



Woodville 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 Woodville 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.

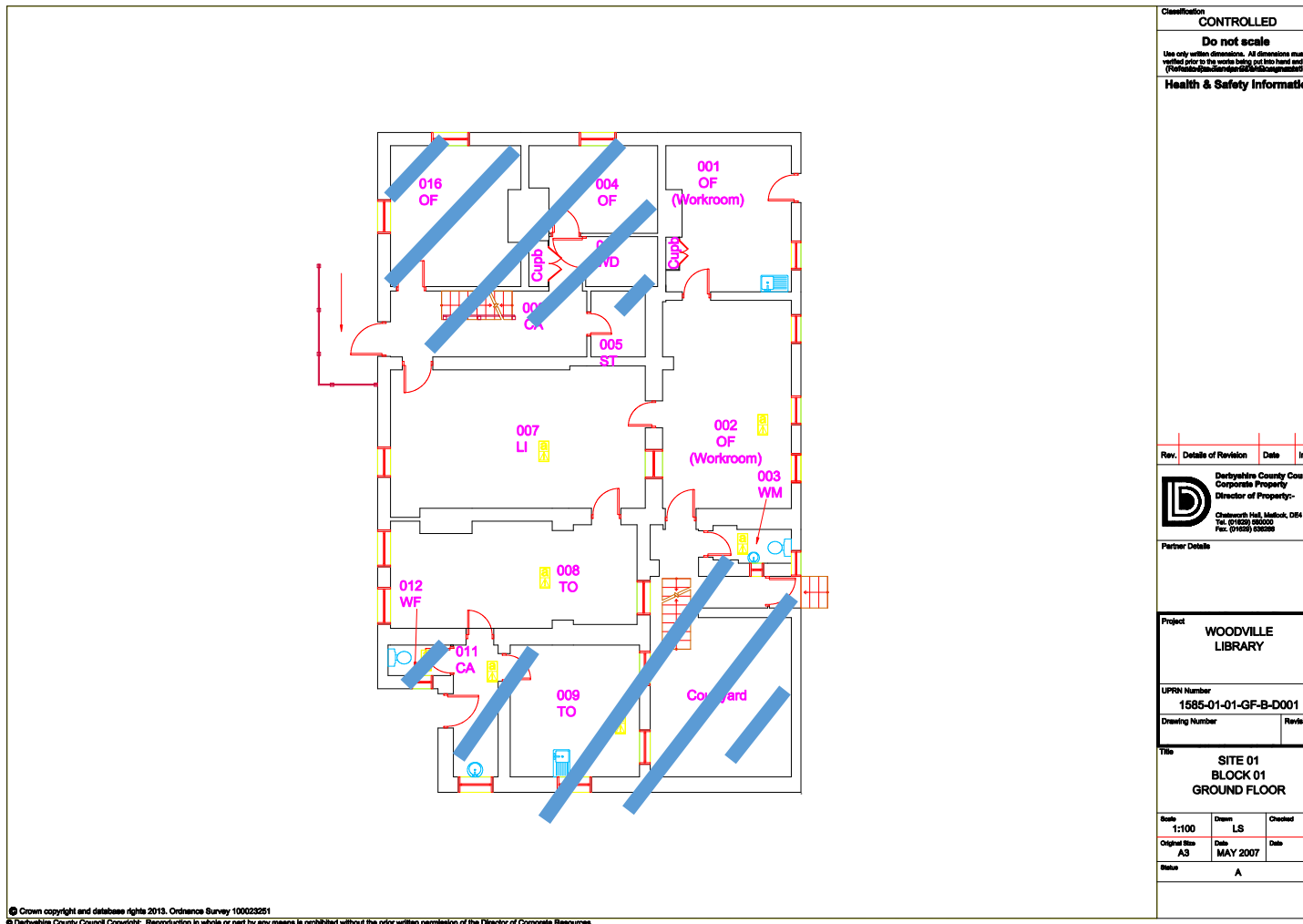
Current Location of Woodville Library



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Woodville Library
1 Hartshorne Road
Woodville
Swadlincote
Derbyshire
DE11 7JB

Woodville Library Floorplan



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

Current Building Information

Woodville library has a ramped access at the front of building through an automatic door. The library is located off the entrance hall, to the right of the front door through another automatic door.

