

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: 29th December 2010

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

PRIORITY TIME SCALES: **HIGH:** 2 TO 3 WEEKS. **MEDIUM:** 1 TO 2 MONTHS **LOW:** 3 TO 6 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
1	High		Contractors appear to have connected some of their equipment directly to the electrical supply in the building after having drilled holes through the fire compartment wall of the ground floor electrical room.	I would recommend that the electrical wiring in the ground floor electrical room is checked by an electrician to see that no damage has been caused to the electrical supply of the building by the contractors.		
8	Medium		At the time of the fire risk assessment there were some combustible items and items of old furniture in the flat/lift lobby areas.	I would recommend that the caretaker and cleaners are reminded that these areas should be kept free of all combustible items. Residents could be sent reminders of the refuse disposal policies if the problem persists.		
12a	High		The self closing door off the staircase to the flat lift/lobby area of the 17 th floor level is damaged and does not close fully.	This self closing door should be repaired or replaced so that it shuts fully onto its stops.		

ITEM	PRIORITY		IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
12b	Medium		The flooring on the flat/lift lobby area outside flat number 64 has been damaged and not repaired.	I would recommend that the flooring on the flat/lift lobby area outside flat number 64 is repaired so that the surface of the floor is level.		
12c	Low		Potentially restricting egress from flat number 173 by installing a metal security gate externally over the flat entrance door which could delay the evacuation of the apartment in an emergency.	I would recommend that at the next liaison meeting with the Fire Service this information is relayed to them in accordance with the policy agreement presently in place.		
14	Medium		There are holes in the wall linings where pipes and cables have been pisted through and a repair not made good: <ul style="list-style-type: none"> 1. The ground floor staircase to the housing offices outside the electrical room. 2. The ground floor entrance lobby area where an electrical socket has been removed. 3. In the lift lobby area of the walkway level where CCTV cables have been passed through the wall. 	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.		
16	Medium		Some fire action notices are missing in the office areas of the building or the fire action notices are not the pictogram type.	A survey should be undertaken and extra fire action notice should be displayed so that pictogram type notices are next to each break glass call point of the fire alarm system in the office areas of the building.		

ITEM	PRIORITY		IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
17a	High		There was recently a flooding incident which affected the ground floor lift lobby area of the building and a new fire alarm panel had to be installed.	Did the fire alarm contractor who installed the new fire alarm control panel provide all the relevant commissioning documentation for the altered fire alarm system. Did they also confirm in writing that the whole system in the building was functioning correctly		
17b	High		The newly installed fire alarm control panel has been in cased in a MDF box and all the power and fault indicator lights of the panel are obscured from view by the material of the box.	I would recommend that the MDF box housing the fire alarm control panel is altered so that all the indicator lights of the control panel can be readily seen, so if there is a power fault an engineer can be called.		
17c	High		The reception in the building is only manned during the working day, if the fire alarm system activates at any other time who informs the fire service.	I would recommend that the fire alarm system in this building is connected to a monitoring station so in the event of an activation of the system the fire service or on duty caretaker is informed.		
17d	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.		
19a	High		The glass front of the third floor level dry riser outlet box has been broken, allowing access to the dry riser inlet pipe work which could be damaged or vandalised.	The glass front of the third floor level dry riser outlet box should be replaced so that there is no access to the dry riser inlet pipe work housed inside the box.		

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19b	High		The glass front of the roof level dry riser outlet box is missing.	The glass front of the roof level dry riser outlet box should be replaced.		
19c	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.		
19d	High		Recently there was a flooding incident which affected the ground floor lift lobby area of the building and the fire alarm panel had to be re-located. The manual control over ride panel for the automatic opening vents is located underneath the old fire alarm panel.	Can it be confirmed that the manual control over ride panel for the automatic opening vents located in the ground floor lift lobby area is in full working order after the recent flooding incident.		
20	High		The caretaker of the building has be undertake daily checks as per the caretakers check list and this document is then kept as a record of these procedures having been undertaken.	Can it be confirmed that the caretaker is carrying out the daily checks as per the caretakers check list.		
21	High		There appear to have been no fire drills carried out in the building for the TMO and RBKC staff.	The TMO and RBKC manager should organise fire drills for their staff in the building at least twice a year with records kept. The fire drills should also include the other employees of companies in the building but not the residents.		
22	Medium		Receiving of the significant findings of the other occupier's fire risk assessments so that any relevant findings can be co-ordinated into the buildings final document.	The other occupiers of the building should be asked for their significant findings of their fire risk assessments and all the significant findings amalgamated into one document.		

ITEM	PRIORITY		IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
23a	High		The portable fire fighting equipment in the building is out of test date, the last servicing having been carried in November 2009. Some of the extinguishers have "condemned" written on them in large black writing.	All the portable fire extinguishers in the building should be serviced immediately and if any defects found the extinguishers replaced. It should be confirmed that all the extinguishers 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. 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.	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 hose reels installed in the basement boiler room, these have not been tested since April 2008 by a company called "Dalkia".	The hoses reels in the basement boiler room should be serviced immediately and it confirmed that they are on the external contractors maintenance schedule. Alternatively they could be removed from the building and not replaced.		
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		It is not known if the monthly occupiers checks are being carried out on the buildings emergency lighting system, final exit doors etc as per the caretakers check list.	It should be confirmed with the caretakers if they are carrying out all the monthly occupiers inspections and other checks as per the caretakers check list.		