

Artelia UK

High Holborn House
52-54 High Holborn
London WC1V 6RL

Tel. : [REDACTED]

Fax : [REDACTED]

MEETING MINUTES

GRENFELL TOWER

PROGRESS MEETING #21

FROM Andrew Malcolm

MEETING DATE 22nd March 2016

TEL [REDACTED]

REF. 11833

E-MAIL Andrew.malcolm@uk.arteliagroup.com

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SUBJECT Progress Meeting #21 Minutes

NAME	COMPANY	PRESENT	DISTRIBUTION
Peter Maddison	KCTMO	N	Y
David Gibson (DG)	KCTMO	N	Y
Claire Williams (CW)	KCTMO	Y	Y
Steve Blake (SB)	Rydon	N	Y
David Hughes (DH)	Rydon	Y	Y
Jason North (JN)	Rydon	N	Y
James Clifton (JC)	Rydon	N	Y
Jim Whaphan (JW)	Rydon	N	Y
Tony Batty (TB)	JRP	Y	Y
Jon White (JW)	JRP	Y	Y
Matt Smith (MS)	Max Fordham	Y	Y
Simon Cash (SC)	Artelia	N	Y
Michelle Lowe (ML)	Artelia	N	Y
Neil Reed (chair) (NR)	Artelia	Y	Y
Andrew Malcolm (AM)	Artelia	Y	Y

ANDREW Malcolm
Employers Agent

REF	NOTE / ACTION	WHO	DATE
1.	ATTENDANCE / APOLOGIES		
1.1.	<i>As noted on distribution sheet</i>		
2.	COMMENTS AND CORRECTIONS / PREVIOUS PROGRESS MINUTES		
2.1.	<p>Item 2.1 External Blocked Drain – action c/f</p> <p>Costs received from Rydon – Thank you.</p> <p>ML to review and agree costs with Rydon. Details to be issued to CW for the Borough's agreement.</p>	ML	24/03/16
2.2.	<p>Item 2.2 Collateral Warranties – action update</p> <p>Received by TMO – thank you. CW to arrange for signatures and return to AM to onward distribution back to Rydon.</p>	CW	01/04/16
2.3.	<p>Item 2.6 Extension of Time – action update</p> <p>SB and ML to diarise meeting to discuss.</p>	ML	24/03/16
2.4.	<p>Item 2.8 Extension of Time - note c/f</p> <p>“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.”</p>	NOTE	
2.5.	<p>Item 2.7 Floor Screed to walkway+1 flats – action update</p> <p>EAI issued. Rydon to undertake works.</p> <p>ML to review and agree costs with Rydon.</p>	ML	24/03/16
2.6.	<p>Item 2.16 Noisy Extract Fans - action c/f</p> <p>DH confirmed the revised strategy has been implement in 10no flats. Early reports indicate that the issue appears to have been resolved notwithstanding that there has not been a particularly windy day. DH to continue to monitor and inform team at the next progress meeting. Within the Interim Meeting, it was discussed that some residents have signed waivers to not have the units installed. Details of residents to be issued including signed waivers to CW for review. CW to either condone actions and instruct professional team of the omission stating that TMO will take the liability of these instances as the flats will not be compliant; or to liaise with the residents for the extract fans to be fitted with revised backdraft shutters in conjunction with the manufacturers guidelines.</p>	DH	ONGOING
		CW	30/03/16
2.7.	<p>Item 2.17- Key Milestone Programme as per Steve Blake's email dated 05-02-16 – dates scheduled below for reference and updates in red. Details of milestones to be included in Rydon's revised programme. DH to issue.</p> <ul style="list-style-type: none"> Existing flats – to be complete by 26/2 – 13/05 Existing lobbies – inspections start 8/2, complete by 26/2 – 08/04 New Build – Level 3 – inspections 15/2 – 08/04 Lobby – Level 3 – inspections 22/2 – 08/04 New Build – Level 1 – inspections 22/2 – 15/04 	DH	24/03/16

