NHS National Services Scotland

NHSScotland

Estates Asset Management

Property Appraisal Manual

Health Facilities Scotland
Property and Capital Planning

October 2015

Contents

Disclaimer

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1. Introduction

It is essential that the land and property assets of the NHS Estate in Scotland positively contribute to the delivery of healthcare services.

In order to develop an Asset Management Strategy (AMS), 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.

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

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.

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 identify backlog maintenance costs. The information collected will inform the action plan forming part of the comprehensive property strategy for the NHS in Scotland.

The introduction of an objective, robust and transparent Capital Planning System is the next logical step in the sequential approach which has been adopted for managing the NHS Estate in Scotland.

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, these are; Physical Condition, Statutory Compliance, Environmental Management, Space Utilisation, Functional Suitability and Quality.

Part 3 details the additional life cycle data to be collected during the Survey Phase to inform the Capital Planning System.

Part 4 covers the survey process for carrying out new condition survey appraisals;

Part 5 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

NHSScotland and Health Facilities Scotland (HFS), working with the 14 NHSScotland Boards and 8 Special Health Boards and Support Organisations, intend to implement an Estates Asset Management System for the NHS estate in Scotland. The system is now operational and informs 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'.

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.

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.

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.

As part of the process, Scottish Government Health and Social Care (SGHSCD) 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.

National Services Scotland (NSS) has entered into a Framework Agreement and a call-off agreement with a Software Supplier for the provision of EstateManager software and support.

The Estates Asset 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.

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

To assist with the implementation and population of the EstateManager software, HFS will appoint 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 SGHSCD to develop and execute an Implementation Plan which sets out how the Boards intend initially to coordinate and collect all core data and six facet property appraisal data. In addition, it is expected that SGHSCDD will require Boards to be continuously updating this data in an ongoing basis (at least 20% of data refreshed per year).

The Scottish Government through NHS National Services Scotland, Procurement, Commissioning and Facilities (Health Facilities Scotland) have commissioned a Facilities Capital Planning Consultant to put in place a Capital Planning System to assist with the management and optimisation of the NHS Estate in Scotland.

This is a natural progression of the work that has been done to date in rolling out the Estate Asset Management System to establish backlog maintenance costs for the NHS Estate in Scotland.

The objective is that the Capital Planning System will be capable of directly integrating the data sets capturing asset performance based on the 6 Facets of the NHSScotland Asset Management System (EAMS) provided by a Software Provider.

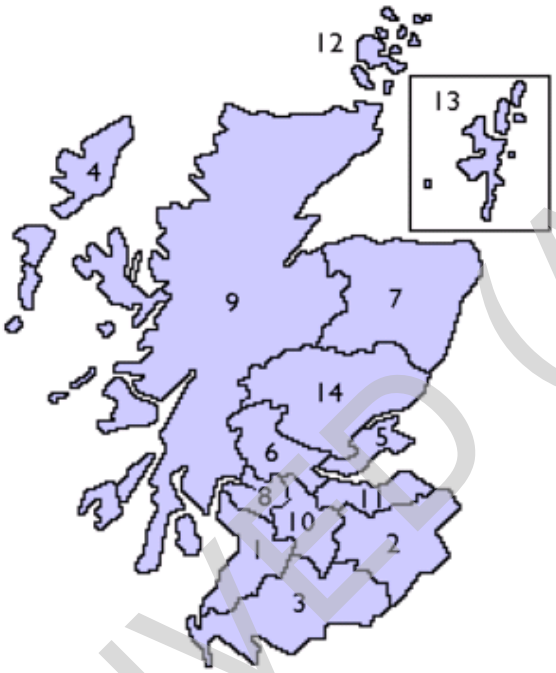
This Manual has been prepared to provide guidance on the methodology to be used to ensure a standard and consistent approach is adopted across all Boards.

PART 1: Issues and Definitions

3. The NHS estate in Scotland

The NHS in Scotland covers some 14 geographical Board areas, as detailed on the following diagram, as well as 8 Special Health Boards and National Services Scotland which are national organisations.

NHS Scotland 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

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

4.1 Coding and descriptions

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.

Information on the condition and suitability of elements and sub-elements of the estate needs to be linked to the correct asset and this is achieved by adopting a consistent method and hierarchy of coding.

4.2 Asset hierarchy

The following levels of hierarchy will be adopted in the roll-out of the Estates 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 sub-divide 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'.

When the information is collected against departments it is then entered against what we call 'pseudo' rooms i.e. the room record is being used simply as a representation of that department area and does not tie to the physical structure in the same way as individual room records do.

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

4.3 Location code directory

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

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.

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.

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.

4.1 summarises the Location Code Directory coding method:

Table 4: 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)
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.

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.

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.

It will be necessary for the Boards to extend the coding of their property lists to include each block at each site.

4.4 Site reference number

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.

4.5 Block codes

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.

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

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

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……

5. Minimum dataset of baseline information

5.1 General information at national level (level zero)

The Estates Asset Management System is driven by the regional and special health Boards which 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.

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

5.2 General information at board level (level one)

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 Board covers.

5.3 General information at site level (level two)

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 and;
- contact email.

Type of site

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

01 Acute Hospital

02 Children's 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
51 Care Home
91 Non NHS functions
99 Other

Status of each site

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;
- demolished;
- leased and;
- under construction.

Requirement of each site

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.

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 and;
    - over 5 years.

Quantitative data for sites

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 and;
- area leased to other body for other purposes.

Valuation of sites (recorded against block 00)

Details of the last valuation of all land, including:

- land value and;
- date of valuation.

Details of the last valuation of all sites including:

- net book value and;
- date of valuation.

Details of the capital charges recorded at block level if available, failing which at site level, for:

- land and;

- buildings.

General information at block (building) level (level three)

The following information is required for each block on each site:

- block number and;
- block name.

Type of blocks

The type of each building (block) on the site should be identified from the following list:

01 Acute Hospital
02 Children's 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
51 Care Home
91 Non NHS functions
99 Other

Tenure of blocks

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 and;
- endowment.

Status of blocks

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;
- leased and;
- under construction;

Requirement of blocks

The requirement of the blocks forming the NHS estate in Scotland requires to be defined in terms of whether they are regarded as being essential or non essential using a 'flag' in the software.

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 and;
- over 5 years.

Historic listing

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) and;
- not listed.

Age band of blocks

The year of construction of each building at block level requires to be assessed.

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 and;
- 2000 or later.

Quantitative data for blocks

Details of the total area and breakdown by user are 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 and;
- area leased to other body.

Six facet ranking

All land and buildings forming the NHS estate in Scotland require 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 and;
- facet 6: quality.

Further guidance on the appraisal against the six facets is given in Part 2.

Information maintained by the NHS Boards

Each NHS Board currently maintains its own property list for the land and its buildings under its control. In order to develop a more strategic 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.

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. Equality Act (2010)/asbestos register/fire risk assessment;
- contact names and numbers of key estates personnel to arrange access (at site and block levels) and;
- contact names and numbers of key personnel to arrange interviews.

CAD drawings and layout drawings

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.

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.

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

6.1 Record information

Information from previous surveys can often enhance a condition survey appraisal and bring cost efficiencies by reviewing and importing the previous data into the current survey system and reducing the number of fresh surveys required.

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

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.

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.

6.2 Format and compatibility

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.

Consequently, it will be necessary for all 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 software support provider.

6.3 Mapping data from existing to current format

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

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.

As a result, the cost of converting the existing data to a format which is usable for the new Estates Asset Management System 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.

6.4 Data transfer

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 System.

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

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.

Dependent on the quality of information, data transfer will be carried out with the support of the software supplier using a variety of methods including:

- database queries;
- macros and;
- manual operation.

6.5 Aged data

Any data over 5 years old should be regarded as 'aged'.

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.

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.

Following updating of aged costs to current costs as at Q3 2014, 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 rebasing of costs using indices.

6.6 Plugging the gaps

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 and;
- carrying out fresh appraisals and inspections.

7. Key elements – The six facets

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;
    - Engineering
    - Building
- statutory compliance;
- environmental management;
- space utilisation;
- functional suitability and;
- quality.

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 and;
- environmental management.

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.

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.

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.

Further guidance on the six facets is given in Part 2 of this manual.

8. Appraisal methodology

8.1 Basis of appraisal

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.

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.

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.

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. This will not be required however for the national exercise or reporting.

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 with evidence of only minor deterioration.

8.2 Levels of appraisal

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 and;
- 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.

8.3 Ranking protocols

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.

8.4 Risk assessment

Where remedial action costs have been identified, a risk assessment requires to be carried out as detailed in Section 17 of this manual.

8.5 Interviews with key estates personnel

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

Historical condition and performance information associated with individual sites and blocks have also been collected over a number of years.

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 and;
- location level - person in charge at department level.

PART 2: The Six Facets

9. Facet 1: physical condition

9.1 Levels of appraisal

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 and;
- 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.

9.2 Recommended appraisal level

The recommended appraisal level is level 2.

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.

9.3 Ranking protocol

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.

9.4 Assessment process

Elements and sub-elements

The design, materials of construction and 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

12.99 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

Appendix 4 contains details of standard descriptions of the designs and materials of construction for each sub element.

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

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

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

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.

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.

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.

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.

9.5 Remaining life of sub-elements

As detailed later in Section 18, the remaining life of each sub-element is required 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 and;
- evidence of deterioration.

However, Sub-Elements ranked as Condition B and where their remaining service life is less than 5 years requires to be assessed.

For items where the standard life expectancies result in items failing within 5 years, their service life can remain as 5 years if the following criteria and supporting information are in place:

- remains safe and fit for purpose;
- continues to meet or exceed minimum performance requirements;
- that documented evidence demonstrates that the regular work done to keep the Sub-Element in good or minimum condition by fixing unscheduled breakdown and routine scheduled, preventative and predictive operations are mitigated against the risk of breakdown and;

- which assures service performance.

The remaining service life of a Sub-Element requires to be validated and verified at the Board's Asset Review meeting. It should be noted that re-surveys will take place within the next 5 years or earlier if required, by the Board.

In practice, it is extremely difficult to assess accurately 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 referred to in Appendix 5.

9.6 Costs to upgrade to condition B (backlog maintenance costs)

The physical condition of sub-elements assessed as being condition A or condition B with a remaining life greater than 5 years do not need to be costed.

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.

External decoration (sub element 2.05) and internal decoration (sub element 4.06) require special treatment. Irrespective of whether the external and internal decoration are currently assessed as being condition A or B, a costed allowance should be included with a maximum remaining life of 5 years .

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.

As detailed in Section 18, the life cycle replacement cost of all sub elements at Block Level requires to be assessed, irrespective of their physical condition rating.

Guidance on assessing the costs is given in Section 16.

Guidance on assessing the risk is given in Section 17.

9.7 Notes

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

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

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.

9.8 Remedial action

Remedial actions are only required for costed items with a remaining life between 0 and 4 years.

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

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

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

10. Facet 2: statutory compliance

10.1 Levels of appraisal

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.

10.2 Recommended appraisal level

The recommended appraisal level is level 2.

10.3 Ranking protocol

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.

10.4 Assessment process

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.

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 Equality Act (2010) and radiation protection and have also been further developed into a series of sub elements.

1.0 Number not used

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 Number not used

4.0 Lifting Operations and Lifting Equipment (LOLER) Regulations 1998 (incorporating SHTM, 08-02 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 – H & S, 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 1998

7.99 Other

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

8.99 Other

9.0 Manual Handling Operations Regulations 2013

9.99 Other

10.0 Number not used

11.0 Management of Health and Safety at Work Regulations 1999 (incorporating SHTM 50)

11.99 Other

12.0 Construction, Design and Management (CDM) Regulations 2015

12.99 Other

13.0 Noise at Work Regulations (incorporating SHTM 08-01 Acoustics) 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, Amended 2002

14.99 Other

15.0 Number not used

16.0 Number not used

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

17.99 Other

18.0 Number not used

19.0 Number not used

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 Number not used

23.0 Number not used

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 Lightning Conductors

24.09 Fire Doors

24.10 Storage of Flammable Substances

24.11 Fire Exits

24.12 Fire Hydrants

24.99 Other

25.0 Number not used

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 (SHTM 2030: Decontamination Guidance)

37.99 Other

38.0 Window Security

38.99 Other

39.0 Suicide Risk

39.99 Other

40.0 Asbestos 2014 – The Control of Asbestos at Work Regulations 2012

40.01 Is there an asbestos register?

40.02 Encapsulation

40.03 Removal

40.99 Other

41.0 Pressure Systems 2014

41.01 Written Scheme of Examination

41.02 Automatic Controls

41.03 Pressure Alarms

41.04 Fire Proofing of Rooms

41.05 Safe Discharge area

41.06 Schematic Diagrams

41.99 Other

42.0 Water 2014 (incorporating SHTM 04-01 and HSE Guidance Document HSG 274 Part1 to 3 &L8) & SHTM 03-02: Heat Emitters

42.01 Supply
42.02 CW Tank Storage & Distribution
42.03 Flushing Provision
42.04 CW Outlet Temperature
42.05 HW Tank Storage & Distribution
42.06 Calorifier Storage & Flow Temperature
42.07 Continuous Distribution Temperature
42.08 HW Outlet Temperature
42.09 Blended Water Pipework
42.10 Dead Legs
42.11 Circulation Pumps
42.12 Non-Return Valves
42.13 System Flushing Provision
42.14 Calorifier Open Vent
42.15 Calorifier Temp. Control System
42.16 Temp. Monitoring
42.17 Ductwork System
42.18 Steam Humidification
42.19 Water Bylaws
42.20 Outlet Temperature
42.21 Outlet Physical Precautions
42.22 Lower Max. Safe Temp.
42.23 Thermostatic Mixer – Fail safe
42.24 Max. Surface Temperature (Radiators)
42.25 Exposed Pipework
42.99 Other

