



Etwall Library Information Pack

For groups and organisations interested in
running a community managed library in
Derbyshire.

Table of Contents

Introduction	1
Current Location of Etwall Library	2
Etwall Library Floorplan	3
Current Building Information	4
Alternative Premises	4
Equipment and Furniture	5
Current Library Operating Information	6
Use of Etwall Library	8
Running Costs of Etwall Library	8
Income at Etwall Library	9
Grants for Etwall Library	10
Information for Anyone Wishing to Submit an Application to Manage Etwall Library	10
Appendix 1: Etwall Library Building Condition report	

Introduction

This *Library Information Pack* provides details about Etwall library which will be useful if you have an interest in taking responsibility for it as a Community Managed Library (CML).

This pack should be read alongside the *Community Managed Libraries Information Pack* which has more details on what Derbyshire County Council are offering; and what a CML would be expected to provide, as well the *Expression of Interest Pack*.

All relevant documents are available on our dedicated webpages www.derbyshire.gov.uk/librariesforderbyshire

You can print this pack at your local library free of charge or you can request a printed copy to be sent to you, or if you require the documents in another format, by contacting us at community.libraries@derbyshire.gov.uk or telephone on 01629 536166.

Current Location of Etwall Library

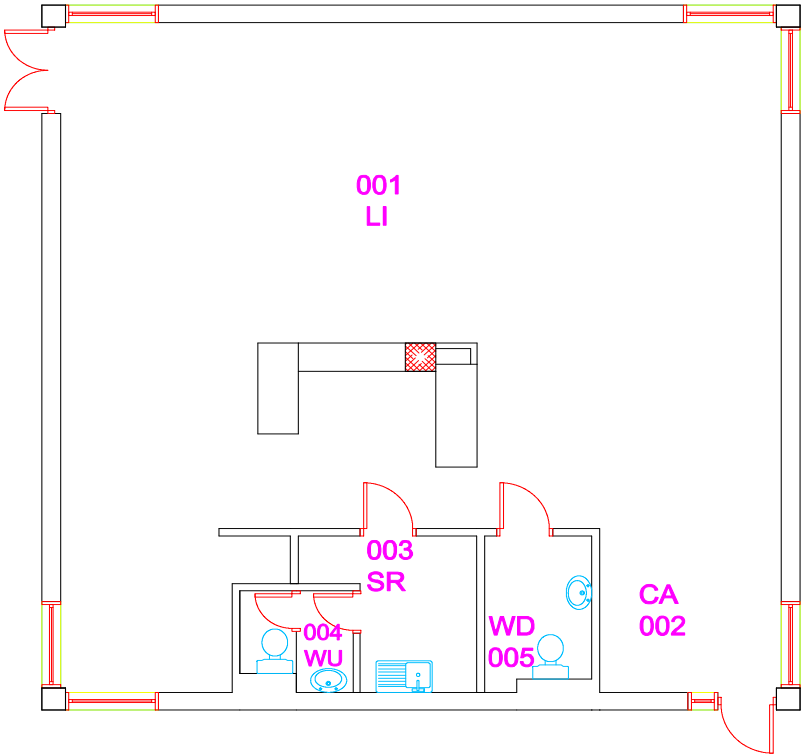


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Etwall Library
Egginton Road
Etwall
Derby
DE65 6NB

Etwall Library Floorplan

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Do not scale

Use only written dimensions. All dimensions must be verified prior to the works being put into hand and any discrepancies reported to the originator

Rev.	Details of Revision	Date	Initial



Derbyshire County Council

Corporate Resources

County Property Division

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Project

ETWALL LIBRARY

UPRN Number

Drawing Number

1853-01-01-GF-B-D001

Revision

Title

SITE 01

BLOCK 01

GROUND FLOOR

Scale	1:100	Drawn	S.J.W	Checked	NSB
Original Size		Date	26/2/07	Date	

Status

A

Current Building Information

Etwall library is all on one level, and is fully accessible. It has ramped access at the front of the building with automatic opening door. The library is an open plan space, with a small lobby area leading into the main library; and a dedicated junior area, computer area and an accessible toilet. The main counter area is situated close to the entrance with a small staff area off this including a staff toilet and a kitchen sink.

