

## Incoming Email

from

clwilliams@kctmo.org.uk

on

23/05/2016 15:17

Create Mail Reply

File Ref 1 Client

File Ref 2

File Ref 3

To: 'REED Neil' <neil.reed@uk.arteliagroup.com>; "Batty,Tony" <tbatty@silcockdawson.co.uk>; Jon White <jwhite@jrp.co.uk>; "M.Smith@maxfordham.com" <M.Smith@maxfordham.com>; MALCOLM Andrew <andrew.malcolm@uk.arteliagroup.com>

cc: LOWE Michelle <michelle.lowe@uk.arteliagroup.com>; CASH Simon <simon.cash@uk.arteliagroup.com>

Subject: RE: Grenfell - Notice for 27/5/16

Associated Documents

created by: **Matt Smith** on 23-May-16

Hi

We need the nursery to be handed over this week, otherwise this jeopardises their occupation.

Are you checking the non-physical stuff, which is due by dropbox today or tomorrow?

Ta


**Claire Williams**  
Project Manager



t:

m:

a: The Network Hub, 292a Kensal Road, London, W10 5BE

 Before printing, please think about the environment

**From:** REED Neil [mailto:neil.reed@uk.arteliagroup.com]

**Sent:** 23 May 2016 15:00

**To:** Batty,Tony; Jon White; M.Smith@maxfordham.com; Claire Williams; MALCOLM Andrew

**Cc:** LOWE Michelle; CASH Simon

**Subject:** FW: Grenfell - Notice for 27/5/16

All,

I can't make a site visit this Friday 27th May or before.

I doubt you can either.

I can make the following however:

- Tuesday 31st May
- Thursday 2nd June

But....first things first....should we only go when you (Tony, Jon, Matt and Claire) are content that:

1. you believe that Rydon might be ready
2. that physical completion will have been achieved (i.e. do you believe they will have finished the works?)
3. that non-physical deliverables will be available (or are already confirmed as complete) cognisant of the completion Strategy document I circulated in April.

Please advise soonest.

Thanks

Neil



**Neil REED**

Head of Project Delivery

ARTELIA UK

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**From:** Steve Blake [SBlake@rydon.co.uk]

**Sent:** 23 May 2016 12:06

**To:** REED Neil

**Cc:** Claire Williams; MALCOLM Andrew; Batty,Tony; Jon White; [M.Smith@maxfordham.com](mailto:M.Smith@maxfordham.com); CASH Simon; LOWE Michelle; 'Steve Butler'; Mike Brown; David Hughes

**Subject:** RE: Grenfell - Notice for 27/5/16 -

Neil,

We are all working towards a partial possession/handover date 27/5/16 which is 4 days away –

please accept this as notice of that.

I not 10 days but accept my apologies as I have been collecting information from others.

As requested I have included marked layouts showing the areas for handover – grd to 3rd.

Basement – M+E install

Grd Floor – Foyer, community room, hub room, nursery, lift lobby

1<sup>st</sup> Floor – Foyer, Flats 2,3,4,5 and lift lobby

2<sup>nd</sup> Floor – Foyer, Boxing Club

3<sup>rd</sup> Floor – Flats 7,8,9 and lift lobby.

Floors 4 to 24

Play area.

O+M drop box link will be provided later today.

Hope all makes sense.

Many thanks

Stephen Blake  
Refurbishment Director

T  
D  
M

**From:** REED Neil [<mailto:neil.reed@uk.arteliagroup.com>]

**Sent:** 23 May 2016 10:15

**To:** Steve Blake

**Cc:** Claire Williams; MALCOLM Andrew; Batty, Tony; Jon White; [M.Smith@maxfordham.com](mailto:M.Smith@maxfordham.com); CASH Simon; LOWE Michelle

**Subject:** Grenfell - O+M update - 20/5/16

Steve,

We do need the 2 weeks formal notice Steve - as raised at the meeting last week. As yet this has not been received and the team will not be mobilising for a Partial Possession without the correct formalities being in place. Once formalised correctly, we can agree dates for meeting that suite everyone's availability.

