

# SCHEDULE OF CONDITION

London Borough of Hillingdon



1stAssociated

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Marketing by:  
[www.1stAssociated.co.uk](http://www.1stAssociated.co.uk)  
0800 298 5424

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## Introduction

The Schedule of Condition offers a detailed description of the condition of the property at the time of our inspection.

We have been shown a copy of the lease however it was not signed by both parties and it may not be the agreed lease. Your legal advisor needs to check and confirm the actual lease and advise us if there are any clauses or omissions within this report.

We have not carried out any formal or informal investigations with any local authorities or other statutory bodies with regard to issues relating to this property. We can happily carry this out but you do need to instruct us in writing to do so.

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## **Information Summary**

**Address:** XXXXXXXXXXXX

**Landlord:** XXXXXXXXXXXX

**Tenant:** XXXXXXXXXXXX

**Lease Term:** XXXXXXXXXXXX

**Covenants:**  
**Repairing Covenant,**  
**Redecorating Covenant,**  
**Reinstatement and Statutory**  
**Regulation Covenant**  
**Yield Up Clause:**

Internal only. The premises do not include any part of the main structure, foundations, roof or exterior of the Building but they do include window frames and glass, doors and door frames, raised floors and suspended ceilings and the voids above and below them, light fittings and other landlord's fixtures and fittings.

Clause 3 notes that the area is shown as a red outline on the attached plan (no plan attached).

Clause 8 permits use of premises as an office.

Your Legal Adviser should confirm this and advise us of any unusual or onerous clauses immediately.

**Photographs:**

We typically take approximately 200 photographs during the course of a Schedule of Condition. We reserve the right to produce these photographs to establish the condition of the property over and above the ones included in the report.

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**Orientation:**

All directions are taken as if viewing the property from the front.

**Weather:**

At the time of the survey the weather was dry and sunny. The weather did not hamper our survey.

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# **INTERNAL** **UNIT D, FIRST FLOOR**

All directions given as you face the property.

The property has been viewed from ground level.

Under the terms of most Leases there is a redecoration covenant requiring redecoration on termination of the Lease we assume this will take place or appropriate agreed monetary compensation in lieu of this.

## **Contents**

Main open plan office  
Kitchenette within open plan office  
Office front right  
Office rear right

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# First Floor

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## Main open plan office



DESCRIPTION	CONDITION	ACTION REQUIRED
<p><b>Ceilings:</b></p> <p>Rectangular suspended ceiling tiles Visible ceiling grid Seven Category Two style ceiling lights</p> <p>Passive infrared alarm system added by tenant</p>	 <p>Hole in ceiling where partition was removed</p>	<p>Repair or replace</p> <p>Clean</p> <p>Remove alarm system or get agreement with Landlord that it can remain</p>



**Ceiling void:**

Front right, front left, rear right hand side

Random areas inspected, water penetration noted, could also be cold bridging/condensation.



Concrete slab system with minor water penetration





Front right hand side



Front left hand side



Rear right hand corner

<p><b>Walls:</b></p> <p>Papered and painted</p> <p>Whiteboards on walls</p>	<p>Marked</p>  <p>Marked where partition removed on left hand side</p> <p>Marks where partition has been removed on right hand wall</p>	<p>Repair, prepare and redecorate.</p> <p>Make good and/or replace partition</p> <p>Remove if client fixture and fitting</p>
<p><b>Floors:</b></p> <p>Carpet</p>	<p>Dip in floor to front left hand side</p>	<p>Make good floor levels. Clean and/or replace.</p>
<p><b>Detailing:</b></p> <p>Windows: Two aluminium windows in timber frames with secondary glazing</p> <p>Doors: One veneer door on left hand side</p> <p>Two painted doors with vision panels and associated frame</p> <p>Skirting:</p>	<p>Reveals are marked. Gap between external window and internal secondary glazing is dirty</p> <p>Marked</p>  <p>Skirting needs repair on left hand wall</p>	<p>Clean. Repair, prepare and redecorate the reveals.</p> <p>Clean and/or replace</p> <p>Repair, prepare and redecorate.</p> <p>Repair, prepare and redecorate.</p>

<p><b>Services:</b></p> <p>Surface mounted wall sockets</p> <p>Radiator underneath each window</p> <p>Data cabling under front window added by client</p> <p>Extract fan</p>		<p>Client to agree with landlord or remove</p> <p>Clean and service.</p>
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**Kitchenette Area**  
**Left hand side rear of main office**




DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceilings:</b> As main office	Mark to ceiling	
<b>Walls:</b> As main office		
<b>Floors:</b> As main office		
<b>Kitchen Equipment:</b> Cupboards  Stainless steel sink and drainer	Handles missing	Replace handles, general clean  Clean
<b>Services:</b> Ideal wall mounted boiler  Copper pipe runs along rear wall		Gas Safe certificate required

## Office front right




DESCRIPTION	CONDITION	ACTION REQUIRED
<p><b>Ceilings:</b></p> <p>Rectangular suspended ceiling tiles Two Category Two style ceiling lights</p>		Clean
<p><b>Walls:</b></p> <p>Painted and papered</p>	 <p>Horizontal cracking to right hand side Marked</p>	Repair, prepare and redecorate
<p><b>Floors:</b></p> <p>Carpet</p>		Clean or replace



