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MEETING MINUTES

GRENFELL TOWER**PROGRESS MEETING #16**

FROM Andrew Malcolm

MEETING DATE 22nd October 2015

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REF. 11833

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SUBJECT **Progress Meeting #16 Minutes**

NAME	COMPANY	PRESENT	DISTRIBUTION
Peter Maddison	RKTMO	Y	Y
David Gibson (DG)	RKTMO	N	Y
Claire Williams (CW)	RKTMO	Y	Y
Steve Blake (SB)	Rydon	Y	Y
Simon Lawrence (SL)	Rydon	Y	N
Gary Martin (GM)	Rydon	Y	Y
Jason North (JN)	Rydon	N	Y
Zak Maynard (ZM)	Rydon	N	Y
James Clifton (JC)	Rydon	N	Y
Tony Batty (TB)	JRP	Y	Y
Jon White (JW)	JRP	Y	Y
Chweecheen Lim (CL)	Artelia	N	Y
Michelle Lowe (ML)	Artelia	Y	Y
Neil Reed (chair) (NR)	Artelia	Y	Y
Andrew Malcolm (AM)	Artelia	Y	Y

ANDREW Malcolm
Employers Agent

REF	NOTE / ACTION	WHO	DATE
1.	ATTENDANCE / APOLOGIES		
1.1.	<i>As noted on distribution sheet</i>		
2.	PREVIOUS MINUTES		
2.1.	<i>Item 1.4:</i> EOT - NR confirmed that AUK have received Rydon's EOT and it is under review.		
2.2.	<i>Item 1.6:</i> Boiler Commissioning TB noted that Rydon have not been following the commissioning methodology as set out in Max Fordham's Employer's Requirements. SB to coordinate with JSW a date for proper commissioning. It was further noted that Max Fordham do not wish to entertain further abortive site visits.	SB	WHEN ADVISABLE
2.3.	<i>Item 1.7</i> HIU Hallway Changeover Dates: Action Complete		
2.4.	<i>Item 1.8</i> – HIU Kitchen Installation Dates: Action Complete		
2.5.	<i>Item 1.9</i> – Void Flats		
2.5.1.	It was confirmed by the CoW that no 'completed' void flats have been offered for sign off. JW and TB had inspected in the period anyway to provide interim feedback.		
2.5.2.	It was agreed that Rydon need to formally offer the flats for inspection ensuring that all works have been completed, all 'hand-over' documents are available and presented and Rydon's snagging QA is complete. SB informed the group that 'Chris' is responsible for delivery of the flats. SB to ensure dates are offered and advised the group that these would be available by the end of the week (30/10/2015).	SB	30/10/15
2.6.	<i>Item 1.10</i> – Kitchen Extract Fans It was noted that an electrician is checking and confirming the wiring installation. It is believed that the live/neutral wiring has not been installed correctly affecting the boost. SB to provide an update and status.	SB	04/11/15
2.7.	<i>Item 1.11</i> – Handover Tracker GM to circulate and update tracker on Friday of every week to the distribution list of these minutes.	GM	ONGOING
2.8.	<i>Item 1.12</i> – AOV Update		
2.8.1.	The route has been finalised and agreed by concerned parties The Primary Fan needs to be installed (on-site) A Back-up supply is required (determined) The steel louvre door is to be installed (not-on site)		
2.9.	<i>Item 1.15</i> – Rydon H&S Report from 11/09/15 Not provided – SB to issue.	SB	04/11/15
2.10.	<i>Item 1.17</i> – Non Access HIU Kitchen Installs	CW	18/09/15

