

SCHEDULE OF CONDITION

OF:

Example

Prepared by: Keith Eades-Levy BSc. (Hons) MRICS MFPWS
Dates of Inspection: 11th and 12th April 2019
Revision: -

CAVENDISH SURVEYING LTD
PARKSHOT HOUSE
5 KEW ROAD
RICHMOND
TW9 2PR

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APPENDIX A – PHOTOGRAPHS (SAMPLE NUMBER SHOWN)

1.0 PREAMBLES

- 1.1 Keith Eades-Levy BSc. (Hons) MRICS MFPWS of Cavendish Surveying Ltd, Parkshot House, 5 Kew Road, Richmond TW9 2PR, has prepared a Schedule of Condition to reflect and record the condition of Example which will be annexed to a Lease in order to limit the repairing liability.
- 1.2 References to 'left' or 'right' are as facing the element referred to unless otherwise stated.
- 1.3 The property was unoccupied, unfurnished and the floors obscured by coverings at the time of our inspections. It is possible that there are further defects to hidden areas. No opening up of building fabric was conducted as this was not instructed by the Client.
- 1.4 Where the term 'no significant defects' is used it is intended to indicate the lack of any notable visual blemishes or cracks and the like to the particular area.
- 1.5 All crack lengths and widths noted in this Schedule of Condition are approximate.
- 1.6 Unless otherwise stated, no sanitary installations, plumbing, rainwater goods, drainage, etc. have been tested. Similarly, the electrical, gas and other services have not been tested.

2.0 EXTENT OF SCHEDULE

- 2.1 External inspection was conducted from front, rear and side elevations. Inspection was also completed within the demised car park area.
- 2.2 Inspection internally was undertaken within all accessible rooms. Inspection was not completed within the basement vault area located under the entrance stairs as the relevant door was unable to be opened.
- 2.3 Where relevant, references in this report are in accordance with BRE Digest 251 'Classification of Visible Damage', as follows:
- Hairline – Hairline cracks up to 0.1mm
 - Fine – Fine cracks up to 1mm
 - Slight – Cracks up to 5mm
 - Moderate – Cracks involving extensive repair
 - Severe – Cracks involving extensive repair between 15mm and 25mm

3.0 WEATHER CONDITIONS

- 3.1 The weather conditions at time of inspections on 11th and 12th April 2019 were dry with ambient temperatures of around 10 degrees Celsius.

4.0 PHOTOGRAPHS

- 4.1 A Photographic Schedule Appendix is appended hereto and is to be viewed in conjunction with this Schedule of Condition. 1,650 photographs were taken at time of survey inspections.

5.0 SCHEDULE OF ELEMENTS AND CONDITION

EXTERNAL

REAR ELEVATION

Roof

Description: Timber framed, pitched roof with slate covering. Likely to be replacement synthetic slate. 2no. brick-built parapets on either side with coping stone to the right-hand parapet when facing the rear. Brick drip detail to the other side, and sheet lead flashings at parapet abutments. Right-hand sheet flashing is incorporated into render while the left is a stepped flashing.

Condition: Full inspection was precluded from ground level and therefore I have been unable to confirm bond integrity of ridge tiles. There is a tree near the rear façade which will produce leaf litter.

Eaves

Description: Traditional projecting eaves with painted fascia boards and soffit. Decorative brackets to left and right at corners.

Condition: I could not see deflection to the line of the boards. Some staining was however recorded. There is likely failure of paint coating to bracket details.

Walls

Description: Stock brickwork with camber arches above structural window openings. There is a low-level unpainted render plinth. Low-level boarded section with extraction grille.

Condition: Evidence of previous mortar repairs to brick joints was recorded. Generally, brick coursing does not follow straight lines. A cracked brick around 300mm left of bracket was noted, although this is probably a firing defect. Evidence of previous repairs can be seen to the top left-hand corner around 400mm from top left bracket and adjacent to this corner around 1.5 metres from alarm housing. There are failing sections to the low level rendered plinth. Cracked mortar pointing was noted near the bracket to downpipe. In addition, there is evidence of previous mortar repairs left of first floor sub-cill. To the side wall which faces north, efflorescence/white staining was found, with further evidence of previous mortar repairs. Likely guano was noted towards top of this wall. At low level in proximity to hardstanding on the adjacent land parcel to east, a missing render section was recorded, size c. 300mm x 150mm x 175mm. A chip was noted to the brick wall at south east corner. Another chipped brick noted at south east corner c.2.4 metres from hardstanding. Part of the extraction grille may be missing. General build-up of dirt.

Sub Cills

Description: Masonry sub-cills with painted finish.

Condition: Failing paint coating to first floor sub-cills and organic staining to right-hand side. Of note, there is evidence of repointing between window head and sub-cills.

Roof Serving Rear Extension

Description: Asbestos cement roof sheet covering weathered into rear wall and parapet with sheet lead flashing pointed in mortar.

Condition: Friable material noted to asbestos cement roof sheets. This is a health and safety risk. There were no splits or tears recorded to sheet leadwork.

Rainwater Goods

Description: Cast iron rainwater downpipe connecting to hopper, which penetrates the soffit when viewing from beneath.

Condition: Failing paint coatings are widespread, with possible corrosion.

Windows

Description: Painted timber box section windows, some incorporating Georgian wire glass.

Condition: I could not see broken glass externally, refer to internal notes. I recorded areas of failing paint coating to first-floor sash window.

Rainwater Goods serving Rear Extension

Description: Half-round UPVC guttering connecting to UPVC downpipe with a rainwater shoe draining onto hardstanding.

Condition: Some deflection. The guttering was found to be full of debris material. Note: Possible lead pipe penetrating rear extension wall.

Downpipe section leading from Rainwater Hopper

Description: Cast iron hopper with cast iron downpipe continuing.

Condition: Downpipe detached from lower section.

Hardstanding

Description: Cast in-situ concrete.

Condition: Organic matter and build-up of debris.

External Areas

Description: Grass verge planting area with timber sections as edging.

Condition: This was found to be reasonably tidy, and the plants appear to have been tended to.

Steps

Description: 5no. stone covered steps with brick structure leading down to basement.

Condition: Chips to top, second and third steps. The lowest step has a crack running through it. General build-up of organic staining to steps. The drainage gully at the bottom is generally clear, although there is a dirt build-up in proximity.

Side Wall

Description: Brick built, likely to be single brick thick.

Condition: I could see a newer coloured brick to the wall indicating reconstruction of this wall. Evidence of salts emanating from wall in various locations. An area of degraded and failing mortar pointing recorded from joints located bottom left-hand corner. To the bottom right hand corner, a coloured mortar has been used, which is warm in colour.

Car Park

Description: Bituminous macadam, the slope of the car park appears to be towards the unit to the north of the demised premises. There is a slot drain in this proximity. There are pre-cast concrete edgings to the tree positioned near the north east corner around 2.5 metres away.

Condition: Generally, the surfacing of bituminous macadam is sound, there is some organic staining including moss near the tree, which is to the left of the gate when facing the road. There was some slight raising up to the bitumen macadam around 400mm from the rear wall and 3 metres from the boundary wall fronting onto the road. The pre-cast concrete edgings appeared to be generally in sound order. Although, some slight wear was noted to some of the sections. The condition of the line markings was generally sound, although I noted some staining and some cracks running through the application.

Rear Boundary Wall

- Description: Brick built with railings on top, this may or may not be demised to the unit.
- Condition: 1no. crack spanning c. 400mm, width around 2-3mm around 1 metre from road facing boundary wall was recorded. Missing mortar pointing to brick joint noted in relative proximity to front boundary wall around 4 or 5 courses up from ground level. Possible spalled brick noted in this location. There is further missing mortar pointing noted to the left, moving away from the wall fronting onto the pavement. Approximate size of area is around 350mm x 500mm. I also recorded areas where mortar was failing from the joints.

Side Elevation

- Description: Brick built walls with stock brickwork to upper levels and scribed Stucco render with painted finish to lower levels. There is keystone detail above the ground floor windows and decorative cornice detailing to the first-floor middle window.
- Condition: There is graffiti to bottom right-hand side of the building. A hairline crack spanning c. 1.2 metres around 800mm from pavement level was noted. Above which there is evidence of failing paint coatings. 1no. crack recorded, spanning c. 600mm from right hand reveal of ground floor window. Additional hairline cracks recorded, spanning an area of around 1.3 metres x 1.8 metres between the two sub-cills. Further cracking was noted above the sub-cills spanning up 2no. scribed render bands. Further cracking noted to the render, area c. 4 metres x 5 metres, which is essentially the square section from pavement level up to the render band from the left window when facing this elevation. There is evidence of previous repairs to render as I could see an unsmooth finish to the left of the windows. From the areas that I inspected; no de-bonding render was noted. There is failing paint coatings to the render band above the painted render section. To the top left-hand corner, evidence of previous repointing recorded. Low-level dirt staining was recorded in proximity to pavement. The condition of mortar pointing to fair faced brickwork section above appeared to be generally sound, although some evidence of repointing was recorded. Refer to photographs. There is staining noted to cornice detailing, which is likely to be bird guano in this location. To the top of the wall, the cappings have become spalled, these are likely to be pre-cast concrete replacements.

Sub-Cills

- Description: Painted masonry sub-cills to windows with camber arch details above the window openings, and arch detail above the third-floor window opening.
- Condition: Widespread staining and failing paint coatings were noted.
Note: Some of the windows have been blocked in.

Windows

Description: Painted timber box section sash windows at ground, first, second and third floor levels.
Note: Obscure glass to the ground floor left window.

