

**COMMERCIAL BUILDING  
SURVEY REPORT**

**THE LIBRARY  
GRANGE ROAD  
BURLEY IN WHARFEDALE  
LS29 7HD**

**PREPARED FOR  
BURLEY PARISH COUNCIL**

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## **1.0 INTRODUCTION**

### **1.1 Instructions**

1.1.1 Further to my fee quotation and terms and conditions dated 27 July 2016 and your instructions dated 1<sup>st</sup> September 2016, we have been asked to carry out a building survey report on the property in The Library, Grange Road, Burley in Wharfedale, LS29 7HD to identify the main defects and repairs apparent at present and any ongoing maintenance issues together with budget costings.

1.1.2 The purpose of the survey was to describe the form of construction of the building, and draw your attention to defects in design and construction which may be found likely to affect the long term serviceability of the building and suggest cause and remedies.

1.1.3 Our inspection was restricted to an examination of immediately visible and accessible areas only. Other limitations of the survey and scope of our appointment are included in Appendix A.

1.1.4 At the time of inspection, the premises had various tenant's fixtures and fittings obscuring elements of the building fabric and finishes. We did not lift fitted carpets, nor disturb any part of the fabric or fittings, which were fixed and would have caused damage and we are therefore unable to report that those parts of the building which were not visible are free from defects.

1.1.5 Tests were not carried out on the mechanical or electrical services, including heating, water and drainage installations.

1.1.6 The Disability Discrimination Act 1995 and 2005 provides legislation to prevent discrimination against disabled people. Where we have made comments throughout the report on disabled access, this should be considered as an overview on the access to the entrance of the property.

1.1.7 Where budget costs have been included in this report, these are based on previous tender results, Spons Architects Builders and Price Book and up to date BCIS cost indices **but do not include for VAT.**

1.1.8 The costs are provided for budget purposes only and no works should be instructed until they have been fully specified and tendered.

### **1.2 Inspection**

1.2.1 Our inspection of the property was undertaken on Thursday, 1<sup>st</sup> September 2016 by Robin Harper BSc (Hons) MRICS. The weather conditions at the time of our survey were dry and sunny.

1.2.2 The photographs included in this report are taken as a record of the appearance of the property as at the date of our inspection. The majority of photographs were taken with a digital camera and resulting images can be increased in size and definition should this be required to provide greater detail.

1.3 Orientation and General Description

- 1.3.1 For the purposes of this report, it has been assumed that the front elevation of the building facing onto Grange Road faces south. All references are made as though facing the front of the property.



Imagery ©2016 Infoterra Ltd & Bluesky, Map data ©2016 Google 20 m

- 1.3.3 The Library building is a large single storey brick and stone clad building with a flat roof which we understand was originally constructed in 1974. The property is located off Grange Road and is provided with a small tarmac car park to the front and side of the property.

1.4 Tenure

- 1.4.1 We understand that Burley in Wharfedale Parish Council are to be 'gifted' the premises from City of Bradford Metropolitan District Council who are the present owners of the property.
- 1.4.2 As such the purpose of the survey is to identify the main defects and repairs apparent at present and any ongoing maintenance and upgrade likely to be encountered over the next five to ten years.

## **2.0 EXECUTIVE SUMMARY**

### **2.1 Building Condition**

2.1.1 The library was constructed in 1974 and although has been adequately maintained by BDMC in the years since has had little upgrades and modernisation carried out in order to ensure the building is compatible with modern usage.

2.1.2 At the time of the inspection the library was generally noted as being dated and worn and much of the internal areas were in need of upgrade and refurbishment.

2.1.3 Some of the works recommended are critical to wind and weather tightness and safe functioning of the building and should be completed in the short term whereas some of the works recommended are aesthetical and improvements which should be carried out as soon as funds are available.

2.1.4 In terms of the short term repairs (**Year 1- 2**) it recommended that the main items of repair that require addressing are the flat roof coverings and copings which are leaking and approaching the end of their economic lifespan.

2.1.5 The failing flat roof coverings should be replaced with a new insulated 'warm deck' roof covering throughout such as a '**Bauder BTRS warm roof system**' which will not only address the several leaks noted but also massively improve the thermal efficiency of the property.

**Anticipated CAP EX budget costs £ 69,000.00**

2.1.6 The main flat roof is supported by a series of steel beams and cladding rails over the main library. Where inspected, the fire protective paint to the structural steelwork had corroded and deteriorated. It is recommended that the defective fire protection would be addressed at the same time as the re-roofing works.

**Anticipated CAP EX budget costs £ 8,000.00**

2.1.7 The original perimeter windows and doors together with the main entrance door are life expired and difficult to operate and it is recommended that these would be replaced in the short term.

2.1.8 It is recommended that these are replaced with powder coated aluminium energy efficient double glazed units and new automated swing doors.

**Anticipated CAP EX budget costs £44,000.00**

2.1.9 Other localised repairs and repointing works which are detailed in the main report were noted to the external walls. Although these works are not critical to the functioning of the building, it is likely that it would be most cost effective to complete these repairs at the same time as the other main external works.