- Etwall library is a single storey 112m² brick built property built in the 1970's, with a pitched roof.
- Etwall library is not a listed building nor is it situated in a Conservation area.
- Any proposals to change the use of the library or alter the building may require planning approval and/or building regulation approval. Public libraries fall within Use Class (D1) of the Town & Country Planning (Use Classes) Order 1987 (as amended).
- Derbyshire County Council does not own this building, but lease it from a landlord. Derbyshire County Council will require the landlord's consent for any sub-letting of the building, and the terms of the sub-lease will reflect those in the head lease. This is subject to agreement by all parties.
- There are two staff / users parking spaces adjacent to the library and one accessible parking space. There is further free parking in the village car park and Frank Wickham hall car park which are located within walking distance of the library.
- In terms of accessibility, the building has:
 - A ramp leading into a level- access building
 - Automatic doors
 - A hearing loop at the counter
 - An accessible toilet
 - Baby changing facilities
- This building does not require a Display Energy Certificate as it is less than 250m²
- Derbyshire County Council will ensure that there is an up to date Energy Performance Certificate provided before the library is transferred to an organisation.
- See also the full building condition report attached as **Appendix 1**

Alternative Premises

If you are interested in running Etwall library from different premises, this may be possible. Please talk to library officers at the open day or contact us at community.libraries@derbyshire.gov.uk for a discussion.

Equipment and Furniture

Derbyshire County Council will transfer equipment and furniture in the library on the day of handover to the CML as follows:

- Fixtures and fittings will become the property of the CML for the duration of the agreement. The CML will take on the responsibility for their maintenance and repair or replacement and disposal.
- Furniture will also become the property of the CML for the duration of the agreement. The CML will take on the responsibility for its maintenance and repair or replacement and disposal. As at December 2018 this comprises:
 - 1 fixed library counter
 - 9 bays of wall mounted shelving with book stops
 - 6 bays movable shelving (various sizes) with book stops
 - 2 paperback 'spinners'
 - 5 wooden 'dump bins' (various sizes)
 - 3 wooden 'kinder boxes'
 - 2 shelving trolleys (various sizes/styles)
 - 24 chairs (various sizes/styles), and 1 draughtsman chair
 - 7 tables (various sizes/styles)
 - Small lockable locker.
- ICT equipment connected to the Derbyshire County Council network will be provided to the CML on handover. As at December 2018 this comprises:
 - 2 computers for volunteer use with accessories and software to enable volunteers to use the Library Management System.
 - 4 public access computers with accessories and desks
 - 1 printer
 - 1 flatbed scanner
 - A people counter
 - 1 VOIP telephone¹
- Other equipment and stationery will become the property of the CML, who will take on the responsibility for their maintenance and repair or replacement and disposal. As at December 2018 this comprises:
 - 1 analogue telephone and phone line
 - 1 fridge
 - 1 microwave
 - 1 till
 - 1 red box
 - 1 blue box

¹ VoIP stands for Voice over Internet Protocol. VoIP allows you to make free, or very low cost, telephone calls over the Internet

- A reasonable level of stationery including paper and ink for the printer, date stamps, etc.
- Derbyshire County Council branded stationery items and forms which will be needed to run the library, such as date labels, will be provided to the CML.
- Generic publicity material for countywide services will also be provided subject to capacity, but the CML will be expected to create and provide their own library specific promotional materials.
- Cleaning equipment and materials on site will become the property of the CML, who will take on the responsibility for their repair or replacement and disposal.
- A supply of winter maintenance materials will become the property of the CML, who will take on the responsibility for their repair or replacement and disposal.
 - Including a quantity of grit; bucket and shovel

Current Library Operating Information

Current opening hours

Monday	14.00 – 19.00		
Wednesday	10.00 – 13.00	and	14.00 – 17.00
Thursday	14.00 – 19.00		
Total 16 hours per week			

This library must continue to open for 16 hours per week as a minimum once it has transferred to community management, to include at least one evening until 6.00 pm. Opening for at least 3 hours at weekends would be encouraged, but is not obligatory.

