

Appendix 10: Proforma Data Collection Sheets

Proforma data collection sheet for physical condition: external areas

Site Name:		Block Name:		Surveyor Name:	
Site Address:		Block No.:		Survey Date:	
Post Code:		Block Type:		Build Year:	
Site Reference No (SRN):		Location Level (Survey Block):		Block Historic Listing:	
Site Type:		Contact Name:		Block Floor Area (GIA) m ²	
NHS Board:		Contact Tel No:		Cost Base Date: Quarter 1 2020 (BCIS)	
				Contact Email:	
				Weather Conditions:	

CLASSIFICATION CATEGORY:		ELEMENT RANK SUB-ELEMENT CONDITION RANKING A, B, C OR D	REMEDIAL ACTION – REDECORATE; OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIONS REQUIRED URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C AND D ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C AND D ONLY	
A	Excellent/as new condition (generally <2 years old) Expected to perform as intended over its expected useful life					NOTES: INFORMATION ON THE NATURE AND LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK
B	Satisfactory condition with evidence of only minor deterioration Element/sub-element is operational and performing as intended					
C	Poor condition with evidence of major defects Element/sub-element remains operational but is currently in need of major repair or replacement					
D	Unacceptable condition, non-operational or about to fail Has reached end of its useful life					
Element	Sub Element					

6.0	EXTERNAL GROUNDS and GARDENS	6.01	Landscaping							
		6.02	Walls, Fencing and Gates							
		6.03	Roads and Car Parks							
		6.04	Paths and Paved Areas							
		6.05	External Fittings and Furniture							
		6.06	Ancillary Buildings							
		6.99	Other							

Proforma data collection sheet for physical condition: building envelope

Site Name:		Block Name:		Surveyor Name:	
Site Address:		Block No.:		Survey Date:	
Post Code:		Block Type:		Build Year:	
Site Reference No (SRN):		Location Level (Survey Block):		Block Historic Listing:	
Site Type:		Contact Name:		Block Floor Area (GIA) m ² :	
NHS Board:		Contact Tel No.:		Cost Base Date:	Quarter 1 2020 (BCIS)
				Contact Email:	
				Weather Conditions:	

CLASSIFICATION CATEGORY:		ELEMENT RANK	SUB-ELEMENT CONDITION RANKING A, B, C OR D	REMAINING LIFE (YEARS) FOR EACH SUB-ELEMENT WILL REMAIN IN CONDITION B	COSTS (£00's) TO UPGRADE SUB-ELEMENTS FROM C OR D TO CONDITION RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATURE AND LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – REDECORATE, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIONS REQUIRED	URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C AND D ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C AND D ONLY
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B	Satisfactory condition with evidence of only minor deterioration Element/sub-element is operational and performing as intended									
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D	Unacceptable condition, non-operational or about to fail Has reached end of its useful life									
Element	Sub Element									

1.0	STRUCTURE	1.01	Sub-Structure										
		1.02	Frames										
		1.03	Floors and stairs										
		1.04	Roofs										
		1.99	Other										

2.0	EXTERNAL FABRIC	2.01	External Walls and Finishes										
		2.02	Windows and Ironmongery										
		2.03	External doors and ironmongery										
		2.04	External cladding/ eaves detail										
		2.05	External decoration										
		2.99	Other										

3.0	ROOF	3.01	Coverings – pitched										
		3.02	Coverings – flat										
		3.03	Roof lights										
		3.04	Rainwater goods										
		3.05	Chimney stacks and parapet walls										
		3.99	Other										

Proforma data collection sheet for physical condition: internal elements

Site Name:		Block Name:		Surveyor Name:	
Site Address:		Block No.:		Survey Date:	
Post Code:		Block Type:		Build Year:	
Site Reference No (SRN):		Location Level (Survey Block):		Block Historic Listing:	
Site Type:		Contact Name:		Block Floor Area (GIA) m ² :	
NHS Board:		Contact Tel No.:		Cost Base Date:	Quarter 1 2020 (BCIS)
				Contact Email:	
				Weather Conditions:	

CLASSIFICATION CATEGORY:		ELEMENT RANK	SUB-ELEMENT CONDITION RANKING A, B, C OR D	REMAINING LIFE (YEARS) FOR EACH SUB-ELEMENT WILL REMAIN IN CONDITION B COSTS (£00's) TO UPGRADE SUB-ELEMENTS FROM C OR D TO CONDITION RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATURE AND LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – REDECORATE, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIONS REQUIRED	URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C AND D ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C AND D ONLY
Element	Sub Element								
A	Excellent/as new condition (generally <2 years old) Expected to perform as intended over its expected useful life								
B	Satisfactory condition with evidence of only minor deterioration Element/sub-element is operational and performing as intended								
C	Poor condition with evidence of major defects Element/sub-element remains operational but is currently in need of major repair or replacement								
D	Unacceptable condition, non-operational or about to fail Has reached end of its useful life								

