



Artelia UK

High Holborn House
52-54 High Holborn
London WC1V 6RL

Tel. : [REDACTED]
Fax : [REDACTED]

MEETING MINUTES

GRENFELL TOWER

PROGRESS MEETING #22

FROM Andrew Malcolm *MEETING DATE* 19th April 2016
TEL [REDACTED] *REF.* 11833
E-MAIL Andrew.malcolm@uk.arteliagroup.com *PAGES* 1/5
SUBJECT **Progress Meeting #22 Minutes**

NAME	COMPANY	PRESENT	DISTRIBUTION
Peter Maddison	KCTMO	N	Y
David Gibson (DG)	KCTMO	N	Y
Claire Williams (CW)	KCTMO	Y	Y
Steve Blake (SB)	Rydon	Y	Y
David Hughes (DH)	Rydon	Y	Y
Jason North (JN)	Rydon	N	Y
James Clifton (JC)	Rydon	N	Y
Jim Whaphan (JW)	Rydon	N	Y
Tony Batty (TB)	JRP	Y	Y
Jon White (JW)	JRP	Y	Y
Matt Smith (MS)	Max Fordham	N	Y
Simon Cash (SC)	Artelia	N	Y
Michelle Lowe (ML)	Artelia	N	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.	COMMENTS AND CORRECTIONS / PREVIOUS PROGRESS MINUTES		
2.1.	Item 2.2 Collateral Warranties – action c/f Received by TMO – thank you. CW to arrange for signatures and return to AM to onward distribution back to Rydon.	CW	02/05/16
2.2.	Item 2.6 Extension of Time – action c/f JW and ML meeting later this afternoon (19 th April 2016) to discuss.	NOTE	
2.3.	Item 2.8 Extension of Time - note c/f “NR 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. As per item 2.10 above, Rydon have still not provided substantiation to ML letter dated 26/10/15.”	NOTE	
2.4.	Item 2.16 Noisy Extract Fans - action c/f DH confirmed that the revised strategy that has been implemented in 10no flats was not working and was expecting an update from JSW/Nuaire. PMN: The proposal put forward by Nuaire needs to be tested and confirmed prior to causing further nuisance to residents.	DH	02/05/16
2.5.	Item 2.7- Key Milestone Programme – See appended document.		
2.6.	Item 2.8 Fire Compartmentation – action c/f SB met with Carl Stokes (TMO Fire Risk Assessor) – advised Rydon not to introduce or alter any further fire protection works and nothing further is to be progressed other than the remedial works required of the CoW in relation to Rydon own works. CW to liaise with Carl and confirm that this is indeed the case. Carl Stokes will produce a report in the form of the Fire Risk Assessment identifying any shortfalls which will be submitted to CW on or near completion. NR requested that this be included in the H&S File (CDM) on Completion as formal recognition of a fire risk shortfall and potential ‘residual risk’ arising from the building in its previous form	CW	04/06/16
2.7.	Item 2.9 – Temperature at the Water at Outlets – action update - Issue ongoing – further data awaited from the remote monitoring company. - Rydon to now identify why the temperature is lower than expected and put forward a proposal for agreement and implementation	DH	02/05/16
2.8.	Item 2.10 – Gas Riser Vents – action update		

