
From: Simon Lawrence
Sent: 07 October 2015 16:06
To: Claire Williams
Cc: neil reed (neil.reed@uk.arteliagroup.com); MALCOLM Andrew (andrew.malcolm@uk.arteliagroup.com)
Subject: RE: Grenfell - 4 urgent bits
Attachments: KITCHEN HIU INSTALLATIONS PROCESS.docx

Claire,

My replies as per below.

Regards

Simon Lawrence, ACIOB, MInstLM
Contracts Manager

T [REDACTED]
M [REDACTED]

From: Claire Williams [mailto:clwilliams@kctmo.org.uk]
Sent: 06 October 2015 16:09
To: Simon Lawrence
Cc: neil reed (neil.reed@uk.arteliagroup.com); MALCOLM Andrew (andrew.malcolm@uk.arteliagroup.com)
Subject: Grenfell - 4 urgent bits

Simon

Can you please look at the 4 below items:

- 1 The '5 day' guide to how you do a kitchen HIU installation, that I sent you earlier this week – please top and tail it and make it tally with your procedure. I need this to go out for the first appointment letters that should go out on Friday for appointments starting 16 October. See attached comments and changes. I've made it less specific. Each flat will be very different and we will be open to criticism if we say we are going to do something one day and it doesn't happen. Basically the residents just need to know when we will be carrying out the individual trades rather than specific pipe work connections.
Can we discuss the appointments and access process at tomorrow's meeting please? I just want to clarify that we are not making the appointments with the residents but it is being done via your letter as agreed. We will start contacting the first weeks residents now just for surveys only.
- 2 Fob machine: The fob machine in the basement is in a rotten place, in that there has been some water around it, and now the scaffold to the secondary means of escape are around it. Could the hub room walls be constructed soonest, so that this room could come into use for specifically fob production. Otherwise we are going to be in a position where no residents will get replacement fobs. The water around it is because of the leaking soil pipe which we have previously reported to yourself. The scaffold tower in that area isn't a secondary means of escape but just a deck to enable pipe work to be installed. This has now been done so we will get it struck.

There is no point in relocating into the hub room until we are completely finished because Victoria will still come through the middle of a working site and in an area where all the work will be happening. Why don't you relocate it to the Housing Office as you suggested before?

- 3 Should the secondary escape from the basement be clearly marked for your workers?

It is marked but could be improved particularly as someone thinks it's a different scaffold. So that will be done by today.

- 4 Lift and protection of residents/site: is it possible to isolate working floors in some way – put a cover over the buttons so residents cannot use them or similar? Our FRA was done when you said the gf hoarding around the lift was temporary, and the alleged incident of the resident trapped at ground floor (which we don't understand) has escalated this issue. There is no practical way of blocking off the numbers to the lower floors because our trades need to use them.

Floor 3 (Walkway+1) has the new flat FED's locked when not in use and we are currently working in the communal area so the risk to residents is no more than working on any other existing communal floor. At night barriers and signage is outside the lifts to restrict access. However should a resident remove these then they can only walk around the communal floor and out into the escape staircase via our door.

Floor 2 is the Walkway so currently the main residents access anyway.

Floor 1 (Mezzanine) the lifts can stop on this level but no one can get out of the lift because we have fixed boards across the lift opening to prevent access into site.

Ground floor has a small waiting area outside the lift before you get to our hoarding. The hoarding is still temporary but needs to be in place to prevent unauthorised access into our site.

There is no way of preventing the residents coming to ground floor in the lift unless you change how your lift operates. But bearing in mind we need to use the lift from the ground floor every day to get materials up the building, I can't see that you can do this. Unless your lifts can change throughout the working day i.e. once we close site the lifts default to the 2nd floor only. You will obviously need to consult your Fire Brigade as well.

Thanks


Claire Williams
Project Manager



t:

m:

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

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