



# Hayfield Library Information Pack

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

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## Introduction

This *Library Information Pack* provides details about Hayfield 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](http://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](mailto:community.libraries@derbyshire.gov.uk) or telephone on 01629 536166.

## Current Location of Hayfield Library



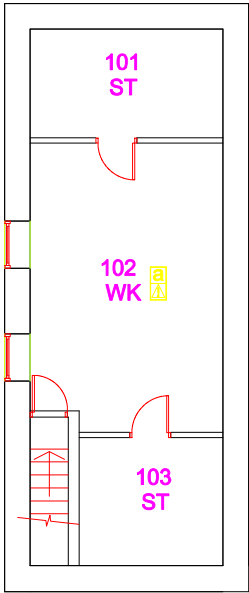
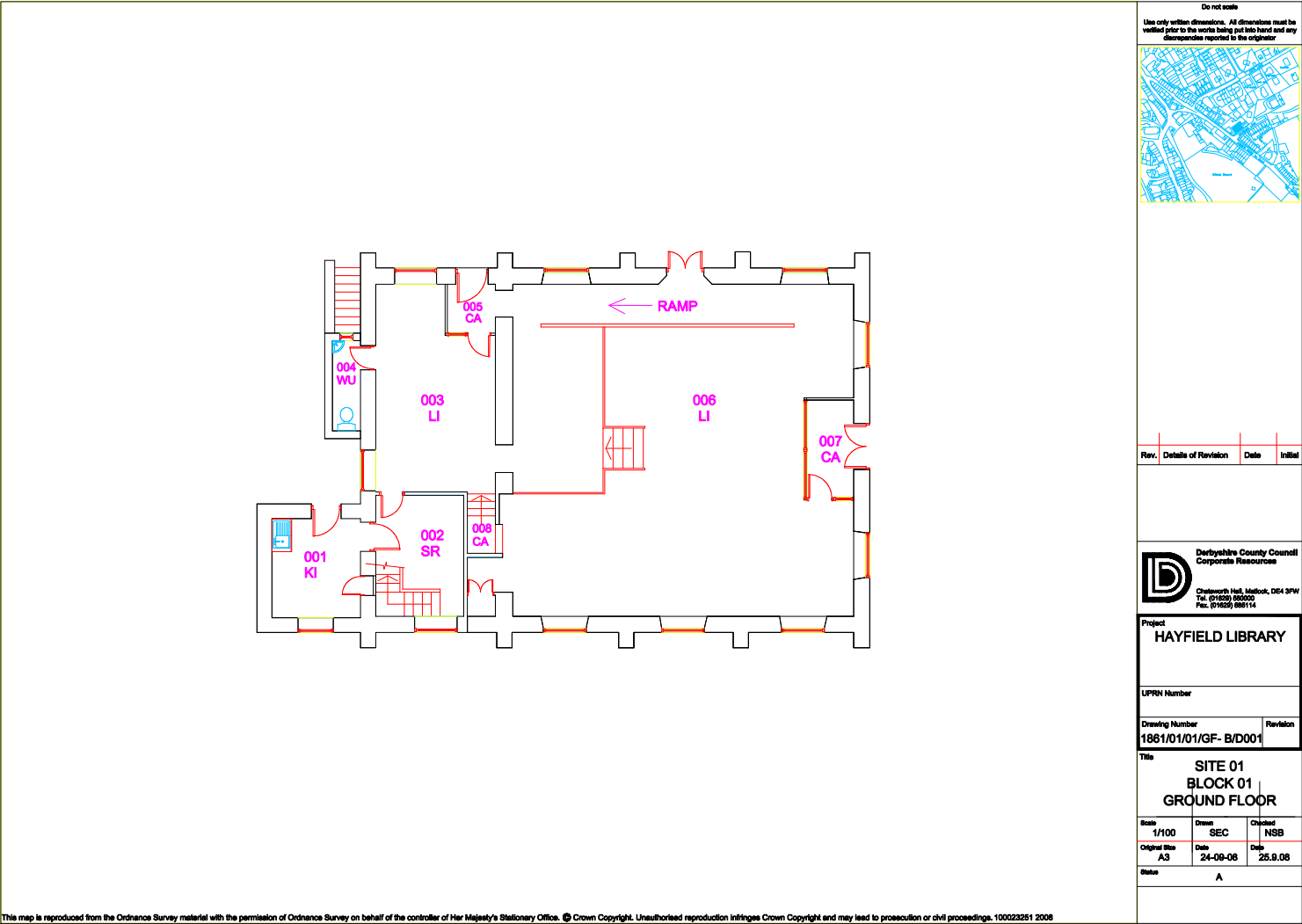
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Hayfield Library  
Kinder Road  
Hayfield  
Derbyshire  
SK22 2HS

