

# SCHEDULE OF CONDITION/ EXAMPLE DILAPIDATIONS REPORT

xxxxxxxxxxxxxx,  
xxxxxxxxxxxxxxxxxx,  
xxxxxxxxxxxxxxxxxx,  
xxxxxxxxxxxxxxxxxx,  
Surrey, xxxxxxxx

xxxxxxxxxxxxxxxxxx



FOR

xxxxxxxxxx  
C/O xxxxxxxxxxxxxxxxx

Prepared by:

xxxxxxxxxxxxxxxxxx

INDEPENDENT CHARTERED SURVEYORS

Marketing by:

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## **SCHEDULE OF CONDITION**

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## **Introduction and Instruction**

We have prepared a Schedule of Condition for xxxxxxxxxxx xxxxxxxxxxx xxx xxxxxx  
xxxxxxxxxxxxxxxx xxxxxxxxxxx. This Schedule of Condition is along the lines of a  
Dilapidations Report to show you the sort of things that will typically be identified in  
a Dilapidations Report. We have provided a Property Report to give you advice on  
how we would recommend you deal with these.

We inspected the property on xxxxxxxxxxx.

## **Information Summary**

**Address:**

**Tenant:**

**Lease:**

Lease ends xxxxxxxx.

**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.

Covenants defined

These are legal requirements within a  
lease.

**Photographs:**

We typically take approximately 600  
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 being the roadside and  
the riverside being the rear of the property.

**Weather:**

At the time of the survey the weather was mild  
and dry.

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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.

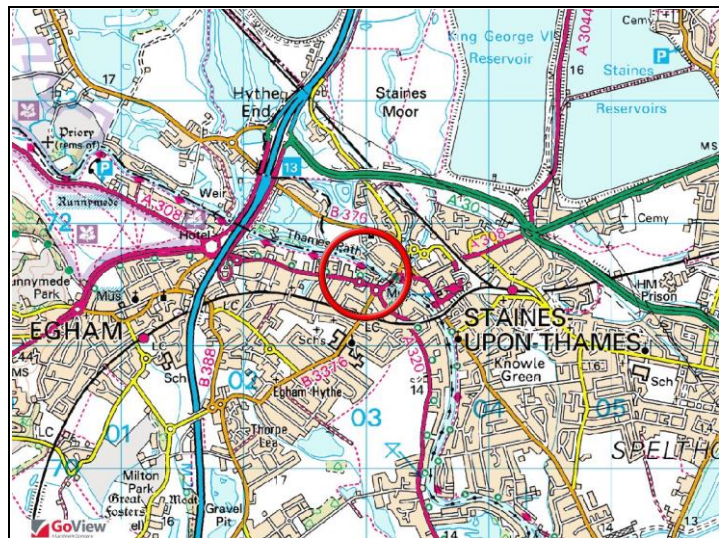
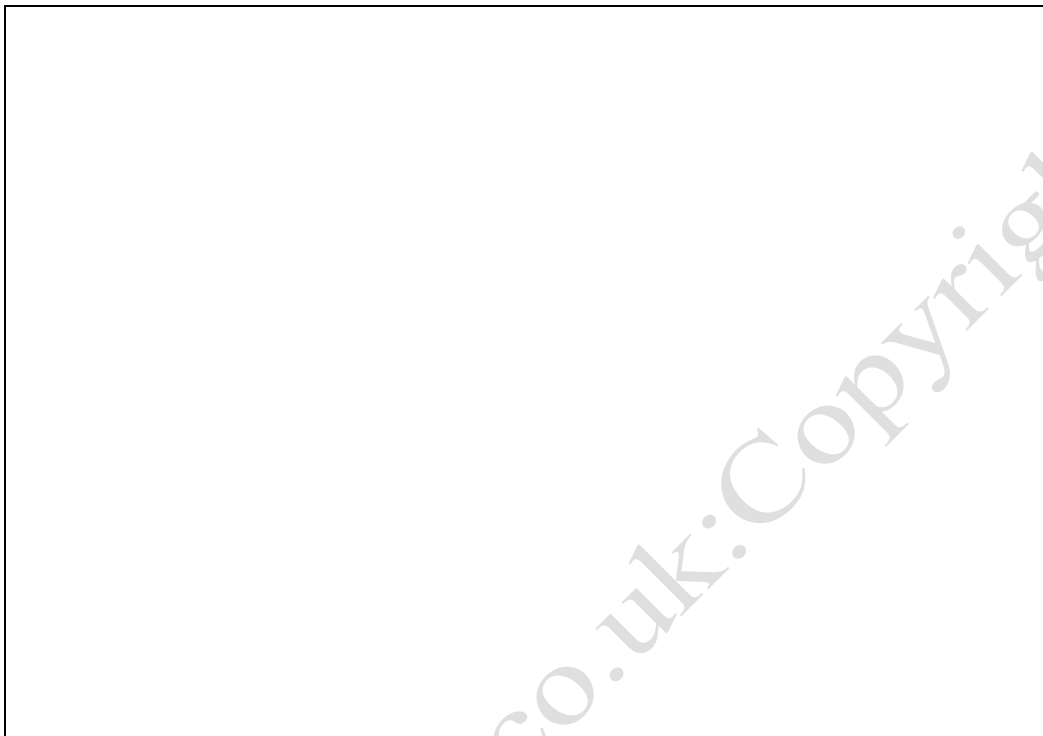
### **Dated defined**