REF	NOTE / ACTION	WHO	DATE
	It was agreed that 2no would be undertaken in the morning and 2no would be undertaken in the afternoon w/c Monday 2 nd November based on the 5 day rolling programme. CW to confirm arrangements.		
2.11.	<p><i>Item 1.18 – Provisional Sum Items</i></p> <p>SB reported against the retained headings:</p> <ul style="list-style-type: none"> Item E – Bathroom Extract Fans – JSW have surveys in hand for completion by 30/10/15 to be issued to Max Fordham Item F – Rubbish Chute Fans – Ditto Item E Item H – Attenuation to Smoke System Supply Fan – JSW to prove attenuation to the fan when installed and commissioned. Item I – Ventilation Grilles to Gas Risers – JSW and Max Fordham are in discussion regarding requirements. TB further noted that should this item be progressed the grilles should be the circular type for ease of retrospective installation. <p>PMN Update (28/10) Retained headings:</p> <ul style="list-style-type: none"> No reports have been issued to Max Fordham Ditto Max Fordham have reported there was never an expectation to attenuate these fans. AUK to investigate further and report back at the next progress meeting. No proposal has been received by Max Fordham. <p>Cognisant of these updates SB to (retained headings)</p> <ul style="list-style-type: none"> Ensure proposals are with Max Fordham for review prior to instruction Ditto (No Action) Ensure proposals (if required) are with Max Fordham for review prior to instruction 	AM	06/11/15
		SB	11/11/15
2.12.	<p><i>Item 1.19: Door Entry</i></p> <p>SB to arrange a co-ordination meeting to conclude the proposals for the new audio handsets, dial pads and PAC readers. Also to be considered is the CCTV requirements.</p>	SB	05/11/15
2.13.	<p><i>Item 1.20 – Design Issues</i></p> <p>Action Carried Forward. A design team meeting between Rydon and the design team needs to be undertaken to conclude outstanding design issues. SB to lead this process and ensure the meetings are taking place. Artelia (NR and AM) to be copied into minutes.</p>	SB	ONGOING
2.14.	<p><i>Item 6.1 – External Drainage Issues</i></p> <p>It was reported that a vacuum pump was required to attempt to clear the blockage to allow the complete run of concerned pipework to be surveyed via CCTV. SB to provide team with update.</p>	SB	05/11/15

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2.15.	<i>Item 6.2 – Collateral Warranties</i> SB reported that these are in-hand and awaiting signatures. SB to close-out and circulate.	SB	10/11/15
2.16.	<i>Item 6.5 – Asbestos Details</i> It was agreed that the information would be detailed in the H&S File. SB to respond to Asbestos information email issued again by NR on 09/10/15 and on 08/10/15 and originally on 16/07/15.	SB	05/11/15
2.17.	<i>Item 6.8 – High Level louvres</i> The meeting agreed the issue was concluded in that the louvres were fitted correctly and as intended.		
2.18.	<i>Item 6.11 – Cycle Storage</i> The meeting agreed that cycle storage was not required above to what provision already exists. AM to issue instruction to omit scope from the Contract.	AM	05/11/15
2.19.	<i>Item 6.10 – Nursey move-in-date</i> Action complete - there is no date defined in the Heads of Terms. The Nursey move-in date is to be dictated by programme of works incl. externals.		
3. CONTRACTORS REPORT & PROGRAMME			
3.1.	The Contractors report was tabled (appended to minutes for completeness).		
3.2.	CDM F10 – expires tomorrow. AM to ensure Paul Burrows provides the CDM handover promised to TMO and provides advice in connection with renewal of the F10. The Project Team confirmed that the design is 'fundamentally complete'. PMN: Under the 2015 regulations if the PD appointment finishes before the end of the works then the Principal Contractor takes on the PD role. This means the Principal Contractor puts together the H&S file for the client. For discussion at the next progress meeting.	AM	23/10/15
3.3.	Programme TB noted that there are issues with the current published programme. E.g. AoV items missing (or packed together), mast climbers are programmed to come down w/c 30 th November which will only afford 3 weeks to complete the façade. TB to record and send comments to SB for resolution. TB considers key challenges will be: <ul style="list-style-type: none"> - New communal areas given the need to commission the AoV - Main Entrance works – key hurdles comprise <ul style="list-style-type: none"> o Curtain walling – ongoing above main entrance. 	TB	05/11/15

