

# COMMERCIAL BUILDING SURVEY

**Berkshire**



**Marketing by:**

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# **INTRODUCTION**

Firstly, may we thank you for your instructions; we have now undertaken a Building Survey (formerly known as a Structural Survey) of the aforementioned property.

The Building Survey takes the following format; there is an introductory section (which you are currently reading), which includes a synopsis of the building, and a summary of our findings.

We then go through a detailed examination of the property starting with the external areas working from the top of the property down, followed by the internal areas and the buildings services. We conclude with the section for your Legal Advisor and also attach some general information on the property market.

We are aware that a report of this size is somewhat daunting and almost off-putting to the reader because of this. We would stress that the purchase of a property is usually one of the largest financial outlays made (particularly when you consider the interest you pay as well).

We recommend that you set aside time to read the report in full, consider the comments, make notes of any areas which you wish to discuss further and phone us.

We obviously expect you to read the entire report but we would suggest that you initially look at the summary, which refers to various sections in the report, which we recommend you read first so that you get a general feel for the way the report is written.

As part of our service we are more than happy to talk through the survey as many times as you wish until you are completely happy to make a decision. Ultimately, the decision to purchase the property is yours but we will do our best to offer advice to make the decision as easy as possible.

## **SYNOPSIS**

### **SITUATION AND DESCRIPTION**

This is a three storey office unit currently with B1 User Class with, we are advised, permission for D1 User Class on two floors.

The office is set within an industrial estate which has a mixed range of buildings and it has, we are advised, adjacent parking (exact number of parking spaces to be confirmed by your legal advisor). There is a rear gated entrance to this section of the industrial estate.

The survey was carried out unaccompanied but we had discussions with XXXXXXXX, the owner of the business and the building. We would ask that your Legal Advisors confirm that the information reported is correct in the format it has been used within this report.

The property typically is what was built in the 1950s/1960s/1970s era. Office buildings of this era will not have the energy efficiency capabilities of a modern office post 2000 which in turn means apart from them having higher fuel bills that when they are for sale on the open market they will not appeal to institution investment companies/corporate companies in the main unless there is a particular desire for the location/property specification such as car parking.

We believe that the property was built in the 1960's/1970's. If the exact age of the property interests you your Legal Advisor may be able to find out more information from the Deeds.

## EXTERNAL PHOTOGRAPHS



Front view



Rear view



Car park



Left hand view



Right hand side view

## **FACILITIES**

(All directions given as you face the property)

### **Ground Floor**

Facilities and access:

- 1 Kitchen/staff area to the right hand side
- 2 Male, Female and Disabled Toilets to rear right hand side
- 3 Boiler room, front left hand side
- 4 Staircase to rear of property adjacent to reception
- 5 Two fire exit staircases left and right hand side

Office areas:

- 6 Rear reception area
- 7 Open plan office with several glazed sub-offices
- 8 Computer room

### **First Floor**

Facilities and access:

- 1 Kitchen/staff area
- 2 Small Male and Female toilets
- 3 Two fire escape staircases

Office areas:

- 4 Open plan office

### **Top Floor**

Facilities and access:

- 1 Male and Female toilets

Office areas:

- 1 Board Room/meeting room
- 2 Suite of offices to the front
- 3 Open plan office to the rear
- 4 Small office to rear left hand side

The top floor offices generally had glazed partitions which gave a light and airy feel to the office. The decorative standard was average to above average.

## **Outside Areas**

### **Parking**

We are advised there is adjacent parking (plan on page 16), however from talking to the neighbouring occupiers we believe there are concerns with regard to the parking/disagreements.

**ACTION REQUIRED:** Your Legal Advisor to confirm exact number of parking spaces. From what we have seen we believe that there is a problem with parking based on the present numbers occupying the property.

### **Signage**

There is some existing signage which needs to be removed.

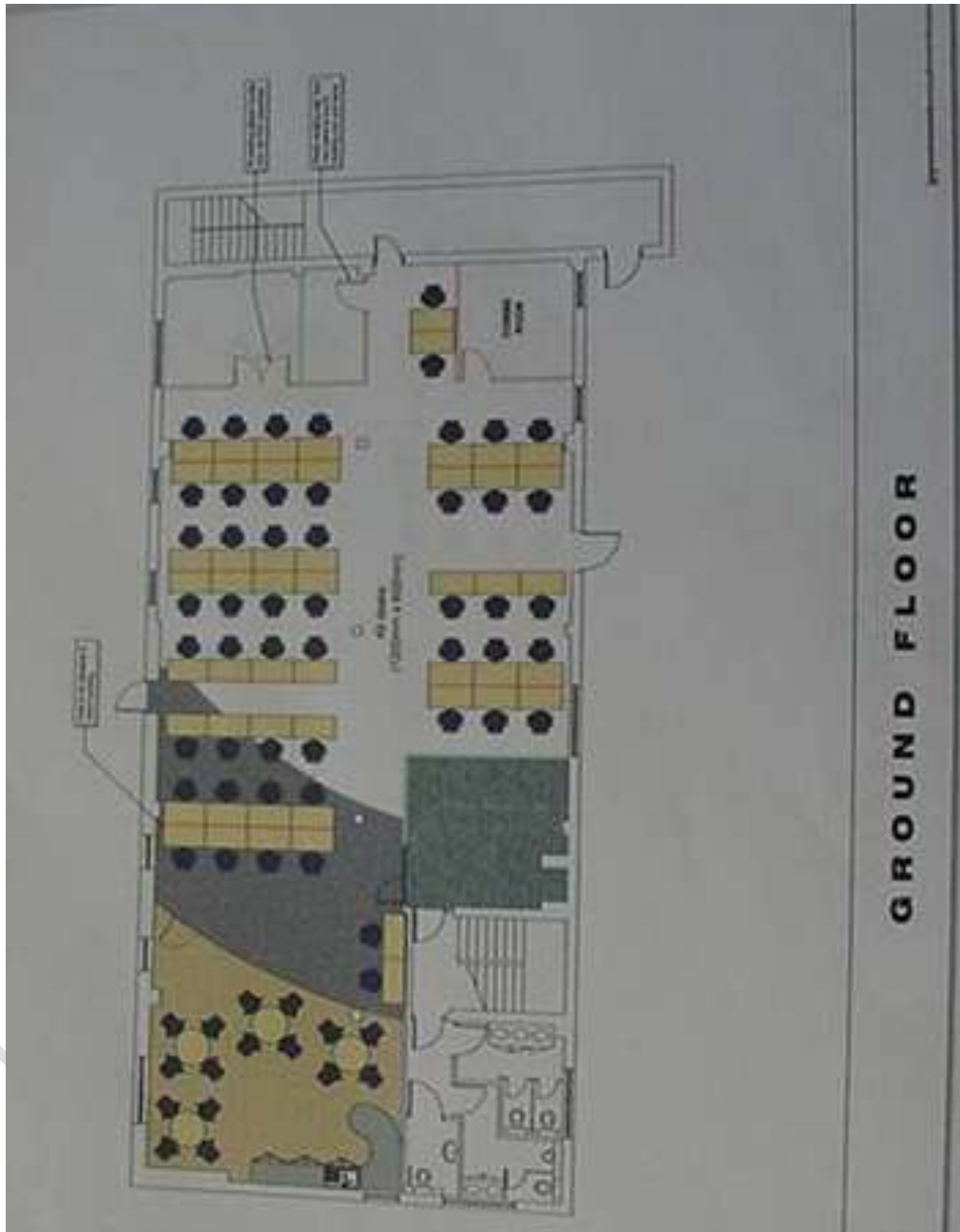
Your Legal Advisor needs to check and confirm what your legal rights are with regard to access and parking and permitted hours of work.



## **INTERNAL PHOTOGRAPHS**

There follows a plan of the floors (provided by the owner) and then a photographic record of the property on the day of the survey. We have not necessarily included photographs of each and every room. Please note that some of the floor plan layouts have been altered and amended since the plans were drawn.

