

JOB REFERENCE: xxxxxxxxxxxxxxxx

## SCHEDULE OF CONDITION

xxxxxxxxxxxxxxxxxx,

xxxxxxxxxxxxxx,

xxxxxxxxxxxxxxxxxx,

xxxxxxxxxx,

xxxxxxxxxxxxxxxxxx,

**Somerset xxxxxx**

xxxxxxxxxxxxxx

FOR

xxxxxxxxxxxxxx

**c/o xxxxxxxxxxxxxxxxx**

Prepared by:

xxxxxxxxxxxxxxxxxxxxxx

INDEPENDENT CHARTERED SURVEYORS



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## **SCHEDULE OF CONDITION**

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Shower

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Left side open plan office

Meeting rooms

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## **Introduction and Instruction**

We have been instructed to inspect and prepare a Schedule of Condition for  
xx.  
We inspected the property on xxxxxxxxxxxx.

## **Information Summary**

**Address:**

**Prospective Tenant:**

**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), or will have under the proposed lease. 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.

**Yield Up Covenant:**

As a general comment under the terms of most leases there is a Yield Up Covenant requiring repair, redecoration, reinstatement and statutory regulations on termination of the Lease.

From our inspection we can advise that work has not taken place and as such the building you are considering leasing is below the standard set out within most typical FRI leases.

**Photographs:**

We typically take approximately 250 photographs during the course of a Schedule of Condition. We reserve the right to produce these photographs to establish the condition of the property over and above the ones included in the report.

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# **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 landlord/landlord's surveyor/landlord's builder. This section assumes that materials and workmanship will meet 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 that regular maintenance has been carried out or cyclical maintenance for example three/five year redecoration as per typical clauses within a Full Repairing and Insuring (FRI) lease has not 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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# **EXTERNAL**

Photographic Record carried out at the time of the Internal Inspection

All directions given as you face the property.

The property has been viewed from ground level.

## **Contents:**

Front Elevation

Left Elevation

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## **Front and Rear Elevations**

(External not inspected)



Front elevation  
Aerial view – 360 photo



Front entrance



Front elevation  
Aerial view – 360 photo



Rear Elevation  
Aerial view – 360 photo

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# **INTERNAL**

## **GROUND FLOOR**

All directions given as you face the property.

The property has been viewed from ground level.

### **Contents:**

Front entrance lobby and Stairs  
Lift and Store room  
Left side open plan office  
Right side open plan office  
Left internal office  
Right internal office  
Central toilet block: Shower room, Ladies and Gents WC's and  
Disabled/Less able WC  
Rear link corridor  
Rear meeting rooms

