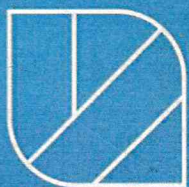


Longford Village Hall  
Longford Lane, Gloucester  
GL2 9EL

## Condition Report

20255/October 2016

ALSO  
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Survey



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ARCHITECTURE  
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## **LONGFORD VILLAGE HALL**

### **GENERAL INFORMATION**

- A. DATE OF INSPECTION: Monday 3<sup>rd</sup> October 2016
- B. WEATHER CONDITIONS: Sunny and dry
- C. INSPECTION CARRIED OUT BY: Kevin Kendal
- D. PERSONS IN ATTENDANCE: Mr L Bailey
- E. PREVIOUS INSPECTION CARRIED OUT BY: no previous report has been undertaken
- F. LIMITATIONS OF INSPECTION: owing to problems of access the following areas could not be inspected, and no comment can therefore be made upon the condition of surfaces and timbers involved:-
  - i. Roof voids and areas above the suspended ceiling in the hall were not viewed
  - ii. Roof areas were only viewed from ground level
  - iii. Sealed boxings and the like were not opened for inspection
  - iv. Mechanical and Electrical services were not tested in any way

## LONGFORD VILLAGE HALL

### LIMITATIONS OF INSPECTION

- A. FORM OF INSPECTION: the inspection of the building is to be visual, and such as can be made from ground level, ladders and any readily accessible roofs, galleries or stagings, and only selected areas are to be examined in detail; parts of the structure which are inaccessible, enclosed or covered, are not normally to be opened up unless specifically requested. The inspection is to include so far as practicable all features of the building covering all aspects of conservation and repair.
- B. LIMITATIONS OF SURVEY GENERALLY: it must be understood that this report is the result of a visual inspection only. Defects noted are, therefore, indicative of more extensive problems hidden within the structure. It is recommended where necessary to employ a contractor to open up the structure for the surveyor to investigate. Floor coverings have not been lifted unless otherwise stated and, therefore, the structure of suspended floors and solid floors was not examined. The condition of sub-ground drainage and foundations are excluded.
- C. INSPECTION OF TIMBERS: it must be clearly understood that owing to difficulties of access and expense it is not possible to examine every timber in the building. No guarantee can therefore be given that the timbers are free from attack by beetle or rot. If such attacks are noted in following paragraphs this must be taken as an indication that what is apparent on the surface may be very much more serious when opened up or otherwise exposed. ACTION.
- D. HIGH ALUMINA CEMENT: we have not carried out any investigations to determine whether High Alumina cement was used during the construction of the building inspected and we are therefore unable to report that the building is free from risk in this respect. In view of the possible potential danger connected with High Alumina cement concrete, we strongly recommend that the appropriate investigations, inspections and tests be carried out immediately by a suitably qualified engineer. ACTION.
- E. ASBESTOS: No asbestos Management Survey report was available for inspection. Past works to the hall may well have utilised materials which contain asbestos. This may be as insulation to services, as fabricated boarding, roof materials, or fire protection enclosures. In conforming with the Health and Safety Executive Requirements (2004) we will indicate where it is believed such materials are present but it is not possible when undertaking a visual survey to produce a comprehensive report. ACTION.

Under The Control of Asbestos Regulations 2012, the trustees are advised that, unless one already exists, they need to commission an asbestos 'Management Survey', to be carried out in accordance with HSG264 and ISO17020. This document is a legal requirement and must be held on site and made available to all future maintainers and Contractors. \*



It is important that when asbestos is identified that it is not disrupted in any way. Provided it is undamaged it can be regarded as safe, but no fixings to, cutting or breakage can be permitted due to the health risks which will then be caused. Where removal is required this must be undertaken by a licensed contractor who will undertake the exercise using full protection and utilising responsible disposal. Where asbestos is found which is damaged do NOT touch any of the material and isolate the area from access. This issue is also relevant to CDM (Construction, Design and Management) Regulations 2015 regulations noted in item F.

- F. THE CONSTRUCTION, DESIGN AND MANAGEMENT REGULATIONS 2015: the managing trustees are reminded that it has a duty as Employer (Client) under the CDM Regulations for construction and maintenance works.

Refer to your professional adviser or send for Information Leaflet INDG411 (rev. 1) published 04/15 from the HSE, International House, Dover Place, Ashford, Kent TN23 1HU (tel. 01233 624658).

## GENERAL DESCRIPTION OF THE HALL

- A. DESCRIPTION: Longford Village Hall, constructed in 1977, is neither a listed building, nor is it within an existing conservation area.
- B. MATERIALS: the hall is constructed in typical cavity construction with red facing brick to the external walls. The roof to the main hall is pitched and covered with concrete tiles. The ancillary spaces feature a flat roof construction. External doors and windows are generally uPVC to the main hall and kitchen. The changing rooms feature timber framed windows and doors. Rainwater goods are generally uPVC. Barge boards and fascia boards are timber and the soffits appear to be a cement based board.

Externally the car park is surfaced in tarmacadam and there is also a path running around to the rear of the hall which is concrete.

- C. DISABLED ACCESS: the hall is largely accessible to all users. The main entrance features a pair of double doors and a graded access. Surfaces within the hall are level with a further set of double doors providing access in to the main hall space. An accessible disabled WC is available with a full 'Doc M' pack WC suite installed. A number of the door thresholds feature a raised timber section which could be difficult for wheel chair users to navigate but generally access within the building is good.

The main hall has three double door fire exits although externally these feature a 100- 50mm step down to the path which would make unaided egress for wheelchair users very difficult and consideration should be given to the provision of ramped access to at least one of these exits.

The football changing rooms are accessed separately to the rest of the building and again feature a stepped threshold which would not enable wheelchair access. There is however a door from the toilet corridor into one of the changing room areas if needed.

There is no disabled shower facility installed.

It was not established if a hearing loop is installed in the hall.

- D. REFERENCES: (fig. no) within the report refer to photographs included in Appendix B.



## GENERAL CONDITION OF FABRIC

Longford Village Hall is of typical construction for the period and many of its original features are clearly still present. Externally, the building is in reasonably good order although there is evidence that the remaining timber doors and windows, together with the fascia boards are now deteriorating.

Evidence is present of previous service adaptations and associated penetrations should be filled. The external lighting provision is good although a number of the fittings were not operational, suggesting that electrical testing would be prudent to identify and resolve any issues

The most significant external defect is an area of damaged roof tiling which has allowed water ingress, which, in turn has led to the fascia and barge board rotting locally. The supporting timbers were slightly visible from the gable elevation and may also be rotten. The soffit is of a cement based board type which may contain asbestos. In the area of the roof issue, this has gone green with mould and is also damaged in some places.

Internally, the hall and associated spaces are in good decorative order. Services, doors. Ironmongery and flooring are however starting to show their age. The suspended ceiling in the hall is showing sag to the tiles and there are a number of impact damaged or ill-fitting tiles.

The kitchen has been refitted in recent years and appeared to be in good condition.

The changing rooms are showing signs of wear which is largely commensurate with their use and a number of areas now require attention.

No issues were reported with drainage from the property and all of the fittings appeared to operate correctly where tested.

Electrically, the fuse boards and accessories appeared to be the original fittings in places. The boards are now likely to be obsolete and will require replacement. Switches and the like are also showing signs of mechanical wear – No fixed wiring test was available.

A number of possible ACM's (Asbestos Containing Materials) were identified throughout the survey. It was noted that there is, at present, no management survey for the property and we would advise that an Asbestos Management Survey is commissioned from a licensed asbestos surveyor in line with the Control of Asbestos Regulations 2012.

It was noted that, although emergency lighting is present (not tested), and the hall has a provision of fire extinguishers, there is no automatic fire detection or alarm system in place. We would recommend that one is installed to meet the requirements of The Regulatory Reform (Fire Safety) order 2005.

## PART I

### EXTERNALS

#### FRONT ELEVATION (NORTH FACING)

A. WALLS:-

Walls are constructed in sand faced clay facing bricks above DPC. The external finish appeared to be in good order and only one small settlement crack was noted to the left hand end of the kitchen window lintel, presumably as a result of the previous window replacement (fig. 01).

A small amount of re-pointing is required above the kitchen extract fan position.

B. WINDOWS:-

The kitchen and hall windows are uPVC and appeared to be in good order. The cills to the hall windows would benefit from cleaning externally (fig. 02).

The toilet window is timber framed with a timber cill. Paint is peeling from the beading and the cill requires redecoration. The window is single glazed with Georgian wired glass which, although thermally inefficient, is not cracked or damaged.

C. DOORS:

The main entrance doors are single safety glazed, timber framed doors. These are in reasonable condition although would benefit from redecoration and the ironmongery was noted as being worn (fig. 03).

A pair of black metal gates are fixed within the entrance reveals. Again, these are in reasonable condition, some areas of peeling paint and corrosion were evident and these would benefit from treatment and re-coating to arrest the development of the corrosion (fig. 04).

A pair of brown uPVC double doors leads from the main hall and these appeared to be in good condition. A small amount of pointing/caulking is required at the head to seal to the face of the lintel (fig. 05).

D. ROOF:-

The main hall features a pitched roof of concrete tiles (possibly Redland Renown or similar). The tiling appears to be in good order except for the lower right hand corner where a number of tiles are damaged (fig. 06). This is resulting in water ingress which has damaged the fascia, soffit and barge board to the return (fig. 07). The underlying timbers should be checked as part of the repair.



There is a flat roof to the kitchen and toilets. The roof itself was not accessed for inspection so the final finish was not established but the perimeter felt detailing appeared to be in good order and there were no reports of any leaks. It is unlikely however that the roof is insulated to current standards.

