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MEETING MINUTES

GRENFELL TOWER IMPROVEMENTS PROJECT

Handover Countdown Meeting#3

FROM Andrew MALCOLM

MEETING DATE 17th November 2015

TEL [REDACTED]

REF. 11833

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SUBJECT Handover Countdown - Meeting Minutes#3

NAME	COMPANY	PRESENT	DISTRIBUTION
Claire Williams (CW)	RKTMO	Y	Y
Peter Maddison	RKTMO	N	Y
David Gibson (DG)	RKTMO	N	Y
Alex Bosman (AB)	RKTMO	N	Y
Jon White (JW)	JRP	Y	Y
Tony Batty (TB)	JRP	Y	Y
Matt Smith (MS)	Max Fordham	Y	Y
Steve Blake (SB)	Rydon	Y	Y
Gary Martin (GM)	Rydon	Y	Y
David Hughes (DH)	Rydon	Y	Y
Michelle Lowe (ML)	Artelia	N	Y
Neil Reed (NR)	Artelia	Y	Y
Andrew Malcolm (AM)	Artelia	Y	Y

Andrew Malcolm
PROJECT MANAGER

REF	NOTE / ACTION	WHO	DATE
1.	ATTENDANCE / APOLOGIES		
1.1.	AS NOTED ON DISTRIBUTION SHEET.		
2.	MEETING PURPOSE AND OBJECTIVES		
2.1.	To agree what is required by who and when. <ul style="list-style-type: none"> a) Sign offs for quality and technical matters – by CoW, Client design representatives, statutory approvals Re compliance with Contract. b) Deliverables – information, training, O&Ms, H&S File, etc. 		
2.2.	To agree the format of the information provided		
2.3.	To agree who is responsible for ensuring what is provided by who for approval by who, how and when As a pre-requisite to the EA's ability to certify completion of the project in full compliance with the contract documents.		
3.	MATTERS ARISING AND PREVIOUS MINUTES		
3.1.	Handover Tracker GM tabled the Handover Tracker as discussed at the last meeting. GM to incorporate comments given at the meeting. Namely: <ul style="list-style-type: none"> • Training Events and Dates incl. proposed attendees • Additional items detailed in the ERs (spare parts, tools etc.) • Commissioning Schedules in accordance with ERs GM to ensure the Tracker is updated and issued weekly on Friday Lunchtimes with progress. (Currently in-hand – Thank you but these three items are still missing from the schedule as at 26th November.)	GM	ONGOING
3.2.	COW Sign Off Process As flats become complete, as dictated by the Tracker, items will be reviewed by: <ul style="list-style-type: none"> • JW for Building & Fabric matters • TB for MEPH matters • CW for H&S File matters NR further confirmed that a certificate of practical completion would not be issued should the parties named above not be content with the output from Rydon. JW, TB and CW's satisfaction that these matters are fully compliant with the contract documents will be a pre-requisite of the EA certifying PC.		
3.3.	TMO Call Centre CW to confirm that she is in receipt of JSW out of hour's number to TMO in order to effectively deal with issues as they arise.	CW	27/11/15
3.4.	HIU Residents Literature	CW	CHASE

REF	NOTE / ACTION	WHO	DATE
	CW confirmed this was with the TMO comms team. CW to chase.		
3.5.	BMS Modifications (Action c/f) SB to confirm the new controls have the capability to accept connections from the old existing boilers and evidence what information would be available should the TMO wish to proceed with instructing this change.	SB	CHASE
3.6.	Main Boiler Commissioning Issues Rydon to establish the commissioning procedure as set out in the ERs prior to offering a date to MS for witnessing and sign off. It was discussed that this should be some time before 27/11/15 as the certificate was required for EDF grant funding. It was subsequently agreed that the boiler has already been commissioning although not in full compliance with the ERs. This certificate can therefore be used for the purposes of the grant funding. GM to forward this to CW cc AM and NR. CW further informed the group that grant funding was not available for the new flat installations. DH to stand down temporary electrical suppliers in order to achieve this. These units will be commissioned when the meters are installed.	SB/GM	27/11/15
3.7.	HIU Commissioning Concerns MS tabled JSW commissioning procedure for the HIU and raised concerns about the process. MS to review and establish correct procedures in-line with SAV guidance. PMN: MS has issued Rydon with SAV contact details for their procedure to be followed. SB to review and action. Also – as a further example of potential inadequate checking – taps are listed to be signed off on the basis of whether or not there is hot water whereas Matt would expect it to identify flow rate, etc. Matt to discuss with Rydon and JSW.	SB	27/11/15
3.8.	CCTV Requirements CW noted that this was in-hand and being approved by the wider TMO.	CW	ONGOING
3.9.	Provisional Sum Items (taken from Previous Minutes – Updates in GREEN) <ul style="list-style-type: none"> Item E – Bathroom Extract Fans – Proposals not issued to MS – Action Outstanding. Item F – Rubbish Chute Fans – Proposals not issued to MS – Action Outstanding. Item H – Attenuation to Smoke System Supply Fan – This provisional sum is not required. AM to inform ML to remove. Item I – Ventilation Grilles to Gas Risers: 	SB SB AM	CHASE CHASE COMPLETE

REF	NOTE / ACTION	WHO	DATE
	<ul style="list-style-type: none"> ○ SB reported that Building Control are not concerned with the matter. ○ SB to seek written comfort from Building Control that this is the case. <ul style="list-style-type: none"> ▪ <i>Building Control will not write a letter of comfort as these items are not deemed to be concerned with the works Rydon are doing. CW to review on a risk assessment basis cognisant of the next point.</i> ○ MS to draft a paragraph to CW explaining the situation. <p>PMN: Ultimately, CW to advise and guide the team as to next actions following consultation with the wider TMO.</p>	SB	COMPLETE
		MS	COMPLETE
		CW	27/11/15
3.10.	AOV System – Extract Fans The meeting discussed the current undersize of the secondary electrical supply. Rydon were evaluating options to be proposed to MS for review and sign-off. It is envisaged that the cable from Grenfell Walk will be replaced and upgraded – DH to continue to chase and resolve.	DH	CHASE
3.11.	New Communal Lighting DH to propose alternatives options to MS and CW for review and sign off: <ul style="list-style-type: none"> (a) Cost neutral (b) Brief neutral 		
3.12.	HIU Stop Cock Location Concern was raised at the location of the Stock Cock being at high level. Rydon to address safety issues in the H&S File.	GM	NOTE
3.13.	Supply Fan Attenuation Design SB to forward to MS for review and approval.	DH	PRIOR TO INSTALLATION
4.	NEXT MEETINGS		
4.1.	15TH DECEMBER 2015 – 10:00AM Further meetings for the new year to be agreed at this meeting.		
5.	ATTACHMENTS		
5.1.	<ul style="list-style-type: none"> • None 		