

## STATEMENT OF WITNESS TO THE GRENFELL PUBLIC INQUIRY

Statement of: Simon O'Connor

1. My name is Simon O'Connor. My date of birth is [REDACTED] I worked for Rydon Maintenance Limited ("Rydon") between approximately September 2002 and September 2015. Between approximately May 2014 and July 2015 I was the Project Manager for the Rydon refurbishment project at Grenfell Tower ("Grenfell"). I provide this written statement in response to a request for evidence under Rule 9 of the Inquiry Rules 2006 dated 23 July 2018.
2. I completed my apprenticeship as a plasterer with Jonathan James Limited (formerly Alan Milne Plastering) in approximately 1993. I then moved onto management training with Jonathan James Limited where I remained until 2002. In around September 2002 I applied for a job with Rydon Construction Limited. I worked as a foreman with Rydon Construction Limited for about a year before being moved to Rydon in around 2003. Shortly afterwards, I became a Site Manager for Rydon. During my time at Rydon I worked on a number of projects including Grove Estate in Islington, Spring Plat in Crawley, Chalcots Estate in Camden and Waterloo Road in Tonbridge.
3. Immediately before working at Grenfell I worked on a project at St. George's Estate. I was a Site Manager but carried out the duties of a Project Manager for the majority of the project. When the St. George's Estate project was nearing completion I was moved to Grenfell. I think this was in May 2014 but I cannot remember exactly when this happened. I remember that there was an overlap between me handing over St George's Estate and making arrangements to set up on site at Grenfell. At around this time, in May 2014, I was formally promoted to Project Manager. I was then on holiday for about two weeks and returned to work at Grenfell at the end of May 2014. As a Project Manager, my role

SIMON O'CONNOR

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involved managing the day to day running of the project. I would look at planning and monitoring the sequencing of works, monitoring subcontractor efficiency, dealing with health and safety issues involving the workers on site and assisting with managing the relationship with the client. I decided to leave Rydon in July 2015 to work for another company. I believe the last day I was the Project Manager on site was Thursday 23 July 2015, apart from a few days during the first week of August 2015 when I was asked to return to Grenfell to provide holiday cover. I was transferred to another project at Lea Bridge between July and September 2015. I left the company in September 2015 after working out my notice period.

4. Rydon was the Principal Contractor appointed to carry out the refurbishment project at Grenfell. I believe that another company had originally won the project which included the building of a new school, Kensington Aldridge Academy, and the refurbishment of the tower itself. As I understand it the other contractor decided that they could not or did not want to refurbish the tower so they kept the school project and the rest of the works went back out to tender. I expect that Rydon's Estimating Team would then have picked up the project. I was not involved in Rydon's tender and I believe this all happened whilst I was still working at St. George's Estate.
5. Full specifications for the refurbishment were provided by the Client for the project, Kensington & Chelsea Tenant Management Organisation ("KCTMO"), who had engaged Studio E Architects Limited ("Studio E") and other consultants. Studio E had already created the National Building Standards Specification and a number of plans which formed part of KCTMO's requirements. A full mechanical and electrical ("M&E") specification had already been prepared by Max Fordham LLP ("Max Fordham") and a structural specification had also already been prepared by structural engineers, Curtins Consulting Limited ("Curtins"). All of these companies were already involved in the project before I became involved

and, I believe, before Rydon became involved. I understand that the contracts with some of these companies were novated to Rydon in order for the project to continue. Artelia Project UK Limited ("Artelia") acted as the employer's agent and CDM coordinator.

6. The project included remodelling the lower floors of the tower to create additional flats as well as relocating the existing nursery and boxing club; recladding the façade; M&E works; altering the dry riser and door entry systems; works to the Automatic Opening Ventilation ("AOV") system; installing new heating and water distribution systems and other general refurbishment or decorative work. Rydon engaged specialist contractors to carry out the detailed design and installation of certain works. In summary, the parties involved were as follows:

- JS Wright & Co Limited ("JS Wright") was hired by Rydon for the internal M&E works which included the plant room in the basement, the AOV system, new rising water mains and Heat Interface Units ("HIU") for each flat.
- JS Wright engaged PSB UK Limited to install the AOV system.
- JS Wright and other companies, SD Plastering Limited (engaged by Rydon), also known as SDP Solutions ("SDP"), and RJ Electrics Limited (subcontracted to JS Wright) built a number of new flats on the mezzanine and first floors.
- SDP built a new riser cupboard at each level, constructed suspended ceilings to hide the new pipework and carried out works to the internal window reveals in the flats that were being refurbished.
- Apex Lifts ("Apex") reprogrammed the lifts to enable them to stop at the two new levels that were created.