REF	NOTE / ACTION	WHO	DATE
	<ul style="list-style-type: none"> Lobby – Level 1 – inspections 29/2 – 15/04 Boxing Club – inspection 22/2 – Changing Rooms – 30/03 Main room - today (22/03) – DH noted that Acoustic Testing had been undertaken on 17/03 – report awaited. MS requested details of tests ahead of the report. DH to forward details and report upon receipt. AOV link works also complete. Community Room – inspection 29/2 – 08/04 Entrance Area – inspection 29/2 – 17/03 open to the public, Rydon snag to be undertaken in the area w/c 28/03 and offered to COW for signoff after this date. 2no issues raised regarding control panel cover suitability and location of air sensor box – DH to review with JSW and confirm installation is suitable for the environment. Nursery – inspection 21/3 – 15/04 Cladding – 19/04 	DH	24/03/16
2.8.	<p>Item 2.20 Fire Compartmentation – action c/f</p> <p>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 own works.</p> <p>CW to liaise with Carl and confirm that this is indeed the case.</p> <p>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.</p> <p>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</p>	CW	04/04/16
2.9.	<p>Item 2.21 – Temperature at the Water at Outlets – action update</p> <ul style="list-style-type: none"> 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
2.10.	<p>Item 2.22 – Gas Riser Vents – action close</p> <p>It was confirmed that the Gas Riser Vents are to be included within the project scope as per the EAI. DH reported that Rydon are liaising with residents to undertake the works which are expected to be delivered to site ready for installation commencing 11/04.</p>	NOTE	
2.11.	<p>Item 2.24 – Boiler Control Alarms - action c/f</p> <p>DH confirmed that there are some issues relating to the Boiler Control Alarms but the frequency has been greatly reduced, it is suspected that issues are related to Cofely equipment. Issue to be resolved at site demonstration scheduled to be undertaken tomorrow (23/03) with Cofely in attendance. DH to update at next progress meeting.</p>	DH	19/03/16
2.12.	<p>Item 2.28 - Roof Extract Fans for Rubbish Chute and Kitchen – action update</p> <p>Proposals received – Thank you. ML and MS to review.</p>	ML/MS	UPON RECEIPT

REF	NOTE / ACTION	WHO	DATE
	DH to request technical literature to accompany proposals.	DH	26/02/16
2.13.	Item 2.29 – External Works – action update		
	SB leading derogations with planning advisors. SB to inform the group of outcomes.	SB	WHEN AVAILABLE
	ML to agree savings with Rydon in proposed reduced scope.	ML	01/04/16
3. - COMMENTS AND CORRECTIONS / PREVIOUS INTERIM MINUTES			
3.1.	Item 3.6 – Nursery Fire Alarm – Remote Monitoring – action c/f		
	Rydon recommend that the Nursery is connected into it		
	<ul style="list-style-type: none"> Currently not connected risk of fire going undetected CW to investigate and confirm – ACTION CW 	CW	31/03/16
3.2.	Item 6.4 – Lux Levels within the new Flats – action c/f		
	DH to arrange electrician visit to prove lux levels in these areas. Report to be issued to TB and MS for review.	DH	30/03/16
3.3.	Item 6.4 – Curtain Baton Locations – action c/f		
	TB/JW/DH to meet and agree locations of curtain batons in the new flats.	TB	30/03/16
3.4.	Item 6.4 – Suitability of Flooring and use of MDF – action c/f		
	TB/JW/DH to meet and review instances and report to the project team.	TB	30/03/16
3.5.	Item 6.6 – External Lamp Heads to Columns – action c/f		
	DH to access existing to determine brand and model, if unavailable all units within the area to be replaced so that they match. DH to report any issues for resolution to the project team.	DH	30/03/16
3.6.	Item 6.11 – BT connections for new Flats Incl. Nursery – action c/f		
	CW to inform lettings team to arrange visit.	CW	30/03/16
4. - CONTRACTORS REPORT & PROGRAMME			
4.1.	The Contractors report was tabled (appended to minutes for completeness). <i>The items detailed below are discussions and actions recorded resulting from reviewing the tabled information. The below also contains any amendments and/or comments noted within the meeting.</i>		
4.2.	Anticipated Contract Completion Date: 13/05/2016 pending conclusion of highways and planning discussions (see item 2.13 above).	NOTE	
4.3.	DH confirmed HSE issues have been actioned.	NOTE	
4.4.	DH reported that Rydon are experiencing ongoing issues with their façade sub-contractor. DH further confirmed that senior management with Rydon are dealing with the issue. Revised ultimate completion date given above (item 2.7).	NOTE	
4.5.	Handover dates given for the following items are delayed by 1 week in conjunction with item 2.7 above:	NOTE	