**Anticipated CAP EX budget costs £6,500.00**

2.1.10 Internally the greatest concern at the time of the inspection was the electrical installation and lack of an adequate fire alarm system and emergency lighting.

2.1.11 Although it is not a requirement of The Regulatory Reform (Fire Safety) Order 2005 to have a fully automated fire alarm system in the property, the fact that there is an old life expired system in place could result that the system is relied upon as part of the fire risk assessment of the property resulting in risk to the library workers and users.

2.1.12 The electrical installation (power and lighting) is generally life expired and in need of replacement and it is expected that this work would be completed in the short term to ensure the safety of the building users.

**Anticipated CAP EX budget costs £30,000.00**

2.1.13 The above works would involve substantial interruption to the library and it is unrealistic to imagine that the work could be completed without replastering and plastering and repairs in the main library and subsequent redecorating.

**Anticipated CAP EX budget costs £18,000.00**

2.1.14 With regard to the Disability Discrimination Act, there were a number items noted in and around the building which require attention and upgrade to ensure the ongoing safe usage of the building.

2.1.15 The principle issue at present revolves around wheelchair usage of the building. Although the library is accessible to wheelchair users at the front of the building the secondary means of fire escape to the rear are not.

2.1.16 This presents a significant risk to wheelchair users and should be addressed as soon as possible.

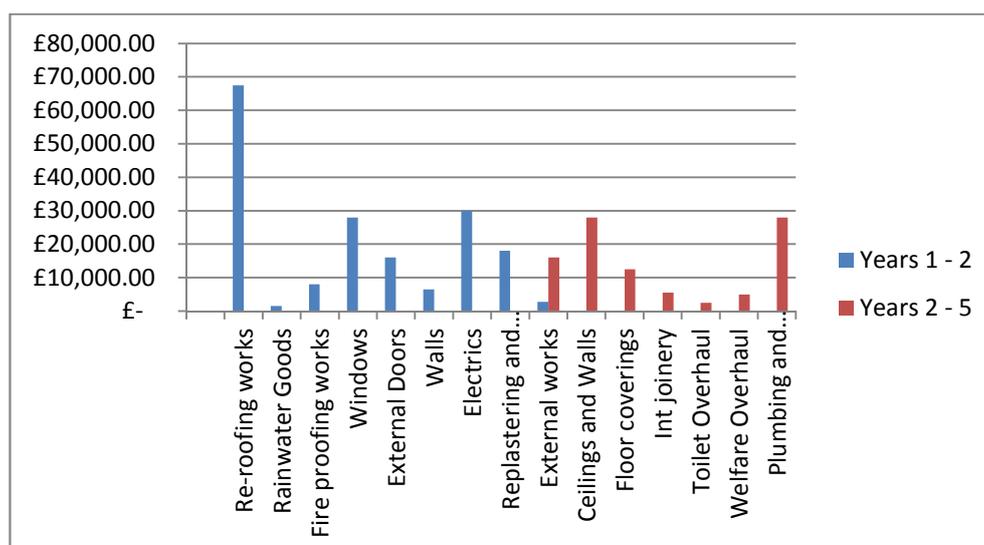
**Anticipated CAP EX budget costs £2,750.00**

**Total anticipated CAP EX budget costs years 1 – 2 £178,250.00**

2.1.17 The remaining recommended items of repair and upgrade should be completed following on from the above critical items within next 2 – 5 years.

The replacement of the suspended ceiling grid and tiles,  
 The replacement of floor coverings,  
 Replacement of heating radiators and pipework,  
 Overhaul of the staff, WC and welfare areas,  
 Full overhaul and re-surfacing of the external areas

**Total anticipated CAP EX budget costs years 2- 5 £97,500.00**



## 2.2 Warranties

2.2.1 Due to the age of the property there will not be any warranties provided for the building.

**3.0 MAIN STRUCTURE – EXTERNAL**

**3.1 Chimneys**

3.1.1 There are no chimneys at the property only a stainless steel flue for the central heating boiler which is provided to the boiler room at the rear of the property.

3.1.2 The stainless steel flue appeared to be in satisfactory condition at the time of the inspection and is provided with a welded asphalt upstand flashing. No repairs are expected within the short to medium term.

**3.2 Roofs**

3.2.1 There are four flat roofs at the property.

3.2.2 The flat roof over the main library area is constructed from profile metal sheets laid over a series of steel lattice beams and cladding rails and overlaid with plywood sheeting laid to falls and finished with built up bituminous roofing felt.



3.2.3 The flat roof is provided with a perimeter brick and stone faced parapet which is completed with a concrete coping.

3.2.4 Although the flat roof covering did not appear to be leaking at the time of the inspection, the felted flat roof covering has been repaired several times in the past as indicated by the internal water staining noted to the suspended ceiling within the library.



3.2.5 Several points of potential water ingress were noted to the perimeter coping detail and in places, the built up felt has blistered and delaminated and the underlying decking was soft and bouncy underfoot in places.

3.2.6 From our inspection of the suspended ceiling void, it appears that the leaks have primarily occurred at the perimeter parapet detail and toward the underside of the integral guttering noted to the west elevation.