43.00 Confined Spaces 2014 and SHTM 08-07: Confined Spaces, Policies & Procedures

43.01 Confined Spaces Regulations 1997
43.99 Other

44.00 Heating and Ventilation 2014

44.01 Ventilation in Healthcare Premises (incorporating SHTM 03-01 Heating and Ventilating Systems Guidance)

44.99 Other

45.00 Medical Gases 2014

45.01 Medical Gas Pipeline Systems (MGPS) (Incorporating SHTM 02-01)

45.99 Other

46.00 Electrical Bedhead Services 2014

46.99 Other

47.00 Electrical - Electrical Safety Guidance for High Voltage (incorporating SHTM 06-01 and 03 Electrical Safety Guidance)

47.01 Electrical System protected from unauthorised use

47.02 Protected from damage

47.03 Emergency lighting available

47.04 Earth bonding

47.05 Signage

47.99 Other

48.00 Electrical - Electrical Safety Guidance for Low Voltage (incorporating SHTM 06-01 and 02 Electrical Safety Guidance)

48.01 Electrical System protected from unauthorised use

48.02 Protected from damage

48.03 Emergency lighting

48.04 Signage

48.05 Earth bonding

48.99 Other

49.00 Electrical- Electrical Services Supply and Distribution 2014 (incorporating SHTM 06-01)

49.01 Electrical Services (abatement of) (incorporating SHTM 06-01)

49.02 Standby Generator (Hospitals)

49.03 Emergency Lighting

49.04 Signage

49.05 Earth bonding

49.99 Other

50.00 Equality Act (2010)

50.01 Car Parking

50.02 Toilets
50.03 Visual Issues
50.04 Ramping & Handrails
50.05 Entrances & Doors
50.06 Reception Areas
50.07 Signage
50.08 Horizontal & Vertical Circulation
50.09 Internal Space
50.10 Evacuation Management Plan
50.99 Other

51.00 Radiation Protection
51.01 Additional Walls (Normal or Lead Lined)
51.02 Additional Doors (Normal or Lead Lined)
51.03 Local Exhaust Ventilation & Associated Ducting
51.04 Additional or Higher rated Power Supply/Junction Boxes
51.05 Additional Waste/Sewerage Treatment Facilities Isolated from Mains
51.06 Creation of Restricted Access Zones
51.07 Alterations to Glass in Functional Unit
51.08 Additional Security
51.09 Lining of Rooms or Screening Built into Walls
51.10 Additional Change/Storage Facilities for Personal Protective Equipment
51.99 Other

52.00 Other
52.99 Other

10.5 Costs to upgrade to meet statutory requirements

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

Guidance on assessing the costs is given in Section 16.

Guidance on assessing the risk is given in Section 17.

10.6 Avoidance of double counting

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.

10.7 Notes

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

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

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.

10.8 Remedial action

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

11. Facet 3: Environmental management

11.1 Levels of appraisal

Each NHSScotland Board's energy and environmental data is already recorded using the national eSight Tool. This covers all hospital sites with a GIFA of 250m^2 or more. In addition, Boards may have an Environmental Management System and associated Sustainable Development Action Plan for improving energy and environmental performance.

To avoid duplication, the requirements for this facet are limited to inputting existing record information into EstateManager.

11.2 Recommended appraisal level

The recommended level of appraisal does not apply to this facet.

11.3 Ranking protocol

The standard ranking protocol does not apply to this facet.

11.4 Assessment process

The appraisal of energy management will include a consideration of the following matters:

Details of the energy consumption at each site measured in kWH/m^2 and recorded against block '00' with corresponding sub-elements for:

- electricity consumption;
- gas consumption and;
- 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 CO_2e floor area per year and;
- 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 metres per bed.

11.5 Costings

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

12. Facet 4: space utilisation

12.1 Levels of appraisal

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.

12.2 Recommended appraisal level

The recommended level of appraisal is Level 2.

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

12.3 Ranking protocol

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 or;

O - overcrowded, overloaded and facilities generally stretched.

12.4 Assessment process

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) and Scottish Health Planning Notes.

12.5 Costings

There is no requirement to cost this facet although Boards may optionally do so.

13. Facet 5: functional suitability

13.1 Levels of appraisal

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.

13.2 Recommended appraisal level

The recommended level of appraisal is level 2.

13.3 Ranking protocol

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.

13.4 Assessment process

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

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

13.5 Broad assessment (level 1 appraisal)

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?

13.6 Detailed assessment (level 2 and level 3 appraisals)

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?

13.7 Costs to upgrade to category B

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

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

13.8 Notes

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

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

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.

13.9 Remedial action

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

14. Facet 6: quality

14.1 Levels of appraisal

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.

14.2 Recommended appraisal level

The recommended level of appraisal is level 2.

14.3 Ranking protocol

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.

14.4 Assessment process

The assessment should be based upon the following three elements:

- amenity;
- comfort engineering;
- design.

14.5 Broad assessment (level 1 appraisal)

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 environment attractively designed in terms of good colour schemes, well furnished, enhanced by art, plants, landscaping, views, etc?

14.6 Detailed assessment (level 2 and level 3 appraisals)

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 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?
- wayfinding 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 are 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?

14.7 Costs to upgrade to category B

There is no requirement to cost this facet although Boards may optionally do so.

14.8 Notes

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

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

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.

14.9 Remedial action

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

15. Appraisal aggregation

15.1 Producing an overall rating

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.

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.

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.

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.

15.2 Physical condition

For physical condition, the condition of each sub-element requires to be assessed and assigned a category based on the ranking protocol.

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.

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 3).

Finally, an overall assessment of the physical condition at block level (level 3) should be assessed by combining the aggregated rankings for the building and engineering elements.

15.3 Statutory compliance and environmental management

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

15.4 Space utilisation, functional suitability and quality

For these three facets, a pragmatic approach is required to arrive at an aggregate category ranking of each facet at block level (level 3).

16. Costing of identified remedial/upgrading works

16.1 Backlog maintenance costs

Backlog maintenance costs are those required to bring any estate assets that are below acceptable standards, up to an acceptable condition, condition B with 5+ years remaining life. This relates to their physical condition or which do not comply with mandatory fire safety requirements and statutory safety legislation.

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 and;
- disruption.

Costs should reflect current prices as at Quarter II, 2014. 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 6.5.

Costs will be updated annually in the future.

16.2 Assessment of costs

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.

Prices should then be calculated using the guidance provided in the schedule of rates enclosed as Appendix 6.

Costed allowances should be included for external and internal decoration even if the decoration is currently assessed as being condition A or B.

16.3 Rounding of costs

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.

16.4 De-minimis threshold for costs

There will be a de-minimis 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-minimis threshold;
- items that represent a health and safety risk should be recorded as for other items of disrepair regardless of cost.

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

17. Risk assessment process

17.1 The risk assessment

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. Risk assessments of future life cycle cost replacements are not required.

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.

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:

Table 17.1: Risk Consequence Scores and Definitions

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

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:

Table 17.2: Risk Likelihood Scores and Definitions

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

17.2 Risk score and risk ranking calculation

By multiplying the consequence scores and the likelihood score, a risk score can be produced.

From the risk score, a risk ranking is obtained from table 17.3:

Table 17.3: Risk Scores and Rankings

Score Range		*Risk Ranking*	*Colour Coding*
1-6	**Low**		Green
7-10	**Moderate**		Yellow
11-16	**Significant**		Pink
17-25	**High**		Red

17.3 Boards Risk Assessment

This guidance uses a five by five matrix (as set out in 17.3 and 17.4) and assesses the building element risks as a result of their condition. "A Risk Based Methodology for Property Appraisal" guidance also uses a five by five matrix to assess organisational risk as a result of the building elements failing. There are four areas of consequence domain in the Risk Based Methodology for Property Appraisal as follows (refer to risk assessment section):

- Health and Safety
- Environment
- Business
- Operational/building/engineering element

Boards should apply the Risk Based Methodology for Property Appraisal guidance in order to determine organisational risk and ensure that the correct risk categories of low, moderate, significant and high risk are applied.

The Risk Based Methodology for Property Appraisal guidance has a high risk ranking when the score is between 17 and 25. This occurs when the consequence is either major or catastrophic – which could; cause injury or a fatality, breach of legal requirement, litigation is expected or certain and major or critical impact on service delivery or service closure. For a high risk score, the likelihood of this occurring is likely or certain.

Whilst external Consultants are able to apply their view on risk, only the Boards have the detailed business knowledge to classify properly and apportion the risks. Boards should ensure that they are in agreement with the outcome of the risk assessment process and the categories into which the risks fall. It will be the Boards responsibility to ensure that risks are correctly categorised in

respect of all domains but, in particular, business continuity, using their detailed business/service knowledge under each of the four areas of consequence. They should also consider which of these risks need to be reported through the Board's risk management governance arrangements.

An example of this may be if window elements are ready to fail. If some of them were located at high level adjacent to staff and public areas then these should have a higher risk rating than those located at low level and away from staff or public areas. When assessing such risks,the Risk Based Methodology for Property Appraisal guidance suggests: "Choose the most appropriate domain that will be affected by the failure of the risk item" (refer to risk assessment section). In this example, the consequence of failure of the high level windows could be a 'Health & Safety' consequence domain with a score of 5 (catastrophic), whereas the low level windows could be more of an 'Operational/building/engineering element' with a score of 2 (minor). Using best judgement a different consequence domain could be used for the two different examples. This example is detailed as follows:

	Consequence	Likelihood	Overall Score	Rating
30% of windows located at high level adjacent to a staff or public area	5 – Catastrophic, Under the Health & Safety consequence domain: Fatality and/or permanent incapacity/disability. Prosecution.	4 – Likely as there is major physical damage to the windows and failure is imminent.	20	High
70% of windows located at low level and away from staff or public areas.	2 – Minor, Under the Operational/building/engineering element consequence domain: this could cause localised impact. Minor disruption to normal services.	4 – Likely as there is major physical damage to the windows and failure is imminent.	8	Moderate

In terms of allocation of costs, if the total backlog was £100,000 for the windows then based on the above £30,000 would be apportioned to high risk and £70,000 to moderate risk. Obviously in this scenario, Boards would be expected to address the high risk category items as a matter of urgency.

On the other hand a further example could be:

A roof may be noted as a costed item of £50,000 with only one or two years remaining and this may be apparently over a stores area being given a consequence score of 2 (minor) and a likelihood score of 4 (likely) as there is major physical damage/deterioration. However, 25% of this roof may be

located over a CT Scanner and therefore could have a consequence score of 5 (catastrophic) and a likelihood score of 4 (likely). This example is detailed as follows:

	Consequence	Likelihood	Overall Score	Rating
25% of roof located over a CT Scanner.	5 – Catastrophic. Under the Operational/building/engineering element this could have critical Impact. Service closure.	4 – Likely as there is major physical damage/deterioration to the roof and failure is imminent.	20	High
75% of roof is located over a stores area.	2 – Minor. Under the Operational/building/engineering element this could have localised impact. Minor disruption to normal services.	4 – Likely as there is major physical damage/deterioration to the roof and failure is imminent.	8	Low

This would apportion 25% of the backlog cost for the roof as high risk which is £12,500 and the other 75% as moderate risk which is £37,500. Again, the Boards would be expected to remove the high risk category items as a matter of urgency.

PART 3: Life Cycle Information

18. Life Cycle Information

18.1 Levels of appraisal

The appraisal for Life Cycle will be assessed at one of the following three possible levels:

- level 1 - Use of lifecycle models prepared by the supplier (*VFA*) that are allocated at block level depending on use/type of block
- level 2 - on site visual inspection at block level to identify the condition of the elements and sub-elements at component /system level to assess remaining life and life cycle replacements based on cost/m^2 of gross internal floor area or area of the element/sub element.
- level 3 - a detailed inspection at room level to identify the condition of the elements and sub-elements at component /system level to assess remaining life and life cycle replacements. This would include site measurements to calculate the gross internal floor areas and quantities of the sub-elements and components.

18.2 Recommended appraisal level

The recommended appraisal level is level 2.

The properties prioritised/selected for the national exercise will be appraised at level 2.

NHS NSS's objective is to have full lifecycle costing records available based on observed information at component/system level for all of the estate. However the interim position is to create "Academic" Level 1 life cycle models at block level based on costs/m^2 of gross internal floor area.

These models will subsequently be updated and overwritten once more accurate observed information is available through level 2 surveys.

Boards may wish to consider appointing a Survey Partner or allocating their own resources to carry out Level 3 inspections if these are desired.

18.3 Ranking protocol

The standard ranking protocol does not apply to Capital Planning.

18.4 Assessment process

Elements and sub-elements

The remaining life and life cycle replacements 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

12.99 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

To carry out capital planning effectively, it is necessary to establish the baseline for the assets to enable their performance to be analysed before creating a prioritised action plan.

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

- Asset type
- Component type
- Data of installation / remaining life
- Backlog maintenance cost
- Programmed maintenance
- Life cycle periods and replacement costs projected forward over the anticipated lifespan of the asset.