I am also seeking your formal request for the PP as discussed at the meeting with drawings setting out the areas we have agreed represent the Relevant Part.

Happy to discuss.

Regards

Neil



**Neil REED**  
Head of Project Delivery  
ARTELIA UK

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**From:** Steve Blake [SBlake@rydon.co.uk]  
**Sent:** 20 May 2016 15:13  
**To:** 'Steve Butler'  
**Cc:** David Hughes; Jason North; Mike Brown; [M.Smith@maxfordham.com](mailto:M.Smith@maxfordham.com); Batty, Tony ( [tbatty@silcockdawson.co.uk](mailto:tbatty@silcockdawson.co.uk)); Claire Williams; REED Neil; MALCOLM Andrew; Paul Featherston; Phil Leech; Alan Whyte; jon white ( [jwhite@jrp.co.uk](mailto:jwhite@jrp.co.uk))  
**Subject:** RE: Grenfell - O+M update - 20/5/16  
Steve,

As per 'phone conversation.

Now that you have the electrical O+M manual in your possession (last information needed) can you make a drop box location available on Monday for those concerned to view the content.

As you know we are handing over the built works in the Tower Fri 27<sup>th</sup> May so can you make available the required memory sticks for Wednesday 25<sup>th</sup> May.

We are assembling individual handover packs for the new build flats and I would be grateful if you could send separately the electrical test certs for flats 2,3,4,5,7,8,9 and 10.

Finally – Flat 6 and the associated lift lobby will not be part of the handover.

Many thanks

Stephen Blake  
Refurbishment Director

T  
D  
M



**From:** Steve Blake

**Sent:** 18 May 2016 12:22

**To:** 'Paul Featherston'; 'Phil Leech'; Alan Whyte; [andy@rjelectrics.co.uk](mailto:andy@rjelectrics.co.uk)

**Cc:** David Hughes; Jason North; Mike Brown ([m.brown@rydon.co.uk](mailto:m.brown@rydon.co.uk)); [M.Smith@maxfordham.com](mailto:M.Smith@maxfordham.com); Batty, Tony ([tbatty@silcockdawson.co.uk](mailto:tbatty@silcockdawson.co.uk)); 'Claire Williams'; Niel Reed; MALCOLM Andrew

**Subject:** Grenfell - Outstanding actions - 18/5/16

JSW,

At yesterday's progress meeting I received criticism regarding the submission of mechanical and electrical O+Ms and the bottom line is that handover of any aspect of the contract will NOT be entertained unless the required information is provided.

Their dissatisfaction/frustration is that the commissioning and handover requirements outlined in the ER's have not been presented in the required format. (I have attached the relevant section of the ER's for ease of reference).

It is in neither Max Fordham's or Silcock Dawson's brief to verify the adequacy of the document provided but both Matt and Tony have agreed to give informal guidance in that respect.

Can I suggest the appropriate person from JSW cross checks the ERs and makes contact with them to ensure the appropriate documentation is provided.

As it stands the following information is yet to be presented:

- 1/ Electrical Services O+Ms
- 2/ AOV O+Ms (PSB)
- 3/ List of spares
- 4/ Record of BMS demonstration
- 5/ Record of PSB demonstration
- 6/ Agreement of aftercare procedures
- 7/ Demonstration of Door Entry, CCTC, Communal Lighting

There is a common will to reach conclusion of this project and I understand that the majority of this information is ready to be issued.

I have agreed with KCTMO that they will accept handover 27<sup>th</sup> May 16 providing this information is received by 20<sup>th</sup> May 16.

Stephen Blake  
Refurbishment Director

T  
D  
M

Rydon Maintenance Ltd  
Rydon House, Station Road, Forest Row, East Sussex, RH18 5DW.



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