



Hadfield Library Information Pack

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

Table of Contents

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

Introduction

This *Library Information Pack* provides details about Hadfield 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.

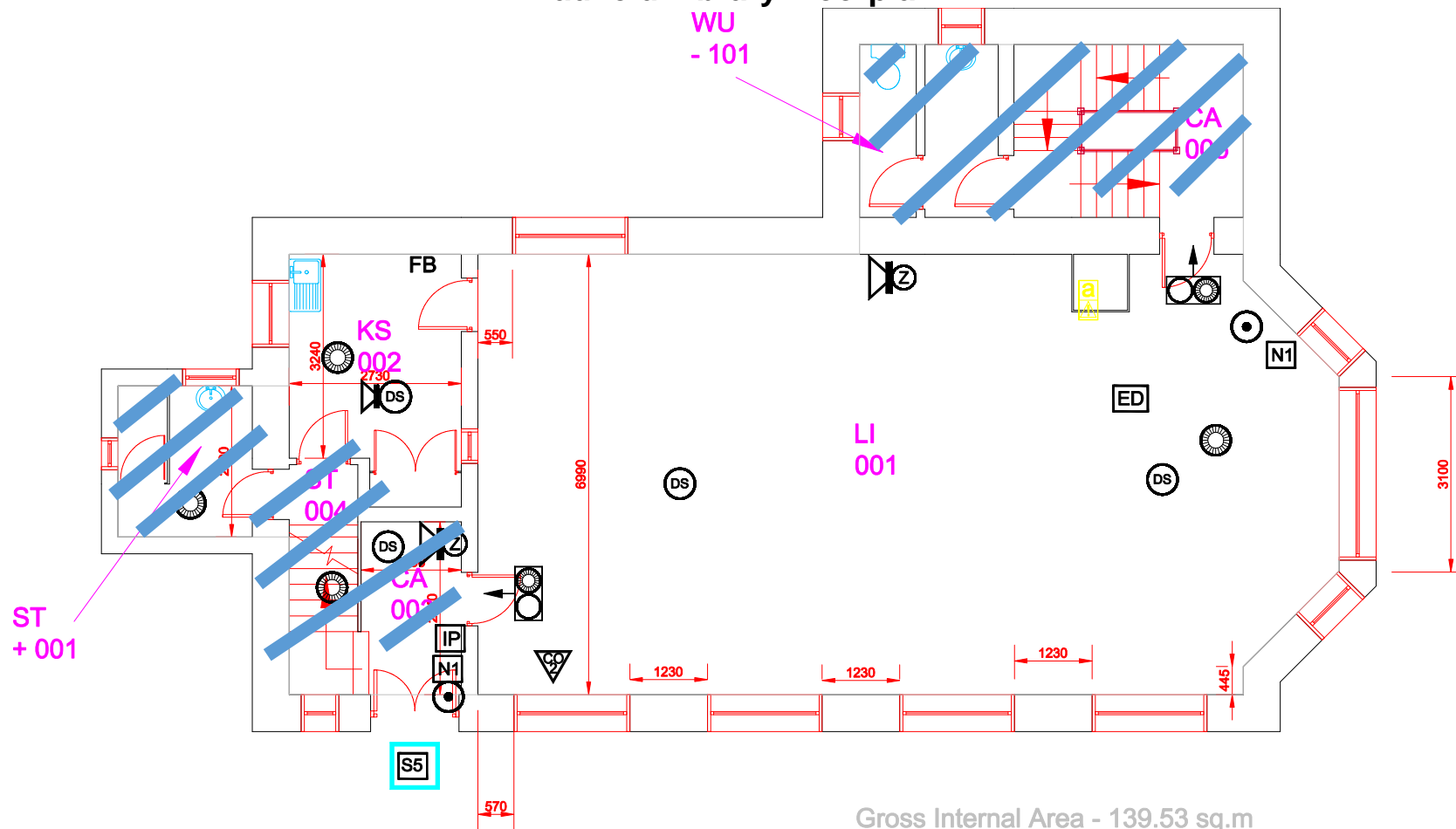
Current Location of Hadfield Library



© Derbyshire Mapping Portal

Hadfield Library
Station Road
Hadfield
Derbyshire
SK13 1AA

Hadfield Library Floorplan



© Derbyshire County Council

Hadfield Library is part of a shared building. The areas which are scored through are not part of the library.

