



**Artelia UK**

High Holborn House  
52-54 High Holborn  
London WC1V 6RL  
Tel. : [REDACTED]  
Fax : [REDACTED]

**MEETING MINUTES**  
**GRENFELL TOWER**  
**PROGRESS MEETING #16**

*FROM* Andrew Malcolm *MEETING DATE* 22<sup>nd</sup> October 2015  
*TEL* [REDACTED] *REF.* 11833  
*E-MAIL* Andrew.malcolm@uk.arteliagroup.com *PAGES* 1/7  
*SUBJECT* **Progress Meeting #16 Minutes**

NAME	COMPANY	PRESENT	DISTRIBUTION
Peter Maddison	RKTMO	Y	Y
David Gibson (DG)	RKTMO	N	Y
Claire Williams (CW)	RKTMO	Y	Y
Steve Blake (SB)	Rydon	Y	Y
Simon Lawrence (SL)	Rydon	Y	N
Gary Martin (GM)	Rydon	Y	Y
Jason North (JN)	Rydon	N	Y
Zak Maynard (ZM)	Rydon	N	Y
James Clifton (JC)	Rydon	N	Y
Tony Batty (TB)	JRP	Y	Y
Jon White (JW)	JRP	Y	Y
Chweecheen Lim (CL)	Artelia	N	Y
Michelle Lowe (ML)	Artelia	Y	Y
Neil Reed (chair) (NR)	Artelia	Y	Y
Andrew Malcolm (AM)	Artelia	Y	Y

ANDREW Malcolm  
Employers Agent



REF	NOTE / ACTION	WHO	DATE
	It was agreed that 2no would be undertaken in the morning and 2no would be undertaken in the afternoon w/c Monday 2 <sup>nd</sup> November based on the 5 day rolling programme. CW to confirm arrangements.		
2.11.	<p><i>Item 1.18 – Provisional Sum Items</i></p> <p>SB reported against the retained headings:</p> <ul style="list-style-type: none"> <li>Item E – Bathroom Extract Fans – JSW have surveys in hand for completion by 30/10/15 to be issued to Max Fordham</li> <li>Item F – Rubbish Chute Fans – Ditto Item E</li> <li>Item H – Attenuation to Smoke System Supply Fan – JSW to prove attenuation to the fan when installed and commissioned.</li> <li>Item I – Ventilation Grilles to Gas Risers – JSW and Max Fordham are in discussion regarding requirements. TB further noted that should this item be progressed the grilles should be the circular type for ease of retrospective installation.</li> </ul> <p><b>PMN Update (28/10) Retained headings:</b></p> <ul style="list-style-type: none"> <li><b>No reports have been issued to Max Fordham</b></li> <li><b>Ditto</b></li> <li><b>Max Fordham have reported there was never an expectation to attenuate these fans. AUK to investigate further and report back at the next progress meeting.</b></li> <li><b>No proposal has been received by Max Fordham.</b></li> </ul> <p><b>Cognisant of these updates SB to (retained headings)</b></p> <ul style="list-style-type: none"> <li><b>Ensure proposals are with Max Fordham for review prior to instruction</b></li> <li><b>Ditto</b></li> <li><b>(No Action)</b></li> <li><b>Ensure proposals (if required) are with Max Fordham for review prior to instruction</b></li> </ul>	AM	06/11/15
		SB	11/11/15
2.12.	<p><i>Item 1.19: Door Entry</i></p> <p>SB to arrange a co-ordination meeting to conclude the proposals for the new audio handsets, dial pads and PAC readers. Also to be considered is the CCTV requirements.</p>	SB	05/11/15
2.13.	<p><i>Item 1.20 – Design Issues</i></p> <p>Action Carried Forward. A design team meeting between Rydon and the design team needs to be undertaken to conclude outstanding design issues. SB to lead this process and ensure the meetings are taking place. Artelia (NR and AM) to be copied into minutes.</p>	SB	ONGOING
2.14.	<p><i>Item 6.1 – External Drainage Issues</i></p> <p>It was reported that a vacuum pump was required to attempt to clear the blockage to allow the complete run of concerned pipework to be surveyed via CCTV. SB to provide team with update.</p>	SB	05/11/15

