NHS National Services Scotland

NHSScotland

Estates Asset Management

Property Appraisal Manual

Health Facilities Scotland
Property and Capital Planning

March 2011

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Part 2 **Page**

1. Introduction

1.1 It is essential that the Land and Property Assets of the NHS Estate in Scotland positively contribute to the delivery of healthcare services.

1.2 In order to develop a Property and Asset Management Strategy (PAMS), it is necessary to carry out an appraisal of the existing land and property as a baseline assessment of the current NHS Estate. This includes all property owned and leased by NHSScotland, however it excludes leases to third parties.

1.3 By taking stock of the existing estate, future investment priorities can be identified together with opportunities for rationalisation.

1.4 In view of the size and diverse geographical locations of the NHS Estate in Scotland, it is important that the method of appraisal and the information gathered is carried out and recorded in a consistent manner to enable the results to be presented in a coherent and meaningful way and to streamline the preparation of the NHS in Scotland, All Scotland Report.

1.5 It should be understood that the Estates Asset Management System is a high level strategic tool to assess the current condition of the Property Assets and to identify backlog maintenance costs. The information collected will inform the action plan forming part of the comprehensive property strategy for the NHS in Scotland.

1.6 This Property Appraisal Manual is structured in the following five main parts:

Part 1 deals with issues and definitions;

Part 2 outlines the approach to the appraisal in terms of the Six Facets;

Part 3 covers the survey process for carrying out new Condition Survey Appraisals;

Part 4 deals with Survey Partner Matters and has been included for information only.

Note: The Estates Asset Management System is a high level Strategic Tool rather than an Operational Tool

2. Purpose

2.1 NHSScotland and Health Facilities Scotland (HFS), working with the 14 NHSScotland Boards and 7 Special Health Boards and Support Organisations, intends to implement an Estate Management System for the NHS Estate in Scotland. Once the system is operational, it will inform the Boards of the condition, compliance, functionality, utilisation, environmental performance and quality of their Estate and comply with the requirements of the Scottish Government following the Audit Scotland Report dated January 2009 entitled 'Asset Management in the NHS in Scotland'.

2.2 The appraisal of the existing estate, in terms of its condition and performance, is a fundamental requirement for the development of a comprehensive property strategy for the NHS in Scotland and requires knowledge of the physical condition of the buildings, their engineering systems and external works.

2.3 It is anticipated that the appraisal will identify various issues that will need to be considered such as backlog maintenance, poor functional suitability and space utilisation, and non-compliance with health and safety legislation.

2.4 Establishing the current physical condition of the estate will assist with developing the property strategy by identifying properties to be retained or disposed of and this will enable robust capital and revenue investment programmes to be developed based on accurate information on the estate.

2.5 As part of the process, Scottish Government Health Directorates (SGHD) and the NHSScotland Boards require condition information on the property assets. While a proportion of this information is available, the Boards have indicated that a substantial amount of work is required to update the level of information to comply with guidance and recommendations that each property should be surveyed on a 5 yearly cycle.

2.6 National Services Scotland (NSS) has entered into a Framework Agreement and a call-off agreement with 3i Studio for the provision of their 3i Studio ESTATEManager software and support.

2.7 The Estate Management System, when populated, will:

- identify the condition and performance of the existing property assets;
- quantify the costs of rectifying backlog maintenance;
- identify the risks associated with the condition, compliance and suitability of the property assets to enable prioritisation of the main issues.

2.8 Risks will be assessed according to the likelihood that the risk will be realised and the potential adverse consequences that may arise.

2.9 To assist with the implementation and population of the ESTATEManager software, HFS are appointing a 'Survey Partner' for each year of the Estates

Asset Management Project. This survey partner will become an integral part of the team and will assist the Boards with the collection of some of the survey data on a prioritised basis. In conjunction with this work, Boards will be required by SGHD to develop and execute an Implementation Plan which sets out how the Boards intend to initially coordinate and collect all core data and six facet property appraisal data. In addition, it is expected that SGHD will require Boards to be continuously updating this data in an ongoing basis (at least 20% of data refreshed per year).

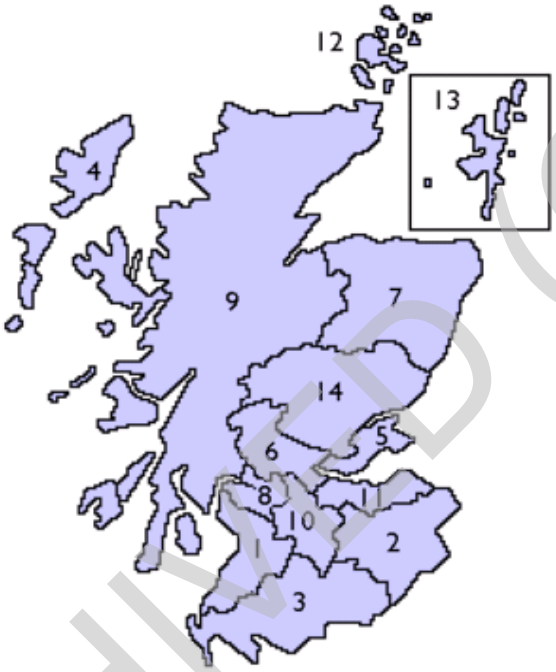
2.10 This Manual has been prepared to provide guidance on the methodology to be used to ensure a standard and consistent approach is adopted across all Boards.

PART 1: Issues and Definitions

3. The NHS Estate in Scotland

Composition

3.1 The NHS in Scotland covers some 14 geographical Board areas, as detailed on the following diagram, as well as 7 Special Health Boards and National Services Scotland which are national organisations.



NHSScotland Health Boards

1. NHS Ayrshire and Arran
2. NHS Borders
3. NHS Dumfries and Galloway
4. NHS Western Isles
5. NHS Fife
6. NHS Forth Valley
7. NHS Grampian
8. NHS Greater Glasgow and Clyde
9. NHS Highland and Argyll
10. NHS Lanarkshire
11. NHS Lothian
12. NHS Orkney
13. NHS Shetland
14. NHS Tayside
15. National Waiting Times Centre Board
16. NHS 24
17. NHS Education in Scotland
18. NHS Health Scotland
19. NHS Quality Improvement Scotland
20. The State Hospitals Board for Scotland
21. Scottish Ambulance Service
22. National Services Scotland

3.2 In addition there are numerous GP and Dental Practices, Pharmacies and Opticians forming part of the Primary Care Estate. While these facilities are not owned by the NHS, they need to be incorporated into the overall strategic planning process.

4. Estate Hierarchy

Coding and Descriptions

4.1 The appraisal of the NHS Estate in Scotland will generate a significant volume of survey data and to enable analysis at a variety of levels, it is necessary for the survey information to be structured logically.

4.2 Information on the condition and suitability of Elements and Sub-Elements of the Estate need to be linked to the correct asset and this is achieved by adopting a consistent method and hierarchy of coding.

Asset Hierarchy

4.3 The following levels of hierarchy will be adopted in the roll-out of the Estate Asset Management System:

Level Zero - The NHS in Scotland
This includes all land and buildings in ownership or occupation by the NHS in Scotland.

Level One - NHS Board/Organisation
This covers all land and buildings owned or occupied by a specific Board or organisation.

Level Two - Site Level
This details all land and buildings owned or occupied at a specific geographical location. The Site may contain a number of buildings or Blocks.

Level Three - Block Level (Physical Block)
This covers each physical Block on each Site. Generally a Block equates to a building however, in certain circumstances it may be helpful to break a building into a number of Blocks. For example, where a building has a number of wings or where a modern extension has been added to an older building, it may assist to differentiate the different forms of construction and condition by identifying the extension and the original building as separate Blocks.

External areas are also collectively treated as a separate Block.

Level Four - Location Level (Survey Block)

This is a sub-set of a Block and can be either internal or external, eg:

East Elevation

First Floor

X-Ray Department

When used internally, location level can be used to define a number of rooms by location eg. 'First Floor' or by occupation eg. 'X-Ray Department'.

Level Four can also be used for room level data when the internal spaces within a Block are defined by their allocated room reference.

Location Code Directory

4.4 It is important that the condition data is linked to the correct asset as a whole or the relevant part of the asset.

4.5 The Location Code Directory has been in common use throughout the NHS Estate since the 1970s and will continue to be used for the Estates Asset Management System, but in a modified format.

4.6 The Location Code Directory assigns a unique 5 character code to each location, made up of an alpha-prefix, usually referring to a Health Board, followed by a 3 digit serial number and ending with an alpha-suffix representing the type of location. When a location closes, its code is not re-allocated to another location to avoid confusion.

4.7 The system is web based (www.isdscotland.org) and is updated weekly for all NHS properties at Site level but it does not currently go down to Block Level.

4.8 The following table summarises the Location Code Directory coding method:

Prefix	Health Board
A	Ayrshire and Arran
B	Borders
C	Argyll and Clyde (see note below)
F	Fife
G	Greater Glasgow (now Greater Glasgow and Clyde)
H	Highland (now Highland and Argyll)
L	Lanarkshire
N	Grampian
R	Orkney
S	Lothian
T	Tayside
V	Forth Valley
W	Western Isles
Y	Dumfries and Galloway
Z	Shetland
D	Nationally Based Locations
E	Outwith Scotland
X	Common Services Agency, etc

Suffix	Original Description	Current Description
H	NHS Hospital	NHS Hospital
J	Joint User Hospital	Joint User Hospital or Suffix-J Hospital
K	Contractual Hospital	Contractual Hospital or Suffix-K Hospital
M	Non-NHS Maternity	Non-NHS Maternity
N	Non-Institutional	Non-Institutional
P	Prison	Prison
R	Home for the Elderly	Home for the Elderly
S	Other Home	Other Home
V	Non-NHS Non-Maternity	Private Hospital or Private Nursing Home
A	Admin Office	Health Service Administrative Office
B	Health Centre	Health Centre, most GP Surgery Locations
C	Clinic	Clinic Premises, etc
E	Extra-Mural Clinic	Extra-Mural Clinic
L,-Q,-W	School	School
T	-	Miscellaneous Premises

Footnote

The former Argyll and Clyde properties have been allocated geographically between NHS Greater Glasgow and Clyde and NHS Highland and Argyll

Table 1: Location Code Directory coding method

4.9 The coding for new properties can be obtained by completing a standard pro-forma. Direct access to the Directory is available following satisfactory completion of a Confidentiality Statement.

4.10 As part of this project, it will be necessary for all NHS Boards to update their existing property lists using the relevant codes from NHS National Services Scotland. Any properties missing from the Boards' lists or which have not been coded correctly will need to be added and properly coded.

4.11 It will be necessary for the Boards to extend the coding of their property lists to include each Block at each Site.

Site Reference Number (SRN)

4.12 The ESTATEManager software and any new Property Appraisals will adopt the existing Location Code Directory as the Unique Site Reference Number (SRN) to identify each Site.

Block Codes

4.13 All Blocks/Buildings on each Site need to be identified by means of a Unique Block Reference Number and the name by which the Block is known.

4.14 Where Boards already have reference numbers for Blocks, these may be retained if so desired.

4.15 The use of Block '00' for the Site and external areas on a Site require to be used by all Boards.

4.16 Where there are no existing reference numbers, the following codes are suggested to identify the Blocks:

00 The Site and External Areas
01 First Building on Site
02 Second Building on Site
03 and so on……

Elements and Sub-Elements

4.17 The physical condition of the Estate will be assessed on the basis of the following 20 building and engineering Elements and Sub-Elements.

1.0 Structure
1.01 Substructure
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

4.0 Internal Fabric
4.01 Internal Walls and Finishes
4.02 Floor Coverings
4.03 Ceilings 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 Furniture
5.99 Other

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

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/Distribution
8.02 Storage
8.99 Other

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

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 Systems
12.07 Cooling Towers
12.99 Other

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

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
16.09 Other

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
17.99 Other

18.0 Communication Systems

18.01 Telephone Systems
18.02 Data Transmission
18.03 Paging Systems
18.04 Nurse Call Systems
18.05 Radio and Television Systems
18.06 Bedhead Services
18.99 Other

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

4.18 For appraisal purposes, the physical condition of each Block will be split into four constituent parts:

- building envelope;
- engineering services;
- internal elements;
- external areas.

4.19 The condition of the property's building envelope and external areas will be assessed for the whole building.

4.20 Engineering services will be assessed on a system basis and reported at building level while the internal Elements will be appraised on a zone/space level.

4.21 Once the building and Engineering Appraisals are complete, an Overall Physical Condition assessment for each Block should be derived based on the individual element and sub-element assessments. This will require to be derived using professional judgment on the strength of the information available and will be the basis of national reporting on the Physical Condition of the Block.

4.22 On multi-building Sites, Elements of the Engineering Services may service the whole Site in which case they should be recorded against Block '00' External Grounds and Gardens.

5. Minimum Dataset of Baseline Information

General information at National Level (Level Zero)

5.1 The Estates Asset Management System is driven by the regional and special health Boards who are responsible for uploading and maintaining their information to allow analysis and reporting at national level. Therefore collection of data is on a 'bottom up' basis and only limited 'General Information' is held at national level on NHSScotland as a whole.

5.2 Once the database is populated and complete, the ESTATEManager software will include a text box providing general information about NHSScotland on a national basis.

5.3 The ESTATEManager software will also contain a map of Scotland graphic showing the geographical boundaries and land mass of NHSScotland Boards for information purposes.

General information at Board Level (Level One)

5.4 The ESTATEManager software contains a text box to enable each NHS Board to provide general information about the Board including population, geographical coverage and which Local Authority the Boards covers.

General information at Site Level (Level Two)

5.5 The following minimum information is required for each NHS Board at Site level to identify all Land and Buildings:

- SRN based on existing national code;
- name of NHS Board;
- site name;
- site address;
- town;
- postcode;
- contact name;
- contact number;
- contact email.

Type of Site

5.6 The NHS Estate in Scotland comprises a variety of types and the following codes have been agreed for grouping purposes.

01 Acute Hospital

02 Childrens Hospital
03 Maternity Hospital
04 Specialist Hospital
05 Mental Health Hospital
06 Community Hospital
07 Older People Hospital
08 Multi Service Hospital
21 Health Centre
22 Clinics (including Day Hospitals and Resource Centres)
23 Offices
24 Support Facilities
25 Staff Residential Accommodation
26 Patient Residential Accommodation
41 GP Practice
42 Dental Practice
43 Pharmacy
44 Optician
91 Non NHS functions
99 Other

Status of each Site

5.7 The NHS Estate in Scotland requires to be further categorised for each Site (Land) with reference to the following options:

- occupied;
- vacant;
- surplus;
- sold;
- surrendered;
- terminated.

Requirement of each Site

5.8 The requirement of each Site forming the NHS Estate in Scotland requires to be defined in terms of whether it is regarded as being essential or non essential using a 'flag' in the software.

5.9 This requires to be further detailed in relation to the future expectation for each Site in terms of the following categories:

- to be retained;
- expected to be sold.
    - within 3 years;
    - within 3-5 years;
    - over 5 years.

Quantitative Data for Sites

5.10 Details of the total area and breakdown by user is required for all Sites against the following categories:

Land Area

- site area for each Site owned or occupied by the NHS Board (hectares);
- area occupied by Holding Body. This will be the total area of the Site occupied by NHS less any areas leased to other Bodies;
- area leased to another NHS body;
- area leased to other body for PFI/PPP;
- area leased to other body for other purposes.

Valuation of Sites (Recorded against Block 00)

5.11 Details of the last valuation of all Land, including:

- land value;
- date of valuation.

5.12 Details of the last valuation of all Sites including:

- net book value;
- date of valuation.

5.13 Details of the Capital Charges recorded at Block Level if available, failing which at Site level, for:

- land;
- buildings.

General information at Block (Building) Level (Level Three)

5.14 The following information is required for each Block on each Site:

- block number;
- block name.

Type of Blocks

5.15 The type of each Building (Block) on the Site should be identified from the following list:

01 Acute Hospital
02 Childrens Hospital
03 Maternity Hospital
04 Specialist Hospital
05 Mental Health Hospital
06 Community Hospital
07 Older People Hospital
08 Multi Service Hospital
21 Health Centre
22 Clinics (including Day Hospitals and Resource Centres)
23 Offices
24 Support Facilities
25 Staff Residential Accommodation
26 Patient Residential Accommodation
41 GP Practice
42 Dental Practice
43 Pharmacy
44 Optician
91 Non NHS functions
99 Other

Tenure of Blocks

5.16 The NHS Estate in Scotland is in a variety of ownerships and the following categories have been identified:

- owned (by Scottish Ministers);
- leased (by Scottish Ministers);
- PFI;
- third Party Ownership;
- endowment.

Status of Blocks

5.17 The NHS Estate in Scotland requires to be further categorised for each Block with reference to the following options:

- occupied;
- vacant;
- surplus;
- sold;
- demolished;
- surrendered;
- terminated.

Requirement of Blocks

5.18 The requirement of the Blocks forming the NHS Estate in Scotland require to be defined in terms of whether they are regarded as being essential or non essential using a 'flag' in the software.

5.19 This requires to be further detailed in relation to the future expectation for each Block in terms of the following categories:

- retained;
- expected to be sold;
- within 3 years;
- within 3-5 years;
- over 5 years.

Historic Listing

5.20 Details of whether the Buildings (Blocks) are Listed under Planning Legislation require to be defined in terms of the following categories:

- Category A;
- Category B;
- Category C;
- Category C(s);
- not listed.

Age band of Blocks

5.21 The year of construction of each building at Block Level requires to be assessed.

5.22 Where the actual year of construction is not known, the following age bands may be used for guidance to make an informed estimate of the likely year of construction (these are the bandings which will be used for reporting purposes, however the year of construction will still require to be input as a single year which should be estimated as closely as possible/practical):

- pre 1900;
- 1900-1960;
- 1961-1980;
- 1981-2000;
- 2000 or later.

Quantitative data for Blocks

5.23 Details of the total area and breakdown by user is required for all Blocks against the following categories.

Gross Internal Floor Area

- gross internal area (m^2);
- area occupied by Holding Body. This will be the total area of the Block occupied by NHS less any areas leased to other Bodies;
- area leased to another NHS body;
- area leased to other body.

Six Facet ranking

5.24 All Land and Buildings forming the NHS Estate in Scotland requires to be ranked at Block Level in terms of the following Facets:

- Facet 1: Physical Condition (of each Element and Sub-Element);
- Facet 2: Statutory Compliance;
- Facet 3: Environmental Management;
- Facet 4: Space Utilisation;
- Facet 5: Functional Suitability;
- Facet 6: Quality.

5.25 Further guidance on the appraisal against the Six Facets is given in Part 2.

Information to be provided by the NHS Boards

5.26 Each NHS Board currently maintains their own property list for the Land and Buildings under their control. In order to develop a more strategic Property and Asset Management Strategy (PAMS), a comprehensive Property Asset Register for the entire NHS Estate in Scotland is required. The Property Asset Register

will include all premises currently used in the support and delivery of healthcare services irrespective of ownership.

5.27 Where fresh survey appraisals are being commissioned, the following information requires to be provided to the Survey Partner by the NHS Boards:

- the Site Reference Number (SRN) – quoted in accordance with the guidance given in this Property Appraisal Manual;
- site names and addresses;
- block/building names and addresses;
- building/block gross internal area floor sizes;
- building/block age;
- building/block tenure;
- building/block status;
- building/block standing;
- building/block historic listing;
- land/Site area;
- existing Site plans detailing names and numbers of buildings;
- existing floor plans for each building to be appraised;
- room and space referencing currently in use;
- access to existing reports eg. Disability Discrimination Act (DDA)/Asbestos Register/Fire Risk Assessment;
- contact names and numbers of key Estates personnel to arrange access (at Site and Block Levels);
- contact names and numbers of key personnel to arrange interviews.

CAD drawings and Layout drawings

5.28 Building plans and elevations at Block Level are extremely useful when carrying out property appraisal surveys, to ensure that all parts of the land and buildings have been inspected where practicable and to identify where access is not available.

5.29 It is anticipated that most NHS Boards will have CAD or layout drawings for each Site and these will be used to identify each Block on the Site. Additional drawings may also be available for the Blocks on each Site.

5.30 It is accepted that any drawings which are available will be in a variety of formats and that they may not always be an accurate reflection of the current arrangements of the building.

6. Existing Historic Survey Information

Record information

6.1 Information from previous surveys can often enhance a Condition Survey Appraisal and bring cost efficiencies by importing the previous data into the current survey system and reducing the number of fresh surveys required.

6.2 The volume and quality of record information for the NHS Estate in Scotland varies across the NHS Boards from little or no information to current detailed information and is held in a variety of formats including hard copy and electronically in a mixture of spreadsheets, databases and word processed documents.

6.3 In normal circumstances, existing information would need to be comparable with that arising from a fresh Level 2 Appraisal to be suitable for informing the baseline in the All Scotland Report and for developing the PAMS.

6.4 It has however been decided that for the initial population of ESTATEManager, all existing record information will be imported if it is in a usable format. The quality and accuracy of the information will then be improved and upgraded as part of the ongoing annual assessment by the NHS Boards in Scotland.

Format and compatibility

6.5 While in theory it is possible that existing data can be imported directly into ESTATEManager, in practice, it is likely that due to differing briefs, the record information may not be directly compatible in terms of format and content.

6.6 Consequently, it will be necessary for each of the NHS Boards to review and assess the quality and quantity of their existing record information using their own resources or with assistance from the Survey Partner and/or 3i Studio.

Mapping Data from existing to current format

6.7 The existing data will require to be mapped into the structure of the new ESTATEManager Asset Management System and there are time and resource implications for this work to be carried out.

6.8 Typical issues which will need to be addressed include:

- compatibility problems between the record information and new survey format;
- different data structures;
- errors and omissions in the record information;
- increased costs for conversion of the record information;
- distinguishing between old survey information and new survey information.

6.9 As a result, the cost of converting the existing data to a format which is usable for the new Asset Management software will need to be assessed in terms of relevance and accuracy. In some circumstances it may be more efficient and quicker to amend and update existing data or to carry out a fresh inspection.

Data transfer

6.10 It is anticipated that a separate exercise, running in parallel with the fresh surveys, will be required to rationalise existing data prior to importing it into the new Estates Asset Management Software.

6.11 The outcome of this exercise will determine whether existing data can be incorporated into ESTATEManager or whether further sampling or refresh inspections are required.

6.12 Elements of the existing data may also be contaminated depending on how it has been gathered, input, edited and managed. Common problems arise due to simple issues relating to incorrect field entries such as the formatting of dates and the naming and coding of assets.

6.13 Dependent on the quality of information, data transfer will be carried out by a variety of methods including:

- database queries;
- macros;
- manual operation.

Aged data

6.14 Any data over 5 years old should be regarded as ‘aged’.

6.15 Any costs associated with the aged data will be historic. While the costs can be updated to current level using the indices produced by the Building Cost Information Service (BCIS), it must be recognised that there are inherent dangers in updating the costs using this method as this may not reflect further deterioration in the condition of the fabric or installations.

6.16 To facilitate updating using BCIS Cost Indices, the age of the existing cost information must be stated to the nearest quarter year eg. QII 2006.

6.17 Following updating of aged costs to current costs as at QII 2010, a further manual adjustment will require to be made to reflect the increase in costs due to further deterioration through the passage of time in addition to rebasing of the cost. In certain circumstances, it may be preferable to re-inspect the Sub-Element to assess the current cost rather than rely on re-basing of costs using indices.

Plugging the gaps

6.18 Once the existing record information has been analysed, any obvious gaps will require to be 'plugged' and this can be done by means of:

- a desktop exercise;
- cloning the information;
- carrying out fresh appraisals and inspections.

7. Key Elements – The six facets

7.1 The survey methodology of the NHS Estate in Scotland will incorporate the requirements of the guidance document being developed on behalf of Health Facilities Scotland, 'A Risk Based Methodology for Property Appraisal' and will be undertaken on the basis of the Six Facets which are:

- physical condition;
- statutory compliance;
- environmental management;
- space utilisation;
- functional suitability;
- quality.

7.2 While the Boards are expected to import existing information for all Six Facets into ESTATEManager, the initial phases of the Survey Partner commission will be restricted to the following:

- physical condition;
- statutory compliance;
- environmental management.

7.3 The appraisals will identify the works that are needed at the time of survey or which will become due within 5 years of the survey date, priority coded by risk assessment and costed in accordance with this guidance document.

7.4 It is anticipated that the Statutory Compliance and Environmental Management Facets will primarily be desktop exercises, collating existing information previously collected or currently in the course of being collected by the Boards.

7.5 In addition to providing the data required for database purposes, a Property Executive Summary will be prepared for each NHS Board reviewing the main findings of the survey, explaining the priority coding used, identifying the main issues to be addressed and identifying any areas that could not be accessed.

7.6 Further guidance on the Six Facets is given in Part 2 of this Manual.

8. Appraisal methodology

Basis of appraisal

8.1 The Land and Property Assets of the NHS Estate in Scotland will be assessed against the Six Facets through a combination of on-site appraisal and interviews with key estates personnel with the intention of providing robust information on which strategic decisions will be made on the future management, development and performance of the Estate and to form part of the baseline position for a PAMS.

8.2 The Estates Asset Management System is a high level strategic tool which will be populated through a combination of existing information, where available, and by fresh appraisals to plug gaps in the existing data.

8.3 It must be emphasised that the fresh data collected by the Survey Partner as part of the initial national exercise on the properties prioritised/selected for survey is based on a high level appraisal of the Estate rather than on a detailed Condition Survey. Information being collected and collated by the Boards' own staff can also follow a high level appraisal format, or can be more detailed if desired.

8.4 Asset Information such as descriptions of the materials, design and forms of construction of properties may be useful for the Boards to collect and hold within the database system, however will not be required for the national exercise or reporting.

8.5 The aim of the appraisal is to assess the cost and risk priority of any works required to return the Estate to Condition B, i.e. satisfactory condition.

Levels of appraisal

8.6 The appraisal of each of the Six Facets can be carried out at any one of the following three levels:

- Level 1 - This is the highest level/least detailed method of appraisal and comprises a desktop review by a member of NHS Estates personnel with a good understanding of the entire Estate;
- Level 2 - This comprises a combination of on-site inspections at Department Level and interviews with key NHS Estates personnel;
- Level 3 - This is the most detailed appraisal carried out on a room by room basis. Note: full CAD floor plans are required to carry out a Level 3 Appraisal to enable individual rooms/spaces to be identified.

Ranking protocols

8.7 As part of the appraisal, a subjective judgement requires to be made of the current condition/performance of the Elements and Sub-Elements of certain

Facets and a ranking assigned, generally based on a grading of A-D, which has been defined for each Facet separately.

Risk assessment

8.8 Where remedial action costs have been identified, a Risk Assessment requires to be carried out as detailed in Section 17 of this Manual.

Interviews with key Estates personnel

8.9 Collectively and corporately, NHS organisations retain a significant amount of data relevant to the survey process, not least the in-depth knowledge of individual estates personnel.

8.10 Historical condition and performance information associated with individual Sites and Blocks has also been collected over a number of years.

8.11 As part of the appraisal process, it will be necessary to conduct interviews with key personnel at various levels of each Board, including:

- NHS Board level - Director responsible for Estates and Facilities;
- site level - General Manager;
- block (building level) - Person in charge;
- location level - Person in charge at Department Level.

PART 2: The Six Facets

9. Facet 1: Physical condition

Levels of appraisal

9.1 The Appraisal of Physical Condition will be assessed at one of the following three possible levels:

- Level 1 - a desktop review by the assigned Property Manager/Estates personnel with a good understanding of the general condition of the Estate and any improvement requirements;
- Level 2 - a combination of on-site visual inspection of each Block and interviews with key estates personnel;
- Level 3 - a detailed inspection at room level to identify the condition of the Elements and Sub-Elements sufficient to prepare planned maintenance and cyclical replacements.

Recommended appraisal level

9.2 The Recommended appraisal level is Level 2.

9.3 The properties prioritised/selected for the national exercise will be appraised at Level 2. However, Boards may wish to consider appointing a survey partner or allocating their own resources to carry out Level 3 inspections if these are desired.

