

**ROYAL BOROUGH OF KENSINGTON & CHELSEA**

**TENANT MANAGEMENT ORGANISATION LTD**

**GRENFELL TOWER LIFT REFURBISHMENT**

**CONTRACT PROGRESS MEETING**

**HELD AT GRENFELL TOWER ESTATE OFFICE**

**THURSDAY 23<sup>RD</sup> FEBRUARY 2006 @ 10.00 AM**

**MINUTES**

	<b>ACTION</b>
<b>1.0 INTRODUCTIONS / APOLOGIES</b>	
1.1 Those Present:	<b>All</b>
Sarah Everson (SE) : Brodie Plant Goddard	
Gina Manicom (GM) : Royal Borough of Kensington & Chelsea - TMO	
Robin Cahalarn (RC) : Royal Borough of Kensington & Chelsea - TMO	
Barry Newton (BN) : Royal Borough of Kensington & Chelsea - TMO	
Janice Wray (JW) : Royal Borough of Kensington & Chelsea - TMO	
Janice Jones (JJ) : Royal Borough of Kensington & Chelsea - TMO	
Gary Poynter (GP) : Apex Lift & Escalator Engineers Ltd	
Steve Ellis (SBE) : Butler & Young Lift Consultants Ltd	
1.2 Apologies:	
Keith Stevenson (KS) : Royal Borough of Kensington & Chelsea - TMO	
1.3 Barry Newton was introduced as TMO Asset Management Surveyor.	
<b>2.0 CONTRACTORS PROGRAMME</b>	
2.1 Lifts HO90 and HO92 had been put into service on 6 <sup>th</sup> February 2006. Lift HO91 had been removed from service part time w/c 13 <sup>th</sup> February and all lift permanently commissioned by Friday 17 <sup>th</sup> February.	
<b>3.0 SITE ARRANGEMENTS / VISITS / FIRE ALARM RECALL WORKS BY OTHERS</b>	
3.1 Fire alarm works had been partially undertaken. Would be completed by 3 <sup>rd</sup> March. Apex to complete connections and test non live. SBE to speak to Roger Green at TMO.	<b>SBE/GP</b>
3.2 Failure maintenance now to be undertaken in normal hours between 10am-4pm. Richie Braxton (RB) to confirm which week of month.	<b>RB</b>

	<b>ACTION</b>
<b>4.0 QUALITY CONTROL / NEW LIFT PERFORMANCE / MIRROR</b>	
4.1 SBE to provide extension of time and P.C. certificate.	<b>SBE</b>
4.2 Lift performance was proving reliable according to latest TMO records.	<b>All</b>
4.3 RC to check on fallibility of TMO destination phone number from autodiallers.	<b>RC</b>
4.4 A number of items remain, notably but not limited to:	<b>GP</b>
1. In car mirrors - as final instruction. 2. Provide capstan studs and drapes as per HO91 items list. 3. Enable all specified scrolling messages. 4. Enable alarm push / fan timer interface. 5. Clean up landing floors at HO90 hoarding positions. 6. Adjust camera angle on HO91. 7. Enable autodialler from auxiliary COP alarm push.	
4.5 RC would liaise with GP re staff training. Staff nominated:	
Keith Stevenson Robert Reagan Paul Steadman Eddie Akwa Janice Jones Victoria Marcos	<b>RC/GP</b>
4.6 RC would organise Zurich inspection, following Apex completion of all items. GP to confirm to SBE and RC when all complete. SBE/RC/GP final inspection following receipt of Zurich reports.	<b>RC/SBE/ GP</b>
4.7 DLP maintenance would terminate on 5 <sup>th</sup> February 2007.	<b>All</b>
4.8 Apex to provide quarterly maintenance reports to TMO.	<b>RB</b>
<b>5.0 COMMUNICATION AND PROCEDURES</b>	
5.1 GM and SE to discuss satisfaction survey post meeting.	<b>SE/GM</b>
<b>6.0 FINANCIAL MATTERS / FIRE ALARM RECALL / MIRROR TO LIFT CAR / FINAL ACCOUNT</b>	
6.1 Final instruction now issued.	<b>SBE</b>
6.2 SBE to prepare final account document by end April 2006.	<b>SBE</b>
6.3 Apex had presented final application. SBE would certify when all items and O&M's complete.	<b>SBE</b>

		<b>ACTION</b>
<b>7.0</b>	<b>CDM AND PLANNING SUPERVISOR MATTERS / O&amp;M MANUALS / H&amp;S FILE</b>	
7.1	GP to provide TMO with the H&S File.	<b>GP</b>
7.2	SBE and GP to review draft O&M manuals post meeting and leave drafts with JJ.	<b>GP/SBE</b>
7.3	RC to receive 2 copies of finalised manuals. Make up sheets to be inserted into site copy.	<b>GP</b>
7.4	<b>Post Meeting:</b> Review of O&M Manuals:	<b>GP</b>
	<b>HO90/1</b>	
	1. Provide NICEIC certificate.	
	2. Provide VG safety gear technical literature.	
	3. Lift motor is ZA not Sassi.	
	4. Provide Load weighing device technical literature.	
	5. Provide signed HO90 test sheet.	
	6. Provide SG type test certificate.	
	7. Provide o.s. governor type test certificate.	
	8. Provide car and fixture drawings.	
	<b>HO92</b>	
	1. Sign test sheet.	
	2. Provide NICEIC certificate.	
	3. Provide car and fixture drawings.	
<b>8.0</b>	<b>ANY OTHER BUSINESS</b>	
8.1	Apex bunch of Gerda Keys was with concierge.	<b>All</b>
8.2	RC would obtain one copy of panel keys from Keith Stevenson.	<b>RC</b>
8.3	Apex to provide RC with 3 drop release keys.	<b>GP</b>
8.4	SBE thanked all for participating in project which had achieved a satisfying result for residents despite difficulties during project. No further formal meetings were envisaged.	
	Distribution - All on project directory - electronically.	

## GRENFELL TOWER - PROJECT CONTACT LIST

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