

**Artelia UK**

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MEETING MINUTES

GRENFELL TOWER**PROGRESS MEETING #17**

FROM Andrew Malcolm

MEETING DATE 17th November 2015

TEL [REDACTED]

REF. 11833

E-MAIL Andrew.malcolm@uk.arteliagroup.com

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SUBJECT **Progress Meeting #17 Minutes**

NAME	COMPANY	PRESENT	DISTRIBUTION
Peter Maddison	KCTMO	Y	Y
David Gibson (DG)	KCTMO	N	Y
Claire Williams (CW)	KCTMO	Y	Y
Steve Blake (SB)	Rydon	Y	Y
David Hughes (DH)	Rydon	Y	N
Gary Martin (GM)	Rydon	N	Y
Jason North (JN)	Rydon	N	Y
Zak Maynard (ZM)	Rydon	N	Y
James Clifton (JC)	Rydon	N	Y
Tony Batty (TB)	JRP	Y	Y
Jon White (JW)	JRP	Y	Y
Chweecheen Lim (CL)	Artelia	N	N
Michelle Lowe (ML)	Artelia	Y	Y
Neil Reed (chair) (NR)	Artelia	Y	Y
Andrew Malcolm (AM)	Artelia	Y	Y

ANDREW Malcolm
Employers Agent

REF	NOTE / ACTION	WHO	DATE
1.	ATTENDANCE / APOLOGIES		
1.1.	<i>As noted on distribution sheet</i>		
2.	PREVIOUS MINUTES		
2.1.	<i>Item 2.2: Boiler Commissioning</i> – Moved to handover meeting.		
2.2.	<i>Item 2.5.2: Flats for Inspection</i> – Moved to handover meeting.		
2.3.	<i>Item 2.6: Kitchen Extract Fans</i> - Action Complete		
2.4.	<i>Item 2.9: Rydon SHE Report</i> – Action c/f – SB to issue report from site visit on 11/09/2015. PMN: Action complete.		
2.5.	<i>Item 2.12: Door Entry System</i> – CW to review with Alex Bosman and seek sign off. Items relating to this point include: CCTV camera locations, PAC Readers, new audio handsets and dial pads.	CW	27/11/15
2.5.1.	<i>Item 2.13: Design Issues</i> – Action c/f – SB to lead the design process between (a) the doorway and (b) the entrance area to ensure resolution.	SB	04/12/15
2.5.2.	<i>Item 2.14: External Blocked Drain</i> – DH reported a vacuum pump has been booked for 27/11/15. DH / JC to ensure costs are issued once known.	DH	ONGOING
2.6.	<i>Item 2.15: Collateral Warranties</i> – Action c/f – SB to chase and close out. NR stated that the certificate of PC (Practical Completion) would not be issued in absence of the warranties. For the avoidance of doubt the following warranties were expected, cognisant of section 6.1 in Rydon's progress report: (a) Studio E Ltd – Architectural Design (b) Curtins Consulting – Structural Engineer (c) Harley Curtain Walling – Façade – Cladding and Windows (d) J S Wright – Mechanical and Electrical incl. AOV PMN: please add and track in the handover tracker.	SB	04/12/15
2.7.	<i>Item 2.16: Rydon Response to Asbestos Email Request</i> – Action c/f – SB noted that Asbestos information will be provided in-line with the handover tracker produced by Gary Martin. NR to review the email referred to in previous minutes (issued on 09/10/15, 08/10/15 and originally 16/07/2015) and clarify outcome.	NR	27/11/15
2.8.	<i>Item 3.2: CDM Regulations 2015</i> – AM noted the PMN on previous minutes. Copied here for completeness: “ PMN: Under the 2015 regulations if the PD appointment finishes before the end of the works then the Principal Contractor takes on the PD role. This means the Principal Contractor puts together the H&S file for the client. For discussion at the next progress meeting. ” It was agreed that Rydon are not the PD (Principal Designer) under the CDM Regulations 2015. The TMO as the client are to undertake this role.	NOTE	