REF	NOTE / ACTION	WHO	DATE
	<ul style="list-style-type: none"> - Walkway+1 Floor - Walkway Floor - Mezzanine Floor 		
4.6.	Entrance Lobby area not 100% - although open Rydon need to undertake snagging before offering to COW for sign off	NOTE	
4.7.	DH to issue details of basement roof waterproofing (cross sectional drawing or equivalent) to accompany quote reference: 38 and 41.	DH	ASAP
4.8.	External works queries with SB to resolve with Planners, not Artelia.	NOTE	
4.9.	CW confirmed Rubber Crumb to play area to be green.	NOTE	
4.10.	For Flat No 6 MPAN no. has been received and order placed for electricity meter.	NOTE	
5.	COMMERCIAL MATTERS AND VALUATION		
5.1.	Not represented within the meeting.	NOTE	
6.	QUALITY CONTROL – COW REPORTS / COMMENTS		
6.1.	TB tabled “Testing, Commissioning & Witnessing Tracker”. Actions as follows in sub-section (scanned copy appended to minutes for completeness).		
6.1.1.	DH to advise on TBA dates – to be included in revised programme see item 2.7 above.		
6.1.2.	DH to discuss with JSW and advise on the existing fire alarm system and the implications of re-design work undertaken by Rydon under the design and build arrangement.		
7.	AOB		
7.1.	Matt Smith Key Issues: <ul style="list-style-type: none"> - Outlet Temperatures – see item 2.9 - Acoustics – Reports to be issued by DH incl. methodology - Lux Levels – incl. within new entrance area – DH to action in conjunction with item 3.2. - Cowl installed on the roof – DH to review installation with JSW with regards to air flow and suitability. 	DH DH DH	ASAP ASAP ASAP
7.2.	Jon White Key Issues: <ul style="list-style-type: none"> - Harley’s (Façade Contractor) and ongoing problems – see item 4.4. - Fire Stopping - ongoing 		
7.3.	Claire Williams Key Issues: <ul style="list-style-type: none"> - Reports from Flat 161, no extract within the bathroom shaft. DH is investigating. 	DH	19/04/16

REF	NOTE / ACTION	WHO	DATE
	- Training Schedules and Maintenance Plans – NR to write to Rydon's separately on expectations including identification of residual risks and trackers to be handed over to the maintenance team.	NR	30/03/16
8.	NEXT MEETINGS		
8.1.	19 TH APRIL 2016 – 10:00AM –PROGRESS MEETING 22 DH to arrange Building Manual run-through on 19/04/16 from 13:15 onwards. AM has issued a separate note containing information discussed. 4 TH MAY 2016 – 10:00AM – INTERIM PROGRESS MEETING/PRE COMPLETION MEETING	DH	24/03/16
9.	ATTACHMENTS		
9.1.	<ul style="list-style-type: none"> Grenfell Tower Meeting Agenda #21 Contractors Progress Report #22 Contractors Programme Contractors SHE Report COW Tracker 		

Grenfell Tower Progress Meeting No. 21 Agenda

Date of Meeting: Tuesday 22nd March 2016

Time: 10:30 – 13:30hrs **Venue:** TMO Housing Office

Attendees:	David Gibson	RBKC TMO
	Claire Williams	RBKC TMO
	David Hughes	Rydon
	James Clifton	Rydon
	Jon White/Tony Batty	JRP
	Matt Smith	Max Fordham
	Michelle Lowe	Artelia
	Neil Reed	Artelia
	Andrew Malcolm	Artelia

Apologies: **Steve Blake** Rydon

Papers to be tabled:

- Minutes from previous progress meeting (no. 20)
- Minutes from previous interim meeting (06th March 2016)
- Rydon – Programme (18-03-16)
- Rydon – Contractors Report (no. 22)
- Rydon – HSE Report (14-03-16)

AGENDA

1. Attendance / Apologies
2. Comments / Corrections – Previous Minutes
Previous Minutes – review outstanding actions
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. Handover Matters Incl. Tracker review
5. Commercial Matters and Valuation
6. Quality Control – CoW Reports / Comments
7. Any other business
8. Distribution
9. Next Meeting

GRENFELL TOWER



PROGRESS REPORT NO. 22

Report on Progress period 10/03/16 – 18/03/16



1. SUMMARY – GRENFELL TOWER PROJECT

Progress period	10 th March 2016 – 18 th March
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	94 weeks
Period remaining	-21 weeks
Overall programme position	-9 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	38
Instructions issued in period	1