3.2.7 It appears that the leaks have penetrated between the bitumen felt and underlying decking which has resulted in a deterioration of the underlying decking and the delamination noted.

3.2.8 In addition to this, damp staining was noted directly to the underside of the large steel lattice beams.



3.2.9 Where inspected, the painted fire protection to the steel beams was heavily corroded in these areas suggesting an ongoing problem for some time.

3.2.10 As noted, the main roof is completed with a parapet wall formed around the perimeter of the roof with a series of concrete copings at high level on a bitumen damp proof course. The pointing to the concrete coping is poor and missing in places and several historic repairs have been completed to the concrete copings to prevent damp penetration.

3.2.11 The overhanging drip to the concrete coping is limited to 50mm and this has been compromised where the copings have been re-pointed



3.2.12 The staining and leaks noted to the main roof appear to be principally related to a poor and failing perimeter coping detail, however as there does not appear to be any insulation provided to the roof deck, it is expected that condensation forming to the underside metal decking and steel lattice beams exacerbates the problem.

3.2.13 Felted flat roofs do have a limited lifespan and it is expected the flat roof covering will continue to deteriorate and leak until the flat roof covering is replaced and the concrete coping detail is reformed to the perimeter parapet.

3.2.14 The felted flat roof covering is expected to be at least 10-15 years old and as such, is considered to be approaching the end of its economic life span and replacement of the flat roof covering should be expected within the next 5 years.

3.2.15 At the time of the recovering, it is strongly recommended that the lack of insulation to the roof is addressed and the new roof covering specification should include adequate insulation to provide a 'warm deck' insulated flat roof.

3.2.16 At the same time of any reroofing works, the perimeter copings should be lifted and adequate mechanically fixed on a suitable damp proof course to prevent the ongoing damp penetration to the parapet walls.

**Anticipated CAP EX budget costs £ 49,000.00**

3.2.17 The flat roof over the staff areas to the rear of the building is constructed out of 'stramit' boarding on timber joists which has been laid to fall and completed with a built up bituminous roofing felt which has been further waterproofed with a proprietary waterproofing paint.



3.2.18 Although not leaking at the time of the inspection, the waterproofing paint had deteriorated in several places and it is expected that the waterproofing bituminous felt is approaching the end of its life.



3.2.19 The flat roof is formed with a perimeter brickwork parapet wall and concrete coping detail similar to that over the main library which appears to present similar problems with evidence of damp penetration noted internally to the suspended ceiling tiles at the junction of the roof over the staff areas and the roof to the main library.

**Anticipated CAP EX budget costs £ 15,000.00**

3.2.20 The flat roofs to the front and rear of the library are of suspended concrete construction covered with asphalt. The asphalt to the flat roof at the front of the property has failed and leaking to the perimeter edges and has been repaired several times in the past at the junction with the roof to the main library.



- 3.2.21 It is recommended that any refurbishment of the library would include the replacement of the failing asphalt roof with a new flat roof covering. The new covering should address the lack of insulation and the new covering should incorporate satisfactory insulation in accordance with current regulations.

**Anticipated CAP EX budget costs £ 3,500.00**

### 3.3 Rainwater Goods

- 3.3.1 The main flat roof over the library is laid to fall to an integral gutter to the west elevation. The gutter drains to two outlets on the western parapet and cast iron guttering and hopper heads.
- 3.3.2 The integral gutter does not appear to drain correctly and was full of debris and materials suggesting standing water at the time of the inspection.



- 3.3.3 Due to the nature of the fall of the gutter, it appears that the downpipe and hopper head to the south west corner takes the majority of the rainwater drainage from the flat roof and the outlet and downpipe is obsolete.
- 3.3.4 It is recommended the replacement of the roof covering includes a rearrangement of the integral gutter to ensure rainwater drains into both of the cast iron downpipes and hopper heads.
- 3.3.5 The rainwater goods to the perimeter of the building are a combination of large diameter cast iron downpipes and hopper heads to the main building and smaller PVC downpipes and hopper heads to the flat roof areas to the front and rear.

- 3.3.6 The downpipes were generally noted as being in satisfactory condition however the timber bobbins to the downpipe fixings require replacing and the cast iron hopper and downpipe to the north west corner of the building requires refixing.

**Anticipated CAP EX budget costs £1500.00**

#### 3.4 External Walls

- 3.4.1 The external walls to the library are principally of cavity brick construction with random coursed sandstone provided to the south and east elevations. The main window and door openings are formed with reinforced concrete lintels and stone cills are provided below the window openings.

- 3.4.2 The reinforcement to three of the lintels to the west facing elevation has corroded and blown and these concrete lintels are defective and require replacing. The stone cills were generally loose and defective and require repointing.



- 3.4.3 Other than the issue with the copings at high level, the lintels and cills, the perimeter walls are structurally in satisfactory condition other than minor areas of localised defective pointing which ideally should be raked out and repointed.

- 3.4.4 Minor historical thermal expansion cracking was noted at midpoint to the brickwork on the west elevation.

