



PHILIPS SURVEYORS

BUILDING SURVEYORS, DESIGNERS & CONSULTANTS

Ref: POW/2289/20

Surveyor: Philip Wiltshire,
MRICS, IMAPS

Date: March 2020

Rev: 0

CONDITION SURVEY SUMMARY

For

SANDERSTEAD LIBRARY Farm Fields, Sanderstead. CR2 0HL



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

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THE OLD COACH HOUSE

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Sanderstead Library Condition Survey

1.0 Instructions

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

2.0 Dates of inspection and the weather

2.1 Our surveying team comprised the following team:

- P. Wiltshire, MRICS
- P. Crowther, MRICS
- C. Haines, MRICS
- D Williams, CEng MiMechE MCIBSE
- P Rickard, CEng MCIBSE

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

Property	Date of Inspection	Surveyor	Weather
<ul style="list-style-type: none"> • Sanderstead Library 	12.02.20	PW/PC/CH	Fair.

3.0 General description of the buildings

Property	Approximate Date of Construction	Number of Storeys
<ul style="list-style-type: none"> • Sanderstead Library 	1930s	2 (ground and basement)

Sanderstead Library Condition Survey

4.0 Survey Limitations

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

5.0 Use of the report

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

Sanderstead Library Condition Survey

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

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

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

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

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

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

Priority 1 - Urgent work that will prevent immediate closure of premises and /or address an immediate high risk to health and safety of occupants and/or remedy a serious breach of legislation.

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

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

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

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

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

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

Sanderstead Library Condition Survey

6.0 Executive & Financial Summary

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

There are significant damp and water ingress issues at Sanderstead partly caused by both defective rainwater goods and failed basement tanking.

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

We were unable to inspect any roofspace areas as there is no access hatch available. It is recommended that an access hatch is provided so periodic inspections can be made.

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

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

Improved signage is required for gas supplies and isolation valves

Earthing required to the mains incoming supplies

External emergency lighting required to main entrance

Signage for fire alarm interface for electric operated door opener

Relocate smoke detector heads which are too close to ceiling obstructions

We noted compliance failures as listed in the summary below

Sanderstead Library Condition Survey

6.3 Sanderstead Library

Building

- Test Lightning Conductor
- Renew bitumen- coated stair string
- Structural repairs to buttress
- Install guarding to east retaining wall
- Structural monitoring and repairs of retaining and boundary walls
- Reconfigure door opening to stairwell
- Install lock to electrical cupboard

TOTAL NET BUDGET COST FOR ABOVE ITEMS: £6,500.00

Mechanical

- Provide appropriate signage next to fire alarm panel
- Isolate gas supply to meter and plug pip. Label meter and pipe as Not in Service do not use
- Add signage next to fire alarm
- Investigate interlock for gas interlock with fire alarm further and modify system as required

TOTAL NET BUDGET COST FOR ABOVE ITEMS: £5,750.00

Electrical








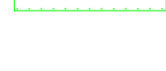




- Provide emergency lights to main entrance
- Electric operated entrance door provide fire alarm interface
- Relocate smoke heads obstructed by beams

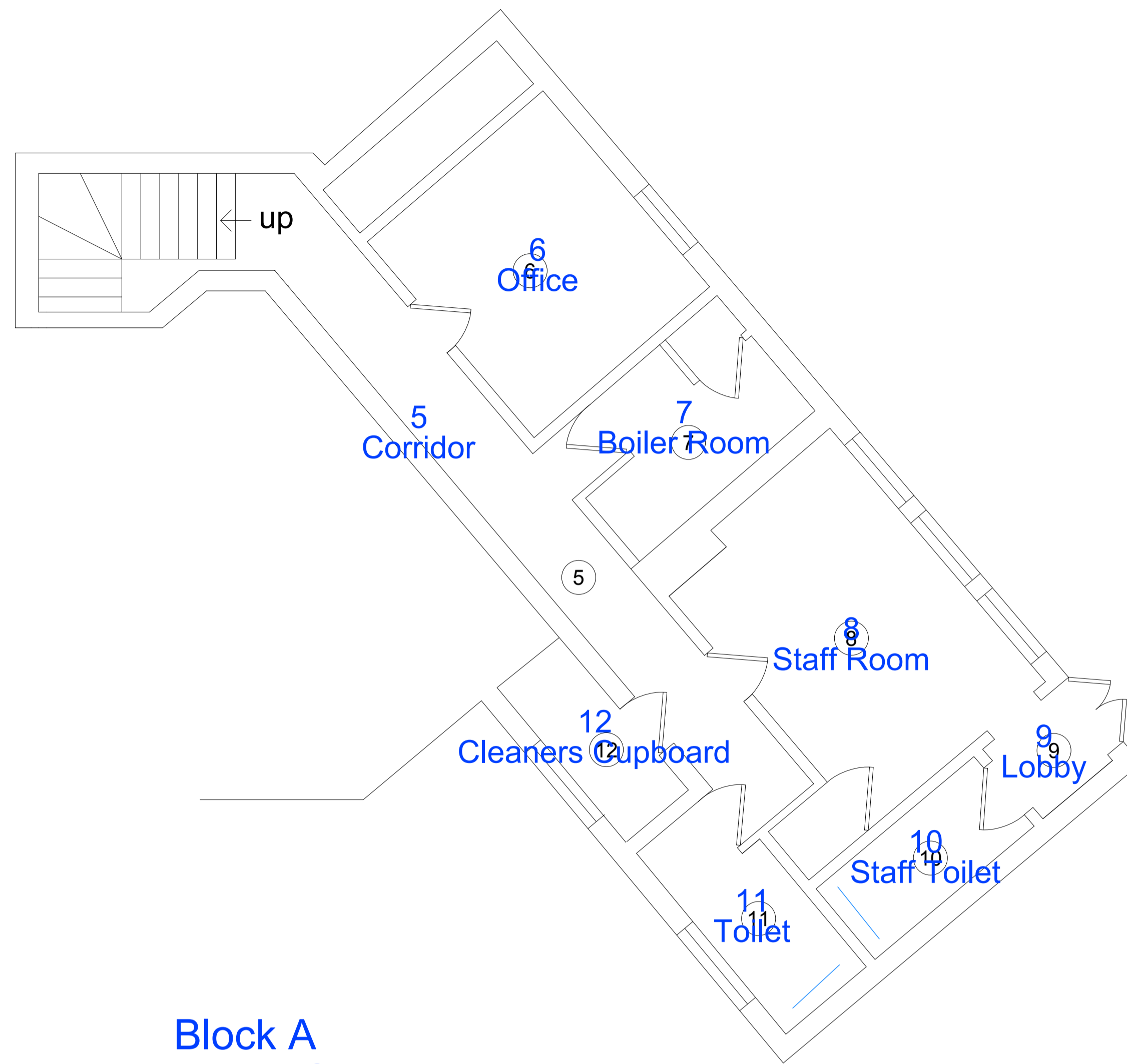
TOTAL NET BUDGET COST FOR ABOVE ITEMS: £1,250.00