Current Building Information

Hadfield library is situated on the middle floor of Hadfield Hall. The library is all on one level, and is accessed via steps to the outside of the building. The library is an open plan space, with a small lobby area leading into the main library; a dedicated junior area and a computer area. The main counter area is situated close to the entrance. There is a small staff room including a kitchen sink. Staff and library users currently use a toilet off the main library accessed via stairs. Continued use would need to be agreed with the landlord.

- Hadfield Library occupies 314m² of the middle floor of Hadfield Hall, a three storey stone built property built in 1905, with a slate roof.
- Hadfield 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 leases 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 is on street parking on Station Road and surrounding streets.
- The library itself is level access, however there are stone steps up to the entrance, and steps down to the toilet.
- There is a hearing loop at the counter.
- This building requires a Display Energy Certificate as it is more than 250m². Derbyshire County Council will ensure that there is an up to date Display Energy Certificate provided before the library is transferred to an organisation.
- 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**
- Please note, possible building improvements are currently being discussed with Friends of Hadfield Hall which may affect the library.

Alternative Premises

If you are interested in running Hadfield 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
 - 17 bays of wall mounted shelving with book stops
 - 10 bays of movable shelving (various sizes) with book stops and 1 end of bay display panel
 - 4 paperback 'spinners'
 - 4 wooden 'dump bins' (various sizes)
 - 3 wooden 'kinder boxes'
 - 2 shelving trolleys (various sizes/styles)
 - 20 chairs (various sizes/styles), and 1 perching stool
 - 3 tables (various sizes/styles)
 - 2 beanbags
 - A 4 drawer metal filing cabinet
 - 1 storytime rug
 - 1 red box
- 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.
 - 7 public access computers with accessories and desks
 - 1 Multi Function Device (combined printer, photocopier and scanner)
 - A people counter
 - 2 VOIP¹ telephones
- 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 VoIP stands for Voice over Internet Protocol. VoIP allows you to make free, or very low cost, telephone calls over the Internet

- 1 microwave
 - 1 till
 - 1 laminator
 - 1 paper trimmer
 - 1 kick stool
 - 1 shredder
 - 1 set of stepladders
 - 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.

Current Library Operating Information

Current opening hours

Tuesday	14:00 – 19:00		
Thursday	10.00 – 13.00	and	14.00 – 17.00
Friday	14.00 – 17.00		
Saturday	9.30 – 13.00		
Total 17.5 hours per week			

This library must continue to open for 17.5 hours per week as a minimum once it has transferred to community management, to include at least one evening until 6.00 pm and 3 hours at weekends.

Current staffing

There are currently 0.78 Full Time Equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Hadfield library is transferred to community management.

Current volunteers

There is currently 1 volunteer at Hadfield library, who is an IT Buddy on an ad hoc basis.

Current materials (as at December 2018)

Hadfield library currently houses approximately 5,500 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 Hadfield 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.

Hadfield 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

- Story and Rhyme Time for pre-school children
 - Saturday
 - Monthly
- IT help sessions
 - As requested

Derbyshire County Council will not continue to provide or facilitate these activities after Hadfield 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 6 hours per week by Derbyshire County Council.-This will cease on handover, and the CML will be responsible for cleaning Hadfield library.

Insurance

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

Use of Hadfield Library

According to figures from 2015, the draft catchment area of Hadfield library (determined using the postcodes of active borrowers) has a population of 3,491 Derbyshire residents, which is 0.4% of Derbyshire's estimated population. 21.8% of this population are aged 0-17, and 17.5% are aged over 60. The area has an Indices of Multiple Deprivation score of 3 (with 1 being the most deprived and 10 being the least deprived).

At Hadfield library in 2016-2017 there were:

- 13,242 visits
- 14,120 issues
- 1,778 Computer reservations

There were 870 active members of Hadfield library in March 2017, which represents approximately 24.9% of the estimated Derbyshire residents living in the catchment area of Hadfield library.