4.0	INTERNAL FABRIC	4.01	Internal walls and finishes							
		4.02	Floor coverings							
		4.03	Ceiling finishes							
		4.04	Ceilings – suspended							
		4.05	Internal doors and ironmongery							
		4.06	Internal decoration							
		4.99	Other							

5.0	INTERNAL FITTINGS and FIXTURES	5.01	Sanitary ware/ fittings							
		5.02	Unit furniture							
		5.03	Internal fittings and fixtures							
		5.99	Other							

Proforma data collection sheet for physical condition: engineering services

Site Name:		Block Name:		Surveyor Name:	
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Post Code:		Block Type:		Build Year:	
Site Reference No (SRN):		Location Level (Survey Block):		Block Historic Listing:	
Site Type:		Contact Name:		Block Floor Area (GIA) m ² :	
NHS Board:		Contact Tel No.:		Cost Base Date:	Quarter I 2020 (BCIS)
				Contact Email:	
				Weather Conditions:	

CLASSIFICATION CATEGORY:		ELEMENT RANK	SUB-ELEMENT CONDITION RANKING A, B, C OR D	REMAINING LIFE (YEARS) FOR EACH SUB-ELEMENT WILL REMAIN IN CONDITION B COSTS (£00's) TO UPGRADE SUB-ELEMENTS FROM C OR D TO CONDITION RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATURE AND LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – REDECORATE, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIONS REQUIRED	URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C AND D	LIKELIHOOD (1-5) B (<5 YEARS), C AND ONLY
A	B								
	Excellent/as new condition (generally <2 years old) Expected to perform as intended over its expected useful life								
	Satisfactory condition with evidence of only minor deterioration Element/sub-element is operational and performing as intended								
	Poor condition with evidence of major defects Element/sub-element remains operational but is currently in need of major repair or replacement								
	Unacceptable condition, non-operational or about to fail Has reached end of its useful life								
Element	Sub Element								

7.0	DRAINAGE and EXTERNAL SERVICES	7.01	Drainage/ sewerage										
		7.02	External utilities infrastructure										
		7.03	Site lighting										
		7.04	Lightning protection										
		7.05	CCTV (External)										
		7.99	Other										

8.0	FUEL STORAGE and DISTRIBUTION	8.01	Fuel supply/ storage/distribution									
		8.02	DHW Storage/non-storage									
		8.99	Other									

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Site Reference No (SRN):				Block Floor Area (GIA) m ²	
Site Type:		Contact Name:		Cost Base Date:	Quarter 1 2020 (BCIS)
NHS Board:		Contact Tel No:		Contact Email:	
				Weather Conditions:	

CLASSIFICATION CATEGORY:		ELEMENT RANK SUB-ELEMENT CONDITION RANKING A, B, C OR D	REMEDIAL ACTION – REDECORATE, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIONS REQUIRED URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C AND D ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C AND D ONLY				
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Element	Sub Element								

9.0	BOILERS and CALORIFIERS	9.01	Boiler Plant									
		9.02	Pressurisation Plant									
		9.03	Calorifiers / Heat Exchangers									
		9.04	Flues									
		9.05	Controls / Meters									
		9.06	Insulation									
		9.99	Other									
10.0	STEAM SYSTEMS	10.01	Distribution Pipework									
		10.02	Valves									
		10.03	Controls									
		10.04	Meters									
		10.05	Condense Systems									
		10.06	Insulation									
		10.99	Other									

Estates Asset Management: Property Appraisal Manual

Site Name:		Block Name:		Surveyor Name:	
				Survey Date:	
Site Address:		Block No.:		Build Year:	
		Block Type:		Block Historic Listing:	
Post Code:		Location Level (Survey Block):		Block Floor Area (GIA) m ²	
Site Reference No (SRN):				Cost Base Date:	Quarter 1 2020 (BCIS)
Site Type:		Contact Name:		Contact Email:	
NHS Board:		Contact Tel No.:		Weather Conditions:	

