

TMO

EMERGENCY PLAN

Version One – August 2004

INDEX

Part 1 - TMO Emergency Planning	1
Cascade 1 – During Normal Working Hours	5
Cascade 2 – Outside Of Normal Working Hours	7
CAS Role	9
CAS Proforma - for recording details of action taken with TMO emergencies.....	11
Executive Team Member Role	15
Senior Staff Member On Site Role	16
Technical Services Support Role	17
Rest Centres	18
Evacuated Residents Recording Form.....	19
Checklist - Electrical Failure	21
Checklist - Fire	22
Checklist - Flooding.....	23
Checklist - Gas Leak	24
Checklist - Lift Incident	25
Checklist - Mains Water Loss	26
Part 2 - Property Details.....	27
• Small Blocks & Individual Houses (blocks where there are 5 flats or fewer)	29
Adair Tower	39
Allom & Barlow House.....	41
Anchor House – Cremorne Estate.....	43

Appleford House.....	45
Balfour Of Burleigh (Bruce, Balfour & Burleigh House, And 319 Ladbroke Grove	47
Barandon Walk – Lancaster West.....	49
Barlby Road Est – Matthew Cl, Salter Rd, Netting Barn Rd	51
Beaufort House	53
Blenheim Crescent (96 & 98)	55
Bramley House.....	57
Burgess Field, 57 Wornington Road – Extra Care Sheltered	59
Camborne Mews – Lancaster West	61
Cambridge Gardens 41 - Hostel.....	63
Cambridge Gardens 118 & Oxford Gardens 109a & Downing House.....	65
Camelford Walk – Lancaster West	67
Camelford Court – Lancaster West	69
Campden Houses.....	71
Cecil Court	73
Chelsea Farm House & Jean Darling House – Sheltered	75
Chelsea Manor Court.....	77
Chesterton Square & Broadwood Terrace	79
Clare Gardens.....	81
Clarendon - All – Lancaster West.....	83
Clarendon Road 60	85
Clydesdale House	87
Colville Square 11-12.....	89
Colville Square 14.....	91

Corbett House	93
Curran House – Lucan Estate	95
Darfield Way 2-27 & Shalfleet Drive 1-27	97
Dixon, Frinstead & Markland House	99
Eastry & Foreland Houses	101
Edenham Way 15-50.....	103
Edenham Way 51-80.....	105
Elm Park Gardens – 5	107
Elm Park Gardens – 7	109
Elm Park Gardens – 67	111
Elm Park Gardens – 68.....	113
Elm Park Gardens – 93.....	115
Elm Park House	117
Fleming Close	119
Fulham Road 359-361.....	121
Fulham Road 437	123
Gadsden House	125
Galsworthy House.....	127
Golborne Gardens.....	129
Golborne Road 18-32.....	131
Grenfell Tower – Lancaster West.....	133
Grenfell Walk – Lancaster West.....	135
Grove House	137
Harriet House – Wandon Road Est	139

Hazlewood Tower.....	141
Henry Dickens Court – Marley & Carton House	145
Henry Dickens Court – Copperfield & Dombey House.....	147
Henry Dickens Court – Dora & Florence House	149
Henry Dickens Court - Estella & Agnes House	151
Henry Dickens Court – Pickwick & Dorrit House	153
Henry Dickens Court – Stoneleigh Place	155
Hereford House	157
Hesketh Place 4	159
Hesketh Place 6 & Runcorn Place 5 & 7 - Hostels.....	161
Holmefield House.....	163
Honey Lane House.....	165
Hortensia House.....	167
Hudson House	169
Hunter House	171
Hurstway Walk – Lancaster West.....	173
Ingelow House	175
Kelfield Court.....	177
Kensal House.....	179
Kensington Mansions	181
Keppel House – Lucan Estate.....	183
King Charles House – Wandon Road Est	185
Kingsnorth House.....	187
Knights House.....	189

Lancaster Road 130 - Hostel.....	191
Lancaster Road 172-174.....	193
Liddiard House	195
Little Chelsea House	197
Longlands Court.....	199
Lower Clarendon Walk – Lancaster West	201
Lowerwood Court	203
Manchester Drive	205
Manning House	207
Milman, Gillray, Riley & Lacland Houses - Cremorne Est.	209
Morland House – Lancaster West Est.	211
Mulberry Close	213
Norwood Road, Southall	215
Nottingwood House	217
Nursery Lane 1 - Sheltered	219
Octavia House.....	221
Orpen House.....	223
Oxford Gardens 34.....	225
Oxford Gardens 36 - Hostel	227
Oxford Gardens 187.....	229
Pembridge Crescent 21.....	231
Penzance Street 16, 17, 18 & 19	233
Pond House	235
Portland Road 144-186 (Evens).....	237

Portobello Court Est – Adelaide, Archer, Aston, Ledbury, Lonsdale & Denbigh House	239
Portobello Road 375.....	241
Raddington Road	243
Redcliffe Gardens 23.....	245
Redcliffe Square 82 & 84	247
St Charles Square 32.....	249
St Columbs House	251
St Quintins Avenue 69.....	253
Sandhills The	255
Sheffield Terrace – 31-77 (Odd).....	257
Sir Thomas More –Cadogan, Winchester, Dacre, Burleigh, Kingsley House.....	259
Slaidburn Street 60.....	261
Southam House.....	263
Talbot Grove House – Lancaster West	265
Talbot House	267
Talbot Walk & Upper Talbot Walk- Lancaster West	269
Tavistock Road 70 – Sheltered	271
Testerton Walk – Lancaster West	273
Tor Court.....	275
Treadgold House.....	277
Tregunter Estate – Walnut Tree House, 62, 63 & 65 Finborough Road.....	279
Trellick Tower.....	281
Treverton & Raymede Towers	283
Verity Close – Lancaster West.....	285

Walmer House	287
Waynelete Square 2-76, Shalfleet Drive 2-48 (Evens) & 29-41 (Odds).....	289
Westbourne Park Road 347	291
West Row	293
Whitchurch & Blechynden – Sheltered	295
Whitstable House	297
Wiltshire Close	299
Worlds End Estate.....	301
Worlds End Estate – Property Elevation Diagram	305

PART 1 - TMO EMERGENCY PLANNING

Introduction

These procedures aim to provide a framework for effectively managing emergencies on TMO estates and properties.

These procedures will be implemented by CAS, and cascaded to the relevant persons to take appropriate action.

Neighbouring areas will be expected to assist as necessary in the event of a major emergency.

There is a RBKC Emergency Plan which can be found on the RBKC Intranet. This can if necessary be implemented via The RBKC Emergency Planning Officer (Tony Morris), who needs to be informed via CAS at the earliest opportunity. A decision will be made by him whether to invoke the council emergency plan, and the additional resources that are available to him. Outside of normal working hours the RBKC Borough Duty Officer would control these resources.

TMO Emergency Plan

This sets out the roles and responsibilities within the TMO in the event of a major incident, which is defined as:

"a major incident or natural disaster resulting in either death, injury or serious disruption to normal life, which would acutely stretch the TMO's resources, and which may ultimately overwhelm the TMO's capacity to manage without assistance from the Council."

For reference the definition of a local authority (in our case RBKC) major emergency is:

"a major incident or natural disaster resulting in either death, injury or serious disruption to normal life and likely to overwhelm a Council's services whilst operating under normal conditions. In such circumstances specific mobilisation and co-ordination of resources and assistance of other boroughs may be required."

The plan is primarily for managing local TMO emergencies on, within, or surrounding our properties and estates, one which can be managed within the resources available to the TMO. However this plan can also be used for large scale major events which would overwhelm the TMO's ability to manage on its own, and which would involve the RBKC council resources. The difference being the scale of the emergency and the number of people affected by it.

The responsibilities for initiating the appropriate response are as follows:

- | | | |
|-------------------|-------------------------------|-----------------------------------|
| Cascade 1: | Normal working hours: | CAS & the TMO Cascade |
| Cascade 2: | Outside normal working hours: | Duty CAS Officer & Duty TMO staff |

Implementation of Plans

Staff should be familiar with the requirements of the TMO Emergency Plan and know when and how to invoke this. Below are some guidelines:

It is important to understand that there are two cascades; one for use during normal working hours, and the other is for use outside of normal working hours.

Who must be contacted in an emergency?

Identify who must be contacted in an emergency (as per TMO Cascade charts). The cascades are designed so that all information should be passed up and down the cascade keeping everyone informed. All contacts will be via CAS, who will act as the communications link. **It is very important that the RBKC Emergency Planning Officer is contacted at an early stage whatever the scale of the emergency.**

Vulnerable residents

Information on numbers of vulnerable residents are included on the block/property details which form part of this plan.

Potentially violent residents

Information will be recorded on the VI Rep spreadsheet (on Outlook public folders), residents' file and the "W" warning on the Academy system. CAS is responsible for ensuring that their duty staff and any contractors working for them are made aware of any residents who are known to be potentially violent in their area.

Availability of keys

Ensure that duty caretakers are able to gain access to TMO House outside of normal working hours. They will have their own set of keys for their own patch, however they will not have access keys for other properties other than gerda keys. It is therefore important that CAS hold a comprehensive set of keys clearly indexed for all our properties, including master keys and fobs to all communal doors/secondary means of escape doors and void properties accessible and readily available by officers who are on duty.

Duty rota

A rota of caretaking staff and supervisors is maintained by Neighbourhood Manager North. These staff are on-call outside of normal working hours. The list is available to CAS. Staff must notify CAS via their manager immediately of any changes. An emergency situation may well however necessitate calling resident estate staff who are not necessarily on call-out.

Executive Team

Members of the executive team will be key decision makers for the execution of the plan. CAS will advise them of the nature of the emergency immediately the details are known. Only one executive team member would normally be required to make the decisions, they may however choose to inform one or more of their colleagues. They should be contacted in the following order: Neighbourhood Directors (Richard McCarthy - north & Ian Twyford - south), Head of Customer Services (Eusebio Barata), Damian Roche, Director of Finance, Gordon Perry. The Director of Technical Services (Liam Good) may be contacted as a matter of course for remedial works advice.

List of contact numbers

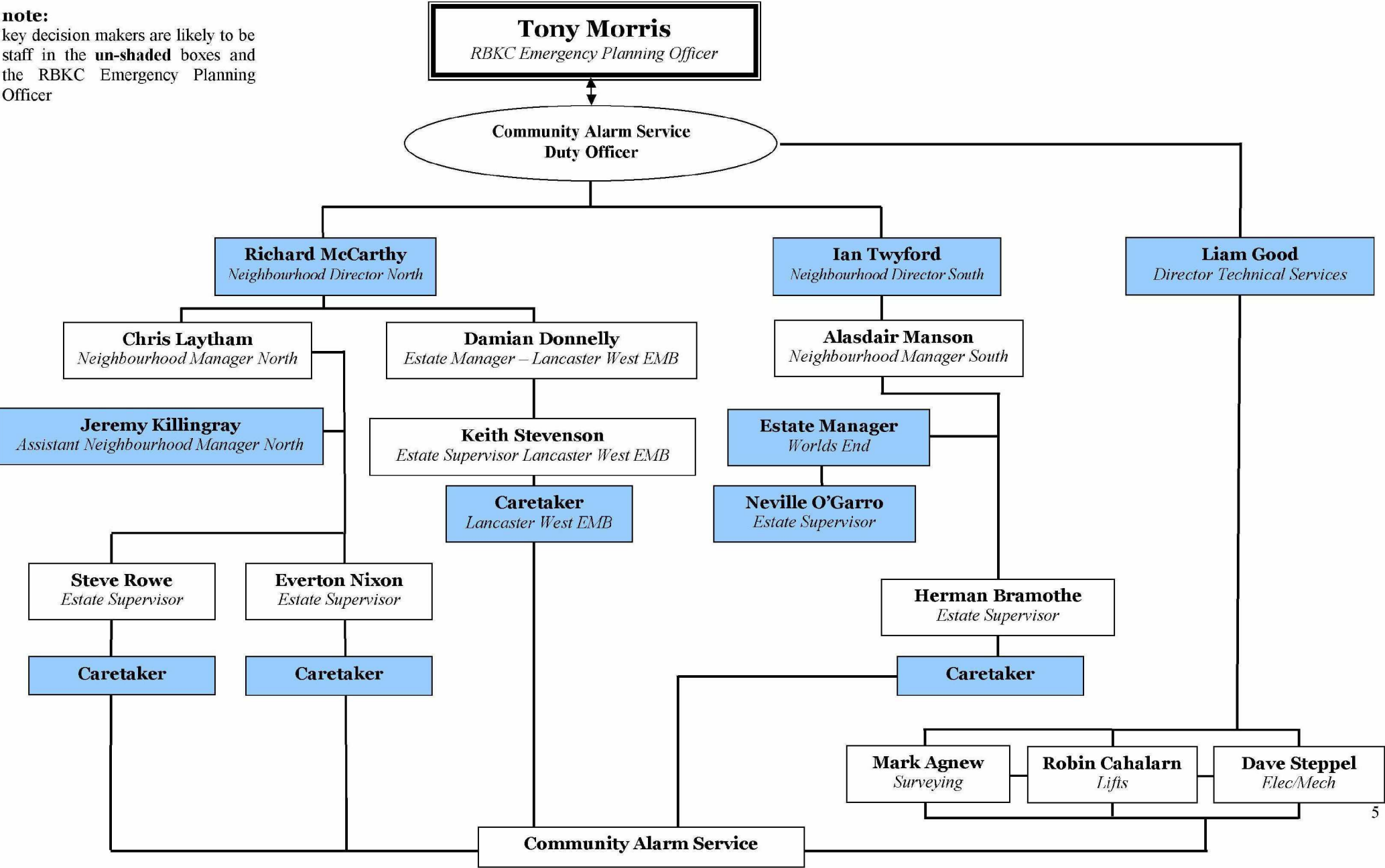
CAS must ensure it has access to relevant contact numbers including:

Executive Team, RBKC Emergency Planning Officer/Duty Officer, Press Office, key residents, such as estate clubroom key holders, and Residents' Association Committee members etc.

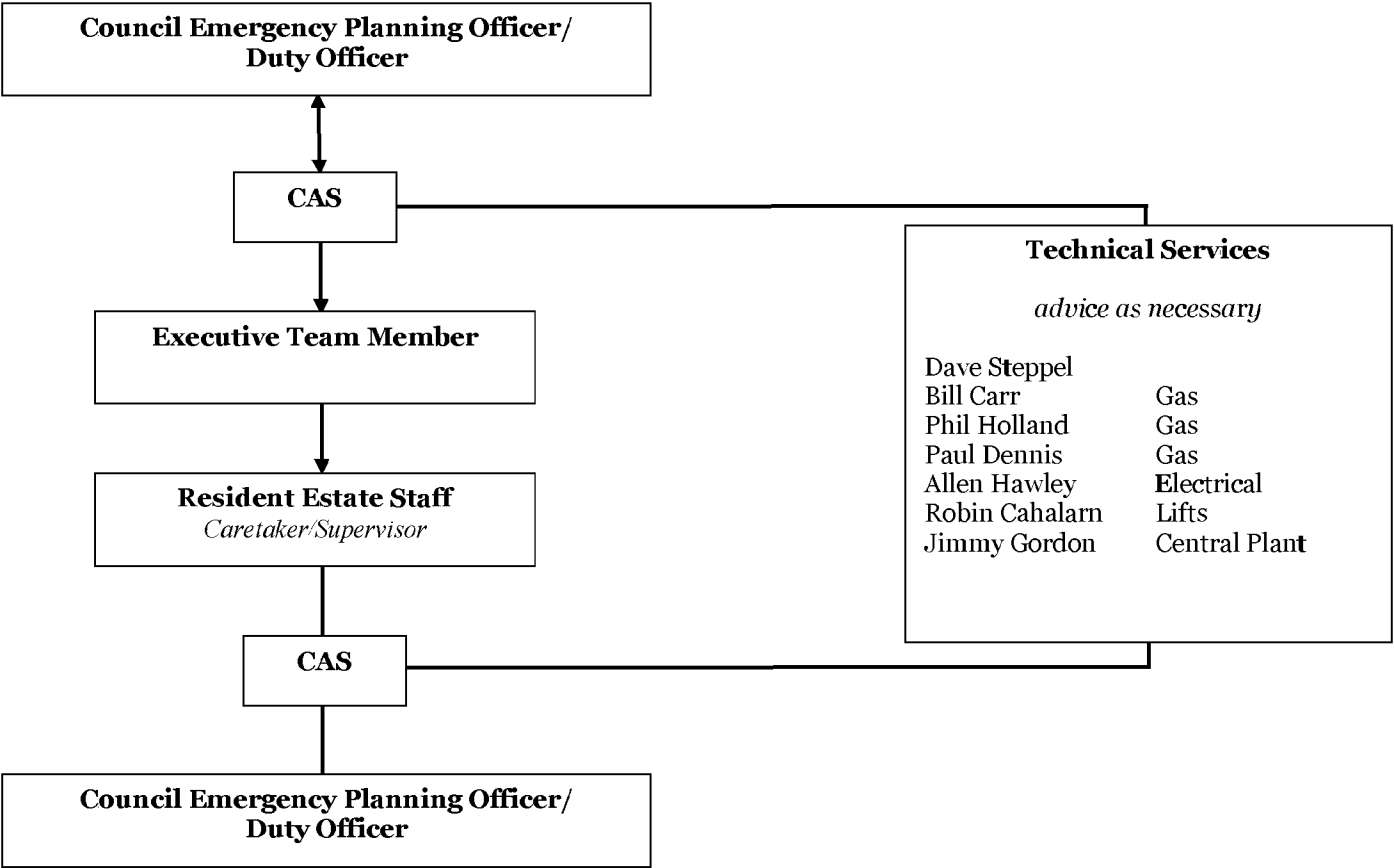
CAS should initiate a six monthly return to update their out-of-hours staff and executive team contact details.

CASCADE 1 – During Normal Working Hours

note:
key decision makers are likely to be staff in the **un-shaded** boxes and the RBKC Emergency Planning Officer



CASCADE 2 – Outside of Normal Working Hours



CAS ROLE

Information about an incident may come in direct to CAS from anyone within the TMO, most likely this would be a caretaker at the scene, or alternatively information could come from outside of the TMO e.g. member of the public, resident, council officer etc. The cascade is designed to work in both directions, i.e. the passing of information both up the cascade as well as down the cascade. Ultimately, the key decision makers are likely to be members of the Executive Team, others may be called upon for assistance and advice, depending on the scale of the emergency, **with the CAS officer acting as the controlling communications link.**

The Duty CAS Officer should ascertain as much information as possible to enable them to make an informed decision on what steps to take, and who to involve. If information received indicates a large scale incident, **the Council Emergency Planning Officer (or in his absence the Duty Officer) must be contacted at an early stage.** Whatever the scale of the incident, **always inform the Council Emergency Planning Officer.** By keeping him informed he can be on stand by to assist if the emergency escalates to a size that totally overwhelms the TMO's resources.

The CAS Officer should be clear on where the incident is i.e. the block, and estate etc., also that the emergency is effecting a TMO managed property. With this information it should be clear from the cascade who needs to be involved. Local knowledge may be a key factor, always involve staff who normally work in the locality of the emergency. It will be necessary to dispatch a caretaker to the site of the emergency (if they are not there already) to gather first hand knowledge.

An emergency during normal working hours may involve only a few caretakers under the direction of a supervisor with the Neighbourhood Director and Neighbourhood Manager offering guidance. **Out of hours guidance should be sought from the Neighbourhood Director/Head of Customer Services, and/or a member of the Executive Team.**

Out of hours the Executive Team Member should be contacted in the following order: Neighbourhood Directors (Richard McCarthy - north & Ian Twyford - south), Head of Customer Services (Eusebio Barata), Damian Roche, Director of Finance, and Gordon Perry. The Director of Technical Services (Liam Good) may be contacted as a matter of course for remedial works advice.

Note: During normal working hours an initial phone call will probably be received through the CSC. It is important that CSC Assistants have training, so that emergencies are handled correctly, and the call passed to CAS via their Team Leaders at the earliest opportunity.

CAS PROFORMA - for recording details of action taken with TMO emergencies

Completed By:..... Date:.....

Date & time notified:	
Who notified CAS about incident:	
Description of incident:	
Responses initiated by CAS:	
Responses from staff / contractors on site:	
FURTHER ACTION INITIATED – OTHER PEOPLE CONTACTED:	
Council Duty Officer contacted:	yes <input type="checkbox"/> no <input type="checkbox"/>
Council cascade activated:	yes <input type="checkbox"/> no <input type="checkbox"/>
Are temporary arrangements still in place & if so who is now responsible for resolving / progressing:	
Any additional information and / or problems encountered:	
yes <input type="checkbox"/> no <input type="checkbox"/>	

<i>If yes, please give details</i>					
Difficulty in evacuating residents:		yes	<input type="checkbox"/>	no	<input type="checkbox"/>
<i>If yes, please give details</i>					
Failure of any TMO plant or equipment:		yes	<input type="checkbox"/>	no	<input type="checkbox"/>
<i>If yes, please give details</i>					
Any existing defects that exacerbated the problem:		yes	<input type="checkbox"/>	no	<input type="checkbox"/>
<i>If yes, please give details</i>					
Were all contact numbers accurate:		yes	<input type="checkbox"/>	no	<input type="checkbox"/>
<i>If no, please give details</i>					
Where staff responsive & helpful:		yes	<input type="checkbox"/>	no	<input type="checkbox"/>
<i>If no, please give details</i>					
Did contractors attend within agreed response time:		yes	<input type="checkbox"/>	no	<input type="checkbox"/>

If no, please give details

Were contractors able to provide the required equipment:

yes

☐

no

☐

If no, please give details

Where there access issues for staff, contractors or the emergency services:

yes

☐

no

☐

if yes, please give details

Any recommendations to improve TMO performance on future emergencies:

Copies of this completed proforma must be provided on the next working day to:

1. CAS Manager
2. Head of Customer Services
3. Health & Safety Team
4. Neighbourhood Director – for area where incident took place

EXECUTIVE TEAM MEMBER ROLE

Primarily an executive team member's role would be to make an informed decision based upon the information supplied by CAS, on what action to proceed with. To make this decision you will need to talk directly to the Caretaker/Supervisor who should already be in attendance at the location of the emergency.

Armed with the necessary knowledge, you should instruct CAS to inform all TMO staff in the cascade to either take action, stand by, or stand down. Confirm with CAS that the Council Emergency Planning Officer has been informed. This is necessary at an early stage in case the emergency escalates with the possibility of overwhelming the TMO's resources.

The executive team member decides on any necessary liaison with the Chief Executive, TMO Board, local Residents Associations etc.

The executive team member will have the authority to authorise estate staff to break into unoccupied flats if flooding is suspected to be emanating from there. This will include the authority to break in and enter unoccupied leasehold flats.

The executive team member will authorise the mobilisation of estate staff from outside of the local area if the situation escalates and more manpower is deemed necessary.

The executive team member should ensure that information is made available to all residents who may need it, including those who may be at work etc when the incident starts. This may be achieved by various means including having a member of staff producing notices or leaflets for distribution, or by having staff on site to pass on information, or preventing access to danger areas such as during a gas leak.

In major incidents, the lead officer may change during the aftermath. Notify all staff concerned and affected residents of the change as soon as possible.

In the days immediately after the incident, allow residents ample opportunity to air concerns/grievances e.g. through local surgeries with housing officers. This will convey that the TMO acknowledges their trauma and may avoid complaints later on.

Ensure regular progress bulletins are issued to residents e.g. on insurance claims, reinstatement works, return moves through newsletters and/or public meetings.

SENIOR STAFF MEMBER ON SITE ROLE

This person could be any staff member in the TMO during normal working hours, however this will be the Neighbourhood Resident Supervisor outside of normal working hours. They should gather as much information as possible as to the extent of the problem. This should be passed on to CAS, who will inform an Executive Team member. During normal working hours your call may initially go through to the CSC, in which case you should advise who you are and the nature of the call and asked to be transferred to CAS.

This person will quickly ascertain if extra staff are needed on site, and if not already done so, call the emergency services, or ask CAS to do so.

This staff member will need to seek out information from the emergency services, who may not necessarily pass on information as a matter of course.

Ensure that residents' primary needs (i.e. shelter, food and warmth) are met as quickly as possible. You may need to open up a rest centre. Ask CAS to consult the block details to see what the most suitable location would be for this. Find out who the key holder is and make preliminary contact to advise that we may need to use the location as a temporary rest area.

When opening up a rest centre, ensure it is made as welcoming and comfortable as possible, i.e. by turning on the lighting and heating, arranging tea/coffee, turning on a TV or radio for entertainment (if available).

Allow residents to use the TMO's mobile phone (residents may be able to organise alternative accommodation by contacting their relatives/friends).

Arrange for a roll-call to be taken and identify any special requirements e.g. special needs, disabilities.

Put someone in charge of organising refreshments - depending on the numbers involved, 2/3 persons may be required to do this.

Advise of any known vulnerable/less able bodied residents that may come to your attention as needing assistance, pass this information on to CAS.

Other than dealing with the immediate emergency you will need to assess whether contractors need to be called for any making good, boarding up, security works etc as a result of the emergency.

Safeguard residents' homes and belongings. This may involve:

- contacting Technical Services via CAS
- commissioning works e.g. "make safe", security, boarding up, repairs etc.
- arranging security guards
- installing de-humidifiers
- removing residents' belongings to a temporary secure store

Avoid having people doing nothing at the scene. This is an inefficient use of resources and creates a negative impression.

You will need to be guarded against off the cuff remarks to members of the public which could be mis-interpreted, and used against us in the aftermath.

TECHNICAL SERVICES SUPPORT ROLE

During normal working hours Technical Services staff will be available to offer guidance to CAS and other TMO staff on site involved in any emergency situation. They will be able to offer advice on the scope of works to be carried out, and any appropriate actions which may be necessary to make safe. They will also offer advice on any follow up action required and advise on which contractors to call to make good and do any remedial works as required.

Outside of normal working hours, the Director of Technical Services has organised a core of staff members from Technical Services who will be available to call for the same advice as above. A list of these staff members is printed on the out of hours call out cascade. Technical Services staff on this list have volunteered their services, and as such it is not intended that they should make themselves available at all times outside of normal working hours. There will however be enough staff on this list to ensure that assistance should be available from at least one of them. Staff on this out of hours list will be reimbursed (if called) for the duration of their time spend dealing with the situation.

REST CENTRES

Identify facilities that exist locally and in neighbouring estate team areas and determine which are suitable for use in the scale of emergency that is applicable. **The most suitable rest centres are identified in the block details.** These may include: tenants clubrooms, church halls, schools, social clubs etc.

As a minimum, rest centres must be accessible by persons with disabilities and have heating, seating, lighting, WC facilities, drinking water, an urn/kettle, crockery or a supply of paper cups, and first aid supplies. First consideration should be given to local clubrooms and sheltered housing, as these will already have many of these facilities (plus the services of a Community Officer).

Having identified a suitable rest centre(s), establish whether they can be used for this purpose and if so, what the access arrangements are. Establish contact with the key holders, and advise them that they may be called upon to provide access in an emergency. In the case of tenants' clubrooms, keep a set of keys in the estate office and at CAS if possible.

The rest centre should ideally have sufficient room for about 30-40 people.

If it is proposed to use a nearby school, or other non TMO properties, liaise with the Council's Emergency Planning Officer (Tony Morris) to establish what the contact arrangements are.

Temporary Accommodation

If temporary accommodation is needed, this should be arranged with the council's homelessness team, via CAS.

EVACUATED RESIDENTS RECORDING FORM

No	Name	Address	Home No	Other Contact No	Other Details

CHECKLIST - ELECTRICAL FAILURE

You are informed by CAS that there has been an electrical failure in a block. To help you make an informed decision on what action is required, follow this action plan.

NO.	QUESTION	ACTION
1	Is this failure actually in a TMO block?	Confirm it is a TMO property, and the name of it. Caretaker to confirm. – Find the details for the block in this plan.
2	What is the extent of the electrical failure – is the whole block involved with complete loss of power, or Is it just affecting one floor etc	Caretaker to confirm
3	Does the block have a lift	Ask caretaker to check if anyone is trapped
4	Have our contractors been called out to deal with the problem	Confirm with CAS that they have been called – Tech Services contacts!
5	Do London Electricity need to be informed	Ask CAS to phone them
6	Are other TMO blocks going to be affected within the locality	Ask caretaker to check on other blocks and take the appropriate action as per this block
7	How many tenants are, or likely to be affected	Consult block details
8	Are there TMO staff on site	If no, ask CAS to dispatch Caretaker to site
9	Has the Council Emergency Planning Officer (or Duty Officer out of hours) been called	Ask CAS to inform him in case we become overwhelmed.
10	Is there any immediate danger that may require any residents to be evacuated	Liaise with on site staff – if lift not operational, do people need assistance with evacuation – are more staff needed
11	Is there a need to open up a temporary refuge	Consult block details and arrange with senior on site person to open a refuge if it is required. If emergency becomes larger so make sure Council Emergency Planning Officer is told
12	How long will it take for the situation to be in control	Liaise with on site staff
13	Is there a need to supply temporary heating, or hot water	Liaise with on site staff. Instruct CAS to call out contractors if required.
14	You may need to consider giving information to Board members/TA leaders	Executive Team member to make decision.

CHECKLIST - FIRE

You are informed by CAS that there is a fire in a block. To help you make an informed decision on what action is required, follow this action plan.

NO.	QUESTION	ACTION
1	Are the Emergency Services there	Confirm that CAS have called Fire Brigade etc.
2	Is the fire actually in a TMO block?	Confirm it is a TMO property, and the name of it. – Find the details for the block in this plan.
3	What is the extent of the Fire? Is it contained within a dwelling, is it in the communal area etc?	Ask on site personnel to ascertain extent of fire – without putting themselves in danger
4	How many tenants are, or likely to be affected	As 3 above.
5	Are there TMO staff on site	If no, ask CAS to dispatch Caretaker to site. On site staff must liaise with emergency services and feedback info to CAS.
6.	Has the Council Emergency Planning Officer (or Duty Officer out of hours) been called	Ask CAS to inform him in case we become overwhelmed.
7.	Will Residents have to be evacuated	Liaise with on site staff
8.	Is there a need to open up a temporary refuge	Consult block details and arrange to open a refuge if it is required. If emergency becomes larger scale make sure Council Emergency Planning Officer is told
9	How long will it take for the fire to be in control	Liaise with on site staff
10	Do we need to have contractors on stand by for any making secure works/boarding up.	Liaise with on site staff. Instruct CAS to call out contractors if required.
11	Ask Caretaker to gather as much information as possible from the Fire Brigade i.e. were any cars impeding access for the emergency services, are there any problems with risers etc., did vents open as they should, was any escape route blocked	Feed information back to CAS
12	You may need to arrange cleaning of smoke damaged areas in communal parts (during working hours).	Liaise with Tech Services if required, and authorise CAS to proceed.