The library area is comprised of three rooms, one for public use which is fully accessible, and has a small computer and children's area. The other two rooms are currently used by staff only as a store room and a kitchen dispatch room. There is an accessible toilet located off the main entrance hall in the other part of the building, which is currently used by staff and library users. Continued use of this facility would have to be discussed and agreed prior to handover.

- Woodville library covers 180m² on the ground floor of a shared brick built former police station.
- Woodville 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 owns this building, and would lease it to an organisation for a peppercorn rent
- There is a car park to the rear of the shared building which includes one accessible parking space.
- In terms of accessibility, the building has:
 - A ramp leading into a level- access building
 - Automatic doors
 - A hearing loop at the counter
 - There is an accessible toilet elsewhere in the building
- 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**

Alternative Premises

If you are interested in running Woodville 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
 - 10 bays of wall mounted shelving in the library, and 9 bays in the back room, with book stops
 - 2 bays of fixed metal two-sided shelving in the back room, with book stops
 - 3 bays of double-sided movable shelving with book stops
 - 2 shelving trolleys (various sizes/styles)
 - 6 chairs (various sizes/styles)
 - 3 tables (various sizes/styles)
 - 4 children's chairs
 - 1 set of 3 lockable lockers
 - 2 metal wardrobe cupboards
 - 2 filing cabinets – 1 of which is lockable
 - 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:
 - 1 computer 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
 - A people counter
 - 1 VOIP¹ telephone
- Other equipment and stationery will become the property of the CML, who will take on the responsibility for their and repair or replacement and disposal. As at December 2018 this comprises:
 - 1 analogue phone line
 - 1 fridge
 - 1 kettle

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 kick stool
 - 2 fans
 - 1 electric heater
 - 1 guillotine
 - 1 clock
 - 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 – 17.00	and	17.30 – 19.00
Friday	14.00 – 17.00	and	17.30 – 19.00
Total 9 hours per week			

This library must continue to open for 9 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 0.27 Full Time Equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Woodville library is transferred to community management.

Current volunteers

There are currently no volunteers at Woodville library.

Current materials

Woodville library currently houses approximately 3,100 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 Woodville 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.

Regular library activities

- IT help sessions
 - As requested

Derbyshire County Council will not continue to provide or facilitate these activities after Woodville 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 4 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.

Woodville library does not currently have a panic alarm, therefore Derbyshire County Council will not be providing one to the CML.

Cleaning

Currently the library is cleaned for 7 hours per week by Derbyshire County Council. This will cease on handover, and the CML will be responsible for cleaning Woodville library.

Insurance

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

Use of Woodville Library

According to figures from 2015, the draft catchment area of Woodville library (determined using the postcodes of active borrowers) has a population of 516 Derbyshire residents, which is 0.1% of Derbyshire's estimated population.

26.2% of this population are aged 0-17, and 12.6% 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 Woodville library in 2016-2017 there were:

- 2,360 visits
- 4,839 issues
- 378 Computer reservations

There were 142 active members of Woodville library in March 2017, which represents approximately 27.5% of the estimated Derbyshire residents living in the catchment area of Woodville library.

No external groups use Woodville library on a regular basis.

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

Security - Alarms & Maintenance	£233
Gas	£264
National Non-Domestic Rates*	£3,920
Cleaning/Caretaking	£20
Trade Waste Services	£273
ICT Costs**	£1,668
Total	£6,380

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

For more information on rates in North East Derbyshire, see <http://www.ne-derbyshire.gov.uk/index.php/business/business-rates>. 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 Woodville Library (1 April 2016 – 31 March 2017)

Income type	Amount
Overdue charges	£25
Request charges	£25
Printing/ photocopying charges	£14
Audiobook Hire	£4
Room Hire	£0
Book Sales	£0
Other general charges	£1
Total	£69

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 Woodville Library

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

Year 1	£7,100
Year 2	£5,200
Year 3	£3,900
Year 4	£2,600
Year 5	£2,000

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 Woodville 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 Woodville library will be on 30th 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 Woodville library

If you are interested in applying to run Woodville 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 Woodville Library	
Open Day	30 April 2019
Expressions of Interest submission deadline	28 May 2019

Thank you very much for your interest.