Once the baseline information has been established the data should be populated into toolkit templates provided by the software supplier.

On completion of a lifecycle survey, the Estate Asset Management System should be updated to show that this has occurred by ticking the 'lifecycle assess' box provided in the Property Details tab of the system.

18.5 Academic Life Cycle Models (Level 1 Appraisal)

For the interim high level Academic Life cycles Models, detailed information on the actual design and materials of construction is not required as the model is based on generic cost rates and the Gross Internal Floor Area of the assets at Block Level dependent on the type of block.

18.6 On-Site Assessment at Block Level of the Component/Systems (Level 2 Appraisal)

This level of analysis is used for assessing the comparable costs of different choices of systems, elements or components for detailed cost planning purposes and requiring an on-site visual inspection of each block.

For carrying out the more detailed component/system level life cycle costing, basic Asset Register information needs to be gathered for the various buildings at Block Level identifying the form and materials of construction of the elements and sub-elements, so that the appropriate life cycle can be based on the actual construction of the buildings. For example, the life expectancy of a pitched, slated roof will be different from that of a flat roof with a bituminous felt covering.

18.7 Date of Construction

The date of construction is used by the Capital Planning system for calculating the starting point for the various life cycles of the elements/sub elements.

The date of construction of each building at Block level requires to be assessed. Where the actual year of construction is not known, age band categories are given for guidance purposes however, EAMS requires a specific year of construction to be entered in the system.

18.8 Remaining Life of Sub Elements at Component/System Level

The remaining life of each sub-element 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.

However, Sub-Elements ranked as Condition B and where their remaining service life is less than 5 years requires to be assessed.

For items where the standard life expectancies result in items failing within 5 years, their service life can remain as 5 years if the following criteria and supporting information are in place:

- remains safe and fit for purpose;
- continue to meet or exceed minimum performance requirements;
- that documented evidence demonstrates that the regular work done to keep the Sub-Element in good or minimum condition by fixing the unscheduled breakdown and routine scheduled, preventative and predictive operations are mitigated against the risk of breakdown and;
- that assures service performance.

The remaining service life of a Sub-Element requires to be validated and verified at the Board's Asset Review meeting. It should be noted that re-surveys will take place within the next 5 years or earlier if required by the Board.

In practice, it is extremely difficult to assess accurately 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 referred to in Appendix 5.

An assessment of the remaining life for all elements and sub-elements "Locations" within the Blocks is required and expressed in years. This will be an estimate of the typical life for each type of element/sub-element/component.

A "Location" within a Block is a free text description picked from a generic list to aid data entry such as "Whole Block", "Basement", "Roof", "Front Elevation", Department, etc.

18.9 Life Cycle

The appropriate life cycle period of the elements and sub-elements requires to be assessed.

The EAMS software contains a cell for "Life cycle" in addition to the remaining life cell. The life cycle replacement for all elements and sub-elements needs to be assessed in addition to the assessment of their remaining life and irrespective of their current condition.

The start dates of the life cycle in the model are based on the date of construction but these will need to be adjusted to reflect the current condition of the buildings to reflect where each element/sub element is in its typical life expectancy. This will allow the frequency of the cycles to be adjusted accordingly.

The Capital Planning System allows for adjustment of the lifetime for those systems that have had works completed within the Backlog Maintenance 5 year period.

Any costed items where a life cycle period is not appropriate should be recorded as having a life cycle period of zero eg. renewing broken glazing to windows.

18.10 Quantity/Areas

A key element of the EAMS and the Capital Planning Systems is the gross internal floor area (GIFA) as all costs relate to a rate/m^2 of GIFA as detailed below.

As the floor area data will be imported from EAMS any amendments to the floor area should be made within EAMS and not within the Capital Planning system.

In EstateManager, a "quantity" can be an area, a volume or a count and if required can be uploaded from the Block GIFA.

To carry out a detailed measured survey exercise of the entire NHSScotland Estate would be unaffordable. A workable compromise is for the Survey Partner to adopt a pragmatic approach to assess the gross internal floor area at block level. If the Survey Partner considers there is significant difference between the provided Gross Internal Floor Area and the actual Gross Internal Floor Area for each block then the Survey Partner should assess the Gross Internal Floor Area at block level, through a combination of the following means:-

- Where available, using Promap or Google Maps/Google Earth to establish the footprint of the building to enable a Polyline area to be calculated and multiplied by the number of floors to establish the gross external floor area, modified by a reduction percentage appropriate to the age and form of construction of the Block to arrive at an Assessed Gross Internal Floor Area (AGIFA).

- Carrying out a desk study of any available scaled floor plan drawings to calculate approximate quantities for the components, sub components and services installations.
- Where record information cannot be gained from a desktop study, carrying out additional spot checks of dimensions and quantities on site.

Note: this will not include for carrying out a full measured survey to establish gross internal floor areas or elemental quantities.

This approach will not identify the respective areas of different types of floor coverings or between flat and pitched roof coverings and will only provide high level area information.

18.11 Rate/Cost Information

Backlog maintenance costs and life cycle replacement costs are assessed by the Survey Partner and uploaded into EstateManager.

Lifecycle costs for a Level 1 Assessment have been pre-agreed.

Lifecycle costs for a Level 2 Assessment will be calculated by the Survey Partner by applying the component rate within the overall rate/m^2 against the GIFA of the block or area of the sub element at component/system level and recorded against the year identified by the Survey Partner for the life cycle of the location within each block.

PART 4: 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.

19. Arranging access

19.1 Access arrangements

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.

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

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.

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 in gaining unrestricted access.

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

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.

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

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

19.2 Survey hours

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

It is expected that the survey teams will discuss and agree access requirements with the person in charge at site so that each site, building and department is inspected.

20. Survey structure

20.1 The appraisal process

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.

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.

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.

20.2 Scope of inspection

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.

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

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.

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

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.

Where practicable, will also be identified the need for further specialist examinations or tests where these are considered necessary.

20.3 Urgent issues

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 contacted immediately by

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

Thereafter, an urgent issue report will be issued using the pro-forma included as Appendix 8.

20.4 Survey exclusions

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).

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 fixtures and fittings;
- white goods.

21. Survey collection systems

21.1 Collecting survey data

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

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

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.

22. Survey data

22.1 Data collection

The proforma data collection sheets have been prepared for each of the six facets.

Copies of the proformas are included as Appendix 8.

22.2 General

Surveyor name

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

Survey date

The date of the inspection.

22.3 Site data items (level 2)

Organisation name

The NHS organisation that owns, leases or occupies the site.

Site code

A unique SRN that identifies a site owned, leased or occupied by an NHS organisation.

Site codes to be provided by NHSScotland.

Site name

A name by which a site is known.

Site names to be provided by NHSScotland.

Site type

The primary use of the site.

Site area

The site area of the site in hectares.

22.4 Block data items (level 3)

Block No

A code, unique within a site, that identifies a specific block.

Block numbers to be provided by NHSScotland.

Block name

A name by which a block is known.

Block names to be provided by NHSScotland.

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.

Build year

The approximate date the block was built.

A four digit year value (eg. 1985).

Organisation name

The NHS organisation that is the owner, the main occupier or responsible for the block.

Block Gross Internal Area (GIA)

The GIA of the whole block in square metres.

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.

Block photograph

A photograph of the front elevation of the block.

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

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.

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.

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.

22.5 Location data items (level 4)

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 e.g. a department name; a collection of rooms in a block as defined by a physical attribute e.g. a floor level or an external area of a block e.g. elevation 01.

When the information is collected against departments then it is entered against what we call 'pseudo' rooms i.e. the room record is being used simply as a representation of that department area and does not tie in to the physical structure in the same way as individual room records do. 'Pseudo' rooms should be prefixed with the letter 'PS' so that it is obvious that they are not physical rooms e.g. PS001, PS002 etc. This also means that at a later date the physical room numbers can be populated without needing to delete or re-number the 'pseudo' rooms before entering real rooms data.

For small to medium sized blocks there is likely to be only one zone/location per block (i.e. the whole block).

For larger blocks that have multiple occupants they should be sub-divided into smaller zones/locations normally delineated by departmental occupancy or the physical structure (e.g. 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.

Facet

In EstateManager, the six facets are represented by the following 9 tabs:

01 – building	}	Physical condition
02 – engineering	}	Physical condition
03 – function		
04 – space		
05 – quality		
06 – statutory	}	Statutory compliance
07 – fire	}	Statutory compliance
08 – equality Act (2010)	}	Statutory compliance
09 – environment		

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 Systems
18	Communication Systems
19	Alarms and Detection Systems
20	Building Management Control System

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
12.99 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

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.

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.

Life Cycle

In addition to the remaining life of the item, the period in years of when the item will reach the end of it's useful life and will need to be replaced.

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.

Item quantity

The quantity relevant to the proposed remedial action.

Cost

The base cost of the required remedial work.

Insert base date of cost eg. QII 2014. State whether this cost is from existing data or has been assessed as part of the current appraisal.

Life Cycle Cost

The rate/m^2 of gross internal floor area multiplied by the gross internal floor area of the facility or the area of the sub element at component system level..

Likelihood

The likelihood rating 1-5.

Consequence

The consequence rating 1-5.

Notes

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

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.

Element photograph

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

22.6 Aggregate category rating

For space utilisation, functional suitability and quality, the aggregate category rating should be assessed and stated at block level (level 3).

23. Digital photographs

23.1 Requirements

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.

23.2 Photograph format

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 'M&E' for 'engineering services';

D Unique (per block) three digit photograph reference (assigned by the surveyor) eg. '002' and;

E file extension ie. 'jpg'.

Example: T504B-01-FABRIC-002.jpg

23.3 Authority/permission

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

23.4 Sensitivity

Care should be taken to ensure that any photographs taken as part of this exercise must not include patients, children, visitors or staff.

24. Data input

24.1 Data input options

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*.

24.2 Survey partner data

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.

On completion of data input, the spreadsheet will be saved in Excel file format and forwarded by email to *3i Studio* for importing into EstateManager. 3i will also administer the archiving of existing data as instructed by the Board. 3i require several weeks to import the data into the system (approximately 2 to 3).

25 General health and safety

25.1 Geographical considerations

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

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.

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.

25.2 Staff vetting

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.

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.

25.3 Staff identification

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.

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

25.4 Security

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.

Thereafter, the survey teams will work safely, observing and complying with all safety signs and fire safety procedures.

Prior to leaving the site, survey teams will advise the person in charge of their departure.

25.5 Site induction/passports to work

Where necessary, survey reams 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.

25.6 Surveying safely

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

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.

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.

A generic risk assessment has been prepared and this is included as Appendix 8. 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.

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.

25.7 Personal protection equipment (PPE)

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

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

25.8 Suspect asbestos containing materials (ACMs)

Where an asbestos management plan is available for the premises, the survey team must refer to this prior to carrying out their inspection.

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.

25.9 Arrangements for inspections of 'difficult areas'

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.

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.

25.10 Infection control

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 that have contagious infectious diseases and this may include but not be limited to vomiting or diarrhoea.

PART 5: Survey Partner Matters

26. Project management and co-ordination

26.1 Project management team

For the purposes of project management and coordination of the survey exercise by the Survey Partner, a project management team should be put 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.

26.2 In-house training

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.

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.

26.3 Access for inspections

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

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.

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.

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.

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.

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

A pro-forma check sheet for the survey team leader and survey co-ordinators is enclosed as Appendix 8.

26.4 Transport and accommodation

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.

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.

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

26.5 Progress report

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.

A pro-forma progress report is included as Appendix 8.

26.6 Progress versus programme

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.

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.

26.7 Timesheets

All survey staff must complete and return a standard weekly timesheet identifying the time spent on each site/block.

The timesheets of the individual surveyor/engineer must be verified on a weekly basis by the survey co-ordinators.

27. Methodology

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

27.1 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; and
- ascertain the availability of record information.

27.2 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 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; and
  - 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 Estates Asset Management System(EAMS);
- run output reports from EstateManager;
- check and verify data input and report output meet requirements;
- amend procedures to reflect lessons learned from pilot survey; and
- obtain client approval to proceed with main survey phase.

27.3 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; and
- attend regular project meetings.

27.4 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; and
- generate reports via the Estates Asset Management System (EAMS).

28. Validation

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.

Consequently, much of the appraisal work will rely on the subjective assessment of the survey team using their professional judgement.

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

- what record information is available (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)?

29. Quality assurance procedures

Quality assurance audits must be carried out at regular intervals to check and review the collected survey data.

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 Software Provider.

The project director must also carry out additional random checks at data input stage.

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

Table No 29.1: Quality check requirements

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 Software Supplier	Survey Co-ordinator
Random checks of data prior to submission to Client	Project Director

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.

30. Health and safety during the survey phase

30.1 General

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.

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

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.

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

30.2 Method statements

A generic risk assessment has been prepared and is included as Appendix 8.

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.

30.3 First aid

All Survey Teams must carry a proper first aid kit when visiting unoccupied properties.

30.4 Security

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

Survey Team staff must carry their ID card and appropriate letter of authority.

30.5 Site specific information

- It may be necessary to obtain site specific information eg:

- about specific hazards on site.

This information should be obtained from the relevant key personnel at each NHS Board.

30.6 Access to site

Access to the various properties will be arranged in advance.

It will be necessary for the Survey Teams to liaise with the occupiers of the buildings and departments.

30.7 Working safely

Observe and comply with all safety signs.

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

Practice good housekeeping.

Ensure suitable and sufficient safety equipment and PPE are available.