REF	NOTE / ACTION	WHO	DATE
	Rydon's are undertaking this work and reported 40/120 installations have been completed. SB requested if this work could be detached from works needing to be complete in respect of certifying Practical Completion. NR/AM noted that these works formed part of the Contract Works and, as it stood, will need to be complete in order for Practical Completion to be certified.	NOTE	
2.9.	Item 2.24 – Boiler Control Alarms - action c/f DH confirmed that there are some issues relating to the Boiler Control Alarms but the frequency has been greatly reduced, it is suspected that issues are related to Cofely equipment. Issue to be resolved at site demonstration scheduled to be undertaken tomorrow (23/03) with Cofely in attendance. DH to update at next progress meeting.	DH	19/03/16
2.10.	Item 2.12 - Roof Extract Fans for Rubbish Chute and Kitchen – action c/f Proposals received – Thank you. CW and MS to review - outstanding. DH to request technical literature to accompany proposals - outstanding. CW to discuss with maintenance colleagues to confirm if the remedial works can be completed outside this contract with Rydon.	ML/MS DH CW	02/05/16 ASAP 02/05/16
2.11.	Item 2.29 – External Works – action update SB leading derogations with planning advisors. SB informed the group that the planning authority are happy with the proposals in principle. Further detail is to be submitted. ML to agree savings with Rydon in proposed reduced scope.	SB ML	02/05/16 02/05/16
2.12.	Item 3.1 – Nursery Fire Alarm – Remote Monitor – action c/f Rydon recommend that the Nursery is connected into it <ul style="list-style-type: none"> • Currently not connected risk of fire going undetected • CW to investigate and confirm – ACTION CW CW noted that an independent Fire Advisor had been appointed to review KCTMO installations generally and advised that it should be connected. NR advised the group that PM had indicated that other examples across the estate did not have such features. CW to defer back to said consultant in accordance with the TMO Fire Risk Assessor to confirm requirements .	CW CW	02/05/16 02/05/16
2.13.	Item 3.5 - External Lamp Heads to Columns – action c/f DH to access existing to determine brand and model, if unavailable all units within the area to be replaced so that they match. DH to report any issues for resolution to the project team.	DH	02/05/16
2.14.	Item 4.7 – Basement Rood Waterproofing – action c/f DH to issue details of basement roof waterproofing (cross sectional drawing or equivalent) to accompany quote reference: 38 and 41. SB confirmed that Rydon's are completing this work.	DH	02/05/16

REF	NOTE / ACTION	WHO	DATE
3. -	CONTRACTORS REPORT & PROGRAMME		
3.1.	The Contractors report was tabled (appended to minutes for completeness). <i>The items detailed below are discussions and actions recorded resulting from reviewing the tabled information. The below also contains any amendments and/or comments noted within the meeting.</i>		
3.2.	DH confirmed HSE issues have been actioned and with respect to security issues, the security guard in question had been replaced.	NOTE	
4.	COMMERCIAL MATTERS AND VALUATION		
4.1.	Not represented within the meeting. It was noted that a meeting was scheduled for this afternoon (19 th April 2016) to discuss matters between ML and JW.	NOTE	
5.	QUALITY CONTROL – COW REPORTS / COMMENTS		
5.1.	TB tabled “Testing, Commissioning & Witnessing Tracker”. Actions as follows in sub-section (copy appended to minutes for completeness). TB to update and circulate.		
5.1.1.	DH to advise on TBA dates – to be included in revised programme see item 2.5 above.		
5.1.2.	Nursery Shutter CW to confirm with Nursery occupants that, the winder mechanism on the shutter is not accessible. Notwithstanding, Rydon have installed a battery back-up supply to the function to ensure the shutter is still useable in the event of a power failure.	CW	02/05/16
6.	AOB		
6.1.	The team expressed concern that Rydon were not addressing issues being highlighted with particular reference to NR’s email dated 30 th March 2016: <ul style="list-style-type: none"> - Maintenance regimes required for new plant - Spare parts lists - Spare tools lists - Omission schedules - Training programmes and log of attendances - O&M, H&S and Building Manuals <p>It was further noted that TMO’s maintenance Contractor, Cofely, did not attend the BMS demonstration. CW to investigate.</p>	CW	02/05/16
6.2.	CW noted that the works undertaken outside of the Housing Management office had created a pooling of water issue where blockwork had not been re-instated correctly. DH to investigate and make good.	DH	02/05/16
6.3.	AM to review ER’s to ascertain if the ball valve installed within the F&E tank, which is currently passing, should be replaced under Rydon’s current	AM	02/05/16

REF	NOTE / ACTION	WHO	DATE
	contract works. Should this item not be included then an instruction is required.		
7.	NEXT MEETINGS		
7.1.	TBA BY RYDON	DH	
8.	ATTACHMENTS		
8.1.	<ul style="list-style-type: none"> • Grenfell Tower Meeting Agenda #22 • Contractors Progress Report #23 • Contractors Programme • Contractors SHE Report • COW M&E Tracker • EA Milestone Tracker 		