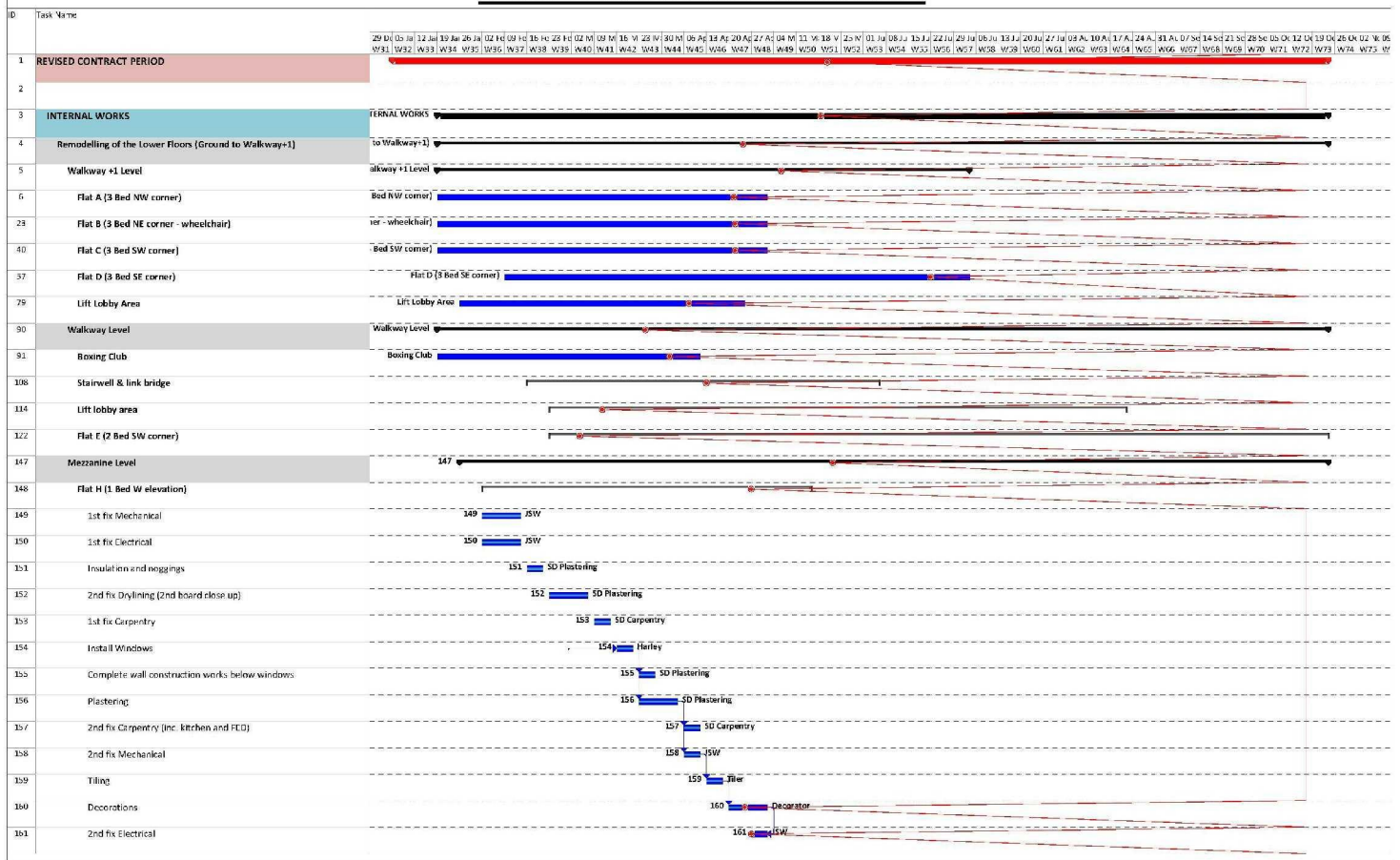
REF	NOTE / ACTION	WHO	DATE
	It was further agreed that Rydon would be responsible for collating and presenting the H&S File information in accordance with the Employer's Requirements and the PCI and present to the TMO as PD.		
2.9.	<i>Item 3.4: Rydon Management Team</i> – Action c/f. SB to publish revised Rydon on-site Management Structure. SB noted that David Hughes role has expanded to pick-up anything not covered off by the other site managers.	SB	27/11/15
2.10.	<i>Item 3.5: Lightning Protection Design</i> – Action c/f. TB noted that as the works have now been installed, proof of the installation in the form of a test certificate is required to be provided. Gary Martin to arrange via handover tracker.	GM	27/11/15
2.11.	<i>Item 3.6: MPAN Numbers</i> – Action update. SB noted that these have been received and dates are awaited (due w/c 23/11) for installation of meters. NR further queried whether there was any further risk of delay from statutory suppliers or if these elements had now concluded. SB confirmed there was no risk of further delay from statutory suppliers.	NOTE	
2.12.	<i>Item 3.8: Resident Handover Documentation</i> – Action c/f. CW confirmed the literature is with the TMO comms team for review and sign off – expected imminently. CW to chase and confirm status.	CW	27/11/15
2.13.	<i>Item 5.2: COW Reports (non response from Rydon)</i> – This matter is ongoing in that Rydon is not formally responding to the queries, direction and observations provided by Jon and Tony. SB confirmed that Rydon had no comments on the issues being raised in the COW reports. But the issue remains that the CoW are expecting a response to allow matters to be concluded satisfactorily. Rydon did not provide a commitment to respond and suggested that issues that need addressing could be raised in an email to SB. NR stated that this was not satisfactory and responses to the CoW reports are key to ensure outcome certainty is managed Re all things compliance and quality. TB noted that items will be reviewed at ultimate inspection at handover and if not resolved the certificate of PC will not be issued. NR supported the statement.	NOTE	
2.14.	<i>Item 7.1: Flooding to the Basement</i> – It was noted that this issue has now been resolved to satisfaction. SB did note that there was still residual water in the basement in areas which not directly affect Rydon on a day to day basis. SB further noted that the TMO should review and audit the contents in the basement and seek to dispose of inventoryb not required. CW to investigate.	CW	AS REQUIRED
3. CONTRACTORS REPORT & PROGRAMME			
3.1.	<p>The Contractors report was tabled (appended to minutes for completeness) and presented by DH.</p> <p>The following corrections apply to:</p> <p>Item 1 Rydons Summary:</p> <p>Contract period of 66 weeks</p> <p>EoT agreed 7 weeks</p> <p>Period expired as at 13/11/15 is 76 weeks</p>		