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	<ul style="list-style-type: none"> ○ Glass Screens x5 ○ Staircase balustrading – ongoing ○ AoV fan to be installed (on site) ○ Steel louvre door (ground communal) – WIP ○ Door entry – new call panel, control panel confirmed <p>- Certification for each flat is predicated on AoV completion</p> <p>Programme Position</p> <p>The programme position was noted as -23 weeks against the contract programme dated 22/1/15.</p> <p>Rydon confirmed the plan to complete the following areas by the following key dates identified on the new 'completion programme'</p> <p>By 18th December – completion of Nursery, Community Room and Main Entrance</p> <p>By 20th November – completion of the Boxing club and Lift Lobby</p> <p>Rydon has provided a drop line on its Completion Programme stating that it remains on programme although TB disagreed stating that Rydon is already 2 days behind the programme.</p> <p>TB & JW to use Completion Programme to track progress going forward.</p>		
3.4.	<p>Rydon Management Team</p> <p>SB noted the revised Rydon Team Structure. SB to issue formally to the team.</p> <p>Jason – flats and entrance</p> <p>David – Cladding and Boiler Room</p> <p>Chris – Internals</p> <p>Gary – Communal and Completion Tracker</p> <p>Linda/ Christina – RLOs</p> <p>Steve B – Contracts Manager – 2 days per week or as the project requires</p>	SB	05/11/15
3.5.	<p>Lightning Protection Design/Repairs</p> <p>With Max Fordham for review. SB to issue to TB for review.</p>	SB	05/11/15
3.6.	<p>MPAN Numbers</p> <p>Still awaited – SB to chase.</p>	SB	05/11/15
3.7.	<p>HIU Update</p> <p>77 hallway installs have changed over.</p>		
3.8.	<p>Residents Handover Documentation</p> <p>SB to issue wording to CW for review for HIU guides.</p> <p>SB to issue satisfaction survey wording for CW to review, it was further</p>	SB	05/11/15

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	noted that for those with a hallway installation, they should be asked if, in the future, they would like the opportunity to have this moved into the Kitchen.		
4.	COMMERCIAL MATTERS AND VALUATION		
4.1.	JC and ML completing valuation today.		
5.	QUALITY CONTROL – COW REPORTS / COMMENTS		
5.1.	TB expressed concern that the commissioning procedure set out in the ERs is not being followed (cognisant to item 2.2 above).		
5.2.	The COW further expressed concern that their reports are being issued to Rydon but without comments or responses from Rydon suggesting that items are not being observed. Rydon to remedy given the COW comments will need to be accommodated and closed out as part of the handover/ completion process.	SB	
	TB's biggest concern is that the commissioning of the new boilers has not been completed under a full load test. This has been discussed on numerous occasions but Rydon has not responded with a robust plan of action or acknowledged what they need to do and when. While the boiler interlocks are installed and commissioned, all the boilers in the building (existing and new) need to be switched on with the supply and extract fans running at full duty in order to commission under full load testing. This will be one of many pre-requisites required to allow the certification of PC.	SB	
6.	PREVIOUS MINUTES		
6.1.	<i>Detailed above in section 1.</i>		
7.	AOB		
7.1.	Basement Flooding NR flagged that the flooding in the basement is a series risk not only to contractors having to work in the flooded environment, but to existing electrical equipment incl. distribution boards. CW to resolve the issue with Cofely soonest as it is understood that this area is under the control of TMO.	CW	03/11/15
7.2.	It was noted that Rydon had no further comments on their SHE report from a visit on 13/05/15 (appended to minutes for completeness). NR was however concerned by comments about housekeeping and what appeared to be a trend in poor housekeeping. SB was asked to address the housekeeping concerns.	SB	
7.3.	ML to issue certificate of non-completion. PMN: Action Complete.		
7.4.	SB brought to the attention of the meeting that it was Simon Lawrence's penultimate day with Rydon. The team thanked SL for his efforts to the Grenfell Tower Project to date.		

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8.	NEXT MEETINGS		
8.1.	17TH NOVEMBER 2015 – 14:00PM 15TH DECEMBER 2015 – 14:00PM AM to issue invite to Max Fordham	AM	03/11/15
9.	ATTACHMENTS		
9.1.	<ul style="list-style-type: none">• Grenfell Tower Meeting Agenda #16• Contractors Progress Report #16• Contractors Programmes• Contractors SHE Report		