CHECKLIST - FLOODING

You are informed by CAS that there has been a flood in a block. To help you make an informed decision on what action is required, follow this action plan.

NO.	QUESTION	ACTION
1	Is this flood actually affecting a TMO block?	Confirm it is a TMO property, and the name of it. – Find the details for the block in this plan.
2	What is the extent of the flood, is it confined to one dwelling, is a communal cold water storage tank at fault?	Ask on site personnel to ascertain extent of flooding – without putting themselves in danger
3	Does Thames Water need to be informed, or is it flood from one of our water tanks or flats?	Ask CAS to phone them if they are needed
4	Are other TMO blocks going to be affected within the locality	As 2 above, then follow this procedure for each block.
5	How many tenants are, or likely to be affected	Consult block details
6	Are there TMO staff on site	If no, ask CAS to dispatch Caretaker to site
7	Can Caretaker isolate the fault and stop the water?	Duty Caretaker may need to phone local caretaker, to ascertain location of stopcocks etc.
8	Has the Council Emergency Planning Officer (or Duty Officer out of hours) been called	Ask CAS to inform him in case we become overwhelmed
9	If the flood is coming from a flat, and there is no one home.	Executive Team member to authorise caretaker to break in – including leasehold flats.
10	Does a plumbing contractor need to be on stand by	Instruct CAS if needed
11	What is the extent of the damage, do we need a contractor to board up and make secure.	Instruct CAS if needed
12	Is there a need to open up a temporary refuge	Consult block details and arrange to open a refuge if it is required. If emergency becomes larger scale make sure Council Emergency Planning Officer is told
13	How long will it take before the problem is resolved	Liaise with on site staff
14	Consider information that is to be passed on to affected residents, who can remain in situ? Provide contact number for residents to ring for information	Staff to door knock to pass on information

CHECKLIST - GAS LEAK

You are informed by CAS that there is a gas leak in a block. To help you make an informed decision on what action is required, follow this action plan.

NO.	QUESTION	ACTION
1	Is the gas leak actually in a TMO block? Is there a gas supply to this block?	Confirm it is a TMO property, and the name of it. – Find the details for the block in this plan.
2	What is the extent of the gas leak? Is it from the mains, installation pipe work, or an appliance	On site staff to confirm
3	Have Transco been informed	Ask CAS to phone them
4	Are other TMO blocks going to be affected within the locality	Ask on site personnel to ascertain extent of the leak – without putting themselves in danger
5	How many tenants are, or likely to be affected	As 3 above, and make arrangements as per these instructions.
7	Are there TMO staff on site	If no, ask CAS to dispatch Caretaker to site
8	Are the Emergency Services there	Confirm that CAS have called Fire Brigade etc.
9	Has the Council Emergency Planning Officer (or Duty Officer out of hours) been called	Ask CAS to inform him in case we become overwhelmed.
10	Will Residents have to be evacuated	Liaise with on site staff
11	Is there a need to open up a temporary refuge	Consult block details and arrange to open a refuge if it is required. If emergency becomes larger scale make sure Council Emergency Planning Officer is told
12	How long will it take for the situation to be in control	Liaise with on site staff
13	Do we need to have contractors on stand by for any making secure works/boarding up.	Liaise with on site staff. Instruct OAS to call out contractors if required.
14	Are residents going to be left without heating/hot water	If there is a need to supply temporary heating of hot water. Authorise via CAS
	TMO staff will need to be present with emergency services to advise residents returning to the block of any evacuation, place of refuge etc.	Caretakers/Supervisor to remain present.

CHECKLIST - LIFT INCIDENT

You are informed by CAS that there has been lift failure in a block. To help you make an informed decision on what action is required, follow this action plan.

NO.	QUESTION	ACTION
1	Is this failure actually in a TMO block?	Confirm it is a TMO property, and the name of it. – Find the details for the block in this plan.
2	What is the extent of the failure – is this the only lift serving the block, are there any people trapped in the lift, how many floors to the block	Find out the lift number (H???)
3	If people are trapped in the lift	Ask CAS to dispatch two caretakers to see if they can release them. The lift will then be taken out of service until the lift contractors are on site
4	Have our contractors been called out to deal with the problem	Confirm with CAS that they have been called – Tech Services contacts!
5	Are any vulnerable people involved	Consult block details
6	How many tenants are, or likely to be affected	Consult block details
7	Is there a need to open up a temporary refuge	Consult block details and arrange to open a refuge if it is required. If emergency becomes larger scale make sure Council Emergency Planning Officer is told
8	How long will it take for the situation to be under control	Liaise with on site staff
9	Information to residents on site? Are more caretakers required to assist with vulnerable/less able residents	Notices to be posted on lift etc

CHECKLIST - MAINS WATER LOSS

You are informed by CAS that there has been an electrical failure in a block. To help you make an informed decision on what action is required, follow this action plan.

NO.	QUESTION	ACTION
1	Is this loss of water actually affecting a TMO block?	Confirm it is a TMC property, and the name of it. – Find the details for the block in this plan.
2	What is the extent of the loss	Ask on site personnel to ascertain extent of the loss – without putting themselves in danger
3	Have Thames Water been informed	Ask CAS to phone them
4	Are other TMC blocks going to be affected within the locality	As 2 above, and follow this procedure for each affected block.
5	How many tenants are, or likely to be affected	Consult block details
6	Are there TMO staff on site	If no, ask CAS to dispatch Caretaker to site
7	Has the Council Emergency Planning Officer (or Duty Officer out of hours) been called	Ask CAS to inform him in case we become overwhelmed
8	Is this loss of mains water affecting the heating system	Liaise with on site staff
9	Is there a need to distribute temporary heating? Are there vulnerable people involved?	Liaise with onsite staff and consult block details
10	Is the water supply going to be off long term?	Liaise with on site staff, and find out if Thames Water are supplying alternative source of water. Provide information to residents.
	Is there a need to distribute bottled water	Executive Team member to authorise purchase of
11	Is there a need to open up a temporary refuge	Consult block details and arrange to open a refuge if it is required. If emergency becomes larger scale make sure Council Emergency Planning Officer is told
12	How long will it take before the water is restored	Liaise with on site staff

PART 2 - PROPERTY DETAILS

SMALL BLOCKS & INDIVIDUAL HOUSES (Blocks where there are 5 flats or fewer)

Block / Street Name	Address & Postcode	No. of dwellings	Key access & any special features	Nearby place of shelter
Acacia Walk	1& 2 Tadema Road, SW10	2		Worlds End Clubrooms
7 All Saints Road	W10	2 – flats A & B		Lowerwood Court Clubroom
48 All Saints Road	W10	2 flats		Lowerwood Court Clubroom
Ashburnham Road	Nos 3, 5, 6, 12, 13, 14 SW10	1 flat / house at each number		Worlds End Clubrooms
10A Avondale Park Gardens	W11	4 flats (A-D)		Henry Dickens Court Clubroom
16A Avondale Park Gardens	W11	4 flats (A-D)	Currently all major works voids - sitexed	Henry Dickens Court Clubroom
Avondale Park Gardens	1, 5, 7, 15, 20, 22, 23 & 25 W11	Individual houses		Henry Dickens Court Clubroom
Avondale Park Road	18-36 (even) W11			Henry Dickens Court Clubroom
Barlby Gardens	1, 5, 7, 8, 9, 13, 18 & 23 W10	Individual houses		Raymede Clubroom
18 Basing Street	W10	4 flats (1-4)		Lowerwood Court Clubroom
25 Basing Street	W10	4 flats (1-4)		Lowerwood Court Clubroom
Bevington Road	42, 46, 48, 52, 54, 56, 60 W10	Individual houses		Acklam Road Clubroom
Blagrove Road	2-20 (even) W10	Individual houses		Acklam Road Clubroom
Bramley Road	61-77 (odd) W10			Frinstead Clubroom
15 Burnaby Street	SW10	1 flat		Worlds End Clubrooms
18 Burnaby Street	SW10	3 flats		Worlds End Clubrooms

Block / Street Name	Address & Postcode	No. of dwellings	Key access & any special features	Nearby place of shelter
22 Burnaby Street	SW10	2 flats		Worlds End Clubrooms
24 Burnaby Street	SW10	2 flats		Worlds End Clubrooms
26 Burnaby Street	SW10	1 flat		Worlds End Clubrooms
28 Burnaby Street	SW10	2 flats		Worlds End Clubrooms
30 Burnaby Street	SW10	2 flats		Worlds End Clubrooms
39 Burnaby Street	SW10			Worlds End Clubrooms
46 Burnaby Street	SW10	House		Worlds End Clubrooms
2 Cambridge Gardens	W10			Acklam Road Clubroom
8 Cambridge Gardens	W10	3 flats		Acklam Road Clubroom
Caversham Street	2-24 (even) SW3	houses		Chelsea Old Town Hall
Christchurch Street	61 SW3	house		
17 Collingham Place	SW5	6 flats		Worlds End Clubrooms
2 Cornwall Crescent	W11	4 flats (A-D)		
9 Cornwall Crescent	W11	2 flats (A & B)		
53 Cornwall Crescent	W11	2 flats (A & B)		
23 Cremorne Road	SW10	2 flats		Worlds End Clubrooms
Dalgarno Gardens	74, 116 W10	Houses		Raymede Clubroom
17 Danvers Street	SW3	2 flats (A & B)		Dacre House Clubroom

Block / Street Name	Address & Postcode	No. of dwellings	Key access & any special features	Nearby place of shelter
19 Danvers Street	SW3	2 flats (A & B)		Dacre House Clubroom
27 Danvers Street	SW3			Dacre House Clubroom
29 Danvers Street	SW3	2 flats (A & B)		Dacre House Clubroom
31 Danvers Street	SW3	2 flats (A & B)		Dacre House Clubroom
51-53 Danvers Street	SW3	4 flats (1-4)		Dacre House Clubroom
45 Draycott Place	SW3	4 flats		Wiltshire Close Clubroom
38 Eardley Crescent	SW5	4		Worlds End Clubrooms
61 Eardley Crescent	SW5	3		Worlds End Clubrooms
35 Edith Grove	SW10	House		Worlds End Clubrooms
53 Edith Grove	SW10	2 flats		Worlds End Clubrooms
84 Edith Grove	SW10	2 flats		Worlds End Clubrooms
17 Fernshaw Road	SW10	2 flats		Worlds End Clubrooms
19 Fernshaw Road	SW10	4 flats		Worlds End Clubrooms
23 Fernshaw Road	SW10	4 flats		Worlds End Clubrooms
27 Fernshaw Road	SW10	4 flats		Worlds End Clubrooms
35 Fernshaw Road	SW10	2 flats		Worlds End Clubrooms
36 Fernshaw Road	SW10	2 flats		Worlds End Clubrooms
39 Fernshaw Road	SW10	2 flats		Worlds End Clubrooms

Block / Street Name	Address & Postcode	No. of dwellings	Key access & any special features	Nearby place of shelter
41 Fernshaw Road	SW10	2 flats		Worlds End Clubrooms
43 Fernshaw Road	SW10	house		Worlds End Clubrooms
80 Finborough Road	SW10	3 flats (A-C)	ASSA key access	Worlds End Clubrooms
82 Finborough Road	SW10	3 flats (A-C)	ASSA key access	Worlds End Clubrooms
84 Finborough Road	SW10	3 flats (A-C)	ASSA key access	Worlds End Clubrooms
86 Finborough Road	SW10	3 flats (A-C)	ASSA key access	Worlds End Clubrooms
88 Finborough Road	SW10	3 flats (A-C)	ASSA key access	Worlds End Clubrooms
123 Finborough Road	SW10	8 flats (A-H)		Worlds End Clubrooms
125 Finborough Road	SW10	8 flats (A-H)		Worlds End Clubrooms
140 Finborough Road	SW10	8 flats (A-H)		Worlds End Clubrooms
162 Finborough Road	SW10	4 flats (A-D)		Worlds End Clubrooms
169 Finborough Road	SW10	12 flats (A-L)		Worlds End Clubrooms
68 Flood Street	SW3	8 flats		Pond / Wiltshire
36 Glebe Place	SW3	House		Pond / Wiltshire
Golborne Road	47, 49, 59, 61, 75 & 87 W10	Houses		Kensal Resource Centre
34 Gordon Place	W8	House		The Town Hall
15 Gunter Grove	SW10	2 flats		Worlds End Clubrooms
20 Gunter Grove	SW10	4 flats		Worlds End Clubrooms

Block / Street Name	Address & Postcode	No. of dwellings	Key access & any special features	Nearby place of shelter
36 Gunter Grove	SW10	4 flats		Worlds End Clubrooms
40 Hewer Street	W10	House		Raymede Clubroom
10 Holland Road	W14	3 Flats (1-3)		
37 Holland Road	W14	3 Flats (A-C)		
67 Holland Road	W14	5 Flats (1-5)		
68 Holland Road	W14	5 Flats (1-5)		
99 Holland Road	W14	5 Flats (A-E)		
119 Holland Road	W14	5 Flats (A-E)		
Hornton Place	1 & 2 W8	Houses		Town Hall
Ixworth Place	24 & 26 SW3	Houses		Wiltshire Close Clubroom
26 Kempsford Gardens	SW5	3 flats (A-C)		Worlds End Clubrooms
39 Kempsford Gardens	SW5	4 flats (A-D)		Worlds End Clubrooms
1A Kenley Street	W11	1 flat		Henry Dickens Court Clubroom
1B Kenley Walk	W11	4 flats (1-4)		Henry Dickens Court Clubroom
Kings Road	SW3			
82 Ladbroke Grove	W10	5 flats		Lowerwood Clubroom
85 Ladbroke Grove	W10	5 flats (1-5)		Lowerwood Clubroom
94 Ladbroke Grove	W10	5 flats		Lowerwood Clubroom

Block / Street Name	Address & Postcode	No. of dwellings	Key access & any special features	Nearby place of shelter
191 Ladbroke Grove	W10	5 flats (A-E)		Lowerwood Clubroom
201 Ladbroke Grove	W10	3 flats (A-C)		Lowerwood Clubroom
210 Ladbroke Grove	W10	3 flats (A-C)		Lowerwood Clubroom
223 Ladbroke Grove	W10	4 flats (A-D)		Lowerwood Clubroom
230 Ladbroke Grove	W10	2 flats (A&B)		Lowerwood Clubroom
275 Ladbroke Grove	W10	5 flats (1-5)		Lowerwood Clubroom
297 Ladbroke Grove	W10	4 flats (1-4)		Raymede Clubroom
319 Ladbroke Grove	W10	9 flats (A-H & J)		Raymede Clubroom
55 Lancaster Road	W10	2 flats (A&B)		Lowerwood Clubroom
100 Lancaster Road	W10	2 flats (A&B)		Lowerwood Clubroom
57 Longridge Road	SW5	5 flats		The Town Hall
Lots Road	14, 40, 64, 66, 70, 72, 76, 78, 80, 82, 86, 184 SW10	Houses		Worlds End Clubrooms
Mary Place	28, 30, 32, 38 W11	Houses		Henry Dickens Court Clubroom
22 McGregor Road	W11	4 flats		
7 Netherton Grove	SW10	3 flats		Cremorne Sheltered Clubroom
12 Netherton Grove	SW10	3 flats		Cremorne Sheltered Clubroom
60 Nevern Square	SW5	5 flats		Worlds End Clubrooms
47 Philbeach Gardens	SW5	5 flats		Worlds End Clubrooms

Block / Street Name	Address & Postcode	No. of dwellings	Key access & any special features	Nearby place of shelter
62 Philbeach Gardens	SW5	6 flats		Worlds End Clubrooms
69 Philbeach Gardens	SW5	4 flats		Worlds End Clubrooms
70 Philbeach Gardens	SW5	7 flats		Worlds End Clubrooms
2 Raddington Road	W10	House		Acklam Road Clubroom
8 Raddington Road	W10	House		Acklam Road Clubroom
5 Redcliffe Street	SW10	4 flats		
17 Russell Road	W11	4 flats (A-D)		
22 Sirdar Road	W11	5 flats (A-E)		
50 Sirdar Road	W11	3 flats (1-3)		
52 Sirdar Road	W11	flats (1-3)		
56 Sirdar Road	W11	3 flats (1-3)		
10 Stadium Street	SW10	3 flats		
Stadium Street	31, 35, 49, 55, 61, 65 SW10	houses		
56 St Helens Gardens	W10	4 flats		
62 St Helens Gardens	W10	3 flats (A-C)		
77 St Helens Gardens	W10	5 flats		
79 St Helens Gardens	W10	3 flats		
81 St Helens Gardens	W10	5 flats		

Block / Street Name	Address & Postcode	No. of dwellings	Key access & any special features	Nearby place of shelter
St Lukes Street	14, 16, 18, 24 SW3	Houses		
Stamford Cottages 5 Billing Street	SW10	House		
15 Stratford Road	W8	2 flats		
4 Sunningdale Gardens	W8	3 flats (A-C)		
6 Sunningdale Gardens	W8	3 flats (A-C)		
8 Sunningdale Gardens	W8	A & B		
Swinbrook Road	35-41 (odd), 47/63 (odd), 67, 69, 73/85 (odd), 42, 46, 50, 52, 56, 58, 60, 84 W10	houses		
13 Tadema Road	SW10	4 flats		Worlds End Clubrooms
14 Tadema Road	SW10	2 flats		Worlds End Clubrooms
15 Tadema Road	SW10	4 flats		Worlds End Clubrooms
16 Tadema Road	SW10	2 flats		Worlds End Clubrooms
17 Tadema Road	SW10	4 flats		Worlds End Clubrooms
18 Tadema Road	SW10	2 flats		Worlds End Clubrooms
19 Tadema Road	SW10	4 flats		Worlds End Clubrooms
20 Tadema Road	SW10	4 flats		Worlds End Clubrooms
21 Tadema Road	SW10	4 flats		Worlds End Clubrooms
22 Tadema Road	SW10	2 flats		Worlds End Clubrooms

Block / Street Name	Address & Postcode	No. of dwellings	Key access & any special features	Nearby place of shelter
24 Tadema Road	SW10	3 flats		Worlds End Clubrooms
25 Tadema Road	SW10	3 flats		Worlds End Clubrooms
26 Tadema Road	SW10	2 flats		Worlds End Clubrooms
27 Tadema Road	SW10	2 flats		Worlds End Clubrooms
28 Tadema Road	SW10	3 flats		Worlds End Clubrooms
3 Tetcott Road	SW10	house		Worlds End Clubrooms
9 Tetcott Road	SW10	2 flats		Worlds End Clubrooms
47 Tetcott Road	SW10	2 flats		Worlds End Clubrooms
49 Tetcott Road	SW10	house		Worlds End Clubrooms
Threshers Place	10-20 (Even)			Henry Dickens Court Clubroom
42 Upcerne Road	SW10	1 flat		Worlds End Clubrooms
45 Upcerne Road	SW10	2 flats – A & B		Worlds End Clubrooms
47 Upcerne Road	SW10	3 flats (A-C)		Worlds End Clubrooms
49 Upcerne Road	SW10	2 flat – A&B		Worlds End Clubrooms
51 Upcerne Road	SW10	3 flats (A-C)		Worlds End Clubrooms
53 Upcerne Road	SW10	3 flats (A-C)		Worlds End Clubrooms
55 Upcerne Road	SW10	3 flats (A-C)		Worlds End Clubrooms
69 Upcerne Road	SW10	2 flats A&B		Worlds End Clubrooms

Block / Street Name	Address & Postcode	No. of dwellings	Key access & any special features	Nearby place of shelter
39 Uverdale Road	SW10	3 flats (A-C)		Worlds End Clubrooms
43 Uverdale Road	SW10	2 flats		Worlds End Clubrooms
49 Uverdale Road	SW10	2 flats		Worlds End Clubrooms
51 Uverdale Road	SW10	2 flats		Worlds End Clubrooms
53 Uverdale Road	SW10	2 flats		Worlds End Clubrooms
55 Uverdale Road	SW10	2 flats		Worlds End Clubrooms
Walmer Road	228-234 (even) W11			Frinstead House Clubroom
4 Westgate Terrace	SW10	4 flats		Worlds End Clubrooms

ADAIR TOWER

Name of Block(s)	Adair Tower
Name of Estate	
Postal address of block(s)	Appleford Road, W10 5EA and 5EB
Number of dwellings	78
Approximate number of residents	160
Please give an indication of the likely number of vulnerable residents	Flat 73
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter:	Kensal Resource Centre, Adair Rd, W10 (Keys with Fred Edwards & via Kensal Estate Office)
Nearby place where Police/Fire/Ambulance can gather	Area on Adair Road immediately outside entrance to Kensal Resource Centre (between back of Adair Tower & 1-10 Golborne Gardens).
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor – access via door to right of lifts then second door on right
The main gas intake	No gas to flats, meter in Adair plant room for back up boilers
Water shut off valve	Main valve in pump room on ground floor (access via door to right of lifts then first door on right). In flats, there are stop cocks above WC, under sink and above cold tanks in flats. Valves in tank rooms for down services to flats
Is a wet or dry riser installed in the building	Yes – alternate floors from 5 th floor upwards
Other significant special features	High Alumina Cement
Other site-specific information.	Communal heating system. Flats have radiators fed from 3 heat-pumps in ground floor plant room. Back up gas boiler and pumps in small blast proof plant room. Riser pipes to all flats in R/H landing cupboards, valves for each flat in landing ceiling panels with motorized valve controlled by thermostat

	in each flat. System currently maintained by TMP.
Location of relevant keys	Master ASSA key for tea room and cleaners store – need to order one for office and back up caretaker
Other means of escape	Fire escape stairs
Local Clubroom & key holder	Kensal Resource Centre. Fred Edwards on [REDACTED] [REDACTED] or via Kensal Estate Office.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office (normal office hours)
How many resident staff live locally.	Fred Edwards Ken Lewington Everton Nixon
OTHER INFORMATION:	
Smoke detection in dwellings linked to heat exchange system – maintained by TMP High rise block – served by 2 lifts	

Completed by: Ronnie Wright.....

Date: 30/12/03

Job Title: Caretaker.....

ALLOM & BARLOW HOUSE

Name of Block(s)	Allom House, 153-193 Clarendon Road W11 Barlow House, 161-121 Walmer Road W11
Name of Estate	Allom & Barlow Houses
Postal address of block(s)	W11
Number of dwellings	40 Allom - 32 Barlow = 72
Approximate number of residents	220
Please give an indication of the likely number of vulnerable residents.	approximately 5 persons located in 1-32 Allom House
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensington Leisure Centre [REDACTED] Walmer Road W11 Henry Dickens Clubroom Key holder Mrs Preedy, 14 Florence House.
Nearby place where Police/Fire/Ambulance can gather	Walmer Road W11 Clarendon Road W11 Verity Close W11 Courtyard of both Allom & Barlow Verity Close gate – access via Gerda H41 Key to caretaker Boniface Enoch (non resident) – [REDACTED] [REDACTED] Walmer Road Gate Fob key and FB 14 key access See above for access Keys stored at Markland House Estate Office basement control room key store – based at Darfield Way, Silchester Estate London W10 Tel: [REDACTED]
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Located in each stairwell intake cupboard under stairs. Key access H5 Gerda

ANCHOR HOUSE – Cremorne Estate

Name of Block(s)	Anchor House
Name of Estate	Cremorne Estate, SW10
Postal address of block(s)	Moravian Place, SW10
Number of dwellings	6
Approximate number of residents	15 residents
Please give an indication of the likely number of vulnerable residents.	1-2
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter.	Cremorne Sheltered Clubroom, Chelsea Farm House, Milman's Street, SW10
Nearby place where Police/Fire/Ambulance can gather.	Street & forecourt
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor intake cupboard
The main gas intake	Ground floor cupboard
Water shut off valve	
Is a wet or dry riser installed in the building	No
Other significant special features.	No
Other site-specific information.	Individual heating
Location of relevant keys	Glenn McAllister & TMO House
Other means of escape	One main entrance door.

Local Clubroom & key holder	Cremorne Sheltered Clubroom - Community Officer & caretaker
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Caretakers Office - Milman's House, Milman's St, Cremorne Estate, SW10
How many resident staff live locally.	None on the estate – but locally Glenn McAllister, Terry McGill & Darren Short
OTHER INFORMATION:	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

APPLEFORD HOUSE

Name of Block(s)	Appleford House
Name of Estate	
Postal address of block(s)	Appleford Road, W10 5EQ
Number of dwellings	28
Approximate number of residents	60
Please give an indication of the likely number of vulnerable residents.	Not aware of any.
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details.	Kensal Resource Centre, Adair Road (Key holder Fred Edwards & via Kensal Estate Office)
Nearby place where Police/Fire/Ambulance can gather.	Area on Adair Road immediately outside entrance to Kensal Resource Centre (between back of Adair Tower & 1-10 Golborne Gardens).
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Under stairs at entrance for 1-8 for flats 1-12. In basement shed area below 13-20 for flats 13-28
The main gas intake	Mains come in from street side all along.
Water shut off valve	Main valve in pavement on Bosworth Rd with branch valves into each entrance in manhole covers in rear yard. Stop cocks in flats in kitchen cupboard.
Is a wet or dry riser installed in the building	No
Other significant special features.	
Other site-specific information.	
Location of relevant keys	Copy of fob to main entrance door in Kensal Estate Office
Other means of escape	None

Local Clubroom & key holder	Kensal Resource Centre. Fred Edwards on [REDACTED] [REDACTED] or via Kensal Estate Office.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office (normal office hours)
How many resident staff live locally.	Fred Edwards Ken Lewington Everton Nixon
OTHER INFORMATION:	

Completed by: Ronnie Wright..... **Date:** 30/12/03.....

Job Title: Caretaker

BALFOUR OF BURLEIGH (Bruce, Balfour & Burleigh House, and 319 Ladbroke Grove)

Name of Block(s)	Balfour of Burleigh Estate – including Bruce House, Balfour House, Burleigh House & 319 Ladbroke Grove.
Name of Estate	Balfour of Burleigh Estate
Postal address of block(s)	W10
Number of dwellings	132
Approximate number of residents	350
Please give an indication of the likely number of vulnerable residents	30
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details.	<p>Barlby Road School</p> <p>St Charles Square, Cardinal Manning School</p> <p>Treverton Estate Clubroom</p> <p>Access See Caretaker Pat Coughlin (see below)</p>
Nearby place where Police/Fire/Ambulance can gather	Bruce Close/Treverton Street/Hewer Street/St Mary's Road/St Charles Square & St Charles Street
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Base of stairwell to each block – H5 Gerda Key
The main gas intake	Individual to each block
Water shut off valve	Located outside each main entrance door at the rear of Balfour House and Burleigh House & 319 Ladbroke Grove – at front of Bruce House
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	No lifts

Location of relevant keys	Caretaker Pat Coughlin (non resident) [REDACTED] [REDACTED]
Other means of escape	
Local Clubroom & key holder	Pat Coughlin caretaker (as above) or Mr Mizani (Local resident) [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Treverton Estate Office at the base of Treverton Tower. Access via Caretaker Pat Coughlin – [REDACTED] [REDACTED] 3 caretaking staff and 3 cleaning staff.
How many resident staff live locally?	No resident staff
OTHER INFORMATION:	

Completed by: J Killingray

Date: 29/12/03

Job Title: Assistant Neighbourhood Manager

BARANDON WALK – Lancaster West

Name of Block(s)	Barandon Walk – 300s section Barandon Walk – 400s section Barandon Walk – 500s section (see other info on 2 nd page)
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11
Number of dwellings	300s section: 39 flats 400s section: 39 flats 500s section: 62 flats
Approximate number of residents	300s section: 117 400s section: 117 500s section: 186
Please give an indication of the likely number of vulnerable residents	300s section: 30? 400s section: 30? 500s section: 40?
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	EMB Rooms – located at the rear of Grenfell Tower – key held at Grenfell Tower reception North Kensington Resource Centre (situated between Hurstway Walk and Testerton Walk at the Whitchurch Road-end of the block)
Nearby place where Police/Fire/Ambulance can gather	Grenfell Road & for 500's section - Whitchurch Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	300s section: Corner of Barandon Green & also stairway at the end of Barandon 300 section 400s section: Staircase from the block going down to Barandon Rd 500s section: Corner of grassed area behind block
The main gas intake	Garage area
Water shut off valve	In flats & garage area
Is a wet or dry riser installed in the building	Yes – dry riser

Other significant special features	No lift
Other site-specific information	
Location of relevant keys	Grenfell Tower Reception - Lancaster West Estate
Other means of escape	
Local Clubroom & key holder	EMB Rooms – keys at Grenfell Reception
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	3 staff resident: Keith Stevenson Robert Regan Paul Steadman
OTHER INFORMATION:	
<p>This is one long block with a ground and first floor level, it is split into three distinct sections known locally as the 300's, 400's & 500's sections.</p> <p>This is sometimes referred to as Lancaster West Stage One</p> <p>Block built on top of garages which have been converted to commercial lets.</p>	

Completed by: Paul Steadman

Date: 29th January 2004.....

Job Title: Estate Inspector.....

BARLBY ROAD EST – MATTHEW CL, SALTER RD, NOTTING BARN RD

Name of Block(s)	Notting Barn Estate – including Matthew Close, Salter Road and Notting Barn Road
Name of Estate	Notting Barn Estate
Postal address of block(s)	Barlby Road, W10
Number of dwellings	80
Approximate number of residents	240
Please give an indication of the likely number of vulnerable residents	25
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	GPs Surgery adjacent to estate on Barlby Road. [REDACTED] The Mall Café opposite estate Barlby Road
Nearby place where Police/Fire/Ambulance can gather	Barlby Road/Matthew Close/Salter Road & Notting Barn Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Base or each stairwell
The main gas intake	Base of each stairwell
Water shut off valve	Individual to each flat
Is a wet or dry riser installed in the building	No
Other significant special features	CCTV camera located opposite Matthew Close on Notting Barn Road – centrally managed Dalgarno SRB.
Other site-specific information	
Location of relevant keys	Contact CAS [REDACTED] 11 out of hours or caretaker Pat Coughlin [REDACTED]

Other means of escape	
Local Clubroom & key holder	
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No
How many resident staff live locally	None
OTHER INFORMATION:	

Completed by: J. Killingray

Date: 29/12/03

Job Title: Assistant Neighbourhood Manager

BEAUFORT HOUSE

Name of Block(s)	Beaufort House
Name of Estate	Beaufort House
Postal address of block(s)	SW3
Number of dwellings	12
Approximate number of residents	18
Please give an indication of the likely number of vulnerable residents	
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Worlds End Estate sheltered clubroom, and WERA clubroom
Nearby place where Police/Fire/Ambulance can gather	Beaufort Street
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Inside the house near the front door
The main gas intake	In the street
Water shut off valve	In the street
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Caretaker- Terry McGill
Other means of escape	

Local Clubroom & keyholder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Yes the Cremorne estate, Milmans Street
How many resident staff live locally.	Terry McGill –Caretaker, Glenn McAllister
OTHER INFORMATION:	

Completed by: Terry McGill

Date: 13 July 2004

Job Title: Caretaker.....

