

	A
1	COW Report
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3	Time
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5	Date
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7	Location
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10	Attendees
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19	Report 1 09-12-2014
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24	Report 2 09-01-2015
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28	Report 3 29-01-2015
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34	Report 4 19-02-2015
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38	Report 5 03-03-2015
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	B	C
1	ts Review Meeting Minutes	
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4	10:00 hrs	
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6	12/01/2016	
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8	Rydon Site Office	
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11	Jon White	
12	Tony Batty	
13	Dave Hughes	
14	Matt Smith	
15	Andrew Malcolm	
16		
17	Not bothered about in this meeting programme	
18		
19		Who?
20		
21	Not Providing access hatches for sacrificial valves - locations needs to go into the O&M Manuals	GM
22	Any access panel that is being used - locations need to go in the O&M Manuals	GM
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26	No comments	
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30	ER - not been done: (3.11) No sleeves fitted to services – Services will be insulated through the slabs and sleeved/fire stopped as appropriate when this has been carried out.	
31	Service riser 50mm plastic pipe (greater than 40mm), that pass through floors / fire compartmentation - has to be fire sealed - this hasn't been done yet.	
32	Rydon to fire seal everything that needs doing (look back in the reports) and action, collar and intumescent to be fitted.	DH
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36	No comments	
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42	Report 6 18-03-2015
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46	Report 7 25-03-2015
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50	Report 8 17-04-2015
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54	Report 9 30-04-2015
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58	Report 10 08-05-2015
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62	Report 11 21-05-2015
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66	Report 12 27-05-2015
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70	Report 13 03-06-2015
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74	Report 14 25-06-2015 *
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	B	C
40	As per MI HIU - pumps to be run bi-weekly in the summer (i.e. turn on heating in the summer) to go in residents literature to be handed out by TMO.	CW
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44	No comments	
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48	No comments	
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52	No comments	
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56	No comments	
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60	As the valves are passing on the existing CW tank feeds - Rydon are to come up with a proposal to deal with the asbestos present and to blank off the existing valves.	DH
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64	No comments	
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68	No comments	
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72	No comments	
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76	Confirmation that All main soil and vent pipes should have been insulated with a vapour barrier to protect against condensation and provide acoustic separation - DH to provide evidence	DH
77	Every hole through slab or walls needs builder's work in the basement area	DH

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80	Report 15 09-07-2015
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85	Report 16 14-07-2015
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89	Report 17 21-07-2015
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93	Report 18 28-07-2015
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99	Report 19 13-08-2015
100	
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103	Report 20 17&18-08-2015
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109	Report 21 25-08-2015
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113	Report 22 02-09-2015
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	B	C
78	Transfer grilles in riser cupboards; Building Control is not happy about fitting grilles - additional insulation (and fire proofing) is required to pipework. Only Max Fordham can sign off. DH to seek confirmation in writing from Building Control and share with Tony and Matt. Michelle to confirm cost implications.	DH
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82	Photo's showing nothing sleeved or sealed - Fire Stopping	Note
83	New S&V pipes not got access for rodding	Note
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87	No comments	
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91	No comments	
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95	HVAC panel not ready for commissioning	
96	Plastic pipe has been used in a fire rated service riser	
97	AOV grilles spec'd to be replaced, existing were retained - rydon to ensure all security screws are installed.	DH
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101	No comments	
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105	All pipe work run exposed in unprotected areas (tank room and basement) shall be protected with aluminium sheeting pipework protection; Rydon know they have to do it to full height.	DH
106	Kitchen extract fan do not appear to be high rise type and confirmation is required as to whether the fan duty can be achieved against the high winds. This was raised originally in May 2015 - Rydon are currently trialling a different cowl.	DH
107	Plastic sleeving used in fire rated service riser is over 40mm diameter and requires an intumescent sleeve as per Building Regulations Part B and BS 476	
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111	DB checks required for attenuation on the extract duct from the basement once all sealed up	DH
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117	Report 23 22-09-2015
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121	Report 24 06-10-2015
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125	Report 25 19-10-2015
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129	Report 26 02-11-2015
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135	
136	Report 27 09-11-2015
137	
138	
139	
140	Report 28 23-11-2015
141	
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144	Report 29 01-12-2015
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148	Report 30 10-12-2015
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152	Report 31 14-12-2015