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

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# **SUMMARY OF CONSTRUCTION**

**XXXXXXXXXX**

## **External**

|                        |   |
|------------------------|---|
| Main Roof:             | Pitched, clad with slate,<br>Areas of flat roof covered with two mono-ply (plastic)<br>roofs; one of which we are advised is relatively new |
| Roof Structure:        | Metal structural frame  |
| Gutters and Downpipes: | Box metal gutter and downpipes  |
| Soil and Vent Pipe:    | Internal  |
| Walls:                 | Stretcher Bond Brickwork / modern render (assumed)  |
| Fascias and Soffits:   | Painted timber  |
| External Detailing:    | Pre-finished aluminium double glazed windows<br>and doors<br>External fire escape<br>Two Juliet balconies                                   |

## **Internal**

|                       |   |
|-----------------------|---|
| Ceilings:             | Plasterboard or proprietary boarding (assumed)                        |
| Walls                 | Predominantly studwork, with some solid structural<br>walls (assumed) |
| Floors: Ground Floor: | Suspended concrete (assumed)  |
| Upper Floors          | Concrete, assumed beam and block                                      |

## **Services**

We believe that the property has a mains water supply, drainage, electricity and gas. The heating is via a central heating system and has electric/air handling system. The electrics are located in a service cupboard on the ground floor: no tests carried out.

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The alarms were being tested at the time of our inspection and we have carried out no tests or inspections in relation to meeting current fire regulations standards, such as checking the property has fire partitioning. We have not carried out an energy efficiency rating.

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# EXTERNAL PHOTOGRAPHS

XXXXXXXXXXXX



Front view (roadside)



Rear view



Left end view



Left middle view



Left view with front entrance



Right view



Parking

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# **EXTERNAL**

All directions given as you face the property.

The property has been viewed from ground level.

## **Contents:**

Roof  
Front Elevation  
Left Elevation  
Rear Elevation  
Right Elevation  
Outside Areas

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## Roof - External



Hipped roof and two flat roofs





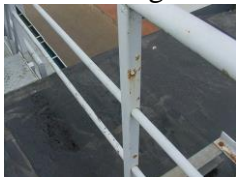

Hipped roof



High level flat roof

| DESCRIPTION  | CONDITION  | ACTION REQUIRED  |
|--|--|--|
| <b>Main roof:</b><br><br>Pitched clad with slate<br>   | General staining and some tiles displaced. Repairs noted.<br>   | Make wind and watertight                               |
| <b>Flat roof:</b><br><br>Mono-ply roof<br><br><br>Roof that has been replaced with mono-ply roof<br> | Mono-ply roof needs a clean<br><br><br>Leak around air conditioning unit<br> | Provide landlord with guarantee for new mono-ply roof. |



|  |   |   |
|--|---|---|
| <p>We are advised high level flat roof has been repaired</p>  | <p>Poorly bonded area of felt</p>  <p>Safety handrail on roof needs redecorating</p>  | <p>Clean and repair leaks visible internally. We would recommend an entire new roof with a guarantee as the safest way of making this area watertight.</p> <p>Repair, prepare and redecorate.</p> |
| <p><b>Gutters and Downpipes:</b></p> <p>Metal box gutters</p>  | <p>Gutters overflowing which is an inherent defect</p>    | <p>Ensure all gutters are watertight and falling towards the downpipe and clear.</p> <p>Repair downpipes and secure as necessary, ensure downpipes are clean and clear.</p> <p>Redecorate.</p>    |