REF	NOTE / ACTION	WHO	DATE
	<p>76 – 66 – 7 = 3 weeks behind (noting the CoW and EA believe this is nearer 4-5 weeks behind – see below*).</p> <p>Item 3.5 progress on current activities:</p> <p>Landscaping “Full Scope still to be agreed” – this is incorrect. The scope has been agreed and instructed in the previous period</p> <p>Boiler plant and pipework - the client team do not consider this to be 100% complete.</p> <p>HIUs & pipework installed on new system – despite reference to “See 4.2 for Table” – no table has been provided.</p> <p>Section 4 – Design – missing and incomplete</p>		
3.2.	<p>Extension of Time</p> <p>ML confirmed that Artelia (the Employer's Agent) have not agreed to the 2no Extension of Time requests as detailed in the Contractors Report. Namely, the +10 week extension of time and the +20 week extension of time relating to the HIU location change and the AOV design change respectively. ML further explained that Rydon have still not responded to her letter dated 26/10/15 requesting substantiation relating to said claims. SB noted that the Rydon team are focusing on delivery of the remainder of the works at this time. No further information was recorded. SB acknowledged that a response will come from him prior to the next progress meeting.</p>	NOTE	
3.3.	<p>Anticipated Contract Completion Date</p> <p>It was queried whether the nominated date of 18/03/2016 includes for the recently instructed External Works as the latest Rydon Completion programme dated 12/10/2015 shows line 206 as “Landscaping Contract – to be instructed” which runs from the 04/01/16 to 18/03/16. SB was unable to give a definitive answer and will revert in due course although it was noted that the exact scope of the works was still not clear. ML confirmed a meeting is in the process of being arranged for w/c 23/11/15 to confirm scope with JC.</p> <p>PMN: Meeting confirmed for 27/11/15.</p> <p>PM noted concern about further programme slippage. Both COWs reported a 4 – 5 week delay against the same programme on items due to be completed in the period. AM noted that this does not mean that no progress has been made in the period, moreover that the programme itself is not credible and not enough time has been allowed to undertake in the period tasks.</p> <p>PM explained that politically the progress of the project remains sensitive and should the project ultimately extend into the new financial year (01/04/16) this would be extremely problematic. SB took on board concerns and explained that the site team are focusing on the short term goal; to have the entrance open and complete by Christmas in accordance with previous statements to alleviate political pressures.</p> <p>*For the record the EA and the CoW agreed that Rydon is currently 4-5 weeks behind its completion programme.</p>	SB	04/12/15

