

**ROYAL BOROUGH OF KENSINGTON & CHELSEA**

**TENANT MANAGEMENT ORGANISATION LTD**

**GRENFELL TOWER LIFT REFURBISHMENT**

**MINUTES OF PROGRESS MEETING**

**HELD AT GRENFELL TOWER**

**ESTATE OFFICE**

**TUESDAY 22<sup>ND</sup> FEBRUARY 2005 @ 10.00 AM**

Those Present: Mr D Donnelly (DD) : RBKC - TMO Lancaster West Neighbourhood Manager  
Mr R Cahalarn (RC) : RBKC - TMO - Senior Lift Engineer  
Mr K Stevenson (KS) : RBKC - TMO-  
Mr R Anthony (RA) : Apex Lift & Escalators Ltd - Project Manager  
Mr R Braxton (RB) : Apex Lift & Escalators Ltd  
Mr S Thomas (ST) : Apex Lift & Escalators Ltd  
Mr S Ellis (SBE) : BYLCL - Associate

	<b>ACTION</b>
<b>1.0 INTRODUCTION ROLES AND RESPONSIBILITIES</b>	
1.1 Apologies for absence received from Sarah Everson of BPG, (SE) Gina Manicom (GM) and Janice Jones (JJ).	<b>All</b>
1.2 RB and ST were introduced to the meeting representing the service department of Apex.	<b>All</b>
<b>2.0 CONTRACTORS PROGRAMME</b>	
2.1 RC requested key dates on programme. RA and SE advised list of key dates on minutes of contract start meeting November 2004. SE would re-list in these minutes.	<b>SBE</b>
2.2 <b>Grenfell Towers Duplex Lifts</b>	<b>All</b>
Apex assume servicing responsibility	10 <sup>th</sup> January 2005
Apex tester on lift HO90	10 <sup>th</sup> January 2005
BYLCL witness lift HO90	17 <sup>th</sup> January 2005
Drurycourt erect compound on Walkway	31 <sup>st</sup> January 2005
Apex removal of lift HO91 from service with site possession and Drurycourt erection of landing hoardings	7 <sup>th</sup> February 2005
HO91 refurbishment complete	4 <sup>th</sup> July 2005
Proving	8 <sup>th</sup> July 2005

		ACTION
	Apex lift HO90 removal for refurbishment Lift HO90 refurbishment complete Proving Handover to RBKC TMO	11 <sup>th</sup> July 2005 28 <sup>th</sup> November 2005 2 <sup>nd</sup> December 2005 2 <sup>nd</sup> December 2005
	<b>Social Security Office Lift HO92</b>	<b>All</b>
	Drurycourt new pump room hoarding Drurycourt pump room construction Drurycourt pump room complete Apex removal of lift HO92 from service with site possession and Drurycourt erection of hoardings Lift HO92 refurbishment complete Proving Handover to RBKC TMO	14 <sup>th</sup> February 2005 21 <sup>st</sup> February 2005 28 <sup>th</sup> March 2005 8 <sup>th</sup> August 2005  10 <sup>th</sup> October 2005 17 <sup>th</sup> October 2005 17 <sup>th</sup> October 2005
2.3	RA reported good progress since possession of lift on 7 <sup>th</sup> February 2005 - project on programme. HO92 machine room under construction.	<b>All</b>
2.4	RA & SE agreed further 7 days of noisy working to be endured whilst remainder of entrances cut out. Following that noisy operation would be purely spasmodic.	<b>All</b>
<b>3.0</b>	<b>SITE ARRANGEMENTS</b>	
3.1	Soft issues contingency plan now urgently require by DD.	<b>SE</b>
3.2	Apex still required keys. RC would take up with Janice Wray once again.	<b>RC</b>
3.3	SE requested Apex provided log cards for m/c room.	<b>ST</b>
3.4	RC requested a further faxed copy of all CB reports.	<b>ST</b>
3.5	Only two recorded malfunctions since 7 <sup>th</sup> February - 16 <sup>th</sup> February car light and midnight on 20 <sup>th</sup> / 21 <sup>st</sup> February. T Vickers had remedied 8.00am 21 <sup>st</sup> February.	<b>ST</b>
3.6	Apex had not been contacted by CSS during the night DD and RC would investigate.	<b>DD/RC</b>
3.7	RB would confirm routine maintenance - housekeeping and visual inspections and adjustment only as necessary. Last week in each month actual dates to be confirmed.	<b>RB</b>
3.8	DD would place a folder with concierge for callback sheets.	<b>DD</b>