6.3 Financial Summary

Priority and Costs				
	1	2	3	4
Building	£6,526.80	£57,039.20	£60,455.20	£119,464.80
Mechanical	£5,750.00	£54,500.00	£10,000.00	£22,000.00
Electrical	£1,250.00	£2,450.00	£34,900.00	£19,250.00
Total	£13,526.80	£114,989.20	£105,355.20	£160,714.80

Key For Asbestos Locations

- Areas of Asbestos Cement 
- Asbestos Cement Panel 
- Areas of Asbestos Insulation Board (AIB) 
- AIB 
- Pipe Lagging 
- Rope & Woven Materials 
- Flange Gaskets 
- Areas of Asbestos Floor Tiles, Lino or Bitumen Adhesive 
- Mastics, Cisterns and Other Bonded Materials 
- No Access 
- Debris 
- Artex 



Key Locations:

- 5 Corridor
- 6 Office
- 7 Boiler Room
- 8 Staff Room
- 9 Lobby
- 10 Staff Toilet
- 11 Toilet
- 12 Cleaner's Cupboard

Block A
Lower Ground Floor

SANDERSTEAD LIBRARY

Lower Ground Floor
Block A



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

CROYDON
CAD-CAPTURE

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

Property: Sanderstead Library

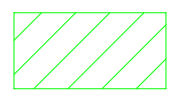









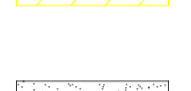
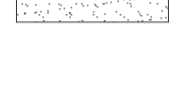
Title: Lower Ground Floor

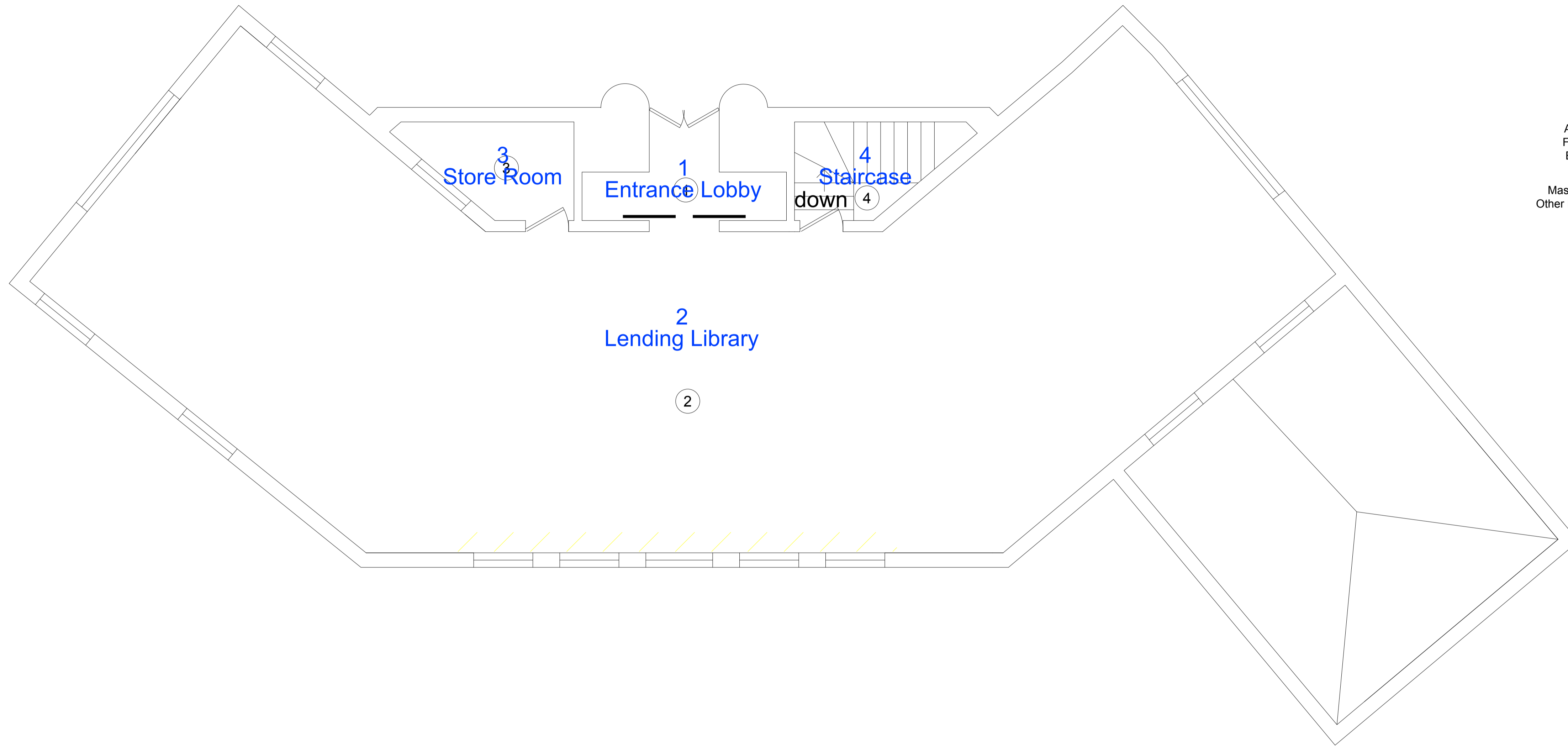
Area Information	Job: S5382
Total Site Area:	Scale: 1:50@A1 1:100@A3
Gross External Area: 294.2	Date: 12/10/2012
Gross Internal Area: 260.1	Survey: N/A
Total Room Area: 215.6	Drawn: CC
Net Internal Area: 171.7	Checked: ARB
Filename: Sanderstead Library.dwg	
Drawing No: 414009	