Condition Survey Report

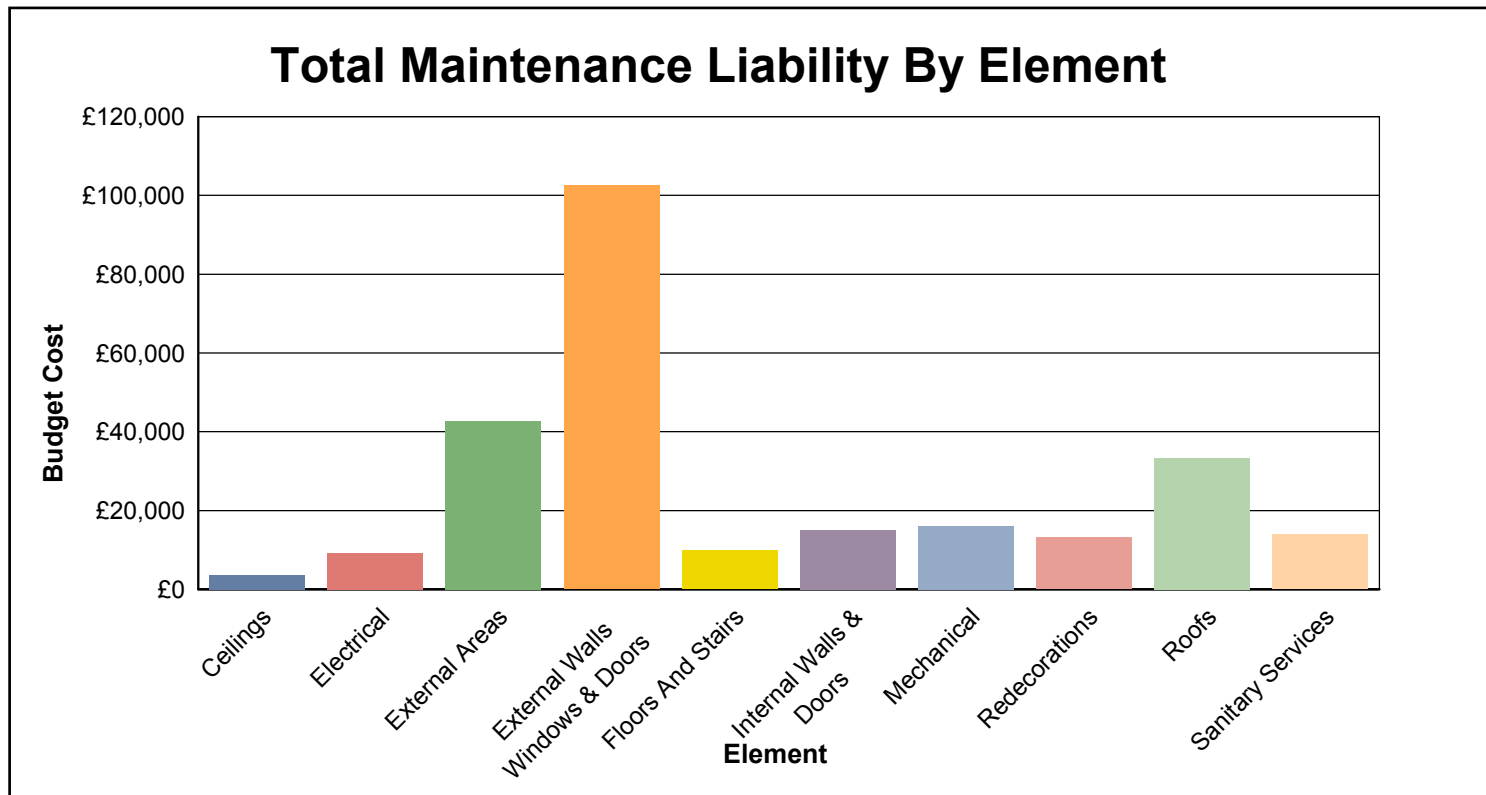
1585-01

Woodville Library

Building Survey Date: 22-May-2018

Mechanical Survey Date: 19-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

1585-01 Woodville Library

Building Survey Date: 22-May-2018 Mechanical Survey Date: 19-June-2018 Electrical Survey Date: 23-May-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
			External Areas	Paths & Pedestrian Paved Areas	Pedestrian - Tarmac					Pedestrian footpaths and ramps in fair condition.
			External Areas	Roads & Car Parks	Roads & Car Parks Project	H 2 D	2018	181.00	£10,860	Break up old fractured and uneven concrete slab paving area and renew with macadam paving. Cost increased for breaking up the old concrete.
			External Areas	Roads & Car Parks	Vehicle - Tarmac	E 3 C	2018	542.00	£28,726	Macadam surfacing is in worn condition, with areas, where the corner exists, beginning to break down and fracture. In fair condition currently, but likely to start breaking down over the next five years and require ongoing repairs.
			External Areas	Walls Fences & Gates	Stone Walls	G 2 C	2018	1.00	£1,209	Undertake isolated repairs, repointing and the like to the front boundary wall. Generally in fair condition, but isolated open gaps noted.
			External Areas	Walls Fences & Gates	Walls Fences & Gates Project	G 2 C	2018	1.00	£2,000	Redecorate front boundary railings and undertake limited repairs prior to decoration.