Hayfield Library Floorplans

Ground floor:

First floor:



## Current Building Information

Hayfield Library is located in the Hugh Bourne Primitive Methodist Chapel which was built in 1867 and deconsecrated in 1969. The library is on two levels, and is accessible by either steps at the front, or by walking up the path to the right hand side of the building. The library has a small lobby area leading into the main library; a young Childrens area, computer area, seating area and exhibition area on the mezzanine and a junior area with a toilet to the rear. The main counter area is situated close to the entrance. At the back of the library there is a staff room including a kitchen sink and a storage area with stairs leading to another small storage area upstairs.

Part of the grounds are currently used by Sustainable Hayfield as a community project, as agreed by Derbyshire County Council. Continuation of this agreement is preferred, and will form part of the discussion with the organisation interested in taking over the running of Hayfield library.

- Hayfield library is a two storey 205m<sup>2</sup> stone built property built in the 1867, with a slate roof.
- Hayfield library is not a listed building
- Hayfield library is situated in a Conservation area. See <https://www.highpeak.gov.uk/article/2365/Conservation-area-maps> for more information.
- 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 owns this building, and would lease it to an organisation for a peppercorn rent.
- On road parking is available near the library.
- In terms of accessibility, the building has:
  - A path leading up to the side entrance of the building
  - A ramp to the lower and mezzanine levels of the library
  - A hearing loop at the counter
  - A toilet for staff and library users use
- This building does not require a Display Energy Certificate as it is less than 250m<sup>2</sup>
- Derbyshire County Council will ensure that there is an up to date Energy Performance Certificate provided before the library is transferred to an organisation.
- This building includes a basement
- See also the full building condition report attached as **Appendix 1**



## **Alternative Premises**

If you are interested in running Hayfield 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](mailto: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
  - 31 bays of wall mounted shelving with book stops
  - 14 bays movable shelving (various sizes) with book stops
  - 2 paperback 'spinners'
  - 4 wooden 'dump bins' (various sizes)
  - 3 wooden 'kinder boxes'
  - 1 large square display unit
  - 2 shelving trolleys (various sizes/styles)
  - 44 chairs (various sizes/styles), and 1 stool and 1 perching stool
  - 8 tables (various sizes/styles)
  - 4 small lockable lockers
  - Slatted wall and leaflet holders
  - 2 children's floor cushions
  - 2 bean bags
  - 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.
  - 6 public access computers with accessories and desks
  - 1 desktop printer
  - A people counter
  - 1 VOIP telephone<sup>1</sup>

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

- 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 paper trimmer
  - 1 shredder
  - 1 kick stool
  - 1 desk fan
  - 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**

<b>Tuesday</b>	14:00 – 19:00		
<b>Thursday</b>	10.00 – 13.00		
<b>Friday</b>	14.00 – 17.00		
<b>Saturday</b>	9.30 – 13.00		
<b>Total 14.5 hours per week</b>			

This library must continue to open for 14.5 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 0.65 Full Time Equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Hayfield library is transferred to community management.

### **Current volunteers**

There are currently no volunteers at Hayfield library.

