

RECORD OF SIGNIFICANT FINDINGS and ACTION PLAN.

PREMISES OCCUPIER: The Tenants Management Organisation (TMO) of the Royal Borough of Kensington and Chelsea

ADDRESS: Grenfell Tower, Grenfell Road, London W11 1TQ TMO Property reference number UPRN S217012770009

COMPLETED BY: Mr C Stokes

DATED: 26th April 2016

GENERIC COMMENTS: This is a standalone 25 storey building, the residential part of this building is on 22 floor levels, there are six self contained private domestic apartments per floor level on 20 floor levels and 9 newly constructed apartments on 2 floor levels giving a total of 129 dwelling in the building. The residential part of the building is accessed from the ground floor street/road level. At the roof level is the lift motor room and other plant and water tank areas, the basement boiler room is externally accessed from the road way at the side of this building. The flats are accessed from the internal flat/lift lobby areas. Contractors are still working in this building, on the street floor level and the two floor levels above where a children's nursery and boxing club will be located.

PRIORITY TIME SCALES: **HIGH:** 2 to 3 Weeks. **MEDIUM:** 2 to 3 Months **LOW:** 6 to 12 Months (to start to action any works)

* The item number refers to the section number in the Fire Risk Assessment form, from which these significant findings and action plan are the result of, with a, b, c etc being used if there are more than one significant finding in this section.

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	Rydon Comments
No Item Number	Advise Only	The layout floor level drawings of this building now do not reflect the building layout after the recent construction work has been undertaken.	I would recommend that the buildings floor level drawings are updated. All new drawings in O+M. Claire to extract plans & provide a copy to H&S	Claire Williams	All new drawings in O+M
No Item Number	Advise Only	Contractors are currently still working in parts of this building.	I would advise that when all of the project work is completed that this premises Fire Risk Assessment is reviewed. RECOMMEND FRA BOOKED WITH ASSESSOR FOR W/C 13th June when internal works will be completed	JW	Handover TBC

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
No Item Number	High	When the construction/refurbishment work is completed on this building all information as required by the Building Regulations must be handed over to the TMO by the contractors before they hand over the areas now under their control.	<p>Documentation must include:</p> <ol style="list-style-type: none"> 1. A Buildings Regulations completion Certificate as issued by the RBKC Building Control department. 2. All the Regulation 38 information as required by the Building Regulations. 3. New Electrical certificates for any electrical wiring work undertaken, this is for the new dwellings and any common parts wiring 4. New commissioning certificates for any fixed fire systems that have been worked on by them or contractors working on their behalf, Dry Riser, smoke ventilation, fire alarm system etc <p>This is so that if this building is audited by the Fire Authority under the Fire Safety Order documentation can be provided.</p> <p>Rydons advise BC will issue certificate once all works complete. John Hoban onsite Thurs 12th for walkaround</p> <p>Claire Williams O&M manual in preparation. We have had sev mtgs and the index is being updated to reflect requirement</p> <p>Unfortunately building regs don't issue their certs in a timely way. However, I would expect written reassurance that cert is in process from RBKC</p>	Claire w	BC will issue certificate once all works complete. John Hoban onsite Thurs 12 th for walkaround
1	High	The electrical fixed wiring in this building is presently within test date, but this building has had major electrical work undertaken on some fixed wiring during the present refurbishment.	I would recommend that a full fixed electrical periodic wiring test of the landlords areas of this building is undertaken when the present work by Rydons is completed. Any defects found should be rectified.	Alex B	KCTMO

