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| <p>Incoming Email from</p> <p>neil.reed@uk.arteliagroup.com</p> <p>on 24/05/2016 08:10</p> <p>Create Mail Reply</p> | <p>File Ref 1 Project Manager</p> <p>File Ref 2</p> <p>File Ref 3</p> <p>To: Claire Williams <clwilliams@kctmo.org.uk>; "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></p> <p>cc: LOWE Michelle <michelle.lowe@uk.arteliagroup.com>; CASH Simon <simon.cash@uk.arteliagroup.com></p> <p>Subject: RE: Grenfell - Notice for 27/5/16</p> |
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Associated Documents

created by: **Matt Smith** on 24-May-16

Claire - sorry...who is your question directed to? For the avoidance of doubt, as EA, neither Andrew or I will be reviewing the O&Ms. This has to be a client and design team lead process and I have always understood this is Matt for MEPH with support from Tony and Jon - scope of their appointments permitting - and then yourself Re everything else.

I would be grateful for your confirmation in this regard.

While Partial Possession of the Nursery can happen this Friday, we will have to deal with the formalities retrospectively on Tuesday or Thursday in the following week and once we are content that the works are complete and compliant (physical and non physical elements). You will be able to enjoy Beneficial Use on Friday which will allow the Nursery to do what they need to do without compromising the things TMO will need.

Happy to discuss.

Regards

Neil.



| |
|---|
| Neil REED |
| Head of Project Delivery |
| ARTELIA UK |
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From: Claire Williams [clwilliams@kctmo.org.uk]
Sent: 23 May 2016 15:17
To: REED Neil; Batty,Tony; Jon White; M.Smith@maxfordham.com; MALCOLM Andrew
Cc: LOWE Michelle; CASH Simon
Subject: RE: Grenfell - Notice for 27/5/16

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: [REDACTED]

m: [REDACTED]

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

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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; 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

1st Floor – Foyer, Flats 2,3,4,5 and lift lobby

2nd Floor – Foyer, Boxing Club

3rd 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; 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; Batty,Tony (tbatty@silcockdawson.co.uk); Claire Williams; REED Neil; MALCOLM Andrew; Paul Featherston; Phil Leech; Alan Whyte; jon white (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 27th May so can you make available the required memory sticks for Wednesday 25th 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

Cc: David Hughes; Jason North; Mike Brown (m.brown@rydon.co.uk); M.Smith@maxfordham.com; Batty, Tony (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 27th May 16 providing this information is received by 20th May 16.

Stephen Blake
Refurbishment Director



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



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