Summary Building Condition Survey Report

of

Portessie Primary School
School Road, Portessie AB56 1TN

24th & 25th August 2022

Z00446 / ADC & NS

CONTENTS

1. Introduction

1.1. This report has been prepared by Andrew Clark MRICS, MCIOB and Neal Stewart Building Services Engineer, of Moray Council. The report is confidential to Moray Council and is not intended for public release without Moray Council's express approval. The report summarises the condition of the property condition at the time of the survey, periodic reviews of material condition will be required. An inspection of the property was undertaken on Wednesday 24th and Thursday 25th August 2022.

1.2. The report seeks to provide a brief summary of the condition of repair, identifying the principal defects and wants of repair, together with the main points of concern arising from the inspection. Items of a routine or minor maintenance nature have generally not been listed.

1.3. At the time of our inspection, the weather conditions were mild and cloudy with showers.

1.4. The premises comprise a primary school with nursery, constructed in single and 2 storeys. The school was constructed circa 1938.

1.5. The property was occupied during our inspection which was thus limited by the nature and extent of fixtures and fittings and of decorative finishes. In particular, the existence of fitted floor finishings throughout limited any inspection of the underlying floor structure. Framing out of walls and plasterboard linings conceal the underlying structure and it is possible that defects relating to moisture ingress may exist which are not revealed internally. Please also note and consider the Limitations and Exclusions Section, which is appended to this report.

1.6. Pitched roofs were examined from ground level with the use of binoculars. Accessible flat roofs were examined from a standard 3.80m ladder with the flat roof above the first floor corridor being examined from the high level first floor classrooms. Access was provided to all internal areas with the exception of the roof space above the Games Hall, due to the height of the ceiling.

1.7. All mechanical and electrical building services were inspected as far as reasonably practical. Domestic water supply pipework, heating pipework, alarm systems cabling and small power systems cabling was in most cases concealed in internal walls or under floor spaces and not reasonably practical to inspect. An effort has been made to assess the age and likely condition of these elements by using historic data, where available, to pinpoint the likely age of materials.

1.8. Extract and supply fan ventilation systems were tested by switching on and observing operation only. A detailed inspection of fan units, ductwork or controls has not been carried out during the non-intrusive survey.

1.9. Fire and intruder alarm systems were visually inspected for condition and age as far as reasonably practical and no physical testing was carried out on these services during the survey.

2. Property Description and Methodology

2.1 The property comprises of a single and two storey building with pitched and flat roofs.

2.2 The subjects are of masonry construction. Roofs are covered with natural slate to pitched roofs and mineral felt to flat roofs, rainwater goods are half round cast iron and ogee upvc gutters with felt lined box gutters to flat roofs and external cast iron rainwater downpipes. There is a single masonry chimney and a timber constructed bell tower. External walls are of natural stone and masonry construction with roughcast panels between some of the windows. Floors comprise concrete slab and suspended timber to both ground and first floors. Windows are aluminium with double glazed units, some with external security grills. External doors comprise timber single and double solid core doors with aluminium doors in aluminium screens.

Internally, ceilings are a combination of painted plaster, painted plasterboard, painted concrete and suspended ceiling tiles, walls are painted lath & plaster, painted plaster, painted plasterboard, wetwall and timber linings at low level. Floor coverings comprise carpet, carpet tiles, sheet vinyl, timber boards and concrete slab. Internal doors are generally solid core timber and timber panelled doors with glazed panels to classrooms. Ironmongery varies with both brass knobs and aluminium lever handles. Timber framed, single glazed screens and borrowed lights between classrooms and corridors.

The heating system comprises 2 cast iron, sectional, oil fired floor standing boilers, steel distribution pipework, steel panel, cast iron column and a small number of fan assisted wet type convector radiators. Not all radiators have thermostatic control valves and the control system is basic and dated. A small number of electrical convector and fan assisted convector heaters supplement the wet heating system. Heating distribution pipework is uninsulated in large areas and underfloor pipework is assumed to be in poor condition based on age and condition of visible pipework.