REF	NOTE / ACTION	WHO	DATE
3.4.	New Flat's Scope of Works NR reported that further to an earlier visit – some of the new flats had been assumingly snagged by Rydon; yet the floor in one in particular, is not envisaged to be suitable as a finished product. The exact details could not be verified within the meeting. DH to investigate and report back including what the original scope calls for. NR advised that further remedial works to the floor may need to be instructed in order for the TMO to be in receipt of a product that they are happy with.	DH	27/11/15
3.5.	Design Issues NR queried why this section was blank in the progress report. DH to ensure this section is accurate in future reports given there remain ongoing / incomplete design issues covered in the Handover Countdown Meeting Re Provisional sum items.	DH	ONGOING
3.5.1.	Nursery Radiators SB to arrange for a drawing showing location of the radiators in the Nursery for approval and sign off, noting that the occupants may wish to use areas for storage.	SB	04/12/15
3.5.2.	Nursery Laundry It was agreed that the location of this lends itself to the small store area. SB to mark this on the same drawing as item 3.5 above (radiators) for approval and sign off.	SB	04/12/15
3.5.3.	Nursery Floor Finish CW to forward details of the carpet to be installed in the Nursery to Rydon for consideration.	CW	27/11/15
3.5.4.	Boxing Club floor It was noted that JW made observations 2 weeks ago about the inadequate bearing of the floors around the perimeter. Rydon to respond	SB	27/11/15
3.5.5.	Letter Box Design To be dealt with a post meeting discussion. CW to update EA of outcomes are residual instruction required.	CW	18/11/15
3.6.	HIU Update SB reported that there are 17 outstanding HIU installations. 13 are booked to be changed over and the team are progressing. 4 are non-access which the TMO are aware of and are undertaking legal proceedings.		
3.7.	Contractor Key Risks SB reported that Rydon are focussed on two imminent risks: (a) Completion of Entrance Works cognisant of item 3.3 above. (b) UKPN visit on Thursday (19/11/15) and the resulting power down	CW	18/11/15

REF	NOTE / ACTION	WHO	DATE
	It was noted that in the event of a power down/failure at Grenfell Tower, sometimes issues arise with the operation of the lifts. CW to contact Lift Maintenance Team to pre-warn them of planned activities in the event that they need to be called out to attend non-functioning lifts.		
3.8.	NR requested assistance from CW regarding Curtin's reported poor performance and to resolve outstanding issues experienced by Rydon.	CW	27/11/15
4.	COMMERCIAL MATTERS AND VALUATION		
4.1.	ML confirmed receipt of Rydon's Valuation. ML to review and issue payment certificate by weekend. PMN: Action Complete.		
4.2.	ML further noted a meeting is to be arranged with JC to discuss matters outstanding as per above (item 3.3).		
5.	QUALITY CONTROL – COW REPORTS / COMMENTS		
5.1.	No further business declared. Particular attention is drawn to item 2.13 above.		
6.	AOB		
6.1.	Un-switched Fuse Spur relating to HIU monitoring CW to forward additional details to EA for instruction as required.	CW	27/11/15
7.	NEXT MEETINGS		
7.1.	15TH DECEMBER 2015 – 14:00PM Further meetings for the new year to be agreed at this meeting. Please note NR unable to accommodate the Tuesdays.	AM	15/12/15
8.	ATTACHMENTS		
8.1.	<ul style="list-style-type: none"> Grenfell Tower Meeting Agenda #17 Contractors Progress Report #17 Contractors Programmes Contractors SHE Report 28/10/15 		

