

RECORD OF SIGNIFICANT FINDINGS and ACTION PLAN.

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

ADDRESS: Adair Tower, Appleford Road London W10 5EA

COMPLETED BY: Mr C Stokes

DATED: 20th February 2014

GENERIC COMMENTS: This is a standalone 14 storey tower block, ground to thirteenth floor level with roof level lift motor rooms/plant areas, the buildings cold water tanks and mobile telephone masts, the residential accommodation is on the 1st to 13th floor levels with the ground floor of this building containing plant rooms, ancillary areas, a cleaners rest room area and a central boiler room. There are 78 self contained private domestic apartments in this building, six per floor level accessed from a lift/flat lobby area at each floor level.

PRIORITY TIME SCALES: **HIGH:** 2 to 3 Weeks. **MEDIUM:** 2 to 3 Months **LOW:** 6 to 12 Months (to start to action any works)

* 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, with a, b, c etc being used if there are more than one significant finding in this section.

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
No Item Number	Advise Only	TMO have plans of this building, but these do not show the current building layout accurately.	I would advise that it may be beneficial if the plans of the building were updated to show the current building layout.		
1	High	Some of the electrical portable appliances in the cleaner's rest room do not have portable appliance test (PAT) labels attached to them.	Any portable electrical appliances in the cleaners rest room without in date portable appliance test (PAT) labels attached to them should be tested by a suitably qualified person and portable appliance test labels attached to each item if it passes the test. I would recommend that an asset register of all the items is started and maintained and test records are kept.		
8	High	On the 13 th floor level flat/lift lobby area there is an internal household door and some empty cardboard boxes.	These items should be removed from this flat/lift lobby area.		

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12a	High	The occupants of flat 42 have fitted a security camera outside their flat entrance door with the cable of the camera passing through the door frame. There is now a hole through this door frame.	I would recommend that the hole through the door frame of this flat entrance door is sealed up with a fire rated material so that the fire rating and protection to the flat/lift lobby area is maintained.		
12b	High	The fire rated glass in the following fire doors or side screens next to flat entrance doors is cracked or damaged. 1. Roof level by the dry riser outlet. 2. Side screen of flat 1 3. Side screen of flat 14	These damaged pieces of fire rated glazing should be replaced with new fire rated glazing.		
12c	High	On floor levels 4 and 13 the hoppers/flaps to rubbish chutes are damaged and do not shut fully	The hoppers/flaps to the rubbish chutes openings on these levels should be repaired or replaced so that they shut fully.		
12d	High	The flat entrance door and the side screen of flat 41 have been totally covered over with steel sheeting.	I would recommend that this flat entrance door and the side screen are checked to see if they are still fire rated. If they are not then a new 30 minute self closing fire rated door should be fitted and also the side screen replaced with 30 minute fire rated materials.		
12e	Low	The flap is missing from the letter box of flat 10 and the letter box is damaged, this could allow smoke to enter the staircase enclosure from the flat.	I would recommend that a new letter box and flap is fitted to the flat entrance door of flat 10 so that the compartmentation of the protected staircase is maintained.		
12f	Low	Metal security gates are still fitted in front of the flat entrance door of flats 60 and 62, also flat 19 now has one fitted in front of their flat entrance door. The fitting of security gates could delay the evacuation of the apartment in an emergency.	This up dated information reference security gates should be passed on to the Fire Service, this is in accordance with the policy agreement presently in place with the LFB.		
12g	For Your Information	Flat 38 is presently a void area and has been secured by the use of a steel door over the flat entrance door by the TMO.	If a new flat entrance door is fitted to this flat it should be a self closing 30 minute fire rated door.		
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					COMPLETED BY
16a	High	The "Push Bar to Open" signs on the ground floor final exit door at the base of the staircase is missing.	A "Push Bar to Open" signs should be displayed on the ground floor final exit door of the protected staircase.		
16b	High	The floor number sign is missing from the flat/lift lobby area of floor level 3.	A new floor number sign should be fitted to the wall opposite the lifts on this floor level.		
17a	High	In the ground floor level boiler room and the plant room next to it there is an automatic fire alarm fitted with automatic heat detectors and break glass call points.	Where is the control panel for this fire alarm system located? And who would go to this panel if the fire alarm system activated?		
17b	Low	The boiler room of this building is fitted with a full fire alarm detection and warning system, there are no TMO employees who work in this area.	I would recommend that the fire alarm system in this building is connected to a monitoring station/service so in the event of an activation of the fire alarm system the fire service or an on duty caretaker is informed.		
18a	Very Dangerous	The horn on the carbon dioxide fire extinguisher in the ground floor level water pump room was not screwed up tightly. If a person were to use this fire extinguisher then they could suffer serious cold burns.	RGE should service this fire extinguisher again correctly.		
18b	For Information only	There are 2 x water, 1 x 5 kg carbon dioxide and 1 x 4.5 kg Dry powder fire extinguishers in the small plant room next to the boiler room.	There is over provision of fire extinguishers in this small plant room – RGE to be instructed to address.		
23a	High	Are the weekly occupier's tests of the fire alarm and warning system installed in the boiler etc being undertaken?	Weekly occupier inspections of the buildings fire alarm and warning system should be undertaken, with the results recorded as proof of the inspections having been undertaken.		
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23b	High	The fire alarm system currently installed in the boiler room of this building does not appear on the electrical asset list as supplied by the TMO electrical engineers. Is the installed fire alarm system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed fire alarm system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.		
23c	High	Are the monthly occupier tests and inspections of the fire extinguishers, dry riser, the lifts and emergency lighting units and the buildings structural items being undertaken along with the other items on the caretaker's checklist, with records kept?	Monthly occupier testing and inspections of the fire fighting equipment, lifts emergency lighting etc and the other building structural items should be undertaken as per the caretaker's checklist. With the results recorded as proof of testing having been undertaken.		