- Core holes were drilled through each communal area by Frog Diamond Drilling Limited to accommodate new pipe installations.
  - The fire stopping of holes was done by GSI Contract Services Limited.
  - New fire rated ductwork for the AOV system was installed by Croydon Ductwork Limited.
  - Work was done to extend and test the dry riser by Argus Fire Protection Company Limited.
7. Previously, there was a boxing club on the ground floor of the tower, a nursery on a mezzanine floor and KCTMO's offices on the first floor. I believe that KCTMO had decided that the lower levels were not used to their full potential and that they could create more housing by relocating the office space and nursery. The nursery would also have better access from the ground floor. Rydon spent the first three months or so of the project building KCTMO new offices nearby in an old community centre and in an old caretaker's office. This was part of the enabling works that took place before the main refurbishment started. One set of new offices were completed in around mid-June 2014 and the others in early July 2014. I was involved in these enabling works while I was handing over my involvement in the St. George's Estate project at the same time.
8. The boxing club, nursery and offices were all demolished. A new boxing club was built on the first floor and the nursery was moved to the ground floor. A number of new flats were created on the mezzanine and first floors. A new plant room was installed in the basement of the building. I understood that the boiler system which had been in place was breaking down continuously and leaving Grenfell's residents with no heating or hot water, sometimes for a number of days. The boiler also served a number of other low level blocks known as the finger blocks. KCTMO decided that Grenfell, given its size and the number of properties, should have its

own independent plant room and heating system to take the pressure off the existing boilers and reduce the number of breakdowns.

9. A rainscreen cladding system was to be installed to the exterior of the building. I understood that the purpose behind the exterior modifications was to make the building more energy efficient and reduce the residents' heating bills. I was aware that KCTMO was hoping to get funding for the renovations that required the building to be more energy efficient. Harley Curtain Wall Limited, later Harley Facades Limited, ("Harleys") were contracted for the external works. This included the work to the entire external façade of the building comprising windows, insulation, cladding and the associated substructure. Brackets (to hold the cladding rails in place) were added to the exterior of the building first, followed by insulation, cavity barriers and then cladding rails. After this the (unglazed) external window frames were installed and then the cladding panels would be fixed. Since the building was occupied during the refurbishment, works to the interior and exterior of the flats would be carried out concurrently. Works to the exterior were mainly done from mast climbers on the outside of the building so there would not be much cross over with the works being done to the interior (for example, the pipework, water mains and HIU) from a logistics point of view.
10. At the time that I left Grenfell in July 2015 some cladding work had been done on three elevations but none had been carried out to the columns because there was an issue with the position of the mast climbers. The project was behind schedule in a number of areas. In Artelia's Progress Meeting Minutes dated 24 July 2015 (Exhibit SOC/1: ) it states at paragraph 1.2 that I confirmed my departure from Rydon and, with that, from the project team. At paragraph 1.10 it explains that the mast climbers were too close to the building preventing the column cladding installation.
11. Studio E, Max Fordham and Curtins were already involved in the project when Rydon was appointed. My understanding was that pre-construction

surveys would have been carried out by those companies as part of the design process. Studio E and Curtins would have carried out the necessary surveys of the buildings before Rydon was involved in order to be able to produce the plans and initial designs. JS Wright and Harleys would have surveyed the parts of the building relevant to their scope of works to carry out their roles in the internal and external modifications. I expect that Max Fordham would have accompanied JS Wright because they had produced the original M&E design. I do not remember if Rydon obtained any other structural surveys independently of those companies. I was not involved in obtaining this kind of survey and it was not part of my role to do so.