Current staffing

There are currently 0.62 Full Time Equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Etwall library is transferred to community management.

Current volunteers

There is currently 1 volunteer at Etwall library, who is a Home Library Service volunteer.

Current materials (as at December 2018)

Etwall library currently houses approximately 7,500 items. Books and audiobooks in stock or on loan will remain the property of Derbyshire County Council, but they will be retained in the CML for use by their users.

After Etwall library is transferred to community management, Derbyshire County Council will continue to provide some new stock. Stock circulation between branches on a regular basis will ensure that it continues to work well and remain fresh in all libraries.

Etwall library currently offers a local newspaper. If a CML wishes to provide newspapers after the library is transferred, they will be responsible for supplying and paying for these.

Regular library activities

- Storytime for under 5s
 - Thursdays
 - Weekly
- Book Group
 - Thursdays
 - Monthly
- IT help sessions
 - As requested

Derbyshire County Council will not continue to provide or facilitate these activities after Etwall library is transferred to community management. Training will be offered if volunteers wish to continue with any of these activities.

Security and alarms

There are 3 fire extinguishers. The building has a fire alarm system, and an intruder alarm covered by First County monitoring. Out of hours activations are currently attended by nominated key holders. The CML will be responsible for making its own arrangements to deal with out of hours activations.

There is a fixed panic alarm on the library counter. Details will be discussed with the organisation prior to handover.

Cleaning

Currently the library is cleaned for 5 hours per week by Derbyshire County Council. This will cease on handover, and the CML will be responsible for cleaning Etwall library.

Insurance

Derbyshire County Council currently pays all the insurance necessary to run Etwall library. Arrangements for insurance after handover can be found in the *Community Managed Libraries Information Pack*.

Use of Etwall Library

According to figures from 2015, the draft catchment area of Etwall library (determined using the postcodes of active borrowers) has a population of 24,403 Derbyshire residents, which is 3.1% of Derbyshire's estimated population. 22.3% of this population are aged 0-17, and 21.6% are aged over 60. The area has an Indices of Multiple Deprivation score of 10 (with 1 being the most deprived and 10 being the least deprived).

At Etwall library in 2016-2017 there were:

- 11,619 visits
- 28,006 issues
- 675 Computer reservations

There were 1,035 active members of Etwall library in March 2017, which represents approximately 4.2% of the estimated Derbyshire residents living in the catchment area of Etwall library.

External groups who regularly use Etwall library:

- DIGIT
 - On an ad hoc basis

Running Costs of Etwall Library (1 April 2016 – 31 March 2017)

Security - Alarms & Maintenance	£295
Gas	£640
Electricity	£617
Rent - Frank Wickham Hall Charity	£500
National Non-Domestic Rates*	£2,614
Water	£199
Cleaning/Caretaking	£427
Trade Waste Services	£264
ICT Costs**	£2,894
Total	£8,450

***A note on National Non-Domestic Rates**

For more information on rates in South Derbyshire, see <https://www.south-derbys.gov.uk/our-services/business-and-investment/business-rates-and-relief>

The CML will take on the responsibility for rates. Depending on the nature of the organisation taking over, it may be possible to apply for Business Rate Relief, reducing the amount payable. This would need to be discussed with the relevant District Council.

****A note on ICT costs**

ICT costs include PC support & replacement, lease of printers, replacement toner and TV licence.

