

REF	NOTE / ACTION	WHO	DATE
1.	ATTENDANCE / APOLOGIES		
1.1.	<i>As noted on distribution sheet</i>		
2.	COMMENTS AND CORRECTIONS / PREVIOUS MINUTES		
2.1.	<p>Item 2.1 External Blocked Drain – action c/f</p> <p>DH noted that design is still ongoing. The design will be available by the end of the week (26/2). Contractor's cost to be available by the end of the next week (04/3). Risk items and spot items to be included where any work cannot be quantified e.g extent of core drilling to existing footings.</p> <p>CW further confirmed that this needs to move along quicker to ensure that this is done this financial year.</p>	DH	ASAP
2.2.	<p>Item 2.2 Collateral Warranties</p> <p>Received by Artelia – thank you. ML to review and issue to CW for signatures and return.</p>	ML	01/03/16
2.3.	<p>Item 2.3 Response to Asbestos Email requests – action complete item closed out</p> <p><i>"DH noted that he had located the 3no emails and was seeking a response from Rydon's Asbestos Contractor, to be issued to the team upon receipt."</i></p>	NOTE	
2.4.	<p>Item 2.4 CDM Regulations – note c/f</p> <p><i>"It was agreed that Rydon are not the PD (Principal Designer) under the CDM Regulations 2015. The TMO as the client are to undertake this role. It was further agreed that Rydon would be responsible for collating and presenting the H&S File information in accordance with the Employer's Requirements and the PCI and present to the TMO as PD."</i></p>	NOTE	CONT.
2.5.	<p>Item 2.5 Cofely Inventory in the Basement – action complete</p> <p><i>"The TMO should review and audit the contents in the basement and seek to dispose of inventory not required. CW to investigate. It was agreed that TB would take photographs and issue to CW with recommendations. TB to be introduced to local Estates colleague by CW. CW to forward information to maintenance, colleague Anthony Cheeney. It was further agreed that once Rydon had finished works in the area a clean of the drains was required. TB also suggested that old existing pipework within the basement should be cut-back for tidiness. TB to review the ERs to establish if Rydon are due to action redundant pipework accordingly."</i></p>		
2.6.	<p>Item 2.6 Extension of Time - action c/f</p> <p>It was noted that Artelia have still not received substantiation with regard to the 2no. submitted EOT requests from Rydon. SB to action. SB indicated that the cause and effect substantiation was now unlikely to follow until completion of the contract.</p>	SB	05/03/16
2.7.	<p>Item 2.7 Floor Screed to walkway+1 flats – action update</p> <p>Rydon have trialled a glue which didn't work. A different glue needs to be trialled. DH to progress.</p>	DH	04/03/16

REF	NOTE / ACTION	WHO	DATE
2.8.	Item 2.8 Extension of Time note c/f <i>"NR confirmed that Artelia (the Employer's Agent) have not agreed to the 2no Extension of Time requests as detailed in the Contractors Report. Namely, the +10 week extension of time and the +20 week extension of time relating to the HIU location change and the AOV design change respectively. As per item 2.10 above, Rydon have still not provided substantiation to ML letter dated 26/10/15. DH noted that the Rydon team are focusing on delivery of the remainder of the works at this time."</i>	NOTE	
2.9.	Item 2.9 AOV and Fire Alarm Design - action update DH confirmed that they have been submitted and have been commented on by MS from Max Fordham, although email confirmation and approval is required. NR confirmed that MS would need to issue a statement confirming that all areas and works satisfy and comply with the ERs. Discussion required with MS by Rydon. Rydon to ensure such 'statement' is provided in the Handover Documentation to demonstrate that the client team is satisfied that the works are compliant with the ERs.	DH	05/03/16
2.10.	Item 2.12 Letter Box Design – action update CW confirmed instruction to be issued. AM to issue instruction.	AM	01/03/16
2.11.	Item 2.12 Remote HIU Monitoring fused spur instruction - action update EAI has been issued.	NOTE	
2.12.	Item 3.6.3 Canopy to main Entrance - action complete <i>"DH to issue canopy detail for the main entrance to CW for review, comment and approval."</i>	NOTE	
2.13.	Item 3.6.4 Nursery Pergola - action c/f DH to issue nursery pergola detail to CW for review, comment and sign off.	DH	04/03/16
2.14.	Item 3.6.7 Entrance Lobby/Atrium Area - action complete <i>"Rydon to forward proposal for new suspended ceiling and lighting details to this area."</i>		
2.15.	Item 3.6.8 AOV System - action c/f AOV system has been commissioned from floor 4 up. Lower floors to be scheduled. <i>"A pre-commissioning session has been booked for 03/02/2016. Rydon to ensure the commissioning schedule has been issued ahead of this date."</i>	DH	04/03/16
2.16.	Item 3.6.10 Noisy Extract Fans - action c/f DH tabled an email from Nuaire indicating that a new prototype back-draft shutter is being developed with a rubber seal which will dampen/remove the "chatter" nuisance noise. To be tested and installed if appropriate.	DH	04/03/16
2.17.	Item 3.6.11 Key Milestone Programme as per Steve Blake's email dated 05-02-16 – dates scheduled below for reference:		

