

# CONDITION REPORT & PLANNED COSTS

The Bargroves,  
Cromwell Road, St Neots PE19 2EY  
Prepared for  
Cambridgeshire County Council

November 2018




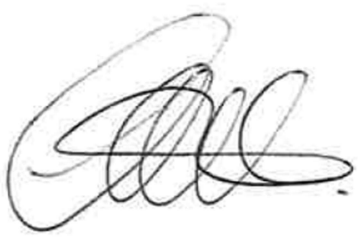
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Cambridgeshire County Council



A condition survey and five-year budget costing for a single-storey, brick-constructed property in Cambridgeshire accommodating a youth centre and offices.

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## EXECUTIVE SUMMARY

Overall & Red Flag Items	There are no serious red flag items to report and our costing is based upon largely routine/backlog maintenance or programming future repair and redecoration.		
	The hardstanding areas are breaking up and would require resurfacing within the timeframe. Some concrete-paved areas are uneven and require maintenance and improvement.		
	Some remaining timber windows and doors (the majority being PVCu) require short-term redecoration.		
	Items of general maintenance required and some upgrading of fixtures and finishes internally, although largely in good condition.		
	An allowance has been made for redecoration of the internal areas and renewal of flooring, considered likely required within a 3-5 year cycle.		
	Electrical upgrade of the lighting to LED appeared to be occurring at the time of the survey. Unclear on work planned for the fire safety system; would request any information available related to the Fire Risk Strategy of the building.		
RAG Status key	Immediate action / Critical issue / H&S matter.		
	Medium term action, management / housekeeping issue or non-critical issue.		
	No actions required / no issues of concern.		
Condition Assessment	Key Issues / Comments	RAG Status	Estimated Age
Structure & Envelope	The building has a timber truss roof with hip valleys and gable ends. It is likely the building's cavity facing brickwork and internal masonry walls are loadbearing, although the ceiling voids were unavailable to inspect.		Original
	Pitched roof to building appears in good condition with minor cleaning and redecoration of timber tilt-opening roof-lights being required in the timeframe. Several stained ceiling tiles in the East portion suggest possible roof leak, but roof appears sound. See General Photos (s. 5, no. 1).		Original
	Minor works to elevations including replacement concrete cill, redecoration of isolated timber windows and doors and general cleaning only.		10yrs main windows, remainder original
Internal Finishes	Minor redecoration will be required longer term and replacement floor coverings. See General Photos (s. 5, nos. 6-10).		2yrs
External Areas	Macadam/gravel hardstandings to South of building breaking up and disrepair and will require re-laying or patch repair during the timeframe. New concrete drainage channel required in the short term. See General Photos (s. 5, nos. 2 & 3).		Original
Mechanical Installations	Gas-fired boiler cylinder appears renewed within last few years (no certificate shown) and so no works will be anticipated.		Under 2yrs
	Radiator controls appear in good order. Unclear whether zonal thermostat exists but building in constant use and is small in size so likely a limited benefit.		30 yr

<b>Electrical Installations</b>	Lighting reportedly upgraded recently to include LEDs seen onsite.		Under 1yr
	Hot water heaters provided to wash-hand basins appear in good condition, although test certificates not provided.		Under 5yrs
	A repeater fire panel is present. Fire sounders appeared to have been removed and smoke alarms may be minimal and require augmentation. This may have been due to current maintenance works. However, would recommend a Fire Risk Assessment is undertaken if one is not present. We have allowed a provisional sum for the installation of new sounders and hard-wired smoke detection, if this is required.		Unknown age
<b>Meters - Locations and Possible Upgrades</b>	Gas meter within dedicated plant room to East of entrance, with 3no. submeters running to other locations, although not clarified. Domestic sizing and appeared new installation and pipework with insulation lagging.		Under 2yrs
	Assumed electrical meter within dedicated plantroom with large switchgear although could not be identified by site staff.		Unknown age