GRENfell TOWER REVISED CONTRACT PROGRAMME



Revised Contract Programme - 22nd January 2015

Issued by SL

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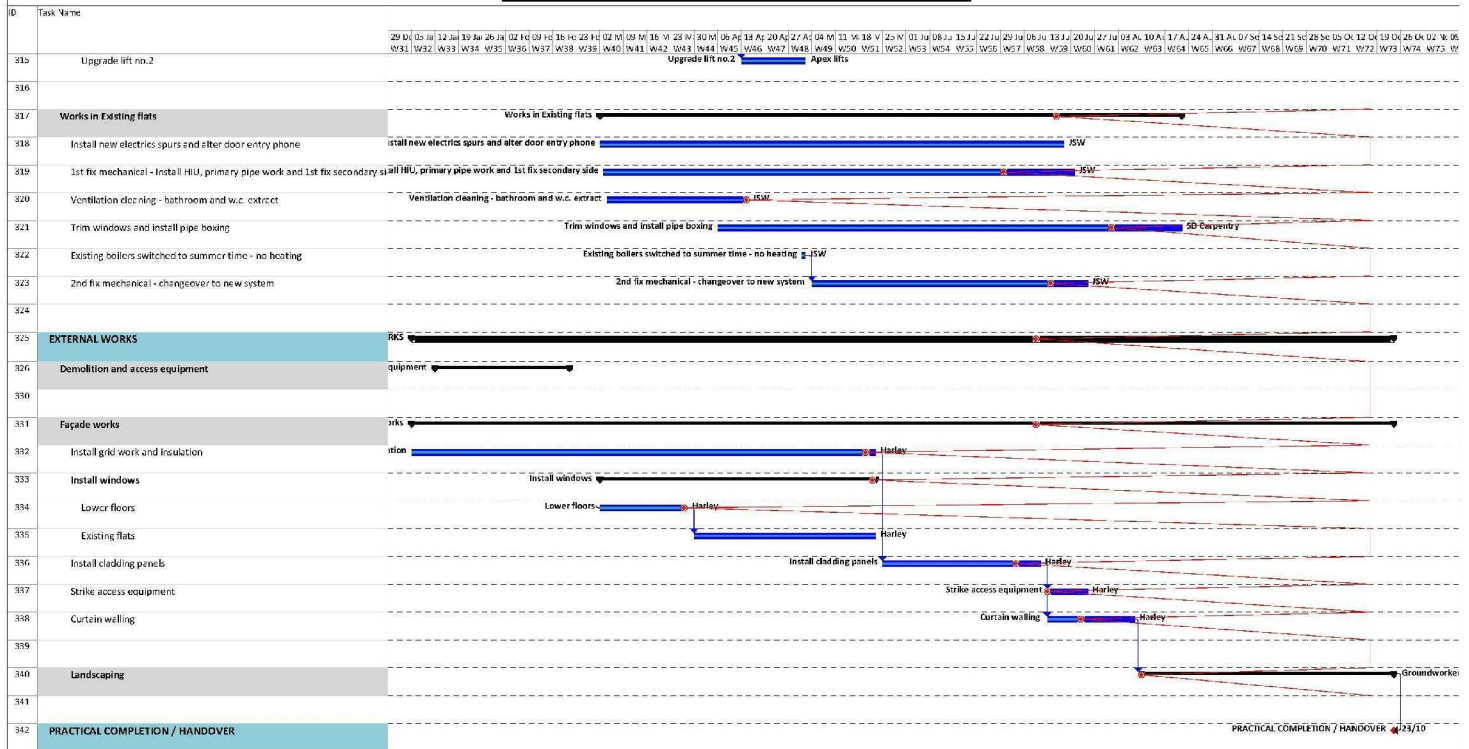
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GRENfell TOWER REVISED CONTRACT PROGRAMME