### **Current materials** (as at December 2018)

Hayfield library currently houses approximately 4,500 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 Hayfield 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.

Hayfield 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 8s
  - Saturdays
  - Weekly
- IT help sessions
  - As requested

Derbyshire County Council will not continue to provide or facilitate these activities after Hayfield 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 4 hours per week by Derbyshire County Council. This will cease on handover, and the CML will be responsible for cleaning Hayfield library.

## **Insurance**

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

## **Use of Hayfield Library**

According to figures from 2015, the draft catchment area of Hayfield library (determined using the postcodes of active borrowers) has a population of 2,403 Derbyshire residents, which is 0.3% of Derbyshire's estimated population. 19.2% of this population are aged 0-17, and 30.8% are aged over 60. The area has an Indices of Multiple Deprivation score of 8 (with 1 being the most deprived and 10 being the least deprived).

At Hayfield Library in 2016-2017 there were:

- 11,841 visits
- 10,945 issues
- 758 Computer reservations

There were 406 active members of Hayfield library in March 2017, which represents approximately 16.9% of the estimated Derbyshire residents living in the catchment area of Hayfield library.

External groups who regularly use Hayfield library

- Civic Trust
  - Monthly
- Reading Group
  - Monthly
- Poetry Group
  - Bi-monthly

These groups currently access Hayfield library when it is closed. An agreement would have to be reached as to a way forward once this library is transferred to community management.

## Running Costs of Hayfield Library

(1 April 2016 – 31 March 2017)

Security - Alarms & Maintenance	£215
Gas	£918
Electricity	£717
National Non-Domestic Rates*	£2,952
Water	£765
Cleaning/Caretaking	£375
Trade Waste Services	£299
ICT Costs**	£2,696
<b>Total</b>	<b>£8,937</b>

### **\*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 Hayfield Library

(1 April 2016 – 31 March 2017)

Income type	Amount
Overdue charges	£302
Request charges	£180
Printing/ photocopying charges	£152
Audiobook Hire	£22
Room Hire	£0
Book Sales	£0
Other general charges	£349
<b>Total</b>	<b>£1,005</b>

### **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 Hayfield Library**

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

<b>Year 1</b>	<b>£9,900</b>
<b>Year 2</b>	<b>£7,200</b>
<b>Year 3</b>	<b>£5,400</b>
<b>Year 4</b>	<b>£3,600</b>
<b>Year 5</b>	<b>£2,700</b>

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 Hayfield 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](http://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](mailto: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 Hayfield library will be on 20<sup>th</sup> 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 Hayfield library**

If you are interested in applying to run Hayfield 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.

<b>Key Dates for Hayfield Library</b>	
Open Day	20 March 2019
Expressions of Interest submission deadline	17 April 2019

Thank you very much for your interest.

