

JOB REFERENCE: xxxxxxxxxxxxxxxxxxxx

SCHEDULE OF CONDITION

xxxxxxxxxx

London

W14 xxx

xxxxxxxx

FOR

Mr xxxxxxxx

Prepared by:

Xxxxxxxxxxxxxx

INDEPENDENT CHARTERED SURVEYORS

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Introduction and Instruction

We have been instructed to inspect and prepare a Schedule of Condition for xxxxxxxxxxxx, W14 xxx. We inspected the property on 23rd May 2013.

Information Summary

Address:	xxxxxxxxxxx London, W14 xxxxx
Prospective Tenant:	Mr xxxxxxxxx
Covenants:	We have not seen a copy of the lease and we have therefore assumed the property will have a Full Repairing and Insuring lease (FRI). We have assumed it is a standard lease with no unusual or onerous clauses. Your Legal Adviser should confirm this and advise us of any unusual or onerous clauses prior to signing of the lease or legal commitment to the lease.
Break Clause/Yield Up Covenant:	You have advised under the terms of this lease there is a Break clause/Yield Up Covenant. Your Legal Advisor needs to check that this is not unusually onerous.
Property being taken on not to Full Repairing and Insuring Standards	From our inspection we can advise that work has not taken place as we would expect at the end of the Gull Repairing and Insuring Lease and as such the building is being taken on below standard.
Photographs:	We typically take approximately 300 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.
Orientation:	All directions are taken as if viewing the property from the front.
Weather:	At the time of the survey the weather was mild with showers.

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REPORT FORMAT

To help you understand our report we utilise various terms such as:-

Key to terms used:

Description

This identifies the location of the item and the material/s it is made from.

Condition

This identifies the condition and anticipated future life.

Action Required

We have used an Action Required column throughout the report which identifies and clarifies repairs required and will sometimes give a performance specification i.e. requiring an area of roof to be water tight leaving the how part to the builder. This section may also specify materials, British Standards and Codes of Practice or their equivalent.

Dated defined

Where the term dated is used, we are advising that we do not believe the cyclical three/five year redecoration as per typical clauses within a Full Repairing and Insuring (FRI) lease has been carried out.

We recommend legal advice and input whenever a Schedule of Condition is appended to the lease

We recommend that a solicitor is employed to ensure the Schedule of Condition that we have prepared is legally attached to the lease and legally binding with the landlord.

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ELEVATIONS

All directions given as you face the property.

The property has been viewed from ground level.

Contents:

Front Elevation
Rear Elevation
Outside Areas

XXXXXXXXXXXXXXXXXXXX

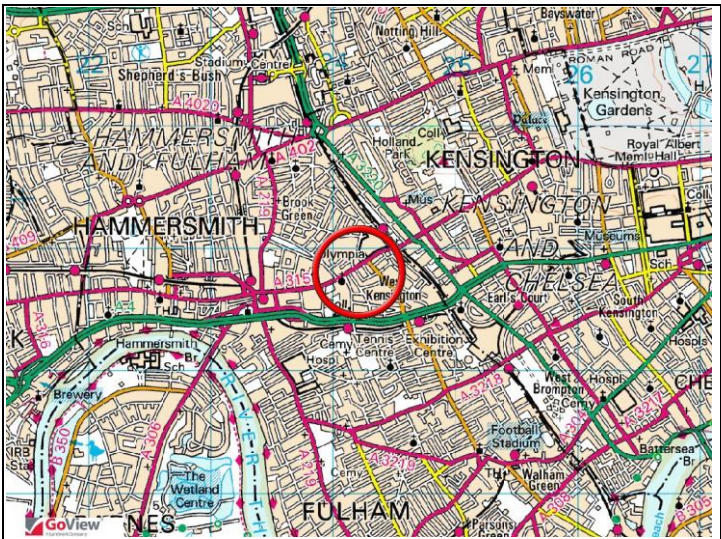
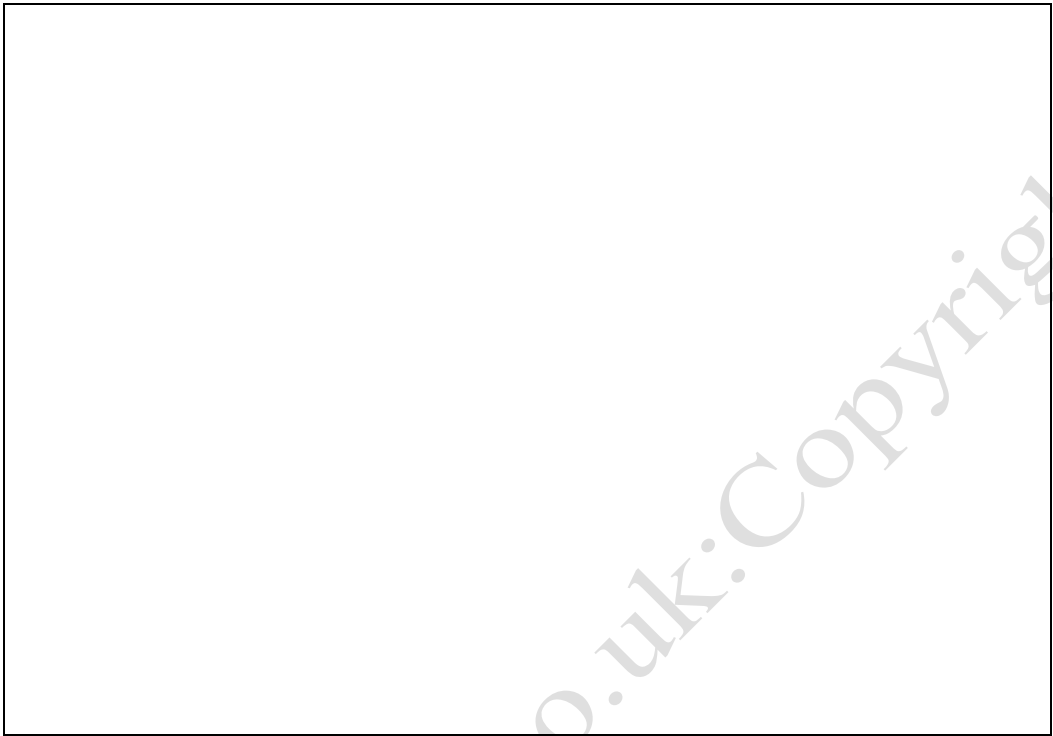
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Location Plans