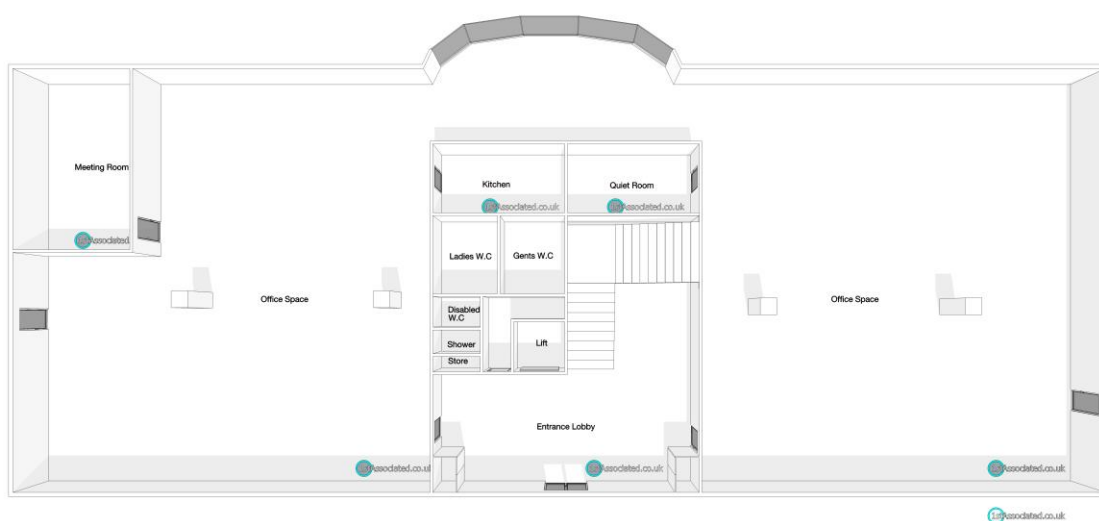
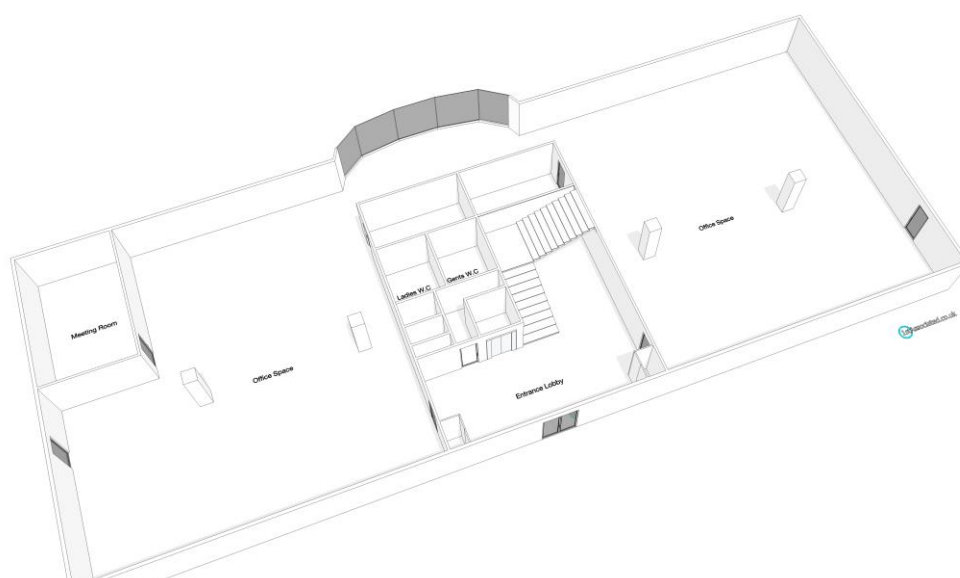
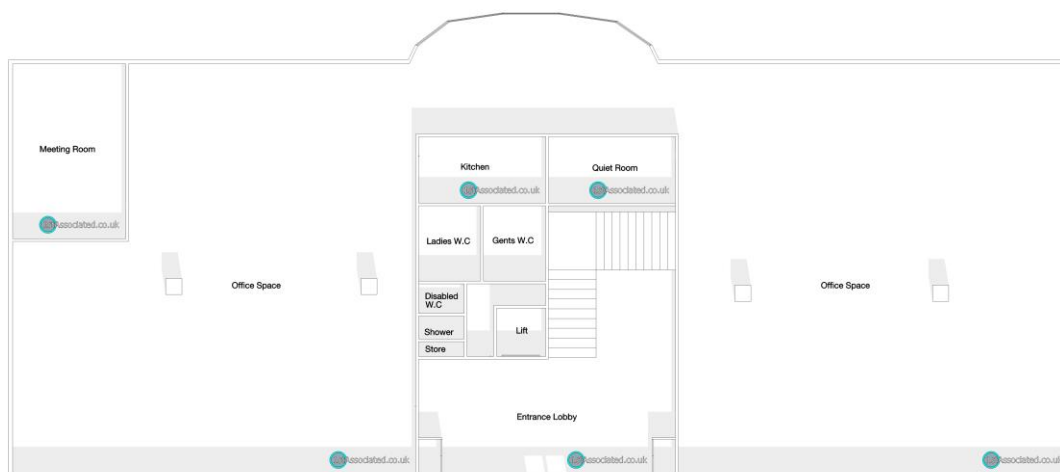
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## Floor Plan and 3D models