### **Ground Floor**





## Ground Floor



Open plan office



Open plan office



Front left hand office



Divided section



Computer room



Rear reception area

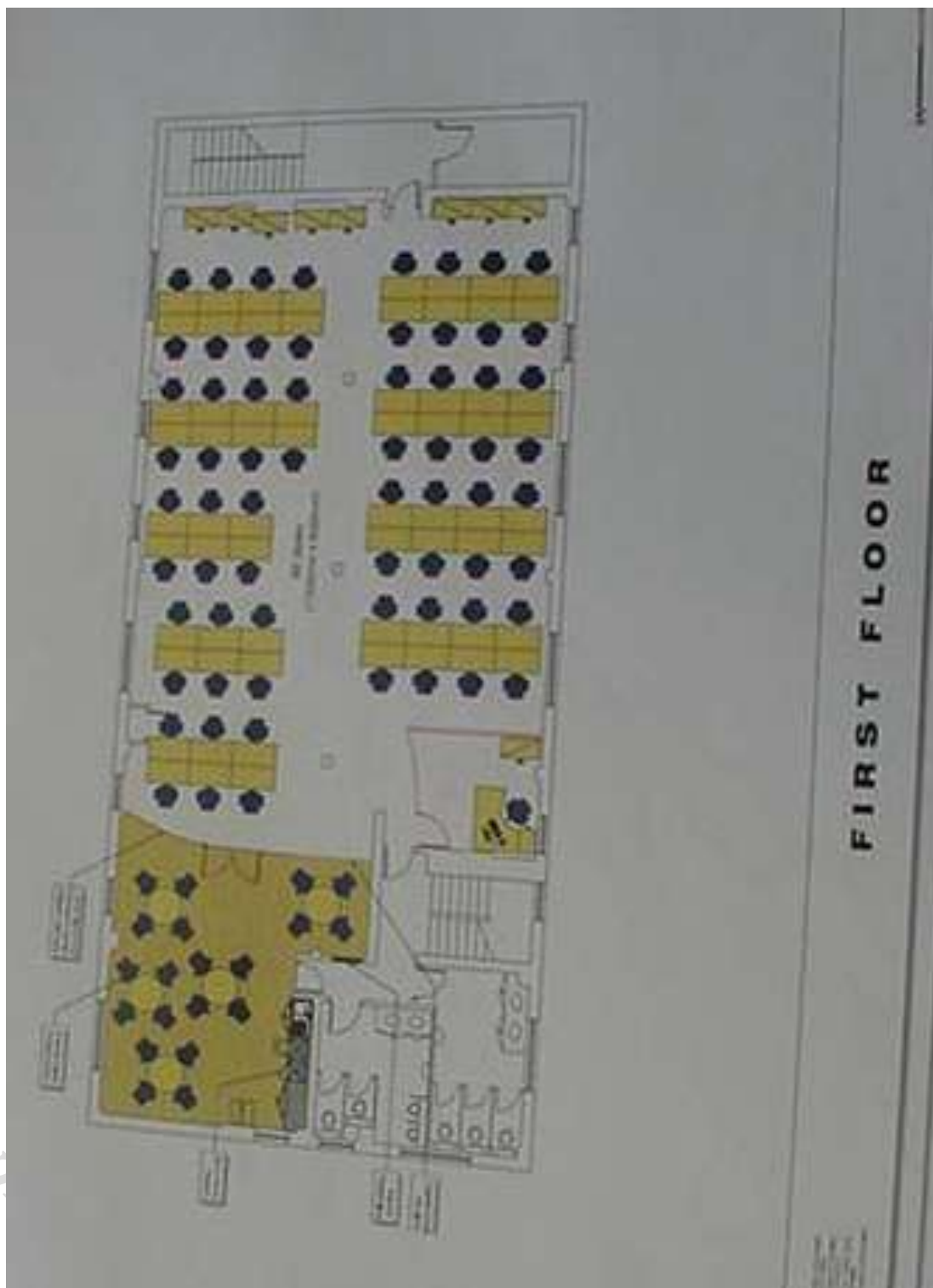


Kitchen/staff area to right hand side



Disabled toilet

## First Floor



## **First Floor**



Open plan office



Kitchenette

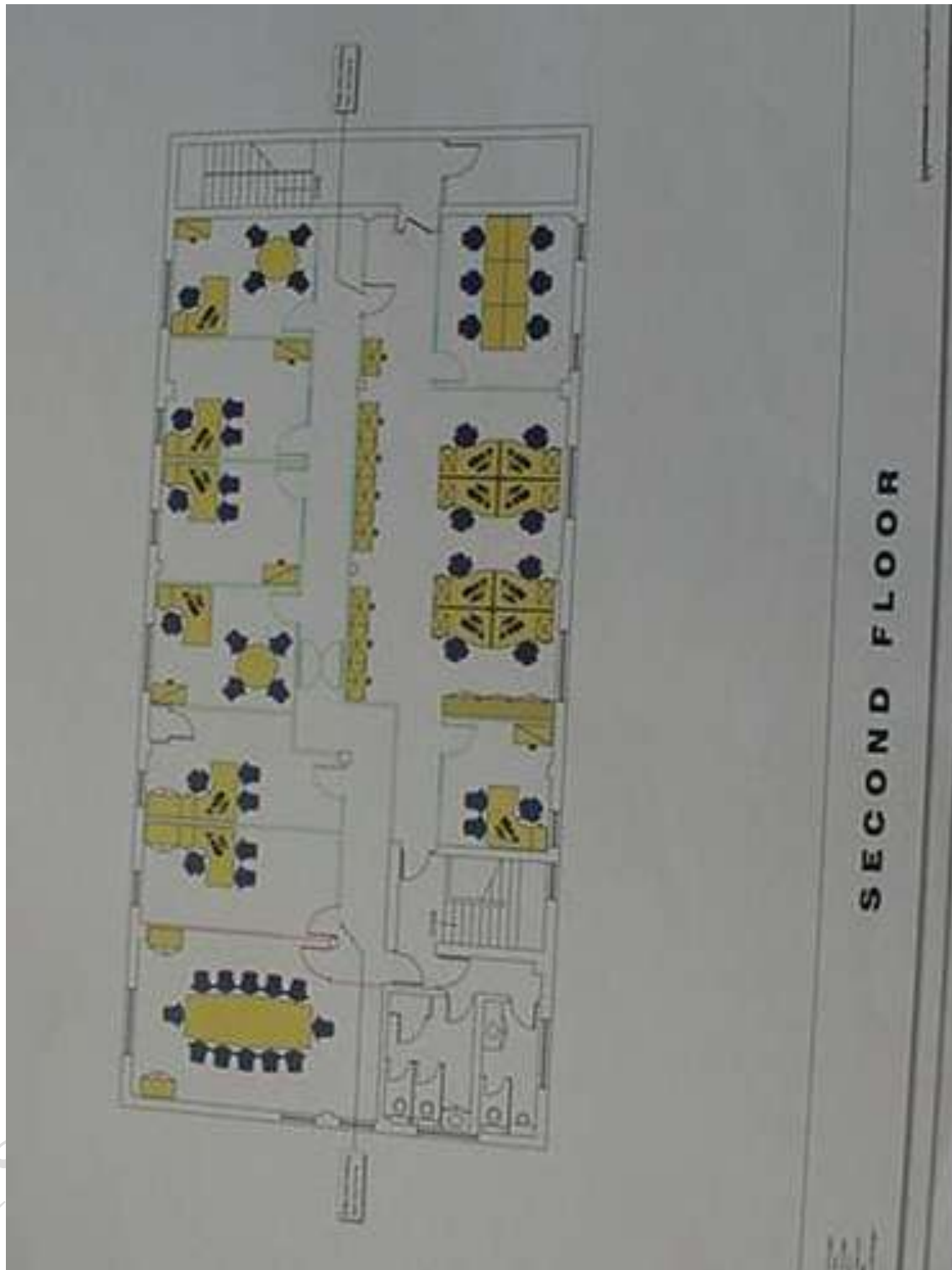


Kitchenette



Toilets

## Top Floor



## Top Floor



Board room/meeting room



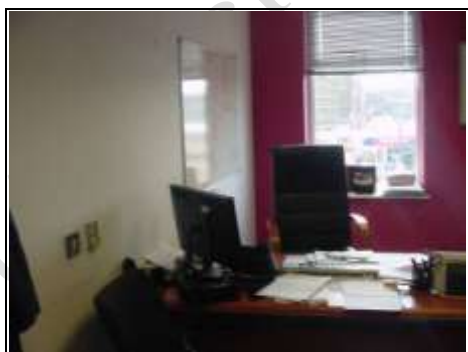
Training room



Open plan office



Corridor dividing open plan office  
and front offices with glazed  
partitions



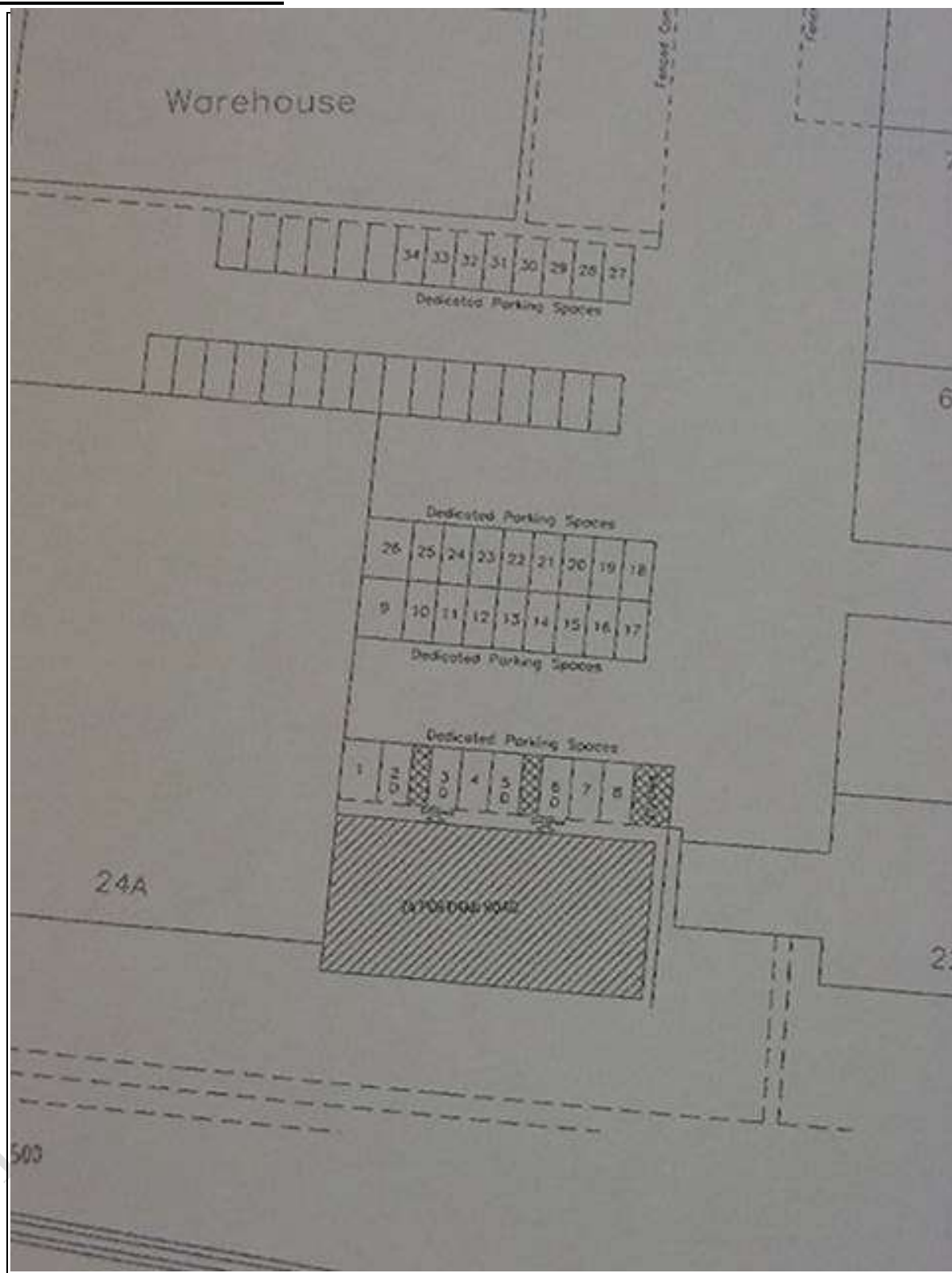
Front office



Front office view to glazed corridor



### **External Areas – Car Park**



# **SUMMARY OF CONSTRUCTION**

## **External**

Main Roof:	Flat felt roof with an upstand onto wood wall slabs
Tank Room:	No access
Roof Structure:	Metal frame with wood wall slabs and concrete slabs
Gutters and Downpipes:	Internal
Soil and Vent Pipe:	Internal
Structural Frame:	Metal, predominantly hidden and enclosed from view
Walls/Cladding:	Stretcher bond brickwork Metal cladding to upper parts
Detailing:	Timber single glazed windows Cladding panels External air conditioning units to rear and right hand side

## **Internal**

Ceilings:	Predominantly suspended ceilings with some areas of plaster
Walls:	Mixture of solid, studwork and glazed (assumed)
Floors:	
Ground Floor:	Solid underfoot, assumed Concrete, possibly suspended
First Floor:	Concrete (assumed)
Top Floor:	Concrete (assumed)
Internal Decoration/Condition:	
Ground Floor:	Average to above average
First Floor:	Average to above average
Top Floor:	Average to above average



## **Services**

We are advised that the property has a mains water supply, mains drainage, electricity, gas and air conditioning units (assumed). The electrics are located on the left hand side of the property within the cupboard off the staircase and in the corridor of the ground floor section off the Fire Exit staircase on the left hand side. There is a boiler room, which we are advised is no longer used, to the front left hand side within the adjoining building.