- 3.4.5 The vertical hairline cracking which was noted to a number of the bricks and mortar joints is considered to be historic and no sign of any ongoing movement was noted, however the defective bricks should be replaced and the cracked mortar repointed to prevent damp ingress and further deterioration.

- 3.4.6 The mortar joints to the brickwork at high level to the rear flat roof area of staff areas are substantially recessed. The recessed joints should be fully raked out and repointed as part of any refurbishment.

- 3.4.7 The poor drip detail to the concrete copings around the perimeter of the roof has caused substantial staining to the brickwork directly below. This will require cleaning down and it is recommended that this is completed at the same time as the parapet and roof coverings are overhauled and replaced.

- 3.4.8 Evidence of minor vandalism and graffiti was noted to the west facing elevation which requires cleaning down to prevent or encourage further graffiti and damage.

**Anticipated CAP EX budget costs £6,500.00**

3.5 External Openings

3.5.1 The windows to the library are steel framed casement windows which have, in most areas, been retro fitted with double glazing.

3.5.2 All of the windows appear to be painted up and generally inoperable and a large number of the double glazed units have misted up and failed.



3.5.3 As a number of the double glazed units have failed, it is an indication that the replacement glazing has generally reached the end of their economic lifespan and further failure should be expected in the coming years.

3.5.4 The retro double glazed units are limited and not considered to be thermally efficient and it is recommended that the windows to the library would be replaced as part of any refurbishment.

**Anticipated CAP EX budget costs £28,000.00**

3.5.5 The main entrance to the library is aluminium framed fully single glazed double door and side screen.

3.5.6 The doors are substantially dated, thermally inefficient and in poor condition. The gasket sealant around several of the glazed units is missing and loose and the pointing around the original timber frame requires raking out and re-pointing.

3.5.7 The doors are not automatically operated which is restrictive for disabled and wheelchair users and it is recommended that the dated door opening and side screen should be replaced with a fully automated opening as part of any refurbishment of the property.

3.5.8 The door to the car park area from the staff quarters at the rear of the property is a half single glazed Georgian wired timber panel door. The door is in poor condition and is rotted at low level and around the Georgian wired glazing and requires replacement.

3.5.9 The other door to the main fire escape route at the rear of the property is a flush panel timber door. The flush panel timber door is difficult to operate and ideally would be fully overhauled or replaced at the time of any refurbishment.

3.5.10 The boiler room door at the rear of the property is a painted steel door which is substantially corroded and defective and requires replacement.

- 3.5.11 The door to the bowling green toilet at the rear of the property is a dated timber panel door. The lock is defective and there are holes noted to the door at low level. It is recommended that this would be replaced as part of the any refurbishment.

**Anticipated CAP EX budget costs £16,000.00**

3.6 External Areas and Drainage

- 3.6.1 The library is provided with a tarmacadam car parking area to the west elevation with two designated disabled parking places. The finish to the tarmac car parking areas is generally uneven and in poor condition with raised inspection chamber covers noted.



- 3.6.2 Substantial vegetation growth and moss was noted to the paths and walkways around the perimeter around the perimeter of the building together with 2 lime trees and a maple tree which are growing in close proximity to the north west corner of the building.



- 3.6.3 It is recommended that the trees growing to this corner of the building are removed by a professional arborist and the banking to the rear is retained with an adequate retaining wall.
- 3.6.4 The car parking areas and gravelled paths around the perimeter of the library which were noted as being in poor condition should be recovered with new tarmacadam.
- 3.6.5 To the front entrance, there is a sloping ramp to provide disabled access into the main entrance.
- 3.6.6 Although the gradient of the ramp appears to be acceptable and adequate handrails are provided, the concrete pavings are loose and uneven and require relaying and repointing.
- 3.6.7 As noted, the roof drains into several downpipes noted around the perimeter of the building. The grates to the access gulleys are broken and defective in places and require cleaning out, replacing and reforming.

3.6.8 I was unable to lift the several inspection chamber covers noted within the car park and around the perimeter of the building due to the covers being corroded and fixed down.

3.6.9 Although the toilets appeared to be adequately flushing and draining at the time of the inspection, it is recommended that any refurbishment of the library would include a CCTV inspection of the drains and any necessary repairs carried out as a result.

**Anticipated CAP EX budget costs £18,750.00**

#### **4.0 MAIN STRUCTURE – INTERNAL**

##### **4.1 Roof Spaces**

4.1.1 Within the main library area the suspended ceiling has been formed below the profile metal sheet decking with approximately 1m provided between the decking and the suspended ceiling.

4.1.2 The inspection of the ceiling void revealed that the fire protective paint to the main lattice beam structure and the cladding rails was in poor condition, corroded and missing to most of the structure and there is a complete lack of insulation to the suspended ceiling void.

4.1.3 As noted, it is expected that the damp staining which has been noted in several locations around the perimeter edge of the roof is as a result of ongoing damp penetration problems to the perimeter coping of the flat roof together with blockages and leaks to the integral profile metal sheet gutter.

4.1.4 Although the leaks appear to be historic at the time of the inspection, it is expected that this will be an ongoing problem until the roof covering is fully replaced with a new flat roof covering.

4.1.5 It also appears that condensation build up is a problem within the ceiling void which has little or no insulation provided.

