



Our Ref L2508/MEB/GTI

20th August 2019

Grenfell Tower Inquiry
De Vere Holborn Bars
38-142 Holborn
London
EC1N 2SN

FAO Emily Schwikkard

Dear Emily,

Grenfell Tower Inquiry – Request for Documents No1

I trust the following responses and attached documentation is satisfactory and as requested in your Email correspondence dated 24th July 2019.

We note your reference to sharing information and would confirm that we have previously provided all available information to DC Tony Beach, SC01 Homicide and Major Crime Command, Data Recovery Team, Grenfell Tower Investigation.

We should also advise that we do not have 'in our possession' any 'hard' documentation as this was stored at our Contractors 'Chatham Archives' offsite facility and destroyed in March 2016 (Doc's 14 & 15).

Whilst writing we would respectfully point out that the opening paragraph refers to "Butler & Young being involved with the design of the lifts" which would seem to infer they were new lift installations, which they were not. Butler & Young were engaged by Royal Borough of Kensington & Chelsea to 'refurbish' the existing lifts.

Yours sincerely

Martin Baxter
Director

Enclosure



Initial Information

Question 1

A brief outline of Butler & Youngs involvement with Grenfell Tower and addressing, in particular, the products and services that Butler & Young supplied for use at Grenfell Tower, including details of the specific product(s) supplied to Grenfell Tower, to whom these were supplied, how they were supplied and details of services provided.

Response

Butler & Young did not provide or supply any products.

Butler & Young were appointed via an OJEU (European Journal) tender against a Royal Borough of Kensington & Chelsea (RBKC) brief.
Documentation identifies information being provided to a Ms J Rhymes (Doc 1)
The commission was for the provision of feasibility reports (Doc 2), design specifications (Doc 3) for the Office hydraulic and the duplex passenger lifts of Grenfell Tower.

Question 2

Confirmation as to whether Butler & Young undertook any site inspections during construction work at Grenfell Tower, and if so, the details of those inspections.

Response

The two employees responsible for the project are now retired and no relevant documentation is available beyond regular meeting minutes and a Site Visit & Outstanding Works report (snag list) (Doc 4).
Clause 2A.77 of the specification (Doc 3) details inspection points.



Question 3	
A chronology setting out the key stages of Butler & Youngs involvement with Grenfell Tower.	
Response	
October 2001	RBKC issue tender for Consultancy Services
April 2003	BYLCL formally appointed (Doc 5)
July 2003	Feasibility Study submitted (Doc 2)
9 th July 2003	RBKC confirm Feasibility Studies and Options are in accordance with RBKC Specification requirements & Option recommended (Doc 6)
16 th March 2004	Option confirmed (Doc 7)
20 th May 2004	Tender documents (Specification) to be provided to TMO (Doc 8)
16 th July 2004	Contractor Tenders returned
30 th July 2004	BYLCL Tender Analysis prepared and issued to RBKC
19 th October 2004	RBKC award contract
10 th January 2005	Apex Lift & Escalator Engineers start on site
27 th February 2006	Project completed
14 th March 2007	BYLCL issue End of Defects & Making Good Certificate.



Illustrative list of Documents

Question 1

Please provide all documentation relating to Butler & Youngs contracts, orders, invoices and purchase orders for the design, specification, review, fabrication, supply, installation, commissioning, maintenance and monitoring of any and all components of the lifts installed at Grenfell Tower.

Response

Butler & Young did not fabricate, supply, install or carry out any maintenance to any lift components at Grenfell Tower.

We do not have any record documentation of RBKC contract award or purchase orders.

The attached L2508 Accounts (Doc 9) lists Butler & Young invoice details.

Question 2

The clients brief to Butler & Young for the 2 work stages.

Response

We are unsure of the reference to "2 work stages" and have assumed it to mean the feasibility and specification.

The feasibility brief is confirmed and recorded in meeting minutes (Doc 10).
The scope of works, specification (option selected) is confirmed in (Doc 7).

Question 3

Minutes and instructions from your clients prior to the issue of your specifications.

Response

The scope of works, specification (option selected) is confirmed in (Doc 7).



Question 4

Results, photographs, videos and drawings of your site surveys prior to the issue of your specifications.

Response

We do not have any such record documentation.

Question 5

Internal minutes and file notes resulting from your site surveys

Response

We do not have any such record documentation.

Question 6

All draft specifications detailing changes and who requested and signed them off

Response

We do not have any such record documentation.

Question 7

The client approval of the specifications before issue for bidding

Response

The only record we have with reference to such is attached (Doc 11)



Question 8

All documents regarding and referring to Employers Requirements

Response

We do not have any such record documentation.

Question 9

Any documents/correspondence showing consideration of and/or compliance with Building Regulations/British Standards (see list in Annexe 1, enclosed) particularly those relevant to whether the lifts satisfied the definition of 'firefighting lifts'

Response

Relevant documents are referenced within the specification (Doc 3).

There is no reference to 'firefighting' lifts.

Question 10

Operating & Maintenance Manual for the lifts at Grenfell Tower (as fitted version)

Response

We do not have any such record documentation.

Question 11

The final drawings and specification for the lifts installed at Grenfell Tower.

Response

We do not have any record documentation with respect to drawings.

Butler & Young only issued the one specification (Doc 3)



Question 12

Any handover documentation regarding the lifts at Grenfell Tower provided to your client.

Response

Practical Completion of the Works (Doc 12)
Completion of Making Good Defects (Doc 13)