2. FINANCIAL

2.1 Latest valuation submitted by James Clifton

3. HEALTH & SAFETY

3.1 Revised F10 issued by Dave Hughes 10/03/16 to extend project period to 27th May 2016

3.2 Accidents and Incidents

	In period	Total	Additional information
Accidents reported in period	0	3	
First Aid incidents	0	3	
Near Misses Reported	0	3	
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	1	60	Based on C.O.W inspections
Rydon Safety Team	1	29	Safety Inspection 14/3/16 All items closed out

Other	0	4	
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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 /99			Only window left to fit will be done when walkway is shut
Façade – Cladding panels	100/98		-7	Remaining panels around walkway will be done from MEWP's

Remaining works are being completed from MEWP's
 Bottom 4 floors still need to be inspected by COW
 Concrete GRC panels fitting has recommenced
 Sequencing is as follows – South, East, West and lastly North elevation

Landscaping	30 / 5		-3	Compound area cleared of site accommodation. Commenced reduce dig wc 14/3/16.
<u>Remodelling of Lower Levels</u>				
Walkway+1 Floor				
Flat A (3 bed NW Corner) Rydon Handover Snag in progress	100 / 95		-9	Handover wc 4/4/16.
Flat B (3 bed wheelchair NE Corner) Rydon Handover Snag in progress	100 / 95		-9	Handover wc 4/4/16.
Flat C (3 bed SW Corner) Rydon Handover Snag in progress	100 / 95		-9	Handover wc 4/4/16.

Flat D (3 bed SE Corner) Rydon Handover Snag in progress	100 / 95		-9	Handover wc 4/4/16.
Lift Lobby Rydon Handover Snag in progress	100 / 95		-7.5	Handover wc 4/4/16.
Walkway Floor				
Boxing Club Rydon Handover Snag in progress	100 / 95		-7	
Flat E (2 bed SW corner)	100 / 8		N/A	Works commencing
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		-8	Handover wc 4/4/16.
Flat G (2 bed NE Corner) Rydon Handover Snag in progress	100 / 95		-8	Handover wc 4/4/16.
Flat H (1bed W Elevation) Rydon Handover Snag in progress	100 / 95		-8	Handover wc 4/4/16.

Flat I (2bed SW Corner) Finals in progress	100 / 95		-8	Handover wc 4/4/16.
Store Room (formerly Community Room)	0 / 0		N/A	Currently the site office. Main works programmed for end of project
Ground Floor				
Nursery Area Area cleared of surplus materials and works progressing	100 / 65		-8	Ceiling grid installation in progress
New Community Room 2 nd fix in progress	100 / 70		-8	Decoration & 2 nd fix in progress
Entrance lobby area	100 / 100			Open
M&E				
AOV system System partially commissioned and witnessed by Matt Smith 17/3/16	100 / 95		On time	2 nd floor will completed ASAP
Dry Riser	100 / 100			Completed
<u>Internal works within existing flats</u>				104 flats handed over
Door Entry	117 / 120			2no no access and one refused access as he wanted handset moved to another

				location
Gas Vents	0 / 120			240no vents ordered – delivery expected Wc 4/4/16

4.2 Exceptional Adverse Weather

Days in period	Dates in period	Total to date
0	N/A	11

High winds have prevented mast climber & MEWP access being used on these 11no. days. Lost time for our façade contractor

5.0 Design

5.1 Outstanding Areas of Design Status

Area of design	Actions	Approval reqd by
Waterproofing to basement slab	Quote sent to Artelia wc 14/3/16	26/3/16

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 – No answer as of yet!

7 Planning

Condition 13 (KALC project) still to be discharged – with architects –
Meeting arranged with James McCool from highways- Mon 21/3/16 @ 11am

8 Building Control

No visits in period – meeting with John Hoban cancelled Weds 9th March, rearranged for 22/3/16 at 8.30am

9 Statutory Authorities

Complete

10 RLO Matters

- 10.1 126 Flood Claim to be concluded – see section 6.2
- 10.2 Access for gas vent installation to be arranged