Grenfell Tower Progress Meeting No. 22 Agenda

Date of Meeting:	Tuesday 19 th April 2016		
Time:	10:00 – 13:00hrs	Venue:	TMO Housing Office
Attendees:	David Gibson		RBKC TMO
	Claire Williams		RBKC TMO
	Steve Blake		Rydon
	David Hughes		Rydon
	James Clifton		Rydon
	Jon White/Tony Batty		JRP
	Matt Smith		Max Fordham
	Neil Reed		Artelia
	Andrew Malcolm		Artelia
Apologies:	Michelle Lowe		Artelia
Papers to be tabled:	Minutes from previous progress meeting (no. 21)		
	JRP – ME Tracker with Rydon Comments (18-04-16)		
	Rydon – Milestone Tracker (18-04-16)		
	Rydon – Completion Programme REV A (08-03-16)		
	Rydon – Contractors Report (no. 23)		
	Rydon – HSE Report (30-03-16)		

AGENDA

1. Attendance / Apologies
2. Comments / Corrections – Previous Minutes
Previous Minutes – review outstanding actions
3. Contractors Report
 - Progress Report Summary
 - Health and Safety
 - Progress
 - Design and Information Required
 - Key dates/ Milestones
 - Statutory Consents
 - Warranties
 - Change Control
 - RLO Matters
 - Summarise Key Risks and Issues
4. Handover Matters Incl. Tracker review
5. Commercial Matters and Valuation
6. Quality Control – CoW Reports / Comments
7. Any other business
8. Distribution
9. Next Meeting

GRENFELL TOWER



PROGRESS REPORT NO. 23

Report on Progress period 19/03/16 – 15/04/16



1. SUMMARY – GRENFELL TOWER PROJECT

Progress period	18 th March 2016-15 th April 2016
Contract commencement date	2 nd June 2014
Contract period	73 weeks (Inc 7 weeks EOT – cert. issued by Artelia 27/3/15)
Extension of Time (if applicable)	+10 wks – HIU location change issued 12/10/15 +20wks – AOV design change issued 12/10/15
Total weeks	101 weeks – Completion programme 21/12/15
Contract completion date inc. EOT	5 th May 2016 – Completion prog 21/12/15
Period expired	98 weeks
Period remaining	-25 weeks
Overall programme position	-1 weeks
Programme recorded against	Completion Programme Rev B
Anticipated contract completion date	13 th May 2016
Contract Sum	£8,556,133.00

Instructions issued to date	39
Instructions issued in period	0

2. FINANCIAL

2.1 Latest valuation submitted by James Clifton

2.2 Instructions awaited for the following:

- Replacement/refurbishment of bin chute & bathroom fans in roof space
- Reduce dig & cart away excess make up in play area
- Replacement of shallow perforated drainage in play area
- Carrier drain to perimeter of basement
- Waterproofing to basement

2.3 Additional instructions required for:

- Telephone link to nursery fire alarm
- Fencing to close off old walkway entrance
- Additional fencing to play area (if required)
- Separate fire alarm system to basement with de-linking of boilers from main fire panel

3. HEALTH & SAFETY

3.1 Revised F10 issued by Dave Hughes 10/03/16 to extend project period to 27th May 2016

3.2 Accidents and Incidents

	In period	Total	Additional information
Accidents reported in period	0	3	
First Aid incidents	0	3	
Near Misses Reported	0	3	
Other incidents	0	0	

3.3 Safety Inspections in Period – See Appendix for current report

	In period	Total	Additional information
HSE Visits	0	0	
Client team	2	62	Based on C.O.W inspections
Rydon Safety Team	1	30	Safety Inspection 30/3/16 All items closed out
Other	0	4	

4.0 Progress

4.1 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 /100			Complete
Façade – Cladding panels	100/99		-1	Remaining panels around walkway will be done from MEWP's. Difficult work around walkway

Remaining works are being completed from MEWP's
 Bottom 4 floors still need to be inspected by COW
 Last 2no Concrete GRC panels to be fitted
 Sequencing is as follows – South, East, West and lastly North elevation