Condition: Failing paint coatings recorded. Cracked putties noted. Edward Hands & Lewis writing still on the windows. Cracking noted at abutment of cill, sub-cill and window frame to the ground floor left window. Paint splashes noted to the window. To the first-floor window above, cracking noted to window frame/sash.

FRONT ELEVATION**Roof**

Description: Timber framed, pitched roof with assumed replacement slate covering. There are parapets on either side with render finishing, pre-cast concrete coping stones, sheet lead flashings to the left and sheet lead flashings to the right.

Condition: Full inspection precluded from ground level. Unable to complete full inspection of roof. I would comment that the sheet lead flashings appear to be relatively new.

Chimneys

Description: Brick built chimney stacks with coping stones at top.

Condition: Full inspection precluded from ground level. Ventilation bricks included to the left of right stack. Unable to confirm bond integrity of the coping stones.

Roof serving Dormer

Description: Timber construction. I was unable to confirm the roof covering but this could be felt.

Condition: Unable to be inspected from ground level.

Eaves

Description: Traditional projecting eaves, with painted timber fascia and soffit boards, bracket details to front wall.

Condition: No obvious deflection from ground level.

Walls

Description: Brick built walls with painted scribed render to lower level, keystone details above the left and right windows, fair faced brickwork to the upper levels. There is painted masonry sub-cills with scroll details beneath.

Condition: Failing paint coatings noted to render. Cracking noted top left of right-hand side ground floor window. Screw holes noted to right of entrance door and blistered paint coatings noted. At low level near the green side door, blistering noted to paint coatings. Fine cracking noted above lower ground floor window, length c. 1 metre. Further cracking forming an upside "T" shape, left of lower ground floor window. Scroll details beneath the ground floor sub-cills. To the right-hand side above the masonry boundary wall there is hairline cracking extending up c. 300mm. Further cracking noted in this proximity with crazing to paint also noted. At low level to wall (lower ground floor level) to right hand side, poor finish. Beneath the lower ground floor window, poor finish noted to wall. Hairline crack extending from bottom left hand corner of window, as previously commented, blistering noted to left of window. To the side entrance wall, hairline cracking noted to plaster. Poor quality making good above the window. Blistering paint coating noted to left wall when going down steps. Further cracking noted to plinth detail extending up c. 400-500mm. De-bonded plaster noted to the side wall. Note: Air brick incorporated into side wall. Staining in position where sign used to be. Pollution staining noted to the ground floor sub-cill. Crack noted to sub-cill details at first floor level above the entrance. To the cornice sections above the right-hand, first-floor windows, this is a fine crack extending through the thickness. Failing paint coatings noted to the left first floor window cornice.

Windows

Description: Painted timber box section sliding sashes.

Condition: Failing paint coatings noted. Cracked putties recorded. To the lower ground floor window there is a section of failed paint coating recorded to frame beneath middle sash.

Side Walls to Entrance

Description: Masonry construction with painted render finishing. Painted render coping stone details.

Condition: To the right-hand section when walking up the steps, hairline cracking noted creating an upside down "T" shape. Failing paint coatings noted above the third step. Crack to coping, hairline in thickness across full width. General build-up of dirt. To the left-hand section, hairline/fine cracking to pier coping. Section of failing paint coating recorded. There is a hairline crack from the coping in line with third step travelling down to meet the third step. To the coping there is a fine crack extending through the thickness, this is in line with the third step. When at third step level facing the front elevation to left of door, further cracking noted to render work, including horizontal cracks, length c. 100mm, width fine, further cracking noted to cornice detailing above. To the pier, hairline crack noted, length c. 500mm. To the right of the red painted step, crack travelling c. 220mm, width fine. To the left reveal at top level near the step, near the door, fine cracking, length c. 200mm. Further fine crack noted to right hand side around 700mm from red step. Small section of hollow render noted to right step around 150mm from step level.

Entrance Door

- Description: Timber entrance door incorporating Georgian wire panels. Fanlight above.
- Condition: Cracking noted to the timber sections; paint coating generally sound. Georgian wire glass intact. Fanlight intact. Note: Cobwebs noted in porch undercroft.

External Areas

- Description: There is a quarry tiled entranced path connecting to the entrance steps and steps down to lower ground floor level.
- Condition: Cracking noted from the stone edging to steps connecting to lower ground floor level, width around 10mm reducing as you move towards the road, length c. 2 metres, further cracking and spalling noted to stone surround section to steps leading to lower ground floor. Missing section of stone noted. There could have been some railings here that have expanded causing damage to the stone. Note: The right-hand pier has crazed render, this is the section facing the road. Further crack extending from the wider crack to quarry tile, length around 600/700mm, width around 1mm, possibly less. Cracking noted at junction of right pier and tiles; missing section noted far right-hand corner at abutment of first step. Left cut tile adjacent to first step loose.

Brick Boundary Walls

- Description: Stock brick boundary walls with painted coping detail. There are 2no. piers understood to form part of demise. There is a left pier, brick built with painted masonry capping, believed to form part of the demise. At low level is a render detail.
- Condition: Separation cracks travelling through thickness of coping right of pier. Chip to pier recorded. Some crazing to finish noted to right pier when walking up to the entrance door. To the right-hand pier, further crazing to finishing noted, where noted to right hand pier capping. Capping to right hand brick wall, cracking recorded, staining also noted, 3no. cracks recorded. The crack nearest the front façade around 1.2 metres away is c. 2mm in thickness. There are failing paint coatings to the side of the coping. Failing paint coatings coming from the joints to left pier. Small timber section possibly affixing incorporated into pier. Spalled brick noted to left hand side around 600mm from ground level when facing the front elevation. Cracking noted to render at low level. The left pier capping is not soundly bonded to substrate. Missing section of render to right hand pier coping, exposing brick beneath.

To the inside face of the boundary walls, to left hand boundary wall fronting onto Cressingham Road, cracking noted probably down to grass, note: the crack recorded in this location travels through thickness of the wall. Foliage noted in this location; the foliage precluded full inspection of this wall. To the right-hand section of wall fronting

onto Cressingham Road, crack noted, width c. 1-2mm, failed mortar pointing from brick joints recorded. This crack also travels through the thickness of the wall. To the wall fronting onto main road, condition generally sound.

Steps and Hardstanding down to Lower Ground Floor Level

Description: Cement over brick structure. Probably pre-cast concrete coping stones.

Condition: Failing cement to the steps noted. Some of the cement has de-bonded. Refer to photographs.

Hardstanding

Description: This is a cast in situ concrete hardstanding separated by brick wall.

Condition: Organic staining noted; some debris recorded. There is a surface water gulley in the corner, which is blocked.

Rainwater Goods

Description: Cast iron, probably original guttering, with cast iron downpipe. The downpipe drains onto drains in proximity to gulley.

Condition: Failing paint coatings recorded to high level guttering. Paint coating to downpipe generally sound. The downpipe is incorporated into render band.

Inside Face of Retaining Wall

Description: Brick built structure; probably single brick thick.

Condition: Efflorescence staining and organic staining recorded to body of the wall. Missing mortar pointing to brick joints. There is a noticeable bulge to the wall, salts noted to wall. Spalled brickwork noted at lower level. Cracking noted, width of crack c. 10mm at widest, travelling through perpend. The mortar to the bricks at the top of the wall noted to be failing. Spalled bricks recorded. When looking back towards the road, evidence of previous repair in cement.

Gate serving Car Park

Description: Factory finished metal with finial details, with control panel fixed to brick pier. Emergency switch above.

Condition: Some scratches recorded to Videx control panel. Scratches noted to the gate, scuffs recorded, although generally sound. Some chips noted to the left-hand post with road to back in line with top bracket. Dirt recorded in various locations including to posts, particularly to the left-hand post facing the road. Within the external area within timber edging section, overspill concrete recorded incorporating pipe which appears to be a conduit for wires serving box for mechanically operated electric gate.

External Face of Car Park Wall

Description: Brick built single brick thick with flush mortar pointing, brick-on-edge detail (?) at head of wall.

Condition: Spalled brickwork recorded at low level around 600mm from entrance gate pier, chipped brickwork noted right of entrance pier. Moss noted at head of wall. The 'Private Car Park' sign is scratched. Other section of loose and missing mortar pointing around 1.3 metres from right entrance part pier. Crack extending through brickwork four courses, width around 1.5mm around 1.4 metres from right pier to car park.

Moving up Cressingham Road, further missing mortar pointing to brickwork recorded at lower level in proximity to the large tree missing mortar pointing recorded beneath the brick detail at head of wall, cracking extending down to pavement level, missing mortar pointing recorded. Further cracking noted to brick wall moving around 1.5 metres from the brick pier to adjacent property. General comment: The bricks at the head of the wall are weathered. Layer of slate noted beneath the top layer of bricks acting as damp-proof course. Further cracking recorded travelling down through brick wall structure right of tree facing car park, refer to photographs. Adjacent to the red brick pier, missing mortar pointing noted to brick joints at the head of the wall. The brick pier section behind 2no. brick courses not soundly bonded. Root growth recorded at abutment of red brick pier. Vertical crack extending down brick courses, 4no. around 0.5mm in thickness moving towards ground.

Car Park Boundary Wall left of Gate

Description: Brick built; single brick thick.

Condition: Section of brick wall reconstructed evidenced by lighter colour brick and mortar. Efflorescence/salts noted. Isolated cracks noted to mortar pointing. Vertical crack recorded at junction of rear wall of main building travelling up 6no. courses, width c.0.5mm. Further diagonal crack noted travelling 6-7 courses around a metre from the rear wall of the main building.

INTERNAL**GROUND FLOOR****FRONT OFFICE****Ceiling**

Description: Painted lining paper with perimeter coving detail.

