

**ROYAL BOROUGH OF KENSINGTON & CHELSEA**

**TENANT MANAGEMENT ORGANISATION LTD**

**GRENFELL TOWER LIFT REFURBISHMENT**

**MINUTES OF PROGRESS MEETING**

**HELD AT GRENFELL TOWER**

**ESTATE OFFICE**

**WEDNESDAY 26<sup>TH</sup> JANUARY 2005 @ 10.00 AM**

Those Present: Mr J Rogers (JR) : RBKC - TMO - Project Manager  
Ms J Wray (JW) : RBKC - TMO - Safety Officer  
Mr D Donnelly (DD) : RBKC - TMO Lancaster West Neighbourhood Manager  
Ms G Manicom (GM) : RBKC - TMO- Residents Liaison Officer  
Mr R Cahalarn (RC) : RBKC - TMO - Senior Lift Engineer  
Ms J Jones (JJ) : RBKC - TMO - Grenfell Tower Management  
Mr G Poynter (GP) : Apex Lift & Escalators Ltd - Project Manager  
Mr R Anthony (RA) : Apex Lift & Escalators Ltd - Project Manager  
Mr R Goddard (RD) : Brodie Plant Goddard  
Mr S Ellis (SE) : BYLCL - Associate

		ACTION
<b>1.0</b>	<b>INTRODUCTION ROLES AND RESPONSIBILITIES</b>	
1.1	JR introduced RG of Brodie Plant Goddard who would henceforth undertake the role of project managers on behalf of RBKC - TMO. RG had deputised Sarah Everson to supervise the project.	<b>All</b>
1.2	SE introduced RA from Apex whom GA had delegated the role of project supervision.	<b>All</b>
1.3	SE apologised to JJ for being omitted from the previous minutes. SE would ensure correction for this meeting.	<b>SE</b>
1.4	SE would amend the project directory and append to these minutes.	<b>All</b>
<b>2.0</b>	<b>CONTRACT PARTICULARS AND SCOPE OF THE WORKS</b>	
2.1	The contract particulars and scope of works were all as detailed in the previous minutes.	<b>All</b>
2.2	HO91 had been nominated as the first lift to be refurbished.	<b>All</b>

	<b>ACTION</b>
2.3 HO90 had undergone a partial retest in an endeavour to render the lift remaining in service as reliable as possible. The Apex test engineer had set all operations to their original design parameters as witnessed by BYLCL on 17 <sup>th</sup> January 2005. Apex to provide a report to SE for onward transmission to RC.	<b>RA/SE</b>
2.4 Appendix A - Apex Lifts Company Organisation Chart.	<b>All</b>
<b>3.0 CONTRACTORS PROGRAMME</b>	
3.1 The key programme dates remained as detailed in clause 3.8 of the previous minutes.	<b>All</b>
3.2 Social Services required a weeks notice prior to relocation of the bicycle sheds.	<b>RA</b>
3.3 Apex would require the issue of a further girda lock to fit to the hydraulic machine room door.	<b>JW</b>
3.4 The roof access stair security cage was currently under construction. RBKC surveyors had complained over lack of access for pipes etc to the roof plant area. The cage was to be altered to provide safe head room. In the event access for long components would be governed by the turn at the stairs through the new cage door. RC and SE to review once complete and consider.	<b>SE/RC</b>
<b>4.0 SITE ARRANGEMENTS</b>	
4.1 An accident reporting system was contained within the Apex H&S File. Any accidents would also need to be logged in the concierge accident book.	<b>RA</b>
4.2 For the first 4 weeks (to be reviewed at the end of that period) a standby engineer would be on site 8.00 am - 8.00 pm, 7 days a week. Any callbacks, however, would still require to be routed via the Apex callback desk and the RBKC helpline.	
4.3 It was suggested that Steve Thomas attend future meetings.	<b>GP</b>
4.4 The walkway compound would be constructed as scheduled on w/c 31 <sup>st</sup> January 2005, and loaded with landing hoardings reading for full site start on 7 <sup>th</sup> February 2005.	<b>RA</b>
4.5 Apex contractual callback responses were as defined in clause 2A.76 of the specification and iterated in clause 6.3.6 of the previous minutes.	<b>RA</b>
4.6 RC would email CSC team in respect of Apex's obligations in this regard.	<b>RC</b>