REF	NOTE / ACTION	WHO	DATE
	Existing flats – to be complete by 26/2 – GM Existing lobbies – inspections start 8/2, complete by 26/2 – GM/JS New Build – Level 3 – inspections 15/2 - JN Lobby – Level 3 – inspections 22/2 - JN New Build – Level 1 – inspections 22/2 - JN Lobby – Level 1 – inspections 29/2 – JN Boxing Club – inspection 22/2 – JN Community Room – inspection 29/2 – JN Entrance Area – inspection 29/2 – DH – OPEN TO PUBLIC 10/3 Nursery – inspection 21/3 – JN		
2.18.	Item 3.7.2 Entrance Lobby Door Tiles - action complete <i>“It was also discussed that a decision was required from CW regarding design choice of the main Entrance Lobby floor tiles. CW to liaise with DH.”</i>	NOTE	
2.19.	Item 3.8.2 Personal Injury Note - action c/f <i>“DH confirmed that a resident complaint had been escalated to Rydon’s Legal Team as it involves a personal injury claim. Rydon are leading resolution of the claim”</i>	DH	
2.20.	Item 3.10.2 Fire Compartmentation – action update SB met with Carl Stokes (TMO Fire Risk Assessor) – advised Rydon not to introduce or alter any further fire protection works and nothing further is to be progressed other than the remedial works required of the CoW in relation to Rydon’s own works. CW to liaise with Carl and confirm that this is indeed the case. Carl Stokes will produce a report in the form of the Fire Risk Assessment identifying any shortfalls which will be submitted to CW on or near completion. NR requested that this be included in the H&S File (CDM) on Completion as formal recognition of a fire risk shortfall and potential ‘residual risk’ arising from the building in its previous form	CW SB	04/03/16 @PC
2.21.	Item 5.2 – Temperature at the Water at Outlets – action update - Rydon have identified and remedied cause of large discrepancy (+/- 20 deg C) in conjunction and agreement with Cofely - Rydon to now identify why the temperature is lower than expected and put forward a proposal for agreement and implementation	DH	04/03/16
2.22.	Item 5.3 – Gas Riser Vents – action update AM confirmed that an EAI for the defined provisional sum had been issued. The meeting discussed the necessity of the installation of the gas riser vents. The reasons for not installing are set out below: - The BCO has verbally confirmed that if this element of work is not implemented that it will not affect his sign off - The upgrade is considered a maintenance improvement project rather than a capital works project and as such should be dealt with accordingly – it is envisaged that the reason for including it within the scope of this project is because access into individual flats is problematic. The situation is now such that access and a separate		

REF	NOTE / ACTION	WHO	DATE
	visit will need to be negotiated for each individual flat again to install the vents; as the other works are nearing completion		
	<ul style="list-style-type: none"> - There is potentially a future kitchen replacement project where this could be factored into the scope of works – it is noted that not all kitchens will be replaced. <p>The residual action is for CW to discuss with MS to realise if MS would be happy to sign off the works as compliant without the vents fitted should they be instructed out of the project scope.</p>	CW	
2.23.	Item 5.5 – Boiler Commissioning Schedule and Timetable - action c/f Schedule to be issued by DH on Friday 26/2/16.	DH	26/02/16
2.24.	Item 5.6 – Boiler Control Alarms - action c/f DH confirmed that there are some issues relating to the Boiler Control Alarms but the frequency has been greatly reduced. The issue is a result that although the old and new systems are not linked, they do share a safety cut-out. DH to continue to investigate and seek resolution/close-out to the issue.	DH	04/03/16
2.25.	Item 7.1 – HIU and Shelfe Dims in 1 Bed Flats - action complete “PM requested details on HIU and shelfe dims in 1 bed flats. It was thought that this information is detailed within a Rydon tracker. DH to investigate and issue required information to PM.”	NOTE	
2.26.	Item 7.2 – Hot Water Pipework - minute to be amended “DH confirmed that all pipework within the Nursery was to be boxed in. Additionally all the radiators are to be the low surface temperature (LST) type. DH also confirmed that the hand driers proposed are suitable for installation in a nursey environment.” DH confirmed that the Radiators are not the LST type but are boxed in so are compliant.	NOTE	
2.27.	Item 7.3 – TV Masts – action update DH confirmed that this did not form part of the contract works as the masts have been left from a legacy project which was started and completed earlier within the contract. AM to instruct for the 2no. redundant TV masts to be removed and disposed.	AM	01/03/16
2.28.	Item 7.5 - Roof Extract Fans for Rubbish Chute and Kitchen – action c/f SB confirmed costs for fans would be forthcoming within 2 days (26/02/16). SB and DH to arrange narrative for each option and cost breakdown to be presented to the TMO for review and sign off.	DH	26/02/16
2.29.	Item 7.7 – External Works Queries - action c/f DH noted that following information received from AM in order to acquire the information required as per his email issued on 26/01/16, he had been unsuccessful in locating the information – status per item as below:		

REF	NOTE / ACTION	WHO	DATE
	DH to send the plans electronically for comment.		
8.	NEXT MEETINGS		
8.1.	22 ND MARCH 2016 – 09:00AM – PROGRESS AND HANDOVER MEETING PMN: TB suggested a mid-period progress meeting should be held. AM to circulate agenda and diary invites as required. 9 TH MARCH 2016 – 09:30AM – INTERIM PROGRESS MEETING	AM	IF REQUIRED
9.	ATTACHMENTS		
9.1.	<ul style="list-style-type: none"> Grenfell Tower Meeting Agenda #20 Contractors Progress Report #20 Contractors Programmes Contractors SHE Report 		