			Redecorations	External	External Project	E 2 B	2018	99.00	£792	Redecorate external handrails which are fading and beginning to blister with corrosion in isolated areas.
Total Condition Liability for Block = £43,587										
01			Ceilings	Finish	Plastered Ceiling	H 2 D	2018	1.00	£3,600	Undertake works to defective ceiling in rooms 011, 005 and 012. Price increased due to electrics fixed to the ceiling.
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	Telecommunications	R 3 B	2018	0.00	£220	Secure all loose and remove all redundant telecommunication / data cables as required to external elevations.
01			Electrical	Control Gear	Distribution Boards	G 2 C	2018	0.00	£2,800	There is a modern MCB distribution board fitted with 30mA RCD protection to selected circuits only (Merlin Gerin Isobar EVO 4 board) This has been fitted too high and should be re located to a lower position to afford safe access. There are obsolete Crabtree polestar MCB distribution boards fitted with 30mA RCD protection to selected circuits, these should remain serviceable within the scope of this survey period, replace in the longer term.
01			Electrical	Fire System	Alarm Panel	F 2 B	2018	0.00	£1,300	There is a 2 zoned conventional fire alarm system fitted (GENT 3260 panel) that supports both automatic detection and manual call points; this should remain serviceable within the scope of this survey period. Replace damaged front cover. Provide additional automatic detection as required.