12. Rydon obtained the existing asbestos surveys from KCTMO. A survey of the lifts was carried out by the maintenance company hired by KCTMO before work started on the lifts. This was done to confirm the current state of the lifts and the shaft to allow for any ongoing maintenance works to be ironed out before Apex started to re-programme the lifts. I also recall being involved in preparing a pre-condition survey which recorded the current condition of the communal areas of the building (such as damaged flooring, damaged decorations, lights not working, etc.) and surrounding roads. This was done so that Rydon could establish the pre-construction condition of the building and surrounding roads in case required at a later stage. Rydon Resident Liaison Officers would also have carried out pre-condition surveys of each individual flat, if access was granted, before any internal works were started.
13. By the time Rydon became involved in the project the design by KCTMO and Studio E was at an advanced stage. The detailed design was carried out by Harleys and JS Wright. I expected the designs prepared by Studio E, Max Fordham and other specialist subcontractors to have been prepared in line with the Building Regulations and other fire safety requirements. It was not my role to consider fire safety from a design perspective. I would not have been qualified to form a view on the compliance of their designs. I believed that the specialist subcontractors engaged by Rydon who

designed the works would have been selected for the project from an approved list by Rydon. My understanding was that subcontractors had to be vetted first before being added to the approved subcontractor list, although the selection of subcontractors for Grenfell would have happened at the tender/award stage and before I was involved.

14. There were design team meetings throughout my time working on the project. I would be present for most of these meetings, but not all of them, so that I was aware of any discussions taking place from a logistics, programming and progress perspective and so that, as Project Manager, I could make sure things were happening at the right time on site. There were deadlines for the different stages of the project and I needed to know if a design decision was going to affect a deadline. Drawings would go through various revisions. I was aware of this from the design team meetings. Once the drawings were marked 'approved for construction' arrangements would be made for that work to go ahead. It is at this stage that I would get involved because I needed to coordinate the works now that the drawings had been approved.
15. I had seen the drawings for the exterior modifications but I would not have considered any other information about the components being used (for example, from the manufacturers). I was focused on when the materials or components would be arriving on site from a logistics and programming perspective. I was not involved in the design or selection of materials for the works to the exterior of the building, including the rainscreen cladding panels and the insulation. I believe that the rainscreen cladding panel and insulation materials had been chosen by KCTMO before I became involved in the project. However, there were discussions still taking place about the colour and method of fixing (whether it would be a cassette fix or face fix). The planners were also involved in these discussions and a mock up was installed to show the various options. I was not involved in these discussions but I was aware that they were taking place. I was informed at the end of July 2014 that KCTMO had made a decision on

these points as well. I know now, although I did not know at the time of my involvement in the project, that the types of materials used in the modifications to the exterior of the building were very commonly used. I do not know why certain materials may have been chosen. My role as Project Manager did not involve deciding if materials were fit for purpose.

16. I was aware that a fire strategy had been prepared for Studio E by Exova (UK) Limited (also known as Exova Warringtonfire) ("Exova"), who had been engaged by KCTMO. Studio E and Exova were engaged in correspondence regarding fire safety throughout my time working on the project. I was also aware that consideration was being given to fire safety and compliance with the Building Regulations throughout my involvement in the project because I saw emails involving Harleys, Studio E, RBKC Building Control ("Building Control") and CS Stokes & Associates Limited ("CS Stokes") (an independent fire risk assessor engaged by KCTMO who was allowed uninhibited access to the construction site). For example, I specifically remember emails passing between Harleys and Building Control about the level of fire resistance required for cavity barriers in particular areas. At first there was a dispute about this but eventually Building Control agreed with Harleys' proposal. I was also aware that Rydon was in contact and meeting with Building Control regarding specific issues such as the AOV. These conversations gave me reassurance that fire safety in the design and construction process was being addressed appropriately. My involvement with fire strategy up to July 2015 included communicating with the fire brigade regarding access and egress to the construction site, engaging with the ambulance service in the same way, responding to fire safety queries raised by KCTMO and preparing (together with Rydon's Health and Safety Officer) fire risk assessments for the construction site. It was agreed that KCTMO remained responsible for fire safety in the residential parts of the building.
17. In relation to design changes, I was aware that the design of the cladding for the building had changed from zinc to aluminium but I believe that this