4.1.6 As part of any upgrade to the roof covering, it is recommended that adequate roof insulation is provided between the suspended ceiling and the galvanised deck or alternatively, a new warm flat roof construction is provided when the library roof is recovered.

4.1.7 In addition to this work, it is strongly recommended the structural steelwork is adequately prepared and redecorated with an approved intumescent paint to provide sufficient fire protection.

**Anticipated CAP EX budget costs £8,000.00**

4.1.8 The flat roof area over the staff areas at the rear of the property is constructed out of 'stramit' boarding laid on timber joists which has been overlaid with bituminous roofing felt.

4.1.9 Evidence of several historical leaks were noted around the perimeter edge of the flat roof and although the leaks appear to be historical, further leaks are expected until the flat roof covering and 'stramit' board is replaced with a new flat roof covering and decking.

4.1.10 The asphalt roof over the concrete decking to the boiler room appears to be in satisfactory condition at the time of the inspection and no repairs are required at present.

4.1.11 The asphalt roof provided over the main entrance is in poor condition around the perimeter edge and requires replacing.

4.1.12 No access was available to the ceiling void and it appears the ceiling tiles have been formed directly to the underside of the concrete slab.

4.1.13 It is expected that the flat roof is not insulated and recommended that adequate insulation should be carried out a part of any upgrade and refurbishment of the flat roof.

#### 4.2 Ceilings and Walls

4.2.1 The ceilings throughout the library and staff areas are a series of suspended ceiling grids with fluorescent light fittings surfaced fixed to the underside.

4.2.2 Both the suspended ceilings and light fittings appear to be original to the property and as such are of some age and dated.



4.2.3 The suspended ceiling grid and in-laid mineral tiles are substantially stained and marked and it is expected would be replaced as part of any refurbishment of the property.

#### **Anticipated CAP EX budget costs £28,000.00**

4.2.4 The perimeter walls are formed of plastered cavity masonry.

4.2.5 It is unlikely that any of the cavities are provided with cavity wall insulation and therefore the walls are thermally inefficient and it should be considered retro providing cavity wall insulation as part of any upgrade.

4.2.6 As noted, the walls of this property are built using cavity construction, outer and inner brick or concrete blockwork skins with a space in between. The two skins should be connected at internals with metal wall ties. In recent years, properties in many areas of the country have suffered from corrosion of these metal ties.

4.2.7 Deterioration of the wall ties will almost undoubtedly have taken place to some degree and will of course continue. In general, all property built with cavity walls before 1983 and some of later construction, will be at risk before the end of their lives.

4.2.8 Symptoms of tie failure and remedies depend on the age of the property, the type of tie used and the degree of rusting which has taken place. The effects of tie failure may, but not necessarily, result initially in horizontal cracking along the cement joints, followed in extreme cases by bulges in the wall and eventual collapse.

4.2.9 There were no outward or visible signs of corrosion of the wall ties at the time of inspection.

4.2.10 Evidence of damp penetration was noted to several of the window heads on the west elevation. The damp penetration and flaking paintwork is likely exacerbated by cold bridging as a result of a lack of adequate insulation around the window reveals and to the cavity.

4.2.11 Although there was no sign of any substantial structural movement or defects to the walls, hairline cracking was noted around a number of the window openings and replastering will be required as part of any refurbishment of the property which would include window replacement.

- 4.2.12 Further replastering would also be required as part of any upgrade to the electrical installation which is highlighted later in the report.
- 4.2.13 The walls within the staff areas to the rear of the library are principally of load bearing brickwork masonry.
- 4.2.14 Evidence of minor settlement and impact damage was noted to some of the plastered walls and in particular, around the door openings and replastering and redecorating should be expected as part of any refurbishment work.

**Anticipated CAP EX budget costs £18,000.00**

4.3 Flooring

- 4.3.1 Floors throughout the library and the staff areas are of solid concrete construction completed with carpeting provided throughout the main library area and sheet vinyl within the staff and toilet areas to the rear.
- 4.3.2 Radiators have been provided around the perimeter walls of the library and ducts have been formed within the concrete floor for the circulation pipework.
- 4.3.3 Although the floor construction was generally noted as being satisfactory, the floor surfaces and finished coverings are in poor condition, torn, marked and defective and require replacement.
- 4.3.4 The rubber threshold matt to the main entrance door is ill fitting and loose and requires replacement.
- 4.3.5 The sheet vinyl is substantially stained and marked and life expired.
- 4.3.6 Within the staff and archive areas to the rear of the property, the concrete floors appear to have settled slightly and may require repair with a self-levelling screed as part of any refurbishment of the property.
- 4.3.7 All of the carpeting and sheet vinyl surfaces provided within the library, the staff areas and archive areas are life expired and will be replaced as part of any refurbishment.

