

MINUTES

Issue Date: 19Th December 2014

Project: Grenfell Tower
Meeting Title: Progress Meeting No 6
Objective: Progress Update
Venue: On site
Date & Time: 11th December 2014 13:00 – 15:00am
Project No.: 11833
Version: 1.0
Issue: Draft
Location: [Progress Meeting Minutes 11th December.docx]

Quality:

<u>Author</u>	<u>Checked</u>
Nick Valente	Philip Booth

Present:

<u>Name</u>	<u>Initials</u>	<u>Company</u>	<u>Function</u>	<u>Acronym</u>
Claire Williams	(CW)	RBKC TMO	Client	(TMO)
David Gibson	(DG)	RBKC TMO	Client	(TMO)
Philip Booth	(PB)	Artelia	Project Manager	(ART)
Nicholas Valente	(NV)	Artelia	Assistant PM	(ART)
Chweecheen Lim	(CL)	Artelia	Quantity Surveyor	(ART)
Simon O'Connor	(SO'C)	Rydon	Site Project Manager	(RYD)
Simon Lawrence	(SL)	Rydon	Contracts Manager	(RYD)
Adam Marriot	(AM)	Rydon	Quantity Surveyor	(RYD)

Apologies:

Peter Maddison	(PM)	RBKC TMO	Client	(TMO)
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For information:

Zak Maynard	(ZM)	Rydon	Managing surveyor	(RYD)
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1	<u>Minutes of Previous Meeting</u>		
1.1	Rydon have been instructed to proceed with the flats. CW is still awaiting the decision from RBKC House and Regeneration.	Note	
1.2	SL has now received the signed contract. SL to arrange preparing the bond / warranties etc.	SL	

	NOTES/NEXT STEPS	😊	🕒
1.3	SL to erect the sign board in the playground. Out of the way of the drainage. (Size of the sign board should be around 2.5m x 4m)	SL	
1.4	A meeting was held between CW and DB, looking to programme the work up until 2017. CW is providing all the information of TMO building works to DB. CW and DB are looking to take advantages of all TMO schemes CW to advise on funding application program at the next progress meeting	SL CW	
2	<u>Contractor's Report</u>		
2.1	Report shows that RYD are currently 6 weeks behind schedule. RYD report this delay is not in the critical path and will not affect the end deadline. However a notice of delay has been issued for up to 9 weeks due to window change delaying ordering.	Note	
2.2	Sub-contractors demolition progress has been slower than anticipated. Rydon are recruiting alternative sub-contractor for the remaining works.	Note	
2.3	Flat 145 was visited post meeting to review HIU, pipework runs and window. The boxing wasn't done to a high enough standard to show the residents. SL to arrange for the boxing to be made good. <ul style="list-style-type: none"> It is agree to locate the HIU in the hall and not in the kitchen cupboard. It is proposed that the HIU may move away from front door to give vertical drop for blow out rather than current, bent arrangement. This will require review of boxing in at high level. Rydon to provide boxing in to high level pipework and vertical drops to master bedroom and corridor. It is recognised the span across the corridor may require different boxing as we are avoiding disturbing the ceiling. Low level pipework will be left decorated and exposed. Rydon to source meter display and try to get wireless thermostat powered up. Residents will be presented with installation as is and will be given alternative options to choose from (Rydon to prepare alternative designs for resident decision and sign off prior to installation): <ul style="list-style-type: none"> A. Low level in master bedroom in lieu of high level. B. Pipework to run in second bedroom rather than master either at high level or low. 	SL	
3	<u>Design Development</u>		
3.1	All agreed to follow presented drawing approval process presented by PCB	Note	
3.2	Residents review of flat consultation agreed for 22/12 at 10 -12 and 5-7	Note	
3.3	CW approved the marked up drawings of 4b – 3b drawing. PCB to instruct	CW	
3.4	CW confirmed that TMO do not need to log their own data and will use an external billing company so will only require a single valve with the HIU. CW also confirmed that the standard HIU valve will be acceptable and will specified to the billing company	Note	
3.5	CW to confirm lock arrangements for the riser cupboards.	CW	