Grenfell Tower

Progress Meeting No. 20 Agenda

Date of Meeting:	Tuesday 23rd February 2016		
Time:	14:00 – 16:00hrs	Venue:	TMO Housing Office
Attendees:	David Gibson	RBKC TMO	
	Claire Williams	RBKC TMO	
	David Hughes	Rydon	
	Steve Blake	Rydon	
	James Clifton	Rydon	
	Jon White/Tony Batty	JRP	
	Neil Reed	Artelia	
	Andrew Malcolm	Artelia	
Apologies:	Michelle Lowe	Artelia	
Papers to be tabled:	Minutes from previous progress meeting (no. 19)		
	Rydon – Programme (19-02-16)		
	Rydon – Contractors Report (no. 20)		
	Rydon – HSE Report (27-01-16)		

AGENDA

1. Attendance / Apologies
2. Comments / Corrections – Previous Minutes
3. Contractors Report
 - Progress Report Summary
 - Health and Safety
 - Progress
 - Design and Information Required
 - Key dates/ Milestones
 - Statutory Consents
 - Warranties
 - Change Control
 - RLO Matters
 - Summarise Key Risks and Issues
4. Commercial Matters and Valuation
5. Quality Control – CoW Reports / Comments
6. Previous Minutes – review outstanding actions
7. Any other business
8. Distribution
9. Next Meeting

GRENFELL TOWER



PROGRESS REPORT NO. 20

Report on Progress period 26/01/16 – 22/02/16



1. SUMMARY – GRENFELL TOWER PROJECT

Progress period	22th January 2016 – 22 nd February 2016
Contract commencement date	2 nd June 2014
Contract period	73 weeks (Inc 7 weeks EOT – cert. issued by Artelia 27/3/15)
Extension of Time (if applicable)	+10 wks – HIU location change issued 12/10/15 +20wks – AOV design change issued 12/10/15
Total weeks	101 weeks – Completion programme 21/12/15
Contract completion date inc. EOT	5 th May 2016 – Completion prog 21/12/15
Period expired	90 weeks
Period remaining	-17 weeks
Overall programme position	-5 weeks
Programme recorded against	Revised Completion Programme 21/12/15
Anticipated contract completion date	6 th May 2016

Contract Sum	£8,556,133.00
Instructions issued to date	37
Instructions issued in period	1

2. FINANCIAL

2.1 Latest valuation submitted by James Clifton

3. HEALTH & SAFETY

3.1 Revised F10 issued by CDMC 28/10/15 to extend project period to 8th April 2016
NOTE: May need to be extended to cover completion of external works & flat 5

3.2 Accidents and Incidents

	In period	Total	Additional information
Accidents reported in period	0	2	
First Aid incidents	0	2	
Near Misses Reported	0	1	
Other incidents	0	0	

3.3 Safety Inspections in Period – See Appendix 3 for current report

	In period	Total	Additional information
HSE Visits	0	0	
Client team	3	57	Based on C.O.W inspections

Rydon Safety Team	1	26	Safety Team Inspection – 27/1/16 4 weekly audit – 27/1/16
Other	0	4	

4.0 Progress

4.1 Progress on current activities

Please also refer to Appendix 1 for programme indicating progress line & overall section %

Activity & Summary	Target / Actual progress %	Progress in period %	+ or - weeks	Comments (Matters affecting progress, recovery solution, etc)
<u>External Works</u>				
Façade – Grid work, insulation and windows	100 /98		-4	Ground floor screens all fitted and sealed. Windows to site office fitted
Façade – Cladding panels	100/95		-4	Replacement panels due wc 22/2/16

All mast climbers have been struck and removed from site.
 Remaining works are being completed from MEWP's and scissor lifts
 Bottom 4 floors will be inspected by COW starting wc 29/2/16
 Concrete GRC panels have started to be fitted

Landscaping	50 / 0		N/A	Full scope has been instructed by Artelia. Procurement of GW S/C in progress. Design of diversion being done. Struggling to get information required to place GW package
<u>Remodelling of Lower Levels</u>				
Walkway+1 Floor				
Flat A (3 bed NW Corner) Rydon Handover Snag in progress	100 / 95		-6	Flats have not been prioritised as not on critical path. There are now.
Flat B (3 bed wheelchair NE Corner) Rydon Handover Snag in progress	100 / 95		-6	Overboarding works in progress). Rydon to arrange costs for instruction
Flat C (3 bed SW Corner) Rydon Handover Snag in progress	100 / 95		-6	As above

Flat D (3 bed SE Corner) Rydon Handover Snag in progress	100 / 95		-6	As above
Lift Lobby Rydon Handover Snag in progress	100 / 95		-4.5	
Walkway Floor				
Boxing Club Rydon Handover Snag in progress	100 / 95		-4	Electric meter fitted AOV window actuator fitted
Flat E (2 bed SW corner) On Hold	100 / 8		N/A	Currently walkway entrance so cannot be fully complete until end
Lift lobby	100 / 19		N/A	AOV will not be commissioned until works in lobby area done
Mezzanine Floor				
Flat F(2 bed NW Corner) Rydon Handover Snag in progress	100 / 95		-4.5	Snagging in progress Flats have not been prioritised as not on critical path. There are now.
Flat G (2 bed NE Corner) Rydon Handover Snag in progress	100 / 95		-4.5	As above

