

PRIVATE & CONFIDENTIAL

REF:

BUILDING SURVEY

ON

OFFICE

SAMPLE 3

FOR

CLIENT 3

Inspected: Date

Weather: Dry with sunny intervals

EXECUTIVE SUMMARY

The property is a two-storey office building constructed in the 1980s with a reinforced concrete frame and floors, cavity brick and block infill panels and single glazed aluminium windows. There is a felt covered flat roof above the first floor.

No significant structural defects were found in the building. There has been some normal wear and tear to the surfaces and services, but the damage is not excessive.

The electrical installation, heaters and air-conditioning units will need to be tested, extended and relocated in conjunction with the office fit out.

Subject to obtain planning consent, no particular difficulties are foreseen with extending the building at ground and first floor levels. However, construction of a third floor is more likely to be turned down by the local planning authority, although there is more chance of an application being successful if it is based on a mansard design set back from the parapet walls, rather than a simple vertical extension of the existing building.

The tenants of the first floor are required under the terms the lease to redecorate internally this year. The work has not yet been carried out. At the end of the lease the tenants will be responsible for repair and redecoration of the internal surfaces, fixtures and fittings within the first floor. A schedule of dilapidations should be served on the tenants before the end of the lease. We would be happy to advise further on this aspect.

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1.00 THE PROPERTY

1.01 Tenure

We understand that you are purchasing the Freehold interest in the property. The ground floor would initially be occupied by yourselves and the first floor is let to Tenants, the lease expiring on 12 September 2007. The first floor tenants are responsible for repair and maintenance of the first floor demised premises including the plaster and decorations, but the repair and maintenance of the structure and common parts is a shared responsibility.

1.02 Description

The property is a two-storey self-contained office building.

1.03 Accommodation

Internally the ground floor area is open plan with toilet accommodation on each floor.

Male, female and disabled toilet facilities are provided on the ground floor with male and female toilet facilities being provided on the first floor. Access to the first floor is by stairs at the left hand end of the building. There is an alternative escape route and external stairs at the right hand end of the building.

1.04 Outbuildings and Parking

Parking is available at the front of the site. We suspect that the parking will be congested and recommend that the car parking spaces be allocated between yourselves and the first floor tenants when you take occupation.

1.05 Approximate Age

We estimate that the property was originally constructed in the 1980s.

1.06 Orientation

The front of the property faces north. The trees at the rear of the property provide shading to reduce solar gain.

1.07 Roads and Footpaths

The adjacent road is finished with tarmac and is maintained by the Local Authority

2.00 SCOPE OF INSPECTION

2.01 All directions are given as if facing the property from the adjacent road.

2.02 Externally the property was inspected from ground level to the front, sides and rear.

2.03 Although no long ladders were used, access was available onto the main roof from the fire escape stair.

2.04 The first floor was furnished and occupied at the time of our inspection. The ground floor area was unfurnished and unoccupied.

2.05 Fitted floor coverings are provided throughout and where these were not fixed down small areas were lifted. The interiors of cupboards have been inspected, although the cupboards themselves have not been completely emptied.

2.06 We have not moved heavy furniture, fixed units or appliances. We have not excavated trial holes or opened up any portion of the property by removing plaster, boarding, lining, or panels. We have not inspected woodwork or other parts of the structure that were covered, unexposed or inaccessible. We are therefore unable to report that any such part of the property is free from rot, beetle, fungal growth or other structural or non-structural defects. For the purpose of this report we have assumed that there is no contamination from or within the ground.

2.07 Our report is mainly concerned with matters that significantly affect the condition of the building. We have not prepared a schedule listing defects room by room or specifically mentioned every minor blemish, but have written our report in general terms.

- 2.08 This report is private and confidential and is prepared for your own use. It may be shown to other professional advisers acting on your behalf in connection with the purchase of the property. Its contents may not be disclosed to, nor made use of by, any other third party without our express consent in writing.