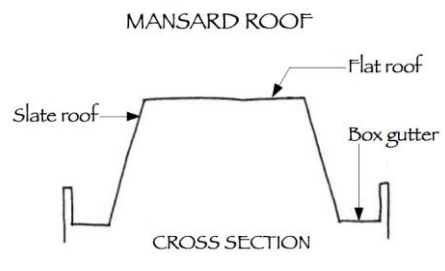

FRONT EXTERNAL ELEVATION



balcony



shop front

DESCRIPTION	CONDITION	ACTION REQUIRED
<p>Roofs:</p> <p>Mansard roof clad in slate and hidden flat roof</p>  <p>Dormer windows:</p> <p>Clad in lead</p>	<p>Flat roof not visible</p> <p>Leaks were visible on the top floor</p> 	<p>Make watertight.</p> <p>Make watertight</p>

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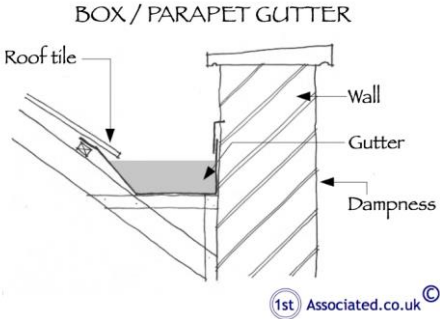


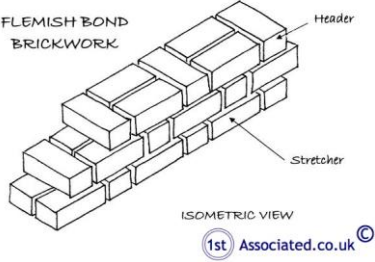

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<p>Parapet wall:</p> <p>Brick (hidden box gutter)</p> 	<p>Box gutters are renowned for leaking.</p> 	<p>Ensure watertight.</p>
<p>Walls:</p> <p>Flemish bond brickwork with tuck pointing</p>  	<p>Opening of brickwork noted.</p> 	<p>Ad hoc re-pointing.</p>

<p>External Detailing:</p> <p>Windows:</p> <p>Shop front at ground level entrance area</p> <p>Doors:</p> <p>Timber French doors (with aluminium doors internally) to first floor</p>	 <p>Slightly dated</p>  <p>Some doors not able to open at the time of our survey.</p>	<p>Repair, prepare and redecorate in the summer of 2014.</p> <p>Ease and adjust French timber doors giving access to balcony. Repair, prepare and redecorate in the summer of 2014.</p>
<p>Balcony area:</p>  	<p>Vegetation growth</p>  	<p>Remove vegetation and ensure that balcony is watertight.</p>

