

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: 20th June 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 and externally, the children's nursery and boxing club areas are not cover by this document.

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

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
No Item Num ber	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 back the building to the TMO.	Documentation must include: 1. A Buildings Regulations completion Certificate as issued by the RBKC Building Control department. <i>Claire W confirms received – accessed in Grenfell Audit Folder</i> 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 – <i>CW confirms certs on T-drive under A&R / Grenfell</i> 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	JW	

			alarm system etc – <i>CW confirms certs on T-drive under A&R / Grenfell</i> This is so that if this building is audited by the Fire Authority under the Fire Safety Order documentation can be provided.		
ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
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. <i>CW to provide for forwarding to Fire Risk assessor</i>	JW	
1a	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	
1b	High	At the time of this assessment the lighting was not working in some roof level areas of this building.	A check should be undertaken on all of the lighting circuits and light units at the roof level and any defect wiring or bulbs etc repaired or replaced so that the lighting is in full working order. <i>Nicky Could Paul Steadman check if the lighting in this area is now all operational and if not put it thro to repairs (as I'm not clear of the detail of what works or if it has now been repairs)</i> <i>Janice</i>	Nicola Bartholomew	
2	High	Behind the wire mesh gate off the staircase on the upper floor level to the roof there are used cigarette ends on the floor.	These used cigarette ends should be cleared up and persons remaindered that smoking is not allowed within this building. <i>Nicky</i>	Nicola B	

			<i>Could Paul please increase his inspections in this area and instigate whatever cleaning is required to ensure that this issue is kept under control Janice</i>		
3	For information	There is no fireman override switch fitted to the ground floor entrance hall to lift lobby area door. There is one fitted to the buildings entrance/exit door.	<p>No actions are required.</p> <p>The fireman's override switch fitted to the buildings ground floor entrance/exit door releases all the ground floor door locks for a 90 second time period. This has been agreed with the Building Control Officer. So the emergency services can access all the ground floor level areas.</p>	JW	
4	High	<p>The contractor's are presently working on the boilers in the basement area, there are no flue gas print outs should be attached to the gas boilers.</p> <p>Gas safety certificates have been forwarded to the TMO for the installation work undertaken.</p>	<p>I would recommend that once all work connected with the gas boilers is completed that a final full gas safety check is undertaken and any defects found are rectified.</p> <p>Flue gas print outs should be attached to each gas boiler.</p> <p><i>Claire – we agreed that you would check with Rydons whether the new technology has superceded this requirement</i></p>	Claire W	
ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
5	High	At the roof level the last entry in the service book for the plant and extraction equipment located here was on the 5 th April 2016, before this there were more frequent servicing and maintenance visits. For the basement water pumps the last check/service was on the 16 th April 2016.	Can the frequency of inspection / testing visits by the ppm contractors please be confirmed. (Paperwork indicates annual but believed to be monthly for this type of plant elsewhere)	Alex	
9b &	High	There is a secondary exit route from the basement boiler room area.	The secondary exit from the basement boiler room area should be maintained available at		

12a		There is a secondary exit route from the basement boiler room area. This metal hatch and the frame is badly rusted.	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.		John Griffin believed to have raised order for metalwork contractors to replace failed hinges – email on 20th July for update JW
9b	High	There is a lot of contractors waste in the basement boiler room.	All contractors waste and rubbish in the basement boiler room and rooms off of it should be removed before this area is handed back to the TMO. <i>Claire advises that Rydons have now removed all of the rubbish left by their contractors & what is left is historic – can your contractors remove this? JW</i>	Alex	
ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
12b	High	The timber 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. <i>Claire W confirms that documentation has been obtained on this is at the Grenfell audit location</i>	JW	
12c	High	Some of the new doors in this building are not fitted with cold smoke seals as required	If this is the case the Building Control Officer should be asked to put this in writing because	JW	

		by the Building Regulations. The Building Control Officer has stated that smoke seals should not be fitted to these doors.	if this building is audited by the LFB under the Fire Safety Order then this document will be needed as evidence. E-mail from Building Control provided to Assessor (& in H&S Fire directory)		
12d	High	It was noted that some of the intumescent strips on the newly installed fire doors have been painted over.	All new fire doors should be checked to see that intumescent strips have not been painted over, if they have then new intumescent strips should be fitted. C Stokes asked to provide location details	JW	
12e	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?	JW	
12f	High	The door and frame at the base of the basement staircase is badly damaged as are other fire doors in this basement area.	New certified 30 minute self closing or if cupboard etc fitted with locks, fire rated doors and door sets should be fitted to replace all the damaged fire doors at the basement level. Any new doors fitted must be FD30 fitted with intumescent strips and cold smoke seals. Damaged doors could be repaired if this is possible. ASKED ESA IF THIS IS ALREADY RAISED – 5/8/16	JW	
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	

