



**BAILY
GARNER**

Limited Building Survey Report

**Broad Green Library
89 Canterbury Road
Croydon
London
CR0 3HA**

Prepared on behalf of

**Andrew Charles
Graham Group
5 Ballygowan Road
Hillsborough
Co down
BT26 6HX**

**Job No: 31057
Date: January 2019**

Baily Garner LLP
146-148 Eltham Hill,
London SE9 5DY
T. 020 8294 1000
E. reception@bailygarner.co.uk

www.bailygarner.co.uk

Limited Building Survey Report

**Broad Green Library
89 Canterbury Road
Croydon
London
CR0 3HA**

Prepared on behalf of

**Andrew Charles
Graham Group
5 Ballygowan Road
Hillsborough
Co down
BT26 6HX**

Prepared By:

Authorised for Issue:

Digitally signed by Joe Jackson

For and on behalf of Baily Garner LLP

For more info on digital signatures see <http://www.bailygarner.co.uk/digitalsignatures/>

04 March 2019 17:50:11



Version	Issue Date	Reason for Issue
DRAFT	31.01.2019	
FINAL	04.03.2019	

Broad Green Library

CONTENTS

1.0	Introduction	4
1.1	Client.....	4
1.2	Property Address ‘The Property’	4
1.3	The Brief	4
1.4	Property Description.....	4
1.5	Extent of Survey.....	4
1.6	Date of Inspection	5
1.7	Weather Conditions.....	5
1.8	Statement.....	5
1.9	Accommodation (covered in this report)	5
2.0	Limitations and Exclusions	5
2.1	Generally.....	5
2.2	Accessibility	6
2.3	Services	6
2.4	Areas Not Inspected.....	6
2.5	Environmental Issues.....	6
2.6	Hazardous Materials	7
2.7	Ground Conditions	7
2.8	Consents, Approvals and Searches	7
2.9	Fire Risk Assessments.....	7
3.0	General Conditions (Externally).....	7
3.1	Roof Finishes and Type, Valleys and Leadwork.....	7
3.2	Fascias and Soffits.....	8
3.3	Chimney Stacks	8
3.4	Gutters Downpipes and Waste Pipes	8
3.5	Damp Proof Course	8
3.6	External Walls and Parapets	9
3.7	Sub Floor Ventilation.....	9
3.8	Windows (Including Thermal Efficiency) and External Joinery.....	9
3.9	Main Entrance Doors (Including Thermal Efficiency)	9
3.10	External Decorations.....	9
4.0	Internal Condition.....	10
4.1	Roof Spaces, Construction and Insulation (Including Thermal Efficiency)	10
4.2	Ceilings	10
4.3	Internal walls and Partitions (Including Thermal Efficiency)	10

Limited Building Survey Report

Broad Green Library

4.4	Fireplaces, Flues and Chimneybreasts	10
4.5	Floors and Floor Finishes.....	10
4.6	Internal Joinery and Kitchen Fittings.....	10
4.7	Internal Decorations	11
4.8	Internal Staircases	11
4.9	Toilets and Sanitary Wear	11
4.10	Dampness and Condensation	11
4.11	Timber Decay, Vermin and Infestation	11
4.12	Internal Environmental Considerations - Insulation.....	11
5.0	External Environment Condition.....	12
5.1	Garages and Outbuilding (including Bin Stores).....	12
5.2	Boundaries, Fences & Trees	12
5.3	Car park Area and Hardstanding.....	12
5.4	Drainage	12
6.0	Services.....	12
6.1	Existing Low Voltage Electrical Distribution Systems	12
6.2	Existing Lighting Installation	12
6.3	Existing Fire Alarm Installation	12
6.4	Existing Intruder Alarm Installation	13
6.5	Electrical Installation including Ventilation and Lighting.....	13
6.6	Boiler Plant.....	13
7.0	Statutory Requirements.....	13
7.1	Party Wall etc. Act 1996	13
7.2	Planning and Building Control	13
8.0	Conclusions and Recommendations.....	13

Appendix:

1. Cost Report
2. Photo Schedule
3. Site Plan
4. Asbestos Report and FRA

Broad Green Library

1.0 Introduction

1.1 Client

1.1.1 Andrew Charles of Graham Group working on behalf of Croydon Council

1.2 Property Address 'The Property'

1.2.1 Broad Green Library, 89 Canterbury Road, Croydon, London, CR0 3HA

1.3 The Brief

1.3.1 To undertake a Commercial Building Condition Survey of Broad Green Library located at 89 Canterbury Road, Croydon, CR0 3HA on behalf of Andrew Charles.

1.3.2 Survey to include a visual assessment on the condition of the building fabric and internal areas including mechanical and electrical installations throughout.

1.3.3 Extent of external areas to include curtilage of the building and the condition of soft and hard landscape areas within the site boundary.

1.3.4 Report to include outline capital replacement costs where major components i.e. roofs, windows etc. have reached the end of their life expectancy.

1.4 Property Description

1.4.1 The building was constructed in 1998 and is of steel frame construction with perimeter cavity walls on the left, right and rear elevations. The cavity walls include a UPVC damp proof course and air vents to ventilate the cavities.

1.4.2 The roof is pitched and constructed of softwood Glulam rafters supported by the steel frame. The rafters are secured by steel rods in tension acting as the key post and tie beam. These rods are fixed at the rafter feet and at ridge level where the two rafters join. The roof is close-boarded and is lined with imitation slate roof tiles. The roof is serviced by 2no. box gutters spanning the left and right elevations (front to back) with both front and rear UPVC downpipes.

1.4.3 The window fenestrations are typically black double glazed aluminium frames. The front (North) elevation is characterised by a large glass façade, and the flank elevations contain high level windows spanning the full length. It would appear that the left flank window has been altered as it contains double-glazed Georgian wire glass. The rear (South) elevation contains 2 No. large circular window frames either side of the rear access door.

1.4.4 The principle entrance, located on the north elevation, is accessed at ground level and consists of a double glazed aluminium frame leading into the entrance lobby. There are parking provisions for approximately two cars immediately adjacent to the north elevation.

1.5 Extent of Survey

1.5.1 The condition survey consisted of a visual, non-intrusive inspection to the property and its grounds at the time of our inspection the right hand flank elevation was not accessible owing to the neighbouring construction work.

1.5.2 With the exception of the right hand flank elevation, we visually inspected the exposed and readily accessible internal element of the building together with the front, rear and left hand flank elevations of the building and its grounds.

Broad Green Library

1.5.3 The orientations and presumed site curtilage mentioned within the report are illustrated within the site plan in the Appendix 3.

1.5.4 In regards to room names/labelling mentioned throughout the report, plans provided to Baily Garner prior to instruction are to be used as a reference. These are attached within Appendix 3.

1.6 **Date of Inspection**

1.6.1 Tuesday 18th December 2018.

1.7 **Weather Conditions**

1.7.1 AM – 5° C, dry

1.8 **Statement**

1.8.1 This report has been prepared solely for the use of Andrew Charles and Croydon Council, and may not be used or relied upon by any third party without the specific written permission of Baily Garner LLP.

1.9 **Accommodation (covered in this report)**

1.9.1 Ground floor

- Library - 1
- 1 No. Office - 2
- 1 No. Kitchen - 3
- 1 No. Entrance Lobby - 4
- 2 No. W.C facilities (public and disabled) – 5,6
- 2 No. Stores – 7,8

2.0 **Limitations and Exclusions**

2.1 **Generally**

2.1.1 Unless expressly provided, no term in the agreement between Baily Garner LLP and the client is enforceable under the Contracts (Rights of Third Parties) Act 1999 by any person other than Baily Garner LLP or the client.

2.1.2 We have not carried out inspection of respect of the 29 hazard categories identified within housing health and safety rating system, although this risk- based evaluation tool is only intended to help local authorities and landlords identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings.

2.1.3 We have reported on obvious health and safety hazards only to the extent that they were apparent from elements of the property considered as part of the inspection.

2.1.4 We have not commented or advised on any matter the significance of which in relation to the property was not apparent at the time of the inspection from the inspection itself.

2.1.5 Where information has been supplied to us by the client, his agent or other representatives, this is deemed to be correct and will be relied on in the report.

Broad Green Library

2.1.6 These terms and condition shall be governed by English law and the Court of England and Wales shall have exclusive jurisdiction.

2.1.7 The inspection of the areas defined in item 1.4 above has been carried out in accordance with the Royal Institution of Chartered Surveyors (RICS) guide, Surveying Safely.

2.1.8 All dimensions taken by us as part of the inspection are approximate as a full measured survey did not form part of the brief.

2.2 **Accessibility**

2.2.1 Within the limitations of the client brief (see item 1.4 above), we have inspected as much of the internal and external surface area of the building as is practicable but have not inspected those areas which are covered, unexposed or not reasonably accessible from within the site or adjacent public areas.

2.2.2 External inspections have been carried out from ground (street) level.

2.2.3 We have not opened up or inspected those parts of the structure that are unexposed, or inaccessible. We are therefore unable to confirm such parts are free from defective concrete, corrosion, condensation, wet rot, dry rot, woodworm or any other defect.

2.2.4 We have not lifted any floorboards nor have we lifted any ply, hardboard, fitted carpets or other fixed floor coverings where present.

2.2.5 We have not moved any obstruction to inspection, including, but not limited to, furniture, fittings and equipment.

2.2.6 We have not inspected the ceiling, floor or roof voids other than those specifically mentioned as access was not available to these elements.

2.2.7 We have not carried out any exposure work or destructive testing, however in the event of our suspicions being aroused, we will recommend further exposure. Such intrusive investigations, if instructed by the Client, will be at the risk and liability of the Client and will be assumed to be with the agreement between the Client and the building owner.

2.3 **Services**

2.3.1 We have not carried out any specialist tests of gas, electric, water or drainage installations. The report is based upon a visual inspection only, we have advised upon the need for any specialist tests if deemed necessary within the body of the report. The property is served with gas, water, drainage, mains electricity and telephone services.

2.4 **Areas Not Inspected**

2.4.1 As previously mentioned there was no access to the right flank elevation during the survey inspection owing to the adjacent construction work.

2.4.2 No information was provided prior to inspection in respect of the curtilage of the properties and marked boundaries it has therefore been presumed that the light fencing to the left flank elevation and tree lining to the rear denote the boundaries and as such this area only was inspected. The boundary line adjacent to the right hand flank elevation could not be determined owing to the neighbouring construction work.

2.5 **Environmental Issues**

2.5.1 Particular noise and disturbance affecting the property has only been noted if it is significant at the time of the inspection and specific investigations have not been undertaken.

Broad Green Library

2.5.2 Our survey and report has not taken into account the energy efficiency of the property. However we do provide basic energy efficiency upgrades where applicable.

2.5.3 Where reference is made to environmental factors, in this respect an environmental assessment has not been undertaken, nor have we carried out any minor or significant reviews of low and zero carbon technologies.

2.6 Hazardous Materials

2.6.1 This report cannot be relied upon to confirm the presence or otherwise of asbestos or non-asbestos containing materials, you will however find the relevant Asbestos survey provided by the client in the Appendix. If you are unaware of the presence of such materials, a suitably qualified specialist should carry out a specific asbestos test.

2.6.2 Unless otherwise expressly stated in the report, we have assumed that no deleterious or hazardous materials or techniques have been used in the construction of the property. However, we have advised in the body of the report if, in our view, due to the property's age there is a likelihood that deleterious materials have been used in the construction and specific enquiries should therefore be undertaken and tests carried out by a specialist.

2.7 Ground Conditions

2.7.1 We have not commented upon the possible existence of radon, noxious substances, landfill or mineral extraction implications, or any other forms of land contamination. It should not be presumed that this constitutes advice that there are no contaminants to the land.

2.8 Consents, Approvals and Searches

2.8.1 We have assumed that the building or site is not subject to any unusual or onerous restrictions, obligations or covenants which apply to the property or affect the reasonable enjoyment of the property.

2.8.2 We have assumed that the property is unaffected by any matters which would be revealed by a Local Search and replies to the usual enquiries, or by a Statutory Notice, and that neither the Property, nor its condition, its use or intended use, is or will be unlawful.

2.8.3 We have assumed that all planning, building regulations and other consents (including Listed Building Consent) required in relation to the property have been obtained and such consents have not been verified by us.

2.9 Fire Risk Assessments

2.9.1 We have not undertaken any form of Fire Risk Assessment or formal assessment of any fire escape routes. Throughout the report where we have made reference to items associated with fire risk or prevention; these are provided as advice only and we recommend that a professional full Fire Risk Assessment is undertaken to the property. We have allowed for this within our priced works schedule.

3.0 General Conditions (Externally)

3.1 Roof Finishes and Type, Valleys and Leadwork

3.1.1 Due to the positioning of the building within its plot any adjacent construction works the right (east side) of the roof was not fully visible from a ground level vantage point within the boundary. Notwithstanding this however, it was possible to gain a broken view of the right roof in order to appraise its condition.