## Front Roadside External Elevation



Front view (roadside)

??

| DESCRIPTION   | CONDITION   | ACTION REQUIRED  |
|---|---|--|
| <b>Roofs:</b><br><br>Single pitched roof  |   | See roof section                                       |
| <b>Walls:</b><br><br>Stretcher bond brickwork   | High level efflorescence<br><br><br>Expansion joint<br> | Clean efflorescence to bricks                          |
| <b>External Detailing:</b><br><br><b>Windows:</b><br>Pre-finished aluminium double glazed windows | Dated   | Clean and if necessary repair, prepare and redecorate. |

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|                 |                       |  |
|-----------------|-----------------------|--|
| <b>Signage:</b> | Old Remington signage | Remove branded signage and any non-essential signage |
|-----------------|-----------------------|--|

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## Left External Elevation (Front Access)




Left end view



Left middle view



Left view/entrance






| DESCRIPTION                                     | CONDITION  | ACTION REQUIRED   |
|---|--|---|
| <b>Roofs:</b><br><br>Pitched and flat roofs     |  | See roof section<br><br>Remove weather vane   |
| <b>Gutters and Downpipes:</b><br><br>Box gutter | Paint flaking to box gutter near central and front area<br><br> | Clean or repair, prepare and redecorate box gutter.<br><br>Ensure all gutters are watertight and falling towards the downpipe and clear.<br><br>Repair downpipes and secure as necessary, ensure downpipes are clean and clear. |
| <b>Walls:</b><br><br>Painted render             | Dated.<br><br>Hairline cracking near flat roof area.<br><br>Areas of blown and blistered render to base we assume                                  | Repair, prepare and redecorate render.<br><br>Blown render likely to need removal to the line that is   |

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|  |  |  |
|--|--|--|
|  | <p>from recent flooding</p>  <p>Blown render hidden</p>    | <p>approximately 200mm from the ground level in some areas but generally repair.</p>   |
| <p><b>External Detailing:</b></p> <p><b>Windows:</b><br/>Pre-finished aluminium double glazed windows</p> <p>Juliet balconies</p> <p>Moss</p>  | <p>Dated meaning that they haven't been regularly painted.</p> <p>Moss embedded on windows</p>  <p>Seals have failed</p>  | <p>Clean metal windows and window sills and check condition. May have to repair, prepare and redecorate.</p> <p>Replace double glazed windows with broken seals.</p> |





|  |  |  |
|--|--|--|
| <p><b>Doors:</b></p> <p>Entrance doors</p> <p>Fire exit door</p> | <p>Dated meaning that they haven't been regularly painted.</p> <p>Metal area rusting, steps missing and rust stains around handrail</p> <p>Missing fire exit steps</p>  <p>Rust to metal fire escape</p>  | <p>Clean. If not cleaned to suitable standard may have to repair, prepare and redecorate.</p> <p>Repair, prepare and redecorate.</p> <p>Replace steps.</p> |
| <p><b>Services:</b></p> <p>Gas meter cupboard</p>                | <p>Broken doors to gas unit</p>   | <p>Add door</p>  |
| <p><b>Brick paviors</b></p>                                      | <p>Moss</p>  <p>Drop in brick paviors</p>   | <p>Remove moss</p> <p>Make good</p>  |



## Rear External Elevation



Rear Elevation





Rear elevation

| DESCRIPTION   | CONDITION                                      | ACTION REQUIRED  |
|---|--|--|
| <b>Roofs:</b>                                       |  | See roof section   |
| <b>Gutters and Downpipes:</b><br><br>Box gutter     | Impact damage and blue paint grinning through. | Clean or repair, prepare and redecorate.<br><br>Ensure all gutters are watertight and falling towards the downpipe and clear.<br><br>Repair downpipes and secure as necessary, ensure downpipes are clean and clear. |
| <b>Walls:</b><br><br>Render<br><br>Pattern staining | Damaged render at base                         | Repair, prepare and redecorate.  |

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|   |   |   |
|---|---|---|
| <p><b>External Detailing:</b></p> <p><b>Windows:</b><br/>Pre-finished aluminium double glazed windows</p> | <p>Film on windows coming off on first floor window</p> <p>Sills heavily stained and marked</p>  | <p>Clean. If not cleaned to suitable standard may have to repair, prepare and redecorate.</p> |
| <p><b>Doors:</b></p> <p>Fire exit</p>   | <p>Fire exit deteriorating</p>   | <p>Repair, prepare and redecorate.</p>  |