BLenheim CRESCENT (96 & 98)

Name of Block(s)	96 & 98 Blenheim Crescent W11
Name of Estate	Blenheim Crescent
Postal address of block(s)	W11
Number of dwellings	10
Approximate number of residents	30
Please give an indication of the likely number of vulnerable residents	4
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensington Leisure Centre [REDACTED] Walmley Road W11
Nearby place where Police/Fire/Ambulance can gather	Blenheim Crescent W11 ASSA Key access to each block – access via caretaker Boniface Enoch [REDACTED]
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Located in each stairwell intake cupboard under stairs Key access H5 Gerda
The main gas intake	Individual flats
Water shut off valve	Header Tank located roof of 96 - H10 Gerda Access to roof of both 96 & 98 via Hatch at top of stairwell to 96. Water shut off (for both) located outside 96 on the pavement.
Is a wet or dry riser installed in the building	No
Other significant special features	Rear garden for both 96 & 98 accessed via fire doors at rear of each stairwell to both 96 & 98
Other site-specific information	
Location of relevant keys	Caretaker Boniface Enoch – [REDACTED]

Other means of escape	
Local Clubroom & key holder	None – see Leisure Centre
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No. Nearest Estate Office Markland House, Silchester Estate, Darfield Way W10 [REDACTED] 36 Oxford Gardens [REDACTED]
How many resident staff live locally	None
OTHER INFORMATION:	

Completed by: J. Killingray

Date: 2/01/04

Job Title: Assistant Neighbourhood Manager

BRAMLEY HOUSE

Name of Block(s)	Bramley House, Bramley Road/Silchester Road W10 6SX
Name of Estate	Part of Silchester Estate W10
Postal address of block(s)	Bramley House, Bramley Road W10 6SX
Number of dwellings	45
Approximate number of residents	150
Please give an indication of the likely number of vulnerable residents	30
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	<p>Frinstead House Clubroom – base of Frinstead House, Silchester Estate W10 located on Shaftesbury Drive. Key Access Caretaker Pat Dunlea [REDACTED] or Eman Yosry (Tenant) [REDACTED]</p> <p>Or Markland House Estate Office base of Markland House Darfield way Silchester Estate W10. Access via Caretaker: Boniface Enoch – [REDACTED]</p>
Nearby place where Police/Fire/Ambulance can gather	Silchester Rd & Bramley Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	Only one vehicle entrance via Silchester Road entrance.
Main Electrical Intake	Bramley house consist of 4 blocks and each block has its own intake room behind each Main entrance door, Key Gerda H5 located at Markland House estate office
The main gas intake	Near flat 11
Water shut off valve	On pavement near flat 37, Bramley Road.
Is a wet or dry riser installed in the building	None
Other significant special features	Basement area accessed via block 2 (11-25) houses a restroom for cleaning staff. Key Gerda 10 located at Markland House estate office.

Other site-specific information	None
Location of relevant keys	Caretaker Oswaldo Martinez – [REDACTED]
Other means of escape	None
Local Clubroom & key holder	See near by venues above
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	See above – office located on ground floor of Markland House. Two caretakers are based on site 9-5 weekdays
How many resident staff live locally	John Palmer – [REDACTED] Ken Wilson – [REDACTED]
OTHER INFORMATION:	

Completed by: Steve Rowe & Oswaldo Martinez

Date: 6th Jan 04

Job Title: Supervisor & Caretaker

BURGESS FIELD, 57 WORNINGTON ROAD – Extra Care Sheltered

Name of Block(s)	Burgess Field Extra Care Sheltered Accommodation at 57 Wornington Road. Run and staffed by Social Services, building responsibility is TMO's.
Name of Estate	Swinbrook Estate
Postal address of block(s)	W10 5PT
Number of dwellings	28
Approximate number of residents	28
Please give an indication of the likely number of vulnerable residents	All may need help. All residents have some degree of care – some a lot & some very little.
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	All TMO residents EPICS & Edenham Elderly Persons Home via social services ?
Nearby place where Police/Fire/Ambulance can gather	Wornington Road or Golborne Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	External basement next to gas intake cupboard. Main isolation switches in Electric cupboard next to staff room (internal basement).
The main gas intake	External basement next to boiler house
Water shut off valve	Within boiler house inside door on left at low level
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	

Location of relevant keys	Key cabinet in office during normal working hours & in staff room at basement level.
Other means of escape	Stairs at either end of building, plus several door leading to front basement level, rear garden, and side area near bin room.
Local Clubroom & key holder	n/a
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	36 Oxford Gardens, Kensal Estate office, Golborne Rd. Also Acklam Rd Est office.
How many resident staff live locally	Caretaker: Ken Lewington, Fred Edwards, Clinton Hegarty Supervisor: Steve Rowe, Everton Nixon.
OTHER INFORMATION:	
<p>Manager: Sandra Burgess</p> <p>Building staffed 24hr a day.</p> <p>Will need to contact Tony Morris the council Emergency Planning Officer with this one because of the vulnerability of the residents. The building is TMO managed, but it is staffed by Social Services who the residents come under the control of, however they are ultimately TMO tenants.</p> <p>Transport would be needed in any evacuation – Social Services Cascade via Tony Morris.</p>	

Completed by: Adrian Bowman

Date: 9 December 2003.....

Job Title: Assistant Safety Advisor

CAMBORNE MEWS – Lancaster West

Name of Block(s)	Camborne Mews – all
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11
Number of dwellings	36 flats – one bedrooms
Approximate number of residents	80 residents
Please give an indication of the likely number of vulnerable residents	5 residents
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Thomas Jones School, St Marks Road, W11
Nearby place where Police/Fire/Ambulance can gather	Courtyard – Camborne Mews
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	1 intake located to the right hand side of the main entrance to each of the 6 blocks
The main gas intake	Located in individual flats
Water shut off valve	Located on the courtyard footpath
Is a wet or dry riser installed in the building	No
Other significant special features	No lifts – 6 flats per section (18 flats per block). Door entry system on each main entrance door
Other site-specific information	Key fob required OR fire brigade drop key for electric gates at the entrance to the courtyard
Location of relevant keys	Grenfell Tower – Lancaster West Estate
Other means of escape	Primary escape only - staircase & main entrance door to each block

Local Clubroom & key holder	EMB rooms, keys held at Grenfell Tower reception
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	Keith Stevenson Robert Regan Paul Steadman
OTHER INFORMATION:	

Completed by: Robert Regan

Date: 29th January 2004.....

Job Title: Estate Inspector.....

CAMBRIDGE GARDENS 41 - Hostel

Name of Block(s)	Hostel @ 41 Cambridge Gardens
Name of Estate	
Postal address of block(s)	W10 5QU
Number of dwellings	10
Approximate number of residents	1 per room (2 double rooms in house, but rare to be occupied by two people)
Please give an indication of the likely number of vulnerable residents	Type of people housed here include: People waiting to be re-housed Asylum Seekers Single parents People on license with police tags Possible HIV residents
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Acklam Road Clubroom, 2 nd floor, 39-41 Acklam Road, W10. (Key holders Mr Albert Mabbs, 18b Wornington Rd. [REDACTED] & Ken Lewington, 2 Wornington Rd – [REDACTED])
Nearby place where Police/Fire/Ambulance can gather	Cambridge Gardens
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Outside in cupboard (down front stairs)
The main gas intake	Location same as electrical cupboard
Water shut off valve	On the pavement – individual stop cocks all over behind panels.
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	

Location of relevant keys	In key cabinet at 36 Oxford Gardens (CAS does not have keys)
Other means of escape	Rear exit door to enclosed rear garden – not a means of escape
Local Clubroom & key holder	2 nd floor of 39-41 Acklam Road, key holders Albert Mabbs, 18b Wornington Rd 8968 0493, and Ken Lewington, caretaker.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Acklam Road – Ken Lewington Lowerwood Court – Brian Newby
How many resident staff live locally.	Ken Lewington, Brian Newby, Ken Wilson.
OTHER INFORMATION:	
<p>Five floors including basement</p> <p>Two dwellings on each floor</p> <p>Kitchen on each floor except top floor</p> <p>Shared shower & bathroom facilities on basement, 1st and top floors</p> <p>Toilets on each floor</p> <p>Fire alarm panel by main entrance door – automatic heat and smoke detection. (Alarm only rings locally and is not diverted elsewhere for monitoring)</p> <p>Emergency lighting in communal areas</p> <p>Fire fighting appliances in communal areas and kitchen</p> <p>Two boilers both located in basement kitchen cupboard – one for heating, one for hot water</p> <p>Fuse board in each room + also on top of stairs leading to basement and above kitchen doors on each floor except top floor.</p> <p>Cold water storage tank located on the roof</p>	

Completed by: Adrian Bowman

Date: 31 December 2003....

Job Title: Assistant Safety Advisor

CAMBRIDGE GARDENS 118 & OXFORD GARDENS 109A & DOWNING HOUSE

Name of Block(s)	118 Cambridge Gardens 109a Oxford Gardens Downing House
Name of Estate	Part of Silchester Estate W10
Postal address of block(s)	Silchester Road W10 6SH
Number of dwellings	118 Cambridge Gardens x 4 109a Oxford Gardens x 3 Downing House x 6
Approximate number of residents	30
Please give an indication of the likely number of vulnerable residents	10
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Frinstead House Clubroom – base of Frinstead House, Silchester Estate W10 located on Shalfleet Drive. Key Access Caretaker Pat Dunlea [REDACTED] or Eman Yosry (Tenant) [REDACTED] Or Markland House Estate Office base of Markland House Darfield way Silchester Estate W10, access via Caretaker: Oswaldo Martinez – [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Oxford Gardens & Cambridge Gardens
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	118 Cambridge Gardens near rear door intake Gerda H5 109a Oxford Gardens, inside Main entrance door on left. Downing House inside main entrance door underneath staircase Gerda H5 located at Markland Estate office.
The main gas intake	118 Cambridge Gardens at front of block on street 109a Oxford Gardens at front of block on street
Water shut off valve	118 Cambridge Gardens at front of block on street 109a Oxford Gardens at front of block on street Downing House outside main entrance door ground

	level.
Is a wet or dry riser installed in the building	None
Other significant special features	118 Cambridge Gardens has a lift.
Other site-specific information	Downing House Only escape route is through main entrance door
Location of relevant keys	Caretaker Oswaldo Martinez – [REDACTED]
Other means of escape	
Local Clubroom & key holder	See near by venues above
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	See above – office located on ground floor of Markland House. Two caretakers are based on site 9-5 weekdays
How many resident staff live locally	John Palmer – [REDACTED] Ken Wilson – [REDACTED]
OTHER INFORMATION:	
Tenants who live at 118 Cambridge Gardens & 109a Oxford Gardens some of whom may have long term illness.	

Completed by: Steve Rowe & Oswaldo Martinez

Date: 6th Jan 04

Job Title: Supervisor & Caretaker

CAMELFORD WALK – Lancaster West

Name of Block(s)	Camelford Walk & Upper Camelford Walk
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11 4HE
Number of dwellings	Camelford Walk: 19 dwellings Upper Camelford Walk: 40 dwellings
Approximate number of residents	133 residents
Please give an indication of the likely number of vulnerable residents	16 residents
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensington Leisure Centre [REDACTED] Walmer Road W11
Nearby place where Police/Fire/Ambulance can gather	Cornwall Crescent Clarendon Road St Marks Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Staircase main entrances, staircase in middle of block
The main gas intake	In flat & under block in Safe Stores
Water shut off valve	In flat & under block in Safe Stores
Is a wet or dry riser installed in the building	No
Other significant special features	No lifts
Other site-specific information	
Location of relevant keys	Reception at Grenfell Tower, Lancaster West Estate
Other means of escape	3 staircases

Local Clubroom & key holder	
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office & Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	3 local staff
OTHER INFORMATION:	
Main entrances to this block are located off Cornwall Crescent.	

Completed by: Keith Stevenson.....

Date: 29th January 2004.....

Job Title: Estate Superintendent

CAMELFORD COURT – Lancaster West

Name of Block(s)	Camelford Court
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11
Number of dwellings	26 dwellings
Approximate number of residents	80 residents
Please give an indication of the likely number of vulnerable residents	11
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensington Leisure Centre. Walmer Road W11. [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Cornwall Crescent
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Under flats in Safe Stores
The main gas intake	In flat & in Safe Stores
Water shut off valve	In flat & in Safe Stores
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Reception at Grenfell Tower, Lancaster West Estate
Other means of escape	Into backyard

Local Clubroom & key holder	
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office & Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	Keith Stevenson Robert Regan Paul Steadman
OTHER INFORMATION:	
<p>These flats are all ground floor maisonettes</p> <p>Access to the flats is via Cornwall Crescent.</p>	

Completed by: Keith Stevenson.....

Date: 30th January 2004.....

Job Title: Estate Superintendent.....

CAMPDEN HOUSES

Name of Block(s)	Campden Houses – blocks 1-17, 18-34, 35-53, 54-72, 73-91, 92-108 & 109-125														
Name of Estate	Campden Houses														
Postal address of block(s)	Peel Street W8														
Number of dwellings	125														
Approximate number of residents	274														
Please give an indication of the likely number of vulnerable residents	<table border="0"> <tr> <td>Block 1-17</td><td>1-3 people</td></tr> <tr> <td>Block 18-34</td><td>1-3 people</td></tr> <tr> <td>Block 35-53</td><td>none</td></tr> <tr> <td>Block 54-72</td><td>1-3 people</td></tr> <tr> <td>Block 73-91</td><td>1-3 people</td></tr> <tr> <td>Block 92-108</td><td>1-2 people</td></tr> <tr> <td>Block 109-125</td><td>1-2 people</td></tr> </table>	Block 1-17	1-3 people	Block 18-34	1-3 people	Block 35-53	none	Block 54-72	1-3 people	Block 73-91	1-3 people	Block 92-108	1-2 people	Block 109-125	1-2 people
Block 1-17	1-3 people														
Block 18-34	1-3 people														
Block 35-53	none														
Block 54-72	1-3 people														
Block 73-91	1-3 people														
Block 92-108	1-2 people														
Block 109-125	1-2 people														
ABOUT THE LOCAL ENVIRONMENT:															
Nearby place of shelter– give details	The Town Hall														
Nearby place where Police/Fire/Ambulance can gather	Peel Street														
INFORMATION USEFUL TO THE EMERGENCY SERVICES:															
Are basic plans available and if so are these attached?															
Main Electrical Intake	Intake Cupboard under stairs on ground floor in each block														
The main gas intake	In street														
Water shut off valve	In street - Tanks In loft space														
Is a wet or dry riser installed in the building	No														
Other significant special features															
Other site-specific information															

Location of relevant keys	John Whall (caretaker) & TMO House
Other means of escape	Communal fire escape to roof within each block
Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No – there is a small cleaner's room on ground floor of block 7.
How many resident staff live locally	John Whall, (caretaker) Herman Bramothe, supervisor
OTHER INFORMATION:	

Completed by: John Whall.....

Date: Feb 04

Job Title: Estate Caretaker.....

CECIL COURT

Name of Block(s)	Cecil Court
Name of Estate	Cecil Court
Postal address of block(s)	SW 10
Number of dwellings	22
Approximate number of residents	45
Please give an indication of the likely number of vulnerable residents	
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Worlds End Estate sheltered clubroom, and WERA clubroom
Nearby place where Police/Fire/Ambulance can gather	Fawcett Street
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Inside the basement
The main gas intake	In the street
Water shut off valve	
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Caretaker - Terry McGill
Other means of escape	There is a means of escape to the roof

Local Clubroom & keyholder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Yes the Cremorne Estate, Milmans House.
How many resident staff live locally.	Terry McGill - Caretaker (Glenn McAllister lives in this block)
OTHER INFORMATION:	
Assa Key access to main front door. One lift Side access gate	

Completed by: Terry McGill

Date: 13 July 2004

Job Title: Caretaker.....

CHELSEA FARM HOUSE & JEAN DARLING HOUSE – Sheltered

Name of Block(s)	Cremorne Sheltered Accommodation (Chelsea Farm House & Jean Darling House)
Name of Estate	Cremorne Estate
Postal address of block(s)	SW10 0BY
Number of dwellings	Chelsea Farm Hse – 18 + 6 Studios. Jean Darling - 16
Approximate number of residents	Currently all single occupancy except 2 couples, (36)
Please give an indication of the likely number of vulnerable residents	All elderly residents, currently two wheelchair users, and some walking frame users. The majority would need assistance.
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Worlds End Est Clubroom (11/12 Dartrey Walk) WERA Clubroom, Blantyre Street, Worlds End Est. Depending on the nature of the emergency you could also consider the on site Cremorne Sheltered Clubroom.
Nearby place where Police/Fire/Ambulance can gather	King's Road or Milman's Street
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Beside main entrance to Clubroom on Milman's Street
The main gas intake	Beside main entrance to Clubroom on Milman's Street. Individual shut-offs within cupboard in dwelling
Water shut off valve	Individual stop cocks under kitchen sinks. Main Stop cocks in cobbled garden area. Also water shut off within the boiler house (2 nd landing of Chelsea Farm House and Colorifier room on 1 st Landing)
Is a wet or dry riser installed in the building	No
Other significant special features	Chelsea Farm House and Jean Darling, are connected by a Walkway.

Other site-specific information	
Location of relevant keys	In key cabinet within the office inside the clubroom + CAS
Other means of escape	External stairs at each end of blocks
Local Clubroom & key holder	Monique Becker
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Caretaker's office located in Milman's House, Milman's Street. Glenn McAllister & Terry McGill
How many resident staff live locally	Glenn McAllister, Terry McGill, Darren Short
OTHER INFORMATION:	
<p>A hydraulic lift serves both blocks</p> <p>Cremorne Clubroom has a fire panel which is located within the clubroom office.</p>	

Completed by: Adrian Bowman

Date: 30 December 2003....

Job Title:

CHELSEA MANOR COURT

Name of Block(s)	BLOCK 1/26 BLOCK 27/54 BLOCK 55/76 BLOCK 79/94
Name of Estate	Chelsea Manor Court
Postal address of block(s)	SW3
Number of dwellings	Block 1/26 26 Block 27/54 28 Block 55/76 22 Block 79/94 15
Approximate number of residents	Block 1/26 60 Block 27/54 56 Block 55/76 50 Block 79/94 40
Please give an indication of the likely number of vulnerable residents	Block 1/26 8 Block 27/54 10 Block 55/76 8 Block 79/94 8
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Chelsea Town Hall
Nearby place where Police/Fire/Ambulance can gather	Inner forecourt & Chelsea Manor Street
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Intake cupboard ground floor
The main gas intake	Front of block
Water shut off valve	Intake cupboard ground floor
Is a wet or dry riser installed in the building	No
Other significant special features	No
Other site-specific information	No lifts

Location of relevant keys	Caretaker – Darren Short, & TMO House
Other means of escape	Block 1/26 2 connected entrances Block 27/54 connected by walkway Block 55/76 connected by walkway Block 79/94 two rear exits
Local Clubroom & Key holder	No
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Caretakers lodge at Grove House (opposite)
How many resident staff live locally	Darren Short – caretaker Herman Bramothe - Supervisor
OTHER INFORMATION:	
Block 79/94 is on Chelsea Manor Street – there is a parade of shops along this street under the block.	

Completed by: Herman Bramothe

Date: 1 March 04

Job Title: Estate Supervisor

CHESTERTON SQUARE & BROADWOOD TERRACE

Name of Block(s)	Chesterton Square & Broadwood Terrace
Name of Estate	Warwick Road Estate
Postal address of block(s)	W8
Number of dwellings	Chesterton: 91 Broadwood: 24
Approximate number of residents	Chesterton: 210 Broadwood: 60
Please give an indication of the likely number of vulnerable residents	Chesterton: 3 – 5 Broadwood: 1 – 3
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Small clubroom in Pembroke Road – see below
Nearby place where Police/Fire/Ambulance can gather	Pembroke Road/Warwick Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Chesterton: Key with council depot security Broadwood: Middle cupboard in car park
The main gas intake	Chesterton: Just off main entrance door on pavement Broadwood: Pavement on Pembroke Road
Water shut off valve	Chesterton: On pavement by entrance/barrier arm Broadwood: Pavement on Warwick Road
Is a wet or dry riser installed in the building	Dry Riser
Other significant special features	Flats are above council depot i.e. two floors above ground level.
Other site-specific information	Central plant heating Two lifts in Chesterton serving both blocks Broadwood: has a lift serving garage area and exit from rear of block

Location of relevant keys	Caretaker/Supervisor & TMO House
Other means of escape	Chesterton: Fire escape between flats 39-40 leading to council yard Broadwood: Two fire exits leading to Pembroke Road, and one via spiral ramp to rear alley exit
Local Clubroom & key holder	Small Clubroom, keys with Residents Association (Eddie Lawman No 14 Chesterton and Yvonne Ingley No 30 Chesterton) & Caretaker.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Caretakers office on 2 nd floor lobby next to lifts
How many resident staff live locally.	Caretaker - John Whall
OTHER INFORMATION:	
<p>Central plant boiler located at roof level access is opposite caretakers office above old caretakers flat</p> <p>Chesterton and Broadwood are connected above street via a walkway bridge.</p> <p>Access to Broadwood is via the lifts in Chesterton and the link bridge</p>	

Completed by: Herman Bramothe

Date: 1 Feb 04

Job Title: Supervisor

CLARE GARDENS

Name of Block(s)	Clare Gardens
Name of Estate	Convent Estate
Postal address of block(s)	W11 1NX
Number of dwellings	41
Approximate number of residents	140
Please give an indication of the likely number of vulnerable residents	Flats 3, 4, 17, 26, 33
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Lowerwood Court Salvation Army office, Portobello Rd
Nearby place where Police/Fire/Ambulance can gather	Courtyard areas of Clare Gardens
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Main intake room in base of Lowerwood Court
The main gas intake	On public highway just by Ladbroke Grove entrance on right hand side as you leave estate
Water shut off valve	On public highway just by Ladbroke Grove entrance on left hand side as you leave estate
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	Standpipe available underneath external staircase
Location of relevant keys	N/A
Other means of escape	

Local Clubroom & key holder	Lowerwood Court – copy of key available at porters' lodge at Lowerwood Court.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Lowerwood Court porters lodge
How many resident staff live locally	Brain Newby, Ken Wilson and Steve Rowe
OTHER INFORMATION:	

Completed by: Brian Newby **Date:** 16/1/04.....

Job: Caretaker

CLARENDON - ALL – Lancaster West

Name of Block(s)	Clarendon
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11 4HE
Number of dwellings	96 dwellings
Approximate number of residents	300 residents
Please give an indication of the likely number of vulnerable residents	20 residents
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Methodist Church, Lancaster Road, W11 Kensington Sports Centre
Nearby place where Police/Fire/Ambulance can gather	Lancaster Road Clarendon Road Verity Close
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	On each staircase
The main gas intake	In flat
Water shut off valve	In flat
Is a wet or dry riser installed in the building	No
Other significant special features	No lifts
Other site-specific information	
Location of relevant keys	Reception at Grenfell Tower, Lancaster West Estate

Other means of escape	Two on each section
Local Clubroom & key holder	EMB room, keys held at Grenfell Tower reception
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office & Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	Keith Stevenson Robert Regan Paul Steadman
OTHER INFORMATION:	

Completed by: Keith Stevenson.....

Date: 30th January 2004.....

Job Title: Estate Superintendent

CLARENDON ROAD 60

Name of Block(s)	60 Clarendon Road
Name of Estate	60 Clarendon Road
Postal address of block(s)	W11
Number of dwellings	22
Approximate number of residents	40
Please give an indication of the likely number of vulnerable residents	12
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	St Francis of Assisi Community Centre Kenley Walk/Pottery Lane. [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Clarendon Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	TMO Technical Service Allen Street 0800 137 111 or [REDACTED] 9-5 weekdays
Main Electrical Intake	X 3 Main Entrance doors adjacent to doors outside
The main gas intake	Each flat has own intake
Water shut off valve	Located at the rear of all three Main Entrances
Is a wet or dry riser installed in the building	None
Other significant special features.	
Other site-specific information	
Location of relevant keys	1 Lonsdale House estate office on Portobello Court Estate W11
Other means of escape	None

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	None locally, nearest would be Lancaster West EMB
How many resident staff live locally	Ken Wilson Brian Newby Steve Rowe - Supervisor
OTHER INFORMATION:	

Completed by: Jeremy Killingray & Ken Wilson...

Date: 21/10/03

Job Title: Asst Neighbourhood Manager & Caretaker

CLYDESDALE HOUSE

Name of Block(s)	Clydesdale House
Name of Estate	
Postal address of block(s)	255 Westbourne Park Rd, W11 1ED
Number of dwellings	30
Approximate number of residents	80
Please give an indication of the likely number of vulnerable residents	Flats 2 & 9
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Children's Nursery & Community Hall (Part of Church at rear of block)
Nearby place where Police/Fire/Ambulance can gather	On street at Clydesdale Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Underneath communal staircase
The main gas intake	Powis Gardens (east side of block)
Water shut off valve	On Clydesdale Rd near to entrance to rear garden
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	ASSA key to main door - copy kept at Lowerwood Court Caretakers Office with copies at Kensal Estate Office
Other means of escape	Main staircase only

Local Clubroom & key holder	N/A
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No
How many resident staff live locally	Brian Newby, Ken Wilson & Steve Rowe
OTHER INFORMATION:	

Completed by: Brian Newby

Date: 23/1/03

Job Title: Caretaker

COLVILLE SQUARE 11-12

Name of Block(s)	11-12 Colville Square
Name of Estate	
Postal address of block(s)	London W11 2BD
Number of dwellings	12
Approximate number of residents	36
Please give an indication of the likely number of vulnerable residents	Flat 9
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Church hall at rear of Clydesdale House
Nearby place where Police/Fire/Ambulance can gather	Forecourt next to Church and 12 Colville Gardens
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Just inside main entrance door on left hand side
The main gas intake	Outside the main entrance gate on pavement
Water shut off valve	As for gas intake
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	ASSA keys to main entrance door – set at Lowerwood Ct office with spares at Kensal E/O
Other means of escape	There is a means of escape onto the roof via a ladder, it does not lead to a place of safety.

Local Clubroom & key holder	Either Lowerwood Court or Portobello Ct – key available from Brian Newby or Ken Wilson or respective estate offices
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Either Lowerwood or Portobello Ct
How many resident staff live locally	Ken Wilson, Brian Newby and Steve Rowe
OTHER INFORMATION:	

Completed by: Brian Newby

Date: 21/1/04

Job Title: Caretaker

COLVILLE SQUARE 14

Name of Block(s)	14 Colville Sq
Name of Estate	
Postal address of block(s)	London W11 2BQ
Number of dwellings	12
Approximate number of residents	30
Please give an indication of the likely number of vulnerable residents	None
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Portobello Court Clubroom
Nearby place where Police/Fire/Ambulance can gather	Connecting road between block and Portobello Ct where school is.
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Bottom of stairs on the outside near bin room.
The main gas intake	Corner with Colville Rd
Water shut off valve	As above
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	ASSA keys – set at Lowerwood Ct office with spares at Kensal E/O
Other means of escape	There is a means of escape onto the roof via a ladder – it does not lead to a place of safety.

Local Clubroom & key holder	Portobello Court – Mike Doolan (tenant, 6 Archer House) and Ken Wilson, caretaker.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Portobello Court
How many resident staff live locally	Ken Wilson, Brian Newby and Steve Rowe
OTHER INFORMATION:	

Completed by: Brian Newby Date: 21/1/04.....

Job Title: Caretaker

CORBETT HOUSE

Name of Block(s)	Corbett House: 2 blocks; 1-8 & 9-16
Name of Estate	Corbett house
Postal address of block(s)	SW 10
Number of dwellings	16
Approximate number of residents	39
Please give an indication of the likely number of vulnerable residents	
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Worlds End Estate sheltered clubroom, and WERA clubroom
Nearby place where Police/Fire/Ambulance can gather	Cathcart Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Inside the building, under stairs
The main gas intake	In the street
Water shut off valve	In the street
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Caretaker- Terry McGill
Other means of escape	

Local Clubroom & keyholder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Yes the Cremorne Estate, Milmans House
How many resident staff live locally.	Terry McGill- Caretaker, and Glenn McAllister
OTHER INFORMATION:	

Completed by: Terry McGill

Date: 13 July 2004

Job Title: Caretaker.....

CURRAN HOUSE – Lucan Estate

Name of Block(s)	Curran House
Name of Estate	Lucan Estate
Postal address of block(s)	Lucan Place, SW3 3PG
Number of dwellings	30
Approximate number of residents	
Please give an indication of the likely number of vulnerable residents	
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Wiltshire Close TA Clubroom
Nearby place where Police/Fire/Ambulance can gather	Fulham Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	
The main gas intake	Front of main entrance door
Water shut off valve	Front of block by bin room
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	With Robert Lovell, and Herman Bramothe & at TMO House
Other means of escape	Stairs at either end of block

Local Clubroom & key holder	Wiltshire Close, Robert Lovell caretaker.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest is Wiltshire Close
How many resident staff live locally	Nearest is Robert Lovell, Wiltshire Close
OTHER INFORMATION:	
3 commercial studios via first floor redundant boiler room in basement area	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

DARFIELD WAY 2-27 & SHALFLEET DRIVE 1-27

Name of Block(s)	2-27 Darfield Way W10 & 1-27 Shalfleet Drive W10
Name of Estate	Part of Silchester Estate W10
Postal address of block(s)	W10
Number of dwellings	Shalfleet: 14 & Darfield: 26. Total: 40
Approximate number of residents	60
Please give an indication of the likely number of vulnerable residents	30
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Frinstead House Clubroom – base of Frinstead House, Silchester Estate W10 located on Shalfleet Drive. Key Access caretaker: Pat Dunlee or Eman Yosry (Tenant) or Markland House Estate Office base of Markland House Darfield way Silchester Estate Access via caretaker: Boniface Enoch –
Nearby place where Police/Fire/Ambulance can gather	Shalfleet Drive or Darfield Way W10
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	1-27 Shalfleet Drive – ground floor outside adjacent to Flats 9 & 11 access via Gerda H5 2-27 Darfield Way – located in intake cupboards at the base of 2-9 of stairs accessed via H5 Gerda key and 10-15 & 22-27 base of stairs access via H5 Gerda.
The main gas intake	2-27 Darfield Way (Communal) – boiler room located at base of block 17-21. Key Access Gerda H10. 1-27 Shalfleet Drive – (Communal) boiler room located in separate building next to 1 Shalfleet Drive – Access via H10 Gerda.
Water shut off valve	Located on pavement outside entry to 2-9 Darfield Way & adjacent to intake cupboard 22-27 Darfield Way Pavement outside 1-27 Shalfleet Drive

Is a wet or dry riser installed in the building	No
Other significant special features	2-27 Darfield Way has ASSA key security access for main entrance doors.
Other site-specific information	
Location of relevant keys	Caretaker Boniface Enoch – [REDACTED]
Other means of escape	
Local Clubroom & key holder	Frinstead House Clubroom – base of Frinstead House, Silchester Estate W10 located on Shalfleet Drive. Key access caretaker Pat Dunlea [REDACTED] or Eman Yosry (Tenant) [REDACTED] or Markland House Estate Office base of Markland House Darfield way Silchester Estate W10. access via caretaker: Boniface Enoch – [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest Estate Office Markland House, Silchester Estate, Darfield Way W10. [REDACTED]
How many resident staff live locally	No
OTHER INFORMATION:	
Residents here tend to be elderly designated	
There are some hard of hearing residents in Darfield Way	

Completed by: J. Killingray

Date: 2/01/04

Job Title: Assistant Neighbourhood Manager

DIXON, FRINSTEAD & MARKLAND HOUSE

Name of Block(s)	Dixon House Frinstead House Markland House
Name of Estate	Silchester Estate W10
Postal address of block(s)	W10
Number of dwellings	80 Flats per block
Approximate number of residents	240 persons per block = 720 persons total
Please give an indication of the likely number of vulnerable residents	150 vulnerable people frail elders or those with small children
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Latimer Road Christian Centre – Bramley Road Pig & Whistle Pub close to Latimer Road tube station Station Pub also Bramley Road adjacent to railway arch Latimer Road Tube. Lancaster West Est N/Kensington Resource Centre, contact Pat Matthews for access [REDACTED] Westway Sports Centre – [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Dixon House – Darfield Way & Charlotte Mews Markland House – Darfield Way Frinstead House – Freston Road and Shalfleet Drive
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Electric intake	For all three towers located at the rear of the building ground level adjacent to the bin store. Keys are in the estate office at the ground floor level of Markland House. Keys also available at 36 Oxford Gardens.
The main gas intake	Individual intake for each flat – Markland – gas valve adjacent to electric intake at the rear of the building at ground level. x2 gas valves located by playground gate. Dixon – Pipe located adjacent to bin room at rear of block – x2 gas valves located either side of main entrance door.