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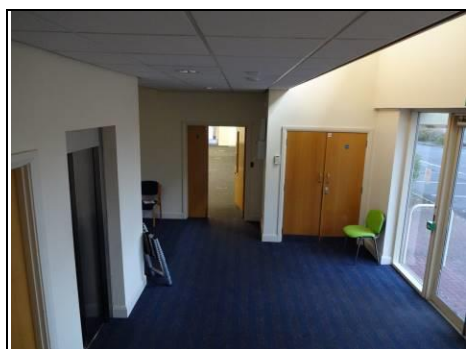




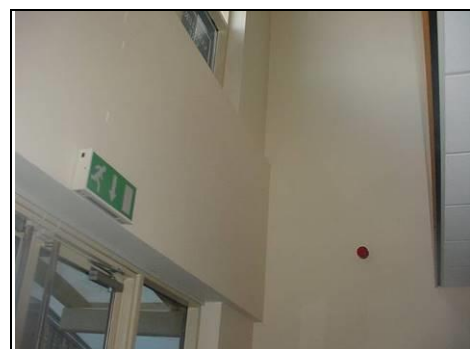
## Front Entrance Lobby and Stairs



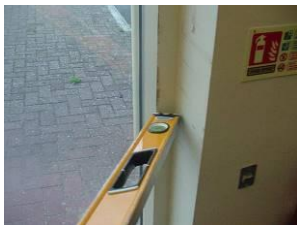
Entrance lobby and stairs



Entrance lobby  
Aerial view – 360 photo



Void to first floor level

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceilings:</b>  <b>High ceiling:</b>  <b>Low ceiling:</b> Suspended ceiling tiles with exposed grid	Dated and marked	Assumed does not form part of the Lease agreement  Ad hoc replacement likely to require the whole of the ceiling to be replaced to match.
<b>Walls:</b>		
Painted	Dated and marked, particularly around entrance door areas  	Repair, prepare and redecorate



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<p><b>Two cupboards (Landlord's)</b></p>  <p>Left cupboard</p>	 <p>Right cupboard</p>	<p>Landlord remove stored items/waste</p>
<p><b>Floors:</b></p> <p>Carpet</p>	<p>Dated</p> <p>Stored items around stairs</p> 	<p>Clean or replace</p> <p>Landlord to remove stored items.</p>
<p><b>Stair Wall:</b></p> <p>To first floor</p>	<p>Hole to side of stairs</p> 	<p>Repair, prepare and redecorate</p>
<p><b>Stairs:</b></p>		<p>Assumed does not form part of the Lease agreement</p>



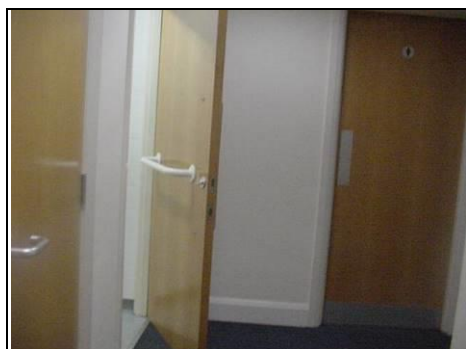
<p><b>Detailing:</b></p> <p><b>Windows:</b></p> <p>Metal frame with double glazed units.</p> <p><b>Doors:</b></p> <p>Glass entrance door</p>	<p>Dated frames</p>  <p>Dated</p>	<p>Clean, repair, prepare and redecorate</p> <p>Clean, repair, prepare and redecorate</p>
<p>Veneer door to toilet area</p>	<p>Dated, marked and chipped</p>	<p>Clean, repair, prepare and redecorate</p>
<p>Left side Veneer door to open plan office with single vision panel with laminated glass (assumed)</p>  <p>Right side: Veneer door to open plan office with single vision panel with laminated glass (assumed)</p>	<p>Bolt missing and old sticker marks</p> <p>Dated, marked and chipped</p> <p>Average</p>	<p>Clean, repair, prepare and redecorate</p> <p>Confirmation required that the doors use safety glass from the Landlord.</p> <p>Clean, repair, prepare and redecorate</p> <p>Confirmation required that the doors use safety glass from the Landlord.</p>
<p><b>Services:</b></p> <p>Lighting</p> <p>Lift</p>		<p>See Services Section</p>



