

Message

**From:** Simon Lawrence [slawrence@rydon.co.uk]  
**Sent:** 10/24/2014 9:01:07 AM  
**To:** BOOTH Philip [/O=ORGARTELIA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Philip Boothe11]  
**CC:** VALENTE Nick [/O=ORGARTELIA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=VALENTE Nickcc9]; Simon O'Connor [SOConnor@rydon.co.uk]  
**Subject:** RE: Change tracker  
**Attachments:** image008.jpg; image009.jpg; image010.jpg

I'll note the items and send out to the tea later today.

Tthanks

Simon Lawrence, ACIOB, MInstLM  
Contracts Manager



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**From:** BOOTH Philip [mailto:philip.booth@uk.arteliagroup.com]  
**Sent:** 24 October 2014 10:00  
**To:** Simon Lawrence  
**Cc:** VALENTE Nick; Simon O'Connor  
**Subject:** RE: Change tracker

Simon,

Looks good and works for me.

Additional items that I recorded for you to incorporate as you see fit.

Item 9. I thought the slatted shelves were only to the deeper cupboards on mez level?  
Item 10. CW was going to review access arrangements to community room. CW to provide brief on how CCTV/ fire and door access arrangements will operation without concierge as remote monitoring may be required.  
CW to advise if milk kitchen required for nursery  
CW to advise on mez level community room by Easter 2015  
CW to approach IBI group for planning advice on reducing window size to existing size to avoid disruption to residents flats and cost of replacing window dressing for residents. CW to ascertain probability of achieving permission and time delay this will cause. SL to advise on date windows will be ordered and programme implications of not ordering tender and planning approved windows.

Kind regards

Philip



**Philip BOOTH**  
Associate Project Manager  
ARTELIA UK  
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**From:** Simon Lawrence [<mailto:slawrence@rydon.co.uk>]  
**Sent:** 24 October 2014 09:10  
**To:** BOOTH Philip  
**Cc:** VALENTE Nick; Simon O'Connor  
**Subject:** Change tracker

Morning Philip,

Following Wednesday's Client Design meeting I've put together a spreadsheet tracker for project changes, as attached. Before I send it out formally I wanted to run it past yourselves to make sure it works for you also. Basically Rydon don't have a specific document to record change because it is normally done via email records, RFI's, drawings, etc. In my experience in some of the standard construction processes don't always work as well in Refurb as they do in New Build environment because of the way and timings that Clients have to make decisions, often reactively. So we often find that parts of the Project team get informed late in particular the Commercial side. Then it becomes hard work all round to catch up and reconciled what happened. Anyway I've put together this hybrid form from several others we have with the aim that it can serve as a record and audit trail of what has changed and why. It is only an overview sheet to use in conjunction with emails, RFI's etc. It will also highlight any likely financial or programme change so the Client doesn't get any surprises. If as a team we feel it will work then I'll add it to our monthly report.

In the meantime can you take a look and let me know if you want to add or change anything. Then I'll issue formally to all of the team.

Regards


Simon Lawrence, ACIOB, MInstLM  
Contracts Manager  
T [REDACTED]  
M [REDACTED]  
Rydon Construction Ltd



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