CLASSIFICATION CATEGORY:		ELEMENT RANK SUB-ELEMENT CONDITION RANKING A, B, C OR D	REMAINING LIFE (YEARS) FOR EACH SUB-ELEMENT WILL REMAIN IN CONDITION B COSTS (£00's) TO UPGRADE SUB-ELEMENTS FROM C OR D TO CONDITION RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATURE AND LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – REDECORATE, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIONS REQUIRED	URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C AND D ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C AND D ONLY
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Element	Sub Element							

11.0	HEATING SYSTEMS	11.01	Distribution pipework							
		11.02	Heat emitters							
		11.03	Controls							
		11.04	Heating pumps							
		11.05	Insulation							
		11.99	Other							

12.0	VENTILATION SYSTEMS	12.01	Ventilation plant							
		12.02	Distribution ductwork							
		12.03	Automatic fire dampers and control panel							
		12.04	Controls							
		12.05	Room split/chillers/ compressors							
		12.06	Chillers/cooling system							
		12.07	Cooling Towers							
		12.99	Other							

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Site Reference No (SRN):				Block Floor Area (GIA) m ²	
Site Type:		Contact Name:		Cost Base Date:	Quarter 1 2020 (BCIS)
NHS Board:		Contact Tel No.:		Contact Email:	
				Weather Conditions:	

CLASSIFICATION CATEGORY:		ELEMENT RANK SUB-ELEMENT CONDITION RANKING A, B, C, OR D	REMEDIAL ACTION – REDECORATE, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIONS REQUIRED URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C AND D ONLY LIKELIHOOD (1-5) B (<5 YEARS), C AND D, AND ONLY			
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Element	Sub Element						

13.0	MEDICAL GAS SYSTEMS	13.01	Vacuum insulated evaporators							
		13.02	Distribution							
		13.03	Manifolds							
		13.04	Gas cylinder storage							
		13.05	Outlets							
		13.06	Alarm systems							
		13.07	Medical air compressors/ vacuum pumps							
		13.99	Other							

14.0	HOT and COLD WATER SYSTEMS	14.01	Water storage and header tanks							
		14.02	Water treatment plant							
		14.03	Distribution pipework							
		14.04	Pumps							
		14.05	Valves/controls							
		14.06	Water heaters							
		14.07	Insulation							
		14.99	Other							

Site Name:		Block Name:		Surveyor Name:	
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Site Reference No (SRN):		Location Level (Survey Block):		Block Historic Listing:	
Site Type:		Contact Name:		Block Floor Area (GIA) m ²	
NHS Board:		Contact Tel No:		Cost Base Date: Quarter 1 2020 (BCIS)	
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Element	Sub Element								
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15.0	LIFTS and HOISTS	15.01	Passenger lifts							
		15.02	Goods lifts							
		15.03	Hoists							
		15.04	Control panel							
		15.99	Other							

16.0	FIXED PLANT/EQUIPMENT	16.01	Sterilisers							
		16.02	Bedpan disposal							
		16.03	Disinfection equipment							
		16.04	Catering equipment							
		16.05	Laundry equipment							
		16.06	Miscellaneous equipment							
		16.99	Other							

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Site Type:		Contact Name:		Block Floor Area (GIA) m ²	
NHS Board:		Contact Tel No:		Cost Base Date: Quarter I 2020 (BCIS)	
				Contact Email:	
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CLASSIFICATION CATEGORY:		ELEMENT RANK	SUB-ELEMENT CONDITION RANKING A, B, C OP D REMAINING LIFE (YEARS) FOR EACH SUB-ELEMENT WILL REMAIN IN CONDITION B COSTS (£00's) TO UPGRADE SUB-ELEMENTS FROM C OR D TO CONDITION RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATURE AND LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION - REDECORATE, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIONS REQUIRED	URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C AND D ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C AND ONLY
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Element	Sub Element							

17.0	ELECTRICAL SYSTEM	17.01	HV Network							
		17.02	Generators							
		17.03	Switchgear							
		17.04	Distribution boards							
		17.05	Wiring systems/ bonding							
		17.06	Fittings							
		17.07	Luminaires							
		17.08	Emergency luminaires							
		17.09	Other							

18.0	COMMUNICATIONS SYSTEMS	18.01	Telephone systems							
		18.02	Data transmission							
		18.03	Paging system							
		18.04	Nurse call system							
		18.05	Radio and television systems							
		18.06	Bedhead services							
		18.09	Other							