## Internal Corridor giving access to Toilets within the toilet block



Ceiling



Internal central toilet area



Walls

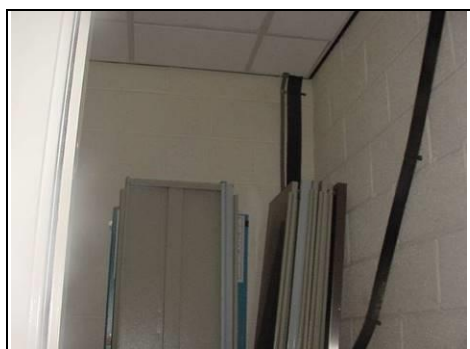
DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceilings:</b>  Suspended ceiling tiles with exposed grid	Tile missing	Clean ceiling grid and replace new ceiling tiles.
<b>Walls:</b>  Painted  Timber skirting	Hairline cracking and marks	Repair, prepare and redecorate
<b>Floors:</b>  Carpet tiles	Dated	Clean or replace
<b>Detailing:</b>  <b>Doors:</b>  Veneer doors	Dated	Clean. Repair, prepare and redecorate
<b>Services:</b>  Lighting		See Services Section  Clean

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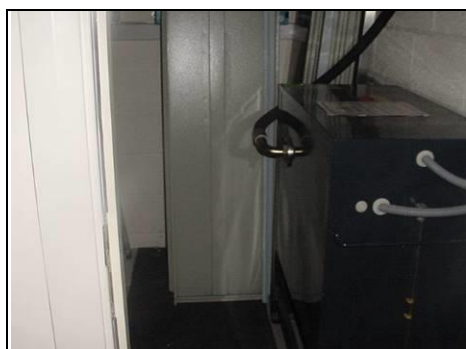
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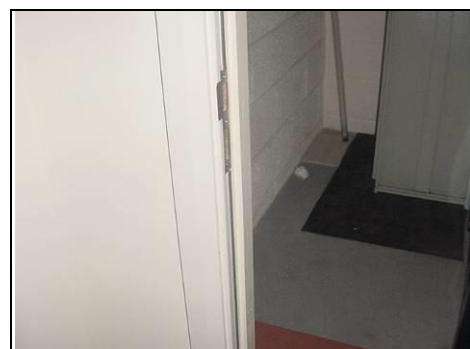
## Lift / Store Room



Store



Lift and store cupboard



Floor

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceilings:</b>  Suspended ceiling tiles	One tile has been moved	Replace missing ceiling tile and match
<b>Walls:</b>  Painted blockwork	Dated	Repair, prepare and redecorate
<b>Floors:</b>  Vinyl safety floor  Painted upstand	Dated   General stored items	Clean or replace   Landlord to remove stored items.
<b>Detailing:</b>  <b>Door:</b>  Veneer door Note: door does not have a door closer	Knots grinning through door frame	Clean. Repair, prepare and redecorate
<b>Services:</b>  Lighting		See Services Section

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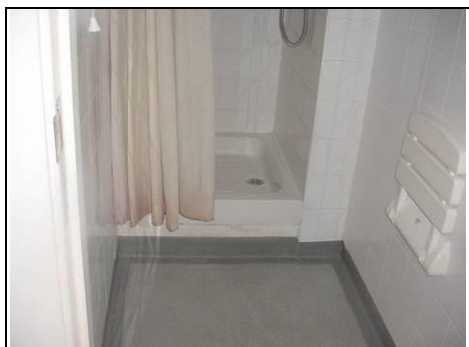
Electrics		
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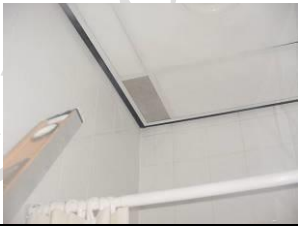
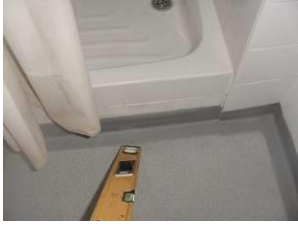
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## Internal Shower Cubicle



Shower cubicle

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceilings:</b>  Suspended ceiling tiles with exposed grid	Dated Different colour ceiling tiles 	Clean ceiling grid and replace with new ceiling tiles.
<b>Walls:</b>  Tiled from floor to ceiling	Dated	Repair, prepare and redecorate
<b>Floors:</b>  Vinyl safety floor	Dated Discolouration under shower 	Clean or replace