Landscaping			-1	Base course complete in play area. Waterproofing works in progress to west, north & east elevations. Drawings for road alteration works due to be sent to planners ASAP
<u>Remodelling of Lower Levels</u>				
Walkway+1 Floor				
Flat A (3 bed NW Corner) COW Handover de-snag in progress	100 / 98		-1	Handover wc 18/4/16.
Flat B (3 bed wheelchair NE Corner) COW Handover de-snag in progress	100 / 98		-1	Handover wc 18/4/16
Flat C (3 bed SW Corner) COW Handover de-snag in progress	100 / 98		-1	Handover wc 18/4/16

Flat D (3 bed SE Corner) COW Handover de-snag in progress	100 / 98		-1	Handover wc 18/4/16
Lift Lobby Rydon Handover Snag in progress	100 / 98		-1	Handover wc 18/4/16
Walkway Floor				
Boxing Club COW de-snag in progress	100 / 98		-2	
Flat E (2 bed SW corner)	100 / 25		N/A	Closing up wc 18 th April
Lift lobby	100 / 25		N/A	Electrical works wc 18 th April
Mezzanine Floor				
Flat F(2 bed NW Corner) Rydon Handover Snag in progress	100 / 95		-1	COW Inspection wc 25/4/16.
Flat G (2 bed NE Corner) Rydon Handover Snag in progress	100 / 95		-1	COW Inspection wc 25/4/16.
Flat H (1bed W Elevation) Rydon Handover Snag in progress	100 / 95		-1	COW Inspection wc 25/4/16.

Flat I (2bed SW Corner) Finals in progress	100 / 95		-1	COW Inspection wc 25/4/16.
Store Room (formerly Community Room)	0 / 0		N/A	Currently the site office. Main works programmed for end of project
Ground Floor				
Nursery Area Area cleared of surplus materials and works progressing	100 / 90		-1.5	Rydon Handover Snag in progress
New Community Room 2 nd fix in progress	100 / 80		-	Decoration & 2 nd fix in progress
Entrance lobby area	100 / 100			Open
M&E				
AOV system System partially commissioned and witnessed by Matt Smith 17/3/16	100 / 95		On time	2 nd floor shaft altered / sealing works to lift lobby done also
Dry Riser	100 / 100			Completed – except for fitting of doors to 2 nd floor
<u>Internal works within existing flats</u>				104 flats handed over
Door Entry	120 / 120			Completed (alterations to fire brigade drop down switch)

Gas Vents	35/ 120			All vents on site and bookings being made – 5 per day current rate

4.2 Exceptional Adverse Weather

Days in period	Dates in period	Total to date
0	N/A	11

High winds have prevented mast climber & MEWP access being used on these 11no. days. Lost time for our façade contractor

5.0 Design

5.1 Outstanding Areas of Design Status

Area of design	Actions	Approval reqd by
Road Works to front of block	Drawings sent to Amy Peck	

5.2 Design queries – Request for information

Query	To be actioned by	Date answer reqd
N/A		

5.3 Outstanding Material choices

Area / Item	Action	Client Decision required by
N/A		

6 Legal

6.1 Legal Department - Collateral Warranty

Company	Responsibility	Status
Studio E Ltd	Architectural design	Complete – awaiting approval from KCTMO
Curtins Consulting	Structural Engineer	
Harley Curtain Walling	Façade – cladding & windows	
J S Wright	Mechanical & Electrical, AOV	

6.2 Resident Issues

61 – Claire dealing with issue of decoration costs to hallway
 Mould to bathrooms in 161- issue is that roof fans did not work for approx. 2 weeks – awaiting instruction from client for refurbishing/replacing old fans.
 Bookings being arranged for gas vents / hot water adjustments

7 Planning

Condition 13 (KALC project) still to be discharged – drawings amended following consultation

8 Building Control

Visit from John Allen on 24/3/16 – observations have been actioned
 Neither John Hoban or Paul Hanson can attend Extract System witnessing so it will need to be rearranged for wc 25/4/16

9 Statutory Authorities

Last electric meter to be arranged for flat 6

10 RLO Matters

- 10.1 126 Flood Claim to be concluded – see section 6.2
- 10.2 Bookings being arranged for gas vents / hot water adjustments

11 AOB

12 Schedule of Appendices

- Appendix 1 - Completion Programme Rev a 8/3/16 with progress line
- Appendix 2 – Rydon Safety Report 30th March 2016
- Appendix 3 – M&E tracker with Rydon comments