The above terms are explained in full in the main body of the Report.

We have used the term 'assumed' as we have not opened up the structure.

## **Information provided by owner**

Our report is based upon the visual findings taken at the time of the survey and also discussions with XXXXXXXXXX with regard to the property. Your Legal Advisor needs to confirm that the information we have been provided with, which is presented within this report, is legally correct.

## **EXECUTIVE SUMMARY**

Summaries are not ideal as they try to précis often quite complex subjects into a few paragraphs.

It is inevitable with a report on a building of this nature that some of the issues we have focussed in on you may dismiss as irrelevant and some of the areas that we have decided are part of the 'character' of this property you may think are very important. We have taken in the region of 500 photographs during the course of this survey and many pages of notes, so if an issue has not been discussed that you are interested in or concerned about, please phone and talk to us before you purchase the property (or indeed commit to purchasing the property), as we will more than likely have noted it and be able to comment upon it; if we have not we will happily go back.

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## **Market Valuation**

The property is currently being marked by XXXXXXXXXXXX at £XXXXXXXX which we have confirmed with XXXXXXXXXXXXXx. A copy of the sales details are in the Appendices. We feel as this property is in a secondary/tertiary office location in the current market it would achieve £XXXXXXXX. We would add that we feel there are a limited number of buyers firstly for offices in the present market and secondly for offices in this location.

We have identified issues within the Executive Summary (that follows) which we feel means there will be future cost implications with regard to this property. We have estimated these costs to be approximately £XXXXXXXX which we duly expect to reduce the value of the property by in this particular instance meaning the property has a market value of £XXXXXXXX depending upon the cost of the works.

You need to check and confirm you are happy with our assumptions prior to purchasing the property. It should be noted that this valuation is not to the Royal Institution of Chartered Surveyors Red Book standard and is not for mortgage purposes.

Depending upon investigations as described in this section may affect value in an upwards or downward direction.

We would kindly refer you to data provided in the appendices in relation to this valuation which together with assumptions we have made also shows data we have used.

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We have divided the remainder of the Executive Summary into 'Plus Points', 'Medium Priority' and 'High Priority', to allow you to clarify and focus on exactly what the issues are. We would particularly draw your attention to the problems with the structural frame and would recommend testing of this prior to purchasing the property.

## **Plus Points**

*Survey reports often are full of only the faults and general 'doom and gloom', so we thought we would start with some positive comments on the property!*

- 1) The standard of facilities internally is above average compared with what we typically see in this type of property in a secondary/tertiary location.

### Secondary office sector defined

The secondary office sector is away from the primary office area where the national offices tend to be located. This is taken up by one off companies or smaller businesses and buildings tend to have minor alterations. Buildings in this sector are sometimes purpose built and often speculatively built with a conversion of an older building. Some car parking facilities may be present; often air conditioning is not present and limited facilities such as staff rooms, toilets and disabled toilets.

### Tertiary office sector defined

The tertiary office sector is the area, which is a step away from the primary and secondary office areas possibly on the outskirts of a town/city and are often converted properties. Tertiary office sector buildings are often occupied by one off companies or smaller businesses however we are aware that some companies take a strategic decision to be located outside the main office district. Tertiary office sector buildings generally do not have parking facilities, air conditioning or facilities such as staff rooms, toilets and disabled toilets.



- 2) We have been advised that there was a full interior redecoration/refurbishment in 2006.

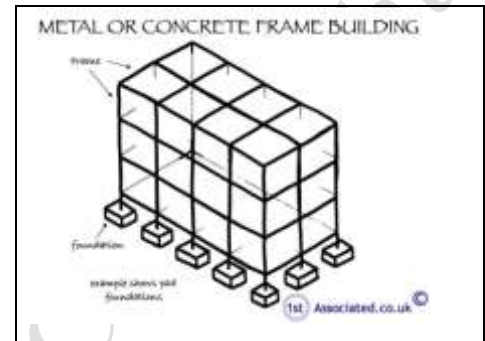
## **Medium Priority**

*Problems / issues raised in the medium priority section are usually solvable, but often need negotiation upon. However, a large number of them may sometimes put us off the property.*

### **1.0) Structural frame**

#### **1.1) Metal structural frame explained**

Before we start this section we first of all want to explain that this is a building that is built on a structural frame which gives structural support and from which other elements such as the walls, windows and floors etc are supported in one way or another, please see sketch.



There are many elements that are not visible in this type of structure and the only way to truly establish if the structure is working is to have the structure opened up to look at key points such as joints, junctions and base plates to the ground floor and fixings to the walls, floors and roofs etc. We have not carried out such opening up but we have carried out an opening up on the top floor ceiling area and a general visual inspection and made various assumptions from this using indicating signs and reported these within this report.

Our main concern is rusting that we can see within the structural frame. Whilst the rusting seen isn't of such a condition that we believe it will cause structural problems it does mean that there may be future issues.

**ACTION REQUIRED:** Open up structure to establish condition of structural frame and carry out sonic testing or similar to confirm the condition of the structural frame.



Rusting to frame

## 1.2) Rusting to Metal frame

The metal frame that is holding up the property is showing signs of rusting and also specks of rust. Whilst we had a very limited view of the structural frame, where we could see it, which was via the removal of part of the suspended ceiling, we noted rusting and specks of rust. Our concern is that an important section such as the junctions and ground floor level there may be further rusting that needs repair and or replacement.

We had a brief look at documents provided to us that stated that a treatment had been applied, as we understand it, to the frame. This seemed to be in relation to fire prevention and which we couldn't see.



Rust spots to frame



General rusting

**ACTION REQUIRED:** The entirety of the metal frame needs further investigation and checking in the vulnerable areas as far as possible. We would recommend specialist testing on the structural frame. We would also like to see further evidence that fire protection has been applied to this structural frame (as well as paperwork).



Access was awkward and difficult and was via a suspended ceiling tile. Proper access needs to be set up for a full investigation.

**ANTICIPATED COST:** If there are major problems within the structural frame then £20,000 - £50,000 would be the cost range that we are looking at. Testing of the structural frame is likely to cost a few

thousand pounds in comparison but take several weeks; test laboratories do not move quickly. Please obtain quotations with regard to the above.

Please see the Walls Section of this Report.

## 2.0) Roof

The property has a large flat roof with parapet walls. The main problem we can see with the flat roof is that a flat roof should have a fall of approximately fifteen degrees and it is also bedded onto wood wall slab, a product known to have problems. This was a relatively common product in the 1960's and 1970's however it is no longer used or considered desirable to have in your structure.



General view of the roof



Wood wall slab

### Wood wall slab defined

Wood shavings/straw that is cemented together into slabs. Unfortunately the slabs have little strength when damp meaning they are not an ideal material to be used for roofing which is what they were commonly used for!



Deterioration to the felt



Ponding to the roof indicating low areas. Also crocodiling/crazing visible to the surface of the bitumen repair



### **Ponding defined**

This is not ideal on a flat roof as it indicates a low point that over time with the weight of water on this point will cause further defects

### **Crocodiling/Crazing**

This is a sign of deterioration to a roof.

**ACTION REQUIRED:** We would recommend re-roofing and that insulation is added with a high performance felt and a fall added to the entire roof. At the same time we would build up the firewalls internally.

**ANTICIPATED COST:** In the region of £25,000 - £40,000. We would also take the opportunity of replacing the wood wall slab as this will make the future saleability/risk of it causing problems much less; please obtain quotations.

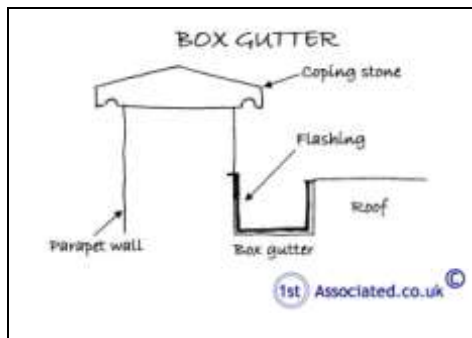
Finally some of the roof may be formed on a pre-cast concrete slab; these should be checked to ensure that they are adequate.



Underside of concrete slab on left hand side of building

## 2.2) Box gutter to the roof

There is a box gutter where the main building meets the adjoining building to the left hand side where the fire escape is. This does not look to have been maintained for some time.



**ACTION REQUIRED:** General maintenance required and is likely to require waterproofing.

Please see the Roof Coverings Section of this Report.

## 3.0) Asbestos Roof

To the far left hand side over the fire escape is an asbestos roof. This forms part of next doors roof as well.

It is never ideal to have an asbestos roof. In this case it is very difficult as this is also forming part of your neighbour's roof.



Asbestos Roof

#### 4.0) Crack to left hand gable

Hidden from view to the rear left hand gable of the property and visible from the fire escape is a raking crack. Whilst this property sits on a structural frame, nevertheless we would always recommend monitoring of such cracking to see whether it relates to other problems with the property, possible movement to the adjacent property or water getting into the structure.



Brickwork to left hand gable



Cracking to left hand side

**ACTION REQUIRED:** Existing owners to place an insurance claim that you could then take over which should limit your liability to the premium provided the paperwork is carried out correctly. We would recommend that your Legal Advisor verifies that all paperwork is in place in relation to the cracking before you legally purchase the property.

**ANTICIPATED COST:** This should be limited to the excess; please obtain quotations.

Please see the Walls Section of this Report.

## 5.0) External joinery

Generally the external joinery has seen its best days and we could find areas of rot in a percentage of the low level timber. Typically high level timber is more affected.

**ACTION REQUIRED:** We would recommend replacing the timber windows and the panels with double glazed units. It is more typical to have powder coated aluminium in this style of building.

**ANTICIPATED COST:** We would expect costs in the region of £25,000 - £35,000; please obtain quotations.

Please see the External Detailing Section of this Report.