There are no external groups who currently use Hadfield library on a regular basis.

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

Security - Alarms & Maintenance	£353
Rents (including National Non-Domestic Rates*) – High Peak Borough Council	£5,600
Cleaning/Caretaking	£149
Trade Waste Services	£178
ICT Costs**	£2,458
Total	£8,739

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

For more information on rates in High Peak, see <https://www.highpeak.gov.uk/businessrates>. 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 Hadfield Library
(1 April 2016 – 31 March 2017)

Income type	Amount
Overdue charges	£314
Request charges	£153
Printing/ photocopying charges	£282
Audiobook Hire	£24
Room Hire	£0
Book Sales	£164
Other general charges	£29
Total	£966

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 Hadfield Library

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

Year 1	£9,700
Year 2	£7,000
Year 3	£5,300
Year 4	£3,500
Year 5	£2,700

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 Hadfield 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 Hadfield library will be on 3rd April 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 Hadfield library

If you are interested in applying to run Hadfield 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 Hadfield Library	
Open Day	3 April 2019
Expressions of Interest submission deadline	1 May 2019

Thank you very much for your interest.

Condition Survey Report

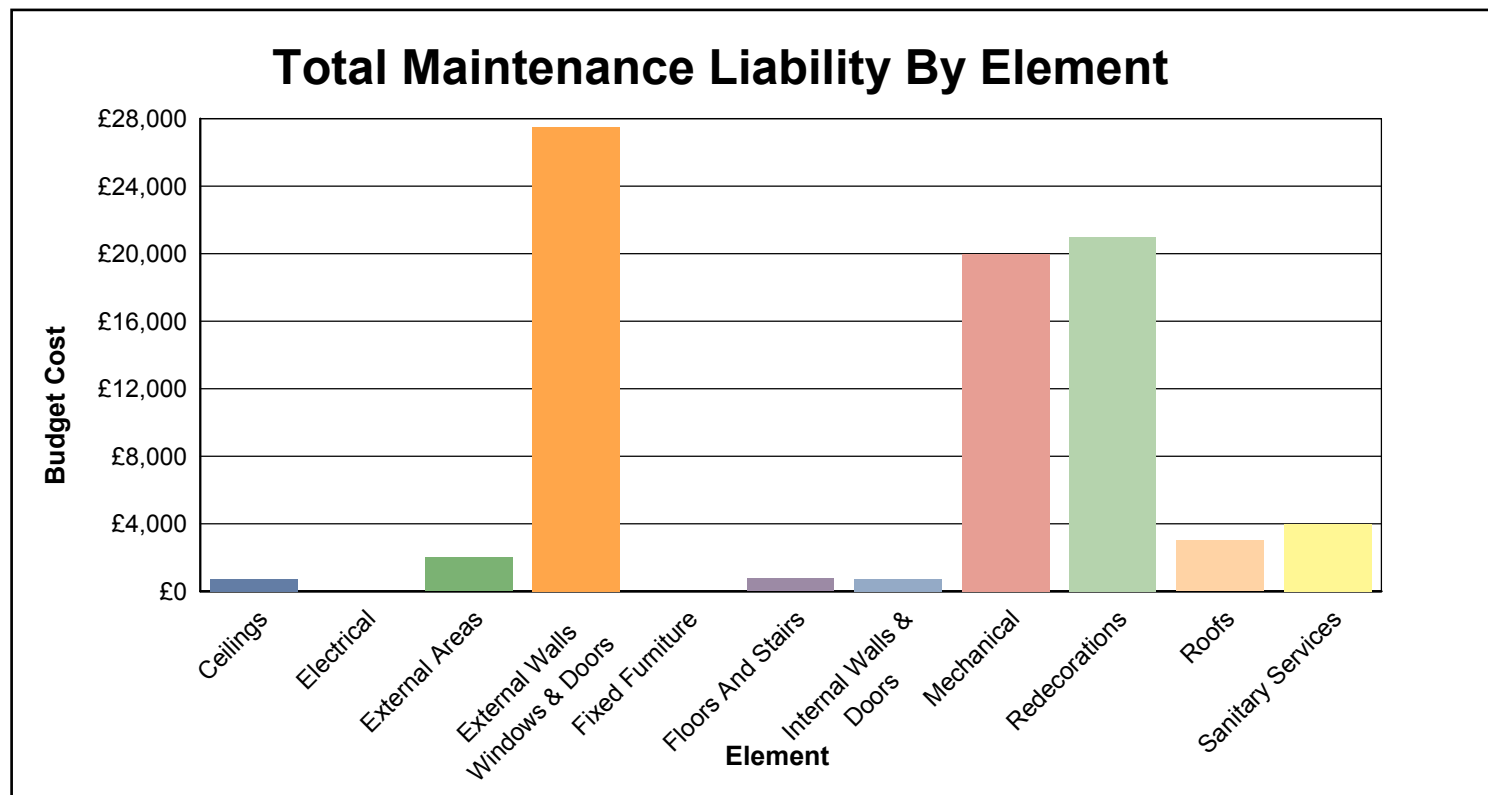
1870-01

Hadfield Library

Building Survey Date: 19-July-2018

Mechanical Survey Date: 26-June-2018

Electrical Survey Date: 21-June-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

1870-01 Hadfield Library

Building Survey Date: 19-July-2018 Mechanical Survey Date: 26-June-2018 Electrical Survey Date: 21-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks		
			Mechanical	Ventilation	Mechanical Ventilation					3in extract in +1 toilets		
Total Condition Liability for Block = £0												
01			Electrical	Control Gear	Distribution Boards					Incoming supply is single phase fed from Memorial Hall. DB being Schneider Isobar 4C single phase 15 way mostly RCBO protected. Estimated installation date 2013		
