

MINUTES

Issue Date: 2nd March 2015

Project:	Grenfell Tower			
Meeting Title:	Progress Meeting No 8			
Objective:	Progress Update			
Venue:	On site			
Date & Time:	20th January 2014	10:00 – 13:00am		
Project No.:	11833			
Version	1.0			
Issue:				
Location:	<i>[TMO00829831.docx]</i>			
Quality:				
<u>Author</u>	<u>Checked</u>			
Nick Valente	Philip Booth			
Present:				
<u>Name</u>	<u>Initials</u>	<u>Company</u>	<u>Function</u>	<u>Acronym</u>
Claire Williams	(CW)	RBKC TMO	Client	(TMO)
David Gibson	(DG)	RBKC TMO	Client	(TMO)
Philip Booth	(PB)	Artelia	Project Manager	(ART)
Nicholas Valente	(NV)	Artelia	Assistant PM	(ART)
Simon O'Connor	(SO'C)	Rydon	Site Project Manager	(RYD)
Simon Lawrence	(SL)	Rydon	Contracts Manager	(RYD)
Adam Marriot	(AM)	Rydon	Quantity Surveyor	(RYD)
Apologies:				
Peter Maddison	(PM)	RBKC TMO	Client	(TMO)
Chweechen Lim	(CL)	Artelia	Quantity Surveyor	(ART)
For information:				
Zak Maynard	(ZM)	Rydon	Managing surveyor	(RYD)

1	<u>Minutes of Previous Meeting</u>		
1.1	SL to arrange preparing the warranties and prepare a tracking document for warranties.	SL	
	SL informed that the performance bond is being prepared RYD to issue	SL	

	NOTES/NEXT STEPS	😊	🕒
	a copy of the bond to ART.		
1.2	RYD have now erected the sign in the playground area.	Note	13/02
1.3	TMO have given Cenergist a 5 year programme to see what grant they can come up with. SL has also put a pack together with all the relevant information to help with the grant. CW to update progress at next month's meeting	SL CW	
2	<u>Contractor's Report</u>		
2.1	Rydon are reporting against their revised programme with a contract completion date of 20/10. Works are reported as being on programme. Report shows that RYD are currently 6 weeks behind schedule. RYD report this delay is not in the critical path and will not affect the end deadline. However a notice of delay has been issued for up to 9 weeks due to window change delaying ordering.	Note Note	
2.2	Rydon and CW have produced a resident pack explaining the works to each flat. This has been approved by the TMO. It was agreed not mention the option of having a radiator in the kitchen. If some residents insist that they have the additional radiator then RYD are to refer them to the TMO. It was also agreed that the other radiators should continue to be installed as per programme as TMO on whether to approve additional kitchen radiator.	Note Note	
3	<u>Design Development</u>		
3.1	Lock arrangements for the riser cupboards have been confirmed as Gurder H10 – it was decided that the left hand door would house the locking system.	Note	
3.2	SL issued the kitchen drawings CW picked up on a few issues that needed amending on the drawings. SL to amend and distribute	SL	
4	<u>Scope of Works/Design Changes</u>		
4.1	It was confirmed that the coms room would house the CCTV and door entry system. The fire panel would be in the lobby so the fire brigade can see in emergency. CW to arrange for an outside contractor to visit site and install the phone line.	Note CW	
5	<u>Health and Safety</u>		
5.1	CW to instruct lift maintenance team to carry out work to improve lift efficiency prior to work starting on the lift It was agreed for a joint condition survey of lifts to be carried out by the lift maintenance company and Rydon. The lift will be out of action for 17 days per lift. One lift will be worked on whilst the other is operational visa-versa. When the lifts are being worked on deliveries for Grenfell should be minimised to reduce congestion in the building. Works should take around 34 days with a week in-between for teething problems. CW advised that the dry riser failed. CW to either arrange for this to be fixed or instruct RYD to fix. RYD to not start on riser works until this is operational again. Monthly meetings between Cofely and J S Wright are still ongoing and	CW CW	15/01

	NOTES/NEXT STEPS	😊	🕒
	are showing to be very beneficial.		
6	<u>Building Control</u>		
6.1	<p>SL has submitted a detailed design of the AOV's to building control. Max Fordham has approved the equipment. Changes have been made to the drawings. AOV extending to additional floor for the new flats an increased flow rate in required by building control increasing the size of the fans.</p> <p>Rydon have proceeded to procure items that are necessary for the AOV to reduce risk on delivery time.</p> <p>CW to update fire brigade that works are due to start. March with passive system operational by May. Mechanical system will be operational by end of June</p> <p>AM to advise of cost impact of changes to AOV</p>	<p>SL</p> <p>Note</p> <p>CW</p> <p>AM</p>	
7	<u>Valuations/Certificates</u>		
7.1	<p>Valuation 9 received. AM and NV to have a walk around site after the progress meeting to evaluate the progress on site</p> <p>AM send valuation 9 to NV to do, as CL is away.</p> <p>ART express their disappointment for not receiving all cost information in time for ART to review and for TMO to make their decisions. Some costs have now been outstanding for several months. This is not acceptable and so is impacting on the project.</p>	<p>AM/NV</p> <p>NV</p> <p>Note</p>	Control
7.2	<p>Boxing club final invoice to be sent next week to CW addressed to RBKC.</p> <p>AM to tweak invoice and break down sheet.</p>	AM	15/2
7.3	ZM to send outstanding valuation for external works and office/ concierge to CL by the end of the month.	ZM	
7.4	<p>RYD to investigate vesting certificate for material off-site, such as:</p> <ul style="list-style-type: none"> • Boiler • Cladding • Windows <p>CL to advise on procedure for paying for materials off site for Feb/March valuations.</p> <p>AM to provide an interim valuation for the 31/3. CW asked if RYD could value the onsite material. RYD mentioned that the material would not</p>	RYD	
7.5	AM to present to ART detailed external costs for the landscaping work.	AM	
8	<u>Key Risks</u>		
8.1	None		
9	<u>Programme</u>		
9.1	<p>SL to advise on the sectional completion options</p> <p>PCB to issue extension of time extending to the 23/10 end date. Any prolongation costs to be agreed. SL to prepare costs application for additional weeks. Current expectation is that RYD will take financial responsibility for some week delay due to current programme delay and</p>	SL	

	NOTES/NEXT STEPS	😊	🕒
	the remaining will be TMO cost due to the window delay.		
10	<u>Any Other Business</u>		
10.1	SOC to provide forms for the new electrical supply from British Gas by W/C 19/1	SOC	
10.2	Windows; The window manufacture slot has been booked 12/1 with a delivery of 23/2. A non-material amendment application has been approved. Cost adjustment will take into account saving due to the change of the window size.	Note	
10.3	KB has sent CW the H&S file. CW to read through and fill in.	CW	
10.4	CW to advise boxing club anticipated cost of additional power is £2k and additional beam £5k. CW instructed to proceed with the 7 additional power sockets, NV to send RYD the instruction.	NV	Complete
10.5	CW is investigating whether artist working with residents can provide art work for tall entrance wall at Grenfell Tower.	CW	
10.6	CW advised if the lux levels are accepted to use existing communal light fittings.	CW	