

RECORD OF SIGNIFICANT FINDINGS and ACTION PLAN.

PREMISES OCCUPIER: The Tenants Management Organisation (TMO) of the Royal Borough of Kensington and Chelsea

ADDRESS: Grenfell Tower, Grenfell Road London W11 1TQ

COMPLETED BY: Mr C Stokes

DATED: 20th November 2012

GENERIC COMMENTS: A standalone 24 storey building with a basement boiler area, 3 lower levels of offices etc two of which are presently vacant and 20 levels of residential accommodation with 120 self contained private domestic apartments.

PRIORITY TIME SCALES: **HIGH:** 2 to 3 Weeks. **MEDIUM:** 2 to 3 Months **LOW:** 6 to 12 Months

* The item number refers to the section number in the Fire Risk Assessment form, from which these significant findings and action plan are the result of.

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
No Item Number	Advise Only	At the roof level it appears that a communications room for London Ambulance service has been constructed. This area is not shown on the buildings plans.	I would recommend that the buildings file is checked to see that the following information is contained within it in respect of this construction work. 1. A Buildings Regulations completion Certificate has been issued by the Building Control Body for the work undertaken. 2. All the Regulation 38 information from the contactors as required by the Building Regulations. 3. New Electrical certificates for any electrical wiring work undertaken If any of the information is missing this should be asked for from the relevant person/authority. This is so that if this building is audited by the Fire Authority under the Fire Safety Order documentation can be provided.		

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
No Item Number	High	The access door to the external roof from the internal corridor has had both of the "Greda" locks removed from it, both of these locks are laying on the corridor floor.	I would recommend that the "Greda" locks are refitted to this roof door so that the external open roof level is restricted to authorised persons only.		
1a	High	In the basement boiler room area there are a lot of electrical cables hanging down from the ceilings are the walls and not clipped to the wall or ceiling linings correctly. This is especially so in the room first on the right as you exit the staircase door into the basement area.	I would recommend that all the hanging electrical and for that matter all cables are securely fixed to the walls or ceiling linings as required by the wiring regulations or laid in cable trays. I would recommend that in future checks are carried out after contractors have undertaken any cabling work in this building to make certain that no cables are left hanging.		
1b	High	On the 17 th floor level flat/lift lobby area there are television aerial cables hanging down from the pipe which runs along the wall, the cable goes to flat 171.	I would recommend that the hanging cable is securely fixed so that it is not hanging down.		
8a	High	In the basement boiler room area there are empty 25 litre plastic containers and empty cardboard boxes being stored under the staircase. Also in the main boiler room area there is contractors waste, plastic packaging, wrapping and protective material which parts come covered with. These combustible items could provide fuel for a fire.	All these empty containers and boxes along with all the contractors waste should be removed immediately from the boiler room. It appears that some of this combustible waste has been here for some time, can it be confirmed that regular caretaker checks of the boiler room area are being undertaken?		
8b	High	In the ground floor electrical room lobby area there are piles of full cardboard boxes. This electrical room is meant to be a restricted area to authorised persons only and these cardboard boxes are a fuel source for any fire that might develop. Also these boxes are restricting access to the main electrical room.	I would recommend that all these cardboard boxes are removed immediately from this area.		

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
8c	Medium	There are some cardboard boxes full of household items on the 12 floor level flat/lift lobby area.	I would recommend that these cardboard boxes are removed.		
8d	Advice only	In one of the store rooms in the basement area there are a lot of push bike parts, frames, old wheels etc. These are not readily combustible items.	I would recommend that this store room area is tidied up and all any unwanted bike parts are removed.		
9	High	There is a secondary exit route from the basement boiler room area.	The location of this secondary exit from the basement boiler room area should be emphasised to contractors who are working in this area. Also see item 12a below.		
12a	High	There is a secondary exit route from the basement boiler room area. It is not known when this hatch was last opened and checked to see that it operated correctly.	Can it be confirmed that regular inspections and checks are carried out to see that the hatch on this secondary route from the basement boiler room area works correctly and opens easily.		
12b	High	There are holes in the flat entrance doors of flats numbered 166 and 202, in number 166's case this is where a lock has been removed from the door. These are original doors and they are now not 30 minute fire rated doors.	I would recommend that these two flat's entrance door are repaired or replaced so that they are 30 minute fire rated doors fitted with self closing devices complying with all the requirements of the Building Regulations.		
12c	High	The fire door to the refuse chute room on the 14 th floor level grounds and will not shut fully.	I would recommend that this door to the refuse chute room on the 14 th floor level is repaired so that it does not ground and that the self closing device shuts the door fully onto its stops.		
12d	High	On the 10 th floor level the refuse chute door/flap is damaged, the flap handle is missing and the flap does not shut fully	This door/flap opening of the rubbish chute on the 10 th floor level should be repaired or replaced so that it shuts fully.		
12e	Medium	In the basement boiler room area there are two doors which have their locks bunged up with chewing gum. One being the room with the notice on stating "lift machinery" H92	I would recommend that all the doors in the basement boiler room area are checked to see that they be opened easily and that there are keys to each one.		