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## Right External Elevation



Right view





Right elevation

| DESCRIPTION   | CONDITION   | ACTION REQUIRED  |
|---|---|--|
| <b>Roofs:</b><br><br>Lead to top  | Roof not visible  | See roof section   |
| <b>Gutters and Downpipes:</b><br><br>Box gutter   | Damaged downpipe<br> | Clean or repair, prepare and redecorate.<br><br>Ensure all gutters are watertight and falling towards the downpipe and clear.<br><br>Repair downpipes and secure as necessary, ensure downpipes are clean and clear. |
| <b>Walls:</b><br><br>Stretcher bond brickwork<br><br>Feature bricked up windows part of original design<br><br>Expansion joints | Efflorescence<br>    | Clean  |

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|   |  |  |
|---|--|--|
|   | Paint on brickwork<br>      | Clean.   |
| <b>External Detailing:</b><br><br><b>Windows:</b><br>Pre-finished aluminium double glazed windows |  | Clean. If not cleaned to suitable standard may have to repair, prepare and redecorate. |
| <b>Services:</b><br><br>Two cooler units<br><br>Several vents                                     | One vent out of square<br> | Tests and reports required.<br><br>Re-align vent                                       |



# **INTERNAL**

All directions given as you face the property.

The property has been viewed from ground level.

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# **GROUND FLOOR**

## **Contents:**

Waterside Office (Open plan)  
Fire Exit Area to right hand side  
Computer Room  
Reception Area  
Gents Toilets  
Ladies/Disabled Toilets  
Roadside Office

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## **Waterside Office (Open plan)**



Open plan office

| DESCRIPTION  | CONDITION   | ACTION REQUIRED   |
|--|---|---|
| <b>Ceilings:</b><br><br>Square suspended ceiling grid                                  | Water damage to far left side<br><br> | Repair leak. Replace ceiling tiles to match existing tiles. It may be necessary to replace all ceiling tiles. |
| <b>Walls:</b><br><br>Painted   | Dated. Marked and old fixing points.  | Repair, prepare and redecorate  |
| <b>Floors:</b><br><br>Carpets  | Marked and dated  | Clean or replace.   |
| <b>Detailing:</b><br><br><b>Windows:</b><br><br><b>Doors:</b><br><br><b>Skirtings:</b> | Dated<br><br><br>Dated  | Clean.<br><br><br>Clean.  |

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|                           |        |  |
|---------------------------|--------|--|
| Services conduit skirting | Marked | Clean  |
| <b>Electric cupboard</b>  |        |  |
| Flush panel doors         |        | Clean.   |
| <b>Services:</b>          |        |  |
| Lighting                  |        | Lighting needs to be discussed with the landlord to ensure that they are happy with the fitting. Have an NICEIC test and report by an Institute of Electricians Engineer or equivalent |
| Light switches            |        | Clean.   |

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## **Fire Exit Area to left hand side (small room)**

| DESCRIPTION   | CONDITION   | ACTION REQUIRED  |
|---|---|--|
| <b>Ceilings:</b><br><br>Suspended ceiling tiles<br><br>Plasterboard | Dated   | Replace damaged ceiling tiles<br><br>Paint   |
| <b>Walls:</b><br><br>Painted  | Damp to base<br><br>Marks to some columns and old fixing points to left hand side | Dry out area.<br><br>Repair, prepare and redecorate  |
| <b>Floors:</b><br><br>Carpet  | Dated   | Clean or replace   |
| <b>Detailing:</b><br><br><b>Windows:</b><br><br><b>Doors:</b>       | Dated<br><br>Dated  | Clean.<br><br>Clean.   |
| <b>Services:</b><br><br>Lighting                                    |   | Lighting needs to be discussed with the landlord to ensure that they are happy with the fitting. Have an NICEIC test and report by an Institute of Electricians Engineer or equivalent |



## Computer Room



Computer room



Server room

| DESCRIPTION   | CONDITION          | ACTION REQUIRED  |
|---|--------------------|--|
| <b>Ceilings:</b><br><br>Suspended ceiling tiles   | Some missing       | Replace ceiling tiles ensuring they match.   |
| <b>Walls:</b><br><br>Painted  | Old fixing points. | Repair, prepare and redecorate   |
| <b>Floors:</b><br><br>Carpet  | Marked             | Clean or replace   |
| <b>Detailing:</b><br><br><b>Doors:</b><br><br><b>Conduit:</b><br><br>Service Conduit at mid level | Dated.             | Clean<br><br><br>Clean   |
| <b>Services:</b><br><br>Lighting  |                    | Lighting needs to be discussed with the landlord to ensure that they are happy with the fitting. Have an NICEIC test and report by an Institute of Electricians Engineer or equivalent |