Ranking protocol

9.4 Each of the building Elements and Sub-Elements will be appraised and assigned a rank dependent on its overall condition in accordance with the following definitions:

A - Excellent/as new condition (generally less than 2 years old);
- Expected to perform as intended over its expected useful service 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 the end of its useful life.

X - Supplementary rating added to D only to indicate that it is impossible to improve without replacement.

Assessment process

9.5 The appraisal comprises an assessment of the following primary data components:

- block level information consisting the name of the Block, the approximate Build Year and the gross internal area;
- Building Fabric (including External Grounds) and Mechanical and Electrical Engineering Condition information at 'Location' level for each Block including a risk assessment for any hazard items and photographs of any key items as supporting evidence;
- an overall Condition Ranking and an Executive Summary for Building Fabric for each Block;
- an overall Condition Ranking and an Executive Summary for Mechanical and Electrical Engineering for each Block.

Remaining life of Condition B Sub-Elements

9.6 The remaining life that each Sub-Element currently ranked as Condition B will remain in Condition B requires to be estimated and expressed in years. This should be judged based on a consideration of the following information:

- the age of the Sub-Element, if known;
- the date of construction of the building, if known;
- the date of installation of the building services, if known;
- evidence of deterioration.

9.7 In practice, it is extremely difficult to accurately assess the remaining life of Sub-Elements and Components. Where the age of the Sub-Element is not clear, judgement is required to make a 'best estimate' when compared with standard typical life expectancies as listed in Appendix 4.

Costs to upgrade to Condition B (Backlog Maintenance Costs)

9.8 Sub-Elements assessed as being Condition A or Condition B with a remaining life greater than 5 years do not need to be costed.

9.9 Where a Sub-Element's current condition is assessed as Condition B, but the remaining life is assessed as being between 1-5 years, the impending Backlog Costs should also be estimated and risk assessed to ensure funding is available to prevent the assets falling below Condition B.

9.10 A costed allowance should be included for redecoration of walls and ceilings (even where currently condition A or B) at a maximum of 5 years remaining life.

9.11 Where a Sub-Element is currently assessed as Condition C or Condition D, the cost to return the Sub-Element to Condition B should be identified and risk assessed.

9.12 Guidance on assessing the costs is given in Section 16.

9.13 Guidance on assessing the risk is given in Section 17.

Notes

9.14 Information about the nature and location of the required rectification work should be entered in the 'Notes' section.

9.15 The purpose of the note is to inform those reading the post-survey reports on the nature and scope of the remedial works.

9.16 The narrative will not extend to a schedule of works clause and it is accepted that further post-appraisal Site visits will be required in order to prepare appropriate Schedules of Work and/or Specifications.

Remedial action

9.17 The recommended remedial action should be selected from the following options:

- no action required;
- overhaul/repair;
- replace;
- further investigation required.

9.18 Additional text should be provided to aid interpretation, where necessary.

10. Facet 2: Statutory Compliance

Levels of appraisal

10.1 The appraisal of Statutory Compliance will be carried out to one of the following three possible levels:

Level 1 - an indication from the responsible NHS Board Estates personnel that appropriate controls are in place to manage compliance with relevant legislation;

Level 2 - a desktop style review of any identified outstanding items and interview of key NHS Board personnel;

Level 3 - a detailed on-site compliance check of all aspects of statutory compliance

Recommended appraisal level

10.2 The Recommended appraisal level is Level 2.

Ranking protocol

10.3 The standard Ranking protocol does not apply to this Facet as this is not deemed appropriate for statutory items which are either compliant or non compliant, therefore risk assessment is used to assess individual items.

Assessment process

10.4 In the future, it is intended that the assessment of this Facet will be based on the findings from the Statutory Compliance Audit and Risk Assessment Tool (SCART) system and other property assurance information. It is however, recognised that this information may not currently be available down to Block Level.

10.5 Consequently, the Statutory compliance facet will be assessed by identifying the scope of any known works and costs at Block Level against the following Elements and Sub-Elements. These are based on SCART but with the addition of Disability Discrimination Act 1995 and Radiation Protection and have also been further developed into a series of sub elements.

1.0 Pressure Systems Safety Regulations 2000

1.01 Written Scheme of Examination

1.02 Automatic Controls

1.03 Pressure Alarms

1.04 Fire Proofing of Rooms

1.05 Safe Discharge Area

1.06 Schematic Diagrams

1.99 Other

2.0 Control Of Substances Hazardous to Health (COSHH) Regulations 2002

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 Electricity at Work Regulations 1989 (incorporating SHTM 2020 and SHTM 2021)

3.01 Electrical System Protected from Unauthorised Use

3.02 Protected from Damage

3.03 Emergency Lighting Available

3.04 Earth Bonding

3.05 Signage

3.99 Other

4.0 Lifting Operations and Lifting Equipment (LOLER) Regulations 1998 (incorporating SHTM 2024: Lifts)

4.99 Other

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 – HandS, Equity 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

6.99 Other

7.0 Provision and use of work equipment (PUWER) Regulations 1992

7.99 Other

8.0 Lifting Operations and Lifting Equipment (LOLER) Regulations 1998 – (Lifting Equipment)

8.99 Other

9.0 Manual Handling Operations Regulations 1992 (Amended 2002)

9.99 Other

10.0 Asbestos – The Control of Asbestos at Work Regulations 2006

10.01 Is there an Asbestos Register

10.02 Encapsulation

10.03 Removal

10.99 Other

11.0 Management of Health and Safety at Work Regulations 1999 (incorporating SHTM 2050)

11.99 Other

12.0 Construction, Design and Management (CDM) Regulations

12.99 Other

13.0 Noise at Work Regulations (incorporating SHTM 2045) Acoustics

13.01 Building Solution

13.02 Engineering Solution

13.03 PPE Solution

13.99 Other

14.0 Display Screen Equipment (Health and Safety) Regulations 1992

14.99 Other

15.0 Ventilation in Healthcare Premises (incorporating SHTM 2025)

15.99 Other

16.0 Medical Gas Pipeline Systems (MGPS) (incorporating SHTM 2022)

16.99 Other

17.0 Oil Storage – The Water Environment (Scotland) Regulations 2006

17.99 Other

18.0 Electrical Services (Abatement of) (incorporating SHTM 2014)

18.99 Other

19.0 Electrical Services (Emergency) (incorporating SHTM 2011)

19.01 Standby Generator (Hospitals)

19.02 Emergency Lighting

19.03 Signage

19.99 Other

20.0 Sterilisation (SHTM 2010)

20.99 Other

21.0 Firecode, Alarm and Detection Systems (incorporating SHTM 82)

21.01 Alarm and Detection

21.99 Other

22.0 Legionellae (Control of) In Healthcare Premises (incorporating SHTM 2040 and HSE Guidance Document L8)

22.01 Supply

22.02 CW Tank Storage and Distribution

22.03 Flushing Provision

22.04 CW Outlet Temperature

22.05 HW Tank Storage and Distribution

22.06 Calorifier Storage and Flow Temp

22.07 Continuous Distribution Temp

22.08 HW Outlet Temperature

22.09 Blended Water Pipework

22.10 Dead Legs

22.11 Towel Rails/DHWS Radiators

22.12 Circulation Pumps

22.13 Non-Return Valves

22.14 System Flushing Provision

22.15 Calorifier Open Vent

22.16 Calorifier Temp. Control Sys.

22.17 Temp. Monitoring

22.18 Ductwork System

22.19 Steam Humidification

22.20 Water Bylaws

22.99 Other

23.0 Hot Water and Surface Temperatures (Safe) Scottish Health Guidance Note (SHGN)

23.01 Outlet Temperature
23.02 Outlet Physical Precautions
23.03 Lower Max. Safe Temp
23.04 Thermostatic Mixer – Fail Safe
23.05 Max. Surface Temperature (Radiators)
23.06 Exposed Pipework
23.99 Other

24.0 Firecode – General (incorporating SHTM 80-86 excluding SHTM 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 Lightening Conductors
24.09 Fire Doors
24.10 Storage of Flammable Substances
24.11 Fire Exits
24.12 Fire Hydrants
24.99 Other

25.0 Confined Spaces Regulations 1997

25.99 Other

26.0 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

28.99 Other

29.0 Gas Safety (Installation and Use) Regulations 1998

29.99 Other

30.0 Contractors (Control of) – (The Management of Health and Safety at Work Regulations 1999)

30.99 Other

31.0 Decontamination of Equipment

31.99 Other

32.0 Contingency Planning (Civil Contingencies Act 2004)

32.99 Other

33.0 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

35.99 Other

36.0 Dangerous Substances and Explosive Atmospheres Regulations 2002

36.99 Other

37.0 Washer Disinfectors

37.99 Other

38.0 Window Security

38.99 Other

39.0 Suicide Risk

39.99 Other

40.0 Disability Discrimination Act (1995)

40.01 Car Parking

40.02 Toilets

40.03 Visual Issues

40.04 Ramping and Handrails

40.05 Entrances and Doors

40.06 Reception Areas

40.07 Signage

40.08 Horizontal and Vertical Circulation

40.09 Internal Space

40.10 Evacuation Management Plan

40.99 Other

41.0 Radiation Protection

41.01 Additional Walls (Normal or Lead Lined)

41.02 Additional Doors (Normal or Lead Lined)

41.03 Local Exhaust Ventilation and Associated Ducting

41.04 Additional or Higher Rated Power Supply/Junction Boxes

41.05 Additional Waste Water/Sewerage Treatment Facilities Isolated from Mains

41.06 Creation of Restricted Access Zones

41.07 Alterations to Glass in Functional Unit

41.08 Additional Security

41.09 Lining of Rooms or Screening Built into Walls

41.10 Additional Change/Storage Facilities for Personal Protective Equipment

41.99 Other

42.0 Other

42.99 Other

Costs to upgrade to meet statutory requirements

10.6 Any works and their associated costs require to be identified and risk assessed.

10.7 Guidance on assessing the costs is given in Section 16.

10.8 Guidance on assessing the risk is given in Section 17.

Avoidance of double counting

10.9 Where the Physical Condition and/or the Functional Suitability results in a breach of statutory or safety requirements, the defects should be recorded against safety and statutory requirements only to avoid the risk of double cost counting.

Notes

10.10 Additional information about the nature and location of the works required should be entered in the 'Notes' section.

10.11 The purpose of the note is to inform those reading the post-survey reports on the nature and scope of the remedial works.

10.12 The narrative will not extend to a schedule of works clause and it is accepted that further post-appraisal Site visits will be required in order to prepare appropriate Schedules of Work and/or Specifications.

Remedial action

10.13 Additional text should be provided to aid interpretation of the recommended upgrading works, where necessary.

11. Facet 3: Environmental Management

Levels of appraisal

11.1 Each NHSScotland Board is already required to complete an Energy and Environment return using the national Environmental Monitoring and Reporting Tool (eMART) which covers all hospital sites. In addition, Boards may have an Environmental Management System and associated action plan for improving energy and environmental performance.

11.2 To avoid duplication, the requirements for this Facet are limited to inputting existing record information into ESTATEManager.

Recommended appraisal level

11.3 The recommended level of appraisal does not apply to this Facet.

Ranking protocol

11.4 The standard Ranking protocol does not apply to this Facet.

Assessment process

11.5 The Appraisal of Energy Management will include a consideration of the following matters:

Details of the energy consumption at each Site measured in GJ/100m^3 and recorded against Block '00' with corresponding Sub-Elements for:

- electricity consumption;
- gas consumption;
- oil consumption.

The Energy Performance Rating of the building based on the Energy Performance Certificate (EPC) (where available) based on the energy rating from the following options:

- carbon neutral;
- A;
- B;
- C;
- D;
- E;
- F;
- G;

- the Carbon Dioxide Emissions calculated in terms of kg/m^2 floor area per year;
- the approximate current energy use/m^2 of floor area expressed in kWh/m^2.

Clinical waste produced at Site level, measured in tonnes.

Details of any NHS Board schemes to improve environmental performance with associated costs.

Details of water consumption at each Site in cubic meters per bed.

Costings

11.6 There is no requirement to cost this Facet other than costs of any schemed to improve environmental performance.

12. Facet 4: Space utilisation

Levels of appraisal

12.1 The appraisal of Space Utilisation will be assessed at one of the following three possible levels:

- Level 1 - a desktop review by an Estates and/or Service Manager with a good understanding of the general usage of the Estate;
- Level 2 - a combination of on-site visual inspection of each department together with discussions with users and consideration of acceptable space standards by an Estates and/or Service Manager;
- Level 3 - a room by room assessment to identify the level of occupation of each room throughout a typical working day.

Recommended appraisal level

12.2 The recommended level of appraisal is Level 2.

12.3 Those Boards which have CAD drawings available may decide to carry out a detailed appraisal at Level 3.

Ranking protocol

12.4 The assessment of the Block requires to be appraised at Departmental Level and assigned a rank in accordance with the following definitions:

E - empty or grossly underused at all times (excluding temporary closure).

U - underutilised: utilisation could be significantly increased.

F - fully utilised: a satisfactory level of utilisation.

O - overcrowded, overloaded and facilities generally stretched.

Assessment process

12.5 When conducting an appraisal of this Facet, the following matters should be considered:

The current use of the space:

- how intensively is the space being used?
- are there any rooms or areas under used?

Use of the space over time:

- does the use vary over time?
- do occupation levels change over the working day/week?

Comparison of space with national guidance

- how does the space compare with national guidance eg. the Activity Database (ADB), Scottish Health Planning Notes and Scottish Health Building Notes.

Costings

12.6 There is no requirement to cost this Facet however Boards may optionally do so.

13. Facet 5: Functional suitability

Levels of appraisal

13.1 The appraisal of Functional Suitability will be carried out at one of the following three possible levels:

- Level 1 - the desktop review by an NHS Board Estates and/or Service Manager with a good understanding of the general functionality of the accommodation;
- Level 2 - a combination of on-site visual inspection of each department and discussions with users about the three Elements of functionality based on a Broad assessment;
- Level 3 - a detailed on-site inspection of each department against this specific level of functionality related criteria based on a Detailed Assessment.

Recommended appraisal level

13.2 The recommended level of appraisal is Level 2.

Ranking protocol

13.3 The assessment of each Block requires to be appraised at Departmental Level and assigned a rank based on the following definitions:

A - very satisfactory, ideal accommodation, no change needed.

B - satisfactory with only minor change needed.

C - not satisfactory with significant change needed.

D - unacceptable in its present condition, major change needed.

X - supplementary rating added to D only, to indicate that it is impossible to improve without replacement.

Assessment process

13.4 The assessment should be carried out on the basis of the following three Elements:

- internal space relationships;
- support facilities;
- location.

Broad assessment (Level 1 Appraisal)

13.5 When conducting a broad assessment of this Facet, the following matters should be considered:

Internal Space Relationships

- how efficient and effective are the relationships of the internal spaces to each other?

Support Facilities

- are there sufficient services supporting the function?

Location

- is the space well sited in relation to other departments and access points?

Detailed assessment (Level 2 and Level 3 appraisals)

13.6 When conducting a detailed assessment of this Facet, the following matters should be considered:

Internal Space Relationships

- does the accommodation allow safe and effective service 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 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 and located close to inter-dependent departments?
- is good access available for vertical and horizontal circulation (eg. lifts, stairs, etc)?
- is access sufficiently close to car parks/public transport?

Costs to upgrade to Category B

13.7 There is no requirement to cost this Facet as the costs to upgrade will not be reported nationally however Boards may optionally do so.

13.8 The software has the facility to hold upgrade costs and Boards may choose to include these costs, should they wish to do so.

Notes

13.9 Additional information about the nature and location of the works required should be entered in the 'Notes' section.

13.10 The purpose of the note is to inform those reading the post-survey reports on the nature and scope of the remedial works.

13.11 The narrative will not extend to a schedule of works clause and it is accepted that further post-appraisal Site visits will be required in order to prepare appropriate Schedules of Work and/or Specifications.

Remedial action

13.12 Additional text should be provided to aid interpretation of the recommended upgrading works, where necessary.

14. Facet 6: Quality

Levels of appraisal

14.1 The appraisal of Quality will be carried out to one of the following three possible levels:

- Level 1 - a desktop review by an NHS Estates and/or Service Manager with a good understanding of the general quality of the available accommodation based on a Broad assessment;
- Level 2 - a combination of on-site visual inspection of each department and discussions with users about the three Elements of quality based on a Detailed Assessment;
- Level 3 - a Detailed Assessment based on Site inspection of each Department against the specific set of quality related criteria.

Recommended appraisal level

14.2 The recommended level of appraisal is Level 2.

Ranking protocol

14.3 The appraisal Block at Department Level requires to be made in accordance with the following definitions:

A - a facility of excellent quality;

B - a facility of satisfactory quality with only general quality improvements required;

C - a facility of less than satisfactory quality with investment needed;

D - a facility of poor quality with significant investment needed;

X - improvements are either impractical or too expensive to be tenable – only total rebuild or relocation will suffice.

Assessment process

14.4 The assessment should be based upon the following three Elements:

- amenity;
- comfort engineering;
- design.

Broad assessment (Level 1 Appraisal)

14.5 When conducting a Broad assessment, the following matters should be considered:

Amenity

- does the facility/accommodation offer attract pleasing area for patients and staff in terms of privacy, dignity, comfort, working conditions, signposting?

Comfort Engineering

- does the facility/accommodation offer an acceptable environment? Is it well lit, adequately heated and cooled, noise and odour free?

Design

- is the internal/external environmental attractively designed in terms of good colour schemes, well furnished, enhanced by art, plants, landscaping, views, etc?

Detailed assessment (Level 2 and Level 3 Appraisals)

14.6 When conducting a detailed assessment of this Facet, the following matters should be considered:

Amenity

- 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 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

- artificial lighting enhances the overall design?
- comfort conditions are achieved in heating?
- comfort conditions are achieved in ventilation?
- acoustic privacy is achieved?
- noise levels are acceptable?
- persistent odours are absent?

Design

- 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, ceilings and walls?
- furniture co-ordinates well with overall design?
- art and craftwork is integrated into overall design?
- interior is in 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?

Costs to upgrade to Category B

14.7 There is no requirement to cost this Facet however Boards may optionally do so.

Notes

14.8 Additional information about the nature and location of the works required should be entered in the 'Notes' section.

14.9 The purpose of the note is to inform those reading the post-survey reports on the nature and scope of the remedial works.

14.10 The narrative will not extend to a schedule of works clause and it is accepted that further post-appraisal Site visits will be required in order to prepare appropriate Schedules of Work and/or Specifications.

Remedial action

14.11 Additional text should be provided to aid interpretation of the recommended upgrading works, where necessary.

15. Appraisal aggregation

Producing an overall rating

15.1 As detailed earlier, the objective of the exercise is to ensure that the Estate as an asset supports healthcare service delivery by providing the right facilities, in the right place, at the right time.

15.2 The purpose of the appraisal is to establish what it will cost to return the NHS Estate in Scotland to an acceptable standard and to identify opportunities for adaptation and rationalisation as a baseline assessment for developing a PAMS.

15.3 To ensure the consistency of the appraisal across the entire Estate, the Six Facet approach has been adopted. The use of a new computerised database, ESTATEManager, will allow the large amounts of data to be stored, manipulated and interrogated easily. This will enable output reports to be generated summarising the performance across the Estate.

15.4 The appraisal is however, dependent on subjective assessment, based on the ranking of each Element and Sub-Element of the Six Facets and this requires a pragmatic approach, based upon observation and interviews with knowledgeable NHS Estate personnel.

Physical condition

15.5 For Physical Condition, the condition of each Sub-Element requires to be assessed and assigned a Category based on the Ranking protocol.

15.6 The range of ranks of each of the Sub-Elements should then be considered and a pragmatic approach adopted to arrive at an aggregate category ranking for each Element.

15.7 The range of ranks assigned to each of the Building and Engineering Elements should then in turn be considered and an aggregate rank established for the Building and Engineering Elements at Block Level (Level Three).

15.8 An overall aggregate Physical Condition assessment of the Block should subsequently be determined by professional judgement, which should combine all Building and Engineering elements and sub-elements.

Statutory Compliance and Environmental Management

15.9 As ranking protocols do not apply to these two Facets, appraisal aggregation is not relevant.

Space Utilisation, Functional Suitability and Quality

15.10 For these three Facets, a pragmatic approach is required to arrive at an aggregate category ranking of each Facet at Block Level (Level Three).

16. Costing of identified Remedial/Upgrading Works

Backlog maintenance costs

16.1 Backlog maintenance costs are the costs to bring any estate assets that are below acceptable standards, in terms of their physical condition or which do not comply with mandatory fire safety requirements and statutory safety legislation, up to an acceptable condition, Condition B with 5+ years remaining life.

16.2 Backlog maintenance costs are required to be expressed as Works Costs (ie. base costs to undertake works) and these will exclude:

- professional fees;
- value added tax;
- contingencies;
- risk;
- decanting;
- temporary services to other areas;
- overtime/out of hours working;
- disruption.

16.3 Costs should reflect current prices as at Quarter II, 2010 which has been set as the 'Base' year. Aged costs will require to be updated using Building Cost Information Service (BCIS) Cost Indices. Guidance on updating aged cost data is given in Section 19.

16.4 Costs will be updated annually in the future.

Assessment of costs

16.5 Having identified the nature of the remedial works and the anticipated life remaining, it is necessary to estimate the cost of each work item. To facilitate this, the total Sub-Element quantity/area should be measured, calculated and noted, together with the relevant percentage that is assessed as being defective.

16.6 Spot prices should then be calculated using the guidance provided in the Schedule of Rates enclosed as Appendix 5.

Rounding of costs

16.7 All Backlog Maintenance Costs and Remedial/Upgrading Costs are indicative only, and are based on a high level appraisal rather than a detailed Condition Survey. As such, all costs should be rounded up to the nearest £1,000.00.

De-Minimus threshold for costs

16.8 There will be a de-minimus threshold of £1,000.00 for individual items of disrepair subject to the following;

- items of disrepair that in the absence of any remedial intervention, and within a three year period, could lead or cause further deterioration either to the subject Element or other Element(s) resulting in a remedial cost in excess of £1,000.00;
- where there is a recurrent defect giving rise to a number of defects similar in nature but otherwise isolated then these should be grouped and the aggregated cost applied against the de-minimus threshold;
- items that represent a health and safety risk should be recorded as for other items of disrepair regardless of cost.

16.9 Minor day-to-day maintenance and minor routine works (eg inspection; servicing; cleaning; etc) shall be excluded from the survey.

17. Risk Assessment process

The Risk Assessment

17.1 In order to identify high risk factors in the Estate which need to be addressed urgently in comparison to those that can be programmed into an Estate Investment Planning Process over a longer period, it is necessary to carry out a risk assessment of those items in Category B, Category C and Category D where remedial action costs have been identified.

17.2 Risks should be assessed according to the likelihood that the risks will be realised and the severity of the consequence. This will produce a final Risk Score and Ranking for each sub-Element.

17.3 For each item being addressed, a 'Consequence' score of 1-5 should be assigned based on the potential adverse consequence that might arise as a result of the failure based on the following:

Score	*Consequence*
1	**Insignificant**
2	**Minor**
3	**Moderate**
4	**Major**
5	**Catastrophic**

Table 2: Risk Consequence Scores and Definitions

17.4 For each item being assessed a 'Likelihood' score of 1-5 should be assigned based on the likelihood that the risk will be realised, based on the following:

Score	*Likelihood*	*Indicator*	*Estimated Time to Failure*
1	**Rare**	No or minimal remedial action required and/or new/recent upgrade	Circa > 10 years
2	**Unlikely**	Normal wear and tear. Sound, operationally safe and exhibits only minor deterioration	Circa 4 - 6 years
3	**Possible**	Reasonable physical damage/deterioration.	Circa 2 – 4 years
4	**Likely**	Major physical damage/deterioration. Failure apparent/assessed as imminent or unacceptable	Circa 1 – 2 years
5	**Certain**	Failure has occurred. Unacceptable	Circa < 1 year

Table 3: Risk Likelihood Scores and Definitions

Risk Score and Risk Ranking Calculation

17.5 By multiplying the consequence scores and the likelihood score, a Risk Score can be produced.

17.6 From the Risk Score, a Risk Ranking is obtained from the following table:

Score Range		*Risk Ranking*	*Colour Coding*
1-6	**Low**		Green
7-10	**Moderate**		Yellow
11-15	**Significant**		Orange
16-25	**High**		Red

Table 4: Risk Scores and Rankings

PART 3: The Survey Process

This Part of the document outlines the survey process which will be utilised for the national Health Facilities Scotland comission with the appointed survey partner. In addition, Boards may use this Part of the document for appointing and briefing their own consutlant/survey partner, or for their own staff to allow an understanding of the process.

18. Arranging access

Access arrangements

18.1 A key issue for the smooth execution of the survey phase of this project is to ensure that continuity of inspection can be provided for the Survey Teams.

18.2 Arranging access for smaller buildings may be relatively straightforward however, for more complex Sites such as Acute Hospitals where there are a variety of buildings and departments the arrangements for access need to be carefully co-ordinated.

18.3 The Survey Partner Teams will be multi-disciplined. Due to the different types of inspections carried out, Surveyors and Engineers work at different rates and they may not visit the various buildings at the same time.

18.4 It will therefore be necessary for each Board to provide the Survey Partner with an appropriate Letter of Authority, a detailed list of contact names, telephone numbers and email addresses down to Block Level to enable access for the inspections to be arranged. It is recognised that some Boards have Access Protocols in place which will assist the Survey Partner gaining unrestricted access.

18.5 Additional arrangements will be required where properties are currently vacant to ensure that keys can be made available as and when required.

18.6 To secure continuity of inspection, a designated member of the Survey Partner Team will act as Access Co-ordinator, responsible for contacting the person in charge of each Site/building/department prior to the proposed inspection dates to make appropriate arrangements for Site access and inductions for the inspection.

18.7 Any difficulties in arranging access to individual Sites will be referred to the appropriate NHSScotland Board representatives for resolution.

18.8 Special arrangements may be necessary for certain facilities eg. mental health.

Survey hours

18.9 Survey Teams will carry out the majority of the inspections during normal business hours, 9.00am to 5.00pm, Monday to Friday.

18.10 It is expected that the Survey Teams will require to use their interpersonal skills to discuss and agree access requirements with the person in charge at Site so that each Site, building and department is inspected.

19. Survey structure

The Appraisal process

19.1 The purpose of the building appraisal is to collect information on the current condition and performance of the NHS Estate in Scotland. To achieve consistency of approach in data collection and reporting, each building asset is being ranked against the Six Facets to enable the overall condition of the NHS Estate in Scotland to be assessed.

19.2 A pragmatic approach is required to the process of collecting data and the output represents a 'snapshot' in time at a strategic high level. Detailed inspections and reports are outwith the scope of this current project.

19.3 The appraisals will be carried out by a large team rather than by one person and to ensure consistency of approach, the systems and procedures set out in this Property Appraisal Manual will be followed.

Scope of inspection

19.4 The Survey Team inspections will include a visual, non-disruptive examination of the accessible building fabric and building services including external areas but they will not include those parts of the structure or its services which are built in, covered up and made inaccessible in the normal course of construction, fitting out or occupation.

19.5 The building appraisals will generally be undertaken from ground level but where safe access is available, we will also inspect flat and pitched roof areas of the estate and any void areas.

19.6 The appraisal of the Building Services will include plant rooms, energy centres and other restricted areas where access can be made available by the appropriate authorised Board personnel at the date of inspection.

19.7 Where survey teams are unable to gain safe means of access, any areas not inspected will be highlighted in the report.

19.8 As part of the Property Summary to be prepared for each Site, the survey partner will identify any areas of the estate which require further investigation.

19.9 Where practicable, there will also identify the need for further specialist examinations or tests where these are considered necessary.

Urgent issues

19.10 During the course of inspection, if the appointed survey partner identifies any health and safety issues which require urgent or emergency action to be taken, the relevant contact point within the Board will be immediately contacted by

telephone or email. In addition, Health Facilities Scotland will be advised for information only.