Income at Etwall Library
(1 April 2016 – 31 March 2017)

Income type	Amount
Overdue charges	£417
Request charges	£252
Printing/ photocopying charges	£14
Audiobook Hire	£63
Room Hire	£0
Book Sales	£5
Other general charges	£150
Total	£901

Service standards for income

There are legal requirements outlined in the *Public Libraries and Museums Act* (1964) which require local authority libraries to “lend books and other printed material free of charge for those who live, work or study in the area”. This is reiterated in *The Library Charges (England and Wales) Regulations* (1991). This means that CMLs, as part of our statutory libraries network in Derbyshire, cannot charge people to be a member of the library or borrow books.

Derbyshire County Council do not charge library users for access to our public computers or Wi-Fi, and CMLs would have to commit to this policy.

CMLs must adhere to Derbyshire County Council’s Libraries Charging Scale, including any future changes.

For full information, see the *Community Managed Libraries Information Pack*.

Grants for Etwall Library

Derbyshire County Council will provide the organisation managing Etwall library with grants or equivalent services up to a total of:

Year 1	£9,300
Year 2	£6,800
Year 3	£5,100
Year 4	£3,400
Year 5	£2,600

Equivalent services might mean that, for example, an organisation would prefer Derbyshire County Council to continue paying utility bills on their behalf rather than receive the equivalent amount of grant for a the first year or two. This will be negotiated on a case by case basis.

Information for Anyone Wishing to Submit an Application to Manage Etwall Library

Obtaining further information or support

It is suggested that you take time to consider all of the information available on the dedicated webpages www.derbyshire.gov.uk/librariesforderbyshire, which will be kept up to date, and will be used to share important information and dates. Please read the *Community Managed Libraries Information Pack* carefully.

If you would like to get in touch with someone at Derbyshire Libraries with questions or queries about CMLs, email is recommended on community.libraries@derbyshire.gov.uk. Alternatively, you can telephone our call back number on 01629 536166. Staff who answer this number will not be able to answer any questions, but can take your details and arrange for someone to call you back.

An open day has been arranged at each of the 20 libraries proposed to move to community management. At the open days, there will be council staff available to answer any questions you may have and show you around. The open day at Etwall library will be on 19th March 2019.

You are welcome to visit the library during opening hours to have a look at the public areas and to get a feel of the library. However, please be sensitive to the library staff and be aware that they will not be able to answer questions about this process, or show you around. If you cannot make the open day and you would like to ask any questions or have a look around the whole building, you can contact us at the email or phone number above.

Applying to run Etwall library

If you are interested in applying to run Etwall Library, please complete the form in the *Expression of Interest Pack* which contains the EOI form alongside guidance on the completion and scoring of the form. Successful organisations will be invited to submit a *Business Case*.

The EOI form also gives organisations an opportunity to identify any support they would need, for example with becoming a constituted group or advice around writing a business case. This will enable Derbyshire County Council to signpost your organisation to relevant support or information where possible.

Key Dates for Etwall Library	
Open Day	19 March 2019
Expressions of Interest submission deadline	16 April 2019

Thank you very much for your interest.