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|                               |  |  |
|-------------------------------|--|--|
| <b>Fixtures and fittings:</b> |  | Remove items such as old server cabinet, fire extinguisher, etc. |
|-------------------------------|--|--|

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## Reception Area



Reception area



Reception area

| DESCRIPTION   | CONDITION  | ACTION REQUIRED                              |
|---|--|--|
| <b>Ceilings:</b><br><br>Plasterboard to majority of area.<br><br>Suspended ceiling tiles above reception. | Dated  | Repair, prepare and redecorate<br><br>Clean. |
| <b>Walls:</b><br><br>Painted  | Dated  | Repair, prepare and redecorate               |
| <b>Floors:</b><br><br>Timber floor  | Flood damage<br><br>Water coming up has affected the floor, cupping of the floor and distortion<br><br> | Replace                                      |

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|  |   |   |
|--|---|---|
| <b>Detailing:</b><br><br><b>Windows:</b><br><br>Glass blocks<br><br><b>Doors:</b><br><br><b>Signage:</b> | <br><br><br><br>Dated.<br><br>Branded signage | Clean.<br><br>Clean.<br><br>Remove branded signage.   |
| <b>Services:</b><br><br>Electric heaters<br><br>Lighting   |   | Clean.<br><br>Lighting needs to be discussed with the landlord to ensure that they are happy with the fitting. Have an NICEIC test and report by an Institute of Electrics Engineer or equivalent |






## Gents Toilets




Gents Toilets

| DESCRIPTION  | CONDITION   | ACTION REQUIRED                 |
|--|---|---------------------------------|
| <b>Ceiling:</b><br><br>Painted                         | Dated   | Repair, prepare and redecorate. |
| <b>Walls:</b><br><br>Tiled                             | Some tiles come away<br> | Repair.                         |
| <b>Floors:</b><br><br>Amtico style floor               | Dated   | Clean.                          |
| <b>Sanitary Ware:</b><br><br>WC<br><br>Wash hand basin | Dated<br><br>Dated  | Deep clean<br><br>Deep clean    |
| <b>Detailing:</b><br><br><b>Doors:</b><br><br>Timber   | Dated   | Clean ironmongery               |

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|   |  |                     |
|---|--|---------------------|
| <b>Services:</b><br><br>Vent<br> |  | Clean and overhaul. |
|---|--|---------------------|

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## Ladies/Disabled Toilets



Ladies/Disabled Toilets

| DESCRIPTION  | CONDITION   | ACTION REQUIRED                 |
|--|---|---------------------------------|
| <b>Ceiling:</b><br><br>Painted                         | Dated   | Repair, prepare and redecorate. |
| <b>Walls:</b><br><br>Tiled                             | Tiles off wall<br> | Repair and deep clean.          |
| <b>Floors:</b><br><br>Amtico style flooring            | Dated   | Deep clean.                     |
| <b>Sanitary Ware:</b><br><br>WC<br><br>Wash hand basin | Dated<br><br>Dated  | Deep clean<br><br>Deep clean    |
| <b>Detailing:</b><br><br><b>Doors:</b><br><br>Timber   | Dated   | Clean. Clean ironmongery        |

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## Roadside Office

| DESCRIPTION   | CONDITION   | ACTION REQUIRED                            |
|---|---|--|
| <b>Ceilings:</b><br><br>Suspended ceiling tiles   | Missing ceiling tile<br>Some bowed ceiling tiles to far right corner<br>Mixture of different coloured ceiling tiles | Replace ceiling tiles ensuring they match. |
| <b>Walls:</b><br><br>Painted  | Marked  | Repair, prepare and redecorate             |
| <b>Floors:</b><br><br>Carpet  | Dated and marked  | Clean or replace.                          |
| <b>Detailing:</b><br><br><b>Windows:</b><br><br><b>Doors:</b><br><br>Doors to services cupboard<br><br>Shelved cupboard<br><br><b>Skirting:</b><br><br>Service conduit skirting | Dated<br><br><br><br>Dated<br><br><br>Marked  | Clean<br><br><br>Clean<br><br><br>Clean.   |
| <b>Services:</b><br><br>Gas meter in services cupboard  |   |  |



