

**Artelia UK**

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# MEETING MINUTES

## GRENFELL TOWER IMPROVEMENTS PROJECT

### Handover Countdown Meeting#2

FROM Andrew MALCOLM

MEETING DATE 27<sup>th</sup> October 2015

TEL [REDACTED]

REF. 11833

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SUBJECT Handover Countdown - Meeting Minutes#1

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	Y	Y
Jon White (JW)	JRP	Y	Y
Tony Batty (TB)	JRP	Y	Y
Matt Smith (MS)	Max Fordham	N	Y
Steve Blake (SB)	Rydon	Y	Y
Gary Martin (GM)	Rydon	Y	Y
Chweecheen Lim (CL)	Artelia	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.	<b>AS NOTED ON DISTRIBUTION SHEET</b>		
<b>2.</b>	<b>MATTERS ARISING AND PREVIOUS MINUTES</b>		
2.1.	<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>• Separate Resident File information and Compliance Information</li> <li>• Detail areas where information is not applicable</li> <li>• Create a new tab for below level 3 information</li> </ul> <b>PMN: Action Complete</b> GM to ensure the Tracker is updated and issued weekly on Friday Lunchtimes with progress.	GM	ONGOING
2.2.	<b>COW Sign Off Process</b> As flats become complete, as dictated by the Tracker items will be reviewed by: <ul style="list-style-type: none"> <li>• JW for Building &amp; Fabric matters</li> <li>• TB for MEPH matters</li> <li>• CW for H&amp;S File matters</li> </ul> NR further confirmed that a certificate of practical completion would not be issued should the parties named above not be content with the output from Rydon.		
2.3.	<b>TMO Call Centre</b> GM to issue JSW out of hour's number to TMO in order to effectively deal with issues as they arise.	GM	05/11/15
2.4.	<b>HIU Residents Literature</b> SB to ensure the proposed draft wording is issued to CW for review by COP 27/10/15.	SB	27/10/15
2.5.	<b>BMS Modifications</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.	SB	05/11/15
2.6.	<b>Additional Cautionary Signage to Plant Room</b> AM to issue EAI to Rydon to install additional cautionary signage within the plant room in accordance with potential issues between shared utilities between old/existing and new plant. (e.g. gas supply pipework)	AM	05/11/15
2.7.	<b>Defects Effective from date</b>		

REF	NOTE / ACTION	WHO	DATE
	SB confirmed that the warranty for all items of work will run from issue of PC.		
2.8.	<b>Benchmark Handover Flats (Voids)</b> SB reported that the void flats would be complete and available for COW inspection on 30/10/15.		
2.9.	<b>Boiler Commissioning Issues</b> TB noted that he has specifically brought to the attention of Rydon the page and clause details of commissioning requirements. AM to ensure Matt Smith of Max Fordham is specifically involved in this process, and if required – attend these meetings.	AM	03/11/15
2.10.	<b>CCTV Requirements</b> CW to mark-up a drawing showing preferred locations of cameras.	CW	05/11/15
2.11.	<b>Provisional Sum Items (taken from Progress Meeting Minutes)</b> SB reported against the retained headings: <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> <b>PMN Update (28/10) Retained headings:</b> <ul style="list-style-type: none"> <li>No reports have been issued to Max Fordham</li> <li>Ditto</li> <li>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.</li> <li>No proposal has been received by Max Fordham.</li> </ul> <b>Cognisant of these updates SB to (retained headings)</b> <ul style="list-style-type: none"> <li>Ensure proposals are with Max Fordham for review prior to instruction</li> <li>Ditto</li> <li>(No Action)</li> <li>Ensure proposals (if required) are with Max Fordham for review prior to instruction</li> </ul>	AM	06/11/15
		SB	11/11/15

REF	NOTE / ACTION	WHO	DATE
3.	<b>NEXT MEETINGS</b>		
3.1.	<b>17TH NOVEMBER 2015 – 10:00AM</b> <b>15TH DECEMBER 2015 – 10:00AM</b>  AM to issue invite to Max Fordham and confirm time.	AM	03/11/15
4.	<b>ATTACHMENTS</b>		
4.1.	<ul style="list-style-type: none"><li>• Tabled Rydon Tracker</li></ul>		