



Ref: POW/2289/20

Surveyor: Philip Wiltshire,
MRICS, IMAPS

Date: March 2020

Rev: 0

CONDITION SURVEY SUMMARY

For

SHIRLEY LIBRARY

Wickham Road / Hartland Way, Shirley,
Croydon. CR0 8BH.



On behalf of
London Borough of Croydon
Bernard Weatherhill House
8 Mint Walk, Croydon, CR0 1EA

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CONTENTS

- 1.0 INSTRUCTIONS**
- 2.0 DATES OF INSTRUCTION AND THE WEATHER**
- 3.0 GENERAL DESCRIPTION OF THE BUILDINGS**
- 4.0 SURVEY LIMITATIONS**
- 5.0 USE OF REPORT**
- 6.0 EXECUTIVE AND FINANCIAL SUMMARY**
- 7.0 DRAWINGS**
- 8.0 BUILDING CONDITION SURVEY**
- 9.0 MECHANICAL CONDITION SURVEY**
- 10.0 ELECTRICAL CONDITION SURVEY**

Shirley Library Condition Survey

1.0 Instructions

1.1 To undertake a condition survey of the buildings and sites, as described in the Condition Survey Brief.

2.0 Dates of inspection and the weather

2.1 Our surveying team comprised the following team:

- P. Wiltshire, MRICS
- H. Rowlandson
- D Williams, Ceng MiMechE MCIBSE
- P Rickard Ceng MCIBSE

2.2 The table below sets out the details of our inspections:

Property	Date of Inspection	Surveyor	Weather
• Shirley Library	12.02.20	PW/HR	Fair.

3.0 General description of the buildings

Property	Approximate Date of Construction	Number of Storeys
• Shirley Library	1930s	2 (ground and basement)

Shirley Library Condition Survey

4.0 Survey Limitations

- 4.1 Our inspections were carried out from ground level only, with the aid of binoculars where necessary.
- 4.2 We did not lift floor finishes, nor open up any part of the structure.
- 4.3 Visual inspections only of the mechanical and electrical installations were undertaken but without specialist inspections or testing.
- 4.4 Underground drainage was not inspected or tested.
- 4.5 Partial inspections of the roof voids were undertaken.
- 4.6 No inspections or tests were undertaken in respect of asbestos or other deleterious materials or contaminants.
- 4.7 No fire risk assessments or health and safety assessments have been undertaken.
- 4.8 We have not carried out an EPC assessment.
- 4.10 We have not undertaken an access audit although any obvious issues with Accessibility have been noted separately within the building condition report
- 4.11 Cyclical redecorations outside the current five year period are excluded from this report.
- 4.12 Any work noted to be in progress at the time of our inspections is assumed to have already been budgeted for and is therefore not included in the scope of this report.
- 4.13 We assume all regular statutory tests and compliance inspections are programmed in and we have not included these within our recommendations on an ongoing basis.
- 4.14 Where further advice is needed (eg services, plant and machinery) we have included "TBA" (To Be Assessed) in lieu of estimating the costs. Budget cost may therefore need to be increased once the advice has been received.

5.0 Use of the report

- 5.1 The report is in tabular format describing each element of the building, its condition and recommended remedial work.

Shirley Library Condition Survey

5.2 The condition of each element is graded A-D as follows:-

Grade A - Good - Performing as intended and operating efficiently.

Grade B - Satisfactory - Performing as intended but exhibiting minor deterioration.

Grade C - Poor - Exhibiting major defects and/or not operating as intended.

Grade D - Bad - Life expired and/or serious risk of imminent failure.

5.3 Remedial works are graded for priority 1-4 as follows: -

Priority 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.

Priority 2 - Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health and safety of occupants and/or remedy a less serious breach of legislation.

Priority 3 - Desirable work required within 3 – 5 years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and /or remedy a minor breach of legislation.

Priority 4 - Long term work required outside the five year planning period that will prevent deterioration of the fabric or services.

5.4 Costs indicated for recommended remedial works are estimated on the following assumptions: -

- The work is undertaken by medium sized contractors following competitive tender.
- Costs are at present day prices
- Costs include allowances for preliminaries, contingencies and professional fees (generally 40% addition to net costs).
- Costs are exclusive of VAT.

5.5 Our estimates are based on published cost data, together with our own experiences of the costs of similar work.

Shirley Library Condition Survey

6.0 Executive & Financial Summary

- 6.1 In this summary we have identified only priority 1 items found at each property and extracted these from our full reports:
- 6.2 Our report should be read in conjunction with asbestos surveys and fire risk risk assessments prepared by suitably trained surveyors.

The external wall construction at Shirley is non standard and includes inbuilt steel columns and timber panel construction. Due to their age, corrosion of the columns may have occurred and further physical investigation is required and structural inspection.

The level of thermal insulation at Shirley is very poor and below current thermal insulation standards. No budget costs have been included for upgrading this as it is not a condition element however it should be considered with regards any future improvement works.

We were able to inspect the main roofspace area. The access provisions are inadequate and present a health and safety risk to maintenance staff.

Accessibility provisions for the disabled are generally poor and need further review and improvement.

Routine cleaning and maintenance (including grounds) have not been priced.

There is no emergency lighting outside the two rear escape doors.