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REAR EXTERNAL ELEVATION AND OUTSIDE AREA



This office



Rear entrance



XXXX

DESCRIPTION	CONDITION	ACTION REQUIRED
<p>Roofs:</p> <p>Mansard roof clad in slate and hidden flat roof</p> <p>MANSAARD ROOF</p> <p>Slate roof</p> <p>Flat roof</p> <p>Box gutter</p> <p>CROSS SECTION</p> <p>Not to scale</p> <p>1st Associated.co.uk ©</p> <p>Slate come off</p>	<p>Roof not visible</p> <p>Loose slate and undulating</p> <p>Dampness</p>	<p>Secure loose slates and make watertight</p>

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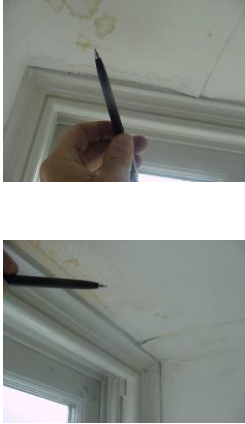


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<p>Dormer windows:</p> <p>Clad in lead</p>	 <p>Staining visible around the dormer windows on the top floor.</p>	<p>Make watertight</p>
<p>Rear Box Gutter</p> 	 <p>Wire mesh to stop debris getting in</p>	<p>Secure slate.</p> <p>Assume this is a known about problem, which is why the metal grill has been placed in the box gutter. Obviously slates into the box gutter can also damage the box gutter.</p>

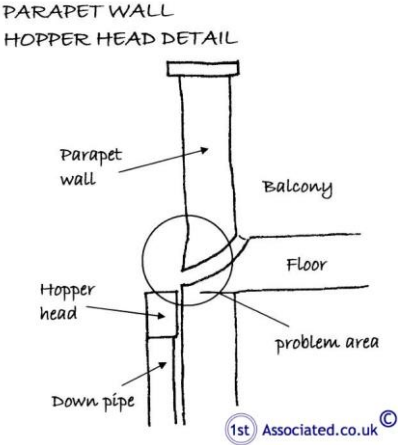


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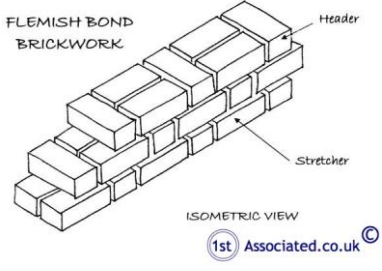



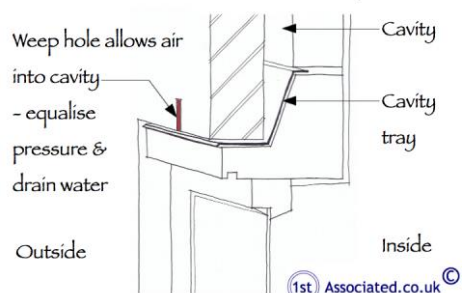
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<div><p>Hopperhead and Downpipes:</p><p>Cast iron</p><p>PARAPET WALL HOPPER HEAD DETAIL</p><p>Pigeon Deterrent</p><p>Pigeon deterrent on hopperhead and to roof</p></div>	<div><p>We viewed the gutters from ground level.</p><p>Dated.</p></div>	<div><p>Ensure all downpipes are watertight.</p><p>Repair downpipes and secure as necessary, ensure downpipes are clean and clear.</p></div>
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<p>Walls:</p> <p>Flemish bond brickwork</p>  <p>Mastic joint allows expansion of brickwork</p>  <p>Weep holes</p> <p>We believe the walls are a cavity construction due the weep holes.</p>	<p>Average</p>   <p>WEEP HOLES ABOVE WINDOWS/DOORS</p> 	
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<p>External Detailing:</p> <p>Windows: Sliding sash windows</p> <p>Door canopy: Metal</p> <p>Doors: Rear entrance door</p> <p>Glazed panel to basement: Lead flashing</p>	 <p>Difficult to open</p>  <p>Average</p> <p>Average</p>	<p>Ease and adjust, repair, prepare and redecorate in the summer of 2014.</p>
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<p>XXXXXX</p> <p>Walled Mews Area Brick paved Running gully Painted parking bays Boundary wall Fenced access</p> 	<p>Average</p>	<p>Your Legal Advisor to check and confirm your liability in relation to these items.</p>
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INTERNAL

All directions given as you face the property.

The property has been viewed from ground level.