Hot water is also generated by the oil fired boilers. This is stored in a copper calorifier and distributed round the building via a pumped copper pipework loop. Hot water distribution pipework is uninsulated in large areas. 2 x point of use electric water heaters supplement the hot water system, located in the girls and boys toilets.

Cold water is distributed around the building via copper pipework of varying diameters. This pipework is uninsulated in large areas. A cold water storage tank is located in the attic space above the 1st floor classrooms, which is uninsulated. This tank feeds cold water to a percentage of outlets and the hot water calorifier.

Heating fuel oil is stored in a steel tank located in the basement within a bunded room next to the boilerhouse. Oil pipework and control valves are dated and in poor condition. An electronic warning system for tank overfilling and also a tank oil level monitoring system are installed.

Mechanical ventilation is provided in a number of rooms by electrical extract fans. These vary from wall to window mounted types of varying size output and are mainly manually operated by local switches. Staff and girls toilets have no mechanical extract fans.

The electrical installation comprises mains, sub mains cabling, general wiring, distribution boards, consumer unit and general accessories which appear to have been upgraded/installed circa 2010.

The lighting system comprises varying types of fluorescent tube recessed, surface mounted and suspended linear fittings. Some areas have automatic PIR controls for lighting which have been disabled in areas, at the request of the users and school.

Emergency lighting is installed throughout, consisting of variations of the general lighting fittings and also dedicated emergency exit sign type lights. These are generally installed at fire exits and on escape routes.

External building lighting is installed around the building perimeter walls. Light fittings are a mixture of flood and bulkhead style fittings. Some have emergency self-contained battery packs to act as emergency lights.

A smoke detection and alarm system is installed throughout the building. This system consists of an addressable zone control panel, break glass call point units and detector heads and sounders throughout.

An automatic Intruder alarm system is installed, consisting of PIRs generally positioned at potential intruder entry points and a user control panel to allow arming and disarming of the system.

A security door intercom system is installed to control access through the internal door at main entrance reception. This consists of user control keypad unit and 2 receiver handsets, located in the reception office and head teachers office.

1 x disabled toilet alarm system is installed with the access WC. This system comprises pull chord activation and reset units within the WC room and indicator alert panel located outside the access WC on the access corridor wall.

CCTV is installed with 1 external fixed camera, located at the main entrance door. A processor unit and monitor is situated in the reception office to allow viewing and recording of images.

2.3 Building size – The properties GIFA is 1206m2.

2.4 Condition codes and priority categories.

CONDITION SUMMARY MATRIX	
Good - A	Performing well and operating efficiently
Satisfactory - B	Performing adequately but showing minor deterioration
Poor - C	Showing major defects and/or not operating adequately
Bad - D	Life expired and/or serious risk of imminent failure
N/A	Not applicable for assessment

PRIORITY RATING MATRIX	
1	**Must Do (immediate)** to address essential H&S/comply with law/avoid service disruption.
2	**Should Do (within years 1 and 2)** to achieve/maintain basic standards.
3	**Would Do (within years 3 to 5)** desirable works if affordable.
4	**Programmed (within years 6 to 25)** consider within Planned Maintenance.

3. Summary of Principal Considerations

3.1 Primary School Building

- Isolated slipped and broken slates, ridge and hip capping has surface corrosion.
- The metal skylight above the Games Hall is corroded and has broken glass.
- Felt roofing has exceeded its useful life.
- Cast iron gutters and downpipes are cracked and corroded.
- Aluminium windows are reaching the end of their useful life.
- Several double glazing units are fogged and obscure.
- Timber external doors have rot in the frames and at the base of the doors.
- Concrete steps are slipped, cracked and broken.
- External decoration is overdue.
- Plaster ceilings and walls have isolated cracking.
- Polystyrene sheeting to store 1/19 ceiling.
- Timber suspended floorboards are uneven and creek.
- Carpets and some sheet vinyl floors are soiled and worn.
- Internal classroom timber doors are twisted with cracked and broken glazing.