1585-01 Woodville Library

Building Survey Date: 22-May-2018 Mechanical Survey Date: 19-June-2018 Electrical Survey Date: 23-May-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			Electrical	Fire System	Emergency Lights	F 2 B	2018	0.00	£950	Emergency lighting is self-contained type. There are a mix of emergency exit legends fitted, replace these with one current type to comply with BS5266. Provide additional emergency lighting to the external fire escape stairway. Clean light fittings.
01			Electrical	Lifts & Hoists	Lifts	R 2 C	2018	0.00	£400	There is a FREELIFT 125kg stairlift fitted, this appears to be unused and should be either removed or be serviced if retained.
01			Electrical	Lighting	External Lighting	H 2 B	2018	0.00	£450	External lighting is via wall mounted compact Fluorescent, discharge & PIR halogen type these should remain serviceable within the scope of this survey period. Clean external light diffusers to maintain their intended illuminance levels. Provide suitable protection to surface fixed 6242y cables.
01			Electrical	Lighting	Fittings					Lighting is generally via linear fluorescent T8 or 2D compact luminaires which should remain serviceable within the scope of this survey period.
01			Electrical	Wiring	Main Earth	H 2 B	2018	0.00	£175	Replace the main earth bar with a split link type to fully comply with BS7671.
01			Electrical	Wiring	Power	H 2 C	2018	0.00	£800	There are a few extension leads used in this Block, it is recommended that additional 13A socket outlets are provided to alleviate the need for these. Secure loose SWA cable to 1st floor roof deck. Replace dated accessories throughout as required.
01			External Walls Windows & Doors	Wall Structure	Brickwork	G 2 C	2018	1.00	£10,000	Undertake general brickwork repairs to the library, including renewing defective spalled brickwork and pointing.
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project	G 2 D	2018	7.00	£3,500	Brickwork fracturing exists to left hand and front elevations, generally between first and ground floor window apertures. Structural investigation required. Allowance made for repairs as deemed necessary and a period of monitoring.
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project	G 2 D	2018	1.00	£1,800	Concrete lintel to the rear stepped door opening is split. Allowance made to investigate and repair/renew as necessary.
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project	G 2 C	2018	1.00	£5,264	Undertake repairs/renewal to stone lintel and cill to the property. Price includes for temporary propping, where required and scaffold tower access.

1585-01 Woodville Library

Building Survey Date: 22-May-2018 Mechanical Survey Date: 19-June-2018 Electrical Survey Date: 23-May-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			External Walls Windows & Doors	Window & Door Framing	Window & Door Framing Project	G 2 D	2018	1.00	£18,000	Undertake external repairs to timber windows, including isolated renewal of openers where required. Undertake decorations upon completion, to include previously painted brickwork, fire escape and scaffold access.
01			Floors And Stairs	Floor Screed & Finish	Carpet	E 2 C	2018	69.00	£2,622	Allow to renew aged carpets to rooms 016, 102 and 106
01			Floors And Stairs	Floor Screed & Finish	PVC Flooring	E 3 B	2018	56.00	£3,696	Old floor tiles exist to rooms, 001/002, 110, 108 and 107. Allow for possible renewal, with uplift applied in case of tiles having an asbestos content.
01			Floors And Stairs	Floor Structure	Floor Structure	I 2 D	2018	1.00	£1,200	Floors to the first and ground floor are uneven and the building shows signs of movement. To be monitored during Landlord visits, but recommend structural investigation within rooms 102, 106/108 as a minimum.
01			Floors And Stairs	Staircases	Staircases Project	R 2 C	2018	1.00	£1,200	Recommend removal of redundant stairlift, depending upon first floor future use, as it obstructs approximately 50% of the stairs.
01			Internal Walls & Doors	Doors & Glazed Screens	Doors & Glazed Screens Project	F 2 D	2018	3.00	£5,400	Investigate and repair if necessary fire doors to rooms 104/101, 104/106 and 103/106. Doors appear to have excessive gaps and/or damage to them from removal of ironmongery. Allowance made for renewal if required.
01			Internal Walls & Doors	Walls & Partitions	Exposed Brick Wall					Displaced brickwork noted to room 011/012 and has been patch repaired with pointing. Currently no new fracturing exists, but to be monitored during landlord visits.
01			Internal Walls & Doors	Walls & Partitions	Plastered Wall	I 2 D	2018	1.00	£500	Large horizontal fracture exists in room 001, but is generally hidden by stored items. Clear items and undertake investigation of fracturing.
01			Internal Walls & Doors	Walls & Partitions	Plastered Wall	E 2 D	2018	107.00	£2,782	Undertake internal plaster repairs prior to decorations to rooms, 001, 002, 003, 009, 005, 102, 006, 106 and main stairwell. Some in very poor condition and other areas are just uneven with minor defects.
01			Internal Walls & Doors	Walls & Partitions	Walls & Partitions Project	G 2 D	2018	66.00	£6,468	Undertake specialist damp investigations to isolated areas of rooms 008, 002, 001, 011, 012 and 005. Allow to upgrade damp proofing as necessary, all prior to decorations.
01			Mechanical	Cold Water	Storage and Distribution					1no 32mm mdpe with stop tap then reduces to 22mm copper and bonded
01			Mechanical	Cold Water	Storage and Distribution	G 2 C	2018	0.00	£3,000	pipework through the building is in copper and lead pipework replace the lead pipework
01			Mechanical	External Services	External Gas Services	R 2 D	2018	0.00	£250	1no Elster 6m3/h G4 bonded 22mm copper off the meter has ECV and notices but gas line diagram not up to date