Contents

First Floor

Lobby entrance
Large open plan office with kitchenette

Ground Floor

Shared/communal areas

Main entrance reception
Stairs
Shared Lift
Shared toilets

Top floor

Top floor internal inspection

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Small Entrance Lobby
giving access from stairs into open plan office



Door to lobby



Lobby

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Suspended ceiling system with exposed grid Two lights	Average	
Walls: Painted	Dated	Clean and possibly redecorate
Floors: Suspended metal floor with carpet	Dated	Clean

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<p>Detailing:</p> <p>Internal Windows to either side of door: Glazed units, two to left, one to right</p> <p>Internal Door Central: Two vision panels</p> <p>Skirting: Grey 150mm skirting running around the perimeter,</p>	<div data-bbox="719 188 954 365"></div> <p>Dated with some paint on window</p> <div data-bbox="719 434 954 611"></div> <p>Dated</p> <p>Dated</p>	<p>Remove paint from windows. Repair, prepare and redecorate.</p> <p>Repair, prepare and redecorate.</p> <p>Repair, prepare and redecorate.</p>
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Open plan office






Front towards French doors



Open plan office



Rear

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Suspended ceiling system with exposed grid 	Minor marks to some of the ceiling tiles 	Replace marked/damaged tiles with equivalent tiles.
Staining Kitchenette area:	Leak from above to kitchenette area 	Resolve leak. Replace tiles.

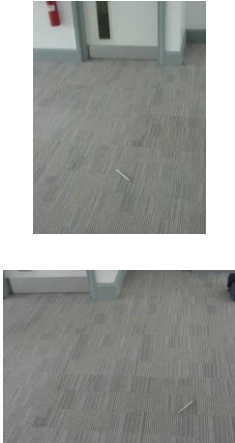

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Walls: Painted	Dated	Clean. Repair, prepare and redecorate.
Floor Structure: Suspended floor metal with carpet finish Floors: 	Various areas of rocking particularly around entrance door and towards the front area and left side 	The rocking comes from areas of heavy use. In our experience it is very difficult stop the rocking without lifting the entire floor and re-laying.

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<p>Detailing:</p> <p>French Doors/Windows:</p> <p>Timber single glazed French door externally with internal double glazed windows.</p> <p>French doors externally</p> <p>Aluminium double glazed door internally</p> <p>Rear sliding sash windows</p> <p>Four modern timber sliding sash windows with double glazing</p>  <p>Architraves around doors:</p> <p>Grey</p> <p>Skirting:</p> <p>Grey 150mm skirting running around the perimeter</p>	<p>Difficult to open</p>   <p>Difficult to open.</p>   <p>Dated</p>	<p>Ease and adjust, repair, prepare and redecorate in the summer of 2014 and leave in working order.</p> <p>Clean</p> <p>Ease and adjust, repair, prepare and redecorate in the summer of 2014 and leave in working order.</p>
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<p>Services: Cupboard to front and rear:</p> <p>Cupboard to front which we don't have a key for</p> <p>Services cupboard to rear right corner – exposed blockwork, concrete frame of building visible</p> <p>Floor socket points within suspended metal floor</p>  <p>Vent around perimeter</p> <p>Category Seven lights</p>	<p>Should be half hour fire door.</p>    	<p>Upgrade to half hour fire resistance</p> <p>Check meets your needs. We were advised by other occupants that they have had problems with the air vents.</p> <p>Ensure appropriate for your requirements.</p>
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Above ceiling in Open Plan Office Area

DESCRIPTION	CONDITION	ACTION REQUIRED
Fire barrier: Around stairs Blockwork	Not completely sealed particularly where there is ductwork coming through	Seal and make fire safe
Ductwork: 	Rusting which indicates condensation occurring, which may in turn affect the tiles and also mean that the conditions are not ideal.	
Floors/structure: We can see a concrete floor above indicating this is a concrete frame structure.		

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Kitchenette



Kitchenette



Wall mounted units

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Suspended ceiling system with exposed grid	Staining	Resolve leak and replace ceiling tiles.
Walls: Painted	Dated	
Floors: Carpet on suspended metal	Dated	Clean or replace
Detailing: Units: Wall mounted Floor mounted	Average	

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Ground Floor **Communal/shared areas**

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Reception Area



Reception seating area



Shopfront to reception area

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Suspended ceiling system with exposed grid 	Damp to ceiling tiles 	Resolve dampness. Repair, prepare and redecorate.
Walls: Painted	Dampness coming in via service duct. Dated 	Resolve dampness, repair, prepare and redecorate
Floors: Tiled	Average	

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Detailing:		
Windows:		
Shop front	Average	
Services	Service duct to front left corner shows signs of leaking	Resolve dampness

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Shared Staircase and Lift



Staircase

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Suspended ceiling system with exposed grid		
Walls: Paint	Dated and marked	Repair, prepare and redecorate.
Floors: Concrete carpeted with a nosing Carpet		Deep clean
Detailing: Handrail: Brass Skirting:	Marked 	Repair, prepare and redecorate.