Replacement of failed emergency lights.
Install suitable signage for fire alarm panel.
Install emergency gas valve to room 10 and room 8

Provide fire alarm interlock with the Fire alarm

We noted compliance failures as listed in the summary below

Shirley Library Condition Survey

6.3 Shirley Library

Building

- Check identified boards for asbestos content on roofs, upstands and rainwater gullies
- Remove all rubbish to loft area (fire risk)
- Install guard railing system to roofspace
- Fix handrails to ramp

TOTAL NET BUDGET COST FOR ABOVE ITEMS: £3,850.00

Mechanical

- Provide appropriate signage next to fire alarm panel
- Isolation valve for room 10 and 8
- Investigate interlock for gas interlock with fire alarm further and modify system as required

TOTAL NET BUDGET COST FOR ABOVE ITEMS: £7,150.00

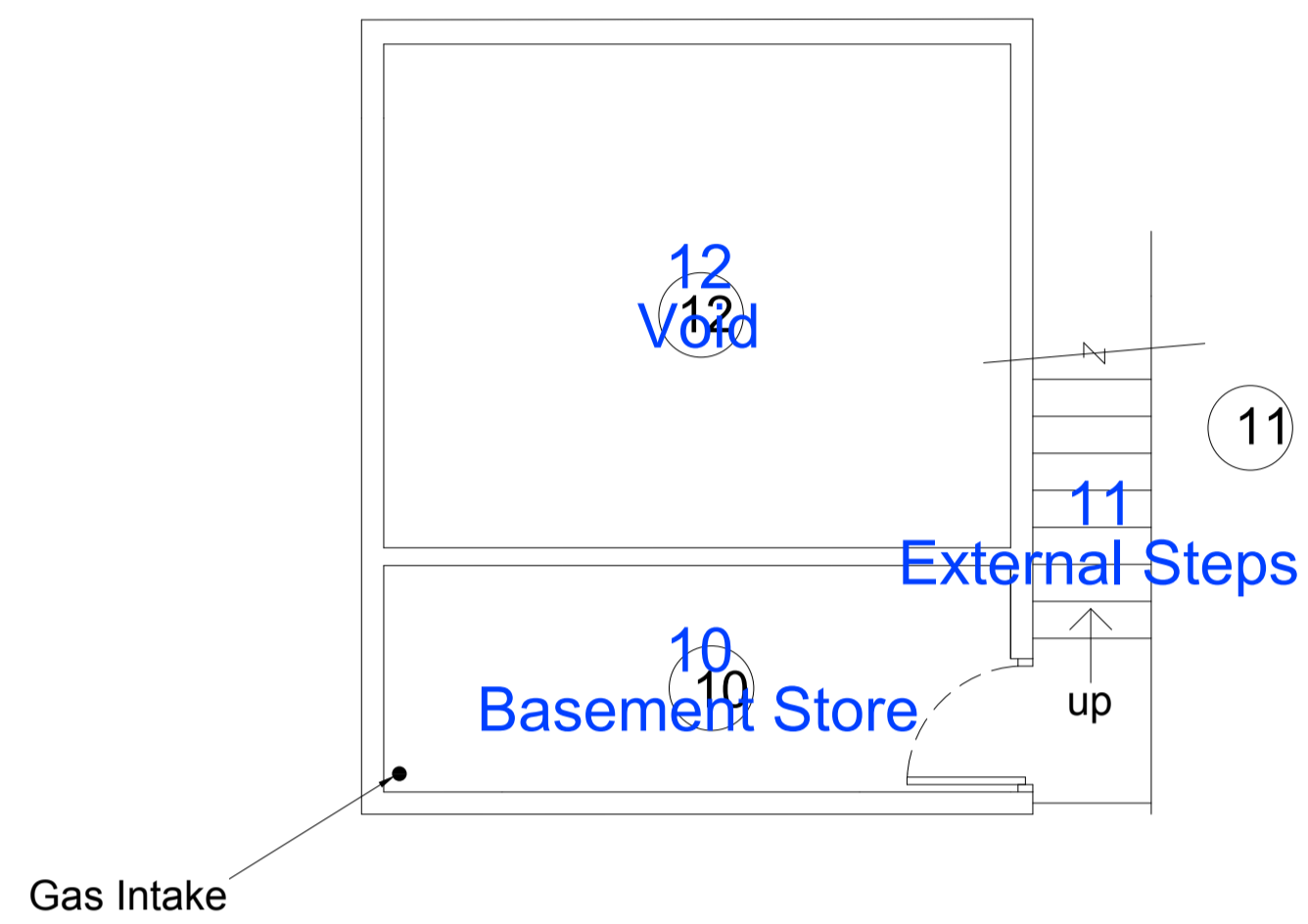
Electrical

- Provide emergency light to main entrance
- Replacement of failed emergency lights

TOTAL NET BUDGET COST FOR ABOVE ITEMS: £1,250.00

6.3 Financial Summary

Priority and Costs				
	1	2	3	4
Building	£3,283.00	£63,270.00	£20,013.00	£52,500.00
Mechanical	£7,150.00	£15,700.00	£11,000.00	£5,000.00
Electrical	£1,400.00	£1,825.00	£8,750.00	£6,500.00
Total	£11,833.00	£80,795.00	£39,763.00	£64,000.00