# **FIRST FLOOR**

## **Contents:**

Stairs/Landing  
Ladies Toilets  
Riverside Open Plan Office  
Middle Office  
Roadside Office

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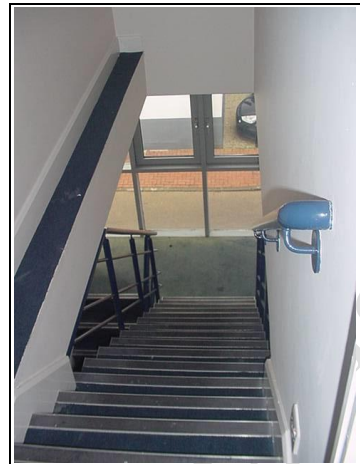
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## Stairs/Landing



Stairs/landing



Stairs

| DESCRIPTION   | CONDITION          | ACTION REQUIRED  |
|---|--------------------|--|
| <b>Ceilings:</b><br>Plasterboard                      | Dated              | Repair, prepare and redecorate   |
| <b>Walls:</b><br>Painted                              | Dated              | Repair, prepare and redecorate   |
| <b>Floors:</b><br>Carpet and nosings                  | Dated and marked   | Clean or replace.  |
| <b>Detailing:</b><br><b>Windows:</b><br><b>Doors:</b> | Dated<br><br>Dated | Clean or repair, prepare and redecorate.<br><br>Clean  |
| <b>Services:</b><br>Lighting                          |                    | Lighting needs to be discussed with the landlord to ensure that they are happy with the fitting. Have an NICEIC test and report by an Institute of Electricians Engineer or equivalent |

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## Ladies Toilets



Ladies toilets

| DESCRIPTION   | CONDITION          | ACTION REQUIRED                                      |
|---|--------------------|--|
| <b>Ceiling:</b><br><br>Painted  | Dated              | Repair, prepare and redecorate.                      |
| <b>Walls:</b><br><br>Tiled  | Dated              | Deep clean.  |
| <b>Floors:</b><br><br>Amtico style flooring   | Dated and marked   | Deep clean.  |
| <b>Sanitary Ware:</b><br><br>WC<br><br>Wash hand basin                                  | Dated<br><br>Dated | Deep clean<br><br>Deep clean                         |
| <b>Detailing:</b><br><br><b>Windows:</b><br><br><b>Doors:</b><br><br>Painted panel door | Dated<br><br>Dated | Clean or repair, prepare and redecorate<br><br>Clean |

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|                  |  |                     |
|------------------|--|---------------------|
| <b>Services:</b> |  |                     |
| Extract fan      |  | Clean and overhaul. |
| Service duct     |  |                     |

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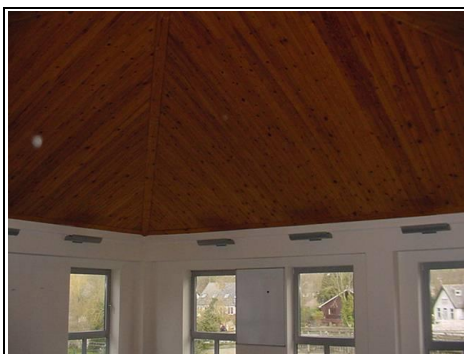
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## Riverside Open Plan Office




Small meeting room within open plan office



Timber cathedral ceiling




Open plan office

| DESCRIPTION   | CONDITION   | ACTION REQUIRED   |
|---|---|---|
| <b>Ceilings:</b><br><br>High level timber boarded ceiling<br><br><br>Ceiling tiles                                  | Minor marks such as paint on it for example to the fire exit to front of property<br><br>Water leaks to left hand side. We are advised the roof has now been replaced.<br><br> | Clean, re-stain if necessary.<br><br><br>Replace ceiling tiles ensuring they match. |
| <b>Glazed meeting room:</b><br><br>Suspended ceiling tiles<br><br>Area of plasterboard ceiling with circular lights | Marks and indents   | Repair or replace.  |
| <b>Walls:</b><br><br>Painted  | Dated. Marked where notices, etc have been stuck on   | Remove fixtures and fittings. Repair, prepare and redecorate                        |