Broad Green Library

- 3.1.2 Overall the roof appears to be in a satisfactory condition. Evidence of sporadic moss growth was identified and whilst this is unlikely to affect the integrity or performance of the roof covering, we would suggest that the moss is carefully removed preferably by hand with high level access, and any lifting tiles should be re-seated using tile clips or replaced if in poor condition.
- 3.1.3 It is evident, both internally and externally, that both the left and right box gutters (left particularly) are leaking. Subsequently moisture is penetrating the upper-most window reveals resulting in heavy staining. Water staining is evident to the entire length of the internal face of the left flank elevation, and within the toilet adjacent to the right flank elevation. Externally moisture can also be seen penetrating through the gutter joints and running down the window frame and masonry beneath. We believe, though we were unable to confirm this owing to be unable to gain access to the roof, this is due to debris build up in the gutters resulting in blockages and back flow. We also believe that the gutters have exceeded their functional life cycle and as a result require replacing or re-lining.
- 3.1.4 Minor degradation was noted to the external close-boarding on the underside of the front elevation eaves, supported on brick columns. This deterioration is due to elemental exposure. Whilst no evidence of decay to the close boarding was identified at the time of our inspection, it will become increasingly more susceptible if left unprotected to the elements. As a mean of rectification Croydon should allow to strip the existing varnish/staining and re-apply an equivalent product, suitable for external use.
- 3.2 **Fascias and Soffits**
- 3.2.1 UPVC Fascia boards, fixed to the external close-boarding, are present to the front and rear elevations only and appear in a good condition. There are no fascia boards of soffits to the left and right flank elevations owing to the box gutters at eaves level.
- 3.3 **Chimney Stacks**
- 3.3.1 Owing to its modern and purpose-built construction, there are no chimney stacks present within the building.
- 3.4 **Gutters Downpipes and Waste Pipes**
- 3.4.1 All perimeter rain water goods are UPVC, and as previously mentioned, it is evident that both left and right flank box gutters are leaking and require remedial work and a more regular stringent maintenance programme. These issues would be negated should the guttering be replaced or re-lined and the surrounding trees reduced and maintained.
- 3.4.2 It was noted that both the front and rear rainwater gullies are blocked with rubbish and debris and consequently moisture is ponding adjacent to the external elevations. These gullies should be regularly cleared and maintained to ensure effective rainwater discharge at all times.
- 3.5 **Damp Proof Course**
- 3.5.1 When viewed externally, evidence of a PVC damp proof course was evident in the external elevations. It was noted however that the external ground level to the rear elevation is too high in relation to the internal floor level. In order to prevent bridging of the damp proof course and subsequent moisture ingress, a clearance of 150 mm between internal floor level and external ground level should be allowed. At present the external ground level is in line with the internal floor level, and this could result in subsequent damp issues. To rectify this issue, we recommend that the external ground level is isolated from the rear external

elevation. In addition, we recommend that an ACCO drain be installed to span the rear elevation and linked to the existing rainwater gully.

3.6 External Walls and Parapets

3.6.1 As noted earlier in the report, the external walls consist of yellow bricks arranged in the stretcher bond to form a cavity wall. Pointing to the brickwork is near flush and in a good condition. The brickwork itself is also in a good condition with no visible friable brick courses or delamination at lower level.

3.6.2 Staining to the brick work along the left elevation further illustrates the poor condition of the valley gutter and necessitates the case of full replacement or repair.

3.7 Sub Floor Ventilation

3.7.1 Due to the internal floor level being of solid concrete construction, sub floor ventilations are not present within the external elevations. Terracotta air vents were noted along the left elevation however their purpose is to provide air flow into the cavity between the internal and external leaves. We have assumed that the same system applies to the right flank elevation though are unable to confirm this owing to insufficient access.

3.8 Windows (Including Thermal Efficiency) and External Joinery

3.8.1 The front elevation is comprised of a large glass façade constructed of aluminium framed double-glazing. The flank elevations contain high level aluminium doubled glazed frames spanning the full length.

The rear elevation contains 2 no. circular double glazed aluminium frames situated either side of the rear access, and 3 no. Velux roof lights have been installed in the right (west side) of the pitched roof to provide additional lighting to the main entrance lobby.

3.8.2 External service and Fire Escape Doors

3.8.3 External fire doors are located in the front and rear elevations and are both of 2 XG style with quick release plates. Both doors appear to be in a good working condition and should remain clear of obstruction to ensure a clear and safe fire escape route at all times.

3.9 Main Entrance Doors (Including Thermal Efficiency)

3.9.1 The main entrance door to the building is 2 XG style manufactured in aluminium double glazing. The door can be operated automatically both internally and externally to provide disabled access.

3.9.2 The door is generally sheltered from the weather and is therefore in a good state of repair.

3.10 External Decorations

3.10.1 The external elevations are all original bare faced brickwork therefore this clause is not applied.

3.10.2 As a consequence of the defective box gutters, the windows frames to the flank elevations are stained. We recommend that these frames are redecorated as part of the intended repair programme but only once the issue concerning the box gutters has been addressed. Similarly, isolated sections of the brickwork adjacent to the gutters are also stained and require cleaning.

Broad Green Library

4.0 Internal Condition

4.1 Roof Spaces, Construction and Insulation (Including Thermal Efficiency)

4.1.1 As previously mentioned, the roof is constructed of softwood Glulam rafters supported by the left and right elevations steel frame. The rafters are secured by steel rods in tension acting as the key post and tie beam. The rods are fixed at the rafter feet and at ridge level. The roof structure is exposed internally and owing to the absence of ceiling joist no roof voids are present within the building.

4.1.2 Suspended tiled ceilings have been installed in the 2 no. W/C's for the purpose of concealing service pipework.

4.2 Ceilings

4.2.1 As previously mentioned with the exception of the 2 no. W/C's the roof structure is exposed and as such there are no ceilings throughout the building.

4.2.2 Evidence of water staining was identified to the suspended ceiling tiles in both W/C's. It would appear that the staining was caused by a leak from the pipe work concealed by the suspended ceiling panels, and this appears to have been previously rectified. We suggest a precautionary inspection of the pipework is carried out to ensure the link has been rectified. The purpose of aesthetics we also recommend that the water stained ceiling tiles are replaced.

4.3 Internal walls and Partitions (Including Thermal Efficiency)

4.3.1 The internal wall and partitions throughout the property consist of block and plaster, brick and plaster and stud partitioning. We did not note any significant bowing to any of the internal walls and generally all walls and partitions are in a good state of repair throughout. A number of superficial cracks were identified in the right and rear elevation walls which we believe have been caused by vibrations from the neighbouring construction work and do not have any structural implications.

4.4 Fireplaces, Flues and Chimneybreasts

4.4.1 There were no fireplaces, flues or chimney breast present within the building.

4.5 Floors and Floor Finishes

4.5.1 The entrance lobby, library and office have been finished with carpet which appears to be in a satisfactory condition with little staining.

4.5.2 The staff rooms and W/C's have been fitted with a non-slip blue vinyl which also appears to be in a satisfactory albeit dated condition. There is evidence of isolated staining and deterioration however to the flooring immediately surrounding the disabled toilet and boxing-in. We recommend the vinyl flooring in the W/C's are replaced as part of the repair programme.

4.6 Internal Joinery and Kitchen Fittings

4.6.1 Owing to the recent construction of the building the internal joinery appears to be in a good working condition and all internal partition doors appear to comply with current fire regulations. In spite of this assessment however, we would still recommend a full fire risk assessment is undertaken.

Broad Green Library

4.6.2 The kitchen area appears to have not been replaced since construction and the age and safety of the unit in the kitchen, which contains the sink, hob, fridge and microwave is of concern. It is our belief that this unit should be condemned and scheduled for immediate replacement.

4.7 Internal Decorations

4.7.1 Internal decorations consist of emulsion paint on plaster, and are in a satisfactory condition. There are a number of locations throughout the main library where the plaster has been damaged and requires repair. As previously mentioned a number of surficial cracks have appeared in the plaster in the main library area, likely due to vibrations from the neighbouring construction work. Furthermore there is evidence of water staining to both flank elevations owing to the leaking box gutters. We recommend that all perimeter walls within the main library area are repaired (or full plastering dependent on the level of finish intended to be achieved) and fully redecorated.

4.7.2 Owing to the previous leaks and general poor condition, we recommend that the vinyl flooring is replaced in both W/C's and all elements affected by water ingress such as the boxing-in and ceiling tiles be replaced. Both W/C's are tiled to ceiling height and the tiling appears to be in a satisfactory condition.

4.7.3 Internal decorations in the office staff room and entrance lobby appear to be in a good condition.

4.8 Internal Staircases

4.8.1 The building is ground floor construction only.

4.9 Toilets and Sanitary Wear

4.9.1 The toilet facilities do not appear to have been replaced since construction and as such are generally in a poor condition. Visual evidence suggests a possible leak from the pipework concealed by the boxing behind around toilets and arrangements should be made to expose the concealed pipe work, rectify as necessary and replace the boxing-in. In addition, replacement of the hand driers should be considered as a matter of urgency owing to their age and questionable safety.

4.10 Dampness and Condensation

4.10.1 No apparent evidence of condensation was identified at the time of our inspection. As our inspection was carried out in December, and buildings are more susceptible to condensation issues during the winter months, it is evident that the building is sufficiently heated and ventilated.

4.10.2 No evidence of rising damp was identified in the external elevations and as previously mentioned, a PVC damp proof course was identified in the external elevations and this appeared to be in a good condition.

4.10.3 As mentioned previously, evidence of penetrating damp was identified in the upper-most window reveal to both flank elevations.

4.11 Timber Decay, Vermin and Infestation

4.11.1 No apparent evidence of Timber Decay, Vermin or Woodboring Insect infestation was identified throughout the building.

4.12 Internal Environmental Considerations - Insulation

Broad Green Library

4.12.1 Due to the recent construction of the building in 1998, it is our belief that the building is built to a good standard and feature cavity walls which we presume to be insulated due to regulations at the time of the build. All external windows are double glazed and therefore should have good thermal efficiency.

5.0 External Environment Condition

5.1 Garages and Outbuilding (including Bin Stores)

5.1.1 As we understand, there are no further outbuildings within the curtilage of the building.

5.2 Boundaries, Fences & Trees

5.2.1 Prior to any tree works, investigation should be undertaken to ensure that legislation is compiled within relation to tree preservation orders or any other statutory consents.

5.2.2 The tree situated in the south east corner should be cut back and regularly maintained to minimise debris build up in the 2 no. box gutters. Prior permission should also be sought from the neighbouring property prior to any work.

5.3 Car park Area and Hardstanding

5.3.1 The car park area situated at the front of the plot by the roadside provides parking for approximately two vehicles. The driveways are tiled and laid to fall away from the front elevation into Aco drains spanning the width of the building. The surface generally appears to be in a good condition however should ensure that the Aco drain is regularly maintained and remains clear of debris and blockages.

5.4 Drainage

5.4.1 We are not undertaking a CCTV survey to the drainage runs due to the properties age we have assumed that these are PVC construction. We recommend, at a precautionary measure, that a CCTV survey be undertaken of the buildings existing drainage provisions.

6.0 Services

6.1 Existing Low Voltage Electrical Distribution Systems

6.1.1 No electrical condition certificate or NICEIC certificate was provided prior to inspection.

6.1.2 The entire building consists of 1no. electrical income supply and service head which is located in a secured cupboard in the north east corner of the main library area, it is assumed that the entire building is connected from the existing main electrical distribution switch gear which is connected to the individual rooms and locations around the building.

6.1.3 The Low Voltage Electrical distribution systems in the building appear in good condition and according to the service log (sticker) has been recently inspected and serviced. We recommend that inspection and testing is carried out at regular intervals in compliance with BS7671.

6.2 Existing Lighting Installation

6.2.1 Generally, the existing lighting installation appears in a good condition and working order internally consisting of a mixture of suspended luminaires with tube lamps controlled via manual light switches.

6.3 Existing Fire Alarm Installation

Broad Green Library

6.3.1 The existing Fire Alarm system consists of main fire alarm panel (FPS – Fire Protection Services Ltd) located in the main entrance lobby. Call points, smoke detectors and sounders are sited regularly throughout the buildings which are presumably installed in accordance with the survey or fire risk assessment which should have been undertaken prior to the installation.

6.3.2 Audibility and functionality testing should be carried out annually by an approved contractor.

6.4 Existing Intruder Alarm Installation

6.4.1 The intruder alarm system comprises of a Chubb control panel situated in the entrance lobby. The main panel is connected to door contacts which are sited around the different rooms in the building. We understand through conversation with a member of staff that the system does not function correctly. We recommend that you arrange a service inspection with Chubb to assess the condition of the existing system and determine the remedial measures required.

6.5 Electrical Installation including Ventilation and Lighting

6.6 Boiler Plant

6.6.1 The heating and hot water to the building is provided by 1 no. condensing gas boiler situation in the staff room. The model is a 'Baxi Duo-Tec' and we estimate the installation date to be 2017. Based on the service manual/ sticker adhered to the side of the boiler, it appears to have been serviced regularly since installation and as a result is in a good working condition.

7.0 Statutory Requirements

7.1 Party Wall etc. Act 1996

7.1.1 All of the works required to the property mentioned within can be safely undertaken without reference to the Party Wall etc. Act 1996.

7.2 Planning and Building Control

7.2.1 Through undertaking desktop studies the building does not appear to be listed or in a conservation area, therefore any future proposed alterations should run through the standard Planning or Building Control processes (if applicable).

7.2.2 The works outlined within the report body and the cost estimate, with the exception of any instruction for further investigation should not require Planning Applications, however may require Building Control Applications or Notices. The party undertaking any works, maintenance or alterations should first investigate whether either statutory authority is necessary before carrying out any works to the property.

8.0 Conclusions and Recommendations

8.1.1 Generally the building was presented in a reasonable condition throughout. It would appear that very little repair or upgrade works has been carried out since construction as a result the overall condition is dated.

8.1.2 The main defect requiring immediate attention is the two defective box gutters. Furthermore it is imperative that an assessment be carried out of the existing intruder alarm system to ensure remains secure when unoccupied. The remaining repair and upgrade items proposed throughout the report and listed within the Appendix are deemed typical for a building of this age and use.

Summary of Defects

A schedule to summarise the defects identified that require remedial actions, their current condition and their priority grading with regard to the urgency of remedial action.

Existing Condition Grading	
Grade	Definition
A	Good. Performing as intended and operating efficiently.
B	Satisfactory. Performing as intended but exhibiting minor deterioration.
C	Poor. Exhibiting major defects and/or not operating as intended.
D	Bad. Life expired and/or serious risk of imminent failure.

