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Minutes of Meeting for  
Fire Flat Door Replacement 2011/12 Programme  
Project Progress Meeting No 7

**Date of Meeting:** 8<sup>th</sup> March at 10.00 am.  
EMB Offices,  
Lancaster West Estate

**Those Present:** Paul Dunkerton (AA)  
KCTMO  
Project Manager  
Tel: [REDACTED]  
Mobile: [REDACTED]  
Email: [aacosta@kctmo.org.uk](mailto:aacosta@kctmo.org.uk)

Janice Wray (JW)  
KCTMO  
TMO Health, Safety & Facilities Manager  
Tel: [REDACTED]  
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Andy Webster (AW)  
Manse Masterdor  
Project Manager  
Email: [andy.webster@masterdor.co.uk](mailto:andy.webster@masterdor.co.uk)

Graham Pollard (GP)  
Manse Masterdor  
Director  
Email: [graham.pollard@masterdor.co.uk](mailto:graham.pollard@masterdor.co.uk)

**Apologies:**

Lorna Cunningham (LC)  
KCTMO  
Resident Liaison Officer  
Tel: [REDACTED]  
Email: [lcunningham@kctmo.org.uk](mailto:lcunningham@kctmo.org.uk)

**Next Meeting:** To be held on Thursday 22<sup>nd</sup> March 2012 at 10am at The Hub, KCTMO offices,

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**Distribution:** all

## **1. Introductions and apologies**

**ACTION**

1.1 Done, apologies from Lorna Cunningham

## **2. Matters Arising From Previous Meeting**

2.1 previous Minutes were not present for discussion

## **3. Contractor's Progress Report**

3.1 Total number of doors overall programme identified for installation as part of the FRA undertaken are 1197. 893 have been fitted to date.

3.2 All doors have been surveyed except for four which Andy will look into and report as why these have been missed **AW**

3.3 Kensal House has been omitted from programme as doors replaced in recent years possibly meet the criteria – also Listed Building constraints apply. Block removed from this programme whilst investigations are undertaken to establish whether existing doors are compliant.

3.4 Installation of doors to some flats at Kingsley House on Sir Thomas More estate are still on hold due to petition signed by tenants not to install doors. Paul D to liaise with Mike Hallimond to clarify how this is to be taken forward.  
**PD**

3.5 Contractor reported problems with access to some properties which have either not responded to letters sent or refused access. Andy Webster to send list of properties to Paul D who will confirm how these are to be progressed.  
**AW**

3.6 Contractor also reported he had experienced some issues with parking which had prevented door installation at some properties. Most of these relate to public highway and not TMO land. Andy Webster to send Paul D list of these properties and look into the timescale of suspending bays. Paul D to consider setting off cost for suspending bays against contract. GP to send this cost to Paul D.  
**AW & GP**

## **4. Resident Liaison Matters**

4.1 22 Whitstable House, resident waiting for door number to be fitted. Andy Webster was aware and will resolve as soon as possible.

**AW**

4.2 15 Dixon House currently having kitchen and bathroom installed and would like door installed – Andy to liaise.

4.3 Can fobs keys be handed back to Lorna Cunningham at end of contract.

4.4 Mr Hirrel, [REDACTED] King Charles House, issues are resolved.

4.5 Orpen House – only 2 tenants at this block but Janice anxious to have these doors replaced asap. Doors still not installed. AW advised that this was one of the blocks where parking needs to be resolved. **AW**

4. [REDACTED] Dixon House, Mr Gomes, operative rude to resident and request from KCTMO not to allow operative back to complete door installation. Masterdor to arrange for alternative installer to attend. **AW**

## 5. Client Matters

5.1 A reported issue with snibs to some doors installed. Paul D has instructed Masterdor to send out letters to residents who maybe affected by this problem so they can contact Masterdor who will carry out necessary remedial work. Masterdor to keep Paul D up dated with this process. **AW**

5.2 Janice Wary has requested list of properties fitted with light weight door closers T593. AW to supply. **AW**

## 6. Technical Officer Reports

6.1 See item 5.2, Awaiting further report to be submitted.

## 7.0 Project Manager's Issues/Financial Matters

7.1 Masterdor have highlighted that they are getting close to current contract completion date and with some doors not fitted, due to non-access or omitted from programme, will leave potential underspend on contract of approximately 80K.

7.2 Paul D requested Masterdor to provide complete list of properties either not fitted through no access, refused to have door installed, difficulties with parking/unloading or

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were omitted from programme by KCTMO, this should be submitted with client instruct as back. **AW**

7.3 Due to complications with the item 7.2 above, Paul D to look into the possibility of completing the contract with doors which can be installed, were there are no issues, and issue practical completion certificate with the possibility of suspending works until issues in item 7.2 have been resolved by KCTMO. **PD**

7.4 Paul D request Masterdor to look into contract to assess processes around defect liability for doors already installed. **GP**

7.5 Paul D to liaise with Mike Hallimond to look at another possibility of completing current contract and then starting new contract once all issues in item 7.2 have been resolved. The savings from current contract, as noted in item 7.2, will be ring fenced for new contract which can either be tendered or drawn off from agreement with have with LHC. **PD**

## **8 H&S Matters/Site Waste Management**

8.1 None at present

## **9 Any other Business**

9.1 None at present

## **10 Date of Next Meeting**

10.1 To be held on Thursday 22<sup>nd</sup> March 2012 at 10am at The Hub KCTMO offices Kensal