3.00 ROOF COVERINGS AND FLASHINGS

- 3.01 The flat roof is covered with felt with a mineralised finish. The felt covering is watertight at present, with no evidence of water leaks below and it has been replaced since the property was originally constructed. The felt is lifting and blistering in a number of places but this is not causing any particular problems and the felt should be waterproof for a number of years yet but will probably need to be renewed within ten years and during that period some general repair and maintenance will be necessary. There are a number of areas where water is pooling causing soil and dirt to collect. There are numerous leaves and twigs on the roof which need to be cleared. The leaves etc are blocking the rainwater outlets and this area needs to be cleared and tidied two or three times a year.
- 3.02 The outlets themselves are cast with plastic leaf guards and are in satisfactory condition. A number of the rainwater outlets are clogged and need to be cleared and jetted through.
- 3.03 To the perimeter of the roof lead flashings are provided and these were in satisfactory condition. The lead flashings are pointed into the parapet walls using mastic.
- 3.04 There are several air conditioning units situated on the roof. These were generally in satisfactory condition but leaves and twigs need to be cleared away from the units.
- 3.05 The parapet walls are constructed of brickwork and incorporate movement joints finished with mastic. No significant defects were observed to the brickwork or pointing.

- 3.06 The parapet walls are finished with a powder coated aluminium coping which is generally in satisfactory condition although there is some general surface damage at the right hand end of the building. The factory coating is peeling from two of the aluminium copings, although this is not a major problem, simply cosmetic deterioration.
- 3.07 The roof of the tank room is covered with felt with a mineralised finish and is in satisfactory condition.
- 3.08 The cavity brickwork walls to the tank room and flashings are also in satisfactory order.
- 3.09 To the left of the services room there are two polycarbonate domed rooflights. One has been renewed and the other is soiled but in usable condition.
- 3.10 The door to the tank room is of timber and requires redecoration as does the cill and frame.
- 3.11 Several of the clips holding the wiring to the parapet wall are damaged and the clips need to be renewed.
- 3.12 The plastic soil and ventilation pipes are fitted with terminals and are in satisfactory condition.

4.00 ROOF SPACES

- 4.01 There are no roof spaces to inspect.
- 4.02 The tank room is constructed with blockwork walls faced externally with brickwork and a mineral felt covered plywood decked timber framed flat roof. There were no obvious defects to this. A timber barrier has been erected around the access hatch although the quality of construction is not particularly good, but it is sufficient to prevent most falls. The debris and unused materials within the room should be cleared.

4.03 The concertina ladder giving access to the roof is in satisfactory order.

5.00 EXTERNAL WALLS

5.01 The external walls are of cavity construction faced externally with brickwork. Movement joints are provided within the brickwork along the lines of the main columns. The building is a framed structure comprising in-situ reinforced concrete beams and columns.

5.02 Above the ground and first floor window and door openings, the concrete has an exposed aggregate finish on the vertical faces and the underside where exposed is natural concrete.

5.03 No significant structural defects were observed to the brickwork or concrete.

5.04 The mastic within the movement joints is still pliable and is unlikely to need to be renewed for five to ten years.

5.05 There is some minor surface damage to the brickwork where holes have been drilled and in order to rectify this, the bricks would need to be replaced although this is not an urgent repair.

5.06 At the left hand side of the building air conditioning units are fixed to the external walls. The brackets are in satisfactory condition. Damage has been caused to the brickwork by the various pipes and cables taken through the walls and ideally these should be sealed.

5.07 Wiring at the left hand end of the building is covered by metal trunking. Unfortunately, this has been damaged by users of the car park and should be replaced and protected.

5.08 At the base of the brick panels there is a concrete floor structure and the edges of this are in satisfactory condition.

- 5.09 On the south side of the building there is a certain amount of algae growth on the walls and although not causing any particular problems should be cleaned off to maintain the appearance of the building.
- 5.10 Minor hairline cracking was observed at the rear right hand corner of the building, the cracking probably being caused by thermal movement. The cracking is old and no further repairs are needed. Two bricks in this corner have been replaced in the past although the new bricks do not match the original.
- 5.11 There are small amounts of graffiti on the external walls around the building and this is likely to be a constant problem requiring general maintenance and cleaning.
- 5.12 The condensate pipes from the air conditioning units should ideally be extended so that they discharge directly over the ground and there is less chance of the condensate wetting the brickwork and causing problems of water penetration.
- 5.13 Adjacent to the front elevation the brickwork contains a number of holes where there have been signs installed. Although some making good has been carried out, the standard of this is not particularly good and it could be improved.

6.00 DAMP PROOF COURSE

- 6.01 There is a damp proof course at the junction of the brickwork and the concrete ground floor. This is generally at an adequate height above ground level and no particular problems are arising.