19.11 Thereafter, an Urgent Issue Report will be issued using the pro-forma included as Appendix 7.

Survey exclusions

19.12 The inspections conducted under this project will not extend to the following:

- lifting of manhole and inspection covers;
- underground drainage surveys;
- water testing (eg. legionella; water quality).

19.13 The following Elements/Features are also expressly excluded from the survey;

- IT infrastructure, equipment and fittings;
- portable appliances including fire fighting appliances;
- specialist medical equipment;
- unfixed fixture and fittings;
- white goods.

20. Survey collection systems

Collecting survey data

20.1 There are a variety of options available for collecting the survey data including:

- manual paper based systems;
- tablet computers;
- hand-held PDA devices.

20.2 Paper based forms are being used for the purposes of the property appraisals being undertaken on the national commission, however when Boards are undertaking their own data collection on an ongoing basis, it may be worth considering the use of electronic data collection methods, however this may require an investment in information technology hardware.

21. Survey data

Data collection

21.1 The proforma data collection sheets have been prepared for each of the Six Facets.

21.2 Copies of the proformas are included as Appendix 7.

General

21.3 **Surveyor Name**

The name of the Surveyor/Engineer carrying out the appraisal.

21.4 **Survey Date**

The date of the inspection.

Site data items (Level Two)

21.5 **Organisation name**

The NHS Organisation that owns, leases or occupies the Site.

21.6 **Site code**

A unique SRN that identifies a Site owned, leased or occupied by an NHS Organisation.

Site codes to be provided by NHSScotland.

21.7 **Site name**

A name by which a Site is known.

Site names to be provided by NHSScotland.

21.8 **Site type**

The primary use of the Site.

21.9 **Site area**

The Site Area of the Site in hectares.

Block data items (Level Three)

21.10 **Block No**

A code, unique within a Site, that identifies a specific Block.

Block numbers to be provided by NHSScotland.

21.11 **Block name**

A name by which a Block is known.

Block names to be provided by NHSScotland.

21.12 **Block general description**

A general textual description of the type, size and construction of the Block.

Eg. Large two storey Victorian building with multiple c1960's infills and extensions. Masonry elevations, clay pantile clad pitched roofs to main areas, flat roofs to other areas, majority of windows are Crittal steel casements.

21.13 **Build year**

The approximate date the Block was built.

A four digit year value (eg. 1985).

21.14 **Organisation name**

The NHS Organisation that is the owner, the main occupier or responsible for the Block.

21.15 **Block Gross Internal Area (GIA)**

The GIA of the whole Block in square metres.

21.16 **Estimated GIA flag**

If the GIA is an estimated value rather than an accurate value from CAD plans then the estimated flag shall be set to True.

21.17 **Block photograph**

A photograph of the front elevation of the Block.

21.18 **Block Fabric Condition Grade**

Having regard to the Building Fabric Condition Data collected during the inspection, the Block as a whole shall be assigned an overall building Fabric Condition Grade

21.19 **Block Fabric Executive Summary**

A brief narrative providing an overview of the main findings of the Building Fabric Appraisal and other observations, at Block Level, identified during the inspection.

21.20 **Block Engineering Services Condition Grade**

Having regard to the Mechanical and Electrical (M&E) condition data collected during the surveys, the Block as a whole shall be assigned an overall M&E Condition Grade.

21.21 **Block Engineering Services Executive Summary**

A brief narrative providing an overview of the main findings of the M&E Appraisal and other observations at Block Level, identified during the inspection.

Location data items (Level Four)

21.22 **Zone/Location Name**

A designation given to an internal or external area of a Block. This may be a collection of rooms in a Block as defined by occupation eg a Department name; a collection of rooms in a Block as defined by a physical attribute eg a Floor level or an external area of a Block eg Elevation 01.

For small to medium sized Blocks there is likely to be only one zone/location per Block (ie the Whole Block).

For larger Blocks that have multiple occupants then they should be sub-divided into smaller zones/locations normally delineated by Departmental Occupancy or the Physical structure (eg floor levels). In these instances the building envelope and engineering services should be assessed for the whole Block whereas the internal Elements should be assessed for each Department/Zone/Location.

21.23 **Facet**

In ESTATEManager, the Six Facets are represented by the following 9 tabs:

01 – Building	}	
02 – Engineering	}	Physical Condition
03 – Function		
04 – Space		
05 – Quality		
06 – Statutory	}	
07 – Fire	}	Statutory Compliance
08 – DDA95	}	
09 – Environment		

21.24 **Physical Condition Elements**

The Elements related to the above Physical Condition Facet are:

Facet: Building

01 Structure
02 External Fabric
03 Roof
04 Internal Fabric
05 Internal Fittings and Fixtures
06 External Grounds and Gardens

Facet: Engineering Services

07 Drainage and External Services
08 Fuel Storage and Distribution
09 Boilers and Calorifiers
10 Steam Systems
11 Heating Systems
12 Ventilation Systems
13 Medical Gas Systems
14 Hot and Cold Water Systems
15 Lifts and Hoists
16 Fixed Plant/Equipment
17 Electrical System
18 Communication Systems
19 Alarms and Detection Systems
20 Building Management Control System

21.25 **Sub-Elements**

1.01 Substructure
1.02 Frames
1.03 Floors and Stairs
1.04 Roofs
1.99 Other

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

3.01 Coverings – Pitched
3.02 Coverings – Flat
3.03 Roof Lights
3.04 Rainwater Goods
3.05 Chimney Stacks and Parapet Walls
3.99 Other

4.01 Internal Walls and Finishes
4.02 Floor Coverings
4.03 Ceilings Finishes
4.04 Ceilings - Suspended
4.05 Internal Doors and Ironmongery
4.06 Internal Decoration
4.99 Other

5.01 Sanitary Ware/Fittings
5.02 Unit Furniture
5.03 Internal Fittings and Furniture
5.99 Other

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 Fixtures
6.06 Ancillary Buildings
6.99 Other

7.01 Drainage/Sewerage
7.02 External Utilities Infrastructure
7.03 Site Lighting
7.04 Lightning Protection
7.05 CCTV (External)
7.99 Other

8.01 Fuel Supply/Storage/Distribution
8.02 DHW Storage/Non-Storage

8.99 Other

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

10.01 Distribution Pipework
10.02 Valves
10.03 Controls
10.04 Meters
10.05 Condense Systems
10.06 Insulation
10.99 Other

11.01 Distribution Pipework
11.02 Heat Emitters
11.03 Controls
11.04 Heating Pumps
11.05 Insulation
11.99 Other

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 Systems
12.07 Cooling Towers
12.99 Other

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

14.01 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

15.01 Passenger Lifts
15.02 Goods Lifts
15.03 Hoists
15.04 Control Panel
15.99 Other

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

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
17.99 Other

18.01 Telephone Systems
18.02 Data Transmission
18.03 Paging Systems
18.04 Nurse Call Systems
18.05 Radio and Television Systems
18.06 Bedhead Services
18.99 Other

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

20.01 Building Management System
20.99 Other

21.26 **Condition Grade**

Each Sub-Element shall be assigned a Condition Grade.

The External Fabric Elements 01 Structure, 02 External Fabric and 03 Roof should be assessed for the whole Block.

The External Fabric Element 06 External Grounds and Gardens should be assessed against Block Level '00'.

The Internal Fabric Elements 04 Internal Fabric and 05 Internal Fixtures and Fittings should be assessed for each specified Block.

The Engineering Services 07-20, inclusive, should be assessed for the entire installation on a whole building basis. In cases where the whole building has been split into more than one Block, the Engineering Services Elements should be assessed and recorded against the first Block Level '01' in the list of Blocks for that building.

21.27 **Remaining Life**

The remaining life of the item in years. As a guide any items Condition C or below would be expected to have a remaining life of zero as they are not operating as intended.

21.28 **Year Allocation**

The Year that it is intended that remedial works should be carried out on this Element based on its remaining life e.g. an Element with a remaining life of 0 should be identified as 2010.

21.29 **Item Quantity**

The quantity relevant to the proposed remedial action.

21.30 **Cost**

The base cost of the required remedial work.

Insert base date of cost eg. QII 2006. State whether this cost is from existing data or has been assessed as part of the current appraisal.

21.31 **Likelihood**

The likelihood rating 1-5.

21.32 **Consequence**

The consequence rating 1-5.

21.33 **Notes**

A concise description of the location and nature of any defects/deficiencies requires to be provided.

21.34 **Remedial action**

Each Item requires to be given a concise narrative on the nature and type of the proposed remedial or upgrading work sufficient to inform those reading post survey reports on the nature and scope of the remedial works.

21.35 **Element photograph**

Where relevant, a photograph that relates to a specific condition item as supporting evidence.

Aggregate Category Rating

21.36 For Space Utilisation, Functional Suitability and Quality, the Aggregate Category Rating should be assessed and stated at Block Level (Level Three).

22. Digital photographs

Requirements

22.1 As part of the appraisal of the NHS Estate, representative photographs in digital format are required for each property.

The number of photographs required for each Sub-Element, location, Block and Site will vary according to the size, complexity and condition of the asset.

The minimum requirement for photographs is as follows:

- a photograph of the front elevation of each Block;
- a photograph that relates to an item of specific remedial or upgrading work against each Sub-Element.

Photograph format

22.2 Each photograph should be stored as an individual JPG file and be no greater than 150kB in size with a resolution of 150 pixels per inch (recommended size 640 x 480 pixels). Each JPG file should be named in accordance with the following convention;

A – B – C – D – E

where;

A Site Code eg. ‘T504B’;

B Block Code eg. ‘01’;

C the text ‘FABRIC’ for ‘Building Condition’ or ‘MandE’ for ‘Engineering Services’;

D Unique (per Block) three digit photograph reference (assigned by the Surveyor) eg. ‘002’;

E file extension ie. ‘jpg’.

Example: T504B-01-FABRIC-002.jpg

Authority/permission

22.3 Check whether specific permission is required prior to taking photographs on any NHS Site.

Sensitivity

22.4 Care should be taken to ensure that any photographs taken as part of this exercise do not include patients or children.

23. Data input

Data input options

23.1 Existing record information and data collected from fresh appraisals can be imported into ESTATEManager by any of the following means:

- direct input into the software portal;
- importing into the system;
- via an intermediate Excel spreadsheet for uploading by 3i Studio.

Survey partner data

23.2 On returning to the office the completed data collection sheet/Survey Block for each Facet at Block/Site Level will be checked for completeness prior to inputting into an Excel spreadsheet.

23.3 On completion of data input, the spreadsheet will be saved in Comma Separated Values (CSV) file format and forwarded by email to 3i Studio for importing into ESTATEManager.

23.4 Alternatively, the data may be imported directly into the ESTATEManager system.

24. General Health and Safety

Geographical considerations

24.1 The NHS Estate in Scotland is diverse with locations ranging from the Borders to the Highlands and Islands.

24.2 Properties located on the Western and Northern islands present their own unique challenges, both in terms of carrying out inspections and the impact the severe marine weather conditions have on the physical condition of property assets located on remote, exposed Sites. Additionally, the local architecture often sets these assets apart from the 'norm' e.g. Black house felt roof construction on Tiree, Lewis and Harris.

24.3 Survey and travelling arrangements will require to be flexible and adaptable when scheduling visits to these locations and staff may become 'storm' or 'fog' bound on the islands, despite the best intentions of the ferry or flight operators – either outgoing or incoming.

Staff vetting

24.4 During the course of the appraisals, it is likely that the survey teams will come into contact with young and/or vulnerable people during the course of the commission.

24.5 The NHSScotland Boards and the appointed survey partner have responsibilities to ensure the welfare and protection of vulnerable people and to ensure the suitability of individuals who may have access to vulnerable people.

Staff identification

24.6 All Survey Team members will carry an ID pass with a current passport photograph and these will be made available for checking by the person in charge at each Site prior to commencement of the inspection.

24.7 The ID pass will be in addition to any visitor passes which may also require to be worn on any of the Sites.

Security

24.8 On arriving at each property, Survey Teams will report to the person in charge and obtain any Site specific safety briefing and discuss and agree any reasonable operational requests.

24.9 Thereafter, the Survey Teams will work safely, observing and complying with all safety signs and fire safety procedures.

24.10 Prior to leaving the Site, Survey Teams will advise the person in charge of their departure.

Site Induction/Passports to work

24.11 Where necessary, Survey Teams will undertake Site inductions and obtain any necessary Passports to Work to ensure that they are aware of the guidance available on working within wards, etc.

Surveying safely

24.12 The Health and Safety at Work Act 1974 places duties on the Survey Partner as employers, to take reasonable measures to ensure the safety of employees. Our employees in turn have similar responsibilities to take care of their own safety.

24.13 Discharging these responsibilities involves a process of risk assessment in which hazards or events likely to lead to harm are identified and then assessed in terms of the likelihood of the event occurring and the severity of the harm which would result.

24.14 Having identified a hazard and assessed the risk involved, working methods will require to be considered and, if necessary, a safe method of work and method statement for the activity documented.

24.15 A generic risk assessment has been prepared and this is included as Appendix 7. Each member of the Survey Team will be responsible for modifying the assessment for the specific Site being inspected and thereafter for complying with the method statement and safe system of work procedure.

24.16 Further specific guidance 'Surveying safely: your guide to personal safety at work' is issued by The Royal Institute of Chartered Surveyors and can be found on their website www.rics.org.

Personal Protection Equipment (PPE)

24.17 Survey Teams must be equipped with appropriate PPE e.g. high visibility vests, etc.

24.18 Survey teams should be provided locally with gowns/overalls or other clothing where these are required to access specific parts of buildings.

Suspect Asbestos containing materials (ACMs)

24.19 Where an Asbestos Management Plan is available for the premises, the Survey Team must refer to this prior to carrying out our inspection.

24.20 If during the course of the inspection any additional suspect asbestos materials are identified, these must be included in the Property Summary with recommendations for further investigation.

Arrangements for inspections of 'Difficult Areas'

24.21 Inspections of certain parts of the Estate such as Intensive Care Units, Operating Theatres, Neo-natal and Children Wards will be subject to access restrictions.

24.22 It will be necessary for the Survey Teams to liaise with the individual NHSScotland Board representatives to discuss and agree the steps necessary to minimise any potential access problems to these areas.

Infection control

24.23 The Survey Teams will follow published guidelines posted on notice boards in relation to hygiene for the prevention and control of infection.

In particular, the Survey Teams will not inspect any wards subject to vomiting or diarrhoea.

PART 4: Survey Partner Matters

25. Project Management and Co-ordination

Project Management team

25.1 For the purposes of project management and coordination of the survey exercise by the survey partner, a project management team should be out in place and a variety of roles are likely to be necessary including a Project Director, Survey Co-ordinators, Building Services Co-ordinators, Costing Co-ordinator, Statutory Compliance Co-ordinator, Access Co-ordinator/ Administrator and an Information Technology Co-ordinator.

In-House training

25.2 A series of in-house training sessions must be organised for the various members of the Survey Teams to explain the systems and procedures that require to be followed to ensure a consistent approach to data collection, input, costing and reporting.

25.3 This must include worked examples of the various pro-forma data collection sheets and discussion of the condition **Indicators** that should be considered during the on-site appraisal process.

Access for inspections

25.4 Client contact details must be provided by the relevant NHS Board.

25.5 Each of the Survey Co-ordinators must be responsible for arranging access to the relevant Sites/Blocks allocated to them and for making the necessary arrangements for contractor attendance, if required.

25.6 The Survey Co-ordinators must be responsible for ensuring that access has been arranged for each Site allocated to them in advance of the date of inspection.

25.7 Following completion of the Site/Block inspection, the Survey Team Leader must be responsible for completing the Property Return Sheet to ensure that all sections of the property have been inspected and the relevant digital photograph recorded, prior to leaving the Site.

25.8 The Survey Co-ordinator must be responsible for checking that all of the relevant information for each Site/Block has been gathered prior to submitting for data input.

25.9 Further checks of the Survey Books must be made at data input stage and any queries referred to the survey teams for clarification.

25.10 A pro-forma check sheet for the Survey Team Leader and Survey Co-ordinators is enclosed as Appendix 7.

Transport and accommodation

25.11 The Survey Co-ordinators must liaise with the Project Administrator to ensure that suitable travel arrangements are in place for the conduct of the survey phase of the commission.

25.12 To ensure efficient and effective implementation of the survey phase, it is anticipated that it must be more cost effective for overnight accommodation to be arranged for any Sites in excess of 1½ hours travel time from the appointed survey partner's named base office.

25.13 Prior agreement from the Client should be obtained before any accommodation is booked if costs are to be reimbursed directly.

Progress report

25.14 To assist the Project Director in providing the Client with regular progress reports, each Survey Co-ordinator must be responsible for providing weekly progress reports confirming the current status of the inspections of the Sites/Blocks allocated to them.

25.15 A pro-forma progress report is included as Appendix 7.

Progress versus Programme

25.16 Each of the Survey Co-ordinators must be responsible for ensuring that their teams maintain progress on the inspection of the properties allocated to them.

25.17 Close co-ordination will be required with the Project Director and Access Co-ordinator to ensure that any changes in the inspection dates of the properties are referred to the Client for agreement and to ensure that access can be provided.

Timesheets

25.18 All survey staff must complete and return a standard weekly timesheet identifying the time spent on each Site/Block.

25.19 The timesheets of the individual Surveyor/Engineer must be verified on a weekly basis by the Survey Co-ordinators.

26. Methodology

The various steps to be followed to roll-out the survey phase are summarised below:

Preparation

- distribute copies of the Property Appraisal Manual;
- deliver in-house staff training on the survey procedures to be adopted to ensure consistency;
- review the Property List/Asset Register;
- prepare a prioritised survey inspection programme;
- allocate the Property List to the survey teams, by discipline;
- ascertain the availability of record information.

Pilot Survey phase

- Organise and confirm the access arrangements for the pilot inspections. At each Site the appointed survey partner must:
  - notify the person in charge;
  - carry out a Risk Assessment;
  - identify inaccessible areas;
  - carry out our inspection (Note: the building fabric and Engineering Services inspections will be carried out separately);
  - on completion notify the person in charge of the Site prior to departure;
  - complete the overall checklist.
- input data from Survey Books into spreadsheet;
- check and complete costing exercise following agreed audit procedures;
- carry out a final audit for technical consistency and costing;
- import data into Estate Asset Management System;
- run output reports from ESTATEManager;
- check and verify data input and report output meet requirements;
- amend procedures to reflect lessons learned from pilot survey;
- obtain Client approval to proceed with main survey phase.

Main Survey phase

- confirm access arrangements on a phased basis;
- carry out the Data Capture and Appraisals of the property portfolio;

- monitor access arrangements and progress of the survey programme;
- provide regular progress reports to the Client;
- attend regular project meetings.

Report phase

- populate database or spreadsheets with survey data and carry out costing exercise;
- prepare Executive Summary for each Site;
- carry out final audit for technical consistency and costing;
- generate reports via the Estates Asset Management System.

27. Validation

27.1 Due to the nature of the appraisal of the Six Facets, it is impossible to make the assessments objective as there is no absolute measure of the correct answer for a Site/Block in terms of its condition, function or statutory compliance.

27.2 Consequently, much of the appraisal work will rely on the subjective assessment of the Survey Team using their professional judgement.

27.3 To help improve the objectivity of your assessments, it may be helpful to consider the following:

- what record information do I have (desktop review)?
- what evidence is apparent on the condition/compliance of the Elements/Sub-Elements (on Site appraisal)?
- what is the opinion of the Users/Estates Staff (interviews of key personnel)?
- in the case of major issues, is it worth obtaining a further opinion (peer review)?

28. Quality Assurance procedures

28.1 Quality Assurance Audits must be carried out at regular intervals to check and review the collected survey data.

28.2 The Survey Team Co-ordinators must carry out Quality Assurance Audits at regular interviews to check and review the collected survey data prior to data input stage, post data input stage and prior to transferring to 3i Studio.

28.3 The Project Director must also carry out additional random checks at data input stage.

28.4 As a minimum requirement, quality checks are required at the following stages:

Action	*Actioned By*
Confirm access arrangements	Access Co-ordinator
Check all data has been collected on completion of inspection	Survey Team Leader
Carry out random checks of data collection sheets	Survey Co-ordinator
Review data collection sheets prior to input and refer any omissions or queries to the Survey Team	Data Input Team
Check data input is complete	Survey Co-ordinator
Verify costing exercise including any rogue items	Costing Co-ordinator
Carry out random checks of costing	Costing Co-ordinator
Check all information is complete prior to passing to 3i Studio	Survey Co-ordinator
Random checks of data prior to submission to Client	Project Director

Table No 5: Quality check requirements

28.5 In the event that any potential or actual failure in our performance is identified, the Project Director must ensure that the details are recorded and that corrective and preventative action is taken.

29. Health and Safety during the Survey Phase

General

29.1 The Health and Safety at Work etc Act 1974 places a duty on Employers to take reasonable measures to ensure the safety of their employees.

29.2 Employees have similar responsibilities to take care of their own safety.

29.3 Discharging these responsibilities involves the process of risk assessment in which hazards or events likely to lead to harm are identified and then assessed in terms of the likelihood of the event occurring and the severity of the harm which would result.

29.4 Having identified a hazard and assessed the risk involved our working methods will require to be considered and, if necessary, a safe method of work or method statement for the activity documented.

Method statements

29.5 A generic risk assessment has been prepared and is included as Appendix 7.

29.6 Each survey team member will be responsible for modifying the assessment to meet the specific requirements of each Site being inspected and thereafter to comply with the method statement and safe system of work procedure.

First Aid

29.7 All survey teams must carry a proper first aid kit when visiting unoccupied properties.

Security

29.8 On arriving at the property all personnel must sign in and out.

29.9 Survey Team staff must carry their ID Card and appropriate Letter of Authority.

Site Specific information

29.10 You may need to obtain Site specific information eg:

- about specific hazards on Site.

29.11 This information should be obtained from the relevant Key Personnel at each NHS Board.

Access to Site

29.12 Access to the various properties will be arranged in advance.

29.13 It will be necessary for the Survey Teams to liaise with the occupiers of the Buildings and Departments.

Working safely

29.14 Observe and comply with all safety signs.

29.15 Consider other people eg. do not create a trip hazard.

29.16 Practice good housekeeping.

29.17 Ensure you have suitable and sufficient safety equipment and PPE.

29.18 Use all equipment and PPE properly.

Tools and equipment

29.19 All survey teams must carry sectional surveyors ladders.

29.20 Where longer ladders are required arrange contractor attendance.

29.21 All survey teams must carry mobile telephones to maintain contact.

Incident reporting

29.22 Incident

This covers:

- injury;
- damage;
- near hit;
- environmental;
- traffic accident.

29.23 In the event of an incident:

- report all incidents to the local NHS Board contact;
- an incident report must be filled in.

29.24 Serious Incident

This includes:

- fatality;
- major injury/occurrence (as defined by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)).

29.25 In the event of a serious incident:

- immediately contact the local NHS Board contact;
- inform your Manager, the Project Administrator and the Project Director;
- do not disturb the scene, except to make it safe.

Management of major emergencies

29.26 Alarms

- fire – continuous bell/sounder throughout building;
- fire alarm test – check what day and time;
- security alarms – check for sounder type.

29.27 Emergency Management

- automated systems;
- use of the PA system;
- emergency controller;
- Fire Marshalls.

29.28 Comply with any specific local procedures.

Fire Safety

29.29 Familiarise yourself with local procedures.

29.30 If you hear the fire alarm always evacuate.

29.31 If you think you have discovered a fire:

- raise the alarm and leave the building by the nearest exit.

29.32 Practice good fire prevention:

- no smoking within the Site boundaries of any NHS Site.

Appendix 1: Index of appendices

Appendix 2: References and acknowledgements

Strategic Property and Asset Management Guidance for NHSScotland 2010 (Version 01)

NHS Estates 'A Risk Based Methodology for Establishing and Managing Backlog' 2010

Land and Property Appraisal 2007; adapted from the 2002 Version of 'Estatecode'

Joint Premises Project Board – Asset Based Information and Delivery Group: **'Minimum Core Dataset for Joint Premises Development and Joint Services Planning'** 2006

RICS Guidance Note **Stock Condition Surveys** 2nd Edition 2006

An Overview of the Location Code Directive 2003

Physical Conditions of the Specification prepared by 3i Studio 2009

Audit Scotland Report, '**Asset Management in the NHS in Scotland'** January 2009

Appendix 3: Definitions

Asset Hierarchy: The different levels adopted for the Estate Asset Management System and comprising: The NHS Estate in Scotland; the individual NHS Board/Organisation; Site Level; Block Level; and Location Level.

Audit Scotland Report: Refers to the report dated January 2009 entitled 'Asset Management in the NHS in Scotland'.

Block Code: The coding system used to identify all Blocks on any Site.

Element: The key components assessed as part of the appraisal e.g. External Fabric.

Environmental Management: Relates to the impact of the Estate on the environment in terms of its water consumption, waste and energy performance.

Functional Suitability: How well the available accommodation supports the delivery of healthcare assessed on the basis of internal space relationships; support facilities and location.

Location Code Directory: The National Register of all locations in Scotland where health services are provided.

Physical Condition: The appraisal of the Physical Condition of the Estate's Buildings, Mechanical Systems, Electrical Systems and External Grounds.

Quality: Whether the available accommodation provides a comfortable, modern, pleasing environment in which healthcare services can be provided.

Site Reference Number (SRN): The Unique Reference Number assigned to each Site based on the Location Code Directory.

Software and Services Provider: 3i Studio.

Space Utilisation: How efficiently and effectively the available space is being used ie. the number of people using it and the frequency of which they use it as well as identifying areas of under/over provision.

Standing of Site: Whether the Site is essential or non-essential.

Status of Site: Whether a building is active or inactive and can be further categorised by occupied/vacant/surplus/sold/surrendered/terminated.

Statutory Compliance: Compliance with all statutory guidance and legislation related to the Estate including fire, health, safety and DDA.

Sub-Element: The Sub-Component of an Element e.g. External Doors and Ironmongery.

Survey Partners: An appointed consultant working in partnership with the NHSScotland Board undertaking surveys and property appraisals as instructed and agreed.

The Six Facets: This is the collective name for Physical Condition; Statutory Compliance; Environmental Management; Space Utilisation; Functional Suitability; and Quality.

Type of Site: This refers to the designation of the Site by use for grouping purposes e.g. Multi-Service Hospital.

Standing: Whether a building is considered to be essential or non essential.