Condition: 1no. crack to left alcove, width fine, length c. 1.2 metres, petering out to become hairline moving towards the road. Another crack recorded to the right-hand end of the chimney breast travelling behind the fluorescent light fitting, travelling through the thickness of the cornice, width fine. Evidence of making good approximately in line with middle of window around 400mm away from inside face of the external wall. Other making good recorded in proximity to the rear fluorescent light fitting (3no. areas recorded). Fine cracking recorded right of windows, length c. 250mm travelling behind the pipes. Further cracking hairline noted around 600mm away from window, meeting the far-right hand corner facing the road. Hairline cracking noted to cornice work to left of the window panelling, length c. 300mm, width hairline, this is the crack moving towards the flank wall, there is another crack length 70mm, width say 0.3mm, petering out to become hairline travelling vertically. Further cracking noted to cornice above top left of door connecting to hall. Possible crack, although could just be painting defect around 500mm left of conduit to rear wall.

Walls

Description: Painted lining paper.

Condition: Fine diagonal crack recorded far right-hand corner, length c. 500mm. Further crack noted above, length c. 400mm, which seems to connect to the crack to cornice above. Small crack noted beneath the aforementioned cracks, length c. 30mm, this is around 1.2mm from finished floor level. Separation cracking noted to lining paper sections around 1 metre from the flank wall. Rawl plugs recorded to the rear wall, 5no. To the hall wall, 6no. rawl plugs recorded, some light scuff marks noted above far right rawl plug. Poor finishing recorded bottom left hand corner. Screw holes recorded to the inside face of external wall to right hand side, scuff marks. To right hand alcove, evidence of plaster making good, 4no. holes repaired and made good. To the external wall, missing section of plasterwork painting right of picture rail. To the chimney breast, 6no. rawl plugs recorded. To left of chimney breast, evidence of plaster making good, some other scuff marks noted at low level. To the left-hand alcove, some separation between the lining paper sections noted, evidence of plaster making good around 1.7 metres from first floor level.

Floor

Description: Considered to be laminate covering. Floor construction unconfirmed although likely to be suspended timber.

Condition: Floor was sound underfoot. Scratch noted to floor around 600mm from right alcove and front wall, length c. 100mm. Another notable scratch recorded around 120mm in length c. 450mm from the rear wall. Other scratch noted in proximity to the door connecting to hallway, length c. 300mm around 700mm from the door opening. Various other scratches noted to the floor. Refer to photographs. Loose trim section to floor abutting hearth. Missing trim section noted left alcove, also missing trim noted to external wall.

Joinery

Description: Low level painted skirting boards, architrave detail, door lining, doorstep. Natural timber finish door incorporating glass, with pull handle and lower level lock. Painted timber panelling either side of the window, there is also architrave detailing with painted finish around the window opening. No significant defects noted. There is a painted picture rail.

Condition: Various painted wires noted above line of skirting, no broken glass to the door recorded. The door closed satisfactorily at time of survey. At low level, there are some scuff marks right of the radiator.

Fireplace

Description: Painted tiles around the fireplace and to hearth.

Condition: Chip noted to one of the tiles c. middle position, also right-hand corner chip to tile noted. The timber surround to the fireplace is considered sound, chip noted to top right-hand corner. Cracking noted inside the fireplace.

Windows

Description: Painted timber sliding box section with single glazing. Georgian wire glass noted to left hand side facing road.

Condition: I have been unable to operate the lower window, and this may have been painted shut, I would have the same comment for the side windows. Scratches recorded to glass top left-hand corner. Paint coating is reasonable, slight flaking of paint noted to right hand side, build-up of dirt, further flaking of paint noted in various locations particularly beneath lower middle sash. Separation of timber sections noted.

Small Power

Description: There are plastic double power socket outlets. I recorded 4no.

Condition: Untested, general build-up of dirt recorded.

Telephone Points

Description: I recorded several plastic telephone points, I recorded 6no.

Condition: General build-up of dirt. Writing on one of the telephone points, sticker recorded. Untested.

Other Electrical Components

Description: There are 2no. fuse spurs to the hall wall, one metal and one plastic.

Condition: Untested, dirty casings.

BT Box

Description: There is a BT box left of the radiator.

Condition: Untested, some untidy wiring in proximity, dirty.

Lighting

Description: 2no. double fluorescent lights with fuses, operated by dual switch lights.

Condition: The lights turned on at time of site survey. No defects noted.

Data Points

Description: I recorded a data point in the far-right hand corner with road to back.

Condition: Untested, over-painting noted.

Fittings

Description: There is a slat blind.

Condition: This appeared to be in functioning order at time of survey.

Metalwork

Description: There is presumably an original radiator beneath the window.

Condition: Poor paint coat finish noted, flaking paint coatings recorded to left hand side. Untested.

HALLWAY INCLUDING PORCH SECTION

Ceiling

Description: Painted plaster ceiling, cornice work. This is likely to be the original lath and plaster ceiling. There is a downstand section separating the hall and the section at foot of stairs.

Condition: Cracking noted to cornice work to left hand side, which is to party wall, travelling from external wall to the porch lobby partition. Separation cracking noted between the cornice work sections in the corner. Further cracking noted to left hand cornice section when facing the road. Also, further cracking noted in proximity to external door to cornice work external elevation side. Further cracking noted beyond porch/lobby partition travelling towards the downstand beam. Cracking noted around 300mm from porch/lobby partition, travelling through thickness of cornice, width fine. Cracking noted to downstand, width fine, travelling full thickness. When beneath the downstand, diagonal cracking noted to cornice, width hairline. Cobweb noted from light fitting to cornice work. I have been unable to confirm bond integrity of the plaster. Cracking noted left of meeting room door, 2no. noted travelling through thickness of the cornice. Cracking noted to soffit, which is underside of staircase near the edge, width fine, length c. 300mm. Flaking paint and cracking in proximity top right of toilet door. When facing the road, further cracking noted extending through cornice work, length c. 400-500mm, width hairline. Generally, an uneven finish noted to plasterwork when viewing in the light.

Walls

Description: Painted lining paper to walls, at lower level is painted natural timber finish panelling. There is a poster left of the meeting room.

Condition: Lifting lining paper noted to the party wall creating separation cracking. In the recessed section right of fire alarm panel, 4no. rawl plugs recorded. Various scuff marks noted generally. Evidence of previous crack behind lining paper right of reception room office. Crack noted to wall coming down c. 100mm, width hairline from cornice top right of entrance room office. Cracking noted top left of entrance room office, width hairline, length c. 100mm. In respect of timber panelling, this appears to be generally sound, scratches noted adjacent to the door left and right-hand side. There was some movement to the panelling when pressure applied. Cracking noted at top of timber panelling between caulking detail and the wall. Chip noted to timber panelling left of radiator. Other scuff marks noted to timber panelling above radiator.

Floor

Description: Likely to be suspended timber construction with laminate floor covering. There is entrance matting near the door. The stairs are covered with carpet tile with assumed to be plastic nosings.

Condition: Floor felt sound underfoot, some scuff marks noted, notable scratch recorded around 600-700mm away from the bottom step, length c. 200mm. There are steps down to the basement level which are recorded elsewhere in this schedule. Isolated stains noted to the carpet tiles to stairs, notable stain noted to fourth step up.

Joinery

Description: Natural timber finish skirting boards, painted door lining, doorstop, architrave detail to doors. Natural timber finish doors with glass connecting to reception room office and to meeting room office. The toilet door is painted timber panel type set within a timber frame, with painted architrave detail. The staircase comprises painted timber spindles, natural timber finish handrail.

Condition: Scuff marks noted to the reception room office door. Scratches noted to skirting board to right hand wall when coming through the office. Further scratches noted to skirting board approximately in line with right hand reception room office architrave detail. Chip noted to the skirting left of reception room office. General Note: Some of the timber panelling could be moved under pressure. Other chip marks noted to the skirting which is to the meeting room wall in proximity to fire extinguishers beneath poster. To the meeting room door, scuff marks noted at low level. Chip recorded to paint finish to toilet room architrave. Evidence of wear bottom left of meeting room door architrave. Chip marks noted at high level to meeting room door architrave. Evidence of wear to the reception door architrave detail at low level. Missing door noted from lobby to hallway. Chips noted to left frame section facing the road.

Lighting

Description: 2no. single fluorescent lights with diffusers. There is 1no. light switch adjacent the reception room office, and another left of meeting room office. There is a further light switch fitted to party wall adjacent lobby partition.

Condition: I was unable to turn on one of the lights nearest the road at time of inspection.

Metalwork

Description: There is a Victorian style radiator within recess.

Condition: Untested, some chips noted to paint coating.

Fire Alarm

Description: There is a Fire Sense Save Wire fire alarm panel fitted to party wall.

Condition: Untested.

Security Alarm Panel

Description: There is a security alarm panel left of the reception room office.

Condition: Some staining noted. System untested.

Fire Extinguishers

Description: There are 2no. fire extinguishers, one foam, one carbon dioxide fitted to party wall.

Condition: Untested. Found to be secure in brackets.

Entrance Door

Description: Painted timber unit, panelled, with Georgian wire glass, with night latch, door handle at low level. There are shoot bolts at the top and bottom.

Condition: Glazing intact, night latch broken. No hook, the door handle wobbled by hand. Splitting noted between timber sections. Separation cracking noted between the wall to left- and right-hand side.

MEETING ROOM OFFICE (REAR)**Ceiling**

Description: Painted finish with coving detail.