Flat H (1bed W Elevation) Rydon Handover Snag in progress	100 / 95		-4.5	As above
Flat I (2bed SW Corner) Finals in progress	100 / 90		-4	As above
Store Room (formerly Community Room)	0 / 0		N/A	Currently the site office. Main works programmed for end of project
Ground Floor				
Nursery Area External screens fitted / floor repairs in progress / 2 nd fix in progress	100 / 60		-4	Delays to issues with closing up external glazing screens
New Community Room External screens being fitted / plastering in progress	100 / 30		-4	Delays to issues with closing up external glazing screens
Entrance lobby area Scaffold being struck / floor screed planned for Weds 24/2	100 / 50		-4	AOV works complete
M&E				
AOV system AOV system completed and commissioned from 4 th to 23 rd floors – interlink with BMS complete	100 / 86		On time	Ground 1 st & 3 rd floors to be commissioned before 10 th March
Dry Riser Works started on Weds 17/2/16. Due to complete Weds 24/2/16	100 / 95		-1	Delay due to do agreed methodology with fire brigade

<u>Communal lobbies</u>				
Communal boxing works 15/20 communal lobbies inspected and handed over	100/98			
<u>Internal works within existing flats</u>				99 flats handed over
Snagging & COW inspections				Works to be completed wc 22/2/16
Door Entry	0 / 120			Works to start 22/2/16
Gas Vents	0 / 120			Sample flat to be done

4.2 Exceptional Adverse Weather

Days in period	Dates in period	Total to date
3		10

High winds have prevented mast climber & MEWP access being used on these 10no. days.
Lost time for our façade contractor

5.0 Design

5.1 Outstanding Areas of Design Status

Area of design	Actions	Approval reqd by
Drainage diversion	Design in progress	N/A

5.2 Design queries – Request for information

Query	To be actioned by	Date answer reqd
Queries regarding external works sent 22/1/16	Artelia	URGENT

5.3 Outstanding Material choices

Area / Item	Action	Client Decision required by
N/A		

6 Legal

6.1 Legal Department - Collateral Warranty

Company	Responsibility	Status
Studio E Ltd	Architectural design	Complete
Curtins Consulting	Structural Engineer	
Harley Curtain Walling	Façade – cladding & windows	
J S Wright	Mechanical & Electrical, AOV	

