

**Artelia UK**

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# MEETING MINUTES

## GRENFELL TOWER IMPROVEMENTS PROJECT

### Handover Countdown Meeting#6

FROM Andrew MALCOLM

MEETING DATE 23rd February 2016

TEL [REDACTED]

REF. 11833

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SUBJECT Handover Countdown - Meeting Minutes#5

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	N	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	N	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>Sign offs for quality and technical matters – by CoW, Client design representatives, statutory approvals Re compliance with Contract.</li> <li>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 – item c/f from previous minutes</b> DH 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. <b>Section A37 of the prelims has been appended to these minutes for completeness and incorporation.</b>	GM	ONGOING
3.1.1.	TB made the following comments on the handover tracker: <ul style="list-style-type: none"> <li>Flow rates tested to 3 bar to be filled in</li> <li>Temperature to be filled in</li> <li>Window completion – tenant handover needs to be done</li> <li>Extract Fans, Door Entry Phones &amp; Gas Riser Vents to have their own column</li> </ul>		
3.2.	<b>Partial Possession Plan</b> DH / SB to draft a partial possession plan and issue by 05/02/2016 for comment and agreement. Not had yet. Pick up in the Progress Meeting	DH	05/02/16

REF	NOTE / ACTION	WHO	DATE
	Minutes. Flats will not be offered for partial possession until such time that the hot water temperature is fixed and the air extract fans.		
3.3.	<b>HIU Residents Literature</b> It was noted that this is being distributed to the residents. Residents are signing for it and a separate sheet is tracking who has signed for this.		
3.4.	<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.</b> Fans were interfering, fluctuating air flow. SB has requested a formal statement from the sub-contractor. The fault has been resolved with the air flow which was causing the auto-gas-shut-off to activate. TB reported that temperature was not being achieved at the outlet. SB noted that this element was being fine-tuned. <b>Further design work is required to the existing extract system within the basement. SB is liaising with Matt Smith from Max Fordham. Until this has been closed out, the basement cannot be sealed and full commissioning cannot be undertaken.</b>	DH	05/02/16
3.5.	<b>CCTV Requirements</b> Original scope has changed; 4no fixed heads installed instead of tilt and zoom. New monitoring equipment also to be installed within the hub room. CW to confirm requirements from Alex Bosman and AM to instruct.	CW	26/02/16
3.6.	<b>Fire Alarm Monitoring</b> <ul style="list-style-type: none"> <li>- Existing Phone line that works</li> <li>- Contract existing with Tunstall – must have a telephone number and IP address details to be issued to SB by CW</li> </ul>	CW	26/02/16
3.7.	<b>Resident Telephone Calls</b> It was agreed that in the next newsletter tenants would be advised that for all repair and maintenance matters; they should call the TMO helpdesk and calls to be filtered from there.		
3.8.	<b>Handover of Flats</b> Stuart has been invaluable to the process; Stuart has built up a good rapport with all the residents and he has been key to success of the strategy for achieving a handover of 101 flats (at time of the meeting). 11 flats are ready. 8 flats still have outstanding works to do.		
3.9.	<b>Non Access Flats</b> Rydon to demonstrate dialogue and correspondence of trying to gain access to complete defects 8 with works to still be complete 6 of which are no access.		
3.10.	<b>Gas Riser Vents</b> Sample fitted in Flat 145. CW to sign off with the design team (incl. Max Fordham) and consultations to be undertaken with the residents. Doesn't		

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	<p>affect Building Control sign-off.</p> <ul style="list-style-type: none"> <li>- Matt Smith to confirm the installation</li> <li>- SB to write to the Building Control Inspector</li> <li>- Residents to be consulted</li> <li>- Vents to be installed</li> <li>- This element of the works won't form part of the "Contract Works" and PC will be issued explicitly noting this derogation.</li> </ul>		
3.11.	<p>Flow chart and categorisation of defects to be drafted by CW.</p> <ol style="list-style-type: none"> <li>1. Call TMO call Centre</li> <li>2. Address Input – POP UP with defects detail notes <ol style="list-style-type: none"> <li>a. Contact Claire</li> <li>b. Seek to review Briefing Note; within the Briefing Note there needs to be categories with timescales for resolution with Rydon</li> </ol> </li> <li>3. Rydon send a bloke out</li> <li>4. Bloke repairs the job etc. and rings in update to the TMO call Centre</li> </ol>		
<b>4.</b>	<b>NEXT MEETINGS</b>		
4.1.	22 <sup>ND</sup> MARCH 2016 – 10:00AM		
<b>5.</b>	<b>ATTACHMENTS</b>		
5.1.	<ul style="list-style-type: none"> <li>• Section A37 of the Contract Preliminaries</li> </ul>		