The fascia boards both to the hall and lower kitchen/toilet areas are gloss painted timber and are showing signs of rot to the bottom edges in places (fig. 08).

The soffit appears to be a form of cement board. The soffit is damaged to the right hand end of the hall and requires replacement (fig. 09). The soffit board material should be tested for asbestos content prior to any remedial works being undertaken.

Rainwater goods are installed in uPVC and appeared to be in good order. A number of areas would benefit from light cleaning and a number of the outlets were starting to show signs of weeping joints (fig. 10). The downpipes were not accessible as impact guards are fitted to their full height – these appeared to be well secured.

E. GENERAL:

The extract fan from the ladies WC is missing its external cover and requires replacement. There is also a hole through the wall to the right of this which should be filled (fig. 11).

The bulkhead luminaire in the porch is broken and should be replaced (fig. 12). Other luminaires were present and operational although the fittings/lamps are clearly aged.

The floodlight to the right hand end of the hall was not operational during the inspection.

NOTE: It was noted that there have been occurrences of people accessing the flat roof – the location of the refuse bins may be offering a point of access to the roof.

SIDE ELEVATION (WEST FACING)

A. WALLS:-

The walls are constructed in sand faced clay facing bricks which are in good condition. A concrete lintel is built in to the wall to enable future expansion. The face of the lintel appears to be sound, there is slight settlement cracking/missing pointing to the left hand end (fig. 13).

B. ROOF:-

The verge tiles and bedding appeared to be in good order. The bottom left hand roof edge (as noted previously has damaged tiles which is resulting in water ingress and associated damage) (fig. 07).

The barge board is showing light wear and would benefit from redecoration. The left hand section will require repair/replacement where water damaged and rot has established.

The soffit boards are of a cement board type material which could contain asbestos - This should be tested for asbestos content prior to any remedial works being undertaken.

C. GENERAL:

There is a high level floodlight affixed to the gable wall. This was not functioning on the day of the inspection.

There is a redundant electrical connection protruding from the wall, this should be properly removed and terminated (fig. 14).

REAR ELEVATION (SOUTH FACING)

A. WALLS:

The walls are constructed in sand faced clay facing bricks which are in good condition.

Some slight mortar loss was evident to the upper right hand side of the end of the changing rooms near to the luminaire fixings (fig. 15).

B. WINDOWS:

There are three uPVC framed windows to the hall which are all in good condition.

The windows have steel grilles fixed over them. In places the mesh welds have split and the frame fixings are missing or loose in a number of locations. The grille and frame are also suffering from general surface corrosion (fig. 16).

C. DOORS:

There are two sets of uPVC double doors which both appeared to be in good order. The left hand set have a broken closer to the left hand leaf and this is now projecting externally which is also causing the door to not close properly. This should be fixed to prevent further damage to the door, frame or hinges (fig. 17).

There is a flush timber door and frame to the rear of the changing rooms which appeared to be in reasonable order although the ironmongery is worn.



D. ROOF:

The main hall features a pitched roof of concrete tiles (possibly Redland Renown or similar). The tiling appears to be in good order.

The roof to the changing rooms is a flat roof. The roof itself was not accessed for inspection so the final finish was not established but the perimeter felt detailing appeared to be in good order and there were no reports of any leaks. It is unlikely however that the roof is insulated to current standards.

The fascia boards both to the hall and lower changing room areas are gloss painted timber and are showing signs of rot to the bottom edges in places (fig. 18).

The soffits to the hall and the lining to the underside of the external canopy appear to be a form of cement board and one board appeared to have split above the right hand window. The soffit board material should be tested for asbestos content prior to any remedial works being undertaken.

Gutters are installed in uPVC and appeared to be in good order. A number of areas would benefit from light cleaning. A section of downpipe was missing above the canopy area (fig. 19).

An external canopy, supported via a steel post abuts the hall and changing room areas. The outside corner appeared visually to possibly have dropped slightly and there are signs that it could have been repaired previously. The fascia was showing signs of rot generally and some bubble wrap appeared to possibly be filling a hole to the rear of the gutter (fig. 20). The steel post base is showing signs of surface corrosion (fig. 21).

SIDE ELEVATION (EAST FACING)

A. WALLS:

The walls are constructed in sand faced clay facing bricks which are in good condition although there are some minor signs of mortar line cracking and mortar loss to the right of the left hand door adjacent to the air brick.

A large air brick is located at low level and requires pointing in (fig. 22).

There are two holes to the right hand end (approximately 6 and 10 courses down from the fascia board) which require filling (fig. 23).

B. WINDOWS:

There are four timber frames, single glazed windows which are all in a dilapidated condition. Window cills have established rot, some sections of glazing bead are missing and the painted decoration is peeling throughout (fig. 24).

C. DOORS:

There are two flush timber doors set into timber frames. The doors themselves require redecoration and the ironmongery is worn (fig. 25). The left hand door frame shows signs of movement and also previous repair. Painted finishes to the frames are worn and peeling.

The doors feature timber thresholds which are also very worn (fig. 26).

D. ROOF:

The roof to the changing rooms and toilets is a flat roof. The roof itself was not accessed for inspection so the final finish was not established but the perimeter felt detailing appeared to be in good order and there were no reports of any leaks. It is unlikely however that the roof is insulated to current standards.

The gable end of the hall features a timber barge board which appeared to be in reasonable order although looked to require redecoration.

The fascia boards to the changing rooms and toilets require redecoration

Rainwater goods are installed in uPVC and appear to be in good order. The downpipes were not accessible as impact guards are fitted to their full height, these appeared to be well secured.

E. GENERALLY:

The extract fan from the disabled WC is missing the vent cover, a replacement should be fitted.

### GENERAL SITE

The tarmacadam and space markings to the car park are in good order, there are a few areas where adaptations have been made for below ground works but these all appear even and level. One section adjacent to a road gully is loose (fig. 27) and should be monitored to ensure it does not break up and cause a trip hazard. In due course this section should be re-laid.

One manhole was noted as having a slightly bowed cover (fig. 28), the rating of the cover should be checked to ensure it is adequate for the traffic utilising the car park, if not, it should be replaced with a cover with a higher load rating.



The concrete path to the side and rear of the hall has broken up in places (fig. 29).

It is understood that the playing fields are not controlled by the village hall and as such no comment is made as to their condition.

## **PART II**

### **INTERNALS**

#### MAIN HALL

##### **A. CEILINGS:**

The hall ceiling comprises a 600 x 1200mm suspended ceiling grid with inlaid tiles. The grid has discoloured with age and the tiles are beginning to sag. In a number of positions, the tiles are not sitting correctly in the grid and a number of tiles were damaged towards the stage end of the hall (fig. 30).

There are twelve surface mounted strip lights, all were working although numerous defects were noted to the diffusers such as twisting and missing parts.

##### **B. WALLS:**

There are eight brickwork piers that are all in good order. All other walls have a painted plaster finish. There is some evidence of minor hairline cracking and hollow sounding plaster above the windows. A crack was also noted to the right hand side of the right hand extract fan.

Painted timber skirting boards are all in good order.

There are three large extract fans through the rear wall. Controllers are located within the kitchen. The fans were switched on and appeared to function correctly.

##### **C. WINDOWS:**

There are five uPVC framed windows which are all in good order. The windows also feature aluminium framed secondary glazing. The paint was peeling to the window cills to the rear elevation.

The windows all feature curtains although it was not established if the material is fire retardant. The curtain pole central bracket to the right hand front window requires re-fixing (fig. 31).

There is a large aperture serving window to the kitchen. There is a manually operated 'Harol' roller shutter although it was not established if this was fire rated.

D. DOORS:

There are three sets of uPVC double doors from the hall which are all in good order. The right hand rear doors have a broken closer and the arm is projecting externally (fig. 17). This should be addressed to prevent further damage to the door and frame.

There is a pair of timber framed 'GG' doors leading to the lobby area. There appears to be some slight settlement on the hinges but the doors are otherwise in good order.

E. FLOORS:

The flooring comprises of square timber parquet panels. These appeared to be well bonded throughout although gaps were noted to the joints in places and the surface finish would benefit from refurbishment.

There is a timber stage area at the end of the hall, the steps were free standing. There are some signs of water staining to the surface (fig. 32) but all appeared to be in otherwise good condition. The structure beneath was not viewed.

F. GENERAL:

There are eight wall hung radiators in the room. These were not tested.

There are three water fire extinguishers in the room. The next test due date is 2019.

Emergency lighting was present within the room (not tested), although no fire detection or alarm is present.

## LOBBY

A. CEILING:

The ceiling has a textured surface finish (possibly 'Artex') which is in good condition. The textured material should be tested for asbestos content prior to any works that may disturb it.

There are slight cracks to the side wall junctions (fig. 33).

B. WALLS:

The walls have a decorated plaster finish and are in good decorative order. There is one slight hairline crack above the right hand side of the hall doors.

C. DOORS:

A pair of flush ply faced doors lead to the electrical cupboard. These are in good order although the left hand handle is loose.



There are a pair of timber framed 'GG' doors leading to the hall. There appears to be some slight settlement on the hinges but the doors are otherwise in good order.

A number of flush faced doors lead to the kitchen and toilet areas, refer to individual rooms for details.

The main entrance doors are single safety glazed, timber framed doors. These are in reasonable condition although would benefit from redecoration and the ironmongery was noted as being worn.

D. FLOORS:

The lobby features square timber parquet flooring panels. On tapping a number of panels it appeared that the adhesive may have de-bonded leaving some panels slightly loose (fig. 34). There are some slight cracks between the panels and the panels themselves would benefit from refurbishment.

Skirting boards and architraves are painted timber. They are showing signs of wear and tear but are in reasonable condition otherwise.