11 AOB

12 Schedule of Appendices

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

Appendix 2 – Rydon Safety Report 14th March 2016

Issued by SL

Issued by SL

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:	Dave Hughes	
Review Date:	14/03/2016 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 3: She Plan					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
15	CPP/CPHSP not authorised, not maintained and / or not reviewed periodically (minimum 1 month) with changes briefed	CPH&S plan requires an update - changes to F10, update fire plan and logistics ahead of partial handover.	C - Close Out within 3 days	No	

Section 16: Housekeeping And Material Storage					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
105	Clean floor policy not being observed	Nursery area housekeeping requires improvement. Note that labour is on site to carry this out.	C - Close Out within 3 days	No	

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	Operatives using cherry picker at low level did not have harnesses on. Rectified at time of inspection.	A - Close Out Immediately	Yes	

Section 22: Mobile Scaffold Towers					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
153	Scaffold towers not built in line with manufacturers instructions	Strike poorly erected scaffold tower.	B - Close Out within 1 day	No	

Section 31: Electrical Works					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
215	Access to live electrics not being prevented / not controlled	Electrical cupboards in flats not secured. Rydon manager locked them during the visit. Please check and maintain security. Signage in place.	A - Close Out Immediately	Yes	

Section 49: Permits					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
342	Permits for required operations in place and correctly implemented.	Hot air gun - flooring - no permit in place. Implemented during visit. Please note that the temperature emitted by this equipment is over 300 DegC	A - Close Out Immediately	Yes	

Summary of Inspection:


The site is being well managed with works in most areas of site ongoing. The ground works package is commencing with RAMS in place, reviewed and


briefed.


Partial handover of ground floor areas scheduled for later this week, updated drawings and resident briefings in place.

Close call campaign briefed to the team.

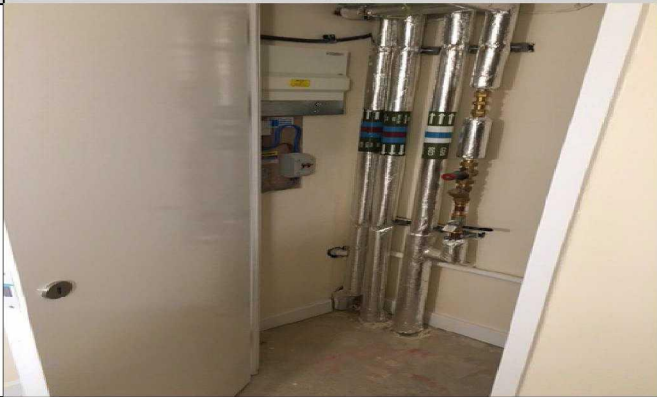
Inspection Images:

Section 16: Clean floor policy not being observed		
ITEM	IMAGE	COMMENT
105		Nursery area housekeeping requires improvement. Note that labour is on site to carry this out.

Section 18: Additional PPE not being used as required e.g. ear protection, respiratory protection, fall arrest etc		
ITEM	IMAGE	COMMENT
120		Operatives using cherry picker at low level did not have harnesses on. Rectified at time of inspection.

Section 22: Scaffold towers not built in line with manufacturers instructions		
ITEM	IMAGE	COMMENT
153		Strike poorly erected scaffold tower.

Section 31: Access to live electrics not being prevented / not controlled

ITEM	IMAGE	COMMENT
215		Electrical cupboards in flats not secured. Rydon manager locked them during the visit. Please check and maintain security. Signage in place.

Section 49: Permits for required operations in place and correctly implemented.

ITEM	IMAGE	COMMENT
342		Hot air gun - flooring - no permit in place. Implemented during visit. Please note that the temperature emitted by this equipment is over 300 DegC