GRENFELL TOWER



PROGRESS REPORT NO. 17

Report on Progress period 17/10/15 – 13/11/15

1. SUMMARY – GRENFELL TOWER PROJECT

Progress period	17 th October 2015 – 13 th November
Contract commencement date	2 nd June 2014
Contract period	66 weeks
Extension of Time (if applicable)	7 weeks – certificate issued by Artelia 27/3/15 +10 wks – HIU location change issued 12/10/15 +20wks – AOV design change issued 12/10/15
Total weeks	73 weeks as per Completion programme 12/6/15 93 weeks – Completion programme 12/10/15
Contract completion date inc. EOT	23 rd October 2015 – Completion prog 12/6/15 18 th March 2015 – Completion prog 12/10/15
Period expired	76weeks
Period remaining	-3 weeks
Overall programme position	-1.5 weeks (as per Revised Completion Programme dated 12/10/15)
Programme recorded against	Revised Completion Programme dated 12/10/15
Anticipated contract completion date	18 th March 2016
Contract Sum	£8,556,133.00
Instructions issued to date	34

Instructions issued in period	0
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2. FINANCIAL

2.1 Cost summary to be presented by JC following commercial meeting with Artelia on site

3. HEALTH & SAFETY

3.1 Revised F10 issued by CDMC 28/10/15 to extend project period to 8th April 2016

3.2 Accidents and Incidents

	In period	Total	Additional information
Accidents reported in period	0	2	Cut to back of hand, tendon damage - RIDDOR
First Aid incidents	0	1	
Near Misses Reported	0	1	Small item falling from the mast climber
Other incidents	0	0	

3.3 Safety Inspections in Period – See Appendix 3 for current report

	In period	Total	Additional information
HSE Visits	0	0	
Client team	?	52	Based on C.O.W inspections
Rydon Safety Team	1	23	
Other	1	2	EDF grant funding

3.4 Any other issues:

Leaking soil stack in basement still causing pool of dirty water in basement,

Progress

3.5 Progress on current activities

Please also refer to Appendix 1 for programme indicating progress line & overall section %

Activity & Summary	Target / Actual progress %	Progress in period %	+ or - weeks	Comments (Matters affecting progress, recovery solution, etc)
<u>External Works</u>				
Façade – Grid work, insulation and windows	100 / 97			West elevation due to be snagged wc 16/11/15
Façade – Cladding panels	100/85			West elevation due to be snagged wc 16/11/15
<p>Crown detail 100% complete all round. Columns 95% insulated with fire breaks and gridwork.</p>				

Landscaping	50 / 0			Full scope still to be agreed
<u>Remodelling of Lower Levels</u>				
Walkway+1 Floor				
Flat A (3 bed NW Corner) Final decorations complete. Works to WC being completed	100 / 92			Electric Meter due to be fitted wc 23/11/15. Snagging will commence when meters fitted
Flat B (3 bed wheelchair NE Corner) Final decorations complete. Works to WC being completed	100 / 92			Electric Meter due to be fitted wc 23/11/15. Snagging will commence when meters fitted
Flat C (3 bed SW Corner) Final decorations complete. Works to WC being completed	100 / 92			Electric Meter due to be fitted wc 23/11/15. Snagging will commence when meters fitted
Flat D (3 bed SE Corner) Final decorations complete. Works to WC being completed	100 / 92			Electric Meter due to be fitted wc 23/11/15. Snagging will commence when meters fitted
Lift Lobby AOV holes complete. Plastering completed and mist coated. Floors screeded and latexed.	100 / 80			2 nd fixing to start wc 16/11/15

Walkway Floor				
Boxing Club Sprung flooring completed except for edge trim. Works to changing rooms progressing	100 / 91			
Flat E (2 bed SW corner) On Hold	100 / 8			Currently walkway entrance so cannot be fully complete until end
Lift lobby	100 / 19			
Mezzanine Floor				
Flat F(2 bed NW Corner) Decorations in progress	100 / 90			Electric Meter due to be fitted wc 23/11/15. Snagging will commence when meters fitted
Flat G (2 bed NE Corner) Decorations in progress	100 / 90			Electric Meter due to be fitted wc 23/11/15. Snagging will commence when meters fitted
Flat H (1bed W Elevation) Decorations in progress	100 / 80			Electric Meter due to be fitted wc 23/11/15. Snagging will commence when meters fitted
Flat I (2bed SW Corner) 1 st fix & plastering complete – 2 nd fixing in progress	100 / 40			