HS&E Inspection Form

General Information		
Inspected By:	Simon Camps	
Rydon Manager:	David Hughes	
Rydon Manager Email:	dhughes@rydon.co.uk	
Contracts Manager:	Steve Blake	
Contracts Manager Email:	SBlake@rydon.co.uk	
Auditee:	Dave Hughes	
Review Date:	30/03/2016 00:00:00	
Contract Number:	3482	
Contract Name:	Grenfell Tower 3482	
Business Sector:	Refurbishment	
Inspection Assessment:	2. Rydon Standard	
RC = Requested closure	CO = Closed out	AC = Action closed

Section 1: Security And Site Set Up					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
1	Site perimeter not safe / secure	Vehicle access gates left open and unattended with plant movements just inside the gate. Risk of unauthorised access into high risk area. Security guard no doing an effective job managing access.	A - Close Out Immediately	Yes	
1	Site perimeter not safe / secure	Where the herras fencing meets the timber hoarding the timber posts and panels have suffered wind damage from the recent inclement weather. Remove dangerous panels and replace with herras.	B - Close Out within 1 day	No	

Section 16: Housekeeping And Material Storage					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
105	Clean floor policy not being observed	Housekeeping to the former entrance is poor - both internally and externally. Clear up required.	B - Close Out within 1 day	No	

Section 17: Access Egress					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
112	Pedestrians suitably segregated from vehicles and plant	Cherry pickers do not have barriers around them. Telehandler must have a banksman when maneuvering in the rear yard area.	B - Close Out within 1 day	No	

Section 18: PPE					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
120	Additional PPE not being used as required e.g. ear protection, respiratory protection, fall arrest etc	2 x operatives warned for not wearing harnesses and fixed lanyard in cherry picker. Note they were stopped before the elevated the platform.	A - Close Out Immediately	Yes	
120	Additional PPE not being used as required e.g. ear protection, respiratory protection, fall arrest etc	Operative stopped from drilling into concrete above his head - no eye protection, no hard hat, no hearing protection no RPE to prevent inhalation of silica dust.	A - Close Out Immediately	Yes	

Section 19: Working At Heights					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
127	Observed areas not secured to prevent falling objects / safeguards not in place to prevent persons falling	The gap in the existing concrete edge protection to the old entrance area requires the permanent infill ASAP. Temporary measure to be installed in the meantime. Currently there is a pack of plaster board in front. As this is in a public area this needs to be address today.	B - Close Out within 1 day	No	

Section 22: Mobile Scaffold Towers					
ITEM	DESCRIPTION	COMMENT	RC	CO	AC
153	Scaffold towers not built in line with manufacturers instructions	Operative stopped from working from tower - incorrectly assembled - handrails too high, rakers not extended.	A - Close Out Immediately	Yes	

Summary of Inspection:

CPH&S plan, logistics plan, TMP and fire plan all updated to reflect changes.

Multiple work locations and program pressure means Rydon staff need to be vigilant and continue to monitor operatives at work.

Inspection Images:

Section 1: Site perimeter not safe / secure		
ITEM	IMAGE	COMMENT
1		Vehicle access gates left open and unattended with plant movements just inside the gate. Risk of unauthorised access into high risk area. Security guard no doing an effective job managing access.
1		Where the herras fencing meets the timber hoarding the timber posts and panels have suffered wind damage from the recent inclement weather. Remove dangerous panels and replace with herras.

Section 16: Clean floor policy not being observed		
ITEM	IMAGE	COMMENT
105		Housekeeping to the former entrance is poor - both internally and externally. Clear up required.