decision had been made before I was involved with the project. I do not know the reasons for the change. However, I was aware from meetings I attended that there was a significant cost saving to be had for KCTMO. I recall that there were discussions ongoing regarding the choice of colour and the method of fixing of the cladding panels, but not the choice of aluminium or zinc. I was aware that there was originally an external fire escape to be added to the building. This was also removed from the design before I became involved. Extra flats were added to the mezzanine level instead of building a community room in that location. I cannot remember when that decision was made but I think it was around September 2014. As a result of the decision to build new flats, the design for the AOV system needed to be changed to accommodate the new lobby for the flats.

18. The original design of the windows prepared by Studio E involved increasing the size of the structural window opening. This would have required diamond cutting concrete inside residential properties. In around November 2014 KCTMO decided to change the design of the windows to reduce the size so that they would fit within the existing window opening. I understood that this decision was made to reduce the disruption to residents and to avoid having to redecorate the flats and replace window furnishings. I was aware of this as it was under discussion for a number of months in the early stages of the project. This caused a delay in the manufacture of the window frames as a non-material amendment application had to be submitted to the planners. As a result, the installation of the windows could not begin until early 2015. I also remember KCTMO had made the decision to replace birch window surrounds with UPVC. I cannot remember when this decision was made but I believe that it was during the very early stages of my involvement. I was aware of the changes referred to above but I was not involved in making those decisions. Design decisions were for KCTMO to make. Rydon were informed that KCTMO would be carrying out the role of

client design advisor in house and would be signing off all design decisions.

19. I was aware that inspections were carried out by Rydon, Harleys, JS Wright Studio E, the Clerks of Works, CS Stokes, Curtins and Building Control during my involvement in the refurbishment project. The fire brigade also attended while I was working on the project. Representatives from KCTMO were on site regularly as well. I do not know what inspections may have been carried out by Rydon or any other parties after I left in July 2015 or what further inspections were done after the completion of the project.
20. The process for the inspection of works was as follows. Rydon Site Managers would be inspecting the area of work that they were responsible for on a daily basis. Specialist subcontractors such as JS Wright or Harleys had their own supervisors on site full time and would also inspect the work done. KCTMO engaged two Clerks of Works, Tony Batty for M&E works and Jon White for other internal works and the external works. They would also attend site regularly to check progress, workmanship, quality and health and safety. These inspections would be captured in their fortnightly reports issued to KCTMO. I would try to do a couple of rounds of the site each day looking at the site in general, checking progress overall, that contractors working in the areas that they should be and looking out for any health and safety issues. However, as the Project Manager, it was not part of my role to inspect in detail the work being carried out.
21. There was also a system for inspecting works on completion of a particular section. In relation to the external cladding works, for example, completed areas of substructure would be inspected before the installation of cladding. The subcontractor's supervisor would first inspect their work against the relevant drawings before it was handed over to Rydon's Site Managers. I was not involved in the inspections myself, but I know from

my time as a Site Manager that the Rydon Site Managers would also inspect the subcontractor's work using the relevant specifications and drawings. If anything was snagged during this inspection it would be de-snagged and then re-inspected before the work was handed over to the Clerks of Works to inspect on behalf of KCTMO. As far as I am aware, the Clerks of Works followed exactly the same process of comparing the works with the drawings and specifications. If anything was snagged by the Clerks of Works, Rydon would ask the relevant subcontractor to rectify it. The Clerks of Works would then either re-inspect the work or ask for photographic evidence to show what had been done.

22. Regular inspections were carried out by CS Stokes, who I believe would be provided with information by KCTMO confirming any areas they thought should be inspected. Inspections would also be carried out by Building Control and KCTMO was invited to come to site to inspect the works as well. For example, Building Control visited the site on 15 May 2015 to inspect the top three floors for insulation, cavity barriers and window installation. No concerns were raised.
23. In relation to fire advice to residents, I cannot comment on what advice was given after July 2015, but during my involvement in the project there was a Stay Put policy in place for residents. I was informed of the policy by KCTMO. Progress letters were sent to the residents when Rydon moved the entrance to Grenfell to the first floor walkway while the ground floor was being remodelled. The letter said that the building's lifts would temporarily no longer go to the ground floor and that residents would need to leave the building from the entrance on the first floor. Signage was installed to show the residents how to get out of the building during this time. The Stay Put policy and the change to the building's entrance were explained in a newsletter. Extra managers were also on site to help. I believe there was someone posted in the lift constantly for the first few days to remind residents that the lift would not be stopping on the ground floor, until they got used to it.