	<b>ACTION</b>
4.7 Social services to receive 4 weeks notice prior to removal of lift HO92 from service.	<b>RA/SE</b>
4.8 JW to investigate test procedures for stairway emergency lighting. More visual inspections were suggested during the contract.	<b>JW</b>
4.9 Apex to give 24 hours notice for moving any materials through to main lobby. 10.00 am - 12.00 am the preferred slot avoiding Mondays and Thursdays.	<b>RA</b>
4.10 24 hours notice minimum to DD in respect of major deliveries and craneage from cul de sac adjacent Grenfell Tower.	<b>RA</b>
4.11 SE would show RA toilet facilities and introduce to Keith Stevenson.	<b>SE</b>
4.12 All other arrangements as previous minutes.	<b>All</b>
<b>5.0 QUALITY CONTROL</b>	
5.1 SE would attend weekly with RA to review progress and quality standards.	<b>SE/RA</b>
<b>6.0 COMMUNICATION AND PROCEDURES</b>	
6.1 SE would revise the project list to include all protagonists.	<b>SE</b>
6.2 Copies of reports of any malfunctions to be left on site.	<b>RA</b>
6.3 DD requested completion of the soft issue contingency plan.	<b>JR</b>
6.4 GM had made two visits to all known vulnerable residents.	<b>All</b>
6.5 DD suggested the Tennant Resource Centre as a possible refuge in the event of long term failure.	<b>All</b>
6.6 The necessity of following the procedures thoroughly outlined in the previous minutes clause 6.3 was emphasised and all present should be aware of these action points.	<b>All</b>
<b>7.0 FINANCIAL MATTERS</b>	
7.1 Apex application expected approximately 14 <sup>th</sup> February.	<b>SE/RA</b>
7.2 Apex have revised the spend profile for year end March 2005 to £260,000.00 approximately.	<b>SE/RA</b>
7.3 Certain of the spend would require BYLCL visit to Birmingham works to identify landing entrance and car manufacture.	<b>SE/JR</b>

	<b>ACTION</b>
<b>8.0 CDM AND PLANNING SUPERVISOR MATTERS</b>	
8.1 SE confirmed the Construction Phase Health & Safety Plan had been reviewed, commented upon and placed on site (lift machine room).	<b>SE</b>
8.2 The F10 had been signed by Apex and forwarded to the HSE.	
<b>9.0 ANY OTHER BUSINESS</b>	
9.1 RA would organise an advice and progress notice to be placed on the Street level hoarding updated each month.	<b>RA/SE</b>
9.2 The point of contact on site for RA and SE on a day to day basis was JJ.	<b>SE/RA</b>
9.3 Any instruction to the contractor would only be made via the SO, BYLCL.	<b>All</b>
9.4 DD requested dates of night services. SE suggested that Apex could provide these for the whole of the 1 <sup>st</sup> phase.	<b>RA</b>
<b>10.0 SITE MEETINGS</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:	<b>All</b>
<p>Tuesday 22<sup>nd</sup> February 2005 @ 10.00 am</p> <p>Distribution - to all on revised project list plus copies of previous minutes to JJ.</p>	