REF	NOTE / ACTION	WHO	DATE
2.15.	<i>Item 6.2 – Collateral Warranties</i> SB reported that these are in-hand and awaiting signatures. SB to close-out and circulate.	SB	10/11/15
2.16.	<i>Item 6.5 – Asbestos Details</i> It was agreed that the information would be detailed in the H&S File. SB to respond to Asbestos information email issued again by NR on 09/10/15 and on 08/10/15 and originally on 16/07/15.	SB	05/11/15
2.17.	<i>Item 6.8 – High Level louvres</i> The meeting agreed the issue was concluded in that the louvres were fitted correctly and as intended.		
2.18.	<i>Item 6.11 – Cycle Storage</i> The meeting agreed that cycle storage was not required above to what provision already exists. AM to issue instruction to omit scope from the Contract.	AM	05/11/15
2.19.	<i>Item 6.10 – Nursey move-in-date</i> Action complete - there is no date defined in the Heads of Terms. The Nursey move-in date is to be dictated by programme of works incl. externals.		
<b>3. CONTRACTORS REPORT &amp; PROGRAMME</b>			
3.1.	The Contractors report was tabled (appended to minutes for completeness).		
3.2.	<b>CDM</b> <b>F10</b> – expires tomorrow. AM to ensure Paul Burrows provides the CDM handover promised to TMO and provides advice in connection with renewal of the F10. The Project Team confirmed that the design is 'fundamentally complete.' <b>PMN:</b> Under the 2015 regulations if the PD appointment finishes before the end of the works then the Principal Contractor takes on the PD role. This means the Principal Contractor puts together the H&S file for the client. <b>For discussion at the next progress meeting.</b>	AM	23/10/15
3.3.	<b>Programme</b> TB noted that there are issues with the current published programme. E.g. AoV items missing (or packed together), mast climbers are programmed to come down w/c 30 <sup>th</sup> November which will only afford 3 weeks to complete the façade. TB to record and send comments to SB for resolution. TB considers key challenges will be: <ul style="list-style-type: none"> <li>- New communal areas given the need to commission the AoV</li> <li>- Main Entrance works – key hurdles comprise <ul style="list-style-type: none"> <li>o Curtain walling – ongoing above main entrance.</li> </ul> </li> </ul>	TB	05/11/15