Basement Plan

Block A
Basement

SHIRLEY LIBRARY



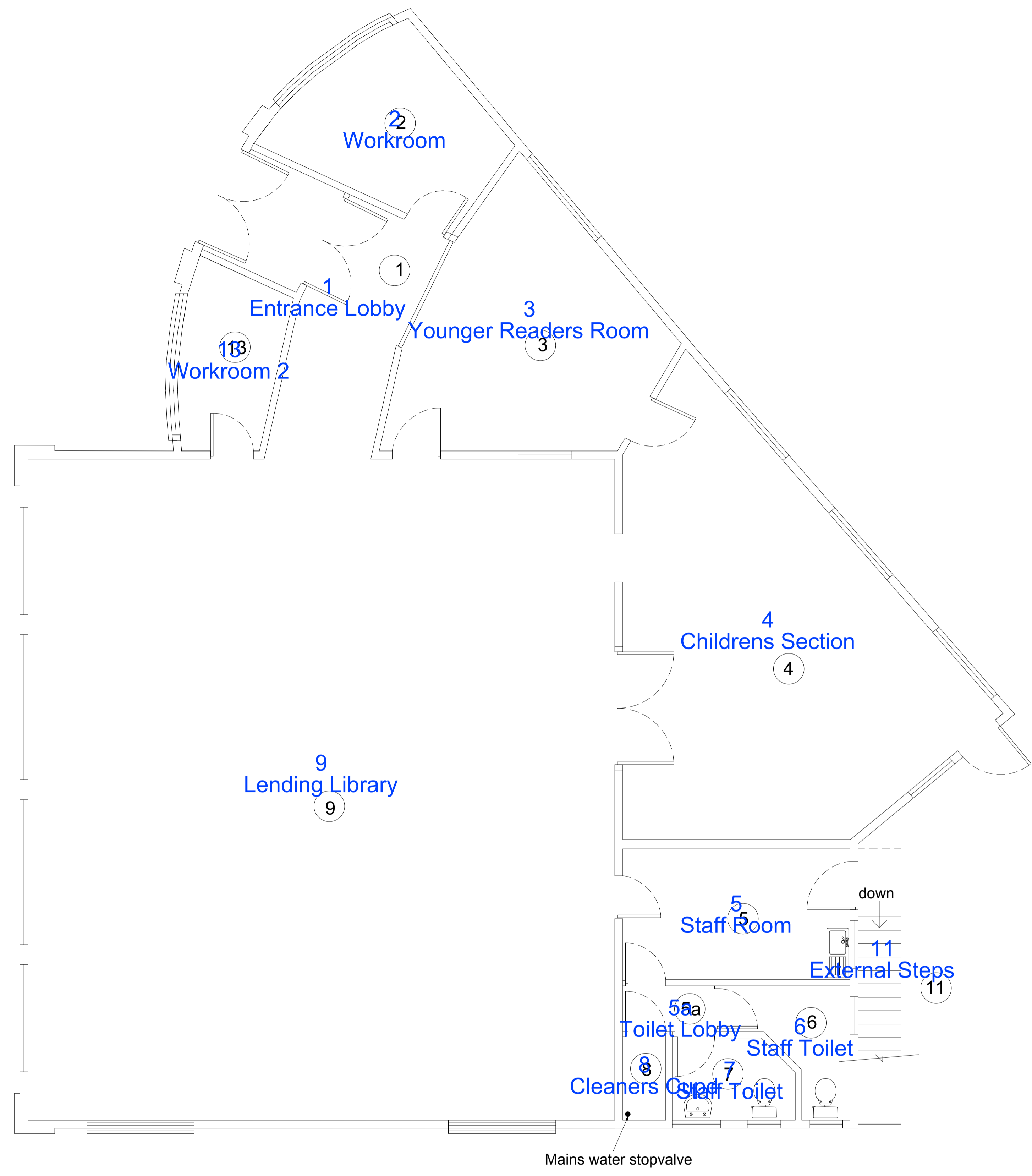
00	Drawing Updated (for AMIS)	CC	ARB	12/10/2012
Rev	Description	Drm	Chk	Date

CROYDON
CAD-CAPTURE

CAD-CAPTURE AssetCapture™ www.assetcapture.net Tel: 01254 504450

Property: Shirley Library
Title: Basement

Area Information	Job: S5382
Total Site Area:	Scale: 1:50@A1 1:100@A3
Gross External Area: 292.4	Date: 12/10/2012
Gross Internal Area: 279.1	Survey: N/A
Total Room Area: 270.9	Drawn: CC
Net Internal Area: 243.0	Checked: ARB
Filename: Shirley Library.dwg	
Drawing No: 414011	



Key Locations:

- 0 Block Structure
- 1 Entrance Lobby
- 2 Workroom
- 3 Younger Readers' Room
- 4 Childrens' Section
- 5 Staff Room
- 5a Toilet Lobby
- 6 Staff Toilet
- 7 Staff Toilet
- 8 Cleaner's Cupd
- 9 Lending Library
- 10 Basement Store
- 11 External Steps
- 12 Sealed Void
- 13 Workroom 2

Shirley Library

414011

Site Area:
 Gross External Area: 292.4
 Gross Internal Area: 279.1
 Total Room Area: 270.9
 Net Internal Area: 243.0

Block A
Ground Floor

Ground Floor Plan



00	Drawing Updated (for AMIS)	CC	ARB	12/10/2012
Rev	Description	Drm	Chk	Date



CAD-CAPTURE AssetCapture™ www.assetcapture.net Tel: 01254 504450

Property: Shirley Library

Title: Ground Floor

Area Information	Job: S5382
Total Site Area:	Scale: 1:50@A1 1:100@A3
Gross External Area: 292.4	Date: 12/10/2012
Gross Internal Area: 279.1	Survey: N/A
Total Room Area: 270.9	Drawn: CC
Net Internal Area: 243.0	Checked: ARB
Filename: Shirley Library.dwg	