Section 17: Pedestrians suitably segregated from vehicles and plant

ITEM	IMAGE	COMMENT
112		<p>Cherry pickers do not have barriers around them. Telehandler must have a banksman when maneuvering in the rear yard area.</p>

Section 19: Observed areas not secured to prevent falling objects / safeguards not in place to prevent persons falling

ITEM	IMAGE	COMMENT
127		<p>The gap in the existing concrete edge protection to the old entrance area requires the permanent infill ASAP. Temporary measure to be installed in the meantime. Currently there is a pack of plaster board in front. As this is in a public area this needs to be address today.</p>

TESTING, COMMISSIONING & WITNESSING TRACKER

RESIDUAL SNAGGING ITEMS FROM M&E REPORTS

GRENFELL TOWER (Tracker Revised) Date: 01-04-16

Testing, Commissioning & Witnessing Tracker	Witness Date	Comments	Rydon Comments 15-04-16
Communal M&E Systems:			
Lifts & Controls (inc lift grounding)	TBA	Both lifts require cleaning down, cars & panels inspecting for damage and witnessing for correct operation	As dusty works are now completed, we are arranging for the shafts to be cleaned. Not all damage is Rydon as lifts were old & existing and previous alteration works
CCTV	16-03-16	HD Monitor missing and cabinet to earth bond	HD monitor fitted / earthing to cabinet done
Door Entry Systems & Controls	16-03-16	Completed	Alterations to main door fire man switch being done next week. This will open all doors when fire man switch activated to allow fire brigade access to all areas.
Telephone & Data Systems	TBA	Is BT line connected up?	No – PSB are onsite next week to complete AOV and will be connecting auto dialler. Client will need to set up contract with Tunstall once complete. Awaiting instruction for nursery connection
Air sensors on stairwells	29-02-16	These need to be relocated to avoid damage	Being used as ashtrays by residents smoking in stairwell. Residents should not be smoking in communal areas as it will trigger the AOV
External Lighting	13-05-16	Column lighting and 2no heads to be installed,	2no missing heads to be found by TMO – if not

TMO10045055_0022

TMO10045055/22

		not ready yet	EAI to be issued to cover replacement at fitting. 5no light columns to be installed as part of external works. Light columns are manufactured by 'Signature' but unsure of luminaires
Internal Communal Lighting	16-03-16	Lighting operates via a photocell drop lights would not come on and stairwell lights would not go off	Completed – ready for inspection
Internal Communal Emergency Lighting	16-03-16	Completed	
Fire Alarm System for AOV	16-03-16	The existing detectors are not connected to this system (see note below)	E-mail from Matt Smith – I've discussed your queries regarding the fire alarm with Adrian Brown from Exova who has now replaced Terry Ashton (adrian.brown@exova.com). 1. He has suggested that the boilers - both new and old - could be interlinked with a standalone fire alarm system in the basement rather than with the AOV system to avoid the nuisance tripping which has been occurring Awaiting Instruction from Client
Existing Fire Alarm System	TBA	Dave I confirm that I do not believe it to be necessary to provide a fire alarm in the hub room. I also confirm that it would only be necessary to monitor the fire alarm system in the nursery in the interests of property protection as I do not believe that it is a life safety issue. With regard to the basement, I do not see any point in linking the fire alarm to the main panel as there will not be anyone on site to respond to it Kind regards	Claire to investigate need for nursery fire alarm to be remotely monitored as recommended by Rydon. Awaiting instruction from Client

TMO10045055_0023

TMO10045055/23

		Terry	
Meter Reading systems - Water	16-03-16	Completed	
Meter Reading Systems - Gas	16-03-16	Completed	
Sound insulation	16-03-16	Completed	
Meter Reading Systems - Electric	16-03-16	Completed	
Labeling + insulation within service risers	23-03-16	Inspected and works have NOT been attended to	Insulation works have been done but labelling not checked. Aiming for sign off on Tuesday 19 th April
Existing Flats – Gas Vents, New Extract Fan back damper blades to be installed, and adjustment of domestic hot water	11-03-16 to 13-05-16		Gas Vents & Hot Water Adjustments done in 20/120 flats. Works being done during same appointment. 5 bookings per day being arranged. All gas vents are on site.
Extract Fan back damper blades	11-03-16 to 13-05-16	Hi Alan Following our conversation yesterday, I'm disappointed to say that the prototype back draught shutters have not worked at Grenfell Tower. As discussed previously, we fitted the 15no sets of rubber back draught shutters into fans where they had been removed due to complaints from the residents. Following the high winds at the weekend, we went back and investigated whether they'd solved the noise issue. When we opened up the fan casings, we found that the wind has dislodged the shutters– please see attached photos. I assume that this happened as the	Issue being dealt with by Phil Leach 'National Operations Director' at JS Wright. Awaiting response from Nuairé