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|   |  |   |
|---|--|---|
|   | Whiteboard<br><br>Minor marks in glazed office near window                                   | Remove fixtures and fittings<br><br>Repair, prepare and redecorate. |
| <b>Floors:</b><br><br>Carpet  | Stained<br> | Replace.  |
| <b>Detailing:</b><br><br><b>Windows:</b><br><br>Glazed meeting room in corner<br><br><b>Doors:</b><br><br><b>Skirtings:</b> | Remington sign on glass<br><br>Dated   | Remove branding<br><br>Clean.<br><br>Clean                          |

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## Middle Office (down steps)



Steps down to office



Middle office



Office down steps

| DESCRIPTION   | CONDITION                    | ACTION REQUIRED   |
|---|------------------------------|---|
| <b>Ceilings:</b><br>Suspended ceiling tiles   | Some marks                   | Repair, prepare and redecorate  |
| <b>Walls:</b><br>Painted  | Marked and old fixing points | Repair, prepare and redecorate  |
| <b>Floors:</b><br>Carpet  | Marked                       | Clean or replace.   |
| <b>Detailing:</b><br><b>Windows:</b><br>Windows<br><b>Doors:</b><br>Double door to Juliet balcony | Dated<br><br><br>Dated       | Clean or repair, prepare and redecorate<br><br><br>Repair, prepare and redecorate |

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|   |                         |                      |
|---|-------------------------|----------------------|
| <b>Skirting:</b><br>Services conduit skirting | Opened up in some areas | Make good and clean. |
| <b>Built in cupboards:</b>                    |                         | Clean                |
| <b>Services:</b><br>Electric heater           |                         |                      |

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## Roadside Office



Roadside office



Roadside office





Shelving

| DESCRIPTION  | CONDITION   | ACTION REQUIRED                             |
|--|---|---|
| <b>Ceilings:</b><br><br>Suspended ceiling tiles              | Marked. Mixture of different coloured ceiling tiles | Clean. Replace with matching ceiling tiles. |
| <b>Walls:</b><br><br>Painted                                 | Minor marks and dated.                              | Repair, prepare and redecorate              |
| <b>Floors:</b><br><br>Carpet                                 | Dated   | Clean or replace.                           |
| <b>Detailing:</b><br><br><b>Windows:</b><br><br>Four windows | Dated   | Clean or repair, prepare and redecorate     |
| <b>Doors:</b><br><br>Double door leading to Juliet balcony   | Dated   | Clean or redecorate.                        |

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|  |  |   |
|--|--|---|
| <b>Skirting:</b><br><br>Services conduit skirting<br><br><b>Shelving:</b><br><br>Old shelving/fixtures and fittings<br> |  | Clean<br><br><br><br><br><br><br><br><br><br>Remove       |
| <b>Services cupboard:</b><br><br>Painted doors<br>  |  | Repair, prepare and redecorate doors and within cupboard. |
| <b>Services:</b><br><br>Heater   |  | Clean.  |



## **SECOND FLOOR/TOP FLOOR**

### **Contents:**

Riverside Office  
Landing/Stairs  
Kitchenette (Roadside)  
Unisex Toilet and Lobby  
Internal Roof

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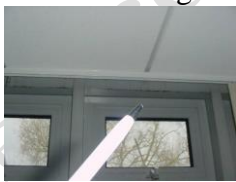




## Riverside Office



Front office gives access onto  
roofs

| DESCRIPTION   | CONDITION  | ACTION REQUIRED  |
|---|--|--|
| <b>Ceilings:</b><br><br>Suspended ceiling tiles<br>Roof window<br>Access door to roof | Water staining and marked<br> | Make sure roof is watertight before any work is carried out.<br><br>Replace.<br><br>Clean.<br><br>Clean, repair, prepare and redecorate. |
| <b>Walls:</b><br><br>Painted  | Minor marks to left side   | Repair, prepare and redecorate   |
| <b>Floors:</b><br><br>Carpet  | Dated  | Clean or replace.  |
| <b>Detailing:</b><br><br><b>Windows:</b>  | Dated  | Clean or repair, prepare and redecorate.   |



|                          |                                 |                            |
|--------------------------|---------------------------------|----------------------------|
| <b>Doors:</b>            | Dated                           | Clean.                     |
| <b>Skirtings:</b>        |                                 |                            |
| Service conduit skirting | Broken sockets                  | Replace.                   |
| <b>Services:</b>         |                                 |                            |
| Two electric heaters     |                                 | Clean.                     |
| Two service panels       | Look to have been painted shut. | Ensure these can be opened |