Condition: Separation cracking noted between plasterboard joints, width fine, in "L" shape near right hand alcove. Diagonal hairline crack recorded to the ceiling travelling through the assumed hard-wired smoke detector point, length c. 1.2 metres. Cracking, width fine, extending to the cornice work to the car park wall, length c. 1 metre, the cracking travels along cornice work to the right hand side, the right hand crack section is around 600-700mm long, connecting into this is a finer crack travelling between the cornice and the ceiling. There is cracking along the board joints above the door connected to the hallway, width fine. This extends moving towards car park wall. Cracking noted to the cornice work top right of the window shutters, length c. 300mm, further cracking noted to cornice work top right-hand corner.

Walls

Description: Painted lining paper finish.

Condition: Small section of de-bonded plaster noted left of the car park window, evidence of failing lining paper finish near bottom left hand corner facing car park. Within the right alcove with car park to one's right, some evidence of making good to plaster. Facing the chimney breast, drip paint mark noted at low level around 400mm from the left-hand corner.

Lifting lining paper sections to left alcove at low level. 6no. rawl plugs fitted to the hall wall, to this wall section, scuff marks noted and there are separations between the lining paper joints. To the top right-hand corner of the meeting room door, evidence of making good plaster. To the left of the meeting room door connected to hall, 6no. rawl plugs recorded. Above the meeting room door connected to hall, there appears to be a woodchip lining paper section. Left of the window facing Cressingham Road, evidence of previous wallpaper covering. Evidence of previous screw hole repairs to the chimney breast.

Floor

Description: Suspended timber with carpet covering.

Condition: Floor was sound underfoot, although there were noticeable undulations to the floor, this was particularly noted to the left of the door connected to hallway facing car park, although the undulations were found to be widespread.

Joinery

Description: Painted skirting detail at low level, architrave, door lining, natural timber finish door with glazing, Briton 2003S overhead door closer, pull handle. Picture rail with painted finish. There are painted timber shutters either side of the window facing Cressingham Road, there is painted timber panelling at low level. Surrounding the window is painted timber architrave detailing. To the window facing the car park, there is painted timber panelling and painted timber architrave detailing, as well as painted timber panelling beneath the window.

Condition: Possible evidence of defect with door closer. Door did not close smoothly. No broken glass recorded. Chip marks at low level to door, scuff marks noted beneath the pull handle. Paint spots noted. Evidence of making good to architrave detail, top left and top right-hand side. Scuff mark noted to skirting left of door connecting to hallway. Separation cracking between the panel behind radiator. This area may have been filled previously. I opened the shutters adjacent to the Cressingham Road wall and could see the old wallpaper finish behind. This was stained. The shutters were not fully operated. The one within the right-hand shutter facing Cressingham Road, cracked plaster to wall recorded.

Windows

Description: Painted timber sliding box section sash, single glazing to Cressingham Road elevation, obscure glass to the car park window, Georgian wire glass noted.

Condition: I attempted operation of the windows although was unsuccessful. I could not see cracked glass. At low level to left hand side to car park window, the lower sash does not go all the way down, you can see outside light. It was recorded that the lower sashes were screwed shut. I have not tested the windows.

Lighting

Description: There are 3no. dual fluorescent light fittings. There is a plastic single switch adjacent the door, this has over-painting.

Condition: No diffusers recorded. The light fitting nearest the car park window did not work.

Small Power

Description: There are double power socket outlets, 4no. that I could see.

Condition: Over-painting noted to power socket outlets.

Data Points

Description: I recorded 5no. data points.

Condition: One of them was hanging down from the wall to right alcove with Cressingham Road to one's back. General build-up of dirt. Old labelling remains. Over-painting noted to data points.

Telephone Points

Description: There are 2no. telephone points right of the Cressingham Road window.

Condition: I recorded some staining, untested.

Metalwork

Description: There are 2no. radiators with connecting pipework within the room.

Condition: Flaking paint coatings noted. Evidence of old paint coatings. Flaking paint noted to the pipes. Evidence of leak to valve to Cressingham Road radiator.

Fittings

Description: There are 2no. blinds serving the windows.

Condition: I was unable to operate the Cressingham Road blind. The blind to car park window appeared to be sound and operated correctly.

TOILET**Ceiling**

Description: Painted finish.

Condition: Hairline crack spanning from light fitting to window. Separation hairline cracking noted between the ceiling plaster and the timber detail to window wall.

Walls

Description: Painted plaster finish.

Condition: Hairline crack noted to toilet wall spanning from encasement to hall wall. Slight separation cracking noted between ceiling and casement. Hairline cracking noted top left of wash basin, length c. 800-900mm. Low level plaster de-bonding left of wash basin; poor finish noted in this location. To the flank wall beneath window, flaking paint finish noted. Blistered plaster finish noted. Hairline crack recorded. Cracking noted to the external wall beneath the window. Poor finish to walls in proximity to wash basin.

Damp meter test completed in this room where evidence of dampness was noted. High Damp meter readings recorded.

Floor

Description: Likely to be suspended timber with carpet covering.

Condition: Staining noted to the carpet covering. General wear noted to carpet.

Joinery

Description: Low level painted timber skirting boards, architrave detail, door lining, doorstop, painted timber panel door connecting to the hall, with doorknob and toilet door lock indicator. Painted timber architrave detail to window, also windowsill.

Condition: Door operated satisfactorily at time of survey.

Windows

Description: Painted timber window with obscure glass.

Condition: No cracked glass noted. Separation cracking noted to the bottom left and bottom right-hand side. Dirt build-up recorded to cill and window.

Sanitary Fittings

- Description: There is a corner Armitage ware wash basin with 1no. tap. Toilet with cistern above.
- Condition: Tap turned on and turned off at time of inspection. I recorded cracking to the wash basin. To the toilet with cistern above, this flushed correctly at time of survey. Evidence of cracking to the WC pan. Evidence of previous sealant repair between the cistern and the pipework connecting to WC pan. The pull cord to WC is stained.

Lighting

- Description: There is a light fitting approximately in the middle of the room with pull cord.
- Condition: The light turned on at time of inspection, the pull cord was dirty.

Water Heater

- Description: There is a Redring Vortex water heater.
- Condition: This turned on, however sprayed and may require cleaning.

STAIRS DOWN TO BASEMENT**Ceiling/Soffit**

- Description: There is a painted soffit to underside of stairs.
- Condition: No significant defects noted. Lifting lining paper far right-hand corner. Cracking recorded to right hand side near the edge, width fine, length c. 500-600mm.

Floor

- Description: Painted plaster.
- Condition: Evidence of previous making good. Evidence of painting over of cracking. Towards the lower level I could see evidence of dampness. Cracking recorded extending from the toilet wall, travelling up c. 1.4/1.5 metres, fractionally larger than hairline.

Joinery

- Description: Painted low level timber string. There are also painted timber spindles, newel posts and natural timber finish handrail.
- Condition: Failing paint coating recorded to the string. Generally, in reasonable order.

Stairs

Description: Carpet with assumed plastic nosings, with threshold strips keeping them in position.

Condition: Staining noted where recorded, lifting carpet to the risers.

Note: I felt some movement to the steps down to the basement.

BASEMENT**FRONT ROOM****Ceiling**

Description: Painted woodchip lining paper.

Condition: No significant defects recorded. An area of making good noted at junction of rear wall.

Walls

Description: Painted woodchip lining paper.

Condition: There is an area of making good to rear wall. Further making good noted to right hand wall when facing the front. To the chimney breast, an area of making good, detected de-bonding plaster in various locations at time of inspection. Moisture stained wall emanating from chimney breast at low level. You can see some areas of paint coating to left of chimney breast that have previously failed. Staining noted near the kitchen door.

Floor

Description: Painted concrete finish.

Condition: Widespread cracking noted to majority of floor. The most prevalent cracking is around 1 metre from the chimney breast left hand side.

Joinery

Description: Painted timber architrave detail, door lining, doorstop, architrave, timber door, Briton 2003S overhead door closer, lever handle.

There is another door which the kitchen door is, timber panelled type with architrave detail, door lining, doorstop with door handle and lock.

Condition: The doors closed satisfactorily at time of inspection. The lever handle was satisfactory. No defects recorded with door closer.

No significant defects recorded to joinery.

Window

Description: Painted timber sliding box section sash with single glazing. There are security bars.

Condition: Window not operated. Window painted shut. Glazing intact. Scratched glass to top left-hand corner. No broken cords.

Lighting

Description: Dual fluorescent light fitting with light switch left of door.

Condition: 1no. tube was not on at time of inspection. The light switch was dirty, over-painting noted.

Small Power

Description: Dual power socket outlets, recorded 2no.

Condition: Dirt noted; over-painting recorded. Untested.

Metalwork

Description: There is a convector panel radiator beneath the window with thermostatic radiator valve.

Condition: Evidence of previous leak emanating from pipework to right hand side. Failure of coating recorded to radiator.

Boiler

Description: This is a Potterton Titanium boiler.

Condition: I could hear the boiler operating at time of survey. There is a switch labelled 'Central Heating' and the light was flickering when I inspected.

KITCHEN

Ceiling

Description: Painted woodchip lining paper. There is a downstand beam section walking towards the road.

Condition: Evidence of previous repairs. Cracking and rucking noted left hand wall facing the rear, length c. 1 metre, I recorded wires incorporated within the ceiling build-up.

Separation cracking noted to encasement with car park to back.

Walls

Description: Painted woodchip lining paper. There is a ceramic tile splash-back.

Condition: Making good to left wall with gas meter to back. Cracking noted above the wall-mounted unit travelling to underside of the encasement, width c. 1mm. Area of making good noted towards top of crack. Further cracking noted behind the wires. Evidence of lead pipework. Cracking noted top left-hand corner, cracking noted to wall separating basement lobby area, top right-hand corner, general rucking to the lining paper. Failing woodchip lining paper to left wall facing the sink, blistering paint coatings in this location. Further blistering recorded between the architraves to doors. Blistering noted above gas pipework, there is a stopcock above the door connecting to the lower level hardstanding.