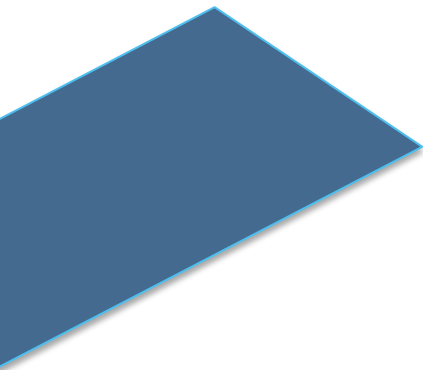
Priority Grading	
Priority	Definition
4	Long term work required outside the five year planning period that will prevent deterioration of the fabric or services.
3	Desirable work required within 3-5 years that will prevent deterioration of the fabric or services and/or address low risk to H&S of occupants and/or remedy minor breach of legislation
2	Essential work required within 2 years to prevent serious deterioration of the fabric or services and/or address a medium risk to H&S of occupants and/or remedy less serious breach of legislation.
1	Urgent work that will prevent immediate closure of premises and/or address an immediate high risk to health and safety of occupants and/or remedy a serious breach of legislation.

No.	Description	Photo Ref.	Condition Grading	Priority Grading
1	Replace Valley Gutters	1, 7, 15, 16	C	2
2	Clear Rainwater Gulleys	9, 10, 12	C	2
3	Replace Intruder Alarm	31	C	2
4	Repair potential W/C leaks	36, 38	C	2
5	Replace hand-driers	34, 37	C	2
6	Replace kitchen and sink/ hob unit	23	D	2
7	Redecoration and plastering	15, 29, 30	C	3
8	Exterior Close-boarding	11	C	2

Condition Grading	Priority Grading	Budget Estimate Cost
C	2	£21,000.00
C	3	£4,200.00
D	2	£4,800.00

APPENDIX

1





Cost Plan

for

Library Conditions Survey

Broad Green Library
89 Canterbury Road
Croydon
CR0 3HA

Subsequent pricing for works required following our Building Conditions Survey Report.

Prepared for:

Graham Group
5 Ballygowan Road
Hillsborough
Co Down
BT26 6HX

Revision: A
Date: 31-Jan-19
Project No: 31057



Library Conditions Survey



Cost Plan

Revision: A

31-Jan-19

Project No: 31057

Contents Page

<u>Section</u>	<u>Heading</u>
1	Executive Summary
2	Project Brief
3	Basis of Costs
4	Main Summary
5	Elemental Summary

Rev	Status	Prepared by	Checked by	Issue Date
A	DRAFT	Sonny Cook	Joe Jackson	31-Jan-19

Authorised for Issue

© Baily Garner LLP. All rights reserved January 2013. This document is expressly provided to and solely for the use of Graham Group and must not be quoted from, referred to, used by or distributed to any other party without the prior consent of Baily Garner LLP who accept no liability of whatsoever nature for any use by any other party.

Cost Plan

Revision: A

31-Jan-19

Project No: 31057

1.1 Headline Costs

Cost Summary		Current Forecast
0	Facilitating Works	£900
1	Finishes	£6,765
2	Fittings and furnishings	£3,050
3	Services	£8,900
4	Preliminaries	£1,765
5	Overheads and profit	£3,207
6	Other development costs	£785
7	Risks/Contingencies	£1,269
	TOTAL SUM	£26,641
	Say	£30,000

Library Conditions Survey



Cost Plan

Revision: A

31-Jan-19

Project No: 31057

Section 2 - Project Brief

2.1 Location

The site is located at Broad Green Library, 89 Canterbury Road, Croydon, CR0 3HA

2.2 Site Description

Public Libraray

2.2 Description of the Works

Subsequent pricing for works required following our Building Conditions Survey Report.

Library Conditions Survey

Cost Plan

Revision: A

31-Jan-19

Project No: 31057



Section 3 - Basis of Costs

3.1 Information used to prepare costs

We have allowed a provisional sum for the potential replacement of the existing intruder alarm system
We have allowed a provisional quantity of 10M2 remedial skimming to main library area prior to decoration

3.2 Assumptions

- Approximate contract period of 2 weeks
- Traditionally Procured
- Competitively tendered
- Current tender market conditions producing broad range of tender prices and may affect budget

Library Conditions Survey

Cost Plan

Revision: A

31-Jan-19

Project No: 31057



Section 3 - Basis of Costs

3.3 Exclusions

- Pre-contract design fees and Client on-costs
- Value Added Tax
- Decanting
- Any costs associated with party wall and/or rights of light agreements and indemnity policies.
- Relocation costs
- Finance
- Archaeological investigation costs and any delays and special foundations or the like arising therefrom.
- Furniture, fittings and equipment, beyond that specifically referred to in the cost plan.
- Site investigation and survey costs.

Library Conditions Survey



Cost Plan

Revision: A

31-Jan-19

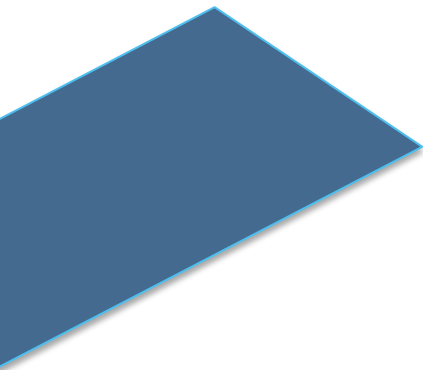
Project No: 31057

Section 5 - Elemental Summary

NRM Code	Element	GIFA Rate (where no Element Unit Rate)	Element Units			Total Cost	% of Total Excl. Inflation
			Quantity	Unit	Rate		
0	Facilitating Works					£900.00	3.38%
0.1.1	Scaffolding Tower Hire		2	wks	£200	£400	
0.2	Strip out Kitchen		1	nr	£500	£500.00	1.9%
1	Finishes					£6,765.00	25.4%
1.1	Wall Finishes, paint		300	m2	£17	£5,100	19.1%
1.2	Plastering / Skimming Repairs (Prov qty)		10	m2	£25	£250	0.9%
1.3	Floor Finishes, Carpet			m2	£57	£0	0.0%
1.4	Floor Finishes, Vinyl		10	m2	£42	£420	1.6%
1.5	External close-boarding (rub-down existing and re-paint)		12	m2	£10	£120	0.5%
1.6	Redecorate Left and Right Elevation Window Frames		25	m2	£35	£875	3.3%
2	Fittings, Furnishings and Equipment					3,050	11.4%
2.1	Fittings, furnishings and equipment (Door furniture included in 2.8)		-	m2	£0	£0	0.0%
2.2	Shelving (Prov Qty)			m2	£80	£0	0.0%
2.3	Replacement Kitchen Fittings (including 3 no. base units, 4 no. wall units sink, tiling and microwave)		1	nr	£3,000	£3,000	11.3%
2.4	Replace 2 no. Ceiling Tiles		1	nr	£50	£50	0.2%
3	Services					£8,900	33.4%
3.1	Replacement Box Gutters		50	lm	£66	£3,300	12.4%
3.2	Replace W/C Handriers		2	nr	£300	£600	2.3%
3.3	Intruder Alarm (Prov. Sum)		1	nr	£5,000	£5,000	18.8%
	Sub-Total Building and External Works					19,615	73.6%
4	Main Contractor's Preliminaries					£1,765	6.6%
4.1	Preliminaries	9.0%				£1,765.35	6.6%
5	Main contractor's overheads and profit					3,207	12.0%
5.1	Main contractor's overheads & Profit	15.0%				3,207	12.0%
6	Other development/project costs					785	2.9%
6.1	Other costs/ Croydon Staff costs	4.0%				785	2.9%
7	Risks (Client's Contingencies)					1,269	4.8%
7.1	Legal						0.0%
7.2	Funding						0.0%
7.3	Design						0.0%
7.4	Consents	5.0%				1,268.60	4.8%
7.5	Construction						0.0%
7.6	Programme						0.0%
7.7	Capacity/Resources						0.0%
	Sub-Total					£26,641	100.0%
						£26,641	
	Total Estimated Sum (say)					£30,000	