Key Locations:

- 0 Block Structure
- 1 Entrance Lobby
- 2 Lending Library
- 3 Store Room
- 4 Staircase

Key For Asbestos Locations

- Areas of Asbestos Cement 
- Asbestos Cement Panel 
- Areas of Asbestos Insulation Board (AIB) 
- AIB 
- Pipe Lagging 
- Rope & Woven Materials 
- Flange Gaskets 
- Areas of Asbestos Floor Tiles, Lino or Bitumen Adhesive 
- Mastics, Cisterns and Other Bonded Materials 
- No Access 
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Block A
Ground Floor

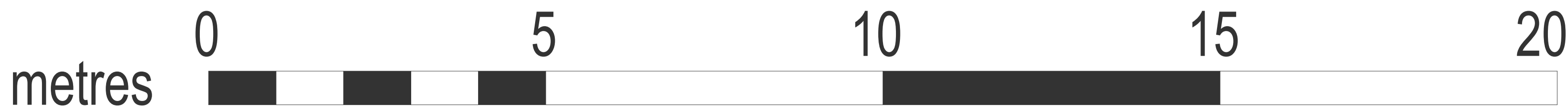
SANDERSTEAD LIBRARY

Ground Floor
Block A

Sanderstead Library

414009

Site Area:
 Gross External Area: 294.2
 Gross Internal Area: 260.1
 Total Room Area: 215.6
 Net Internal Area: 171.7



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



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

Property: Sanderstead Library
 Title: Ground Floor

Area Information	Job: S5382
Total Site Area:	Scale: 1:50@A1 1:100@A3
Gross External Area: 294.2	Date: 12/10/2012
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Filename: Sanderstead Library.dwg	
Drawing No: 414009	

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
	EXTERIOR								
1	Roofs (Pitched)								
1.1		Roman interlocking clay tiles with lead-covered panel to east elevation.	Moss/lichen growth to areas and debris collecting.	B	Wash down roofs with fungicide.			£4,536.00	
1.2			Build-up of vegetation to valley gutter to south-west roof slope.	B	Clear vegetation.		£14.00		
1.3			Several broken tiles to single-storey east roof slope.	B	Replace broken tiles.		£714.00		
1.4			Eroded pointing to eaves detail.	C	Repoint.				£3,850.00
2	Roof (flat)								
2.1		Mastic asphalt roof on assumed concrete deck.	Satisfactory, minor areas of vegetation growth especially around	B	Clear outlets.		£70.00		

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
2.2			Upstand to asphalt is below recommended minimum.	C	In medium term, budget for overlaying asphalt with mineral felt and increasing height of upstand plus introduce lead cover flashing.			£3,500.00	
3	Rainwater goods								
3.1		Cast iron hoppers and downpipes.	Poor decorations and corrosion to downpipe fixing.	C	Redecorate.		£217.00		
3.2		Pressed metal powder coated box gutters and downpipes.	Areas of build-up of vegetation.	B	Clear out gutters.		£98.00		
3.3			Gutter above entrance porch is incorrectly aligned and poorly secured.		Replace.		£1,400.00		
3.4			Minor areas of corrosion to junction of guttering.	B	Redecorate.			£998.20	
3.5			Gutter overflowing to south-west corner.	C	Amend guttering levels as required.		£700.00		
4	Lightning conductors.								

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
4.1		Omega Lightning conductor system.	Not tested.	-	Test.	£1,540.00			
5	Walls								
5.1		Solid fair-faced brickwork in Flemish bond with double course slate dpc.	Areas of inappropriate hard pointing previously applied.	B	Remove and repoint.		£1,674.40		
5.2			Pointing over dpc missing to areas.	C	Repoint as required.		£257.60		
5.3			Areas of pointing missing adjacent to gully on east elevation.	C	Repoint.		£128.80		
5.4			Pointing generally.	B	Planned full repoint.			£25,491.20	
5.5			Areas of vegetation growth in walls.	B	Remove vegetation and make good.		£257.60		
5.6			Cracking above porch area caused by corroding ironwork.	C	Remove corroding fixings, replace and repoint.			£280.00	
5.7		Concrete plinth to bottom of single-storey section, with injected	Cracks to areas.	C	Re-render plinth.		£1,110.20		

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
5.8		Bitumen covered stair string.	Coating slumped and failed to areas.	D	Remove and renew coating.	£856.80			
5.9		Parapet wall to front elevation.	Brickwork saturated with areas of pointing missing to top capping course, vegetation growth to top and inner	C	Remove vegetation and repoint as required.		£644.00		
5.10		Generally.	Several spalled bricks.	B	Replace.		£660.80		
6	Joinery								
6.1		PVCu double-glazed windows with powder coated steel mullions to large windows and high level windows with security grilles over.	Steel coating missing with steel corroded to areas.	B	Re-coat.		£1,388.80		
6.2			Fixings to grilles corroded.	B	Replace fixings.		£1,190.00		
6.3			Several double-glazed units blown.	B	Replace blown double-glazed units.			£772.80	
6.4		Pre-cast concrete cills.	Central section to south window has moved.	C	Monitor movement.		£350.00		

