

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

COMPLETED BY: Mr C Stokes

DATED: 17th October 2014

GENERIC COMMENTS: This is a standalone 25 storey building, currently the residential part of this building is 20 floor levels of residential accommodation, there are six self contained private domestic apartments per floor level, giving a total of 120 dwelling in the building, these residential floor levels are the walkway level up to the 20th floor level. The residential part of the building is accessed from the walkway level, this is 1 floor level below the 1st residential floor level, above the 20th floor level are the roof level lift motor room and plant areas. The flats are accessed from the internal flat/lift lobby areas. The contractors are working on the walkway level and the two levels below it, the street/ground and upper ground floors, the basement boiler room is under the street level area.

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	DATE TO BE COMPLETED BY
No Item Number	High	Work is presently being undertaken to convert some areas on the lower 3 floor levels of this building into domestic dwellings along with other work and the over cladding of the whole building. Proposals have been submitted to the local Authority Building Control department under the Building Regulations process.	I would recommend that the Building Control Officer's response to the proposed work being undertaken in this building is asked for. A copy of this proposal and the Building Control Officer's response should be kept with this Fire Risk Assessment.	Claire Williams	
No Item Number	Advise Only	Contractors are currently working in this building to construct some new dwellings on the floor levels previously used as offices etc.	I would advise that when this construction project is completed that the premises Fire Risk Assessment is reviewed and that the layout drawings of this building are amended to show the building new layout.	Claire Williams	

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
No Item Number	Advice Only	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.	Documentation must include: 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 This is so that if this building is audited by the Fire Authority under the Fire Safety Order documentation can be provided.	Claire Williams	
No Item Number	For your information	The service road/area on the right hand side of this tower block is used by the emergency services to park their vehicles, this area has been handed over to the contractors and is presently under their control. The contractors have stated that the LFB are happy with the current parking arrangements whereby the contractors are using part of the service road/area.	I would recommend that Rydon's, the contractors are asked to provide in writing that the LFB are happy with the current parking arrangements on this service road. This is so that if this building is audited by the Fire Authority under the Fire Safety Order documentation can be provided stating that agreements on Part B5 access arrangements of Approved Document B of the Building Regulations have been agreed with the LFB. If there is no agreement or documentation can not be provided from the LFB then I would recommend that the whole of the service road/area is cleared and maintained free of any equipment or materials immediately.	Claire Williams	

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1a	High	According to the contractors label on the main electrical supply/distribution board of this building the next fixed electrical wiring test is due in December of this year.	Can it please be confirmed whether the contractors or the TMO will be responsible for undertaking this buildings fixed electrical wiring test in December 2014?	Alex	
1b	High	At the time of this assessment the lighting was not working in the roof level room where the water tanks are located.	I would recommend that the lighting units in this roof level area are repaired or replaced so that they work correctly.	Response – John Tatham	
1c	High	In the basement boiler room area there are a lot of electrical cables hanging down from the ceilings and the walls or are not clipped to the wall or ceiling linings correctly. This is especially so in the room first on the right as you exit the staircase door into the basement area.	I would recommend that all the hanging electrical and for that matter all cables are securely fixed to the walls or ceiling linings as required by the wiring regulations or laid in cable trays. I would recommend that in future checks are carried out after contractors have undertaken any cabling work in this building to make certain that no cables are left hanging.	Response – John Tatham Or should this be Rydons? Claire to check	
3a	High	The locking mechanism on the entrance door to this building from the walkway level is damaged and this door cannot be secured locked shut.	The locking mechanism on this entrance door to the building should be repaired or replace immediately so that this building has restricted access to authorised persons only.	Claire W	
3b	High	The fire fighter entry over ride device fitted to the entrance door of this building did not function and release the locking device on the door and open the door. This over ride device allows the Fire and Rescue Service to access the building in an emergency without the use of a key.	The fire fighter entry over ride device fitted to the entrance door of this building should be repaired or replaced so that it releases the locking device fitted to the buildings entrance door. This over ride device allows the Fire and Rescue Service to access the building in an emergency without the use of a key.	Claire W	
7	High	At the time of this assessment there was some damage noticed to the installed lightning protection system in this building. At the time of the last service on this lightning protection system, 4 th February 2014, the system was compliant.	I would recommend that the lightning protection system installed to cover this building is repaired immediately and then the whole system retested to ascertain that it is fully functional.	Claire W	