Floor

Description: Concrete floor with vinyl covering.

Condition: Floor was not straight. General wear and scratches to vinyl covering.

Joinery

Description: Painted architraves, door linings, doorstops, timber panelled door connecting to the office and a flush faced timber door connecting to the lobby. The lobby door has a lever handle with an overhead Briton 2003S door closer.

Condition: The door connecting to lobby closed satisfactorily at time of inspection, handle was not broken. Scuff marks noted to the architrave to right hand side, separation cracking noted to top left-hand corner. Chip marks and scuffs noted to the architrave connecting to the other office.

I was unable to open the latch door at far end of kitchen.

Lighting

Description: Fluorescent light with diffuser serving kitchen, operated by light switch in the lobby.

Condition: The light worked at time of inspection.

Fittings

Description: There are base units, wall-mounted unit, melamine worktop, stainless steel sink with drainer served by 2no. taps.

Condition: I ran the taps at time of inspection and could not see any leaks emanating from fittings beneath, although there was evidence of previous water ingress and dampness. 1no.

crack recorded to ceramic tile above the hot tap. General wear noted to kitchen fittings. Most of the units open and close as they should, although drawer right of the sink did not operate correctly. General staining noted within the base sink unit; flex recorded to the shelf. Water staining recorded to backing board. To the section where the bin is stored, detached lower section recorded.

Gas Meter

Description: Gas meter recorded to side wall.

Condition: Untested.

Small Power

Description: 2no. double power socket outlets above ceramic tile splash-back and 1no. single adjacent to the door connecting.

Condition: Untested.

BASEMENT LOBBY**Ceiling**

Description: Painted plaster with downstand section.

Condition: Hairline cracking noted to left hand wall facing toilet, length c. 400mm.

Walls

Description: Painted masonry walls.

Condition: Poor plaster finish, I suspected some evidence of de-bonding plaster. Particularly poor finish to plaster where copper pipes penetrate kitchen. General comment: Widespread making good and poor plaster finish. Blistering noted to far wall outside the toilet. Very poor finish recorded to wall section adjacent the door connecting to front office. Poor making good noted.

Floor

Description: Painted concrete floor.

Condition: Widespread cracking recorded. Notable cracks in proximity to the rear office door and extending from the bottom step, other cracks recorded to recess section and as walking towards the kitchen door. Refer to photographs.

Joinery

Description: Painted architrave, door lining, flush faced timber door, door handle. There is a door connecting to the under-stair cupboard, which is timber panelled type with a door handle.

Condition: No overhead door closer. Door handle operated correctly at time of survey. Under-stairs cupboard door did not close correctly at time of survey. Chip recorded to door when opened. Evidence of decay to the architrave to kitchen door.

Lighting

Description: Single strip light with diffuser.

Condition: The light is on at time of inspection. Some dirt build-up within the diffuser.

Emergency Light

Description: Emergency light was recorded at foot of stairs.

Condition: Untested.

Small Power

Description: There is a single electrical power socket outlet to the left-hand wall facing the car park.

Condition: A build-up of dirt. Untested.

Metalwork

Description: There is an old Victorian style radiator.

Condition: Evidence of previous paint coatings recorded, flaking paint coatings noted.

Fire Extinguisher

Description: There is a foam fire extinguisher fitted to bracket.

Condition: 1no. fire escape possibly missing, untested.

REAR OFFICE**Ceiling**

Description: Painted textured lining paper to ceiling.

Condition: Evidence of making good section in relative proximity to party wall and at abutment of

rear wall. Separation cracking, hairline noted between making good section and cornice. Hairline cracks recorded extending through cornice to rear wall. Hairline cracking noted top left-hand corner facing the stairs, length c. 300mm, hairline cracking noted between making good sections in proximity to chimney breast, length c. 350mm.

Walls

Description: Painted woodchip lining paper.

Condition: Evidence of de-bonding section head height left of door. Evidence of previous crack top left of door connecting to hallway. I did note evidence of de-bonding. Blistered paint coatings recorded bottom left hand corner facing car park. Cracking noted top left-hand corner of window, length c. 150mm, width fine. Making good recorded to the external wall. Cracking noted between the sections to head of window. Flaking paint noted to the right-hand corner of the chimney breast. Following opening of the sliding wardrobes/cupboards, cracking to plasterwork noted to right hand wall facing car park. Failing plaster recorded. In this location, evidence of de-bonding plaster noted. Cracking noted at lower level. General crazing to plasterwork recorded. Refer to photographs. In the far end near the car park, failing plaster noted, refer to photographs.

Floor

Description: Cast concrete, partially painted.

Condition: Widespread cracking noted, failing paint recorded. Refer to photographs.

Joinery

Description: Painted timber architrave detail, door lining, flush faced timber door. Painted timberwork to window facing car park.

Condition: Evidence of slight separation cracking top right-hand corner of door. The door did not close properly at the time of inspection.

Window

Description: Painted timber sliding sash with single glazing.

Condition: Window unable to be operated, assumed to shut. No cracked glass noted.

Lighting

Description: Single dual fluorescent light fitting controlled by single light switch adjacent door.

Condition: The lighting turned on. Light switch dirty, over-painting noted.

Small Power

Description: 3no. double power socket outlets to right alcove.

Condition: Over-painting noted; dirt noted.

Data Point

Description: There is 1no. data point in the corner adjacent power socket outlets.

Condition: Dirty.

Telecommunication Point

Description: 1no. Network Europe Group PLC telephone point adjacent data point.

Condition: A build-up of dirt.

Metalwork

Description: There is an old Victorian style radiator with connecting pipework beneath the window.

Condition: Fair, a build-up of paint coatings recorded.

Fittings

Description: Fitted wardrobes to the side wall, sliding timber.

Condition: These were generally sound, although the right-hand sliding doors were stiff to operate. Lifting lower boarded section recorded. When opened, revealing the shelving, these were generally sound, although chips to paint coating noted.

CORRIDOR CONNECTING TO REAR CAR PARK**Ceiling**

Description: Mainly painted woodchip lining paper finish as you walk away from the car park downstand section recorded.

Condition: Cracking noted near the door connecting to car park. 1no. "L" shaped crack, width hairline, travelling from the corner where the water heater is positioned to the rear wall. Separation cracking noted between the rear wall and ceiling. Failing paint coating noted around 1.2 metres away from the door connecting to car park. Cobwebs noted. Failing paint coating recorded adjacent to light fitting. Patchy paint finish above old fuse box. Cracking recorded to ceiling around 600mm from toilet wall, width hairline, this is near a conduit connecting to electricity meter box.

Walls

Description: Painted plaster finish.

Condition: Prominent crack noted left of door connecting to car park, length c. 600mm, width around 7mm reducing to become hairline. Patchy paint finish above the door and window. Hairline crack recorded from top left of window facing window to flank, length c. 300mm. Untidy plaster finish to left reveal, which is left of square section window, around 2.2 metres from finished floor level. General patchy paint finish noted above sink. Crack recorded from bottom right of square section window, width c. 3-4mm reducing in width, length c. 400mm. When walking back towards the front, significant blistering to plaster noted indicative of dampness, this is to either side of the walls. Tidemark noted; I was informed prior to site survey a flood had affected the basement. To right hand wall above the fire alarm break glass point, poor making good noted. To the left-hand side, failing paint coatings recorded. General poor-quality finishing to plasterwork. Past the radiator, failing plaster recorded. Further damp plaster noted walking to right hand wall, particularly walking towards toilet.

Floor

Description: Painted concrete. There is an inspection chamber near the door connecting to car park.

Condition: Cracking recorded in relative proximity to the manhole cover. Crack recorded from radiator going to the opposite wall, beyond the radiator, further cracking recorded to floor.

Lighting

Description: Fluorescent strip light controlled by the switch positioned within the other section of basement.

Condition: Dead insects noted within the diffuser.

Metalwork

Description: There is an old-style radiator fitted to the left side wall walking towards the car park.

Condition: Chipped paint coatings, generally dirty.

Electrical Fuse Box

Description: This is an old-style electrical fuse box that does not comply with current Regulations, encased within a casement, with sheet metal with painted finish to it.

Condition: Generally, sound for its age, although lifting to bottom right hand corner. The removable section is unpainted. No electrical testing has been undertaken as part of this survey. Immediately adjacent to toilet door, boarding installed to opening. Within

this location, blistered plaster recorded.

Fittings

Description: There is a timber unit adjacent the door with assumed metal sink with taps.

Condition: The taps did not operate when I inspected. There is an old Ascot water heater that appears dilapidated. The sliding door base unit is in a poor state of repair, significant build-up of dirt within the unit. To the right-hand side, there are some old gas hobs which have not been tested.

Window

Description: Timber sash window incorporating ventilation, Georgian wire glass above.

Condition: Pull cord to left missing. No cracks to glass. The ventilator is fixed in by globules of sealant. Significant cobwebs. Timber separation cracking. Window not tested.

Rear Door

Description: Painted timber door which connects to the car park, shoot bolts at top and bottom. Turn lock pull handle.

Condition: Split to door around 1.5 metres from finished floor level. The door did bind and could not be closed properly when I inspected. Refer to photographs.

TOILET

Ceiling

Description: Painted plaster, this includes painted soffit underside of stairs.

Condition: Crack far left-hand corner with car park to back, length c. 100mm, width around 0.5mm reducing. No other significant defects.

Walls

Description: Painted plaster, part-ceramic tile to the wash basin wall.