**Anticipated CAP EX budget costs £12,500.00**

4.4 Internal Joinery

- 4.4.1 To the front entrance of the library are two sets of hardwood framed, fully glazed Georgian wired singled glazed double doors.
- 4.4.2 The doors are poorly fitted with a complete lack of intumescent fire protection around the openings to ensure adequate fire compartmentation between the various parts of the building.
- 4.4.3 The doors are not automatically operated which is restrictive for disabled and wheelchair users and it is recommended that the dated door openings should be replaced with a fully automated opening as part of any refurbishment of the property.
- 4.4.4 The doors to the rear staff areas are a combination of flush panel timber doors which have been painted.
- 4.4.5 The main doors to the rear of the library is a fire door however no intumescent seals were noted around the opening and the doors are not provided with vision panels to facilitate disabled and wheelchair use around the building.

- 4.4.6 The doors provided to the rear of the main library, the staff toilets, cleaning room and staff break out area are modern flush panel fire doors with self-closers and intumescent strips to the doors.
- 4.4.7 The skirting boards and architraves are provided around the perimeter walls and doors which were generally satisfactory but in poor decorative condition and would be fully redecorated as part of any refurbishment.
- 4.4.8 The timber window boards to the perimeter windows are in poor condition and would likely be replaced as part of any replacement of the windows.

**Anticipated CAP EX budget costs £5,500.00**

4.5 Toilet Facilities

- 4.5.1 There are two separate staff toilets provided to the rear of the building together with a separate toilet provided for the users of the bowling green.
- 4.5.2 Both staff toilets are provided with dated low level ceramic WCs and MFC screens to a separate pedestal wash hand basins.
- 4.5.3 Although in working order, one of the ceramic low level WCs/cisterns was cracked and defective and none of the have been provided with disabled and wheelchair users in mind and the toilet suites and screens were dated and in need of replacement.

**Anticipated CAP EX budget costs £2,500.00**

- 4.5.4 There are no disabled or customer toilet facilities provided at the building and it is recommended that consideration be given to providing Doc M approved toilet facilities to both the staff and public areas as part of any refurbishment of the property.

4.6 Dampness

- 4.6.1 Evidence of historical and ongoing damp penetration was noted to the front and west elevations of the property at high level which appears to be as a result of damp ingress problems under the concrete copings to the parapet wall.
- 4.6.2 Further dampness noted within the ceiling void directly below the steel beams appears to be as a result of condensation forming to the underside of the steel deck and beams to the flat roof.
- 4.6.3 It is expected that the replacement of the roof covering and copings together with the introduction of adequate insulation to the roof void and window openings would prevent the ongoing problem.
- 4.6.4 Damp penetration and staining was noted at the junction of the flat roof over the staff area and the main library. It is expected that any replacement of the 'stramit' board and bitumen felt roof over this area would prevent the ongoing damp problems.
- 4.6.5 Damp staining was also noted around a number of the high level windows to the west elevation. The staining appears to be symptomatic of a combination of penetrating damp around the perimeter opening which may be exacerbated by condensation.
- 4.6.6 It is recommended that any replacement of the defective windows is accompanied with an overhaul of the window openings together with the installation of adequate insulated damp proof courses.
- 4.6.7 The perimeter walls are provided with an adequate polymer damp proof course and no major sign of any rising or penetrating dampness was noted at low level around the perimeter of the building

4.7 Basement Area

4.7.1 There is no basement at the building.

4.8 Kitchen and Welfare Facility

4.8.1 The staff welfare facilities at the rear of the property are provided with limited and dated MFC base units with a stainless steel and a dated gas fired hot water heater.

4.8.2 The area is generally dated and worn and should be replaced as part of any refurbishment of the building.

**Anticipated CAP EX budget costs £5,000.00**

**5.0 FIRE PROTECTION AND MEANS OF ESCAPE**

5.1 As noted previously, the steel lattice beams and cladding rails to the main roof structure have been previously provided with fire protective paint.

5.2 The paint is generally defective and worn and requires replacement throughout and it is strongly recommended that this work will be completed as part of any overhaul and replacement of the roof covering.

5.3 There is a dated manually operated fire alarm system provided within the building, however this a mains only alarm which does not have a backup battery and would not operate during a power cut.

5.4 This would not meet the requirements of Health and Safety (Safety Signs and Signals) Regulations 1995 which require a back-up power supply.

5.5 Whatever back-up system is used, it should normally be capable of operating the fire warning and detection system for a minimum period of 24 hours and sounding the alarm signal in all areas for 30 minutes.

5.6 Fire alarm call points are provided adjacent the fire exits within the staff areas and behind the reception desk within the library and a sounder provided within the main public area.

5.7 No sign of any fire risk assessment or testing of the fire alarm and call points was noted within the property and it is recommended that the fire alarm is replaced with a new automated fire alarm system with an adequate number of audible and visual fire alarm beacons in accordance with BS 5839.

5.8 Limited and dated emergency lighting is provided over some of the fire doors provided to the fire exit routes. The system runs of an old central battery and it is suspected that this may not operate adequately if the mains lighting circuits trip.

5.9 There is an insufficient number of emergency lights provided within the rear staff and toilet areas and a complete lack of emergency lighting provided over the fire exit route at the rear of the property.

5.10 This is particularly hazardous for wheelchair users as the fire exit door leads out on to steps at the rear of the property.