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<b>Sanitary Ware:</b>  Single shower unit with mixer taps  Seat	Side of shower Dated Old shower curtain	Clean Replace
<b>Detailing:</b>  <b>Door:</b>  Veneer door  Three coat hoods to back of door	Knots grinning through door frame	Clean. Repair, prepare and redecorate
<b>Services:</b>  Lighting	Not working at time of survey.	See Services Section  Bring into working order

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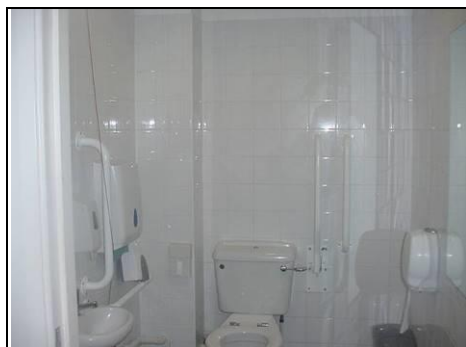




## Disabled/Less-able WC



Disabled/Less able WC




Disabled/Less-able WC



Ceiling

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceiling:</b>  Suspended ceiling tiles with exposed grid	One damaged ceiling tile 	Clean ceiling grid and replace new ceiling tiles.
<b>Walls:</b>  Painted at high level  Tiles to approx. two metres in height	Dated and old fixing points 	Repair, prepare and redecorate
<b>Floors:</b>  Vinyl safety floor	Dated	Clean or replace



<b>Sanitary Ware:</b>  One WC  One wash hand basin	Dated  Dated	Deep clean  Deep clean
<b>Detailing:</b> <b>Doors:</b>  Veneer door	Damaged Knots grinning through door frame  	Make good or replace.
<b>Services:</b>  Lighting  Emergency cord pull Assistance handles and bars		See Services Section



## Internal Ladies WC




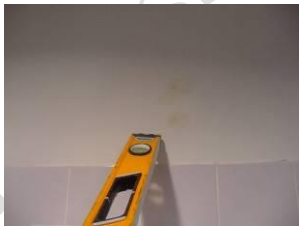

Wash hand basins



WC cubicles



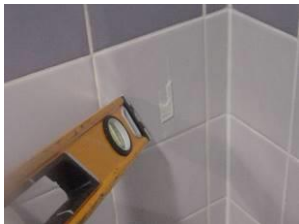

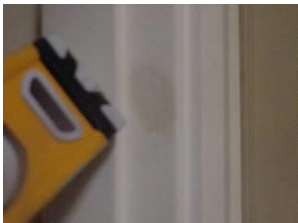
Ceiling

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceilings:</b>  Suspended ceiling tiles with exposed grid	Stained 	Clean ceiling grid and replace new ceiling tiles.
<b>Walls:</b>  Painted at high level  	Marks and visible dampness to right corner, affecting paintwork  	Resolve dampness.  Repair, prepare and redecorate

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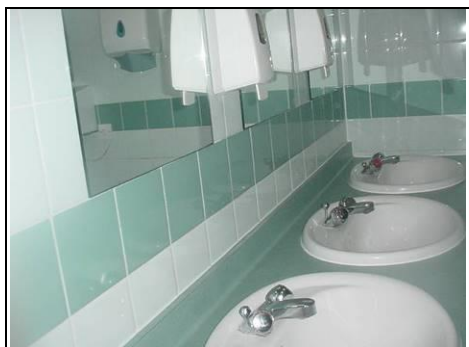
<p>Tiled to approx. 2 metres in height</p> 	<p>Cracked tile next to switch point, old stickers, marks and damaged tiles where meets plastic skirting</p> 	<p>Clean and/or replace</p>
<p>Service panels behind WC's</p>	<p>Out of alignment</p>	<p>Make good</p>
<p><b>Floors:</b></p> <p>Vinyl safety floor</p> <p>Plastic skirting</p>	<p>Dated</p> <p>Dated</p>	<p>Clean or replace</p> <p>Clean</p>
<p><b>Sanitary Ware:</b></p> <p>Three WC's</p> <p>Three wash hand basins with mixer taps into a vanity unit</p>	<p>Dated</p> <p>Dated</p>	<p>Deep clean</p> <p>Deep clean</p>
<p><b>Detailing:</b></p> <p><b>Doors:</b></p> <p>Veneer entrance door with push/pull handles and a door closer and a pair and a half of hinges</p>	<p>Knots are grinning through door frame</p> 	<p>Clean. Repair, prepare and redecorate</p>
<p><b>Services:</b></p> <p>Lighting</p>		<p>See Services Section</p>