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8	High	On the 19 th and 20 th floor levels push bikes have been chained to the dry rising main outlets.	The dry rising main outlets must not be obstructed at anytime, these push bikes should not be chained to these outlets and the owners of the push bikes must be told not to do this.	Siobhan Rumble	
9	High	There is a secondary exit route from the basement boiler room area.	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.	Claire Williams	
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.	Claire Rydons to check	
12b	High	The access door to the external roof from the internal corridor has had both of the "Gerda" locks removed from it, this door is now only secured by a normal latch type lock opened by a door handle. This door is now damaged and does not shut securely.	I would recommend that this door is repaired or replaced and that locks or a device is fitted to this roof door so that it can be secured fully and that the door does not flap in the wind and get damaged.	Response – John Tatham	
12c	High	The contractors are going to erect new cupboards on each of the residential flat/lift lobby areas to enclose pipe work.	Can it please be confirmed that these new cupboards will be a minimum of 30 minutes fire rated with FD30 doors on them fitted with cold smoke seals?	Claire Williams	
12d	High	The fire door to the refuse chute room on the 14 th floor level grounds and will not shut fully.	I would recommend that this door to the refuse chute room on the 14 th floor level is repaired so that it does not ground and that the self closing device shuts the door fully onto its stops.	Response – John Tatham	
12e	High	The fire door to the staircase from the lift lobby areas on the 2 nd and 19 th floor levels are damaged and do not shut fully.	I would recommend that these doors are repaired or replaced so that they shut fully.	Response – John Tatham	

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12f	High	On the 10 th floor level the refuse chute hopper head is damaged - it's handle is missing and it does not shut fully	This hopper head to the rubbish chute on the 10 th floor level should be repaired or replaced so that it shuts fully.	Response – John Tatham	
12g	High	The door frame and door within the boiler room at the base of the staircase from ground level down into the boiler room (which is located at basement level under Grenfell Tower) is damaged and the door does not shut fully.	I would recommend that this door and door frame are repaired / replaced so that they protect the staircase and that the door is shut fully by the self closing device fitted to it.	Response – John Tatham Rydons to do??	
12h	High	The door handle of the staircase door (separating lift lobby and staircase) is missing on the staircase side on the 13 th floor level.	A new door handle should be fitted to this staircase door.	Response – John Tatham	
12i	For Your Information	The following flat entrance doors are the original fire rated flat entrance doors and which were fitted with a self closing device. These are flush solid doors and are all close fitting. These flats are numbers 56, 61, 86, 92, 112, 142, 154, 156, 165, 166, 174, 185, 195, and 206.	If any of these flat entrance doors are replaced in the future then any replacement doors must comply with the requirements of the Building Regulations when installed.	Home Ownership For information only – please fully complete	
14a	High	There are two largish holes in the wall linings of the ground floor electrical room from the base staircase into the electrical room.	These holes should be filled in with a suitable fire rated material to maintain the fire rating of the structure of the building. I would recommend that in future checks are carried out after contractors have undertaken work in the building to make certain that all wall and ceiling linings have been made good so that the structural elements of the buildings remain fire rated.	Claire Rydons to sort	
14b	High	On the 2 nd and the 15 th floor levels 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.	Claire Williams – Rydons ??	
15	High	Some new emergency lighting units have been installed by the contractor on the	Can a commissioning certificate for these newly installed emergency lighting units please be	Claire Williams	

		walkway level in the new entrance hall area.	provided by the contractor.		
ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
16a	High	There are no fire action notices displayed in this building next to the break glass call points of the fire alarm system. This is in the basement boiler room and in the roof level areas of this building. These notices describe the actions to be undertaken in the event of discovering a fire or if the fire alarm sounds. There are manual break glass call points in each electrical room.	Fire action notices should be displayed next to each break glass call point of the fire alarm system installed in this building.	H&S – JW Notices available – Handyman to be asked to fit	
16b	Medium	The floor number on staircase landing on the 16 th floor level has been altered to look like an 18. Floor numbers aid the fire service if there is an incident in this building.	I would recommend that the 16 th floor number is altered back to 16 from 18. . Opposite the lifts and on each staircase landings of this building where there is a balcony.	Siobhan Rumble Seamus or OCS to sort	
16c	Medium	The sign displayed in the ground floor level entrance lobby area of this building informing the emergency services which flats are located on which floor levels now needs to be moved up to the walkway level. This sign aids the fire service or other emergency service to where an incident in this building maybe.	I would recommend that the sign displayed in the ground floor level entrance lobby area of this building showing which flat numbers are located on which floor level is moved up to the walkway level.	Claire W ?	
16d	Advice only	When the new pipe work cupboards are constructed on each flat/lift lobby area the floor number on wall will be covered in by the cupboard. Floor numbers aid the fire service if there is an incident in this building.	I would recommend that new floor numbers are displayed on the walls of each flat/lift lobby area opposite the lifts. These numbers must be in a large font and be easily seen at all times.	Claire Williams	
17a		There is a fire alarm system installed in this building there are no TMO employees who work in this building now.	I would recommend that the fire alarm system in this building is connected to a monitoring station/service so in the event of an activation of	??H&S	