5.11 Both the fire alarm and emergency lighting systems within the property are dated and insufficient and it is strongly recommended that these are upgraded and replaced as part of any on-going maintenance of the property.

- 5.12 The main library area is an open plan area with fire exit signage and emergency lighting provided over the staff door at the rear of the property.
- 5.13 There are two fire exit routes from the rear of the building, one to the car park to the side of the property and one to the rear of the building.
- 5.14 Both fire exit doors are provided with push bar ironmongery and although the fire exit door provided to the main car park appears to work adequately, the fire exit door to the rear of the library and bowling green is difficult to operate.
- 5.15 This is compounded by the steps provided directly to the rear of this area which makes this area inaccessible for wheelchair users.
- 5.16 It is strongly recommended that the steps and ramp to the rear of the archive room are re-configured and re-built to enable an adequate secondary fire escape access for wheelchair users.

## **6.0 ENERGY CONSERVATION**

- 6.01 The property has not been assessed for energy rating/efficiency parameters.
- 6.02 The main building was constructed in 1974 and it is unlikely any thermal insulation was provided within the fabric of the property. If insulation has been provided the levels provided would not meet current regulations and expectations for a building such as this.
- 6.03 Although the windows have been upgraded to take double glazed units, the existing rebates within the steel framed windows restricts the width of unit and the slimline double glazed units provided are considered to be outdated and thermally insufficient.
- 6.04 The existing steel framed casement windows are difficult to operate and most places have been painted up and it is our opinion that the windows are life expired requiring replacement with a modern thermally efficient double glazed unit.
- 6.05 It is unlikely that the cavity walls to the perimeter of the building were insulated at the time of construction and you may wish to consider retro installing cavity wall insulation as part of any upgrade and refurbishment.
- 6.06 Any introduction of cavity wall insulation should only be carried out by competent contractors who are a member of the National Insulation Association following an suitable inspection of the wall cavities.
- 6.07 It is unlikely any insulation has been provided within the flat roof systems over the main library or the staff areas to the rear and evidence of cold bridging and condensation was noted to the underside of the steel deck and steel beams within the main library. It is recommended that the introduction of adequate insulation is incorporated as part any re-covering.
- 6.1 Electrical Installation
  - 6.1.1 No testing of the electrical installation was carried out as part of this inspection and the comments are made from a limited visual inspection only.
  - 6.1.2 The mains electric meter is on the outside wall of the property, however as the meter box has been sealed over with plywood it was not possible to inspect the meter and electric supply.
  - 6.1.3 The electrical installation is generally original to the property with some updating completed to the staff areas at the rear of the building.

- 6.1.4 The main consumer unit is provided at high level within the staff room. The consumer unit is not easily accessible and no RCD (residual current detection) protected devices are provided.
- 6.1.5 Two of the cables entering into the top of the consumer unit are not correctly fitted and there is a lack of earth bonding.
- 6.1.6 Earth bonding is also missing from the water main which requires urgent improvement.
- 6.1.7 An inspection of the suspended ceiling spaces revealed an insufficient number of the supports to the electric cables and the cables in places running across sharp metal edges which is unsatisfactory.
- 6.1.8 The lighting with the main library is provided by a series of fluorescent batten fittings with diffusers. Most of the fittings and diffusers are worn and it is expected are approaching the end of their life.
- 6.1.9 The lighting is generally not compatible with modern library and reading space and is not suitable for computer use.
- 6.1.10 The enclosed bowl type light fittings provided in the staff areas and toilets to the rear of the building are susceptible to overheating and it is quite usual to find brittle cable insulation or exposed live cables within this type of fitting.
- 6.1.11 Generally the light switches and sockets are worn and approaching the end of their lifespan and the installation is particularly limited in the main library and in the staff areas.
- 6.1.12 As such it is expected that any ongoing maintenance of the library would include a complete replacement of the lighting and power circuits, emergency lighting and fire alarm systems.

**Anticipated CAP EX budget costs £30,000.00**

- 6.2 Heating and Hot Water
  - 6.2.1 Water and heating at the library is provided via a large floor mounted gas fired boiler which is located in the boiler room to the rear of the library together with localised hot water heating which is provided by the gas fired hot water heater in the staff areas.
  - 6.2.2 The boiler is a Potterton Commercial Derwent Compact 5-64T boiler and it is expected that the system is approximately 16 years old.
  - 6.2.3 The cold water storage tank is a large galvanised steel tank which is adequately supported on a series of timber beams with a low level expansion vessel and PVC hot water expansion tank provided directly adjacent.
  - 6.2.4 It appears that the system is maintained under a maintenance contract and although there was no record of recent servicing the boiler and system appeared to be functioning satisfactorily at the time of the inspection.
  - 6.2.5 There was no evidence of any Legionella testing completed to the water tanks and system and although the system is relatively limited and simple it is recommended the system is tested Legionella as part of the ongoing maintenance plan for the premises.
  - 6.2.6 The main heating circulation pipes are a series of steel and copper pipes which are embedded in the ducts around the perimeter of the main library and within the concrete floor to the staff areas.
  - 6.2.7 Heating is provided via a series of single and twin panel dated steel radiators which were noted around the library and within the staff areas.