Community Room	0 / 0			Currently the site office. Main works programmed for end of project
Ground Floor				
Nursery Area Walls 1 st fixed and M&E 1 st fix in progress	100 / 21			
New Community Room Walls 1 st fixed and M&E 1 st fix in progress	100 / 22			Slab construction different than expected. Awaiting additional steel work
Entrance lobby area	100 / 25			
M&E				
AOV system Control panels and switches have been installed.	100 / 83			
Boiler plant and pipework Hoval Engineer has revisited to check final ventilation instalment. All boilers have now been signed off and are currently running.	100 / 100			
<u>Communal lobbies</u>				
Communal boxing works Decorations have now commenced to the cupboards and ceilings.	100/92			
<u>Internal works within existing flats</u>				
HIU's & pipe work installed and on new system	120 / 103			See 4.2 for Table

Windows Glazed & trimmed Existing windows and frames removed and new frames glazed and UPVC window trims installed.	100 / 100			
Pipe boxing	100 / 71			

3.6 Internal heating works within existing flats – See Appendix 4

4.3 Exceptional Adverse Weather

Days in period	Dates in period	Total to date
1 (Friday 13/11/15)	n/a	4

High winds have prevented mast climber access being used on these 3no. days. Lost time for our façade contractor

4 Design

4.1 Outstanding Areas of Design Status

Area of design	Actions	Approval reqd by

5.2 Design queries – Request for information

Query	To be actioned by	Date answer reqd

5.3 Design scope freeze dates

Area of Design	Last date for Client change
Nursery	19 th June
Pipe boxing within existing flats	24 th June
Entrance lobby	29 th June
Ground Floor Community Room	6 th July
Communal finishes	13 th July
Walkway level - Flat E bedroom layout	10 th August
Mezzanine level Community Room	10 th September

Note – Design changes to any areas other than those named above will have an effect on the Contract completion date of 23rd October 2015.

5.4 Outstanding Material choices

Area / Item	Action	Client Decision required by
Communal lobby – wall & ceiling colour	Class O paint chart to be shown to KCTMO	6 th July
Entrance lobby – floor tile & wall colour	RML to provide floor sample – in site office Wall colour from chart as previously shown	13 th July

6 Legal

6.1 Legal Department - Collateral Warranty

Company	Responsibility	Status
Studio E Ltd	Architectural design	Paper work sent by RML Legals. Awaiting signed copies to return.
Curtins Consulting	Structural Engineer	
Harley Curtain Walling	Façade – cladding & windows	
J S Wright	Mechanical & Electrical, AOV	

7 Planning

No change

8 Building Control

2no. visit in period – John Hoban has visited twice in period to look at cladding. Generally happy with works except for minor quality issues with mastic & making good

9 Statutory Authorities

All MPAN numbers have been received and the majority of domestic meters booked for wc 23/11/15. Commercial meters have been arranged for the boxing club and creche

10 RLO Matters

10.1 Communication – Letters issued within period for heating and hot water shut down

11 AOB

12 Schedule of Appendices

Appendix 1 – Revised Contract programme 22.1.15 with progress line
Appendix 2 – Completion Programme 12th October 2015 with progress line
Appendix 3 – Rydon Safety Report
Appendix 4 – Internal heating works progress sheet

Agenda – Please tick if undertaken		✓	Please tick if undertaken		✓
• Construction		✓	• Deliver Training		
• Maintenance			• IN / PN issued?		✓
• Environmental			• De-brief & Action Plan completed?		✓
Site Information					
Date	Time	Auditor		Auditee	
28/10/15	AM	Simon Camps		Jason North	
Project Name		Grenfell Tower		Site Team	
Weather Conditions		Wet		Contract Manager	
No site staff		7		Project Manager	
No operatives		80		Site Manager	
Excellent		Company Standard		Improvement Required	
				Non company standard	
Summary					
<p>Site is in good order internally. The key issue is the sheer number of operatives on site meaning the welfare is now not adequate or maintained effectively and material movement is difficult due to limited access routes.</p> <p>Details of Prohibition Notice:</p> <ul style="list-style-type: none"> • Prohibition notice issued as the basement is too dangerous to enter due to the inadequate response of the client's maintenance engineers to clear despite repeated requests. • There is a significant quantity of standing water, evidence of rodents (risk of Weils disease), live electrical equipment, leaking soil pipe and oils etc. <p>To close out the notice:</p> <ul style="list-style-type: none"> • Client to rectify the issues. • Should Rydon or contractors require access then a full Risk assessment and COSHH assessment with adequate control measures must be produced. • Affix a copy of this notice to the basement access point. <p>Please close out and sign off and return this report.</p> <p>Please close out the prohibition notice electronically – there is a link on the notification email. If you have any issues please contact me.</p>					