Appendix 4: Schedule of typical life expectancies

	Component	Median Life Expectancy		
		Typical	Min	Max
1.00	**Structure**			
1.01	Substructure			
	Foundations: Generally	100	60	120
	Lowest Floor: Solid Ground Floor: Reinforced concrete slab	60	30	90
	Lowest Floor: Solid Basement Floor: Reinforced concrete with mastic tanking	75	50	100
	Lowest Floor: Suspended Ground Floor: Softwood hollow with boarding, softwood plates and joists	55	30	80
1.02	Frames			
	Columns and Beams: Reinforced Insitu Concrete: Isolated and/or attached concrete columns and beams (25 N/mm^2)	60	47	100
	Columns and Beams: Steel (Grade 43): Exposed; UBs and RSCs primed	75	50	100
	Columns and Beams: Steel (Grade 43): Concrete encased; UBs and RSCs primed; 50mm cover	75	50	100
	Laminated Timber Frame: Generally	60	32	100
	Timber Frame: Generally	60	35	95
	Space Frame: Generally	70	50	100
1.03	Floors and Stairs			
	Upper Floors: Insitu Concrete: Reinforced slab	75	45	100
	Upper Floors: Insitu Concrete: Reinforced coffered slab	75	40	100
	Upper Floors: Insitu Concrete: Reinforced troughed slab	70	40	100
	Upper Floors: Insitu Concrete: Reinforced slab in profiled steel decking	60	40	100
	Upper Floors: Precast/composite Concrete Decking: Insitu concrete on precast/precast prestressed concrete planks	70	40	100
	Upper Floors: Precast/Composite Concrete Decking: Precast/precast prestressed beams with filler blocks	70	40	100
	Upper Floors: Precast Concrete: Slabs generally	75	50	100
	Upper Floors: Decking: Softwood to timber joists	60	40	100
	Upper Floors: Decking: Chipboard to timber joists	42	30	60
	Stairs Structure: Concrete	70	40	100
	Stairs Structure: Steel	50	30	70

	Component	Median Life Expectancy		
		Typical	Min	Max
	Stairs Structure: Softwood	50	30	60
	Stairs Structure: Hardwood	60	30	80
	Stair Finishes: Aluminium: Nosings	15	10	20
	Stair Finishes: Plastic: Nosings	12	10	20
1.04	Roofs			
	Flat Roof Structure: Reinforced Concrete: Slabs on permanent steel shuttering	65	40	100
	Flat Roof Structure: Galvanised Steel: Z profile beams	50	30	65
	Flat Roof Structure: Steel: Prefabricated lattice joists	50	40	70
	Flat Roof Structure: Laminated Timber: Roof beams; softwood bearers	40	30	60
	Pitched Roof Structure: Timber: Generally	75	50	100
1.99	Other			
2.00	**External Fabric**			
2.01	External Walls and Finishes			
	External Wall Structure: Softwood Stud: One layer double sided building paper	50	30	60
	External Wall Structure: Aerated Lightweight Block	60	50	80
	External Wall Structure: Dense Aggregate Block	72	50	100
	External Wall Structure: Class B Engineering Brick	85	60	100
	External Wall Structure: Facing Brick: Machine made; pointed	80	50	100
	External Wall Structure: Clear Hollow Glass Block: Cement and sand joints; mastic pointed; facework both sides	50	40	70
	External Wall Structure: Rendered Blockwork	50	25	75
	Insitu Finishes: Self-Coloured Render: 20mm; to brickwork/blockwork base	47	30	60
	Insitu Finishes: Tyrolean Decorative Render: 15mm; four coats; to brickwork/blockwork base	40	30	50
	Insitu Finishes: Roughcast Coating: 15mm; render and dry dash; to masonry or concrete	40	25	50
2.02	Windows and Ironmongery			
	Curtain Walling System: Double Glazed Polyester Powder Coated Aluminium 'Stick' System: Medium/high quality standard; 6mm laminate glass; including opaque insulated spandrel panels	37	30	50
	Curtain Walling System; Double Glazed Polyester Powder Coated Aluminium 'Unitised/Panelled' Assembly: High quality standard: 6mm laminate glass; including opaque insulated spandrel panels	42	30	57

	Component	Median Life Expectancy		
		Typical	Min	Max
	Curtain Walling System: Structural Siliconed Double Glazed Standard 'Unitised/Panelled' Assembly: 10mm and 6mm clear and laminate; factory produced; on aluminium frame	45	30	60
	Windows: Softwood Casement: Side hung; hardwood sills; weather-stripping; fitted with fasteners; preservative stained base coat	30	20	40
	Windows: Treated Softwood Sash: Single light; ventilators; weather-stripping; opening sashes and fanlights	30	20	40
	Windows: Hardwood Casement: Top Hung; hardwood sills; weather-stripping; fitted with fasteners	40	27	55
	Windows: Softwood: Purpose made frames; treated; rebated and moulded	30	20	40
	Windows: Hardwood: Purpose made frames; rounded; rebated check grooved	40	30	60
	Windows: Polyester Powder Coated Galvanised Steel: Top/side hung; opening lights; weather-stripping; frames bed in mastic, pointed one side	45	30	60
	Windows: Acrylic Finished Aluminium: Vertical or horizontal sliding; plugged and screwed	40	25	50
	Windows: PVCu Casement: Fixed/tilt and turn light; sills and gazing gaskets and weather seals; including all ironmongery	30	20	40
2.03	External Doors and Ironmongery			
	External Doors: Softwood: Matchboarded; 44mm framed, ledged and braced doors; 19mm tongued, grooved and v-jointed boarding; one side vertical boarding; preservative treated	25	19	40
	External Doors: Softwood Standard Panelled: 44mm; hardwood frames; plywood panels; painted	30	20	40
	External Doors: Softwood Standard Flush: 40mm; skeleton or cellular core; plywood faced both sides; preservative treated	25	15	30
	External Doors: Softwood Standard Flush: 40mm; skeleton or cellular core; veneered both sides; preservative treated	25	15	35
	External Doors: Softwood Standard Flush: Half hour fire check; 44mm; solid core; plywood faced both sides	30	20	40
	External Doors: Softwood Standard Flush: One hour fire check; 54mm (60/45); solid core; sapele faced both sides; lipped all edges	27	20	40
	External Doors: Hardwood: Purpose made panelled; 44mm; solid, laminated or veneered; 4 plywood panels; mouldings	35	20	40

	Component	Median Life Expectancy		
		Typical	Min	Max
	External Door Frames and Lining Sets: Treated Softwood: Standard; primed; untreated hardwood sills	27	15	40
	External Door Frames and Lining Sets: Hardwood: Purpose made; jambs and heads; 50x100mm; as frames; rebated, rounded and grooved	35	20	50
2.04	External Cladding/Eaves Detail			
	External Wall Coverings: Timber: Board infill panels	30	15	40
	External Wall Coverings: Tile: Hung infill panels	40	25	50
	External Wall Coverings: Fibre Cement: Profiled sheet cladding; natural or coloured	35	25	50
	External Wall Coverings: PVF2 Coated Galvanised Steel: Profiled sheet cladding	40	25	50
	External Wall Coverings: Glass-Fibre: Profiled sheet cladding	25	17	37
	External Wall Coverings: PVCu: Cladding; 150mm; shiplap; insulated	30	20	40
	External Wall Coverings: GRP: Panels; plain or decorative finish; insulation; aluminium fixings; vapour barrier	35	20	40
	External Wall Coverings: Plastic: Profiled sheet cladding	25	17	32
	External Wall Coverings: Zinc: Flat Sheeting; 12 gauge; seamed joints	50	30	60
	External Wall Coverings: Milled Sheet Lead: Flat Sheeting; BS Code 4	67	45	100
	External Wall Coverings: Precast Concrete Standard Panels: Exposed aggregate finish; insulation; lining and fixings	60	35	75
	External Wall Coverings: Precast Concrete Brick Clad Panels: Insulation; linings	55	35	75
	External Wall Coverings: Precast Concrete Natural Stone Faced Panels: Insulation; lining and fixings	60	40	75
2.05	External Decoration			
2.99	Other			
3.00	**Roof**			
3.01	Coverings – Pitched			
	Pitched Roof Covering: Tile: Generally	60	30	80
	Pitched Roof Covering: Slate: Generally	70	40	100
	Pitched Roof Covering: Thatch: Generally	20	15	30
	Pitched Roof Covering: Fibre Cement: Profiled sheet cladding	35	20	50
	Pitched Roof Covering: PVF2 Coated Galvanised	30	20	40

	Component	Median Life Expectancy		
		Typical	Min	Max
	Steel: Profiled sheet cladding			
	Pitched Roof Covering: Pre-painted Aluminium: Profiled sheet cladding	32	22	47
	Pitched Roof Covering: Glass Fibre: Translucent sheet cladding	20	15	30
	Pitched Roof Covering: Plastic: Generally	26	15	40
	Pitched Roof Covering: Milled Sheet Lead: Generally	27	20	35
	Pitched Roof Covering: Aluminium: Sheeting generally	40	20	50
	Pitched Roof Covering: Copper: Sheeting generally	60	30	80
	Pitched Roof Covering: Zinc: Sheeting generally	40	25	50
3.02	Coverings – Flat			
	Flat Roof Decking: Softwood: Generally	30	20	45
	Flat Roof Decking: WBP Grade Plywood Boarding: Generally	35	22	50
	Flat Roof Decking: Strawboard: Generally	22	15	30
	Flat Roof Decking: Particleboard: Generally	25	15	30
	Flat Roof Decking: Composite Laminated Board: Generally	30	20	40
	Flat Roof Decking: Aluminium: Generally	32	20	40
	Flat Roof Decking: Galvanised Steel: Generally	30	20	40
	Flat Roof Coverings: Bitumen Felt: Generally	20	10	25
	Flat Roof Coverings: PVC: Generally	20	15	30
	Flat Roof Coverings: High Performance Polyester-Based Roofing System: Two layer covering; bonded	20	15	30
	Flat Roof Coverings: Synthetic Rubber (EPDM): Generally	20	15	30
	Flat Roof Coverings: Asphalt: Generally	30	20	50
	Flat Roof Surface Finishes: Solar Reflective Paint: On asphalt surfaces	10	5	15
3.03	Roof Lights			
	Rooflights: Aluminium: Sloping roof window, frame and opening light; integral internal lining, flashings and soakers; ironmongery; double glazing	32	25	40
	Rooflights: PVCu: Single skin; standard square or rectangular dome; plywood lining; timber kerbs; upstands	25	20	30
3.04	Rainwater Goods			
	Roof Drainage: Powder Coated Aluminium: Pipes/gutters/outlets	40	30	50

	Component	Median Life Expectancy		
		Typical	Min	Max
	Roof Drainage: Cast Iron: Rainwater pipes/gutters/roof outlets; red lead primer; 2 undercoat and 1 coat gloss paint finish	50	30	75
	Roof Drainage: PVCu: Rainwater pipes/gutters/roof outlets	25	20	30
	Roof Drainage: Lead: Box gutters and flashings	60	30	75
	Roof Drainage: Zinc: Box gutters and flashings	35	20	40
	Roof Drainage: High Performance Felt: Box gutters and flashings	20	15	30
3.05	Chimney Stacks and Parapet Walls			
	Steam plant: Brick chimneys	35	35	45
3.99	Other			
4.00	**Internal Fabric**			
4.01	Internal Walls and Finishes			
	Partitions: Treated Softwood Stud and Plasterboard: 12.7mm gypsum plasterboard; tapered edges; fixed with galvanised nails to softwood; joints filled, taped and flush jointed	50	30	65
	Partitions: Cellular Core Plasterboard Partitions: 63mm; sawn softwood plates, and battens; flush jointed tapered edge panels	50	30	60
	Proprietary Partitions: Metal Stud and Plasterboard: 100mm; two layers 12.5mm wallboard each side; 48mm studs; flush jointed tapered edge panels	50	30	60
	Proprietary Partitions: Metal Stud and Plasterboard: 65mm; one hour; one layer 15mm fireline board each side; jointed tapered edge panel	50	37	67
	Proprietary Partitions: Laminated Plasterboard: 65mm; 19mm outer layers square edge plank core; 19mm tapered edge plank both sides; softwood plates and battens; flush jointed tapered edge panels	50	30	60
	De-mountable Partitions: Steel: Generally	30	15	40
	De-mountable Partitions: Aluminium: Generally	25	15	35
	De-mountable Partitions: Glass Reinforced Gypsum: Generally	25	10	30
	De-mountable Partitions: Glass: Generally	20	10	30
	Dry Lining: Gyproc Wallboard: Insulating grade, plastic faced; taped joints; for direct decoration	37	20	50
	Dry Lining: WBP Plywood: Including battens	35	22	50
	Dry Lining: Chipboard: Including battens	30	15	40
	Dry Lining: Non-Asbestos Boards: Flame proof; Class O; including battens	37	25	50
	Dry Lining: MDF Boards: Including battens	30	20	40

	Component	Median Life Expectancy		
		Typical	Min	Max
	Boarding/Panelling: Hardwood: Tongued and grooved, v-jointed; including battens	50	30	60
	Insitu Finishes: Lightweight Plaster: Two coats; to brickwork/blockwork base	50	32	62
	Insitu Finishes: Hardwall Plaster: One coat Thistle Universal; to brickwork/blockwork base	50	30	62
	Rigid Finishes: Glazed Ceramic Tiles: Fixing with adhesive; including backing	25	10	30
	Rigid Finishes: Granite Cladding: 20mm; polished finish; jointed and pointed in coloured mortar; to cement/sand base	40	25	60
	Rigid Finishes: Marble Cladding: 20mm; polished finish; jointed and pointed in coloured mortar; to cement/sand base	45	30	65
4.02	Floor Coverings			
	Insitu Screed : Cement/Sand: 25mm; one coat screed (1:3); to concrete	40	25	60
	Insitu Screed: Granolithic: 20mm; one coat; cement and granite chippings; laid on concrete	50	30	65
	Insitu Screed: Latex Cement: 5mm; two coats; to concrete base	20	15	30
	Insitu Screed: Epoxy Resin: Generally	12	10	15
	Rigid Finishes: Terrazzo Paving: 16mm; pavings divided into panels; on screeded bed	50	30	60
	Rigid Finishes: Quarry Tiles: 12.5mm; to cement/sand base	50	30	60
	Rigid Finishes: Parquet: Generally	30	15	50
	Flexible Tile: Cork: 4mm; fixing with adhesive; cement/sand base	15	10	20
	Flexible Tile: Vinyl: Generally	15	10	20
	Flexible Sheet: Linoleum: Generally	20	10	25
	Flexible Sheet: Vinyl: Generally	15	10	20
	Flexible Sheet: Fitted Carpet: Contract medium quality; wool/nylon carpet	10	5	15
	Flexible Sheet: Fitted Carpet: Contract heavy quality; wool/nylon carpet	12	8	18
	Raised Access: Density Particle Board: 30mm panels; light/medium or office grade; 150mm high overall; pedestal supports	25	20	30
	Raised Access: Chipboard Panels: Light/medium or office grade; 300-600mm high; galvanised sheet steel; pedestal supports	30	20	40
	Floating: Chipboard: 19mm panels nailed to softwood battens; 63mm Durabella flooring system;	30	20	37

	Component	Median Life Expectancy		
		Typical	Min	Max
	on concrete floor			
	Skirting: MDF: 25x75mm; polished; incl. grounds	30	20	40
	Skirting: Hardwood: 25x100mm; polished; incl. grounds	47	25	60
	Skirting: Plastic: Generally	24	10	30
4.03	Ceilings Finishes			
	Dry Lining: Gypsum: 12.5mm Fireline board; fixing with nails to softwood base	40	20	50
	Dry Lining: MDF: 25mm	30	20	40
	Dry Lining: Non-Asbestos Boards: 12mm Masterboard fire resisting lining; sanded finish	35	20	40
	Dry Lining: Non-Asbestos Boards: 9mm Supalux lining; sanded finish	30	20	40
	Insitu Finishes: Textured Plastic: One coat sealer and one coat Artex; to plasterboard or concrete ceilings	25	10	30
	Insitu Finishes: Plaster: 5mm; Thistle board; to plasterboard	30	20	45
	Insitu Finishes: Plaster: 10mm two coat lightweight plaster; to concrete/plasterboard	35	20	50
4.04	Ceilings - Suspended			
	Suspended Ceilings: Aluminium: 600x600mm tile; concealed/exposed grid; hangers to concrete	25	15	35
	Suspended Ceilings: Gypsum Based: 600x600mm tile; concealed/exposed grid; hangers to concrete	25	12	32
	Suspended Ceilings: Mineral Wool Based: 300x300mm tile; concealed/exposed grid; to concrete	25	10	30
4.05	Internal Doors and Ironmongery			
	Internal Doors: Softwood: 44mm flush half-hour firecheck door; hardboard faced; including ironmongery	30	20	40
	Internal Doors: Softwood: 44mm flush half-hour firecheck door; plywood faced; including ironmongery	35	20	50
	Internal Doors: Softwood: 54mm flush one-hour firecheck door; wood veneered; including ironmongery	37	25	50
	Internal Doors: Softwood: 44mm purpose made panelled door; including ironmongery	40	25	50
	Internal Door: Glass: Including ironmongery; generally	25	15	30
	Internal Door: Flexible: Including ironmongery; generally	15	10	20

	Component	Median Life Expectancy		
		Typical	Min	Max
	Roller Shutters/Doors: Metal: Including ironmongery; generally	25	10	30
4.06	Internal Decoration			
	Decorations: Emulsion Paint: One mist and two coats; to brick/block walls, cement render/concrete, plaster walls	6	4	10
	Decorations: Eggshell Paint: One undercoat and two finishing coats; to plaster walls	7	5	10
	Decorations: Masonry Paint: One base coat and two finishing coats; to rendered, concrete or brickwork/blockwork	7	5	10
	Decorations: Textured Plastic Finish: One coat sealer and one coat Artex; to plaster, brickwork/blockwork, or concrete walls	15	10	20
	Decorations: Vinyl Wallpaper: Decorative paper backed; adhesive	8	4	12
4.99	Other			
5.00	**Internal Fittings And Fixtures**			
5.01	Sanitary Ware/Fittings			
	Sanitary Fittings: Cast Iron: Baths, etc	50	25	70
	Sanitary Fittings: Plastic: Baths, etc	30	20	40
	Sanitary Fittings: Wash Basin: White/coloured vitreous china wash basin	20	10	30
	Sanitary Fittings: Sink: White glazed fireclay Belfast pattern sink	20	10	27
	Sanitary Fittings: WC Suite: White/coloured vitreous china pan, seat and low level streamlined finish plastic cistern	20	10	30
	Sanitary Fittings: Urinal Suite: Single stall urinal; vitreous china	17	10	25
5.02	Unit Furniture			
	Kitchen Fittings: Wall Units: Generally	15	10	25
	Kitchen Fittings: Floor Units: Generally	15	10	25
5.03	Internal Fittings and Furniture			
5.99	Other			
6.00	**External Grounds And Gardens**			
6.01	Landscaping			
	Soil/Waste Stacks: Cast Iron: Pipes incl. fittings; primed; to masonry	37	27	47
	Soil/Waste Stacks: Polypropylene: Waste pipes and fittings; pipe clips	20	15	30
	Soil/Waste Stacks: muPVC: Waste pipes and fittings; pipe clips	20	15	30

	Component	Median Life Expectancy		
		Typical	Min	Max
6.02	Walls, Fencing and Gates			
	Fencing: Timber Generally	20	10	25
	Fencing: Steel Generally	25	15	40
	Fencing: Concrete Chain and Post	21	15	30
6.03	Roads and Car Parks			
	Roads and Pavings: Insitu Concrete: To car parks generally	25	15	32
	Roads and Pavings: Tarmac Surface: To car parks generally	20	15	30
6.04	Paths and Paved Areas			
	Roads and Pavings: Yorkstone Slabs: On blinded hardcore base	40	30	60
	Roads and Pavings: Precast Concrete Flags: On sand, granular or on blinded hardcore base	40	20	40
	Roads and Pavings: Precast Concrete Blocks: Rectangular coloured paviors on earth base; sand bedding	30	20	40
	Roads and Pavings: Insitu Concrete: To pathways generally	35	20	45
6.05	External Fittings and Furniture			
6.06	Ancillary Buildings			
6.99	Other			
7.00	**Drainage and External Services**			
7.01	Drainage/Sewerage			
	Drainage Below Ground: Vitrified Clay: Flexible joint pipes/fittings; accessories	60	40	80
	Drainage Below Ground: PVCu: Pipes and fittings; incl. accessories	50	32	60
	Drainage Below Ground: Concrete: Pipes and fittings; incl. accessories	60	40	80
7.02	External Utilities Infrastructure			
	Gas Supply: Coiled Service Pipe: Medium density polyethylene; laid underground; electrofusion joints in running length	30	25	40
7.03	Site Lighting			
7.04	Lightning Protection			
7.05	CCTV (External)			
7.99	Other			
8.00	**Fuel Storage and Distribution**			
8.01	Fuel Supply/Distribution			
8.02	Storage			

	Component	Median Life Expectancy		
		Typical	Min	Max
8.99	Other			
9.00	**Boilers and Calorifiers**			
9.01	Boiler Plant			
	Gas/Oil Fired Boilers: Industrial Water Boilers: Cast iron sectional boilers; gas or oil fired on/off or high/low type	20	15	25
	Gas/Oil Fired Boilers: Packaged Water Boilers: Gas or oil fired; on/off or high/low type	20	10	25
9.02	Pressurisation Plant			
9.03	Calorifiers/Heat Exchangers			
	Storage Cylinders/Calorifiers: Copper: Direct/indirect hot water cylinders; single/double feed; pre-insulated	20	15	27
	Storage Cylinders/Calorifiers: Copper: Combination direct hot water storage units	20	15	25
	Storage Cylinders/Calorifiers: Galvanised Mild Steel: Storage calorifier	20	15	25
	Heat Pump: Packaged Air to Water: Three phase 415v compressor; fan; heat exchanger	15	10	20
	Heat Pump: Packaged Reciprocating: Three phase 415v compressor; cooler; condenser; control panel	15	10	22
	Heat Exchanger: Packaged Plate: Instantaneous water heaters; primary pump; temperature sensor; thermostatic control panel	15	10	25
9.04	Flues			
	Steam plant: Steel chimneys/flues	15	8	20
	Steam plant: Stainless steel chimneys/flues	20	15	25
9.05	Controls/Meters			
9.06	Insulation			
9.99	Other			
10.00	**Steam Systems**			
10.01	Distribution Pipework			
	Steam plant: Steam pipework installations	30	25	30
10.02	Valves			
10.03	Controls			
	Steam plant: Control equipment	15	12	20
	Steam plant: Combustion controls	18	15	20
	Steam plant: Feed pumps	18	15	20
	Steam plant: Feedwater treatment plant	18	15	20
	Steam plant: Firing equipment gas	20	15	25
	Steam plant: Firing equipment oil	20	15	25

	Component	Median Life Expectancy		
		Typical	Min	Max
	Steam plant: Firing equipment coal	15	10	20
	Steam plant: Fuel handling liquid	25	15	30
	Steam plant: Fuel handling solid	15	10	20
	Steam plant: Grit and ash handling	12	10	15
	Steam plant: Hotwells and makeup tanks - cast iron	25	15	30
	Steam plant: Hotwells and makeup tanks - mild steel	15	10	20
	Steam plant: Induced draught and forced draught fans	15	10	20
10.04	Meters			
	Steam plant: Instrumentation	15	10	20
10.05	Condense Systems			
	Steam plant: Condensate systems	15	10	15
10.06	Insulation			
10.99	Other			
11.00	**Heating Systems**			
11.01	Distribution Pipework			
	Steam plant: Gas pipework	30	20	35
11.02	Heat Emitters			
	Heat Emitters: Radiators: Low surface temperature; single panel	20	15	25
	Heat Emitters: Skirting Heaters: Pressed metal with fins on copper tube	20	15	27
	Heat Emitters: Radiant Strip Heaters: Steel tube aluminium radiant plates incl. insulation, sliding brackets, cover plates, end closures	20	15	25
	Heat Emitters: Perimeter Heating: Metal casing standard finish top, sloping or flat front outlet; punched louvre grill	20	15	25
	Heat Emitters: Electric Convector Heaters: Wall mounted; fixed to structure; 3kW output; integral thermostat	10	7	15
	Heat Emitters: Electric Storage Heaters: Low level wall mounted; thermostatic controls; fixed to structure	20	10	25
	Air Curtains: Ambient Temperature Commercial/Industrial Grade: Recessed/exposed units with rigid steel casing; aluminium grilles; high quality motor/centrifugal fan	15	12	21
	Air Curtains: Water Heated Commercial Grade: Recessed/exposed units with rigid steel casing; aluminium grilles; high quality motor/centrifugal fan	15	12	20
	Air Curtains: Electrically Heated Commercial	15	10	20

	Component	Median Life Expectancy		
		Typical	Min	Max
	Grade: Recessed/exposed units with rigid steel casing; aluminium grilles; high quality motor/centrifugal fan			
	Accessories: Trace Heating: Straight laid or helically wound; for freeze protection or temperature pipe maintenance	15	10	20
11.03	Controls			
	Accessories: Controls: Thermostatic radiator valves	15	10	20
	Accessories: Controls: Heating programme controller/timer generally	10	5	15
	Accessories: Controls: Thermostats generally	15	10	20
11.04	Heating Pumps			
11.05	Insulation			
11.99	Other			
12.00	**Ventilation Systems**			
12.01	Ventilation Plant			
	Air Handling Units: Modular: Steel framed with plastic coated double skinned insulated panels; access panels; channel base frame; fan with motor; filter; damper; LPHW heating coil; cooling coil	20	10	27
	Air Handling Units: Ceiling/Floor Void Mounted: Aluminium framed with double skinned insulated panels; access panels; support brackets/base frame: Air fan with motor; filter; damper; LPHW heating coil; cooling coil; attenuator	20	10	26
	Extract Fans: Flameproof Axial Flow: Single stage; three phase 415v; matching flanges; flexible connectors; anti-vibration mountings	15	10	20
	Extract Fans: Centrifugal: Three phase 415v; belt driven; flexible connectors; base frame; anti-vibration mountings	15	10	20
	Roof Extract Fans: Axial Flow: Single phase 240v; controls; glass fibre weather cap and base; bird guard and shutters; kerb mounted	15	10	19
	Toilet Ventilation: Packaged Units	13	9	18
12.02	Distribution Ductwork			
	Ductwork: Galvanised Mild Steel: Rectangular low pressure; joints and couplers in the running length incl. stiffeners; access doors and test holes	30	20	35
	Ductwork: Aluminium: Generally	25	15	30
	Ductwork Insulation: Foil Faced Flexible: 40mm; secured with adhesive and foil tape; finished with galvanised wire netting	20	10	25
12.03	Automatic Fire Dampers and Control Panel			
	Fire Dampers: Folding Curtain Type: Galvanised	17	12	20

	Component	Median Life Expectancy		
		Typical	Min	Max
	steel casing; stainless steel blades; 4hr fire rating; installation frame; local access door in duct line			
12.04	Controls			
12.05	Room Split/Chillers/Compressors			
	Air Conditioning: Induction Units Generally	20	15	30
	Air Conditioning: VAV System: Terminal units (bellows/box type); controls and ancillaries	17	12	27
	Air Conditioning: Terminal Re-Heat System: Units, controllers and ancillaries generally	20	15	30
	Air Conditioning: Two-/Four-Pipe Fan Coil System: Wall/ceiling mounted water coil; single phase 240v centrifugal fan; 3 speed regulator	20	15	25
	Chilled Water: Chilled Beams: Passive; exposed below/flush ceiling	20	15	25
12.06	Chillers/Cooling Systems			
	Air Conditioning: Packaged System: External units generally	15	10	22
	Air Conditioning: Terminal Heat Pump with Central Ventilation: Reverse cycle; wall/floor mounted; single phase 240v compressor; 3 speed fan	15	10	22
	Chilled Water Installation: Chilled Beams: Active; flexible connections; shut-off couplings	20	15	28
	Central Refrigeration Plant: Packaged Chillers: Water cooled; 3 phase 415v screw compressor; condenser; control panel	20	15	30
	Central Refrigeration Plant: Packaged Chillers: Air cooled liquid; 3 phase 415v compressor; evaporator; condenser; control panel; acoustic attenuation and anti-vibration mountings	20	15	30
	Central Refrigeration Plant: Cooling Towers: Water cooled; roof mounted units; induced draught crossflow pattern; belt driven fan; make up tank and interconnecting pipework; 3 phase 415v motor	20	15	30
	Central Refrigeration Plant: Cooling Towers: Air cooled; roof/ground mounted units; three phase 415v motor; fans; refrigerant charged	20	15	27
	Chilled Water: Chilled Beams: Ventilated/active; exposed below ceiling/flush with ceiling	20	15	25
12.07	Cooling Towers			
12.99	Other			
13.00	**Medical Gas Systems**			
13.01	Vacuum Insulated Evaporators			
13.02	Distribution			
	Medical Gas: Distribution pipework	35	20	25

