

**Artelia UK**

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# MEETING MINUTES

## GRENFELL TOWER IMPROVEMENTS PROJECT

### Handover Countdown Meeting#5

*FROM* Andrew MALCOLM *MEETING DATE* 26<sup>th</sup> January 2016  
*TEL* [REDACTED] *REF.* 11833  
*E-MAIL* andrew.malcolm@uk.arteliagroup.com *PAGES* 1/3  
*SUBJECT* Handover Countdown - Meeting Minutes#5

NAME	COMPANY	PRESENT	DISTRIBUTION
Claire Williams (CW)	RKTMO	N	Y
Peter Maddison	RKTMO	N	Y
David Gibson (DG)	RKTMO	N	Y
Alex Bosman (AB)	RKTMO	N	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	N	Y
David Hughes (DH)	Rydon	Y	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	DH	05/02/16

REF	NOTE / ACTION	WHO	DATE
	comment and agreement.		
3.3.	<b>HIU Residents Literature</b> It was noted that this was still outstanding. CW to chase.	CW	CHASE
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>	DH	05/02/16
3.5.	<b>CCTV Requirements</b> SB queried if the head end equipment is to be replaced and also the location. CW to confirm.	CW	05/02/16
3.6.	<b>Fire Alarm Monitoring</b> SB queried how the fire alarms would be monitored now that there is not a concierge service. CW to confirm.	CW	05/02/16
4.	<b>NEXT MEETINGS</b>		
4.1.	23 <sup>RD</sup> FEBRUARY 2016 – 10:00AM 22 <sup>ND</sup> MARCH 2016 – 10:00AM		
5.	<b>ATTACHMENTS</b>		
5.1.	<ul style="list-style-type: none"> <li>Section A37 of the Contract Preliminaries</li> </ul>		