Use all equipment and PPE properly.

30.8 Tools and equipment

All Survey Teams must carry sectional surveyors ladders.

Where longer ladders are required arrange contractor attendance.

All Survey Teams must carry mobile telephones to maintain contact.

30.9 Incident reporting

Incident

This covers:

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

In the event of an incident:

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

Serious incident

This includes:

- fatality;

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

In the event of a serious incident:

- immediately contact the local NHS Board contact;
- inform the manager, the project administrator and the project director;
- do not disturb the scene, except to make it safe.

30.10 Management of major emergencies

Alarms

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

Emergency management

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

Comply with any specific local procedures.

30.11 Fire safety

Be familiar with local procedures.

Always evacuate on hearing the fire alarm;

If a fire has been discovered:

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

Practice good fire prevention:

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

31. EAMS Modules

31.1 Overview

The guidance set out by the NHSScotland Property Appraisal Manual herein and the information contained in the EAMS database is primarily entered and viewed within the Estate Manager module. EAMS has three modules which are used by NHSScotland; Estate Manager, Estate Terrier & Fire & Risk Manager.

Fire & Risk Manager, like Estate Manager, is mandatory per CEL 11 (2011) and is where Boards must record Fire Risk Assessments for their estate.

Estate Terrier is optional and is used to store property transaction information such as title information, leases, missives and planning information. It can also act as a diary reminder for people.

31.2 Fire & Risk Manager

The Fire (Scotland) Act 2005, as amended, and the Fire Safety (Scotland) Regulations 2006 are applicable to all NHSScotland healthcare premises and compliance is based on a fire safety risk assessment regime

As it was mandatory for all NHSScotland Holding Bodies to use EAMS to hold property and asset management data for all their sites, the Fire & Risk Management module was developed to hold Fire Risk Assessment information in a consistent and available form across all Holding Bodies. Fire & Risk Manager must be utilised as the primary means of meeting of fire risk assessment requirements, in the context of strategic and operational management of fire safety matters.

Fire risk assessments are the main function of Fire & Risk Manager, with the questionsets to be used set out within the module. A secondary function also allows a link to Estate Manager, where an item that is non-compliant can be given a cost and added to backlog maintenance.

The other key function it the module must be used to record data on actual fire safety performance outcomes, such as fire alarm incidents, unwanted fire signals and primary and secondary fire incidents. Again, this is to ensure consistency in the general reporting of fire-related incidents throughout NHSScotland.

31.3 Estate Terrier

The Estates Terrier module is designed to support Boards by holding property transaction information and title information. The main guidance document covering NHSScotland property transactions is the Property Transaction Handbook and it does not mandate the use of a specific database in holding property information.

The advantage in using Estate Terrier is that all NHSScotland Holding Bodies, through the mandated use of the Estate Manager module, will be viewing the same basic property site information. As well as property site information, valuation information will be populated in the EAMS database as documented herein **(5.3 General information at site level (level two)**) and can be viewed both in Estate Manager and Estate Terrier.

Terrier can be used to document information on missives, with sections on both acquisition and disposal, leases, title conditions, planning and documents. It also contains a diary reminder system on the key date reminder screen. This is an active strategic tool that allows Holding Bodies to have key reminders on rent reviews, break options, claw back and Local Authority Local Development Plans. By having these reminders and if the information is entered to provide sufficient times, these can be used to support service planning, service continuity, inform scenario planning and option appraisal within business cases.

The NHSScotland Property Transactions Handbook mandates that any transaction is subject to post transaction monitoring, which is an auditable procedure and Estate Terrier can be used to store the documentation that will support this process.

31.4 Support

HFS can provide further information and support for the development of these modules.

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 Estates 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 Equality Act.

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.

Clinical: All blocks where clinical treatment is delivered to patients covering primary and acute care, both in and out patient care. Where a small element of the block provides clinical treatment to patients then this block is deemed to be clinical.

Non Clinical: All blocks where no clinical treatment to patients is delivered. This will include engineering and other support areas that are essential to the delivery of clinical services.

Appendix 4 Design & Material Picklist

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
01 Structure	01.01 Substructure	*free text*	*free text*	m2	based on ground floor footprint
01 Structure	01.02 Frames	Beams / Columns	Timber	m2	based on GIFA
		free text	Steel		
			Concrete		
			Cast iron		
			free text		
01 Structure	01.03 Floors & Stairs	Solid	Timber	m2	based on GIFA
		Suspended	Steel		
		free text	Concrete		
			free text		
01 Structure	01.04 Roofs	Double pitch	Timber	m2	based on plan area of roof
		Mono pitch	Steel		
		Multi pitch	Concrete		
		Hip End	*free text*		
		Flat			
		free text			
01 Structure	01.99 Other	*free text*	*free text*		
02 External Fabric	02.01 External Walls & Finishes	Solid construction	Stone	m2	based on approx measurement of each / all materials
		Cavity construction	Facing brick		
		Wall cladding	Common brick		

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
		free text	Profiled metal		
			Render		
			Precast concrete		
			Timber		
			free text		
02 External Fabric	02.02 Windows & Ironmongery	Single glazed	Timber	No	based on approx measurement of each / all materials
		Double glazed	Steel		
		Sash & case	Aluminium		
		Casement	Upvc		
		Curtain walling	*free text*		
		free text			
02 External Fabric	02.03 External Doors & Ironmongery	Timber	Flush	No	based on approx measurement of each / all materials
		Steel	Semi glazed		
		Aluminium	Fully glazed		
		Upvc	*free text*		
		free text			
02 External Fabric	02.04 External Cladding / Eaves Detail	Box eaves detail	Timber	m	based on approx measurement of each / all materials
		Soffit	Upvc		
		free text	*free text*		
02 External Fabric	02.05 External Decoration	*free text*	Paint	m2	based on approx measurement of each / all materials
			free text		
02 External Fabric	02.99 Other	*free text*	*free text*		
03 Roof	03.01 Coverings -	Double pitch	Slates	m2	based on plan area of roof

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
	Pitched	Mono pitch	Concrete tiles		
		Multi pitch	Rosemary clay tiles		
		Hip end	Profiled metal sheeting		
		free text	Copper		
			Bituminous felt		
			Zinc		
			free text		
03 Roof	03.02 Coverings - Flat	Single ply	Bituminous felt	m2	based on plan area of roof
		Built up system	Asphalt		
		Warm roof	Single ply		
		Cold roof	Lead		
		free text	*free text*		
03 Roof	03.03 Roof Lights	Skylight	Cast iron skylight	m2 / No	based on approx measurement of each / all materials
		Roof window	Velux type		
		Cupola	In plane rooflight		
		Lantern light	*free text*		
		free text			
03 Roof	03.04 Rainwater Goods	Downpipe	Cast Iron	m	based on approx measurement of each / all materials
		Parapet / valley gutter	Other metal		
		Eaves gutter - standard type	Upvc		
		Eaves gutter - ogee type	Lead		
		Flat roof outlet	*free text*		

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
		free text			
03 Roof	03.05 Chimney Stacks & Parapet Walls	Chimney Stacks	Brick	m2	based on approx measurement of each / all materials
		Parapet walls	Render / roughcast		
		Handrails	Stone		
		free text	Galvanised metal		
			free text		
03 Roof	03.99 Other	*free text*	*free text*		
04 Internal Fabric	04.01 Internal Walls & Finishes	Solid	Plasterboard	m2	based on GIFA
		Hollow	Plaster & lath		
		Demountable	Plaster on hard		
		Various	Brick		
		free text	Brick / block		
			Concrete		
			Timber		
			free text		
04 Internal Fabric	04.02 Floor Coverings	Sheet finish	Carpet	m2	based on GIFA
		Tile finish	Vinyl		
		free text	Ceramic tile		
			Quarry tile		
			Laminate sheeting		
			Timber		
			free text		
04 Internal Fabric	04.03 Ceilings Finishes	Solid	Plasterboard	m2	based on GIFA

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
		Strap & lined	Plaster & lath		
		free text	Plaster on hard		
			Timber		
			free text		
04 Internal Fabric	04.04 Ceilings - Suspended	*free text*	Mineral	m2	based on GIFA
			Metal		
			Fibreboard		
			free text		
04 Internal Fabric	04.05 Internal Doors & Ironmongery	Solid core	Timber	m2	based on GIFA
		Hollow core	Metal		
		Glazed	Upvc		
		free text	*free text*		
04 Internal Fabric	04.06 Internal Decoration	*free text*	Paint	m2	based on GIFA
			Wallpaper		
			Ceramic tile		
			free text		
04 Internal Fabric	04.99 Other	*free text*	*free text*		
05 Internal Fittings & Fixtures	05.01 Sanitary Ware / Fittings	WC	Vitreous china	m2	based on GIFA
		WHB	Plastic		
		Shower tray	Metal		
		Bath	*free text*		
		Kitchen sink			
		free text			

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
05 Internal Fittings & Fixtures	05.02 Unit Furniture	Kitchen units / worktop	*free text*	No	based on approx measurement of each / all materials
		Reception desk			
		free text			
05 Internal Fittings & Fixtures	05.03 Internal Fittings & Furniture	*free text*	*free text*	No	based on approx measurement of each / all materials
05 Internal Fittings & Fixtures	05.99 Other	*free text*	*free text*		
06 External Grounds & Gardens	06.01 Landscaping	Soft landscaping	Grassed area	Sum	cost for isolated remedial works only
		free text	Plant beds		
			free text		
06 External Grounds & Gardens	06.02 Walls, Fencing & Gates	Freestanding walls	Stone	m2	based on approx measurement of each / all materials
		Retaining walls	Brick		
		Post & wire	Timber		
		Post & rail	Concrete		
		Palisade	Metal		
		Chain link	*free text*		
		Railings			
		Gates			
		Car park barrier			
		free text			
06 External Grounds & Gardens	06.03 Roads & Car Parks	Roads	Bitmac	m2	based on approx measurement of each / all materials
		Car park	Asphalt		
		free text	Hardcore		

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
			Gravel		
			Block paviors		
			free text		
06 External Grounds & Gardens	06.04 Paths & Paved Areas	Paths	Concrete slabs	m2	based on approx measurement of each / all materials
		Paved area	Stone flags		
		Decking	Bitmac		
		free text	Asphalt		
			Gravel		
			Timber		
			Block paviors		
			free text		
06 External Grounds & Gardens	06.05 External Fittings & Furniture	Signage	Brick	No	based on approx measurement of each / all materials
		Lamp posts	Timber		
		Litter bins	Concrete		
		Benches	Metal		
		free text	*free text*		
06 External Grounds & Gardens	06.06 Ancillary Buildings	Shed	Timber	Sum	based on approx measurement of each / all materials
		Gas meter housing	Brick		
		Garage	Render		
		free text	Metal		
			Pre cast concrete panels		
			free text		
06 External Grounds & Gardens	06.99 Other	*free text*	*free text*		

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
07 Drainage & External Services	07.01 Drainage / Sewerage	Gullies	Cast iron	m2	based on approx measurement of external hardstanding
		Drainage channel	Upvc		
		Manhole cover	Copper		
		Soil / waste pipes	*free text*		
		free text			
07 Drainage & External Services	07.02 External Utilities Infrastructure	*free text*	*free text*	m2	based on GIFA
07 Drainage & External Services	07.03 Site Lighting	Lighting columns	Metal halide	m2	based on approx measurement of external hardstanding / site
		Floodlights	SON / SOX		
		Bulkhead fittings	Compact fluorescent		
		free text	LED		
			free text		
07 Drainage & External Services	07.04 Lightning Protection	*free text*	Copper	m2	based on GIFA
			Aluminium		
			free text		
07 Drainage & External Services	07.05 CCTV (External)	Wall mounted	Dome	m2	based on GIFA
		Column mounted	PTZ		
		free text	Fixed		
			free text		
07 Drainage & External Services	07.99 Other	*free text*	*free text*		
08 Fuel Storage & Distribution	08.01 Fuel Supply / Storage / Distribution	Diesel tank	Steel	m2	based on GIFA
		Gas tank	GRP		
		Oil tank	*free text*		

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
		free text			
08 Fuel Storage & Distribution	08.02 DHW Storage / Non-Storage	*free text*	*free text*	m2	based on GIFA
08 Fuel Storage & Distribution	08.99 Other	*free text*	*free text*		
09 Boilers & Calorifiers	09.01 Boiler Plant	Iron sectional	Cast iron	Item	M&E engineer to price per site
		Condensing	Steel		
		Domestic (combination)	*free text*		
		Domestic (condensing)			
		Biomass			
		free text			
09 Boilers & Calorifiers	09.02 Pressurisation Plant	Chilled water pressurisation unit	*free text*	m2	based on GIFA
		Expansion vessel (unvented hot water)			
		Heating pressurisation unit			
		free text			
09 Boilers & Calorifiers	09.03 Calorifiers / Heat Exchangers	Calorifier	Copper	m2	based on GIFA
		Plate heat exchanger	Mild steel		
		Shell & core heat exchanger	*free text*		
		free text			
09 Boilers & Calorifiers	09.04 Flues	Conventional	Stainless steel	Item	M&E engineer to price per site
		Balanced	Mild steel		