E. GENERALLY:

Electrical accessories were noted as being aged but those used worked correctly.

The electrical cupboard installations feature old fuse boards and wired fuses. The test sticker suggests that the next test was due in 2010, it was not confirmed whether this test had been undertaken (fig. 35).

A water fire extinguisher is mounted on the wall, the next test is due in 2020

## KITCHEN

A. CEILINGS:

The ceiling has a textured surface finish (possibly 'Artex') which is in good condition. The textured material should be tested for asbestos content prior to any works that may disturb it.

There are two fluorescent strip lights, they do not have diffusers and the left hand fitting was not operating.

B. WALLS:

Walls feature a decorated plaster finish which is in good decorative order. Some minor hairline cracking was noted and there is a small area of damp evident below the kitchen extract fan (fig. 36).

C. WINDOWS:

The kitchen window is uPVC framed and double glazed and is in good condition. The window cill is tiled and the grout has discoloured in places.

There is a manually operated 'Harol' servery roller shutter affixed above the servery. It was not established if this is fire rated in any way.

D. DOORS:

There is a single flush fire door leading to the lobby. Not all of the hinge screws were fully tightened (fig. 37) and there was a small amount of flaking paint to the head (fig. 38). The door is labelled as a fire door although is not fitted with intumescent smoke seals.

E. FLOORING:

Non-slip vinyl flooring is laid throughout the kitchen and is in good condition.

F. GENERALLY:

The fan controllers are mounted on the wall in the kitchen and all appeared to operate correctly.

There is a powder fire extinguisher mounted on the wall, the next test due date is 2021.

The kitchen units are all in good order although some of the hinges would benefit from slight adjustment to straighten up the doors.

The wash hand basin is slightly loose on the wall and this has separated the mastic seal (fig. 39).

## LADIES

A. CEILINGS:

The ceiling has a textured ceiling finish (possibly 'Artex') which is in good condition although there is a crack to the internal wall junction. The textured material should be tested for asbestos content prior to any works that may disturb it.

B. WALLS:

The walls are plastered with painted decoration and in good decorative order. The paint to the window cill is worn/peeling, possibly as a result of spilled soap and cleaning products on the cill (fig. 40).

C. WINDOWS:

There is a single glazed, timber framed window. There is wear to the decoration to the right hand side but the window appeared to otherwise be in good order.

D. DOORS:

There is a painted flush door which appeared to be in good order. The ironmongery is worn.

E. FLOORING:

The floor features quarry tiles and a matching tiled skirting which is all in good order.

F. GENERALLY:

The WC was in good working order although the seat is loose.

The wash hand basin is loose on its wall fixings (fig. 41)

There is a wall mounted toilet roll holder, this was empty and the cover appeared to be very loose.

DISABLED

A. CEILINGS:

The ceiling has a textured ceiling finish (possibly 'Artex') which is in good condition. The textured material should be tested for asbestos content prior to any works that may disturb it.

B. WALLS:

Walls are plastered and in good decorative order.

C. WINDOWS:

There is a timber framed window. The left hand stay is missing but the window is generally in good order.

D. DOORS:

There is a flush timber door which is in reasonable condition. The door edge is worn, the handle is also worn and the bottom latch does not operate (fig. 42). The strike plate has been replaced at some point with one of a different size and this has left the frame looking untidy (fig. 43).

E. FLOORING:

The flooring comprises of quarry tiles with a matching tiled skirting. There is some staining but the tiles are otherwise sound.

F. GENERALLY:

The 'Doc M' WC suite appeared to be in good order.

The basin also appeared to be in good order.



The extract fan did not operate with the light switch and no other switching was apparent, this should be checked for proper operation.

## GENTS

### A. CEILINGS:

The ceiling is plastered, there are some hairline board cracks evident, but the ceiling is otherwise in good order.

### B. WALLS:

The walls are all plastered, there is some slight wear above the urinal trough (fig. 44) and there is also a hairline crack above the window lintel position.

### C. WINDOWS:

There is a timber framed window, the stays are loose (fig. 45) and there was a crack to the cill. The window itself is in reasonable order internally.

### D. DOORS:

There is a flush, gloss painted door to the lobby. The air transfer grille at the bottom is damaged and the ironmongery is worn. It was also noted that the door closer has damaged the wall behind.

There is a door to the changing room. The ironmongery is aged and the door would benefit from seals. The door is in reasonable condition.

### E. FLOORING:

The floor is quarry tiled with a matching tiled skirting. The tiles are stained in places but appeared sound.

There are some small holes in the tiles from previous cubicle fixings, these should be filled (fig. 46).

### F. GENERALLY:

The trough urinal is in good order, the grout has discoloured and the grout joints to the trough sections requires renewal (fig. 47). The urinal is connected to a black cistern which has some slight corner damage. The cistern should be tested for asbestos content as part of any future asbestos survey.

The wash hand basin is well fixed and the taps are working correctly.

The WC suite is in good working order although the lever handle was noted as being loose.

The cubicle is in good condition. The privacy latch has damaged the wall slightly.

## CHANGING ROOM 1 (HOME)

### A. CEILINGS:

The ceiling is plastered, the changing room areas are in good condition although the shower area ceiling is damaged and requires attention (fig. 48).

### B. WALLS:

The walls are plastered and are in reasonable condition but have general wear and tear from use. There is also a crack to the lintel to the head of the door.

The walls in the shower are tiled and in reasonable order. The grout is discoloured to the lower courses of tiles (fig. 49).

### C. WINDOWS:

Windows are single glazed, timber framed windows. The bottom section in the shower area is showing signs of rot and deterioration.

### D. DOORS:

There is a single solid core, flush painted door leading from the outside. The door requires redecoration and the ironmongery is worn (fig. 25). There is a timber threshold which is worn (fig. 26). Paint is peeling from the external door frame, the mastic seal to the masonry has split and there is evidence of a previous repair at the base.

There is a hollow-core flush timber door leading in to the hall toilet lobby. This is only secured with a simple slide bolt on the changing room side.

### E. FLOORING:

Vinyl floor tiles are laid throughout the changing room. There is damage adjacent to the doors and showers. The tiles should be tested for asbestos content as part of any future asbestos survey.

The shower area features large format floor tiles which appeared to be in good order.

### F. GENERALLY:

There is a timber peg rail to two walls, one is missing a fixing to one end but they are otherwise in good order.

There is a switch to the right hand side of the external door which did not appear to operate anything?

## CHANGING ROOM 2 (AWAY)

### A. CEILINGS:

The ceilings are plastered and in good decorative order.

The ceiling in the shower area was untidy and needs some attention.

There is a 100mm diameter hole with a plastic sleeve through the external shower wall although no extract fan is fitted.

### B. WALLS:

The walls are plastered. There is some general wear and tear from general use, but they are otherwise sound.

The walls in the shower are tiled and in reasonable order. The grout is discoloured to the lower courses of tiles.

### C. WINDOWS:

Windows are single glazed and timber framed. They require decorations at low level and there is a stay missing to the left hand side in the shower area.

### D. DOORS:

There is a single solid-core, flush external timber door which requires redecoration and the handle is worn: The external frame is slightly loose and not adequately fixed (fig. 50). Externally this appears to have caused some minor mortar joint cracking. The timber threshold is also particularly worn.

### E. FLOORING:

Vinyl floor tiles are laid throughout the changing room. There is damage adjacent to the doors and showers (fig. 51). The tiles should be tested for asbestos content as part of any future asbestos survey.

The shower area features large format floor tiles which appeared to be in good order.

### F. GENERALLY:

There are no covers to some of the electrical trunking junctions on the ceiling (fig. 52).

The changing benching units are not fixed to the floor or wall.



## RECOMMENDATIONS

The following recommendations do not form a specification for the works and must not so be used.

### A. URGENT:

- i. The duty holders for the hall should employ the services of a licensed asbestos surveyor to provide an 'Asbestos Management Survey' for the property in line with the Control of Asbestos Regulations 2012. This document should then be provided to all persons who may work on or maintain the building and its associated services.
- ii. No fire detection or alarm provision was present. These should be installed to BS5839-1:2013 to ensure that the duty holders comply with The Regulatory Reform (Fire Safety) Order 2005.
- iii. The external hall roof tiling, soffit and fascia should be repaired
- iv. The external lobby bulkhead luminaire and other associated faulty luminaires should be checked and renewed as necessary
- v. The closer arm on the external hall doors should be fixed to prevent further damage to the door and frame

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### B. The following work should be undertaken in the next eighteen months:

- i. The remaining timber external windows should be replaced
- ii. Consideration should be given to the replacement of the external timber doors and frames
- iii. The loose parquet timber flooring panels should be attended to
- iv. The next fixed wiring test should be undertaken and consideration given to the likely lifespan of the original fuse boards which are now obsolete
- v. Internal doors do not feature intumescent smoke seals, consideration should be given to upgrading the internal doors accordingly, particularly to the kitchen which is considered a higher risk area

Assess


### C. LONG TERM:

- i. Going forward, consideration should be given to upgrading the existing internal lighting to an LED alternative as fittings require replacement
- ii. The external path and any damaged areas of tarmacadam should be monitored and repaired/renewed as necessary
- iii. Consideration should be given to renewing the suspended ceiling tiles throughout the hall

### D. MAINTENANCE: the following work is essentially maintenance:

- i. Internal and external decorations should be renewed
- ii. Replacement of internal ironmongery and sanitary ware where dilapidated
- iii. Holes in walls and minor repointing cracks should be made good
- iv. Missing components such as extract fan louvres should be reinstated
- v. Cleaning of windows, doors, frames and the like should be carried out
- vi. Loose fittings and fixings should be secure