Condition: Over-painted tiles noted. Blistering recorded to right hand side indicative of dampness. Splitting/blistering to paint finish recorded in various locations. Blistering to paint finish noted to far top left-hand corner with car park to back. The tiles that I inspected were generally sound, although some to the left-hand side with car park to back had possibly de-bonded.

Floor

Description: Concrete with vinyl covering.

Condition: Significant wear and staining noted to floor.

Joinery

Description: Painted timber frame, architrave detail, timber panel door, there is also encasement at low level and timberwork to the left-hand side facing road.

Condition: I was unable to close the door, there is a chip to the door above the doorframe, evidence of previous repairs where the lock used to be, separation cracking noted to door.

Lighting

Description: Bulkhead light fitting with pull cord.

Condition: Light fitting appears in good order, pull cord dirty.

Fittings

Description: There is a vitreous china wash basin with tap and Shires close coupled WC, likely to be vitreous china.

Condition: The toilet flushed at time of inspection. The wash basin tap operated. I could not see any leaks emanating from bottom of fittings. There is a Redring Vortex water heater that was not used at time of inspection. There is a mechanical extract which turned on at time of survey.

FIRST FLOOR**REAR OFFICE****Ceiling**

Description: Painted lining paper, cornice detailing, deemed boarding installed abutting coving detail.

Condition: Hairline crack extending through the coving left of centre when facing chimney breast travelling through the deemed boarded section. Length of crack c. 400-500mm. Hairline separation cracking noted between the ceiling and the boarded section, c. 300mm above the door, hairline cracking spanning through the cornice and deemed

boarded section. Further hairline cracking between ceiling and boarded section when facing car park. Hairline crack c. above middle of window facing car park. Further separation cracking recorded between the boarded section and the ceiling in this location. Cracking noted in proximity to pipe penetration facing car park.

Walls

Description: Painted lining paper to walls.

Condition: Patchy paint finish to right of door. Diagonal hairline crack spanning from middle of door up to cornice. Separation cracking recorded top right-hand corner of hall wall and cornice, length c. 2.5 metres. Within left alcove, separation cracking noted between cornice and the wall. To the right alcove, hairline crack, diagonal travelling down from cornice to the chimney breast. Separation cracking noted left of window between cornice and wall. Further separation cracking noted between cornice and wall right of window, length c. 1 metre, this crack reduces to hairline travelling into cornice cracking. Crack noted c. middle of right-hand wall facing the car park above the picture rail. Further cracking noted to the right-hand wall when facing the car park, this is a long crack c. 3 metres long, width hairline, refer to photographs. Lifting lining paper in some sections. Evidence of making good to wall left of door. Evidence of failed plaster. Cracking c. central position travelling down behind the radiator.

Floor

Description: Suspended timber construction with fitted carpet.

Condition: The floor was sound underfoot and relatively level. I detected some wear to the carpet, indentations, previous fittings recorded.

Joinery

Description: Painted low level skirting boards, architrave details, door linings, timber panelled door connecting to the hallway with handle, incorporates intumescent and smoke seal. To the left alcove is a fitted cupboard, door timber construction.

Condition: The door managed to close, although it was a very snug fit. Chip to paint finish around 100mm above door handle. Separation cracking between the skirting board and the architrave left of door, width of crack, c. 10mm. Separation crack right alcove to picture rail. Further separating cracking to picture rail to right hand wall facing the car park.

Window

Description: Sliding timber sash window with single glazing.

Condition: Unable to be operated as screwed shut. Pull cords intact, no broken glass. Separation cracking noted to timber sections, particularly left-hand corner, although generally some over-painting towards the top.

Fireplace

Description: Tiled hearth, electric fire, timber surround.

Condition: The tiles were generally sound, no significant defects, separation cracking at junction of timberwork surround and chimney breast.

Lighting

Description: 3no. strip lights controlled by plastic light switch adjacent door.

Condition: The lights turned on at time of survey.

Small Power

Description: There are 2no. visible double power socket outlets.

Condition: Dirty, over-painting recorded.

Data Point

Description: There is 1no. data point, double, adjacent to the radiator (right hand side facing car park).

Condition: Dirty.

Telephone Points

Description: There is a telephone point right of the radiator.

Condition: Dirty. Untested.

Metalwork

Description: There is an old-style metal radiator beneath the sash window.

Condition: Flaking paint coatings noted. Refer to photographs. Untested. Note: Electric fire has not been tested.

FRONT OFFICE**Ceiling**

Description: Painted plaster with coving detail and deemed board section to coving perimeter.

Condition: Cracking to hall wall cornicing, width fine, length c. 1.2 metres. Separation cracking noted between the deemed board section to right hand wall. Hairline cracking

spanning cornice and board section. Hairline crack top left of right window, length c. 200mm. In proximity to left window, hairline cracking noted travelling around 1 metre, travelling towards boarded section extending for around 1.2 metres before returning to the chimney breast. No other significant defects.

Walls

Description: Painted lining paper to walls.

Condition: Top left-hand corner of window, crack c. 300mm, width hairline, this travels to the left-hand wall facing the road under the coving, length c. 250mm. Right of the right-hand window, to the right-hand wall facing the road, crack travelling down from the coving to picture rail detail, width hairline. Further cracking recorded beneath to the right wall near the pipes, length c. 350mm. Further cracking to right hand wall travelling between the cornice and the picture rail. To the hall wall, hairline crack extending from top right-hand corner of the door to underside of cornice. Scuff marks to the hall wall recorded. Cracking noted around 1.2 metres from left alcove, travelling in a curved trajectory, length c. 600mm. Scuff marks noted to chimney breast, separation between the lining paper to right alcove.

Floor

Description: Suspended timber with carpet covering.

Condition: Notable wear, fading and staining noted. Floor felt sound underfoot, although undulations recorded. Evidence of the carpet covering not being adhered to substrate.

Joinery

Description: Low level painted timber skirting board, architrave detail, door lining, painted timber door with door handle. Overhead door closer, Briton 1003. There is a painted picture rail. Painted timber panels beneath the windows facing the road.

Condition: Door opened and closed satisfactorily at time of survey.

Windows

Description: Painted timber sliding box section with single glazing.

Condition: I could see some cracked glass to the right window facing road, top left pane, cracked glass noted, taped up by way of repair. Some separation cracking noted. The cords to sashes were intact, although dirty.

Lighting

Description: 3no. fluorescent strip lights controlled by plastic light switch adjacent the door.

Condition: The lights turned on, although one of the tubes was warmer than the others. The light switch was dirty.

Small Power

Description: 2no. double power socket outlets noted.

Condition: Dirty, untested.

Data Point

Description: There is 1no. data point fitted to the hall wall.

Condition: Dirty, green visible over-painting noted.

Metalwork

Description: There are 2no. old style radiators beneath windows.

Condition: Evidence of over-painting, untested. A valve to the left-hand radiator was not straight.

Fireplace

Description: This is tiled with natural timber surround.

Condition: Cracked tiles to hearth. Some scrapes noted to the left timber surround section.

STAIRWELL LOBBY

Note: The following is up from the landing section from first flight of stairs from ground, up to first floor landing level, up to and including the landing before stairs reaching second floor level.

Ceiling

Description: Painted plaster ceiling with plastered soffits on side of stairs.

Condition: Hairline separation cracking to right hand side between wall and ceiling facing the church. Separation cracking between window and ceiling, hairline. Hairline cracking to cornice section right of car park office. You can see the joints of the lining paper to ceiling. Evidence of previous cracking underneath the ceiling lining paper. When standing upon the stairs reaching landing level, before second floor level, cracking noted to the ceiling plaster, failed ceiling plaster also recorded, de-bonded ceiling plaster noted. This constitutes a health and safety risk.

Walls

Description: Painted lining paper.

Condition: I detected some de-bonding; you can see the joints of the lining paper. Crack top left of car park office travelling to underside of fire alarm bell. When at landing level above ground floor, vertical crack from dado travelling upwards to underside of ceiling, width hairline. De-bonded plaster noted to the church wall, crack extending down from the dado, diagonal to top of skirting. General cobwebs.

Floor

Description: Suspended timber with carpet covering. The steps are timber construction, the nosings are assumed plastic.

Condition: Sound underfoot, although undulations noted. General wear recorded to the carpet.

Joinery

Description: Painted skirting boards, architrave details, door linings, stops, dado, newel post, spindles, natural timber finish handrail. Staircase string.

Condition: The handrail could be moved by hand. Top left-hand corner going into the car park office, cracking to the linings. Yellowing to the staircase string.

Lighting

Description: There is a strip light with diffuser, light switch, adjacent front office.

Condition: A build-up of insects within diffuser. Light switch dirty.

Small Power

Description: A single power outlet socket beneath the electrical box.

Condition: The power socket outlet beneath the electrical box is dirty.

Fire Extinguishers

Description: There are 2no. fire extinguishers beneath the electrical encasement comprising foam fire extinguisher and carbon dioxide.

Condition: Untested. Fitted to brackets.

Windows

Description: Painted timber sliding box section, single glazing.

Condition: No cracked glass. Cobwebs. Screw fixed. Separation cracking between the timber sections. Dirt to the window board at lower level. Window cords intact.

OFFICE FACING CAR PARK**Ceiling**

Description: Painted lining paper to ceiling.

Condition: Crack spanning from right hand wall facing car park towards the far-left corner, length c. 2.5 metres. Evidence of previous cracking beneath the lining paper adjacent light fitting. Around 1 metre from the hall wall, there is a crack beneath the lining paper that may meet the chimney breast travelling for c. 2.5 metres. An area of making good recorded to plaster beneath lining paper between light fittings. There are other locations that I could see where plaster cracking was beneath the lining paper. Crack recorded far right-hand corner, hairline length c. 400mm.