	Frinstead – x2 pipes located either side of main entrance door (both capped) – another pipe adjacent to bin room not connected.
Water shut off valve	Pump room contains stop valve located on the right hand side of main entrance door – accessible with a Gerda Key H10 from outside of property.
Is a wet or dry riser installed in the building	Dry Risers – Main inlet to rear of building to the right hand side of the bin room.
Other significant special features	<p>Dixon: Has three storage rooms at ground floor level – keys are available from local Caretaker.</p> <p>Frinstead: One bulk store room on the ground floor level – keys from Markland Office & 36 Oxford Gardens. Frinstead House also has cleaners mess room – Wettons hold keys – 36 Oxford Gardens? Community rooms and kitchen based on ground floor side entrance door. Keys with caretaker [REDACTED] or Mrs Eman Yosry [REDACTED]</p> <p>Markland: Estate office at ground floor enter via rear door (fob access). Enter via front door for surgery</p>
Other site-specific information	Access to roofs – H10 Gerda
Location of relevant keys	Electrical Intake Keys for each block located in Markland Office
Other means of escape	
Local Clubroom & key holder	Base of Frinstead House - Mrs Eman Yosry 020-8968 1347, and Caretaker.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	See above – office located on ground floor of Markland House. Two caretakers are based on site 9-5 weekdays
How many resident staff live locally	John Palmer – [REDACTED] Ken Wilson – [REDACTED] Steve Rowe - supervisor
OTHER INFORMATION:	
<p>Dixon and Frinstead have a number of mobile phone masts on the roof of each block.</p> <p>Two lifts serve each block</p>	

Completed by: Jeremy Killingray & Pat Dunlea ...

Date: 24/10/03

Job Title: Assistant Neighbourhood Manager & Caretaker

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EASTRY & FORELAND HOUSES

Name of Block(s)	Eastry & Foreland Houses
Name of Estate	Eastry & Foreland Houses
Postal address of block(s)	Walmer Road W11
Number of dwellings	36
Approximate number of residents	60
Please give an indication of the likely number of vulnerable residents	10
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensington Sports Centre – Walmer Road Henry Dickens Court Est Clubroom
Nearby place where Police/Fire/Ambulance can gather	Walmer Road/Threshers Place
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Foreland House – main entrance door ground floor entrance Eastry House rear door Main Entrance Door ground floor
The main gas intake	Each individual flat
Water shut off valve	In street
Is a wet or dry riser installed in the building	None
Other significant special features	Blocks are linked.
Other site-specific information	
Location of relevant keys	1 Lonsdale House Portobello Court Estate W11 – Ken Wilson.

Other means of escape	Ground floor rear exit doors
Local Clubroom & key holder	Nearest is Henry Dickens Court, key holder Dolly Preedy 14 Florence House.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Henry Dickens Court Est Lancaster West Est
How many resident staff live locally	John Palmer Pat Coughlan Ken Wilson
OTHER INFORMATION:	

Completed by: Jeremy Killingray & Ken Wilson....

Date: 21/10/03

Job Title: Asst Neighbourhood Manager & Caretaker

EDENHAM WAY 15-50

Name of Block(s)	Edenham Way
Name of Estate	Cheltenham Estate
Postal address of block(s)	15-50 Edenham Way, Elkstone Road, London W10 5XA
Number of dwellings	36
Approximate number of residents	55
Please give an indication of the likely number of vulnerable residents	Most flats require assistance as block is let as category 1 to elderly
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Clubroom in block 51-80 or Trellick Tower clubroom
Nearby place where Police/Fire/Ambulance can gather	Service area and loading bays at the rear of Trellick Tower
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	In basement. Tenants' main fuses in metal duct panel immediately behind 2 nd stage security door to long walkway on each floor
The main gas intake	On footpath on West side of block near to entrance gate to back garden
Water shut off valve	In basement area on right hand side just past fuse boards
Is a wet or dry riser installed in the building	No
Other significant special features	In the process of being listed
Other site-specific information	
Location of relevant keys	Copy of key fob to main entrance door at Kensal E/O
Other means of escape	None apart from open balconies

Local Clubroom & key holder	Set of keys to clubroom at Kensal Estate Office and also with Marie Cronk of Residents Association at Flat 79. Trellick Tower clubroom keys from concierge
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office (open normal office hours)
How many resident staff live locally	Fred Edwards Everton Nixon Ken Lewington
OTHER INFORMATION:	

Completed by: Everton Nixon

Date: 28/1/04

Job Title: Supervisor

EDENHAM WAY 51-80

Name of Block(s)	Edenham Way
Name of Estate	Cheltenham Estate
Postal address of block(s)	51-80 Edenham Way, Elkstone Road, London W10 5XA
Number of dwellings	30
Approximate number of residents	60
Please give an indication of the likely number of vulnerable residents	Most flats require assistance as block is let as category 1 to elderly
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Clubroom in block 51-80 or at Trellick Tower
Nearby place where Police/Fire/Ambulance can gather	Service area and loading bays at the rear of Trellick Tower
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	In cupboards on every second floor (still have FB2 locks). Landlords fuse is in 2 nd floor cupboard – this is also where column lights at front of 51-80 and behind 81-86 can be shut off. Clubroom fuse is in cupboard in WC on 2 nd floor. Circuit board at roof level for flood-lights and tank room
The main gas intake	In rear garden between flats 52 and 53
Water shut off valve	Mains stop
Is a wet or dry riser installed in the building	No
Other significant special features	In the process of being listed
Other site-specific information	
Location of relevant keys	Copy of key fob to main entrance door at Kensal E/O

Other means of escape	None apart from open balconies
Local Clubroom & key holder	Set of keys to clubroom at Kensal Estate Office and also with Marie Cronk of Residents Association at Flat 79. Trellick Tower clubroom keys from concierge
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office (during normal office hours)
How many resident staff live locally	Fred Edwards Ken Lewington Everton Nixon
OTHER INFORMATION:	

Completed by: Everton Nixon

Date: 27/1/04

Job Title: Supervisor

ELM PARK GARDENS – 5

Name of Block(s)	5 Elm Park Gardens
Name of Estate	Elm Park Gardens
Postal address of block(s)	Elm Park Gardens, SW10
Number of dwellings	40
Approximate number of residents	70
Please give an indication of the likely number of vulnerable residents	5-10
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	None - street
Nearby place where Police/Fire/Ambulance can gather	Elm Park Gardens or Fulham Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Basement cupboard
The main gas intake	Gas intake in basement
Water shut off valve	Front - right opposite flat 2
Is a wet or dry riser installed in the building	No
Other significant special features	Mainly carpeted
Other site-specific information	Linked to block 1 via roof
Location of relevant keys	Porters Office at 67 EPG & TMO House
Other means of escape	Roof access

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Porters Lodge – 67 EPG
How many resident staff live locally	Barry Burt Greg Dyer Martin Walsh
OTHER INFORMATION:	
Roof access to block Basement boiler house which feeds 5,7,67,93,95 Underground car park	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

ELM PARK GARDENS – 7

Name of Block(s)	Linked to blocks 35 & 39 EPG
Name of Estate	Elm Park Gardens
Postal address of block(s)	Elm Park Gardens, SW10
Number of dwellings	40
Approximate number of residents	75-80
Please give an indication of the likely number of vulnerable residents	15-20
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	None
Nearby place where Police/Fire/Ambulance can gather	Elm Park Gardens or Fulham Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor – sign on door
The main gas intake	Front of block
Water shut off valve	Front of block
Is a wet or dry riser installed in the building	No
Other significant special features	Lift in block, fire doors on landings
Other site-specific information	
Location of relevant keys	Porters office at 67 EPG & TMO House
Other means of escape	6 th floor roof fire exit

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Porters office at 67 EPG
How many resident staff live locally	Barry Burt Greg Dyer Martin Walsh
OTHER INFORMATION:	
Block above underground car park	
2 communal storage areas on ground floor	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

ELM PARK GARDENS – 67

Name of Block(s)	Linked to blocks 71 & 93 via roof
Name of Estate	Elm Park Gardens
Postal address of block(s)	Elm Park Gardens, SW10
Number of dwellings	39
Approximate number of residents	60-70
Please give an indication of the likely number of vulnerable residents	15 – 20
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	None - street
Nearby place where Police/Fire/Ambulance can gather	Elm Park Gardens or Fulham Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor intake cupboard
The main gas intake	Front of block – yellow cap
Water shut off valve	Front of block
Is a wet or dry riser installed in the building	No
Other significant special features	Lift in block
Other site-specific information	
Location of relevant keys	Porters Office at 67 EPG
Other means of escape	Roof - 6 th floor

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Porters Lodge – 67 EPG
How many resident staff live locally	Barry Burt Greg Dyer Martin Walsh
OTHER INFORMATION:	
Communal underground car park with sprinkler system Gas & water shut-off to certain parts of building Porters office on ground floor Block 21-40 has storage room in basement	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

ELM PARK GARDENS – 68

Name of Block(s)	Linked to blocks 62 and 74 EPG
Name of Estate	Elm Park Gardens
Postal address of block(s)	Elm Park Gardens, SW10
Number of dwellings	25
Approximate number of residents	35-40
Please give an indication of the likely number of vulnerable resident	20-25
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	None
Nearby place where Police/Fire/Ambulance can gather	Elm Park Gardens or Fulham Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Basement cupboard (GERDA H5 lock on door)
The main gas intake	Basement – under front stairs
Water shut off valve	Basement - under front stairs
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Porters office at 67 EPG & TMO House
Other means of escape	Rear communal stairs leading to garden & basement & 6 th floor fire exit

Local Clubroom & key holder	
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Porters office at 67 EPG
How many resident staff live locally	Barry Burt Greg Dyer Martin Walsh
OTHER INFORMATION:	
2 basement flats at rear of block double storage in front and basement bin room with hydraulic lift	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

ELM PARK GARDENS – 93

Name of Block(s)	Linked to blocks 71 & 67 via roof
Name of Estate	Elm Park Gardens
Postal address of block(s)	Elm Park Gardens, SW10
Number of dwellings	40
Approximate number of residents	70-75
Please give an indication of the likely number of vulnerable residents	10-15
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	None
Nearby place where Police/Fire/Ambulance can gather	Elm Park Gardens or Fulham Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor intake cupboard
The main gas intake	Front of building
Water shut off valve	Front of building
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Porters office at 67 EPG
Other means of escape	6 th floor roof access

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Porters Lodge – 67 EPG
How many resident staff live locally?	Barry Burt Greg Dyer Martin Walsh
OTHER INFORMATION:	
2 staircases & 2 lifts – none in basement	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

ELM PARK HOUSE

Name of Block(s)	Elm Park House
Name of Estate	Elm Park Gardens
Postal address of block(s)	Fulham Road, SW10
Number of dwellings	60
Approximate number of residents	80
Please give an indication of the likely number of vulnerable residents	40
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	None – street
Nearby place where Police/Fire/Ambulance can gather	Fulham Road or Elm Park Gardens
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	Held locally, there are building plans for ground floor & garage ramp
Main Electrical Intake	Basement
The main gas intake	Ground floor bin room
Water shut off valve	right of exit sign
Is a wet or dry riser installed in the building	Dry riser – starts on 4 th floor & then every other floor
Other significant special features	Double glazed communal central heating 2 lifts & staircases basement storage area for tenants underground car park
Other site-specific information	Orange & Vodaphone & NTL have equipment on roof
Location of relevant keys	Porters Office at 67 EPG & TMO House

Other means of escape	Rear door ground floor leading to central garden
Local Clubroom & key holder	Porters hold some tenants keys
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Porters Lodge – 67 EPG
How many resident staff live locally	Barry Burt Greg Dyer Martin Walsh
OTHER INFORMATION:	
Fire hose & sprinkler system in basement garage Fire extinguishers on roof & garage 2 fire doors on landing	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

FLEMING CLOSE

Name of Block(s)	Fleming Close
Name of Estate	
Postal address of block(s)	Fleming Close, Winterton Place, SW10
Number of dwellings	6
Approximate number of residents	6 residents
Please give an indication of the likely number of vulnerable residents	none
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Cremorne Sheltered Clubroom, Chelsea Farm House, Milman's Street, SW10
Nearby place where Police/Fire/Ambulance can gather	Backyard of the Sandhills (Limerston Street)
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor
The main gas intake	On pavement
Water shut off valve	On pavement outside block
Is a wet or dry riser installed in the building	No
Other significant special features	No Lift in block
Other site-specific information	
Location of relevant keys	Caretakers Office - Milman's House, Milman's St, Cremorne Estate, SW10
Other means of escape	

Local Clubroom & key holder	Community officer – Monique Becker, and caretaker Glenn McAllister
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Caretakers Office - Milman's House, Milman's St, Cremorne Estate, SW10
How many resident staff live locally	2 staff resident locally – Glen McAllister & Terry McGill
OTHER INFORMATION:	
Car parking area for the block at the rear of the block – entrance from Fernshaw Road.	

Completed by: Glen McAllister.....

Date: 21st January 2004.....

Job Title: Caretaker.....

FULHAM ROAD 359-361

Name of Block(s)	361 Fulham Road
Name of Estate	
Postal address of block(s)	361 Fulham Road, corner of Limerston Street & Fulham Road, SW10
Number of dwellings	11
Approximate number of residents	25 residents
Please give an indication of the likely number of vulnerable residents	2
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Cremorne Sheltered Clubroom, Chelsea Farm House, Milman's Street, SW10
Nearby place where Police/Fire/Ambulance can gather	Side of Block – Limerston Street, or Fulham Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor of block – next top main door
The main gas intake	pavement outside block
Water shut off valve	On pavement outside block
Is a wet or dry riser installed in the building	No
Other significant special features	No Lift in block
Other site-specific information	
Location of relevant keys	Caretakers Office - Milman's House, Milman's St, Cremorne Estate, SW10
Other means of escape	

Local Clubroom & key holder	Glenn McAllister
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Caretakers Office - Milman's House, Milman's St, Cremorne Estate, SW10
How many resident staff live locally	2 staff resident locally – Glen McAllister & Terry McGill
OTHER INFORMATION:	
<p>Sometimes there is a problem with car parking in the side yard blocking the bin cupboard area. The shop at the corner of the block also has a back entrance door in this alleyway.</p>	

Completed by: Glen McAllister.....

Date: 21st January 2004.....

Job Title: Caretaker.....

FULHAM ROAD 437

Name of Block(s)	437 Fulham Road
Name of Estate	
Postal address of block(s)	437 Fulham Road, SW10
Number of dwellings	26 flats
Approximate number of residents	50 residents
Please give an indication of the likely number of vulnerable residents	6
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Servite Church, Fulham Road, SW10
Nearby place where Police/Fire/Ambulance can gather	Parking area at the backyard of the block
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor – inside main entrance door
The main gas intake	
Water shut off valve	pavement outside block
Is a wet or dry riser installed in the building	No
Other significant special features	Lift in block
Other site-specific information	
Location of relevant keys	Caretaker
Other means of escape	Side and rear doors to the block

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	None
How many resident staff live locally	1 staff resident locally – Glen McAllister
OTHER INFORMATION:	
Car parking area for the block at the rear of the block – entrance from Fernshaw Road.	

Completed by: Glen McAllister.....

Date: 21st January 2004.....

Job Title: Caretaker.....

GADSDEN HOUSE

Name of Block(s)	Gadsden House
Name of Estate	
Postal address of block(s)	London W10 5EH
Number of dwellings	30
Approximate number of residents	120
Please give an indication of the likely number of vulnerable residents	
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	<p>Kensal Resource Centre, Adair Road (behind Adair Tower)</p> <p>Trellick Tower Residents Clubroom, 2nd Floor, TT, 5 Golborne Rd.</p> <p>Church Hall, located in Golborne Gardens</p>
Nearby place where Police/Fire/Ambulance can gather	Area on Adair Road immediately outside entrance to Kensal Resource Centre (between back of Adair Tower & 1-10 Golborne Gardens).
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Under each staircase in basement. Communal lights fed from alternate floors.
The main gas intake	In pavement at front of block – outside flat 1.
Water shut off valve	In right hand basement in shed area at far end. Also in pavement outside flats 3&4. Floors can be isolated from valves at end of each walkway but both valves need to be switched off as it is a ring main. Stop cocks for each flat in former coal store outside each flat.
Is a wet or dry riser installed in the building	No
Other significant special features	

Other site-specific information	
Location of relevant keys	Key fob to main entrance at Kensal Estate Office.
Other means of escape	None (apart from open balconies)
Local Clubroom & key holder	Kensal Resource Centre via Fred Edwards or Gerard Rowen or spare set of keys held at Kensal Estate Office
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office (during normal office hours)
How many resident staff live locally	Fred Edwards Ken Lewington Everton Nixon
OTHER INFORMATION:	

Completed by: Clinton Hegarty

Date: 30/12/03

Job Title: Caretaker

GALSWORTHY HOUSE

Name of Block(s)	Galsworthy House
Name of Estate	Galsworthy House
Postal address of block(s)	Elgin Crescent, London W11
Number of dwellings	16
Approximate number of residents	32
Please give an indication of the likely number of vulnerable residents	Flat 7
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Lowerwood Court Clubroom
Nearby place where Police/Fire/Ambulance can gather	Courtyards at Clare Gardens
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	GIS maps
Main Electrical Intake	At ground floor level – under stairs in entrance lobby of each block.
The main gas intake	Outside each entrance (2) in Elgin Crescent
Water shut off valve	Ladbroke Grove – just outside vehicular entrance gates
Is a wet or dry riser installed in the building	No
Other significant special features	None
Other site-specific information	Restricted access in water tank rooms on roof.
Location of relevant keys	Copy of ASSA keys to main entrance doors held at Lowerwood Court office
Other means of escape	Back entrances from both staircases

Local Clubroom & key holder	Set of keys to clubroom at caretakers office at Lowerwood Court also with Mrs Besant 20 Lowerwood Ct. [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Lowerwood Court – only during office hours and staffing is intermittent as caretakers/cleaners are generally on site
How many resident staff live locally	Brian Newby Ken Lewington Ken Wilson
OTHER INFORMATION:	

Completed by: Brian Newby

Date: 22nd October 2003

Job Title: Caretaker

GOLBORNE GARDENS

Name of Block(s)	Golborne Gardens
Name of Estate	
Postal address of block(s)	1-18 Golborne Gardens, London, W10 5DT
Number of dwellings	18
Approximate number of residents	40
Please give an indication of the likely number of vulnerable	None
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	<p>Kensal Resource Centre, Adair Road (behind Adair Tower)</p> <p>Trellick Tower Residents Clubroom, 2nd Floor, TT, 5 Golborne Rd.</p> <p>Church Hall, located in Golborne Gardens</p>
Nearby place where Police/Fire/Ambulance can gather	Area on Adair Road immediately outside entrance to Kensal Resource Centre (between back of Adair Tower & 1-10 Golborne Gardens).
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Under stairs in each block
The main gas intake	Pavement on Adair Rd side of block
Water shut off valve	In entrance lobby floor in each block. For individual flats in old coal store.
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	Door entry system – easy-key system in each block in intake.

Location of relevant keys	Spare fob to main entrance doors at Kensal Estate Office
Other means of escape	None
Local Clubroom & key holder	Kensal Resource Centre via Fred Edwards or Gerard Rowen or spare set of keys held at Kensal Estate Office
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office during normal office hours.
How many resident staff live locally	Fred Edwards Ken Lewington Everton Nixon
OTHER INFORMATION:	

Completed by: Clinton Hegarty **Date:** 30/12/03

Job Title: Caretaker

GOLBORNE ROAD 18-32

Name of Block(s)	18-32 Golborne Road
Name of Estate	Kensal New Town
Postal address of block(s)	London W10 5PN
Number of dwellings	36
Approximate number of residents	60
Please give an indication of the likely number of vulnerable residents	Flat 2 of 18 Flat 13 of 32
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensal Resource Centre, Adair Road (behind Adair Tower) Trellick Tower Residents Clubroom, 2 nd Floor, TT, 5 Golborne Rd.
Nearby place where Police/Fire/Ambulance can gather	Area on Adair Road immediately outside entrance to Kensal Resource Centre (between back of Adair Tower & 1-10 Golborne Gardens).
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Basement of each block
The main gas intake	Valves at rear of block
Water shut off valve	In entrance inside main door for 32. In basement for 18 – ceiling mounted in shed area above door of shed 3. In flats, the main valves are in kitchen larder or former coal store
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	

Location of relevant keys	Main entrance door fob at Kensal office
Other means of escape	None apart from open balconies
Local Clubroom & key holder	Key to Trellick clubroom available from concierge. Kensal Resource Centre from Estate Office or Fred Edwards or Gerard Rowen
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office – limited staff cover during normal working hours
How many resident staff live locally	Fred Edwards (lives in block) Ken Lewington Everton Nixon
OTHER INFORMATION:	

Completed by: Clinton Hegarty

Date: 30/12/03

Job Title: Caretaker

GRENFELL TOWER – Lancaster West

Name of Block(s)	Grenfell Tower
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11 1TQ
Number of dwellings	120
Approximate number of residents	330 to 360
Please give an indication of the likely number of vulnerable residents	8 -12
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	EMB rooms – small scale Kensington Sports Centre – large scale
Nearby place where Police/Fire/Ambulance can gather	Initially the fire services would pull up under the block in Grenfell Rd, because of the position of the fire riser etc. Gathering point can be the car-park (overflow) located by Silchester Road where there is space to set up.
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor in lobby area – Distribution boards on each landing
The main gas intake	In boiler house beneath block.
Water shut off valve	In boiler house & in roof tank rooms, also in flats
Is a wet or dry riser installed in the building	Yes dry riser
Other significant special features	
Other site-specific information	
Location of relevant keys	In Reception – ground floor

Other means of escape	Stairs exit at walkway level
Local Clubroom & key holder	EMB Rooms, keys held at Reception
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Yes - the Estate Office is located on the first floor with a reception on the ground floor. There are 3 caretakers (not located in the block) and 8 staff located in the Estate Office or reception-1 AM, 2EO's, 2AA's, 1 AO, 1 Surveyor, 1 Receptionist.
How many resident staff live locally.	There are 3 caretakers in the team two caretakers live on the estate (Robert Regan & Paul Steadman) and one lives nearby (Keith Stevenson).
OTHER INFORMATION:	
<p>Concierge/reception is based on the ground floor.</p> <p>Also on the ground floor is the Grenfell Creche (Manager: Dee Dainton) and Dale Youth Club. Social Services are based on the 1st floor (Manager: Chris Lukes). They may both have their own fire safety arrangements in place.</p> <p>Two lifts service the block and there is an emergency staircase. There is a further hydraulic lift which serves Social Services on the 1st floor.</p> <p>There is a creche on the ground floor.</p> <p>The block has an automatic fire alarm and smoke extract system.</p> <p>There are "bin stores" located on each floor in the block and a fire was located within one in 1997.</p> <p>In case of fire residents are advised to remain in their homes unless affected by heat or smoke. They would be advised by fire services or the estate office when to leave their homes.</p> <p>There is a large area underneath the block that houses the central plant heating system.</p>	

Completed by: Damian Donnelly

Date: 25 Feb 02

Job Title: Area Manager.....

GRENFELL WALK – Lancaster West

Name of Block(s)	Grenfell Walk – 100s & 200s section
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11
Number of dwellings	22 flats – 11 on each level
Approximate number of residents	50 residents
Please give an indication of the likely number of vulnerable residents	3 residents – in the 200s section
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	EMB Clubrooms
Nearby place where Police/Fire/Ambulance can gather	Grenfell Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Corner of grassed area (behind the block) – as you look at the block from Grenfell Tower there is one intake to the left hand corner of block (for the 100s) and one to the right hand corner of block (for the 200s)
The main gas intake	Garage area
Water shut off valve	In flats & garage area (directly below flats but only accessible by ladder & doubt that these could be turned off at these valves – pigeon mess etc. obscuring valve)
Is a wet or dry riser installed in the building	Yes – dry riser
Other significant special features	No lifts
Other site-specific information	

Location of relevant keys	Reception at Grenfell Tower, Lancaster West Estate
Other means of escape	Fire stairs to grass area
Local Clubroom & key holder	EMB rooms – keys at Grenfell reception
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office on 1 st floor, and Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	Keith Stevenson Robert Regan Paul Steadman
OTHER INFORMATION:	

Completed by: Paul Steadman

Date: 29th January 2004.....

Job Title: Estate Inspector.....

GROVE HOUSE

Name of Block(s)	Grove House
Name of Estate	
Postal address of block(s)	Grove House, Chelsea Manor Street, SW3 5QB
Number of dwellings	60
Approximate number of residents	120 residents
Please give an indication of the likely number of vulnerable residents	Approx. 8 or 12
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Church hall nearby
Nearby place where Police/Fire/Ambulance can gather	Forecourt & Chelsea Manor street
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor cupboards just inside main entrance doors
The main gas intake	Front of ground floor flats
Water shut off valve	Front drive / forecourt
Is a wet or dry riser installed in the building	No
Other significant special features	No Lifts in block
Other site-specific information	
Location of relevant keys	Darren Short, caretaker, Herman Bramothe supervisor & TMO House
Other means of escape	

Local Clubroom & key holder	
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Caretakers office by main entrance gate
How many resident staff live locally	2 local resident staff –Herman Bramothe & Darren Short
OTHER INFORMATION:	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

HARRIET HOUSE – Wandon Road Est

Name of Block(s)	Harriet House
Name of Estate	Wandon Road Estate, SW6
Postal address of block(s)	Hortensia House, Wandon Road, SW6
Number of dwellings	20
Approximate number of residents	60 residents
Please give an indication of the likely number of vulnerable residents	Approx. 3 or 4
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Nearest TMO property is Worlds End Estate – various clubrooms available: Dartrey Walk clubroom WERA Clubroom Blantyre Centre
Nearby place where Police/Fire/Ambulance can gather	Forecourt, Fulham Road, or Kings Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor cupboards adjacent to main entrance doors
The main gas intake	Front of ground floor flats
Water shut off valve	Front of ground floor flats
Is a wet or dry riser installed in the building	No
Other significant special features	No Lifts in block
Other site-specific information	
Location of relevant keys	Terry McGill, caretaker, Herman Bramothe, supervisor & TMO House

Other means of escape	
Local Clubroom & key holder	None on site
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Worlds End Estate is the closest
How many resident staff live locally	Terry McGill Glen McAllister
OTHER INFORMATION:	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

HAZLEWOOD TOWER

Name of Block(s)	Hazlewood Tower
Name of Estate	Kensal New Town
Postal address of block(s)	W10 5DT and 5DU
Number of dwellings	78
Approximate number of residents	150
Please give an indication of the likely number of vulnerable residents	Flats 13 & 25
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensal Resource Centre, Adair Road, W10 Trellick Tower Clubroom, 5 Golborne Rd, W10
Nearby place where Police/Fire/Ambulance can gather	Area on Adair Road immediately outside entrance to Kensal Resource Centre (between back of Adair Tower & 1-10 Golborne Gardens).
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor – access via door to right of lifts then second door on right
The main gas intake	No supply
Water shut off valve	Main valve in pump room on ground floor (access via door to right of lifts then first door on right). In flats, there are stop cocks above WC, under sink and above cold tanks in flats. Valves in tank rooms for down services to flats
Is a wet or dry riser installed in the building	Yes – alternate floors from 5 th floor up
Other significant special features	Block built with high alumina cement
Other site-specific information	Central plant heating system – no gas to block
Location of relevant keys	Main entrance door fob at Kensal Estate Office

Other means of escape	Fire escape stairs
Local Clubroom & key holder	Kensal Resource Centre. Fred Edwards on [REDACTED] [REDACTED] or via Kensal Estate Office. Trellick clubroom via concierge
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office – staffed intermittently during normal office hours only
How many resident staff live locally	Fred Edwards Ken Lewington Everton Nixon
OTHER INFORMATION:	
Commercial shop outlet at base of tower Central plant boiler at ground level on side of block	

Completed by: Clinton Hegarty

Date: 30/12/03

Job Title: Caretaker

Henry Dickens Court – BARKIS & NICKLEBY

Name of Block(s)	Barkis & Nickleby Houses St Ann's Road London W11
Name of Estate	Henry Dickens Court Estate
Postal address of block(s)	W11
Number of dwellings	12 + 12 = 24
Approximate number of residents	30
Please give an indication of the likely number of vulnerable residents	30
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11. Access via local resident Mrs Preedy, 14 Florence House [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Internal estate roads access estate roads via FB 14/11 keys or surrounding roads/highways Sirdar Road, Wilsham Street, St Ann's Road & Stoneleigh Place W11
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Gerda H5 key to access cupboard for Barkis located at far corner of property Sirdar Road/Wilsham Street – for Nickleby located at far corner of property Wilsham Street/St Ann's Road
The main gas intake	Individual to each flat
Water shut off valve	Located in front each ground floor address isolating flats directly in front and above
Is a wet or dry riser installed in the building	No
Other significant special features	Unrestricted access to all upper storey flats via staircase
Other site-specific information	

Location of relevant keys	Keys for front intake cupboards available from Caretaker at Marley House Henry Dickens Court Estate – Rae Lockiby (non resident caretaker) [REDACTED] [REDACTED] or CAS 0800 137 111
Other means of escape	
Local Clubroom & key holder	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11. Access via local resident Mrs Preedy [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest Estate office is located at the base of Marley House Henry Dickens Court Estate [REDACTED] One caretaker on site and 2 cleaning staff (9-5) during working hours
How many resident staff live locally	Nearest is Keith Stevenson, Robert Regan, Paul Steadman
OTHER INFORMATION:	

Completed by: J Killingray

Date: 30/12/03

Job Title: Assistant Neighbourhood Manager

Henry Dickens Court – MARLEY & CARTON HOUSE

Name of Block(s)	Marley House & Carton House St Ann's Road London W11
Name of Estate	Henry Dickens Court Estate
Postal address of block(s)	W11
Number of dwellings	47 + 47 = 96
Approximate number of residents	300
Please give an indication of the likely number of vulnerable residents	A number of single bed flats located on ground floors of each block
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11 access via local resident Mrs Preedy, 14 Florence House, [REDACTED] 1
Nearby place where Police/Fire/Ambulance can gather	Internal estate roads access estate roads via FB 14/11 Keys or surrounding roads/highways Sirdar Road, Wilsham Street, St Ann's Road & Stoneleigh Place W11
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Gerda H5 key to access cupboards located on ground floor lobby adjacent to sheds
The main gas intake	Individual to each flat
Water shut off valve	Gerda H5 key located in pump room in lobby areas
Is a wet or dry riser installed in the building	Yes
Other significant special features	Front entrances have key fob access. Rear entrances have fire doors opened from inside
Other site-specific information	
Location of relevant keys	All keys available from Caretaker at Marley House Henry Dickens Court Estate – Rae Lockiby [REDACTED] (non resident caretaker)

Other means of escape	Stair case at either end of blocks
Local Clubroom & key holder	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11, access via local resident Mrs Preedy [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest Estate office is located at the base of [REDACTED] House Henry Dickens Court Estate [REDACTED] or contact CAS 0800 137 111. One Caretaker on site and 2 cleaning staff (9-5) during working hours
How many resident staff live locally	Nearest is Keith Stevenson, Robert Regan, Paul Steadman
OTHER INFORMATION:	
Each block has two lifts centrally	

Completed by: J Killingray

Date: 31/12/03

Job Title: Assistant Neighbourhood Manager

Henry Dickens Court – COPPERFIELD & DOMBEY HOUSE

Name of Block(s)	Copperfield & Dombey Houses St Ann's Road London W11
Name of Estate	Henry Dickens Court Estate
Postal address of block(s)	W11
Number of dwellings	24 + 24 = 48
Approximate number of residents	80
Please give an indication of the likely number of vulnerable residents	8
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11, access via local resident Mrs Preedy, 14 Florence House, [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Internal estate roads access estate roads via FB 14/11 Keys or surrounding roads/highways Sirdar Road, Wilsham Street, St Ann's Road & Stoneleigh Place W11
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Gerda H5 key to access cupboard under stairs adjacent to rear ground floor exit
The main gas intake	Individual to each flat
Water shut off valve	Located in front of main entrance doors (outside)
Is a wet or dry riser installed in the building	No
Other significant special features	Rear ground floor doors are secured, but can be forced open for access to rear ground floor private gardens
Other site-specific information	
Location of relevant keys	ASSA keys for front main entrance doors available from Caretaker at Marley House Henry Dickens Court Estate – Rae Lockiby (non resident) [REDACTED]

Other means of escape	Rear entrance door (demised to ground floor flats and are locked)
Local Clubroom & key holder	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11, access via the resident Mrs Preedy, 14 Florence House
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest Estate office is located at the base of Marley House Henry Dickens Court Estate or contact CAS 0800 137 111. One Caretaker on site and 2 cleaning staff (9-5) during working hours
How many resident staff live locally	Nearest is Keith Stevenson, Robert Regan, Paul Steadman
OTHER INFORMATION:	
Vehicle access to blocks are restricted by a barrier gate with a Gerda lock (H14) key in estate office – Fire Brigade & Ambulance Service have master key to this.	