## **APPENDIX A**

- A. ELECTRICAL INSPECTION: any electrical installation should be tested every five years and immediately if not done within the last five years (except as may be recommended in this Report), by a competent, registered electrical engineer NICEIC approved, and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept securely at the property.
- B. LIGHTNING CONDUCTOR: any lightning conductor should be tested every five years (in addition to any works which may be recommended in this Report) in accordance with the British Standard 6651 by a competent electrical engineer NICEIC approved and the record of the test results and conditions should be kept securely at the property.
- C. SERVICES: a proper examination and test should be made of the heating apparatus by a qualified engineer, each summer before the heating season begins; the managing trustees should consider arranging an Inspection Contract with their insurance company.
- D. The Stationary Office have released a publication titled 'Fire Safety risk assessment for small and medium places of assembly'. This document (available online) provides a guide on undertaking a fire safety risk assessment at the property and may aid in establishing what other measures need to be put in place to safeguard the users of the hall. 
- E. The inspector's report does not constitute a "Schedule of Works". It is the duty of the managing trustees to seek further advice and take necessary action decisions as part of their normal responsibility for the care, maintenance, preservation and insurance of the building, fabric and contents. The inspector should estimate the "Range of likely cost" as far as can reasonably be determined.
- F. MAINTENANCE CONTRACT: the managing trustees are strongly advised to enter into an annual contract with a local builder for the cleaning out of gutters and downpipes twice a year.
- G. Managing trustees are advised to carry out an inspection of their property each year, the object of the inspection is to ensure the early detection of deterioration and defects so that prompt action can be taken and unnecessary (and perhaps crippling) expense avoided. The property represents an asset and it is important that all property is maintained in a good state of repair even when disposal is contemplated.
- H. INSURANCES: the managing trustees are reminded that insurance cover should be index-linked, so that adequate cover is maintained against inflation of building costs. It is of course important to ensure that the basic sum insured is adequate at inception of index-linking, as this will deal only with future inflation.

- J. SECURITY: managing trustees are advised to security tag all artefacts and ornaments in an appropriate way – marker pens, micro dots, electrical devices, etc., and to photograph items. Details should be kept with the Inventory in a place of safety.