Condition Survey Report

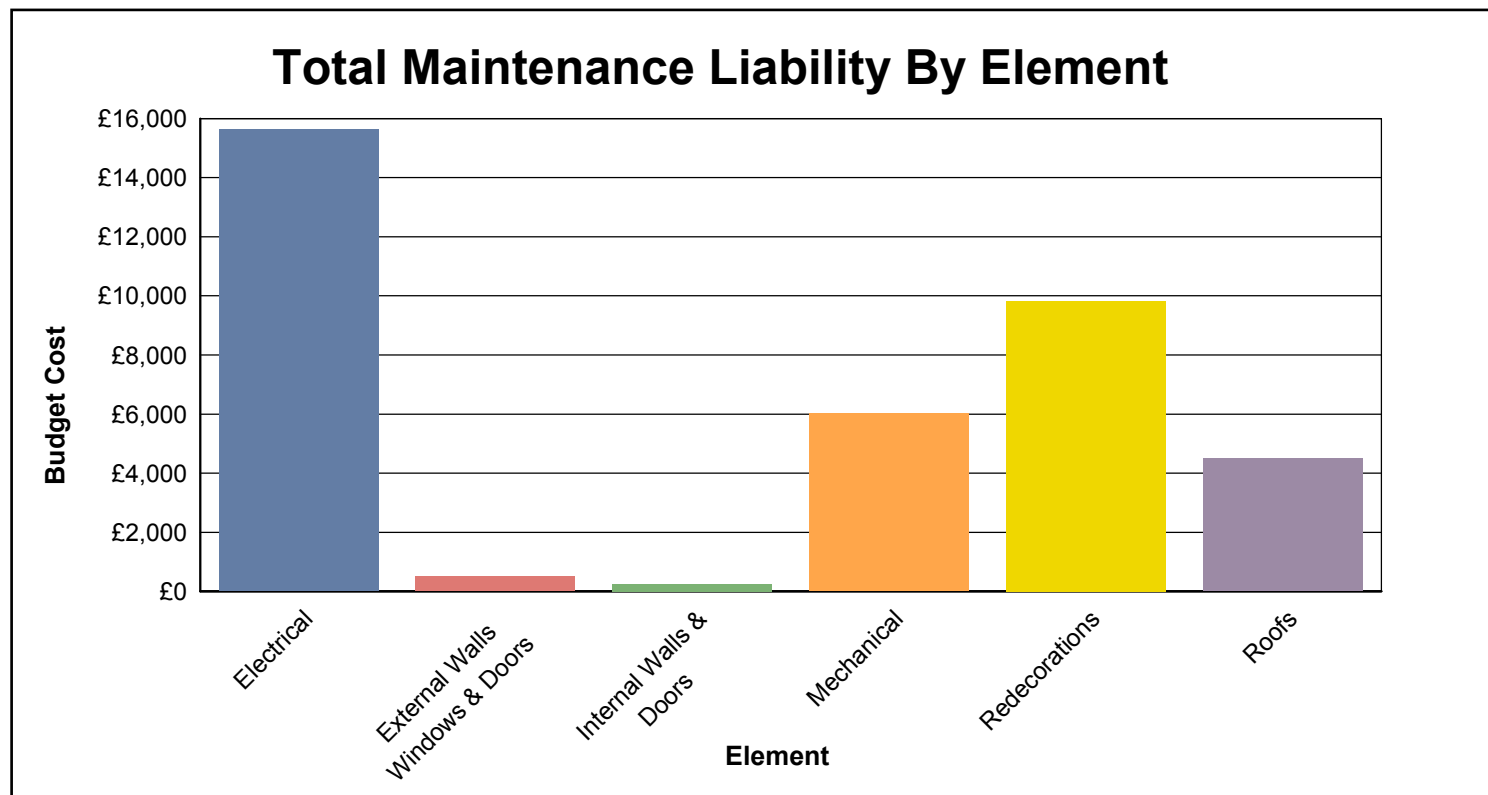
1853-01

Etwell Library

Building Survey Date: 22-May-2018

Mechanical Survey Date: 04-June-2018

Electrical Survey Date: 23-May-2018



Condition Survey General Guidance Notes

1) Scope of Survey

- a) The condition surveys have comprised of a visual assessment of the condition of all exposed and accessible building, electrical and heating elements within each building, and all external works (excluding soft landscaped areas), to identify significant defects and items of disrepair.

2) Unique Property Reference Number (UPRN)

- a) Every establishment, site, building, and room has been allocated a UPRN, in the following format:

1234-01-01-001

- b) The first four digits are the establishment reference, the fifth and sixth digits are the site, the seventh and eighth are the building or block, and the last three are the room number, the first of which indicates the floor level.

- c) Within the survey data floor levels are referenced in the following way:

- 1 Basement or lower ground floor level
- 0 Ground floor, or the level where the main entrance is located
- 1 First floor
- 2 Second floor

Note: Mezzanine levels are indicated with a '+' for example +1

3) Site Plan

- a) The site plan shows the land and buildings **occupied**, this is not necessarily the same as the legal ownership.

