

GRENFELL TOWER (3482)

AGENDA / MINUTES OF DESIGN TEAM MEETING

Held on site at Grenfell Tower.

Present: Steve Blake, Dave Hughes (RML) / Jonathon Earl, Alan Whyte, Andy Bridges, Dave Bradbury (JSW) / Matt Smith (MF) / Neil Crawford (SE)

Apologies: None

Distribution: All those above, plus: James Clifton (RML), Neil Reed, Andrew Malcom (Artelia), Tony Batty, Jon White, Claire Williams (KCTMO), Ben Bailey, Ray Bailey, Kevin Lamb (Harleys), Jimmy Johnston (FS)

Minutes taken by: Dave Hughes, Steve Blake

		ACTION
1.00	AOV	
1.01	<p>The window AOV's in the following areas are for smoke control:</p> <ul style="list-style-type: none"> - Community room (ground floor – <i>formerly concierges</i>) - Store room (1st floor – <i>formerly community room</i>) - Boxing club lobby (2nd floor) <p>The window AOV's in the entrance lobby are environmental control only .(see section 2)</p>	JSW
1.02	All actuators for smoke control need to be 12v/24v and battery back up to comply / The actuators for environmental control are 240v. Harleys to confirm 12v spec. JSW to forward costs to JC ASAP	BB / JSW
1.03	The smoke control systems will be stand alone systems and will not be integrated in the main smoke extraction/ventilation system. MS/AB to update design drawings and reissue	MS/AB

1.04	It was agreed to still put the AOV system into the store room (formerly community room) on the first floor as it will give the client flexibility to change its use in the future.	Note
1.05	The actuators need to be checked to ensure that they open the windows enough to allow the correct free air space for the size of room. MS to confirm requirement	MS
1.06	If the AOV window is at a low level, then consideration about prevention of falls. NC to confirm requirements	NC
1.07	Location for individual control panels to be agreed for fire brigade – MS/AB to confirm fire brigade	MS/AB
2.00	Entrance lobby AOV's	
2.1	It was agreed that these will be control by a thermostat at walkway level as this where it will get hottest, there will also be a manual override located in the hub room. AB to forward details to MS	AB/MS
2.2	The thermostat has approx. 4deg working window which will stop the windows opening and shutting constantly at agreed operating temperature	Note
2.3	The top windows need to open wide to dissipate the most heat. The ones at the lower levels need to be restricted to stop unauthorised access on hot days/nights.	Note
2.4	There is no need to install a rain sensor as all windows are top opening	Note
2.5	Cable routes to all windows still to be agreed in conjunction with the window company – certain amount of surface trunking will be necessary. AB to mark up routes on drawing for approval	AB
2.6	JSW additional costs to be sent to JC ASAP	JSW
3.00	Smoke Extraction / Ventilation System	
3.01	MS confirmed that Max Fordham have signed off design for revised system. DB confirmed building control have also signed off revised system. DB to send approved drawing	DB
3.02	JSW still need to confirm attenuation technical details to	DB

	MS for dampers to fans in entrance lobby.	
3.03	Fire rated duct work can be onsite 22/12. RML requested after Christmas on 4 th Jan to ensure no damage over holiday. Installation to commence 4 th Jan. drawing attached to minutes	AW
3.04	Commissioning to start wc 11/1/16	JSW
3.05	JSW / Harleys to liaise for louvre design / connection details.	KL / DB
3.06	RML to make opening correct size before dampers fitted 7/1/16.	DH
3.07	Blockwork above fan in roof space to made good ASAP	DH
3.08	Drawing attached for high level ductwork	Note
3.09	Confirmation from client required for the power shut down to connect secondary supply in Grenfell Walk	DH
3.10	<i>Post meeting Note:</i> Door to ground floor switch room – Harleys require the following information to design metal door: free air space (DB) ironmongery including locking (DH) swing of door (DH) colour (DH)	DB / DH
4.00	Ground Floor Community Room	
4.01	DH to confirm to new room sizes to NC to change drawings following installation of steel bracing columns and notify client of smaller cleaner store and hub room	DN / NC
4.02	AB confirmed all control equipment will fit in reduced size hub room – however there will negligible room for future equipment	Note
4.03	No need to chase floor for door entry ducts if reduced floor height behind wall	Note
5.00	Door Entry	
5.01	Client has confirmed acceptance of door entry strategy. See attached. AB / S to update drawings	AB / MS

5.02	NC to confirm with building control about no compliance with DDA requirements at main entrance (ie post control and 1400mm space). Suggestion is that it's too necessary as none of internal controlled doors have capacity for this requirement	NC
5.03	Door magnets to be recessed into front leaf of door	KL
5.04	JSW/AB to forward uplift costs to JC including supply of mag locks & posts	JSW/AB
6.00	Lighting	
6.01	Entrance lobby – pendant lights to remain as architects drawing (see attached)	Note
6.02	Luminaires to walkway to be circular and fitted to ceilings/soffits	JSW
6.03	AB to confirm lighting to MS and MS to run calculations to confirm number & location of lights	AB / MS
6.04	Lighting to entrance lobby to be switched by dusk to dawn sensor	AB
5.00	Nursery	
5.01	Client has requested MF/plasterboard finish instead of ceiling grid as indicated on drawings.	Note
5.02	AB confirmed there will be a cost implication as lighting will need to be rewired as already terminated in outlets ready for ceiling grid. DH to confirm this to client	DH
6.00	Roller Shutters	
6.01	<i>Post meeting note:</i> Fortress Seva & Harleys met onsite Thurs 17/12 discuss coordination between shutter guides and concrete column casings.	Note
6.02	Roller shutters will be fixed back to columns by means of metal brackets – Harleys to supply	JJ
6.03	GRS columns will have to cut around once shutter and casing fitted	Harleys
6.04	Power to roller shutters need to unswitched fused spur at	AB

	high level, motors are fitted on lhs if viewed internally	
6.05	Fortress Seva will be installing controls as part of their package, all shutters controlled individually	JJ
6.06	Main shutter for nursery will be fob controlled – this is due to no suitable location to fit vandal resistant key switch	JJ
7.00	Lightning Protection	
7.01	<i>Post Meeting Note: JSW to confirm if lightning protection in their package</i>	JSW
7.02	Client has requested new test certificate following alterations	Note