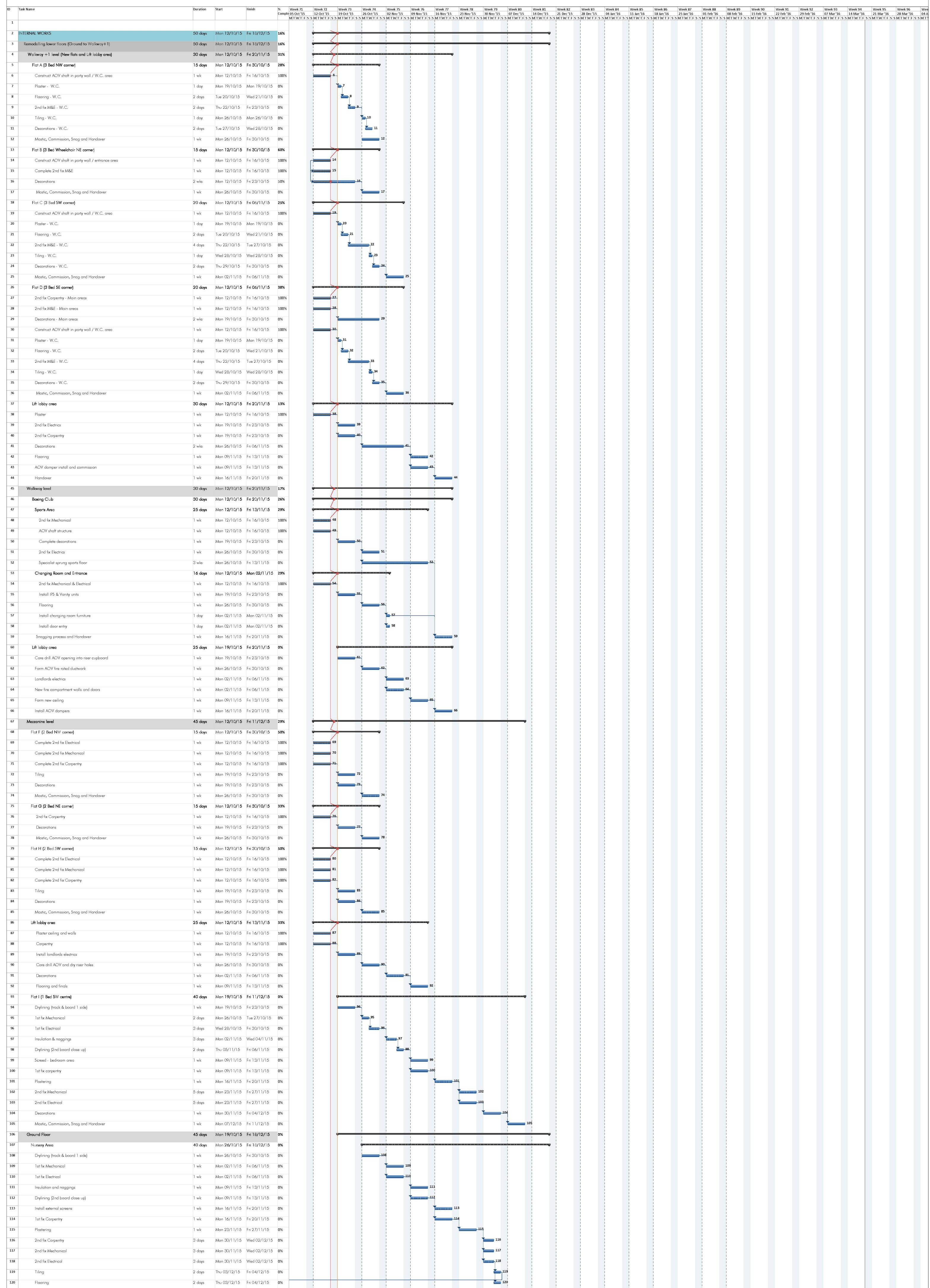
REF	NOTE / ACTION	WHO	DATE
	<ul style="list-style-type: none"> <li>o Glass Screens x5</li> <li>o Staircase balustrading – ongoing</li> <li>o AoV fan to be installed (on site)</li> <li>o Steel louvre door (ground communal) – WIP</li> <li>o Door entry – new call panel, control panel confirmed</li> </ul> <p>- Certification for each flat is predicated on AoV completion</p> <p><b>Programme Position</b></p> <p>The programme position was noted as -23 weeks against the contract programme dated 22/1/15.</p> <p>Rydon confirmed the plan to complete the following areas by the following key dates identified on the new 'completion programme'</p> <p>By 18<sup>th</sup> December – completion of Nursery, Community Room and Main Entrance</p> <p>By 20<sup>th</sup> November – completion of the Boxing club and Lift Lobby</p> <p>Rydon has provided a drop line on its Completion Programme stating that it remains on programme although TB disagreed stating that Rydon is already 2 days behind the programme.</p> <p>TB &amp; JW to use Completion Programme to track progress going forward.</p>		
3.4.	<p>Rydon Management Team</p> <p>SB noted the revised Rydon Team Structure. SB to issue formally to the team.</p> <p>Jason – flats and entrance</p> <p>David – Cladding and Boiler Room</p> <p>Chris – Internals</p> <p>Gary – Communal and Completion Tracker</p> <p>Linda/ Christina – RLOs</p> <p>Steve B – Contracts Manager – 2 days per week or as the project requires</p>	SB	05/11/15
3.5.	<p>Lightning Protection Design/Repairs</p> <p>With Max Fordham for review. SB to issue to TB for review.</p>	SB	05/11/15
3.6.	<p>MPAN Numbers</p> <p>Still awaited – SB to chase.</p>	SB	05/11/15
3.7.	<p>HIU Update</p> <p>77 hallway installs have changed over.</p>		
3.8.	<p>Residents Handover Documentation</p> <p>SB to issue wording to CW for review for HIU guides.</p>	SB	05/11/15

REF	NOTE / ACTION	WHO	DATE
	SB to issue satisfaction survey wording for CW to review, it was further noted that for those with a hallway installation, they should be asked if, in the future, they would like the opportunity to have this moved into the Kitchen.		
<b>4. COMMERCIAL MATTERS AND VALUATION</b>			
4.1.	JC and ML completing valuation today.		
<b>5. QUALITY CONTROL – COW REPORTS / COMMENTS</b>			
5.1.	TB expressed concern that the commissioning procedure set out in the ERs is not being followed (cognisant to item 2.2 above).		
5.2.	The COW further expressed concern that their reports are being issued to Rydon but without comments or responses from Rydon suggesting that items are not being observed. Rydon to remedy given the COW comments will need to be accommodated and closed out as part of the handover/ completion process.  TB's biggest concern is that the commissioning of the new boilers has not been completed under a full load test. This has been discussed on numerous occasions but Rydon has not responded with a robust plan of action or acknowledged what they need to do and when. While the boiler interlocks are installed and commissioned, all the boilers in the building (existing and new) need to be switched on with the supply and extract fans running at full duty in order to commission under full load testing. This will be one of many pre-requisites required to allow the certification of PC.	SB	
<b>6. PREVIOUS MINUTES</b>			
6.1.	<i>Detailed above in section 1.</i>		
<b>7. AOB</b>			
7.1.	Basement Flooding  NR flagged that the flooding in the basement is a series risk not only to contractors having to work in the flooded environment, but to existing electrical equipment incl. distribution boards.  CW to resolve the issue with Cofely soonest as it is understood that this area is under the control of TMO.	CW	03/11/15
7.2.	It was noted that Rydon had no further comments on their SHE report from a visit on 13/05/15 (appended to minutes for completeness). NR was however concerned by comments about housekeeping and what appeared to be a trend in poor housekeeping. SB was asked to address the housekeeping concerns.	SB	
7.3.	ML to issue certificate of non-completion.  <b>PMN: Action Complete.</b>		
7.4.	SB brought to the attention of the meeting that it was Simon Lawrence's penultimate day with Rydon. The team thanked SL for his efforts to the Grenfell Tower Project to date.		

