

Construction Meeting Minutes

Subject and location

Construction weekly meeting at Apex house

Date: 23rd March 2015

Present: Peter Gruzinski. Gary Ager. Alan Simons. Mick Holderness. Gary Poynter

Apologies:

	Site Update	Action
CP70376	Lloyds – Tower 3	
	Scaffold down. Meet with Rated Solutions re lift car 2 glass, clean-up of LG glass panels. Issues still with lift 1 door operator, 3 landings left to spray this week.	GP
CP70377	Lloyds – Tower 4	
	Lift car inspected, await items for cab, problems with sling fixings on roller guide shoes.	GP
CP70378	Lloyds – Tower 5	
	Machines at CSB, doors being delivered 24.3.15. Drawings are on Aconex.	RT
CP70379	Lloyds- Tower 6	
	Awaiting final items list. Issued by Riley's. TBA	GP
CP70375	Lloyds – Tower 2 Goods	
	COL approval of scaffolding and pavement licence. Handrail sample.	<u>RT</u>
CP70410 to 13	Athene Place	GA
	On programme, installing new pulleys and Vertima, complete door gears, Rollers this week.	GA
CP70383	25 Cadogan Place	
	Still waiting for client to complete car refit, no date yet, G	PG

	floor communal indicator to sort.	
CP70384/89	Hygeia	
	Waiting on doors from Wittur, now estimated 27/3/15. 1 week late, fitter working on Car Park lifts while waiting for doors. Fireman's survey – Notes required RT. Liftco car interior complete. Software required for energy readings, possible J Roberts has software.	PG
CP70391/402	Camden	
	Shipton : On test – Steve Lockwood. Belmont : Tested, Olly clearing items prior to witness test. O&M complete. (Lifco to swap headers) Burmash : CB on site, on programme, Car going out 24 th march. Motor room complete. Guarding out this week. Headcorn : Start 30/3/15. Leysdown : Start 30/3/15. Heybridge x 2 – To start, awaiting Lakehouse.	GA
CP70404	Bruce House - Peabody	
	Test on 25 th , 2 buffer stools to manufacture, all OK.	PG
CP70405	Peabody, Peabody Square	PG
	On temporary buttons, entrances due this week, wire shaft.	
CP70406	Shepherdess Walk - Peabody	PG
	Entrances and doors now installed – Tester required 30.3.15.	
CP70407	21 Great Guildford ST	PG
	Fitting entrances this week.	
CP70409	Wren Court Bromley	GA
	Guides installed and plumbed. Machine pulled up shaft.	

CP70414	Byron House	GA
	All materials on site. Received push housing drawing following client revision. Client has now agreed finishes. Add floor numbers to landing pushes.	
CP70415	BT Luton	PG
	Survey done, materials on order. GA drawing required.	
CP70417	Pimlico Library	
	Spanish package and structure, GP to issue order. TH to issue info.	
CP70418/19	Grenfell Tower – Lift HO90 & H091	GA
	Order and drawings received. Order TVL and GAL. GA to check with Ray meet with client on extra buttons and confirm costs.	

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.

Look for sauce KDMiZ
Project 2013 is working on high table.

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

A New draughtsman will be starting on the 7th April 2015.

	Tool Box Talks	H&S Site Surveys
GA	5	1
PG	10	1
GP	0	0
MH	4	1
DIR	0	0

Next meeting Monday 30th March 2015 – 8am Sidcup Office.