	Component	Median Life Expectancy		
		Typical	Min	Max
13.03	Manifolds			
	Medical Gas: Manifolds	20	15	25
13.04	Gas Cylinder Storage			
13.05	Outlets			
	Medical Gas: Outlets	15	15	25
13.06	Alarm Systems			
	Medical Gas: Alarm Systems	15	15	25
13.07	Medical Air Compressors/Vacuum Pumps			
	Medical Gas: Compressors	25	15	25
	Medical Gas: Vacuum pumps/plant	25	20	25
13.99	Other			
	Medical gas and suction equipment	25	20	25
14.00	**Hot and Cold Water Systems**			
14.01	Water Storage and Header Tanks			
	Storage Tank: Plastic: Generally	30	20	40
	Storage Tank: GRP: Generally	35	20	40
	Storage Tank: PVCu: Generally	25	15	30
14.02	Water Treatment Plant			
14.03	Distribution Pipework			
	Pipes: Medium Density Polyethylene (MDPE): Pipework and fittings	25	15	30
	Pipes: PVCu: Pipework and solvent welded fittings	25	20	35
	Pipes: ABS: Pipework and solvent welded fittings	25	15	30
	Pipes: Polybutylene: Pipes and fittings	25	15	30
	Pipes: Ductile Iron: Pipes and fittings; socketed, flexible joints	30	20	35
	Pipes: Copper: Pipework generally	40	25	50
14.04	Pumps			
	Pumps: Centrifugal Heating: Belt driven	15	10	20
	Pumps: Pipeline Mounted Circulator: For low and medium pressure hot water heating systems	10	10	20
	Pumps: Glandless Accelerator: For low and medium pressure hot water heating systems	10	8	20
14.05	Valves/Controls			
14.06	Water Heaters			
14.07	Insulation			
	Thermal Insulation: Glass Fibre: Preformed; to pipework	20	15	30
	Thermal Insulation: Phenolic Foam: Sections	20	15	30

	Component	Median Life Expectancy		
		Typical	Min	Max
	covered with bright Class `O' foils; to pipework			
	Thermal Insulation: Polyethylene: Black flexible fire resistant; fixed with bands; to pipework	20	15	30
14.99	Other			
	Fixed fire installations	20	15	25
	Fire hydrant systems	35	30	40
	Sprinkler Systems: Wet Riser Generally	30	20	40
	Sprinkler Systems: Dry Riser Generally	40	20	50
	Sprinkler Heads: Brass Body with Frangible Glass Bulb: Conventional /sidewall pattern/satin chrome plated	25	20	30
	Alarms: Water Operated Motor Alarm and Gong: Stainless steel and aluminium body and gong; screwed connections; to sprinkler system and drain pipework	25	20	30
15.00	**Lifts and Hoists**			
15.01	Passenger Lifts			
	Lifts: Light Passenger: Electric traction operated; single opening; standard finish; internal lighting; fireman's controls; in-car telephone; controls; 630kg, 8 person, 0.63m/s	25	20	40
	Lifts: Light Passenger: Electro hydraulic drive; single opening; standard finish; handrail; internal lighting and fireman's controls; in-car telephone; controls; 1000kg, 13 person, 0.63m/s	25	17	35
	Lifts: General Purpose Passenger: Electric traction operated; single opening; standard finish; internal lighting; fireman's controls; in-car telephone; controls; 800kg, 10 person, 1.0m/s	25	20	40
	Lifts: Intensive Passenger: Electric traction operated; single opening; standard finish; internal lighting; fireman's controls; in-car telephone; controls; 1600kg, 21 person, 2.5m/s	25	20	30
15.02	Goods Lifts			
	Lifts: Goods: Electro Hydraulic drive; 2000kg, 0.4m/s, stainless steel car lining; plate floor and galvanised shutters	22	15	30
	Lifts: Goods: Industrial scissor generally	20	10	25
15.03	Hoists			
	Lifts: Service Hoists: Single speed a/c drive; 250kg, 0.4m/s; single opening; self supporting; free standing steel structure; bi-parting doors with stainless steel finish; intercom	25	17	27
15.04	Control Panel			
15.99	Other			

	Component	Median Life Expectancy		
		Typical	Min	Max
	Escalators: 30 degree inclination; 3.50m vertical rise; 0.5m/s	20	15	25
16.00	**Fixed Plant/Equipment**			
16.01	Sterilizers			
	Sterilizing equipment	15	10	20
16.02	Bedpan Disposal			
	Disposal units	15	10	20
16.03	Disinfection Equipment			
16.04	Catering Equipment			
	Cooking equipment	20	15	25
16.05	Laundry Equipment			
	Washing machines	20	15	25
	Other laundry plant	20	15	25
16.06	Miscellaneous Equipment			
16.09	Other			
17.00	**Electrical System**			
17.01	HV Network			
17.02	Generators			
	Generator prime movers - diesel	30	25	35
	Generator standby prime movers	30	25	35
	LV Supply: Standby Generators: Diesel sets; three phase, 440 volt, four wire 50Hz	25	20	30
17.03	Switchgear			
	HV Switchgear: Step Down Transformer: 500kVA; 3 Phase 11Kv/433 Volt 50Hz and LV cable boxes; all necessary connections	30	20	32
17.04	Distribution Boards			
	LV Distribution: MCB Distribution Board: SPandN; external protection enclosure	25	20	27
	LV Distribution: Busbar: Straight aluminium rising mains busbar; insulated supports; earth continuity bar; including couplers; fixed to backgrounds; 400 Amp TPandN	30	25	42
	LV Distribution: Busbar: Straight lengths pre-wired busbar, plug-in trunking for lighting; galvanised sheet steel housing; tin plated copper conductors; 25 Amp, 2 Pole and PE	30	25	40
17.05	Wiring Systems/Bonding			
	Electrical Circuits: Electric Power Circuit Generally	30	20	40
	Electrical Circuits: Electric Lighting Circuit Generally	30	20	40

	Component	Median Life Expectancy		
		Typical	Min	Max
	HV Cables: Single Core: 1900/3000 grade cable; XPLE insulated LSOH sheathed copper stranded conductors	30	20	35
	LV Cables: Armoured Cable: PVC insulated and sheathed; 600/1000 Volt grade; copper conductor	30	27	45
	LV Cables: Armoured Cable: 600/1000 Volt grade; XLPE insulated; LSOH sheathed; copper stranded conductors; aluminium wire armour	30	27	45
	LV Cables: Fire-rated Cable: Light duty 500 Volt grade LSF sheathed; mineral insulated; copper sheathed with copper conductors	30	22	34
	LV Cables: Un-Armoured Cable: PVC insulated and sheathed single core cables; 300/500 Volt grade; solid or stranded copper	30	20	35
	LV Cables: Lighting Cables: Twin twisted bus; LSF sheathed; aluminium conductor	19	15	21
	Cable Tray: Medium Duty Galvanised Steel: Standard fixings	32	20	40
	Cable Tray: PVCu: Including standard coupling, joints	30	20	35
	Conduit: Heavy Gauged Welded Steel: Black enamelled	40	30	40
	Conduit: Light Gauge High Impact Unscrewed PVC: Surface fixed/in chases to backgrounds; standard boxes and fittings	25	20	35
	Conduit: Flexible Flame Retardant Nylon: Surface fixed to backgrounds; standard components for earth continuity	15	15	20
	Trunking: Galvanised Steel Lighting Trunking: 50x50mm; with PVC/steel lid; jointed with standard connectors	30	20	35
	Trunking: PVCu Straight Mini-Trunking: Clip on lid; fixed to backgrounds; supports and fittings	20	15	27
	Trunking: PVCu Underfloor Trunking: Single compartment	25	20	30
17.06	Fittings			
	Accessories: Controls: Light switch generally	25	15	30
	Accessories: Outlets: Small power socket; switched with neon indicator; 13 Amp metal clad; galvanised steel box/coverplate	25	18	27
	Accessories: Outlets: Industrial power socket; switched; 220-250v; 16 Amp; polycarbonate; splashproof; surface mounted	25	16	27
17.07	Luminaires			
	Luminaires: Fluorescent: Linear lighting; switchstart; CAT2 VDT louvre; recessed	15	10	20

	Component	Median Life Expectancy		
		Typical	Min	Max
	Luminaires: Fluorescent Lamp: Generally	3	2	5
	Luminaires: Downlighters Fluorescent Lamp: Control gear; aluminium reflector; recessed; 16w	11	10	17
	Luminaires: Uplighters: Stove enamelled white finish; fluorescent lamp; electronic control gear; aluminium reflector	10	10	15
	Luminaires: Incandescent Light Bulb: Generally	2	1	3
	Luminaires: Floodlighting: Enclosed high performance discharge light; integral control gear; reflector; toughened glass	12	10	20
	Luminaires: Lamp with Movement Detectors: 240v AC; tungsten halogen lamps; passive infra red detector; white plastic	15	10	20
	Accessories: Lighting Track: Low voltage with copper conductors; extruded aluminium with white finish	10	9	15
17.08	Emergency Luminaires			
	Luminaires: Fluorescent: Emergency linear lighting; 3hr duration; electronic control gear; CAT2 VDT louvre	11	10	15
17.99	Other			
18.00	**Communication Systems**			
18.01	Telephone Systems			
	Telephones	20	15	25
18.02	Data Transmission			
	Data transmission	20	15	25
	Data Cabling: Unshielded Twisted Pair: Solid copper conductors; LSOH insulation; Cat5e; 4 pair 24AWG; nom o/s dia. 5.6mm	25	21	29
	Data Cabling: Unshielded Twisted Pair: Solid copper conductors; PVC insulation; Cat6; 4 pair 24AWG; nom o/s dia. 5.6mm; installed above ceiling/in riser/below floor/in trunking	20	17	26
	Data Cabling: Fibre Optic Cable: Tight buffered, internal/external application, single mode, LSOH sheathed	25	15	29
18.03	Paging Systems	20	15	25
18.04	Nurse Call Systems			
18.05	Radio and Television Systems			
18.06	Bedhead Services			
18.99	Other			
19.00	**Alarms and Detection Systems**			
19.01	Fire Alarm Panels			

	Component	Median Life Expectancy		
		Typical	Min	Max
19.02	Fire Alarm Wiring System			
	Smoke Detectors: Ionisation/Optical Type	15	10	20
	Smoke Detectors: Beam Detector: With transmitter and receiver	15	10	20
	Heat Detectors: Rate of Rise Detectors: With mounting base	15	10	20
19.03	Security Systems			
	Security: Access Control: Card entry systems including card slot systems, card monitor systems, and push/touch coded systems; automatic lock/release or open/close mechanisms	15	10	20
	Security: Detection: Equipment including pressure pads, break points, vibration/infra-red/ultra-sonic/movement and heat detectors	15	10	20
	Security: Alarm: Equipment including alarm points, bells, indicator panels and lamps	15	10	20
19.04	CCTV (Internal)			
19.05	Panic Attack System			
19.06	Other Alarm Systems			
19.99	Other			
	Alarms/Detection Systems: Batteries - lead acid	5	3	10
	Alarms/Detection Systems: Batteries - nickel	20	15	25
20.00	**Building Management Control System**			
20.01	Building Management System			
20.99	Other			

Appendix 5: Schedule of rates

	Component	Replacement		Repair/Overhaul	
1.00	**Structure**	**Unit**	**Rate**	**Unit**	**Rate**
1.03	Floors and Stairs				
	Stairs Finishes: Aluminium: Nosings	per tread	£ 40.00		
1.04	Roofs				
1.99	Other				
2.00	**External Fabric**				
2.01	External Walls and Finishes				
	External Wall Structure: Facing Brick: Machine made; pointed	m^2	£ 100.00	m^2	£ 125.00
	Repointing existing brickwork			m^2	£ 24.00
	Insitu Finishes: Self-Coloured Render: 20mm; incl brickwork/blockwork base	m^2	£ 110.00	m^2	£ 137.50
	Insitu Finishes: Tyrolean Decorative Render: 15mm; four coats; incl brickwork/blockwork base	m^2	£ 120.00	m^2	£ 150.00
2.02	Windows and Ironmongery				
	Curtain Walling System: Double Glazed Polyester Powder Coated Aluminium `Stick' System: Medium/high quality standard; 6mm laminate glass; including opaque insulated spandrel panels	m^2	£ 420.00		
	Curtain Walling System: Structural Siliconed Double Glazed Standard `Unitised/Panelled' Assembly: 10mm and 6mm clear and laminate; factory produced; on aluminium frame	m^2	£ 750.00		
	Windows: Softwood Casement: Side hung; hardwood sills; weather-stripping; fitted with fasteners; preservative stained base coat	Nr	£ 510.00	Nr	£ 90.00
	Windows: Polyester Powder Coated Galvanised Steel: Top/side hung; opening lights; weather stripping; frames bed in mastic, pointed one side	Nr	£ 730.00	Nr	£ 90.00
	Windows: Acrylic Finished Aluminium: Vertical or horizontal sliding; plugged and screwed	Nr	£ 640.00	Nr	£ 90.00
	Windows: PVCu Casement: Fixed/tilt and turn light; sills and glazing; EPDM glazing gaskets and weather seals; including all ironmongery	Nr	£ 420.00	Nr	£ 90.00

	Component	Replacement		Repair/Overhaul	
2.03	External Doors and Ironmongery				
	External Door Frames and Lining Sets: Treated Softwood: Standard; primed; untreated hardwood sills	Nr	£ 1,000.00	Nr	£ 300.00
	External Door Frames and Lining Sets: Hardwood: Purpose made; jambs and heads; 50x100mm; as frames; rebated, rounded and grooved	Nr	£ 1,240.00	Nr	£ 300.00
	External Door Frames and Lining Sets: glazed aluminium	Nr	£ 1,540.00	Nr	£ 300.00
	External Door Frames and Lining Sets: flush panelled steel, painted	Nr	£ 1,360.00	Nr	£ 300.00
2.04	External Cladding/Eaves Detail				
	External Wall Coverings: Timber: Board infill panels	m^2	£ 120.00	m^2	£ 150.00
	External Wall Coverings: Tile: Hung infill panels	m^2	£ 220.00	m^2	£ 275.00
	External Wall Coverings: PVF2 Coated Galvanised Steel: Profiled sheet cladding	m^2	£ 130.00	m^2	£ 162.50
	External Wall Coverings: Zinc: Flat Sheeting; 12 gauge; seamed joints	m^2	£ 210.00	m^2	£ 262.50
	External Wall Coverings: Milled Sheet Lead: Flat Sheeting; BS Code 4	m^2	£ 210.00	m^2	£ 262.50
	External Wall Coverings: Precast Concrete Standard Panels: Exposed aggregate finish; insulation; lining and fixings	m^2	£ 270.00	m^2	£ 337.50
	External Wall Coverings: Precast Concrete Brick Clad Panels: Insulation; linings	m^2	£ 330.00	m^2	£ 412.50
	External Wall Coverings: Precast Concrete Natural Stone Faced Panels: Insulation; lining and fixings	m^2	£ 390.00	m^2	£ 487.50
2.05	External Decoration	m	£ 12.00		
	Decoration to timber windows			Nr	£ 20.00
	Decoration to downpipes			m	£ 5.00
	Decoration to external timbers			m^2	£ 10.00
2.99	Other				
3.00	**Roof**				
3.01	Coverings – Pitched				
	Pitched Roof Covering: Tile: Generally	m^2	£ 40.00	m^2	£ 50.00
	Pitched Roof Covering: Slate: Generally	m^2	£ 90.00	m^2	£ 112.50
	Pitched Roof Covering: PVF2 Coated Galvanised Steel: Profiled sheet cladding	m^2	£ 60.00	m^2	£ 75.00

	Component	Replacement		Repair/Overhaul	
	Pitched Roof Covering: Milled Sheet Lead: Generally	m^2	£ 130.00	m^2	£ 162.50
	Pitched Roof Covering: Copper: Sheeting generally	m^2	£ 150.00	m^2	£ 187.50
	Pitched Roof Covering: Zinc: Sheeting generally	m^2	£ 130.00	m^2	£ 162.50
3.02	Coverings – Flat				
	Flat Roof Coverings: High Performance Polyester-Based Roofing System: Two layer covering; bonded	m^2	£ 70.00	m^2	£ 87.50
	Flat Roof Coverings: Synthetic Rubber (EPDM): Generally	m^2	£ 110.00	m^2	£ 137.50
	Flat Roof Coverings: Asphalt: Generally	m^2	£ 120.00	m^2	£ 150.00
	Flat Roof Surface Finishes: Solar Reflective Paint: On asphalt surfaces	m^2	£ 20.00	m^2	£ 25.00
3.03	Roof Lights				
	Rooflights: Aluminium: Sloping roof window, frame and opening light; integral internal lining, flashings and soakers; ironmongery; double glazing	Nr	£ 1,270.00	Nr	£ 200.00
3.04	Rainwater Goods				
	Roof Drainage: Powder Coated Aluminium: Pipes/gutters/outlets	m	£ 50.00	m	£ 62.50
	Roof Drainage: Cast Iron: Rainwater pipes/gutters/roof outlets; red lead primer; 2 undercoat and 1 coat gloss paint finish	m	£ 80.00	m	£ 100.00
	Roof Drainage: PVCu: Rainwater pipes/gutters/roof outlets	m	£ 30.00	m	£ 37.50
	Roof Drainage: Lead: Box gutters and flashings	m	£ 200.00	m	£ 250.00
3.05	Chimney Stacks and Parapet Walls				
3.99	Other				
4.00	**Internal Fabric**				
4.01	Internal Walls and Finishes				
	Partitions: Treated Softwood Stud and Plasterboard: 12.7mm gypsum plasterboard; tapered edges; fixed with galvanised nails to softwood; joints filled, taped and flush jointed	m	£ 250.00	Nr	£ 312.50
	Proprietary Partitions: Metal Stud and Plasterboard: 65mm; one hour; one layer 15mm fireline board each side; jointed tapered edge panel	m	£ 290.00	Nr	£ 362.50
	Proprietary Partitions: Laminated Plasterboard: 65mm; 19mm outer layers	m	£ 340.00	Nr	£ 425.00

	Component	Replacement		Repair/Overhaul	
	square edge plank core; 19mm tapered edge plank both sides; softwood plates and battens; flush jointed tapered edge panels				
	De-mountable Partitions: Steel: Generally	m	£ 280.00	Nr	£ 350.00
	De-mountable Partitions: Glass: Generally	m	£ 660.00	Nr	£ 825.00
	Dry Lining: Gyproc Wallboard: Insulating grade, plastic faced; taped joints; for direct decoration	m	£ 130.00	Nr	£ 162.50
	Boarding/Panelling: Hardwood: Tongued and grooved, v-jointed; including battens	m	£ 110.00	Nr	£ 137.50
	Insitu Finishes: Lightweight Plaster: Two coats; to brickwork/blockwork base	m^2	£ 40.00	m^2	£ 50.00
	Rigid Finishes: Glazed Ceramic Tiles: Fixing with adhesive; including backing	m^2	£ 80.00	m^2	£ 100.00
	Rigid Finishes: Granite Cladding: 20mm; polished finish; jointed and pointed in coloured mortar; to cement/sand base	m2	£ 240.00	m^2	£ 300.00
	Rigid Finishes: Marble Cladding: 20mm; polished finish; jointed and pointed in coloured mortar; to cement/sand base	m^2	£ 240.00	m^2	£ 300.00
	Toilet Cubicles	Nr	£ 1,120.00		
	IPS system back panel	Nr	£ 1,150.00		
4.02	Floor Coverings				
	Insitu Screed: Granolithic: 20mm; one coat; cement and granite chippings; laid on concrete	m^2	£ 60.00	m^2	£ 75.00
	Rigid Finishes: Terrazzo Paving: 16mm; pavings divided into panels; on screeded bed	m^2	£ 110.00	m^2	£ 137.50
	Rigid Finishes: Quarry Tiles: 12.5mm; to cement/sand base	m^2	£ 80.00	m^2	£ 100.00
	Rigid Finishes: Parquet: Generally	m^2	£ 110.00	m^2	£ 137.50
	Flexible Tile: Vinyl: Generally	m^2	£ 40.00	m^2	£ 50.00
	Flexible Sheet: Fitted Carpet: Contract heavy quality; wool/nylon carpet	m^2	£ 50.00	m^2	£ 62.50
	Raised Access: Density Particle Board: 30mm panels; light/medium or office grade; 150mm high overall; pedestal supports	m^2	£ 70.00	m^2	£ 87.50
	Floating: Chipboard: 19mm panels nailed to softwood battens; 63mm Durabella flooring system; on concrete floor	m^2	£ 50.00	m^2	£ 62.50
	Skirting: MDF: 25x75mm; polished; incl. grounds	m	£ 20.00	m	£ 25.00

	Component	Replacement		Repair/Overhaul	
	Skirting: Hardwood: 25x100mm; polished; incl. grounds	m	£ 30.00	m	£ 37.50
	Skirting: Plastic: Generally	m	£ 20.00	m	£ 25.00
4.03	Ceilings Finishes				
	Dry Lining: Gypsum: 12.5mm Fireline board; fixing with nails to softwood base	m^2	£ 40.00	m^2	£ 50.00
	Insitu Finishes: Textured Plastic: One coat sealer and one coat Artex; to plasterboard or concrete ceilings	m^2	£ 30.00	m^2	£ 37.50
	Insitu Finishes: Plaster: 5mm; Thistle board; to plasterboard	m^2	£ 20.00	m^2	£ 25.00
	Insitu Finishes: Plaster: 10mm two coat lightweight plaster; to concrete/plasterboard	m^2	£ 40.00	m^2	£ 50.00
4.04	Ceilings - Suspended				
	Suspended Ceilings: Aluminium: 600x600mm tile; concealed/exposed grid; hangers to concrete	m^2	£ 40.00	m^2	£ 50.00
	Suspended Ceilings: Mineral Wool Based: 600x600mm tile; concealed/exposed grid; to concrete	m^2	£ 30.00	m^2	£ 37.50
4.05	Internal Doors and Ironmongery				
	Internal Doors: Softwood: 44mm flush half-hour firecheck door; plywood faced; including ironmongery	Nr	£ 940.00	Nr	£ 320.00
	Internal Doors: Softwood: 54mm flush one-hour firecheck door; wood veneered; including ironmongery	Nr	£ 1,360.00	Nr	£ 320.00
	Internal Doors: Softwood: 54mm flush one-hour firecheck door; wood veneered; including ironmongery, with glazed panel	Nr	£ 1,720.00	Nr	£ 320.00
	Internal Doors: Softwood: 54mm flush one-hour firecheck door; laminate finish; including ironmongery, with glazed panel	Nr	£ 2,080.00	Nr	£ 320.00
	Internal Door: Glass: Including ironmongery; generally	Nr	£ 1,960.00	Nr	£ 320.00
	Roller Shutters/Doors: Metal: Including ironmongery; generally	Nr	£ 1,570.00	Nr	£ 300.00
4.06	Internal Decoration				
	Decorations: Emulsion Paint: to walls and ceilings, gloss to woodwork	floor area	£ 20.00	m^2	£ 10.00
	Decorations: Vinyl Wallpaper: Decorative paper backed; adhesive	m^2	£ 13.00	m^2	£ 20.00
4.99	Other				

	Component	Replacement		Repair/Overhaul	
5.00	**Internal Fittings and Fixtures**				
5.01	Sanitary Ware/Fittings				
	Sanitary Fittings: Plastic: Baths, etc	Nr	£ 360.00		
	Sanitary Fittings: Wash Basin: White/coloured vitreous china wash basin	Nr	£ 180.00		
	Sanitary Fittings: Sink: White glazed fireclay Belfast pattern sink	Nr	£ 270.00		
	Sanitary Fittings: WC Suite: White/coloured vitreous china pan, seat and low level streamlined finish plastic cistern	Nr	£ 360.00		
	Sanitary Fittings: Urinal Suite: Single stall urinal; vitreous china	Nr	£ 270.00		
5.02	Unit Furniture				
	Kitchen Fittings: Wall Units: Generally	per m	£ 240.00		
	Kitchen Fittings: Floor Units: Generally	per m	£ 360.00		
	Other built in floor units	per m	£ 420.00		
5.03	Internal Fittings and Furniture				
5.99	Other				
6.00	**External Grounds and Gardens**				
6.01	Landscaping				
	Soil/Waste Stacks: Cast Iron: Pipes incl. fittings; primed; to masonry	m	£ 80.00		
	Soil/Waste Stacks: Polypropylene: Waste pipes and fittings; pipe clips	m	£ 30.00		
6.02	Walls, Fencing and Gates				
	Fencing: Timber Generally	m	£ 60.00		
	Fencing: Steel Generally	m	£ 120.00		
	Fencing: Concrete Chain and Post	m	£ 50.00		
6.03	Roads and Car Parks				
	Roads and Pavings: Insitu Concrete: To car parks generally	m^2	£ 80.00	m^2	£ 100.00
	Roads and Pavings: Tarmac Surface: To car parks generally	m^2	£ 60.00	m^2	£ 75.00
6.04	Paths and Paved Areas				
	Roads and Pavings: Yorkstone Slabs: On blinded hardcore base	m^2	£ 110.00	m^2	£ 137.50
	Roads and Pavings: Precast Concrete Flags: On sand, granular or on blinded hardcore base	m^2	£ 60.00	m^2	£ 75.00
	Roads and Pavings: Precast Concrete Blocks: Rectangular coloured paviors on	m^2	£ 70.00	m^2	£ 87.50

	Component	Replacement		Repair/Overhaul	
	earth base; sand bedding				
	Roads and Pavings: Insitu Concrete: To pathways generally	m^2	£ 80.00	m^2	£ 100.00
6.05	External Fittings and Furniture				
6.06	Ancillary Buildings				
6.99	Other				
7.00	**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				
8.00	**Fuel Storage and Distribution**				
8.01	Fuel Supply/Distribution				
8.02	Storage				
8.99	Other				
9.00	**Boilers and Calorifiers**				
9.01	Boiler Plant				
	Gas/Oil Fired Boilers: Packaged Water Boilers: Gas or oil fired; on/off or high/low type	Nr	£ 18,720.00		
9.02	Pressurisation Plant				
9.03	Calorifiers/Heat Exchangers				
	Storage Cylinders/Calorifiers: Copper: Direct/indirect hot water cylinders; single/double feed; pre-insulated	Nr	£ 1,090.00		
	Heat Exchanger: Packaged Plate: Instantaneous water heaters; primary pump; temperature sensor; thermostatic control panel	Nr	£ 720.00		
9.04	Flues				
	Steam plant: Stainless steel chimneys/flues	Nr	£ 6,640.00		
9.05	Controls/Meters				
9.06	Insulation				
9.99	Other				
10.00	**Steam Systems**				
10.01	Distribution Pipework				
	Steam plant: Steam pipework installations	gifa	£ 30.00		

	Component	Replacement		Repair/Overhaul	
10.02	Valves				
10.03	Controls				
	Steam plant: Control equipment	gifa	£ 40.00		
10.04	Meters				
10.05	Condense Systems				
10.06	Insulation				
10.99	Other				
11.00	**Heating Systems**				
11.01	Distribution Pipework				
11.02	Heat Emitters				
	Heat Emitters: Radiators: Low surface temperature; single panel	Nr	£ 270.00	Nr	£ 337.50
	Heat Emitters: Skirting Heaters: Pressed metal with fins on copper tube	m	£ 110.00	m	£ 137.50
	Heat Emitters: Radiant Strip Heaters: Steel tube aluminium radiant plates incl. insulation, sliding brackets, cover plates, end closures	m	£ 180.00	m	£ 225.00
	Heat Emitters: Electric Convector Heaters: Wall mounted; fixed to structure; 3kW output; integral thermostat	Nr	£ 170.00	Nr	£ 212.50
	Heat Emitters: Electric Storage Heaters: Low level wall mounted; thermostatic controls; fixed to structure	Nr	£ 340.00	Nr	£ 425.00
	Air Curtains: Electrically Heated Commercial Grade: Recessed/exposed units with rigid steel casing; aluminium grilles; high quality motor/centrifugal fan	Nr	£ 2,200.00	Nr	£2,750.00
11.03	Controls				
	Accessories: Controls: Thermostatic radiator valves	Nr	£ 50.00	Nr	£ 62.50
11.04	Heating Pumps				
11.05	Insulation				
11.99	Other				
12.00	**Ventilation Systems**				
12.01	Ventilation Plant				
	Air Handling Units: Modular: Steel framed with plastic coated double skinned insulated panels; access panels; channel base frame; fan with motor; filter; damper; LPHW heating coil; cooling coil	Nr	£ 9,360.00		
	Extract Fans: Centrifugal: Three phase 415v; belt driven; flexible connectors; base frame; anti-vibration mountings	Nr	£ 3,320.00		