Walls

Description: Painted lining paper finish to walls.

Condition: Above top left of door connecting to hallway, hairline crack length c. 350mm. Uneven plaster finish to hall wall. Cracking has been overpainted left of door around 400mm from left wall facing hall. Evidence of making good to wall, which is the left-hand wall facing the hallway. Diagonal crack, hairline, travelling from the skirting up c. 900mm. Diagonal crack to woodchip lining paper section beneath the window, length c. 220mm. To left of the window, there is vertical crack travelling from cill detail to the skirting board, width 1mm reducing moving upwards. Separation cracking between skirting and woodchip lining paper section behind the radiator.

Floor

Description: Suspended timber construction with carpet covering.

Condition: The floor is sound underfoot, although I could detect some undulations. Worn areas right hand side facing car park.

Joinery

Description: Low level painted timber skirting boards, architrave detail, door lining, doorstop, flush faced timber door connecting to hallway. Architrave detail around the windowsill detail. The door has a knob door handle. Briton 2003S overhead door closer.

Condition: The door closed satisfactorily at time of survey. Some areas of making good to joinery recorded. Scuff mark noted around 500mm left of door, further scuff marks noted right of door. Left of the mantel to fireplace, separation cracking noted to the skirting board.

Window

Description: Painted timber box section sliding sash single glazing.

Condition: Cracked glass bottom right hand corner. The window was not operated, screwed shut. The left-hand cord was not taut. There was a lack of a cord to the right-hand side.

Metalwork

Description: Old style radiator beneath window with connecting pipework.

Condition: Failing paint coatings. General crazing to paint noted.

Lighting

Description: 2no. fluorescent strip lights controlled by light switch.

Condition: The 2no. lights operated although I could hear buzzing. The light switch was dirty.

Small Power

Description: 3no. double power socket outlets.

Condition: Over-painting recorded. These are untested.

Data Point

Description: There are 2no. data points.

Condition: Some dirt noted. Tape recorded to one of them.

Telephone Points

Description: 1no. telephone point adjacent the data point, left of radiator.

Condition: Tape recorded and dirt noted.

Note: There is a large safe within this room on timber bearers.

Fireplace

Description: There is a boarded fireplace to chimney breast with painted timber mantel that has been boarded up.

Condition: No significant defects. Separation cracking to the board.

FRONT OFFICE**Ceiling**

Description: Painted plaster.

Condition: No coving detail in this room, no significant defects noted. There is cracking to ceiling within the lobby area. Refer to photographs.

Walls

Description: Painted lining paper to walls.

Condition: Some screw holes to the right-hand side with road to one's left, 4no. repaired and made good. Uneven plaster finish beneath lining paper to chimney breast. Lifting section has lining paper recorded to chimney breast. At top of chimney breast, cracking recorded around 2 metres, width fine. Damp staining noted between left window and to the right window. De-bonded plaster noted right of the chimney breast, cracking, horizontal noted left alcove, hairline in thickness. Various cracks noted. Impact damage behind door detected. Hairline cracking noted above door connecting to hall. 2no. small cracks noted in this location.

Floor

Description: Suspended timber with carpet covering.

Condition: The floor was sound underfoot, however, some vibration could be detected when walking. Wear to carpet noted, slope to floor detected.

Joinery

Description: Painted timber skirting boards, architrave details, door lining, architrave sections and panelling either side of the window. The door has a lever handle with overhead door closer, has been painted.

Condition: The door does close but binds slightly and is quite tight sitting within the frame. The left-hand alcove cupboard door binds when closed. Separation cracking noted between timber sections. Separation cracking noted between right hand skirting board section when within lobby walking into main office room.

Beneath the shelving unit within right alcove there is a missing plinth board.

Windows

Description: Painted timber lining box section windows, with single glazing.

Condition: No cracked glass noted. Separation cracking recorded to timber sections left and right of right-hand window and to the left-hand window. The cords were found to be intact. These windows have been screwed shut.

Lighting

Description: There are 2no. double fluorescent lights operated by light switch. There is a tube fluorescent light with diffuser within the lobby.

Condition: Both lights turned on, warm tubes noted. Light to lobby untested. Insects recorded.

Metalwork

Description: 2no. metal radiators beneath windows with connecting pipework.

Condition: Flaking paint noted, crazed paint recorded.

Small Power

Description: There are 2no. double power socket outlets. There are also 2no. double power socket outlets old style MK type.

Condition: 1no. socket outlet which is fitted to the front external wall is new, the older power socket outlet to chimney is dirty and has been over-painted. Untested. MK type power socket outlets are dirty, untested.

Data Point

Description: There are 2no. data points within the room, one to the right-hand side, front right-hand corner, another to the left adjacent to the cupboard door.

Condition: Untested. A build-up of dirt.

Telephone Points

Description: There are 2no. telephone points adjacent the windows.

Condition: These have been taped up.

LOBBY AND STAIRS

Ceiling

Description: Painted lining paper to ceiling.

Condition: You can see where the lining paper sections join. Evidence of previous crack underneath lining paper.

Walls

Description: Painted lining paper to walls.

Condition: Evidence of pattern beneath the lining paper to the right-hand wall at landing level facing church, 1no. hairline crack extending for 1.2 metres. Hairline crack recorded to bottom left of window facing church, length c. 100mm. Generally uneven plaster finish, some de-bonding noted, only isolated.

Floor

Description: Suspended timber with carpet covering. The steps are timber construction. The steps do have nosings deemed plastic.

Condition Floor felt sound underfoot, some of the carpet has de-bonded from substrate.

Joinery

Description: Painted timber skirting boards, architrave details, door linings. The stairs have painted timber newel post, architrave detail around the window. There is a dado rail, painted finish. Painted timber spindles, natural timber finish handrail.

Condition: Some scuff marks noted to the skirting boards. The handrail and spindles move to hand.

Window

Description: Painted timber box section sliding sash with single glazing.

Condition: No cracked glass visible. The cords are intact, the one to the left-hand side was dirty.

Lighting

Description: There is a fluorescent strip light with diffuser, with plastic light.

Condition: The light turned on at time of inspection. Some insects noted.

Under-Stair Cupboard

Description: Painted plaster to underside of stairs. Painted plaster to walls. Exposed natural timber finish boards to floor. Skirting board natural timber finish. The door is lined with Superlux with painted timber door.

Condition: Blistered paint finish to the far wall. Generally untidy.

THIRD FLOOR

FRONT OFFICE

Ceiling

Description: Painted plaster ceiling and skeling.

Condition: Scuff marks noted in the door, diagonal hairline crack recorded from toilet wall to the light fitting, length c. 800mm. Hairline crack noted from right wall facing road travelling 600mm. Scuff marks noted to front skeling section. To left hand section facing road, hairline crack, curved length c. 300mm.

Walls

Description: Painted plaster.

Condition: Evidence of over-painted crack to left hand wall within bay, same to the right-hand side within bay. Refer to photographs. Hairline cracking noted to right hand wall behind the shelving unit. Cracking between walls far right-hand corner and to skeling. Full inspection precluded by shelving. To left hand wall facing road, hairline crack travelling in line with the skeling, length c. 600mm. Untidy plaster finish in front of fireplace.

Floor

Description: Suspended timber with natural timber board finish.

Condition: Floor felt sound underfoot, lack of floor coverings. Evidence of adhesive to floor. 1no. short section floorboard loose in relative proximity to dormer. Other loose floorboards detected, 1no. recorded in relative proximity to toilet, other right of the door around 1.2 metres from hall wall.

Joinery

Description: Low level painted timber skirting boards, architrave, door lining and timber panelled door, with doorknob, handle connected to hallway. There is also a door connecting to the toilet with door handle.

Condition: Door closed satisfactorily at time of inspection. No binding noted.

Door to toilet closed satisfactorily at time of survey, although the door handle was found to be defective.

Separation cracking between toilet wall skirting board section and the wall. No other significant defects noted.

Window

Description: Painted timber box section sliding sash single glazing.

Condition: No cracked glass pull cords intact. A build-up of dirt and cobwebs.

Lighting

Description: 2no. fluorescent strip lights, one with diffuser.

Condition: Both on at time of survey. Buzzing heard. Dirt build-up within one of the diffusers.

Fireplace

Description: There is a tile covered fireplace to left hand wall facing road.

Condition: General build-up of dirt, grout to tile joints found to be dirty.

Small Power

Description: There is an old-style cooker power point on the rear wall. No other power socket outlets noted.

Condition: Untested.

Fittings

Description: No fixed fittings recorded.

TOILET

Ceiling

Description: Painted plaster incorporating roof light.

Condition: Evidence of water ingress noted. 1no. crack spanning from roof light architrave detail, length c. 200mm, width hairline. No other significant defects.

Walls

Description: Painted plaster walls. There is a tiled splash-back.

Condition: 1no. crack spanning down from the far wall, length c. 300mm. Boarding detached from encasement far right-hand corner, some local evidence of de-bonding. Patchy paint finish. Tiles soundly bonded.

Floor

Description: Suspended timber with sheet vinyl covering.

Condition: Floor felt sound underfoot. Stains to vinyl covering. Evidence of wear.

Sanitaryware

Description: Royal Doulton vitreous china wash basin with cross head taps. There is a WC, which is Royal Doulton vitreous china WC pan with cistern.

Condition: Staining to the wash basin. The tap turned on, only cold. The right tap did not operate. The toilet flushed when I completed inspection.

Lighting

Description: 1no. light fitting to ceiling controlled by pull cord.

Condition: Light turned on. Pull cord very dirty.

Metalwork

Description: There is a small pressed steel radiator to the office wall.

Condition: Untested. No obvious defects.