4) Priorities

- a) All building elements surveyed have generally been given three ratings:
 - i) Type
 - ii) Priority
 - iii) Condition
- b) There are three exceptions to the above, where only a single priority rating is entered:
 - i) Recommendations (Rating R)
 - ii) Further investigations (Rating I)
 - iii) Energy improvements (Rating Q)
- c) Examples and further details of the priorities can be found in Appendix A.

5) Element Breakdown

a) All building elements are categorised into three main groups:

- i) Element – e.g. Roofing
- ii) Sub Element – e.g. Flat roofs
- iii) Attribute – e.g. Felt

6) Year

- a) This is the year a defect is identified, priority altered, or cost adjusted.
- b) A year entry of 51 identifies that the item is in a satisfactory condition and will not require any maintenance or replacement within the survey period.

7) Costs

- a) Costs are budget prices at the time of the survey and include for preliminaries and contingencies.

Appendix A

Summary Table of Condition Ratings

Rating 1 (Type)		Rating 2 (Priority)		Rating 3 (Condition)	
E	Environment Improvement	1	Urgent work to prevent closure of premises Or Serious risk	A	Good Condition Performing as intended and operating efficiently
F	Fire Precaution				
G	Consequential Damage Risk				
H	Health & Safety or Hygiene Issue	2	Essential work required within 2 years	B	Satisfactory Condition Performing as intended but minor repairs required
I	Investigation				
L	Loss of Service	3	Desirable work required within 3 –5 years	C	Poor Condition Exhibits major defects
R	Recommendation				
S	Security	4	Long term work outside the 5-year period	D	Life Expired Serious risk or imminent failure
Q	Energy Improvement				

Appendix A

1) Type Rating

- a) **E** - Environment Improvement
 - i) Example - internal decoration
- b) **F** - Fire Precautions
 - i) Example - repairs to fire doors
- c) **G** - Consequential Damage Risk
 - i) Example - failing roof coverings
- d) **H** - Health & Safety and / or Health & Hygiene
 - i) Example - poor decorations in a kitchen
- e) **I** - Further Investigation Recommended
 - i) Example - cracking to brickwork
- f) **L** - Loss of Service
 - i) Example - possible boiler failure
- g) **R** - Recommendation
 - i) Example - upgrading and improvements beyond maintenance
- h) **S** - Security Implication
 - i) Example - boundary fencing
- i) **Q** - Energy Improvement
 - i) Example - installation of double glazing

2) Priority Rating

a) Priority 1 (Urgent work) - Examples

- i) Unsafe premises, or parts of premises, that are cordoned off or shored up and require urgent attention; accommodation already out of use or likely to be soon out of use.
- ii) Ground problems, such as wells, major ground faults, and mine shafts. Condemned temporary premises already out of use or likely to be soon out of use.
- iii) Obsolete heating boilers that have failed or which are likely to fail and for which no components are available.
- iv) Presence of friable asbestos.

b) Priority 2 (Essential work) - Examples

- i) Roof repairs where patching is no longer possible; windows, doors and curtain walling that are prone to severe water penetration and have severe rot, decay or rusting.
- ii) Urgent problems with mechanical and electrical services, e.g.: lead drinking water pipe-work, corroded water tanks, electrical installations with vulcanised india rubber cabling; unearthed systems where test period has been reduced because of previous failures (one year or less).
- iii) Playgrounds that pose health and safety risks, especially at Primary Schools; defective floor finishes in high-risk areas such as gymnasias or staircases.

c) Priority 3 (Desirable work) - Examples

- i) Defective mechanical and electrical services, e.g.: inefficient boilers towards the end of their expected lives; replacement of old lighting circuits that are no longer suitable and provide poor task lighting; works to resolve fire alarm deficiencies.
- ii) Repairs within the life of the Plan, including works to defective playgrounds, tennis courts and floor finishes that may remain a health and safety issue.

