

Notes of Interim Meeting held on site 9th March 2016

Attendees: NR,AM,TN,JW,DG,G?,CW

Meeting Purpose: Interim Progress Meeting to understand status quo of key milestones

Sit Rep

- 1. Entrance open next Thursday**
 - Biggest Risk is outside – canopy
 - Panels on site today/tomorrow 9th/10th March
 - Inside component wise is there

2. AOVs

Protected from 4th floor above

Dampers on the 1st, 2nd and 3rd floor aren't commissioned – subcontractor back on site on Monday 14th March

Last damper goes in w/c 21st March – Rydon Fit – PSB test

Commissioned on the 17th

3. Door Access

Need to witness this works – commissioning today 9th March

Does the maglock drop off on fire alarm activation? RML to confirm – ACTION RML

4. Emergency Lights

Need to check this works

5. Remote Monitoring of the AOV

Tungstall – BT need to come back and connect into

Rydon recommend that the Nursery is connected into it

- Currently not connected risk of fire going undetected
- CW to investigate and confirm – ACTION CW

Key Programme Milestones – reviewed in the absence of a meaningful programme

- 6. Entrance Lobby and GF lift lobby** – offer for Inspection and approval next Thursday – 17th March
- 7. Boxing Club** – leave floor protection off, DH quite (there fit out starts on the 14-March; acoustic test is 17th March – Last date for Rydon
 - Acoustic Test – 17th March
 - AOV Link – 17th March
 - Large room will be “finished” on the 17th March
 - Changing Rooms and 2no WCs programmed for complete on Tuesday 29th March – Fully Complete – David Hughes to confirm this date. ACTION DH
 - Grand opening on Friday 13th May

CW to liaise with Boxing Club fit-out chap – to say next week can't happen – fit out to be deferred.
ACTION CW.

DH to go away and think about the programme – 4th April – work it back to be confirmed – will come back tomorrow 10th March. This is the key risk as everything else flows from the entrance being open next Thursday 17th March.

- Kit here
- Labour Here
- Wiring Here
- KCTMO Not agreeing to open the Entrance next week, COW need to sign it off as complete
- AoV Testing is key milestone (JSW's subcontractor PSB need to do – need booking in)

8. New Flats (to include 2nd floor lobby and door access)

7,8,9,10 (3rd floor) – offer as available after Easter – CW to speak to Choice Based Lettings. ACTION CW

Other flats are impacted by the new Entrance – only one flat that can't be offered

Door access gets commissioned this week

Once Lobby is ok for opening – put the flats on first choice lettings website

Flat Inspection 4th April (with final AoV Inspection) – ACTION DH

Technical challenges for new flats:

Lux Levels – Page 39 of the ERs

- Rydon to get electrician to do lux levels – DH to arrange ASAP – ACTION DH

Floor Screed – Protection, what's been agreed

- Need to find a glue that will bond ply to screed.
- Axiam Flooring recommended by TB as company that will solve Rydon's problems.
- AUK need to issue an instruction for the following amended scope ACTION AUK
- To 4 flats – 3rd floor – 7, 8, 9, 10 incl. provision of suitable threshold strips and adjustment to all internal doors
- Plywood – 6mm

Curtain Batons – agree a position and location – have a look at the flooring and MDF in the wet rooms. DH to agree with JW and TB ACTION JW 9/3/16

Some residual CoW comments/ issues Re electrical – ACTION DH and TB.

9. Nursery –

- Ofsted Inspection, what do they need to look at – 23rd March
- Nursery can move in Easter Weekend (Friday- Monday)
- Formality for the premises are suitable
- Playground inspection – mid April

CW to obtain confirmation of what OFSTED is expecting to see – what do they need? ACTION CW

Nursery ready for CoW Inspection 5 weeks from Monday – i.e. w/c 11th April 2016 - NOTE

10. External Lamps –

- Will need a temporary Lamp in a corner
- There are two columns where there are two heads missing – nobody knows where they are
- We agreed to access existing head – try and work out what it is – match it in with the others or replace the lot to match. ACTION RML.

11. Drainage

Working on design –

Done trial pit – meeting the ground worker – working on a price and cost certainty

Lump sum and all risk with Rydon.

Final Price to be provided by RML ACTION RML

12. Basement Ventilation

- Two big ventilation bases – Matt is trying to evidence this and report expected by weekend. ACTION MS

13. Community Room (non critical)

- Going to be a week after the Entrance area – towards the latter part of w/c 28th March

14. Externals

Phase 1 and 2 works

Phase 3 – requires garages out of action for 4 weeks, logistical complexities to completing work.

SB is leading on this and seeing what can be negotiated with planners over the scope, extent of works and some of the finishes e.g. can we have tarmac in lieu of block pavements in front of the garages? ACTION SB

15. Flat E / 6

- 9 weeks after the 17th March = 2nd May 2016
- BT – will need to come out and connect (all flats) – CW to inform the Lettings team to arrange (ditto Nursery) ACTION CW.

16. Basement / Boiler / BMS / Noise Breakout / Basement

- Works ongoing
- Provisional date for total de-slag of 23rd March 2016
- Clear all alarms – just LAN outstanding – JSW admitting fault
- Cladding
- Boilers
- BMS
- ID bands
- Schematics
- Builders Work
- Db outbreak and noise readings at the same time
- All test certs, boilers, BMS and fans, and going to issue those, provide an agenda – issuing before for comment incl. electrical test certs.
- AUK to ask MS how Max Fordham are ensuring compliance with Commissioning. Extracts from the MEPH ERs suggest EA needs to witness systems when in fact Max Fordham will need to conduct all witnessing it requires completed. ACTION AUK/ MAX FORDHAM – URGENT

17. Flats

104 of 120 flats complete and inspected.

12 ready to inspect

4 with minor works but RML cannot access.

Kitchen Extract Fans - GM to provide signed disclaimers/ waivers from residents where fan has been removed in its entirety. Removal not condoned by TB/JW. ACTION GM

Gas riser vents – CW has escalated to KCTMO H&S Team. Decision awaited from CW as to whether we instruct 'out' of the contract and place with maintenance. ACTION CW.

Call escalation process – next meeting is 22nd

- RML requesting that TMO pick up the calls for the flats where works are considered complete
- 14th March open presentation about door entry systems
- Can go out in the January newsletter