## Condition Survey Report

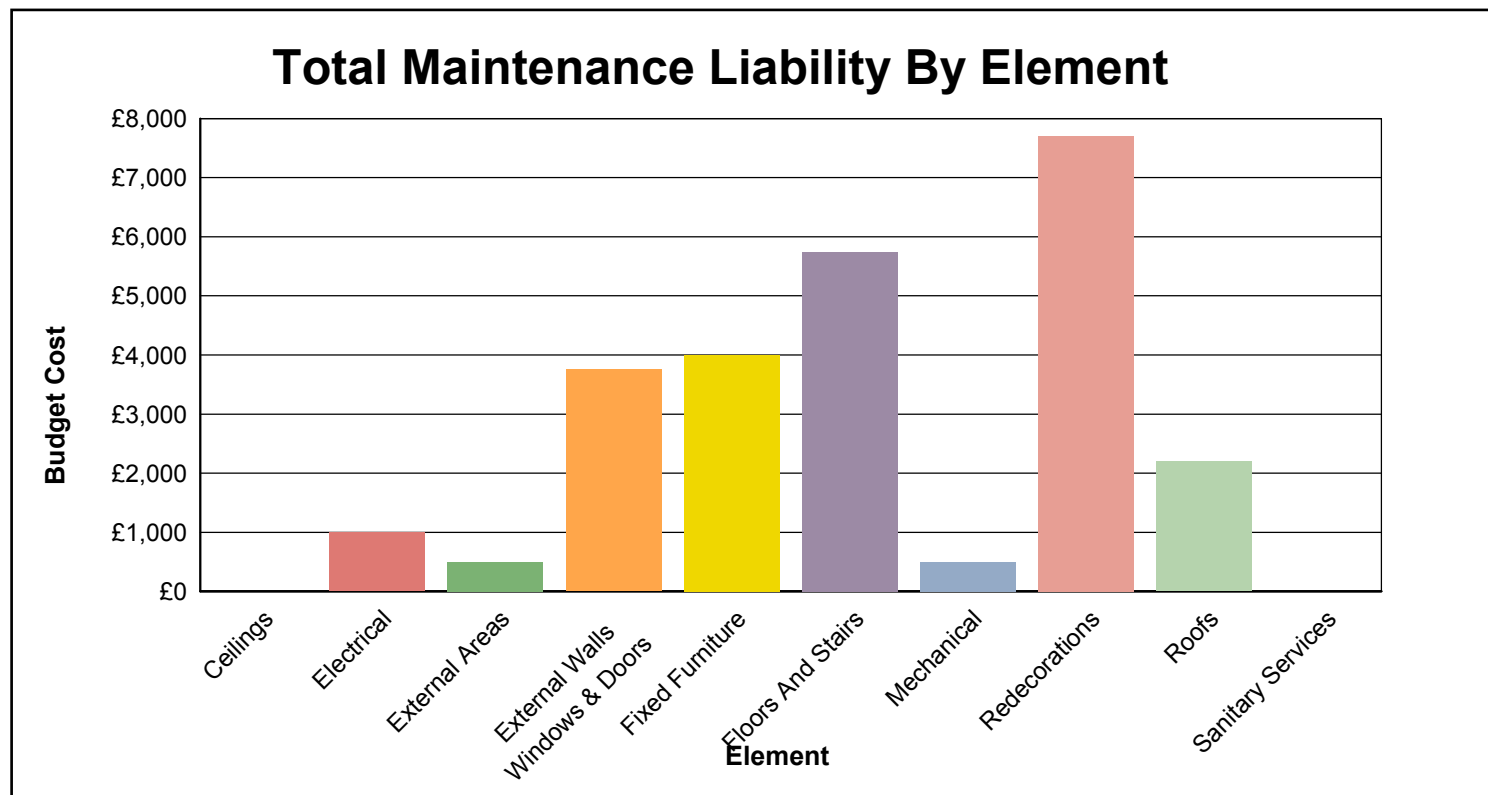
**1861-01**

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

## 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

**1861-01 Hayfield 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
			External Areas	Ancillary Premises & Landscaping	Name Board					Fixed to front elevation.
			External Areas	Ancillary Premises & Landscaping	Soft Landscaping					Shurb beds to rear.
			External Areas	Drainage	Foul Drainage					No issues at time of inspection.
			External Areas	Paths & Pedestian Paved Areas	External Steps					To boiler room.
			External Areas	Paths & Pedestian Paved Areas	Hand and Guard Rails					Metal to steps leading to main entrance.
			External Areas	Paths & Pedestian Paved Areas	Paths & Pedestian Paved Areas Project	E 2 B	2018	0.00	£500	Stone cobbled footpaths to perimeter of library. Uneven, though not excessive. Extensive weeding required. Reported to DCC grounds maintenance.
			External Areas	Walls Fences & Gates	Gates					Metal double gate to main steps. Fair condition.
			External Areas	Walls Fences & Gates	Retaining Walls					Dry-stone and coursed stone walls. Various retaining sections. Generally in good condition with some minor movement. Wall retaining mature tree to rear of site was re-built 2016.
			Redecorations	External Areas	External Areas Project	G 2 C	2018	0.00	£300	Prepare and repaint iron gates and metal handrails. Use thermalite warmtouch paint or similar to handrails.
<b>Total Condition Liability for Block = £800</b>										
01			Ceilings	Finish	Suspended Ceiling					Suspended ceiling system.
01			Electrical	Control Gear	Distribution Boards					Incoming supply is single phase 100A BS1361IIb TNCS earthing system, earth terminal bar installed. DB being Merlin Gerin Isobar single phase 15 way, no spare ways limited RCBO protection
01			Electrical	Fire System	Alarm Panel					Gent 4 zone panel conventional system incorpr[erating manual call point and automatic detection. visual sounders installed
01			Electrical	Fire System	Emergency Lights	H 2 B	2018	0	£1,000	Combined emergency lighting on main library floor providing adequate coverage test key switch installed within main grid switch. No coverage in rear staff area or 1st floor. Recommend installing emergency coverage due to stairs
01			Electrical	Lighting	External Lighting					Bulkhead fitting installed above entrance door and fitting mounted to ironmongery on gate entrance wired in MI cable. Controlled via timeclock

