

Grenfell Tower Pre-Start Meeting Agenda

Date	Friday 13th June 2014
Time	10:00am – 13:00pm
Location	Artelia Office, High Holborn House

1.0 Present and Introductions – Roles & Responsibilities

- Client/Employer
- EA/Contract Administrator
- Quantity Surveyor
- Design Team
- Clerk of Works
- CDMC
- Contractor
- Updated Project Directory

2.0 Contract Details

- Overview – Scope of Works
- Contract / Contract Documents/Sum
- Guarantees, Warranties and Bonds
- Project Duration / Agreed Programme
- Start on Site Date
- Completion Date
 - Programme of Works - Key milestones
 - Enabling works
- Insurances (Client)
- Insurances – (Contractor)

3.0 Statutory and Third Party Consents

- Town Planning – *status and discharge of conditions*
- Building Regulations – *status and inspections*
- Other Consultants – Fire, DDA, Acoustic

4.0 Site Set Up, Access and Welfare

- Record of existing condition (Condition Survey)
- Site Definition – Contractor's Site Working Area
- Existing Emergency Access & Egress arrangements
- Working Hours
- Parking
- Service Supplies
- Welfare and Sanitary arrangements
- Signboards and Direction board

5.0 Health & Safety

- CDM Regulations
 - Pre-construction Information– formal handover
 - Construction Phase H&S Plan by Contractor
 - Form F10

6.0 Progress Meetings

- Location, Accommodation and Frequency
- Purpose – Formal Report from Contractor – Review of Progress
- Contractor's Report – 5 days before each progress meeting to include
- Minutes are to be accepted as direction for action – will be followed up by a written instruction
- Any dissents to be notified within seven days of issue of minutes

7.0 Communication Lines

- Agree correspondence routes and copies required

8.0 Information

- Issue of "For Construction" set of information with instruction
- Review of information required by Contractor with timescales
- Review of information required from Contractor with timescales

9.0 Finance and Valuations

- Payment period
- Contractor's Bank Details
- Method of valuation, certification and invoices

10.0 Change Control: Instructions and Variations

- Contractor's confirmation of instruction system
- Project Manager's/CA's Instructions
- Pricing of instructions that are variations
- Instructions to be reconciled at each progress meeting

11.0 Progress Meetings

- Agree timetable of meetings for remainder of project

12.0 Review of Contract Costs

- Cladding
- Landscaping Boundaries
- Window Panels
- Grant Funding

13.0 Update on Planning

- Cladding mock up
- Additional housing

14.0 Works Programme

- Progress update

15.0 Soft Programme

- Resident Profiling
- Coffee mornings etc

16.0 Any Other Business

17.0 Next Meeting: Site Progress Meeting No.1

Distribution

Those Present plus apologies.