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
6.5		Solid panelled oak double doors to single-storey section of	Deteriorating decorations to areas.	B	Redecorate doors.			£215.60	
6.6		Solid timber panelled double doors to main entrance.	Area of beetle evident to north side of frame.	B	Obtain specialist advice.		£350.00		
6.7			Deteriorating decorations to areas.	B	Redecorate doors.			£215.60	
7	Steps, ramps and landings								
7.1		Part concrete slab, part paving slabs with brick-on-edge to step nosings and drainage gullies through parapet wall with metal hand rails to steps and ramp.	Areas of cracking and unevenness to concrete slabs.	B	Replace cracked slabs and make good unevenness.		£6,930.00		
7.2			Drainage gullies blocked to areas.	B	Unblock gullies.		£70.00		
7.3			Handrails to north steps do not have any central balustrading.	D	Install compliant handrails.		£3,500.00		

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
7.4			Key Clamp handrails to central ramp 840mm high and not compliant with current regulations.	D	Install compliant handrails.		£2,100.00		
7.5			Key Clamp handrails to south ramp are 790mm high and not compliant with current regulations.	D	Install compliant handrails.		£2,450.00		
7.6			No handrails to south steps.	D	Install compliant handrails.		£1,330.00		
8	Retaining Walls								
8.1		Fair-faced solid brickwork with buttresses to areas and painted metal railings to west retaining wall.	Generally vegetation growth to areas.	C	Remove vegetation.		£105.00		
8.2			Areas of spalled brickwork with missing pointing.	C	Make good to spalled brickwork and repoint.		£1,288.00		

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
8.3			Loose brickwork to buttress and around drainage outlet.	D	Engage structural engineer to design repair, then make good brickwork.	£1,050.00			
8.4			East retaining wall 750mm high with drop of 1500mm to east side and no guarding.	D	Install compliant guarding.	£1,400.00			
8.5			Metal railings have peeling decorations.	B	Redecorate.		£1,050.00		
8.6			West retaining wall leaning to areas.	D	Engage structural engineer to monitor movement.	£350.00			
8.7		Narrow concrete blockwork to front lawn (lower area).	Area of pointing missing.	B	Repoint.		£257.60		
8.8			1no. block loose.	D	Refix.	£70.00			
9	Boundary treatments								
9.1		Solid brickwork with brick-on-edge capping.	Areas of vegetation growth.	B	Remove vegetation and make good.		£350.00		
9.2			Areas of spalling brickwork.	B	Replace spalled bricks.		£700.00		

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
9.3			Areas of missing pointing.	B	Repoint.		£644.00		
9.4			Walls leaning to north-west corner.	D	Engage structural engineer to monitor movement.	£350.00			
	<u>INTERIOR</u>								
	Ground Floor								
10	Entrance Lobby								
10.1	Ceiling	Painted plaster with coved skelling.	Good.	A	None.				
10.2	Walls	Part painted plaster, part timber panelling up to dado rail height.	Satisfactory.	B	None.				
10.3	Floors	Part close-carpet, part coir matting, solid floor.	Satisfactory.	B	None.				
10.4	Doors	Solid timber-panelled double doors.	Generally satisfactory.	B	None.				
10.5		Single-glazed aluminium-framed automatic double sliding doors.	Good.	A	None.				

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
10.6	Decoration	Painted ceilings and walls with varnished timber panelling to dado rail and timber doors.	Slightly marked and worn.	B	Redecorate.			£793.80	
11	Lending Library								
11.1	Ceiling Void	No access	Unknown, but thermal insulation likely to be lacking	B	Create safe access hatch and undertake full inspection.		£1,000.00		
11.2	Ceiling	Painted plaster.	Areas of dampness, staining and salts visible to west side of ceiling.	C	Deal with external defects (principally gutters and flat roof upstands) then locally repair.		£700.00		
11.3			Areas of cracking and loose skim coat.	C	Make good and monitor cracks.		£1,050.00		
11.4	Walls	Plastered and painted.	Areas of dampness, staining and salts visible to west elevation at high level and in window reveals.	C	Deal with external defects (principally gutters and flat roof upstands) then locally repair.		£910.00		
11.5			Areas of cracking.	C	Make good and monitor cracks.		£1,050.00		

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
11.6	Floors	Close carpet, solid concrete slab.	Stained carpet to areas.	B	Replace stained areas of carpet.			£1,836.80	
11.7				B	Replace all areas of carpet			£8,150.80	
11.8	Doors	Single-glazed aluminium-framed automatic double doors to main entrance.	Good.	A	None.				
11.9		Solid timber flush door to storeroom.	Good.	A	None.				
12		Solid timber door with glazing panel to stairs.	Good.	A	None.				
11.10	Windows	PVCu double-glazed windows with powder coated steel mullions to large windows.	Issues with condensation to both large windows.	B	Consider installing trickle vents.			£700.00	
11.11			Areas of corrosion to steel mullions.	B	Re-coat.		£210.00		
11.12					Longer term, consider new windows with thermally broken frames.				£107,275.00
11.13	Joinery	Timber bookshelves.	Not included in survey.	-					

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
11.14	Decorations	Painted ceilings and walls with varnished timber doors.	Areas of wear and tear and staining.	B	Redecorate.			£5,292.00	
12	Store Room								
12.1	Ceiling	Painted plaster.	Areas of dampness, staining and salts visible to west side of ceiling.	C	Deal with external defects (principally gutters and flat roof upstands) then locally repair.		£140.00		
12.2	Walls	Painted plaster.	Areas of dampness, staining and salts visible to west elevation.	C	Deal with external defects (principally gutters and flat roof upstands) then locally repair.		£210.00		
12.3			Areas of black spot mould to west elevation.	C	Deal with external defects (principally gutters) and consider moving furniture away from external wall and increasing ventilation.		£280.00		
12.4	Floors	Parquet flooring on solid concrete floor.	Area slopes up to Lending Library.	A	None.				
12.5	Doors	Solid timber flush door with varnished coating.	Good.	A	None.				
12.6	Windows	Double-glazed PVCu.	Good.	A	None.				