<p><b>Detailing:</b></p> <p>Windows: Aluminium window in timber frame with secondary glazing</p> <p>Doors: Interlinking door to rear right hand office which is locked</p>	<p>Two partitions with vision panels at high level</p>  <p>Ironmongery missing</p>	<p>Clean and/or redecorate between window and secondary glazing.</p> <p>Clean and/or redecorate</p> <p>Replace ironmongery</p>
<p><b>Services:</b></p> <p>One data point added by client</p>		<p>Client to agree with landlord or remove</p>

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**Office rear right**



DESCRIPTION	CONDITION	ACTION REQUIRED
<p><b>Ceilings:</b></p> <p>Rectangular suspended ceiling tiles Two Category Two style ceiling lights</p>		Clean
<p><b>Ceiling void:</b></p> <p>Right hand corner, left hand corner</p>	<p>Concrete slab system with minor water penetration</p>  <p>Dampness to rear left hand corner</p>	
<p><b>Walls:</b></p> <p>Dry lined walls papered and painted</p>	<p>Vertical crack to right hand wall</p> <p>Marked</p>	Repair, prepare and redecorate.

<p><b>Floors:</b></p> <p>Carpet</p>	<p>Worn areas</p>	<p>Clean or replace</p>
<p><b>Detailing:</b></p> <p>Windows: One aluminium window in timber frame with secondary glazing</p> <p>Vision panels</p> <p>Doors: Interlinking door to front right hand office which is locked</p> <p>Skirting:</p>	 <p>Gap between external window and internal secondary glazing is dirty</p>  <p>Ironmongery missing</p>	<p>Clean</p> <p>Replace ironmongery</p> <p>Clean</p>
<p><b>Services:</b></p> <p>Three data points on right hand side added by client</p> <p>Two data points on left hand side added by client</p>		<p>Client to agree with landlord or remove</p>



## **OTHER MATTERS**

### **SERVICES**

#### **Electrics**

Most leases require an Institute of Electrical Engineers test and report on termination of the lease.

**ACTION REQUIRED:** Provide report to Institute of Electrical Engineers (IEE) standard by an NICEIC approved electrician or equivalent.

#### **Data Cabling**

Data cabling added by client to be approved by landlord and/or removed.

#### **Lighting**

The property has Category Two style lighting. You need to check and confirm that it is appropriate.

#### **Fire Alarm System**

We assume that this is part of the Landlord's responsibilities.

#### **Heating**

The property has an Ideal wall mounted boiler located in the Kitchenette area within the main open plan office.

**ACTION REQUIRED:** Provide Gas Safe Certificate.

#### **Stopcock location**

The stopcocks have not been located or tested.

## **Disability Discrimination Act**

You should be aware that it is now a requirement to give reasonable access to the disabled and make reasonable amendments to the property as is necessary to accommodate them. This needs to be complied where applicable. As this is a first floor office there are physical limitations on the property; the landlord needs to make due amendments.

## **Asbestos Register**

In a property of this age there may well be some asbestos. This was commonly used post war until it was banned only in the last ten or so years, although it is rumoured that it was still used after this point in time.

It is now a requirement for any public building to have an asbestos register, indicating whether there is or is not asbestos and if so where it is. An Asbestos Register should be available for this property. We believe they should be updated every change of occupancy.

**ACTION REQUIRED:** Update asbestos register.

You should note that work involving products containing asbestos is covered by Health and Safety legislation and you are recommended to seek the advice of the Local Authority Environmental Health Officer before proceeding with any such work.

Our insurance company requires us to advise we are not asbestos surveyors.

This is not a structural survey or a building survey; it is a Schedule of Condition giving a record of the condition of the property.

## **LIMITATIONS**

As per our original Terms of Engagement, we would remind you specifically that:

We have not inspected parts of the structure that were covered, unexposed or inaccessible during our inspection. We therefore cannot confirm that such parts are free from defect, structural or otherwise.

We have not determined whether any hazardous materials such as high alumina cement, calcium chloride, asbestos etc have been used in the construction.

Our report is for the use of the party to whom it is addressed above and no responsibility is accepted under the Third Parties Act or for any third parties who use this report in whole or in part.

We have not carried out a comprehensive test of any electrical, mechanical or drainage services. We therefore cannot confirm that they are operational and in good condition. If you wish us to arrange tests please advise.

We have not carried out or arranged for specialists to undertake any reports, for example an environmental report or an audit report upon the property. We are therefore unable to advise whether any contaminated or other adverse environmental issues affect the site.

**Signature Document in Relation**  
**XXXXXXXX**

**Schedule of Condition**

This signature document represents page 21 and 22 of a 22 page Schedule of Condition relating to:

XXXXXXXX

as prepared by

XXXXXXXXXXXXXXXXx

You should ensure your Legal Advisor gets this document signed by the relevant parties and agreed prior to legal commitment to purchase. Delete/amend as you require.

**Lessees Representative**

We verify that this is a true and accurate record of the condition of:

XXXXXXXXXXXXXXXXXXXX

As inspected on XXXXXXXXXX

By

XXXXXXXX, Chartered Surveyors

Signed: ..... Dated: XXXXXXXX

For and on Behalf of XXXXXXX, Chartered Surveyors

**Lessee**

XXXXXXXx has seen and forwarded this document on by recorded delivery on  
..... to the owners/landlords or their legal  
representatives in relation to the proposed Lease.

Signed: ..... Dated: .....  
XXXXXXXX

**Landlords Representative (delete as applicable)**

Print Name: ..... for and on behalf of  
..... has inspected and read the  
Schedule of Condition for an on behalf of .....  
and accepts that it is a true and accurate record.

Signed: ..... Dated: .....

For and on Behalf of: .....

I have the authority to sign this document on behalf of the aforementioned  
company.