Drawing No: 414011

Property: Shirley Library, Wickham Road, Croydon, CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
	EXTERIOR								
1	Pitched roof coverings								
1.1		Decra, or similar, mineral faced metal "tiles".	Old but generally sound. Minor indentation on east slope from foot traffic. Light moss and algae growth in places. Signs of possible water penetration at south east hip.	B	Minor overhaul required.		£2,100.00		
1.2		Fixed glazing in front and rear slopes - wired glass on metal glazing bars with aluminium cappings.	Sound.	A	None.				
1.3		Lead flashings around glazing.	Side flashings overlaid with 'Flashband' temporary repair.	C	Replace 4no. side flashings in Code 4 lead. Check and overhaul horizontal flashings top and bottom.		£1,400.00		
1.4		Copper ventilator at apex of roof.	Sound.	B	None.				

Property: Shirley Library, Wickham Road, Croydon, CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
2	Flat roof coverings								
2.1	Area above Rooms 1, 2, 3 & 13.	Built bitumen felt with mineral finish to cap sheet.	Old and with history of water penetration to perimeters (recent application of proprietary waterproofing solution). Limited life remaining.	C	Replace with elastomeric felt, assumed to include new vapour barrier and insulation. Check and repair or replace decking as required.		£11,900.00		
2.2		Lead flashings to perimeter.	Poor - some loose and split.	C	Replace with new Code 4 lead when felt replaced.		£2,100.00		
2.3	Area above Room 4.	Built up bitumen felt with mineral finish to cap sheet.	Old and showing some deterioration. Local ponding.	B	Replace with elastomeric felt, assumed to include new vapour barrier and insulation. Check and repair or replace decking as required.			£12,600.00	
2.4	Area above Rooms, 5, 6, 7 & 8.	Built up bitumen felt with mineral finish to cap sheet. Appears to have insulation below felt.	More recently replaced and in fair condition.	A	Annual check and leaf clearance etc.				
3	Fascia and soffit to pitched roof								
3.1		Timber fascia boards and asbestos cement (?) soffits with ventilation grilles.	Sound but paintwork in very poor condition.	B	Check soffit boarding for asbestos content.	£210.00			

Property: Shirley Library, Wickham Road, Croydon, CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
3.2					Repaint when exterior redecorated.		Included		
4	Rainwater goods	Black UPVC gutters and downpipes. Some original cast iron rainwater pipes remain on front elevation.	Fair but some gutters need refixing to correct gradients.	B	Overhaul gutters.		£700.00		
5	External walls								
5.1	Original walls	Steel posts supporting steel trusses with timber wall panel infill with fibre board inner lining and outer sheathing finished externally with 20mm thick two coat render on mesh.	Poor - large vertical fractures have re-opened after previous repairs, with corrosion and expansion in the steel framing noticeable on opening up a section of wall. No thermal insulation.	C	Steel posts to be exposed and checked for corrosion, especially at base and junction with floor slab. Plan will need to be developed to include any necessary repairs plus new thermal insulation and detailing/finishes. THIS IS NOT ALLOWED FOR IN THIS REPORT				
5.2	Cavity walls to Room 4	Assumed to be conventional cavity construction, probably two leaves of blockwork. Overall thickness approximately 330mm.	Generally sound but a vertical fracture at the junction with the original building on the east elevation has re-opened after previous repair.	B	Consider forming 'soft' joint at junction (subject to further investigation).		£1,400.00		

Property: Shirley Library, Wickham Road, Croydon, CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
6	Parapets								
6.1	To front flat roof.	Rendered both sides and top. No copings.	Poor - render extensively cracked and off key to inner face. Large area of cracked and loose render above main entrance.	C	Hack off and renew approximately 20m ² of render and make good to remainder prior to redecoration.		£3,500.00		
6.2					Consider fitting Code 4 lead copings to parapets.		£4,200.00		
6.3	To centre flat roof (above Room 4)	Rendered with 400mm wide concrete copings.	Good but pointing between coping stones is cracking.	B	Rake out and reseal joints between copings with suitable mastic.		£420.00		
7	Windows								
7.1		UPVC double-glazed replacement windows to most areas.	Fair but 12no. glazing units are misted up.	B	Replace 12no. failed double-glazing units.		£1,120.00		
7.2		Timber casement windows to Rooms 2, 3 and 13.	Poor - paint peeled back to bare timber and putties loose/missing.	C	Overhaul windows and make good to any decayed timber.		£1,050.00		
8	External doors								
8.1		Pair of timber panelled doors at entrance.	Fair, but paintwork poor - minor decay in framing.	B	Overhaul, repair and redecorate doors.		£1,400.00		

Property: Shirley Library, Wickham Road, Croydon, CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
8.2		Pair of aluminium framed glazed secondary doors at entrance with powered operation.	Good.	A	None.				
8.3		3no. flush, ply-faced fire exit doors.	From Room 9 - sound.	A	None.				
8.4			From Rooms 4 and 5 - repaired and delaminating.	C	Replace both doors but re-use ironmongery.		£1,680.00		
9	External decorations and finishes								
9.1		Masonry paint to render and gloss paint to woodwork and metalwork.	Poor.	C	Redecorate all render, woodwork and metalwork (including access).		£19,600.00		
9.2		Non-slip coating to ramp at entrance.	Badly worn.	C	Apply new non-slip coating.		£1,400.00		
	INTERIOR								
10	Loft Area								