APPENDIX

2



Broad Green Library

Photo Schedule



1



2



3



4



5



6



7



8



9



10



11



12



13



14



15



16



17



18



19



20



21



22



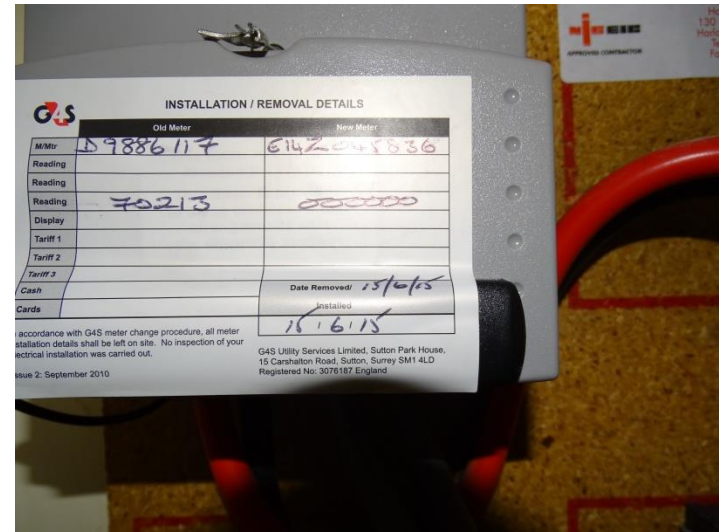
23



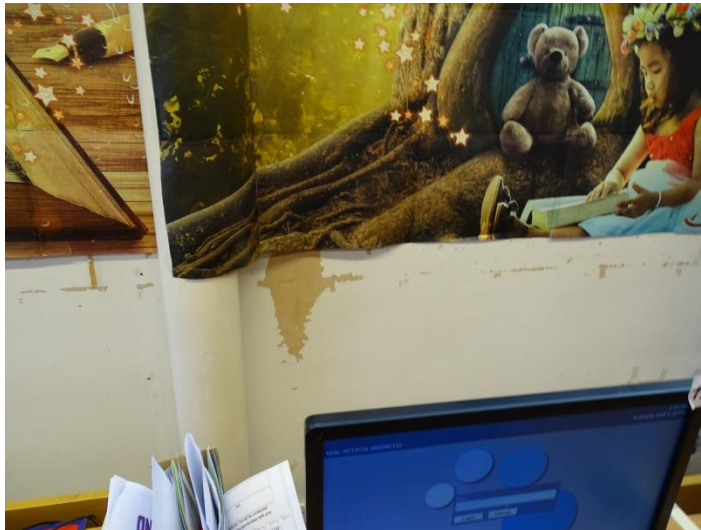
24



25



26



27



28



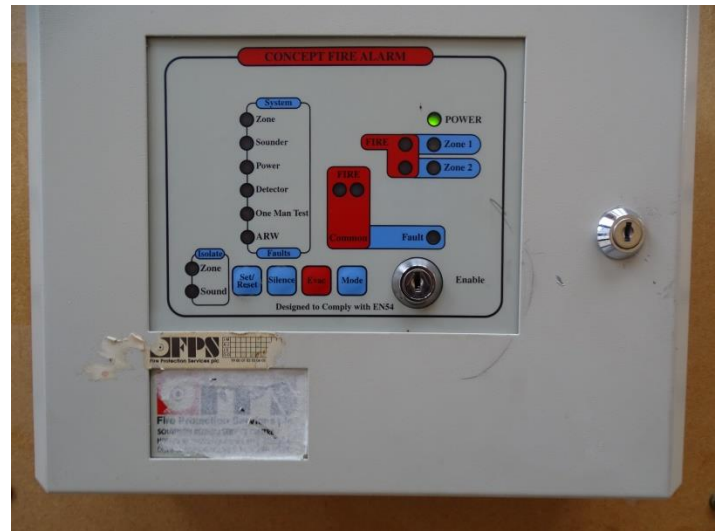
29



30



31



32



33



34



35



36



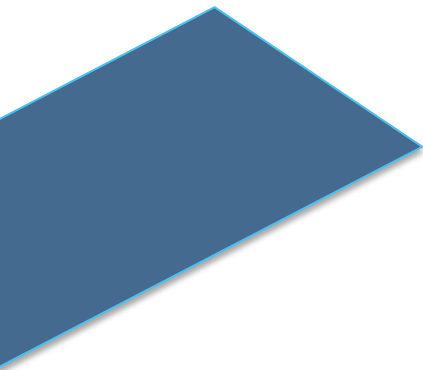
37

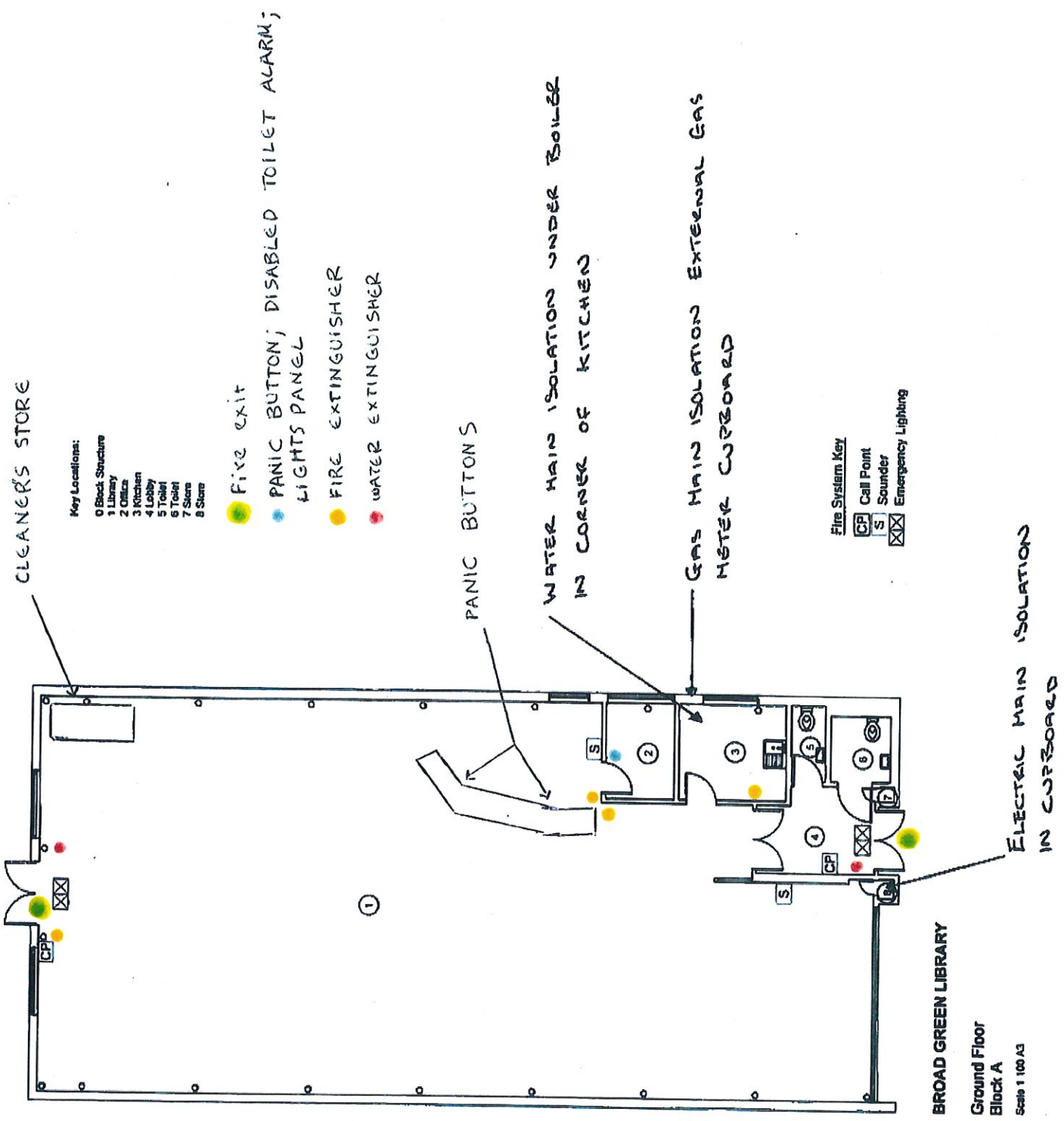


38

APPENDIX

3





Key Locations:

- 0 Block Structure
- 1 Library
- 2 Office
- 3 Kitchen
- 4 Lobby
- 5 Toilet
- 6 Toilet
- 7 Store
- 8 Store

- FIRE EXIT
- PANIC BUTTON; DISABLED TOILET ALARM; FIGHTS PANEL
- FIRE EXTINGUISHER
- WATER EXTINGUISHER

Fire System Key

- CP Call Point
- S Sounder
- ⊗ Emergency Lighting

BROAD GREEN LIBRARY

Ground Floor

Block A

Scale 1:100 A3

CLEANER'S STORE

PANIC BUTTONS

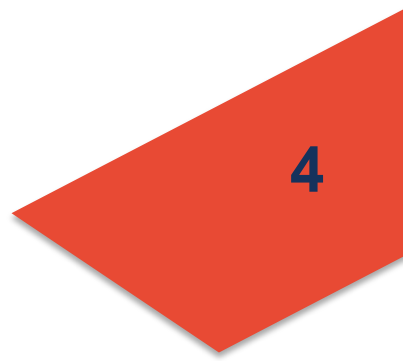
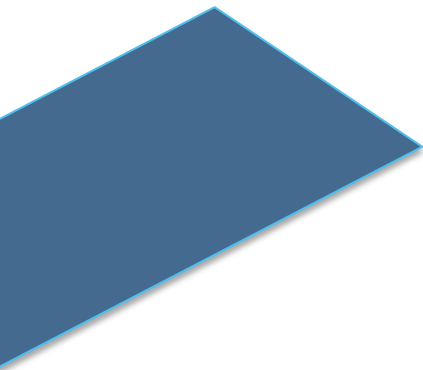
WATER MAIN ISOLATION UNDER BOILER
IN CORNER OF KITCHEN

GAS MAIN ISOLATION EXTERNAL GAS
METER CURBOARD

ELECTRICAL MAIN ISOLATION
IN CURBOARD

APPENDIX

4



Fire Risk Assessment			
Broad Green Library			
Premises name: Broad Green Library		Use of premises: Library	
Address: 89 Canterbury Road, Croydon, CR0 3HH			
Tel No: 0203 700 1005			
Date of Risk Assessment: 16/03/2018		Date of Review: 16/03/2019	
Date of previous fire risk assessment: Not known			
Name and details of person undertaking fire risk assessment: Steve Larkin CMIOSH TIFireE Health & Safety Compliance Consultant Croydon Council			
Current risk rating of Premises: Moderate			
Guidance referenced for assessment:		Approved Document B (Fire Safety) BS9999 Fire Safety Code of Practice for building design BS9991 Fire Safety Code of Practice for residential buildings BS5839 Fire Detection and Fire Alarm systems BS5266 Emergency Lighting BS5306 Fire Extinguishing installations BS7974 Fire Safety Engineering BS ISO 3864 Safety Signs and Safety Markings	
			
Signed	Steve Larkin	Date	19.03.18
Quality Checked	Liz Johnston	Date	22.03.18

Contents

General Description of Premises.....	3
Occupancy	3
Current Fire Protection	4
Executive Summary	5
Action Plan	7
Risk Assessment.....	11
Photos:	18
Methodology:.....	20

General Description of Premises
<p>Description: The building is primarily a small local library, primarily situated on the ground floor with customer toilets in the main entrance lobby. The library was constructed in 1999 and is of a modern design.</p> <p>The library until recently was managed by Carillion Ltd who have since gone into liquidation. Croydon Council have recently taken back the management of the building and undertaking all maintenance of the building.</p> <p>There are currently construction works to the right of the main building with a new housing block being built for Optiva Housing and a new primary school. The main contractor Wilmot Dixon are aiming to complete the works by March 2019.</p> <p>There is clear separation between the construction site and the rear of the library which does not affect the means of escape. The fire evacuation strategy is simultaneous, with all areas linked to the main fire alarm system. The fire alarm system is not linked to the emergency services or to an alarm monitoring station.</p>
<p>Is it a shared premises? There are no tenants or other building occupiers.</p>
<p>Age of building: Opened as a public library in 1999</p>
<p>Approximate Gross Internal Floor Area (GIFA): 236 m²</p>
<p>Number of floors: Ground floor only</p>
<p>Number of basement levels: None</p>
<p>Number of accommodation stairs: None</p>
<p>Number of protected staircases: None</p>
<p>Number of external staircases: None</p>
<p>Number of final exits: Two (including the main entrance)</p>
Occupancy
<p>Times premises are in use:</p> <ul style="list-style-type: none"> ○ Monday: 9.30am to 6pm ○ Tuesday: 9.00am to 6pm ○ Wednesday & Thursday: Closed ○ Friday: 9.00am to 7pm ○ Saturday: 9.00am to 5pm

<ul style="list-style-type: none"> o Sunday: Closed 	
Total number of persons employed within premises at any one time: 3	
<p>Max number of person in occupation: In calculating the occupancy of the building the largest exit is not included in the calculation as it may be the seat of the fire, which means the maximum occupancy under Approved Document B (Fire Safety) is 60 persons.</p>	
<p>Details of persons needing special assistance: There are currently no members of staff requiring any special assistance. However as the library is a public building it is likely that vulnerable, disabled and those requiring special assistance will visit the premises.</p>	
No of persons in remote areas: All maintenance works are carried out during normal trading hours.	
Current Fire Protection	Description
Fire detection and alarm:	<p>The GDB fire alarm panel is situated in the entrance lobby. There are currently no faults or isolations on the panel.</p> <p>No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.</p>
Six monthly fire alarm test date:	<p>No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.</p>
Sprinklers:	n/a
Fire suppression systems:	n/a
Emergency and escape lighting:	<p>No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.</p>
Emergency lighting monthly test date:	<p>No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.</p>
Emergency lighting annual test date	<p>No records held on the premises. Croydon Council is currently carrying</p>

	out preventive maintenance to the premises. Premises safety folders to be updated on completion.
Smoke extract and ventilation systems:	n/a
Rising mains:	n/a
Fire extinguishers:	Fire extinguishers were serviced in January 2018, however many have stickers requiring immediate attention.
Fire extinguishers annual test date:	January 2018
Fire hose reels:	n/a
Mains electrical 5 yearly test date:	No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.
Annual gas safety test date:	No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.
Portable appliance testing date:	Portable appliances have stickers dated December 2016 displayed. No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.
Other:	

Executive Summary:

The fire risk rating given to the library is 'Moderate' which means - Efforts should be made to reduce the risk level and this should be carried within a specified time period.

Due to the collapse of Carillion, Croydon Council have recently taken over all planned preventative maintenance. Due to these changes very few site documents are on the premises. Croydon Council is currently collating all site documents into a new Premises Safety Folder.

In terms of fire safety, the Library is managed to a reasonable standard however there are several recommendations within this assessment which need to be addressed to reduce the fire risk rating to 'Tolerable.'

The significant areas of risk that have been identified are as follows:

- The main automatic entrance doors do not fail safe
- Fire extinguishers displaying corrective action stickers
- Fire door wedged open
- Fire exit signage required in external areas
- No evidence of any fire drills within the last six months
- No evidence of fire training records or trained fire wardens
- No Generic Emergency Evacuation Plans for vulnerable people or for persons with special needs.

Priority Timescales		
Priority 1 (P1)	Serious breaches of legislation/guidance that have the potential for injury and/or death to occupants.	Immediate
Priority 2 (P2)	Issues not compliant with legislation or relevant guidance likely to lead to enforcement action	Up to 3 months
Priority 3 (P3)	Those items that may pose a threat to occupants, but are considered to require attention as part of the recognised industry best practice	Between 3 months and 12 months

Priority Action Plan & Recommendations:

Priority 1

Requiring immediate action. Serious breaches of legislation/guidance that have the potential for injury and/or death to occupants.

Risk Assessment Reference	Description	Comment	Photo No:	Action Required & Date
3.7	Fire Extinguishers	<p>The fire extinguishers and fire blanket in the staff kitchen have been serviced in January 2018, however stickers displaying immediate corrective action required are evident.</p> <p>Closer inspection have revealed that two water extinguishers require a discharge test and one Co2 is over ten years old and requires to be pressure tested or replaced.</p>	1	All fire extinguishers and the fire blanket to receive an annual service by a competent person and be replaced as necessary.

3.3	Fire Door wedged open	The door to the room directly behind the reception desk was found to be wedged open.	2	Fire doors must not be wedged open.
3.4	Main Entrance	The main entrance doors (2 x sets) are electronic and open via a manual push pad. Neither sets of doors are linked to the fire alarm panel and will not fail safe in the event of a fire alarm activation or power failure.		FM to identify if the automatic doors are able to fail safe in the event of a power failure or if an overriding emergency door release can be installed to allow the door to be manually opened.
3.9	External Fire Exit signage	Fire exit signage required in the following external areas: 1) Fire Exit Keep Clear signage to be displayed on the outside of the green metal gates leading from the library 2) Directional fire exit signage required from the green metal gates to the fire assembly area.	3	Fire exit signage required at the rear of the library to the fire assembly area. All fire exit signage at the rear of the library to be reviewed on completion of the construction phase as the fire exit routes may have changed.
4.3	Fire Drills	No evidence of fire drills within the last 12 months		Two fire drills required per year. Fire drill to be arranged as soon as possible. All drill records to be kept in the Fire Log Book.
4.13	Fire Warden training	No fire wardens on the premises or evidence of fire warden training taken		Fire warden training to be organised as soon as possible.

		place.		Croydon Council recommend fire warden training every three years.
<p>Priority 2 Issues not compliant with legislation or relevant guidance likely to lead to enforcement action and to be completed within three months</p>				
Risk Assessment Reference	Description	Comment	Photo No:	Action Required & Date
3.10	Emergency Evacuation Plans	<p>No members of staff have been identified as having any special needs, however as the library is a public building users may require assistance in the event of a fire or emergency.</p> <p>There is currently no generic emergency evacuation plan (GEEP) for the safe evacuation of vulnerable people and persons with special needs.</p>		<p>A generic emergency evacuation plan is required for all persons within the library users.</p> <p>The GEEP to include what actions to be taken to evacuate persons with special needs to a place of safety. 16/06/2018</p>
<p>Priority 3 Those items that may pose a threat to occupants, but are considered to require attention as part of the recognised industry best practice. To be completed between 3 – 12 months</p>				
Risk	Description	Comment	Photo	Action Required & Date

Assessment Reference			No:	

Risk Assessment					
1. Fire Hazards:					
Ref No	Description	Comment	Action Required	Priority Rating	Responsibility
1.1	Arson / Fire setting History	There is no history of arson or fire setting on the premises.			
1.2	Electrical Installations	There is a small switch panel situated within its own cupboard. No outstanding issues.			
1.3	Electrical Appliances	There are various electrical appliances, most relate to office equipment and a microwave and kettle in the staff rest area. No outstanding issues.			
1.4	Highly Flammable Materials	No materials identified.			
1.5	Dangerous Substances	No dangerous substances identified.			
1.6	Work Processes	No work processes taking place on the premises.			
1.7	Gas Safety	Gas central heating system. No visual hazards identified. The main gas isolation valve is situated in a locked cupboard on the outside of the building.			