- 6.2.8 Although the radiators have been upgraded with thermostatic controls in places, the radiators and circulation pipework is considered to be dated and thermally insufficient and would likely be replaced as part of any refurbishment of upgrade.

**Anticipated CAP EX budget costs £ 28,000.00**

## **7.0 DISABILITY DISCRIMINATION ACT**

- 7.1 The Disability Discrimination Act 1995 and 2005 requires service providers to make reasonable adjustments to their properties in order to improve access for the disabled.

The main implications of the act are summarised very briefly as follows: From 2nd December 1996 – it has been unlawful for a service provider to treat disabled people less favourably for a reason related to their disability. From 1st October 1999 – service providers have had to make ‘reasonable adjustments’ for disabled people, such as providing extra help or making changes to the way they provide services.

From 1st October 2004, it is expected that service providers may have to make other ‘reasonable adjustments’ in relation to the physical features of their premises to overcome physical barriers to access.

The regulations cover not only those in wheelchairs but the full range of disabilities and each employer should consider accessibility in relation to their premises. It is recommended that an audit of the property is undertaken to ensure that due consideration is given and alterations that are reasonable are assessed and undertaken, to ensure compliance with the legislation. This should be carried out prior to any proposed alteration works in order that such works can be carried out at the same time.

- 7.2 Although a specific DDA audit has not been completed as part of this inspection there are a number of issues noted at the library which require improvement to ensure the service is not unreasonably difficult under part 3 of the Act (The provision of goods facilities and services including the discrimination in relation to the premises)

- 7.3 Although there is a ramped access to the entrance enabling wheelchair access into the library, the fire escapes to the rear of the property are not wheelchair accessible and it strongly recommended that this is revised.



- 7.4 The tarmacadam surfaces to the car park is generally uneven and in poor condition with raised inspection chamber covers noted and there is a lack of adequate external lighting.

- 7.5 The main entrance doors are wide enough to allow a wheelchair through however the doors are difficult to operate and do not open automatically.
- 7.6 It is recommended that the replacement of the doors as detailed elsewhere in the report is accompanied by the provision of a fully automated system to ensure access and egress for the building is not prohibited.
- 7.7 As the property is an old building which was not designed with disabled users or staff in mind it is expected that significant further improvements would be required to the premises should a disabled person be employed.

## **8.0 SUMMARY AND CONCLUSIONS**

- 8.1 This report should be considered as a whole, and you should not take out of context the items of disrepair which are not unusual for properties of this construction and style, even though the building has only recently been built.
- 8.2 Neither the whole nor any part of this report, nor any reference thereto, may be included in any document, circular or statement without our written approval of the form or the context in which it will appear.
- 8.3 In accordance with the recommendations of the Royal Institution of Chartered Surveyors, this report is for your use only, and no responsibility is accepted to any third party for any part of its contents.
- 8.4 We will be pleased to advise you should you require any further assistance in understanding any works of repair or aspects of the report. You are advised to obtain the necessary consents from the landlord and local authority Building Control, in respect of your proposals to reconfigure the internal arrangement. No doubt the developer will reserve the right to have you later remove any tenant partitions/alterations, and this should be clarified by your solicitor.
- 8.5 We recommend that a copy of the complete Health and Safety File be provided before lease commencement, to include all as-built details and information, test certificates and Local Authority approvals/Completion Certificates. Also, that the warranties as recommended by your solicitor are satisfactorily completed

Signed:



Rob Harper MRICS

Date: 07/08/2016

For: **Dacres Commercial**  
Regent House  
Queen Street  
Leeds  
LS1 2TW

**APPENDIX A**  
**BASIS AND LIMITATIONS OF SURVEY**

## **CLAUSES WHICH WILL BE INCLUDED IN OUR BUILDING SURVEY REPORT**

We have not examined parts of the structure which were, at the time of our inspection, covered, unexposed or inaccessible and, therefore, we cannot confirm that such parts are free from defect, structural or otherwise. Neither have we determined whether any hazardous materials such as high alumina cement, calcium chloride, asbestos etc., have been used in the construction.

Our report is for the use only of the party to whom it is addressed and no responsibility is accepted to any third party for the whole or any part of its contents. A person who is not a party to this contract has no right under the Contracts (Right of the Third Parties) Act 1999 to enforce any term of this contract. However, this does not affect any right or remedy of the third party which exists or is available apart from that Act.

We have not carried out a comprehensive test on any of the electrical, mechanical and drainage services and, therefore, cannot confirm that they are fully operational, in good condition.

We have not carried out, nor arranged for specialists to undertake, an Environmental Survey or audit upon the property, and we are, therefore, unable to advise whether any contamination or other adverse environmental issues affect the site.

## **LIMITATIONS OF THE SURVEY REPORT**

We shall inspect those parts of the structure which are readily visible from any part of the building to which access can be reasonably obtained. A 12'0" (3.60m) ladder will be used where necessary.

We shall not empty fitted cupboards, move heavy furniture or tenant's fittings, raise fitted floor coverings or remove floorboards. If we are specifically requested to remove any coverings, we will have to obtain the consent of the current owner of the property.