24. I cannot comment on what fire safety measures were in the building at the time of the fire because I left the project in July 2015. I am aware that as part of the refurbishments a new AOV system was being installed, the dry riser was extended and tested and that cavity barriers in the rainscreen cladding area were being installed. I do not know how any fire and safety measures were maintained after I left the project or once it was completed, or who specifically might have been responsible for doing so. KCTMO would have been responsible for fire safety of the whole building once it was handed back over to them.
25. I would like to express my sincere condolences to everyone who has been affected by this terrible event.

#### STATEMENT OF TRUTH

I confirm that the contents of this statement are true to the best of my knowledge and further confirm that I consent for this statement to form part of the evidence before the Inquiry and published on the Inquiry's web site.

SIGNED:



SIMON O'CONNOR

DATED: 28/9/2018

**STATEMENT OF WITNESS TO THE GRENFELL PUBLIC INQUIRY**

Statement of: Simon O'Connor

Exhibit: SOC/1:



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# MEETING MINUTES

## GRENFELL TOWER

### PROGRESS MEETING #13

*FROM* Andrew Malcolm *DATE* 24/07/2015  
*TEL* [REDACTED] *REF.* 11833  
*E-MAIL* andrew.malcolm@uk.arteliagroup.com *PAGES* 1/5  
*SUBJECT* Progress Meeting #13 Minutes

NAME	COMPANY	PRESENT	DISTRIBUTION
Peter Maddison	RKTMO	N	Y
David Gibson (DG)	RKTMO	Y	Y
Claire Williams (CW)	RKTMO	Y	Y
Simon O'Connor (SOC)	Rydon	Y	Y
Simon Lawrence (SL)	Rydon	Y	Y
Zak Maynard (ZM)	Rydon	N	Y
James Clifton (JC)	Rydon	Y	Y
Tony Batty (TB)	JRP	N	Y
Jon White (JW)	JRP	Y	Y
Chweechen Lim (CL)	Artelia	Y	Y
Neil Reed (chair) (NR)	Artelia	Y	Y
Andrew Malcolm (AM)	Artelia	Y	Y

ANDREW Malcolm  
Project Manager

REF	NOTE / ACTION	WHO	DATE
<b>1.</b>	<b>CONTRACTORS REPORT</b>		
1.1.	Full Contractors Report appended to minutes. The contractors report was tabled and a page turn was undertaken by SL in the meeting with key discussion points recorded in the minutes below.		
1.2.	SOC confirmed his departure from Rydon and with that, the project team.		
1.3.	CW thanked SOC for efforts on behalf of KCTMO.		
1.4.	SL confirmed he was now full time on site as Contracts Manager for Rydon.		
1.5.	SL to formally communicate Rydon's new team structure also noting revised roles of ZM and JC.	SL	24/07
1.6.	SL updated the group on the following progress headlines: <ul style="list-style-type: none"> <li>• (15w) behind contract programme</li> <li>• (2w) behind completion programme</li> </ul>		
1.7.	An issue with the current steelwork contractor was noted amid fears of possible financial troubles. SL advised that Rydon's continue to liaise daily with the supplier to ensure impact is minimal to progress at Grenfell Tower.		
1.8.	The next delivery of steelwork is anticipated to be 24/07/15. SL to confirm to NR and AM of status by COP 24/07/15. SL also to continue reporting tracked progress against subsequent steelwork deliveries	SL	24/07
1.9.	It was noted that SL is looking at alternative solutions as a contingency.		
1.10.	A further issue was reported in that the mast climbers are too close to the building by c.100mm preventing the column cladding install. SL confirmed that the issue was being addressed and the climbers re-calibrated accordingly.		
1.11.	SL to ensure H&S reports are circulated to the aforementioned distribution group upon receipt as well as appended to future Progress Reports.	SL	ONGOING
1.12.	The following items were noted in respect of gas works: <ul style="list-style-type: none"> <li>• Leak detected c. 6months ago – Cafely repaired the pipework</li> <li>• Another leak has been discovered in the same location – Cafely mobilised to complete repairs</li> <li>• Rydon to install their new section of pipework</li> <li>• Cafely to isolate, purge etc. their existing pipework to allow Rydon connection</li> <li>• Rydon to undertake connection (at current blanking plate point), fit an isolator and provide certificates for their new pipework to Cafely – Cafely to remain in attendance to witness</li> <li>• Cafely can then re-prime, commission etc. their pipework</li> </ul> <p>The above works will cause disruption to the current heating network served by existing boilers. Disruption is expected to be a few hours. Scope, details and programme to be realised and communication to be delivered to residents accordingly.</p>	SL	TBC