7.00 WINDOWS

- 7.01 The majority of the windows are single glazed, powder-coated aluminium-framed sliding windows. The glass is tinted to reduce solar gain.
- 7.02 At the rear right hand corner of the block there is a broken pane of glass that needs to be replaced.

- 7.03 The mastic sealant around the windows has become brittle, has split and is pulling away from the metal frames and there are splits at the joints in the cills caused by thermal movement. The mastic has in our opinion reached the end of its life and should be removed and renewed. This is a fairly major operation because of the extent of the mastic. Care will need to be taken not to damage the surface of the windows and the metalwork will need to be properly primed before new mastic is applied.
- 7.04 The surface finish has also deteriorated due to a combination of weathering and mechanical damage and the metal would benefit from refurbishment. There are also numerous cobwebs, dust, leaves and seeds etc and the windows need a thorough clean.
- 7.05 Given the extent of work required to the windows, we would recommend that you budget for replacement within the next five to ten years.
- 7.06 The staircase window to the left of the main entrance is a single glazed fixed pane timber framed window.
- 7.07 The ground and first floor windows in the centre of the left hand elevation are similar. The windows are in reasonable condition but the decorative finish has deteriorated and redecoration is required.
- 7.08 Steel burglar bars have been installed internally around the ground floor and these are in satisfactory condition.
- 7.09 Approximately five panes of glass at the rear of the ground floor have been scratched and the only way to repair this is to renew the glass.

8.00 EXTERNAL DOORS

- 8.01 The first floor fire escape doors are timber flush doors with metal sheeting externally. The doors are in fair condition although there is surface wear and tear and repairs will be needed at the end of the lease.

- 8.02 There is a sheet of Georgian wired glass set in a timber frame above the doors. The beading at the bottom is no longer present and needs to be reinstated. The door frame needs to be redecorated along the top.
- 8.03 The fire escape doors to the ground floor are flush timber doors with a steel sheet fixed externally. The doors are in satisfactory condition.
- 8.04 The main entrance doors into the building are of glass and these are in satisfactory condition.

9.00 EXTERNAL DECORATIONS

- 9.01 The external woodwork should be redecorated within the next twelve months.

10.00 INTERNAL WALLS AND PARTITIONS

- 10.01 The partitions around the toilet areas are of solid, believed to be blockwork construction and plastered both sides. Their overall condition is satisfactory.
- 10.02 Around the disabled toilet and kitchenette area the walls are of timber studwork construction clad with plasterboard and these too are in satisfactory condition.
- 10.03 The interior of the external walls is believed to be of blockwork construction between the concrete columns and no significant defects were found.
- 10.04 There is a duct in the common parts opposite the toilets. This should be sealed to prevent debris falling downwards and to prevent fire spread.
- 10.05 Several demountable partitions have been erected within the first floor offices. These should be removed and any affected surfaces reinstated at the end of the lease.

11.00 FLOORS

11.01 The first floor is of suspended concrete construction comprising insitu reinforced concrete supported on the beams which are in turn supported on the columns. There were no obvious defects to the floor.

11.02 The ground floor is of solid concrete construction with, we believe, a screeded finish although this is concealed by the stuck down floor tiles and vinyl coverings. The floor is generally level and no major defects are suspected.

12.00 DAMPNES

12.01 There is no evidence of any significant dampness within the property.

13.00 WOODBORING BEETLE AND ROT

13.01 With a property of this age and construction woodboring beetle and rot are unlikely to be significant defects, as there is very little timber in the building.

14.00 INTERNAL FINISHES

14.01 Ceilings:

Within the ground and first floor offices suspended ceilings comprising lay-in tiles in an exposed grid are installed. About a quarter of the tiles have been replaced, presumably because of damage by the outgoing tenant, but the new tiles are significantly lighter than the old ones. This gives a rather patchy effect on the ceiling and we would recommend that the ceiling tiles be removed as necessary and relocated so that one section of the building has a ceiling containing new tiles rather than them being randomly installed. A small number of sections of the grid have been damaged, although the damage is generally minor.

A small number of tiles are marked and damaged on the surface. However, we do not feel that these need to be replaced at present.