3) Condition rating

- i) **A** - Good. Performing as intended and operating efficiently
- ii) **B** - Satisfactory. Performing as intended but exhibiting minor deterioration
- iii) **C** - Poor. Exhibiting major defects and/or not operating as intended
- iv) **D** - Life Expired and/or serious risk of imminent failure

4) Rating Combinations

- a) An element with a Condition D rating will not always warrant Priority 1. There may be instances where an element is in poor condition, but for which maintenance work is not a high priority. The reverse may also be the case. The following table shows some such examples.

Element	Condition	Priority	Comment
External walls, windows and doors	D	4	External cladding of mobile building badly decayed and beyond economic repair. The building however is not now in use and will be shortly replaced as part of a redevelopment scheme. It is therefore low priority.
Internal walls, windows and doors	B	1	Internal walls and doors in this example are generally in satisfactory condition, but some glazing breaches legislation and is a hazard. There is no serious dilapidation, but removing the hazard is a high priority
Electrical services	A	1	Electrical services in this example are in good condition, but lack of earthing provision breaches legislation and is a hazard. There is no serious dilapidation, but removing the hazard is a high priority

1853-01 Etwall Library

Building Survey Date: 22-May-2018 Mechanical Survey Date: 04-June-2018 Electrical Survey Date: 23-May-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
			Mechanical	External Services	External Gas Services	L 2 C	2018	0.00	£360	1no gas meter house with a elster G4 6m3/h with isolation valve ,warning notice and line diagram but no earth cable and outlet of the meter to outside needs more denzo tape around the pipework
Total Condition Liability for Block = £360										
01			Electrical	Alarms	Intruder					There is an intruder alarm system fitted to this building, this should remain serviceable within the scope of this survey period (installed by ASI)
01			Electrical	Communication Systems	Call System	G 2 B	2018	0.00	£150	Reposition the call pull as the cord is poorly positioned.
01			Electrical	Communication Systems	Telecommunications	R 3 B	2018	0.00	£110	Secure all loose and remove all redundant telecommunication / data cables as required to external elevations. Refit termination box cover rear elevation
01			Electrical	Control Gear	Distribution Boards	H 2 B	2018	0.00	£500	There is a modern MCB distribution board fitted with 30mA RCD protection to selected circuits only (Merlin Gerin Isobar 4C board) additional 30mA RCDs (RCBOs) should be retrofitted to this board to afford additional safety / protection to users.
01			Electrical	Fire System	Alarm Panel	F 3 D	2018	0.00	£4,500	No fire alarm system fitted, consideration should be given to its provision, Stand alone smoke detection fitted.
01			Electrical	Fire System	Emergency Lights	F 2 B	2018	0.00	£400	Emergency lighting is self-contained either stand alone or integrated into primary light fittings, additional emergency lights and illuminate exit signs are required to some areas to fully comply with BS5266.
01			Electrical	Lighting	External Lighting	H 3 B	2018	0.00	£7,700	External car park column mounted lighting is via one (obsolete) design plan concourse lanterns, however this is in reasonable condition and should remain serviceable within the scope of this survey period, the diffusers should be cleaned both internally and externally to maintain their intended illuminance levels. Additional column lights recommended to the drive if funding becomes available.
01			Electrical	Lighting	External Lighting	H 2 C	2018	0.00	£1,400	Provide additional external lighting.
01			Electrical	Wiring	Lighting	H 3 D	2018	0.00	£700	Lighting is generally via linear fluorescent T5,T8 or 2D compact luminaires which should remain serviceable within the scope of this survey period.. Replace tungsten track lights and tungsten drum fittings to the old foyer
01			Electrical	Wiring	Main Earth	H 3 B	2018	0.00	£175	Replace the main earth bar with a split link type to fully comply with BS7671.

