

Message

**From:** Claire Williams [clwilliams@kctmo.org.uk]  
**Sent:** 18/12/2015 16:17:13  
**To:** Peter Maddison [pmaddison@kctmo.org.uk]  
**CC:** Janice Wray [jwray@kctmo.org.uk]; David Gibson [dgibson@kctmo.org.uk]  
**Subject:** RE: Grenfell Tower - signage & responses to Cllr Blakeman  
**Attachments:** 20151218\_140657.jpg; 20151218\_140626.jpg; IMG\_2874.jpg

Peter

Just some photos, and a response to the below in red. I have asked Rydon to remove the old signs (in the lift photo).

Claire Williams  
Project Manager



**t:** [REDACTED]  
**m:** [REDACTED]  
**a:** The Network Hub, 292a Kensal Road, London, W10 5BE

 Before printing, please think about the environment

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**From:** Peter Maddison  
**Sent:** 18 December 2015 11:47  
**To:** Claire Williams  
**Cc:** Janice Wray; David Gibson  
**Subject:** RE: Grenfell Tower - signage & responses to Cllr Blakeman  
**Importance:** High

Claire

You haven't really answered my questions:

1. Has the signage on the 16<sup>th</sup> floor been reinstated? **Yes, but I have instructed them to paint numbers on the door – which we can then cover with a sign.**
2. Has the stencilling of floor numbers of floors 0 to 3 been completed? **Yes, as the photos attached. There is no 0 or first floor accessible yet.**
3. Have the temporary laminated signs in each lift car which are misleading as they refer to leaving the building via "WW2 " been replaced with simple, clear instructions advising people exiting the building in the event of a fire or emergency of how to do this? **Yes, as photos attached.**
4. Has a further sign detailing the flat numbering sign for the whole building been installed in the large entrance foyer immediately inside the main entrance door which leads to this lift lobby? (noting Janice's comments: "This could be fixed at a higher level in a very obvious location so that LFB, residents visitors etc. can see it immediately on entering the block. Additionally, the possibility of increasing the size of this notice (and the font size on the notice ) should be investigated"). **Claire to check.**

Peter

Peter Maddison  
Director of Assets and Regeneration



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m: [REDACTED]  
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**From:** Claire Williams  
**Sent:** 18 December 2015 11:31  
**To:** Peter Maddison  
**Subject:** RE: Grenfell Tower - signage & responses to Cllr Blakeman

Peter

Apologies, I was liaising with Janice on this.

All the signs were up, apart from a second sign in the main entrance hall. I noticed that the lift signs had been nicked again this am – like the one on the 16<sup>th</sup> floor. I will ask Rydon to replace again, these now have new wording as the below request.

Temporaries are still on order, which are due to arrive before the Christmas. At the moment the majority of signs (bar the above 2 locations) are up and screw fixed.

Janice is out with Rydon and the fire brigade this am. We have just finishing door knocking so I will go back to site and catch up on any feedback.

Claire Williams  
Project Manager



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m: [REDACTED]  
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**From:** Peter Maddison  
**Sent:** 18 December 2015 09:51  
**To:** Claire Williams  
**Subject:** FW: Grenfell Tower - signage & responses to Cllr Blakeman  
**Importance:** High

Hi Claire

I have not had any response from you on this.

Can you please confirm that these points have been actioned?

Peter

**Peter Maddison**  
**Director of Assets and Regeneration**



t: [REDACTED]  
m: [REDACTED]  
a: The Network Hub, 292a Kensal Road, London, W10 5BE



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**From:** Peter Maddison  
**Sent:** 15 December 2015 17:23  
**To:** Claire Williams  
**Cc:** Barbara Matthews; Janice Wray; Sacha Jevans  
**Subject:** RE: Grenfell Tower - signage & responses to Cllr Blakeman  
**Importance:** High

Claire

Can you please instruct Rydon to action all of these points by close of play Thursday? Please talk to me if there are any points that cannot be resolved?

My understanding from Rydon is that the AOV will be in operation on all occupied floors before Xmas. Claire – can you confirm that this is still the case?

Janice - I will respond to Cllr Blakeman. Thanks

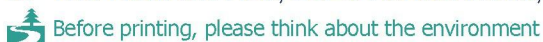
Thanks

PEter

**Peter Maddison**  
**Director of Assets and Regeneration**



t: [REDACTED]  
m: [REDACTED]  
a: The Network Hub, 292a Kensal Road, London, W10 5BE



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**From:** Janice Wray  
**Sent:** 15 December 2015 12:50  
**To:** Peter Maddison  
**Cc:** Barbara Matthews  
**Subject:** Grenfell Tower - signage & responses to Cllr Blakeman

Hi Peter

Further to the initial query from Cllr Blakeman on this issue on the 1<sup>st</sup> Dec, she sent in a further e-mail with photo attached last Thursday (copy attached). Just to confirm -

- At per your request I asked the LFB Station Manager for North Kensington to confirm when his crews had carried out the last of their regular familiarisation visits to Grenfell and he advised that this was undertaken in October 15
- I visited the block yesterday to inspect the current signage and fed back my comments (all relatively minor) to Claire who has instructed Rydons to address them asap. Specifically, I noted –
  - The signs clarifying which flat numbers are located on each floor were all fixed in place with the exception of the one on the 16<sup>th</sup> floor. These have been fixed with heavy duty staples which are clearly doing a good job of preventing the signs falling off accidentally.
  - The stencilling of floor numbers within the staircase stopped is effective but currently starts at the 4<sup>th</sup> floor. The lobbies in the stairwell below the 4<sup>th</sup> floor down to ground level should also be stencilled.
  - There were some temporary laminated signs in each lift car which are misleading as they refer to leaving the building via “WW2” – need to be replaced with simple, clear instructions advising people exiting the building in the event of a fire or emergency of how to do this
  - With regard to the flat numbering sign for the whole building this was fixed in place beside the lifts, however, a further copy should be installed in the large entrance foyer immediately inside the main entrance door which leads to this lift lobby. This could be fixed at a higher level in a very obvious location so that LFB, residents visitors etc. can see it immediately on entering the block. Additionally, the possibility of increasing the size of this notice (and the font size on the notice) should be investigated.
  - I have arranged to meet Carl Stokes at Grenfell Tower at 1pm today to inspect the block. Further, Claire has provided the proof copy of the permanent signs which has been submitted by the contractor for our approval and I will feed back any comments he has on this
  - Finally I have arranged for the new LFB Station Manager for North Kensington to meet me on site at 10am on Friday to inspect the block pre-Christmas.

Claire has just had confirmation that the ventilation system is not currently operational and will not be operational for Christmas.

Can I just check with you whether you intend to respond to Cllr B or whether you want me to draft something for your consideration.

Please advise

Thanks

Janice

**Janice Wray**  
**TMO Health, Safety & Facilities Manager**

t: [REDACTED]



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