	NOTES/NEXT STEPS	😊	🕒
3.6	Kitchen drawings to be provided for review including power layout.	SL	
4	<u>Scope of Works/Design Changes</u>		
4.1	SOC stated that 80% of the CCTV cameras are up and running. By the 17/12 all of the CCTV will be moved into the basement and up and running. Door fob works to be completed after this.	SOC	17/12
4.2	CW to speak to the maintenance team for the approval to disconnect the finger block AOV's	CW	
5	<u>Health and Safety</u>		
5.1	<p>SOC to send the H&S report to ART and TMO each month. Rydon have implemented a new system when this is running SOC will send electronic copies.</p> <p>SL described the series of events regarding the gas being isolated at Grenfell Tower. SL to provide lessons learned report and also include the RIDDOR report on the situation forwarded by Peter Maddison during the meeting. The key lesson learned was that greater coordination was required between RYD and maintenance contractors and TMO maintenance team.</p> <p>Janice Wray is going to the national grid for the report on the gas incident.</p>	<p>SOC</p> <p>SL</p>	12/12
5.2	<p>Start-up meeting between Cofely and J S Wright went well. Meetings between both of them will occur on a regular basis. CW organise the next meeting for Jan 15.</p> <p>SL to focus the next meeting on the lift details.</p> <p>SL to provide a risk registers for design coordination.</p>	<p>CW</p> <p>SL</p> <p>SL</p>	15/01
6	<u>Building Control</u>		
6.1	<p>RYD specialist AOV contractor presented the scheme/design to building control who are apparently happy with the principle but just requested a few changes. Most of the changes were made on the drawings.</p> <p>CW to upgrade fire brigade and risk assessment in the January.</p> <p>SL is to start building ASAP and to secure BC approval. SL reported that RYD are still on programme to complete in Jan 15</p>	SL	
7	<u>Valuations/Certificates</u>		
7.1	Valuation 6 received CL to review + report.	Note	
7.2	Boxing club final invoice to be sent next week to CW addressed to RBKC.	AM	15/2
7.3	AM/CL are maintaining a variation/cost record.	AM/CL	
7.4	AM to present the cost of the fire door in the basement for ART to review.	AM	
7.5	AM to present lighting protecting cost to ART for review.	AM	
7.6	CL to present to CW detailed external costs and explanation of what is included and the areas that is yet to be priced.	CL	

	NOTES/NEXT STEPS	😊	🕒
8	<u>Key Risks</u>		
8.1	PB review risk register. Please see attached updated register.	PB	Complete
9	<u>Any Other Business</u>		
9.1	SOC to provide forms for the new electrical supply from British Gas	SOC	
9.2	CW provided new flat numbering system to SOC.	CW	
9.3	CW has now passed the drainage for the playground area issue to Peter Maddison to deal with. Peter and Vernon are in discussion.	Note	
9.4	<p>Windows;</p> <p>The window manufacture slot has been booked 12/1 with a delivery of 16/2. A non-material amendment application has been submitted. Amy Peck is chasing a decision asap.</p> <p>Artelia to report to TMO their programme + cost assessment of the delay. Rydon report a 9 week programme delay due to delay in ordering.</p> <p>Agreed to proceed with the windows even if they do not receive approval of the non- material amendment by 12/1 manufacture date.</p> <p>RYD agreed to get the sample window fitted to show the residents. ASAP</p>	<p>CW</p> <p>CW/PB</p> <p>SOC</p>	
9.5	KB + CW agree H&S file format + issue to Rydon.	KB/CW	
9.6	CW to advise boxing club anticipated cost of additional power is £2k and additional beam £5k. CW to advise if to proceed with theses design changes ASAP.	CW	
9.7	AM to provide the ventilation price breakdown + another cheaper alternative as currently unaffordable to TMO	AM	