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**From:** MALCOLM Andrew [andrew.malcolm@uk.arteliagroup.com]  
**Sent:** 14/10/2015 11:45:12  
**To:** Gary Martin [gmartin@rydon.co.uk]; Claire Williams [clwilliams@kctmo.org.uk]; Claire Williams ["/O=KC TMO/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Clwilliams"]  
**CC:** REED Neil [neil.reed@uk.arteliagroup.com]; Simon Lawrence [slawrence@rydon.co.uk]; Steve Blake [SBlake@rydon.co.uk]  
**Subject:** RE: Grenfell and snagging flats  
**Attachments:** image001.png; image002.png; image003.png; image004.png; image005.png; image006.png; image007.png; image008.png; image009.png; image010.png; image011.jpg; 6218b8.png; 2d6e41.png; bc34ca.png; 8513c6.png; 65f3ad.png; 21bddb.png

Gary,

Many thanks for this – it is looking as if it is starting to take form, I have no initial comments other than I assume you will also be detailing below floor 4 to pick up other ancillary items (boilers & landscaping etc.)? Are you also going to detail, perhaps on a separate tab – general information as detailed in the PCI? – asbestos, statutory consents, building control etc. etc.

Claire,

Are you able to “grease the wheels” on the IT information please? From what I understand from the meeting last week it is imperative that the documents have certain naming conventions, and Rydon have already started this process. Their works are effectively on hold in this realm until Gary has the required info.

Thanks,

Andrew

Andrew MALCOLM

Project Manager  
ARTELIA UK

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From: Gary Martin [mailto:gmartin@rydon.co.uk]  
Sent: 14 October 2015 10:14  
To: MALCOLM Andrew <andrew.malcolm@uk.arteliagroup.com>  
Cc: REED Neil <neil.reed@uk.arteliagroup.com>; Simon Lawrence <slawrence@rydon.co.uk>; Steve Blake <SBlake@rydon.co.uk>; Claire Williams <clwilliams@kctmo.org.uk>  
Subject: RE: Grenfell and snagging flats

Hi Andrew

Please find attached a tracker showing what has been collated and scanned so far. These documents are saved in various file formats and despite emails to TMO I don't know if their file naming software will work or if it can convert Jpg to PDF. If not I will have to rescan all documents straight to PDF format. I have spoken to Claire and the person I need to speak to there has been away on holiday and tied up in meetings since. I will of course keep you updated. As the software generator previously sent over hasn't any provision for Grenfell Tower of any of the documents required, I am due to have a meeting with the TMO chap tomorrow so will have further info later in the week

Currently scans are to be saved in the following file structure:

- 1. Existing Flats (floors n4 – 23)
  - a. Programme Tracker
  - b. Plot Files
    - i. Flat 11
    - ii. Flat 12
    - iii. etc.
  - c. Supporting Documents
    - i. Residents Manual
    - ii. Windows
      - 1. Window condition Survey
      - 2. Final window signoff

iii. Mechanical

1. Radiator Condition Survey
2. HIU Hall Condition Survey
3. HIU Kitchen Condition Survey
4. Fan Condition Survey
5. Boxing/paining snagging
6. HIU Commissioning Certificate
- a. HIU Interface number
- b. Heat Interface Number

iv. Electrical

1. HIU Interface Unit - Minor Works Certificates
2. Fan – Minor works certificate

This is not a definitive list at present it will evolve as various documents become available

I hope this is ok for the time being

Kind regards

Gary Martin  
Site Manager

T  
D  
M



From: MALCOLM Andrew [mailto:andrew.malcolm@uk.arteliagroup.com]  
Sent: 14 October 2015 09:04  
To: Gary Martin  
Cc: REED Neil  
Subject: FW: Grenfell and snagging flats

Gary

Please see below point below regarding window operation, can we ensure this is an item on the handover tracker – are you also still on track to have something issued this week?

Many thanks.

Andrew

Andrew MALCOLM  
Project Manager

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From: REED Neil  
Sent: 14 October 2015 08:13  
To: Jon White <[jwhite@jrp.co.uk](mailto:jwhite@jrp.co.uk)>; Batty, Tony <[tbatty@silcockdawson.co.uk](mailto:tbatty@silcockdawson.co.uk)>  
Cc: Claire Williams <[clwilliams@kctmo.org.uk](mailto:clwilliams@kctmo.org.uk)>; MALCOLM Andrew  
<[andrew.malcolm@uk.arteliagroup.com](mailto:andrew.malcolm@uk.arteliagroup.com)>  
Subject: RE: Grenfell and snagging flats

Be good to see a tracker from Rydon showing status of this sort of thing - together with copied of what is signed as we go so that we know it is done.

Andrew - could you relay this to the Site Manger that is in charge of the tracker and chase up when we can expect receipt this week (all as discussed last week in the first meeting).

Thanks

N

Neil REED  
Head of Project Delivery

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From: Jon White [jwhite@jrp.co.uk]  
Sent: 13 October 2015 10:23  
To: Batty, Tony  
Cc: Claire Williams; REED Neil; MALCOLM Andrew  
Subject: Re: Grenfell and snagging flats  
Hi Claire,

With regards to the window operation manual, I did confirm again this time to Chris, to ensure ALL the residents sign that the information has been passed to them and that they are aware of the dangers of opening

the windows only when cleaning them.

Regards Jon White JRP

Jon White | Clerk of Works

John Rowan and Partners | Craven House, 40 Uxbridge Road, London W5 2BS

t: [REDACTED] m: [REDACTED] e: jwhite@jrp.co.uk w: jrp.co.uk

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