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
12.7	Joinery	Timber skirtings.	Satisfactory.	B	None.				
12.8	Decorations	Painted walls and ceiling, varnished parquet flooring, skirtings and doors.	Areas of marks and scuffs to decorations.	B	Redecorate.			£793.80	
13	Staircase								
13.1	Ceiling	Painted plaster.	Minor cracking to areas.	B	Make good.		£350.00		
13.2	Walls	Painted plaster with concrete string.	Areas of dampness, staining, peeling paint and salts visible to west elevation at low level and along the top of the stair string to the west elevation.	C	Install cavity drain membrane and replaster		£800.00		
13.3	Floors	Sheet vinyl with metal nosings to stairs.	Dirty to areas.	B	Clean.		£70.00		
13.4	Doors	Solid timber with glazed vision panel.	Good.	A	None.				
13.5			Door opens over staircase - not compliant with current building regulations.	D	Consider changing door hanging/arrangement.	£700.00			
13.6	Windows	Double-glazed PVCu.	Good.	A	None.				

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Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
13.7	Joinery	Painted metal handrail and balustrades.	Satisfactory.	B	None.				
13.8	Decoration	Painted ceiling and walls, varnished door, painted handrail and balustrades.	Areas of scuffs, marks and overpainting.	B	Redecorate.			£1,909.60	
	Lower Ground Floor								
14	Corridor								
14.1	Ceiling Void	Small area accessible via hatch in corridor ceiling	Fair, thermal insulation is below current Regulations standard and some has been dislodged	B	Upgrade/reposition insulation			£300.00	
14.2	Ceiling	Painted plaster.	Good.	A	None.				
14.3	Walls	Painted plaster.	Good.	A	None.				
14.4	Floors	Exposed granolithic floor screed.	Good.	A	None.				
14.5	Doors	Solid timber flush doors.	Area of poor making good to door to office.	B	Make good.			£490.00	
14.6	Decoration	Painted ceilings and walls, varnished doors.	Areas of scuffs and marks.	B	Redecorate.				£1,509.20

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Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
15	Office								
15.1	Ceiling	Painted plaster.	Good.	A	None.				
15.2	Walls	Part painted plasterboard, part painted plaster.	Area of damp staining and bowed plasterboard to southwest corner.	D	Install cavity drain membrane and replaster		£1,000.00		
15.3			Area of dampness to south wall.	C	Install cavity drain membrane and replaster		inc		
15.4			Area of missing plasterboard adjacent to electric cupboard.	B	Make good.			£105.00	
15.5	Floors	Vinyl tiles on solid floor construction.	Tiles are very dirty and areas have lifted.	C	Replace tiles.		£939.40		
15.6	Doors	Solid timber flush door.	Good.	A	None.				
15.7	Windows	Double-glazed PVCu window.	Good.	A	None.				
15.8	Joinery	Painted timber electrical cupboard.	No lock to cupboard.	D	Install lock.	£210.00			
15.9	Decoration	Painted ceilings and walls, varnished door.	Areas of marks and scuffs.	B	Redecorate.			£1,509.20	

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
16	Boiler Room								
16.1	Ceiling	Painted plaster.	Satisfactory.	B	None.				
16.2	Walls	Part painted plaster, part painted blockwork.	Good.	A	None.				
16.3	Floors	Vinyl tiles on solid concrete slab.	Generally dirty and scuffed.	B	Replace.			£512.40	
16.4	Doors	Solid timber flush door.	Good.	A	None.				
16.5	Decoration	Painted plaster and blockwork, varnished door.	Generally satisfactory.	B	None.				
17	Staff Room								
17.1	Ceiling	Painted plaster.	Good.	A	None.				
17.2	Walls	Painted plaster.	Good.	A	None.				
17.3	Floor	Timber parquet flooring.	Areas of staining and marking.	B	Sand and recoat.			£700.00	
17.4	Doors	Solid timber flush doors.	Good.	A	None.				
17.5	Windows	Double-glazed PVCu framed windows.	Good.	A	None.				

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
17.6	Joinery	Timber skirtings.	Good.	A	None.				
17.7		Exposed timber built-in cupboards with flush timber doors.	Good.	A	None.				
17.8	Kitchen fittings	Double base unit with stainless steel kitchen sink and drainer over.	Satisfactory.	B	None.				
17.9	Decoration	Painted walls and ceiling, varnished doors, cupboards and floor.	Decorations generally scuffed and marked.	B	Redecorate.				£1,509.20
18	Lobby								
18.1	Ceiling	Painted plaster.	Good.	A	None.				
18.2	Walls	Painted plaster.	Good.	A	None.				
18.3	Floors	Exposed granolithic floor screed	Satisfactory.	B	None.				
18.4	Doors	Solid panelled oak double doors.	Good.	A	None.				
18.5		Solid timber flush doors to Staff Room and WC.	Good.	A	None.				
18.6	Joinery	Timber skirtings.	Good.	A	None.				

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
18.7	Decoration	Painted walls and ceiling, varnished doors and skirtings.	Areas of marks and scuffs to decorations.	B	Redecorate.				£793.80
19	Staff Toilet								
19.1	Ceiling	Painted plaster.	Good.	A	None.				
19.2	Walls	Part painted plaster, part tiled to dado rail height.	Grout to tiles dirty.	B	Re-grout.		£490.00		
19.3	Floors	Quarry tiles on solid slab.	Areas of staining and some tiles have lost their glaze.	B	Consider latexing and recovering floor with vinyl.			£322.00	
19.4	Doors	Solid timber flush door.	Good.	A	None.				
19.5	Windows	PVCu double-glazed windows.	Good.	A	None.				
19.6	Sanitary Fittings	Wash hand basin and WC.	Serviceable.	B	None.				£1,470.00
19.7	Decoration	Painted ceiling and walls, varnished door.	Areas of minor marks and scuffs.	B	Redecorate.				£793.80
20	Toilet								
20.1	Ceiling	Painted plaster.	Good.	A	None.				