<b>Energy Conservation Upgrades Feasible</b>	In one location we were able to check the loftspace and it would appear to have been insulated, at least in this area.  It is unclear whether there is cavity wall insulation, which may be feasible to upgrade and improve thermal performance. Further investigation would be required, so we have not included a cost.					
<b>Equality Act Comments</b>	Accessible WC appeared to have modern fittings (e.g. paddle flush and easy-turn taps) and considered adequately-sized.  All access and egress points have level thresholds and automated doors and were in good order.  Entrance and hardstandings have uneven pavings in isolated areas, which should be re-levelled at minor cost.					
<b>Deleterious Materials</b>	No dangerous materials noted. Asbestos reportedly in low volume via three samples in a section described as "roof cloaking strip" in the report by Frontline Data, for immediate action. The authors of the report should clarify the action required, but the risks are identified as low. We have allowed a provisional sum in our costs for this work.					
<b>Statutory &amp; Legal Issues</b>	No statutory documentation/legal docs provided or reviewed.					<b>N/A</b>
<b>Further Investigations</b>	If a Fire Risk Assessment is available, this should be consulted in regards to the fire strategy for the premises, as smoke alarms and sounders appeared lacking.					
<b>Costs Summary - See Budget Costing, s. 4</b>						
Summary Cost by Priority	Immediate Works Required Within Year 1	2019/20	2020/21	2021/22	2022/23	2023/24
A: Hazardous	£17,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
B: Poor	£2,250.00	£2,500.00	£10,000.00	£500.00	£10,000.00	£0.00
C: Fair	£2,000.00	£0.00	£2,000.00	£0.00	£7,000.00	£70,500.00
D: Optional	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL:	£21,250.00	£2,500.00	£12,000.00	£500.00	£17,000.00	£70,500.00
<b>GRAND TOTAL</b>	<b>£123,750.00</b>					

## CONSTRAINTS, LIMITATIONS AND RESTRICTIONS

<b>Limitations to Extent of Survey</b>	<p>This high level report is not to be relied upon to make a purchase decision or enter into a legal commitment to purchase and we will accept no responsibility for such should you choose to proceed without a full detailed building survey report.</p> <p>The Mechanical &amp; Electrical installations have been inspected from a building surveying perspective only. The survey is limited to a high level visual inspection of the overall age and condition of the installations only.</p>		
<b>Limitations as per the CCC Brief</b>	<p>The stock condition survey will comprise a visual assessment of the condition of all exposed and accessible parts to identify significant defects and items of disrepair. This assessment shall be undertaken without causing disturbance to the building or site.</p> <p>The exterior of the Site buildings will be surveyed from ground level or, where access permits, balconies and roofs. Such inspections shall be assisted by the use of binoculars and/or suitable access equipment (ladders with risk assessment etc.) where appropriate.</p> <p>The inspection of the Site building interior may be limited by the presence of fitted floor coverings, furniture, displays and stock, etc., where possible, the Contractor shall only lift corners or edges of fitted floor coverings where considered necessary but heavy fittings will not be moved and the contents of fitted cupboards, display fittings, etc. shall not be emptied.</p> <p>Any parts of the Site building structure which are covered or inaccessible such as foundations and built in steelwork and timber-work are excluded for the stock condition survey but if there is reason to believe further investigation is required the CCC Property FM Project Manager shall be informed.</p>		
<b>Areas Unavailable for Inspection</b>	<ol style="list-style-type: none"> <li>1. Roofs entirely inaccessible except from ground level and from 1no. loft hatch.</li> <li>2. West wing now occupied by school for children with special needs, Samuel Pepys School. Grounds secured and inaccessible.</li> <li>3. Some rooms were holding important meetings or were locked and all of these were inaccessible.</li> </ol>		
<b>Documents Inspected</b>	<ol style="list-style-type: none"> <li>1. Asbestos report - marked a "Sampling Survey", incl. samples.</li> <li>2. Floor Plans</li> <li>3. Certain H&amp;S Documents (provided onsite)</li> </ol>	<b>Documents Not Available/ Other Comments</b>	<ol style="list-style-type: none"> <li>1. O&amp;Ms</li> <li>2. Test certificates for services</li> <li>3. Warranties</li> <li>4. Legal plans showing ownership</li> <li>5. Leases (if applicable)</li> <li>6. Fire Risk Assessment</li> </ol>