	B	C
115	No comments	
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118	Never followed protocol regarding commissioning as per the ER's. Flat's have been signed off. Commissioning schedule can be put together for the boilers, BMS, AOV (cause and effect document required), fire alarm, access/egress. ER to be followed from D1 to D27. GM has captured some of this. Before commissioning is done - the schedule is to be issued to COW prior to the commissioning being done.	DH & GM
119		
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123	No comments	
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127	No comments	
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131	Cooling vessel for PHE is still faulty on pump failure - label needs changing on the 8bar pressurization unit	DH
132	Fire dampers to be sealed in Boxing club	
133	Fire dampers to be sealed in Boxing club, access panel in within the wall	
134	Heating coil requires protection in two areas to avoid impact damage	
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138	PHE Pressurisation unit and cooling vessel showing pump failure fault (second week) - still needs to be looked into and actioned.	
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142	Access hatches for rodding S&V pipework in new areas	DH
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146	No comments	
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150	S&V Pipes access points were covered over with insulation, each of these pipes will require access hatches when bearded over	
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157	Further Issues Raised via Email on: 18/12/2015
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159	Noisy extract fans (do you have my emails on this)
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161	AOV System (duties, attenuation, cause and effect, controls, commissioning)
162	
163	Service cupboards (grilles for dissipating heat build up, fire sealing service sleeves)
164	
165	Gas riser grille size, for venting risers
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169	Witnessing boilers, BMS, plant shutdown, noise break out, supply and extract duties
170	
171	No extract fans in new flats
172	
173	No heat detectors in kitchens of new flats
174	
175	ER'S have not been followed, agreement require as to where we are up to
176	
177	Hub room cooling
178	
179	Power supply back up for AOV System, isolation, labelling, within Testerton intake cupboard
180	
181	Water pressure at taps to prove
182	
183	Hot water and heating demand to prove
184	
185	Common fault indicator in reception for booster pumps
186	
187	
188	Under floor heating in main entrance
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190	Lux levels (main entrance) to be taken and agreed from the ER
191	
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193	EML test to carry out
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	B	C
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154	MEV units to be relocated outside cooking space area and confirm extract duty	DH
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160	See above	
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162	See above	
163		
164	See above	
165		
166	In 2 bed - vent into kitchen	
167	In 1 bed - vent into kitchen (high level)	
168	Can't vent into corridor	
169		
170	See above	
171		
172	See above	
173		
174	Building Control not required - confirmation required	
175		
176	See above	
177		
178	Not getting cooled.	Note
179		
180	Needs isolation clearly labelling and clearly isolated - lockable	
181		
182	Not an issue	
183		
184	Not an issue	
185		
186	Been omitted	
187	Check cost saving	
188		
189	VE'd out of contract	
190		
191	Ensure achieves design	
192	MF are only given guidance	
193		
194	Under lighting and lux level above	
195	Atrium, main entrance and boxing club	

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197	Fire Alarm for all new flats to sign off
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199	Smoke curtain for reception area
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201	Cable identification yes or no
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204	Hand Dryers being installed in the Nursery
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207	Jon White - Issues
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	B	C
196	Test with a lux level indicator once commissioned	TB
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198	Not required	
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200	Not required	
201		
202	No cables have been labelled	
203	Cost saving to be identified	
204		
205	Specifications forthcoming from client/occupier	
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210	Plastic Extract to each flat - must be insulated -	
211		
212	Trickle vents - cannot be reached - a pulley system should be developed (walkway+1) and handles cannot be reached. Is the client happy with the design? Detail to go in the O&MS.	
213		
214	New cladding detail - do the O&Ms detail how this is going to be maintained etc.?	DH
215		
216	New lift lobby doors - fire proofing behind needs to be proved.	DH
217		
218	Confirm type of Fire Foam used around all the doors.	DH
219		
220	Drawing details have been changed - M&E and everything - need to be ensured status is for construction and/or as-built is recorded appropriately with the correct version.	DH
221		
222	Old heating pipes coming out of the screed in the old flats - was it agreed that these are to be just capped off? JW thinks they should be removed and made good.	DH
223		
224	Fans to the boilers have to be finished off and fireproofed.	DH
225		
226	Structural Engineer - complete sign off on the AOV design.	DH
227		
228	Damage to the left hand lift, on the left hand side panel (as you look in) has been damaged - Rydon to remedy.	DH
229		
230	Ensure H&S items are recorded - including the stop-cock location being above the HIU.	DH
231		
232	Damaged screed within the new flats needs to be quoted to be made good and submitted to EA.	DH
233		
234	Fire proofing - all around the site (new and existing) needs to be done as per the Fire Strategy	DH



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	B	C
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236	Fire Strategy needs to be updated as per on site discussions	DH
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238	Bolts missing on the main steel bracing (2no bolts & shims) and then fire painted	DH
239		
240	Instruct quotation for price for fire proof painting	AM