REF	NOTE / ACTION	WHO	DATE
<b>8.</b>	<b>NEXT MEETINGS</b>		
8.1.	17TH NOVEMBER 2015 – 14:00PM 15TH DECEMBER 2015 – 14:00PM AM to issue invite to Max Fordham	AM	03/11/15
<b>9.</b>	<b>ATTACHMENTS</b>		
9.1.	<ul style="list-style-type: none"> <li>Grenfell Tower Meeting Agenda #16</li> <li>Contractors Progress Report #16</li> <li>Contractors Programmes</li> <li>Contractors SHE Report</li> </ul>		

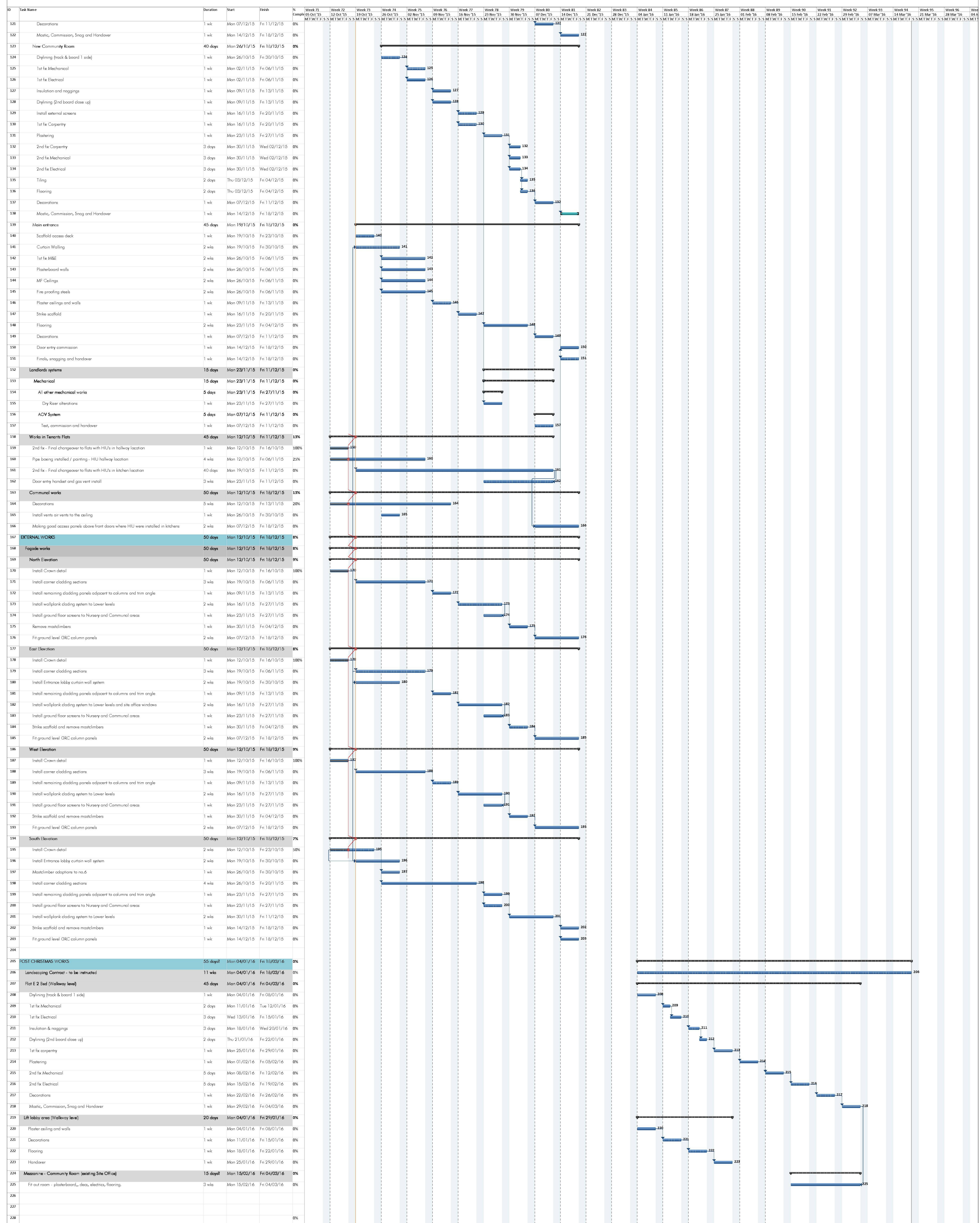


GRENfell TOWER  
COMPLETION PROGRAMME 12/10/15



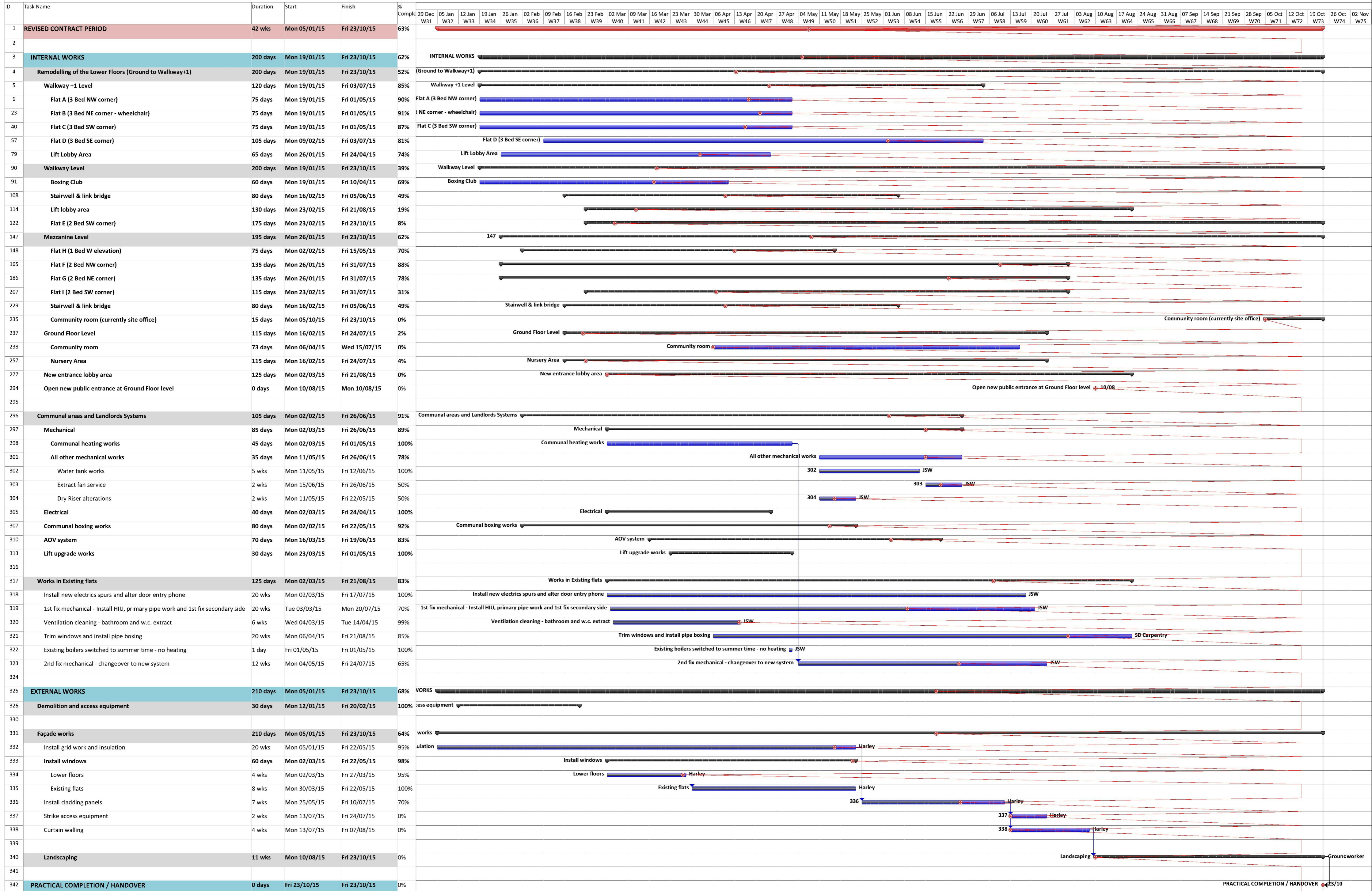


GRENfell TOWER  
COMPLETION PROGRAMME 12/10/15





# GRENFELL TOWER REVISED CONTRACT PROGRAMME



TMO00830091/10



# GRENFELL TOWER



## PROGRESS REPORT NO. 16

Report on Progress period 12/09/15 - 16/10/15



## 1. SUMMARY – GRENFELL TOWER PROJECT

Progress period	12 <sup>th</sup> September – 16 <sup>th</sup> October 2015
Contract commencement date	2 <sup>nd</sup> June 2014
Contract period	66 weeks
Extension of Time (if applicable)	7 weeks – certificate issued by Artelia 27/3/15 +10 wks – HIU location change issued 12/10/15 +20wks – AOV design change issued 12/10/15
Total weeks	73 weeks as per Completion programme 12/6/15 93 weeks – Completion programme 12/10/15
Contract completion date inc. EOT	23 <sup>rd</sup> October 2015 – Completion prog 12/6/15 18 <sup>th</sup> March 2015 – Completion prog 12/10/15
Period expired	72 weeks
Period remaining	1 weeks
Overall programme position	-23 weeks (as per Contract Programme 22.1.15)
Programme recorded against	Revised Completion Programme dated 12/10/15
Anticipated contract completion date	18 <sup>th</sup> March 2016
Contract Sum	£8,556,133.00
Instructions issued to date	32
Instructions issued in period	2

## 2. FINANCIAL

2.1 Cost summary to be presented by JC following commercial meeting with Artelia on site