Rot to windows

## 5.1) Staining to ceiling

There are many areas within the toilets where there is staining to the ceiling. We assume this is from leaks from above or possibly even via the windows by wind driven rain. We would expect the replacing of the windows and the external joinery to resolve this however there will still be a need to replace the ceiling tile.



Water staining in gents toilets

There is a water leak to the store on the left hand side which possible relates to the box gutter we mentioned earlier.



Water staining in ladies toilets



Water leak in store cupboard

**ACTION REQUIRED:** Replace ceiling tiles.

**ANTICIPATED COST:** Please obtain quotations.

Please see the Ceilings and Walls Section of this Report.

#### 6.0) Concerns with regard to fire protection

We have concerns with regard to the fire protection in the property to the metal frame as we did not note any of the usual fire protection measures such as insulating paints etc.

We also noted that around the staircase, which should be a protected area, as in a worst case scenario it acts as an escape route, that the fire blanket (Proprietary name Firefly Plus) was not fitted properly. This means that fire could transfer from floor to floor.



Firefly Plus paper that isn't fitted properly

There are two fire exits to the property, one to the left hand side and one to the right hand side. Both need a full check to ensure they have a firewall in place.



Fire exit to rear left hand side of property



Right hand side fire escape

**ACTION REQUIRED:** Both the left and right hand fire exits need checking to ensure that the protection provides adequate fire checks/fire stops between the staircase and the main offices. The present owners should also have a diagram indicating where any other firewalls are, these need to be obtained. This looks to have been poor quality workmanship.

**ANTICIPATED COST:** In the region of £10,000 - £15,000, if there are problems possibly more; please obtain quotations.

Please see the Other Matters Section of this Report.

## 7.0) Rodents

There seems to be a rodent problem around the property from the deterrent boxes although we are sure the owners will be able to elaborate further about the reasons these are present.



Rodent deterrent boxes

## 8.0) Car park drainage

The car park was full at the time of the survey which meant we had a limited view. However what we could see nearer the offices appeared to be a block in the drains.

**ACTION REQUIRED:** General jetting of drains and close circuit TV camera reports.



Drain not working to front of property



## 9.0) Services

### 9.1) Energy Efficiency

Generally properties of this age are not as energy efficient as modern properties. The building is currently being run on an electric air conditioning system although the original boiler and radiator system is still in place. It is likely to be costly to run.



Air conditioning units on right hand side of property



Boiler room



Inside boiler room



Inside boiler room

**ACTION REQUIRED:** Obtain information with regard to the cost of services. We would also recommend looking at the energy efficiency of the building and we have suggested that insulation is added to the roof and would also suggest it is added to the walls if it is not already.

**ANTICIPATED COST:** The re-roofing of the property could vastly improve the thermal properties overall. We also recommend investigation into whether insulation on the walls has taken place previously; please obtain quotations.

Please see the Thermal Efficiency Section of this Report.

## 10.0) Possible asbestos

We always have to give a warning of possible asbestos as when this building was being built asbestos, although was no longer in use as in larger quantities as was once used, it still was being used for some elements.

The insulation around pipes for example was often insulated in asbestos. The pipes that we could see where the insulation had been broken away looked to be fibreglass insulation.

Our insurance company require us to advise we are not asbestos specialists. We recommend you have an asbestos survey carried out by a specialist asbestos company.

**ACTION REQUIRED:** You need to obtain an asbestos report from the existing owners or have one carried out yourself.

**ANTICIPATED COST:** In the region of £2,000 to £4,000; quotations required.

## High Priority

*We normally put here things that we feel will be difficult to resolve and will need serious consideration.*

The metal frame is of High Priority as is the Roof and Fire Issues together with monitoring of the cracks or an insurance claim being put in by the current owner.

## **Other Items**

Moving on to more general information.

## **Maintenance**

This type of property is relatively modern (i.e., less than one hundred years old) but nevertheless still requires ongoing maintenance and repair particularly as there is a large flat roof and there is a heavy element of services in the form of air conditioning units. We assume there is some form of maintenance contract in place.

## **Services**

We have carried out a visual inspection of the services and no tests have been carried out. We would comment as follows in brief. More detail is within the main body of the report.

## **Electrics**

For the electrics we would recommend an inspection, test and report to Institute of Electrical Engineers standards (IEE) carried out by an NICEIC registered and approved electrical contractor or equivalent.

## **Heating**

We would recommend that the system be tested and overhauled before exchange of contracts and that a regular maintenance contract is placed with an approved heating engineer.

## **Lighting**

Located within suspended ceiling. They looked to be Category Two lights which is acceptable for office use but you may need to amend.

## **Drainage**

We have not opened up or checked the drainage. We would recommend a closed circuit TV camera report.

## **Water Supply**

There is an outside chance that there is a lead water supply; we would recommend that you speak to the water company to ask them if they have carried out such replacement, as you will be re-piping much of the water used in the building it gives an ideal opportunity to also check for any remaining lead pipes.

**ACTION REQUIRED - SERVICES:** We would reiterate that we recommend with regard to all services that you have an independent check by a specialist contractor.

## **Estimates of Costs**

Where we have offered an estimate of building costs please remember we are not experts in this area. We always recommend you obtain quotations for the large jobs before purchasing the property (preferably three quotes). The cost of building work has many variables such as the cost of labour and estimates can of course vary from area to area when giving a general indication of costs. For unskilled labour we currently use between £75 and £100 per day (the higher costs in the city areas) and for tradesmen we use between £100 and £200 per day for an accredited, qualified, skilled tradesman. Other variations include the quality of materials used and how the work is carried out, for example off ladders or from scaffold.

If you obtain builders estimates that vary widely, we would advise the work is probably difficult or open to various interpretations and we would recommend a specification is prepared. It would usually be best to have work supervised if it is complex, both of which we can do if so required.

## **SUMMARY UPON REFLECTION**

The Summary Upon Reflection is a second summary so to speak, which is carried out when we are doing the second or third draft a few days after the initial survey when we have had time to reflect upon our thoughts on the property. We would add the following in this instance:

We would refer you to our comments in the Plus Points, Medium Priority and High Priority Sections and ask that you re-read these. We would recommend testing on the structural frame and negotiations to be based around the reduced figure with the repairs/replacement work for the roof and the fire protection and some form of protection with regard to the cracking of the structure on the left hand side.

As a general comment for any work required we would always recommend that you obtain at least three quotations for any work from a qualified, time served tradesperson or a competent registered building contractor prior to legal completion.

We would ask that you read the Report and contact us on any issues that you require further clarification on.

# **REPORT FORMAT**

To help you understand our Report we utilise various techniques and different styles and types of text, these are as follows:

## **GENERAL/HISTORICAL INFORMATION**

*This has been given in the survey where it is considered it will aid understanding of the issues, or be of interest. This is shown in "italics" for clarity.*

## **TECHNICAL TERMS DEFINED**

Throughout the Report, we have endeavoured to define any technical terms used. This is shown in "Courier New" typeface for clarity.

## **A PICTURE IS WORTH A THOUSAND WORDS**



We utilise photographs and sketches to illustrate issues or features. In some photographs a pencil has been used to highlight a specific area. The sketches are not 100% technically accurate; we certainly would not expect you to carry out work based upon the sketches alone.

## **ORIENTATION**

Any reference to left or right is taken from the front of the property, including observations to the rear, which you may not be able to physically see from the front of the property.

## **ACTION REQUIRED AND RECOMMENDATIONS**

We have used the term **ACTION REQUIRED** where we believe that there are items that you should carry out action upon or negotiate upon.

Where a problem is identified, we will do our best to offer a solution. However, with most building issues, there are usually many ways to resolve them dependent upon cost, time available and the length of time you wish the repair/replacement to last.

# **MORE ABOUT THE REPORT FORMAT**

Just a few more comments about the Report format before you read the actual main body of the Report.

## **TENURE – FREEHOLD (OR AS GOOD AS)**

We have assumed that the property is to be sold Freehold or Long leasehold, with no unusual or onerous clauses and that vacant possession will be available on completion. Your Legal Advisor should confirm that this is the case.

## **COMMERCIAL AGENTS – FRIEND OR FOE?**

It is important to remember that the estate agents are acting for the seller (usually known as the vendor) and not the purchaser and are therefore eager to sell the property (no sale – no fee!). We as your employed Independent Chartered Surveyor represent your interests only.

## **SOLICITOR/LEGAL ADVISOR**

To carry out your legal work you can use a solicitor or a legal advisor. We have used both terms within the report.

## **TERMS OF ENGAGEMENT/LIMITATIONS**

This report is being carried out under our terms of engagement for Building Surveys, as agreed to and signed by yourselves. If you have not seen and signed a copy of our terms of engagement please phone immediately.

## **OUR AIM IS ONE HUNDRED PERCENT SATISFACTION**

Our aim is for you to be completely happy with the service we provide, and we will try and help you in whatever way possible with your property purchase - just phone us.



**THE DETAILED PART OF THE REPORT  
FOLLOWS, WORKING FROM THE TOP  
OF THE PROPERTY DOWNWARDS**



## **EXTERNAL**

### **ROOF COVERINGS AND UNDERLAYERS**

*The Roof Coverings section considers the condition of the outer covering of the roof. Such coverings usually endure the extremes of climate and temperatures. They are susceptible to deterioration, which ultimately leads to water penetration.*

We will consider the roofs in two areas, the main flat roof which goes over most of the office and the asbestos roof to the left hand side over the fire exit staircase and storage area.

#### **Main Roof - Flat**

*Whilst these roofs are called "flat", present building regulations and good building practice presently requires a minimum fall of 12 degrees.*

*Flat roofs are formed in a variety of materials. Difficulties can arise when the water is not discharged from the roof but sits upon it, as this can soon lead to deterioration which flat roofs are renowned for.*

The main roof is a flat roof clad with a felt covering (with various repairs and ponding) to an upstand which runs around the perimeter of the roof, all sitting on a decking of wood wall slab. The felt looks in average to below average condition in areas. As mentioned there are areas of ponding and a few splits in it, there looks to have been repairs carried out over the years. Our concern is that the wood wall slab beneath it simply will not cope with dampness that well. This together with the mass of people in the property (we are advised approximately seventy people) means there is a lot of humidity in the property as well which can cause further deterioration to this type of roof.



Main roof



Tear in felt



Puddle on roof

#### Wood wall slab defined

Wood shavings/straw that is cemented together into slabs. Unfortunately the slabs have little strength when damp meaning they are not an ideal material to be used for roofing which is what they were commonly used for!