REF	NOTE / ACTION	WHO	DATE
1.13.	SL confirmed works noted in 1.12 (above) will be complete by 07/08 including outstanding works to the new communal boiler. This will then allow for individual flat switch-overs onto the new HIU (where installed) post 10/08.		
1.14.	6 HIUs were installed in the period taking the total to 77.		
1.15.	43 occurrences of non-access were recorded in the period.		
1.16.	Of the 43 occurrences. 3 are booked.		
1.17.	SL raised concern of a vulnerable resident with <i>mental health needs</i> . It was agreed that KCTMO will intercede to ensure access.	CW	24/07
1.18.	SL raised concern of a <i>hoarding</i> resident. It was agreed that KCTMO will intercede to ensure a 1 metre concession around working areas is provided for. CW to confirm action has been taken.	CW	24/07
1.19.	CW confirmed resident letters had been drafted and would be issued to non-access residents this week advising to contact Rydon by Monday 27/07/2015 to arrange a date.		
1.20.	SL to update and circulate "non-access" paper after the response deadline (27/07/2015).	SL	25/07
1.21.	It was further discussed that the resident letter advised of legal action. DG to confirm timescales of the legal action.	DG	30/07
1.22.	It was agreed that lobby area finishes to be discussed offline with NR and CW.		
1.23.	<i>PMN: AM to confirm current scope of Builder's Clean to inform further discussions re lobby scope of work.</i>	AM	28/07
1.24.	Communal finishes in main lobby areas including signage etc. is to be reviewed at a meeting on the 30/07/2015.		
1.25.	SL to provide proposal for a CCTV drainage survey and report.	SL	24/07
1.26.	CW to provide existing drainage drawing information to SL.	CW	23/07
1.27.	<i>PMN: Drainage drawing details from KLC / KAA H&amp;S Files from Artelia, drawings not retained. Drawing registers available upon request to AM. Relevant drawing numbers are understood to comprise the following:</i>		
	<ul style="list-style-type: none"> <li>• LO1023_DR01 – Drainage Plan Academy Basement</li> <li>• LO1023_DR00 – Drainage General Notes</li> <li>• LO1023_DR03 – Drainage Plan Leisure Centre Basement</li> <li>• LO1023_DR38 – Proposed Sewer Diversion – MH0906</li> <li>• LO1023_DR33 – Proposed Sewer Diversion – MH C1/C4 Detail</li> <li>• LO1023_DR34 – Proposed Sewer Diversion – MH C2 Detail</li> <li>• LO1023_DR35 – Proposed Sewer Diversion – MH C3 Detail</li> <li>• LO1023_DR11/12/13 – Drainage Detail Sheet 1-3</li> </ul>		



