

**Artelia UK**

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MEETING MINUTES

GRENFELL TOWER - COMPLETION MEETING

KCTMO

FROM Andrew MALCOLM *DATE* 04/07/2017
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SUBJECT Grenfell Tower - Completion Meeting

NAME	COMPANY	PRESENT	DISTRIBUTION
Peter Maddison (PM)	KCTMO	N	Y
David Gibson (DG)	KCTMO	N	Y
Claire Williams (CW)	KCTMO	Y	Y
Tony Batty (TB)	JRP	Y	Y
Jon White (JW)	JRP	N	Y
Matt Smith (MS)	Max Fordham	Y	Y
David Hughes (DH)	Rydon	Y	Y
Steve Blake (SB)	Rydon	Y	Y
Michelle Lowe (ML)	Artelia	N	Y
Neil Reed (NR)	Artelia	Y	Y
Andrew Malcolm (AM)	Artelia	Y	Y

Andrew Malcolm
CONSULTANT

	ACTION BY	DATE
1. INTRODUCTIONS		
1.1. Introductions were noted as above.		
2. PARTIAL POSSESSION		
2.1. It was confirmed that Partial Possession was not agreed by the client team on the 27 th May pending ongoing unresolved issues with the LTHW supply to the flats.		
2.2. MS confirmed that he had sent information to JSW on the 28 th June relating to a technical data extract from the remote metering company, Wilson Energy, to which no response has been received to date.		
2.3. SB understood that there was no further proof required for the LTHW supply discrepancies and that Rydon had completed the following items: <ul style="list-style-type: none">• Temperature recording in the individual flats• Proof that the system can operate at max pressure.• Proof from the BMS panel that the system was responding to peak and low demands		
2.4. MS further confirmed that the ERs require Rydon to prove that the system is able to compensate and ensure the temperature remains stable during peak and low demand periods. The information produced to date from Wilson Energy suggests that this is not the case despite the BMS readings.		
2.5. It was noted that despite requests by the Client Team, Rydon had never provided a commissioning strategy compliant with the ERs and that would prove the system worked correctly. Accordingly, Max Fordham had had to compromise and condoned an alternative strategy which required evidence that the system is fully compliant. This is not yet complete.		
2.6. SB therefore to review the information sent via email by MS on 28 th June to confirm and have approved by Max Fordham, the strategy for how JSW/Rydon are going to remedy the issues prior to implementation. It was further noted that the detailed contained within the email is MS's interpretation of the data given by Wilson Energy. Rydon/JSW should make their own assessment and present the findings and proposed remedial action prior to implementation. This should not be an action of Max Fordham.	SB	15/07/16
2.7. MS noted that SAV, as the manufacturer of the HIUs, should be contacted to assist with such methodology by JSW/Rydon. Details of which have already been shared. <ul style="list-style-type: none">• PMN: MS has shared details of SAV again (see below): Dimitri at SAV on [REDACTED]		
3. PRACTICAL COMPLETION		
3.1. The client team agreed the following 10 items are considered critical pre-requisites (<u>not</u> de minimis) in achieving Contractual Practical Completion and as such Practical Completion will not be achieved until items are satisfactory and completed. Summary headings here – details below.		

1. LTHW Supply (as detailed in section 2 above)
 2. Lift Shaft Clean
 3. External Column Lamp Heads to be fitted
 4. Rydon to prove the BMS of the new/old boilers are not linked
 5. New pressurisation unit/heat exchanger to be installed
 6. TB to review and confirm Electrical Test Certificates
 7. Building Control Completion Certificate
 8. Rydon to provide the Basement Acoustic Test results to Max Fordham for approval
 9. CW to confirm the contents of the Building Manual as defined in the Preliminaries as the role of PD/Design Manager with support from TB/JW as required, in addition to this, CW to identify outstanding list of deliverables from Rydon (if any) in connection with the latest Fire Risk Assessment
 10. Planning Conditions 5, 6 and 7 approved by the Town Planning Authority
- 3.2. Lift Lobby Clean**
- SB noted that Rydon has already cleaned the lift lobbies and that the debris currently within the shafts are from other TMO Contractors – not Rydon.
- SB to demonstrate that Rydon has already had the lift lobbies cleaned. If this is the case, and if the TMO require the lifts cleaning again, Rydon may be instructed to do so.
- 3.3. External Column Lamp Heads to be fitted**
- DB informed the group that the outstanding heads will be fitted by COB Wednesday (3 Nr).
- AM to issue instruction for 2no. heads which have gone missing/never supplied.
- 3.4. Rydon to prove that the BMS of the new/old boiler systems are not linked.**
- TB has reported incidents and believes that, if the new system is in a fault state it also commences a shutdown of the old boilers, which serve the finger blocks causing inconvenience and disruption.
- SB informed that group that he understood that the systems were not linked.
- SB/DH to provide evidence that this is the case, to be submitted to TB and MS for review and approval.
- 3.5. Building Control Completion Certificate**
- MS requested a specific note separate to the certificate from the Approved Building Control Inspector that the permanently opened louvre installed within the new entrance lobby was compliant under Part L of the Building Regulations. DH to forward correspondence.
- 3.6. Building Manuals** are as defined within the preliminaries – section A32.
- It was noted that TB had given comments on the information reviewed to date, predominantly additional commissioning details. TB to circulate and highlight items which are considered non “de minimis” for action from Rydon prior to certifying Practical Completion.
- 3.7. Providing the information and matters described above are dealt with in a swift**

SB

15/07/16

AM

15/07/16

SB

15/07/16

DH

15/07/16

TB

06/07/16

manner (2 weeks), NR agreed that the certification of Practical Completion could be back-dated to 04th July 2016.

4. OUTSTANDING ITEMS CONSIDERED DE MINIMUS

- 4.1. TB to issue latest tracker with updates to AM.

4.2. AM noted that CW would need to review and formally accept any items are considered "de minimis" prior to the certification of Practical Completion. AM to write separately to CW identifying items in TB's tracker upon receipt.
Items brought to the attention of the meeting include (but not limited to):
 - Consideration and approval of the Aftercare process proposed by Rydon
 - Consideration and approval of the familiarisation sessions
 - Consideration and approval to omit EAI 34 (External Works)
 - Consideration of (if any) remedial works with regard to the Fire Risk Assessment where Rydon are responsible for delivery

4.3. Bouygues Condition 13 to be treated as a de minimis item (as confirmed again by CW) – actions recorded in previous minutes Re Rydon retain risk of obtaining clearance but not risk of work required. CW still to determine who will complete the work – Rydon or a.n.other.

4.4. The meeting discussed seemingly high temperatures within communal lobby areas throughout the Building, which has given rise to question the performance of the Environmental Ventilation system. It was agreed that Rydon would monitor and prove that the system is operating as intended.

4.5. CW to consult and confirm with colleagues that the thresholds and the proposed detail is satisfactory to the end users. It was noted that the Approved Building Control Inspector is content with the proposal.

TB	06/07/16
CW	UPON RECEIPT
AM	UPON RECEIPT
CW	ON GOING
DH	15/07/16
CW	15/07/16

5. AOB

- 5.1. No other business declared.

6. DISTRUBTION

- 6.1. As identified on the cover page to these minutes.