Wood wall slab

**ACTION REQUIRED:** We would recommend an insulation is added and a high performance felt.

**ANTICIPATED COST:** Please see our comments in the Executive Summary with regards to costs.

### Venting Roofs

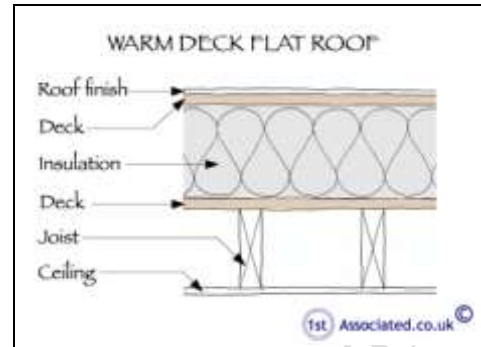
The latest Building Regulations require flat roofs to be ventilated. Building Regulations are not retrospective but they are best practice. The reason for the requirement is to make sure that any moisture that enters the roof construction is dispelled by way of ventilation.

**ACTION REQUIRED:** We would recommend that ventilation needs to be added to this roof. This will stop the possibility of fungal growth above the ceiling in the flat roof area.

### Roof insulation

From what we could see, there is no roof insulation or a vapour barrier, without the vapour barrier and combined with inadequate ventilation this will increase the risk of moisture damage to the roof structure.

**ACTION REQUIRED:** We would recommend a new roof is installed including decking with insulation and a high performance felt. This is known as a Warm Roof.



## Parapet Wall

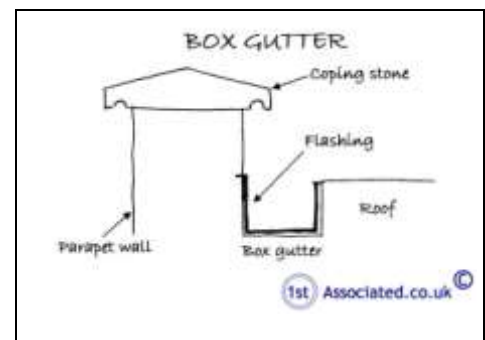
The parapet wall is covered with felt. We assume they have been problematic in the past. Our photo shows a parapet wall covered with felt and also tar and various other repair materials which are not ideal to seal a flat roof!



Parapet wall

## Box gutter

The section that joins the roof to the left hand side to the main property is a box gutter which is similar to our sketch detail although there isn't a coping stone as that wall forms part of the main building.



Whilst there is a box gutter on the main roof, if the fall of the roof doesn't go towards the box gutter then the rain will have problems getting in it.



Blocked box gutter

**ACTION REQUIRED:** We like the concept of the flat gutter which is a large gutter however it does need to be maintained. In this case it hasn't been maintained and needs to be unblocked.

**ANTICIPATED COST:** A few hundred pounds and a check and repair as necessary.

### **Asbestos Roof to left hand side**

There is an asbestos roof to the left hand side which is over the fire escape and the store. Ideally we would recommend getting rid of any asbestos however in this case it would be difficult as the asbestos roof that goes over your staircase and store areas on the left hand side also forms the roof of the adjoining property. We assume that some sort of agreement has taken place to buy this section of next doors property.



Asbestos sheets covering area

**ACTION REQUIRED:** Your Legal Advisor needs to check and confirm that this section is owned by the present occupier.

All the roofs were inspected from the roofs themselves with the exception of the asbestos roof which we felt was unsafe to get onto.

We have made our best conclusions based upon what we could see, however a closer inspection may reveal other defects.

For further comments with regard to ventilation please see the Roof Structure and Loft Section.



# **ROOF STRUCTURE**

*The roof structure or framework must be built in a manner which is able to give adequate strength to carry its own weight together with that of the roof covering discussed in the previous section and any superimposed loads such as snow, wind, foot traffic etc.*

## **Main Roof**

### **Roof Access**

The main roof is accessed via lifting ceiling tiles internally on the top floor using a ladder to then view into the roof. This was obviously not an ideal way to view the roof and meant that we had a limited viewing access in approximately half a dozen to a dozen areas.



Roof access

### **Roof Structure – what we found**

We found a metal frame, the protective coating on it was deteriorating and rust was visible.

**ACTION REQUIRED:** Please see our comments in the Executive Summary.

### **Wood wall slabs**

We also found wood wall slabs.

**ACTION REQUIRED:** Again, please see our comments in the Executive Summary and in the Roof Coverings section.

### **Water Tanks**

There is possibly a water tank/lift area on the roof. Unfortunately we didn't have access to this area.

**ACTION REQUIRED:** Return to inspect.

### **Ventilation**

The roof needs ventilation as a modern day requirement due to not only the damp getting in from the roof but also the amount of condensation within the structure due to the number of people employed in it.

### **Insulation**

Please see the Thermal Efficiency Section of this Report.

### **Electrical Cables**

We can often identify the age of an electrical installation by the age of wiring found in the roof. In this case the electric cables we could see were relatively new.

**ACTION REQUIRED:** Test Certificate required from the owners.

Please see our further comments in the Services Section of this Report.

Finally, we would ask you to note that this is a general inspection of the roof, i.e. we have not examined every single piece of timber. We have offered a general overview of the condition and structural integrity of the area.



# **GUTTERS AND DOWNPIPES**

*The function of the gutters and downpipes is to carry rainwater from the roof to the ground keeping the main structure as dry as possible.*

*Defective gutters and downpipes are a common cause of dampness that can, in turn, lead to the development of rot in timbers. Regular inspection and adequate maintenance are therefore essential if serious problems are to be avoided.*

## **Gutters and Downpipes**

The gutters and downpipes in this instance are internal within the main roof and discharge internally, we therefore can't see them.

Typically we find with flat roofs that the falls on the roof aren't sufficient to put the rainwater to the outlet openings and you get ponding on the roof as we have found in some areas in this case.



Downpipe outlet.

As you can see this hasn't been cleaned for some time.



Ponding to roof



**ACTION REQUIRED:** We would recommend general cleaning of the outlets

## **Box Gutter**

You have a box gutter to the left hand side where this property meets the next property. Please see our comments earlier on in this report with regard to repairs needed. We could see that repairs have been carried out so we assume there have been leaks in the past.



Old repairs to guttering

**ACTION REQUIRED:** We would always recommend that the gutters and downpipes are cleaned out, the joints are checked and the alignment checked to ensure that the gutters fall towards the downpipes.

### **Soil and Vent Pipe**

Again, the soil and vent pipes are internal therefore unfortunately we were unable to see them.



Internal soil and vent pipe

Finally, gutters and downpipes and soil and vent pipes have been inspected from ground level. As it was not raining at the time of the inspection it is not possible to confirm 100 per cent that the rainwater installation is free from blockage, leakage etc. or that it is capable of coping with long periods of heavy rainfall. Our comments have therefore been based on our best assumptions.

There may be some painted asbestos pipes at high level. It is very difficult to identify these from ground level. Our comments are therefore based upon our best assumptions.

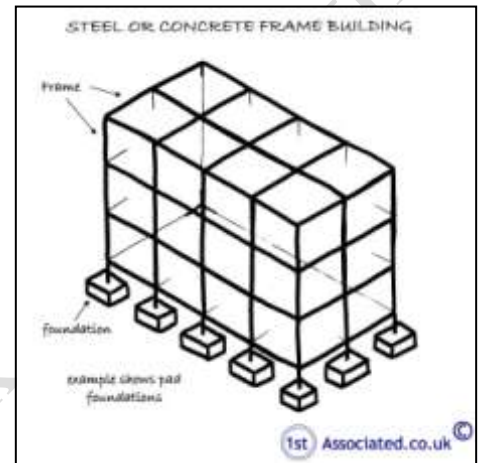
# **WALLS**

*External walls need to perform a variety of functions. These include supporting upper floors and the roof structure, resisting dampness, providing adequate thermal and sound insulation, offering resistance to fire and being aesthetically presentable.*

The property is on a structural frame which we believe to be metal and onto this there is a cladding of brickwork and metal cladding panels.

## **Structural Frame**

In this case, from what we can see, the property has been built from a metal structural frame, much of which is hidden and enclosed. As explained earlier we have been able to view this predominantly at the top of the structure. We are concerned there may be problems elsewhere as this is a very limited view, probably looking at ten percent or less of the entire structure.



## **Brickwork/Cladding Overview**

The primary cladding material is brickwork with metal cladding to the upper parts and around the windows.

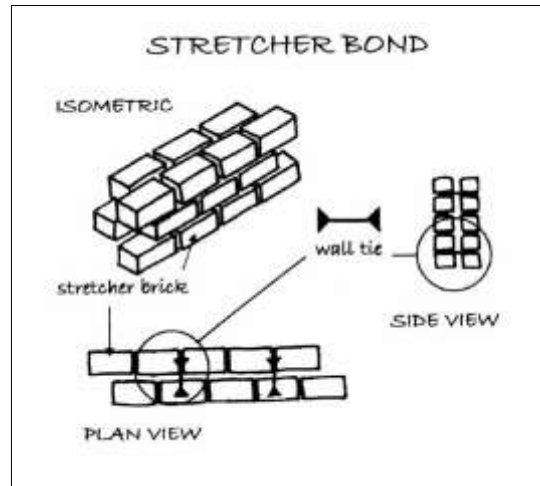
## **Brickwork**

The property is built in a brick originally in a lime mortar in what is known as Stretcher bond brickwork.



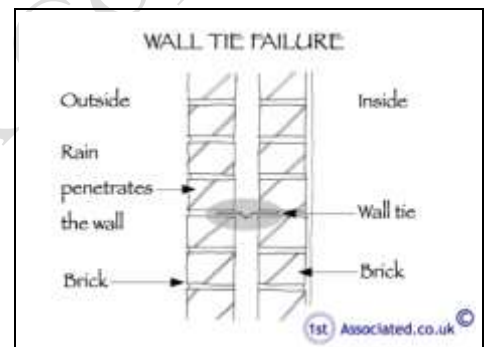
Stretcher bond brickwork

The term "Stretcher Bond" means that from the outside of the property, you can see a row of the sides of the bricks (known as "stretchers") followed by a course above of the same stretch of bricks set off so the joint is centrally above the "stretcher". This pattern would repeat throughout.



Cavity walls were first used in Victorian times. It originates from solid walls not always being waterproof against driving rain and not providing a good degree of heat insulation. The design of cavity walls makes them relatively unstable and they depend upon the wall ties.

Walls of cavity construction should incorporate ties to hold together the inner and outer leaves of masonry. As there is no access to the cavity it has not been inspected and we cannot comment on the presence or condition of wall ties. No excessive horizontal cracking was noted therefore meaning it is unlikely there is wall tie failure problems (visible externally).