REF	NOTE / ACTION	WHO	DATE
1.28.	SL to close out collateral warranties and forward signed copies upon receipt.	SL	31/07
1.29.	SL confirmed UKPN mobilise within 3 weeks on receipt of payment. SL further confirmed a quote was expected to be received by weekend (24/07/15). Anticipated installation date: end of August.		
<b>2. SCOPE OF WORKS AND DESIGN CHANGES</b>			
2.1.	<i>No items declared in addition those noted in section 1.</i>		
<b>3. KPIS</b>			
3.1.	NR and CW agreed to take offline.	NR	28/07
3.2.	It was further noted that the KPIs will be updated on receipt of Rydon's revised completion programme cash flow (expected 24/07/2015 from JC).	AM	UPON RECEIPT
<b>4. COMMERCIAL MATTERS AND VALUATION</b>			
4.1.	It was noted that cash flow for the completion programme is expected by weekend (24/07/2015) – as item 3.2 above.	JC	24/07
4.2.	JC and CL to discuss valuation post meeting. NR and AM to be kept informed.	CL	24/07
4.3.	NR advised of missing information requested by CL. CL to discuss with JC post meeting and inform NR and AM of outcome.	CL	24/07
4.4.	JC to append financial statement sheet to show previous/current period figures comparatively to the contractor's report. JC advised for the next progress meeting – this will be tabled at the meeting as the valuation would be undertaken post circulation of the contractor's report.	JC	ONGOING
<b>5. KEY RISKS AND ISSUES</b>			
5.1.	Issue: Steelwork Supplier – see item 1.7, 1.8 and 1.9.		
5.2.	Risk: Drainage – see items 1.25, 1.26 and 1.27.		
<b>6. PREVIOUS MINUTES</b>			
6.1.	SL to issue radiator proposal information incl. 'cost-neutral' details to AM.	SL	29/07
6.2.	AM to issue an EAI to instruct the radiator proposal as a formality.	AM	UPON RECEIPT
6.3.	AOV shaft location proposals are being reviewed by Rydon's structural engineer. Once signed off these can be issued to TMO for review.	SL	28/07
6.4.	Rydon to flag the residual risk of high-level windows in the new flats within the H&S File. Alternatively, SL advised that the window handles can be removed. In such an instance TMO would need to provide a solution for cleaning the windows. AM to liaise with CW for resolution.	AM	28/07
6.5.	AM to confirm Artelia are in receipt of asbestos details (certification, carriage notes, RAMS etc.).	AM	28/07

REF	NOTE / ACTION	WHO	DATE
6.6.	Outstanding works from BYUK. ZM to provide cost details by month end (31/07/15). SL noted that a date for returning such information assists with priority planning.	ZM	31/07
6.7.	AM to progress outstanding planning consents from BYUK works, believed to be a Stage 3 Safety Audit.	AM	28/07
6.8.	CW to confirm cycle storage requirements. It has been noted that there is an allowance of £2k for these works.	CW	29/07
<b>7. ANY OTHER BUSINESS</b>			
7.1.	SL confirmed AOV dampers to be operational by week end – currently operating passively.		
7.2.	SL to ensure completion programme is presented fully expanded – i.e. no rolled up bars.	SL	ONGOING
7.3.	SL confirmed the new boiler will be functional on 07/08 including controls, testing, commissioning, ventilation etc. Switchovers to be undertaken on 10/08.		
7.4.	SL advised that no flats had been completely finished as no switchovers to the new HIU system had been undertaken.		
7.5.	SL to investigate noisy fans and ensure the louvres are fitted correctly.	SL	31/07
7.6.	SL confirmed access panels to the installation valves for pipework in the lobby areas will be fitted.		
7.7.	SL to respond to email regarding flexi pipework for gas installation.	SL	31/07
7.8.	JW noted concerns about finishing on time.		
7.9.	SL to address poor site housekeeping; tools, materials, barriers etc.	SL	ONGOING
7.10.	SL to copy email regarding Artex sills to NR. It was further noted that no further issues have been reported.	SL	28/07
<b>8. NEXT MEETINGS</b>			
8.1.	18TH AUGUST 2015 – 10:00AM 15TH SEPTEMBER 2015 – 10:00AM 20TH OCTOBER 2015 – 10:00AM 17TH NOVEMBER 2015 – 10:00AM		
<b>9. ATTACHMENTS</b>			
9.1.	<ul style="list-style-type: none"> <li>Grenfell Tower Meeting Agenda #13</li> <li>Contractors Progress Report #13</li> <li>Contractors Completion Programme</li> <li>Grenfell Tower – 'Non Access' Flat Schedule</li> </ul>		