

PI LETTER					FRA Action Plan			FRA Actions Spreadsheets	
FRA/NoD Date	Item No	Rating	Description	Recommendations	Comments in actions	By Whom	To be Completed by	Process No/ Row/Target Date/Status/ Date Completed/ Reporting user	Actions Taken
17 October 2014 (FRA)	No item number	High	The external face of this building is to be over clad. The piece of cladding fixed to the external wall at the moment is on timber battens,	I would recommend that the contractor provides 1. The scope of works covering how this cladding? How will the cladding be fixed to the building? 2. What fixings will be used? 3. The fire rating of the cladding and the fixings? 4. The Building Control Officers acceptance of this fixing system and the cladding used?	n/a	Claire Williams?	blank	172247 Row 50 <i>No target date</i> Completed 08/05/15 Claire W  <u>Comments in actions:</u> <i>Timber battens purely for mock-up.</i>  <i>Cladding has horiz cavity barrier to 30/30. Awtg building regs approval.</i>  <i>May 2015 for full building regs approval.</i>	The contractor has provided information on cladding, inc fixings, fire barriers. This is being inspected as work progresses by the Clerk of Works employed by the TMO as well as Building Control officer (John Hoban).  Building control payment for services attached. The final cert will not be issued by them until the end of the job.
26 April 2016 (FRA)	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	Not on Neighbourhood FRA spreadsheets for 7.4.16 or 10.3.17 (process start date shown as 1.12.14 for 5 actions listed)	

26 April 2016 (FRA)	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.	n/a	JW??	KCTMO	No spreadsheet report for April 2016 FRA and items from the April 2016 FRA Action plan do not on the Neighbourhood FRA spreadsheets for 7.4.16 or 10.3.17 found by Peter Day (they do contain 5 actions listed from the October 2014 FRA Action Plan where the process start date shown is 1.12.14).
26 April 2016 (FRA)	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.	n/a	Claire W	Awaiting instruction	No spreadsheet report for April 2016 FRA and items from the April 2016 FRA Action plan do not on the Neighbourhood FRA spreadsheets for 7.4.16 or 10.3.17 found by Peter Day
26 April 2016 (FRA)	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	No spreadsheet report for April 2016 FRA and items from the April 2016 FRA Action plan do not on the Neighbourhood FRA spreadsheets for 7.4.16 or 10.3.17 found by Peter Day
26 April 2016 (FRA)	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	No spreadsheet report for April 2016 FRA and items from the April 2016 FRA Action plan do not on the Neighbourhood FRA spreadsheets for 7.4.16 or 10.3.17 found by Peter Day
26 April 2016 (FRA)	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.	No spreadsheet report for April 2016 FRA and items from the April 2016 FRA Action plan do not on the Neighbourhood FRA spreadsheets for 7.4.16 or 10.3.17 found by Peter Day



26 April 2016 (FRA)	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 immediately.	n/a	Anthony	KCTMO	No spreadsheet report for April 2016 FRA and items from the April 2016 FRA Action plan do not on the Neighbourhood FRA spreadsheets for 7.4.16 or 10.3.17 found by Peter Day	
20 June 2016 (FRA)	12g	High	The flat entrance door of flat 24 is damaged with the letter box missing.	This door should be repaired and a new fire rated letter box fitted, alternatively a new self closing certified 30-minute fire rated door fitted with intumescent strips and cold smoke seals could be installed.	RESPONSE REPAIR REQUESTED	JW	blank	269366 Row 25 06/09/16 Fully completed 18/01/17 Janice Wray	ESA confirms completion
20 June 2016 (FRA)	12h	High	The flat entrance door of flat 112 is being replaced, this new door is not marked as a fire rated door and it does not have a self closing device fitted to it. Cold smoke seals are fitted.	The occupier of flat 112 should be asked to confirm that the new flat entrance doors is a certified FD30 door, a self closing device should be fitted to this door.	Mr Assad – Claire to contact	Claire W	Blank	269367 Row 26 06/09/16 Blank 16/08/16 Cyril Morris	leaseholder emailed by CW but no response. Chased today 16/8.
20 June 2016 (FRA)	12i	High	Some of the staircase doors are not being closed fully by the self closing devices fitted to the doors. These doors should be picked up during the caretakers inspections of the doors.	Any staircase doors which are not being closed fully by the self closing devices should have the self closer adjusted or a new one fitted so that the doors close fully onto their stops.	Could Paul Steadman please monitor and raise response repairs as necessary	Nicola Bartholomew	Blank	269368 Row 27 06/09/16 Fully completed 13/03/17 Janice Wray	Repairs raised & completed - monitoring ongoing
20 June 2016 (FRA)	12j	High	The staircase door at the 16 <sup>th</sup> floor level is damaged.	This door should be repaired or alternatively a new self closing certified 30 minute fire rated door fitted with intumescent strips and cold smoke seals could be installed.	Could Paul please confirm if this has now been repaired & if not could he raise / chase the repair	Nicola B	Blank	269374 Row 28 06/09/16 Fully completed 13/03/17 Janice Wray	ESA confirms repair completed