APPENDIX B  
PHOTOGRAPHS



Fig. 01. Minor settlement crack above window lintel



Fig. 02. Existing windows require minor cleaning





Fig. 03. Main entrance doors require redecoration

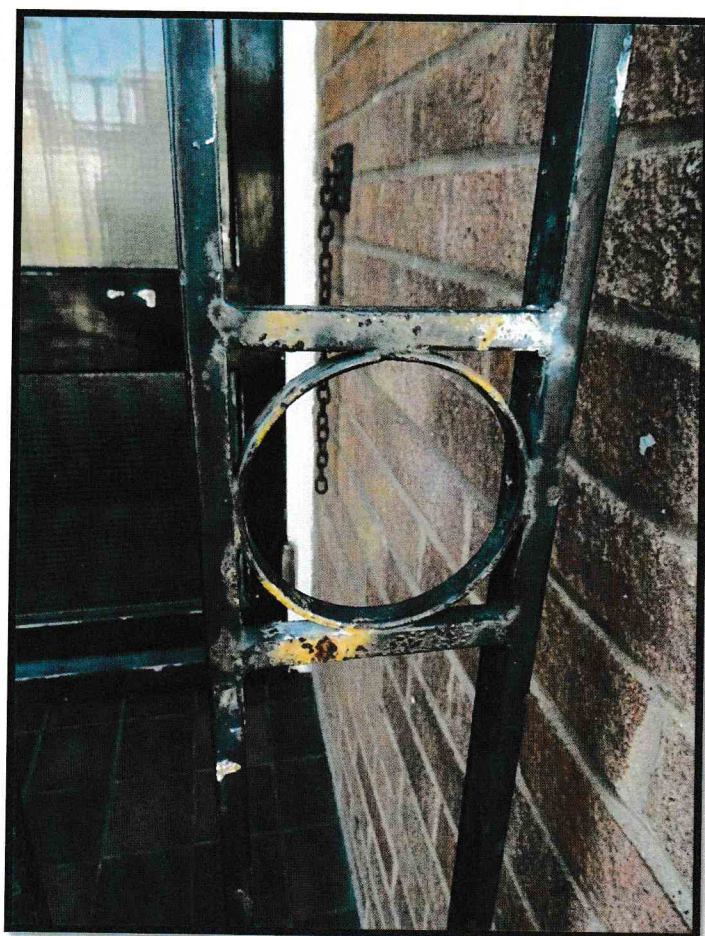


Fig. 04. Front gates require attention





Fig. 05. External door head requires minor making good



Fig. 06. Roof tiling requires urgent repair



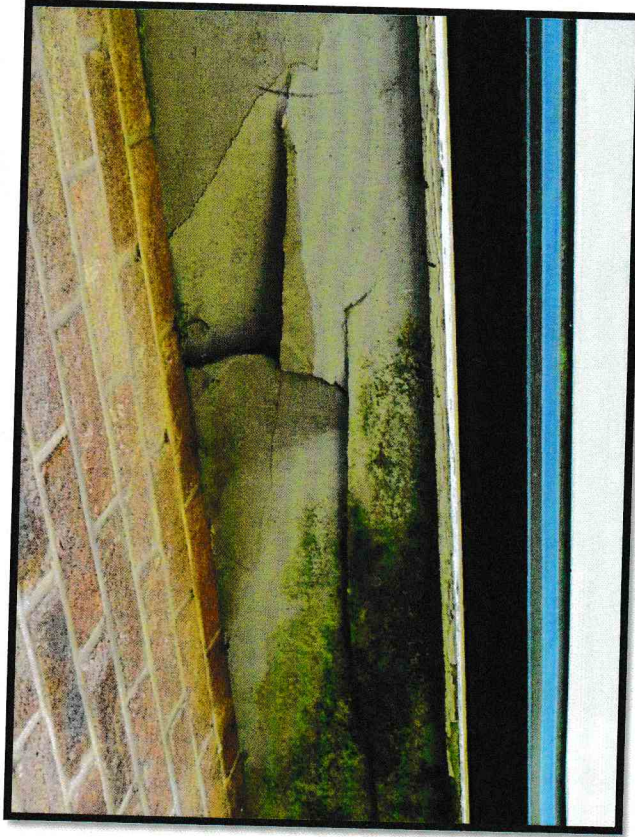


Fig. 09. Damaged soffit



Fig. 10. Rainwater pipe joints starting to leak slightly



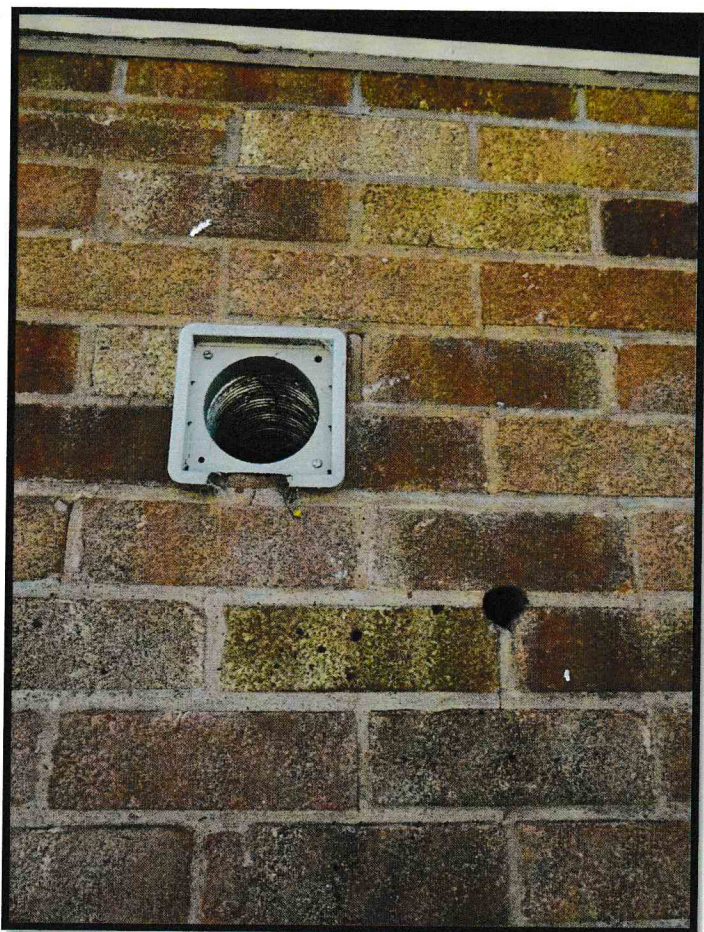


Fig. 11. Extract requiring grille and hole requiring making good



Fig. 12. Damaged external lobby light fitting



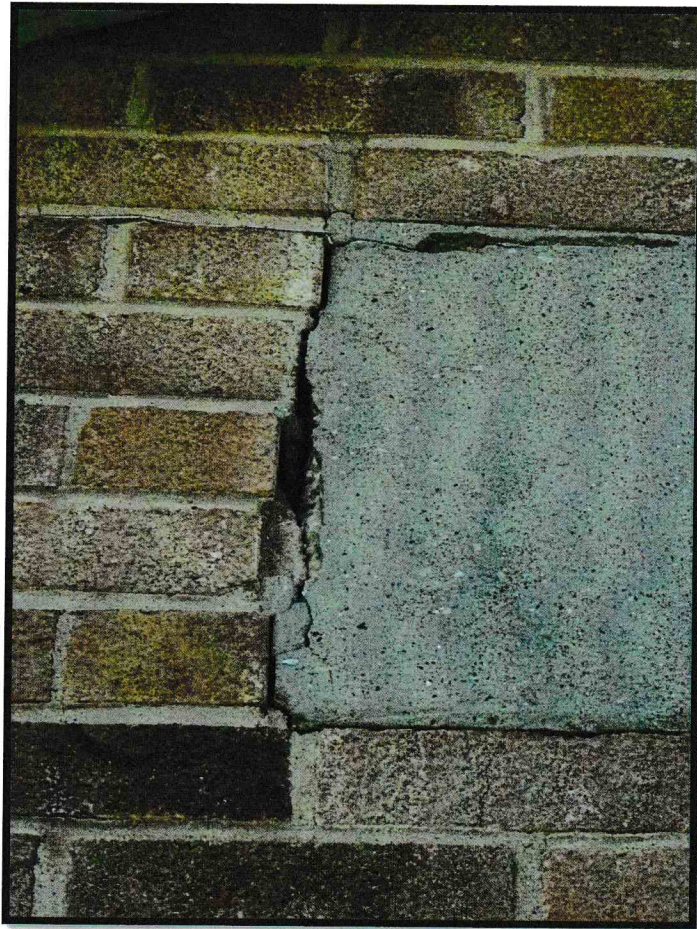


Fig. 13. Slight settlement cracking to lintel



Fig. 14. Cables requiring proper termination





Fig. 15. Minor cracking on the mortar joints to the external corner

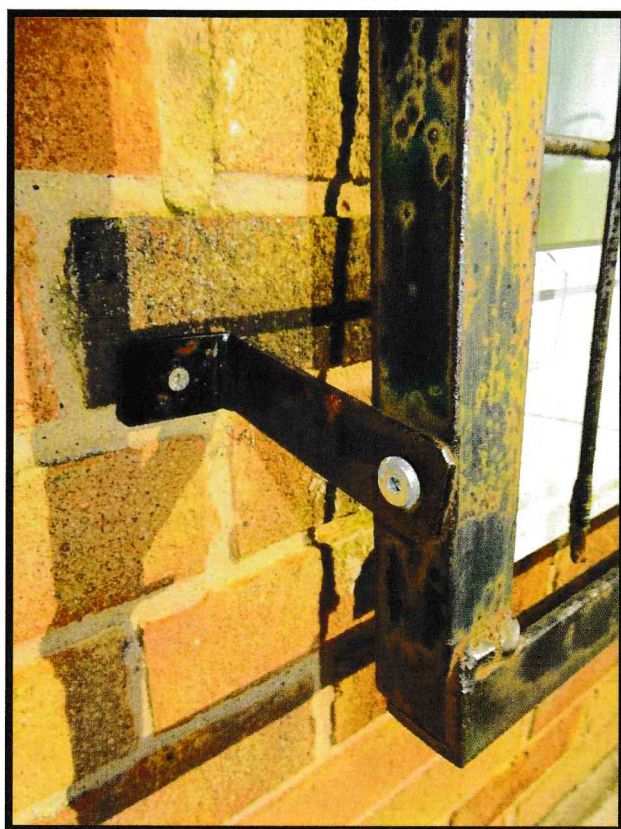


Fig. 16. Loose fixings and dilapidation of the window grilles





Fig. 17. Damaged door closer arm requires attention



Fig. 18. Further rotting to the fascia boards to the rear of the building



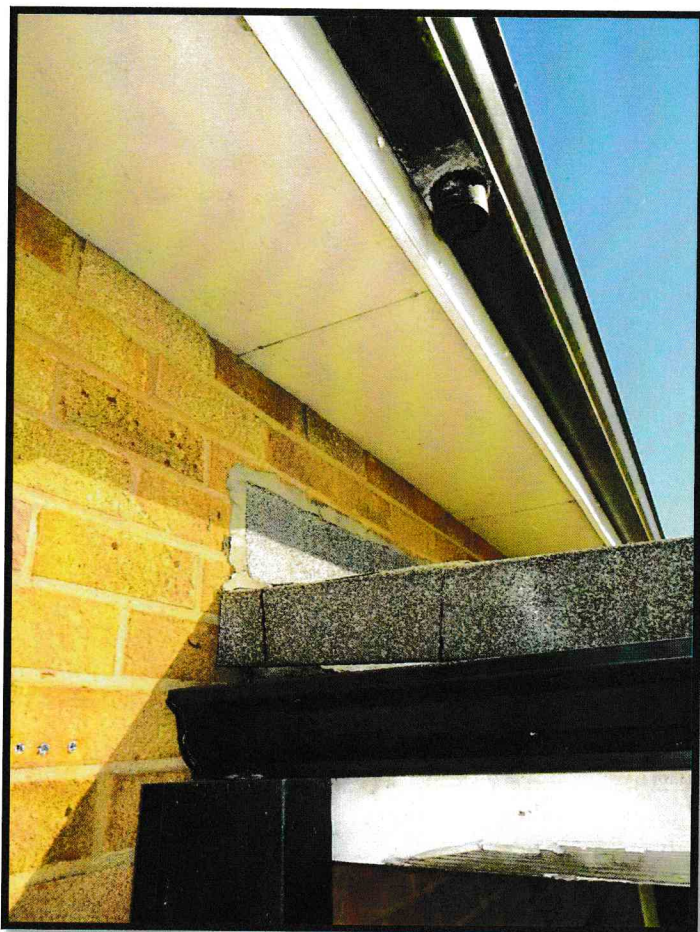


Fig. 19. Down pipe missing



Fig. 20. Damaged fascia to the external canopy at the rear





Fig. 21. Corroded canopy post foot, water on ground suggests gutter stop end leaking

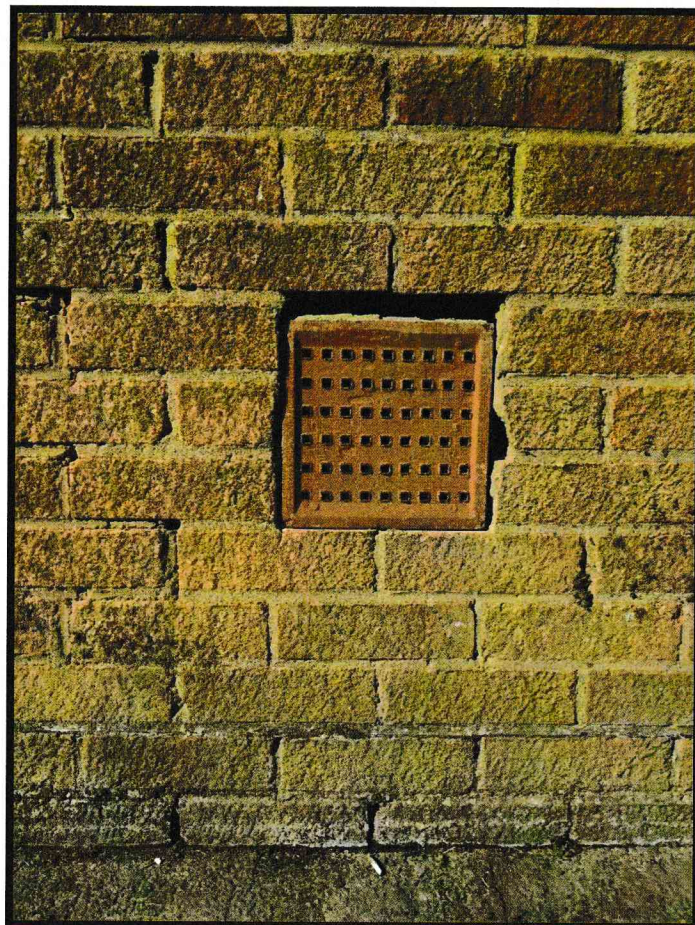


Fig. 22. Air brick requires pointing in



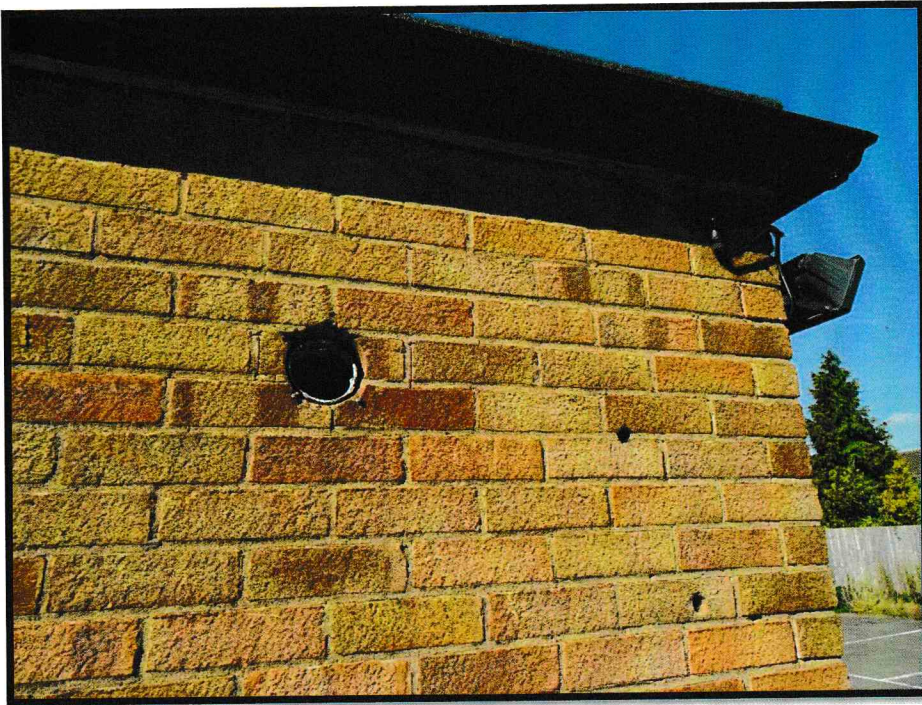


Fig. 23. Extract fan requires vent cover. Also note holes requiring filling.