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12f	Medium	The self closing device fitted to the fire door at the head of the staircase up from the ground floor area on the walkway level does not shut the door fully.	This self closing device should be adjusted, repaired or replaced so that it closes this fire rated door fully onto its stops.		
12g	For Information only	The following flat entrance doors are the original fire rated flat entrance doors and which were fitted with a self closing device. These are flush solid doors and are all close fitting. These flats are numbers 56, 61, 86, 92, 112, 142, 154, 156, 165, 174, 185, 195, and 206.	If any of these flat entrance doors are replaced in the future then any replacement doors must comply with the requirements of the Building Regulations when installed.		
14a	High	There are two largish holes in the wall linings of the ground floor electrical room from the base staircase into the electrical room.	These holes should be filled in with a suitable fire rated material to maintain the fire rating of the structure of the building. I would recommend that in future checks are carried out after contractors have undertaken work in the building to make certain that all wall and ceiling linings have been made good so that the structural elements of the buildings remain fire rated.		
14b	High	An inspection panel/cover plate has been removed from the wall opposite flat 183s entrance door and not fixed back correctly.	This inspection/cover plate should be re-fixed back correctly and securely to maintain the fire rated structure and provide suitable fire stopping for any cable duct. I would recommend that in future checks are carried out after contractors have undertaken work in the building to make certain that all the structural elements of the buildings remain fire rated.		
16	Medium	The "Push Bar to Open" sign is missing from the walkway exit door.	A "Push Bar to Open" signs should be displayed on this exit door.		
17	Medium	There is a written description of the fire alarm zones of the building next to the fire alarm panel but no layout and zone diagram.	I would recommend that a layout and zone diagram of the buildings as installed fire alarm system is displayed next to the fire alarm panel in the ground floor lift lobby area.		

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
22a	High	There are two other occupiers on the ground floor level of this building, the Dale Boxing Club and the Grenfell Nursery.	I would recommend that both of the ground floor level occupants are asked for a copy of their Fire Risk Assessment (FRA's). Once these have been obtained then any actions on the significant findings sheet that may be applicable to the TMO parts of the building should be action-ed.		
22b	High	Once the other occupiers FRAs and significant findings have been gathered together they should be passed on to the person or department who will co-ordinating all the occupier's significant responses into one single set of significant findings.	Once finalised and co-ordinated all the relevant items indicated on the whole buildings significant findings should be action-ed.		
22c	For Information only	If or when the office areas are brought back into use a fire risk assessment should be completed for these areas by the occupant.	When the fire risk assessment is completed for these office areas a copy of each of the significant findings of those documents should be asked for and these findings co-ordinated as in item 22b above.		
23a	High	The fire extinguishers located in this building are out of test date according to the servicing labels, the last test date being the 8 th August 2011.	All the fire extinguishers in this building should be serviced immediately and it confirmed that they are on the external contractor's maintenance schedule.		
23b	High	Some of the portable fire fighting extinguishers in the building have "condemned" written on them in large black writing these are located on the roof level. This seems to indicate that monthly occupier inspections are not being carried out as the inspections would have spotted the writing and the last service date was 2009 or 2010.	These fire extinguishers should be replaced immediately. It should be confirmed with the caretakers if they have carrying out monthly occupier's inspections of the portable fire fighting extinguishers as per the caretakers check list. If the monthly checks are not being undertaken they should be started immediately.		
23c	High	There are automatic opening vents on each flat/lift lobby area, it is not known if this system is serviced and maintained.	Can it be confirmed that the automatic opening vents on each flat/lift lobby area are serviced and maintained in accordance with the manufacturer's instructions.		

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23d	High	The weekly occupiers testing of the fire alarm and warning system of the building appear not to have been undertaken.	It should be confirmed that the weekly occupiers testing of the fire alarm and warning system of the building is being undertaken and that the tests are being recorded in a suitable building fire logbook.		
23e	High	Monthly caretaker testing and inspections of the emergency lighting system, fire fighting equipment, fire fighting lifts, automatic vents, dry riser and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed systems and fire fighting equipment/ fittings? With the completed sheets kept as a record. It is an offence under the Fire Safety Order not to undertake these inspections.		
23f	High	The installed fire alarm system within this building. It is assumed that all the information from the company who installed the new fire alarm control panel has been passed over to the TMO along with any documentation and certificates. (Please see letter dated 11 th November 2010). As the system will have under gone two annual tests since the control panel installation, again it is assumed that the system is working correctly with all the correct devices are in place. This question is asked because there are two different styles/types of detector on the flat/lift lobby areas. These should be smoke detectors.	I would recommend that the buildings file is checked to see that all the documentation and certificates for the buildings fire alarm system have been handed over. Also that the system is working correctly and the annual servicing documents are present indicating this along with the correct detectors being in place.		