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Site Type:		Contact Name:		Block Floor Area (GIA) m ² :	
NHS Board:		Contact Tel No.:		Cost Base Date:	Quarter 1 2020 (BCIS)
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CLASSIFICATION CATEGORY:		ELEMENT RANK SUB-ELEMENT CONDITION RANKING A, B, C OR D	REMEDIAL ACTION - REDECORATE, OVERHAUL/REPAIR, REPLACE OR FURTHER INVESTIGATIONS REQUIRED URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C AND D ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C AND D ONLY				
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Element	Sub Element								

19.0	ALARMS and DETECTION SYSTEMS	19.01	Fire alarm panels							
		19.02	Fire alarm wiring system							
		19.03	Security Systems							
		19.04	CCTV (internal)							
		19.05	Panic attack system							
		19.06	Other alarm systems							
		19.99	Other							

20.0	BUILDING MANAGEMENT CONTROL SYSTEM	20.01	Building management system							
		20.99	Other							

Proforma data collection sheet: statutory compliance

Site Name:		Block Name:	
Site Address:		Block No:	
Post Code:		Block Type:	
Site Reference No (SRN):		Surveyor Name:	
Site Type:		Survey Date:	
NHS Board:			

Element	Sub-element	Ranking Protocol – is the element compliant (Yes (Y) or No (N))	Costs to upgrade to meet statutory requirements (£00s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
1.0	NUMBER NOT USED						
2.0	2.01	Is local exhaust Ventilation required?					
	2.02	Secure storage					
	2.03	PPE storage and changing					
	2.04	WHB available					
	2.05	Signage					
	2.99	Other					
3.0	NUMBER NOT USED						
4.0	4.01	Lifting operations and lifting equipment (LOLER) regulations 1998 (Incorp SHTM 08-02 (Lifts))					

		4.99	Other						
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NHS Board:			

Element	Sub-element	Ranking Protocol – is the element compliant (Yes (Y) or No (N))	Costs to upgrade to meet statutory requirements (£00s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
5.0	WORKPLACE (HEALTH, SAFETY and WELFARE) REGULATIONS 1992	5.01	Access				
		5.02	Environmental				
		5.03	Building elements				
		5.04	Engineering elements				
		5.05	Work equipment/machinery				
		5.06	Signage – H&S, equality and diversity				
		5.07	Gas storage				
		5.08	Roof lights				
		5.09	Safety glazing				
		5.10	Radiation protection				
		5.99	Other				
6.0	PERSONAL PROTECTIVE EQUIPMENT (PPE) AT WORK REGULATIONS 1992	6.01	Personal protective equipment (PPE) at work regulations 1992				
		6.99	Other				

7.0	PROVISION AND USE OF WORK EQUIPMENT (PUWER) REGULATIONS 1998	7.01	Provision and use of work equipment (PUWER) regulations 1998						
		7.99	Other						
8.0	LIFTING OPERATIONS and LIFTING EQUIPMENT (LOLER) REGULATIONS 1998 – (LIFTING EQUIPMENT)	8.01	Lifting operations and lifting equipment (LOLER) regulations 1998 – (Lifting Equipment)						
		8.99	Other						

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NHS Board:			

Element	Sub-element	Ranking Protocol – is the element compliant (Yes (Y); No (N); or N/A)	Costs to upgrade to meet statutory requirements (£00s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
9.0 MANUAL HANDLING OPERATIONS REGULATIONS 2013	9.01 Manual handling operations regulations 2013						
	9.99 Other						
10.0 NUMBER NOT USED							
11.0 MANAGEMENT OF HEALTH and SAFETY AT WORK REGULATIONS 1999 (INCORPORATING SHTM 50)	11.01 Management of Health and Safety at work regulations 1999 (incorporating SHTM 2050)						
	11.99 Other						

12.0	CONDRUCTIONS, DESIGN and MANAGEMENT (CDM) REGULATIONS 2015	12.01	Construction, Design and Management (CDM) Regulations 2015						
		12.99	Other						
13.0	NOISE AT WORK REGULATIONS (INCORPORATING SHTM08 -01 ACOUSTICS	13.01	Building solutions						
		13.02	Engineering solutions						
		13.03	PPE solution						
		13.99	Other						
14.0	DISPLAY SCREEN EQUIPMENT (HEALTH and SAFETY) REGULATION 1992, AMEDNED 2002	14.01	Display screen equipment (Health and Safety) regulations 1992, Amended 2002						
		14.99	Other						