## 3. HEALTH & SAFETY

3.1 Revised F10 issued by CDMC 23/3/15 to extend project period to 23<sup>rd</sup> October 2015

3.2 Accidents and Incidents

	In period	Total	Additional information
Accidents reported in period	1	2	Cut to back of hand, tendon damage - RIDDOR
First Aid incidents	1	1	
Near Misses Reported	0	1	Small item falling from the mast climber
Other incidents	0	0	

3.3 Safety Inspections in Period – See Appendix 3 for current report

	In period	Total	Additional information
HSE Visits	0	0	
Client team	8	52	Based on C.O.W inspections
Rydon Safety Team	0	23	
Other	0	1	EDF grant funding

3.4 Any other issues:

Awaiting notification from Client team who is being appointed as Principle Designer from October. – CW email 7.10.15 - Client is not appointing PD but is taking the roles themselves. New F10 to be issued by client.

## 4 Progress

### 4.1 Progress on current activities

Please also refer to Appendix 1 for programme indicating progress line & overall section %

Activity & Summary	Target / Actual progress %	Progress in period %	+ or - weeks	Comments (Matters affecting progress, recovery solution, etc)
<u>External Works</u>				
Façade – Grid work, insulation and windows	100 / 95	5	-21	
Façade – Cladding panels	100/70	40	-16	
<p>Crown detail 95% complete all round. Columns 90% insulated with fire breaks and gridwork.</p>				
Landscaping	50 / 0	0	-5	Full scope still to be agreed
<u>Remodelling of Lower Levels</u>				



Walkway+1 Floor				
<b>Flat A (3 bed NW Corner)</b>  Final decorations being carried out AOV shaft in party wall constructed. This now allows the w.c. to be completed	100 / 90	11	-24	