Property: Shirley Library, Wickham Road, Croydon, CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
10.1		Intermediate steel roof trusses with ladder truss to hip returns with structural steel hips and ridge with timber purlins jointed over trusses with cleats, timber rafters, sarking boards and ceiling joists and quilt insulation between ceiling joists.	Nominal 75mm thick thermal insulation.	B	Upgrade insulation.			£2,373.00	
10.2			General rubbish and cardboard to roofspace - fire risk.	D	Remove all rubbish.	£105.00			
10.3		Pitched rooflight with aluminium rails and Georgian glazing with horizontal loose laid Perspex above decorative ceiling.	Perspex and glass to rooflight dirty.	B	Undertake specialist inspection to establish method for safe cleaning; include provisional sum for cleaning.		£2,450.00		
10.4			No guarding around walkways.	D	Install guarding system.	£2,408.00			
10.5		3 no. water tanks.	Redundant.	B	Remove.		£420.00		

Property: Shirley Library, Wickham Road, Croydon, CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
11	Ceilings								
11.1		Obscure and stained glass on metal framing to central area of Library (Room 9).	Fair but with some staining to glass and debris above.	B	Remove debris and clean glass.			£2,100.00	
11.2		Fibreboard panels in Rooms 2, 3, 9 and 13.	Fair - minor blemishes only.	B	None.				
11.3		Suspended ceiling with lay-in mineral fibre tiles in Room 4.	Good.	A	None.				
11.4		Plasterboard ceilings in staff areas.	Fair- small area around light fitting in Room 5 is missing.	B	Make good to ceiling in Room 5 prior to next redecoration.			£140.00	
12	Walls and partitions								
12.1		Fibreboard and plasterboard dry-linings on masonry or timber stud walls/partitions. Hard plaster to cavity walls in Room 4.	Generally fair with only minor blemishes. One panel of plasterboard missing within Room 8 (Cleaner's cupboard).	B	Reinstate missing plasterboard in Room 8 and make good to blemishes prior to next redecoration.			£350.00	
13	Floors								

Property: Shirley Library, Wickham Road, Croydon, CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
13.1		Most areas are suspended timber with softwood boarding overlaid with hardboard and fully adhered carpet.	Sound underfoot and with adequate sub-floor ventilation. Carpets stained and badly worn in places.	B/C	Replace carpets in longer term.				
13.2		Suspended concrete to rooms above basement (5-8) with fully adhered carpet over screed.	Sound underfoot but carpets badly stained and worn.	C	Replace carpets with vinyl flooring.			£2,100.00	
13.3		Entrance matting (coir).	Well worn.	C	Replace with new barrier matting.		£700.00		
14	Internal doors								
14.1		Ply-faced flush doors with vision panels in public areas. Paint finish.	Some general wear but serviceable.	B	Minor adjustments only prior to redecoration.		£200.00		
15	Internal decorations								
15.1		Emulsion paint to ceiling and walls, gloss paint to woodwork.	Generally fair but poor in staff areas (Rooms 5 - 8, 2 and 13).	B/C	Redecorate staff areas.		£4,200.00		
16	Sanitary fittings								

Property: Shirley Library, Wickham Road, Croydon, CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
16.1		Budget quality WCs, basins and kitchen units.	Show wear consistent with age but still serviceable.	B	Normal maintenance only.				
17	Accessibility								
17.1	Ramp at front entrance	Concrete ramp with brick kerbs and Key-Klamp handrails both sides. Length 7.0m, gradient approximately 1:12.5.	Fair but handrails insecure.	C	Re-fix handrails.	£350.00			
17.2			Gradient of ramp is too steep for length.	B	Consider provision of new ramped and stepped access, with gradients and dimensions in accordance with Part M of Building Regulations, to replace existing.				£21,000.00
17.3	Entrance doors	Power operated inner doors (outer doors held open during opening hours).	Satisfactory.	A	None.				
17.4	WC provision	There are no public toilets within the building.			Consider provision of accessible WC off main library area.				£28,000.00
17.5		Staff toilets are unsuitable for disabled persons.							

Property: Shirley Library, Wickham Road, Croydon, CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
17.5	Internal doors	Widths generally adequate in public areas.			None.				
17.6		150mm step at door to staff room.			Consider provision of ramp at entrance to staff room.				£1,400.00
17.7	Fire exits	All three fire exits have steps at thresholds of varying heights.			Consider provision of external landings and ramps at fire exits.				£2,100.00
17.8	Hearing loop at Reception	None.			Consider provision of hearing loop.			£350.00	
18	Basement Plant Room (No access to void on north side)								
18.1	Structure	Shuttered concrete ceiling, walls and floor.	Sound.	A	None				
18.2	Partition to void	Timber cladding to studwork.	Timber damp and soft at lower level.	C	Remove damp timber and replace with fibre-cement or other suitable boarding.		£350.00		
18.3			Possibility of asbestos material behind cladding.		Check for presence of asbestos (Removal not priced).	£210.00			
18.4	Entrance door	Framed and boarded timber door.	Fair but showing minor decay in one jamb.	B	Repair frame prior to repainting.		£280.00		