6.2 Resident Issues

Complaint by Mrs Raihini in 126 – letters sent 18/2/16

7 Planning

Condition 13 (KALC project) still to be discharged – with architects

8 Building Control

No visits in period –

Previous minutes agreed by Paul Hanson by e-mail 13/1/16

9 Statutory Authorities

Complete

10 RLO Matters

10.1 126 Flood Claim to be concluded – see section 6.2

10.2 Access to last flats for snagging & client inspection

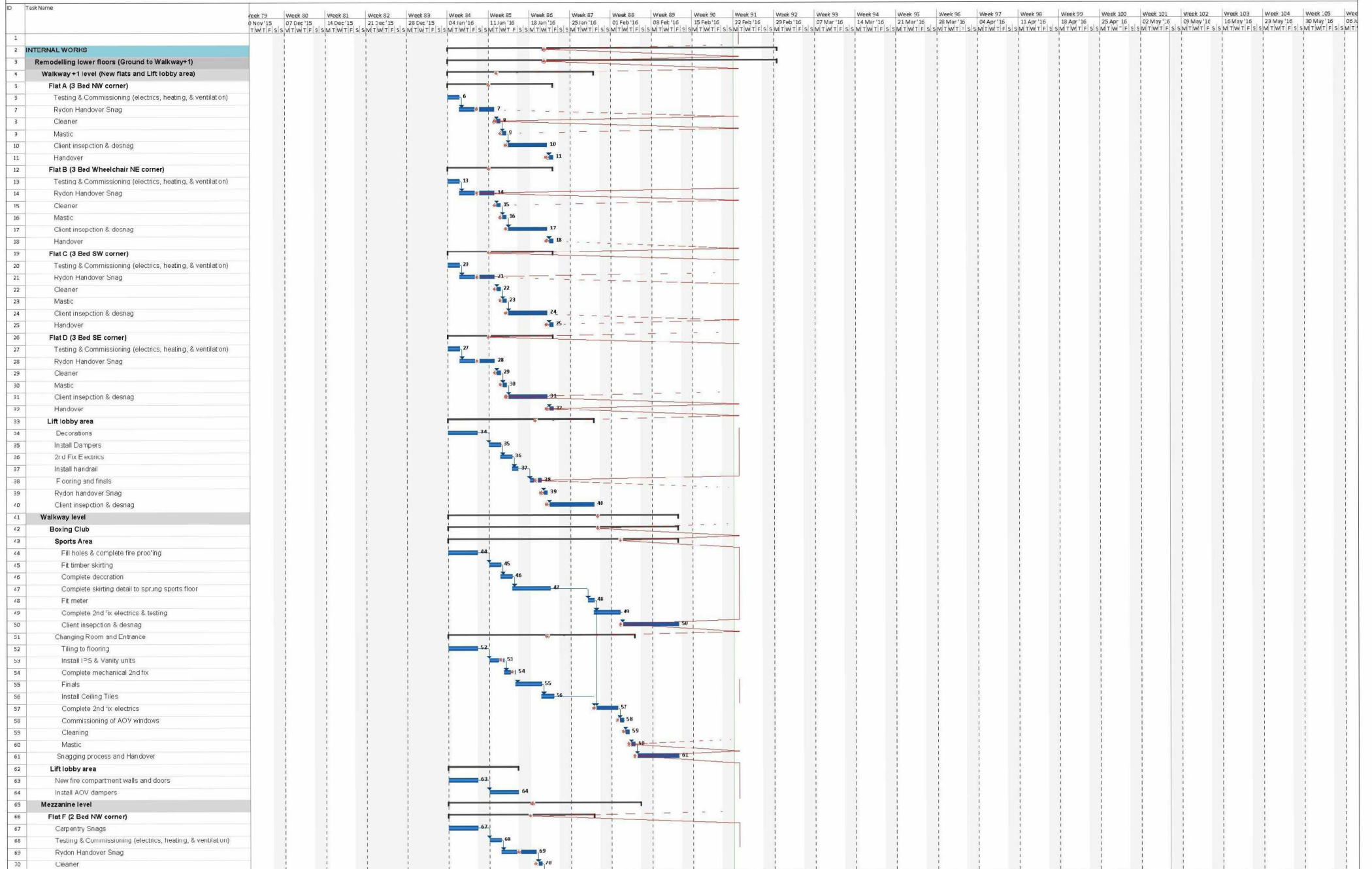
11 AOB

12 Schedule of Appendices

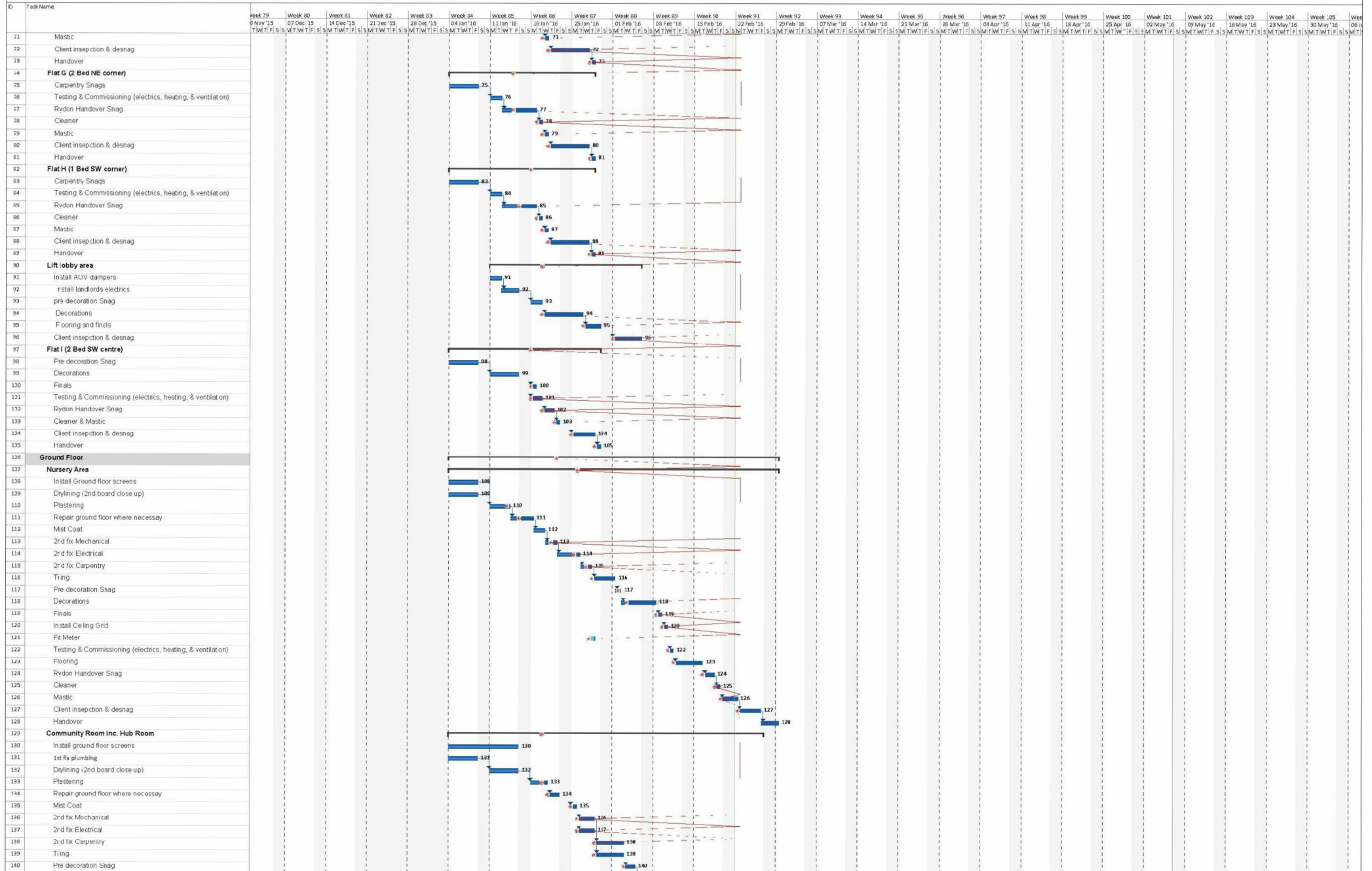
Appendix 1 - Completion Programme 21st Dec 2015 with progress line

