

Construction Meeting Minutes

Subject and location

Construction weekly meeting at Apex house

Date: 9th March 2015

Present: Peter Gruzinski. Gary Ager. Alan Simons

Apologies: Gary Poynter, Mick Holderness

	Site Update	Action
CP70376	Lloyds – Tower 3	
	Start dismantle of scaffolding, ongoing with wiring cars and finishes. Eric on site from Tuesday, awaiting weather flaps Wittur, and skates. O&M uploaded for approval on Aconex.	GP
CP70377	Lloyds – Tower 4	
	Lift car 13-3-15 to be viewed at Sidcup, MD to wire operators AS to check lights. Guarding ready for Friday this week.	GP
CP70378	Lloyds – Tower 5	
	Awaiting comments WSP on drawings. Hoarding up, awaiting security. M/c's at CSB and inspected by Rileys & WSP.	RT
CP70379	Lloyds- Tower 6	
	Awaiting final items list. Issued by Rileys.	GP
CP70375	Lloyds – Tower 2 Goods	
	Awaiting JJ to sort survey RAMS, awaiting quote from Lee, handrail sample. M44.	<u>RT</u>
CP70381 & 89	Athene Place	GA
410,411,412, 413.	Matt is not copying it in, on programme, scaffold done at weekend. Motor room equipment removed, installing new equipment.	GA

CP70383	25 Cadogan Place	
	Still waiting for client to complete car refit- testing on hold.	PG
CP70384/89	Hygeia	
	Waiting on doors from Wittur, estimated 20/3/15. Fireman's survey – drawings waiting from RT. Liftco car interior – w/c 9/3/15. Software required for energy readings.	PG
CP70391/402	Camden	
	Shipton : SL on site cars done, guarding delivery Tuesday 3 rd week March. Wiring car and controller. Belmont : Olly wiring, tester for next week, GA to ring around. Testing this week. Burmash : CB on site, on programme, guarding measure next week. Car required 1 week, finishing motor room. Headcorn : Start 30/3/15. Leysdown : Start 30/3/15. Heybridge x 2 – To start, awaiting Lakehouse.	GA
CP70404	Bruce House - Peabody	
	Car delivered with extra fillers, all ok.	PG
CP70405	Peabody, Peabody Square	PG
	Tank delivered to site Monday 9 th .	
CP70406	Shepherdess Walk - Peabody	PG
	Large delivery – entrances and doors to site Monday 9 th – can now progress.	
CP70407	21 Great Guildford ST	PG
	Ram delivered – Problem with car base out riggers (CTV) investing.	
CP70409	Wren Court Bromley	GA

	Installing guide brackets and guides.	
CP70414	Byron House	GA
	Started Sat, all OK at moment. Delivery Sat m/c panel. Doors delivered.	
CP70415	BT Luton	PG
	Survey done, materials on order.	
CP70417	Pimlico Library	
	Spanish package and structure, GP to issue order.	
CP70418/19	Grenfell Tower – Lift HO90 & H091	
	Issued order to factory. Order TVL and GAL. AS to speak to RT.	

AOB

H/S issues, RAMS daily, Gary to update tool box talks. ALL to ensure that GPS is switched on at all times. Check engineers as man down will not work.

All ongoing project this week, and works tomorrow, WJ/Mitch.

All jobs are to be handed over to service on site. – THIS MUST HAPPEN.

Can you make sure you give Tina drawings to issue to client as need to go with drawing issue register and a record kept on liftdata.

Holiday request must for now still go on holiday sheet and TMS system. Tina to issue holiday sheet list for construction meeting each week.

	Tool Box Talks	H&S Site Surveys
GA	6	1
PG	11	1
GP	0	0
MH	4	4
DIR	0	0

Next meeting Monday 16th March 2015 – 8am Sidcup Office.