One manhole cover – not inspected		
Plumbing – mixture of copper and plastic pipes	<p>Dampness caused by pipework problems.</p> 	Resolve dampness and make good.
		



## Internal Gents WC






Wash hand basins



WC cubicles



Urinals


DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceiling:</b>  Suspended ceiling tiles with exposed grid  	Dated, stained and damaged Poorly cut tiles to right edge near WC's  	Clean ceiling grid and provide new ceiling tiles throughout.
<b>Walls:</b>  Painted at high level  	Old marks  Cracking at corner joints	Repair, prepare and redecorate  Make good cracking.

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<b>Detailing:</b> <b>Doors:</b>  Veneer entrance door	Knots grinning through door frame 	Clean. Repair, prepare and redecorate
<b>Services:</b>  Lighting		See Services Section

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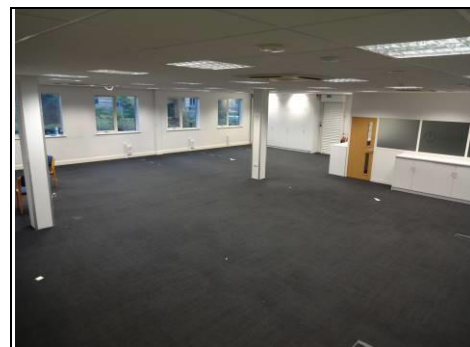
## Left Side Open Plan Office






Left side view towards meeting room  
Aerial view – 360 photo



Open plan office rear wall



Looking from the rear towards the front  
Aerial view - 360 photo

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceiling:</b>  Suspended ceiling tiles with exposed grid  	General marks and water staining    	Resolve water/dampness problem.  Clean ceiling grid and replace with new ceiling tiles.

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<p><b>Walls:</b></p> <p>Painted</p>  <p>Damage to front left</p> <p>Old fixing points</p>  <p>Two Columns: one has plumbing for water cooling</p>	<p>Used and abused</p>  <p>Damage to front left</p> <p>Dated and old fixing points</p> <p>Dated Hole on one column</p> <p>Dated and old fixing points</p> 	<p>Repair, prepare and redecorate</p> <p>Repair, prepare and redecorate</p> <p>Repair, prepare and redecorate</p>
<p><b>Floors:</b></p> <p>Carpet</p> <p><b>Cabinets/lockers:</b></p>	<p>Dated</p> <p>Dated Old fixing points</p>	<p>Clean or replace</p> <p>Repair, prepare and redecorate</p>



<b>Detailing:</b>  <b>Windows:</b>  Five front windows; four double and one single  Four rear windows; three double and one single	General deterioration to window film   Marks to sill	Clean and redecorate windowsills.  Repair, prepare and redecorate
<b>Window Ironmongery:</b>	Some loose ironmongery	Secure
<b>Doors:</b>  Veneer door with one vision panel  Fire exit to left	Dated	Make good/replace
<b>Cupboards:</b>  	Average	
<b>Services:</b>		
Lighting   Comfort cooling  Plumbing for water cool unit  Computer service	At the time of the survey the comfort cooling was constantly running.	See Services Section



## Left Meeting Room



Outside looking towards  
Left Meeting Room



Left meeting room



Inside left Meeting room

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceilings:</b>  Suspended ceiling tiles with exposed grid   Marks to ceiling tiles	Dated and marked  	Clean ceiling grid and replace new ceiling tiles.
<b>Walls:</b>  Painted   Marks to wall	Dated and marked   Old fixing points	Repair, prepare and redecorate