Completed by: J Killingray

Date: 30/12/03

Job Title: Assistant Neighbourhood Manager

Henry Dickens Court – DORA & FLORENCE HOUSE

Name of Block(s)	Dora & Florence Houses St Ann's Road London W11
Name of Estate	Henry Dickens Court Estate
Postal address of block(s)	W11
Number of dwellings	18 + 18 = 36
Approximate number of residents	80
Please give an indication of the likely number of vulnerable residents	8
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11, access via local resident Mrs Preedy, 14 Florence House [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Internal estate roads access estate roads via FB 14/11 Keys or surrounding roads/highways Sirdar Road, Wilsham Street, St Ann's Road & Stoneleigh Place W11
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Gerda H5 key to access cupboard under stairs adjacent to rear ground floor exit
The main gas intake	Individual to each flat
Water shut off valve	Located in front of main entrance door
Is a wet or dry riser installed in the building	No
Other significant special features	Rear ground floor doors are secured, but can be forced open for access to rear ground floor private gardens
Other site-specific information	
Location of relevant keys	ASSA keys for front main entrance door available from caretaker at Marley House Henry Dickens Court Estate – Rae Lockiby [REDACTED]

Other means of escape	Rear entrance door (demised to ground floor flats and are locked)
Local Clubroom & key holder	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11, access via local resident Mrs Preedy, 14 Florence House 020-7229 4601
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest Estate office is located at the base of Marley House Henry Dickens Court Estate [REDACTED] or contact CAS 0800 137 111, one caretaker on site and 2 cleaning staff (9-5)
How many resident staff live locally	No resident caretaker, nearest is Keith Stevenson, Robert Regan, Paul Steadman
OTHER INFORMATION:	

Completed by: J Killingray

Date: 30/12/03

Job Title: Assistant Neighbourhood Manager

Henry Dickens Court - ESTELLA & AGNES HOUSE

Name of Block(s)	Estella & Agnes Houses St Ann's Road London W11
Name of Estate	Henry Dickens Court Estate
Postal address of block(s)	W11
Number of dwellings	18 + 18 = 36
Approximate number of residents	60
Please give an indication of the likely number of vulnerable residents	8
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11, access via local resident Mrs Preedy 14 Florence House [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Internal estate roads access estate roads via FB 14/11 Keys or surrounding roads/highways Sirdar Road, Wilsham Street, St Ann's Road & Stoneleigh Place W11
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Gerda H5 key to access cupboard under stairs adjacent to rear ground floor exit
The main gas intake	Individual to each flat
Water shut off valve	Located in front of Main entrance door (outside)
Is a wet or dry riser installed in the building	No
Other significant special features	Rear ground floor doors are secured, but can be forced open for access to rear ground floor private gardens
Other site-specific information	
Location of relevant keys	ASSA keys for front main entrance door available from Caretaker at Marley House Henry Dickens Court Estate – Rae Lockiby [REDACTED]

Other means of escape	Rear entrance door (demised to ground floor flats and are locked)
Local Clubroom & key holder	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11, access via local resident Mrs Preedy 14 Florence House [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest Estate office is located at the base of Marley House Henry Dickens Court Estate [REDACTED] or contact CAS 0800 137 111, one caretaker on site and 2 cleaning staff (9-5)
How many resident staff live locally	None on site - Nearest is Keith Stevenson, Robert Regan, Paul Steadman
OTHER INFORMATION:	

Completed by: J Killingray

Date: 30/12/03

Job Title: Assistant Neighbourhood Manager

Henry Dickens Court – PICKWICK & DORRIT HOUSE

Name of Block(s)	Pickwick & Dorrit Houses St Ann's Road London W11
Name of Estate	Henry Dickens Court Estate
Postal address of block(s)	W11
Number of dwellings	24 + 24 = 48
Approximate number of residents	80
Please give an indication of the likely number of vulnerable residents	8
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11, access via local resident Mrs Preedy 14 Florence House [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Internal estate roads access estate roads via FB 14/11 Keys or surrounding roads/highways Sirdar Road, Wilsham Street, St Ann's Road & Stoneleigh Place W11
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Gerda H5 key to access cupboard under stairs adjacent to rear ground floor exit
The main gas intake	Individual to each flat
Water shut off valve	Located in front of Main entrance door (outside)
Is a wet or dry riser installed in the building	No
Other significant special features	Rear ground floor doors are secured, but can be forced open for access to rear ground floor private gardens
Other site-specific information	
Location of relevant keys	ASSA keys for front main entrance door available from Caretaker at Marley House Henry Dickens Court Estate – Rae Lockiby [REDACTED]

Other means of escape	Rear entrance door (demised to ground floor flats and are locked)
Local Clubroom & key holder	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11, access via local resident Mrs Preedy 14 Florence House [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest Estate office is located at the base of Madey House Henry Dickens Court Estate [REDACTED] or contact CAS 0800 137 111, one caretaker on site and 2 cleaning staff (9-5)
How many resident staff live locally	None on site - Nearest is Keith Stevenson, Robert Regan, Paul Steadman
OTHER INFORMATION:	

Completed by: J Killingray

Date: 30/12/03

Job Title: Assistant Neighbourhood Manager

Henry Dickens Court – STONELEIGH PLACE

Name of Block(s)	Stoneleigh Place London W11 Numbered 1-53 & 54-83
Name of Estate	Henry Dickens Court Estate
Postal address of block(s)	W11
Number of dwellings	42
Approximate number of residents	60
Please give an indication of the likely number of vulnerable residents	30
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11, access from garden. Mrs Preedy 14 Florence House [REDACTED] [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Internal estate roads access estate roads via FB 14/11 Keys or surrounding roads/highways Sirdar Road, Wilsham Street, St Ann's Road & Stoneleigh Place W11
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Gerda H5 key to access cupboard under stairs adjacent to rear ground floor exit
The main gas intake	Individual to each flat
Water shut off valve	Located in front of Main entrance door (outside)
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	ASSA keys for front main entrance door (and all other keys) available from Caretaker at Marley House Henry Dickens Court Estate – Rae Lockiby

Other means of escape	2x Rear entrance doors located on ground floor
Local Clubroom & Key holder	Estate Clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11, access via local resident Mrs Preedy 14 Florence House
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest Estate office is located at the base of Marley House Henry Dickens Court Estate or contact CAS 0800 137 111, one caretaker on site and 2 cleaning staff (9-5)
How many resident staff live locally	None on site - Nearest is Keith Stevenson, Robert Regan, Paul Steadman
OTHER INFORMATION:	
<p>Two internal staircases</p> <p>Two main entrance doors</p> <p>Two exit doors only doors at either end of the front of the block</p> <p>No lift</p>	

Completed by: J Killingray

Date: 31/12/03

Job Title: Assistant Neighbourhood Manager

HEREFORD HOUSE

Name of Block(s)	Hereford House
Name of Estate	
Postal address of block(s)	370 Fulham Road, SW10 9UY
Number of dwellings	33
Approximate number of residents	50
Please give an indication of the likely number of vulnerable residents	
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Worlds End Estate - clubrooms
Nearby place where Police/Fire/Ambulance can gather	Fulham Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Opposite flat 28 Basement - adjacent flat 40
The main gas intake	Outside basement staircase - front entrance
Water shut off valve	Basement near exit above flat 26
Is a wet or dry riser installed in the building	No
Other significant special features	No Lifts in block
Other site-specific information	
Location of relevant keys	Caretaker, Glenn McAllister
Other means of escape	

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No – nearest is Worlds End Est
How many resident staff live locally	None, nearest caretakers Glenn McAllister, Terry McGill
OTHER INFORMATION:	
<p>Basement flats with own entrance (14 & 40, in first block and, 26, 28, 29 in second block)</p> <p>Separate entrances to upstairs flats</p> <p>There is an internal fire escape route from one block to the other via pull down ladders, not to be relied on!</p> <p>Two separate entrances, but they are individual block not connected.</p> <p>4 floors</p> <p>First block contains flats 16 – 28 + the two basement flats 14, & 40</p> <p>Second block contains 15 flats numbered 30a&b, 31, 32a&b, 33, 34a&b, 35, 36a&b, 37, 38a&b, and 39, + the three basement flats 26, 28, & 29.</p>	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

HESKETH PLACE 4

Name of Block(s)	4 Hesketh Place
Name of Estate	4 Hesketh Place
Postal address of block(s)	London W11
Number of dwellings	9
Approximate number of residents	9
Please give an indication of the likely number of vulnerable resident	5 One housebound – Mrs Clews (over 90 years old) on top floor
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensington Leisure Centre Walmer Road W11 [REDACTED] Nearest estate clubroom – located between Marley & Carton Houses on Henry Dickens Court Estate W11, access via local resident Mrs Preedy 14 Florence House [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Walmer Road/Hesketh Place
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	H5 Gerda Key – Opposite Main Entrance Door
The main gas intake	Gas Services on pavement in front of Main Entrance Door
Water shut off valve	Stop Valve on pavement in front of Main Entrance Door
Is a wet or dry riser installed in the building	No
Other significant special features	Main Entrance Door Union Key access – key held at Marley House (see below)
Other site-specific information	

Location of relevant keys	Marley House Estate Office Henry Dickens Court Estate [REDACTED] Caretaker Rae Lockiby
Other means of escape	Central court yard – but no access to street
Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Marley House - Henry Dickens Court as above
How many resident staff live locally	John Palmer, Keith Stevenson. Robert Regan, Paul Steadman
OTHER INFORMATION:	
One staircase No lift Rear exit door to enclosed yard	

Completed by: Jeremy Killingray

Date: 21/01/04

Job Title: Assistant Neighbourhood Manager

HESKETH PLACE 6 & RUNCORN PLACE 5 & 7 - Hostels

Name of Block(s)	Hostel @ 7 Runcorn Place, 6 Hesketh Place, and 5 Runcorn Place
Name of Estate	None
Postal address of block(s)	W11 4HR
Number of dwellings	7 Runcorn – 21, 6 Hesketh – 23, 5 Runcorn – 4. Total 48.
Approximate number of residents	One or two per room
Please give an indication of the likely number of vulnerable residents	Continually changing population at this hostel.
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Henry Dickens Court Estate – Tenants Clubroom. Access via Mrs Preedy 14 Florence House
Nearby place where Police/Fire/Ambulance can gather	Walmer Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Under stairs cupboard (at lift end of each block) For 5 Runcorn intake comes into under stairs cupboard but no switch to isolate the whole block.
The main gas intake	In the road
Water shut off valve	Inside main entrance lobby behind concealed plywood panel. Runcorn is by Caretakers office, 6 Hesketh is by the main entrance door (lift end). 5 Runcorn is in the road.
Is a wet or dry riser installed in the building	No
Other significant special features	None
Other site-specific information	
Location of relevant keys	Key safe at 36 Oxford Gardens

Other means of escape	Rear doors leading to central courtyard between blocks.
Local Clubroom & key holder	Henry Dickens Court Est. Mrs Preedy – 14 Florence House, HDC.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest is Henry Dickens court, presently no resident caretaker, or Lancaster West Est.
How many resident staff live locally?	Jimmy Hines is TMO cleaner on site during working hours – he is non resident Nearest caretakers are: John Palmer, Keith Stevenson. Robert Regan, Paul Steadman
OTHER INFORMATION:	
Hostel temporary accommodation housing vulnerable people Lift in 7 Runcorn, and 6 Hesketh TMO Cleaner on site during working hours Jimmy Hines	

Completed by: Adrian Bowman

Date: 3 Dec 2003.....

Job Title: Safety Advisor

HOLMEFIELD HOUSE

Name of Block(s)	Holmefield House - at Hazlewood Crescent
Name of Estate	Holmefield House
Postal address of block(s)	101-129 & 201-233 – W10 5FR 301-331& 401-422 – W10 5FS 501-531 & 601-631 – W10 5FT 701-724 – W10 5FU
Number of dwellings	189
Approximate number of residents	400
Please give an indication of the likely number of vulnerable residents	Flats 119, 201, 302, 306, 315, 511, 520, 603, 621
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensal Resource Centre, Adair Road (behind Adair Tower) – keys with Fred Edwards Trellick Tower Residents Clubroom, 2 nd Floor, TT, 5 Golborne Rd. keys at concierge Church Hall, located in Golborne Gardens
Nearby place where Police/Fire/Ambulance can gather	Area on Adair Road in main entrance door immediately outside entrance to Kensal Resource Centre (between back of Adair Tower & 1-10 Golborne Gardens).
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	In odd numbered entrances just on the right hand side as you enter the main entrance door i.e. intake cupboard for blocks 1&2 is in entrance to block 1, blocks 3 & 4 in entrance to block 3. Block 7 has its own exclusive intake room located at the top of the first flight of steps at the turn on the landing
The main gas intake	In pavements at front of building in Hazlewood Crescent plus outside 4-6 Golborne Road and at rear of block 7 in Kensal Road – yellow covers
Water shut off valve	Main valves in front of 4 entrances on Hazlewood Crescent
Is a wet or dry riser installed in the building	No

Other significant special features	Drains can be a problem. 3 main interceptors – one each at bottom of car park ramps – plus one other in Courtyard D. Manholes throughout car –park & courtyard D. Frequent blockages needing regular checks.
Other site-specific information	New heating to be installed during 2004 – currently 2, 3 & 4 bed flats have individual gas central heating, 1 bed and bedsits have gas fires and multi points only.
Location of relevant keys	The following keys can be found in Kensal Estate Office:- Open landing areas 4-6 Golborne Rd (Former Under 5s premises) Store shed areas 2 in each block Fob programming room
Other means of escape	Communal back exits into Kensal Rd
Local Clubroom & key holder	Fred Edwards
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office (normal office hours)
How many resident staff live locally	Fred Edwards Ken Lewington Everton Nixon
OTHER INFORMATION:	
BT main boxes in 8 ground floor intakes, all flats had new 3-pair cabling installed. Cable phone & TV boxes in ground floor courtyards. Large dis-used underground car park area	

Completed by: Fred Edwards & Chris Laytham...

Date: 17th October 2003

Title:.....

HONEY LANE HOUSE

Name of Block(s)	Honey Lane House
Name of Estate	Honey Lane House
Postal address of block(s)	SW 10
Number of dwellings	6
Approximate number of residents	12
Please give an indication of the likely number of vulnerable residents	Flat 1 & 2
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	St Lukes Church Redcliffe Square Worlds End Est. sheltered clubroom, and WERA clubroom
Nearby place where Police/Fire/Ambulance can gather	Finborough Road or Redcliffe Square
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Inside by the main front door
The main gas intake	In the street
Water shut off valve	In the street
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Terry McGill –Caretaker

Other means of escape	
Local Clubroom & keyholder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Yes Cremorne Estate, Milmans Street, and Worlds End Est.
How many resident staff live locally	Terry McGill –Caretaker, Glenn McAllister, John Whall
OTHER INFORMATION:	

Completed by: Terry McGill

Date: 13 July 2004

Job Title: Caretaker.....

HORTENSIA HOUSE

Name of Block(s)	Hortensia House
Name of Estate	
Postal address of block(s)	Hortensia Road, SW10
Number of dwellings	56
Approximate number of residents	154 residents
Please give an indication of the likely number of vulnerable residents	Unknown
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Worlds End Estate is close by – sheltered clubroom, WERA clubroom etc
Nearby place where Police/Fire/Ambulance can gather	Estate forecourt & Hortensia Road.
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	1-8 & 49-56 are located by the back door All other blocks are by the front door, First floor in each block has main distribution box and landlords supply
The main gas intake	There is a main intake within the disused basement area, it is un-clear weather this supplies the whole block
Water shut off valve	Ground on pavement outside block. Stopcock on each floor ½ landing behind panel
Is a wet or dry riser installed in the building	No
Other significant special features	No Lift in block
Other site-specific information	
Location of relevant keys	Caretakers Office - Milman's House, Milman's St, Cremorne Estate, SW10

Other means of escape	
Local Clubroom & key holder	None on site, nearest is Worlds End Est.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest caretakers Office - Milman's House, Milman's St, Cremorne Estate, SW10
How many resident staff live locally	2 staff resident locally – Glen McAllister & Terry McGill
OTHER INFORMATION:	
<p>Blocks: 1-8 9-16 – there is a ground floor disabled ramp in this block 17-24 25-32 33-40 41-48 49-56</p> <p>1-8 & 49-56 stand on their own, all the others are linked</p> <p>There is a large dis-used basement area accessed from door under stairs in block 25/32 – (formerly contained the old boiler house).</p>	

Completed by: Glenn McAllister.....

Date: 21st January 2004.....

Job Title: Caretaker.....

HUDSON HOUSE

Name of Block(s)	Hudson House, St Mark's Place
Name of Estate	Hudson House
Postal address of block(s)	W10 1NV
Number of dwellings	12
Approximate number of residents	36
Please give an indication of the likely number of vulnerable residents	5
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	London Lighthouse based on Lancaster Road – not our property, but may be approachable in an emergency. Church on St Marks Road/Cornwall Crescent School on Lancaster Road
Nearby place where Police/Fire/Ambulance can gather	Vehicle access – St Mark's Road. Pedestrian access rear of Hudson House
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Adjacent to ground floor Main Entrance Door 1-6 and similar for door 7-12
The main gas intake	Each flat has individual intake
Water shut off valve	Not known
Is a wet or dry riser installed in the building	None
Other significant special features	No
Other site-specific information	No
Location of relevant keys	1 Lonsdale House – Portobello Court Estate W11

Other means of escape	None
Local Clubroom & key holder	No clubroom
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	See location of relevant keys. Caretaker is Ken Wilson.
How many resident staff live locally?	None, nearest are Ken Wilson, Robert Regan, Keith Stevenson
OTHER INFORMATION:	
Small block on it's own two separate front entrances	

Completed by: Jeremy Killingray & Ken Wilson...

Date: 21/10/03

Title: Assistant Neighbourhood Manager & Caretaker

HUNTER HOUSE

Name of Block(s)	Hunter House – blocks 1-7 & 8-15
Name of Estate	Hunter House
Postal address of block(s)	326/342 Old Brompton Road, SW5
Number of dwellings	15
Approximate number of residents	40
Please give an indication of the likely number of vulnerable residents	2-6
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Nearest TMO property would be Worlds End Est. and the clubrooms on the estate.
Nearby place where Police/Fire/Ambulance can gather	Old Brompton Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Intake Cupboard on ground floor
The main gas intake	Unknown
Water shut off valve	Unknown
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	With caretaker - John Whall & at TMO House
Other means of escape	

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No, nearest would be TMO House, or Worlds End Estate.
How many resident staff live locally	None, nearest would be: John Whall Glenn McAllister
OTHER INFORMATION:	
Small block on it's own with two separate front entrances.	

Completed by: John Whall.....

Date: Feb 04

Job Title: Estate Caretaker.....

HURSTWAY WALK – Lancaster West

Name of Block(s)	Hurstway Walk – 300s section Hurstway Walk – 400's section Hurstway Walk – 500's section (see other info below on 2 nd page)
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11
Number of dwellings	300's section: 39 flats 400's section: 39 flats 500's section: 62 flats
Approximate number of residents	300's section: 117 residents 400's section: 117 residents 500's section: 186 residents
Please give an indication of the likely number of vulnerable residents	300's section: 30? 400's section: 30? 500's section: 40?
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	EMB Rooms – keys held at Grenfell Tower reception North Kensington Resource Centre located Hurstway & Testerton off Whitchurch Road. Key holder, Pat Matthews, 38 Treadgold House, [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Grenfell Road Bramley Road 500's section – Whitchurch Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	300's section: Corner of grassed area behind block 400's section: Staircase going down to grassed area 500's section: Located in garage area
The main gas intake	Within garage area
Water shut off valve	In flats & garage area
Is a wet or dry riser installed in the building	Yes – dry riser

Other significant special features	No lift
Other site-specific information	
Location of relevant keys	Grenfell Tower Reception - Lancaster West Estate
Other means of escape	
Local Clubroom & key holder	EMB Rooms – keys at Grenfell Reception
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	Keith Stevenson Robert Regan Paul Steadman
OTHER INFORMATION:	
<p>One long block with ground and 1st floor levels, split into three distinct sections known locally as 300's, 400's & 500's sections.</p> <p>Block built on top of garages which are leased out to tenants.</p> <p>This is sometime referred to as Lancaster West Stage One</p>	

Completed by: Paul Steadman

Date: 29th January 2004.....

Job Title: Estate Inspector.....

INGELOW HOUSE

Name of Block(s)	Ingelow House – flats 1-33
Name of Estate	Ingelow House
Postal address of block(s)	Holland Street, W8
Number of dwellings	33
Approximate number of residents	69
Please give an indication of the likely number of vulnerable residents	1-3
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	The Town Hall, Hornton Street.
Nearby place where Police/Fire/Ambulance can gather	Enclosed Car Park garage area at rear access via FB padlock on barrier gate and Holland Street
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Intake Cupboards - basement of 1-16 for this block and next to flat 33 for block 17-33
The main gas intake	Street
Water shut off valve	Basement – thro the gate accessed via FB padlock (near to block 1-16 intake cupboard)
Is a wet or dry riser installed in the building	None
Other significant special features	
Other site-specific information	
Location of relevant keys	Caretaker, John Whall & TMO House
Other means of escape	None

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No
How many resident staff live locally	None locally, nearest is John Whall, then Ken Wilson
OTHER INFORMATION:	
<p>Purpose built block divided into two distinct sections each with own lift, entrance and stairs access via assa keys</p> <p>Very large underground storage area that connects both individual sections, contains various tenant storage sheds, and TMO archives.</p> <p>Basement also contains the two lift machine rooms, electrical intakes, and cleaners items</p> <p>Two lifts in block both go down to the basement area</p> <p>Rear exit/entrance to basement area leading to rear courtyard</p> <p>Rear yard has barrier gate access with FB padlock.</p>	

Completed by: John Whall.....

Date: Feb 04.....

Job Title: Estate Caretaker.....

KELFIELD COURT

Name of Block(s)	Kelfield Court, Kelfield Gardens W10 6NS
Name of Estate	Kelfield Court
Postal address of block(s)	Kelfield Gardens W10 6NS
Number of dwellings	18
Approximate number of residents	50
Please give an indication of the likely number of vulnerable residents	12
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Nursery Lane Sheltered scheme. Tel [REDACTED] [REDACTED] Contact Sandra Isaacs, access via caretaker: Oswaldo Martinez – [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	St Helens road & Kelfield Gardens.
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Kelfield Court is 3 connected blocks with intake rooms in each block – location inside Main Entrance Doors underneath staircase. Key = Gerda H5 located at Markland house Estate Office.
The main gas intake	In front main entrance door of each block
Water shut off valve	On pavement in front of block near block 1-6
Is a wet or dry riser installed in the building	None
Other significant special features	Two vehicle entrances at St Helens rd & Kelfield Gardens.
Other site-specific information	
Location of relevant keys	Caretaker Oswaldo Martinez – [REDACTED]

Other means of escape	
Local Clubroom & key holder	See near by venues above
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	See above – office located on ground floor of Markland House. Two caretakers are based on site 9-5 weekdays
How many resident staff live locally	John Palmer - [REDACTED] Ken Wilson – [REDACTED]
OTHER DETAILS:	

Completed by: Steve Rowe & Oswaldo Martinez

Date: 6th Jan 04

Job Title: Supervisor & Caretaker

KENSAL HOUSE

Name of Block(s)	Kensal House, Ladbroke Grove.
Name of Estate	Kensal House
Postal address of block(s)	W10
Number of dwellings	68
Approximate number of residents	200
Please give an indication of the likely number of vulnerable residents	15
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	<p>Basement of 50-68 Kensal House Key Holder Pat Coughlin (see caretaker details)</p> <p>Clubroom & Cleaners office – basement of 30-48 Kensal House – Key Holder Pat Coughlin</p> <p>Disused Nursery rear of Kensal House – Key holder Pat Coughlin</p> <p>Sainsbury's located at rear of Kensal House</p>
Nearby place where Police/Fire/Ambulance can gather	Ladbroke Grove/Rear of Kensal House Nursery Play area & Sainsbury's car park and bus turning circle.
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Base of each Stairwell
The main gas intake	Individual to each flat
Water shut off valve	Until February 2004 water shut off located on the roof of each block – post Feb 2004 – individual to each flat
Is a wet or dry riser installed in the building	Dry riser
Other significant special features	Grade 2 Listed (entire site including Nursery)

Other site-specific information	Utilities control for Nursery Building located left of Main Entrance to Nursery
Location of relevant keys	Pat Coughlin caretaker – [REDACTED]
Other means of escape	
Local Clubroom & key holder	Pat Coughlin caretaker or Ivor Flint (Local Resident), 16 Kensal House – [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Basement 30-48 VDU & Office site – contact Pat Coughlin [REDACTED] Two cleaning contractor staff based on site. Caretakers office is at basement of Treverton Tower
How many resident staff live locally	John Palmer Fred Edwards Everton Nixon
OTHER INFORMATION:	
<p>Note: Pat Coughlin who is the caretaker for this site, is non-resident.</p> <p>No lifts</p> <p>Fire alarm to communal areas of block</p>	

Completed by: J Killingray

Date: 29/12/03

Job Title: Assistant Neighbourhood Manager

KENSINGTON MANSIONS

Name of Block(s)	Kensington Mansions
Name of Estate	
Postal address of block(s)	Warwick Road, SW5
Number of dwellings	8
Approximate number of residents	16
Please give an indication of the likely number of vulnerable residents	4
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Nearest TMO property would be Worlds End Est. and the clubrooms on the estate. Or the Town Hall, Hornton Street.
Nearby place where Police/Fire/Ambulance can gather	Warwick Road, or Earls Court exhibition venue
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Cupboard in hallway entrance – FB1 key
The main gas intake	
Water shut off valve	
Is a wet or dry riser installed in the building	
Other significant special features	
Other site-specific information	
Location of relevant keys	Caretaker John Whall, & Herman Bramothe

Other means of escape	
Local Clubroom & keyholder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Chesterton Square, and Worlds End Est.
How many resident staff live locally.	John Whall, Glenn McAllister, Terry McGill
OTHER INFORMATION:	
<p>No lift in block</p> <p>Basement flat has own outside access stairs</p> <p>This block is right next door to the Earls Court exhibition hall.</p>	

Completed by: John Whall.....

Date: 23 Jun 04.....

Job Title: Caretaker.....