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
		Fan assisted	*free text*		
		Draft diverter			
		free text			
09 Boilers & Calorifiers	09.05 Controls / Meters	*free text*	*free text*	m2	based on GIFA
09 Boilers & Calorifiers	09.06 Insulation	Pipework (moulded)	Foil faced	m2	based on GIFA
		pipework (blanket)	Hammerclad		
		Vessel (moulded)	Armaflex		
		Vessel (blanket)	*free text*		
		free text			
09 Boilers & Calorifiers	09.99 Other	*free text*	*free text*	m2	based on GIFA
10 Steam Systems	10.01 Distribution Pipework	*free text*	Steel	m2	based on GIFA
			free text		
10 Steam Systems	10.02 Valves	*free text*	*free text*	m2	based on GIFA
10 Steam Systems	10.03 Controls	*free text*	*free text*	m2	based on GIFA
10 Steam Systems	10.04 Meters	*free text*	*free text*	m2	based on GIFA
10 Steam Systems	10.05 Condense Systems	*free text*	*free text*	m2	based on GIFA
10 Steam Systems	10.06 Insulation	*free text*	Foil faced	m2	based on GIFA
			Hammerclad		
			free text		
10 Steam Systems	10.99 Other	*free text*	*free text*		
11 Heating Systems	11.01 Distribution Pipework	Exposed pipework	Steel	m2	based on GIFA
		Concealed pipework	Steel (galvanised)		

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
		free text	Copper		
			Plastic		
			free text		
11 Heating Systems	11.02 Heat Emitters	Radiator (panel)	Steel	m2	based on GIFA
		Radiator (column)	Cast iron		
		Radiator (LST)	*free text*		
		Radiant panel			
		Electric convector			
		Electric storage			
		Electric fan			
		Underfloor heating			
		Unit heater (gas)			
		Radiant panel (gas)			
		free text			
11 Heating Systems	11.03 Controls	TRV's	*free text*	m2	based on GIFA
		Wall mounted thermostats			
		Integral controls			
		Electronic control			
		Pneumatic control			
		Trace heating			
		free text			
11 Heating Systems	11.04 Heating Pumps	Single pump set	Primary	m2	based on GIFA
		Twin pump set	Secondary		

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
		Centrifugal	Shunt		
		free text	*free text*		
11 Heating Systems	11.05 Insulation	Pipework (moulded)	Foil faced	m2	based on GIFA
		pipework (blanket)	Hammerclad		
		Vessel (moulded)	Armaflex		
		Vessel (blanket)	*free text*		
		free text			
11 Heating Systems	11.99 Other	*free text*	*free text*		
12 Ventilation Systems	12.01 Ventilation Plant	Air handling unit	*free text*	m2	based on GIFA
		Fan coil unit			
		Kitchen extract canopy			
		Axial			
		Centrifugal			
		Roof mounted unit			
		Domestic extract			
		free text			
12 Ventilation Systems	12.02 Distribution Ductwork	Circular	Plastic	m2	based on GIFA
		Rectangular	Galvanised steel		
		free text	Fire rated		
			free text		
12 Ventilation Systems	12.03 Automatic Fire Dampers & Control Panel	Motorised	*free text*	m2	based on GIFA
		Fusible link			
		free text			

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
12 Ventilation Systems	12.04 Controls	Local control	*free text*	m2	based on GIFA
		Electronic control			
		Pneumatic control			
		free text			
12 Ventilation Systems	12.05 Room Split / Chillers / Compressors	Split DX	*free text*	m2	based on GIFA
		VRV / VRF			
		free text			
12 Ventilation Systems	12.06 Chillers / Cooling Systems	Absorption	*free text*	m2	based on GIFA
		Centrifugal			
		Reciprocating			
		Screw			
		free text			
12 Ventilation Systems	12.99 Other	*free text*	*free text*		
13 Medical Gas Systems	13.01 Vacuum Insulated Evaporators	*free text*	*free text*	m2	based on GIFA
13 Medical Gas Systems	13.02 Distribution	Concealed pipework	Copper	m2	based on GIFA
		Exposed pipework	Stainless steel		
		free text	PVC		
			free text		
13 Medical Gas Systems	13.03 Manifolds	Automatic	*free text*	m2	based on GIFA
		Manual			
		free text			
13 Medical Gas	13.04 Gas Cylinder	*free text*	*free text*	m2	based on GIFA

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
Systems	Storage				
13 Medical Gas Systems	13.05 Outlets	*free text*	*free text*	m2	based on GIFA
13 Medical Gas Systems	13.06 Alarm Systems	Dedicated system	*free text*	m2	based on GIFA
		Integrated system			
		free text			
13 Medical Gas Systems	13.07 Medical Air Compressors / Vacuum Pumps	Medical air compressor	*free text*	m2	based on GIFA
		Surgical air compressor			
		Medical vacuum			
		free text			
13 Medical Gas Systems	13.99 Other	*free text*	*free text*		
14 Hot & Cold Water Systems	14.01 Water Storage & Header Tanks	Cold water storage	Galvanised steel	m2	based on GIFA
		Feed / expansion tank	GRP		
		free text	Lead lined		
			free text		
14 Hot & Cold Water Systems	14.02 Water Treatment Plant	*free text*	*free text*	m2	based on GIFA
14 Hot & Cold Water Systems	14.03 Distribution Pipework	*free text*	Copper	m2	based on GIFA
			Plastic		
			free text		
14 Hot & Cold Water Systems	14.04 Pumps	Domestic booster	*free text*	m2	based on GIFA
		Hose reel booster			
		Mains cold water			

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
		booster			
		Single pump (DWS)			
		Twin pump (DWS)			
		free text			
14 Hot & Cold Water Systems	14.05 Valves / Controls	TMV's	Copper	m2	based on GIFA
		Shower mixer and head	Mild steel		
		Shut off valve	*free text*		
		free text			
14 Hot & Cold Water Systems	14.06 Water Heaters	Instantaneous (electric)	*free text*	m2	based on GIFA
		Storage (electric)			
		Water boiler (electric)			
		Shower (electric)			
		free text			
14 Hot & Cold Water Systems	14.07 Insulation	Pipework (moulded)	Foil faced	m2	based on GIFA
		pipework (blanket)	Hammerclad		
		Vessel (moulded)	Armaflex		
		Vessel (blanket)	*free text*		
		free text			
14 Hot & Cold Water Systems	14.99 Other	Sprinkler installation	*free text*	m2	based on GIFA
		free text			
15 Lifts & Hoists	15.01 Passenger Lifts	Traction	*free text*	Item	based on number of lifts
		Hydraulic			

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
		Screwed drive			
		Stair Lift			
		free text			
15 Lifts & Hoists	15.02 Goods Lifts	Traction	*free text*	Item	based on number of lifts
		Hydraulic			
		free text			
15 Lifts & Hoists	15.03 Hoists	Traction	*free text*	Item	based on number of hoists
		Hydraulic			
		free text			
15 Lifts & Hoists	15.04 Control Panel	*free text*	*free text*	Item	
15 Lifts & Hoists	15.99 Other	*free text*	*free text*		
16 Fixed Plant/Equipment	16.01 Sterilisers	*free text*	*free text*	m2	based on GIFA
16 Fixed Plant/Equipment	16.02 Bedpan Disposal	*free text*	*free text*	m2	based on GIFA
16 Fixed Plant/Equipment	16.03 Disinfection Equipment	*free text*	*free text*	m2	based on GIFA
16 Fixed Plant/Equipment	16.04 Catering Equipment	*free text*	*free text*	m2	based on GIFA
16 Fixed Plant/Equipment	16.05 Laundry Equipment	Washing machine	Electric	m2	based on GIFA
		Tumble drier	Gas		
		free text	*free text*		
16 Fixed Plant/Equipment	16.06 Miscellaneous Equipment	*free text*	*free text*		
16 Fixed Plant/Equipment	16.99 Other	*free text*	*free text*		

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
17 Electrical System	17.01 HV Network	HV switchgear (external)	Dry type	m2	based on GIFA
		HV switchgear (internal)	Oil filled		
		Transformer	*free text*		
		free text			
17 Electrical System	17.02 Generators	Combined heat & power (CHP)	Gas	m2	based on GIFA
		Standby generator	Diesel		
		UPS	Steam		
		free text	Lead acid (sealed)		
			Nickel-alkaline (vented)		
			free text		
17 Electrical System	17.03 Switchgear	LV switchgear	Air circuit breakers (ACB's)	m2	based on GIFA
		Main supply switchgear and distribution	Moulded case circuit breakers (MCCB's)		
		free text	Fuses		
			free text		
17 Electrical System	17.04 Distribution Boards	Consumer units	Miniature circuit breakers (MCB's)	m2	based on GIFA
		Distribution boards	Residual current devices (RCD's)		
		Feeder pillars	Fuses		
		free text	*free text*		
17 Electrical System	17.05 Wiring Systems /	Surface containment	MICC	m2	based on GIFA

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
	Bonding	Surface fixed	PVC / LSF		
		Flush	*free text*		
		free text			
17 Electrical System	17.06 Fittings	Sockets / switches	Plastic	m2	based on GIFA
		free text	Metal clad		
			free text		
17 Electrical System	17.07 Luminaires	Surface	Fluorescent	m2	based on GIFA
		Recessed	Compact fluorescent		
		Bulkhead	LED		
		free text	Halogen		
			free text		
17 Electrical System	17.08 Emergency Luminaires	Integral	Fluorescent	m2	based on GIFA
		Stand alone	LED		
		free text	*free text*		
17 Electrical System	17.99 Other	*free text*	*free text*		
18 Communication Systems	18.01 Telephone Systems	Dedicated	*free text*	m2	based on GIFA
		Voice over IP			
		free text			
18 Communication Systems	18.02 Data Transmission	Cabling	Cat 5	m2	based on GIFA
		Cabinets	Cat 5E		
		free text	Cat 6		
			Cat 6A		
			free text		

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
18 Communication Systems	18.03 Paging Systems	*free text*	*free text*	m2	based on GIFA
18 Communication Systems	18.04 Nurse Call Systems	Hard wired	*free text*	m2	based on GIFA
		Wireless			
		free text			
18 Communication Systems	18.05 Radio & Television Systems	Digital	*free text*	m2	based on GIFA
		Analogue			
		free text			
18 Communication Systems	18.06 Bedhead Services	*free text*	*free text*	m2	based on GIFA
18 Communication Systems	18.99 Other	*free text*	*free text*		
19 Alarms & Detection Systems	19.01 Fire Alarm Panels	Conventional	*free text*	m2	based on GIFA
		Addressable			
		Wireless			
		free text			
19 Alarms & Detection Systems	19.02 Fire Alarm Wiring System	Surface	Soft skin	m2	based on GIFA
		Flush	MICC		
		free text	*free text*		
19 Alarms & Detection Systems	19.03 Security Systems	Intruder alarm	*free text*	m2	based on GIFA
		free text			
19 Alarms & Detection Systems	19.04 CCTV (Internal)	*free text*	Dome	m2	based on GIFA
			PTZ		
			Fixed		

Element	Sub Element	Design	Material	Costing Basis	Additional Comments
			free text		
19 Alarms & Detection Systems	19.05 Panic Attack System	Hard wired	*free text*	m2	based on GIFA
		Wireless			
		free text			
19 Alarms & Detection Systems	19.06 Other Alarm Systems	Disabled toilet alarm	*free text*	m2	based on GIFA
		Carbon monoxide			
		Leak detection			
		Smoke aspiration system			
		free text			
19 Alarms & Detection Systems	19.99 Other	Fire suppression system	*free text*		
		free text			
20 Building Management Control System	20.01 Building Management System	Head end (supervisor)	Delta	m2	based on GIFA
		Outstations	Honeywell		
		Plant controller	Satchwell		
		Operating system	Trend		
		Remote display panels	*free text*		
		Communications network (hardwiring)			
		free text			
20 Building Management Control System	20.99 Other	*free text*	*free text*		

Appendix 5: Schedule of typical life expectancies

A schedule of typical life expectancies of building elements/components is available from the Royal Institution of Chartered Surveyors (RICS) Building Costs Information Service (BCIS) within the published document 'Life Expectancy of Building Components, Surveyors' Experiences of Buildings in Use, A Practical Guide' ISBN 1 904829 39 2.

This document can be purchased at the following website:

http://www.bcis.co.uk/site/scripts/retail_product_browse.aspx?product_id=765&category_id=12

Alternatively, for guidance on typical component life expectancies, refer to the March 2011 or previous version of the NHSScotland Property Appraisal Manual.

