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SCHOOL BUILDING CONDITION SURVEYS

GUIDANCE DOCUMENT

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Derby City Council



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1. INTRODUCTION

This guidance document provides an introduction to the Council's School Building Condition Survey Programme for all community, foundation, voluntary aided and voluntary controlled schools.

The Council currently funds a rolling programme of school building condition surveys for all Community, Foundation, Voluntary Controlled and Voluntary Aided schools.

School building condition surveys are an important part of the Council's School Asset Management Planning process, and accurate and consistent premises information is essential in ensuring the effective implementation of the Council's Asset Management Plan. This includes the fair and consistent allocation of limited Capital funding where it is needed the most.

The Council has already carried out full condition surveys on all schools less than five years old. There is now a programme of updating condition surveys, by carrying out re-surveys of approximately twenty-five per cent of schools annually, in a four to five-year rolling programme.

This guidance is intended for Head teachers, Site Managers, School Business Managers and School Office Staff, and explains how the Council supports community, foundation, voluntary aided and voluntary controlled schools in managing building condition items, through the condition survey process.

2. DERBY CITY COUNCIL SCHOOL BUILDING CONDITION SURVEY

2.1 BACKGROUND

The building condition survey is part of the Council's long standing and detailed survey programme and is carried out by suitably trained building surveyors commissioned by Derby City Council. The survey is carried out in line with DfE guidance, and is part of the Council's school asset management planning process. When assessed, the Council's condition survey process has always fully met DfE/EFA asset management planning requirements.

Derby City Council's Property Design and Maintenance department commission the condition surveys on a five-yearly basis. The next group of schools to be surveyed in this current financial year are set out in the programme included in Appendix 1 below.

Information collected includes the age of buildings, areas, existing condition, priority year for repair items and cost estimates for repairs. The survey will ascertain backlog maintenance values and help establish and prioritise planned capital work. This includes investments as part of the Council's own capital programme and bids for external funding. It is intended that the information gathered will be used to help determine strategic decisions on major programmes of repair, replacement and improvement projects. These decisions will enable financial resources to be targeted where most appropriate and reduce the effects of unsatisfactory premises on pupils' education.

The survey covers a five-year planning period and identifies the items of disrepair and the remedial work necessary to bring premises up to a serviceable state of repair or to rectify breaches of associated legislation.

2.2 THE SURVEY PROCESS

Pre-Survey

Prior to the survey the Council's consultants will contact the school for a brief telephone consultation. The call will be to introduce the surveying team, arrange a convenient time to begin the survey and answer any initial questions.

Schools will be provided with a copy of the standard Terms & Conditions for the undertaking of school condition surveys. The document sets out both the extent and limitations of the survey to be carried out and the manner in which the defects will be prioritised and repairs identified during the course of the survey. In addition, we will set out an appropriate timescale to carry out the condition survey, subject to the school's agreement.

Survey

The surveys are divided into three categories as follows:

1. **Measured Survey:** which involves the measuring and plotting of all the buildings and associated structures on site.
2. **Building Fabric Condition Survey:** which involves the identification of building components (e.g. roof, windows, floor) and the application of a rating system against each component based on condition and priority.
3. **Mechanical and Electrical Condition Survey:** which involves the identification of electrical and mechanical (i.e. heating, ventilation and water) services and the application of a rating system against each component based on condition and priority.

The surveys will generally be a visual, non-intrusive, inspection. They will need to include all individual buildings and the external areas of the site.

The condition survey is undertaken in line with the guidance issued by the DfE: Asset Management Plans Section 3 Condition Surveys and Section 3a Getting into Condition and also in accordance with Derby City Council's own requirements.

The survey identifies the work necessary to bring premises up to a serviceable state of repair and to rectify breaches of legislation; the report encompasses the following:

- Reports on building elements requiring attention, which have a financial implication for the five-year period to come.
- Makes an assessment of the condition and priority grade for each element of the internal and external areas of the school.
- Identifies whether repair or replacement is required for each of the items noted in the survey.
- Indicates the value of the work required to return a defective element to Grade A condition, and includes preliminary, contingency and professional fees, but excludes value added tax (VAT).
- Identifies Health and Safety issues.
- Records changes of use or alterations to the size, shape or facilities within each room or building as appropriate.

The survey does not include the following items:

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- An allowance for dealing with any site specific issues or programming implications e.g. if work needs to be phased as a consequence of the building being in occupation.
- Betterment, apart from where required to meet a statutory obligation such as building regulations.
- routine reactive (day-to-day) maintenance items.
- items below the cost threshold of £500, unless aggregated together to form a rolling planned maintenance programme, such as the decoration of one room costing £300 would not be recorded, but ten rooms on a rolling programme, would be recorded at £3,000.

More detailed intrusive specialist inspections/surveys are generally only undertaken as deemed necessary and relate to:

- Buildings at risk surveys
- Roof space inspections
- Drainage inspections
- CLASP surveys
- Water Hygiene at risk assessments
- Asbestos surveys
- Glazing surveys
- Fire Risk Assessment
- Structural Surveys
- Periodic Inspection Reports for Mechanical and Electrical services

Survey Practical Implications for Schools

Dependant on the size and nature of the school, surveys can typically take anywhere between one and four weeks to complete. During the survey process, brief access will be required to all rooms in every building, although the Council aims to be as unobtrusive as possible, in order to not interfere with the school's normal activities.