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Lift: Shared lift Mag lift Load not to exceed 8 persons, 630kg Safety floor		Landlord/last lessee to provide lift maintenance record.
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Shared Unisex Toilets





Unisex



Door to toilets



W.C.

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceiling: Suspended ceiling system with exposed grid Two lights		
Walls: Fully tiled Formica panelling to W.C. side Formica access panels to ductwork (assumed)	Some areas marked 	Deep clean.
Floors: Tiled marble effect floor		Deep clean

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Sanitary Ware: W.C. Wash hand basin	Taps don't match	Deep clean
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Top Floor

Internal Inspection Ceilings

We have viewed the top floor in relation to the shared roof and found dampness coming in both to the Dormers and to the Main Roof.




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Top Floor

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Dormers: Suspended ceiling system with exposed grid	<p>Advised there had been a leak to centre of top floor (which would be flat roof area)</p> 	<p>Make watertight</p>
Main Roof: Staining near window 	<p>Staining to rear ceiling tiles around window area</p> 	<p>Make roof watertight.</p>

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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 were located in the in the rear cupboard.

ACTION REQUIRED: The landlord/outgoing lessee should provide an up to date Institute of Electrical Engineers (IEE) test and report if not one needs to be provided.

Suspended floor

Data cabling and electrics underneath the suspended metal floor.

Lighting

The current lighting we believe is Category Seven style lighting you do need to check and confirm the lighting is appropriate for how you intend to use the office.

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Fire Safe

Emergency Lighting

The running man fire exit sign is present.

Fire Alarm

There are fire alarm bells present in some of the rooms.



Fire exit signs are correct



Fire extinguisher has a sign noting what it should be used for

ACTION REQUIRED: You need to check and confirm with the office managers that there is a contract in place with regard to fire safety.

Heating

The property has a comfort cooling system above the ceiling.

Equalities Act 2010

The Equality Act 2010 legally protects people from discrimination, combining several pieces of earlier legislation, including the Disabilities Discrimination Act 1995 (DDA). The Act requires providers of services and employers to make reasonable provisions for those with disabilities

It should be appreciated that the definition of disability is all encompassing, hence includes those who are partially sighted, hard of hearing, as well as ambulant disabled persons – not just those confined to wheelchairs as many

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people tend to think.

In many cases physical changes to the buildings may be required, such as creating level/ramped approaches, the provision of accessible WC's, adjustments to the height of door entry systems for wheelchair uses, and the use of higher contrast internal colour schemes to aid those with visual impairments. However, physical changes may not always be necessary; in some instances it may be acceptable to implement a staff training and management policy to deal with disabled visitors.

ACTION REQUIRED: You should enquire as to the availability of an Access Audit for the property, a report prepared by a specialist examining the various aspects of the building. Whether works are reasonable or otherwise depends on the age and type of the building, and to some extent the nature of your business and the likely visitors. We recommend you commission an Access Audit if one is not available.

Asbestos Register

In a property of this age there may well be some asbestos. Asbestos was commonly used post war until it was banned only in the 1990s, 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.

Check and confirm there is an Asbestos Report.

ACTION REQUIRED: Landlord/last lessee to provide an 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.

LIMITATIONS

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

This is not a structural survey or a building survey.

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.

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.

The Schedule of Condition has been prepared by Gem Associates Limited following a visit on 23rd May 2013. This report does not constitute a Structural Survey (now known as a Building Survey).

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Signature Document in Relation to
xxxxxxxxxxxxx, London, W14

Schedule of Condition

This signature document represents page 37 and 38 of a 38 page Schedule of Condition relating to:

xxxxxxxxxxxxx, London, W14 xxx

as prepared by

xxxxxxxxxxxxx Chartered Surveyors

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:

xxxxxxxxxxxxx, London, W14 xxx

As inspected on xxxxxxxxx

By

xxxxxxxxxxxxx Chartered Surveyors

Signed: Dated: xxxxxxxxx

For and on Behalf of xxxxxxxxxxxxxxxx Chartered Surveyors

xxxxxxxxxxxxx

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Lessee

Mr xxxx 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:
Mr xxxxx

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.

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