1.8	Storage	There are two small storage areas in the staff rest room and the office behind the main reception. Both areas are kept clean and tidy.			
1.9	Fuel Storage	No fuel stored on the premises.			
1.10	Building and Maintenance Work	As of February 2018 all building and maintenance works are to be carried out by Croydon Council. No issues identified.			
1.11	Cooking / Kitchens	There is a small kitchenette in the staff rest room. The room which has a fire door installed contains a small two hob electric range, microwave and kettle. A heat detector has been installed within the room.			
1.12	Smoking	There is no evidence of smoking on the premises.			
1.13	Inner Rooms	No inner rooms on the premises.			
1.14	Vehicles / Parking including access by fire brigade	There are two disabled parking spaces at the front of the premises. Vehicle parking does not prevent the emergency services from accessing the building.			
1.15	Plant Rooms	No plant rooms on the premises.			
1.16	External Risks	Next door to the library is a large construction site. According to principle contractor (Wilmot Dixon) the construction phase of the new homes and school should be completed by March 2019.			
1.17	Other Risk Areas				

2. People/loss potential					
Ref No	Description	Comment	Action Required	Priority Rating	Responsibility
2.1	Staff	On site during normal working hours.			
2.2	Public	On site during normal working hours.			
2.3	People with disabilities	Staff and members of the public.			
2.4	Contractors	All contractors employed through Croydon Council. Maintenance works carried out during working hours.			
2.5	Young People	Staff and members of the public.			
2.6	Pregnant Women	Staff and members of the public.			
2.7	Sleeping Occupants	All contractors employed through Croydon Council. Maintenance works carried out during working hours.			
2.8	Lone Workers	Council employees carrying out planned preventative maintenance works.			
2.0	Fire Fighters	Site inspections and emergency callouts.			
3. Current Provisions / Compensation Features					
Ref No	Description	Comment	Action Required	Priority Rating	Responsibility
3.1	Fire Alarm and Detection	No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises.			

		Premises safety folders to be updated on completion.			
3.2	Emergency Lighting	No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.			
3.3	Fire Resisting Walls / Doors	The fire door leading to the reception office was found to be wedged open. As the fire door is protecting a sensitive area, fire doors must not be wedged open.	Door wedged to be removed. Fire doors must not be wedged open.	P1	Local Manager
3.4	Automatic Door Closers	The main entrance and lobby door both have automatic door closers and electronic push pads to open the doors. These doors are not linked to the building's fire alarm system and will not fail safe in the event of a fire alarm activation or power failure.	FM to identify if the automatic doors are able to fail safe in the event of a power failure or if an overriding emergency door release can be installed to allow the door to be manually opened.	F1	FM
3.5	Travel Distance within limitations set in Approved Document B	Travel distances do not exceed what is stated in Approved Document B (Fire Safety)			
3.6	Alternative Escape Routes	The rear fire exit leads to a small fenced area containing a metal gate with push bar leading onto a communal area shared with the Canterbury Road Nursery and Community Hall.			
3.7	Fire-Fighting Equipment	Fire extinguishers were serviced in 01/2018, however all fire equipment is displaying stickers "Immediate Corrective Action"	All fire extinguishers and the fire blanket in the kitchen to be serviced and replaced as required.	P1	FM

		required.			
3.8	Suppression Systems	No systems fitted.			
3.9	Fire Safety Signs and Notices	On leaving the main building and exiting through the green metal gates there is no external fire exit signage directing persons to the fire assembly area.	External fire exit signage required in all external areas.	P1	FM
3.10	Provision for Person with a Disability to Evacuate	No generic emergency evacuation plan (GEEP) for vulnerable persons and persons with special needs.	A generic emergency evacuation plan is required for all persons within the library (staff and public) to include what will be taken to evacuate persons with special needs to a place of safety.	P1	Local Manager
3.12	Fire Safety Awareness	Verbal assurance has been given that Carillion staff took part in an online fire awareness tool box talk but there are no records held on the premises or certificates to substantiate this.			
3.13	Housekeeping/ Management	Housekeeping is to a good standard.			
4. Management					
Ref No	Description	Comment	Action Required	Priority Rating	Responsibility
4.1	Fire Safety Policy and Procedures	The current policy and procedures are dated April 2017. These are displayed on the corporate noticeboard.			
4.2	Fire Action	Fire action cards are displayed on all			

	Notices	callpoints			
4.3	Fire Drills and Staff Training	No evidence of fire drills carried out on the premises.	Fire drills within the library to be carried out every six months. Records of all fire drills to be kept in the Fire Log book.	P1	Local Manager
4.4	Checking of Exit Routes	Verbal assurance given that all exits are checked daily			
4.5	Weekly Testing of Fire Alarm	No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.			
4.6	Assembly points	The staff assembly point is situated outside the entrance to 89 Canterbury Road. The assembly area is also the entrance to the adjacent nursery and rear of the library.			
4.7	Testing of Emergency Lighting	No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.			
4.8	Testing of Suppression Systems	No systems fitted			
4.9	Testing of Fire Fighting Equipment	No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.			

4.10	Fire Safety Log Book	No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.			
4.11	Fire Risk Assessment	No records held on the premises. Croydon Council is currently carrying out preventive maintenance to the premises. Premises safety folders to be updated on completion.			
4.12	Fire Manager / Responsible Person	The designated responsible person is Anthony Saridakis			
4.13	Designated Fire Officer / Wardens	No fire warden training records. According to staff no fire warden training has taken place under Carillion.	All staff to attend a fire warden training course to ensure that all occupants can be evacuated safely.	P1	Local Manager
4.14	Date of fire warden training	Training to be organised as soon as possible.	Training to be organised as soon as possible.	P1	Local Manager
5. Any other comments					

Photos:

3.7



3.3

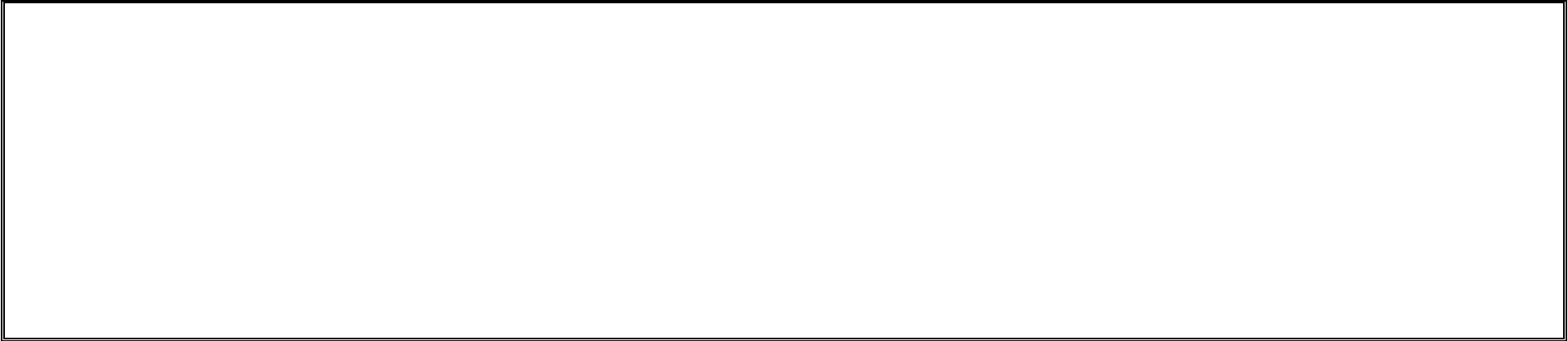


3.4



3.9





Methodology:

This fire risk assessment is prepared in accordance with the Regulatory Reform (Fire Safety) Order 2005 and covers all required sections recommended under the Order.

It is seldom possible to completely remove the risk of fire. The best that can be expected is to reduce the risk to an acceptable level in terms of both life safety and property protection. This assessment specifically addresses the risk to people on the premises and does not specifically address the matter of property protection. However, the measures taken to safeguard life may also significantly reduce the amount of damage resulting from a fire.

The process of assessing the risk from fire includes:

- Constructional features of the building,

- Identification of potential fire hazards,
- Identification of those people at risk,
- Assessment of the likelihood of a fire occurring,
- Evaluation of the existing fire safety measures, and
- Evaluation of compensatory factors to reduce the risk to an acceptable level.

Potential Outcome → Fire Hazard ↓	Minor	Major	Critical
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

When the risk level is established, the action level can be read from the table below:

Trivial	No action is required
Tolerable	No additional major controls are required although there may be a need for minor improvements that involve limited costs.
Moderate	Efforts should be made to reduce the risk level and this should be carried within a specified time period (3 months)

Substantial	Considerable resources may have to be allocated to reduce the risk level. It may be necessary to limit the occupation of some parts until urgent remedial action is taken.
Intolerable	The building (or the relevant area) should not be occupied until the risk has been reduced.

**SITE ASBESTOS MANAGEMENT
PLAN
FOR
Broad Green Library
89 Canterbury Road
Croydon
CR0 3HA**



**Corporate Resources
London Borough of Croydon
Bernard Weatherill House
Level 7, Zone A
8 Mint Walk
Croydon
CR0 1EA**

Version 1

Date of Inspection – 25/09/2018

RELEVANT CONTACTS

Contact	Telephone	Email
Facilities Management Helpdesk	0208 760 5600	fmhelpdesk@croydon.gov.uk
Health & Safety Helpline	0208 760 5451 (Option 1 – Ext 65451)	HealthSafety.AdviceLine@croydon.gov.uk
Martin Burt Asbestos Surveyor	020 8726 6000 (Option 1 - Ext 65671) / 07718 961530	martin.burt@croydon.gov.uk

ITEMS REMOVED SINCE PREVIOUS SURVEY/REINSPECTION

Item(s) Removed	Removal Date	Removal Contractor	Consignment Notes (Y/N)
N/A	N/A	N/A	N/A

ITEMS PLANNED FOR REMOVAL BEFORE NEXT SURVEY/REINSPECTION

Item(s)	Planned Remedial Date
N/A	N/A

SITE ASBESTOS MANAGEMENT PLAN

Contents

- 1. INTRODUCTION**
- 2. LBC ASBESTOS MANAGEMENT POLICY**
- 3. THE CONTROL OF ASBESTOS REGULATIONS 2012**
 - 3.1 The Duty Holder
 - 3.2 The Asbestos Register
- 4. ROLES AND RESPONSIBILITIES**
 - 4.1 Facilities Management
 - 4.1.1 Head of FM
 - 4.1.2 Property Maintenance Manager
 - 4.1.3 Asbestos Surveyor
 - 4.1.4 LBC Building Surveyors
 - 4.2 Health & Safety Consultant Service
 - 4.3 Property Information Officer
 - 4.4 LBC project Managers/Building Surveyors/Engineers
 - 4.5 Site Staff
 - 4.6 External Asbestos Consultants
 - 4.7 External Contractors
 - 4.8 Other Council Departments
- 5. ASBESTOS CONTROL ARRANGEMENTS**
 - 5.1 Site Asbestos Register
 - 5.2 Updating the Asbestos Register
 - 5.3 ACMs Reinspection (Monitoring) Regime
 - 5.4 Communicating and Sharing the Management Plan
 - 5.5 Training
 - 5.6 Licensed Asbestos Removal Contractors
 - 5.7 Refurbishment & Demolition Works
 - 5.8 Asbestos Removal and Disposal
 - 5.9 Policy on labelling of ACMs
 - 5.10 General LBC requirements on working with asbestos

Appendices

- Appendix A: Asbestos Register/Plans
Appendix B: Contractors log
Appendix C: Emergency procedures process map
Appendix D: Asbestos amendment form
Appendix E: Record of suspected exposure to asbestos

1) INTRODUCTION

The objective of this Site Asbestos Management Plan is to ensure all reasonable steps are taken to prevent the risk of exposure of staff, contractors and visitors to asbestos in a manner that could adversely affect their health. This plan aims to cover processes and procedures for managing ACMs (Asbestos Containing Materials) under the responsibility of the facilities department. Each site within scope for asbestos management under FM (Facilities Management) will have an individual management plan specific to that site, a hard copy of which will be held in the premises log book for each site. This is overarched by the Corporate Asbestos Management Plan which is managed and maintained by FM.

The presence of ACMs does not in itself constitute a danger. However, they are hazardous when disturbed or damaged and must be treated accordingly. It is therefore FM's policy that unless damaged, that all ACMs shall remain in situ and managed in accordance with this plan.

2) LBC ASBESTOS MANAGEMENT POLICY

LBC (London Borough of Croydon) is committed to providing a safe environment for its employees, contractors and visitors, by conducting its business in a way that protects the health, safety and welfare of each individual.

LBC is committed to:

- Ensuring the effective application of the Site Asbestos Management Plan, plus all associated procedures to reduce as far as reasonably practicable the risk of exposure to asbestos fibres
- Ensuring that suitable arrangements are in place to enable staff, who may during the course of their work encounter asbestos, to attend asbestos awareness training appropriate to their area of work and level of responsibility/duty
- Providing an asbestos register, detailing the location of all known ACMs within all its maintained properties
- Implementing an effective asbestos management strategy, based on an overall risk assessment (material and priority), to ensure that all asbestos-containing materials are managed safely
- Undertaking periodic reinspections and when required, commission further surveys in order to ensure that all ACMs have been identified and addressed prior to commissioning/undertaking any form of refurbishment work
- Regularly review the Site Asbestos Management Plan

In the majority of council premises, this is a shared responsibility between the Council and staff on site who are in occupation on a day to day basis.