	<b>ACTION</b>
3.9 RA passed SE detail of pre test works undertaken by Trevor Cooke prior to site start. SBE would review and forward to RC.	<b>SBE</b>
3.10 SBE would discuss continued use of standby engineer with SE.	<b>SBE</b>
<b>4.0 QUALITY CONTROL</b>	
4.1 SBE and RA would continue to review quality of work. SBE had no criticism of any quality aspect this far in the project.	<b>SBE</b>
<b>5.0 COMMUNICATION AND PROCEDURES</b>	
5.1 The Tenant Resource Centre was discussed again in connection with the contingency plan.	<b>SE</b>
<b>6.0 FINANCIAL MATTERS</b>	
6.1 SBE had certified Apex's 1 <sup>st</sup> application for payment and completed TMO reporting documentation (£34,658.00 nett), (documents appended to Sarah Everson copy).	<b>SE</b>
6.2 SBE provided TA with a copy of the certificate for invoices and TMO cash flow sheets for any comments.	<b>RA</b>
6.3 Expenditure F.Y. 2004/5 still expected to be circa £260,000.00, SE to some materials in Propbrook factory, Birmingham (to be discussed with SE).	<b>SBE</b>
6.4 SBE commented that out of contingency sum of £29,010.00, £23,976.00 had been on first 4 weeks of permanent standby engineer.	<b>All</b>
6.5 No further instructions had been issued.	<b>All</b>
<b>7.0 CDM AND PLANNING SUPERVISOR MATTERS</b>	
7.1 SBE confirmed the F10 was posted on the Street level hoarding.	<b>All</b>
7.2 Roof access cage would be altered to provide additional headroom. RC advised surveyor was grateful for action to move long articles to roof area.	<b>RA</b>
7.3 SBE / RA reported no further H&S matters.	<b>All</b>
<b>8.0 SITE MEETINGS</b>	
8.1 RA / SE had met each week on site as arranged.	<b>All</b>

	ACTION
<b>9.0 ANY OTHER BUSINESS</b>	
9.1 Apex operatives would move rubbish at roof area level although not of their making.	<b>RA</b>
<b>10.0 DATE AND TIME OF NEXT MEETING</b>	
10.1 SE would discuss with Sarah Everson to establish a minimum of 4 future meetings after the next scheduled meeting.	
10.2 The next meeting was scheduled for:  Wednesday 23 <sup>rd</sup> March 2005 @ 10.00 am  Distribution - All on project directory.	<b>All</b>

## GRENFELL TOWER - PROJECT CONTACT LIST

Name & Telephone	Title	Address
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Janice Wray Tel: [REDACTED] Mob: [REDACTED]	Health & Safety Advisor Email: jwray@kctmo.org.uk	TMO The Town Hall Hornton Street London W8 7NX
Keith Stevenson Tel: [REDACTED] Mob: [REDACTED]	Lancaster West Estate Email: kstevens@kctmo.org.uk	TMO The Town Hall Hornton Street London W8 7NX
Keith Miles Tel: [REDACTED] Mob: [REDACTED]	Residents' Representative Email: [REDACTED]	50 Verity Close London W11 4HE
Jan Jones Tel: [REDACTED] Fax: [REDACTED]	RBKC - TMO Estate Office JJones@tmo.org.uk	Lancaster West Estate Grenfell Tower London W11

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