3.2 Mechanical and Electrical Installations

- Heating system is in poor condition and life expired as per CIBSE guidance doc M.
- Hot and cold water pipework is reaching the end of its useful life and is only partly insulated.
- Hot water calorifier is reaching the end of its useful life.
- Staff and girls toilets have no mechanical extract ventilation.
- Fire alarm system detector heads are life expired as per CIBSE guidance doc M. The control panel is also reaching the end of its useful life as per CIBSE guidance doc M.
- The fire alarm detection system does not cover the building attic space where there are potential sources of fire from electrical devices and wiring.
- Heating fuel oil pipework, storage tank and controls are life expired and should be considered for replacement.
- The intruder alarm system is dated and nearing the end of its useful life.
- Only 1 external camera is installed as part of the CCTV system.
- Only 1 security door control system is installed at the main entrance internal door.

3.3 External Areas

- Tarmacadam access road and car park is potholed and cracked.
- Car park drainage partially blocked.
- Concrete steps are chipped and broken.
- Concrete post fence, north of sports field, has no wire.

4.0 Conclusion

4.1 A brief summary of the elements condition.

Element	Condition	Priority
Roofs	C	2
Floors & Stairs	C	2
Ceilings	B	4
Ext. Walls, Windows & Doors	C	2
Internal Walls & Doors	C	3
Sanitary Services	B	4
Mechanical	C	2
Electrical	B	4
Decoration	C	2
Fixed Int. Facilities	B	4
External Areas	C	2
Outdoor Sports Facilities	B	4

This information must be transferred to the Master Core Fact Sheet.

4.2 Improvements Recommended

- Remove the skylight above the Games Hall.
- Remove polystyrene sheeting from store 1/19 ceiling.
- Investigate adequacy of access road / car park drainage.
- Extend the field of CCTV cameras to increase building security.
- Install additional automatic control systems for building external access doors.
- Install mechanical extraction fans in staff and girls toilets.

Appendix A

Limitations and Exclusions

Introduction

We will not seek to impose any particular limitations upon the survey work beyond those of normal surveying practice.

We will carry out a detailed, non-disruptive, visual inspection of the exposed parts of the building fabric that are readily and safely accessible at the time of our survey, using our standard survey equipment.

Our report will express our opinion on the condition and standard of construction of the inspected parts of the property and recommend further investigation or repair where necessary.

The survey will be limited to the subject property and no responsibility will be accepted for any defects that might materially affect the property, which are out with the scope of the survey.

Health and Safety

The inspection will be executed in a fashion in compliance with the Health & Safety at Work, etc Act 1974. Unless otherwise stated, it will be done without the benefit of internal or external scaffolding, guard rails or mechanical hoists. The external inspection will, therefore, be limited to ground level to inspection from accessible opening in the external fabric, or by the use of a 5 metre sectional ladder.

Deleterious Materials

Testing of components or taking of samples will not be taken through our inspection. If the presence of deleterious materials is suspected in the construction of the building, we will recommend further investigations are carried out by the appropriate specialists. Our inspection does not constitute an asbestos survey in accordance with the Control of Asbestos at Work Regulations.

Services

We will carry out a visual inspection of the primary service installations to include electrical and mechanical services where accessible. No tests of existing services will be undertaken at the time of our inspection. If, as a result of inspection and where considered necessary, we will advise if further investigations and reports should be obtained by independent specialists.

Unless agreed beforehand, our inspection will not comment on the suitability of the property for any use and the client is, therefore, advised to ensure that their use is possible and all processes, trades and activities are viable and permitted. No enquiries will be made to any local or statutory authority regarding any form of “Notice” that might have been served on the property at any time in the past or present. Similarly our report excludes any investigation into the structural design and suitability and compliance with legislation relating to buildings.

Environmental Conditions

The scope of the survey will be limited by the particular weather conditions pertaining at the time of inspection and no guarantee will be given with regard to the performance of the elements of the building during different conditions.