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Element	Sub-element	Ranking Protocol – is the element compliant (Yes (Y); No (N); or N/A)	Costs to upgrade to meet statutory requirements (£00s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
15.0	NUMBER NOT USED						
16.0	NUMBER NOT USED						
17.0	17.01	Oil storage – The water environment (Scotland) regulations 2006					
	17.99	Other					
18.0	NUMBER NOT USED						
19.0	NUMBER NOT USED						
20.0	20.01	Sterilisation (SHTM 2010)					
	20.99	Other					

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Site Type:		Survey Date:	
NHS Board:			

Element	Sub-element	Ranking Protocol – is the element compliant (Yes (Y) or No (N))	Costs to upgrade to meet statutory requirements (£00s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
21.0	FIRECODE, ALARM and DETECTION SYSTEMS (INCORPORATING SHTM 82)						
	21.01 Alarm detection						
	21.99 Other						
22.0	NUMBER NOT USED						
23.0	NUMBER NOT USED						
24.0	FIRECODE – GENERAL (INCORPORATING SHTM 80-86 EXCLUDING 82)	24.01 Containment					
		24.02 Escape lighting					
		24.03 Signage					
		24.04 Manual fire fighting equipment					
		24.05 Sprinklers/automatic fire extinguisher system					
		24.06 Textiles and furniture					
		24.07 Fire Brigade access etc.					
		24.08 Lightning conductors					
		24.09 Fire doors					
		24.10 Storage of flammable substances					
		24.11 Fire exits					

		24.12	Fire hydrants						
		24.99	Others						
25.0	NUMBER NOT USED								

Site Name:		Block Name:	
Site Address:		Block No:	
Post Code:		Block Type:	
Site Reference No (SRN):		Surveyor Name:	
Site Type:		Survey Date:	
NHS Board:			

Element	Sub-element	Ranking Protocol – is the element compliant (Yes (Y) or No (N))	Costs to upgrade to meet statutory requirements (£00s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
26.0	PATIENT BEARING EQUIPMENT (INCLUDING SLINGS)	26.01 Patient bearing equipment (including slings)					
		26.99 Other					
27.0	WORKING AT HEIGHT REGULATIONS 2005	27.01 Restricted access					
		27.02 Barriers					
		27.03 Anchor points					
		27.04 Signage					
		27.99 Other					
28.0	STATUTORY / MANDATORY TRAINING	28.01 Statutory/mandatory training					
		28.99					

29.0	GAS SAFETY (INST and USE) REGULATIONS 1998	29.01	Gas safety (inst and use) regulations 1998						
		29.99	Other						
30.0	CONTRACTORS (CONTROL OF) – (THE MANAGEMENT OF HEALTH and SAFETY AT WORK REGULATIONS (1999)	30.01	Contractors (control of) – (The management of Health and safety at work regulations 1999)						
		30.99	Other						

Site Name:		Block Name:	
Site Address:		Block No:	
Post Code:		Block Type:	
Site Reference No (SRN):		Surveyor Name:	
Site Type:		Survey Date:	
NHS Board:			

Element	Sub-element	Ranking Protocol – is the element compliant (Yes (Y) or No (N))	Costs to upgrade to meet statutory requirements (£00s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
31.0	31.01	Decontamination of equipment					
	31.99	Other					
32.0	32.01	Contingency planning (civil contingencies act 2004)					
	32.99	Other					
33.0	33.01	Slips, trips and falls – floor hazards					
	33.99	Other					

34.0	INFECTION CONTROL – HAI LEVEL 4	34.01	Finishes and floors, walls, ceilings, doors, windows, fixtures and fittings						
		34.02	Space around beds and isolation rooms						
		34.03	Provision of hand-wash basins, liquid soap dispensers, paper towels and alcohol gel dispensers						
		34.04	Provision of facilities for decontamination						
		34.05	Engineering services						
		34.06	Storage						
		34.07	Laundry and linen services						
		34.99	Other						
35.0	STEAM SYSTEMS	35.01	Steam systems						
		35.99	Other						

Site Name:		Block Name:	
Site Address:		Block No:	
Post Code:		Block Type:	
Site Reference No (SRN):		Surveyor Name:	
Site Type:		Survey Date:	
NHS Board:			

Element	Sub-element	Ranking Protocol – is the element compliant (Yes (Y) or No (N))	Costs to upgrade to meet statutory requirements (£00s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
36.0 DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS 2002	36.01 Dangerous substances and explosive atmospheres regulations 2002						
	36.99 Other						
37.0 WASHER DISINFECTORS (SHTM 2030: DECONTAMINATION GUIDANCE)	37.01 Washer disinfectors						
	37.99 Other						
38.0 WINDOW SECURITY	38.01 Window security						
	38.99 Other						