3) THE CONTROL OF ASBESTOS REGULATIONS 2012

3.1) The Duty Holder

On the 6th April 2012, The Control of Asbestos Regulations 2012 came in to force. These regulations, place a responsibility on the 'Duty Holder' to manage the risks associated with asbestos. To do this, the duty holder should implement these steps:

- Record the location and condition of materials containing asbestos via an Asbestos Register
- Assess the risk from the material and develop an Asbestos Management Plan which sets out in detail how the 'Duty Holder' is going to manage the risk from this material
- Implement and maintain the Asbestos Management Plan which is likely to involve regular monitoring of the asbestos condition, and encapsulation, repair or removal if required
- Maintain the Asbestos Register
- Provide information on the location and condition of the material to anyone who is liable to work on or disturb it.

The 'Duty Holder' under these regulations, is the person/organisation who legally has maintenance and repair responsibilities for any part of a premise.

Under the current regulations all employers have a legal duty to ensure that employees or other persons are not exposed to asbestos containing materials. Accurate information on asbestos containing materials must be provided by 'The Duty Holder' under Regulation 4 as detailed in the Control of Asbestos Regulations (CAR) 2012 to anyone at risk from asbestos.

All personnel who carry out maintenance, refurbishment etc. must be made aware of the Asbestos Register.

3.2) The Asbestos Register

The asbestos register is provided to enable the fulfilment of the asbestos management duties.

It is also to refer to when people in the premises are likely to disturb the fabric of the building. This will most likely be consultants and contractors involved in building and maintenance tasks to the structure and systems of the buildings. The register can be found in appendix A of this document and forms a vital part in assessing the location and condition of each identified ACM.

"An essential part of the duty to manage is making sure that information on the location and condition of the asbestos containing material (ACM) is passed on to contractors and other workers who may carry out work on the fabric of the building that could damage/disturb asbestos. This allows them to put in place appropriate controls to protect themselves and others in the building"

There is also a statutory requirement to inform the emergency services, particularly London Fire Brigade, about the presence of asbestos in LBC premises. The asbestos register helps to fulfil this requirement, a copy of which is readily available in the premises logbook at each site.

Important Note: If an area in the premises cannot be accessed or inspected then it must be presumed to contain asbestos unless there is strong evidence that it does not, e.g. glass, wood, brick do not contain asbestos.

4) ROLES AND RESPONSIBILITIES

4.1 Facilities Management	<p>Facilities Management (FM) are responsible for:</p> <ul style="list-style-type: none">• Managing all aspects of asbestos work on LBC maintained properties, including carrying out periodic inspections/surveys and organising (with the assistance of external framework consultants/licensed contractors) abatement/remediation works.• Ensuring that all contractors/consultants working with/under their control are provided with a copy of the asbestos register prior to commencing work and that appropriate consideration is given to identifying suitable working methods that prevent damage/disturbance of ACMs.• The provision of suitable asbestos awareness training to those individuals who as part of their daily activities may come into contact with ACMs and can also facilitate suitable training for employees within other departments.
4.1.1 Head of FM	<p>The Head of FM has overall responsibility for ensuring asbestos is properly managed within LBC maintained properties. At times when the asbestos surveyor and property maintenance manager are unavailable, the head of FM will address any queries in relation to asbestos.</p>
4.1.2 Property Maintenance Manager	<p>The Property Maintenance Manager advises the Head of FM about the resources considered necessary to safely manage ACMs within LBC maintained properties and ensures operational compliance with the LBC Site Asbestos Management Plan and Procedures through the effective application of the resources made available. At times when the asbestos surveyor is unavailable, the property maintenance manager will address any queries in relation to asbestos.</p>
4.1.3 Asbestos Surveyor	<p>The Asbestos Surveyor is deemed to be the person, who on a day to day basis is responsible for the implementation of the asbestos policy and procedures by:</p> <ul style="list-style-type: none">• Assessing, revising and recommending management actions in light of surveys/re-inspection findings and changes in legislation and good practice;• Overseeing asbestos work contracts including the selection of competent contractors;• Day to day management of asbestos related issues; Coordinating and undertaking reinspections of all identified or presumed ACMs

	<ul style="list-style-type: none"> • Regularly reviewing strategic asbestos management processes • Holding discussions with members of FM and other LBC services with maintenance and construction responsibilities and acting upon the outcome of such discussions as is appropriate via the Asbestos Working Group • Co-ordinating operational requirements specified within the site asbestos management plan, including monitoring, encapsulation, and asbestos removal; • Ensuring appropriate staff have suitable training with respect to asbestos in conjunction with the property maintenance manager; • Ensuring continued compliance with relevant legislation concerning asbestos; • Consulting the asbestos register, and ensuring a pre refurbishment/demolition survey is undertaken as appropriate prior to any refurbishment/demolition works taking place • Arranging & co-ordinating asbestos remedial/removal works • Coordinating actions required in an asbestos related emergency.
4.1.4 LBC Building Surveyors	<p>LBC Building Surveyors are responsible for:</p> <ul style="list-style-type: none"> • Carrying out periodic ACM reinspections within the corporate buildings • Reporting any incidents/breaches of health and safety to the asbestos surveyor; • Consulting the asbestos surveyor regarding any asbestos issues.
4.2 Health & Safety Consultant Service	<p>The Health & Safety Consultant Service is responsible for:</p> <ul style="list-style-type: none"> • Investigating asbestos incidents • Issuing briefings regarding asbestos incidents • Assisting in reviewing the LBC site asbestos management plan • Providing asbestos awareness training
4.3 Property Information Officer	<p>The Property Information Officer is responsible for:</p> <ul style="list-style-type: none"> • Updating the asbestos register; • Maintaining the asbestos database; • Providing access to the asbestos register & management plan as required, including on site files
4.4 LBC Project Managers/ Building Surveyors/ Engineers	<p>LBC Project Managers/ Building Surveyors/ Engineers are responsible for ensuring that they comply with this Management Procedure and are also responsible for:</p> <ul style="list-style-type: none"> • Reporting any incidents/breaches of health and safety to the Asbestos Surveyor; • Ensuring staff are conversant with asbestos management procedures specific to their work area

	<p>and attend appropriate asbestos awareness training where required.</p> <ul style="list-style-type: none"> • Liaise and seek advice from the asbestos surveyor on any proposed changes within the workplace, which may potentially affect the building fabric • Liaise with the asbestos surveyor to ensure the site asbestos management plans are kept up to date • Liaise with the asbestos surveyor to instruct R&D surveys for sufficient pre-construction information • Adhering to the asbestos policy <p>Prior to commissioning works to a contractor, they are required to check the asbestos register, ensure that the risk assessment and method statement prepared by the contractor encompasses this information and that the work is planned and managed in a way that prevents disturbance of the ACMS.</p>
4.5 Site Staff	<p>Members of staff should:</p> <ul style="list-style-type: none"> • Comply with the Control of Asbestos Regulations 2012 and Council Asbestos Policy. • Notify FM if any suspect material is discovered / disturbed. • Ensure that no work is carried out within the building without consulting the site asbestos management plan first. <p>All building alterations and refurbishment work must be organised and coordinated by FM. Under no circumstances should staff be allowed to undertake this type of work. If alterations/refurbishments are required, then FM must be contacted and the requirements discussed.</p>
4.6 External Asbestos Consultants	<p>External Asbestos Consultants provide a multitude of services that are accredited by the United Kingdom Accreditation Service (UKAS) and offer such services as and when required:</p> <ul style="list-style-type: none"> • The analysis of bulk materials for the presence of asbestos • Air monitoring • Reinspections • Management and Refurbishment/Demolition Surveys • Project management
4.7 External Contractors	<p>External Contractors working for or on behalf of LBC are responsible for:</p> <ul style="list-style-type: none"> • Ensuring that all employees under their control abide by the rules and conditions set out by the LBC asbestos policy • Ensuring that all employees under their control reference the site asbestos management plan and understand its content and actions required. This must be done prior to any works commencing

	<ul style="list-style-type: none"> • Before commencing any work the contractor must comply with current legislation in relation to safe working with and around asbestos containing materials. • Ensure that all employees under their control are provided with adequate equipment, information, training and instruction to enable them to work with, or adjacent to, ACMs without risk to health and safety
4.8 Other LBC Council Departments	Other LBC Council Departments have responsibility for ensuring asbestos is properly managed within their service contracts and/or occupancy agreements and will use the Corporate Asbestos Management Plan as a benchmark for achieving this

5) ASBESTOS CONTROL ARRANGEMENTS

5.1) Site Asbestos Management Plan

FM has commissioned asbestos management surveys across its property portfolio in order to identify ACMs and clarify the condition of such. It should be noted, that whilst these management surveys will identify a vast amount of the ACMs previously utilised in building materials across the estate, ACMs will remain undetected in areas that are outside the remit of a management survey and within those areas that were not possible to access at the time of the survey. Given these restrictions, it is quite probable that ACM's will remain undetected within the building fabric/structure.

LBC operates and maintains the site asbestos management plan and each premises must retain, on site, an up to date copy of their extract of the register within the site specific management plan.

The register must be kept as a 'living' document that will develop over time as more information is obtained.

Owing to the number of premises and the impracticality of identifying the composition of all building materials used in them, the register can never be a 100% accurate record of all asbestos that has, historically, been used. Some existing asbestos surveys may indicate that no asbestos is present; however, this should not be assumed to be absolutely reliable. In particular where work is to be carried out which exposes ducts, voids or other previously concealed areas, a risk assessment must be undertaken before the start of any building work.

5.2) Updating the Site Asbestos Management Plan

To fulfil its purpose, it is absolutely essential that the site asbestos management plan continues to be a 'living' document. For this to be so it must be regularly updated to take account of any asbestos materials which may be removed, any which may change condition or if additional information is obtained from further sampling.

Any change in the use of an area or room can have an impact upon the risk assessment of an asbestos element and its management requirements be it duration, purpose or personnel etc.

Because there is the possibility that important asbestos-related information may not get recorded on the register, the holder of the maintenance responsibility should ensure that their surveyors and engineers and / or their consultants report:

- Adverse results of periodical condition monitoring
- Damage inflicted on any known asbestos element
- New discoveries of asbestos
- The results of any material or air sampling, both positive and negative results
- Any treatment or encapsulation of an asbestos element
- The removal of an asbestos element (a copy of a hazardous waste consignment note and any associated air monitoring will be required as proof of removal)
- Any change in use of the room / area where an asbestos element is situated.

These reports must be made available to the asbestos surveyor & property information officer in writing by using the form shown in **Appendix D**. Once updated the asbestos register will be re-issued on LBC Intranet website, and an up to date hard copy will be delivered to site.

5.3) ACMs Reinspection (Monitoring) Regime

All ACMs left in situ must be periodically reinspected by a competent person. This is undertaken in order to ensure that the condition of the material remains unchanged. Information collated during these inspections must be used to update the site asbestos management plan, and appropriate action taken regarding any recommendations made. The frequency for this is currently annual although this will be subject to review following an analysis of ACMs and their likelihood of disturbance over the next year.

The activity of reinspections is managed and monitored by the Asbestos Surveyor.

Note: Even if the condition of an asbestos element has not changed since it was last assessed, it must still be recorded.

5.4) Communicating and Sharing the Site Asbestos Management Plan

Note: Regulation 12 of the Management of Health & Safety at Work Regulations 1999 requires an employer to provide health and safety information to people working on their premises that are not in their employment.

All members of staff and contractors should be familiar with the site asbestos management plan and should be made aware of the location of the Asbestos materials within their workplace. A copy of the most updated site management plan will be held in TF Cloud for each individual site. A hard copy will also be stored in the premises log book for contractors to refer to prior to commencing any works.

5.5) Training

Appropriate training must be provided for those involved in the operation of the asbestos management plan and those whose normal duties may bring them into contact with ACM's. Training should include:

- Understanding the contents and location of the asbestos register
- Understanding of the use of asbestos in buildings

- How to avoid exposure
- Risks posed to staff and contractors by exposure to asbestos
- What to do if you find asbestos

LBC complies with Regulation 10 of the Control of Asbestos Regulations 2012: Information, Instruction and Training, by providing Asbestos Awareness training through the online module for all Council staff who are liable to be exposed to asbestos. In addition, the asbestos surveyor will undertake site specific walkthroughs with its in-house staff to provide first-hand experience on the different applications of asbestos in its buildings. This exercise is to be logged each time it is undertaken.

5.6) Licensed Asbestos Removal Contractors

The asbestos surveyor will co-ordinate all aspects of asbestos work including abatement/remediation works undertaken by licensed asbestos contractors, together with all investigative and reassurance activities.

5.7) Refurbishment and Demolition Work

For demolition or major refurbishment work, Project Managers / Consultants should contact the asbestos surveyor to arrange for a refurbishment & demolition survey to be undertaken. For minor maintenance or refurbishment work reference to the asbestos register extract is normally sufficient although vigilance is still required on the part of the contractor carrying out the works.

All new asbestos elements (i.e. those not shown in the asbestos register extract) discovered by all further surveys should be notified to the Asbestos Surveyor.

If the 'new' asbestos elements are to be removed then this should also be communicated to the asbestos surveyor. If the asbestos is to remain in situ then the asbestos surveyor should be notified so that a risk assessment can be arranged and an appropriate entry made in the asbestos register extract.

- **Refurbishment & Demolition Survey:** This survey type should always be undertaken prior to any demolition work or major refurbishment to ascertain the full extent of any asbestos which may be present.

Note: A Refurbishment & Demolition survey is very destructive so if conducted far in advance of the intended work and re-occupation is intended before this work commences, then repairs will have to be undertaken after the survey in order to make the premises habitable again. External contractors are able to make safe any areas of intrusion but if the building is to be reoccupied for a length of time following the survey then further making good may be required. This requirement will be agreed during the planning stages.

Asbestos surveying functions should only be undertaken by companies who are accredited to EN 45004 or ISO 17020 by the United Kingdom Accreditation Service (UKAS).

