

**Outgoing  
Email**

from

CN=Matt  
Smith/O=MaxFordham

on  
26/05/2016 14:55

Create Mail Reply

File Ref 1 Project Manager

File Ref 2

File Ref 3

To: REED Neil <neil.reed@uk.arteliagroup.com>

cc: MALCOLM Andrew <andrew.malcolm@uk.arteliagroup.com>; Claire Williams <clwilliams@kctmo.org.uk>; Jon White <jwhite@jrp.co.uk>; LOWE Michelle <michelle.lowe@uk.arteliagroup.com>; CASH Simon <simon.cash@uk.arteliagroup.com>; "Batty,Tony" <tbatty@silcockdawson.co.uk>; CN=Duncan Campbell/O=MaxFordham@MaxFordham

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

Associated Documents

created by: **Matt Smith** on 26-May-16

Afternoon Neil

As stated in the meeting last week, I'm away from tomorrow until the 20th June and will therefore not be able to attend site.

As far as we are concerned the major items left outstanding are;

1. Acoustic testing of partition between boxing club and Flat 6
2. Acoustic testing of supply/extract fans to the basement
3. Witnessing of the LTHW system under full duty design conditions and turndown.
4. Production of O+Ms

As discussed, we are not currently contracted to review the O+Ms and I don't believe that items 1-3 should affect the Partial Possession. However, I am mindful that establishing that the LTHW system is fully operational and performing adequately is a major part of the works and should be kept firmly on everyone's radar. Getting Rydon / JSW back to sort out any problems or recommission the system at a later date would no doubt prove tricky to say the least.

Once again, **please ensure Duncan Campbell is cc'd into any correspondence** as I will not be checking emails whilst away.

Kind regards,

Matt

**MAX FORDHAM / 50**

42-43 Gloucester Crescent  
London  
NW1 7PE

T [REDACTED]  
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REED Neil	Claire, I have just called and left a voicemail for...	26/05/2016 09:18:54
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From: REED Neil <neil.reed@uk.arteliagroup.com>  
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>  
Cc: LOWE Michelle <michelle.lowe@uk.arteliagroup.com>, CASH Simon <simon.cash@uk.arteliagroup.com>  
Date: 26/05/2016 09:18  
Subject: Grenfell - Notice for 27/5/16

Claire,

I have just called and left a voicemail for you.

Unfortunately, neither Andrew or I can attend on Friday. Accordingly we will need to deal with the administrative formalities of Partial Possession on Tuesday AM.

For Friday, this simply leaves you, Tony, Jon and Matt to be satisfied that Rydon has met the requirements laid out in the Completion Strategy as a prerequisite to agreeing Partial Possession of the Relevant Parts.

Steve has already issued marked up layouts of the Relevant Parts in his email of 23rd May. These should be checked and agreed between the parties.

Providing the four of you are satisfied that Rydon has complied with the physical and non physical requirements of the contract then Artelia is happy to condone the Partial Possession.

I would be grateful if you could capture any non-compliances in a written form (with support from Tony, Jon and Matt) and ensure that these constitute 'de minimis' non compliances in your collective view. Where any non compliances are not de minimis, then Artelia would not condone Partial Possession. In this worst case scenario we would suggest TMO simply enjoy Beneficial Use and state that Partial Possession cannot be agreed until such non-compliances are resolved. This will ensure the Nursery can mobilise their occupation without compromising Rydon's obligation to ensure full compliance with the contract.

Perhaps we can speak on Tuesday morning when I am happy to collate the documentation that will have been used to confirm the Partial Possession or Beneficial Use as the case maybe.

Apologies for our non-availability tomorrow.

I remain happy to discuss until 1.30pm.

I can be on the phone tomorrow from 10am to Noon should you need to call me.

Regards

Neil



**Neil REED**

Head of Project Delivery

**ARTELIA UK**

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**From:** Claire Williams [clwilliams@kctmo.org.uk]  
**Sent:** 24 May 2016 11:50  
**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

Neil

Apologies, I did know you were not involved with the O&M content.

For your information, the nursery are looking to move in formally on the Tuesday after the bank holiday.

The playground will be ready by this Friday, all is done bar completing the railings, and the TMO independent playground inspector is due to be on site to verify all is well prior to our taking handover.

I have asked Jon to provide formal paperwork on all the areas we are looking to take partial possession of, ie all but flat 6, lobby and externals.

**Claire Williams**  
**Project Manager**



t: [REDACTED]  
m: [REDACTED]

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

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**From:** REED Neil [mailto:neil.reed@uk.arteliagroup.com]  
**Sent:** 24 May 2016 08:10  
**To:** Claire Williams; Batty,Tony; Jon White; M.Smith@maxfordham.com; MALCOLM Andrew  
**Cc:** LOWE Michelle; CASH Simon  
**Subject:** RE: Grenfell - Notice for 27/5/16

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  
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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](mailto: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

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**From:** REED Neil [<mailto:neil.reed@uk.arteliagroup.com>]  
**Sent:** 23 May 2016 15:00  
**To:** Batty,Tony; Jon White; [M.Smith@maxfordham.com](mailto: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](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

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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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