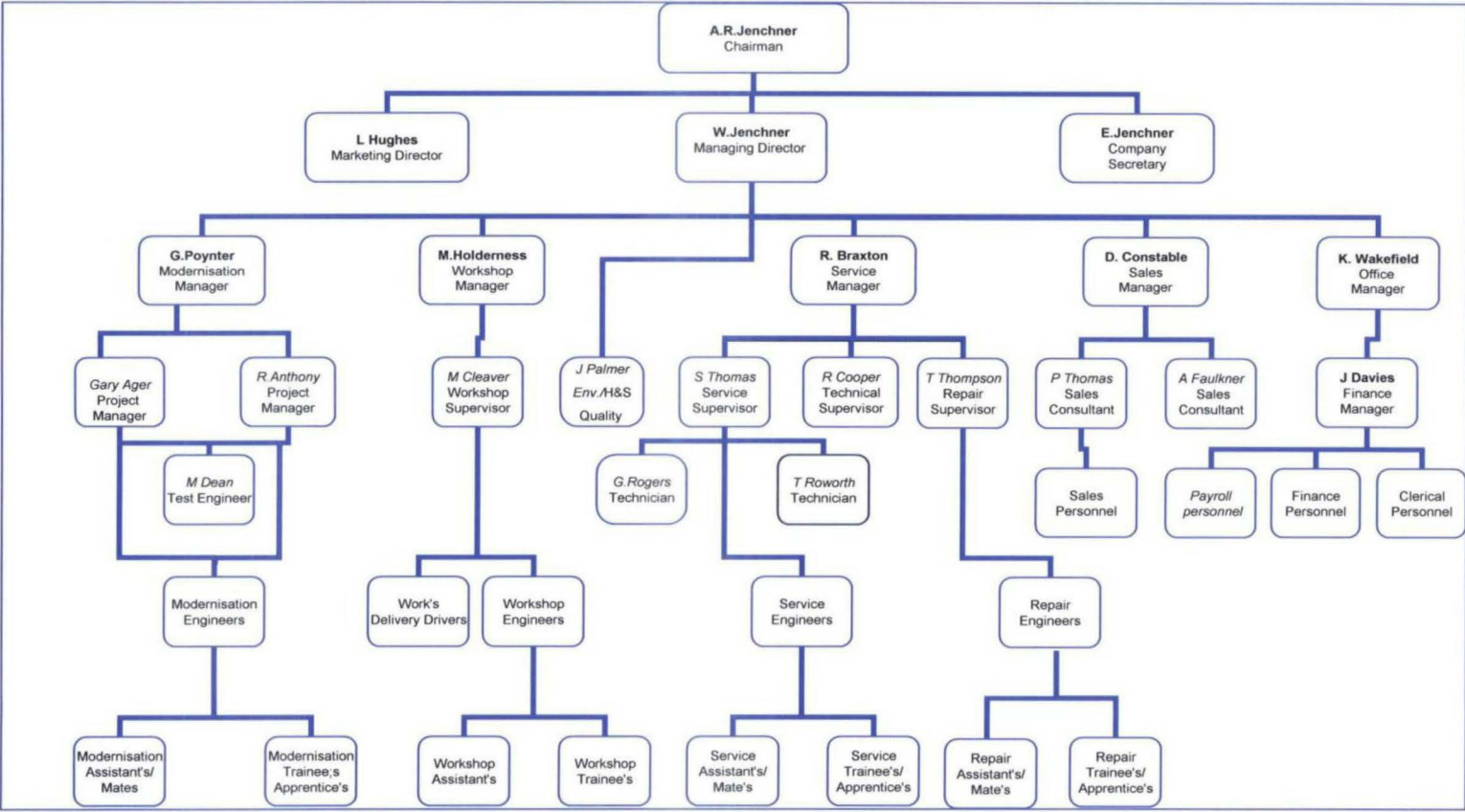
# GRENfell TOWER - PROJECT CONTACT LIST

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Robin Cahalarn Tel: [REDACTED] 839	TMO Lift Engineer Email: robin.cahalarn@kandc-tmo.org.uk	TMO 2 Allen Street London W8
Gina Manicom Tel: [REDACTED] Mob: 07976 060120 Fax: 020 7361 3715	Residents' Liaison Officer Email: Gina.Manicom@rbkc.gov.uk	RBKC Room 249 The Town Hall Hornton Street London W8 7NX
Adrian Bowman Tel: [REDACTED] Fax: [REDACTED]	Assistant Safety Advisor (Asbestos) Email: abowman@tmo.org.uk	TMO The Town Hall Hornton Street London W8 7NX
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: [REDACTED]mo.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

# GRENFELL TOWER - PROJECT CONTACT LIST

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# Apex Lifts Company Organisation Chart



13/01/2005