SHE Operational Inspection

Observation	Agreed action to prevent reoccurrence	Responsible Company Detail	Rydon Responsible person / Close Out By	Closed out Name and Date
Site welfare – toilet facility. No handtowels, no soap, facilities dirty, one hot water tap for 80 operatives. 2 urinals and 3 cubicles.	Rydon to complete deep clean and restock. Check stocks 3 times per day. Name operative who has this responsibility. Check stock levels and order enough to maintain suitable standard.	Rydon	Daily. Jack Sullivan	
Site Welfare – canteen – 1 x microwave and 4 tables for 80+ operatives. Some operatives eating in store areas etc. Facility needs cleaning.	Formalise staggered breaks with the trades. Order additional microwave. Clean facility 3 times per day.	Rydon	Daily. Jack Sullivan	
Fire stopping for pipe penetrations not all in place. 2 number in office, 2 in boxing gym.	Check all other areas. Make good all defects.	Rydon	Jason North 29/10/15	
Housekeeping	Site is still in very good order with regards housekeeping. However external storage of insulation requires improvement.	Harley	Dave Hughes 29/10/15	
Fence line incomplete to mast climber by vehicle gate.	Install herras to prevent unauthorised access under mast climber.	Harley	Dave Hughes 28/10/15	
Trip hazards within nursery floor	Infill with screed.	Rydon	Jason North 29/10/15	
Driver arrived without TMP	Copy provided and event recorded.	Rydon	Note	
Scaffold labourer carrying tools	Lead scaffolder warned – tool removed.	AS	Note	
The basement is flooded as a result of the clients maintenance team. Numerous requests have been made to address this. There are vermin in the basement, live electrical installations and oils.	Prohibition notice issued to Rydon team to prevent operatives or management working in these areas without full COSHH assessment and risk assessment and associated control measures implemented.	Rydon	From today.	

SHE Operational Inspection

Observation	Agreed action to prevent reoccurrence	Responsible Company Detail	Rydon Responsible person / Close Out By	Closed out Name and Date
Electrical items due to be made live soon.	Formally appoint M&E contractor site manager as EAP (Electrical appointed person) to manage all access to live areas, post warning signs where live electrics are present, complete a site wide tool box talk covering this aspect, update site induction to include the change. RAMS to be checked to include the management of live areas – permits etc to control access to be issued by JSW.	Rydon JSW	Jason North 31/10/15	
Operative warned for climbing over handrail onto incomplete scaffold.	Operative left site. To be re-inducted if he returns.	MK Flooring	Note.	
Non LPS protection to radiators	REPEAT ITEM – remove plastic and cardboard coverings – replace with LPS compliant protection in line with fire plan and contractual requirements.	JSW	Jason North 30/10/15	

Photographs

Photo 1 – inadequate facilities



Photo 2 – No soap



Photo 3 – Inadequate for numbers on site



Photo 4 –



Photo 5 – Fence line incomplete to mast climber

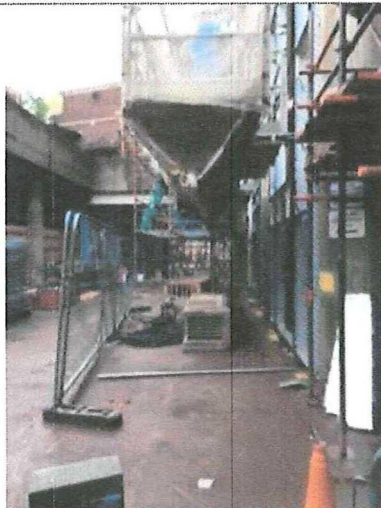


Photo 6 – Inadequate fire stopping



Debrief – must be conducted after tour		
Attendees JN		
Minutes / Notes		
Contract Manager contacted: Group SHE Manager contacted: <i>(if applicable)</i>	No No	Date/Time of call