Fig. 24. Rotten external timber window frame and cill





Fig. 25. Changing room doors require redecoration and replacement ironmongery



Fig. 26. External timber threshold and door frame are worn.



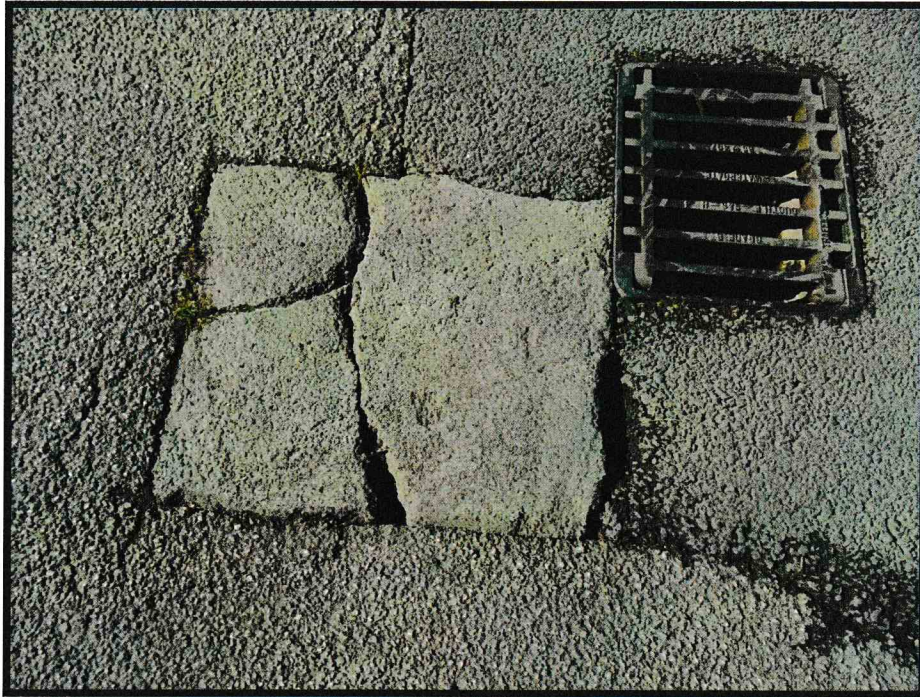


Fig. 27. Poorly filled section of car park surfacing



Fig. 28. Manhole cover specification should be checked for strength



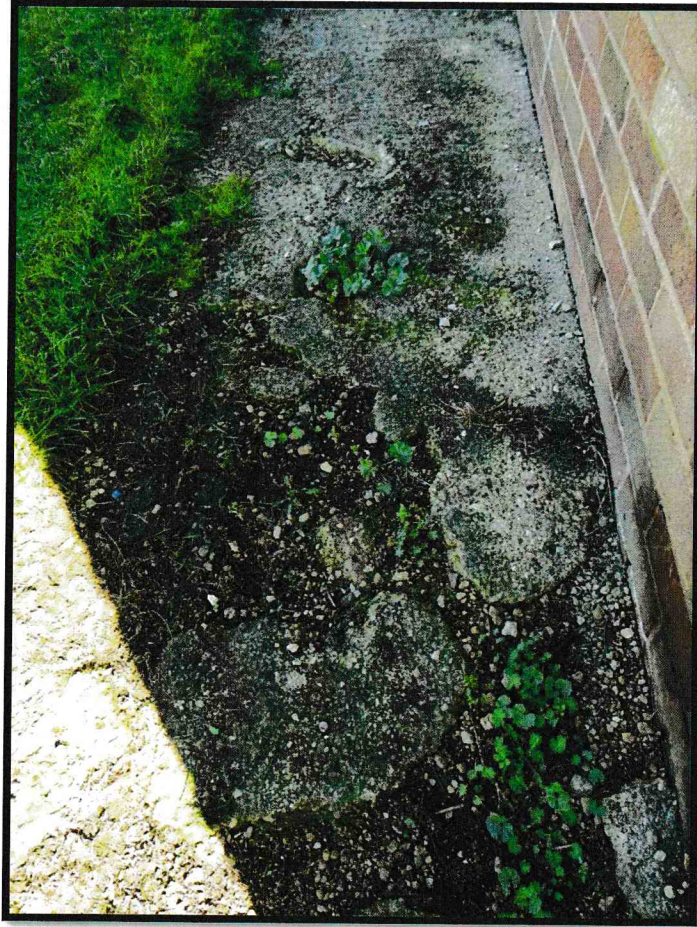


Fig. 29. Concrete path around building is breaking up in places



Fig. 30. The main hall suspended ceiling





Fig. 31. Curtain rail fixing requires tightening

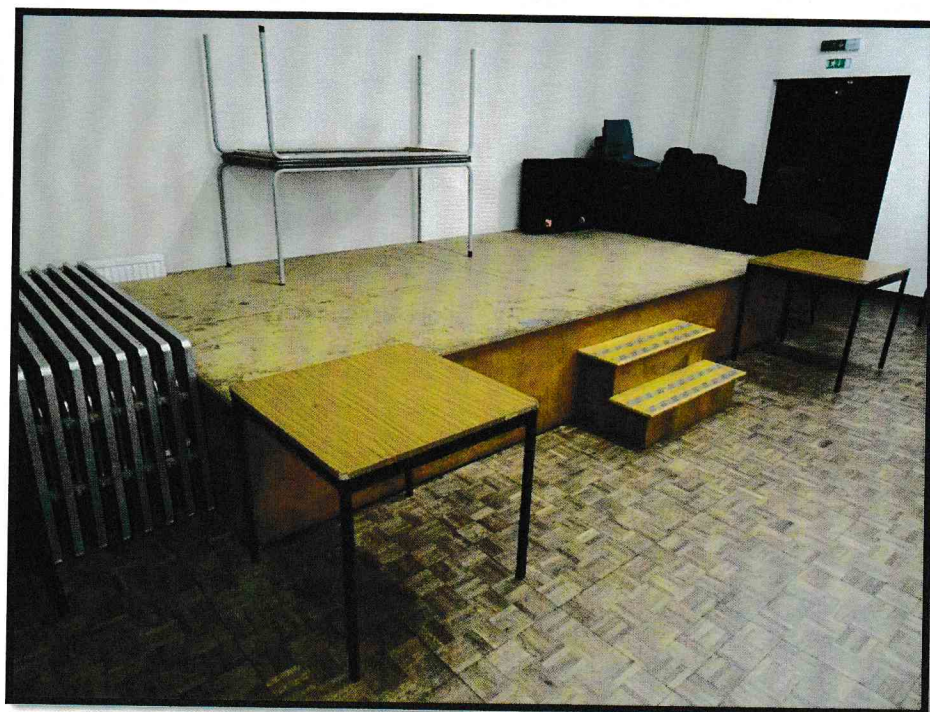


Fig. 32. The stage in the main hall



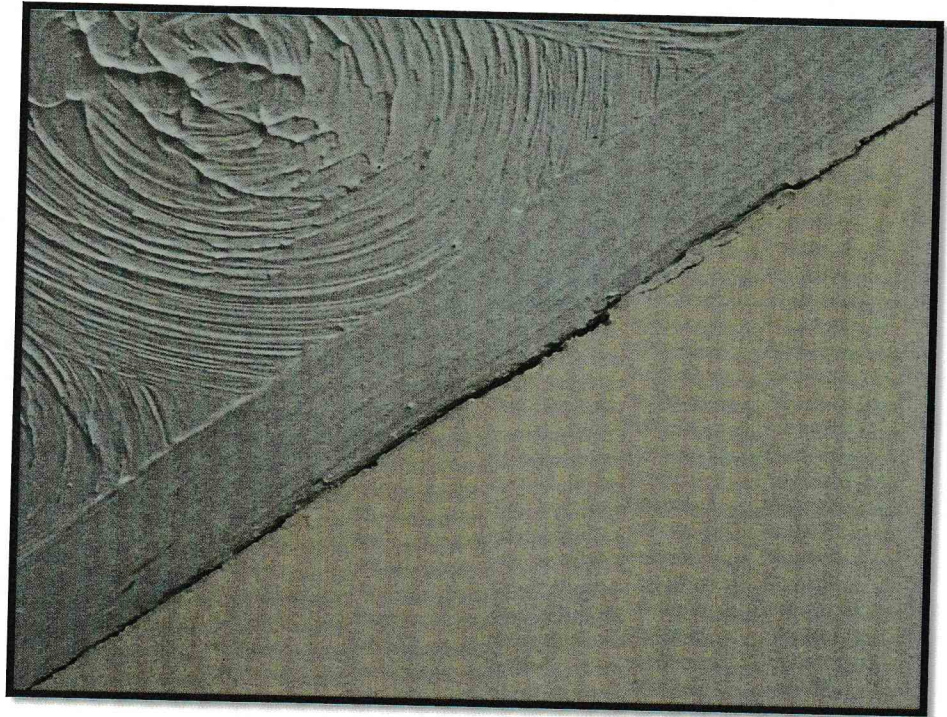


Fig. 33. Cracking to the ceiling and wall junction