<p><b>Partitions:</b> with branded windows</p>  <p>Outside looking at partitions</p> <p>Mixture of timber and plastic skirtings</p>	<p>Dated</p>  <p>Inside looking at partitions</p> <p>Dated</p>	<p>Remove branding signs from windows.</p> <p>Clean. Repair, prepare and redecorate</p> <p>Repair, prepare and redecorate</p>
<p><b>Floors:</b></p> <p>Carpet</p> 	<p>Dated</p>	<p>Clean or replace</p>
<p><b>Detailing:</b></p> <p><b>Windows:</b></p> <p>One double sized window</p> <p><b>Doors:</b></p> <p>Veneer door with two vision panels</p>	<p>Dated</p> <p>Dated</p> 	<p>Clean, repair, prepare and redecorate</p> <p>Clean. Repair, prepare and redecorate</p>
<p><b>Services:</b></p> <p>Lighting</p>		<p>See Services Section</p>



## Small Internal Left Office

[illegible]

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<b>Floors:</b>  Carpet	Dated	Clean or replace
<b>Detailing:</b>  <b>Doors:</b>  Veneer door with two Georgian wire polish plated glass vision panels with door closer 	Sticker on door  	Clean. Repair, prepare and redecorate
<b>Services:</b>  Lighting		See Services Section

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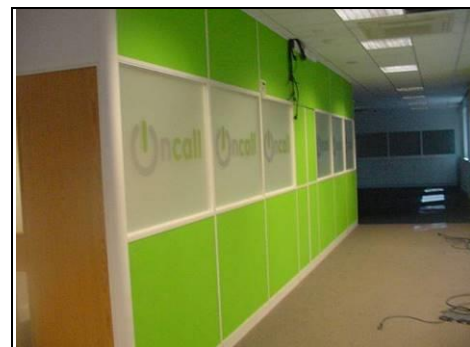
## Small Internal Right Office



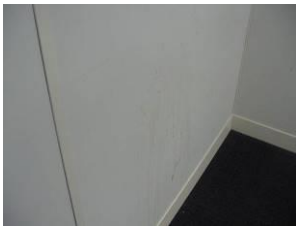
Door to right internal office



Small rear right internal office



Internal right office

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceilings:</b>  Suspended ceiling tiles with exposed grid	Dated	Clean ceiling grid and replace new ceiling tiles.
<b>Walls:</b>  Painted       Partitions	Dated Old fixing points Coffee/tea stains 	Repair, prepare and redecorate       Repair, prepare and redecorate
<b>Floors:</b>  Carpet	Dated	Clean or replace

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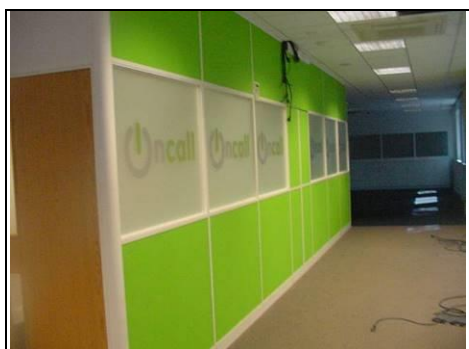
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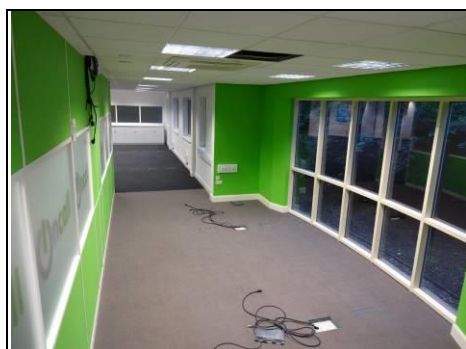




## Link Corridor – Green Link Area





Branded windows and  
Partitioning



Link corridor  
Aerial view – 360 photo



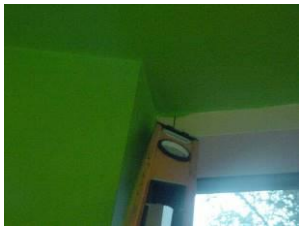

Looking towards window

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceilings:</b>  Suspended ceiling tiles with exposed grid	Dated 	Clean ceiling grid and replace new ceiling tiles.
<b>Walls:</b>  Painted  	Old fixing points and fixtures still on wall  	Repair, prepare and redecorate