Property: Shirley Library, Wickham Road, Croydon, CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
19	Grounds and Boundaries								
19.1	Boundary fences	Close boarded fences to east and part west.	Generally fair. (East boundary assumed to be neighbours).						
19.2		Metal railings to part of south boundary.	Vehicle damage to west end.	B	Repair railings prior to repainting.		£700.00		
19.3	Foul drainage	Access chamber to south of WCs with heavy-duty cast iron cover. Salt glazed earthenware pipework.	Sound. No evidence of malfunction.	B	None - normal maintenance only.				
TOTALS:						£3,283.00	£63,270.00	£20,013.00	£52,500.00

Property: Shirley Library, Wickham Road, Shirley, Croydon CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
	MECHANICAL SERVICES								
	Walls	The construction methods used for the external walls have a very poor standard of thermal insulation in comparison with modern standards.	Not compliant with modern standards with regard to thermal insulation.	C	It is recommended that consideration is given to upgrading the standard of thermal insulation in order to reduce the building's energy demand but it is acknowledged that this is likely to be prohibitively expensive and disruptive. The cost of this work should be in the Building Budget and not Mechanical Services.				
	Windows	The windows to the two Workrooms adjacent to the main entrance appear to be the original timber framed, single glazed windows.	Not compliant with modern standards with regard to thermal insulation.	C	It is recommended that that they be replaced with their modern double glazed equivalents in order to improve the standard of thermal insulation and weather tightness. The cost of this work should be in the Building Budget and not Mechanical Services.				

Property: Shirley Library, Wickham Road, Shirley, Croydon CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
		The windows in the remainder of the building are comparatively modern double glazed units with integral trickle vents. They also incorporate some manually openable panels to provide increased natural ventilation when needed.	Compliant with modern standards with regard to thermal insulation.		None.				
	External Doors	The outer external public entrance doors are of traditional timber construction and are made from relatively thick solid wood which gives a reasonable standard of thermal insulation.	As they are held open while the Library is open to the Public their thermal or airtightness properties are not relevant.		None.				
		The inner public entrance doors are of a metal framed, single glazed, automatically opening design which ensures that the doors are closed when not in use, thereby reducing the infiltration of outside air.	Given their age, these doors are reasonably well sealed around the frames when closed. On the day of the survey the auto-opening and closing system was not in operation.	A	None.				

Property: Shirley Library, Wickham Road, Shirley, Croydon CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
	Roof	The main areas of the roof are of a traditional pitched tile construction.	When this building was built in 1937 it is most unlikely that any significant levels of thermal insulation would have been incorporated. Although there is an access hatch to each loft space, safe access could not be gained to determine whether supplementary insulation has been retrofitted.	C	If found to be insufficient then it is recommended that supplementary loft insulation is fitted, as this would effect a significant energy saving. The cost of this work should be in the Building Budget and not Mechanical Services.				
	Gas Service	There is a 50mm gas supply to a G10 gas meter (capacity 16m ³ /hr) in Room 10. The original 32mm gas pipe to the original (but now removed) gas boiler in Room 10 has been isolated. There is now a 28mm copper supply to the replacement boiler in Room 8 above.	There are high and low level louvres in the external door to provide natural ventilation. A satisfactory result was recorded for a Gas Testing and Purging (Non Domestic) Test on 28/01/2020.	B	None.				

Property: Shirley Library, Wickham Road, Shirley, Croydon CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
		The gas supply to the building can be isolated by means of a manual valve in Room 10. A satisfactory result was recorded for a Gas Isolation Test on 16/06/2019.	There is no signage to advise the library staff, visiting maintenance operatives or the fire brigade as to its existence or location of the valve.	C	Provide suitable signage adjacent to the Fire Alarm Panel.	£150.00			
		Emergency solenoid operated emergency gas isolation valve for operation in the event of a fire or a suspected gas leak in Room 10.	None present in Room 10.	C	Install a push-button activated solenoid operated emergency gas isolation valve in Room 10 for operation in the event of a fire or a suspected gas leak.	£2,000.00			
		There is no push-button activated solenoid operated emergency gas isolation valve for operation in the event of a fire or a suspected gas leak in Room 8.	None present in Room 8. A satisfactory result was recorded for a Gas Shut Off Test on 16/06/2019.	C	Install a push-button activated solenoid operated emergency gas isolation valve for operation in the event of a fire or a suspected gas leak.	£2,000.00			
		Interlock with the FDA system to automatically activate the solenoid operated emergency gas isolation valve in the event of a fire.	There is no indication of an interlock with the FDA system to automatically activate a solenoid operated emergency gas isolation valve in the event of a fire.	C	Investigate further and modify system as required.	£3,000.00			