Fig. 34. The timber parquet flooring panels





Fig. 35. The original electrical installation



Fig. 36. Kitchen extract fan, note minor damp evidence in the wall below



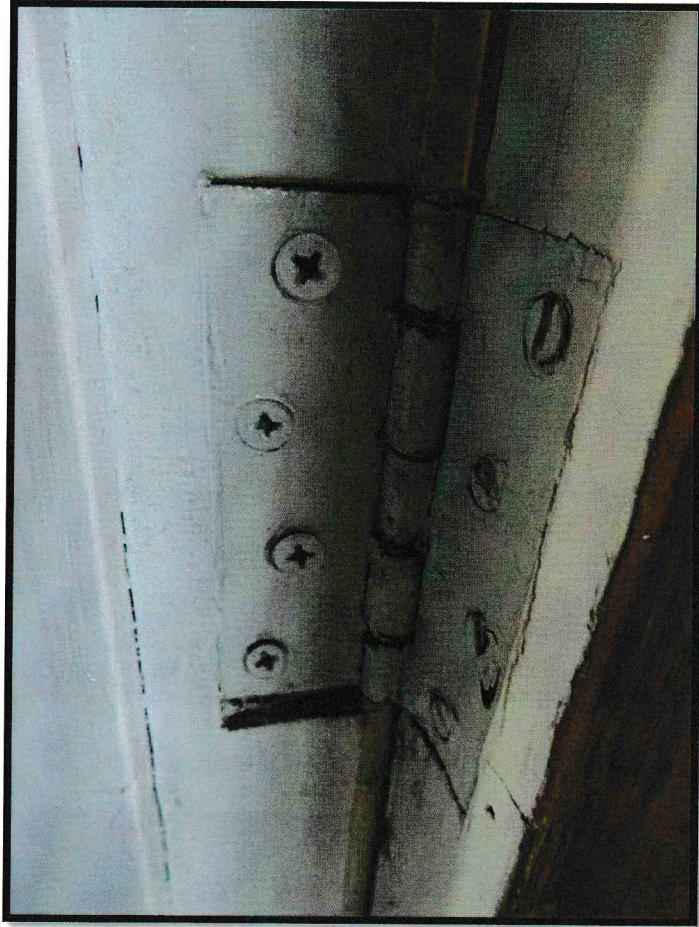


Fig. 37. Poorly fitting and aged kitchen door hinges



Fig. 38. Damage to the head of the kitchen door





Fig. 39. Gap to the rear of the kitchen wash hand basin



Fig. 40. Dilapidated finishes to the ladies toilet window cill





Fig. 41. The basin in the ladies toilet which is loose on the wall



Fig. 42. The disabled door edge



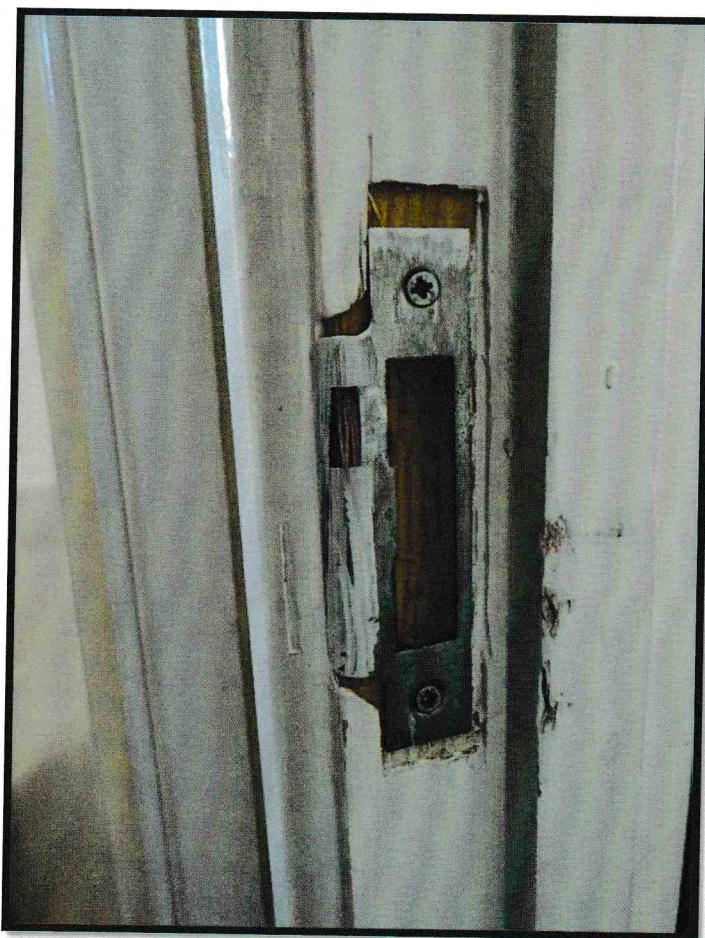


Fig. 43. The replacement disabled toilet strike plate

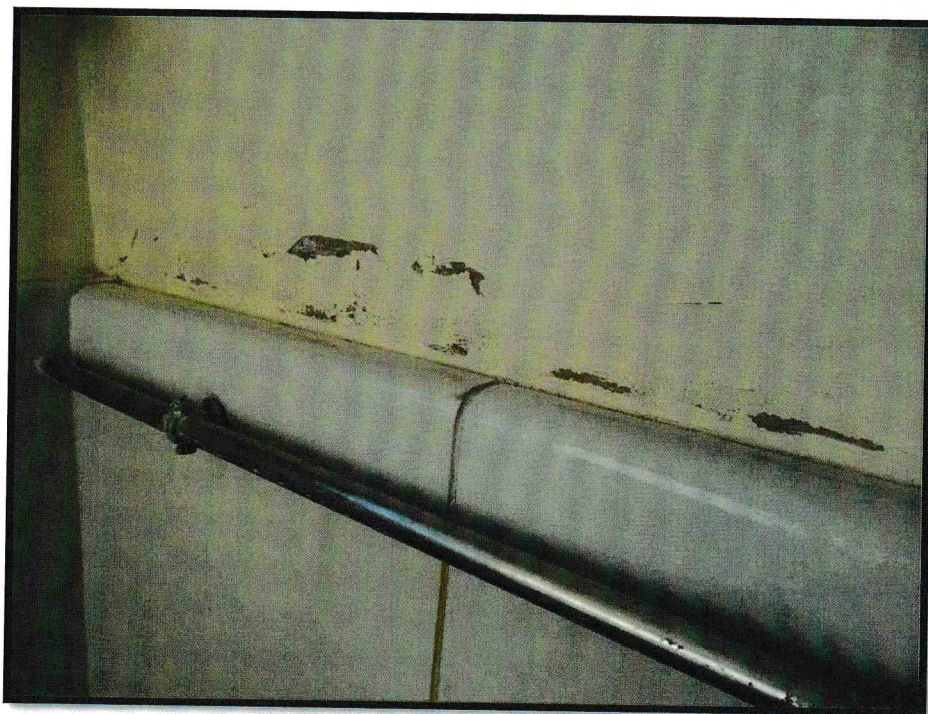


Fig.44. Wear to the finishes above the urinal in the gents toilets