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## Landing/Stairs



Stairs

| DESCRIPTION  | CONDITION          | ACTION REQUIRED                                      |
|--|--------------------|--|
| <b>Ceilings:</b><br><br>Plasterboard<br><br>Beams plastered over | Dated<br><br>Dated | Repair, prepare and redecorate                       |
| <b>Walls:</b><br><br>Painted                                     | Dated              | Repair, prepare and redecorate                       |
| <b>Floors:</b><br><br>Carpet                                     | Dated and marked   | Clean or replace.                                    |
| <b>Detailing:</b><br><br><b>Windows:</b><br><br><b>Doors:</b>    | Dated<br><br>Dated | Clean or repair, prepare and redecorate<br><br>Clean |
| <b>Staircase:</b><br><br>Handrail                                |                    | Repair, prepare and redecorate.                      |

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## **Kitchenette (Roadside)**



Angled ceiling



Kitchenette



Kitchenette

| DESCRIPTION   | CONDITION        | ACTION REQUIRED  |
|---|------------------|--|
| <b>Ceiling:</b><br>Plasterboard angled ceiling  | Dated            | Repair, prepare and redecorate.  |
| <b>Walls:</b><br>Painted  | Dated and marked | Repair, prepare and redecorate.<br>Recommend adding tiled splashback. Not a lease requirement but the sink is likely to be used when the painting and decorating is being carried out and it can get marked. |
| <b>Floors:</b><br>Amtico style flooring   | Dated            | Clean.   |
| <b>Detailing:</b><br><b>Doors:</b>  | Dated            | Clean.   |
| <b>Kitchenette:</b><br>Stainless steel sink and drainer<br>High and low level cupboards |                  | Deep clean.  |

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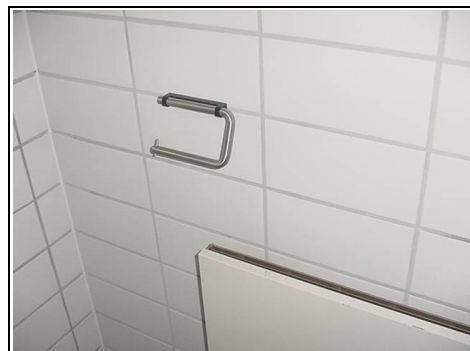
## **Unisex Toilet and Lobby (Roadside)**



Sloping ceiling



Unisex toilet



Unisex toilet

| DESCRIPTION                                     | CONDITION  | ACTION REQUIRED                           |
|---|--|---|
| <b>Ceiling:</b><br>Painted sloping ceiling      | Dated  | Repair, prepare and redecorate.           |
| <b>Walls:</b><br>Tiled<br>Painted               | Dated<br>Hairline cracking in lobby around door leading to roof area | Clean.<br>Repair, prepare and redecorate. |
| <b>Floors:</b><br>Amtico style flooring         | Dated  | Clean                                     |
| <b>Sanitary Ware:</b><br>WC<br>Wash hand basins | Dated<br>Dated   | Deep clean<br>Deep clean                  |



|                                      |  |                                |
|--------------------------------------|--|--------------------------------|
| <b>Detailing:</b>                    |  |                                |
| <b>Doors:</b>                        |  |                                |
| Painted access door to roof in lobby |  | Repair, prepare and redecorate |
| <b>Services:</b>                     |  |                                |
| Heater                               |  | Clean and overhaul             |

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## Internal Roof



Roof space above w.c./lobby



Internal roof

| DESCRIPTION  | CONDITION | ACTION REQUIRED                  |
|--|-----------|----------------------------------|
| <b>Roof Access:</b><br><br>Access within Lobby to unisex toilet  |           |                                  |
| <b>Roof Structure:</b><br><br>Profile metal sheet  |           | General clean.                   |
| <b>Services:</b><br><br>Water tank:<br> |           | Check that services are working. |

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## **OTHER MATTERS** **SERVICES**

This Schedule of Condition 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. You may be requested to provide copies of any service records, test certificates and, ideally, the names and addresses of the installing contractors.

### **Certificates required**

Test certificates to be provided on:-

1. Electrics – An Institute of Electrical Engineers standards (IEE) 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. Up to date asbestos report with samples.
4. Drainage – closed circuit TV camera report.
5. Environmental Health certificates and latest reports.  
Applicable if the kitchen/catering area is going to be used.
6. Fire Safety
7. Lift

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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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