Property: Shirley Library, Wickham Road, Shirley, Croydon CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
	Oil Storage Tanks	The original oil storage tanks appear to have been retained within Room 12.	Not accessible for survey.		Carry out a Risk Assessment to determine whether this is an acceptable risk in terms of fire and/or ACM. The cost of this work should be in the Building Budget and not Mechanical Services.				
	Heating System	The building is heated by means of a room-sealed gas boiler located in Room 8. The twin-flue discharges directly through the adjacent wall.	A satisfactory result was recorded for a Gas Installation Safety Report (Non Domestic) Test on 28/02/2020.	C	Arrange for test as part of normal building maintenance and not as part of capital works programme.				
		Boiler on/off control is by means of a local time 24-hour time switch in Room 8.	Unsuitable, as the heating gets switched on needlessly on Wednesdays and Sundays when the Library is closed.	C	Replace with a 7-day time switch so that the heating does not get switched on needlessly on Wednesdays and Sundays.		£1,000.00		
		There is a wall-mounted thermostat located at high level in Room 9 that is inaccessible, but appears to be a room temperature controller.	Function and operability needs to be confirmed and tested to ensure that it is controlling the heating system appropriately.	C	Function and operability needs to be confirmed and tested to ensure that it is controlling the heating system appropriately. Replace if necessary.		£1,000.00		

Property: Shirley Library, Wickham Road, Shirley, Croydon CR0 8BH						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
		There is a wall-mounted frost stat located in Room 8 set to bring on the boiler and heating system if the room temperature drops below 7°C.	Function and operability needs to be confirmed and tested to ensure that it is controlling the heating system appropriately.	C	Function and operability needs to be confirmed and tested to ensure that it is controlling the heating system appropriately. Replace if necessary.		£1,000.00		
		There is a single pump located below the boiler which circulates water through the LTHW heating circuit.	This appeared to be in a good condition and operating effectively. It should continue to give reliable service and need only be replaced on failure.	C	Replace on failure as a maintenance item.				£5,000.00
		The building is heated by means of LTHW radiators, except for Room 9, which has LL pipe coils.	At the time of survey the external temperature was about 8°C and the heating was maintaining reasonably acceptable temperatures in all areas.	B	Carryout a repeat performance assessment during normal winter design conditions of -4°C.		£500.00		

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Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
		The LTHW system is pressurised by an Aquamaster pressurisation unit and an associated expansion vessel, both located in Room 8.	Due to restricted access (i.e. numerous items stored on the floor) it was not possible under the terms of the appointment to carry out a close inspection of any of the plant in Room 8. A satisfactory result was recorded for a Pressure Vessel Inspection on 16/06/2019.	B	Manufacturer to service unit and report findings.				
		There is also an Adey magnetic filter unit located below the boiler in Room 8.	Due to restricted access (i.e. numerous items stored on the floor) it was not possible under the terms of the appointment to carry out a close inspection of any of the plant in Room 8. A satisfactory result was recorded for a Pressure Vessel Inspection on 16/06/2019.		None.				

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Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
		The occupied rooms within the building are heated by means of LTHW radiators, but Room 9 is heated by pipe coils run below the perimeter bookcases.	The radiators all appeared to be in a reasonable condition for their age. There was some evidence that some valve stems have leaked in the past (Room 5 in particular). There is also surface corrosion (which could also be internal) on the pressed steel panel radiators.	B	Rads needs to be wire brushed and painted to prevent further surface corrosion, plus provision for future radiator replacement.		£1,000.00	£5,000.00	
		Radiators in Children's Rooms 3 & 4.	The radiators in Rooms 3 and 4 are not of the LST type but, as they are positioned below fixed shelving, they are reasonably protected from contact by children.	C	It is recommended that a Risk Assessment is carried out to determine whether additional protection is required. Remedial measures to be taken as deemed necessary. The cost of this work should be in the Building Budget and not Mechanical Services.				
		LTHW pipework.	There were some sections of pipework with surface corrosion not related to system leaks.	B	Pipework to be wire brushed and painted to prevent further surface corrosion.		£200.00		

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						1	2	3	4
		Radiator valves.	All broken or missing covers on valves require replacement (e.g. wheel-head valve in Room 7 and below shelving in Room 4).		Replace missing or broken covers on valves.				
	Natural Ventilation	There is natural ventilation within all of the major rooms in the building provided by the openable windows. There are also some strategically located airbricks.	Reasonable for age.	B	None.				
		Apart from the two workrooms (Rooms 2 and 13) there are trickle vents in all of the replacement window frames.	Reasonable for age.	B	Include trickle vents in frames of any future window replacements.				
	Mechanical Ventilation	There is no mechanical ventilation to any of the rooms within the building.	This is resulting in condensation in the "wet" areas of the building such as the Rooms 5, 6, 7 and 8.	B	Instal mechanical extract fans c/w humidity sensors in Rooms 5, 6, 7 and 8.		£8,000.00		
	Mains Water Supply	The incoming mains water supply enters the building through the floor in Room 8.	Due to obstruction, close inspection could not be made.	A	None.				

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			The water consumption within the building is low and therefore the mains water supply should be adequate.	A	None.				
	Cold Water Service	Although the building would most probably have had a cold water storage tank in the loft space above Room 9, the indications are that this has been isolated and all cold water outlets in Rooms 5, 6, 7 and 8 are now fed direct from the mains water supply.	Safe access to the loft space above Room 9 was not gained to confirm this, but it is recommended that this is done as part of a formal Legionella Survey.	C	To be inspected as part of Legionella Risk Assessment under the Building Maintenance Budget.				
	Domestic Hot Water Service	Domestic hot water is supplied to all areas of the Building from a wall-mounted electric water heater (P.O.U. 01) located in Room 8.	Reasonable for age.	B	Programme for replacement within next 5 years.			£6,000.00	

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						1	2	3	4
		The water on/off control is by means of a local time 24-hour time switch.	Unsuitable, as the heater gets switched on needlessly on Wednesdays and Sundays when the Library is closed.	C	Replace with a 7-day time switch so that the heater does not get switched on needlessly on Wednesdays and Sundays.		£1,000.00		
		Distribution pipework from this unit is run at low level through the wet area (i.e. Rooms 5, 6, 7 and 8) to serve the sinks and whb's therein.	Some sections of pipework with surface corrosion not related to system leaks.	B	Pipework to be wire brushed and painted to prevent further surface corrosion. After this work is completed it is recommended that the pipework is thermally insulated for frost and legionella protection.		£2,000.00		
		Hot taps are marked "Warning Scald Risk"	Good.	A	None.				
		Legionella Risk Assessment.	No recent documentation found.		Instigate a formal Legionella Risk Assessment by a Specialist as part of Building Maintenance Budget.				