TESTING, COMMISSIONING & WITNESSING TRACKER


RESIDUAL SNAGGING ITEMS FROM M&E REPORTS

GRENFELL TOWER

Date: 18-03-16

Testing, Commissioning & Witnessing Tracker	Witness Date	Comments
Communal M&E Systems:		
Lifts & Controls (inc lift grounding)	TBA	Both lifts require cleaning down, cars & panels inspecting for damage and witnessing for correct operation
CCTV	16-03-16	HD Monitor missing and cabinet to earth bond
Door Entry Systems & Controls	16-03-16	All doors operating correctly, internal door reader was found to be faulty
Telephone & Data Systems	TBA	Is BT line connected up?
Air sensors on stairwells	29-02-16	These need to be relocated to avoid damage
External Lighting	TBA	Column lighting and 2no heads to be installed, not ready yet
Internal Communal Lighting	16-03-16	Lighting operates via a photocell drop lights would not come on and stairwell lights would not go off
Internal Communal Emergency Lighting	16-03-16	Ground, 1 st , 2 nd floor walkways were inspected and the light on the 2 nd floor requires a new battery pack
Fire Alarm System for AOV	16-03-16	The existing detectors are not connected to this system (see note below)
Existing Fire Alarm System	TBC	<p>Fire strategy for the basement and rooftop plant rooms should be confirmed by Terry Ashton of Exova as the fire consultants on the job. He works Tuesdays and Wednesdays only.</p> <p>My recollection of this is that the two plant rooms were considered to be covered by separate standalone systems not interlinked to the wider system (and therefore not monitored). This should however be confirmed by Terry.</p> <p>Terry Ashton: terry.ashton@exova.com</p>
Meter Reading systems - Water	16-03-16	Completed
Meter Reading Systems - Gas	16-03-16	Completed
Sound insulation	16-03-16	Completed
Meter Reading Systems - Electric	16-03-16	Completed

Labeling + insulation	31-03-16	These are being carried out at the end of the contract W/C 31-03-16
Existing Flats – Gas Vents & New Extract Fan back damper blades to be installed		Dates required, grilles on site 04-04-16
Flats 2,3,4,5,7,8,9,& 10	04-04-16	
Nursery	11-04-16	
1 st & 2 nd floor lift lobbies	04-04-16	
Community Room + Hub Room	28-03-16	
BMS	23-03-16	
AOV (Partial Witnessing Only)	17-03-16	Completed by Max Fordhams, last AOV damper requires installing then FULL witnessing required and DB level report to be issued.
Enviromental Ventilation System	TBA	T&C'S to be inspected, and DB level report to be issued
Central Plant & Distribution Systems:		
Booster kit Commissioning	23-03-16	T&C'S to be inspected
Boilers	23-03-16	T&C'S to be inspected
Supply & Extract fans	23-03-16	T&C'S to be inspected and DB level report to be issued
Carbon monoxide detection	23-03-16	
Heat meters	16-03-16	Readings are to be verified
Heating controls	16-03-16	Completed
Radiators	16-03-16	Completed
Hot water draw offs	16-03-16	Hot water temperatures are still low and are to be checked
HIU'S	16-03-16 04-04-16	Most Flats Completed (104/120), the remaining HIU'S are as follows: 1) Nursery 2) Boxing Club 3) Community Room
Pressurisation Units	23-03-16	T&C'S to be inspected
CWST's within the Roof top tank room	16-03-16	Ball valve is passing on one of the tanks and is to be inspected and corrected as required. On Max Fordhams report within the ER'S there is tank no5 which requires cleaning (refer to report)
O&M Manuals	31-03-16?	These are being carried out at the end of the contract W/C 31-03-16 ?
Outstanding Items from Site Reports	Date of Report	
No sleeves fitted to services – Services will be insulated through the slabs and sleeved/fire stopped as appropriate when this has been	19-02-15	Conclusion required

<i>carried out.</i>		
There is no reason for this dead leg, pipe work could have been run horizontal	25-08-15	Conclusion required
Heating coil requires protection in two areas to avoid impact damage	03-11-15	Conclusion required
Toilets and Bin store extract fans to be cleaned/replaced yet	10-12-15	Conclusion required
Service risers have pipes which have not been insulated	22-02-16	Conclusion required
Service risers have pipes which have not been labelled	22-02-16	Conclusion required
Service risers have doors which have no fire seals fitted	22-02-16	Conclusion required
Trunking lid and cap ends missing from inverters in basement	29-02-16	Conclusion required
Extract grilles to be installed in Boxing Club	29-02-16	Conclusion required
Air sensors fitted on stairwells are being used to dump used cigarettes, and when stairs are cleaned down rubbish ends up on top of them, should be relocated	07-03-16	Conclusion required
Rain sensor to be witnessed	16-03-16	Conclusion required
Lux Levels within the flats	TBC	Living/Dining room 200 Kitchen 300 Bathroom 150 Corridors 150
Items from Witnessing Report no 39 to be cleared	16-03-16	 RE Grenfell Tower Site Report No39 REPLY.htm
Contract current status	18-03-16	Flats handed over to date 104 Flats ready for TMO handover 13 Flats with outstanding /ongoing works 3 Communal Lobbies handed over 20/20