Within the void above the false ceiling no major defects were found. The cables are reasonably well supported but a number are simply draped across the top of the ceiling. Similarly much of the air conditioning pipework is laid on the ceiling tiles and grid rather than being supported from the suspended concrete first floor.

14.02 Wall Plastering:

The wall surfaces are plastered and painted. There are a number of scars and blemishes to the surfaces that have been painted over and the majority of the walls have been lined prior to painting. However, the preparation of the walls has not been first class, but is generally adequately given the age and use of the building.

15.00 INTERNAL JOINERY

15.01 All the internal joinery has suffered a certain amount of surface damage due to normal day-to-day use.

15.02 Stairs:

The internal stairs are constructed of concrete with a carpeted finish. The stairs are in satisfactory condition as are the handrails.

15.03 Internal Doors:

The internal doors are timber flush doors and where necessary incorporate glazing panels and are fitted with door closers. No particular defects were found although there has been some general surface damage particularly to the edges of the doors.

15.04 Skirtings and Architraves:

The majority of the building is provided with metal skirting trunking. This contains socket outlets and switches for the wall mounted heaters. The skirting trunking is not the most attractive design but is functional. There are a number of loose joints in the trunking and some loose sockets. The sockets are very close to the floor and current regulations would normally require them to be at a higher level on the wall.

15.05 Kitchen Units:

The kitchen units within the ground floor are modern and in satisfactory condition.

16.00 INTERNAL DECORATIONS

16.01 The property has been redecorated internally and is in reasonably clean condition although there are some blemishes to the plastered surfaces.

16.02 Vertical louvre blinds are provided to the windows and these are in generally satisfactory condition.

16.03 The window frames and glass surfaces should be cleaned internally to remove the cobwebs and dust.

17.00 SANITARYWARE

17.01 The sanitary fittings are in satisfactory condition, but would benefit from general cleaning.

18.00 SERVICES

18.01 Specialist tests and reports can be arranged on these if you require them. We have made a visual inspection and comment as follows:

18.02 Internal Wastes:

Where visible the internal wastes are of plastic and are in satisfactory condition.

18.03 Plumbing Installation:

The cupboards adjacent to the toilet were locked and the keys were not available. The plumbing is located in these cupboards. There was however a satisfactory supply of hot and cold water and no significant defects to the plumbing installation are suspected.

The water tank within the roof space is of galvanised steel and is in generally satisfactory condition and is adequately insulated. There is a lead lined trough below.

18.04 Heating and Air Conditioning:

Air conditioning cassettes are set in the false ceiling and the majority of these were working but one or two did not appear to be functioning and the installation should therefore be checked and serviced as necessary. The cassettes can be moved and supplemented as necessary in conjunction with alterations to the office layout.

The electric heaters were switched off.

18.05 Gas Installation:

Mains gas does not appear to be installed.

18.06 Electrical Installation:

The main electrical intake and distribution boards are located in the cupboard at the left hand end of the building. Although there are no obvious defects in this area we would recommend that the installation be tested, particularly if you intend to alter the positions of any sockets or equipment.

The toilet areas are constantly ventilated and this is working satisfactorily.

The electric heaters were not working. We would suggest that prior to taking occupation an electrical test is carried out and any redundant fittings removed.

The low voltage lighting fitted in the suspended ceiling is in satisfactory condition although one bulb has failed.

Category 2 light fittings are provided within the ceiling. These are in reasonable condition but the diffusers have dropped in several places and will need to be refixed or replaced. The lighting levels should be sufficient for most tasks but supplementary lighting might be needed in a number of places.

Some of the light bulbs have failed and will need to be renewed.

A burglar alarm is fitted at the property. This was switched off at the time of our inspection. It should be serviced annually. There is a card swipe and numeral entry

code adjacent to the door. The external door is also fitted with electrically operated locks to provide remote entry control.

18.07 Drainage Installation

The steel inspection chamber covers at the front of the property have been damaged by vehicles in a number of places and could not be lifted. The damaged covers should be replaced. Elsewhere the covers fitted tightly into the drains and could not be lifted. We would recommend that the covers be lifted and the drains cleaned as part of normal maintenance.

The inspection chamber cover to the left hand side of the entrance was lifted. The sump at the bottom of the inspection chamber is full of debris and should be cleared. It is therefore unlikely that any of the other drains have been checked or cleared in the past and we would recommend that this work be carried out.