REAR OFFICE

Ceiling

Description: Painted plaster ceiling and skirting.

Condition: No significant defects noted.

Walls

Description: Painted plaster.

Condition: Hairline cracking noted at junction of skirting and wall, in far-left hand corner in relative proximity to fireplace. Cracking extending down c. central position to long

wall, width fine. Further cracking noted to right hand side around 600-700mm away, width fine. Further cracking travelling in a diagonal trajectory 400mm to right of aforementioned crack meeting skirting board. To the right-hand wall, separation cracking between ceiling and the wall, to the right-hand wall facing church, evidence of cracking beneath the lining paper, uneven wall finish.

Floor

Description: Suspended timber with boarded covering.

Condition: Cracks to the boards, floor sound underfoot.

Joinery

Description: Painted timber skirting boards, architrave, door lining, door stop, painted timber panelled door.

Condition: No significant defects. The door closed satisfactorily at time of survey.

Fireplace

Description: Painted timber with cast iron fireplace.

Condition: No significant defects.

Window

Description: Painted timber sliding sash.

Condition: 1no. cracked pane of glass noted. Window was not operated; it was screwed shut. Separation cracking bottom left hand corner, a build-up of dirt, the sash cords are intact, although dirty.

Light Fittings

Description: 2no. light fittings, fluorescent type with Perspex diffusers. The lights are controlled by a switch adjacent the door.

Condition: Both dual fluorescent light fittings turned on at time of inspection. The light switch was dirty.

Small Power

Description: 2no. double power socket outlets noted.

Condition: A build-up of dirt. Untested.

Metalwork

Description: There is 1no. steel pressed radiator to the right-hand wall adjacent window.

Condition: No defects noted.

STAIRS FROM THIRD FLOOR LEVEL DOWN TO SECOND FLOOR LEVEL**Ceiling**

Description: Painted plaster.

Condition: Cracking recorded adjacent to corner, hairline, length c. 100mm, you can see the joins between the lining paper to ceiling.

Walls

Description: Painted lining paper.

Condition: Some scuff marks noted. No cracks visible.

Floor

Description: Suspended timber with timber constructed steps leading down to the landing level.

Condition: Sound underfoot, no coverings to report on. Note: One of the treads has been renewed, possibly in a chipboard type material.

Joinery

Description: Painted timber newel posts, natural timber finish handrail. Painted timber architrave details, door linings, doorstops and similar panelled doors connecting to each office at this level.

Condition: Sound to hand. No significant defects noted.
No significant defects noted to doors. Doors closed correctly at time of survey.

Lighting

Description: 1no. strip light with diffuser operated by light switch to far wall

Condition: The light turned on at time of inspection.

SCHEDULE OF CONDITION

Example

11th and 12th April 2019

APPENDIX A

Photographs (Sample Number Shown)



IMG_1104 (41)



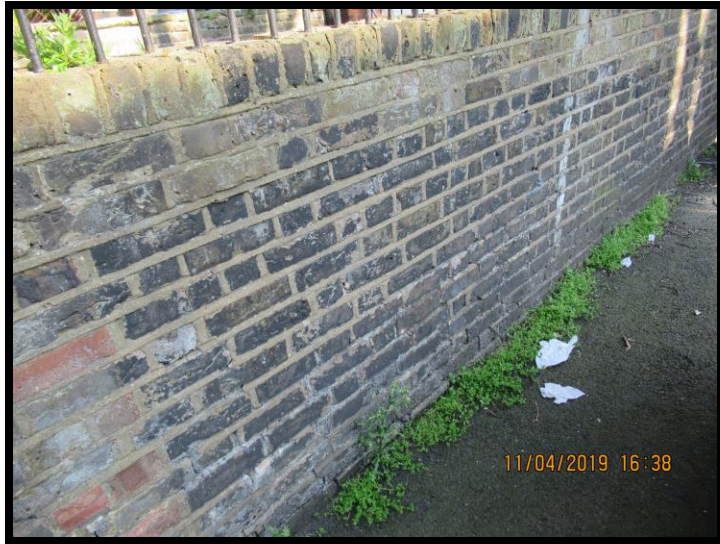
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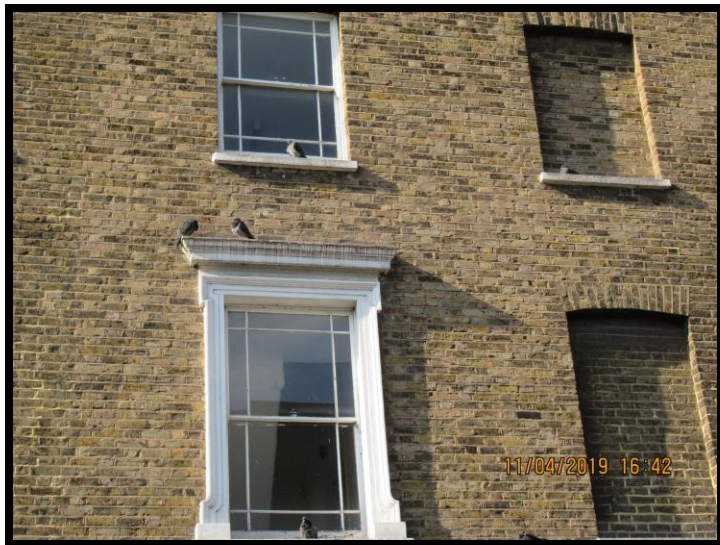
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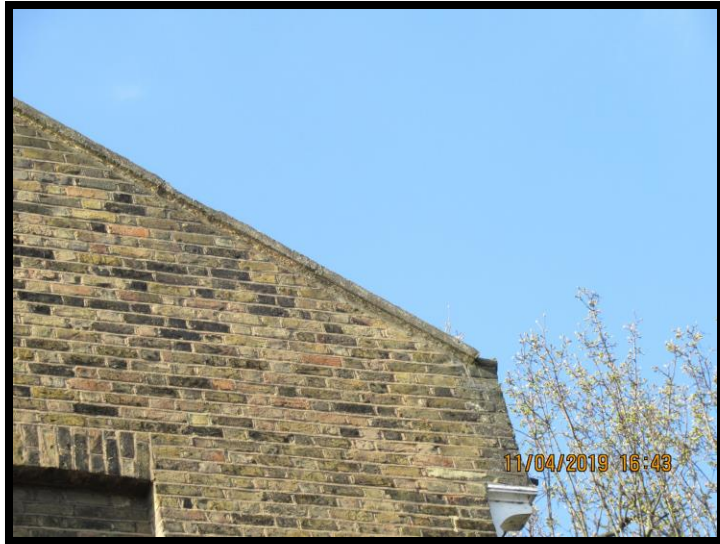
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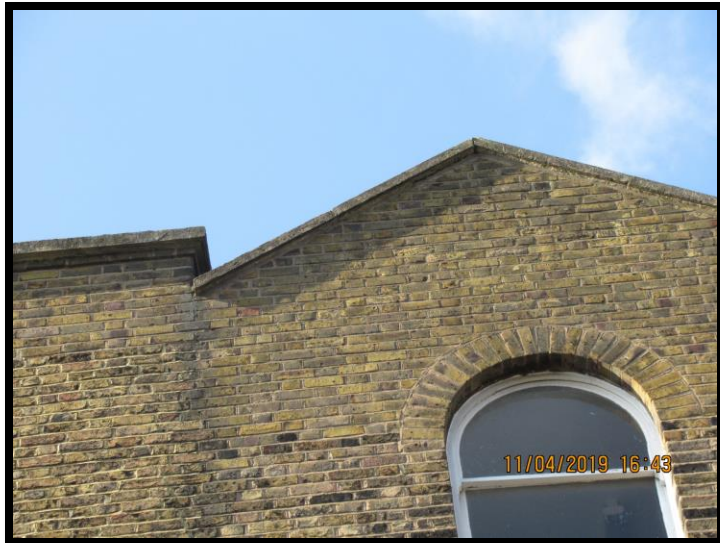
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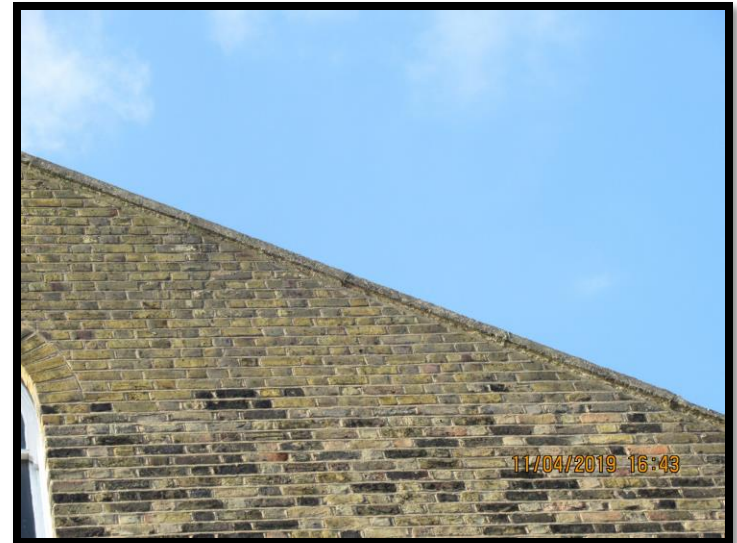
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IMG_1104 (118)



IMG_1104 (119)



IMG_1104 (120)



IMG_1104 (121)



IMG_1104 (122)



IMG_1104 (123)



IMG_1104 (124)



IMG_1104 (133)



IMG_1104 (134)



IMG_1104 (135)



IMG_1104 (136)



IMG_1104 (153)



IMG_1104 (154)



IMG_1104 (155)



IMG_1104 (156)