01			Electrical	Fire System	Alarm Panel					Advanced 5000 fire alarm panel wireless system incorporating manual call points and automatic detection, Flashing beacons sounders installed		
01			Electrical	Fire System	Emergency Lights					Stand alone emergency bulkheads mounted on light line trunking with stand alone exit signs above entrance door. Local emergency key switches installed. Staff room having combined emergency T8 linear fitting with local test switch		
01			Electrical	Lighting	External Lighting					LED bulkhead combined emergency fitting installed above entrance door controlled via time clock		
01			Electrical	Wiring	Lighting					Thourlux Kanby twin T8 linear fluorescent fittings with diffusers mounted on light line trunking through out the library floor		
01			Electrical	Wiring	Power					Containment being in the light line trunking with galvanised conduit drops and metal clad accessories in the library with PVC in staff area. All RCBO protected and being in satisfactory condition		
01			External Areas	Walls Fences & Gates	Stone Walls	G	2	C	2015	0.00	£1,500	Take down and rebuild top section of dry-stone retaining wall to Northern boundary. Stonework loose / dislodged.
01			External Areas	Walls Fences & Gates	Timber Fencing	G	2	C	2015	0.00	£500	Take down tree damaged fence to Northern boundary. Re-site concrete posts to allow for tree growth and renew panels to suite.
01			External Walls Windows & Doors	Wall Structure	Stonework							Continual periodic monitoring of stonework will be required due to nature of stone and how it is weathering / delaminating.
01			External Walls Windows & Doors	Wall Structure	Stonework	G	2	C	2015	0.00	£250	Loose stonework to gutter end adjacent to boiler room. Re-set stonework and ensure gutter is secure.
01			External Walls Windows & Doors	Wall Structure	Stonework	G	2	C	2015	0.00	£5,000	Stone appears to be rotating to gable end projection (West Elevation). Gap apparent between gable and returning stonework. Consider Helifix type repair, pinning gable back to stonework. Allow for re-setting dislodged stone copings. Cost includes scaffold access.