## INTRODUCTION

<b>Date of Inspection:</b>	14th November 2018
<b>Purpose of Survey:</b>	A high-level stock condition survey to include 5-year high-level budget costings.
<b>Inspected By:</b>	Kevin Freeman
<b>Tenure:</b>	Unknown
<b>Property Photos:</b>	 
<b>Property Address:</b>	The Bargroves Resource Centre, Cromwell Road, St Neots PE19 2EY
<b>Property Area (m<sup>2</sup>):</b>	c. 1,300
<b>Front Facing:</b>	South
<b>Use:</b>	Council Office functions including hotdesking and IT. Interviews for social services e.g. foster care.
<b>Operational Times and User Groups:</b>	Monday to Thursday 9am to 5pm; Friday 9am to 4.30pm; Saturday and Sunday closed
<b>Listed Status:</b>	Not Listed or in a Conservation Area
<b>No. of Storeys:</b>	1
<b>Approximate Age:</b>	c. 1980s
<b>Location Description:</b>	Industrial estate road, with special needs school adjacent and local residential properties, 0.6 miles from St Neots Rail Station.
<b>Site and Property:</b>	<p>Single-storey building with timber truss pitched roofs weathered in concrete tiles and face brickwork elevations.</p> <p>Has a combination of macadam/gravel hard-standing parking and concrete-paved areas and some soft landscaping.</p>
<b>Structure &amp; Fabric</b>	<p>Structure largely inaccessible to view but likely to be of loadbearing masonry.</p> <p>Pitched roof has several levels and hip valley gutters, and is weathered in convex concrete tiles. The loftspace, where available in one area to inspect, showed sarking felt, timber trusses and mineral wool insulation laid horizontally. uPVC rainwater goods, treated timber fascias and painted timber board soffits.</p> <p>External walls to the building are of cavity-constructed fair-faced brickwork. It is unclear whether insulation is present in the cavity. Double-glazed uPVC windows throughout almost the entire building and are likely under 10 years old, we estimate. Several windows in to East elevation have timber subframes and are factory-coated metal sliding sash windows.</p> <p>Internally a variety of ceilings, with exposed grid MF ceilings in the majority of office areas, or with painted textured finish largely in corridors and circulation areas. Painted plaster or plasterboard walls, painted timberwork and veneered solid timber doors. Solid concrete floors with a combination of carpet or vinyl finishes. Vitreous china sanitaryware and lightweight partitions, likely under 5 years of age.</p>



**Building Engineering  
Services**

Space heating is principally via 3no. gas-fuelled boilers likely installed within last 2 years, providing heat to metal panel radiators within guards and having TRV controls. Metal panel radiators largely renewed in last 5 years. No zonal controls noted, although unlikely required given the size and use of the property.

Hot water to building has central electrical storage cylinder, supplemented with local instantaneous electrical water heaters.

Principal areas are lit with recessed modular lights within the exposed grid ceiling or with individual Perspex dome light fittings. Reportedly, these have been recently upgraded on a rolling basis to LED fittings, to include integrated emergency lighting.

Power sockets provided by means of uPVC perimeter trunking.

## 4. BUDGET COSTING FOR REPAIR &amp; MAINTENANCE

PROPERTY: The Bargroves, St Neots

## PRIORITY CODE

A: Hazardous

B: Poor

C: Fair

D: Optional

In hazardous condition. Works needed to comply with Health &amp; Safety or other statutory obligations.

In poor condition or reaching the end of its useful life. Comprehensive repair or replacement needed.

In fair or serviceable condition with evidence of wear and deterioration. Repair or partial replacement needed.

Optional works where upgrades suggested and costs provided as a guide

Item Number	Element/ Location	Description	Condition/ Recommendation	Priority Code	Immediate Works Required Within Year 1	2019/20	2020/21	2021/22	2022/23	2023/24	Comments, Sustainability and Recommended Improvements
<b>1.00</b>	<b>Building Structure &amp; Fabric</b>										
1.01	Pitched roof	Concrete tiled truss roof with timber rooflights	Clean roof of moss and lichens and prepare and redecoration of roof lights in the medium term.	C					£5,000.00		
1.02	Pitched roof	Mineral fibre suspended ceiling in East wing is stained	Investigate whether leak has occurred. Allowance of a <b>Provisional Sum</b> to repair roof if required.	B	£1,500.00						
1.03	Timber window subframes/ East elevation	Sliding sash factory coated metal windows with painted timber sub-frames and spandrels.	External timber will require redecoration on a cyclical basis to maintain. Prepare and redecorate timber elements described. Includes access.	C			£1,500.00				
1.04	Doors to elevations	Treated or painted timber doors within timber frames.	Prepare and redecorate timber elements described.	B			£10,000.00				
1.05	Brick elevations with concrete cills	Cavity constructed fair-faced brickwork and reinforced concrete window cills	In good condition with light soiling and 1no cracked cill. Allow to replace cill in short-term, followed by regular cleaning of elevations on cyclical basis.	B	£750.00			£500.00			
1.06	Rainwater goods	uPVC square eaves gutters and downpipes	Clearance and realignment of RW goods on a cyclical basis.	C						£500.00	
1.07	Internal	Painted/treated walls, doors and timberwork.	Allowance for redecoration on assumed 3-5 yr cycle.	C						£40,000.00	