39.0	SUICIDE RISK	39.01	Suicide risk						
		39.99	Other						
40.0	ASBESTOS 2014 – THE CONTROL OF ASBESTOS AT WORK REGULATIONS 2012	40.01	Is there an asbestos register?						
		40.02	Encapsulation						
		40.03	Removal						
		40.99	Other						

Site Name:		Block Name:	
Site Address:		Block No:	
Post Code:		Block Type:	
Site Reference No (SRN):		Surveyor Name:	
Site Type:		Survey Date:	
NHS Board:			

Element	Sub-element	Ranking Protocol – is the element compliant (Yes (Y) or No (N))	Costs to upgrade to meet statutory requirements (£00s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
41.0	PRESSURE SYSTEMS 2014	41.01	Written scheme of Examination				
		41.02	Automatic Controls				
		41.03	Pressure Alarms				
		41.04	Fire Proofing of Rooms				
		41.05	Safe Discharge area				
		41.06	Schematic Diagrams				
		41.99	Other				
42.0	WATER 2014 (INCORPORATING SHTM 04-01 AND HSE GUIDANCE DOCUMENT HSG 274 PART 1 TO 3 & L8) % SHTM 03-02 HEAT EMITTERS	42.01	Supply				
		42.02	CW Tank Storage & Distribution				
		42.03	Flushing Provision				
		42.04	CW Outlet Temperature				
		42.05	HW Tank Storage & Distribution				
		42.06	Calorifier Storage & Flow Temperature				
		42.07	Continuous Distribution Temperature				
		42.08	HW Outlet Temperature				
		42.09	Blended Water Pipework				
		42.10	Dead Legs				

		42.11	Circulation Pumps						
		42.12	Non-Return Pumps						
		42.13	System Flushing Provision						
		42.14	Calorifier Open Vent						
		42.15	Calorifier Temperature Control System						
		42.16	Temperature Monitoring						
		42.17	Ductwork System						
		42.18	Steam Humidification						
		42.19	Water Bylaws						
		42.20	Outlet Temperature						
		42.21	Outlet Physical Precautions						
		42.22	Lower Maximum Safe Temperature						
		42.23	Thermostatic Mixer – Fail Safe						
		42.24	Maximum Surface Temperatures (Radiators)						
		42.25	Exposed Pipework						
		42.99	Other						
43.0	CONFINED SPACES 2014	43.01	Confined Spaces Regulations 1997						
		43.99	Other						

44.0	HEATING AND VENTILATION 2014	44.01	Ventilations in Healthcare Premises (incorporating SHTM 03-01 Heating and Ventilating Systems Guidance)						
		44.99	Other						
45.0	MEDICAL GASES 2014	45.01	Medical Gas Pipeline Systems (MGPS) (incorporating SHTM 02-01)						
		45.99	Other						
46.0	ELECTRICAL BEDHEAD SERVICES 2014	46.01	Electrical Bedhead Services 2014						
		46.99	Other						
47.0	ELECTRICAL - ELECTRICAL SAFETY GUIDANCE FOR HIGH VOLTAGE (INCORPORATING SHTM 06-01 AND 03 ELECTRICAL SAFETY GUIDANCE)	47.01	Electrical System protected from unauthorised use						
		47.02	Protected from damage						
		47.03	Emergency lighting available						
		47.04	Earth bonding						
		47.05	Signage						
		47.99	Other						

48.0	ELECTRICAL – ELECTRICAL SAFETY GUIDANCE FOR LOW VOLTAGE (INCORPORATING SHTM 06-01 AND 02 ELECTRICAL SAFETY GUIDANCE)	48.01	Electrical System protected from unauthorised use						
		48.02	Protected from damage						
		48.03	Emergency lighting						
		48.04	Signage						
		48.05	Earth bonding						
		48.99	Other						
49.0	ELECTRICAL – ELECTRICAL SERVICES SUPPLY AND DISTRIBUTION 2014 (INCORPORATING SHTM 06-01)	49.01	Electrical Services (abatement of) (incorporating SHTM 06-01)						
		49.02	Standby Generators (Hospitals)						
		49.03	Emergency Lighting						
		49.04	Signage						
		49.05	Earth bonding						
		49.99	Other						
50.0	EQUALITY ACT (2010)	50.01	Car parking						
		50.02	Toilets						
		50.03	Visual Issues						
		50.04	Ramping & handrails						
		50.05	Entrances & doors						
		50.06	Reception areas						
		50.07	Signage						
		50.08	Horizontal & vertical circulation						
		50.09	Internal space						
		50.10	Evacuation management plan						
		50.99	Other						

