4	Completion now anticipated 23 rd January 2006. A weeks running in of two lifts would be insisted upon before HO91 was removed from service for remedial works and retuning.	RA/SBE
2.5	All expressed disappointment that the programme had been allowed to drift so far. SBE advised RA that there would be little scope for extension of time provision under the contract.	
2.6	RB - Apex service manager would mobilise prioritised breakdown coverage over the Christmas period with only one lift running in the Tower (arrangements and memo's since confirmed by RB).	RB
2.7	SBE would draft a notice to GM for a residents news letter update.	SBE
3.0	SITE ARRANGEMENTS / MAINTENANCE VISITS / FIRE ALARM RECALL WORKS BY OTHERS / CHRISTMAS COVERAGE	
3.1	RC advised no records of maintenance visit scheduled for 17 th September (RB had since confirmed and provided work ticket).	RB
3.2	Roger Green of TMO would contact RA or SE in respect of fire alarm recall requirements - volt free contacts in the machine room.	
4.0	QUALITY CONTROL / NEW LIFT PERFORMANCE / RESIDENT REACTIONS / MIRROR / CAMERA OPERATION	
4.1	Eversafe had visited site but had been unable to commission the car camera. Apex to investigate car wiring, but would only be achieved with lift switched off would therefore be done after HO90 commissioned.	
5.0	COMMUNICATION AND PROCEDURES	
5.1	No discussion took place.	All
6.0	FINANCIAL MATTERS / OUTSTANDING COSTS / PUMP ROOM ACOUSTICS / FIRE ALARM RECALL / MIRROR TO LIFT CAR	
6.1	RA still to confirm outstanding costs in writing for pump room acoustics, FA recall, mirror in car. RA requested SBE chase up Propbrook (SBE since spoken to Dave Yates at Propbrook. Advised costs for etched mirror sent to RA on 10 th October 2005).	RA
7.0	CDM AND PLANNING SUPERVISOR MATTERS / ANY CHANGES TO METHODOLOGY	
7.1	SBE requested draft O&M manual for HO92 by mid December 05.	RA

	ACTION
8.0 SITE MEETINGS	
8.1 To continue as normal.	SBE/RA
9.0 ANY OTHER BUSINESS	
9.1 Pre meeting discussion were held with DD. DD would have all loose equipment removed from his office by 30 th November 2005. RA to check on 1 st December and advise Drurycourt. Drop dead date for office vacated was 5 th December 2005, otherwise Walkway entrance would be installed within the shaft only.	DD/RA
9.2 JJ would get roof leak attended to.	JJ
10.0 DATE AND TIME OF NEXT MEETING	
10.1 The next meeting scheduled for: Monday 19 th December 2005 @ 10.00 AM Distribution - All on project directory - electronically	All

GRENFELL TOWER - PROJECT CONTACT LIST

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