1853-01 Etwall Library

Building Survey Date: 22-May-2018 Mechanical Survey Date: 04-June-2018 Electrical Survey Date: 23-May-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			Electrical	Wiring	Power					Satisfactory at the time of my visit, some items are a little dated but working fine.
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project					Note: buildings external brick wall finishes, powder coated rainwater goods, concrete access ramp, steel paint handrails and drainage, no evidence of damage.
01			External Walls Windows & Doors	Window & Door Framing	Window & Door Framing Project	G 2 D	2018	1.00	£500	Repair rotten timber cill and beading to timber framed window along buildings front elevation, including redecorations, poor condition
01			Internal Walls & Doors	Walls & Partitions	Walls & Partitions Project	E 3 C	2018	1.00	£250	Plaster repair wall damage within room 004, including decoration to match existing, poor condition
01			Mechanical	Cold Water	Storage and Distribution					All pipework is in copper for the cold water services
01			Mechanical	Cold Water	Storage and Distribution					incoming water is 15mm to a stop cock then to a everblu cyble meter water comes from approx. 30m to iso in path to west the pipework to the stop tap is in black plastic pipework
01			Mechanical	Gas Distribution	Gas Valves and Pipework	G 2 C	2018	0.00	£60	gas pipework is in copper pipework and isolation valves at each appliance. more identification needed for gas pipework
01			Mechanical	Gas Distribution	Gas Valves and Pipework	H 2 D	2018	0.00	£800	incoming gas is in 003SR with isolation valve but not very assessable and earth cable is in the incorrect position
01			Mechanical	Heating Controls	Panel and Sensors	L 3 C	2018	0.00	£2,500	1no Coster CDM 913 which is now obsolete also has a plant control box with key operation for auto/extend/hols,summer settings there is a coster outside senor and indoor sensor
01			Mechanical	Heating Distribution	Heat Emitters and TRVs					2no overhead dimplex heater with room stats in room wd005,ca002 1no wall hung dimplex heater with room stat in room 003sr
01			Mechanical	Heating Distribution	Heat Emitters and TRVs					3no Rinnai energy saver 556T normal input 6.4kw output 5.5kw all have flues to outside and cages and guards for heater and flues
01			Mechanical	Hot Water	Controls and TMVs	H 2 D	2018	0.00	£100	No TMV to the basin sink in room 003SR
01			Mechanical	Hot Water	Hot Water Generator	L 2 D	2018	0.00	£1,700	1no oversink newlec auto sensor model 4.3 59 1007 room WD005 1no heatrae sadia 5 gallon water heater behind toilet panels becoming rusty needs changing (1700)
01			Mechanical	Hot Water	Pumps and Distribution					All hot water is in copper pipework
01			Mechanical	Ventilation	Mechanical Ventilation	H 3 D	2018	0.00	£500	no ventilation in the toilet area room 004WU 1no 4" window vent axia fan working room WD005

1853-01 Etwall Library

Building Survey Date: 22-May-2018 Mechanical Survey Date: 04-June-2018 Electrical Survey Date: 23-May-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			Redecorations	External	External Project	G 2 D	2018	1.00	£1,000	Replace rotten external timber access door complete with vision panels and ironmongery, include for refitting automated opener to new door and decoration to match existing, poor condition
01			Redecorations	External	External Project	G 3 B	2018	76.00	£3,420	Rub down and redecorate timber framed windows and doors using high performance paint system, price to include for minor repairs prior to redecorations.
01			Redecorations	Internal	Internal Project	E 3 B	2018	120.00	£5,400	Carry out full internal redecoration to all rooms, price increase for high ceilings
01			Roofs	Pitched Coverings & Insulation	Pitched Coverings & Insulation Project	G 2 C	2018	1.00	£4,500	Carry out overhaul repairs to pitched tiled roof, works to include renewal of isolated missing roof tiles, repairs to various loose/slipped tiles, removal/treatment of moss growth to tile surfaces, clear clean of all rainwater goods and repointing repairs to open joints to roof hips, poor condition, price increase for scaffolding

Total Condition Liability for Block 01 = £36,365**Total Condition Liability for Site 1853-01 = £36,725**