51.0	RADIATION PROTECTION	51.01	Additional walls (normal or lead lined)						
		51.02	Additional doors (normal or lead lined)						
		51.03	Local exhaust ventilation & associated ducting						
		51.04	Additional or higher rated power supply / junction boxes						
		51.05	Additional water / sewerage treatment facilities isolated from mains						
		51.06	Creation of restricted access zones						
		51.07	Alterations to glass in functional unit						
		51.08	Additional security						
		51.09	Lining of rooms or screening built into walls						
		51.10	Additional change / storage facilities for personal protective equipment						
		51.99	Other						
52.0	OTHER	52.99	Other						

Proforma data collection sheet: environmental management

Site Name:		Block Name:	
Site Address:		Block No:	
Post Code:		Block Type:	
Site Reference No (SRN):		Surveyor Name:	
Site Type:		Survey Date:	
NHS Board:			

Element	Sub-Element	Details	Costs (£000s)	
1.0	APPRAISAL OF ENERGY MANAGEMENT (kWh/m ²)	1.01	ELECTRICITY CONSUMPTION	
		1.02	GAS CONSUMPTION	
		1.03	Oil Consumption	
2.0	ENERGY PERFORMANCE RATING (EPC) – WHERE AVAILABLE	2.01	ENERGY RATING (CARBON NEUTRAL, A, B, C, D, E, F OR G)	
		2.02	CARBON DIOXIDE EMISSIONS (kgCO ₂ e/m ² FLOOR AREA PER YEAR)	
		2.03	APPROXIMATE CURRENT ENERGY USE/m ² OF FLOOR AREA (kWh/m ²)	
3.0	CLINICAL WASTE	3.01	CLINICAL WASTE PRODUCED AT SITE LEVEL (Tonnes)	
4.0	ENERGY CONSUMPTION IMPROVEMENT SCHEMES	4.01	PROVIDE DETAILS OF ANY NHS BOARD SCHEMES TO IMPROVE ENERGY CONSUMPTION WITH ASSOCIATED COSTS	
5.0	WATER CONSUMPTION (m ³ /bed)	5.01	PROVIDE DETAILS OF WATER CONSUMPTION FOR EACH SITE	

Proforma data collection sheet: space utilisation

Site Name:		Block Name:	
Site Address:		Block No:	
Post Code:		Block Type:	
Site Reference No (SRN):		Surveyor Name:	
Site Type:		Survey Date:	
NHS Board:			

LOCATION LEVEL (SURVEY BLOCK)	ASSESSMENT CRITERIA	RANKING		RANKING PROTOCOL			
		E	U	F	O	INDIVIDUAL RANKING E, U, F OR O	SURVEY BLOCK RANKING E, U, F OR O
	CURRENT USE OF SPACE						
	USE OF TIME OVER SPACE						
	COMPARISON OF SPACE WITH NATIONAL GUIDANCE						
	CURRENT USE OF SPACE						
	USE OF TIME OVER SPACE						
	COMPARISON OF SPACE WITH NATIONAL GUIDANCE						
	CURRENT USE OF SPACE						
	USE OF TIME OVER SPACE						
	COMPARISON OF SPACE WITH NATIONAL GUIDANCE						
	CURRENT USE OF SPACE						
	USE OF TIME OVER SPACE						
	COMPARISON OF SPACE WITH NATIONAL GUIDANCE						

Assessment process	
Current use of space	How intensively is the space being used?
	Are there many rooms or areas under used?
Use of the space over time	Does the use vary over time?
	Do occupation levels change over the working week?
Comparison of space with national guidance	How does the space compare with national guidance e.g. the activity Database (ADB), Scottish Health Planning Notes and relevant Health Building Notes

Proforma data collection sheet: functional suitability

Site Name:		Block Name:	
Site Address:		Block No:	
Post Code:		Block Type:	
Site Reference No (SRN):		Surveyor Name:	
Site Type:		Survey Date:	
NHS Board:			