Appendix 6: Schedule of rates (as at base date of 2nd Quarter 2014)

Base date : 3rd quarter 2012	223	% increase	13.00%
Update to 2nd quarter 2014	252		

- 91 Non-NHS Functions - surveyor to assess the most similar when pricing
- 99 Other - surveyor to assess the most similar when pricing

	Component	Replacement		Repair/Overhaul		01 Acute Hospitals 02Childrens hospital 03Maternity Hospital; 04Specialist	05Mental Health Hospital 07 Older people Hospital	06 Community Hospital	21 Health Centre 22 Clinics (including Day Hospitals and Resource Centres)	23 Offices (mid Rise)	24 Support Facilities	25 Staff Residential Accommodation 26 Patient Residential Accommodation	41 GP Practice 42 Dental Practice 43 Pharmacy 44 Optician
		Unit	Rate	Unit	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate
1.00	**STRUCTURE**												
1.01	**Substructure**												
	Foundations: Generally												
	Lowest Floor: Solid Ground Floor: Reinforced concrete slab												
	Lowest Floor: Solid Basement Floor: Reinforced concrete with mastic tanking												

	Timber Frame: Generally	gifa					£ 51.00					£ 50.00	
1.03	**Floors & Stairs**												
	Upper Floors: In situ Concrete: Reinforced slab												
	Upper Floors: In situ Concrete: Reinforced coffered slab												
	Upper Floors: In situ Concrete: Reinforced troughed slab												
	Upper Floors: In situ Concrete: Reinforced slab on profiled steel decking												
1.04	**Roofs**												
	Flat Roof Structure: Reinforced Concrete: Slabs on permanent steel shuttering												
	Flat Roof Structure: Galvanised Steel: Z profile beams												
	Flat Roof Structure: Laminated Timber: Roof beams;												

	softwood bearers												
2.00	**EXTERNAL FABRIC**												
2.01	**External Walls & Finishes**												
	External Wall Structure: Softwood Stud: One layer double sided building paper												
	External Wall Structure: Aerated Lightweight Block												
	External Wall Structure: Dense Aggregate Block												
	External Wall Structure: Class B Engineering Brick												
	In situ Finishes: Self-Coloured Render: 20mm; incl brickwork/block work base	m2	£113.00	m2	£141.26								
	Stone leaf replacement, cavity construction, ashlar	m2	£440.72	m2	£528.86								

	Facing brick leaf replacement, cavity construction	m2	£158.21	m2	£189.85								
	Common brick / block leaf replacement, cavity construction	m2	£113.00	m2	£135.61								
	Profiled metal wall cladding	m2	£124.30	m2	£149.17								
	Dry dash render replacement, solid or cavity construction	m2	£79.10	m2	£94.92								
	Smooth render replacement, solid or cavity construction	m2	£67.80	m2	£81.36								
	Precast concrete cladding panel replacement, cavity construction	m2	£418.12	m2	£501.74								
	Timber cladding replacement, cavity construction	m2	£113.00	m2	£135.61								
2.02	**Windows & Ironmongery**												
	Curtain Walling System: Double Glazed Polyester Powder Coated Aluminium `Stick' System:	m2	£474.62										

	Medium/high quality standard; 6mm laminate glass; including opaque insulated spandrel panels												
	Curtain Walling System: Double Glazed Polyester Powder Coated Aluminium `Unitised/Panelled' Assembly: High quality standard; 6mm laminate glass; including opaque insulated spandrel panels		£460.00										
	Curtain Walling System: Structural Siliconed Double Glazed Standard `Unitised/Panelled' Assembly: 10mm and 6mm clear and laminate; factory produced; on aluminium frame	m2	£847.53										

	Windows: Softwood Casement: Side hung; hardwood cills; weather-stripping; fitted with fasteners; preservative stained base coat	Nr	£576.32	Nr	£90.00								
	Windows: Treated Softwood Sash: Single light; ventilators; weatherstripping ; opening sashes and fanlights	Nr		Nr	£90.00								
	Windows: Softwood: Purpose made frames; treated; rebated and moulded	Nr	£510.00	Nr	£90.00								
	Windows: Hardwood: Purpose made frames; rounded; rebated check grooved	Nr	£510.00	Nr	£90.00								
	External Doors: Softwood: Matchboarded; 44mm framed, ledged and braced doors; 19mm tongued,												

	grooved and v-jointed boarding; one side vertical boarding; preservative treated												
	External Doors: Softwood Standard Panelled: 44mm; hardwood frames; plywood panels; painted												
	External Doors: Softwood Standard Flush: 40mm; skeleton or cellular core; plywood faced both sides; preservative treated												
	External Doors: Softwood Standard Flush: 40mm; skeleton or cellular core; veneered both sides; preservative treated												
2.04	**External Cladding/Eaves Detail**												
	External Wall Coverings: Timber: Board infill panels	m2	£135.61	m2	£169.51								

	External Wall Coverings: Tile: Hung infill panels	m2	£248.61	m2	£310.76								
	External Wall Coverings: Fibre Cement: Profiled sheet cladding; natural or coloured	m2		m2	£ -								
	External Wall Coverings: PVF2 Coated Galvanised Steel: Profiled sheet cladding	m2	£146.91	m2	£183.63								
	External Wall Coverings: Glass-Fibre: Profiled sheet cladding	m2	£1,360.00	m2	£1,700.00								
	External Wall Coverings: PVCu: Cladding; 150mm; shiplap; insulated	m2	£1,360.00	m2	£1,700.00								
	External Wall Coverings: Plastic: Profiled sheet cladding	m2	£1,360.00	m2	£1,700.00								
	External Wall Coverings: Precast Concrete Natural Stone Faced Panels: Insulation; lining and fixings	m2	£440.72	m2	£550.90								

	Eaves detail, soffit, Timber, 300mm wide	m	£22.60	m	£28.25								
	Eaves detail, soffit, PVCu, 300mm wide	m	£33.90	m	£42.38								
	Eaves detail, boxed, Timber, 450mm girth	m	£45.20	m	£56.50								
	Eaves detail, boxed, PVCu, 450mm girth	m	£56.50	m	£70.63								
2.05	**External Decoration**	m	£13.56										
	Decoration to timber windows	Nr	£20.47	Nr	£25.58								
	Decoration to downpipes	m	£5.65	m	£7.06								
	Decoration to external timbers	m2	£11.30	m2	£14.13								
2.99	**Other**												
3.00	**ROOF**												
3.01	**Coverings – Pitched**												
	Pitched Roof Covering: Tile: Generally	m2	£45.20	m2	£56.50								
	Pitched Roof Covering: Slate: Generally	m2	£101.70	m2	£127.13								
	Pitched Roof Covering: Thatch: Generally	m2	£40.00	m2	£50.00								

	Pitched Roof Covering: Fibre Cement: Profiled sheet cladding	m2	£40.00	m2	£50.00								
	Pitched Roof Covering: PVF2 Coated Galvanised Steel: Profiled sheet cladding	m2	£67.80	m2	£84.75								
	Pitched Roof Covering: Pre-painted Aluminium: Profiled sheet cladding	m2	£40.00	m2	£50.00								
	Pitched Roof Covering: Milled Sheet Lead: Generally	m2	£146.91	m2	£183.63								
	Pitched Roof Coverings: High Performance Polyester-Based Roofing System: Two layer covering; bonded	m2	£79.10	m2	£98.88								
3.02	**Coverings – Flat**												
	Flat Roof Decking: Softwood: Generally												
	Flat Roof Decking: WBP Grade Plywood Boarding:												

	Generally												
	Flat Roof Decking: Strawboard: Generally												
	Flat Roof Decking: Particleboard: Generally												
	Flat Roof Covering: Milled Sheet Lead: Generally	m2	£169.51	m2	£211.88								
3.03	**Roof Lights**												
	Rooflights: Aluminium: Sloping roof window, frame and opening light; integral internal lining, flashings and soakers; ironmongery; double glazing	m2	£678.03	m2	£847.53								
	Rooflights: PVCu: Single skin; standard square or rectangular dome; plywood lining; timber kerbs; upstands				£ -								
	Rooflights, velux, 1m2	Nr	£372.91	Nr	£466.14								

3.04	**Rainwater Goods**												
	Roof Drainage: Cast Iron: Rainwater pipes/gutters/roof outlets; red lead primer; 2 undercoat and 1 coat gloss paint finish	m	£90.40	m	£113.00								
	Roof Drainage: PVCu: Rainwater pipes/gutters/roof outlets	m	£33.90	m	£42.38								
	Roof Drainage: Lead: Box gutters and flashings	m	£226.01	m	£282.51								
	Roof Drainage: Zinc: Box gutters and flashings												
	Roof Drainage: High Performance Felt: Box gutters and flashings												
3.05	**Chimney Stacks & Parapet Walls**												
	Steam plant: Brick chimneys	m	£1,590.00										
	Common brick / block	m2	£158.21	m2	£189.85								

4.00	**INTERNAL FABRIC**												
4.01	**Internal Walls & Finishes**	gifa				£96.00	£112.00	£146.00	£125.00	£121.00	£113.00	£102.00	£165.00
	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	£282.51	Nr	£353.14								
	Partitions: Cellular Core Plasterboard Partitions: 63mm; sawn softwood plates, and battens; flush jointed tapered edge panels	m	£250.00	Nr	£312.50								
	Proprietary Partitions: Metal Stud and Plasterboard: 100mm; two layers 12.5mm wallboard each side; 48mm studs; flush jointed tapered	m	£250.00	Nr	£312.50								

	edge panels												
	Proprietary Partitions: Metal Stud and Plasterboard: 65mm; one hour; one layer 15mm fireline board each side; jointed tapered edge panel	m	£327.71	Nr	£409.64								
	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	m	£384.22	Nr	£480.27								
	De-mountable Partitions: Glass Reinforced Gypsum: Generally	m	£340.00	Nr	£425.00								
	De-mountable Partitions: Glass: Generally	m	£745.83	Nr	£932.29								

	Dry Lining: Gyproc Wallboard: Insulating grade, plastic faced; taped joints; for direct decoration	m	£146.91	Nr	£183.63								
	Dry Lining: Non-Asbestos Boards: Flame proof; Class O; including battens	m	£130.00	Nr	£162.50								
	Dry Lining: MDF Boards: Including battens	m	£130.00	Nr	£162.50								
	Rigid Finishes: Granite Cladding: 20mm; polished finish; jointed and pointed in coloured mortar; to cement/sand base	m2	£271.21	m2	£339.01								
	Rigid Finishes: Marble Cladding: 20mm; polished finish; jointed and pointed in coloured mortar; to cement/sand base	m2	£271.21	m2	£339.01								
	Toilet Cubicles	Nr	£1,265.65			£13.00	£13.00	£13.00	£13.00	£13.00	£13.00		£13.00

	IPS system back panel	Nr	£1,299.55										
4.02	**Floor Coverings**												
	In situ Screed : Cement/Sand: 25mm; one coat screed (1:3); to concrete												
	In situ Screed: Granolithic: 20mm; one coat; cement and granite chippings; laid on concrete	m2	£67.80	m2	£84.75								
	In situ Screed: Latex Cement: 5mm; two coats; to concrete base	m2	£60.00	m2	£75.00								
	In situ Screed: Epoxy Resin: Generally	m2	£60.00	m2	£75.00								
	Rigid Finishes: Quarry Tiles: 12.5mm; to cement/sand base	m2	£90.40	m2	£113.00								
	Flexible Tile: Vinyl: Generally	m2	£45.20	m2	£56.50								
	Flexible Sheet: Linoleum: Generally	m2	£60.00	m2	£75.00								
	Flexible Sheet: Vinyl: Generally	m2	£60.00	m2	£75.00								

	Flexible Sheet: Fitted Carpet: Contract heavy quality; wool/nylon carpet	m2	£56.50	m2	£70.63								
	Stairs Finishes: Aluminium: Nosings	per tread	£45.20										
	Skirting: MDF: 25x75mm; polished; incl. grounds	m	£22.60	m	£28.25								
	Skirting: Plastic: Generally	m	£22.60	m	£28.25								
4.03	**Ceilings Finishes**												
	Dry Lining: Gypsum: 12.5mm Fireline board; fixing with nails to softwood base	m2	£45.20	m2	£56.50								
	Dry Lining: MDF: 25mm	m2	£40.00	m2	£50.00								
	Dry Lining: Non-Asbestos Boards: 12mm Masterboard fire resisting lining; sanded finish	m2	£40.00	m2	£50.00								
	Dry Lining: Non-Asbestos Boards: 9mm Supalux lining; sanded finish	m2	£40.00	m2	£50.00								

	In situ Finishes: Textured Plastic: One coat sealer and one coat Artex; to plasterboard or concrete ceilings	m2	£33.90	m2	£42.38								
4.04	**Ceilings - Suspended**												
	Suspended Ceilings: Aluminium: 600x600mm tile; concealed/exposed grid; hangers to concrete	m2	£45.20	m2	£56.50								
	Suspended Ceilings: Gypsum Based: 600x600mm tile; concealed/exposed grid; hangers to concrete	m2	£40.00	m2	£50.00								
	Suspended Ceilings: Mineral Wool Based: 600x600mm tile; concealed/exposed grid; to concrete	m2	£33.90	m2	£42.38								
4.05	**Internal Doors & Ironmongery**	gifa				£126.00	£94.00	£116.00	£57.00	£68.00	£121.00	£60.00	£57.00

	Internal Doors: Softwood: 44mm flush half-hour firecheck door; hardboard faced; including ironmongery												
	Internal Doors: Softwood: 54mm flush one-hour firecheck door; wood veneered; including ironmongery	Nr	£1,536.86	Nr	£320.00								
	Internal Doors: Softwood: 54mm flush one-hour firecheck door; wood veneered; including ironmongery, with glazed panel	Nr	£1,943.68	Nr	£320.00								
	Internal Doors: Softwood: 44mm purpose made panelled door; including ironmongery	Nr		Nr	£320.00								
	Internal Door: Glass: Including ironmongery; generally	Nr	£2,214.89	Nr	£320.00								
	Internal Door: Flexible: Including ironmongery;	Nr	£940.00	Nr	£320.00								

	generally												
	Roller Shutters/Doors: Metal: Including ironmongery; generally	Nr	£1,774.17	Nr	£300.00								
	Decorations: Emulsion Paint: to walls & ceilings, gloss to woodwork	gifa	£22.60	m2	£28.25								
	Decorations: Masonry Paint: One base coat and two finishing coats; to rendered, concrete or brickwork/block work		£30.00										
	Decorations: Textured Plastic Finish: One coat sealer and one coat Artex; to plaster, brickwork/block work, or concrete walls		£30.00										
	Decorations: Vinyl Wallpaper: Decorative paper backed; adhesive	m2	£14.69	m2	£18.36								
	Sanitary Fittings: Cast Iron: Baths, etc												