All surveyors will be employed by the Council's consultants, Faithful and Gould Ltd. Their surveyors will carry photographic identification at all times during their visits and will sign-in with the school as part of a school's normal operating conditions. All surveyors will have a Disclosure and Barring Service check and will provide a copy of this certificate for the school. We ask that schools facilitate this important survey process in line with their usual visitor signing in and supervision procedures. In addition, the surveyor will be required to review and sign the school's Asbestos file before commencing works - we ask schools to ensure that this is made available to the surveyor.

2.3 COMPLETION AND HANDOVER

Following completion of the condition survey, schools will be contacted by the relevant surveyor to formally present the school with a paper copy and an electronic copy of the completed condition survey, including a summary report. This data handover will include instructions on how to interpret and manipulate the survey data should the school so require. Schools are invited to ask questions regarding the survey process/outcomes and for advice/guidance on future maintenance projects. If necessary, the surveyor may be obliged to issue an advisory notice should any significant health & safety risks be identified during the course of the survey. Under such circumstances, the school would have to address this through their usual maintenance package systems, if remedial works are required.

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2.4 REVIEW

The Council aims to complete a full resurvey within the five-year planning period covered by each survey. New surveys are usually programmed every four to five years. It is recommended that school's review their condition survey regularly as part of their maintenance package arrangements, and also review their premises regularly in respect to any health and safety matters which may arise during normal operation or following any incidents.

The Council continues to develop its survey processes to ensure maximum accuracy and consistency of assessments. Feedback from schools is welcomed to enable the continual improvement of methods of assessing premises and ways of reducing bureaucracy, including the electronic completion of data. The format of condition surveys has been revised following the piloting of a number of schools.

3. OTHER SURVEYS

Derby City Council Surveys

There is occasionally a need for the Council, or a school, to arrange additional surveys or inspections. This may be as a result of an item identified within the standard survey process which requires further investigation, for example; for longer term monitoring purposes as part of the Council's Buildings at Risk procedures, or where required for other purposes such as bids for external funding.

The Council's standard condition surveys are also separate from other required surveys, for example the school's Asbestos Management Survey or Net Capacity Assessment.

Department for Education (DfE)

In 2014 the Education Funding Agency (EFA) commissioned a programme of condition surveys, on behalf of the Department for Education (DfE), under their Property Data Survey Programme (PDSP). The PDSP covered every maintained school in England deemed not to have been significantly modernised through capital investment in the years preceding their survey. The PDSP also omitted schools which were due to be significantly modernised or replaced through approved national capital funding programmes, for example the DfE Priority School Building Programme.

The PDSP information was to be used by the DfE to help target future capital investment and to help shape future capital allocations by the DfE.

It is important to note the EFA PDSP survey report should not be used to provide a direct comparison with data contained in the Council's condition survey reports. In general terms, the PDSP was a far less detailed survey than the Council's more detailed surveys.

This PDSP survey was based on a visual inspection of the readily accessible areas of the property and no steps were taken to expose elements of the structure otherwise concealed or to remove surface finishes for examination of underlying elements. No testing, structural surveys or design checks were carried out. In addition, no specialist inspections of the plumbing, heating, drainage and electrical installations were undertaken, and therefore the PDSP did not confirm if there were any mechanical or electrical defects. The PDSP also did not include or relate to the following:

- asbestos encapsulation/removal;

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- accessibility alteration works in relation to 2010 Equalities Act;
- works in relation to the findings of a fire risk assessment;
- works in relation to health and safety related issues;
- improvement or upgrading works (except where these relate to legislative requirements relating to the fabric);
- routine and day-to-day maintenance works.

4. FURTHER INFORMATION AND CONTACTS FOR DERBY CITY COUNCIL SURVEYS

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Derby City School Building Condition Survey Programme 2016-17

School	School Level	School Type	Anticipated Month of Survey (as of 4 th May 2016)
Ashgate Nursery	Primary	Community	September 2016
Ashgate Primary School	Primary	Community	September 2016
Beaufort Community Primary School	Primary	Community	July 2016
Borrow Wood Primary School	Junior	Community	June 2016
Breadsall Hill Top Primary School	Primary	Community	August 2016
Central Community Nursery	Nursery	Community	August 2016
Chellaston Infant School	Infant	Community	August 2016
Dale Community Primary School	Primary	Community	September 2016
Gayton Community Junior School	Junior	Community	August 2016
Lawn Primary School	Primary	Community	June 2016
Murray Park Community School	Secondary	Foundation	October 2016
Pear Tree Infant School	Infant	Community	September 2016
Portway Infant School	Infant	Community	June 2016
Portway Junior School	Junior	Community	June 2016
Pupil Referral Units (Firs, Southgate and Wisgreaves)	Secondary	PRU	August 2016
St Andrew's School (All Sites)	Special	Community	May 2016
St Clare's School	Special	Community	May 2016
St Giles' School	Special	Community	July 2016