### Vents/weep holes

The vents at the base of the property are to allow any water that gathers in the cavity to come out and also allow ventilation of the cavity to dry it.



Vents at front of property

## **Cracking**

We noted areas of cracking to the brickwork on the left hand gable. There may be other areas hidden by the fire escape.

**ACTION REQUIRED:** Please see our comments in the Executive Summary. You need to have an insurance claim placed by the existing owner.



Cracking to brickwork

## **Metal Cladding**

There is metal cladding to the upper parts and around the windows.



Close up of cladding that runs around the perimeter of the property



Cladding panels



Close up of cladding panels

Finally, the external walls have been inspected visually from ground level and/or randomly via a ladder. Where the window and door lintels are concealed by brickwork/plasterwork/cladding we cannot comment on their construction or condition. In buildings of this age concrete lintels or metal lintels are common, which can be susceptible to deterioration that is unseen, particularly if in contact with dampness. Equally the structural frame can be affected which we cannot see.

Our comments have been based upon how the brickwork/plasterwork/cladding has been finished externally. We have made various assumptions based upon what we could see and how we think the brickwork/plasterwork/cladding would be if it were opened up for this age, style and type of construction. We are however aware that all is not always as it seems in the building industry and often short cuts are taken. Without opening up the structure we have no way of establishing this.



# **FOUNDATIONS**

*The foundations function is, if suitably designed and constructed, to transfer the weight of the property through the soil. As a general comment, many properties prior to the 19th Century have little or no foundations, as we think of them today, and typically a two-storey property would have one metre deep foundations.*

## **Foundations**

We would expect to find pad foundations at the base of the metal structure or possibly a deep strip concrete foundations or possibly pile foundations dependent upon the condition of the soil beneath.

**REQUEST FOR FURTHER INFORMATION:** If you can obtain drawings in relation to the original construction we can advise you further.

These need to be provided before you commit to purchase the property.



Foundation visible at bottom of brickwork

## **Building Insurance Policy**

You should ensure that the Building Insurance Policy contains adequate provision against any possibility of damage arising through subsidence, landslip, heave etc.

It is your responsibility to check out prior to commitment to purchase that insurance is available on the property on the basis of the things we have reported in the survey. Much as we would like to we are unable to keep up with the changing insurance market and give you advice with regard to this. Please remember to talk about any cracks identified within the property. Often insurers will refer to progressive and non-progressive cracking. Unfortunately this is something we are unable to comment upon from a one-off inspection - the Building Research Establishment recommend a year of monitoring of any cracking.

We would always recommend that you remain with the existing insurance company of the property.



We would refer you to our comments with regard to building insurance throughout this report.

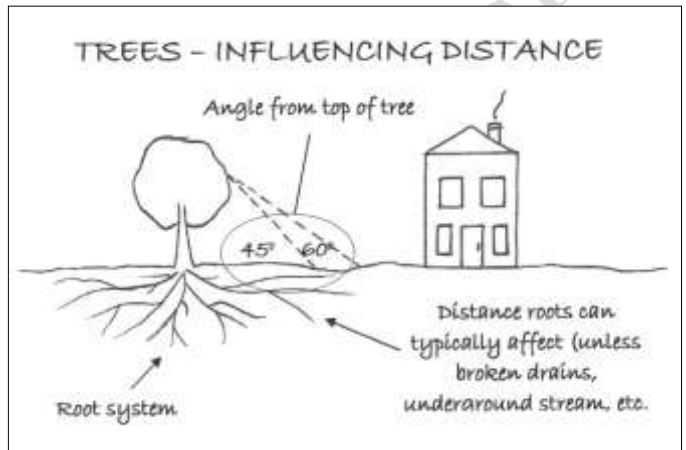
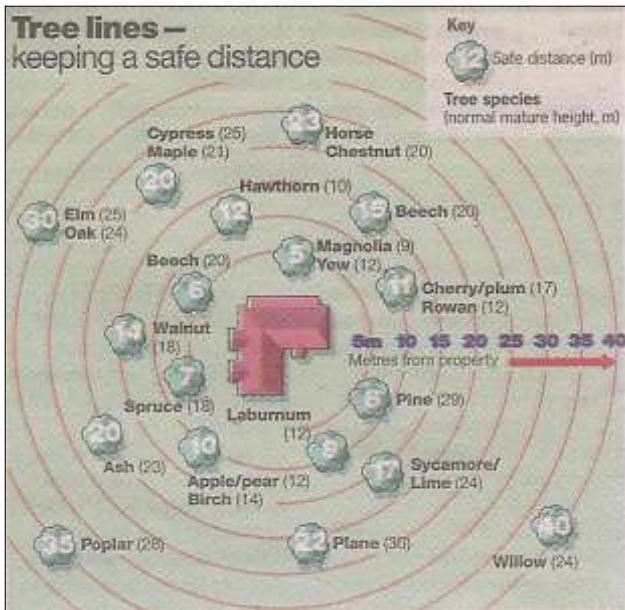
Finally, we have not excavated the foundations but we have drawn conclusions from our inspection and our general knowledge of this type, age and style of property.

As no excavation has been carried out we cannot be 100 percent certain as to how the foundation has been constructed and we can only offer our best assumptions and an educated guess, which we have duly done.

# TREES

*Trees within influencing distance of a property can affect the foundations by affecting the moisture content of the soil.*

There are no trees within influencing distance of the property.



## Influencing Distance Defined

This is the distance in which a tree may be able to cause damage to the subject property. It is not quite as simple as our sketch; it depends on the tree, its maturity, the soil type etc., etc.

Please also refer to the External Areas Section.

## **DAMP PROOF COURSE**

*The Building Act of 1878 required a damp proof course to be added to all newly built properties within the London area. It also required various other basic standards. These requirements were gradually taken up (or should that be grudgingly taken up) throughout London and then the country as a whole, although this took many years for it to become standard practice.*

All modern properties should incorporate a damp proof course (DPC) and good building practice dictates that a differential of 150mm (6 inches) should be maintained between the damp proof course and ground levels. In this case, we can see a damp proof course which was standard construction at the time.



DPC

Your attention is drawn to the section of the report specifically dealing with dampness.

Finally, sometimes it is difficult for us to identify if there is a damp proof course in a property. We have made our best assumptions based upon our general knowledge of the age, type and style of this property.

## **EXTERNAL DETAILING**

*This section covers fascias, soffits and bargeboards and windows and doors, and any detailing such as brick corbelling etc.*

### **Soffits**

The fascias and soffits are clad in metal. We have commented upon these within the Walls Section. What we could see was in average condition for its age, type and style. They form the parapet wall which is covered with felt.



Fascia and soffit cladding

**ACTION REQUIRED:** We would recommend opening up one of these parapet walls to understand its construction.

**ANTICIPATED COST:** A few hundred pounds plus repair costs. Quotations required.

## **Windows and Doors**

The windows are generally painted timber and are single glazed and are in below average condition for their age, type and style.

**ACTION REQUIRED:** We would recommend replacing the timber windows and the panels with double glazed units. Please see our comments in the Executive Summary.



Rot to windows



Knife test to windows

## **Cladding between the window areas**

We have commented upon these within the Walls Section.



Cladding between the window areas

Finally, we have carried out a general and random inspection of the external joinery. In the case of the fascias and soffits it is typically a visual inspection from ground level. With the windows and doors we have usually opened a random selection of these during the course of the survey. In this section we are aiming to give a general overview of the condition of the external joinery. Please also see the Internal Joinery section.

## **EXTERNAL DECORATIONS**

*The external decorations act as a protective coat for the building from the elements. Where this protective covering has failed, such as with flaking paintwork, the elements will infiltrate the structure. This is of particular concern as water is one of the major factors in damage to any structure.*

Minimal external decoration has been carried out over the years as you can see from the condition of the joinery. We would expect the cladding to be its original protective coating. There are special coatings you can get to add to this and we have been involved with such paint schemes in the past however you do need to make sure that you have the correct coating.

Finally, ideally external redecoration is recommended every four to five years dependent upon the original age of the paint, its exposure to the elements and the materials properties. Where painting takes place outside this maintenance cycle repairs should be expected. Ideally redecoration should be carried out during the better weather between mid-April and mid-September.

Please see our comments in the External Joinery section.

## INTERNAL

### CEILINGS, WALLS, PARTITIONS AND FINISHES

*In this section we look at the finish applied to the structural elements such as the plasterwork applied to the ceiling joists, walls or partitions, together with the construction of the internal walls and partitions.*

#### Ceilings

Generally all the ceilings have a modern square suspended ceiling tile system with exposed grid and modern Category Two lights.

There is water staining in many areas around the toilets which we believe may relate to leaking soil and vent pipes, water spillages, etc.



Water staining to ceiling in gents toilets

**ACTION REQUIRED:** Opening up of this area and further investigation is required. We suspect it is likely to be minor leaks and plumbing repairs.

#### Structural Ceiling

Unfortunately we couldn't see the ceilings.



Underside of concrete slab on left hand side of building



## **Internal Walls and Partitions**

The walls are a mixture of solid, studwork and glazed. It is of course impossible to determine the construction without opening up the walls and we have therefore taken an educated guess.

## **Firebreak walls**

Please see our comments in the Executive Summary with regard to the fire walls.

**ACTION REQUIRED:** Further investigation required.

## **Service ducts**

We have not opened up. The main service ducts are usually located around the toilet areas.

## **Perimeter Walls**

The entirety of the property has had an interior upgrade. This has included areas of false walling or dry lining.

**ACTION REQUIRED:** Open up the walls to establish the exact construction of them unless the present owners have drawings and detailed information on it.

Finally, ceilings, walls and partitions have been inspected from floor level and no opening up has been undertaken (unless permission has been obtained by yourselves). In some cases the materials employed cannot be ascertained without samples being taken and damage being caused.

We cannot comment upon the condition of the structure hidden behind plaster, dry lining, other applied finishes, heavy furniture, fittings and kitchen units with fitted back panels.

# **FLOORS**

*Functionally floors should be capable of withstanding appropriate loading, preventing dampness, have thermal properties and durability. In addition to this upper floors should offer support for ceilings, resistance to fire and resistance to sound transfer.*

## **All Floors**

All the floors are solid under foot so we have assumed they are concrete or similar composite construction. From what we have seen in this era of property they are likely to be pre-cast concrete and sit upon the metal structural frame.