Where existing, the external inspections will be limited by the presence of any coverings of vegetation and no stripping off of the vegetation, including ivy, trellises, etc will be undertaken.

Contamination and Pollution

We will not make enquiries or investigations as to whether the property or any part of it or any neighbouring property appears on any register of contaminated land or might be contaminated or otherwise affected within the scope of the Environmental Protection Act 1990 or other legislation. We will, therefore, be unable to report that the property is free from risk in this respect. For the purpose of our report we will assume that such enquiries would reveal nothing which would affect the terms of our report.

Confidentiality and Use.

Our report is for the sole use of Moray Council and is confidential to the Council and their Professional Advisors. It should not be reproduced in whole or in part or relied upon by a Third Party for any purpose without the express prior written consent of Moray Council.

It should be understood that the report must not be used as any form of specification. Prior to the selection of an appropriate specification, it is likely that further investigation and exploratory works will be required following on from the survey in order to determine the full extent of the specification works necessary prior to submission to contractors for pricing.

Appendix B

Record Photographs

Roofs

1. Main school trussed roof

2. Timber sarking boards

3. Evidence of previous water penetration

4.

5. Main school slated roof

6. Games Hall slated roof

7. Isolated slipped and broken slates

8. Felt covered flat roofs

9. Silt on felt roofs

10. Previous poor quality repairs

11. Perforated previous repairs

12. Open felt joints

13. Metal skylight above Games Hall

14. Mineral fibre insulation to main school

15. UPVC ogee gutters

16.

17. Cast iron gutters to first floor corridor

18. Felt lined box gutters

19. Narrow outlets from flat roofs

20. Cracked cast iron downpipes

21. Corroded cast iron downpipes

22.

23. Replacement upvc hopper heads

24. Lead outlet to cast iron downpipes

25. Back inlet gullies with missing gratings

26. Cracked cast iron downpipes

External Walls

27. Natural stone walls

28. Cracked lintol above main entrance

29. Underfloor ventilation

30. Re-pointing required

31. Re-pointing required

32. Roughcast panels between windows (south)

33. Timber entrance doors

34. Timber fire escape door

35. Wet rot in timber frame

36. Timber fire escape door

37. Rot in bottom of timber doors

38. Aluminium framed doors

39. Large aluminium framed windows

40.

41.

42. Standard aluminium framed windows

43. Aluminium windows internally

44. High level windows on 1st floor

45. Failed window seals

46. Double glazing – missing seals

47. Broken glazing

48. Fogged double glazing

49. Cracked glass

50.

51.

52.

53. Lever handles and missing keepers

54. Broken handle stays

External Decoration

55. Timber window sills

56. Galvanised fencing

59. Metal railings

Steps & Ramps

60. Steps to front entrance

61. Cracked steps to front door

62. Concrete steps to Boiler House

63.

64. Fire escape ramps

65. Concrete ramps

66.

67. Surface erosion

68. Quarry tiles loose and broken

69.

70. Galvanised handrails

71. Surface corrosion

Floors

72. Cellar steel frame with temporary support

73. Temporary support bearing on the floor

74. Suspended timber floor

75. Sheet vinyl flooring

76. Damaged sheet vinyl

77. Carpet floor covering

78. Soiled carpet

79. Wrinkled, stretched carpet

80. Wrinkled, loose carpet

81. Stretched, wrinkled carpet

82. Games Hall timber floor

83. Crazed concrete floor

84. Painted concrete floor

85. Uneven concrete floor

86. Painted concrete floor – 1st floor corridor

87. Uneven boiler house concrete floor

88. Concrete stairs

89. Steel supports

90. Second staircase

91. Painted concrete treads

92.

93. External concrete kerb steps

94. Broken steps

95. Concrete soffit

96.