<b>Flat B (3 bed wheelchair NE Corner)</b>  Final decorations being carried out AOV shaft in party wall constructed. This now allows the final finish to party wall to be completed	100 / 91	6	-25	
<b>Flat C (3 bed SW Corner)</b>  Decorations being carried out AOV shaft in party wall constructed. This now allows the w.c. to be completed	100 / 87	7	-25	
<b>Flat D (3 bed SE Corner)</b>  2 <sup>nd</sup> fix M&E and carpentry to main areas complete. AOV shaft in party wall constructed. This now allows the w.c. to be completed	100 / 81	30	-19	
<b>Lift Lobby</b>  AOV holes complete. Ceiling boarded and plastering works underway	100 / 74	14	-28	
Walkway Floor				
<b>Boxing Club</b>  Walls painted and plastered as per instruction. AOV boxing completed along with main entrance to sports hall. Ready for flooring due to start w/c 26 <sup>th</sup> Oct	100 / 69	16	-30	

Flat E (2 bed SW corner) Metsec openings formed and windows installed.	100 / 5	0	-33	Currently walkway entrance so cannot be fully complete until end
Lift lobby	100 / 19	7	-30	
<b>Mezzanine Floor</b>				
Flat F(2 bed NW Corner) 2 <sup>nd</sup> fix M&E and carpentry complete. Tiling and decs next.	100 / 88	14	-13	
Flat G (2 bed NE Corner) 2 <sup>nd</sup> fix carpentry complete. Decs next	100 / 78	5	-16	
Flat H (1 bed W Elevation) 2 <sup>nd</sup> fix M&E and carpentry complete. Tiling and decs next.	100 / 70	41	-26	
Flat I (2bed SW Corner) Steel & concrete flooring complete and outstanding metsec wall with windows. Partition walls next.	100 / 31	29	-27	
Community Room	0 / 0		0	Currently the site office. Main works programmed for end of project
<b>Ground Floor</b>				
Nursery Area Corner store walls installed in blockwork	100 / 6	1	-29	
New Community Room	100 / 0	0	-23	Slab construction different than expected. Awaiting additional steel work