			the fire alarm system the fire service or an on duty caretaker is informed.		
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17b	High	The contractor has moved the buildings fire alarm control panel up from the ground floor level to the walkway level.	I would recommend that a fire alarm completion certificate is obtained from the contractor to state that the fire alarm panel is in full working order.	Claire Williams	
17c	High	The fire alarm control panel was showing faults in both zones 9 and 22 at the time of this assessment.	I would recommend that a fire alarm engineer is asked to visit site and clear the faults from this fire alarm control panel immediately.	Claire to check Now resolved??	
17d	High	In the old ground floor reception there are the fire alarm control panels for the fire alarm detection systems in the nearby TMO buildings.	Can the TMO surveyor responsible for this project please comment on how access to these control panels will be maintained throughout this project? Are these control panels and the smoke ventilation systems in the nearby TMO buildings being serviced and maintained in full working order?	Claire Williams	
17e	High	When the new cupboards are constructed on the flat /lift lobby area the presently installed smoke detectors on these lift lobby areas will be inside the new cupboards in some cases.	Can the contractor please provide the scope of works for the new fire alarm detection installation for the smoke vents?	Claire Williams	
19a	High	The lifts in this building are fire fighter/evacuation lifts, the entrance to this building is now from the walkway level. It is not known if the fire service override controls for these lifts have been moved?	Have these two lifts been reprogrammed so that the fire service can control them from the walkway level? Have the fire service control switches been relocated to the walkway level from the ground/ street level? If so can the service documents and certificates from the lift contractors please be forwarded so that there is evidence if required that the lifts are in full working order as fire fighter/evacuation lifts.	Claire Williams	

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19b	High	There are fire fighting hose reels in the basement boiler room of this building, these hose reels have not been serviced according to the servicing labels attached to each item since August 2012. I am told that these hose reels are due to be removed as part of the boiler room refurbishment work.	Please can it be confirmed that the fire fighting hose reels in the basement boiler room of this building are being removed as part of the boiler room refurbishment work? If they are not then they should be serviced immediately with any defects found rectified.	Alex	
19c	High	The dry rising main in this building is overdue its service according to the last service certificate seen.	The dry rising main in this building should be serviced immediately with any defects found rectified.	Alex Is the more recent servicing sheet now available?	
19d	High	The contractors, Rydon's are going to be working to upgrade the installed smoke extraction system on the flat/lift lobby areas and the refuse chute rooms of this building.	Can it please be confirmed what compensatory measures, if any are being put in place whilst the installed smoke extraction systems are being upgraded? Once the new extraction system has been installed then a commissioning certificate for the system must be obtained stating that the smoke extraction system(s) is fully functional.	Claire W? Liaison with LFB, agreement for no hot works, increased inspections??	
19e	Advise only	As part of the refurbishment work to be undertaken in this building the dry riser inlet is to be moved from its current located in the ground floor lobby area to an external position on the face of the building	When this work has been undertaken then a new commissioning certificate for the dry rising main must be obtained stating that the main is fully functional and has passed its hydraulic test.	Claire Williams	
22a	High	There are contractors working in this building refurbishing the lower floor levels, the street level to the walkway level, this includes constructing some new dwellings.	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	Claire W	

			upon if required.		
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22b	High	There are contractors working in this building refurbishing the lower floor levels, the street level to the walkway level, this includes constructing some new dwellings.	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.	Claire Williams	
23a	High	The emergency lighting system installed to cover the common parts of this building appears to be overdue for its annual service, maintenance and discharge test.	I would recommend that the installed emergency lighting system in this building is serviced, tested and a discharge test of the batteries in the units undertaken immediately. Any defects should be rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future annual servicing.	Alex	
23b	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.	Siobhan	
23c	High	Are the weekly occupier's tests of the buildings fire alarm and warning system being undertaken? Including testing the automatic smoke vents	Weekly occupier inspections of the buildings fire alarm and warning system should be undertaken, including testing the smoke vents with the results recorded as proof of the inspections having been undertaken.	Siobhan	
23d	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.	Siobhan	
23e	For your	The fire alarm system installed in this building	I would recommend that the fire alarm engineers	Alex – info	

	infor- mation	is due for a test/service and maintenance next month, November 2014.	liaise with the contractors when they undertake the fire alarm system service next month.	only	
ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
No Item Num ber	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 <ol style="list-style-type: none"> 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? 	Claire Williams?	