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**From:** Claire Williams  
**Sent:** 14 June 2017 11:30  
**To:** 8jselhep@kctmo.org.uk; pmaddison@kctmo.org.uk; abosman@kctmo.org.uk  
**Subject:** Grenfell - design responsibility  
**Attachments:** Grenfell dated frontispiece.pdf; image001.jpg; 20150910 Grenfell Tower technical submittal schedule.pdf; 151215 Grenfell Tower Progress Meeting ^LN18 Minutes.pdf; FW\_ Grenfell Tower- Building Control Site inspection 24th March 2016.msg; 7654-SiteInspection-Grenfell TowersNo36-300316.pdf; 11833 Part 2 Preliminaries..pdf

Dear all

#### 1 Contract

I attach the frontispiece of the signed contract showing it is JCT design and build (first attachment). See preliminaries attached (pdf) which gives responsibilities, this may not be the final version but will be 99% as the final.

#### 2 M&E

In terms of the M&E elements, Max Fordham had provided a performance spec and then reviewed the contractor's proposals – as the above second attachment. Each element had a review, and this tracker notes the status.

#### 3 Building control

Building control – comment on cladding being in good order and nearly complete as attached, in March 2016. I have already sent to Janice and Alex the Completion cert.

#### 4 Clerk of works role

Clerk of works report on the cladding and progress generally – noting in March 2016 that the lower 3 floors are to be completed by cherry picker. I know that all floors were signed off as offered up, I am looking for this report now.

#### 5 CDM

CDM – works started on site June 2014, PC July 2016. CDM regs changed I think in October 2015, by which time the majority of the design was completed (that was the original PC date). In attached mins item 2.4 shows CDM responsibility passed to TMO.

Please advise if there is any missing information that you would like to see, I am still trawling through the directories.

Claire Williams

Project Manager

<http://www.kctmo.org.uk>

t: [REDACTED]  
m: [REDACTED]

a: The Network Hub, 292a Kensal Road, London, W10 5BE P Before printing, please think about the environment