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<b>Partitions</b>  Mixture timber and plastic skirting  Wall mounted stand	  Dated  Dated	  Repair, prepare and redecorate  Repair, prepare and redecorate
<b>Floors:</b>  Carpet	  Dated	  Clean or replace
<b>Detailing:</b>  <b>Windows:</b>  Five windows	  General deterioration to film on windows	  Clean/Repair, prepare and redecorate
<b>Services:</b>  Lighting  Loose cabling to the floor	  	See Services Section   Remove



## Right Side Open Plan Office




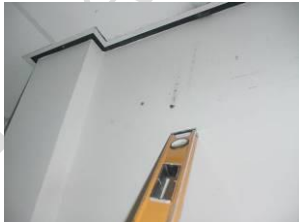
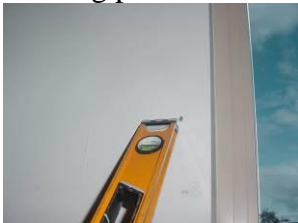

Looking to rear of right open plan office



Open plan office to right



Looking towards fire exit to right side

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceiling:</b>  Suspended ceiling tiles with exposed grid with flush mounted lighting and comfort cooling	Dated and marked	Clean ceiling grid and replace new ceiling tiles.
<b>Walls:</b>  Painted      Timber skirting	Dated, used and abused. Old fixing points      Dated	Repair, prepare and redecorate.   Repair, prepare and redecorate   Repair, prepare and redecorate

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<p>Cabinets/lockers to left and right</p> <p>Two columns</p> <p>Work lockers</p>  <p>Old computer server</p>	<p>Dated</p> <p>Old fixing points</p> 	<p>Repair, prepare and redecorate</p> <p>Previous tenant's computer server remove</p>
<p><b>Floors:</b></p> <p>Carpet</p>	<p>Dated</p>	<p>Clean or replace</p>
<p><b>Detailing:</b></p> <p><b>Windows:</b></p> <p>Five Front windows four double sized and one single</p> <p>Five Rear windows four double sized and one single</p>  <p>Broken keep</p> 	 <p>General deterioration to film on windows</p>  <p>One right window with old sticker</p>  <p>Rear middle window with crinkling of film.</p>	<p>Clean, repair, prepare and redecorate</p>



<b>Window Ironmongery:</b>	Some missing	Replace missing window ironmongery
<b>Doors:</b>  Veneer door with vision panel	Dated	Clean/Repair, prepare and redecorate
<b>Services:</b>  Flush mounted lighting  Comfort cooling		See Services Section.

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## **Certificates required to be obtained from landlord/outgoing lessee**

Test certificates to be provided on:-

1. Electrics – An Institution of Engineering and Technology (IET) test and report to be carried out by an NICEIC registered and approved electrical contractor or equivalent.
2. Space heating inspection and test report (you need to see these in working order)
3. Asbestos - up to date asbestos report with samples.
4. Drainage – closed circuit TV camera report.
5. Fire Safety/Fire Alarms/Emergency Lighting - we recommend you have a Fire Specialist to review the building prior to legally committing to purchase.
6. Lighting - The lighting needs to be checked to ensure it is suitable for the purposes for which you wish to use it.
7. Lift report.
8. Any proposed planned maintenance that the landlord will be carrying out before the Full Repairing and Insuring lease takes place on the basis of the property condition and Schedule of Condition.

Tests and reports are standard requirements of a Full Repairing and Insuring lease as is redecoration before the end of the lease. We have not been instructed to carry out independent separate services tests.

## **SERVICES**

We have not carried out any specialist checking of services.

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## **TIME LINE**

This has been based upon email from xxxxxxxxxxxx

<b>DATE</b>	<b>DESCRIPTION</b>
xxxxxxxxxx	It was confirmed by xxxxxxxxxxxx that the two cupboards either side of the door and stairs do not form part of the Lease.

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## **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 xxxxxxxx. This report does not constitute a Structural Survey (now known as a Building Survey).

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