**1861-01 Hayfield 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			Electrical	Wiring	Lighting					Sit in modular fittings 4 tubes T8 linear fluorescent with cat 2 louvers on library floor. Perimeter of library having pelmet lighting dated fluorescent fittings with T12 tubes also GU10 halagon track lighting to illuminate wall display. Rear area of library having Apollo T5 twin linear fluorescent. Staff area having Thourlux Kanby T8 linear fluorescent fittings with 2D bulkhead fittings on stairs and in WC		
01			Electrical	Wiring	Power					Visible additions and alterations, adequate number of socket outlets. Most socket circuits being RCBO protected. In satisfactory condition and should remain serviceable for the duration of this survey.		
01			External Walls Windows & Doors	Wall Structure	Cills Lintels and Copings					Stone delaminating. See stone remedial works item.		
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project	G	2	C	2018	0.00	£3,000	Stone faces de-laminating and flaking. Soft brush stone surface back to sound face across front and side elevations (original build). Allow for patch re-pointing where necessary. Allow for suitable scaffold access.
01			External Walls Windows & Doors	Window & Door Framing	Double Glazed Aluminium Windows							Majority of windows replaced with double glazed powder coated aluminium units in 2013.
01			External Walls Windows & Doors	Window & Door Framing	Window & Door Framing Project	G	2	D	2018	0.00	£750	Replace rotten timber window to kitchen with new double glazed powder coated aluminium unit inc extract vent. Window to match other modern units.
01			Floors And Stairs	Floor Screed & Finish	Floor Screed & Finish Project	E	3	B	2018	140.00	£5,740	Renew wearing carpet finishes throughout library. Allow for barrier carpet to entrance areas.
01			Redecorations	External	External Project	G	2	C	2018	0.00	£1,000	Prepare timber windows, doors & frames inc resin repairs as required. Apply 2 nr. undercoat and 1 nr. finish coat. Allow for suitable scaffold access.
01			Redecorations	Internal	Internal Project	E	3	B	2018	200.00	£6,400	Carry out complete internal redecorations to all previously painted surfaces throughout building. Cyclical maintenance.
01			Roofs	Pitched Coverings & Insulation	Pitched Roof Flashings							Lead flashing to chimney.
01			Roofs	Pitched Coverings & Insulation	Slate Pitched Roofing							Slate roof re-covered compete within last 10 years.
01			Roofs	Pitched Coverings & Insulation	Soffits Fascias and Bargeboards							Cement verges.
01			Roofs	Roof Drainage	Metal Guttering							Powder coated aluminium seamless guttering.
01			Roofs	Roof Drainage	Roof Drainage Project	G	3	B	2018	0.00	£2,000	Cast iron downpipes showing signs of corrosion. Length of pipe split to LHS elevation. Replace with new powder coated aluminium sections inc hoppers, shoes and brackets etc. Profiles to match existing. Allow for suitable scaffold access.
01			Roofs	Roof Drainage	Roof Drainage Project	G	2	B	2018	0.00	£200	Clear out all guttering inc outlets and ensure running free to gulleys.