KEPPEL HOUSE – Lucan Estate

Name of Block(s)	Keppel House, Fulham Road
Name of Estate	Lucan Estate
Postal address of block(s)	Lucan Estate, SW3
Number of dwellings	15
Approximate number of residents	25 residents
Please give an indication of the likely number of vulnerable residents	2
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Tenants clubrooms at Wiltshire Close and Pond House. Access via Robert Lovell, caretaker.
Nearby place where Police/Fire/Ambulance can gather	Fulham Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Intake in rear lobby
The main gas intake	Intake in rear lobby
Water shut off valve	By alley door / grit bin
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Robert Lovell, caretaker, Herman Bramothe supervisor & TMO House
Other means of escape	

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest is Wiltshire close
How many resident staff live locally	No resident, nearest is Robert Lovell
OTHER INFORMATION:	
Parade of shops under flats Lift in block Very close to Curran House which is also TMO	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

KING CHARLES HOUSE – Wandon Road Est

Name of Block(s)	King Charles House
Name of Estate	Wandon Road Estate, SW6
Postal address of block(s)	King Charles House, Wandon Road, SW6
Number of dwellings	40
Approximate number of residents	92 residents
Please give an indication of the likely number of vulnerable residents	Approx. 4
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Worlds End Estate – clubrooms, WERA, Sheltered & Blantyre Centre. Keys at Concierge
Nearby place where Police/Fire/Ambulance can gather	Forecourt & Wandon Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor intake cupboard
The main gas intake	Near entrance ramp rear entrance
Water shut off valve	External path to front of block
Is a wet or dry riser installed in the building	Yes
Other significant special features	Two lifts in block
Other site-specific information	
Location of relevant keys	Terry McGill caretaker, Herman Bramothe supervisor
Other means of escape	

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Worlds End is the closest And, Cremorne caretakers office in Milman's Street.
How many resident staff live locally	No resident staff, nearest: Terry McGill Jimmy Rowe
OTHER INFORMATION:	
<p>Two lifts in block</p> <p>Tower block</p> <p>This is part of the Wandon Road Estate, which is in LB of Hammersmith & Fulham, but is managed by TMO.</p>	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

KINGSNORTH HOUSE

Name of Block(s)	Kingsnorth House, Kingsdown Road & Silchester Rd
Name of Estate	Part of Silchester Estate W10
Postal address of block(s)	Silchester Road W10 6SH
Number of dwellings	21
Approximate number of residents	60
Please give an indication of the likely number of vulnerable residents	10
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	<p>Frinstead House Clubroom – base of Frinstead House, Silchester Estate W10 located on Shalfleet Drive. Key access caretaker Pat Dunlea [REDACTED] [REDACTED], or Eman Yosry (Tenant), 46 Markland House [REDACTED]</p> <p>Or Markland House Estate Office base of Markland House Darfield way Silchester Estate W10, access via caretaker: Oswaldo Martinez – [REDACTED]</p>
Nearby place where Police/Fire/Ambulance can gather	Kingsdown Road & Silchester Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Intake room inside Main Entrance door leading from Kingsdown Close, Key Gerda H5. Key held at Markland House Estate Office
The main gas intake	Near metal gate entrance on Silchester Road
Water shut off valve	Near metal gate entrance on Silchester Road
Is a wet or dry riser installed in the building	None
Other significant special features	Has two entrances Kingsdown Close & Silchester Road.

Other site-specific information	
Location of relevant keys	Caretaker Oswaldo Martinez – [REDACTED]
Other means of escape	Has two entrances Kingsdown Close & Silchester Road.
Local Clubroom & key holder	See near by venues above
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	See above – office located on ground floor of Markland House. Two caretakers are based on site 9-5 weekdays
How many resident staff live locally	John Palmer – [REDACTED] Ken Wilson – [REDACTED]
OTHER INFORMATION:	

Completed by: Steve Rowe & Oswaldo Martinez

Date: 6th Jan 04

Job Title: Supervisor & Caretaker

KNIGHTS HOUSE

Name of Block(s)	Knights House
Name of Estate	Knights House
Postal address of block(s)	SW 10
Number of dwellings	20 & 3 studio flats
Approximate number of residents	40
Please give an indication of the likely number of vulnerable residents	Some old people live in this block
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Worlds End Estate Sheltered clubroom, and WERA clubroom
Nearby place where Police/Fire/Ambulance can gather	Kings Road, or Hortensia Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Inside the building, in the basement area
The main gas intake	In the street
Water shut off valve	In the street
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Terry McGill –Caretaker & Worlds End Estate
Other means of escape	

Local Clubroom & keyholder	Worlds End Estate keys at Concierge
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Yes Cremorne Estate Milmans Street, and Worlds End Est
How many resident staff live locally.	Terry McGill –caretaker, Glenn McAllister, Jimmy Rowe
OTHER INFORMATION:	
Block has central plant boiler, access via external stairs at side of building down to basement	

Completed by: Terry McGill

Date: 13 July 2004

Job Title: Caretaker.....

LANCASTER ROAD 130 - Hostel

Name of Block(s)	Hostel – 130 Lancaster Road
Name of Estate	
Postal address of block(s)	W11 1QS
Number of dwellings	10
Approximate number of residents	1 per room, occasionally 1 + child (presently Rm 5)
Please give an indication of the likely number of vulnerable residents	Type of people housed here include: People waiting to be re-housed Asylum Seekers Single parents
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Lowerwood Court Clubroom, access via Mrs Besant 20 Lowerwood Court [REDACTED] & Acklam Road Clubroom Mr Albert Mabbs, 18b Wornington Road [REDACTED] also Ken Lewington, caretaker
Nearby place where Police/Fire/Ambulance can gather	Lancaster Road [REDACTED]
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Within basement cupboard down external front stairs
The main gas intake	Under front external stairs (FB1 key)
Water shut off valve	Next to gas meter cupboard underneath external front stairs
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Key cabinet located at 36 Oxford Gardens (no keys held by CAS)

Other means of escape	None
Local Clubroom & key holder	Lowerwood Court (Mrs Besant, No 20)
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Lowerwood Court – Brian Newby Portobello Court – Ken Wilson Acklam Road – Ken Lewington
How many resident staff live locally.	As above
OTHER INFORMATION:	
<p>All flats have wash basins shared facilities for Bathroom, toilet and kitchen</p> <p>Two flats per floor</p> <p>Five floors including basement</p> <p>Fire Alarm Panel just inside main entrance door, only rings locally – smoke and heat detection</p> <p>Emergency lighting installed in communal areas</p> <p>Portable fire fighting appliances in communal areas and kitchens</p> <p>Electric fuse boards on each floor</p> <p>Individual stop cocks under sinks in kitchen and in bathroom behind the access panel</p> <p>Cold water storage tank in top floor cupboard, for bathrooms and toilets throughout the house</p> <p>Boiler on each floor + hot water cylinder for each floor</p>	

Completed by: Adrian Bowman

Date: 31 December 2003....

Job Title: Assistant Safety Advisor.....

LANCASTER ROAD 172-174

Name of Block(s)	172-174 Lancaster Road W11
Name of Estate	172-174 Lancaster Road
Postal address of block(s)	W11
Number of dwellings	8
Approximate number of residents	18
Please give an indication of the likely number of vulnerable residents	None
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensington Fire Station, Walmer Road W11. [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Lancaster Road W11
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Located adjacent to basement Flat 1 – proceed through main gate – left to basement flat (1), key access FB 1. See caretaker details for daytime access
The main gas intake	Individual supply to each flat
Water shut off valve	Water shut off valve is on the pavement located to the right as you approach main entrance gate The property does have header tanks located on roof – cherry picker or extended ladder access to roof only
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	

Location of relevant keys	Main entrance door Yale key access via caretaker Boniface Enoch [REDACTED]
Other means of escape	
Local Clubroom & key holder	None – see Leisure Centre
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No, nearest estate office Madland House, Silchester Estate, Darfield Way W10. [REDACTED]
How many resident staff live locally	None local John Palmer Ken Wilson
OTHER INFORMATION:	

Completed by: J. Killingray

Date: 2/01/04

Job Title: Assistant Neighbourhood Manager

LIDDIARD HOUSE

Name of Block(s)	Liddiard House Lansdowne Road W11
Name of Estate	Liddiard House
Postal address of block(s)	W11
Number of dwellings	8
Approximate number of residents	12
Please give an indication of the likely number of vulnerable residents	
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Lowerwood Court Clubroom – Ladbroke Grove W11. Access via local residents Mr & Mrs Besant, 20 Lowerwood Court [REDACTED] St John's on the Hill – Ladbroke Grove W11
Nearby place where Police/Fire/Ambulance can gather	Lansdowne Road W11 Rear Communal garden access via gates on Ladbroke Grove – Key Holder John Dherakshan (local resident) flat 5 – [REDACTED]
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Gerda H5 key to access cupboard under stairs adjacent to rear ground floor exit
The main gas intake	Individual to each flat
Water shut off valve	Located in front of main entrance door (outside)
Is a wet or dry riser installed in the building	No
Other significant special features	Access to roof can be obtained by trap door on top floor stairwell – Gerda H10 key access and ladder access via FB1 key
Other site-specific information	

Location of relevant keys	ASSA keys for front main entrance door available from Caretaker at Marley House Henry Dickens Court Estate – Rae Lockiby [REDACTED]
Other means of escape	Rear entrance door
Local Clubroom & key holder	Basement clubroom of Liddiard House access via John Dherakshan (local resident) flat 5 [REDACTED] 3586 or CAS 0800 137 111 or local caretaker Rae Lockiby – [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest Estate office is located at the [REDACTED] Marley House Henry Dickens Court Estate [REDACTED] or contact CAS 0800 137 111
How many resident staff live locally	None on site John Palmer Ken Wilson
OTHER INFORMATION:	
Clubroom can only be accessed from the rear of the building There is a large storage area behind this clubroom.	

Completed by: J Killingray

Date: 30/12/03

Job Title: Assistant Neighbourhood Manager

LITTLE CHELSEA HOUSE

Name of Block(s)	Little Chelsea House
Name of Estate	
Postal address of block(s)	Edith Grove, SW10
Number of dwellings	12
Approximate number of residents	30 residents
Please give an indication of the likely number of vulnerable residents	1-3
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Church hall in proximity Worlds End Estate clubrooms: Dartrey Walk clubroom WERA Clubroom Blantyre Centre
Nearby place where Police/Fire/Ambulance can gather	Edith Grove & forecourt
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	Locally – attached to block 1-16
Main Electrical Intake	Intake in basement, accessed internally
The main gas intake	Unknown
Water shut off valve	Front of block
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	

Location of relevant keys	Glenn McAllister caretaker, Herman Bramothe supervisor
Other means of escape	One entrance, plus rear exit door to enclosed garden
Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No, nearest is Cremorne Est and Worlds End Estate
How many resident staff live locally	None resident, nearest are: Glenn McAllister Jimmy Rowe
OTHER INFORMATION:	
Flat roof access 4 floors studio / self-contained, adjoining with flat roof adjacent new build property has door to our property Small hard standing to front (room for one car)	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

LONGLANDS COURT

Name of Block(s)	Longlands Court, Westbourne Grove, London W11
Name of Estate	Longlands Court
Postal address of block(s)	W11
Number of dwellings	102
Approximate number of residents	200
Please give an indication of the likely number of vulnerable residents	50
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Portobello Court Clubroom – Portobello Road W11. Key at caretakers office 1 Lonsdale House, caretaker Ken Wilson
Nearby place where Police/Fire/Ambulance can gather	Central Courtyard of estate – Portobello Road, Colville Close, Denbigh Road, Denbigh Terrace & Westbourne Grove (surrounding streets)
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	1-48 – Main Entrance Lobbies x 4 51-81 – entrance lobby adjacent to lift. 82-87 – basement area 88-93 – basement area 94-102 basement area
The main gas intake	Individual intake to each flat
Water shut off valve	Located at rear of 37-48 on Westbourne Grove side & on the grassed area at rear of 88-93, also on pavement outside Main entrance gate 51-81
Is a wet or dry riser installed in the building	25-36 – Dry Riser located top floor walkway 51-81 – Dry riser located top floor walkway 51-81- ground floor adjacent to Flat 50
Other significant special features	Not known
Other site-specific information	No
Location of relevant keys	1 Lonsdale House – Portobello Court Estate London W11

Other means of escape	1-12 linked to 13-24 – via walkway on top floor 25-36 linked to 37-48 via walkway on top floor
Local Clubroom & key holder	Caretaker to collect key from Lonsdale House estate office or from 36 Oxford Gardens.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No
How many resident staff live locally	Contact CSC 0800 137 111 for local resident caretaker – Ken Wilson
OTHER INFORMATION:	
<p>Lifts in all the main blocks</p> <p>Fire escape route in main block at top of staircases connecting all</p>	

Completed by: Jeremy Killingray & Ken Wilson... **Date:** 21/10.03

Job Title: Asst Neighbourhood Manager & Caretaker

LOWER CLARENDON WALK – Lancaster West

Name of Block(s)	Lower Clarendon Walk, Lancaster Road
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11
Number of dwellings	8 dwellings
Approximate number of residents	36 residents
Please give an indication of the likely number of vulnerable residents	4
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Methodist Church – Lancaster Road EMB rooms access via Grenfell Tower reception
Nearby place where Police/Fire/Ambulance can gather	Lancaster Road, W11
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Lancaster Road & alleyway at the end by flat 8
The main gas intake	In each flat
Water shut off valve	In flat & backyards
Is a wet or dry riser installed in the building	No
Other significant special features	No
Other site-specific information	
Location of relevant keys	Reception at Grenfell Tower, Lancaster West Estate
Other means of escape	Front door & back door

Local Clubroom & key holder	EMB rooms keys via Grenfell Tower reception
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office & Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	3 local staff Keith Stevenson Robert Regan Paul Steadman
OTHER INFORMATION:	
These are maisonettes with own individual entrances	

Completed by: Keith Stevenson.....

Date: 30th January 2004.....

Job Title: Estate Superintendent

LOWERWOOD COURT

Name of Block(s)	Lowerwood Court, Ladbroke Grove
Name of Estate	Convent Estate
Postal address of block(s)	W11
Number of dwellings	64
Approximate number of residents	160
Please give an indication of the likely number of vulnerable residents	Flats 2, 37, 51, 52, 42, 58, 64
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Lowerwood Court clubroom Keys with Mrs Besant No 20. [REDACTED] also access via Brian Newby - caretaker Salvation Army office, Portobello Rd Portobello Court clubroom, keys with Ken Wilson
Nearby place where Police/Fire/Ambulance can gather	Courtyard areas of Clare Gardens, and Ladbroke Grove
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Main intake room in office/porters lodge to the right of main entrance and boiler room
The main gas intake	On public highway just by Ladbroke Grove entrance on right hand side as you leave estate
Water shut off valve	On public highway just by Ladbroke Grove entrance on left hand side as you leave estate
Is a wet or dry riser installed in the building	Yes – on each floor by lifts, 2 at ground floor level, also in garage area.
Other significant special features	Lift motor room and tank room on roof level
Other site-specific information	Communal heating and hot water served from boiler room in basement of block. Access to garage areas for vehicles and pedestrians is in Westbourne Park Road – same key operates both. Fire doors with

	push bars allow emergency exit to Ladbroke Grove
Location of relevant keys	N/A
Other means of escape	Secondary staircase from 8 th down to 2 nd floor
Local Clubroom & key holder	Lowerwood Court – copy of key available at porters' lodge at Lowerwood Court. Also with Mrs Besant No 20.
LOCAL STAFF:	
Is there an estate office/caretakers office locally	Lowerwood Court porters lodge
How many resident staff live locally	Brian Newby, Ken Wilson and Steve Rowe
OTHER INFORMATION:	
Hi-rise block	

Completed by: Brian Newby

Date: 27 Jan 04.....

Job Title: Caretaker.....

MANCHESTER DRIVE

Name of Block(s)	Manchester Drive, Southern Row
Name of Estate	Southern Row, Kensal New Town
Postal address of block(s)	W10 5BB – 5BH
Number of dwellings	82
Approximate number of residents	350
Please give an indication of the likely number of vulnerable residents	Flats 25, 59
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensal Resource Centre, off Adair Rd – Access via Fred Edwards - caretaker Middle Row School
Nearby place where Police/Fire/Ambulance can gather	Area on Adair Road in main entrance door immediately outside entrance to Kensal Resource Centre (between back of Adair Tower & 1-10 Golborne Gardens).
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	3 intake rooms on ground floor (include landlord lighting & security system)
The main gas intake	Next to boiler room at front middle of block
Water shut off valve	Main valve to block in room by boiler room near boiler room gas meter. Stop cocks in flats behind wall panel in bathroom or hall cupboard.
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	Gas supply for cooking and communal heating system
Location of relevant keys	CCTV room key in Kensal Estate Office

Other means of escape	Communal back exits into garden
Local Clubroom & key holder	Keys to Kensal Resource Centre – set held at Kensal Estate Office but also by Fred Edwards and Gerard Rowen
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office – limited staffing during office hours
How many resident staff live locally	Fred Edwards Everton Nixon Ken Lewington
OTHER INFORMATION:	
<p>Two lifts in block</p> <p>Secure fob entry to block, also internal secure doors in communal areas separating sections of the block</p> <p>Central plant heating system</p>	

Completed by: Ronnie Wright.....

Date: 29/12/03

Job Title: Caretaker

MANNING HOUSE

Name of Block(s)	Manning House, Westbourne Park Road
Name of Estate	
Postal address of block(s)	Convent Gardens, W11 1NL
Number of dwellings	20
Approximate number of residents	50
Please give an indication of the likely number of vulnerable residents	Flat 1, 3, 5, 7, 9.
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Lowerwood Court Clubroom, Mrs Besant 20 Lowerwood Court [REDACTED] – can be accessed via play area and Clare Gardens courtyard, during daylight hours.
Nearby place where Police/Fire/Ambulance can gather	On public highway of Convent Gardens
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Under communal staircase inside block
The main gas intake	Three at back near sheds in car park area
Water shut off valve	Within curtilage of building on driveway.
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	Roof to be renewed and tank room re-situated during capital works of 2004
Location of relevant keys	ASSA key to main entrance & chubb lock on rear door leading from communal hallway into back garden – copies of both at Lowerwood Court office, and with Brian Newby

Other means of escape	None
Local Clubroom & key holder	Lowerwood Court – copy of key available at porters' lodge at Lowerwood Court.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Lowerwood Court porters' lodge
How many resident staff live locally	Brian Newby – resident in block Ken Wilson Steve Rowe
OTHER INFORMATION:	
Watch out for Mrs Hasketts dog!	

Completed by: Brian Newby Date: 22/10/03.....

Job Title: Caretaker

MILMAN, GILLRAY, RILEY & LACLAND HOUSES - Cremorne Est.

Name of Block(s)	Milman's, Gillray, Riley and Lacland Houses, on the Cremorne Estate
Name of Estate	Cremorne Estate, SW10
Postal address of block(s)	SW10
Number of dwellings	32 for each of the four blocks (blocks divided into 1-16 & 17-32)
Approximate number of residents	72 residents per block
Please give an indication of the likely number of vulnerable residents	5-8 for each block
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Cremorne Sheltered Clubroom, Chelsea Farm House, Milman's Street, SW10. (Opposite to the Milman's House). Key holder Monique Becker, and Glenn McAllister
Nearby place where Police/Fire/Ambulance can gather	King's Road, Milman's Street & Ann lane
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	Locally – attached to Milman's house block 1-16
Main Electrical Intake	Ground floor intake cupboard to each block in each entrance
The main gas intake	In electrical intake cupboard
Water shut off valve	Tank rooms & mains at street level
Is a wet or dry riser installed in the building	No
Other significant special features	Lift in each block Communal heating
Other site-specific information	
Location of relevant keys	Caretaker Glenn McAllister & TMO House

Other means of escape	Each flat from 5 th floor & above has its own secondary means of escape leading to internal stairs going up to roof
Local Clubroom & key holder	Community Officer Monique Becker & Glenn McAllister
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Caretakers Office - Milman's House, Milman's St, Cremorne Estate, SW10
How many resident staff live locally	None on site Glenn McAlister Terry McGill
OTHER INFORMATION:	
<p>Individual fire escapes for flats on 5th floor and above</p> <p>Lift to each block</p> <p>Caretakers office ground floor block 1-16 (Milman's House)</p> <p>Central heating plant under Gillray House, access to this is from Ann Lane</p>	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

MORLAND HOUSE – Lancaster West Est.

Name of Block(s)	Morland House, Lancaster Road
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11
Number of dwellings	36 flats
Approximate number of residents	60 residents
Please give an indication of the likely number of vulnerable residents	3
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Methodist Church, Lancaster Road EMB Rooms, keys at Grenfell Tower Reception
Nearby place where Police/Fire/Ambulance can gather	St Marks Close, (rear of block), Lancaster West Estate
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor to the right hand side of the stairs
The main gas intake	One in each flat
Water shut off valve	Rear lawn to block 1 and next to railings
Is a wet or dry riser installed in the building	No
Other significant special features	Access to block via key fob or fire brigade drop key – master fob held at Grenfell concierge No lift
Other site-specific information	
Location of relevant keys	Master fob & fire brigade override key held at Grenfell Tower Reception - Lancaster West Estate

Other means of escape	Primary route only – via staircase & through main entrance door
Local Clubroom & key holder	EMB Rooms – keys at Grenfell Reception
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office & Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	Keith Stevenson Robert Regan Paul Steadman
OTHER INFORMATION:	

Completed by: Robert Regan

Date: 30th January 2004.....

Job Title: Estate Inspector.....

MULBERRY CLOSE

Name of Block(s)	Mulberry Close
Name of Estate	Mulberry Close
Postal address of block(s)	SW 3
Number of dwellings	40
Approximate number of residents	60
Please give an indication of the likely number of vulnerable residents	Flat 1 – a lot of old people live in this block
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Worlds End Estate Sheltered Clubroom, and WERA Clubroom
Nearby place where Police/Fire/Ambulance can gather	Beaufort Street
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Inside the block on right hand side, half way down corridor
The main gas intake	In the street
Water shut off valve	In the street
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Caretaker - Terry McGill
Other means of escape	

Local Clubroom & keyholder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Yes - the Cremorne Estate, and the caretakers lodge on Sir Thomas More Est.
How many resident staff live locally.	Terry McGill, and Glenn McAllister - Caretakers
OTHER INFORMATION:	
Assa key access to main front door Block has a lift Two internal stairways	

Completed by: Terry McGill

Date: 13 July 2004

Job Title: Caretaker.....

NORWOOD ROAD, SOUTHALL

Name of Block(s)	21/29 Norwood Road
Name of Estate	21/29 Norwood Road
Postal address of block(s)	Southhall, Middlesex
Number of dwellings	Block 1/3: 3 Block 4/8: 5 Block 9/14: 6
Approximate number of residents	Block 1/3: 8 Block 4/8: 13 Block 9/14: 16
Please give an indication of the likely number of vulnerable residents	Block 1/3: 4 Block 4/8: 2 Block 9/14: 3
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	
Nearby place where Police/Fire/Ambulance can gather	Norwood Road & possibly rear drive
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Access door under central archway leading to rear of blocks. Padlock key with Supervisor. Meter cupboards under stairs on ground floor of each block.
The main gas intake	None
Water shut off valve	pavement front of block
Is a wet or dry riser installed in the building	No
Other significant special features	Arched access to rear garages
Other site-specific information	No Gas supply to blocks
Location of relevant keys	TMO house

Other means of escape	None
Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No
How many resident staff live locally	None
OTHER INFORMATION:	
<p>This block is in Southall, no other TMO properties close by.</p> <p>It consists of three blocks all joined together with an archway between two of the blocks leading to a rear yard with garages.</p> <p>All have secure entry via fobs</p> <p>All individual electric heating</p> <p>No gas supply to blocks</p>	

Completed by: Herman Bramothe

Date: 9 March 2004

Job Title: Estate Supervisor

NOTTINGWOOD HOUSE

Name of Block(s)	Nottingwood House, Clarendon Road W11
Name of Estate	Nottingwood House
Postal address of block(s)	W11
Number of dwellings	100
Approximate number of residents	300
Please give an indication of the likely number of vulnerable residents	20
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensington Leisure Centre, Walmer Road W11. [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Portland Road W11 Clarendon Road W11 Courtyard of Nottingwood House Portland Road gate – access to 31-65 Nottingwood B 14 Key Caretaker Boniface Enoch – [REDACTED] Clarendon Road Access for 31-65 Nottingwood House access via FB 11 key – contacts as above Keys stored at Markland House Estate Office at Darfield Way, Silchester Estate London W10 Tel: [REDACTED]
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Located in each stairwell intake cupboard under stairs
The main gas intake	Individual flats
Water shut off valve	Roof top ring main isolator – Access for all areas use Gerda H10 top of each stairwell and FB 1 hatch key for roof top access – there are three access points to the roof.
Is a wet or dry riser installed in the building	No

Other significant special features	Isolate water supply to whole estate in Clarendon Road W11 directly opposite vehicle access gate.
Other site-specific information	
Location of relevant keys	Caretaker Boniface Enoch – [REDACTED]
Other means of escape	
Local Clubroom & key holder	None – see Leisure Centre
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No, nearest estate office Markland House, Silchester Estate, Darfield Way W10. [REDACTED]
How many resident staff live locally	None, nearest are John Palmer Brian Newby Ken Wilson
OTHER INFORMATION:	
Large dis-used basement area	

Completed by: J. Killingray

Date: 2/01/04

Job Title: Assistant Neighbourhood Manager

NURSERY LANE 1 - Sheltered

Name of Block(s)	1 Nursery Lane, Highlever Road – Sheltered Accommodation
Name of Estate	
Postal address of block(s)	W10 6QD
Number of dwellings	36 including guest room
Approximate number of residents	45 maximum – 7 one bed, 1 two bed, the rest are bedsits.
Please give an indication of the likely number of vulnerable residents	
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	<p>Clubroom – Treverton Estate. For access contact Pat Coughlan (caretaker) [REDACTED] or Mr Mizani (local resident) [REDACTED]</p> <p>Lounge – Whitchurch House Sheltered accommodation, Rita Mooney</p> <p>EPICS – Social services, Ladbroke Grove</p> <p>On site lounge for minor emergencies</p>
Nearby place where Police/Fire/Ambulance can gather	Highlever Road & Nursery Lane
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Opposite Flat 16 (also next to flat 1, mainly meters) Gerda H5 key – also distribution boards directly above on 1 st floor
The main gas intake	Outside next to right of Boiler House. FB1 key
Water shut off valve	No main valve found – shut off in road near to flat 35. Flat shut offs in kitchen cupboard.
Is a wet or dry riser installed in the building	None
Other significant special features	

Other site-specific information	Old peoples sheltered home. Warden is Sandra Isaacs – [REDACTED]
Location of relevant keys	With Community Officer – key cabinet in office (keys to side gates on top of fire alarm panel). Keys also with CAS, Rita Mooney and Peter Kanssen.
Other means of escape	Three – leading to enclosed rear garden. One – leading to front via laundry/refuse chute area.
Local Clubroom & key holder	See above
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	At Markland House Treverton Tower – John Palmer Markland House – Pat Dunlea
How many resident staff live locally	John Palmer [REDACTED] Ken Wilson [REDACTED] Steve Rowe – Supervisor
OTHER INFORMATION:	
<p>There is a stand-by generator on site, designed to cut in during a power failure</p> <p>Community officer on site during normal working hours</p> <p>All flats have CAS alert alarms.</p> <p>Caretaker for this scheme is Oswaldo Martinez (non –resident caretaker) [REDACTED]</p>	

Completed by: Adrian Bowman

Date: 9 Dec 2003

Job Title: Assistant Safety Advisor

OCTAVIA HOUSE

Name of Block(s)	Octavia House, Southern Row
Name of Estate	Kensal New Town
Postal address of block(s)	Southern Row, W10 5AE
Number of dwellings	68
Approximate number of residents	180
Please give an indication of the likely number of vulnerable residents	Flat 48 (ramped access to front of this flat)
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Middle Row School Kensal Resource Centre, Adair Road (behind Adair Tower – access via Fred Edwards
Nearby place where Police/Fire/Ambulance can gather	Manchester Drive front driveway or by garage area at West Row estate
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Under all 6 staircases with tenants meters there as well. In front 2 blocks at basement level
The main gas intake	Mains come in from rear garden
Water shut off valve	Ring main around rear garden with stop cocks in ground, main one at centre front of block. In each flat in bottom of hall meter cupboard.
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	BT Main boxes in bin store outside each block. Door entry systems in intake areas
Location of relevant keys	Cleaners rest area in basement – key at Kensal estate office

Other means of escape	
Local Clubroom & key holder	Kensal Resource Centre. Keys held at Kensal estate office or with Fred Edwards or with Gerard Rowen
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal estate office (during normal office hours)
How many resident staff live locally	Fred Edwards Everton Nixon
OTHER INFORMATION:	
<p>Each set of stairs in the individual blocks lead up to roof, but access is denied by metal gate with Gerda H10 lock</p> <p>Block backs on to railway line</p>	

Completed by: Ronnie Wright..... **Date:** 30/12/03

Job Title: Caretaker

ORPEN HOUSE

Name of Block(s)	Orpen House
Name of Estate	Orpen House
Postal address of block(s)	Trebovir Road, SW5
Number of dwellings	8
Approximate number of residents	20
Please give an indication of the likely number of vulnerable residents	
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	No TMO properties nearby
Nearby place where Police/Fire/Ambulance can gather	Trebovir Street
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Intake cupboard by rear door at ground floor
The main gas intake	
Water shut off valve	In road
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Caretaker – John Whall & TMO House
Other means of escape	None

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No – nearest is Chesterton Square – John Whall
How many resident staff live locally	John Whall Glenn McAllister
OTHER INFORMATION:	
Has a rear exit leading into an enclosed garden	

Completed by: John Whall.....

Date: Feb 04

Job Title: Estate Caretaker.....

OXFORD GARDENS 34

Name of Block(s)	34 Oxford Gardens
Name of Estate	
Postal address of block(s)	W10 5UG
Number of dwellings	42
Approximate number of residents	100
Please give an indication of the likely number of vulnerable residents	Flats 2, 4, 5, 25
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Swinbrook Estate Clubroom, 39-41 Acklam Rd keys with Ken Lewington, caretaker, and Mr Mabbs 18b Wornington Road [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Portobello Green area – (on Portobello Rd underneath Westway)
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Main intake is underneath Youth Justice at 36 Oxford Gardens. Communal lighting intake is on 3 rd floor of 34
The main gas intake	Main entrance to block at left hand corner – entrance gate
Water shut off valve	As per gas intake
Is a wet or dry riser installed in the building	No
Other significant special features	Asbestos panels removed during capital works
Other site-specific information	Communal boiler system to provide heating and hot water accessible via front of building down outside steps
Location of relevant keys	Metal doors to sheds – copies of chubb keys held at Lowerwood Court Caretakers office (Brian Newby)

Other means of escape	Separate fire service stairs from 3 rd and 5 th floors into rear car park at 36 Oxford Gardens access into staircase from ground level.
Local Clubroom & key holder	N/A
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Neighbourhood North offices at 36 Oxford Gardens staffed during normal office hours
How many resident staff live locally	Brian Newby, Ken Lewington, Fred Edwards and Steve Rowe
OTHER INFORMATION:	
Lift in block Block contains maisonettes	

Completed by: Brian Newby

Date: 16/1/04

Job Title: Caretaker

OXFORD GARDENS 36 - Hostel

Name of Block(s)	HOSTEL @ 36 Oxford Gardens
Name of Estate	n/a
Postal address of block(s)	W10 5UG
Number of dwellings	12
Approximate number of residents	Maximum of 44 at any one time
Please give an indication of the likely number of vulnerable residents	No vulnerable, but probably be small children and babies here.
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Acklam Road – Tenants Clubroom, key holder Ken Lewington and Mr Mabbs 18b Wornington Road. [REDACTED] or Kensal Resource Centre access via Fred Edwards
Nearby place where Police/Fire/Ambulance can gather	Oxford Gardens
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	In Basement - in cupboard off the youth offenders team games room, accessed within the building
The main gas intake	In Basement – front of building accessed from outside at the far end of the boiler house.
Water shut off valve	In basement accessed within the building, close to boiler house secondary means of escape door (not boiler house side).
Is a wet or dry riser installed in the building	None
Other significant special features	None
Other site-specific information	
Location of relevant keys	Key safe in office

Other means of escape	Leading into the rear of 34 Oxford Gardens
Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Tenancy & Neighbourhood North teams also based within this building.
How many resident staff live locally	Manned during normal working hours by Joe Edwards (Hostel Cleaner). Nearest Caretakers locally would be Brian Newby and Ken Lewington – both resident.
OTHER INFORMATION:	
<p>The hostel occupies the 1st and 2nd floors of this building.</p> <p>Other occupants include TMO Tenancy & Neighbourhood management teams on the 1st floor, including a further smaller office on the 2nd floor, both on the west side of the building.</p> <p>Social Services have offices on the ground floor and also occupy the basement area (Youth offending team). To the rear of the block on the ground floor is the “Little House”, run by social services for severely disabled children and those with particular care needs.</p> <p>36 Oxford Gardens also adjoins 34 Oxford Gardens, which is TMO residential, 42 flats.</p>	

Completed by: Adrian Bowman

Date: 3 Dec 2003.....