19.00 FIRE PROTECTION AND MEANS OF ESCAPE

19.01 The fire protection and means of escape provision within the property is satisfactory. A fire alarm is fitted although there are no fire or smoke detectors and the break glass activators are located close to the exit doors.

19.02 The panic latches on the fire escape doors at the right hand end of the property need repair and adjustment.

20.00 DISABLED ACCESS

20.01 Access for disabled people into the building is not a problem. The ramp at the front of the property complies with current Regulations. The intercom on the wall might need to be lowered.

21.00 NOISE SEPARATION

21.01 The noise separation within the property is satisfactory and no noise was heard from the upstairs occupants during our inspection.

22.00 COMMON PARTS AND SERVICES

22.01 The common entrance hall is in satisfactory decorative condition. The floor is tiled and is in satisfactory order.

22.02 The stairs leading to the first floor are of concrete and in satisfactory condition as are the metal balustradings and hardwood handrails. There is some minor surface damage to the skirtings and stair strings.

23.00 FIRST FLOOR OFFICES

23.01 Within the first floor no other particular defects were found. The property has not been decorated since it was let. The carpet tiles are soiled. There is some minor damage to the ceiling tiles and the diffusers have dropped in several places.

23.02 The electric heaters were not working and one of them has fallen off the wall and there will be some general maintenance and dilapidations liabilities at the end of the lease.

24.00 GROUNDS AND BOUNDARIES

24.01 The car park at the left hand end of the building is laid to tarmac. There are a number of worn areas and the car park should ideally be resurfaced within the next two years or so.

24.02 The grounds are maintained to an adequate although not particularly high standard and there is room for some general improvement.

24.03 The fences comprise metal and plastic coated metal wiring set between concrete posts. Barbed wire has been installed along some of the lower fences and we would recommend that you check the use of barbed wire with your legal adviser in case you have a responsibility to trespassers.

24.04 The path at the right hand side of the property is paved and cracked and your legal advisers should confirm if there is a right of way across the land. The pathway has obviously been used by local residents for a long time.

24.05 The local children apparently use the staircase at the right hand end of the building at evenings and weekends and we are told that there has been some vandalism to cars and to the main entrance.

25.00 LEGAL MATTERS

25.01 There is no evidence of any asbestos, high alumina cement or other deleterious materials having been used in the construction of the building. If there any documentation relating to previous reports, for example asbestos surveys, these should be forwarded to us for comment.

25.02 We understand that you would like to construct a new storey on top of the existing building. The original detailed drawings showing reinforcement will be needed. Planning Consent is unlikely to be given for a full third storey, but it might well be possible for a mansard sided extension to be constructed inside the existing parapet walls. The new structure could be lightweight steel and timber with the beams being supported on the main columns below the reinforced concrete roof deck.

25.03 Advice should be given about the barbed wire and right of way. (See paragraphs 24.04 and 24.05)

25.04 A Schedule of Dilapidations will need to be served on the First Floor tenants at the end of their lease to ensure that they have complied with the terms of the lease and leave the property in good condition.

26.00 CONCLUSION

26.01 No major structural defects were located within the property. The standard of maintenance is generally satisfactorily although there are number of outstanding matters that need attention. The main points arising from our inspection are summarised below:

Urgent Repairs

26.02 Repair broken window. (7.02)

Further Investigation

26.03 No specific matters are noted as requiring further investigation, although the electrical installation should be tested. (18.06)

Necessary Repairs

26.04 Repair or replace damaged panic latch. (19.02)

Sundry Maintenance and Repair

26.05 Clear leaves and debris from roof and rainwater outlets. (3.01, 3.02, 3.04)

26.06 Repair and redecorate external woodwork. (3.10, 7.06, 7.07, 8.02, 9.01)

26.07 Minor repairs are required to surface damage on the external walls. (5.05-5.07, 5.13)

26.08 Clean external surfaces. (5.08, 5.11, 7.04)

26.09 Extend and protect condensate pipes. (5.12)

26.10 Repair or replace scratched glass. (7.09)

26.11 The mastic sealant and the finish to the windows are deteriorating. (7.03-7.05)

26.12 Clean internal surfaces of windows. (16.03)

26.13 Replace damaged manhole covers and clean drains. (18.07)

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Typical Construction Terms