TMO10045055_0024

		<p>shutters are too flexible. It might have worked if the spine was still rigid plastic.</p> <p>Did Nuaire do any wind load testing on the shutters prior to sending them out, or were we the test site?</p> <p>Unless Nuaire can make a rubber shutter with a rigid spine, I think the only solution which will satisfy the COW/client team is to swap the external grills for cowls.</p> <p>Please can you discuss with Nuaire urgently and let me know Nuaire/JSW's next move – we had hoped to be resolving the issue in one weeks time when we start revisiting flats to fit the gas vents.</p> <p>As stated by Steve Blake, this is JSW/Nuaire problem to solve – however we will help where we can.</p> <p>Kind regards</p> <p>Dave</p>	
Flats 2,3,4,5,7,8,9,& 10	13&20-04-16		
Nursery	20-04-16		
1 st & 2 nd floor lift lobbies	13-04-16		
Community Room + Hub Room	13-04-16		
Boxing Club	22-03-16	Report issued to Rydon's for actioning	Works in progress
Boxing Club Changing Room	06-04-16		
Nursery Roller Shutters	13-04-16	Winding mechanism cannot be accessed due to being covered up by concrete columns	Meeting arranged with Fortress Seva and Harleys – Mon 4 th April – suggested solution is access panels cut into GRC panels to be done.

TMO10045055_0025

			Battery back ups being fitted to main entrance and fire exit roller shutters so they can be opened if there's a power failure.
BMS & Boilers etc	23-03-16	Completed	Adjustments to be done following Matt Smith's witnessing
AOV (Partial Witnessing Only)	17-03-16 FINAL WITNESSING 18-04-16	Part Completed by Max Fordhams, last AOV damper requires installing then FULL witnessing required and DB level report to be issued.	Final Commissioning booked for 18 th April. Cancelled due to building control not being available for witnessing. New date TBA
Environmental Ventilation System	TBA	T&C'S to be inspected, and DB level report to be issued Note: DB levels were found to be too high and urgent action is required before witnessing can be carried out	JSW resolving issue with PSB – awaiting date
Central Plant & Distribution Systems:			
Booster kit Commissioning	23-03-16	Booster set is running 24/7 and constantly trying to maintain 2bar pressure, assumed that existing valves are passing and if not addressed will shorten the life of the pumps	Existing Valves are Coffelly's responsibility
Boilers	23-03-16	Completed	
Supply & Extract fans	23-03-16	Completed	
Carbon monoxide detection	23-03-16	Completed	
Heat meters	16-03-16	Readings are to be verified	Awaiting reading from Wilson Energy to help adjust system.
Heating controls	16-03-16	Completed	
Radiators	16-03-16	Completed	
Hot water draw offs	16-03-16	Hot water temperatures are still low and are to be checked	
HIU'S	See dates shown right	Most Flats Completed (104/120), the remaining HIU'S are as follows:	

TMO10045055_0026

		1) Nursery 20-04-16 2) Boxing Club 06-04-16 3) Community Room 13-04-16	
Pressurisation Units	23-03-16	Completed	
CWST's within the Roof top tank room	16-03-16	Ball valve is passing on one of the tanks and is to be inspected and corrected as required. On Max Fordhams report within the ER'S there is tank no5 which requires cleaning (refer to report) Additional Note --- Back contamination of 22mm MCWS is at risk from F&E tank	Existing Valves are Coffelly's responsibility.
O&M Manuals	19-04-16	Hard copies of Manuals to be on site for checking 19-04-16	Meeting Steve from All group holdings on Tuesday 5 th April 2016
Outstanding Items from Site Reports	Date of Report		
No sleeves fitted to services – <i>Services will be insulated through the slabs and sleeved/fire stopped as appropriate when this has been carried out.</i>	19-02-15	Conclusion required	Response received from Matt Smith 26/1/16 Resolution with Artelia as per e-mail
There is no reason for this dead leg, pipe work could have been run horizontal	25-08-15	Conclusion required	To be resolved
Heating coil requires protection in two areas to avoid impact damage	03-11-15	Conclusion required	In progress
Toilets and Bin store extract fans to be cleaned/replaced yet	10-12-15	Conclusion required	Awaiting EAI
Service risers have pipes which	22-02-16	Conclusion required	Instruction sent to JSW for replacement