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	Above-Ground Foul Drainage	The age of the building is such that all of the waste pipes from the sinks and whb's exit through the external wall to discharge in open gullies.	Functional.	B	None.				
		The wc's have s-traps that connect directly into stub-stacks the run below ground to the nearest adjacent foul manhole.	Functional.	B	None.				
MECHANICAL SERVICES SUB-TOTAL						£7,150.00	£15,700.00	£11,000.00	£5,000.00

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						1	2	3	4
ELECTRICAL SERVICES									
1	General Fixed Wiring Electrical Installation	Single phase and statutory authority metered main supply to electrical intake room on basement floor. Main supply switch feeds the following distribution boards/supplies; DB01 (1990's) local lighting and power. DB02 (2010) fire alarm supply and outgoing mineral insulated sub-main cable to remote Library DB 03 (2004). Final circuits are a mixture of twin and earth and single core type cables. Installation has an electrical installation certificate dated 27.01.16.	Electrical installation certificate requires renewal on 01/21. Report identifies various improvement items to installation, which have not been completed. Final circuits within library assumed to be rewired in 2004. CIBSE life expectancy for electrical installation is 30 years.	B	Complete building electrical test and inspection.		£1,200.00		
				B	DB01 although, approaching life expired, recent test and inspection didn't highlight any significant failures. Cost for renewal as identified.				£2,200.00
				B	Updated DB schedules and cable identification.			£100.00	
2	Small Power Installation	Installation consists of double switched sockets outlets and fused connection units to fixed appliances/equipment.	There is a mixture of new and older accessories. CIBSE life expectancy for small power installation is 20 years.	B	Recent test and inspection didn't highlight any significant failures. Cost for renewal of electrical accessories as identified.				£1,800.00

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				C	Control wiring beneath boiler to be tidied up and cabling securely fixed.		£75.00		
				B	Introduction of RCBO (residual current breaker with over-current) to relevant circuits. This is an added safety feature due to the public nature of building and compliance with current regulations.		£500.00		
				B	Removal of redundant electrical installation within basement intake room.			£50.00	
3	Lighting Installation	Installation consists of surface and conduit suspended linear fluorescent luminaires to library and staff areas. WC and external areas are illuminated with circular fluorescent bulkheads. Lighting is typically on/off controlled switch banks. Installation dated circa 2000.	CIBSE life expectancy for lighting installation circa 15-20 years.	B	Lighting approaching life expired. Cost for renewal to LED equivalent including PIR control to improve energy efficiency.			£2,100.00	
				B	Light switch within basement is life expired, replace.		£50.00		

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4	Emergency Lighting Installation	Installation consists of standalone emergency bulkheads and conventional luminaires with integral emergency facilities. Fittings are tested via local key test switches. Installation dated circa 2004.	Recent inspection dated 21.08.19, identified failure of certain fittings under full discharge test and assumes statutory lux levels are achieved. CIBSE life expectancy for emergency lighting installation is 20 years.	B	Luminaires approaching life expired. Cost for renewal to LED equivalent			Inc Above.	
				C	Allowance for new luminaires as required, assumes these works haven't been completed.	£750.00			
				C	No emergency lighting coverage outside the 2no. rear escape doors.	£500.00			
5	Fire alarm and detection system	Installation consists of conventional fire alarm system, with sounders, beacons, automatic detection devices and manual breakglass call points. The system is hard wired in a soft skin FP200 red sheathed type cable.	Fire alarm panel has been changed in the last 10 years. Remaining system has been installed circa 2000. CIBSE life expectancy for a fire alarm and detection installation is 20 years.	B	Installation life expired in circa 2025. Cost for replacement.			£3,500.00	

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				C	Electric operated entrance door. No sign of fire alarm interface or manual override in event of power failure.	£150.00			
6	IT and Communication Systems	Installation consists of structured cable to data outlets within the space. Patch cabinets located within the storeroom.	Installation has been installed to suit the Clients requirements. Cables noted to be mainly clipped direct to walls and ceilings. CIBSE life expectancy for a IT installation is 20 years.	B	Consider system upgrade and replacement.				£2,500.00
7	Intruder Alarm Systems	Installation consists of central processor, PIR movement sensors, door contacts and system keypad.	Installation was originally installed in 1996, with a new replacement power supply unit installed. System is currently maintained by Chubb. CIBSE life expectancy for a intruder alarm installation is 10 years.	B	Installation life expired. Replacement cost.			£3,000.00	
8	Lightning Protection	No system installed.							
	ELECTRICAL SERVICES SUB-TOTAL					£1,400.00	£1,825.00	£8,750.00	£6,500.00