**ACTION REQUIRED:** Open up the ceilings to check the floors above.

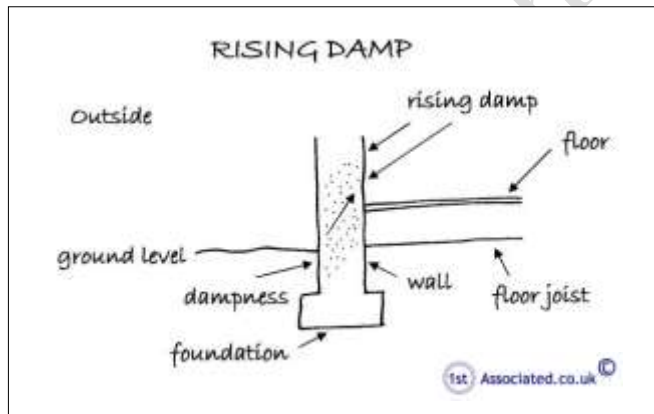
Finally, we have not been able to view the actual floors themselves due to them being covered with floor coverings, etc. We have not take core samples or carried out any other investigation with regard to the floor other than visual. The comments we have made are based upon our experience and knowledge of this type of construction. We would emphasise that we have not opened up the floors in any way or lifted any floorboards.

# **DAMPNESS**

*In this section we look at any problems that are being caused by dampness. It is therefore essential to diagnose the source of the dampness and to treat the actual cause and not the effect of the dampness.*

## **Rising Damp**

*Rising damp depends upon various components including the porosity of the structure, the supply of water and the rate of evaporation of the material, amongst other things. Rising damp can come from the ground, drawn by capillary action, to varying degrees of intensity and height into the materials above.*



A random visual inspection and tests with a moisture meter have been taken to the perimeter walls. In this particular case we have found no rising damp.

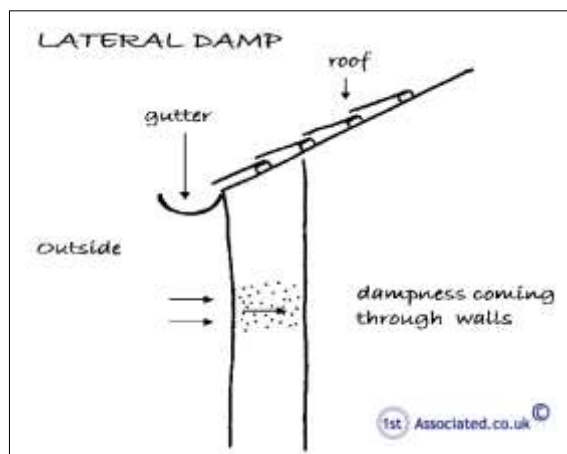


Testing for rising damp

## **Lateral or Penetrating Dampness**

*This is where water ingress occurs through the walls. This can be for various reasons such as poor pointing or wall materials or inadequate gutters and downpipes, such as poorly jointed gutters.*

We used a damp meter on the external walls. We have not found dampness.



Testing for damp in stair area

## **Condensation**

*This is where the humidity held within the air meets a cold surface causing condensation.*

At the time of the inspection there were no obvious signs of condensation, however, it depends upon how you utilise the building. Common sense is needed and a balance between heating, ventilation and the number of occupants in the property.

Finally, effective testing was prevented in areas concealed by heavy furniture, fixtures such as kitchen fittings with backboards, wall tiles and wall panelling. We have not carried out tests to BRE Digest 245, but only carried out a visual inspection.

# **INTERNAL DETAILING**

*This section looks at the doors, the staircases, any lifts and the kitchens/kitchenettes to give a general overview of the internal detailing condition.*

## **Doors**

The property has modern doors throughout.

## **Fire Doors**

In a property such as this it is fire doors that we are most concerned about as fire doors offer a break in a worst case scenario where a fire occurs we therefore recommend checking the doors around the stairs area (as this will be your fire escape area and also will be a way the fire can spread) and kitchen and any other high risk area where there are fire doors in place and working properly.

**ACTION REQUIRED:** The entirety of the fire system requires testing and an overall fire plan of the property seen or put into place.

## **Staircases**

The staircases are formed in concrete. We were unable to examine the underside of the staircases.

## **Staff Area/Staff Kitchen**

The property has relatively large staff kitchen/staff areas compared to what we typically see located on the ground and first floors. The interiors are in above average condition.

The kitchen equipment has not been inspected, as we are not expert in this area, you should seek expert advice. We have assumed that the kitchen equipment meets Local Authority approval and is appropriate for use.

Finally, it should be noted that not all joinery has been inspected. We have viewed a random sample and visually inspected these to give a general overview of the condition. Please also see the External Detailing section.

## **INTERNAL DECORATIONS**

*With paints it should be remembered that up to 1992 lead could be used within paint and prior to this most textured paints (commonly known as Artex) contained an element of asbestos up to 1984, so care should be taken if the paintwork looks old and dated.*

Internal decorations are in average to above average condition. We are advised that the property was refurbished completely in 2006. You may wish to redecorate to your own personal taste.

Finally, we would draw your attention to the fact that removal of existing decorative finishes may cause damage to the underlying plasterwork necessitating repairs and making good prior to redecoration.

## **THERMAL EFFICIENCY**

*Up until the mid 1940s we did not really consider insulation in properties. Post war insulation started to be introduced gradually. In the 1970s it was upgraded following the fuel crisis and in more recent years there has been an emphasis on it, as if only a consideration in fuel prices would also add with regard to the availability of continuing fossil fuels. Care has to be taken that properties are not insulated disproportionately to the ventilation as this can cause condensation and you should be aware that you need to ventilate any property that is insulated.*

### **Roofs**

The thermal efficiency of the roof is very low.

**ACTION REQUIRED:** We would recommend improving it.

### **Walls**

We are not certain of the construction of the walls. We suspect it is brickwork with a dry lining and insulation internally.

**ACTION REQUIRED:** We would recommend checking a section to establish whether further insulation would be required.

### **Windows**

The windows are single glazed and therefore will have poor thermal properties.

### **Services**

Service records should be obtained. It is essential for the services to be regularly maintained to run efficiently.

### **Summary**

Assuming the above is correct, this property is below average compared with what we typically see.



## **OTHER MATTERS**

### **SERVICES**

This survey does not include any specialist reports on the electricity supply and circuits, heating or drainage, as they were not requested. The comments that follow are based upon a visual inspection carried out as part of the overall Survey.

Services and specialist installations have been visually inspected. It is impossible to examine every detail of these installations without partially dismantling the structure. Tests have not been applied. Conclusive tests can only be undertaken by suitably qualified contractors. The vendor/seller should be requested to provide copies of any service records, test certificates and, ideally, the names and addresses of the installing contractors.

### **Electrics**

The electrics are located on the left hand side of the property. Specialist consultant on the electrical services is required.



Electrics in store cupboard



Bank of electrics to left hand side  
ground floor

**ACTION REQUIRED:** We would recommend a specialist electrical contractor is appointed prior to the legal commitment to purchase this property to offer estimates to re-wire to an Institute of Electrical Engineers (IEE) standard.

## **Lighting**

There is Category Two lighting within the suspended ceiling system. You need to ensure it is suitable for your requirements.

## **Heating**

We are advised this is all electric via the air conditioning units. Although there is an old boiler room this is no longer used yet the radiators are still in position. You need to decide how you wish to heat the property.



Boiler room



Inside boiler room



Inside boiler room

## **Fuel – Gas/Oil**

The respective safety standards to be applied and most full repairing and insuring leases require a test certificate. All services to Gas Safe Standard or equivalent.

## **Air Conditioning**

The air conditioning units can be seen on the right hand side of the property.



Air conditioning units on right hand side of property

## **Plumbing**

### **Drains**

We have not carried out a drainage test. We would recommend that a closed circuit TV camera report is carried out although it would be common sense that they are working effectively in a property with such a high occupancy rate as this.

### **Service / Supply Pipes**

We have not checked the service/supply pipes other than running the taps in the first and second floor toilets for approximately fifteen minutes when they had a steady flow of water and no obvious signs of leaking.

## **Statutory requirements**

### **Fire Regulations**

We would recommend a specialist service contractor is put in place prior to you committing to purchase the property legally to investigate how to bring you up to the current fire standards.

**ACTION REQUIRED:** Please note our comments on the firewalls. You should obtain specialist advice on this matter.

## **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. It is a condition of all the leases that we have seen to meet this requirement. In this case there are toilets for the disabled on the ground floor.

**ACTION REQUIRED:** You should ask to see if a report has been carried out in line with the Disabilities Act highlighting areas that can be improved or have been improved.

## **Asbestos Register**

In a property of this age there may well be some asbestos as we have indicated to the flues. 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. We assume that the present owners have had a check with regard to this.

**ACTION REQUIRED:** An Asbestos Report should be obtained from the present landlord.

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.

Please note we are not asbestos surveyors.

It is our policy not to offer a conclusion to ensure that the Building Survey is read in full and the comments are taken in context.

If you would like any further advice on any of the issues discussed (or indeed any that have not been discussed!) then please do not hesitate to contact us on **0800 298 5424**.

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# **APPENDICES**

**1. LIMITATIONS**

**2. VALUATION**

**3. USE CLASSES**

# **LIMITATIONS**

Our limitations are as the agreed Terms and Conditions of Engagement.

## **CONDITIONS OF ENGAGEMENT**

The report has been prepared in accordance with our Conditions of Engagement and should be regarded as a comment on the overall condition of the property and the quality of its structure and not as an inventory of every single defect. It relates to those parts of the property that were reasonably and safely accessible at the time of the inspection, but you should be aware that defects can subsequently develop particularly if you do not follow the recommendations.

## **ENGLISH LAW**

We would remind you that this report should not be published or reproduced in any way without the surveyor's expressed permission and is governed by English Law and any dispute arising there from shall be adjudicated upon only by the English Courts.

## **SOLE USE**

This report is for the sole use of the named Client and is confidential to the Client and his professional advisors. Any other persons rely on the Report at their own risk.

## **ONLY HUMAN!**

Although we are pointing out the obvious, our Surveyors obviously can't see through walls, floors, heavy furniture, fixed kitchen units etc. they have therefore made their best assumptions in these areas.

As this is a one off inspection, we cannot guarantee that there are no other defects than those mentioned in the report and also that defects can subsequently develop.



## **WEATHER**

It was a cold, dry winter's day at the time of the inspection. The weather did not hamper the survey.

Our weather seems to be moving towards the extremities from relatively mid range.

## **NOT LOCAL**

It should be noted that we are not local surveyors to this area and are carrying out the work without the benefits of local knowledge on such things as soil conditions, aeroplane flight paths, and common defects in materials used in the area etc.