3a	High	There is no fireman override switch fitted to the ground floor entrance hall to lift lobby area door. The emergency services can access the ground floor level entrance hall area but not the lift lobby area.	I would recommend that a fireman override switch is fitted to the ground floor entrance hall to lift lobby area door so that the emergency services can access the ground floor level lift lobby area. Rydons advise Fireman's switch to front door opens all doors of Grd Floor lobby for 90secs – agreed with fire brigade	JW	Fireman's switch to front door opens all doors of GF lobby for 90secs – agreed with fire brigade
3b	High	There are magnetic locks fitted to the exit doors of this building.	Can it be confirmed that these mag locks fail safe to the open if there is a power cut? Rydons advise Fireman's switch to front door opens all doors of GF lobby for 90secs – agreed with fire brigade	JW	All 'push to exit' buttons will work in power cut – door entry strategy agreed by KCTMO
4	High	The contractor's are presently working on the boilers in the basement area.	I would recommend that once all work connected with the gas boilers is completed that a full gas safety check is undertaken and any defects found are rectified. Flue gas print outs should be attached to each gas boiler.	Alex B	
9a	High	There is a secondary exit route from the basement boiler room area. This exit route is presently blocked by a steel plate and building materials.	The secondary exit from the basement boiler room area should be maintained available at all times. The location of this secondary exit from the basement boiler room area should be emphasised to contractors who are working in this area. This secondary exit should not be blocked or obstructed at any time, this is internally in the boiler room and externally where the exit leaves the building. Also see item 12a below. Rydons will remove road plate now all work from MEWP's is complete. Claire to	JW	We will remove road plate now all work from MEWP's is complete

			confirm completion		
9b	High	There is a lot of contractors waste in the basement boiler room.	All contractors waste in the basement boiler room should be removed before this area is handed back to the TMO. Janice -Not in Rydon spec and stuff historic. Anthony C had some old stuff removed last month.	Alex	Majority of old materials is Coffelly's. We are currently finishing basement ready for handover snag
12a	High	There is a secondary exit route from the basement boiler room area. It is not known when this hatch was last opened and checked to see that it operated correctly.	Can it be confirmed that regular inspections and checks are carried out to see that the hatch on this secondary route from the basement boiler room area works correctly and opens easily. Rydons advise - We'll check secondary escape opens when road plate removed	JW	We'll check secondary escape opens when road plate removed
12b	High	The doors of the new cupboards erected on each of the flat/lift lobby areas are not marked as 30 minute fire rated doors.	The contractors should be asked why the new doors in this building are not marked as fire rated doors? Documentation has been obtained stating that all of the new timber doors in this building are certified 30 minute or 60 minute fire rated doors. Rydons advise - Will check original order	Claire Williams	Will check original order
12c	High	A full survey of all new doors in this building should be undertaken to see that the doors are fitted with intumescent strips and cold smoke seals as required by the Building Regulations. Presently some doors are not fitted with cold smoke seals, the ground floor lift lobby area to entrance hall doors for instance.	All fire doors should be checked to see that intumescent strips and cold smoke seals are fitted, so complying with all the requirements of the Building Regulations. Rydons advise - Works still to be completed. BC requested that smoke seals should not be fitted to communal doors off new lift lobbies on Ground,1st,2nd & 3rd floors	Claire W	Works still to be completed. BC requested that smoke seals should not be fitted to communal doors off new lift lobbies on Ground,1 st ,2 nd & 3 rd floors
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12d	High	There is a metal louvered door separating the ground floor lift lobby area from the shaft and electrical intake room.	This metal louvered door is not fire rated what is there not a fire rated door separating the ground floor lift lobby area from the shaft and electrical intake room? Claire advises - This is part of the AOV system. – To check	. Claire W	Agreed
12e	High	The door and frame at the base of the basement staircase is badly damaged.	A new certified 30 minute self closing fire rated door set should be fitted in this location. Also any other damaged fire doors in the basement should be replaced or repaired. Order requested for RD	JW	KCTMO
14a	High	Some fire stopping has been undertaken, but there are still holes and gaps in the wall and ceiling linings of this building. In the basement boiler room and in the staircase.	All holes and gaps in all compartment walls and ceiling should be fully and suitably fire stopped.	JW??	KCTMO
14b	High	The transom light area above the ground floor level electrical room door is missing and there are holes in the wall linings of the ground floor electrical room.	The transom light area should be replaced with fire rated materials and the holes in this wall lining should be filled in with a suitable fire rated material to maintain the fire rating of the structure of the building. Rydons advise that they We have to change this doorset at end of works when all temp electrics removed,	Claire	We have to change this doorset at end of works when all temp electrics removed,
14c	High	On floor levels 2, 8, 14, 15 and 18 the panels covering the cable ducts have been removed and not refitted correctly. One is held on with tape.	These covers should be fitted back correctly. Order requested for RD	JW	KCTMO
15	High	There appears to be only 1 emergency lighting unit in the ground floor lift lobby area.	Can it be confirmed that the illumination level for this area is to the BS with only 1 emergency lighting unit in this area. If it is not then additional emergency lighting should be provided. Alex B recently had check done, but CW to check	Alex ?	Will check design