Property: Sanderstead Library, Farm Fields, South Croydon, CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
20.2	Walls	Part painted plaster, part tiled to dado rail height.	Grout to tiles dirty.	B	Re-grout.		£490.00		
20.3	Floors	Quarry tiles on solid slab.	Areas of staining and some tiles have lost their glaze.	B	Consider latexing and recovering floor with vinyl.			£470.40	
20.4	Doors	Solid timber flush door with glazed fanlight over.	Good.	A	None.				
20.5	Windows	PVCu double-glazed windows.	Good.	A	None.				
20.6	Sanitary Fittings	Wash hand basin and WC	Serviceable.	B	None.				£1,470.00
20.7	Decoration	Painted ceiling and walls, varnished door.	Areas of minor marks and scuffs.	B	Redecorate.				£793.80
21	Cleaner's Cupboard								
21.1	Ceiling	Painted plaster.	Good.	A	None.				
21.2	Walls	Painted plaster with section of boarding fixed under window.	Good where visible.	A	Remove boarding to check condition behind.			£210.00	
21.3	Floors	Granolithic floor screed.	Satisfactory.	B	None.				

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Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
21.4	Doors	Solid timber flush door with glazed fanlight over.	Good.	A	None.				
21.5	Windows	PVCu double-glazed window with metal grille internally.	Area of damage to window cill internally.	C	Make good.		£350.00		
21.6	Sanitaryware	Cleaner's butler sink.	Good.	A	None.				
21.7	Decoration	Painted ceiling, walls and metal bars to window, varnished door.	Decorations satisfactory.	B	None.				
22	Accessibility								
22.1	Ramps at front entrance	Concrete paved ramps with brick kerbs and Key-Klamp handrails both sides.	Gradient varies; generally too steep, and ramp goes both up and down.	C	Ramp gradient could be improved by removing downward section and bridging across level central section. This would entail raising retaining walls and railings.		£15,000.00		
22.2			Deficiencies in height of handrails etc		See comments elsewhere				

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Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
22.3	Entrance doors	Power operated inner doors (outer doors held open during opening hours).	See comments elsewhere		See comments elsewhere				
22.4	WC provision	N/a	There are no accessible toilets within the building.		Consider provision of accessible WC off main library area. Due to the levels and limitations of the building we suggest a feasibility study and therefore NO COST IS INCLUDED WITHIN THIS REPORT.				
22.5	Internal doors	N/a	Widths generally adequate in public areas. Lower ground floor is only accessible from outside.		Consider provision of platform lifts etc for public and/or staff use. Due to the levels and limitations of the building we suggest a feasibility study and therefore NO COST IS INCLUDED WITHIN THIS REPORT.				
22.6	Hearing loop at Reception	None.			Consider provision of hearing loop.			£350.00	
TOTALS:						£6,526.80	£57,039.20	£60,455.20	£119,464.80

Property: Sanderstead Library, Farm Fields, South Croydon CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
	MECHANICALSERVICES								
	Walls	The construction methods are typical for the age of the building.	The external walls have a very poor standard of thermal insulation in comparison with modern standards.	C	It is recommended that consideration is given to upgrading the standard of thermal insulation in order to reduce the building's energy demand. However, it is acknowledged that this is likely to be prohibitively expensive and disruptive. The cost of this work should be in the Building Budget and not Mechanical Services.				
	Windows	All of the original windows have been replaced by modern double-glazed units, complete with trickle vents. They also incorporate some manually openable panels to provide increased natural ventilation when needed.	Good.	C	None.				

Property: Sanderstead Library, Farm Fields, South Croydon CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
	Main Entrance Door	The external public entrance doors are of traditional timber construction and are made from relatively thick solid wood, which gives a reasonable standard of thermal insulation.	As they are held open while the Library is open to the Public their thermal or airtightness properties are not relevant.		None.				
		The inner public entrance doors are of a metal framed, single glazed, automatically opening design (sliding) which ensures that the doors are closed when not in use, thereby reducing the infiltration of outside air.	These doors are reasonably well sealed around the frames when closed.	A	None.				
	Roof	The main areas of the roof are of a traditional pitched tile construction.	When this building was built it is most unlikely that any significant levels of thermal insulation would have been incorporated. Although there is an access hatch to each loft space, safe access could not be gained to determine whether supplementary insulation has been retrofitted.	C	If found to be insufficient, then it is recommended that supplementary loft insulation is fitted, as this would effect a significant energy saving. The cost of this work should be in the Building Budget and not Mechanical Services.				

Property: Sanderstead Library, Farm Fields, South Croydon CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
	Gas Supply	There is 40mm incoming gas supply through the floor of Room 7 to serve the gas meters therein.	There is no obvious signage to advise the library staff, visiting maintenance operatives or the fire brigade as to the location of the incoming isolation valves.	D	Provide appropriate signage next to Fire Alarm Panel.	£250.00			
		There is G4 gas meter (capacity 6m ³ /hr) in Room 7 and which originally served the gas water heater in Room 12 and a gas cooker in Room 8.	Both of these appliances have been removed and the gas service pipes disconnected in the rooms and plugged off.	C	Isolate gas supply to meter and plug pipe. Label meter and pipe as "Not In Service - Do Not Use".	£250.00			
		There is a G10 gas meter (capacity 16m ³ /hr) in Room 7 that serves the two gas boilers also in Room 7.	Good.		None.				
		There is an emergency push-button switch and solenoid operated emergency gas isolation valve for operation in the event of a fire or a suspected gas leak.	There is no obvious signage to advise the library staff, visiting maintenance operatives or the fire brigade as to the location of the isolation valves.	C	Add signage next to Fire Alarm Panel.	£250.00			