RANKING PROTOCOL					
A	VERY SATISFACTORY IDEAL ACCOMMODATION NO CHANGE NEEDED	INDIVIDUAL RANKING A, B, C OR D	SURVEY BLOCK RANKING A, B, C OR D	NOTES – TO INFORM ON THE NATURE AND SCOPE OF THE REMEDIAL WORKS	COST TO UPGRADE TO CATEGORY B (€0005) - OPTIONAL
B	SATISFACTORY WITH ONLY MINOR CHANGE NEEDED				
C	NOT SATISFACTORY WITH SIGNIFICANT CHANGE NEEDED				
D	UNACCEPTABLE IN ITS PRESENT CONDITION MAJOR CHANGE NEEDED				
LOCATION LEVEL (SURVEY BLOCK)		ASSESSMENT CRITERIA			
	INTERNAL SPACE RELATIONSHIPS				
	SUPPORT FACILITIES				
	LOCATION				
	INTERNAL SPACE RELATIONSHIPS				
	SUPPORT FACILITIES				
	LOCATION				
	INTERNAL SPACE RELATIONSHIPS				
	SUPPORT FACILITIES				
	LOCATION				
	INTERNAL SPACE RELATIONSHIPS				
	SUPPORT FACILITIES				
	LOCATION				

ASSESSMENT PROCESS		
Elements	Broad assessment	Detailed Assessment
Internal Space Relationships	How efficient and effective are the relationships of the internal spaces to each other?	Does the accommodation allow safe and effective services delivery?
		Is the available accommodation sufficient for the department to function appropriately?
		Are critical rooms adequately sized?
		Is good observation of patients possible?
Support Facilities	Are there sufficient services supporting the function?	Are adequate toilet and bathroom facilities available?
		Is adequate storage space available?
		Is adequate seating and meeting space available?
		Are public areas accessible for all?
Location	Is the space well sited in relation to other departments and access points?	Is the space well sited and located close to inter-dependent departments?
		Is good access available for vertical and horizontal circulation (e.g. lifts stairs etc.)?
		Is access sufficiently close to car parks/public transport?

Proforma data collection sheet: quality

Site Name:		Block Name:	
Site Address:		Block No:	
Post Code:		Block Type:	
Site Reference No (SRN):		Surveyor Name:	
Site Type:		Survey Date:	
NHS Board:			

RANKING PROTOCOL					
A	A FACILITY OF EXCELLENCE		INDIVIDUAL RANKING A, B, C OR D	SURVEY BLOCK RANKING A, B, C OR D	NOTES – TO INFORM ON THE NATURE AND SCOPE OF THE REMEDIAL WORKS
B	A FACILITY OF SATISFACTORY QUALITY WITH ONLY GENERAL MAINTENANCE REQUIRED				
C	A FACILITY OF LESS THAN SATISFACTORY QUALITY WITH INVESTEMENT NEEDED				
D	A FACILITY OF POOR QUALITY WITH SIGNIFICANT INVESTMENT NEEDED				
LOCATION LEVEL (SURVEY BLOCK)		ASSESSMENT CRITERIA			
	AMENITY				
	COMFORT ENGINEERING				
	DESIGN				
	AMENITY				
	COMFORT ENGINEERING				
	DESIGN				
	AMENITY				
	COMFORT ENGINEERING				
	DESIGN				

Estates Asset Management: Property Appraisal Manual

ASSESSMENT PROCESS		
Elements	Broad assessment	Detailed Assessment
AMENITY	Does the facility/accommodation offer attractive/pleasing area for patients and staff in terms of privacy, comfort, working conditions, signposting etc.?	Attracts at the main entrance/reception area/departments?
		Privacy and dignity issues are addressed?
		Confidential conversations can be held satisfactorily?
		Toilet facilities are well provided?
		Appropriate storage provisions have been made?
		Disabled users are catered for?
		Appropriate facilities are provided for children
		Seating and waiting areas are sufficient?
		Appropriate safety and security measures are in place?
		Way finding is visible, legible and consistent?
COMFORT ENGINEERING	Does the facility/accommodation offer and acceptable environment? Is it well lit, adequately heated and cooled, noise and odour free?	Artificial lighting enhances the overall design?
		Comfort conditions are achieved in heating?
		Comfort conditions are achieved in ventilations?
		Acoustic privacy is achieved?
		Noise levels are acceptable?
		Persistent odours are absent?
DESIGN	Is the internal/external environment attractively designed in terms of good colour schemes, well furnished, enhanced by art, plants, landscaping, views etc.?	Colour is created when therapeutically used for definition and variety?
		Landscaping is attractive?
		Planting is optimised for all seasons?
		Natural daylight is used to optimum effect?
		Appropriate finishes are used for floor, ceiling and walls?
		Furniture co-ordinates well with overall design?
		Art and craftwork is integrated into overall design?
		Interior is re-assuring and non-clinical where appropriate?
		Where possible, patients and staff have pleasing views from both inside and out?
First impressions of the entrance/reception areas are welcoming?		