16	High	The exit signage in this building is still directing persons to leave the building at the walkway level.	The exit signage in this building should be re displayed as the walkway is now not the emergency exit from this building. NOW REMOVED - COMPLETED	JW	KCTMO
17a	High	There are 2 areas of this building covered by BS 5839 Part 1 manual and automatic fire detection systems, the roof level area and the basement boiler room.	Where is the fire alarm panel (s) for these fire detection systems?	Claire W	KCTMO – we did works as ER's
ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
17b	High	It appears that the mains gas supply to this building is interfaced with the automatic opening ventilation system and shuts off if the AOV system operates, the lifts could also be interfaced.	I would strongly recommend that the gas supply system in this building is NOT interfaced with the AOV system. Can it be confirmed if any other system are interfaced with the AOV system? If so which systems? I would also say that no systems should be interfaced with the AOV systems.	Claire W	Awaiting instruction
17c	High	In some of the new dwellings the domestic fire detection systems are not fitted as per the requirements of BS5839 Part 6 2013. There are no heat detectors in the kitchen areas.	Within the new dwellings all domestic detection must be installed as per the requirements of BS 5839 Part 6 2013. Agreed with Exova & Building Control – minutes of meeting & Max Fordham plan provided to Fire Risk Assessor	JW	Agreed with Exova & Building Control
17d	High	At the roof level there is a coil of fire alarm cable not connected at one end to anything.	What is this coil of fire alarm cable for?	Claire W	Will check
17e	High	BS 5839 Part 1 2013 fire alarm systems are being provided in the boxing club and children's nursery areas of this building. These are standalone systems.	Will the TMO be required to monitor these systems? Who will be responsible for testing and servicing these systems? Will these fire systems be connected to or interfaced with any system in the TMO residential parts of this building?	Claire W	KCTMO need to arrange separate phone line for nurisery. No fire alarm system in boxing club as agreed with BC.
19a	High	There are fire fighting hose reels in the	Please can it be confirmed when the fire	Anthony C	KCTMO

		basement boiler room of this building, these hose reels have been disconnected but not removed from the building.	fighting hose reels in the basement boiler room of this building are being removed?	replaced ??	
19b	High	There are no operating instructions or as installed diagrams located next to the Automatic Opening Vents (AOV) control panel, how is this control panel accessed?	Provide operating instructions and as installed diagrams located next to the AOV control panel along with access information. Rydons advise - will be fitting a cover to AOV panel and operating instructions inside + keys	Claire W	We will be fitting a cover to AOV panel and operating instructions inside + keys
19c	High	It is not known if training on the operating of the AOV system has been given to all TMO staff who requires it.	Provide training on the operating of the AOV system to all relevant TMO employees. Rydons advise - KCTMO were invited to AOV demonstration. Kemal and Paul were only KCTMO employees who attended	JW	KCTMO were invited to AOV demonstration. Kemal and Paul were only KCTMO employees who attended
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19d	High	Where are the keys kept to manually operate the individual AOV over ride devices?	The keys to manually operate the individual AOV over ride devices should be freely available for use by the fire service if needed. Rydons advise Will be fitted next to fire panel.	Claire W	Will be fitted next to fire panel.
19e	High	There is an AOV in the area outside of the ground floor electrical room, how is this AOV activated as there is no smoke detector in this area?	Please provide details on how this AOV will activate? Rydons advise Smoke detector fitted & working	JW	Smoke detector fitted & working
19f	High	Are the AOV system and the installed fire alarm systems in this building remotely monitored?	The AOV system and the installed fire alarm systems in this building should be remotely monitored?	JW	Done
19g	High	It is not known if the fire service controls for the lifts been moved back down to the street level?	Can it be confirmed that the fire service controls for the lifts been moved back down to the street level? If not then this must be undertaken	Anthony	KCTMO