All asbestos surveys must be carried out in accordance with HSE guidance HSG264 'Asbestos, The Survey Guide'.

5.8) Asbestos Removal and Disposal

Licensable work with ACMs should only be removed by **LBC approved contractors**, who are licensed by the Health and Safety Executive to undertake such works. Non-licensed work should also be done by LBC approved contractors, utilising appropriate tools and personal protective equipment. All of the above should be supported by an appropriate plan of works/RAMS which will demonstrate that ACM's will be removed safely and in accordance with the Control of Asbestos Regulations 2012. Access to the asbestos removal area of a notifiable ACM is prohibited until such time as a 'certificate of re-occupation' has been issued by a UKAS accredited analyst.

Asbestos waste should be double-bagged in heavy-duty polythene bags and clearly labelled before it is transported to a disposal site. The waste can only be disposed of at a site licensed to receive it and the duty holder has a Duty of Care to ensure that the contractors dispose of the waste properly.

The disposal should only be carried out by Contractors who hold licenses to carry Controlled Waste by road and, if necessary, certification for the holding and transfer of Controlled Waste.

Asbestos waste, whether in small amounts or large scale waste removed by contractors, is subject to waste management controls set out in the Hazardous Waste (England and Wales) Regulations 2005, the Control of Asbestos Regulations 2012 and the Carriage of Dangerous Goods (etc...) Regulations 2009 (CDG 2009).

Appropriate records of all disposals must be obtained by the asbestos surveyor who will upload them onto the asbestos database.

5.9) Policy On Labelling Of ACM's

Labelling is to be undertaken as a separate exercise and following issue of the survey report. LBC will apply the following labels wherever an ACM is identified:



5.10) General LBC Requirements on Working With Asbestos

- All work and removal of asbestos is to be undertaken in accordance with current legislation and guidance
- Where asbestos insulation residue has been identified that any drilling into the building fabric in those identified areas should be done in a controlled manner and only by licensed asbestos removal contractors
- Due to the difficulty in removing asbestos containing bitumen adhesives when removing floor tiles and coverings, this should be done only when absolutely necessary. This ACM can remain in situ and be concealed with a self-levelling compound with a record made in the asbestos register

APPENDIX A
ASBESTOS
REGISTER/PLANS

MATERIAL ASSESSMENT SHEET

Inspection Number:	1	Intrusive Area – Yes or No:	No
Item:	Detail:	Item:	Detail:
Material Assessment		Priority Risk Assessment	
Building:	Block A / Library	Location:	N/A
Location:	Ground / Library 1	Accessibility:	N/A
Sample Number:	Visual	Extent / Amount:	N/A
Description:	No suspect materials visually found	Normal Occupant Activity:	N/A
Position:		Secondary Occupant Activity:	N/A
Extent:		Number of Occupants:	N/A
Product Type:		Frequency of Use of Area:	N/A
Damage & Deterioration:	N/A	Average Time Area in Use:	N/A
Surface Treatment:	N/A	Maintenance Type:	N/A
Asbestos Type:		Frequency of Maintenance Activity:	N/A
Material Score:	0	Priority Score:	0

Room Comments:	Wood ceiling,solid walls and floor,wood beams on metal pillars,metal windows,wood and metal doors
Sample Comments:	N/A
Total Assessment Score:	0
Risk Assessment Category:	N/A
Recommendation:	Not applicable



MATERIAL ASSESSMENT SHEET

Inspection Number:	2	Intrusive Area – Yes or No:	No
Item:	Detail:	Item:	Detail:
Material Assessment		Priority Risk Assessment	
Building:	Block A / Library	Location:	N/A
Location:	Ground / Office 2	Accessibility:	N/A
Sample Number:	Visual	Extent / Amount:	N/A
Description:	No suspect materials visually found	Normal Occupant Activity:	N/A
Position:		Secondary Occupant Activity:	N/A
Extent:		Number of Occupants:	N/A
Product Type:		Frequency of Use of Area:	N/A
Damage & Deterioration:	N/A	Average Time Area in Use:	N/A
Surface Treatment:	N/A	Maintenance Type:	N/A
Asbestos Type:		Frequency of Maintenance Activity:	N/A
Material Score:	0	Priority Score:	0

Room Comments:	Wood ceiling above mmmf Suspended ceiling tiles,solid walls and floor,metal pillar,metal window with wood sill,wood door and frame
Sample Comments:	N/A
Total Assessment Score:	0
Risk Assessment Category:	N/A
Recommendation:	Not applicable



MATERIAL ASSESSMENT SHEET

Inspection Number:	3	Intrusive Area – Yes or No:	No
Item:	Detail:	Item:	Detail:
Material Assessment		Priority Risk Assessment	
Building:	Block A / Library	Location:	N/A
Location:	Ground / Kitchen 3	Accessibility:	N/A
Sample Number:	Visual	Extent / Amount:	N/A
Description:	No suspect materials visually found	Normal Occupant Activity:	N/A
Position:		Secondary Occupant Activity:	N/A
Extent:		Number of Occupants:	N/A
Product Type:		Frequency of Use of Area:	N/A
Damage & Deterioration:	N/A	Average Time Area in Use:	N/A
Surface Treatment:	N/A	Maintenance Type:	N/A
Asbestos Type:		Frequency of Maintenance Activity:	N/A
Material Score:	0	Priority Score:	0

Room Comments:	Wood ceiling above mmmf Suspended ceiling tiles,solid walls and floor,metal pillar,metal window with wood sill,wood door and frame,Baxi boiler with metal flue,wood and laminate kitchen units
Sample Comments:	N/A
Total Assessment Score:	0
Risk Assessment Category:	N/A
Recommendation:	Not applicable



MATERIAL ASSESSMENT SHEET

Inspection Number:	4	Intrusive Area – Yes or No:	No
Item:	Detail:	Item:	Detail:
Material Assessment		Priority Risk Assessment	
Building:	Block A / Library	Location:	N/A
Location:	Ground / Lobby 4	Accessibility:	N/A
Sample Number:	Visual	Extent / Amount:	N/A
Description:	No suspect materials visually found	Normal Occupant Activity:	N/A
Position:		Secondary Occupant Activity:	N/A
Extent:		Number of Occupants:	N/A
Product Type:		Frequency of Use of Area:	N/A
Damage & Deterioration:	N/A	Average Time Area in Use:	N/A
Surface Treatment:	N/A	Maintenance Type:	N/A
Asbestos Type:		Frequency of Maintenance Activity:	N/A
Material Score:	0	Priority Score:	0

Room Comments:	Wood ceiling with wood skylights, solid walls and floor, metal doors and frames
Sample Comments:	N/A
Total Assessment Score:	0
Risk Assessment Category:	N/A
Recommendation:	Not applicable



MATERIAL ASSESSMENT SHEET

Inspection Number:	5	Intrusive Area – Yes or No:	No
Item:	Detail:	Item:	Detail:
Material Assessment		Priority Risk Assessment	
Building:	Block A / Library	Location:	N/A
Location:	Ground / Toilet 5	Accessibility:	N/A
Sample Number:	Visual	Extent / Amount:	N/A
Description:	No suspect materials visually found	Normal Occupant Activity:	N/A
Position:		Secondary Occupant Activity:	N/A
Extent:		Number of Occupants:	N/A
Product Type:		Frequency of Use of Area:	N/A
Damage & Deterioration:	N/A	Average Time Area in Use:	N/A
Surface Treatment:	N/A	Maintenance Type:	N/A
Asbestos Type:		Frequency of Maintenance Activity:	N/A
Material Score:	0	Priority Score:	0

Room Comments:	Wood ceiling with mmmf Suspended ceiling tiles,solid walls and floor,modern plastic floor covering,metal window with wood sill,glazed Wc cistern and sink,wood door and frame,wood boxing to wall
Sample Comments:	N/A
Total Assessment Score:	0
Risk Assessment Category:	N/A
Recommendation:	Not applicable



MATERIAL ASSESSMENT SHEET


Inspection Number:	6	Intrusive Area – Yes or No:	No
Item:	Detail:	Item:	Detail:
Material Assessment		Priority Risk Assessment	
Building:	Block A / Library	Location:	N/A
Location:	Ground / Toilet 6	Accessibility:	N/A
Sample Number:	Visual	Extent / Amount:	N/A
Description:	No suspect materials visually found	Normal Occupant Activity:	N/A
Position:		Secondary Occupant Activity:	N/A
Extent:		Number of Occupants:	N/A
Product Type:		Frequency of Use of Area:	N/A
Damage & Deterioration:	N/A	Average Time Area in Use:	N/A
Surface Treatment:	N/A	Maintenance Type:	N/A
Asbestos Type:		Frequency of Maintenance Activity:	N/A
Material Score:	0	Priority Score:	0

Room Comments:	Wood ceiling with mmmf Suspended ceiling tiles,solid walls and floor,modern plastic floor covering,metal window with wood sill,glazed Wc cistern and sink,wood door and frame,wood boxing to wall
Sample Comments:	N/A
Total Assessment Score:	0
Risk Assessment Category:	N/A
Recommendation:	Not applicable




MATERIAL ASSESSMENT SHEET

Inspection Number:	7	Intrusive Area – Yes or No:	No
Item:	Detail:	Item:	Detail:
Material Assessment		Priority Risk Assessment	
Building:	Block A / Library	Location:	N/A
Location:	Ground / Cupboard 7	Accessibility:	N/A
Sample Number:	Visual	Extent / Amount:	N/A
Description:	No suspect materials visually found	Normal Occupant Activity:	N/A
Position:		Secondary Occupant Activity:	N/A
Extent:		Number of Occupants:	N/A
Product Type:		Frequency of Use of Area:	N/A
Damage & Deterioration:	N/A	Average Time Area in Use:	N/A
Surface Treatment:	N/A	Maintenance Type:	N/A
Asbestos Type:		Frequency of Maintenance Activity:	N/A
Material Score:	0	Priority Score:	0

Room Comments:	Plasterboard ceiling, solid and plasterboard walls, solid floor, wood door and frame	
Sample Comments:	N/A	
Total Assessment Score:	0	
Risk Assessment Category:	N/A	
Recommendation:	Not applicable	

MATERIAL ASSESSMENT SHEET

Inspection Number:	8	Intrusive Area – Yes or No:	No
Item:	Detail:	Item:	Detail:
Material Assessment		Priority Risk Assessment	
Building:	Block A / Library	Location:	N/A
Location:	Ground / Cupboard 8	Accessibility:	N/A
Sample Number:	Visual	Extent / Amount:	N/A
Description:	No suspect materials visually found	Normal Occupant Activity:	N/A
Position:		Secondary Occupant Activity:	N/A
Extent:		Number of Occupants:	N/A
Product Type:		Frequency of Use of Area:	N/A
Damage & Deterioration:	N/A	Average Time Area in Use:	N/A
Surface Treatment:	N/A	Maintenance Type:	N/A
Asbestos Type:		Frequency of Maintenance Activity:	N/A
Material Score:	0	Priority Score:	0

Room Comments:	Plasterboard ceiling, solid and plasterboard walls, solid floor, wood door and frame, modern electrics	
Sample Comments:	N/A	
Total Assessment Score:	0	
Risk Assessment Category:	N/A	
Recommendation:	Not applicable	

Job Number: J156683
 Survey Date: 25 September 2018
 Site Address: Broad Green Library

MATERIAL ASSESSMENT SHEET

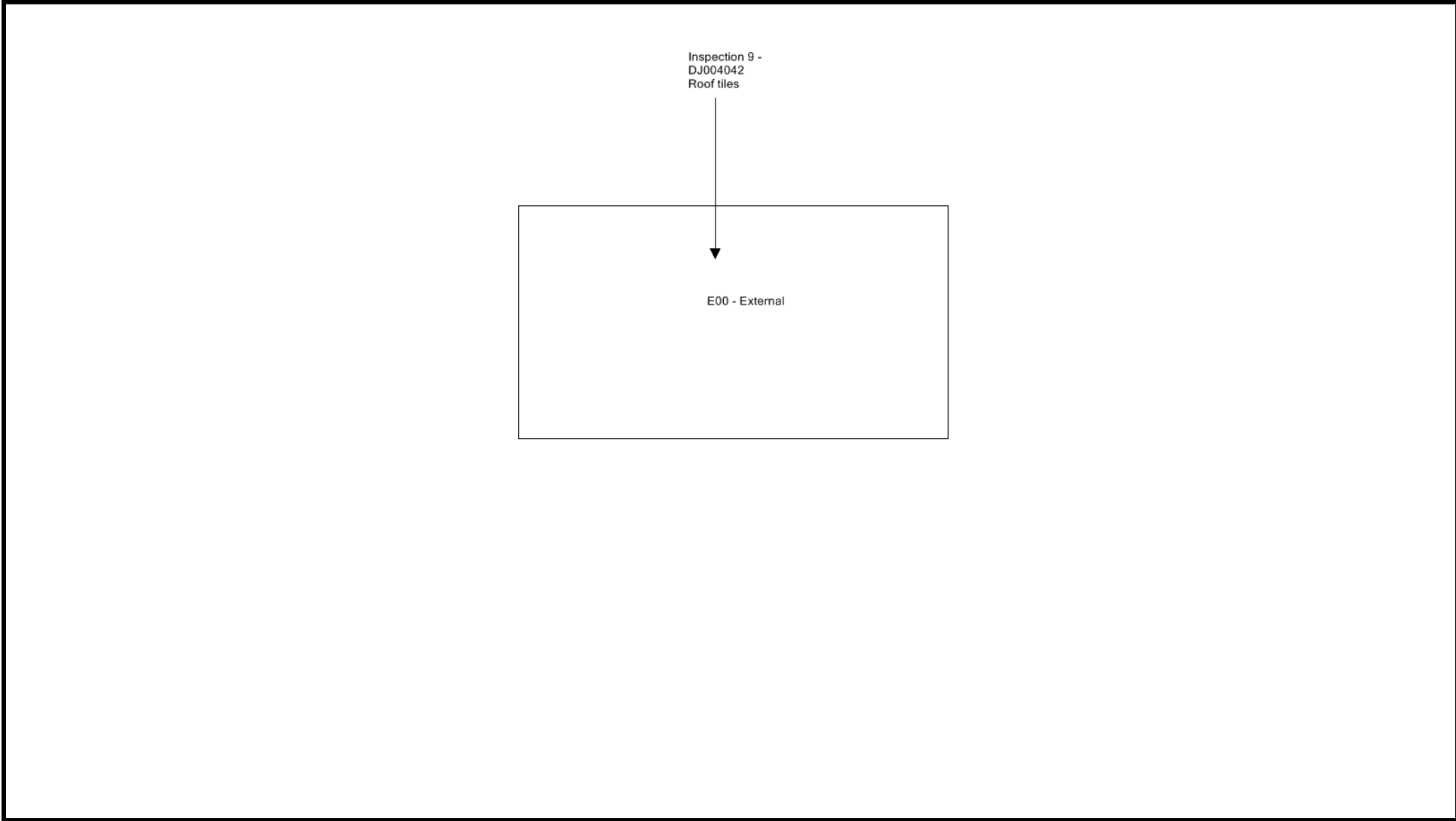
Inspection Number:	9	Intrusive Area – Yes or No:	No
Item:	Detail:	Item:	Detail:
Material Assessment		Priority Risk Assessment	
Building:	Block A / Library	Location:	N/A
Location:	External / External 0	Accessibility:	N/A
Sample Number:	DJ004042	Extent / Amount:	N/A
Description:	Roof tiles	Normal Occupant Activity:	N/A
Position:	Roof	Secondary Occupant Activity:	N/A
Extent:	Throughout	Number of Occupants:	N/A
Product Type:	Reinforced Composite	Frequency of Use of Area:	N/A
Damage & Deterioration:	Low Damage	Average Time Area in Use:	N/A
Surface Treatment:	Composite materials containing asbestos	Maintenance Type:	N/A
Asbestos Type:	No Asbestos Detected	Frequency of Maintenance Activity:	N/A
Material Score:	0	Priority Score:	0