Property: Sanderstead Library, Farm Fields, South Croydon CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
		A satisfactory result was recorded for a Solenoid Gas Shut-off (Safety) Valves Test on 17/07/2019.	There is no indication of an interlock with the FDA system to automatically activate the solenoid operated emergency gas isolation valve in the event of a fire.	C	Investigate further and modify system as required.	£5,000.00			
		A satisfactory result was recorded for a Gas Testing and Purging (Non Domestic) Test on 27/08/2019.		A					
	Heating	The building is heated by means of two room-sealed, non-condensing Remeha W40 ECO Reminox boilers installed in Room 7. Each boiler has a twin-flue that discharges directly through the adjacent wall to atmosphere.	Although their age could not be confirmed, the boilers are likely to be beyond their economic life. A satisfactory result was recorded for a Plant Commissioning / Servicing Record (Non Domestic) Test on 23/08/2019.	B	Arrange for their replacement within the next 5 years, or earlier, should it become unreliable and spare parts unavailable.				£12,000.00
		The boiler on/off control is by means of a Trend control system installed in a mechanical control panel in Room 7. This panel provides on/off switching of the boilers and the twin-head heating pump.	Good	A	None.				

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Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
		There was no original design documentation relating to the boiler capacities but they appear to be of adequate capacity for the size of the building.	There is a shortfall in heating capacity in Room 2, but this appears to be due to a deficiency in the number of heat emitters installed and their positioning within the room. The two fan-convector heaters have exceeded their economic life and one of the two was reported to be defective.	C	It is recommended that both fan convectors are replaced by their modern equivalents. It is also recommended that supplementary heaters are installed at either end of Room 2 to offset the significant heat losses from the large windows.		£30,000.00		
		Room 6 is used as an office but is not provided with a radiator.	There were signs of damp in the NE corner of the room.	C	It is recommended that a radiator is installed.		£2,000.00		
		There is a twin-head pump located below the boilers which circulates water through the LTHW heating circuit.	The pump set appears to be in a good condition and should continue to give reliable operation and only be replaced on failure. A PPM inspection of the pumps was carried out on 0708/2019 and no problems reported.	B	None.				£5,000.00

Property: Sanderstead Library, Farm Fields, South Croydon CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
		At the time of survey the external temperature was about 8°C and the heating was maintaining reasonable temperatures in most areas (except Room 2).	The system could not be assessed regarding operation during normal winter design conditions of -4°C.	B	It is recommended that a repeat assessment is carried out during normal winter design conditions of -4°C. Consideration should be given to replacing and upgrading the pipework and heat emitters.		£500.00		
		The LTHW system is served by a traditional F&E tank located externally on the roof above Room 4 Staircase.	Although it is thermally insulated, it is prone to freezing in this location and also there is not much head above the two fan-convector heaters in Room 2.	B	It is recommended that the F&E tank is relocated at high level in Room 4 and the H/L fan-convectors replaced with new units installed at low level. Alternatively, a pressurisation unit could be installed in the Boiler Room so that high level pipework can be run to the proposed new heat emitters under the windows in Room 2.		£5,000.00		
		The LTHW pipework is a mixture of black steel, copper and stainless steel tubing with some brass fittings and valves.	This mixture of dissimilar metals is likely to result in corrosion and premature failure.	B	The pipework should be routinely inspected and replaced when found necessary.			£10,000.00	

Property: Sanderstead Library, Farm Fields, South Croydon CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
		Magnetic filter unit.	There is no magnetic filter unit installed in the boiler room pipework.	B	It is recommended that an Adey (or similar) magnetic filter unit is installed in the boiler room pipework.		£3,000.00		
		LTHW pipework.	There were some sections of pipework with surface corrosion not related to system leaks.	B	The pipework should be wire brushed and painted to prevent further surface corrosion.		£2,000.00		
	Natural Ventilation	There is natural ventilation within all of the major rooms in the building provided by the openable windows. There are also some strategically located airbricks.	Good.	B	None.				
		There are trickle vents in all of the replacement window frames.	Good	B	None.				
	Mechanical Ventilation	There is no mechanical ventilation to any of the rooms within the building.	There is condensation in some of the "wet" areas of the building such as the Rooms 8, 10, 11 and 12 and needs to be addressed.	C	Install mechanical extract fans c/w humidity sensors.		£8,000.00		

Property: Sanderstead Library, Farm Fields, South Croydon CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
	Mains Water Supply	The incoming mains water supply enters the building through the floor in Room 10.	The water consumption within the building is low and therefore the mains water supply should be adequate.	A	None.				
	Cold Water Service	Although the building would most probably have had a cold water storage tank in the loft space above Room 2, the indications are that this has been isolated and all cold water outlets are now fed direct from the mains water supply.	Safe access to the loft space could not be gained to confirm the presence of an obsolete tank.	C	It is recommended that the presence and condition of a cold water tank is incorporated in the scope of the next Legionella Risk Assessment.				
		Pipework.	There were some sections of pipework with surface corrosion not related to system leaks.	B	Pipework needs to be wire brushed and painted to prevent further surface corrosion. After this work is completed it is recommended that those sections of pipework not currently insulated is thermally insulated for frost protection in winter and temperature pick-up in summer (Legionella).		£2,000.00		

Property: Sanderstead Library, Farm Fields, South Croydon CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
	Domestic Hot Water	Domestic hot water is supplied to all areas of the Building from a wall-mounted Heatrae Sadia Multipoint Eco electric water heater located in Room 12. It is provided with an integral pasteurization control.	A POU Water Dispenser inspection was carried out on 08/08/2019 and reported the area safe and clean.	B					£5,000.00
		The water on/off control is by means of a local time 24-hour time switch.	The heater gets switched on needlessly on Wednesdays and Sundays when the Library is closed.	C	Replace with a 7-day time switch.		£1,000.00		
		Distribution pipework from this unit is run at low level through the wet area (i.e. Rooms 5, 6, 7 and 8) to serve the sinks and whb's therein.	There were some sections of pipework with surface corrosion not related to system leaks.	B	The pipework should be wire brushed and painted to prevent further surface corrosion.		£1,000.00		
		Hot taps are marked "Warning Scald Risk"	Good.	A	None.				
		A Legionella Risk Assessment dated March 2007 was found in Room 6.	Risk Assessment is out of date.	D	A new assessment should be carried out to take account of any changes that may have occurred.				