			immediately.		
22a	High	There are contractors working in this building refurbishing parts of the lower floor levels.	I would recommend that the contractors, Rydons are asked for a copy of their FRA. This FRA should be inspected and any points concerning any fixed systems covering the residential parts of the building or items involving the common parts of the residential areas noted and acted upon if required.	JW	Will forward latest FRA
22b	High	There are contractors working in this building refurbishing parts of the lower floor levels.	I would recommend that the contractors, Rydons are asked for a copy of their evacuation policy and procedure for a fire incident within the area of this building under their control. As a minimum this policy should have their procedure for the evacuation of their employees, how the TMO residents will be alerted to any incident in the contractors areas and how Rydons will manage any incident. This includes information on incidents which might occur at night or the weekends.	JW	Will forward
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22c	For Information only	When the boxing club and the children's nursery occupy their areas of this building they should be asked to undertake a fire risk assessment (FRA) for their area.	When the boxing club and the children's nursery occupy their areas of the building they should be asked for a copy of their FRAs and the significant findings. Any significant findings should then be co-ordinated with this document so that a full FRA for the building can be finalised, with and actions acted upon. Claire advises In their leases	JW	KCTMO
23a	High	In the roof level lift motor and plant rooms and in the basement boiler room there is BS 5839 Part 1 fire detection systems fitted. Where is the control panel(s) for these BS5839 Part 1 systems and who is	Please can it be confirmed that testing and servicing of the installed BS 5839 Part 1 fire alarm systems installed in this building are being undertaken? If servicing and testing of the installed fire	Alex	KCTMO

		undertaking the servicing etc of this systems? Keystone checked	alarm systems is not being undertaken then these systems must be serviced and tested immediately with any defects rectified.		
23b	High	There are BS 5839 Part 1 fire detection systems fitted in this building, is weekly occupier testing of these systems being undertaken?	Weekly occupiers tests of the installed fire alarm systems must be undertaken and the results recorded as proof of testing. ? Rydon producing servicing info	Claire	In O+M manual
23c	High	There are emergency lighting units installed on the means of escape routes of this building plus in the roof level lift motor and plant rooms and in the basement area of this building.	Can it please be confirmed when the installed emergency lighting system in this building was last serviced, tested and a discharge test of these units batteries undertaken, to the requirements of BS5266. If the last test/service was more that 1 year ago this emergency lighting system should be serviced/tested immediately with any defects etc found rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing. Are records being kept of all the testing and servicing undertaken?	Alex B Had this done earlier this year.	KCTMO
ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
23d	High	Are the monthly occupier tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as proof of testing having been undertaken.	Nicky Bartholomew	KCTMO
23e	High	The lightning protection system installed on this building was last serviced/tested on the 2 nd September 2015. It does not state if the system passed or failed this test? Keystone checked.	Can it please be confirmed that the lightning protection system installed on this building passed its last service/test? If it did not any remedial work needed to make this buildings lightning protection system fully serviceable should be undertaken immediately.	JW	Lightning Protection certificate in O+M's

			Rydons provided Lightning Protection certificates – copy to Fire Risk Assessor		
23f	High	According to the contractors labels on the fire extinguishers in this building they are all out of test date. The last date on the contractors test/servicing labels is October 2014.	All of the fire extinguishers in this building should be tested/serviced immediately and any defective ones replaced.	Alex	KCTMO
23g	High	Are the weekly occupier's tests of the buildings automatic smoke ventilation system being undertaken?	Weekly occupier inspections of the buildings smoke ventilation system should be undertaken, with the results recorded as proof of the inspections having been undertaken.	Claire W	As above
23h	High	Caretaker testing and inspections of the buildings structure etc.	Can it be confirmed that the caretaker is undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record and as proof of testing etc.	Nicky Bartholomew	KCTMO