## **OCCUPIED PROPERTY**

The property was occupied at the time of our survey, which meant that there were various difficulties when carrying out the survey such as stored items within cupboards and obviously day-to-day office equipment throughout the property. We have, however, done our best to work around these.

## **INSPECTION LIMITED**

Unfortunately in this instance our inspection has been limited as we haven't opened up the floor structure/ceiling structure to the level we wish. As mentioned we have been able to see about ten percent of the metal structural frame and we have concerns with regards to this amount. We have also opened up some areas where the firewalls have not been in place as we would have expected. We would also recommend that specialists are employed with regard to the services.

## **BUILDING INSURANCE**

We do not advise with regard to building insurance. You need to make your own enquiries. Some areas may have a premium, some buildings may have a premium and some insurers may be unwilling to insure at all in certain areas. You need to make your own enquiries prior to committing to purchase the property. Please be aware the fact a building is currently insured does not mean it can be re insured.

We would comment that non-insurability of a building we feel will affect value. It is therefore essential to make your own enquiries with regard to insurance before committing to purchase the property and incurring fees.

**ACTION REQUIRED:** You need to contact an insurance company today to make enquiries with regard to insurance on this property.

## **TERMS AND CONDITIONS**

Our computer system sends two copies of our Terms and Conditions to the email address given to us when booking the survey; one has the terms attached and the other has links to the Terms and Conditions on our website (for a limited time). If you have not received these please phone your contact immediately.

# VALUATION

## **1.0 INSTRUCTION**

In accordance with your instructions, we have inspected the property to carry out a valuation of the aforementioned property in order to advise on Market Value (not for mortgage purposes) although this is not an RICS Red Book Valuation..

To carry out the Residential Market Valuation we have made various assumptions, as are set out within the RICS guidance and practice notes. These are outlined below and we can provide full details upon request if so required.

## **2.0 TENURE**

It is assumed that the property is being sold Freehold and with vacant possession or a long lease with the equivalent Market Value.

## **3.0 TENANCIES**

There were no tenancies noted or advised.

## **4.0 MATTERS TO BE CHECKED BY CONVEYANCERS**

Your Legal Adviser should check all of the usual matters and any that they feel appropriate for this specific property.

## **5.0 GENERAL REMARKS**

A Building Survey has been carried out on this property and the valuation should be read in conjunction with this report.

## **6.0 COMPARABLES**

We have used comparables and spoken to local agents with regard to sq m rate; however the market is very, very limited in transactions in offices in tertiary and secondary locations and relatively limited in more primary locations. This is not a usual location for an office.

## **7.0 VALUATION** – (assuming vacant possession unless otherwise stated).

**7.1 Market Value** defined as: The Valuers opinion of the best price at which the sale of an interest in a property would have been completed unconditionally for cash consideration on the date of valuation, assuming:

- a) a willing seller
- b) that prior to the date of valuation, there had been a reasonable period (having regard to the nature of the property and the state of the market) for the proper marketing of the interest, for the agreement of the price and terms and for the completion of the sale;
- c) that the state of the market, level of values and other circumstances, were, on any earlier assumed date of exchange of contracts, the same as on the date of valuation;
- d) that no account is taken of any additional bid by a prospective purchaser with a special interest;
- e) that both parties to the transaction had acted knowledgeably, prudently and without compulsion.

### **Market Value Warning**

We are in an unusual market which has not formed any pattern. As such this valuation is time limited to one month.

### **Value for insurance Purposes**

We haven't been instructed in this instance to provide a valuation.

# **LIMITATIONS**

## **Limitations**

- 1.0 The purpose of the appraisal/valuation has been agreed between the Client and the surveyor as advice in relation to what to offer for a freehold purchase of the property and how the future rent review will be carried out
- 2.0 The subject, including treatment of fixtures and fittings, and tenure (freehold/leasehold) of the property to be valued shall be as specified by/agreed with the Client.
- 3.0 Unless otherwise agreed, the basis/bases of valuation to be provided will be as prescribed by The Royal Institution of Chartered Surveyors and agreed/confirmed in writing by the surveyor to the Client before the Report is issued, along with any special assumptions relating to the basis/bases. In this instance the valuation is not for mortgage purposes
- 4.0 Subject to paragraphs 6 and 7 below, the surveyor shall carry out such inspections and investigations as are, in the surveyors professional judgement, appropriate and possible in the particular circumstances.
- 5.0 The surveyor shall rely upon information provided by the Client and/or Client's legal or other professional advisers relating to tenure, tenancies and other relevant matters.
- 6.0 The surveyor will have regard to the apparent state of repair and condition of the property but will not carry out a building survey nor inspect those parts of the property which are covered, unexposed or inaccessible. Such parts will be assumed to be in good repair and condition. The surveyor will not be under a duty to arrange for the testing of electrical, heating or other services.
- 7.0 In reporting the surveyor will meet the relevant requirements of the RICS Appraisal and Valuation Manual and will make the following assumptions, which he/she will be under no duty to verify:
  - a) that no harmful or hazardous material has been used in the construction of the property or has since been incorporated, and that there is no contamination in or from the ground, and it is not landfilled ground;

- b) that good title can be shown and that the property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoings;
- c) that the property and its value are unaffected by any matters which would be revealed by a local search and replies to the usual enquiries, or by any statutory notice, and that neither the property, nor its condition, nor its use, nor its intended use, is or will be unlawful;
- d) that inspection of those parts which have not been inspected would neither reveal material defects nor cause the Valuer to alter the valuation materially; and
- e) that no radon gas is present at the property.

8.0 The Report will be provided for the stated purpose(s) and for the sole use of the named Client. It will be confidential to the Client and the Client's professional advisers. The surveyor accepts responsibility to the Client alone that the Report will be prepared with the skill, care and diligence reasonably to be expected of a competent chartered surveyor, but accepts no responsibility whatsoever to any parties other than the Client. Any such parties rely upon the Report at their own risk. Neither the whole or any part of the Report nor any reference to it may be included in any published document, circular or statement nor published in any way without the surveyor's written approval of the form and context in which it may appear.

9.0 The Client will pay to the surveyor the fee agreed/confirmed in writing by the surveyor and the amount of any Value Added Tax on the fee. In addition, if similarly agreed/confirmed in writing, the Client will reimburse the surveyor the cost of all reasonable out-of-pocket expenses which may be incurred, and any VAT thereon



## USE CLASSES ORDER

We recommend that you confirm the position of each case with the Council's Planning Department.

(Correct April 2006)

Town and Country Planning Act (TCPA) Classes Order	Use/Description of development	Permitted Change to another use class
<b>A1:</b> Shops	The retail sale of goods to the public: Shops, Post Offices, Travel Agencies & Ticket Agencies, Hairdressers, Funeral Directors & Undertakers, Domestic Hire Shops, Dry Cleaners, Internet Cafés, Sandwich Bars (where sandwiches or other cold food are to be consumed off the premises).	No Permitted Change
<b>A2:</b> Financial & Professional Services	Financial Services: Banks, Building Societies & Bureau de Change. Professional Services (other than Health or Medical Services): Estate Agents & Employment Agencies. Other services which it is appropriate to provide in a shopping area: Betting Shops. (Where the services are provided principally to visiting members of the public).	A1 (where there is a ground floor display window)
<b>A3:</b> Restaurants & Cafés	Restaurants & Cafés (i.e. places where the primary purpose is the sale and consumption of food and light refreshment on the premises). This excludes Internet Cafés which are now A1.	A1 or A2
<b>A4:</b> Drinking Establishments	Public House, Wine Bar or other Drinking Establishments (i.e. premises where the primary purpose is the sale and consumption of alcoholic drinks on the premises).	A1, A2 or A3
<b>A5:</b> Hot Food Take-away	Take-aways (i.e. premises where the primary purpose is the sale of hot food to take-away).	A1, A2 or A3
<b>B1:</b> Business	a) Offices, other than a use within Class A2 (Financial Services) b) Research and development of products or processes c) Light industry	B8 (where no more than 235 sq.m.)
<b>B2:</b> General Industrial	General Industry: use for the carrying out of an industrial process other than one falling in class B1.	B1 or B8 (B8 limited to 235 sq.m.)
<b>B8:</b> Storage & Distribution	Use for storage or distribution centre.	B1 (where no more than 235 sq.m.)
<b>C1:</b> Hotels	Use as a Hotel, Boarding House or Guesthouse, where no significant element of care is provided.	No Permitted Change
<b>C2:</b> Residential Institutions	Hospital, Nursing Home or Residential School, College or Training Centre where they provide residential accommodation and care to people in need of care (other than those within C3 Dwelling Houses).	No Permitted Change
<b>C2A:</b> Secure Residential Institution	Use for a provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, secure training centre, custody centre, short term holding centre, secure hospital, secure local authority accommodation or use as a military barracks.	No Permitted Change

<b>C3:</b> Dwelling Houses	Use as a Dwelling House (whether or not as a sole or a main residence), a) by a single person or people living together as a family, or b) by not more than six residents living together as a single household (including a household where care is provided for residents).	No Permitted Change
<b>D1:</b> Non-Residential Institutions	Clinics & Health Centres, Crèches, Day Nurseries & Day Centres, Museums, Public Libraries, Art Galleries & Exhibition Halls, Law Court, Non-Residential Education & Training Centres. Places of Worship, Religious Instruction & Church Halls.	No Permitted Change
<b>D2:</b> Assembly & Leisure	Cinema, Concert Hall, Bingo Hall, Dance Hall, Swimming Bath, Skating Rink, Gymnasium, or area for indoor or outdoor sports or recreations, not involving motor vehicles or firearms.	No Permitted Change
Not in any use class (Sui – Generis*)	A use on its own, for which any change of use will require planning permission. Includes, Theatres, Nightclubs, Retail Warehouse Clubs, Amusement Arcades, Launderettes, Petrol Filling Stations and Motor Car Showrooms.	No Permitted Change
	Casinos - following declassification planning permission is needed for any premises, including D2 premises, to undergo a material change of use to a casino.	D2

#### Footnote

\* Where uses do not fall within the four main use classes they are classified as sui-generis. We have provided examples of some sui-generis uses but this list is not exhaustive.

The Town and Country Planning (Use Classes) Order 1987 is the principle order which has been subject to a number of subsequent amendments. The above is intended as a general guide only. Reference must be made in the final instance to the Town and Country Planning Act 1990, as amended by the Use Classes (Amendment) Order 2005, and General Permitted Development (Amendment) Order 2005 and written confirmation obtained from the Local Planning Authority that no consent is required. No liability is accepted for the information it contains or for any errors or omissions.