	Component	Replacement		Repair/Overhaul	
	Roof Extract Fans: Axial Flow: Single phase 240v; controls; glass fibre weather cap and base; bird guard and shutters; kerb mounted	Nr	£ 570.00		
	Toilet Ventilation: Packaged Units	Nr	£ 1,600.00		
12.02	Distribution Ductwork				
	Ductwork: Galvanised Mild Steel: Rectangular low pressure; joints and couplers in the running length incl. stiffeners; access doors and test holes	gifa	£ 40.00		
12.03	Automatic Fire Dampers and Control Panel				
	Fire Dampers: Folding Curtain Type: Galvanised steel casing; stainless steel blades; 4hr fire rating; installation frame; local access door in duct line	Nr	£ 720.00		
12.04	Controls				
12.05	Room Split/Chillers/Compressors				
	Air Conditioning: VAV System: Terminal units (bellows/box type); controls and ancillaries	Nr	£ 4,530.00		
	Air Conditioning: Two-/Four-Pipe Fan Coil System: Wall/ceiling mounted water coil; single phase 240v centrifugal fan; 3 speed regulator	Nr	£ 5,740.00		
	Chilled Water: Chilled Beams: Passive; exposed below/flush ceiling	m	£ 910.00		
12.06	Chillers/Cooling Systems				
	Air Conditioning: Packaged System: External units generally	Nr	£ 3,320.00		
	Central Refrigeration Plant: Packaged Chillers: Air cooled liquid; 3 phase 415v compressor; evaporator; condenser; control panel; acoustic attenuation and anti-vibration mountings	Nr	£ 30,790.00		
12.07	Cooling Towers				
12.99	Other				
13.00	**Medical Gas Systems**				
13.01	Vacuum Insulated Evaporators				
13.02	Distribution				
	Medical Gas: Distribution pipework	gifa	£ 5.00		
13.03	Manifolds				
	Medical Gas: Manifolds	Nr	£ 320.00		
13.04	Gas Cylinder Storage				

	Component	Replacement		Repair/Overhaul	
13.05	Outlets				
	Medical Gas: Outlets	Nr	£ 85.00		
13.06	Alarm Systems				
	Medical Gas: Alarm Systems	Nr	£ 320.00		
13.07	Medical Air Compressors/Vacuum Pumps				
13.99	Other				
14.00	**Hot and Cold Water Systems**				
14.01	Water Storage and Header Tanks				
14.02	Water Treatment Plant				
14.03	Distribution Pipework				
	Pipes: Copper: Pipework generally	gifa	£ 20.00		
14.04	Pumps				
	Pumps: Pipeline Mounted Circulator: For low and medium pressure hot water heating systems	Nr	£ 970.00		
14.05	Valves/Controls				
14.06	Water Heaters				
14.07	Insulation				
14.99	Other				
	Sprinkler Heads: Brass Body with Frangible Glass Bulb: Conventional/ sidewall pattern/satin chrome plated	gifa	£ 20.00		
15.00	**Lifts and Hoists**				
15.01	Passenger Lifts				
	Lifts: Light Passenger: Electric traction operated; single opening; standard finish; internal lighting; fireman's controls; in-car telephone; controls; 630kg, 8 person, 0.63m/s	Floors	£ 18,000.00		
	Lifts: General Purpose Passenger: Electric traction operated; single opening; standard finish; internal lighting; fireman's controls; in-car telephone; controls; 800kg, 10 person, 1.0m/s	Floors	£ 31,000.00		
	Lifts: Intensive Passenger: Electric traction operated; single opening; standard finish; internal lighting; fireman's controls; in-car telephone; controls; 1600kg, 21 person, 2.5m/s	Floors	£ 61,000.00		
15.02	Goods Lifts				
	Lifts: Goods: Electro Hydraulic drive; 2000kg, 0.4m/s, stainless steel car lining; plate floor and galvanised shutters	Floors	£ 49,000.00		

	Component	Replacement		Repair/Overhaul	
15.03	Hoists				
	Lifts: Service Hoists: Single speed a/c drive; 250kg, 0.4m/s; single opening; self supporting; free standing steel structure; bi-parting doors with stainless steel finish; intercom	Floors	£ 5,000.00		
15.04	Control Panel				
15.99	Other				
	Escalators: 30 degree inclination; 3.50m vertical rise; 0.5m/s	Floors	£148,000.00		
16.00	**Fixed Plant/Equipment**				
16.01	Sterilizers				
	Sterilizing equipment	Nr	£ 5,000.00		
16.02	Bedpan Disposal				
	Disposal units	Nr	£ 10,000.00		
16.03	Disinfection Equipment				
16.04	Catering Equipment				
	Cooking equipment	Nr	£ 5,000.00		
16.05	Laundry Equipment				
	Washing machines	Nr	£ 3,000.00		
	Other laundry plant	Nr	£ 3,000.00		
16.06	Miscellaneous Equipment				
16.09	Other				
17.00	**Electrical System**				
17.01	HV Network				
17.02	Generators				
	Generator standby prime movers	Nr	£ 78,000.00		
	LV Supply: Standby Generators: Diesel sets; three phase, 440 volt, four wire 50Hz	Nr	£ 15,000.00		
17.03	Switchgear				
	HV Switchgear: Step Down Transformer: 500kVA; 3 Phase 11Kv/433 Volt 50Hz and LV cable boxes; all necessary connections	Nr	£ 78,000.00		
17.04	Distribution Boards				
	LV Distribution: MCB Distribution Board: SPandN; external protection enclosure	Nr	£ 8,000.00		
17.05	Wiring Systems/Bonding				
	Electrical Circuits: Electric Power Circuit Generally	gifa	£ 12.00		

	Component	Replacement		Repair/Overhaul	
	Electrical Circuits: Electric Lighting Circuit Generally	gifa	£ 12.00		
17.06	Fittings				
	Accessories: Outlets: Small power socket; switched with neon indicator; 13 Amp metal clad; galvanised steel box/coverplate	gifa	£ 11.00	Nr	£ 42.00
17.07	Luminaires				
	Luminaires: Fluorescent: Linear lighting; switchstart; CAT6 VDT louvre; recessed	gifa	£ 29.00	Nr	£ 310.00
17.08	Emergency Luminaires				
	Luminaires: Fluorescent: Emergency linear lighting; 3hr duration; electronic control gear; CAT2 VDT louvre	gifa	£ 17.00	Nr	£ 280.00
17.99	Other				
18.00	**Communication Systems**				
18.01	Telephone Systems				
	Telephones	Nr	£ 300.00		
18.02	Data Transmission	gifa	£ 12.00		
18.03	Paging Systems	gifa	£ 9.00		
18.04	Nurse Call Systems	gifa	£ 12.00		
18.05	Radio and Television Systems	gifa	£ 4.00		
18.06	Bedhead Services	Nr	£ 3,000.00		
18.99	Other				
19.00	**Alarms and Detection Systems**				
19.01	Fire Alarm Panels	Nr	£ 5,000.00	Nr	6,250.00
19.02	Fire Alarm Wiring System	gifa	£ 12.00		
19.03	Security Systems				
	Security: Access Control: Card entry systems including card slot systems, card monitor systems, and push/touch coded systems; automatic lock/release or open/close mechanisms	Nr	£ 1,000.00	Nr	£1,250.00
	Security: Alarm: Equipment including alarm points, bells, indicator panels and lamps	Nr	£ 1,000.00		
19.04	CCTV (Internal)	Nr	£ 3,000.00		
19.05	Panic Attack System				
19.06	Other Alarm Systems				
19.99	Other				

	Component	*Replacement*		*Repair/Overhaul*	
20.00	**Building Management Control System**				
20.01	Building Management System				
20.99	Other				

Appendix 6: Condition Indicators

BUILDING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
1. STRUCTURE	1.01 SUB-STRUCTURE	**INDICATORS** • No defect	**INDICATORS** • Partial subsidence noted • Major cost implications	**INDICATORS** • Significant subsidence noted • Replacement is the only option • Substantial/ significant cost implications • Areas of building unusable. Settlement/ deflection/ damage to element(s) is dramatic, immediate repair required
	1.02 FRAMES	**INDICATORS** • No distortion defect • Minimal insect infestation • Some minor repairs may be required • Minimal cost implications for minor repairs only	**INDICATORS** • Frame distortion noted • Insect infestation severe • Timber rot/corrosion evident in many areas • Major cost implications	**INDICATORS** • Significant failure/frame distortion/major rot/corrosion • Inadequate frame design • Significant safety concerns • Replacement is the only option • Significant cost implications
	1.03 FLOORS and STAIRS	**INDICATORS** • No distortion defect • Minimal insect infestation • Some minor repairs may be required • Minimal cost implications for minor repairs only • Crazing of the floor slab/screed/finish with no evidence of structural failure	**INDICATORS** • Floor distortion note/bowing of floor joists • Floor plates corroded/distorted • Insect infestation severe • Timber rot/corrosion evident in many areas • Major cost implications • Crazing of the floor slab/screed/finish, evidence of structural failing/sagging	**INDICATORS** • Significant failure/frame distortion/major rot/corrosion • Inadequate frame design • Significant safety concerns • Replacement is the only option • Substantial/significant cost implications • Cracking or spalling of concrete surfaces. Deterioration of sub-flooring that restricts/stops the use of the area
	1.04 ROOFS	**INDICATORS** • No distortion defect • Minimal insect infestation • Some minor repairs may be required • Minimal cost implications for minor repairs only	**INDICATORS** • Frame distortion noted • Bowing of roof timbers • Insect infestation severe • Timber rot/corrosion evident in many areas • Major cost implications	**INDICATORS** • Significant failure/frame distortion/major rot/ corrosion • Inadequate frame design • Significant safety concerns • Replacement is the only option • Substantial/significant cost implications

BUILDING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
2. EXTERNAL FABRIC	2.01 EXTERNAL WALLS and FINISHES	**INDICATORS** • Minimal deterioration of brickwork rendering sound • Pointing good or minimal improvement required • Any defects repaired to provide continued life as new • Finish defects on wall surface requiring cosmetic repairs. Filling required • Minimal cost implications for minor repairs only	**INDICATORS** • Rendering loose and cracked • Extended areas of pointing required • Major cost implications	**INDICATORS** • Brickwork finishes failed • Significant areas of rendering loose/cracked/ missing • Substantial/significant cost implications • Holes through wall and major areas exposed to the weather. Damage to underlying structure, with materials loose and failing. Potentially unsafe condition
	2.02 WINDOW and IRONMONGERY	**INDICATORS** • Minimal deterioration, seals and mechanisms in good order • Some minor repairs may be required • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Frame and mechanisms showing obvious signs of fatigue • Rot/corrosion evident in many areas • Timber cracking and breaking up • Patch repairs becoming untenable • Some windows are broken or loose. Condition detracts from appearance. Potential risk to the security of building • Major cost implications	**INDICATORS** • Significant failure/major rot/corrosion • Significant safety concerns • Replacement is the only option • Major cost implications • Windows inadequate for intended function. Do not meet Building/Safety requirements. Unable to secure facility. Little of no protection offered from outside elements
	2.03 EXTERNAL DOORS and IRONMONGERY	**INDICATORS** • Minimal deterioration, seals and mechanisms in good order • Some minor repairs may be required • Minimal cost implications for minor repairs only	**INDICATORS** • Door and mechanisms showing obvious signs of fatigue • Physical impact/ damage obvious • Rot evident or door stiles weak • Major cost implications • Significant number of doors are broken or inoperable. Security risk exists. Components in need of repair	**INDICATORS** • Significant failure/major rot • Significant safety concerns • Replacement is the only option • Major cost implications • Doors inadequate for intended function. Does not meet Building/Safety requirements. Unable to secure facility. Little of no protection offered from outside element
	2.04 EXTERNAL CLADDING/ EAVES DETAIL	**INDICATORS** • Minimal deterioration • Some minor repairs may be required • Minimal cost implications for minor repairs only	**INDICATORS** • showing obvious signs of fatigue/ damage • Rot/cracking evident • Missing sections and fixings • Major cost implications	**INDICATORS** • Significant failure/major rot/damage • Significant safety concerns • Replacement is the only option • Major cost implications
	2.05 EXTERNAL DECORATION	**INDICATORS** • Recent décor within last six months	**INDICATORS** • Wear and tear obvious	**INDICATORS** • Significant peeling of paint/coatings or missing finish. Grubby wall finishes

BUILDING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
3. ROOF	3.01 COVERINGS - PITCHED	**INDICATORS** • Minimal deterioration. Slates/ tiles generally all securely fixed • Cement pointing good and no improvement required • Sarking felt in good condition • 'Torching' mortar behind the slated in good condition • No indication of damp patches • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only • Coverings/Flashings showings signs of failure. Some replacement needed	**INDICATORS** • Roof leaks apparent • Cracked/looses/slipped slates/tiles • Tile fatigue beginning. Moderate safety concerns • Ridge tiles loose/missing • Gable edge cement finishes loose/cracked/ missing • 'Torching' mortar behind the slates crumbling • Sarking felt torn and deteriorating • Major cost implications • Covering defects allowing leakage through roof. Flashing failures with water penetration	**INDICATORS** • Serious level of roof leaks apparent • Significant cracked/loose/ slipped/missing slates/ tiles • Tile fatigue evident. Serious safety concerns • Ridge tiles loose/missing • Gable edge cement finishes loose/cracked/ missing • 'Torching' mortar behind the slates mostly missing • Sarking felt rotten • Replacement or removal/ reinstatement is the only option • Large areas of covering deterioration, leakage through roof. Flashing/ covering missing with water directly in contact with roof structure • Major cost implications
	3.02 COVERINGS - FLAT	**INDICATORS** • Minimal deterioration • Some minor repairs to rectify bubbles etc may be required • Reflective finish in place • Good provision of chippings to built-up felt roofs • Any defects repaired so as to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Roof leaks apparent • Cracking evident to roofing material • Increased level of bubbling to roofing material • Significant pooling of surface water • Bitumastic showing signs of breaking down • Recoating of reflective finish is required • Provision of chippings to built-up felt roofs sparse • Built-up felt edge lifting • Major cost implications	**INDICATORS** • Serious level of roof leaks apparent • Significant level of cracking evident to roofing material • Significant level of bubbling of roofing material • Badly distorted surface • Bitumastic broken down • Reflective finish worn completely away • No provision of chippings to built-up felt roofs • Built-up felt edge lifting • Replacement is the only option • Major cost implications
	3.03 ROOF LIGHT	**INDICATORS** • Minimal deterioration. Seals and any opening mechanisms in good order • Any defects repaired so as to provide continued life as new • Minimal cost implications	**INDICATORS** • Cracked or broken glazing • Partly discoloured/ warped polycarbonate • Leaks at joints apparent • Major cost implications	**INDICATORS** • Cracked or broken glazing • Blackened/discoloured/ warped polycarbonate • Leaks at joints apparent • Replacement in the only option • Major cost implication
	3.04 RAINWATER GOODS	**INDICATORS** • Minimal deterioration • Some minor repairs may be required • Any defects repaired	**INDICATORS** • Showing obvious signs of fatigue • Joints leaking • Mountings starting to	**INDICATORS** • Significant failure/missing sections • Joints failed • Mountings failed

BUILDING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
		so as to provide continued life as new • Minimal cost implications for minor repairs only	fail • Broken/missing sections • Major cost implications	• Replacement in the only option • Major cost implication
	3.05 CHIMNEY STACKS and PARAPET WALLS	**INDICATORS** • Minimal deterioration • Some minor repairs may be required • Any defects repaired so as to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Evidence of deterioration, corrosion, cracking of brickwork/ stonework etc • Evidence of corrosion to base of chimney/flue • Gassing from base of chimney	**INDICATORS** • Evidence of significant deterioration, corrosion, cracking of brickwork/ stonework etc • Major cost implication
4. INTERNAL FABRIC	4.01 INTERNAL WALLS and FINISHES	**INDICATORS** • Minimal deterioration. Plaster and other finishes sound but minor repairs may be required • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Plaster and other finishes starting to fail. Bonding of finish loose • Some areas of bulging plasterwork • Wall cracks significant • Major cost implications	**INDICATORS** • Large areas of sub-standard finish • Bulging plasterwork • Wall cracks severe • Replacement is the only option • Major cost implications
	4.02 FLOOR COVERINGS	**INDICATORS** • Minimal deterioration. Normal wear and tear • Some minor repairs may be required to joints etc • Minimal cost implications for minor repairs only	**INDICATORS** • Extensive wear either in patches or overall • Patch repair • Non-slip function worn • Taped over cracks/ loose finishes • Major cost implications	**INDICATORS** • Significant failure – holes in floor coverings • Significant safety concerns. Non-slip function not evident • Replacement is the only option • Major cost implications
	4.03 CEILINGS FINISHES	**INDICATORS** • Minimal deterioration. Plaster and other finishes • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Plaster and other finishes starting to fail. Bonding of finish loose • Some areas of bulging plasterwork • Ceiling cracks significant • Major cost implications	**INDICATORS** • Large areas of sub-standard finish • Bulging plasterwork • Ceiling cracks severe • Replacement is the only option • Major cost implications
	4.04 CEILINGS – SUSPENDED Be aware of possible asbestos	**INDICATORS** • Minimal deterioration. Suspended tiles • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Suspended tiles starting to fail. Deformed tiles, broken edges • Over painted ceiling tiles • Major cost implications	**INDICATORS** • Large areas failing. Deformed tiles, broken edges • Replacement is the only option • Major cost implications
	4.05 INTERNAL DOORS and	**INDICATORS** • Door furniture of	**INDICATORS** • Door furniture failing or	**INDICATORS** • Significant failure

BUILDING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	IRONMONGERY	good standard	failed in parts • Door surface has been damaged/holed. Door still operates • Mechanism showing obvious signs of fatigue	• Door operation present a clear and eminent hazard to building occupants • Ironmongery broken and requires replacement
	4.06 INTERNAL DECORATION	**INDICATORS** • Recent décor within last six months	**INDICATORS** • Wear and tear obvious	**INDICATORS** • Significant peeling of paint/coatings or missing finish. Grubby/torn wall finishes
5. INTERNAL FITTINGS and FIXTURES	5.01 SANITARY WARE/FITTINGS	**INDICATORS** • Minimal damage or faulty fittings • Drawing off points generally good shut-off • Minimal cost implications for minor repairs only	**INDICATORS** • Damaged of faulty fittings • Plastic cisterns tired and worn • External staining from overflows • Draw off points generally poor shut-off • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Broken fittings • Extensive failure of draw-off points • Parts obsolete • Replacement is the only option • Major cost implications
	5.02 UNIT FURNITURE	**INDICATORS** • Doors and worktops and fitted cupboards etc have minimal wear and tear • Minimal cost implications for minor repairs only	**INDICATORS** • Doors and fitted cupboards etc in poor condition damaged and/or hinges worn and loose • Worktops worn and damaged • Units tired • Major cost implications	**INDICATORS** • Significant damage to doors and fitted cupboards etc • Door hinges falling apart • Worktops worn and damaged • Units tired • Replacement is the only option • Major cost implications
	5.03 INTERNAL FITTINGS and FURNITURE	**INDICATORS** • Fittings and furniture have minimal wear and tear • Minimal cost implications for minor repairs only	**INDICATORS** • Fittings and furniture in poor condition damaged and/or hinges worn and loose • Furniture tired • Major cost implications	**INDICATORS** • Replacement is the only option • Furniture falling apart • Significant damage to internal fittings • Major cost implications
6. EXTERNAL GROUNDS and GARDEN	6.01 LANDSCAPING	**INDICATORS** • Some minor weeding and pruning required • Minimal cost implications for minor repairs only	**INDICATORS** • Significantly overgrown and excessive weeds • Major cost implications	**INDICATORS** • Poor condition creating potential hazard • Major cost implications
	6.02 WALLS, FENCING and GATES	**INDICATORS** • Walls and features have minimal defects • Some minor repairs may be required • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Wall and features have flaking/crumbling brickwork and showing significant signs of deterioration • Patch repairs becoming untenable • Major cost implications • Bent, damaged or rusty components	**INDICATORS** • Walls and features/ brickwork failed • Walls bulging/leaning and/or unstable • Significant areas of rendering loose/cracked/ missing • Significant safety concerns • Major cost implications • Significant failure/corrosion

BUILDING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
			• Sections missing or failing with some missing sections • Distorted installation	• Collapsed fencing – large sections missing
	6.03 ROADS and CAR PARKS	**INDICATORS** • Minimal deterioration to surface finish • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Crumbling surface finish with potholes and severe damage to surface • Compressed stone finish badly distorted with heavy surface water pooling • Significant damage to kerbs and edgings – twisted/broken off or sunk • Major cost implications	**INDICATORS** • Surface totally disintegrated • Severe and significant damage to kerbs and edgings – missing/ twisted • Major cost implications
	6.04 PATHS AND PAVED AREAS	**INDICATORS** • Minimal deterioration to finished level • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Significant number of cracked/broken paving slabs • Surface level distorted with raised/sunk edges • Compressed stone finish badly distorted with heavy surface water pooling • Significant damage to kerbs and edgings – twisted/broken off or sunk • Major cost implications	**INDICATORS** • Severe and significant damage – cracked/ broken paving slabs • Surface totally disintegrated • Severe and significant damage to kerbs and edgings – missing/ twisted/broken off or sunk • Major cost implications
	6.05 EXTERNAL FITTINGS and FIXTURES	**INDICATORS** • Minimal deterioration • Some minor repairs may be required • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Excessively worn and tired fittings and fixtures • Significant signs of deterioration • Major cost implications	**INDICATORS** • Severe damage, requires replacement • Poor condition creating potential hazard • Major cost implications
	6.06 ANCILLARY BUILDINGS	**INDICATORS** • Minimal deterioration • Some minor repairs may be required • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Showing obvious signs of fatigue/damage • Rot/corrosion/cracking evident • Major cost implications	**INDICATORS** • Severe damage, requires replacement • Poor condition creating potential hazard • Major cost implications • Significant failure/frame distortion/major rot/ corrosion • Inadequate design • Significant safety concerns • Replacement is the only option

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
7. DRAINAGE and EXTERNAL SERVICES	7.01 DRAINAGE/ SEWERAGE	**INDICATORS** • Minimal deterioration • No indication of system problems • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Manholes/culverts – flaking/crumbling brickwork and showing signs of major deterioration • Corroded manhole frames • Collapsed sections giving rise to system problems – repeated jetting/unblocking required • Tree root invasion • Internal drainage systems leaking and failing • Major cost implications	**INDICATORS** • Failure of large sections of drainage system • Significant tree root invasion • Substantial/significant cost implications
	7.02 EXTERNAL UTILITIES INFRA-STRUCTURE	**INDICATORS** • No indication of system problems • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Electrical systems test certificates • Silt issues with incoming water supply	**INDICATORS** • Failure of electrical or water supply • Substantial/ significant cost implication
	7.03 SITE LIGHTING	**INDICATORS** • Visual observation indicated adequate lighting levels for safe working and movement • Lighting in corridors and circulation/waiting areas provides good coverage with no shadows (shadows can cause difficulties for partially sighted people) • Computer workstations – based on a risk assessment, LG3 compliant luminaires or diffusers have been provided Guidance on lighting levels is found in CIBSE guide – 'Code for lighting'	**INDICATORS** • Visual observation indicates work areas gloomy • Very old lighting • Luminaires diffusers discoloured • None or erratic provision of LG3 luminaires or diffusers at computer workstation • Likely impact of impending legislation	**INDICATORS** • Significant deviances from requirements
	7.04 LIGHTING PROTECTION	**INDICATORS** • Installation of BS6651 • Test records available • Adequate earth resistance path	**INDICATORS** • Poor reliability record • Corrosion evident at joints • Inadequate earth resistance path • Inadequate test records • Major cost implications	**INDICATORS** • System failed – not able to offer adequate protection in line with BS6651 • Major cost implications
	7.05 CCTV (EXTERNAL)	**INDICATORS** • Any defects repaired to provided continued as new life • Minimal cost implications for minor repairs only	**INDICATORS** • Repeated faults to wiring systems • Poor reliability record • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Wiring failed • Equipment failed • Replacement in the only option • Major cost