Job Title: Safety Advisor

OXFORD GARDENS 187

Name of Block(s)	187 Oxford Gardens, W10
Name of Estate	187 Oxford Gardens
Postal address of block(s)	W10
Number of dwellings	14
Approximate number of residents	36
Please give an indication of the likely number of vulnerable residents	4
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Frinstead House Clubroom – Silchester Est. keys from Eman Yosry (Tenant) 46 Markland House Pat Dunlea Silchester caretaker Whitstable Hse access via Caretaker: Oswaldo Martinez – Oxford Gardens & Highlever Road.
Nearby place where Police/Fire/Ambulance can gather	
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Adjacent to bin room – H5 Gerda Key
The main gas intake	Individual to each flat
Water shut off valve	In front of block on pavement – Oxford Gardens
Is a wet or dry riser installed in the building	None
Other significant special features	
Other site-specific information	Enclosed internal courtyard and garden area

Location of relevant keys	Caretaker Oswaldo Martinez – [REDACTED]
Other means of escape	
Local Clubroom & key holder	See near by venues above
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Estate Office located on ground floor of Markland House Silchester Estate. [REDACTED] Two caretakers are based on site 9-5 weekdays
How many resident staff live locally	Ken Lewington Brian Newby John Palmer
OTHER INFORMATION:	

Completed by: Jeremy Killingray & Oswaldo Martinez

Date: 21/01/04

Job title: Assistant Neighbourhood Manager

PEMBRIDGE CRESCENT 21

Name of Block(s)	21 Pembridge Crescent
Name of Estate	21 Pembridge Crescent
Postal address of block(s)	W11
Number of dwellings	9
Approximate number of residents	14
Please give an indication of the likely number of vulnerable residents	None
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Pembridge Place/Dawson Place Church Notting Hill Gate Library Nearest TMO shelter – Portobello Court clubroom, access via caretaker – Ken Wilson
Nearby place where Police/Fire/Ambulance can gather	Pembridge Crescent
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Main Entrance lobby
The main gas intake	Under stairs adjacent to Flat A
Water shut off valve	Pavement Pembridge Crescent
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	1 Lonsdale House Portobello Court Estate – caretaker Ken Wilson

Other means of escape	Fire exit gives access to the roof from the top floor
Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest is at 1 Lonsdale House, Portobello Court Est. Caretaker is Ken Wilson.
How many resident staff live locally	None
OTHER INFORMATION:	

Completed by: Jeremy Killingray & Ken Wilson

Date: 21/10/03

Job Title: Asst Neighbourhood Manager & Caretaker

PENZANCE STREET 16, 17, 18 & 19

Name of Block(s)	16,17,18 & 19 Penzance Street W11
Name of Estate	Penzance Street
Postal address of block(s)	W11
Number of dwellings	Evens: 8 Flats + Odds: 6 flats = 28
Approximate number of residents	56
Please give an indication of the likely number of vulnerable residents	8
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Henry Dickens Court Clubroom – St Ann's Road. Contact Mrs Preedy 14 Florence House. [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Penzance Street W11
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Intake cupboard located at rear of ground floor entrances under the stairs for each block. Gerda H5 access.
The main gas intake	Individual to each flat
Water shut off valve	Outside the four main entrances (in Courtyard)
Is a wet or dry riser installed in the building	Yes – dry riser
Other significant special features	
Other site-specific information	
Location of relevant keys	ASSA keys for front main entrance door available from caretaker at Marley House, Henry Dickens Court Estate – Rae Lockiby [REDACTED]

Other means of escape	
Local Clubroom & key holder	No clubroom
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Caretaker at Marley House, Henry Dickens Court Estate – Rae Lockiby [REDACTED]
How many resident staff live locally	Keith Stevenson - Supervisor for Lane West Est currently lives here, but is due to move out Spring 2004.
OTHER INFORMATION:	
Access on to this small estate is restricted via a pedestrian walk through archway.	

Completed by: J Killingray

Date: 31/12/03

Job Title: Assistant Neighbourhood Manager

POND HOUSE

Name of Block(s)	Pond House
Name of Estate	
Postal address of block(s)	Pond House, Pond Place, SW3 6QT
Number of dwellings	120
Approximate number of residents	Approx. 300 residents
Please give an indication of the likely number of vulnerable residents	Approx. 34
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Clubroom on estate – access via caretaker – Robert Lovell. Also with Michael Beverley 86 Pond Hse, [REDACTED] (Tenant board member) Church hall adjoining block School within proximity
Nearby place where Police/Fire/Ambulance can gather	Parking within estate and Pond Street.
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Block 1-16 - intake cupboard in basement Block 17-32 – intake cb in basement Block 33-47 – intake cb ground floor Block 48-63 – intake cb ground floor Block 64-78 – Intake cb ground floor Block 79-93 – intake cb ground floor Block 94-109 – intake cb ground floor Block 110-124 – intake cb ground floor
The main gas intake	Block 1-16 – front of entrance steps Block 17-32 – front street entrance Block 33-47 – drive front of entrance Block 48-63 – on driveway Block 64-78 – front of block Block 79-93 – front of block Block 94-109 – front of bin room Block 119-124 – front of bin room

Water shut off valve	Block 1-16 –on street Block 17-32 – pavement Block 33-47 – on Pond Street Block 48-63 – on driveway Block 64-78 – front of block Block 79-93 – front of adjacent block Block 94-109 – on driveway
Is a wet or dry riser installed in the building	No
Other significant special features	No lifts in block Blocks 1-32 – old style block (different architecture from rest of estate) – basement flats, raised ground floor & slate pitched roof Block 33-47 – Communal hallway smoke extraction Block 48-63 – access to roof is via next block (64-78) Block 94-109 – roof access via 110-124
Other site-specific information	
Location of relevant keys	Caretaker, Robert Lovell, Supervisor, Herman Bramothe & TMO House
Other means of escape	One entrance / exit from each block
Local Clubroom & key holder	TA Chair – Michael Beverley 86 Pond House [REDACTED] [REDACTED] & set in Caretakers lodge via Robert Lovell
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Clubroom & caretaker lodge - staff not based here but visit regularly
How many resident staff live locally	No resident staff
OTHER INFORMATION:	
Access alleyway between adjacent property /church hall Block 33-47 – 5 floors, flat roof access, NTL equipment on roof, balconies to side flats, centre flats without Block 48-63 – block adjacent to clubroom & caretakers lodge, 4 floors Block 64-78 – block adjacent to clubroom, 5 floors Block 79-93 – 5 floors –adjoins 64-78 Block 94-109 – 4 floors	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

PORTLAND ROAD 144-186 (evens)

Name of Block(s)	144-186 (evens) Portland Road W11
Name of Estate	Portland Road
Postal address of block(s)	W11
Number of dwellings	22
Approximate number of residents	28
Please give an indication of the likely number of vulnerable residents	16 Vulnerable (special needs/Community care input)
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Nearest TMO is Lancaster West EMB rooms key at Grenfell Tower reception and Henry Dickens Court Est Clubroom – keys with Doris Preedy 14 Florence House [REDACTED] St Francis of Assisi Community Centre North Kensington Leisure Centre
Nearby place where Police/Fire/Ambulance can gather	Portland Road W11 Nottingwood House Courtyard located off Portland Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	176-186 – via FB1 Key & remainder via Gerda H5 Key all located adjacent to rear exits
The main gas intake	Individual to each flat
Water shut off valve	Individual to each flat
Is a wet or dry riser installed in the building	No
Other significant special features	High concentration of vulnerable or special needs residents

Other site-specific information	
Location of relevant keys	ASSA keys for front main entrance door available from caretaker at Marley House Henry Dickens Court Estate – Rae Lockiby [REDACTED]
Other means of escape	Rear entrance doors to each block to enclosed gardens
Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest Estate office is located at the base of Marley House Henry Dickens Court Estate [REDACTED] One caretaker on site Rae Lockiby, and 2 cleaning staff (9-5)
How many resident staff live locally?	None
OTHER INFORMATION:	

Completed by: J Killingray

Date: 30/12/03

Job Title: Assistant Neighbourhood Manager

PORTOBELLO COURT EST – Adelaide, Archer, Aston, Ledbury, Lonsdale & Denbigh House

Name of Block(s)	Adelaide House, Archer House, Aston House, Ledbury House, Lonsdale House, Denbigh House – Otherwise known as Portobello Court Estate W11
Name of Estate	Portobello Court Estate
Postal address of block(s)	London W11
Number of dwellings	158
Approximate number of residents	470 persons approx
Please give an indication of the likely number of vulnerable residents	80 approx
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Portobello Court Clubroom located on the estate in a stand alone building access via Ken Wilson, estate caretaker
Nearby place where Police/Fire/Ambulance can gather	Parking spaces within estate and court yard. Also Denbigh Road, Denbigh Terrace, Portobello Road & Colville Close (surrounding)
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor of Lonsdale House located adjacent to lift. For Adelaide, Aston, Archer & Denbigh located near rear main entrance door of each block. Ledbury House 1-10 – located near lift Ledbury House 11-18 –near rear door.
The main gas intake	Each individual flat has own gas intake.
Water shut off valve	At rear of each block in garden areas – marked as stop cocks on black cover – on tarmac or grass areas.
Is a wet or dry riser installed in the building	None
Other significant special features	
Other site-specific information	None

Location of relevant keys	Keys based at 1 Lonsdale House ground floor estate office. Or access via call out caretaker
Other means of escape	Lonsdale House has an internal fire escape from the fifth floor up– accessible via balconies of flats. This lead up onto the roof.
Local Clubroom & key holder	Ken Wilson caretaker – [REDACTED] – or [REDACTED] [REDACTED] Keys also at 36 Oxford Gardens Estate Office top floor office – 0800 137 111. And with Mike Doolan – RA Chair – [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	See location of relevant Keys section above – Caretaker Ken Wilson is based on site 9-5 pm weekdays only.
How many resident staff live locally	Ken Wilson – Resident Caretake[REDACTED] & [REDACTED]
OTHER INFORMATION:	
Estate has central plant heating and hot water. Boiler house in under caretakers office, 1 Lonsdale House.	
Lifts in Lonsdale and Ledbury House	

Completed by: Jeremy Killingray & Ken Wilson...

Date: 21/10/03

Job Title: Asst Neighbourhood Manager & Caretaker

PORTOBELLO ROAD 375

Name of Block(s)	375 Portobello Road
Name of Estate	375 Portobello Rd
Postal address of block(s)	London W10 5SL
Number of dwellings	42
Approximate number of residents	80
Please give an indication of the likely number of vulnerable residents	Flats 4, 13 & 21
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Nearest TMO – Clubroom at Raymede House, access via caretakers John Palmer/Pat Coughlan Kensington Housing Trust Community Hall on Wornington Green Estate
Nearby place where Police/Fire/Ambulance can gather	Portobello Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	At first floor level on main staircase – near flat 15.
The main gas intake	On Telford Road side of estate near to lighting column
Water shut off valve	Corner of Telford Rd & Lionel Mews
Is a wet or dry riser installed in the building	No
Other significant special features	None
Other site-specific information	No gerda locks were ever fitted in this block – lift motor and intake rooms still FB keys.
Location of relevant keys	Copy of master fob to main entrance held at Lowerwood Court office

Other means of escape	Down service staircase at North end of block or from open communal walkways
Local Clubroom & key holder	None on site
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office – normally open on Tuesdays – Fridays 9.30-12.30 – during other office hours, staffing is intermittent as caretakers are generally on site. Not staffed at all other times
How many resident staff live locally	Brian Newby, Ken Lewington, Fred Edwards and Steve Rowe
OTHER INFORMATION:	

Completed by: Brian Newby

Date: 22nd October 2003

Job Title: Caretaker

RADDINGTON ROAD

Name of Block(s)	9-11 Raddington Rd
Name of Estate	
Postal address of block(s)	London W10 5TG
Number of dwellings	18
Approximate number of residents	20
Please give an indication of the likely number of vulnerable residents	None
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	39-41 Acklam Road – Tenants Clubroom, key holder Ken Lewington caretaker and Mr Mabbs 18b Wornington Road. [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Oxford Gardens
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Underneath communal stairs in each of the 3 entrances
The main gas intake	On pavement at the front of the block at each entrance
Water shut off valve	Stop cock on pavement outside entrance 10
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	Capital works currently in progress to replace windows and renew roof
Location of relevant keys	Yale keys to main entrance doors – copies for each entrance held at Lowerwood Court office
Other means of escape	No

Local Clubroom & key holder	Swinbrook Clubroom – Albert Mabbs (8968 0493) Ken Lewington [REDACTED] or Gerard Rowen [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Neighbourhood North offices at 36 Oxford Gardens during normal office hours
How many resident staff live locally	Brian Newby, Ken Lewington, Ken Wilson
OTHER INFORMATION:	

Completed by: Brian Newby Date: 21/1/04

Job Title: Caretaker

REDCLIFFE GARDENS 23

Name of Block(s)	23 Redcliffe Gardens
Name of Estate	Redcliffe Gardens
Postal address of block(s)	SW 10
Number of dwellings	5
Approximate number of residents	8
Please give an indication of the likely number of vulnerable residents	
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Worlds End Estate sheltered clubroom, and WERA clubroom
Nearby place where Police/Fire/Ambulance can gather	Redcliffe Gardens
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	There is (no intake cupboard)
The main gas intake	In the street
Water shut off valve	In the street
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	None available, keys with tenants
Other means of escape	

Local Clubroom & keyholder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Yes Cremorne Estate, Milmans House
How many resident staff live locally.	Terry McGill, Glenn McAllister – caretakers
OTHER INFORMATION:	

Completed by: Terry McGill

Date: 13 July 2004

Job Title: Caretaker.....

REDCLIFFE SQUARE 82 & 84

Name of Block(s)	82 & 84 Redcliffe Square
Name of Estate	Redcliffe Square
Postal address of block(s)	SW 10
Number of dwellings	11
Approximate number of residents	16
Please give an indication of the likely number of vulnerable residents	
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	St Lukes church, Redcliffe gardens Worlds End Est sheltered Clubroom, and WERA Clubroom
Nearby place where Police/Fire/Ambulance can gather	Finborough Road, Redcliffe Square, or in the rear courtyard
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Inside the building
The main gas intake	In the street
Water shut off valve	In the street
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Terry McGill- Caretaker

Other means of escape	
Local Clubroom & keyholder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Yes Cremorne Estate
How many resident staff live locally.	Terry McGill- Caretaker, Glenn McAllister, John Whall
OTHER INFORMATION:	

Completed by: Terry McGill

Date: 13 July 2004

Job Title: Caretaker.....

St CHARLES SQUARE 32

Name of Block(s)	32 St Charles Square W10
Name of Estate	
Postal address of block(s)	W10
Number of dwellings	12
Approximate number of residents	24
Please give an indication of the likely number of vulnerable residents	1
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Carlin Manning Junior School – St Charles Square Clubroom – Treverton Estate. For access contact Pat Coughlan (caretaker) [REDACTED] or Mr Mizani (local resident) [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Front Entrance St Charles Square
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Ground Floor main entrance
The main gas intake	Individual to each flat
Water shut off valve	Individual to each flat
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Caretaker Pat Coughlan [REDACTED] Or CAS [REDACTED]

Other means of escape	
Local Clubroom & key holder	See caretaker above or Mr Mizani – [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally	Treverton Estate Office – Pat Coughlin [REDACTED]
How many resident staff live locally	No local staff. Nearest is – John Palmer, Brian Newby
OTHER INFORMATION:	
Pat Coughlin is a non- resident caretaker	

Completed by: J. Killingray

Date: 29/12/03

Job Title: Assistant Neighbourhood Manager

St COLUMBS HOUSE

Name of Block(s)	St Columbs House
Name of Estate	
Postal address of block(s)	Blagrove Road, London W10 5SL
Number of dwellings	16
Approximate number of residents	18
Please give an indication of the likely number of vulnerable residents	Flat 16
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	39-41 Acklam Road – Tenants Clubroom, key holder Ken Lewington caretaker and Mr Mabbs 18b Wornington Road. [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	At end of Bevington Road by the former Malvern pub
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Under communal stairs in each block
The main gas intake	2 per entrance
Water shut off valve	1 at each end of block
Is a wet or dry riser installed in the building	No
Other significant special features	None
Other site-specific information	None
Location of relevant keys	ASSA keys to main front doors – set at Lowerwood Ct office with spares at Kensal E/O
Other means of escape	None

Local Clubroom & key holder	Swinbrook Clubroom – Albert Mabbs (8968 0493) Ken Lewington [REDACTED] or Gerard Rowen [REDACTED]
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	71 Acklam Road – not regularly staffed, access via Ken Lewington
How many resident staff live locally?	Ken Lewington, Steve Rowe
OTHER INFORMATION:	

Completed by: Brian Newby

Date: 19/1/04

Job Title: Caretaker

St QUINTINS AVENUE 69

Name of Block(s)	69 St Quintins Avenue, W10 6NZ
Name of Estate	69 St Quintins
Postal address of block(s)	69 St Quintins Avenue, W10 6NZ
Number of dwellings	12
Approximate number of residents	30
Please give an indication of the likely number of vulnerable residents	15
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Nursery Lane Sheltered scheme, 1 Nursery Lane Tel [REDACTED] Contact Sandra Isaacs. Access via caretaker: Oswaldo Martinez – [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	St Quintins Avenue & St Helens Gardens.
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Next to Main Entrance door on right. Key = Gerda H5 located at Markland House Estate Office.
The main gas intake	In car park area
Water shut off valve	In front of block on pavement
Is a wet or dry riser installed in the building	None
Other significant special features	Narrow staircase & lift installed.
Other site-specific information	Car Parking bays underneath block. Block is supported on concrete columns
Location of relevant keys	Caretaker Oswaldo Martinez – [REDACTED]
Other means of escape	

Local Clubroom & key holder	See near by venues above
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest office located on ground floor of Markland House. Two caretakers are based on site 9-5 weekdays
How many resident staff live locally	John Palmer – [REDACTED] Ken Wilson – [REDACTED] Steve Rowe
OTHER INFORMATION:	

Completed by: Steve Rowe & Oswaldo Martinez

Date: 6th Jan 04

Job Title: Supervisor & Caretaker

SANDHILLS THE

Name of Block(s)	The Sandhills
Name of Estate	
Postal address of block(s)	The Sandhills, Limerston Street, SW10
Number of dwellings	30
Approximate number of residents	60residents
Please give an indication of the likely number of vulnerable residents	10
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Cremorne Sheltered Clubroom, Chelsea Farm House, Milman's Street, SW10
Nearby place where Police/Fire/Ambulance can gather	Backyard of the Sandhills (Limerston Street)
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor of block
The main gas intake	On pavement outside block
Water shut off valve	On pavement outside block
Is a wet or dry riser installed in the building	No
Other significant special features	No Lift in block
Other site-specific information	
Location of relevant keys	Caretakers Office - Milman's House, Milman's St, Cremorne Estate, SW10
Other means of escape	Back door of block – but only one staircase per block

Local Clubroom & key holder	Glenn McAllister & Terry McGill
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Caretakers Office - Milman's House, Milman's St, Cremorne Estate, SW10
How many resident staff live locally	2 staff resident locally – Glenn McAllister & Terry McGill
OTHER INFORMATION:	
Car parking area for the block at the rear of the block – entrance from Fernshaw Road.	

Completed by: Glen McAllister.....

Date: 23rd January 2004.....

Job Title: Caretaker

SHEFFIELD TERRACE – 31-77 (odd)

Name of Block(s)	Sheffield Terrace – blocks 31-41, 43-53, 55-65 & 67-77
Name of Estate	Sheffield Terrace
Postal address of block(s)	W8
Number of dwellings	24
Approximate number of residents	60
Please give an indication of the likely number of vulnerable residents	4-8
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	The Town Hall, Hornton Street.
Nearby place where Police/Fire/Ambulance can gather	Sheffield Terrace or Hornton Street
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Intake Cupboard on ground floor in each block
The main gas intake	Street
Water shut off valve	In tank room – tanks on roof one above each block
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	John Whall Caretaker & TMO House
Other means of escape	

Local Clubroom & key holder	None
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No
How many resident staff live locally	Nearest would be John Whall & Ken Wilson.
OTHER INFORMATION:	
There is an operational communal laundry on site at the end of the block	

Completed by: John Whall.....

Date: Feb 04

Job Title: Estate Caretaker.....

SIR THOMAS MORE –Cadogan, Winchester, Dacre, Burleigh, Kingsley House

Name of Block(s)	Cadogan, Winchester, Dacre, Burleigh, & Kingsley House
Name of Estate	Sir Thomas More Estate
Postal address of block(s)	SW3
Number of dwellings	Cadogan 49 Winchester 56 Dacre 47 Burleigh 42 Kingsley 48
Approximate number of residents	Cadogan 90 Winchester 90 Dacre 90 Burleigh 90 Kingsley 100
Please give an indication of the likely number of vulnerable residents	Cadogan 15 Winchester 12 Dacre 30 Burleigh 12 Kingsley 12
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Small Clubroom in basement of Dacre House, keys with Darren Short & CAS Cremorne Sheltered Club Room, Milman's Street, keys with Monique Becker, CAS & Glenn McAllister
Nearby place where Police/Fire/Ambulance can gather	Beaufort Street.
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor intake cupboards
The main gas intake	Front of Block
Water shut off valve	Rear of block
Is a wet or dry riser installed in the building	No

Other significant special features	
Other site-specific information	No lifts
Location of relevant keys	Darren Short, caretaker, and TMO House
Other means of escape	None
Local Clubroom & key holder	Dacre House, in basement, keys with caretaker. No resident warden.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Caretakers lodge, between Dacre & Winchester.
How many resident staff live locally	Darren Short, Herman Bramothe, Terry McGill (lives on the estate, but is not the estate caretaker)
OTHER INFORMATION:	
<p>These five blocks are six stories high including the basement.</p> <p>There is no lift</p> <p>All blocks divided into two and have two separate entrances, except for Cadogan which has three, none of the entrances are inter-connected. i.e. one way in, one way out.</p> <p>Dacre House flats 1-35 are sheltered accommodation.</p>	

Completed by: Herman Bramothe

Date: 1 March 04

Job Title: Estate Supervisor

SLAIDBURN STREET 60

Name of Block(s)	60 Slaidburn Street
Name of Estate	
Postal address of block(s)	60 Slaidburn Street, SW10
Number of dwellings	10
Approximate number of residents	
Please give an indication of the likely number of vulnerable residents	
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Worlds End Estate: Dartrey Walk clubroom, WERA Clubroom & Blantyre Centre
Nearby place where Police/Fire/Ambulance can gather	Slaidburn Street
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor intake cupboard
The main gas intake	Ground floor rear of lobby door
Water shut off valve	Front of entrance
Is a wet or dry riser installed in the building	No
Other significant special features	No Lifts in block
Other site-specific information	
Location of relevant keys	Caretakers Office – Milman's House, Milman's St, & TMO House

Other means of escape	None
Local Clubroom & key holder	On Worlds End Estate – keys at concierge Dartrey Walk clubroom, WERA Clubroom, & Blantyre Centre
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Worlds End across the road
How many resident staff live locally	Glenn McAllister Jimmy Rowe Terry McGill
OTHER INFORMATION:	
Blocks is built above parade of shops in King's Road.	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

SOUTHAM HOUSE

Name of Block(s)	Southam House
Name of Estate	Kensal New Town
Postal address of block(s)	Adair Road, London W10 5PP
Number of dwellings	21
Approximate number of residents	50
Please give an indication of the likely number of vulnerable residents	None
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	<p>Kensal Resource Centre, Adair Road (behind Adair Tower) – keys with Fred Edwards caretaker</p> <p>Trellick Tower Residents Clubroom, 2nd Floor, Trellick Tower, 5 Golborne Rd. – keys at concierge</p> <p>Church Hall, located in Golborne Gardens</p>
Nearby place where Police/Fire/Ambulance can gather	Area on Adair Road main entrance door immediately outside entrance to Kensal Resource Centre (between back of Adair Tower & 1-10 Golborne Gardens).
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Basements of each block
The main gas intake	In pavement at entrance to block 1-9
Water shut off valve	For both blocks – in basement of 10-21 block outside intake cupboard.
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	

Location of relevant keys	Fob entry system to main door available from caretaker, also in Kensal Est office. Otherwise all other keys are gerda or FB
Other means of escape	Via basement area to back
Local Clubroom & key holder	See above, no on site clubroom
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office (limited staffing during daytime only)
How many resident staff live locally	Ken Lewington Fred Edwards Everton Nixon
OTHER INFORMATION:	

Completed by: Clinton Hegarty

Date: 30/12/03

Job Title: Caretaker

TALBOT GROVE HOUSE – Lancaster West

Name of Block(s)	Talbot Grove House
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11
Number of dwellings	46 flats
Approximate number of residents	150 residents
Please give an indication of the likely number of vulnerable residents	Not known
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Methodist Church, Lancaster Road, W11 EMB Rooms by Grenfell Tower
Nearby place where Police/Fire/Ambulance can gather	St Marks Close – car park via St Marks Road, W11 & Lancaster West Estate
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor to the right hand side of the stairs (three blocks same location in each)
The main gas intake	One in each flat – main valve not known
Water shut off valve	Top of St Marks Close – next to gallows gate
Is a wet or dry riser installed in the building	No
Other significant special features	3 blocks – each with secure entry system & fitted with fire brigade override (require FB drop key) – master fob held at Grenfell concierge No lift
Other site-specific information	
Location of relevant keys	Master fob & fire brigade override key held at Grenfell Tower Reception - Lancaster West Estate

Other means of escape	Primary route only – via staircase & through main entrance door
Local Clubroom & key holder	EMB Rooms – keys at Grenfell Reception
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	3 staff resident: Keith Stevenson Robert Regan Paul Steadman
OTHER INFORMATION:	

Completed by: Robert Regan

Date: 30th January 2004.....

Job Title: Estate Inspector.....

TALBOT HOUSE

Name of Block(s)	Talbot House
Name of Estate	Talbot House
Postal address of block(s)	10 Ladbroke Crescent, London W11 1SE
Number of dwellings	20
Approximate number of residents	60
Please give an indication of the likely number of vulnerable residents	Flats 4 & 13
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Lowerwood Court Clubroom keys with Mrs Besant [REDACTED] Access also via Brian Newby – caretaker
Nearby place where Police/Fire/Ambulance can gather	Turning heads at end of Ladbroke Crescent near to 13 Ladbroke Crescent or just outside entrance to Talbot House
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	At ground floor level – under stairs opposite lift. Fuse boxes for flats on each floor.
The main gas intake	On public highway just outside main entrance gate to block.
Water shut off valve	Within building curtilage – on main entrance path between storage sheds and front gardens
Is a wet or dry riser installed in the building	No
Other significant special features	None
Other site-specific information	A number of flats do not have internal stop cocks – survey underway with a view to these being provided.
Location of relevant keys	Copy of ASSA key to main entrance held at Lowerwood Court office
Other means of escape	

Local Clubroom & key holder	Set of keys to clubroom at Lowerwood Court porters lodge, access via Brian Newby
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Lowerwood Court – only during office hours and staffing is intermittent as caretakers/cleaners are generally on site
How many resident staff live locally	Brian Newby, Ken Lewington and Ken Wilson
OTHER INFORMATION:	

Completed by: Brian Newby

Date: 22nd October 2003

Job Title: Caretaker

TALBOT WALK & UPPER TALBOT WALK- Lancaster West

Name of Block(s)	Talbot Walk & Upper Talbot Walk
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11
Number of dwellings	18 dwellings
Approximate number of residents	40 residents
Please give an indication of the likely number of vulnerable residents	2
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Thomas Jones School, St Marks Road EMB Rooms – keys held at Grenfell Concierge
Nearby place where Police/Fire/Ambulance can gather	St Marks Close via St Marks Road NOTE: A gallows gate prevents unauthorized access to St Marks Close – GERDA key no. H41/T2 required to open – key held locally
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground, first & second floors of the main entrance stairwell
The main gas intake	In Safe Stores underground storage facility
Water shut off valve	In Safe Stores underground storage facility
Is a wet or dry riser installed in the building	No
Other significant special features	Bird mesh encases the stairwells
Other site-specific information	Block has a fire brigade override switch on main door entry system
Location of relevant keys	Reception at Grenfell Tower, Lancaster West Estate

Other means of escape	Two stairwells - each end of the block with a push-bar system at one end
Local Clubroom & key holder	EMB Rooms key held at Grenfell Concierge
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office & Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	3 local staff: Keith Stevenson Robert Regan Paul Steadman
OTHER INFORMATION:	
<p>If an emergency occurs after 6pm which requires shutting down water or gas to a large part of the block, we would not be able to do so as we do not hold keys to Safe Stores (a commercial let).</p> <p>Additionally, we do not have contact details for the Safe Store key-holders.</p>	

Completed by: Robert Regan

Date: 30th January 2004.....