TMO10045055_0027

TMO10045055/27

have not been insulated			insulation / missing labelling to be done
Service risers have pipes which have not been labelled	22-02-16	Conclusion required	Instruction sent to JSW for replacement insulation / missing labelling to be done
Service risers have doors which have no fire seals fitted	22-02-16	Conclusion required	To be resolved
Trunking lid and cap ends missing from inverters in basement	29-02-16	Completed	
Extract grilles to be installed in Boxing Club	29-02-16	Completed	
Air sensors fitted on stairwells are being used to dump used cigarettes, and when stairs are cleaned down rubbish ends up on top of them, should be relocated	07-03-16	Conclusion required	Being used as ashtrays by residents smoking in stairwell. Relocation is not possible so will investigate covers/grills as solution
Rain sensor to be witnessed	16-03-16	Conclusion required	Completed – ready for inspection
Lux Levels within the flats	23-03-16	Living/Dining room 200 Kitchen 300 Bathroom 150 Corridors 150 Readings taken and all lux levels were found to be too low, urgent action required to rectify before CoW inspections can take place	Max Fordham approved electrical drawings showing 2no wall fittings(as per original design) in Dec 2014. Awaiting alternative luminaires (square bulkheads) for bathrooms & kitchens and reinstate omitted under counter lighting. One sample flat has been done and .
Entrance Lobby Items from Witnessing Report no 39 to be cleared	16-03-16	 RE Grenfell Tower Site Report No39 REPLY.htm	E-mail response sent
Contract current status	18-03-16	Flats handed over to date 104 Flats ready for TMO handover 13 Flats with outstanding /ongoing works 3 Communal Lobbies handed over 20/20	TMO to arrange access for COW's inspections

TMO10045055_0028

GRENFELL TOWER - EA MILESTONE COUNTDOWN TRACKER



Date of last revision: 22-04-16	SB Email 05-02-16	Progress Meeting 21 23-03-16	DH Email 06-04-16	Progress Meeting 22 19-06-16
Existing flats (Extract Fans and Gas Riser Ventilation)	26-Feb	13-May	??	TBA (40/120 done)
Existing lobbies	08-Feb	08-Apr	??	29-Apr
New Build – Level 3	15-Feb	08-Apr	15-Apr	27-Apr
Lobby – Level 3	22-Feb	15-Apr	15-Apr	27-Apr
New Build – Level 1	22-Feb	15-Apr	29-Apr	29-Apr
Lobby – Level 1	29-Feb	15-Apr	29-Apr	29-Apr
Community Room	29-Feb	08-Apr	28-Apr	28-Apr
Nursery	21-Mar	15-Apr	18-Apr	06-May
- Ofsted Visit (3 Day lead-in Notification required)	-	-	28-Apr	TBA
Cladding	-	19-Apr	??	29-Apr
Entrance Area	29-Feb	17-Mar	-	06-May
Boxing Club - Main Room	22-Feb	22-Mar	-	COW SIGN OFF REQ'D
Boxing Club - Changing Rooms	22-Feb	30-Mar	04-Apr	COW SIGN OFF REQ'D
FFE Store Room / Rydon Office	-	-	06-May	TBA
Flat 6	-	-	06-May	TBA
Basement	-	-	06-May	06-May
Playground	-	-	29-Apr	11-May
- Play area	-	-	29-Apr	11-May
- Pergola	-	-	29-Apr	29-Apr
Misc				
Flat Viewings - Choice Base Lettings				10-May
Nursery Visit - Trustees				25-May @ 1000hrs
RBKC - Leaders & Councillors, etc.				11-May
Boxing Club open day - incl. Sky TV				13-May
TMO Roadshow - On the green				15-May

https://arteliauk-my.sharepoint.com/personal/andrew_malcolm_arteliauk_onmicrosoft_com/Documents/Artelia/Projects/Grenfell/AM_Grenfell_Tracker

TMO10045055_0029