

# Artelia UK

High Holborn House  
52-54 High Holborn  
London WC1V 6RL

Tel. : [REDACTED]  
Fax : [REDACTED]

## MEETING MINUTES

### GRENFELL TOWER IMPROVEMENTS PROJECT

#### Handover Countdown Meeting#4

FROM Andrew MALCOLM MEETING DATE 15<sup>th</sup> December 2015  
TEL [REDACTED] REF. 11833  
E-MAIL andrew.malcolm@uk.arteliagroup.com PAGES 1/4  
SUBJECT Handover Countdown - Meeting Minutes#4

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	N	Y
Steve Blake (SB)	Rydon	N	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
<b>1.</b>	<b>ATTENDANCE / APOLOGIES</b>		
1.1.	AS NOTED ON DISTRIBUTION SHEET.		
<b>2.</b>	<b>MEETING PURPOSE AND OBJECTIVES</b>		
2.1.	To agree what is required by who and when. <ul style="list-style-type: none"> <li>a) Sign offs for quality and technical matters – by CoW, Client design representatives, statutory approvals Re compliance with Contract.</li> <li>b) Deliverables – information, training, O&amp;Ms, H&amp;S File, etc.</li> </ul>		
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.		
<b>3.</b>	<b>MATTERS ARISING AND PREVIOUS MINUTES</b>		
3.1.	<b>Handover Tracker</b> 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"> <li>• Training Events and Dates incl. proposed attendees</li> <li>• Add Calendar to include key dates including:               <ul style="list-style-type: none"> <li>◦ Commissioning and testing of plant items</li> <li>◦ Completion of HIU Installations and end of system drain-down</li> </ul> </li> <li>• Additional items detailed in the ERs (spare parts, tools etc.) with particular reference to Section A37.</li> <li>• Commissioning Schedules in accordance with ERs</li> </ul> GM to ensure the Tracker is updated and issued weekly on Friday Lunchtimes with progress. The team acknowledged that the tracker is a good informative tool. GM was thanked for his efforts to date.	GM	ONGOING
3.2.	<b>TMO Call Centre</b> CW confirmed that she is in receipt of JSW out of hour's number to TMO in order to effectively deal with issues as they arise.		
3.3.	<b>HIU Residents Literature</b> It was noted that this was still outstanding. CW to chase. It was further noted that some of the residents are implicating that they do not know how to operate the controls in order to adjust the heating etc. CW suggested that the Residents Literature and HIU guidance may need to be	CW	CHASE

REF	NOTE / ACTION	WHO	DATE
	hand delivered to individual flats with a further demonstration to that already given.		
3.4.	<b>BMS Modifications (Action c/f)</b>  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. <b>Outstanding action carried forward.</b>	SB	CHASE
3.5.	<b>Main Boiler Commissioning Issues</b>  Rydon to establish the commissioning procedure as set out in the ERs prior to offering a date to MS for witnessing and sign off. <b>Outstanding action carried forward. DH advised this will be after Christmas.</b>  It was discussed that it is imperative that the commissioning procedure is followed and MS must be sighted in proposals as he will recommend ultimate sign-off.  DH reported that until the mast climbers have been removed, once cladding works are complete, the works required (sealing up flues, vents etc.) could not be undertaken in order to commission the plant as defined.	SB/GM	06/01/16
3.6.	<b>HIU Commissioning Issues</b>  DH confirmed that information had been received from SAV as discussed at the last meeting from MS.  It was noted that MS had attended site to review processes after the previous meeting although no feedback was given. NR confirmed that a design team meeting was needed to close out these and other issues. DH to arrange and circulate notes of the meeting. MS to be in attendance.  <b>PMN: Action Complete although the minutes indicate this item was not discussed. AM to clarify.</b>	AM	06/01/16
3.7.	<b>CCTV Requirements</b>  DH to circulate agreed security drawing.  CW confirmed this had been signed off by the required KCTMO colleagues.	DH	06/01/16
3.8.	<b>Provisional Sum Items (Updates in red)</b> <ul style="list-style-type: none"> <li>Item E – Bathroom Extract Fans – <b>Proposals received – Thank you - with client for approval ahead of instruction.</b></li> <li>Item F – Rubbish Chute Fans – <b>Proposals received – Thank you - with client for approval ahead of instruction.</b></li> <li>Item I – Ventilation Grilles to Gas Risers – <b>Compliant proposal not received –with Rydon for submission ahead of approval.</b></li> </ul>	CW CW JC	06/01/16 06/01/16 05/01/16
3.9.	<b>AOV System – Extract Fans</b>  Rydon's have proposals have been received. Thank you – with client for approval ahead of instruction.	CW	06/01/16
3.10.	<b>New Communal Lighting</b>	AM	05/01/16

REF	NOTE / ACTION	WHO	DATE
	CW confirmed the Designplan option 1 was the preferred choice. AM to issue EAI.		
3.11.	<b>Supply Fan Attenuation Design</b> SB to forward to MS for review and approval.	DH	PRIOR TO INSTALLATION
3.12.	<b>COW Reports</b> NR advised that a meeting should be organised to address concerns raised in reports that are not being addressed. A lot of the issues highlighted in the meeting are also being picked up within the COW reports. DH to liaise with SB and set a meeting. <b>PMN: Action Complete – Meeting arranged for 12/01/16 at 10:00AM.</b>		
3.13.	<b>Noisy Extract Fans</b> The meeting discussed the issue of noisy extracts within the resident's flats. DH to arrange a test cowl to be fitted in one of the spare flats before Christmas to see if this makes a difference and report back in the New Year.	DH	23/12/15
3.14.	<b>Basement</b> CW to liaise with Cofely to remove redundant equipment within the basement. Rydon reported that they are working around this. Rydon further reported that the ongoing flooding issues are being resolved.		
4.	<b>NEXT MEETINGS</b>		
4.1.	<b>26<sup>TH</sup> JANUARY 2016 – 10:00AM</b> AM to issue outlook invites.		
5.	<b>ATTACHMENTS</b>		
5.1.	• None		