1870-01 Hadfield Library

Building Survey Date: 19-July-2018 Mechanical Survey Date: 26-June-2018 Electrical Survey Date: 21-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			External Walls Windows & Doors	Wall Structure	Structural Frame	G 2 C	2015	0.00	£2,500	Structural steel support to room +001(wc). Steel I beams corroded causing concrete cover to blow, including reinforcing bars to floor slab. Fully expose corroded steel and treat with suitable rust inhibitor, prior to renewing concrete cover. Tower scaffold required.
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project	G 2 C	2015	0.00	£3,000	Delamination to dressed stonework. Recommend removing loose material and light brushing back to smooth face to help avoid increased water ingress and accelerated damage. Recommend touch survey of stonework to establish full extent of condition. Appropriate access arrangement to be considered. Allows for patch repointing in lime mortar where necessary. Potential to tie-in with window refurbishment scheme.
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project	G 2 C	2015	0.00	£1,000	To room -105. Long-standing movement to stonework. Concrete flat roof over store. Entrance boarded up restricting inspection. Consider potential corrosion to concrete reinforcement. Will require further investigation prior to remedial works. Cost allows for potential future repair works to stonework and concrete roof.
01			Floors And Stairs	Floor Screed & Finish	Paint / Treat Floor	H 2 C	2015	0.00	£750	To fire escape staircases, supply and fit new anti-slip stair nosings.
01			Floors And Stairs	Floor Structure	Concrete Floor					Concrete floor to rooms 002, 003 & 004. No issues at time of inspection.
01			Internal Walls & Doors	Doors & Glazed Screens	Doors & Glazed Screens Project					Original hardwood panelled doors. No issues at time of inspection.
01			Internal Walls & Doors	Walls & Partitions	Walls & Partitions Project	E 3 B	2015	0.00	£750	Minor patch plaster repairs prior to full internal redecorations.
01			Mechanical	Cold Water	Storage and Distribution	H 1 D	2018	0.00	£5,000	LEAD WATER SUPPLY requires renewal to boundary.
01			Mechanical	Heating Distribution	Heat Emitters and TRVs	L 1 D	2018	0.00	£15,000	Cast iron radiators require upgrade in library area.
01			Redecorations	External	Timber Windows and Doors	G 3 B	2015	0.00	£3,000	Carry out redecorations to North and East elevations including repairs prior to painting. Pointing required around frames.
01			Redecorations	External	Timber Windows and Doors	G 2 C	2015	0.00	£3,000	Timber framed windows to South Elevation require refurbishment. Allow for window care resin repair system to rotten sections prior to full redecorations. Full scaffold access required to elevation.
01			Redecorations	Internal	Internal Project	E 3 A	2015	280.00	£15,000	Full redecorations to all internal areas, including windows, doors, skirting, panelling etc. Allows for repairs prior to painting and suitable access to high ceilings.