Job Title: Estate Inspector

TAVISTOCK ROAD 70 – Sheltered

Name of Block(s)	70 Tavistock Road – Sheltered Accommodation
Name of Estate	None
Postal address of block(s)	W11 1AN
Number of dwellings	35 inc. community officers flat and the guest room.
Approximate number of residents	34
Please give an indication of the likely number of vulnerable residents	Presently five would need help with evacuation. There may be the occasional wheel chair user.
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Clubroom – Acklam Road Mr Albert Mabbs, 18b Wornington Road [REDACTED] also Ken Lewington, caretaker Clubroom Portobello Court Est. Key at caretakers office 1 Lonsdale House, caretaker Ken Wilson
Nearby place where Police/Fire/Ambulance can gather	Tavistock Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	On ground floor, towards hobby room. Distribution panels on each floor.
The main gas intake	At rear outside of building next to boiler house.
Water shut off valve	In boiler house on r/hand wall beyond boilers. Under bathroom sink in flats.
Is a wet or dry riser installed in the building	None – Fire hose reels
Other significant special features	
Other site-specific information	
Location of relevant keys	With Peter Kanssen on site community officer. Also sets with Rita Mooney, Sandra Isaacs, and CAS.

Other means of escape	From rear stairs leading into SITA yard off Portobello Road.
Local Clubroom & key holder	Peter Kanssen, Flat 1.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	36 Oxford Gardens est office Neighbourhood and Tenancy management north teams. Ken Lewington – caretaker
How many resident staff live locally	Caretakers: Ken Lewington, Brian Newby, Clinton Hegarty. Supervisor: Steve Rowe
OTHER INFORMATION:	
<p>Peter Kanssen is on site during normal working hours, lives at flat 1.</p> <p>There is a stand-by generator on site that is designed to kick in, in the event of power failure.</p> <p>About one third of the residents don't have any relatives living close by.</p> <p>Would need transport for some of the residents if evacuation is needed.</p>	

Completed by: Adrian Bowman

Date: 5 December 2003.....

Job Title: Assistant Safety Advisor

TESTERTON WALK – Lancaster West

Name of Block(s)	Testerton Walk – 300s section Testerton Walk - 400s section
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11
Number of dwellings	300's section: 39 flats 400's section: 61 flats
Approximate number of residents	300's section: 117 residents 400's section: 183 residents
Please give an indication of the likely number of vulnerable residents	300's section: 30 ? 400's section: 40 ?
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	EMB Rooms – keys held at Grenfell Tower reception North Kensington Resource Centre – key held a Grenfell Tower reception.
Nearby place where Police/Fire/Ambulance can gather	300's section: Grenfell Road 400's section: Whitchurch Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Corner of grassed area
The main gas intake	Garage area
Water shut off valve	In flats & garage area
Is a wet or dry riser installed in the building	Yes – dry riser
Other significant special features e.g. listed building, contains high alumina cement etc.	No lift
Other site-specific information	
Location of relevant keys	Grenfell Tower Reception - Lancaster West Estate

Other means of escape	
Local Clubroom & key holder	EMB Rooms – keys at Grenfell Reception
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	3 staff resident: Keith Stevenson Robert Regan Paul Steadman
OTHER INFORMATION:	
<p>This is one long block with a ground and 1st floor level, but is split into two distinct sections. i.e. 300's & 400's, which is what it is known locally as.</p> <p>This is sometimes referred to as Lancaster West Stage One</p> <p>Block built on top of garages which a let out to tenants</p>	

Completed by: Paul Steadman

Date: 29th January 2004.....

Job Title: Estate Inspector.....

TOR COURT

Name of Block(s)	Tor Court
Name of Estate	Tor Gardens Estate
Postal address of block(s)	W8
Number of dwellings	33
Approximate number of residents	72
Please give an indication of the likely number of vulnerable residents	1 - 4
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	The Town Hall, Hornton Street
Nearby place where Police/Fire/Ambulance can gather	Hornton St, or Sheffield Terrace
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Intake Cupboard near flat 6
The main gas intake	In street
Water shut off valve	Tank Room near flats 16 & 31
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	
Location of relevant keys	Caretaker John Whall & TMO House
Other means of escape	

Local Clubroom & key holder	No on site clubroom
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No
How many resident staff live locally	John Whall and Ken Wilson are the nearest resident caretakers
OTHER INFORMATION:	

Completed by: John Whall.....

Date: Feb 04.....

Job Title: Estate Caretaker.....

TREADGOLD HOUSE

Name of Block(s)	Treadgold House
Name of Estate	Treadgold House
Postal address of block(s)	W10
Number of dwellings	38
Approximate number of residents	120
Please give an indication of the likely number of vulnerable residents	30
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensington Sports Centre – Walmer Road North Kensington Resource Centre (on nearby Lancaster west Est)
Nearby place where Police/Fire/Ambulance can gather	Bomore Road & internal courtyard for vehicle access
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Ground floor corner stairwell
The main gas intake	Individual to each flat
Water shut off valve	Located on the Pavement outside 1-5 ground floor flats Bomore Road
Is a wet or dry riser installed in the building	None
Other significant special features	
Other site-specific information	
Location of relevant keys	1 Lonsdale House – Portobello Court Estate W11 (caretakers office)

Other means of escape	None
Local Clubroom & key holder	Pat Matthews 38 Treadgold – [REDACTED] for Lancaster West Estate Clubroom
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest is the Lancaster West Estate Office. Caretaker for this block is Ken Wilson.
How many resident staff live locally	None close, but nearest is Ken Wilson, or the Lancaster West Caretakers of Keith Stevenson, Robert Regan, & Paul Steadman
OTHER INFORMATION:	

Completed by: Jeremy Killingray & Ken Wilson...

Date: 21/10/03

Job Title: Asst Neighbourhood Manager & Caretaker

TREGUNTER ESTATE – WALNUT TREE HOUSE, 62, 63 & 65 FINBOROUGH ROAD

Name of Block(s)	Walnut Tree House 63 & 65 Finborough Rd and 62 Finborough Rd.
Name of Estate	Tregunter Estate
Postal address of block(s)	SW10
Number of dwellings	Walnut Tree: 38 63 & 65 Finb Rd: 16 in each 62 Finb Rd: 52
Approximate number of residents	Walnut Tree: 70 63 & 65 Finb Rd: approx 28 in each 62 Finb Rd: 110
Please give an indication of the likely number of vulnerable residents	Walnut Tree: 63 & 65 Finb Rd: 2 @ 65 Finb Rd 62 Finb Rd:
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Nearest TMO would be on Worlds End Est. Clubrooms
Nearby place where Police/Fire/Ambulance can gather	Finborough Road, Redcliffe Gardens, or Ifield Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Walnut Tree: Two within basement 63 & 65 Finb Rd: One in each basement 62 Finb Rd: Two in basement entrances
The main gas intake	Walnut Tree: Unknown 63 & 65 Finb Rd: Unknown 62 Finb Rd: Street point of each entrance
Water shut off valve	Walnut Tree: Unknown 63 & 65 Finb Rd: Finb Rd: In between 63.65 in front forecourt 62 Finb Rd: Unknown
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	No clubroom in site

Location of relevant keys	With Caretaker Terry McGill and Supervisor Herman Bramothe and TMO House
Other means of escape	Various exits all from communal areas
Local Clubroom & key holder	No Clubroom
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	No, nearest would be at Worlds End Est.
How many resident staff live locally.	None on site – Caretaker is Terry McGill
OTHER INFORMATION:	
<p>No lifts in these blocks</p> <p>Walnut Tree House has an underground garage area.</p> <p>Walnut Tree, 63 & 65 are on the same land plot. 62 is on the other side of Finb Rd.</p>	

Completed by: Terry McGill

Date: May 04.....

Job Title: Caretaker.....

TRELICK TOWER

Name of Block(s)	Trellick Tower
Name of Estate	Cheltenham Estate
Postal address of block(s)	5 Golborne Road, London W10 5PA/B/Y/D/Z &5UR/T/U/X/Y
Number of dwellings	217
Approximate number of residents	650
Please give an indication of the likely number of vulnerable residents	Flats 92
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensal Resource Centre, Adair Road – key from Kensal Estate Office or Fred Edwards Or Edenham Way clubroom in block D – (51-80) – key from Kensal Estate Office or 79 Edenham Way (Mrs P Cronk)
Nearby place where Police/Fire/Ambulance can gather	Area on Adair Road main entrance door immediately outside entrance to Kensal Resource Centre (between back of Adair Tower & 1-10 Golborne Gardens).
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Communal lighting from intake in reception area. Flats fed from distribution board at the end of each corridor.
The main gas intake	
Water shut off valve	Main valves in manholes at front of block near steps leading down to rear loading bays and also in plant room on floor 3a. In flats, stop cocks are located in bathroom duct and under sink.
Is a wet or dry riser installed in the building	Wet riser – Machinery for this is in Room 3a in the service tower.
Other significant special features	Grade 2 listed building
Other site-specific information	Gas supply limited to middle riser in A Block – outer risers cut off meaning no supply to first 6 and last 6

	<p>flats on each corridor. B Block still fully connected. Once these remaining risers fail, supply will be terminated.</p> <p>Electric cyclo control heating and hot water system fed from sub station below main entrance for A Block with circuit boards on each landing. For B Block, circuit boards are on rear stairs & meters inside basement exit door.</p> <p>Drinking water on mains to 6th floor – booster pumps for floors above are located in room 3a. Tanks in 12a, 18a and 30c serve all flats for down services.</p>
Location of relevant keys	In concierge area – Trellick reception
Other means of escape	Fire escape stairs at end of each floor.
Local Clubroom & key holder	Clubroom on 2 nd floor. Set of keys available from the concierge
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office – staffed intermittently during office hours. Concierge desk with 24 hour staffing in reception to building (tel: [REDACTED])
How many resident staff live locally	<p>Everton Nixon (lives in block – flat 181)</p> <p>Fred Edwards</p> <p>Ken Lewington</p>
OTHER INFORMATION:	

Completed by: Chris Laytham.....

Date: 30/1/2004

Job Title: Neighbourhood Manager

TREVERTON & RAYMEDE TOWERS

Name of Block(s)	Treverton Tower & Raymede Tower
Name of Estate	Treverton Estate
Postal address of block(s)	W10
Number of dwellings	55 each block = 110
Approximate number of residents	300
Please give an indication of the likely number of vulnerable residents	20
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	<p>Barlby Road School</p> <p>St Charles Square, Carlin Manning School</p> <p>Treverton Estate Clubroom – located between Raymede entrance door & Treverton Towers – for access contact Pat Coughlin Caretaker [REDACTED] or Mr Mizani (local resident) – [REDACTED]</p>
Nearby place where Police/Fire/Ambulance can gather	Hewer Street & Treverton Street
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	<p>Raymede Tower – by ground floor entrance door</p> <p>Treverton Tower – in basement Balfour of Burleigh Clubroom</p>
The main gas intake	Both Treverton & Raymede Towers gas intake located at basement of Treverton Tower
Water shut off valve	Located at garage 6 between Raymede & Treverton Towers
Is a wet or dry riser installed in the building	Yes – dry riser
Other significant special features	
Other site-specific information	

Location of relevant keys	Caretaker Pat Coughlin [REDACTED] (non resident)
Other means of escape	
Local Clubroom & key holder	Caretaker Pat Coughlin as above or Mr Mizani local resident as above
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Treverton Estate office located at the base of Treverton Tower access via Pat Coughlin [REDACTED] 402. John Palmer, Pat Coughlan & Oswaldo Martinez are based here and 3 cleaning staff
How many resident staff live locally	Nearest are: John Palmer Ken Wilson Fred Edwards
OTHER INFORMATION:	
Estate has central plant heating and hot water, plant room below Treverton Tower	

Completed by: J Killingray:

Date: 29/12/03

Job Title: Assistant Neighbourhood Manager

VERITY CLOSE – Lancaster West

Name of Block(s)	Verity Close
Name of Estate	Lancaster West Estate
Postal address of block(s)	W11 4HE
Number of dwellings	68 dwellings – mixture of flats & houses
Approximate number of residents	150 residents
Please give an indication of the likely number of vulnerable residents	7 residents
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensington Sports Centre EMB Rooms by Grenfell Tower, keys at Grenfell Twr reception
Nearby place where Police/Fire/Ambulance can gather	Cul de sac – Verity Close Car Park Lancaster Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Intake cupboards located on ground floor under stairs inside each block
The main gas intake	Cupboard located in garden to front of main entrance door
Water shut off valve	Unknown – possibly main footpath near car park
Is a wet or dry riser installed in the building	No
Other significant special features	No lifts – 36 flats – 3 floors. (rest of dwellings are purpose-built houses). Door entry system on each main entrance door. Rear gardens with entrance at each end of blocks
Other site-specific information	Gallows gate to entrance of cul-de-sac currently controlled by FB1 key
Location of relevant keys	Spare keys to main entrance to blocks 1 & 2 held at reception of Grenfell Tower, Lancaster West Estate

Other means of escape	Primary escape only – main staircase to block & main entrance door to each block
Local Clubroom & key holder	N/A
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Grenfell Tower Housing Office & Estate Inspectors Office, Grenfell Road (end of Barandon Road)
How many resident staff live locally	3 local staff: Keith Stevenson Robert Regan Paul Steadman
OTHER INFORMATION:	
Estate comprises of 36 flats on ground 1 st and 2 nd floors, divided into 2 blocks of 18 – 6 flats per section. Remainder of properties and purpose built houses.	

Completed by: Robert Regan

Date: 29th January 2004.....

Job Title: Estate Inspector.....

WALMER HOUSE

Name of Block(s)	Walmer House
Name of Estate	Part of Silchester Estate W10
Postal address of block(s)	134 – 140 Bramley Road W10 6RN
Number of dwellings	12
Approximate number of residents	36
Please give an indication of the likely number of vulnerable residents	10
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	<p>Frinstead House Clubroom – base of Frinstead House, Silchester Estate W10 located on Shalfleet Drive. Key access caretaker Pat Dunlea [REDACTED] Or Eman Yosry (Tenant) [REDACTED]</p> <p>Or Markland House Estate Office base of Markland House Darfield way Silchester Estate W10. access via caretaker: Oswaldo Martinez – [REDACTED]</p>
Nearby place where Police/Fire/Ambulance can gather	Bramley Road & Cambridge Gardens
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Intake room inside main entrance door on right, Key Gerda H5. Key held at Markland House Est Office
The main gas intake	Outside rear entrance by flats 1,3 & 4
Water shut off valve	Near main entry door on pavement.
Is a wet or dry riser installed in the building	None
Other significant special features	Vehicle entrance in side road at right hand side of building.
Other site-specific information	

Location of relevant keys	Caretaker Oswaldo Martinez – [REDACTED] (non resident)
Other means of escape	At ground floor level there are main entrance and rear entrance doors
Local Clubroom & key holder	None on site - see near by venues above
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	See above – office located on ground floor of Markland House. Two caretakers are based on site 9-5 weekdays – Pat Dunlea and Boniface Enoch.
How many resident staff live locally	John Palmer – [REDACTED] Ken Wilson – [REDACTED]
OTHER INFORMATION:	

Completed by: Steve Rowe & Oswaldo Martinez

Date: 6th Jan 04

Job Title: Supervisor & Caretaker

WAYNEFLETE SQUARE 2-76, SHALFLEET DRIVE 2-48 (evens) & 29-41 (odds)

Name of Block(s)	2-76 Wayneflete Square 2-48 Shalfleet Drive (evens) 29-41 Shalfleet Drive (odds)
Name of Estate	Part of Silchester Estate W10
Postal address of block(s)	W10
Number of dwellings	Wayneflete Square – 51 = All Shalfleet Properties – 32 = 83
Approximate number of residents	250
Please give an indication of the likely number of vulnerable residents	25
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Frinstead House Clubroom – base of Frinstead House, Silchester Estate. Key access caretaker Pat Dunlea [REDACTED], or Eman Yosry (Tenant) [REDACTED] Or Markland House Estate Office base of Markland House Silchester Estate. Access via caretaker: Boniface Enoch – [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Shalfleet Drive or Wayneflete Square W10 – emergency access via Bramley Road FB 14 Key for access
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	For all properties access via H5 Gerda Key to intake cupboards under stairs.
The main gas intake	Individual
Water shut off valve	Stop valves located on pavement outside door entrances 71-76 Wayneflete and 29-41 & 38-48 Shalfleet
Is a wet or dry riser installed in the building	No
Other significant special features	2-12 Shalfleet Drive has rear ASSA key access. Hatch access via ladder to roofs at top of each stairwell FB 11 or 14 key access

Other site-specific information	
Location of relevant keys	Caretaker Boniface Enoch – [REDACTED] (non resident)
Other means of escape	
Local Clubroom & key holder	<p>Frinstead House Clubroom – base of Frinstead House, Silchester Estate located on Shalfleet Drive. Key access caretaker Pat Dunlea [REDACTED] Or Eman Yosry (Tenant) [REDACTED]</p> <p>Or Markland House Estate Office base of Markland House Darfield Way Silchester Estate. Access via caretaker: Boniface Enoch – [REDACTED]</p>
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Nearest Estate Office Markland House; Silchester Estate, Darfield Way W10. [REDACTED]
How many resident staff live locally	None locally, nearest are: John Palmer Ken Wilson
OTHER INFORMATION:	

Completed by: J. Killingray

Date: 2/01/04

Job Title: Assistant Neighbourhood Manager

WESTBOURNE PARK ROAD 347

Name of Block(s)	347 Westbourne Park Rd
Name of Estate	Convent Estate
Postal address of block(s)	W11
Number of dwellings	10
Approximate number of residents	20
Please give an indication of the likely number of vulnerable residents	Flats 2, 3 & 10
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Lowerwood Court clubroom access via Mrs Besant 20 Lowerwood Ct. [REDACTED] & Brian Newby caretaker Salvation Army office, Portobello Rd
Nearby place where Police/Fire/Ambulance can gather	Courtyard areas of Clare Gardens
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	Cupboard on 1 st floor landing
The main gas intake	On public highway in Westbourne Park Rd near entrance to block
Water shut off valve	On public highway in Westbourne Park Rd near entrance to block
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	Communal heating and hot water served from boiler room in Lowerwood Court.
Location of relevant keys	ASSA key to main entrance – copy in Lowerwood Ct porters lodge and with Brian Newby.

Other means of escape	Flats on 2 nd floor (7-10) have fire escape leading on to roof.
Local Clubroom & key holder	Lowerwood Court – copy of key available at porters' lodge at Lowerwood Court. – see above.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Lowerwood Court porters lodge – only staffed intermittently as staff tend to be on site. Brian Newby is based here.
How many resident staff live locally	Brain Newby, Ken Wilson and Steve Rowe
OTHER INFORMATION:	

Completed by: Brian Newby

Date: 16/1/04

Job Title: Caretaker

WEST ROW

Name of Block(s)	15-95 West Row
Name of Estate	
Postal address of block(s)	W10 5AX
Number of dwellings	41
Approximate number of residents	100
Please give an indication of the likely number of vulnerable residents	Flat 89
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Kensal Resource Centre, Adair Road (behind Adair Tower) Access via Fred Edwards, and keys held in Kensal Est office, or Middle Row school
Nearby place where Police/Fire/Ambulance can gather	Driveway at the front of Manchester Drive estate
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	One each underneath both staircases (main and service)
The main gas intake	Mains come in from street side all along
Water shut off valve	Main runs in via main entrance archway with main valve on entrance outside. Stop cock in each ground floor flat garden – does flat above as well. Water tap in each bin room.
Is a wet or dry riser installed in the building	No
Other significant special features	
Other site-specific information	Main drains at rear – all go out to street via main archway entrance
Location of relevant keys	Reg Kerr-Bell (Flat 85) [REDACTED] has keys to RA office (former laundry room on 1 st floor). Key to garage area at Kensal Est Office

Other means of escape	Service stairs at north end of block
Local Clubroom & key holder	Kensal Resource Centre. Keys held at Kensal estate office or with Fred Edwards or with Gerard Rowen
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Kensal Estate Office (normal office hours)
How many resident staff live locally	Fred Edwards Ken Lewington Everton Nixon
OTHER INFORMATION:	

Completed by: Ronnie Wright..... **Date:** 30/12/03

Job Title: Caretaker

WHITCHURCH & BLECHYNDEN – Sheltered

Name of Block(s)	Whitchurch House and Blechynden House (Sheltered accommodation)
Name of Estate	None
Postal address of block(s)	W10 6SL
Number of dwellings	40 inc Community Officers house – 3 in Blechynden
Approximate number of residents	Maximum would be 58
Please give an indication of the likely number of vulnerable residents	Presently two walking frame users. Could also find the occasional wheelchair user in residence.
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Clubroom – Frinstead House, Silchester Est. Key holder; Ms Eman Yosry, 46 Markland House. Caretakers Pat Coughlan, John Palmer, and Supervisor Steve Rowe hold master keys to Frinstead House clubroom EMB Rooms – Lancaster West Est. keys at Grenfell Tower reception. Clubroom – Henry Dickens Court Est. Key holder; Mrs Doris Preedy, 14 Florence House. [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Lancaster Road or Bartle Road
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	In cupboard directly opposite entrance door to corridor from main entrance foyer. Also distribution board opposite bathroom and adjacent to flat 4.
The main gas intake	Outside, located in low level cupboard on the side of the office in Kingsdown Close – FB padlock
Water shut off valve	Underneath fire hose reel in corridor outside of bin room. Under bath and sink within flats.
Is a wet or dry riser installed in the building	No

Other significant special features	
Other site-specific information	
Location of relevant keys	With on site Community Officer, Rita Mooney No 12, & CAS.
Other means of escape	Either end of building by No 12, and in stairs adjacent to flat 4. Blechynden – exit to enclosed rear garden.
Local Clubroom & key holder	
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Markland House – Caretaker drop in office only.
How many resident staff live locally	Caretakers: John Palmer, Pat Dunlea, Pat Coughlan. Supervisor: Steve Rowe
OTHER INFORMATION:	
<p>There is a Community Officer on site during normal working hours, also lives on site at No 12.</p> <p>Only the ground floor (3 flats) of Blechynden House is designated Sheltered Accommodation. There are 11 flats in total in Blechynden</p> <p>All Sheltered flats are linked to CAS</p> <p>If an evacuation is required, transport would be needed for some residents.</p> <p>There is a stand-by generator at Whitchurch house in the event of a power failure, designed to automatically kick in.</p>	

Completed by: Adrian Bowman

Date: 5 December 2003

Job Title: Assistant Safety Advisor

WHITSTABLE HOUSE

Name of Block(s)	Whitstable House
Name of Estate	Part of Silchester Estate
Postal address of block(s)	Silchester Road W10 6SB
Number of dwellings	80
Approximate number of residents	250
Please give an indication of the likely number of vulnerable residents	50
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Frinstead House Clubroom – base of Frinstead House, Silchester Estate located on Shelfleet Drive. Key access caretaker Pat Dunlea [REDACTED]. Or Eman Yosry (Tenant) [REDACTED]. Or Markland House Estate Office base of Markland House Darfield way Silchester Estate. Access via caretaker: Boniface Enoch – [REDACTED]
Nearby place where Police/Fire/Ambulance can gather	Silchester Rd & Kingsdown Close
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	No
Main Electrical Intake	Rear of block next to Bin room. Key N2199 CISA held at Markland House
The main gas intake	Not known
Water shut off valve	Intake room to the right of Main Entrance Door. accessible with a Gerda Key H10 from outside of property.
Is a wet or dry riser installed in the building	Dry Riser
Other significant special features	Whitstable House has one storage room at ground floor level located opposite Kingsnorth House. Key N2199 CISA held at Markland House.
Other site-specific information	Block has an emergency stair case that exits at the Main Entrance door located at the front of block.

	Access to roofs – H10 Gerda key
Location of relevant keys	Caretaker Oswaldo Martinez – [REDACTED]
Other means of escape	
Local Clubroom & key holder	See near by venues above
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	See above – office located on ground floor of Markland House. Two caretakers are based on site 9-5 weekdays. Pat Dunlea & Boniface Enoch.
How many resident staff live locally	John Palmer – [REDACTED] Ken Wilson – [REDACTED]
OTHER INFORMATION:	
At ground floor level the Kensington Disability Centre is located on the side of this tower block to the left of main entrance door.	

Completed by: Steve Rowe & Oswaldo Martinez

Date: 6th Jan 04

Job Title: Supervisor & Caretaker

WILTSHIRE CLOSE

Name of Block(s)	Wiltshire Close
Name of Estate	Wiltshire Close
Postal address of block(s)	Wiltshire Close, Draycott Avenue, SW3 2NY
Number of dwellings	214
Approximate number of residents	Approx. 700 residents
Please give an indication of the likely number of vulnerable residents	Approx. 30
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	Clubroom located centrally on the estate, keys with caretaker Robert Lovell, and Sylvia Jones, 99 Wiltshire Close [REDACTED] Nearest other clubroom to the estate is at Pond House.
Nearby place where Police/Fire/Ambulance can gather	Draycott Avenue Denyer St Rosemoor St Rawlings St There is vehicle access to the estate via a gallows gate (FB 11 padlock) from Rosemoor St
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	
Main Electrical Intake	All blocks have one main intake under the stairs, however in Block 69-146 there are four electrical intakes, two at either end under the stairs, and two more, one in each of the pedestrian covered paths to the estate. Block 181-188 differs in it has the only trip switch for lighting.
The main gas intake	All in front of individual blocks
Water shut off valve	All in front of individual blocks
Is a wet or dry riser installed in the building	No

Other significant special features	
Other site-specific information	
Location of relevant keys	Keys with Robert Lovell, Darren Short and Herman Bramothe
Other means of escape	
Local Clubroom & key holder	See information above.
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Clubroom located centrally on estate. Caretaker lodge located in corner of estate by Draycott Ave, and Denyer St. Robert Lovell based here.
How many resident staff live locally	Robert Lovell caretaker lives on the estate. Darren Short and Herman Bramothe live close by.
OTHER INFORMATION:	
<p>This large estate is laid out in a rectangle bordering the four roads/streets mentioned above. In the centre is a play area and the estate clubroom.</p> <p>All dwelling are on individual heating and hot water.</p> <p>The smallest blocks are 27-34, 61-68, 147-154, & 181-188. – No lifts in these blocks</p> <p>All other blocks have one lift except block 69-146, which has two.</p> <p>There is a redundant central plant basement boiler house.</p>	

Completed by: Herman Bramothe

Date: January 2004.....

Job Title: Estate Supervisor

WORLDS END ESTATE

Name of Block(s)	<p>All Towers are physically linked:</p> <p>Dartrey Tower: including Dartrey Walk, Middle and Upper Dartrey Walk</p> <p>Greaves Tower: including some Whistler and Upper Whistler Walk</p> <p>Ashburnham Tower: as Dartrey tower for walkways</p> <p>Whistler Tower: some Whistler Walk, some Upper Whistler Walk.</p> <p>Blantyre Tower: some Blantyre Walk, some Upper Blantyre Walk</p> <p>Chelsea Reach Tower</p> <p>Berenger Tower: Berenger Walk, Upper Berenger Walk</p>
Name of Estate	Worlds End Estate
Postal address of block(s)	Worlds End Estate, Blantyre Street, London, SW10 0DS
Number of dwellings	744 Residential (total)
Approximate number of residents	Approx 2000
Please give an indication of the likely number of vulnerable residents	<p>36 Designated Sheltered Units currently located:</p> <p>Dartrey Walk: 3-16 (11&12 clubroom)</p> <p>Middle Dartrey Walk: 4-12 + 15-17 + 21-24</p> <p>Whistler Walk: 16, 20 & 21</p> <p>Deaf & dumb lady at 12 Middle Dartrey Walk</p>
ABOUT THE LOCAL ENVIRONMENT:	
Nearby place of shelter– give details	<p>(If safe distance from building required):</p> <ul style="list-style-type: none"> • Cremorne Sheltered Clubroom, Milman's Street, London <p>(If close shelter):</p> <ul style="list-style-type: none"> • WERA Clubroom, 16 Blantyre Street, SW10 0DS

Nearby place where Police/Fire/Ambulance can gather	Depending on location of incident: Kings Road, London, SW10 – for Dartrey, Greaves and Ashburnham Towers Cheyne Walk, London, SW10 – for Chelsea Reach, Blantyre, and Berenger Towers Edith Grove for Whistler Tower
INFORMATION USEFUL TO THE EMERGENCY SERVICES:	
Are basic plans available and if so are these attached?	Property elevation attached
Main Electrical Intake	At the base of each tower block
The main gas intake	Plant room – Edith Yard, basement of Greaves Tower
Water shut off valve	Possibly in plant/pump rooms at base of each tower
Is a wet or dry riser installed in the building	Dry Riser for each tower
Other significant special features	Towers have two lifts serving odd and even levels. There is also one goods lift on Blantyre St, serving ground to 4 th floor.
Other site-specific information	None
Location of relevant keys	Concierge (not dwelling keys)
Other means of escape	Estate is linked all around at level 1 & 4 by walkways and residents can exit by other tower exits if necessary. There is a middle walkway also that runs over a short distance, see other info below.
Local Clubroom & key holder	Keys held in Concierge Office (Blantyre Street) and with CAS
LOCAL STAFF:	
Is there an estate office/caretakers office locally?	Concierge Office manned by caretaking staff [REDACTED] and Security personnel 1600 – 0800 Monday to Friday. Security Personnel cover Sat and Sun 24 hours
How many resident staff live locally	One resident caretaker contactable through CAS - Jimmy Rowe. Est. non resident caretakers: James Young, Gary Chin-Fatt, Neville O'Garro (Est Supervisor). Other resident caretakers locally: Glenn McAllister, Terry McGill, Darren Short, Robert Lovell. & Herman Bramothe (Supervisor)

OTHER INFORMATION:

Dartrey Tower: 18 floors
Greaves Tower: 20 floors
Ashburnham Tower: 17 floors
Whistler Tower: 18 floors
Berenger Tower: 18 floors
Chelsea Reach Tower: 20 floors
Blantyre Tower: 19 floors

This 7 tower estate is linked at the 1st and 4th floor levels by walkways. Residents can therefore exit the building from Tower entrances which are not necessarily the closest.

There are garden areas within the confines of the 1st floor walkways.

The Middle Walkway is on the 2nd floor, and runs between Greaves Tower and the Goods Lift

A door entry system is operated by the Concierge office 24 hours a day seven days a week. Services can access in the normal manner for emergency access.

The estate has a communal boiler system operating hot water/ heating in a pressurized radiator system. There are 7 plant rooms with the largest under greaves tower (see property elevation diagram). The main boiler house is located under Greaves Tower (beside the car park entrance), with pump rooms under all the others

There is a central tunnel on the est, where bulk refuse is temporarily stored. This area has contractor lock-up, a plant room, and fire exits from youth club and nationwide storage

The estate has an underground car park on two levels these are not interconnected i.e. they have separate vehicle and pedestrian access points

Social Services located at 1-3 Greaves Tower, and 28 Whistler Walk (children's home)

Other commercial tenants include: shops (Deli, hairdressers, dentist, news agent, and independent housing advice centre). Nationwide storage, Salvation Army are also located on the estate

Two youth clubs located on the estate at ground level: Flashpoint & Chelsea youth club

Under Fives Playgroup, located near concierge.

Ashburnham Primary School on the est.

Completed by: Alasdair Manson.....

Date: 30/12/03

Job Title: Estate Manager

WORLDS END ESTATE – Property Elevation Diagram