**1861-01 Hayfield 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	0	001	Fixed Furniture	Kitchen	Kitchen Project	H 3 B	2018	0.00	£4,000	Ageing sink unit in poor condition and due for replacement. Remaining units and worktop in fair condition, though allow for replacing to modernise kitchen inc splashback. Allow for replacing worn vinyl tiles with anti-slip vinyl sheet. Allow for full redecoration to complete refurbishment.
01	0	001	Mechanical	Gas Distribution	Gas Valves and Pipework					15mmcu Gas Supply With ISO To Heater At L/L
01	0	001	Mechanical	Heating Distribution	Heat Emitters and TRVs					1X Rinnai Energysaver 556T Gas Heater With Individual Controls & Ballanced Flue To External
01	0	001	Mechanical	Hot Water	Hot Water Generator					25ltr Flat back water heater
01	0	001	Mechanical	Ventilation	Mechanical Ventilation					Expelair fan in window.
01	0	003	Fixed Furniture	Non-Kitchen	Non Teaching Fixed Furniture					Various sized bookcases bracketed to walls at different areas.
01	0	003	Mechanical	Gas Distribution	Gas Valves and Pipework					15mmcu Gas Supply With ISO Valve To Heater At L/L
01	0	003	Mechanical	Heating Controls	Panel and Sensors					Sunvic TLX Room Sensor
01	0	003	Mechanical	Heating Distribution	Heat Emitters and TRVs					1X Rinnai Energysaver 556T Gas Heater With Individual Controls & Ballanced Flue To External.
01	0	004	Fixed Furniture	Non-Kitchen	Non Teaching Fixed Furniture					Timber hand rails.
01	0	004	Mechanical	Heating Controls	Panel and Sensors					1X Sunvic TLM Frost Control Stat
01	0	004	Mechanical	Heating Distribution	Heat Emitters and TRVs					1X Dimplex Electric Wall Heater
01	0	004	Mechanical	Hot Water	Hot Water Generator					Zip inline water heater to basin
01	0	004	Mechanical	Ventilation	Mechanical Ventilation					Extract fan through wall.
01	0	004	Sanitary Services	Fittings	Sink					Ceramic wc and whb to staff toilet.
01	0	006	Mechanical	Gas Distribution	Gas Valves and Pipework	H 2 C	2018	1.00	£500	1X Original Gas Meter By UGI Ltd, 1.25inch Lead Pipe Inlet With ISO Valve & Gov, 1.25inch Lead Pipe Outlet Changes To 35mmCu Both Bonded, Diagram available.
01	0	006	Mechanical	Gas Distribution	Gas Valves and Pipework					2X 15mmcu Gas Supply With ISO Valves At L/L To Heaters.
01	0	006	Mechanical	Heating Controls	Panel and Sensors					Sunvic TLX Internal Sensor, 1X Sunvic TLM Room Stat. 1X Sangamo Time Clock For Heating Control.
01	0	006	Mechanical	Heating Distribution	Heat Emitters and TRVs					2X Rinnai Energysaver 1004 Gas Heaters With Individual Controls & Ballanced Flue To External
01	0	007	Mechanical	Heating Controls	Panel and Sensors					Sunvic TLM Heater Control Room Stat
01	0	007	Mechanical	Heating Distribution	Heat Emitters and TRVs					1X Heatstore 2 Speed Electric Fan Heater At H/L Over Door
01	-1	-101	Mechanical	Cold Water	Storage and Distribution					Main cold water stop tap in cellar

**Total Condition Liability for Block 01 = £24,590****Total Condition Liability for Site 1861-01 = £25,390**