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
				implications
8. FUEL STORAGE and DISTRIBUTION	8.01 FUEL SUPPLY/ STORAGE/ DISTRIBUTION (GAS)	**INDICATORS** • Correctly installed (supports) • Minimal cost implications for minor repairs only • Test records on gas tightness up-to-date • Propane installation sound	**INDICATORS** • Evidence of pipework corrosion • Pipework supports failing • Major cost implications • Serious evidence of corrosion to pipework/ storage vessels	**INDICATORS** • Severe/significant evidence of pipework corrosion • Replacement in the only option • Major cost implications
9. BOILERS and CALORIFIERS	9.01 BOILER PLANT	**INDICATORS** • Good reliability record • Covers in place and components in working order • Service of plant noted – steam boiler inspection/water treatment information available • Maintenance of components may be required (e.g. leaking valves etc.) • Mountings fixings and flue guards are secure and in place • Any defects repaired to provided continued as new life • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Records indicate inadequate water treatment etc • Covers in poor condition (dented or missing) • Insulation missing • Leeks to boiler section • Repeated problems with burners • Flue mounting fixings are not secure – evidence of corrosion noted • Flue guards are damaged or missing • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Records indicate inadequate water treatment etc • Significant boiler leaks • Significant safety concerns – high production of carbon monoxide. Burners corroded and difficult to maintain combustion conditions • Replacement in the only option • Controls/parts obsolete • Major cost implications
	9.02 PRESSUR-ISATION PLANT	**INDICATORS** • Minimal deterioration • Any defects repaired to provided continued as new life • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Persistent failure • Major cost implications	**INDICATORS** • Very poor reliability record • Units failed • Major cost implications
	9.03 CALORIFIERS/ HEAT EXCHANGER	**INDICATORS** • Good reliability record • Maintenance of components may be required (e.g. leaking valves etc.) • Mountings, fixings and guards/insulation is secure and in place • Compliance with legionellae design guidance • Any defects repaired to provided continued as new life • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Mountings, fixings and guards/insulation not secure/missing • Persistent leaks • Non-compliance with legionellae design guidance, e.g. SHTM 2040 'The control of legionellae in healthcare premises' • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Plant in very poor condition with missing covers/ insulation etc • Repeated failure of heat exchanger bundle • Non-compliance with legionellae design guidance • Controls/parts obsolete • Replacement is the only option • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	9.04 FLUES	**INDICATORS** • Minimal deterioration • Any defects repaired to provided continued as new life • Minimal cost implications for minor repairs only	**INDICATORS** • Evidence of deterioration, corrosion, cracking of brickwork/ stonework etc • Evidence of corrosion to base of chimney/flue • Gassing from base of chimney	**INDICATORS** • Evidence of significant deterioration, corrosion, cracking of brickwork/ stonework • Major cost implications
	9.05 CONTROLS/ METERS	**INDICATORS** • Good reliability record • Effective operation • Maintenance of components may be required (e.g. motorised valves etc) • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Controls on override – automatic control failed • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Total failure of control system – not operating within design parameters • Controls/parts obsolete • Replacement is the only option • Major cost implications
	9.06 INSULATION	**INDICATORS** • Insulation in good order • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Insulation damaged/ missing sections • Major cost implications	**INDICATORS** • Insulation severely damaged or missing completely • Replacement is the only option • Major cost implications
10. STEAM SYSTE,MS	10.01 DISTRIBUTION PIPEWORK	**INDICATORS** • Good reliability record • Maintenance of components may be required (e.g. leaking valves etc) • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Evidence of extensive pipework corrosion/ leaks • Major cost implications	**INDICATORS** • Very poor reliability record • Evidence of major system leaks • Replacement is the only option • Major cost implications
	10.02 VALVES	**INDICATORS** • Minimal deterioration • Maintenance of components may be required (e.g. leaking valves) • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only • Complies with legionellae design guidance	**INDICATORS** • Severe corrosion • Break-up of glass/ reinforced plastic • Failure of lining • Leaks at tank/joints or pipework connections • Non-compliance with legionellae design practice • Major cost implications	**INDICATORS** • Water storage tank failed • Replacement is the only option • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	10.03 CONTROLS	**INDICATORS** • Good reliability record • Effective operation • Maintenance of components may be required (e.g. motorised valves) • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Controls on override – automatic control failed • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Total failure of control systems – not operating within design parameters • Controls/parts obsolete • Replacement is the only option • Major cost implications
	10.04 METERS	**INDICATORS** • Good reliability record • Effective operation • Maintenance of components may be required (e.g. motorised valves) • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Controls on override – automatic control failed • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Total failure of control systems – not operating within design parameters • Controls/parts obsolete • Replacement is the only option • Major cost implications
	10.05 CONDENSATE SYSTEMS	**INDICATORS** • Good reliability record • Maintenance of components may be required (e.g. leaking valves) • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Evidence of extensive pipework corrosion/ leaks • Major cost implications	**INDICATORS** • Very poor reliability record • Evidence of major system leaks • Replacement is the only option • Major cost implications
	10.06 INSULATION	**INDICATORS** • Insulation in good order • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Insulation damaged/ missing sections • Major cost implications	**INDICATORS** • Insulation severely damaged or missing completely • Major cost implications
	11.01 DISTRIBUTION PIPEWORK	**INDICATORS** • Good reliability record • Maintenance of components may be required (e.g. leaking valves) • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Evidence of extensive pipework corrosion/ leaks • Major cost implications	**INDICATORS** • Very poor reliability record • Evidence of major system leaks • Replacement is the only option • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
11. HEATING SYSYEMS	11.02 HEAT EMITTERS	**INDICATORS** • Good reliability record • Covers in place and components in working order • Fan convector noise levels within limits • Maintenance of components may be required (e.g. leaking valves etc) • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Covers in poor condition (dented or missing) • Fan convector noise levels excessive • Evidence of corrosion to heating elements • Partial replacement of heat emitters/pipework • Major cost implications	**INDICATORS** • Very poor reliability record • Significant leakage • Replacement is the only option • Major cost implications
	11.03 CONTROLS	**INDICATORS** • Good reliability record • Effective operation • Maintenance of components may be required (e.g. motorised valves etc) • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Controls in override – automatic control failed • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Total failure of control system – not operating within design parameters • Controls/parts obsolete • Replacement is the only option • Major cost implications
	11.04 HEATING PUMPS	**INDICATORS** • Good reliability record • Maintenance of pump seals may be required • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record. Motor windings failing (earth leakage) • Pump leaks evident • Part failure of pumping sets	**INDICATORS** • Very poor reliability record • Pump units failed/ seized/leaking • Replacement is the only option • Major cost implications
	11.05 INSULATION	**INDICATORS** • Insulation in good order • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Insulation damaged/ missing sections • Major cost implications	**INDICATORS** • Insulation severely damaged or missing completely • Replacement is the only option • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
12. VENTILATIONS SYSTEMS	12.01 VENTILATION PLANT	**INDICATORS** • Good plant reliability record • Mountings fixings/guards are secure • Access door/seals acceptable • Maintenance of components may be required (e.g. drainage traps/leaking valves etc) • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Noisy fan units • Mounting fixings failing (anti-vibration mountings etc) • Access door/seals failed • Drainage traps failed/ inadequate design • Evidence of corrosion noted to plant • Air filter units failing (obvious pass-through) • Humidification systems failed • Significant leaks to heating/cooling systems • Parts difficult to obtain or obsolete • Does not comply with ventilation design guide SHTM 2025 • Does not comply with legionellae design guidance e.g. SHTM 2040 • Major cost implications	**INDICATORS** • Very poor reliability record • Significant safety concerns • Controls/parts obsolete • Replacement is the only option • Major cost implications
	12.02 DISTRIBUTION DUCTWORK	**INDICATORS** • Good reliability record • Maintenance of components may be required (e.g. leaking valves etc) • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Evidence of extensive leaks and sagging ductwork • Major cost implications • Does not comply with ventilation design guide SHTM 2025	**INDICATORS** • Very poor reliability record • Evidence of major system leaks – pressurisation problems • Replacement is the only option • Major cost implications
	12.03 AUTOMATIC FIRE DAMPERS and CONTROL PANEL	**INDICATORS** • Good reliability record • Effective operation • Maintenance of components may be required (e.g. motorised valves etc) • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Controls on override – automatic control failed • Parts difficult to obtain or obsolete • Major cost implications • Does not comply with ventilation design guide SHTM 2025	**INDICATORS** • Very poor reliability record • Total failure of control system • Controls/parts obsolete • Replacement is the only option • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	12.04 CONTROLS	**INDICATORS** • Good reliability record • Effective operation • Maintenance of components may be required (e.g. motorised valves etc) • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Controls on override – automatic control failed • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Total failure of control system • Controls/parts obsolete • Replacement is the only option • Major cost implications
	12.05 ROOM SPLIT/CHILLERS/ COMPRESSORS	**INDICATORS** • Good reliability record • Mounting fixings/guards are secure • Minimal vibration • Maintenance of components may be required (e.g. leaking chilled water valves etc) • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Unable to maintain set temperatures • Mounting fixings failing (e.g. anti-vibration mountings etc) • Persistent oil leaks • Significant leaks to chilled water cooling systems • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • General plant failure • Controls/parts obsolete • Replacement is the only option • Major cost implications
	12.06 CHILLERS/ COOLING SYSTEMS	**INDICATORS** • Good plant reliability record • Mounting fixings/guards are secure • Access door/seals acceptable • Water spray systems functioning correctly • Chemical closing equipment operating correctly • Maintenance of components may be required (e.g. leaking chilled water valves etc) • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Significant evidence of deterioration/corrosion • Access door/seals failing • Water spray systems corroding and ineffective • Repeated failure to maintain biocide levels at specific limits • Chemical closing equipment failing • Significant leaks • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Severe corrosion/ deterioration • General plant failure • Controls/parts obsolete • Replacement is the only option • Major cost implications
	12.07 COOLING TOWERS	**INDICATORS** • Good plant reliability record • Legionella testing shows system is unsuitable for purpose	**INDICATORS** • Poor reliability record • Legionella testing shows system is medium risk – not designed in accordance with SHTM 2040 • Major cost implications	**INDICATORS** • Very poor reliability record • Legionella testing shows system is high risk – not designed in accordance with SHTM 2040 • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
13. MEDICAL GAS SYSTEMS	13.01 VACUUM INSULATER EVAPORATORS	**INDICATORS** • Installation to SHTM 2022 'Medical gas pipeline systems' • Mountings/fixings etc are secure and in place • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Installation not to SHTM 2022 • Failure of bursting disc • Failure of vaporiser • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Installation inappropriate for use • Replacement is the only option • Repeated failure of vaporiser • Significant cost implications
	13.02 DISTRIBUTION	**INDICATORS** • Installation to SHTM 2022 • Mountings/fixings etc are secure and in place • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Installation not to SHTM 2022 • Pipework installation badly distorted • Persistent leaks at valve units • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Installation inappropriate for use • Replacement is the only option • Major cost implications
	13.03 MANIFOLDS	**INDICATORS** • Good plant reliability record • Any defects repaired to provide continued life as new • Cylinder mounts provided with safety chains • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Tailpipes – repeated failure • Changeover valves controls – repeated failure • Persistent leaks • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • General plant failure • Controls/parts obsolete • Replacement is the only option • Major cost implications
	13.04 GAS CYLINDER STORAGE	**INDICATORS** • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Persistent leaks at outlets • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Persistent leaks at outlets • Controls/parts obsolete • Replacement is the only option • Major cost implications
	13.05 OUTLETS	**INDICATORS** • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Persistent leaks at outlets • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Persistent leaks at outlets • Controls/parts obsolete • Replacement is the only option • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	13.06 ALARM SYSTEM	**INDICATORS** • Effective operation • Maintenance of components may be required • Any defects repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Alarm system repeated failure • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Total failure of alarm system • Controls/parts obsolete • Replacement is the only option • Major cost implications
	13.07 MEDICAL AIR COMPRESSORS/ VACUUM PUMPS	**INDICATORS** • Good plant reliability record • Mountings fixings/guards are secure • Minimal vibration • Maintenance of components may be required • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Unable to maintain set pressures • Mounting fixings failing (anti-vibration mountings etc) • Persistent oil leaks • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • General plant failure • Controls/parts obsolete • Replacement is the only option • Major cost implications
14. HOT and COLD WATER SYSTEMS	14.01 DHW/ WATER STORAGE and HEADER TANKS	**INDICATORS** • Minimal deterioration • Maintenance of components may be required (e.g. leaking valves etc) • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only • Complies with legionellae design guidance	**INDICATORS** • Severe corrosion • Break-up of glass/ reinforced plastic • Failure of lining • Leaks at tank/joints or pipework connections • Non-compliance with legionellae design guidance, not designed in accordance with SHTM 2040 and SHTM 2027 • Major cost implications	**INDICATORS** • Major storage tank failed • Replacement is the only option • Major cost implications
	14.02 WATER TREATMENT PLANT	**INDICATORS** • Good reliability record • Effective operation • Maintenance of components may be required • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Inability to maintain adequate levels of soft water output • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Unit failed. Cannot produce soft water • Replacement is the only option • Major cost implications
	14.03 DISTRIBUTION PIPEWORK	**INDICATORS** • Good reliability record • Maintenance of components may be required (e.g. leaking valves etc) • Minimal cost implications for minor repairs only	**INDICATORS** • Evidence of pipework corrosion • Pipework supports failing • Major cost implications	**INDICATORS** • Severe/significant evidence of pipework corrosion • Replacement is the only option • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	14.04 PUMPS	**INDICATORS** • Good reliability record • Maintenance of pump seals may be required • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record – motor windings failing (earth leakage) • Pumps leaking significantly • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Pump units failed/ seized/leaking • Replacement is the only option • Major cost implications
	14.05 VALVE CONTROLS	**INDICATORS** • Good reliability record • Effective operation • Maintenance of components may be required (e.g. motorised valves etc) • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Controls on override – automatic control failed • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Total failure of control system • Controls/parts obsolete • Replacement is the only option • Major cost implications
	14.06 WATER HEATERS	**INDICATORS** • Good reliability record • Effective operation	**INDICATORS** • Poor reliability record • Sentinel taps do not meet legionella regulations • Major cost implications	**INDICATORS** • Very poor reliability record • Major cost implications
	14.07 INSULATION	**INDICATORS** • Insulation in good order • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Insulation damaged/ missing sections • Major cost implications	**INDICATORS** • Insulation severely damaged or missing completely • Replacement is the only option • Major cost implications
15. LIFTS and HOISTS	15.01 PASSENGER LIFTS	**INDICATORS** • Installed to current guidance • Good plant reliability record • Minimal deterioration/ damage • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Significant wear and tear • Door mechanism slack/ badly worn • Safety gate mechanism badly worn • Frequent breakdowns • Persistent oil leaks • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Significant safety concern • Controls/parts obsolete • Replacement is the only option • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
16. FIXED PLANT / EQUIPMENT	15.02 GOODS LIFTS	**INDICATORS** • Good plant reliability record • Minimal deterioration/ damage • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Significant wear and tear • Door mechanism slack/ badly worn • Safety gate mechanism badly worn • Frequent breakdowns • Persistent oil leaks • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Significant safety concern • Controls/parts obsolete • Replacement is the only option • Major cost implications
	15.03 HOISTS	**INDICATORS** • Good plant reliability record • Minimal deterioration/ damage • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Significant wear and tear • Door mechanism slack/ badly worn • Safety gate mechanism badly worn • Frequent breakdowns • Persistent oil leaks • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Significant safety concern • Controls/parts obsolete • Replacement is the only option • Major cost implications
	15.04 CONTROL PANEL	**INDICATORS** • Good plant reliability record • Effective operation • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Repeated control failure • Parts difficult to obtain or obsolete • Poor electrical safety • Major cost implications	**INDICATORS** • Very poor reliability record • Total failure of control system • Controls/parts obsolete • Replacement is the only option • Major cost implications
	16.01 STERILISERS	**INDICATORS** • Good reliability record • Covers in place and equipment in good working order • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Equipment repeatedly failing • Repeated difficulty in meeting test requirements as detailed in current published guidance e.g. SHTM 2010 'Sterilization' • Covers in poor condition (dented or missing) • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Replacement is the only option • Substantial/ significant cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	16.02 BEDPAN DISPOSAL	**INDICATORS** • Good reliability record • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Equipment repeatedly failing • Repeated difficulty in meeting test requirements as detailed in current published guidance e.g. SHTM 2030 'Washer-disinfectors' (not macerators) • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Replacement is the only option • Major cost implications
	16.03 DISINFECTION EQUIPMENT	**INDICATORS** • Good reliability record • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Equipment repeatedly failing • Repeated difficulty in meeting test requirements as detailed in current published guidance e.g. SHTM 2030 • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Replacement is the only option • Major cost implications
	16.04 CATERING EQUIPMENT	**INDICATORS** • Good reliability record • Covers in place and equipment in good working order • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Equipment repeatedly failing • Covers in poor condition (dented or missing) • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Replacement is the only option • Major cost implications
	16.05 LAUNDRY EQUIPMENT	**INDICATORS** • Good reliability record • Covers in place and equipment in good working order • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Equipment repeatedly failing • Covers in poor condition (dented or missing) • Parts difficult to obtain or obsolete	**INDICATORS** • Very poor reliability record • Equipment failed • Replacement is the only option • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	16.05 MISC-ELLANEOUS EQUIPMENT	**INDICATORS** • Good reliability record • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Equipment repeatedly failing • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Replacement is the only option • Major cost implications
17. ELECTRICAL SYSTEMS	17.01 HV NETWORK	**INDICATORS** • Good reliability record • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Replacement is the only option • Major cost implications
	17.02 GENERATORS	**INDICATORS** • Good reliability record • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Generator repeatedly failing • Not able to maintain rated output • Oil leaks • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Replacement is the only option • Major cost implications
	17.03 SWITCHGEAR	**INDICATORS** • Installation to BS7671 • Lockable provision • Circuit schedules up-to-date and posted • Electrical installation test records available • Adequate signs and signals • Evidence of bonding (non-invasive observation) • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Installation not fully in accordance with BS7671 • Inadequate barriers • Switches not lockable • Circuit schedules out-of-date/missing • Electrical installation test records not available • Inadequate signs and signals • No evidence of bonding (non-invasive observation) • Major cost implications	**INDICATORS** • Installation not in accordance with BS7671 • Electrical installation test records not available • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	17.04 DISTRIBUTION BOARDS	**INDICATORS** • Installation to BS7671 • Lockable provision • Circuit schedules up-to-date and posted • Electrical installation test records available • Adequate signs and signals • Evidence of bonding (non-invasive observation) • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Installation not fully in accordance with BS7671 • Inadequate barriers • Distribution boards not lockable • Circuit schedules out-of-date/missing • Electrical installation test records not available • Inadequate signs and signals • No evidence of bonding (non-invasive observation) • Major cost implications	**INDICATORS** • Installation not in accordance with BS7671 • Electrical installation test records not available • Major cost implications
	17.05 WIRING SYSTEM/ BONDING	**INDICATORS** • Installation to BS7671 • Electrical installation test records available • Evidence of bonding (non-invasive observation) • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Installation not fully in accordance with BS7671 • Electrical installation test records not available • Bonding erratic • Major cost implications	**INDICATORS** • Installation not in accordance with BS7671 • Electrical installation test records not available • Major cost implications • No bonding
	17.06 FITTINGS	**INDICATORS** • Good reliability record • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Replacement is the only option • Major cost implications
	17.07 LUMINAIRES	**INDICATORS** • Installation to BS7671 • Electrical installation test records available • Minimal deterioration • Minimal cost implications for minor repairs only • Any defect repaired to provide continued life as new • Luminaire diffusers in place and not discoloured • Adequate signs and signals	**INDICATORS** • Poor reliability record • Luminaires failing with replacements notes over time • Luminaire diffusers part missing/discoloured • Controls/parts difficult to obtain or obsolete • Inadequate test records • Major cost implications	**INDICATORS** • Luminaire diffusers missing/discoloured/ damaged • Luminaires generally failed with replacements over time • Replacement is the only option • Controls obsolete • Components not available • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	17.08 EMERGENCY LUMINAIRES	**INDICATORS** • Installation to BS5266-1 • Operating within design parameters • Test records available • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Still operating within design parameters but high maintenance requirements • Luminaires starting to fail • Diffusers discoloured • Controls/parts difficult to obtain or obsolete • Inadequate test records • Major cost implications	**INDICATORS** • Luminaires failed • Controls obsolete • Components not available • Major cost implications
18. COMMUNICATION SYSTEMS	18.01 TELEPHONE SYSTEMS	**INDICATORS** • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Wiring failed • Equipment failed • Replacement is the only option • Major cost implications
	18.02 DATA TRANSMISSION	**INDICATORS** • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Wiring failed • Equipment failed • Replacement is the only option • Major cost implications
	18.03 PAGING SYSTEM	**INDICATORS** • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Wiring failed • Equipment failed • Replacement is the only option • Major cost implications
	18.04 NURSE CALL SYSTEM	**INDICATORS** • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Wiring failed • Equipment failed • Replacement is the only option • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	18.05 RADIO and TELEVISION SYSTEMS	**INDICATORS** • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Wiring failed • Equipment failed • Replacement is the only option • Major cost implications
	18.06 BEDHEAD SERVICES	**INDICATORS** • Good reliability record • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Parts difficult to obtain or obsolete • Not designed in accordance with SHTM 2020 • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Replacement is the only option • Major cost implications
19. ALARMS and DETECTION SYSTEMS	19.01 FIRE ALARM PANELS/ SYSTEMS/ DETECTORS	**INDICATORS** • Installation in accordance with HTM 82 'Alarm and detection systems'/ BS 5839-1* • Effective test regimes • Test records available • Minimal deterioration • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Installation not in accordance with HTM82/BS 5839-1 • Minimal provision of automatic detection – simple break glass units (BGU) and heat detectors* • Fire panels not to current standards. Poor reliability record • System deterioration with repeated failures • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Significant deviances from requirements • No fire alarm system installed* • Equipment failed • Major cost implications
	19.02 FIRE ALARM PANELS and WIRING SYSTEMS	**INDICATORS** • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Repeated faults to wiring systems • Poor reliability record • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Wiring failed • Equipment failed • Replacement is the only option • Major cost implications
	19.03 SECURITY SYSTEMS	**INDICATORS** • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Repeated faults to wiring systems • Poor reliability record • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Wiring failed • Equipment failed • Replacement is the only option • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	19.04 OTHER ALARM SYSTEMS (E.g. CCTV/PANIC ALARM)	**INDICATORS** • Any defect repaired to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Repeated faults to wiring systems • Poor reliability record • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Wiring failed • Equipment failed • Replacement is the only option • Major cost implications
20. BUILDING MANAGEMENT CONTROL SYSTEM	20.01 BUILDING MANAGEMENT SYSTEM – DISTRIBUTION NETWORK	**INDICATORS** • Good reliability record • Minimal deterioration • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Connections/ terminations/joints repeatedly failing • Cable supports/tray collapsing/corroding • Not designed in accordance with SHTM 2005 • Major cost implications	**INDICATORS** • Very poor reliability record • Wiring failed • Equipment failed • Not designed in accordance with SHTM 2005 • Replacement is the only option • Major cost implications
	20.02 BUILDING MANAGEMENT SYSTEM – HEAD END CONTROL	**INDICATORS** • Good reliability record • Any defects repaired as on-going maintenance to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Equipment repeatedly failing • Not designed in accordance with SHTM 2005 • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Not designed in accordance with SHTM 2005 • Replacement is the only option • Major cost implications
	20.03 BUILDING MANAGEMENT SYSTEM – ZONE CONTROL PANELS (OUTSTATIONS)	**INDICATORS** • Good reliability record • Minimal deterioration • Any defects repaired as on-going maintenance to provide continued life as new • Minimal cost implications for minor repairs only	**INDICATORS** • Poor reliability record • Equipment repeatedly failing • Not designed in accordance with SHTM 2005 • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Not designed in accordance with SHTM 2005 • Replacement is the only option • Major cost implications

Appendix 7: Example proforma

Urgent issues proforma

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

Any urgent issues of note regarding Health and Safety, Maintenance etc which may affect the staff, patients or any others visiting or working in or around the property, or the Operational capacity of the property, should be notified as a matter of urgency, quoting Site name and detailed location of problem.

NHS Board: .....

Contact Name: .....

Telephone No:.....

Email Address: .....

Urgent Issues

	Date	Time	Surveyor
Urgent issues notified by telephone:			
Urgent issues notified by email:			

Proforma data collection sheet for Physical Condition: external areas

Site Name:		Block Name:		Surveyor Name:	
				Survey Date:	
Site Address:		Block No:		Build Year:	
		Block Type:		Block Historic Listing:	
Post Code:		Location Level		Block Floor Area (GIA) m2	
Site Reference No (SRN):		(Survey Block):		Cost Base Date:	Quarter II 2010 (BCIS)
Site Type:		Contact Name:		Contact Email:	
NHS Board:		Contact Tel No:		Weather Conditions:	

CLASSIFICATION CATEGORY:

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
DX	Supplementary rating added to D only to indicate that it is impossible to improve without replacement

Element		Sub Element		ELEMENT RANK	SUB-ELEMENT CONDITION RANKING A, B, C, D OR DX	REMAINING LIFE (YEARS) FOR EACH SUB-ELEMENT WILL REMAIN IN CONDITION B	COSTS (£000's) TO UPGRADE SUB-ELEMENTS FROM C, D, OR DX TO CONDITIOIN RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATUIRE NAD LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – NO ACTION REQUIRED, OVERHAUL / REPAIR, REPLACE OR FURTHER INVESTIGATIOINS REQUIRED	URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C, D, AND DX ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C, D, AND DX ONLY
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									

RISK ASSESSMENT (RANKING B, C, D and DX ONLY)

CONSEQUENCE		LIKELIHOOD			
Score	Consequence	Score	Likelihood	Indicator	Estimated time to failure
1	Insignificant	1	Rare	No or minimal remedial action required and / or new / recent upgrade	Circa >10 years
2	Minor	2	Unlikely	Normal wear and tear; sound; operationally safe and exhibits only minor deterioration	Circa 4-6 years
3	Moderate	3	Possible	Reasonable physical damage/deterioration	Circa 2-4 years
4	Major	4	Likely	Major physical damage/deterioration failure apparent/assessed as imminent or unacceptable	Circa 1-2 years
5	Catastrophic	5	certain	Failure has occurred; unacceptable	Circa < 1 year

Proforma data collection sheet for Physical Condition: building envelope

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) m2	
Site Reference No (SRN):				Cost Base Date:	Quarter II 2010 (BCIS)
Site Type:		Contact Name:		Contact Email:	
NHS Board:		Contact Tel No:		Weather Conditions:	

CLASSIFICATION CATEGORY:

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
DX	Supplementary rating added to D only to indicate that it is impossible to improve without replacement

Element		Sub Element		ELEMENT RANK	SUB-ELEMENT CONDITION RANKING A, B, C, D OR DX	REMAINING LIFE (YEARS) FOR EACH SUB-ELEMENT WILL REMAIN IN CONDITION B	COSTS (£000's) TO UPGRADE SUB-ELEMENTS FROM C, D, OR DX TO CONDITIOIN RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATUIRE NAD LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – NO ACTION REQUIRED, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIOINS REQUIRED	URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C, D, AND DX ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C, D, AND DX ONLY
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 details									
		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									

RISK ASSESSMENT (RANKING B, C, D and DX ONLY)

CONSEQUENCE		LIKELIHOOD			
Score	Consequence	Score	Likelihood	Indicator	Estimated time to failure
1	Insignificant	1	Rare	No or minimal remedial action required and / or new / recent upgrade	Circa >10 years
2	Minor	2	Unlikely	Normal wear and tear; sound; operationally safe and exhibits only minor deterioration	Circa 4-6 years
3	Moderate	3	Possible	Reasonable physical damage/deterioration	Circa 2-4 years
4	Major	4	Likely	Major physical damage/deterioration failure apparent/assessed as imminent or unacceptable	Circa 1-2 years
5	Catastrophic	5	certain	Failure has occurred; unacceptable	Circa < 1 year

Proforma data collection sheet for physical condition: internal elements

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) m2	
Site Reference No (SRN):				Cost Base Date:	Quarter II 2010 (BCIS)
Site Type:		Contact Name:		Contact Email:	
NHS Board:		Contact Tel No:		Weather Conditions:	

CLASSIFICATION CATEGORY:

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
DX	Supplementary rating added to D only to indicate that it is impossible to improve without replacement

Element		Sub Element		ELEMENT RANK	SUB-ELEMENT CONDITION RANKING A, B, C, D OR DX	REMAINING LIFE (YEARS) FOR EACH SUB-ELEMENT WILL REMAIN IN CONDITION B	COSTS (£000's) TO UPGRADE SUB-ELEMENTS FROM C, D, OR DX TO CONDITIOIN RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATUIRE NAD LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – NO ACTION REQUIRED, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIOINS REQUIRED	URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C, D, AND DX ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C, D, AND DX ONLY
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									

RISK ASSESSMENT (RANKING B, C, D and DX ONLY)

CONSEQUENCE		LIKELIHOOD			
Score	Consequence	Score	Likelihood	Indicator	Estimated time to failure
1	Insignificant	1	Rare	No or minimal remedial action required and / or new / recent upgrade	Circa >10 years
2	Minor	2	Unlikely	Normal wear and tear; sound; operationally safe and exhibits only minor deterioration	Circa 4-6 years
3	Moderate	3	Possible	Reasonable physical damage/deterioration	Circa 2-4 years
4	Major	4	Likely	Major physical damage/deterioration failure apparent/assessed as imminent or unacceptable	Circa 1-2 years
5	Catastrophic	5	certain	Failure has occurred; unacceptable	Circa < 1 year

Proforma data collection sheet for physical condition: engineering services

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) m2	
Site Reference No (SRN):				Cost Base Date:	Quarter II 2010 (BCIS)
Site Type:		Contact Name:		Contact Email:	
NHS Board:		Contact Tel No:		Weather Conditions:	

CLASSIFICATION CATEGORY:

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
DX	Supplementary rating added to D only to indicate that it is impossible to improve without replacement

Element		Sub Element		ELEMENT RANK	SUB-ELEMENT CONDITION RANKING A, B, C, D OR DX	REMAINING LIFE (YEARS) FOR EACH SUB-ELEMENT WILL REMAIN IN CONDITION B	COSTS (£000's) TO UPGRADE SUB-ELEMENTS FROM C, D, OR DX TO CONDITIOIN RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATUIRE NAD LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – NO ACTION REQUIRED, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIOINS REQUIRED	URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C, D, AND DX ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C, D, AND DX ONLY
7.0	DRAINAGE and EXTERNAL SERVICES	7.01	Drainage/ sewerage									
		7.02	External utilities infrastructure									
		7.03	Site lighting									
		7.04	Lighting 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									

RISK ASSESSMENT (RANKING B, C, D and DX ONLY)

CONSEQUENCE		LIKELIHOOD			
Score	Consequence	Score	Likelihood	Indicator	Estimated time to failure
1	Insignificant	1	Rare	No or minimal remedial action required and / or new / recent upgrade	Circa >10 years
2	Minor	2	Unlikely	Normal wear and tear; sound; operationally safe and exhibits only minor deterioration	Circa 4-6 years
3	Moderate	3	Possible	Reasonable physical damage/deterioration	Circa 2-4 years
4	Major	4	Likely	Major physical damage/deterioration failure apparent/assessed as imminent or unacceptable	Circa 1-2 years
5	Catastrophic	5	certain	Failure has occurred; unacceptable	Circa < 1 year

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) m2	
Site Reference No (SRN):				Cost Base Date:	Quarter II 2010 (BCIS)
Site Type:		Contact Name:		Contact Email:	
NHS Board:		Contact Tel No:		Weather Conditions:	