Appendix 2 – Rydon Safety Report 27th Jan 2016

GRENFELL TOWER COMPLETION PROGRAMME 21/12/15

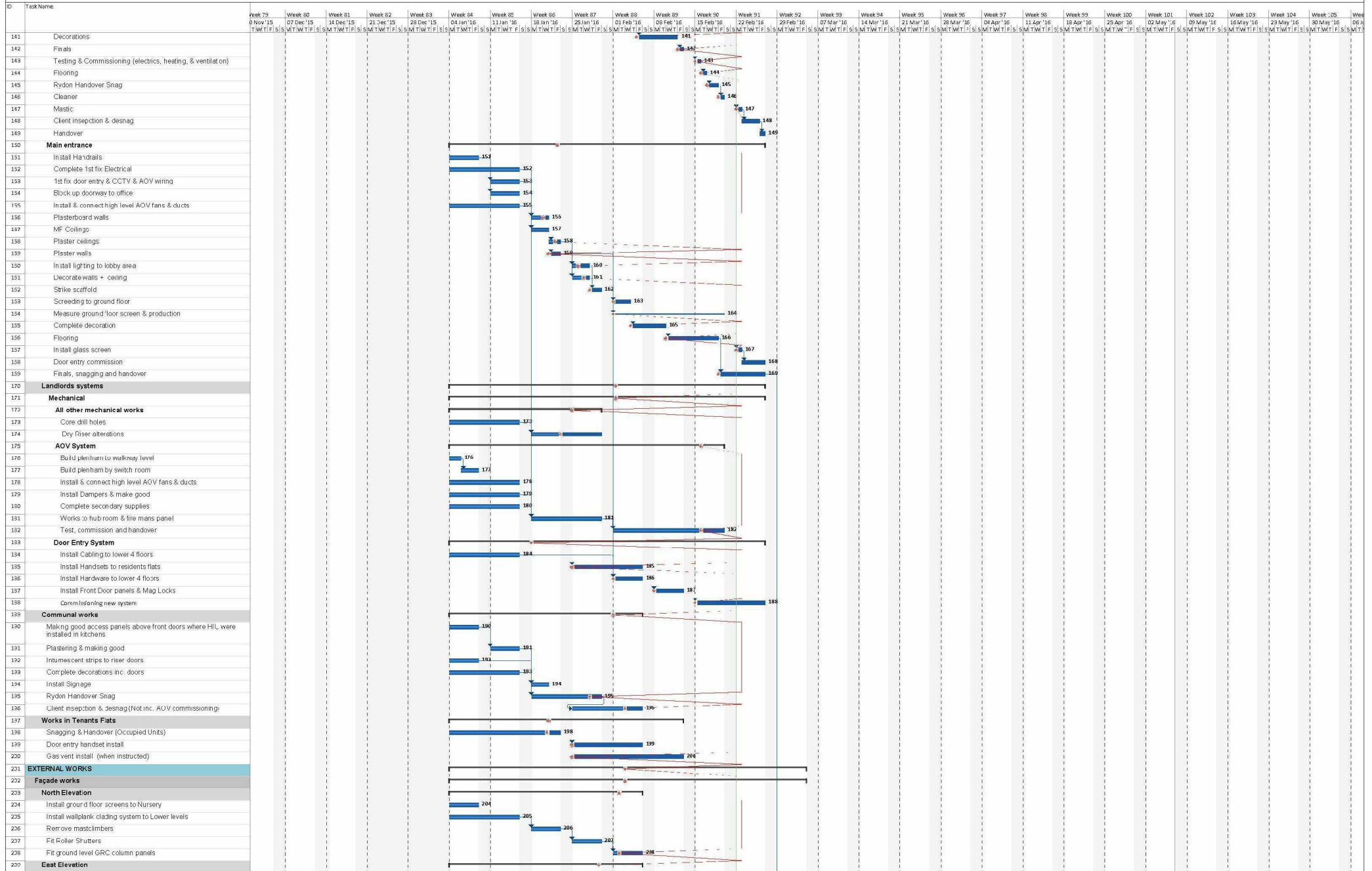


GRENFELL TOWER COMPLETION PROGRAMME 21/12/15

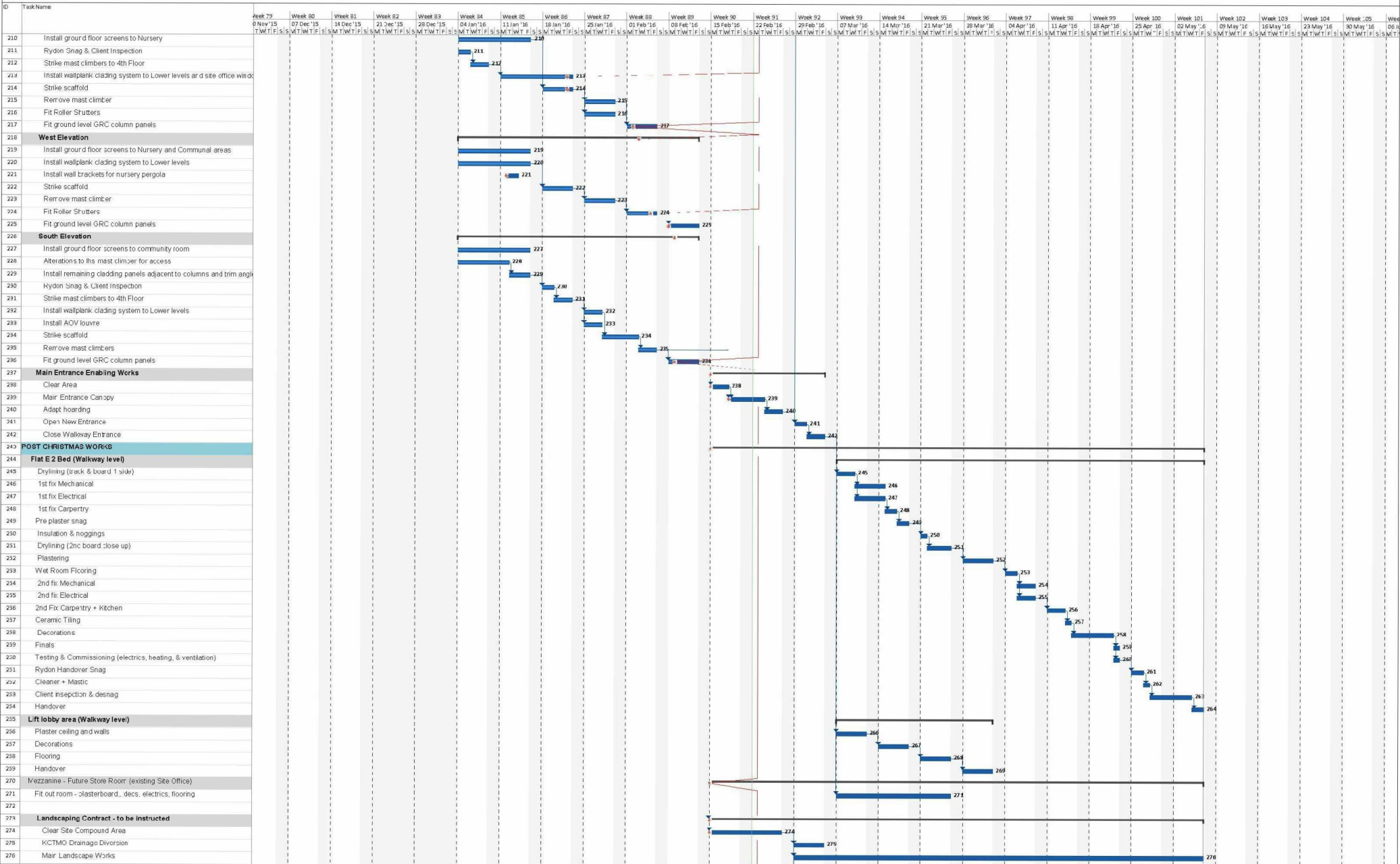


MAX00002463/22

GRENFELL TOWER
COMPLETION PROGRAMME 21/12/15



GRENFELL TOWER
COMPLETION PROGRAMME 21/12/15



MAX00002463/24

HS&E Inspection Form

General Information		
Inspected By:	Simon Camps	
Rydon Manager:	David Hughes	
Rydon Manager Email:	dhughes@rydon.co.uk	
Contracts Manager:	Steve Blake	
Contracts Manager Email:	SBlake@rydon.co.uk	
Auditee:	Jason North	
Review Date:	27/01/2016 00:00:00	
Contract Number:	3482	
Contract Name:	Grenfell Tower 3482	
Business Sector:	Refurbishment	
Inspection Assessment:	2. Rydon Standard	
RC = Requested closure	CO = Closed out	AC = Action closed

Section 6: Fire					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
36	Correct LPS fire protection in place	Fire stopping in some areas requires installation - where we create penetrations these must be fire stopped that day - temporary fire stopping in line with the Rydon Fire procedure is acceptable in the mean time. Where existing penetrations are identified Rydon must inform the client in writing.	C - Close Out within 3 days	No	

Section 14: Welfare Facilities					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
94	Welfare areas not maintained / not clean and tidy	The canteen microwave and fridge require a thorough clean.	C - Close Out within 3 days	No	

Section 16: Housekeeping And Material Storage					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
104	Cables / hoses not routed to prevent hazards	Cable management on the access route to the office requires improvement.	C - Close Out within 3 days	No	
105	Clean floor policy not being observed	Walkway / mezz / nursery housekeeping requires improvement.	C - Close Out within 3 days	No	

Section 17: Access Egress					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
112	Pedestrians suitably segregated from vehicles and plant	Access / work areas underneath operational mast climber to North East elevation. Prevent pedestrian access underneath mast climbers unless they are isolated and no works are ongoing.	A - Close Out Immediately	Yes	