20 June 2016 (FRA)	17d	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 – can you confirm that the gas supply if not interfaced with AOVs?	Claire W	Blank	269391 Row 32 06/09/16 Partially completed 16/08/16 Cyril Morris	Specification to separate main smoke system from basement with gas boilers is in production, with works due to take place this financial year.
20 June 2016 (FRA)	19a	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.	Written instruction provided & diagram within Hub Room (keysafe in bin room)	JW	Blank	269425 Row 37 07/09/16 Fully completed 31/08/16 Janice Wray	Written instructions provided - diagram within Hub Room on site. (Hub room accessed via key stored in keysafe installed in bin room - accessed via FB14 key)
20 June 2016 (FRA)	19b	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.	2 sessions in familiarisation completed	JW	Blank	269427 Row 38 07/09/16 Fully completed 31/08/16 Janice Wray	2 sessions in familiarisation completed by Rydons.  LFB also attended for familiarisation
20 June 2016 (FRA)	19c	High	The keys to operate the manually operated individual AOV over ride devices should be on site, they will be in the AOV control box, but there are no keys there at present and the system is in use.	The keys to manually operate the individual AOV over ride devices should be freely available for use by the fire service if needed.	Keysafe location & arrangements	JW	Blank	269432 Row 39 07/09/16 Fully completed 31/08/16 Janice Wray	Keys stored in Keysafe located in bin room - accessed via FB key
20 June 2016 (FRA)	19f	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 immediately.	COMPLETED	JW	Blank	269444 Row 42 07/09/16 Fully completed 09/12/16 Janice Wray	COMPLETED



20 June 2016 (FRA)	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.	Can you confirm that Paul is undertaking these please?	Nicola B	Blank	269522 Row 50 07/09/16 Fully completed 13/03/17 Janice Wray	tested weekly on Fridays
20 June 2016 (FRA)	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.	Can you confirm that Paul is undertaking these please?	Nicola B	Blank	269524 Row 51 07/09/16 Fully completed 09/12/16 Janice Wray	Confirmed
17 November 2016 (NoD)	Article 11		At the time of the audit your preventative and protective measures had not been planned, organises, controlled, monitored or reviewed where required. It was found that there were multiple items in the common parts, several fire doors did not fit fully into their frames and there was a breach in your service duct.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.					
17 November 2016 (NoD)	Article 17(1)		At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that several of the fire doors protecting your escape staircase did not close fully into their frame.	Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by regularly checking the fire doors and the their [sic] self closers on your escape stairs to ensure they close fully into their frame and if they do not taking appropriate action.					

17 November 2016 (NoD)	Article 17(1)		<p>The corridors, lobbies and stairs used for access to and from flats in the premises (the access route(s)) are intended for use by relevant persons as a PROTECTED ROUTE. This route should provide a safe means of escape in event of fire and must be maintained in an efficient state, in efficient working order and good repair. During audit it was found that the responsible person for management of the access route has not prevented or addressed deficiencies in the fire resistance of the PROTECTED ROUTE and/or required rectification of defects that have arisen in and/or alterations made to the protection to the access route The PROTECTED ROUTE has been compromised by the fitting of doors that do not self close. Flats 44 and 153 were checked at audit and did not self close.</p>	<p>Ensure the access corridor is returned to its intended state as a PROTECTED ROUTE to afford protection from fire in a flat to relevant persons who may require use of that corridor for safe escape from the premises in case of fire. Remedial work that may be necessary for this purpose, must be assessed and completed by a competent person who is practised in application of the relevant standards for means of escape. Your attention is drawn to the provisions of subsections (2), (3) and (4) of Article 17 of the Regulatory Reform (Fire Safety) Order 2005 in the following extractions of legislation. You are advised that walls in PROTECTED ROUTES should have a minimum of 60 minutes fire resistance. Openings in the walls leading to accommodation off a PROTECTED ROUTE (including doors in entrance ways should be of a minimum 30 minutes FIRE RESISTANCE and should self close. Means the responsible person could use to comply with Article 17(1) may include enforcing terms of lease and Landlord and Tenant/Property legislation as lessor/owner.</p>					
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17 November 2016 (NoD)	Article 14		At the time of the audit the emergency routes or exits were inadequate. It was found that doors to flats 33 & 153 did not self close.	Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by ensuring that all fire doors on the means of escape route self close.					
17 November 2016 (NoD)	Article 8		At the time of the audit the general fire precautions required to prevent fire and smoke spread via shafts, risers or ducting were inadequate. It was found that the top corner of one of the panels protecting your services duct on the 8 th floor was damaged and broken creating a breach in the service duct void.	Take the general fire precautions required to prevent fire and smoke spread by repairing or replacing the broken panel.					
17 November 2016 (NoD)	Article 15(1)		At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that Fire Action Notices were not displayed in your common parts.	Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by displaying Fire Action Notices in the common parts of your building.					