	Sanitary Fittings: Plastic: Baths, etc	Nr	£406.82										
	Sanitary Fittings: Wash Basin: White/coloured vitreous china wash basin	Nr	£203.41										
	Sanitary Fittings: Sink: White glazed fireclay Belfast pattern sink	Nr	£305.11										
	Sanitary Fittings: Urinal Suite: Single stall urinal; vitreous china	Nr	£305.11										
5.02	**Unit Furniture**												
	Kitchen Fittings: Wall Units: Generally	per m	£271.21										
	Kitchen Fittings: Floor Units: Generally	per m	£406.82										
	Other built in floor units	per m	£474.62										
5.03	**Internal Fittings & Furniture**					£286.00	£142.00	£92.00	£126.00	£89.00	£50.00	£101.00	£81.00
5.99	**Other**												
6.00	**EXTERNAL GROUNDS & GARDENS**												

6.01	**Landscaping**												
	Soil/Waste Stacks: muPVC: Waste pipes and fittings; pipe clips												
	grassed areas, new top soil, seed	sum	£500.00										
	plant beds, new top soil, plants, mulch	sum	£500.00										
6.02	**Walls, Fencing & Gates**												
	Fencing: Timber Generally	m	£67.80										
	Fencing: Concrete Chain and Post	m	£56.50										
	Stone walls	m2	£576.32										
	Facing brick walls	m2	£226.01										
	Reinforced concrete walls	m2	£203.41										
6.03	**Roads & Car Parks**												
	Roads and Pavings: In situ Concrete: To carparks generally	m2	£124.30	m2	£155.38								

	Roads and Pavings: Tarmac Surface: To carparks generally	m2	£90.40	m2	£113.00								
	Roads and Pavings: Precast Concrete Blocks: Rectangular coloured paviors on earth base; sand bedding	m2	£79.10	m2	£98.88								
6.04	**Paths & Paved Areas**												
	Roads and Pavings: Yorkstone Slabs: On blinded hardcore base	m2	£124.30	m2	£155.38								
	Roads and Pavings: Precast Concrete Flags: On sand, granular or on blinded hardcore base	m2	£67.80	m2	£84.75								
	Roads and Pavings: Precast Concrete Blocks: Rectangular coloured paviors on earth base; sand bedding	m2	£79.10	m2	£98.88								

	Roads and Pavings: In situ Concrete: To pathways generally	m2	£90.40	m2	£113.00								
6.05	**External Fittings & Furniture**												
	Signage	Nr	£293.81										
	Lamp posts	Nr	£2,113.18										
	Bin	Nr	£372.91										
	Bench	Nr	£644.13										
6.06	**Ancillary Buildings**												
	Gas meter housing	Nr	£1,130.04										
	Single garage	Nr	£7,164.48										
6.99	**Other**												
7.00	**DRAINAGE & EXTERNAL SERVICES**												
7.01	**Drainage/Sewerage**												
	Drainage Below Ground: Vitrified Clay: Flexible												

	joint pipes/fittings; accessories												
	Drainage Below Ground: PVCu: Pipes and fittings; incl. accessories												
	Drainage Below Ground: Concrete: Pipes and fittings; incl. accessories												
	Surface water drainage, based on area of hardstanding	m2	£22.60										
	Foul drainage, based on gifa	gifa	£0.00			£15.00	£12.00	£12.00	£13.00	£5.00	£10.00	£12.00	£12.00
	Soil/Waste Stacks: Cast Iron: Pipes incl. fittings; primed; to masonry	m	£90.40										
	Gas Supply: Coiled Service Pipe: Medium density polyethylene; laid underground; electrofusion joints in running length												

	Gas Supply: Mains Service Pipe: Medium density polyethylene; laid underground; electrofusion joints in running length												
7.03	**Site Lighting**	m2											
7.04	**Lightning Protection**	gifa				£3.00		£3.00					
7.05	**CCTV (External)**	gifa				£6.00		£3.00	£3.00	£6.00	£3.00	£3.00	£3.00
7.99	**Other**												
8.02	**Storage**	gifa											
8.99	**Other**												
9.00	**BOILERS & CALORIFIERS**												
9.01	**Boiler Plant**					£18.00	£21.00	£21.00	£37.00	£25.00	£22.00	£21.00	£37.00
	Gas/Oil Fired Boilers: Industrial Water Boilers: Cast iron sectional boilers; gas or oil fired on/off or high/low type												

	Gas/Oil Fired Boilers: Packaged Water Boilers: Gas or oil fired; on/off or high/low type	Nr	£21,154.44										
	Biomass Boilers	Nr	£115,000.00										
9.02	**Pressurisation Plant**												
9.03	**Calorifiers/Heat Exchangers**	gifa				included in 9.01	included in 9.01	included in 9.01	included in 9.01	included in 9.01	included in 9.01	included in 9.01	included in 9.01
	Storage Cylinders/Calorifiers: Copper: Direct/indirect hot water cylinders; single/double feed; pre-insulated	Nr	£1,231.75										
	Storage Cylinders/Calorifiers: Copper: Combination direct hot water storage units	Nr	£110.00										
	Heat Pump: Packaged Air to Water: Three phase 400V compressor; fan; heat exchanger	Nr	£110.00										

	Heat Pump: Packaged Reciprocating: Three phase 400V compressor; cooler; condenser; control panel	Nr	£110.00										
	Heat Exchanger: Packaged Plate: Instantaneous water heaters; primary pump; temperature sensor; thermostatic control panel	Nr	£813.63										
9.04	**Flues**						included in 9.01	included in 9.01	included in 9.01	included in 9.01	included in 9.01	included in 9.01	included in 9.01
9.99	**Other**												
10.00	**STEAM SYSTEMS**												
	Steam plant: Steam pipework installations	gifa	£33.90										
10.02	**Valves**	refer to 10.01											
10.03	**Controls**												
	Steam plant: Control equipment	gifa	£45.20										

	Steam plant: Combustion controls												
	Steam plant: Feed pumps												
	Steam plant: Feedwater treatment plant												
	Steam plant: Firing equipment gas												
	Steam plant: Firing equipment oil												
	Steam plant: Firing equipment coal												
11.00	**HEATING SYSTEMS**												
	Steam plant: Gas pipework												
	Heat Emitters: Radiators: Low surface temperature; single panel	Nr	£305.11	Nr	£381.39								
	Heat Emitters: Skirting Heaters: Pressed metal with fins on copper tube	m	£124.30	m	£155.38								
	Heat Emitters: Radiant Strip Heaters: Steel tube aluminium radiant plates incl. insulation, sliding brackets,	m	£203.41	m	£254.26								

	cover plates, end closures												
	Heat Emitters: Perimeter Heating: Metal casing standard finish top, sloping or flat front outlet; punched louvre grill		£40.00										
	Heat Emitters: Electric Convector Heaters: Wall mounted; fixed to structure; 3kW output; integral thermostat	Nr	£192.11	Nr	£240.13								
	Heat Emitters: Electric Storage Heaters: Low level wall mounted; thermostatic controls; fixed to structure	Nr	£384.22	Nr	£480.27								
	Air Curtains: Ambient Temperature Commercial/Industrial Grade: Recessed/exposed units with		£40.00		£50.00								

	rigid steel casing; aluminium grilles; high quality motor/centrifugal fan												
	Air Curtains: Water Heated Commercial Grade: Recessed/exposed units with rigid steel casing; aluminium grilles; high quality motor/centrifugal fan		£40.00		£50.00								
	Air Curtains: Electrically Heated Commercial Grade: Recessed/exposed units with rigid steel casing; aluminium grilles; high quality motor/centrifugal fan	Nr	£2,486.10	Nr	£3,107.62								
11.03	**Controls**	gifa				included in 11.01	included in 11.01	included in 11.01	included in 11.01	included in 11.01	included in 11.01	included in 11.01	included in 11.01
	Accessories: Controls: Thermostatic	Nr	£56.50	Nr	£70.63								

	radiator valves												
11.04	**Heating Pumps**					included in 11.01	included in 11.01	included in 11.01	included in 11.01	included in 11.01	included in 11.01	included in 11.01	included in 11.01
11.99	**Other**												
12.00	**VENTILATION SYSTEMS**												
	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		£50.00										
	Extract Fans: Flameproof Axial Flow: Single stage; three phase 400V; matching flanges; flexible connectors; anti vibration mountings		£50.00										

	Extract Fans: Centrifugal: Three phase 400V; belt driven; flexible connectors; base frame; anti vibration mountings	Nr	£3,751.75										
	Roof Extract Fans: Axial Flow: Single phase 240V; controls; glass fibre weather cap and base; bird guard and shutters; kerb mounted	Nr	£644.13										
	Toilet Ventilation: Packaged Units	Nr	£1,808.07										
12.02	**Distribution Ductwork**					£130.00	£87.00	£108.00	£49.00	£55.00	£91.00	£87.00	£58.00
	Ductwork Insulation: Foil Faced Flexible: 40mm; secured with adhesive and foil tape.												
12.03	**Automatic Fire Dampers & Control Panel**					included in 12.02	included in 12.02	included in 12.02	included in 12.02	included in 12.02	included in 12.02	included in 12.02	included in 12.02
	Fire Dampers: Folding Curtain Type: Galvanised steel casing; stainless steel blades; 4hr	Nr	£813.63										

	fire rating; installation frame; local access door in duct line												
12.04	**Controls**					included in 12.02	included in 12.02	included in 12.02	included in 12.02	included in 12.02	included in 12.02	included in 12.02	included in 12.02
12.05	**Room Split/Chillers/Compressors**	gifa				£76.00	£30.00	£60.00	£46.00	£10.00		£10.00	£46.00
	Mechanical Cooling: Terminal Re-Heat System: Units, controllers and ancillaries generally		£5,740.00										
	Mechanical Cooling: Two-/Four-Pipe Fan Coil System: Wall/ceiling mounted water coil; single phase 240V centrifugal fan; 3 speed regulator	Nr	£6,486.46										
	Chilled Water: Chilled Beams: Passive; exposed below/flush ceiling	m	£1,028.34										
12.06	**Chillers/Cooling Systems**												

	Mechanical Cooling: Terminal Heat Pump with Central Ventilation: Reverse cycle; wall/floor mounted; single phase 240V compressor; 3 speed fan		£3,320.00										
	Central Refrigeration Plant: Packaged Chillers: Water cooled; 3 phase 400V screw compressor; condenser; control panel	Nr	£3,320.00										
	Central Refrigeration Plant: Packaged Chillers: Air cooled liquid; 3 phase 400V compressor; evaporator; condenser; control panel; acoustic attenuation and anti-vibration mountings	Nr	£34,794.08										
13.00	**MEDICAL GAS SYSTEMS**												
13.03	**Manifolds**												

	Medical Gas: Manifolds	Nr	£361.61			included in 13.02		included in 13.02					
13.04	**Gas Cylinder Storage**												
13.05	**Outlets**												
	Medical Gas: Outlets	Nr	£96.05			included in 13.02		included in 13.02					
13.06	**Alarm Systems**												
	Medical Gas: Alarm Systems	Nr	£361.61			included in 13.02		included in 13.02					
13.07	**Medical Air Compressors/Vacuum Pumps**												
	Medical Gas: Compressors	Nr											
	Medical Gas: Vacuum pumps/plant	Nr											
13.99	**Other**												
	Medical gas and suction equipment	Nr											
14.00	**HOT & COLD WATER SYSTEMS**												
14.01	**Water Storage & Header Tanks**					included in 14.03	included in 14.03	included in 14.03	included in 14.03	included in 14.03	included in 14.03	included in 14.03	included in 14.03
	Storage Tank: PVCu: Generally												

14.03	**Distribution Pipework**					£82.00	£52.00	£65.00	£138.00	£60.00	£33.00	£52.00	£125.00
	Pipes: Medium Density Polyethylene (MDPE): Pipework and fittings												
	Pipes: Ductile Iron: Pipes and fittings; socketed, flexible joints												
	Pipes: Copper: Pipework generally	gifa	£22.60										
	Pipes: Stainless Steel: Pipework generally	gifa	£35.00										
14.06	**Water Heaters**					included in 14.03	included in 14.03	included in 14.03	included in 14.03	included in 14.03	included in 14.03	included in 14.03	included in 14.03
14.07	**Insulation**					included in 14.03	included in 14.03	included in 14.03	included in 14.03	included in 14.03	included in 14.03	included in 14.03	included in 14.03
	Thermal Insulation: Phenolic Foam: Sections covered with bright Class `O' foils; to pipework												
14.99	**Other - sprinkler installation**					£72.00		£33.00			£32.00	£33.00	
	Fixed fire installations												

	Fire hydrant systems												
	Alarms: Water Operated Motor Alarm and Gong: Stainless steel and aluminium body and gong; screwed connections; to sprinkler system and drain pipework												
	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		£970.00										
	Lifts: Intensive Passenger: Electric traction operated; single opening; standard finish; internal lighting; fireman's controls; in-car telephone; controls;	nr	£172,896.86										