Section 18: PPE					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
120	Additional PPE not being used as required e.g. ear protection, respiratory protection, fall arrest etc	Harley operative warned for drilling concrete structure without RPE / hearing protection / eye protection. Risk of silica exposure, eye / hearing injury. Site Manager dealt with this issue at the time of inspection.	A - Close Out Immediately	Yes	

Section 30: Work Equipment And Hand Tools					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
213	Observed registers / documents not completed as required	Rydon have employed labourers to complete some screed break out. No register of vibration in place - Rydon manager now reading the procedure and implementing the requirements. Operatives also not dampening down or wearing RPE in high silica content environment.	C - Close Out within 3 days	No	

Section 31: Electrical Works

ITEM	DESCRIPTION	COMMENT	RC	CO	AC
217	Isolation procedure not in place / Permits to Work not being used	Some consumer units within flats cannot be secured - install hasp and staple until handed over or restrict access to these units via a permit to work system with control measures to prevent operatives accessing the live units.	C - Close Out within 3 days	No	
219	Rydon best practice	All live areas clearly signed.	A - Close Out Immediately	Yes	

Summary of Inspection:

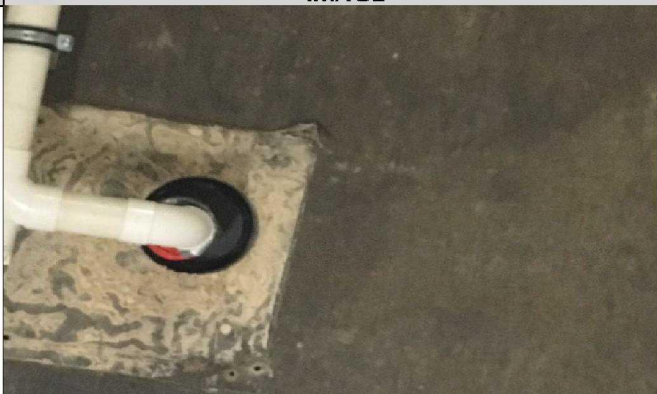
The project is due for completion in 4 weeks time and as such it has some issues inherent with this stage of a project. Keeping access routes clear and safe and away plant and equipment is imperative. Maintaining housekeeping and keeping on top of fire stopping should also be management targets.

4 weekly meeting held on site.


Suspected asbestos gaskets in the plant room - advice given regarding blanking off pipework.

Inspection Images:

Section 6: Correct LPS fire protection in place

ITEM	IMAGE	COMMENT
36		Fire stopping in some areas requires installation - where we create penetrations these must be fire stopped that day - temporary fire stopping in line with the Rydon Fire procedure is acceptable in the mean time. Where existing penetrations are identified Rydon must inform the client in writing.


Section 14: Welfare areas not maintained / not clean and tidy

ITEM	IMAGE	COMMENT
94		The canteen microwave and fridge require a thorough clean.

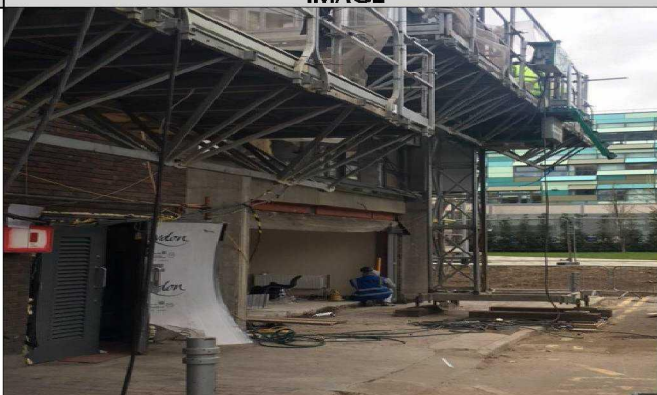
Section 16: Clean floor policy not being observed

ITEM	IMAGE	COMMENT
105		Walkway / mezz / nursery housekeeping requires improvement.
105		Walkway / mezz / nursery housekeeping requires improvement.

Section 17: Pedestrians suitably segregated from vehicles and plant

ITEM	IMAGE	COMMENT
112		Access / work areas underneath operational mast climber to North East elevation. Prevent pedestrian access underneath mast climbers unless they are isolated and no works are ongoing.


Section 18: Additional PPE not being used as required e.g. ear protection, respiratory protection, fall arrest etc

ITEM	IMAGE	COMMENT
120		Harley operative warned for drilling concrete structure without RPE / hearing protection / eye protection. Risk of silica exposure, eye / hearing injury. Site Manager dealt with this issue at the time of inspection.


Section 30: Observed registers / documents not completed as required

ITEM	IMAGE	COMMENT
213		Rydon have employed labourers to complete some screed break out. No register of vibration in place - Rydon manager now reading the procedure and implementing the requirements. Operatives also not dampening down or wearing RPE in high silica content environment.

Section 31: Isolation procedure not in place / Permits to Work not being used

ITEM	IMAGE	COMMENT
217		Some consumer units within flats cannot be secured - install hasp and staple until handed over or restrict access to these units via a permit to work system with control measures to prevent operatives accessing the live units.

Section 31: Rydon best practice

ITEM	IMAGE	COMMENT
219		All live areas clearly signed.