Entrance lobby area	100 / 25	0	-32	
<u>M&amp;E</u>				
<b>AOV system</b> Control panels and switches have been installed.	100 / 83	26	-14	
<b>Boiler plant and pipework</b> Hoval Engineer has revisited to check final ventilation instalment. All boilers have now been signed off and are currently running.	100 / 100			
<u>Communal lobbies</u>				
<b>Communal boxing works</b> Decorations have now commenced to the cupboards and ceilings.	100/92	14	-23	
<u>Internal works within existing flats</u>				
HIU's & pipe work installed and on new system	120 / 79			See 4.2 for Table
<b>Windows Glazed &amp; trimmed</b> Existing windows and frames removed and new frames glazed and UPVC window trims installed.	100 / 99			1 no. flat outstanding – no access
Pipe boxing	100 / 71	46	-10	

4.2 Internal heating works within existing flats – See Appendix 4

#### 4.3 Exceptional Adverse Weather

Days in period	Dates in period	Total to date
0	n/a	3

High winds have prevented mast climber access being used on these 3no. days. Lost time for our façade contractor

## 5 Design

#### 5.1 Outstanding Areas of Design Status

Area of design	Actions	Approval reqd by

#### 5.2 Design queries – Request for information

Query	To be actioned by	Date answer reqd

### 5.3 Design scope freeze dates

Area of Design	Last date for Client change
Nursery	19 <sup>th</sup> June
Pipe boxing within existing flats	24 <sup>th</sup> June
Entrance lobby	29 <sup>th</sup> June
Ground Floor Community Room	6 <sup>th</sup> July
Communal finishes	13 <sup>th</sup> July
Walkway level - Flat E bedroom layout	10 <sup>th</sup> August
Mezzanine level Community Room	10 <sup>th</sup> September

Note – Design changes to any areas other than those named above will have an effect on the Contract completion date of 23<sup>rd</sup> October 2015.

### 5.4 Outstanding Material choices

Area / Item	Action	Client Decision required by
Communal lobby – wall & ceiling colour	Class O paint chart to be shown to KCTMO	6 <sup>th</sup> July
Entrance lobby – floor tile & wall colour	RML to provide floor sample – in site office Wall colour from chart as previously shown	13 <sup>th</sup> July



## 6 Legal

### 6.1 Legal Department - Collateral Warranty

Company	Responsibility	Status
Studio E Ltd	Architectural design	Paper work sent by RML Legals. Awaiting signed copies to return.
Curtins Consulting	Structural Engineer	
Harley Curtain Walling	Façade – cladding & windows	
J S Wright	Mechanical & Electrical, AOV	

## 7 Planning

No change

## 8 Building Control

1 no. visit in period – Paul Hanson (Fire Officer) discussions about AOV secondary supply and lobby riser cupboard design.

## 9 Statutory Authorities

Following several queries from UKPN additional information has been provided. Their MPAN department has been in contact so we are expecting the MPAN no.s through beginning w/c 19/10. We have also been in contact with British Gas regarding meters so have contacts their also. Both UKPN and British Gas are on a 10 working day lead time following issue of MPAN's.

## 10 RLO Matters

10.1 Communication – Letters issued within period for heating and hot water shut down

## 11 AOB

## 12 Schedule of Appendices

- Appendix 1 – Revised Contract programme 22.1.15 with progress line
- Appendix 2 – Completion Programme 12<sup>th</sup> October 2015 with progress line
- Appendix 3 – Rydon Safety Report
- Appendix 4 – Internal heating works progress sheet

Floor	Flat no.s					
	Riser 1	Riser 2	Riser 3	Riser 4	Riser 5	Riser 6
23	201	202	203	204	205	206
22	191	192	193	194	195	196
21	181	182	183	184	185	186
20	171	172	173	174	175	176
19	161	162	163	164	165	166
18	151	152	153	154	155	156
17	141	142	143	144	145 void	146
16	131	132	133	134	135	136 void
15	121	122	123	124	125	126
14	111	112	113	114	115 void	116
13	101	102	103	104	105	106
12	91	92	93	94	95	96
11	81	82	83	84	85	86
10	71	72	73	74	75	76
9	61	62	63	64	65	66
8	51	52	53	54	55	56
7	41	42	43	44	45	46
6	31	32	33	34	35	36
5	21	22	23	24	25	26
4	11	12	13	14	15	16