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
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	
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	
12j	High	The staircase door at the 16 th 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	
15a	High	There is no emergency light unit in the disabled toilet of the new community area.	An emergency light unit should be fitted in the disabled toilet of the new community area. Rydons were undertaking this work is it now completed?	Claire W	
15b	High	The contractors are still working in areas of this building.	Once all the work is completed an installation/commissioning certificate to BS 5266 Part 1 should be provided for all the newly installed emergency lighting units in this building. This includes marked up drawings showing all of the emergency lighting units and the wiring layouts as well. – CW	Claire W	

			to provide		
16	High	There are TMO standard fire action notices are displayed next to each of the fire alarm break glass call points in the basement boiler room and in the roof level areas of this building.	All other fire action notices which give different information should all be removed. Could Paul / Seamus please sort this?	Nicola B	
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? Are these 2 fire alarm systems in full working order? Query with C Stokes	JW	
ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
17b	High	There appears to be no fire detector in the ground floor level area off the lift lobby area in front of the electrical intake room, there is a smoke vent in the ceiling of this area.	How is this smoke vent activated? CW to check with Rydons	CW	
17c	High	There are fire detection devices installed in this building to activate the newly installed smoke extraction system.	Can the installation and commissioning certificate be provided for the installed fire detection devices? With CW It should be confirmed by a qualified fire alarm engineer that the installed fire detection devices are suitably sited and installed. CW confirms that EXOVA fire strategy agreed with Building Control	JW	
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. LIFTS NOT INTERFACED - CWiliams	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	Claire W	

			interfaced with the AOV systems. Claire – can you confirm that the gas supply if not interfaced with AOVs?		
17e	High	In some of the new dwellings the domestic fire detection systems are not fitted as per the requirements of BS5839 Part 6 2013. The installed devices are to LD3 standard in some flats, to LD 1 in others, some have 2 smoke detectors in the hallway a couple of meters apart others only one detector. Some dwellings have heat detectors installed in the kitchen areas other do not.	Within the new dwellings all domestic detection must be installed as per the requirements of BS 5839 Part 6 2013, this is a Building Regulations requirement. This is normally to LD2 standard, the same standard as the TMO have retrospectively fitted in all the original tenanted dwellings of this building. Why has a lesser standard of domestic fire detection been fitted in some of the newly constructed dwellings? Claire to check with EXOVA and Rydons	Claire W	
17f	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? Could Paul arrange for his to be removed please?	Nicola B	
ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
17g	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?	JW	
17h	High	There are 2 smoke detectors fitted on the 7 th floor level ceiling, the 2 nd detector is a different style of smoke detector to the newly installed one. This device is on the ceiling near to the flat entrance door of flat 46. The contractor does not know anything about this 2 nd device.	What is the reason for the 2 nd smoke detector fitted on the 7 th floor level ceiling near to flat 46's entrance door? Could Paul investigate this please?	Nicola B	

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	
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	
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	
19d	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 see item 17b above as well	Please provide details on how this AOV will activate? Cross reference with 17b	JW	
ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
19e	High	The AOV system and the installed fire alarm systems in this building is remotely monitored.	What is the procedure and policy if the installed fire alarm or AOV systems in this building activate?	Claire W	
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	
22	For	When the boxing club and the children's	When the boxing club and the children's	JW	

	Information only	nursery occupy their areas of this building they should be asked to undertake a fire risk assessment (FRA) for their area.	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. Requirement in lease – RBKC Property Services		
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 undertaking the servicing etc of this systems? Keystone checked	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 alarm systems is not being undertaken then these systems must be serviced and tested immediately with any defects rectified. Queried with Carl	JW	
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. Weekly testing by Paul – training provided – please confirm	Nicola B	
23c	High	The lightning protection system installed on this building was last serviced/tested in 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. Docs to C Stokes	JW	
ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
23d	High	There are emergency lighting units installed	Can it please be confirmed when the installed	Alex B	

		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.	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 than 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?		
23e	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. Can you confirm that Paul is undertaking these please?	Nicola B	
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 B	
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	
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	Nicola B	

			undertaking these please?		
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* 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.