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1.08	Internal	Flooring - various finishes.	Allowance for renewal on assumed 5-10 yr cycle.	C						£30,000.00	
1.09	External	Concrete paving slabs.	Where out-of-level, particularly to the eastern side of the site, allow to level. Jet wash all slabs on a cyclical basis.	C	£2,000.00		£500.00		£500.00		
1.10	External	Macadam/gravel carparks	Surface breaking up in places. Allowance to re-surface patches in medium term.	B					£10,000.00		
1.11	External	Concrete dish drainage channel in carpark	Channel broken up and deflected and has filled with detritus. Requires renewal.	B		£2,500.00					
			Sub-total		£4,250.00	£2,500.00	£12,000.00	£500.00	£15,500.00	£70,500.00	£105,250.00

4. BUDGET COSTING FOR REPAIR & MAINTENANCE				PRIORITY CODE A: Hazardous In hazardous condition. Works needed to comply with Health & Safety or other statutory obligations. B: Poor In poor condition or reaching the end of its useful life. Comprehensive repair or replacement needed. C: Fair In fair or serviceable condition with evidence of wear and deterioration. Repair or partial replacement needed. D: Optional Optional works where upgrades suggested and costs provided as a guide							
PROPERTY: The Bargroves, St Neots											
Item Number	Element/ Location	Description	Condition/ Recommendation	Priority Code	Immediate Works Required Within Year 1	2019/20	2020/21	2021/22	2022/23	2023/24	Comments, Sustainability and Recommended Improvements
<b>2.00</b>	<b>M&amp;E Services</b>										
2.01	Internal generally	Smoke detectors and sounders	Unclear on the adequacy of the system or if current works ongoing. <b>Provisional sum</b> to introduce new sounders and smoke alarms if necessary.	A	£15,000.00						Assuming no detection in place, which is unlikely but no evidence to the contrary.
2.02	General	Fire Risk Assessment	Unclear whether Fire Risk Assessment in place. <b>Provisional sum</b> to undertake assessment if required.	A	£2,000.00						Assuming no FRA in place, which is unlikely but no evidence to the contrary.
2.03	General - electrical systems	Electrical testing assumed required within period.	Allow for periodic electrical testing if required. No allowance for unknown repairs.	C					£1,500.00		
			<i>Sub-total</i>		£17,000.00	£0.00	£0.00	£0.00	£1,500.00	£0.00	£18,500.00
			<i>Building Structure &amp; Fabric</i>		£4,250.00	£2,500.00	£12,000.00	£500.00	£15,500.00	£70,500.00	
			<i>Building Services Installations</i>		£17,000.00	£0.00	£0.00	£0.00	£1,500.00	£0.00	

## 4. BUDGET COSTING FOR REPAIR &amp; MAINTENANCE

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Item Number	Element/ Location	Description	Condition/ Recommendation	Priority Code	Immediate Works Required Within Year 1	2019/20	2020/21	2021/22	2022/23	2023/24	Comments, Sustainability and Recommended Improvements
			Summary Cost by Priority	Priority Code							
			A: Hazardous	A	£17,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£17,000.00
			B: Poor	B	£2,250.00	£2,500.00	£10,000.00	£500.00	£10,000.00	£0.00	£25,250.00
			C: Fair	C	£2,000.00	£0.00	£2,000.00	£0.00	£7,000.00	£70,500.00	£81,500.00
			D: Optional	D	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			<b>TOTAL:</b>		<b>£21,250.00</b>	<b>£2,500.00</b>	<b>£12,000.00</b>	<b>£500.00</b>	<b>£17,000.00</b>	<b>£70,500.00</b>	<b>£123,750.00</b>

All costs exclusive of VAT and are rounded up to the nearest £1,000, excluding service charge liability items Please note the exclusions which apply to the budget costs stated

## Views of Elevations and External Grounds



1. View of roof



2. Broken dish channel, carpark



3. Breaking up hardstanding



4. Elevation (east) with timber windows and doors and uneven concrete slabs



5. Rear hardstanding



## Views of Internal Finishes and Fittings



6. New oil-fired boilers, east end



7. Accessible WC with modern fittings



8. Main hall



9. View of corridor and radiator



10. Kitchen



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