	= Flat with hallway HIU location outstanding. - Flat 206 booked for changeover on Monday 19th October. Existing risers need draining because there is no isolation point in flat.	1
	= Flats with kitchen or non hallway HIU location. - works still to be carried out	36
	= Flats with hallway HIU location. - connections on to new boilers <u>complete</u> .	77
	= Flats with kitchen HIU location. - Connections to new boiler <u>complete</u>	1
	= Flat with hallway HIU location. - Void Flat 115. New plumbing connections <u>complete</u> . Unable to run and test as electric meter is in debt. KCTMO dealing to obtain a new key and charge meter.	1
	= <b>FLAT 194 &amp; 92</b> are refusing the final connection works as they want the HIU location moved from the hallway to the kitchens. <b>FLAT 15</b> - No access. CW aware and dealing direct with resident. <b>FLAT 41</b> - No access. CW aware and dealing direct with the resident	4
16th October 2015	Total flats =	120

<b>Agenda – Please tick if undertaken</b>	✓	Please tick if undertaken	✓
• Construction	✓	• Deliver Training	
• Maintenance		• IN / PN issued?	
• Environmental		• De-brief & Action Plan completed?	✓

### Site Information

<b>Date</b>	<b>Time</b>	<b>Auditor</b>	<b>Auditee</b>
13/10/15	AM	Simon Camps	Jason North
<b>Project Name</b>	<b>Grenfell Tower</b>	<b>Site Team</b>	
<b>Weather Conditions</b>	Dry	Contract Manager	Simon Lawrence
<b>No site staff</b>	6	Project Manager	Jason North
<b>No operatives</b>	55	Site Manager	
<b>Excellent</b>	<b>Company Standard</b>	<b>Improvement Required</b>	<b>Non company standard</b>

### Summary

Key issue on site is housekeeping, in particular to mast climbers which is frustrating, particularly following the near miss incident recently.

Please close out and sign off and return this report.

**TMP** updated during this visit. – distribute to supply chain.

**CPH&S Plan** changed to new template - distribute to supply chain.

**Accident Investigation** completed following minor injury which became a +7 day RIDDOR injury.

Observation	Agreed action to prevent reoccurrence	Responsible Company Detail	Rydon Responsible person / Close Out By	Closed out Name and Date
MDF cutting observed without correct control measures implemented – vacuum extract / RPE (face fitted). Poor housekeeping in MDF cutting area.	Immediate clear up using vacuum. Follow COSHH assessment / risk assessment for MDF work.	SD Carpentry	JN Immediate.	
Housekeeping on scaffolding and within mast climbers is poor – risk of falling objects.	All scaffold and mast climbers to be cleared out. Loose items such as bolts to be contained. Rydon Manager to check before further use.	Harley	JN Immediate.	
Housekeeping to flats and outside store containers is poor	Contractors to clear up after themselves.	Trades Rydon	JN 15/10/15	
Operative found climbing on scaffolding to access top side of window installation.	Yellow card operative. Check RAMs cover this element of work	Harley	JN 13/10/15	
Winter lighting	Check winter lighting provision as clocks change soon.	Rydon	JN 20/10/15	
Hot works – 2 operatives stopped from working as they had no permit in place.	Operatives to obtain permits before works commence.	JSW Frog	JN Immediate.	

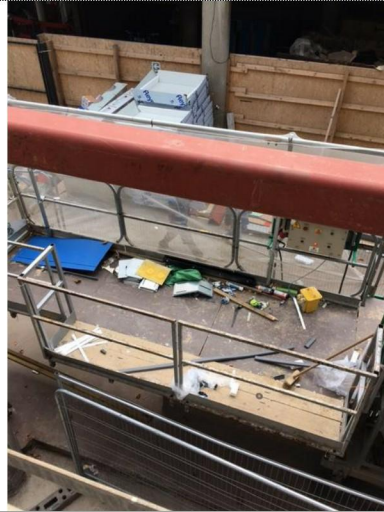


**Photographs**

**Photo 1 – Poor housekeeping example**



**Photo 2 – Poor housekeeping example**



**Photo 3 – Poor housekeeping example**



**Photo 4 – Poor housekeeping example**



**Photo 5 – Poor housekeeping / Access example**



**Photo 6 – Poor housekeeping**





Photo 5 – working MDF – not in line with COSHH assessment



Photo 6 – Poor housekeeping / MDF dust not managed.



**Debrief – must be conducted after tour**

Attendees  
JN

Minutes / Notes

Contract Manager contacted:  
Group SHE Manager  
contacted:  
*(if applicable)*

No  
No

Date/Time of call