Fig. 45. Inoperative lock to the window in the gents toilets

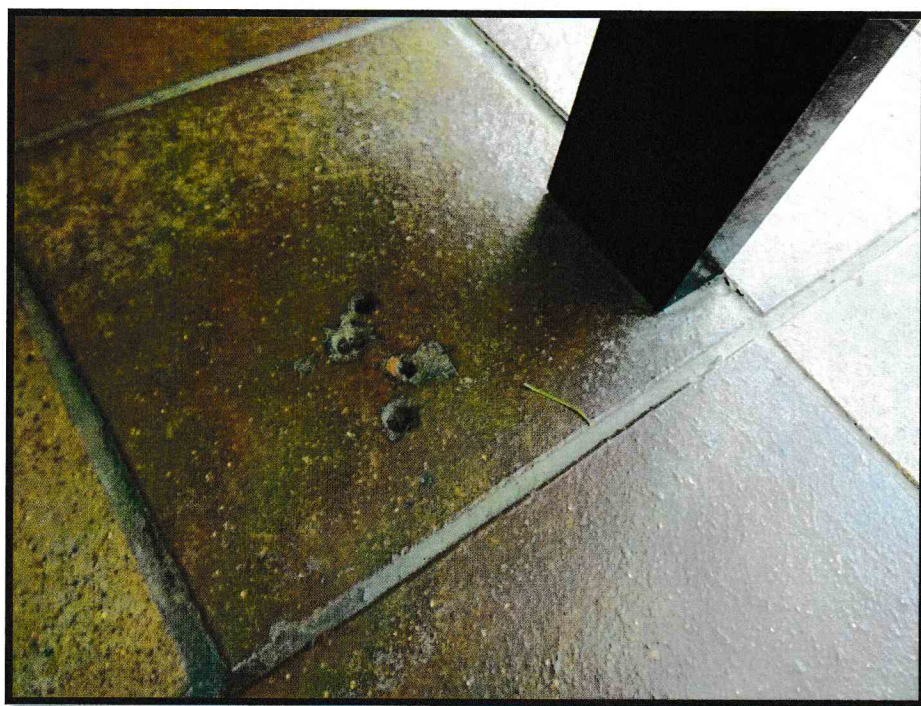


Fig. 46. Redundant fixing holes in the quarry tiled floor



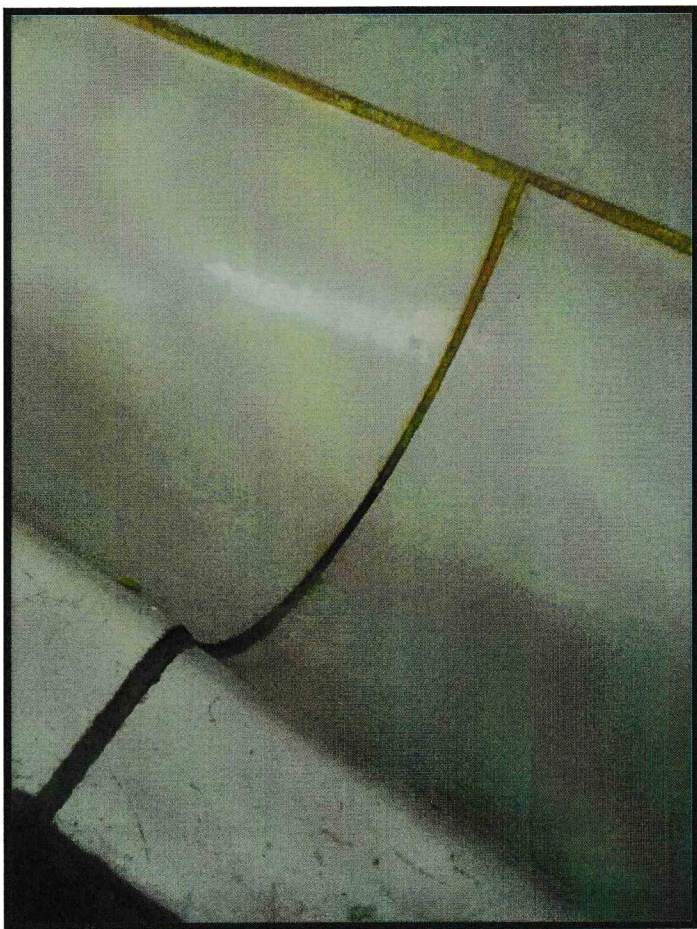


Fig. 47. Dilapidated grouting to the urinal trough

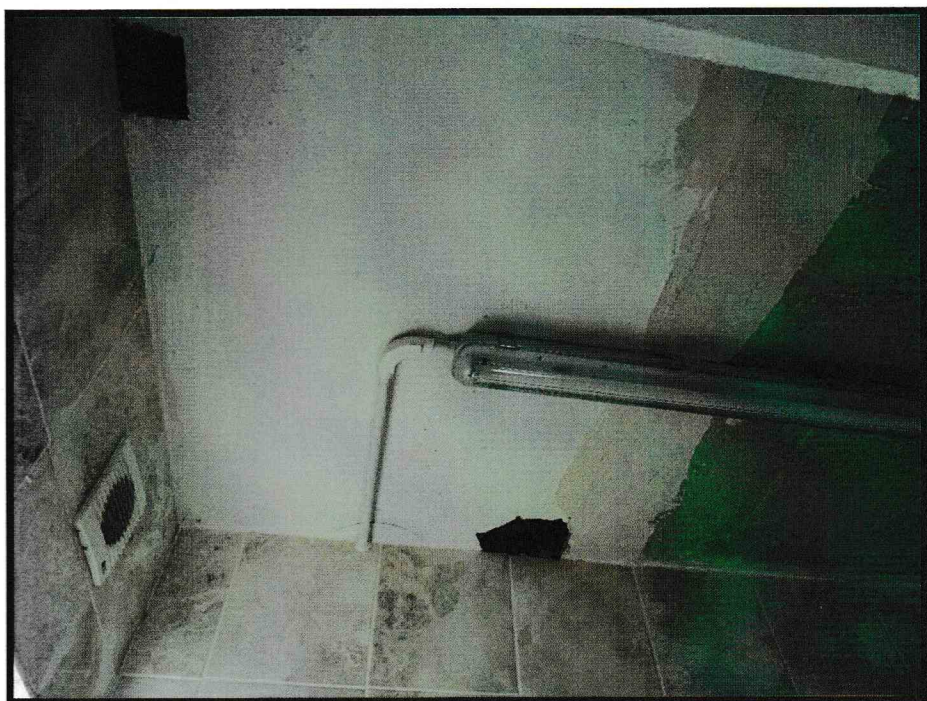


Fig. 48. The shower area ceiling

ons to



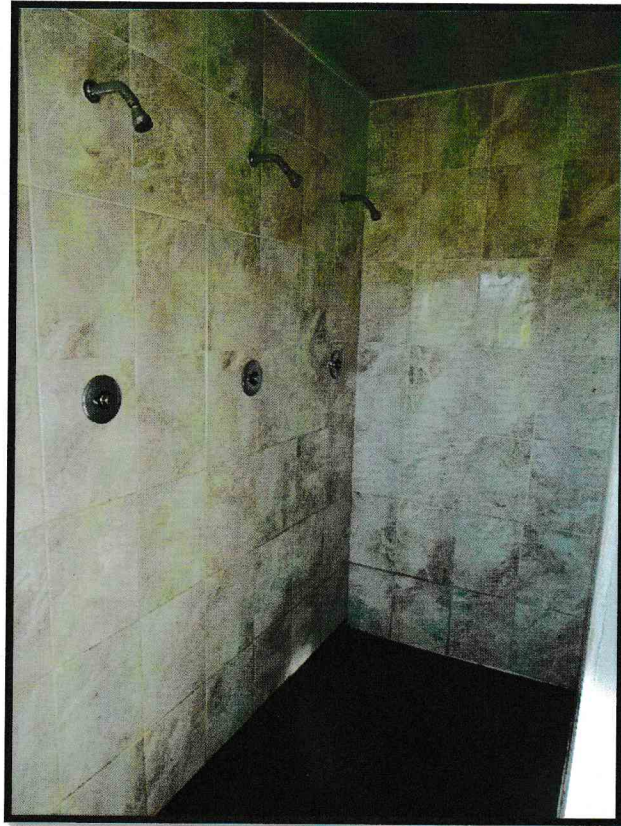


Fig. 49. Wall tiling to the shower area

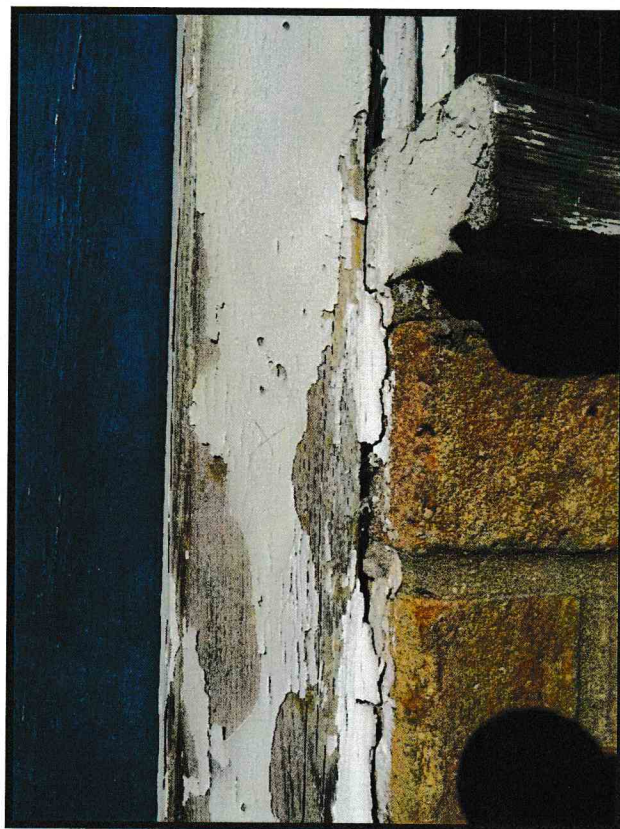


Fig. 50. Changing room external door frames are dilapidated





Fig. 51. Damaged vinyl floor tiles in the changing rooms.

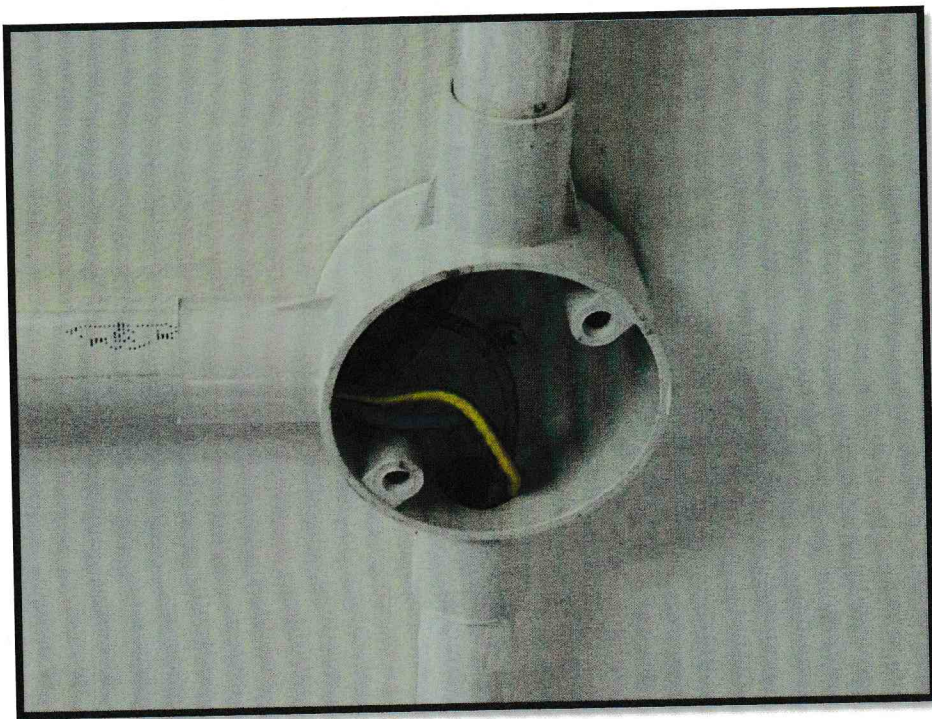


Fig. 52. Missing conduit junction covers in the changing room.

ONS to