CLASSIFICATION CATEGORY:

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
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D	Unacceptable condition, non-operational or about to fail Has reached end of its useful life
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Element		Sub Element		ELEMENT RANK	SUB-ELEMENT CONDITION RANKING A, B, C, D OR DX	REMAINING LIFE (YEARS) FOR EACH SUB-ELEMENT WILL REMAIN IN CONDITION B	COSTS (£000's) TO UPGRADE SUB-ELEMENTS FROM C, D, OR DX TO CONDITIOIN RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATUIRE NAD LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – NO ACTION REQUIRED, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIOINS REQUIRED	URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C, D, AND DX ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C, D, AND DX ONLY
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									

RISK ASSESSMENT (RANKING B, C, D and DX ONLY)

CONSEQUENCE		LIKELIHOOD			
Score	Consequence	Score	Likelihood	Indicator	Estimated time to failure
1	Insignificant	1	Rare	No or minimal remedial action required and / or new / recent upgrade	Circa >10 years
2	Minor	2	Unlikely	Normal wear and tear; sound; operationally safe and exhibits only minor deterioration	Circa 4-6 years
3	Moderate	3	Possible	Reasonable physical damage/deterioration	Circa 2-4 years
4	Major	4	Likely	Major physical damage/deterioration failure apparent/assessed as imminent or unacceptable	Circa 1-2 years
5	Catastrophic	5	certain	Failure has occurred; unacceptable	Circa < 1 year

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) m2	
Site Reference No (SRN):				Cost Base Date:	Quarter II 2010 (BCIS)
Site Type:		Contact Name:		Contact Email:	
NHS Board:		Contact Tel No:		Weather Conditions:	

CLASSIFICATION CATEGORY:

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
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Element		Sub Element		ELEMENT RANK	SUB-ELEMENT CONDITION RANKING A, B, C, D OR DX	REMAINING LIFE (YEARS) FOR EACH SUB-ELEMENT WILL REMAIN IN CONDITION B	COSTS (£000's) TO UPGRADE SUB-ELEMENTS FROM C, D, OR DX TO CONDITIOIN RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATUIRE NAD LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – NO ACTION REQUIRED, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIOINS REQUIRED	URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C, D, AND DX ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C, D, AND DX ONLY
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									

RISK ASSESSMENT (RANKING B, C, D and DX ONLY)

CONSEQUENCE		LIKELIHOOD			
Score	Consequence	Score	Likelihood	Indicator	Estimated time to failure
1	Insignificant	1	Rare	No or minimal remedial action required and / or new / recent upgrade	Circa >10 years
2	Minor	2	Unlikely	Normal wear and tear; sound; operationally safe and exhibits only minor deterioration	Circa 4-6 years
3	Moderate	3	Possible	Reasonable physical damage/deterioration	Circa 2-4 years
4	Major	4	Likely	Major physical damage/deterioration failure apparent/assessed as imminent or unacceptable	Circa 1-2 years
5	Catastrophic	5	certain	Failure has occurred; unacceptable	Circa < 1 year

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) m2	
Site Reference No (SRN):				Cost Base Date:	Quarter II 2010 (BCIS)
Site Type:		Contact Name:		Contact Email:	
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CLASSIFICATION CATEGORY:

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Element		Sub Element		ELEMENT RANK	SUB-ELEMENT CONDITION RANKING A, B, C, D OR DX	REMAINING LIFE (YEARS) FOR EACH SUB-ELEMENT WILL REMAIN IN CONDITION B	COSTS (£000's) TO UPGRADE SUB-ELEMENTS FROM C, D, OR DX TO CONDITIOIN RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATUIRE NAD LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – NO ACTION REQUIRED, OVERHAUL/ REPAIR, REPLACE OR FURTHER INVESTIGATIOINS REQUIRED	URGENT ISSUE REPORTED (✓)	CONSEQUENCE (1-5) B (<5 YEARS), C, D, AND DX ONLY	LIKELIHOOD (1-5) B (<5 YEARS), C, D, AND DX ONLY
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									

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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	Sterilizers									
		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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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									
		17.99	Other									
18.0	COMMUNICATIONS SYSTEMS	18.01	Telephone systems									
		18.02	Data transmission									
		18.03	Paging system									
		18.04	Burse call system									
		18.05	Radio and television systems									
		18.06	Bedhead services									
		18.99	Other									

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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									

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Proforma data collection sheet: statutory compliance

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Element		Sub-element		Costs to upgrade to meet statutory requirements (£000s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
1.0	PRESSURE SYSTEMS SAFETY REGULATIONS 2000	1.01	Written scheme of examination					
		1.02	Automatic controls					
		1.03	Pressure alarms					
		1.04	Fire proofing of rooms					
		1.05	Safe discharge area					
		1.06	Schematic diagrams					
		1.99	Other					
2.0	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS 2002	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	ELECTRICITY AT WORK REGULATIONS 1989 (INCORPORATING SHTM 2020 AND SHTM 2021)	3.01	Electrical system protected from unauthorised use					
		3.02	Protected from damage					
		3.03	Emergency lighting available					
		3.04	Earth bonding					
		3.05	Signage					
		3.99	Other					
4.0	LIFTING OPERATIONS and LIFTING EQUIPMENT (LOLER) 1998 (INCORPORATING SHTM 2024 (LIFTS))	4.01	Lifting operations and lifting equipment (LOLER) regulations 1998 (Incorp SHTM 2024 (Lifts))					
		4.99	Other					

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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 REGUALTIONS 1992	6.0	Personal protective equipment (PPE) at work regulations 1993					
		6.99	Other					
7.0	PROVISION AND USE OF WORK EQUIPMENT (PUWER) REGULATIONS 1992	7.0	Provision and use of work equipment (PUWER) regulations 1993					
		7.99	Other					
8.0	LIFTING OPERATIONS and LIFTING EQUIPMENT (LOLER) REGULATIONS 1998 – (LIFTING EQUIPMENT)	8.0	Lifting operations and lifting equipment (LOLER) regulations 1998 – (Lifting Equipment)					
		8.99	Other					

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9.0	MANUAL HANDLING OPERATIONS REGULATIONS 1992 (AMENDED 2002)	9.0	Manual handling operations regulations 1992 (amended 2002)					
		9.99	Other					
10.0	ASBESTOS – THE CONTROL OF ASBESTOS AT WORK REGULATIONS 2006	10.01	Is there and asbestos register?					
		10.2	Encapsulation					
		10.03	Removal					
		10.04	Other					
11.0	MANAGEMENT OF HEALTH and SAFETY AT WORK REGULATIONS 1999 (INCORPORATING SHTM 2050)	11.0	Management of Heath and Safety at work regulations 1999 (incorporating SHTM 2050)					
		11.99	Other					
12.0	CONDTRUCTIONS. DESIGN and MANAGEMENT (CDM) REGULATIONS	12.0	Construction, design and management (CDM) regulations					
		12.99	Other					
13.0	NOISE AT WORK REGULATIONS (INCORPORATING SHTM 2014) 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	14.0	Display screen equipment (Health and Safety) regulations 1993					
		14.99	Other					

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Element		Sub-element		Costs to upgrade to meet statutory requirements (£000s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
15.0	VENTILATIONS IN HEALTHCARE OREMISES (INCORPORATING SHTM 2025)	15.0	Ventilation in Healthcare premises (incorporating SHTM 2025)					
		15.99	Other					
16.0	MEDICAL GAS PIPELINE SYSTEMS (MGPS) (INCORPORATING SHTM 2022)	16.0	Medical gas pipeline systems (MGPS) (incorporating SHTM 2022)					
		16.99	Other					
17.0	OIL STORAGE – THE WATER ENVIRONMENT (SCOTLAND) REGULATIONS 2006	17.0	Oil storage – The water environment (Scotland) regulations 2007					
		17.99	Other					
18.0	ELECTRICAL SERVICES (ABATEMENT OF) (INCORPORATING SHTM 2014)	18.0	Electrical services (abatement of) (incorporating SHTM 2014)					
		18.99	Other					
19.0	ELECTRICAL SERVICES (EMERGENCY) (INCORPORATING SHTM 2011)	19.01	Standby generator (hospitals)					
		19.02	Emergency lighting					
		19.03	Signage					
		19.99	Other					
20.0	STERILISATION (SHTM 2010)	20.0	Sterilisation (SHTM 2010)					
		20.99	Other					

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21.0	FIRECODE, ALARM and DETECTION SYSTEMS (INCORPORATING SHTM 82)	21.01	Alarm detection					
		21.99	Other					
22.0	LEGIONELLAE (CONTROL OF) IN HEALTHCARE PREMESIS (INCORPORATING SHTM 2040 and HSE GUIDANCE DOCUMENT L8)	22.01	Supply					
		22.02	CW tank storage and distribution					
		22.03	Flushing provision					
		22.04	CW outlet temperature					
		22.05	HW Tank storage and distribution					
		22.06	Calorifier storage and flow temp.					
		22.07	Continuous distribution temp.					
		22.08	HW outlet temperature					
		22.09	Blended water pipework					
		22.10	Dead legs					
		22.11	Towel rails/DHWS radiators					
		22.12	Circulation pumps					
		22.13	Non-return valves					
		22.14	System flushing provision					
		22.15	Calorifier open vent					
		22.16	Calorifier temp. control sys					
		22.17	Temp. monitoring					
		22.18	Ductwork system					
		22.19	Steam humidification					
		22.20	Water bylaws					
		22.99	Other					

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23.0	HOT WATER and SURFACE TEMPERATURES (SAFE) SCOTTISH HEALTH GUIDANCE NOTE SHGN	23.01	Outlet temperature					
		23.02	Outlet physical precautions					
		23.03	Lower max. safe temp.					
		23.04	Thermostatic mixer – fail safe					
		23.05	Max. surface temperature (radiators)					
		23.06	Exposed pipework					
		23.99	Other					
24.0	FIRECODE – GENERAL (INCORPORATING SHTM 80-86 BAR 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					
		24.08	Lighting conductors					
		24.09	Fire doors					
		24.10	Storage of flammable substances					
		24.11	Fire exits					
		24.12	Fire hydrants					
		24.99	Others					
25.0	CONFINED SOACES REGULATIONS 1997	25.0	Confined spaces regulations 1998					
		25.99	Other					

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Site Type:		Survey Date:	
NHS Board:			

Element		Sub-element		Costs to upgrade to meet statutory requirements (£000s)	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)	26.0	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	28.0	Statutory/mandatory training					
		28.99	Other					
29.0	GAS SAFETY (INST and USE) REGULATIONS 1998	29.0	Gas safety (inst and use) regulations 1999					
		29.99	Other					
30.0	CONTRACTORS (CONTROL OF) – (THE MANAGEMENT OF HEALTH and SAFETY AT WORK REGUALTIONS (1999)	30.0	Contractors (control of) – (The management of Health and safety at work regulations 1999)					
		30.99	Other					

RISK ASSESSMENT (RANKING B, C, D and DX ONLY)

CONSEQUENCE		LIKELIHOOD			
Score	Consequence	Score	Likelihood	Indicator	Estimated time to failure
1	Insignificant	1	Rare	No or minimal remedial action required and / or new / recent upgrade	Circa >10 years
2	Minor	2	Unlikely	Normal wear and tear; sound; operationally safe and exhibits only minor deterioration	Circa 4-6 years
3	Moderate	3	Possible	Reasonable physical damage/deterioration	Circa 2-4 years
4	Major	4	Likely	Major physical damage/deterioration failure apparent/assessed as imminent or unacceptable	Circa 1-2 years
5	Catastrophic	5	certain	Failure has occurred; unacceptable	Circa < 1 year

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

Element		Sub-element		Costs to upgrade to meet statutory requirements (£000s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
31.0	DECONTAMINATION OF EQUIPMENT	31.0	Decontamination of equipment					
		31.99	Other					
32.0	CONTINGENCY PLANNING (CIVIL CONTINGENCIES ACT 2004)	32.0	Contingency planning (civil contingencies act 2004)					
		32.99	Other					
33.0	SLIPS, TRIPS and FALLS – FLOORING HAZARDS	33.0	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	35.0	Steam systems					
		35.99	Other					

RISK ASSESSMENT (RANKING B, C, D and DX ONLY)

CONSEQUENCE		LIKELIHOOD			
Score	Consequence	Score	Likelihood	Indicator	Estimated time to failure
1	Insignificant	1	Rare	No or minimal remedial action required and / or new / recent upgrade	Circa >10 years
2	Minor	2	Unlikely	Normal wear and tear; sound; operationally safe and exhibits only minor deterioration	Circa 4-6 years
3	Moderate	3	Possible	Reasonable physical damage/deterioration	Circa 2-4 years
4	Major	4	Likely	Major physical damage/deterioration failure apparent/assessed as imminent or unacceptable	Circa 1-2 years
5	Catastrophic	5	certain	Failure has occurred; unacceptable	Circa < 1 year

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

Element		Sub-element		Costs to upgrade to meet statutory requirements (£000s)	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 ATMSPHERES REGULATIONS 2002	36.0	Dangerous substances and explosive atmospheres regulations 2003					
		36.99	Other					
37.0	WASHER INFECTIONS	37.0	Washer disinfectors					
		37.99	Other					
38.0	WINDOW SECURITY	38.0	Window security					
		38.99	Other					
39.0	SUICIDE RISK	39.0	Suicide risk					
		39.99	Other					
40.0	DISABILITY DISCRIMINATION ACT	40.01	Car parking					
		40.02	Toilets					
		40.03	Visual issues					
		40.04	Ramping and handrails					
		40.05	Entrances and doors					
		40.06	Reception areas					
		40.07	Signage					
		40.08	Horizontal and vertical circulation					
		40.09	Internal space					
		40.10	Evacuation management plan					
		40.99	Other					

RISK ASSESSMENT (RANKING B, C, D and DX ONLY)

CONSEQUENCE		LIKELIHOOD			
Score	Consequence	Score	Likelihood	Indicator	Estimated time to failure
1	Insignificant	1	Rare	No or minimal remedial action required and / or new / recent upgrade	Circa >10 years
2	Minor	2	Unlikely	Normal wear and tear; sound; operationally safe and exhibits only minor deterioration	Circa 4-6 years
3	Moderate	3	Possible	Reasonable physical damage/deterioration	Circa 2-4 years
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5	Catastrophic	5	certain	Failure has occurred; unacceptable	Circa < 1 year

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

Element		Sub-element		Costs to upgrade to meet statutory requirements (£000s)	Notes: Information on the nature and location of the requirement rectification work	Urgent issue reported (P)	Consequence (1-5)	Likelihood (1-5)
41.0	RADIATION PROTECTION	41.01	Additional walls (normal or lead lined)					
		41.02	Additional doors (normal or lead lined)					
		41.03	Local exhaust ventilation and associated ducting					
		41.04	Additional or higher rated power supply/junction boxes					
		41.05	Additional waste water/ sewerage treatment facilities isolated from mains					
		41.06	Creation of restricted access zones					
		41.07	Alterations to glass in functional unit					
		41.08	Additional security					
		41.09	Lining of rooms or screening built into walls					
		41.10	Additional change/storage facilities for personal protective equipment					
		41.99	Other					
42.0	OTHER	42.0	Other					
		42.99	Other					

RISK ASSESSMENT (RANKING B, C, D and DX ONLY)

CONSEQUENCE		LIKELIHOOD			
Score	Consequence	Score	Likelihood	Indicator	Estimated time to failure
1	Insignificant	1	Rare	No or minimal remedial action required and / or new / recent upgrade	Circa >10 years
2	Minor	2	Unlikely	Normal wear and tear; sound; operationally safe and exhibits only minor deterioration	Circa 4-6 years
3	Moderate	3	Possible	Reasonable physical damage/deterioration	Circa 2-4 years
4	Major	4	Likely	Major physical damage/deterioration failure apparent/assessed as imminent or unacceptable	Circa 1-2 years
5	Catastrophic	5	certain	Failure has occurred; unacceptable	Circa < 1 year

Proforma data collection sheet: environmental management

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

Element		Sub-Element		Details	Costs (£000s)
1.0	APPRAISAL OF ENERGY MANAGEMENT (GJ/100m3)	1.01	ELECTRICITY CONSUMPTION		
		1.02	GAS CONSUMPTION		
		1.03	OIL CONSUMPTION		
2.0	ENERGY OERFORMANCE RATING (epc) – WHERE AVAILABLE	2.01	ENERGY RATING (CARBON NEUTRAL, A, B, C, D, E, F OR G)		
		2.02	CARBON DIOXIDE EMISSIONS (kg/m2 FLOOR AREA PER YEAR)		
		2.03	APPROXIMATE CURRENT ENERGY USE/m2 OF FLOOR AREA (kWh/m2)		
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	5.01	PROVIDE DETAILS OF WATER CONSUMPTION FOR EACH SITE		

Proforma data collection sheet: space utilisation

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

LOCATION LEVEL (SURVEY BLOCK)	ASSESSMENT CRITERIA	RANKING	RANKING PROTOCOL	
		E	Empty or grossly underused at all times (excluding temporary closure)	
		U	Underutilised : utilisation could be significantly increased	
		F	Fully utilised: a satisfactory level of utilisation	
		O	Overcrowded: overloaded and facilities generally stretched	
			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 OPVER SPACE			
	COMPARISON OF SPACE WITH NATIONAL GUIDANCE			
	CURRENT USE OF SPACE			
	USE OF TIME OPVER SPACE			
	COMPARISON OF SPACE WITH NATIONAL GUIDANCE			
	CURRENT USE OF SPACE			
	USE OF TIME OPVER SPACE			
	COMPARISON OF SPACE WITH NATIONAL GUIDANCE			
	CURRENT USE OF SPACE			
	USE OF TIME OPVER 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 Scottish Health Building Notes

Proforma data collection sheet: functional suitability

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

RANKING PROTOCOL	
A	VERY SATISFACTORY IDEAL ACCOMMODATION NO CHANGE NEEDED
B	SATISFACTORY WITH ONLY MINOR CHANGE NEEDED
C	NOT SATISFACTORY WITH SIGNIFICANT CHANGE NEEDED
D	UNACCEPTABLE IN ITS PRESENT CONDITION MAJOR CHANGE NEEDED
DX	SUPPLEMENTARY RATING ADDED TO D ONLY TO INDICATE THAT IT IS IMPOSSIBLE TO IMPROVE WITHOUT REPLACEMENT

LOCATION LEVEL (SURVEY BLOCK)	ASSESSMENT CRITERIA	INDIVIDUAL RANKING A, B, C, D OR DX	SURVEY BLOCK RANKING A, B, C, D OR DX	NOTES – TO INFORM ON THE NATURE AND SCOPE OF THE REMEDIAL WORKS	COST TO UPGRADE TO CATEGORY B (£000S) - OPTIONAL
	INTERNAL SPACE RELATIONSHIPS				
	SUPPORT FACILITIES				
	LOCATION				
	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 will 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:	
		Block Type:	
Post Code:		Surveyor Name:	
Site Reference No (SRN):			
Site Type:		Survey Date:	
NHS Board:			

RANKING PROTOCOL	
A	A FACILITY OF EXCELLENCE
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
DX	IMPROVEMENTS ARE EITHER IMPRACTICAL OR TOO EXPENSIVE TO BE TENABLE – ONLY TOTAL REBUILD OR RELOCATION WILL SUFFICE

LOCATION LEVEL (SURVEY BLOCK)	ASSESSMENT CRITERIA	INDIVIDUIAL RANKING A, B, C, D OR DX	SURVEY BLOCK RANKING A, B, C, D OR DX	NOTES – TO INFORM ON THE NATURE AND SCOPE OF THE REMEDIAL WORKS
	AMENITY			
	COMFORT ENGINEERING			
	DESIGN			
	AMENITY			
	COMFORT ENGINEERING			
	DESIGN			
	AMENITY			
	COMFORT ENGINEERING			
	DESIGN			
	AMENITY			
	COMFORT ENGINEERING			
	DESIGN			

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 will 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?

Generic risk assessment

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

GENERIC RISKS: HAZARD	CONTROL MEASURE
REMOTE SITES	Some of the sites within the NHS estate are remotely located, particularly in the NHS Western Isles, NHS Orkney and NHS Shetland areas, These will create their own unique challenges in terms of carrying out inspections, and capita's surveys will require to be flexible and adaptable when scheduling visits to these locations as the staff may become storm or fog bound, despite the best intentions of the ferry or flight operators, as such all surveyors should carry the following items at all times for any remote locations.
	• Mobile phones and charges
	• Cash to facilitate unexpected additional overnight stays or delays
	• Spare warm clothing
	• Emergency rations, e.g. food, drinks, chocolate etc
	• Fully stocked first aid kit
	In addition, when inspecting remote sites, all surveyors should contact their office once survey is complete, and when back at main base
LONE WORKING	All inspections to be carried out by minimum 2 surveyors, although they can split up to cover various locations while on site
WORKING AT HEIGHT – ACCESS	All building appraisal will generally be undertaken from ground level, but where safe access is available, e.g. parapet walls or barriers over 1,100mm high, flat or pitched rood areas can be surveyed, access to these areas will be strictly in accordance with any roof permits issued by the local NHS Board
SITE ACCESS	All survey teams will be briefed in local health and safety matters by the local site contact and advised of any particular site specific hazards. All surveyors will strictly comply with these rules
POSSIBLE HAZARDOUS MATERIALS	All surveyors should obey any statutory signs at premises warning of hazardous materials and comply with all instructions and safety measures detailed
SUSPECT ASBESTOS CONTAINING MATERIALS (ACMs)	All surveyors should familiarise themselves with any available site asbestos management plan and be aware of any locations where asbestos may be present
PERSONAL PROTECTION EQUIPMENT (PPE)	All surveyors will be issued with appropriate PPE, e.g. high visibility vests etc. these should be worn at all appropriate times
RESTRICTED HOSPITAL AREAS	All surveyors will access any restricted areas, e.g. intensive care wards, operating theatres strictly by local agreement, and will wear any required additional clothing such as gowns, masks etc
INFECTION CONTROL	All surveyors will utilise hospital provided hand wash facilities before entering and leaving all ward areas. In addition, no ties will be worn during surveys to minimise risk of cross infection
	No surveyor will enter any wards where winter vomiting or similar are present
MANUAL HANDLING	No manual handling will be involved with this survey exercise
CLIENT VEHICLES	All surveyors should be aware that certain areas within the hospitals will have heavy vehicular traffic e.g. accident and emergency, delivery areas etc. as such they will require extra vigilance in these areas where electric powered vehicles are present. All surveyors will wear high visibility vests for all external area at all times
FIRE SUPPRESSION SYSTEMS	All surveyors should seek advice from local NHS contracts in the event of any areas having gaseous or similar fire suppression systems. All surveys should then be undertaken strictly in accordance with written procedures
GENERAL FIRE AND SAFETY PROCEDURES	When inspecting occupied buildings, all surveyors should familiarise themselves with local procedures, locations of fire exits, timing of weekly alarm test etc
SITE SPECIFIC RISKS: HAZARD	CONTROL MEASURE

SHEET TO BE REVIEWED AND SIGNED BY ALL SURVEYORS

DATE:	NAME:	SIGNATURE:
DATE:	NAME:	SIGNATURE:
DATE:	NAME:	SIGNATURE:
DATE:	NAME:	SIGNATURE:
DATE:	NAME:	SIGNATURE:
DATE:	NAME:	SIGNATURE:
DATE:	NAME:	SIGNATURE:

Proforma check sheet for Survey Team Leader and Survey Co-ordinator

Facet 1 – Physical Condition: Block Summary

Site Name:		Block Name:		Surveyor Name:	
				Survey date:	
Site Address:		Block No:		Build Year:	
		Block Type:		Block Historic Listing:	
Post Code:		NHS Board:		Block Floor Area (GIA) m2	
Site Reference No (SRN):		Contact Name:		Cost Base Date:	Quarter II – 2010 (BCIS)
Site Type:		Contact Tel No:		Contact Email:	

BLOCK DESCRIPTION

BLOCK FABRIC CONDITION GRADE	BLOCK FABRIC CONDITION EXECUTIVE SUMMARY
BLOCK ENGINEERING SERVICES CONDITION GRADE	BLOCK ENGINEERING SERVICES EXECUTIVE SUMMARY

Team Leader checklist

Site Name:		Block Name:		Team Leader Name:	
				Survey date:	
Site Address:		Block No:		Build Year:	
		Block Type:		Block Historic Listing:	
Post Code:		NHS Board:		Block Floor Area (GIA) m2	
Site Reference No (SRN):		Contact Name:		Cost Base Date:	Quarter II – 2010 (BCIS)
Site Type:		Contact Tel No:		Contact Email:	

SITE RISK ASSESSMENT COMPLETED AND REVIEWED BY ALL SURVEY TEAM MEMBERS	
ALL SURVEYS COMPLETE	
ALL SURVEY SHEETS COMPETE AND CHECKED	
ALL RELEVANT ITEMS QUANTIFIED / COSTED	
ALL RELEVANT ITEMS RISK ASSESSED	
STATUTORY COMPLIANCE SHEET COMPLETED AND CHECKED	
ENVIRONMENTAL MANAGEMENT SHEET COMPLETE AND CHECKED	
ANY URGENT ISSUES REPORTED	
BLOCK PHOTOGRAPH TAKEN	
BLOCK PHOTOGRAPH REFERENCE NUMBER	
ALL ELEVATION PHOTOGRAPHS TAKEN	
SPECIFIC DEFECTS PHOTOGRAPHS TAKEN	

Survey Co-ordinator checklist

Site Name:		Block Name:		Team Leader Name:	
				Survey date:	
Site Address:		Block No:		Build Year:	
		Block Type:		Block Historic Listing:	
Post Code:		NHS Board:		Block Floor Area (GIA) m2	
Site Reference No (SRN):		Contact Name:		Cost Base Date:	Quarter II – 2010 (BCIS)
Site Type:		Contact Tel No:		Contact Email:	

SITE RISK ASSESSMENT COMPLETED AND REVIEWED BY ALL SURVEY TEAM MEMBERS	
ALL SURVEYS COMPLETE	
ALL SURVEY SHEETS COMPETE AND CHECKED	
ALL RELEVANT ITEMS QUANTIFIED / COSTED	
ALL RELEVANT ITEMS RISK ASSESSED	
STATUTORY COMPLIANCE SHEET COMPLETED AND CHECKED	
ENVIRONMENTAL MANAGEMENT SHEET COMPLETE AND CHECKED	
ANY URGENT ISSUES REPORTED	
BLOCK PHOTOGRAPH TAKEN	
BLOCK PHOTOGRAPH REFERENCE NUMBER	
ALL ELEVATION PHOTOGRAPHS TAKEN	
SPECIFIC DEFECTS PHOTOGRAPHS TAKEN	
FACET 1 – ALL FABRIC DATA INPUT INTO SOFTWARE	
FACET 1 – ALL ENGINEERING SERVICES DATA INPUT INTO SOFTWARE	
FACET 1 – BLOCK SUMMARY SHEET COMPLETED	
FACET 2 – STATUTORY COMPLIANCE DATA INPUT INTO SOFTWARE	
FACET 3 – ENVIRONMENTAL MANAGEMENT DATA INOUT INTO SOFTWARE	

Proforma progress report

Ref	HEALTHBOARD	PROPERTY	BLOCK	INFORMATION REVEIVED FROM HEALTH BOARD	SURVEYS ORGANISED	FACET 1 – PHYSICAL CONDITION – FABRIC SURVEYS IN PROGRESS	FACET 1 – PHYSICAL CONDITOIN – ENGINEERING SERVICES SURVEYS IN PROGRESS	FACET 1 – PHYSICAL CONDITION – FABRIC SURVEYYS COMPLETE	FACET 1 – PHYSICAL CONDITION – ENGINEERING SERVICES SURVEYS COMPLETE	FACET 2 – STATUTORY COMPLIANCE COMPLETE	FACET 3 – ENVIRONMENTAL MANAGEMENT COMPELTE	DATA INPUT INTO SOFTWARE	COSTING COMPLETE	QA CHECK	REPORT ISSUED