1870-01 Hadfield Library

Building Survey Date: 19-July-2018 Mechanical Survey Date: 26-June-2018 Electrical Survey Date: 21-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			Roofs	Pitched Coverings & Insulation	Ridges and Hips	G 3 B	2015	0.00	£2,000	Rake out and repoint / rebed ridge tiles. Cost subject to access arrangements - full scaffold might be required for safe access.
01			Roofs	Pitched Coverings & Insulation	Slate Pitched Roofing					Slate pitched roof coverings. Generally in good condition.
01			Roofs	Roof Drainage	Metal Downpipes	G 2 C	2015	0.00	£500	Replace original life expired cast downpipe with new aluminium to match, including hoppers and shoes etc.
01			Roofs	Roof Drainage	Metal Guttering	G 2 C	2015	0.00	£500	Clear aluminium gutters of vegetation etc. Ensure running clear to gulleys. Allow for suitable access provision.
01	+0	+001	Mechanical	Hot Water	Hot Water Generator					1 x Santon FB ,25ltr, 3kw.
01	+0	+001	Mechanical	Ventilation	Mechanical Ventilation					1 x 4" RDL wall mounted extract fan.
01	0	001	Ceilings	Finish	Boarded Ceiling					Hardwood panelled ceiling inc beam encasements. Natural stain finish. Ensure intumescent type finish used in future refurbishment.
01	0	001	External Walls Windows & Doors	Glazing & Ironmongery	Glazing & Ironmongery Project	G 2 C	2015	0.00	£750	Original window opening mechanisms do not function adequately. Consider replacing with new fittings.
01	0	001	External Walls Windows & Doors	Window & Door Framing	Single Glazed Timber Windows	R 3 B	2015	1.00	£15,000	Recommend installing secondary glazing system to library windows. Comments from staff regarding excessive traffic noise. Would also provide much improved thermal rating. Could be installed as part of future window refurbishment scheme.
01	0	001	Fixed Furniture	Non-Kitchen	Non Teaching Fixed Furniture					Library fixed furniture in good condition.
01	0	001	Floors And Stairs	Floor Screed & Finish	Boarded Flooring					Carpet tiles laid over sheets of mineral fibre board which is laid over original timber floor boards. No visible defects at time of inspection, inspection of original floor boards not possible.
01	0	001	Floors And Stairs	Floor Structure	Floor Structure Project					Suspended timber floor. No issues at time of inspection.
01	0	002	Ceilings	Finish	Boarded Ceiling					T&G timber boarded ceiling.
01	0	002	Mechanical	Hot Water	Hot Water Generator					1 x Heatrae Sadia Streamline, under sink w/htr, 3kw.
01	0	003	Floors And Stairs	Floor Structure	Concrete Floor	I 2 B	2015	0.00	£1	Suspended concrete floor. Defects to exposed (outside) underside to be rectified. See external condition report. Avoid storing heavy items in room until structural repairs carried out.
01	1	101	Ceilings	Finish	Plastered Ceiling					Plaster ceiling. No issues at time of inspection.
01	1	101	Floors And Stairs	Floor Screed & Finish	Boarded Flooring					Wood strip floor. Recently refurbished.
01	1	101	Roofs	Roof Void	Roof Void Access					Roof void not accessed at time of inspection. Access hatch too high. Recent re-wiring work suggests access to the void was gained with no issues reported at the time.
01	1	105	Mechanical	Hot Water	Hot Water Generator					1 x Triton, Handspray, handwash oversink 3kw.
01	1	105	Mechanical	Ventilation	Mechanical Ventilation					1 x 4" Xpelair wall mounted extract fan.

1870-01 Hadfield Library

Building Survey Date: 19-July-2018 Mechanical Survey Date: 26-June-2018 Electrical Survey Date: 21-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01	1	106	Mechanical	Hot Water	Hot Water Generator					1 x Triton Handspray, handwash oversink, 3kw.
01	1	106	Mechanical	Ventilation	Mechanical Ventilation					1 x 4" Adelle wall mounted extract fan.
01	-1	-101	Mechanical	Hot Water	Hot Water Generator					1 x Heatrae Sadia Streamline, under sink w/ht, 3kw.
01	-1	-101	Mechanical	Ventilation	Mechanical Ventilation					1 x 4" Xpelair Xopus window mounted extract fan.
01	-1	-101	Sanitary Services	Fittings	Fittings Project	E 3 B	2015	0.00	£4,000	Toilet area in fair condition. Cost for future refurbishment / upgrade including; new fixtures and fittings, floor finishes and redecorations. Plus electrical and mechanical works as required.
01	-1	-103	Mechanical	External Services	External Gas Services					1 x Actaris U6 gas meter , bonded;
01	-1	-104	Ceilings	Structure	Ceiling Joists	G 2 C	2015	0.00	£750	Concrete cover blown to steel filler joists. Light corrosion to exposed steel. Completely expose steel and wire brush loose rust, prior to treating with suitable rust inhibitor product. Renew concrete cover.
01	-1	-104	Mechanical	Gas Distribution	Gas Valves and Pipework					32mm steel gas pipe valve at door, painted
01	-1	-104	Mechanical	Heating Controls	Panel and Sensors					XTE 611 controller.
01	-1	-104	Mechanical	Heating Distribution	Heating Pumps					1 x Grundfos UPS 32-55 heating pump with 25-70 shunt pump.
01	-1	-104	Mechanical	Heating Plant	Boiler					Remeha Quinta 65 boiler with low loss header.
01	-1	-104	Mechanical	Heating Plant	Fill System					RPZ fill unit with high low pressure switches. 80ltr vessel.
01	-1	-105	Internal Walls & Doors	Walls & Partitions	Exposed Brick Wall					No access at time of inspection. Entrance boarded over.

Total Condition Liability for Block 01 = £79,751**Total Condition Liability for Site 1870-01 = £79,751**