	1600kg, 21 person, 2.5m/s, 10 levels												
15.02	**Goods Lifts**												
	Lifts: Goods: Electro Hydraulic drive; 2000kg, 0.4m/s, stainless steel car lining; plate floor and galvanised shutters, 10 levels	nr	£187,587.44										
	Lifts: Goods: Industrial scissor generally												
	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	£5,650.22										
15.04	**Control Panel**												
15.99	**Other**												

	Escalators: 30 degree inclination; 3.50m vertical rise; 0.5m/s	Floors	£167,246.64										
16.01	**Sterilisers**												
	Sterilising equipment	Nr	£5,650.22										
16.02	**Bedpan Disposal**												
	Disposal units	Nr	£11,300.45										
16.03	**Disinfection Equipment**												
16.04	**Catering Equipment**												
	Cooking equipment	Nr	£5,650.22										
16.05	**Laundry Equipment**												
	Washing machines	Nr	£3,390.13										
	Other laundry plant	Nr	£3,390.13										
16.06	**Miscellaneous Equipment**												
16.09	**Other**												
17.00	**ELECTRICAL SYSTEM**												
17.01	**HV Network**												

17.02	**Generators**												
	Generator prime movers - diesel												
	Generator standby prime movers	Nr	£88,143.50										
	LV Supply: Standby Generators: Diesel sets; three phase, 400 Volt, four wire 50Hz	Nr	£16,950.67										
17.03	**Switchgear**												
	HV Switchgear: Step Down Transformer: 500kVA; 3 Phase 11Kv/400 Volt 50Hz and LV cable boxes; all necessary connections	Nr	£88,143.50										
17.04	**Distribution Boards**												
	LV Distribution: Busbar: Straight aluminium rising mains busbar; insulated supports; earth continuity bar; including couplers; fixed to backgrounds;												

	400 Amp TP&N												
	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												
17.05	**Wiring Systems/Bonding**												
	Electrical Circuits: Electric Power Circuit Generally	gifa	£13.56			£80.00	£48.00	£53.00	£53.00	£48.00	£48.00	£48.00	£48.00
	Electrical Circuits: Electric Lighting Circuit Generally	gifa	£13.56			£80.00	£56.00	£72.00	£73.00	£75.00	£57.00	£56.00	£57.00
	HV Cables: Single Core: 1900/3000 grade cable; XPLE insulated LSOH sheathed copper stranded conductors		£12.00										

	LV Cables: Fire-rated Cable: Light duty 500 Volt grade LSF sheathed; mineral insulated; copper sheathed with copper conductors		£12.00										
	LV Cables: Un-Armoured Cable: PVC insulated and sheathed single core cables; 300/500 Volt grade; solid or stranded copper		£12.00										
	LV Cables: Lighting Cables: Twin twisted bus; LSF sheathed; aluminium conductor		£12.00										
	Luminaires: Fluorescent Lamp: Generally												
	Luminaires: Uplighters: Stove enamelled white finish; fluorescent lamp; electronic control gear; aluminium												

	reflector												
	Luminaires: Floodlighting: Enclosed high performance discharge light; integral control gear; reflector; toughened glass												
	Luminaires: Lamp with Movement Detectors: 240V AC; tungsten halogen lamps; passive infra red detector; white plastic												
	Luminaires; LED lighting generally	Gifa				£85.00	£68.00	£86.00	£87.00	£90.00	£69.00	£68.00	£69.00
	Telephones	Nr	£339.01										
18.02	**Data Transmission**												
	Data transmission	gifa	£37.29			£37.29	£15.00	£37.29	£25.00	£37.00	£38.00		£30.00
	Data Cabling: Unshielded Twisted Pair: Solid copper conductors; LSOH												

	insulation; Cat5e; 4 pair 24AWG; nom o/s dia. 5.6mm												
	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												
	Data Cabling: Fibre Optic Cable: Tight buffered, internal/external application, single mode, LSOH sheathed												
18.03	**Paging Systems**												
	Paging systems	gifa	£10.17			£10.17	£10.17	£10.17	£ 10.17				£7.00
18.04	**Nurse Call Systems**	gifa	£16.95			£16.95	£16.95	£16.95					
19.00	**ALARMS & DETECTION SYSTEMS**												
19.01	**Fire Alarm Panels**	Nr	£5,650.22	Nr	£7,062.78	included in 19.02	included in 19.02	included in 19.02	included in 19.02	included in 19.02	included in 19.02	included in 19.02	included in 19.02

19.02	**Fire Alarm Wiring System**	gifa				£30.00	£25.00	£24.00	£27.00	£27.00	£25.00	£24.00	£27.00
	Smoke Detectors: Ionisation/Optical Type												
	Smoke Detectors: Beam Detector: With transmitter and receiver												
	Heat Detectors: Rate of Rise Detectors: With mounting base												
19.03	**Security Systems**					£2.00	£2.00	£3.00	£ 3.00	£6.00	£3.00	£3.00	£3.00
	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	£1,130.04	Nr	£1,412.56								
	Security: Detection: Equipment including pressure pads, break points, vibration/infra-red/ultra-		£1,000.00										

	sonic/movement and heat detectors												
19.06	**Other Alarm Systems**												
19.99	**Other**												
	Alarms/Detection Systems: Batteries - nickel												
20.00	**BUILDING MANAGEMENT CONTROL SYSTEM**												
20.01	**Building Management System**	gifa				£37.00	£19.00	£19.00	£ 37.00	£25.00	£20.00	£19.00	£37.00
20.99	**Other**												

Appendix 7: Condition indicators

Adapted from 'A risk-based methodology for establishing and managing backlog' by NHS Estates (author) published by TSO (The Stationery Office) ISBN 0-11-322494-X.

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

BUILDING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	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
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/loose/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 implication	**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 is the only option • Major cost implication

BUILDING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	3.04 RAINWATER GOODS	**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** • Showing obvious signs of fatigue • Joints leaking • Mountings starting to fail • Broken/missing sections • Major cost implications	**INDICATORS** • Significant failure/missing sections • Joints failed • Mountings failed • Replacement is 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

BUILDING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	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 IRONMONGERY	**INDICATORS** • Door furniture of good standard	**INDICATORS** • Door furniture failing or failed in parts • Door surface has been damaged/holed. Door still operates • Mechanism showing obvious signs of fatigue	**INDICATORS** • Significant failure • Door operation presents 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

BUILDING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
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 • Sections missing or failing with some missing sections • Distorted installation	**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 • 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

BUILDING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	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	**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 Guidance on lighting levels is found in CIBSE guide – 'Code for lighting'

BUILDING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
		compliant luminaires or diffusers have been provided		
	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 is the only option • Major cost 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 is 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 is the only option • Controls/parts obsolete • Major cost implications

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	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 are 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
	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

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
10. STEAM SYSTEMS	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
	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

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
11. HEATING SYSYEMS	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
	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

ENGINEERING ASSETS – WHAT TO LOOK FOR

ELEMENT	SUB-ELEMENT	CONDITION B	CONDITION C	CONDITION D
	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
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 (where installed) • Significant leaks to heating/cooling systems • Parts difficult to obtain or obsolete • Does not comply with ventilation design guide SHTM 03-01 • Does not comply with *Legionellae* design guidance e.g. SHTM 04-01 • 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 03-01	**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 03-01	**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

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 02-01 '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 02-01 • 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 02-01 • 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 02-01 • 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
15. LIFTS and HOISTS	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 design guidance 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 •
	15.01 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
	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 'Sterilisation' • 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. FIXED PLANT / EQUIPMENT	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
17. ELECTRICAL SYSTEMS	16.06 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
	17.01 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 08-03 • 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 SHTM 82 Fire 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 SHTM82/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 08-05 • Major cost implications	**INDICATORS** • Very poor reliability record • Wiring failed • Equipment failed • Not designed in accordance with SHTM 08-05 • 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 08-05 • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Not designed in accordance with SHTM 08-05 • 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 08-05 • Parts difficult to obtain or obsolete • Major cost implications	**INDICATORS** • Very poor reliability record • Equipment failed • Not designed in accordance with SHTM 08-05 • Replacement is the only option • Major cost implications

Appendix 8: 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 2014 (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 CONDITION RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATURE AND LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – NO ACTION REQUIRED, OVERHAUL/REPAIR, REPLACE OR FURTHER INVESTIGATIONS 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 2014 (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 CONDITION RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATURE AND LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – NO ACTION REQUIRED, OVERHAUL/REPAIR, REPLACE OR FURTHER INVESTIGATIONS 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 2014 (BCIS)
Site Type:		Contact Name:		Contact Email:	
NHS Board:		Contact Tel No:		Weather Conditions:	

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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 CONDITION RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATURE AND LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – NO ACTION REQUIRED, OVERHAUL/REPAIR, REPLACE OR FURTHER INVESTIGATIONS 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 2014 (BCIS)
Site Type:		Contact Name:		Contact Email:	
NHS Board:		Contact Tel No:		Weather Conditions:	

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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 CONDITION RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATURE AND LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – NO ACTION REQUIRED, OVERHAUL/REPAIR, REPLACE OR FURTHER INVESTIGATIONS 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	Lightning protection									
		7.05	CCTV (External)									
		7.99	Other									
8.0	FUEL STORAGE and DISTRIBUTION	8.01	Fuel supply/ storage/distribution									
		8.02	DHW Storage/non-storage									
		8.99	Other									

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
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				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 2014 (BCIS)
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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
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Site Name:		Block Name:		Surveyor Name:	

				Survey Date:	
Site Address:		Block No:		Build Year:	
		Block Type:		Block Historic Listing:	
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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									
		12.99	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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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	
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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									

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
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Site Name:		Block Name:		Surveyor Name:	
				Survey Date:	
Site Address:		Block No:		Build Year:	
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15.0	LIFTS and HOISTS	15.01	Passenger lifts									
		15.02	Goods lifts									
		15.03	Hoists									
		15.04	Control panel									
		15.99	Other									
16.0	FIXED PLANT/EQUIPMENT	16.01	Sterilisers									
		16.02	Bedpan disposal									
		16.03	Disinfection equipment									
		16.04	Catering equipment									
		16.05	Laundry equipment									
		16.06	Miscellaneous equipment									
		16.99	Other									

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
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Site Name:		Block Name:		Surveyor Name:	
				Survey Date:	
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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	Nurse call system									
		18.05	Radio and television systems									
		18.06	Bedhead services									
		18.99	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
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Site Name:		Block Name:		Surveyor Name:	
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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 CONDITION RANKING B AND RANKING B <5 YEARS REMAINING LIFE	NOTES: INFORMATION ON THE NATURE AND LOCATION OF THE REQUIRED RECTIFICATION WORK, AND QUALITY OF ANY REMEDIAL WORK	REMEDIAL ACTION – NO ACTION REQUIRED, OVERHAUL/REPAIR, REPLACE OR FURTHER INVESTIGATIONS 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
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 SYSTEM	20.01	Building management system									
		20.99	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: statutory compliance

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)
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 06-01	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 08-02 (Lifts))					
		4.99	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	Circa 1-2 years

				imminent or unacceptable	
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)
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					

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)
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 SCART	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 SHTM08 - 01 ACOUSTICS	13.01	Building sdutions					
		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					

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)
15.0	VENTILATIONS IN HEALTHCARE OREMISES (INCORPORATING SHTM 03-01)	15.0	Ventilation in Healthcare premises (incorporating SHTM 03-01					
		15.99	Other					
16.0	MEDICAL GAS PIPELINE SYSTEMS (MGPS) (INCORPORATING SHTM 02-01)	16.0	Medical gas pipeline systems (MGPS) (incorporatirg SHTM 02-01)					
		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 06-01)	18.0	Electrical services (abatement of) (incorporating SHTM 06-01)					
		18.99	Other					
19.0	ELECTRICAL SERVICES (EMERGENCY) (INCORPORATING SHTM 06-01)	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					

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)
21.0	FIRE CODE, ALARM and DETECTION SYSTEMS (INCORPORATING SHTM 82)	21.01	Alarm detection					
		21.99	Other					
22.0	*LEGIONELLAE* (CONTROL OF) IN HEALTHCARE PREMESIS (INCORPORATING SHTM 04-01 and HSE GUIDANCE DOCUMENTS L8 AND HSG 274)	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					

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
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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)
23.0	HOTWATER and SURFACETEMPERATURES (SAFE) SHTM 04-01	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	Lightning conductors					
		24.09	Fire doors					
		24.10	Storage of flammable substances					
		24.11	Fire exits					
		24.12	Fire hydrants					
		24.99	Others					
25.0	CONFINED SPACES REGULATIONS 1997	25.0	Confined spaces regulations 1998					
		25.99	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)
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 REGULATIONS (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
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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	EQUALITY 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
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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
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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 (kWh/m^2)	1.01	ELECTRICITY CONSUMPTION		
		1.02	GAS CONSUMPTION		
		1.03	Other (Biofuel)		
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 (kgCO_2e/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 (Kg)		
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 (m3/bed)	5.01	PROVIDE DETAILS OF WATER CONSUMPTION FOR EACH SITE		

Proforma data collection sheet: space utilisation

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

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

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

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

Proforma data collection sheet: functional suitability

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

RANKING PROTOCOL		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
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				
	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	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
	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 well with overall design?
		Art and craftwork is integrated into overall design?
		Interior is re-assuring and non-clinical where appropriate?
		Where possible, patients and staff have pleasing views from both inside and out?
		First impressions of the entrance/reception areas are welcoming?

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 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 – 2014 (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 – 2014 (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 – 2014 (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 REVISED 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 SURVEYS 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

Appendix 9: Specific guidance issued by RICS

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.