Room Comments:	Composite tiles to pitched roof, metal rainwater goods, wood fascia boards, brick walls, metal windows and doors
Sample Comments:	N/A
Total Assessment Score:	0
Risk Assessment Category:	N/A
Recommendation:	Not applicable



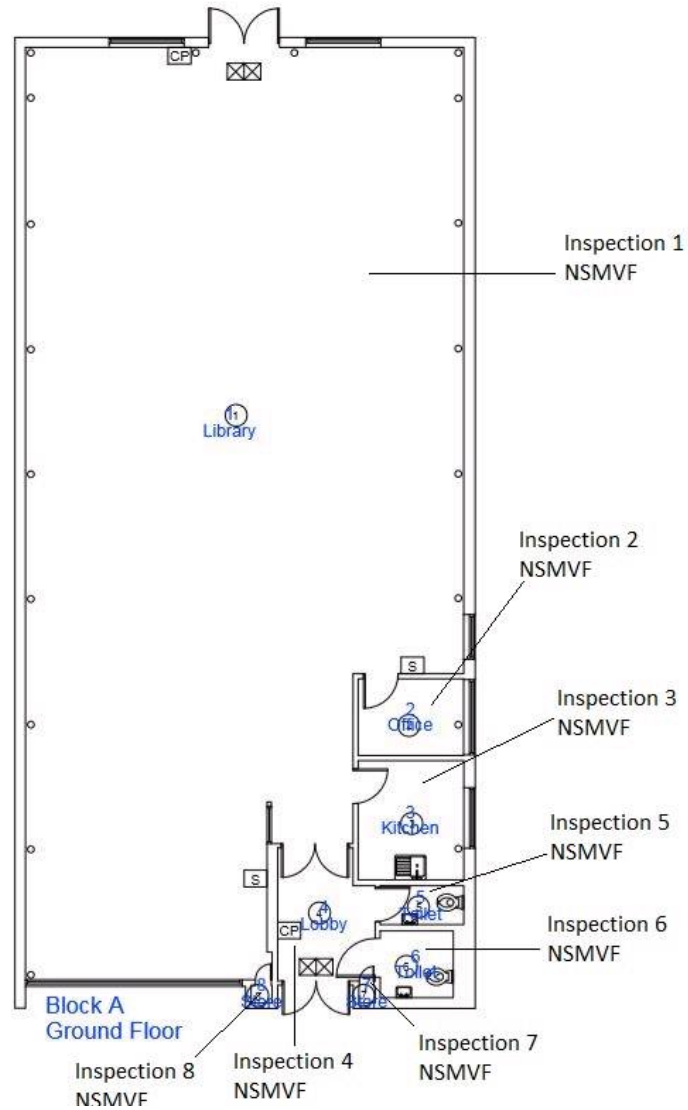
SITE PLAN

ARMSTRONG YORK ASBESTOS ENVIRONMENTAL LTD					Key	Identified ACM
Address	Broad Green Library, 89 Canterbury Road, Croydon			AY Number:	J156683	
Date:	25 Sep 2018	Floor	External	Building	Block A Library	
Client:	London Borough of Croydon (Corporate Resources)			Surveyor	Gary Whitford	



SITE PLAN

ARMSTRONG YORK ASBESTOS ENVIRONMENTAL LTD				Key	Identified ACM
Address	Broad Green Library, 89 Canterbury Road, Croydon		AY Number:	J156683	
Date:	25 Sep 2018	Floor	Ground Floor	Building	Block A Library
Client:	London Borough of Croydon (Corporate Resources)		Surveyor	Gary Whitford	



APPENDIX B CONTRACTORS LOG

Record of Inspections of Asbestos Register

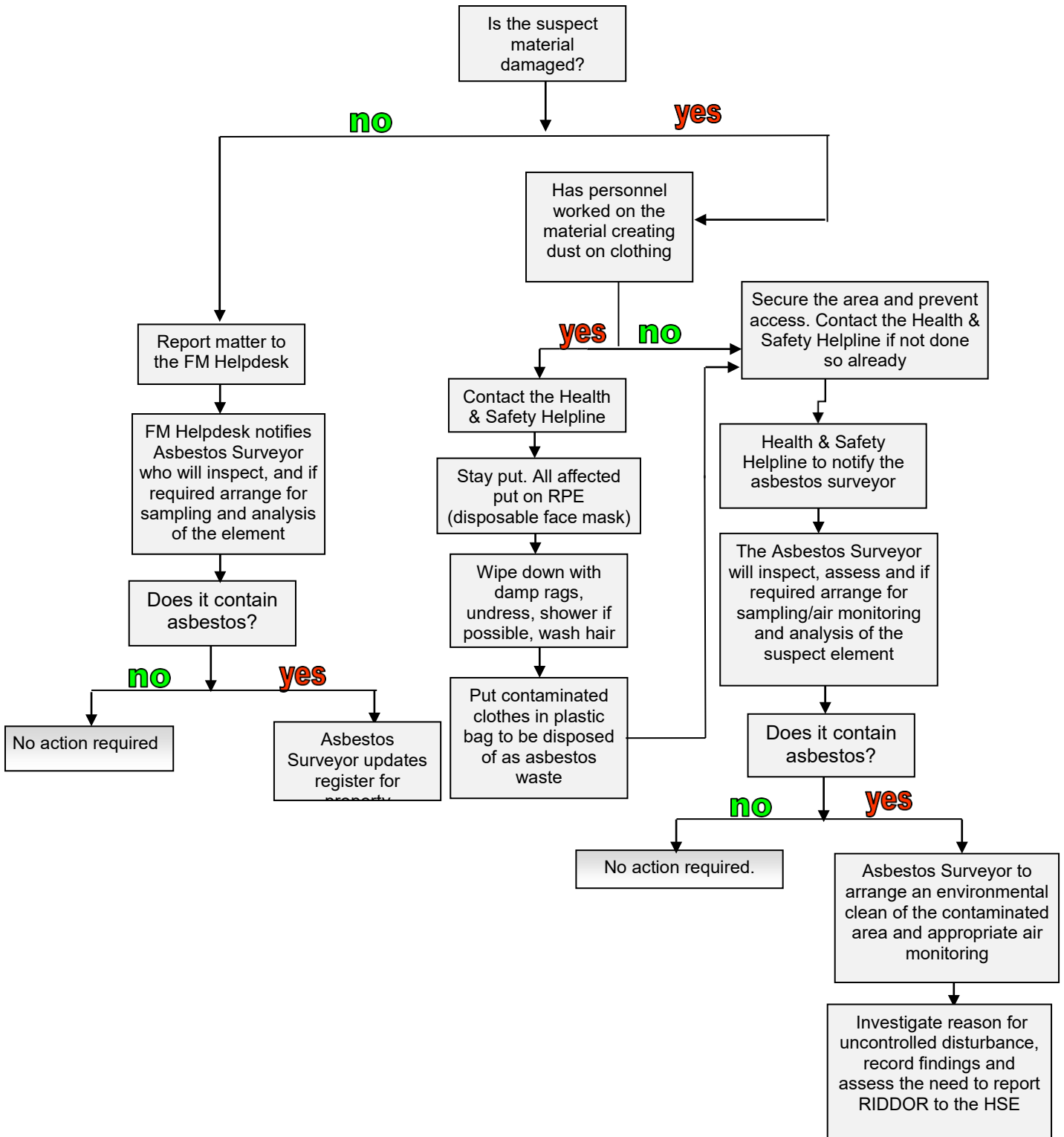
This sheet should be signed by all those prior to carrying out work on this premises (including voluntary workers or staff). Persons signing this sheet are signing to say that they have seen the asbestos register and checked whether there is any known or presumed asbestos in their area of work and that they will refrain from disturbing any ACM's identified in the register for the tasks they are carrying out. If any suspect materials are uncovered during their work then they are to stop work immediately, report the item to the FM helpdesk and fill in the amendment form in appendix E.

Date	Company Name	Work being carried out	Name of person who has checked the asbestos register	Signature

Note: The register records the results of a survey in respect of visible suspect materials only and will not identify asbestos containing materials that are located in inaccessible parts of the premises or are concealed within structure or fabric of a building. If the contractor encounters any suspected asbestos-containing material that has not previously been identified he must immediately stop work, inform the site manager and seek instructions from his supervisor. Refer to process map in appendix C for procedures to follow.

APPENDIX C EMERGENCY PROCEDURES PROCESS MAP

WHAT TO DO WHEN YOU UNCOVER SUSPECT ASBESTOS MATERIALS?



APPENDIX D ASBESTOS AMENDMENT FORM

a) Name & Address of Premises			
(b) Name and Signature			
(c) Contact Telephone No.			
(d) Date Amendment Sent		Tick	Now complete the appropriate section below
(e) Reason for Notification	1. Deterioration of ACM on register	<input type="checkbox"/>	
	2. Discovery of asbestos not on register	<input type="checkbox"/>	
	3. Treatment or encapsulation of an asbestos element	<input type="checkbox"/>	
	4. Removal of an asbestos element	<input type="checkbox"/>	
	5. Change of use of room/area where an asbestos element is situated	<input type="checkbox"/>	

1. Deterioration of ACM on register	
(h) Asbestos sample ref. on register	
(i) Location of asbestos element	
(j) Description of condition change / damage	

2. Discovery of Asbestos Not on Register	
(i) Location of asbestos element	
(k) Form of asbestos element	
(l) Asbestos type	
(m) Name of asb. analytical company	
(n) Sample report ref.	(Attach copy)

3. Treatment or Encapsulation of an Asbestos Element	
(h) Asbestos sample ref. on register	
(i) Location of asbestos element	
(o) Treatment carried out	
(p) Name of asb. treatment company	
(q) Date of works	
(r) Air monitoring cert. ref.	(Attach copy)

4. Removal of an Asbestos Element

(h) Asbestos sample ref. on register	
(i) Location of asbestos element	
(s) Name of asb. removal company	
(t)* Four stage air clearance cert. ref.	(Attach copy)
(u)* Background/Reassurance cert ref	(Attach copy)
(v) Waste consignment note ref.	(Attach copy)
(w) Date of works	

* Usually one or the other of these certificates is expected to be received.

5. Change of Use of Room / Area Where Asbestos is Situated

(h) Affected asbestos sample ref. on register	
(x) Description of room / area change	

Please return this form to the address below and check that you have attached the relevant documents.

**Asbestos Surveyor, London Borough of Croydon,
Bernard Weatherill House, Floor 7, Zone A, 8 Mint
Walk, Croydon CR0 1EA**

Documents

Air test certificates
Consignment note (if removal)
Removal notification (if removal)

APPENDIX E
RECORD OF SUSPECTED
EXPOSURE TO ASBESTOS

A copy of this form should be given to the employee and the original kept on the employee's personnel record. This record should be kept by the employer for **40 years**.

Personal Details

Name: _____ Date of Birth: _

Address: _____ Job Title: _

During the course of my work on(date) I discovered what I believe to be asbestos, the details of this being as follows:

Name of Establishment / Address where exposure suspected to have occurred.

Address: _____

Post code: _____

Location of suspected asbestos (Block/Floor Level/Room):

Exact location (e.g. Fireplace):
Specify use if known (e.g. bath splash panel)
Asbestos accidentally damaged/disturbed by you: Yes <input type="checkbox"/> No <input type="checkbox"/>
Asbestos damaged/disturbed before work: Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of work being done:
Equipment being used:

Signature of employee: _____

LINE MANAGER TO COMPLETE MANAGEMENT INVESTIGATION FORM AND TO FORWARD THE TWO FORMS TO HEALTH & SAFETY CONSULTANCY