1585-01 Woodville Library

Building Survey Date: 22-May-2018 Mechanical Survey Date: 19-June-2018 Electrical Survey Date: 23-May-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			Mechanical	Gas Distribution	Gas Valves and Pipework	G 2 C	2018	0.00	£380	outside pipework in steel pipework and painted 3/4 to the gas heater and 3/4 to the boiler all pipework inside in 22mm copper. should be a 22mm gas valve as it enters the building for both boiler and gas heater.
01			Mechanical	Heating Controls	Panel and Sensors					1no Drayton Digistat RF3 wall programmer and room stat run from a Drayton Digistat SCR
01			Mechanical	Heating Distribution	Heat Emitters and TRVs					10no compact Radiator all with TRV s 1no Claudgen electric heater room 007LI 1no Hanovia electric heater 815C 007LI 1no Heatstore heater room 008TO 2no Dimplex model WFE3TNSwith internal controls
01			Mechanical	Heating Distribution	Heating Pumps					1no 15-60 pump not sure if it works as boiler has been capped off
01			Mechanical	Heating Distribution	Heating Valves and Pipework	L 3 C	2018	0.00	£500	all heating pipework is in copper max 28mm min 15mm copper some areas need renewing rooms 016of and 102of
01			Mechanical	Heating Plant	Boiler	L 2 D	2018	0.00	£4,000	1no Worcester greenstar 40CDI heat only boiler with a horizontal flue to outside has a external 60litre vessel boiler was capped off so not sure if the boiler is working.
01			Mechanical	Heating Plant	Burner	R 2 C	2018	0.00	£100	1no Temana kestrel 250 gas heater with an inbuilt clock and flue terminal straight to outside with a guard. would recommend that a carbon monoxide detector was installed in the room
01			Mechanical	Heating Plant	Fill System					1no 15mm filling loop
01			Mechanical	Hot Water	Controls and TMVs					2no TMV in room 107WM and 105WU
01			Mechanical	Hot Water	Hot Water Generator	L 2 D	2018	0.00	£5,400	1no Heatrae sadia streamline not working (700) room 011CA 1no Heatrae Sadia streamline 10 litre room 001OF 1no newlec hand wash room 017WD 1no Heatrae Sadia oversink water heater not working (700) room toilet outside 1no 25 litre heatrae sadia FMB not sure if working as all drained down (1700) 1no 75litre heatrae sadia FMB not sure if works as all drained down (2300)
01			Mechanical	Other	Other Project					1no sanitop Broy Pro macerator
01			Mechanical	Ventilation	Mechanical Ventilation	H 3 C	2018	0.00	£2,500	no fan in rooms 107WM,110WF,105WU,011CA and outside toilet 1no 4" mentis wall fan in room 017WD 1no 4" vent axia wall fan