Property: Sanderstead Library, Farm Fields, South Croydon CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
	Above -Ground Drainage	The age of the building is such that all of the waste pipes from the sinks and whb's exit through the external wall to discharge in open gullies or direct to manholes.	Reasonable.	B	None.				
		The wc's have s-traps that connect directly into stub-stacks the run below ground to the nearest adjacent foul manhole.	Reasonable.	B	None.				
MECHANICAL SERVICES SUB-TOTAL						£5,750.00	£54,500.00	£10,000.00	£22,000.00

Property: Sanderstead Library, Farm Fields, South Croydon CR2 0HL						Block: N/A			
Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
ELECTRICAL SERVICES									
1	General Fixed Wiring Electrical Installation	Single phase and statutory authority metered main supply to electrical intake position located on wall in the lower ground floor office. Main fused isolator feeds distribution board DB01 (2010) local lighting and power, which also has fused isolators for fire alarm and boiler supplies (2000) outgoing mineral insulated cables. Final circuits are a mixture of twin and earth, single core and FP200 type cables. Installation has an electrical installation certificate dated 02.11.16.	Electrical installation certificate requires renewal on 11/21, however, it wasn't available for inspection at the time of survey. Existing cabling to areas retained with cable crimp joints utilized during the 2010 DB change. Minor new installations include an electric water heater. CIBSE life expectancy for electrical installation is 30 years.	B	Complete building electrical test and inspection.		£1,200.00		
				B	DB01 reused final circuits, approaching life expired. Cost for rewire as identified.				£9,750.00
				B	Updated DB schedules and cable identification.				£100.00
				D	No main earth evident to mains incoming water supply.		£250.00		
				C	Earth cross bonding removed inside cleaners			£100.00	

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Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
2	Small Power Installation	Installation consists of double switched sockets outlets and fused connection units to fixed appliances/equipment.	There is a mixture of new and older accessories. CIBSE life expectancy for small power installation is 20 years.	B	Cost for renewal of relevant electrical accessories.				£9,500.00
				B	Removal of redundant electrical installation within electrical cupboard.			£50.00	
				C	investigate wiring to clock point above joinery in staff room.		£150.00		
3	Lighting Installation	Installation consists of surface and conduit suspended linear fluorescent luminaires to library and staff areas. WC and external areas are illuminated with circular fluorescent bulkheads. Lighting is typically on/off controlled switch banks. Installation dated circa 2000.	CIBSE life expectancy for lighting installation circa 15-20 years.	B	Lighting approaching life expired. Cost for renewal to LED equivalent including PIR control to improve energy efficiency.			£22,000.00	
				C	Replace broken luminaire in office.		£200.00		

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Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
4	Emergency Lighting Installation	Installation consists of standalone emergency bulkheads and conventional luminaires with integral emergency facilities. Fittings are tested via local key test switches. Installation dated circa 2004.	No recent inspection reports were seen at the time of survey. Coverage provided by the existing installation is unknown and limited in certain areas i.e Staffroom, basement corridor and staircase. No emergency lighting by main entrance. CIBSE life expectancy for emergency lighting installation is 20 years.	B	Luminaires approaching life expired. Cost for renewal to LED equivalent.			Inc Above	
				C	No emergency lighting coverage main entrance and lobby.	£500.00			
5	Fire Alarm and Detection System	Installation consists of conventional fire alarm system with sounders, beacons, automatic detection devices and manual breakglass call points. The system is hard wired in a mixture of white and red sheathed soft skin FP200 type cable.	System has been installed circa 1996. CIBSE life expectancy for a fire alarm and detection installation is 20 years. System is also wired in a white sheathed cable, this would usually be a red sheathed cable.	A	Installation life expired in circa 2016. Cost for replacement, in due course.			£4,750.00	

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Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
				C	Electric operated entrance door. No sign of fire alarm interface or manual override in event of power failure.	£150.00			
				C	Smoke detector heads within boiler room and basement corridor, too close to ceiling obstructions. Cost to relocate.	£350.00			
				C	Emergency lighting and data cables are run within the dedicated fire alarm trunking. Cost for separating cabling/adding containment.			£2,000.00	
6	IT and Communication Systems	Installation consists of structured cable to data outlets within the space. Patch cabinets located within the office.	Installation has been installed to suit the Clients requirements. Cables noted to be mainly clipped direct to walls and ceilings. CIBSE life expectancy for a IT installation is 20 years.	B	Location of server not ideal, fan noise generated is high. Replacement fan required.			£150.00	
				B	Installation life expired, consider replacement in due course.			£2,600.00	

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Ref No	Element	Description	Condition	Grade A-D	Recommendations	Priority (1-4) and Costs (£)			
						1	2	3	4
				C	External incoming BT service, cover missing and terminals exposed.		£300.00		
7	Intruder Alarm Systems	Installation consists of central processor, PIR movement sensors, door contacts and system keypad.	Installation was originally installed in 2001. System is currently maintained by Chubb. CIBSE life expectancy for a intruder alarm installation is 10 years.	B	Installation life expired. Replacement cost.			£3,250.00	
8	Lightning Protection	System comprises, air termination network, finials, down conductors, test points and earth pits.	Installation was originally installed circa 2010. CIBSE life expectancy for a lightning protection system is 25 years.	A	Latest test certification highlighted high earth readings. Investigation and remedial works required.		£500.00		
ELECTRICAL SERVICES SUB-TOTAL						£1,250.00	£2,450.00	£34,900.00	£19,250.00