1585-01 Woodville Library

Building Survey Date: 22-May-2018 Mechanical Survey Date: 19-June-2018 Electrical Survey Date: 23-May-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			Redecorations	Internal	Internal Project	E 3 B	2018	0.00	£5,552	Decoration to rooms 007, 006, 105, 103 and main stairwell is in good/fair condition. Price increase for access to stairwell.
01			Redecorations	Internal	Internal Project	E 2 D	2018	180.00	£6,840	Undertake decorations to rooms 001, 002, 003, 008, 011, 012, 005, 009, 004, 016, 101, 102, 110, 107 and 104. generally in poor condition.
01			Roofs	Flat Coverings & Insulation	Flat Coverings & Insulation Project	G 2 C	2018	22.00	£1,144	Undertake repointing to copers to flat roof, where required, with open gaps noted. Price increased to allow for access.
01			Roofs	Pitched Coverings & Insulation	Slate Pitched Roofing					Slate roof appears in good condition, with modern Kingspan insulation and breather membrane noted.
01			Roofs	Pitched Coverings & Insulation	Soffits Fascias and Bargeboards					Rockclad fascia in good condition generally, aluminium rainwater goods in good condition.
01			Sanitary Services	Fittings	Fittings Project	E 3 B	2018	1.00	£13,000	Allow to refurbish aged first floor male and female toilets, adjacent to kitchenette.
01			Sanitary Services	Fittings	Fittings Project	E 3 B	2018	1.00	£890	Allow for the renewal of the aged WC, cistern and WHB to room 105.
Total Condition Liability for Block 01 = £116,683										
02			Electrical	Control Gear	Distribution Boards	L 3 C	2018	0.00	£1,300	There is an obsolete Crabtree Polestar MCB distribution board fitted this has been fitted too high and should be re located to a lower position to afford safe access, replace
02			Electrical	Fire System	Alarm Panel					None fitted
02			Electrical	Fire System	Emergency Lights					None fitted
02			Electrical	Lighting	External Lighting					Discharge flood light fitted
02			Electrical	Wiring	Lighting					Discharge lighting fitted.
02			Electrical	Wiring	Power	R 2 B	2018	0.00	£820	Satisfactory, however remove if this garage is no longer used. Replace corroded conduits.
02			External Walls Windows & Doors	Wall Structure	Wall Structure Project	G 2 C	2018	1.00	£5,000	High level lintel to the front of the garage has fractured and displaced brickwork noted. Suspect failing lintel is corroding. Form access and investigate, with allowance made to renew if required.
02			External Walls Windows & Doors	Wall Structure	Wall Structure Project	G 2 D	2018	1.00	£4,098	Left hand elevation has a timber panel to the rear corner. Suspect the lintel has failed, as the brickwork is fractured to each bearing end and appears to have dropped. Allow to renew the lintel, repair the timber panel and decorate upon completion.
02			External Walls Windows & Doors	Wall Structure	Wall Structure Project	R 2 D	2018	0.00	£35,000	Recommend demolition of the existing garage, due to the cost of repairs and the current none use of the building. Generally in poor condition.

1585-01 Woodville Library

Building Survey Date: 22-May-2018 Mechanical Survey Date: 19-June-2018 Electrical Survey Date: 23-May-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
02			External Walls Windows & Doors	Wall Structure	Wall Structure Project	G 2 C	2018	1.00	£1,856	Undertake general brickwork repairs to the building, both internally and externally. Price increase for access where required.
02			External Walls Windows & Doors	Window & Door Framing	Window & Door Framing Project	S 2 D	2018	1.00	£18,000	Main doors to garage are original bi-fold timber doors which are in very poor condition and don't appear to be operable. Doors are such a size that modern automated doors are likely to be required on a H&S basis. Allow for renewal of doors with automated roller shutter or the like. Formal design required, so provisional sum allowance made.
02			Floors And Stairs	Floor Screed & Finish	Exposed Concrete	H 2 C	2018	1.00	£1,200	Concrete floor has isolated areas of spalling and worn expansion joints. Allow for isolated repairs where required.
02			Roofs	Pitched Coverings & Insulation	Asbestos Pitched Roofing	H 2 D	2018	1.00	£30,000	The garage roof, which is a monopitch flat roof, in asbestos sheet, has a severely rotten wall plate to the rear elevation. No way of repairing the flat roof insitu, due to the asbestos sheets. Recommend stripping of the asbestos roof and fitting a new roof as required. Price includes uplift for access, bat survey and fees.
02			Roofs	Roof Drainage	Roof Drainage Project	G 2 D	2018	1.00	£2,284	The roof drainage, cast iron, has failed and requires renewal. Allowance for new guttering, including access upto the guttering.

Total Condition Liability for Block 02 = £99,558**Total Condition Liability for Site 1585-01 = £259,828**