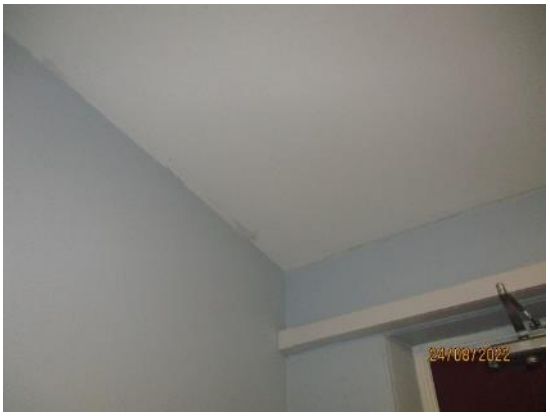
97. Timber balustrade

98. Timber handrails

Ceilings

99. Suspended ceiling tiles

100. Plaster ceilings



101. Damaged plaster ceilings

102. Damaged lath & plaster ceilings

103.

104.

105.

106.

107. Polystyrene sheet to store ceiling 1/19

108. Concrete ceiling

Internal Walls

109. Brickwork below staircases

110. Cellar blockwork walls

111. Boiler House block and stone walls

112. Plasterboard walls

113. Damage to lath & plaster walls

114. Failing taped joints

115. Spalling plaster walls

116.

117. Damage to lath & plaster walls

118. Timber lining boards to walls

119.

120. Wetwall to Kitchen walls

121. Wetwall to Boys toilet

122. Ceramic tile splashbacks

123.

124.

125.

126. Timber borrow lights – Classroom/corridor

127. Timber window sills

128. Timber screens with double doors

129.

130. Timber double doors

131. Large gaps between fire doors

132. Timber double doors

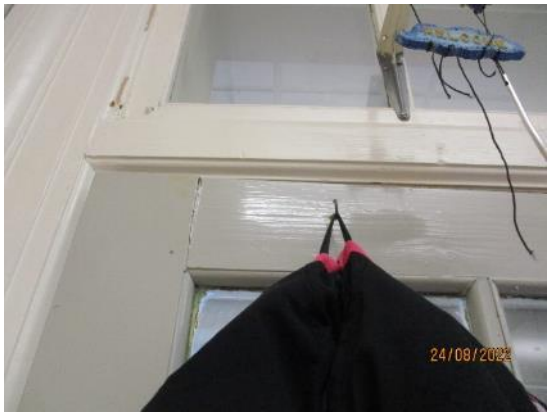
133. Timber doors to offices, stores etc

134. Timber panelled doors

135. Gaps to glazed panels

136. Timber classroom doors

137. Doors twisted within frames



138.

139. Timber doors to toilet cubicles

140.

141. Broken glass in doors

142.

143. Borrowed lights above classroom doors

144.

145. Brass knobs

146. Faulty toilet indicator bolts

Sanitary Ware

147. Urinals

148.

149. China cistern

150. Typical WC

151. Staff WC

152. Flushing push button (pupils)

153. China vanity basins

154. Wall hung basins (staff)

155. Accessible toilet

156. Vanity base units

157. Damaged worktops

158.

159. Commercial kitchen

160.

161. Base and wall units

162. No base units

163. Base units in poor condition

164. Damaged worktops

165. Damaged base units

166. Stainless steel sinks

167. Broken blanking plates

168. Typical sink with pillar taps

169. Typical inset hand basin

170. Cleaners Butler sink

171. UPVC waste pipes

Internal Decoration

172. Timber frames and facings

173. Timber lining boards

174. Timber handrails

175. Concrete floors

176. Timber internal doors

177.

178.

179. Timber skirting boards

Furniture

180. Classroom furniture

181.

182. Staff room furniture

183.

Mechanical and Electrical Photographs

184. Gas boilers – boiler house.

185. Heating system control panel. Boiler house.

186. Heating system pipework. Boiler house.

187. Heating system pipework and valves. Boiler house.

188. Cast iron radiator. Typical.

189. Convector heater – staff room.

190. Electric convector heater. Girls toilet.

191. Electric convector heater. Access WC

192. Hot water storage calorifier. Plant room.

193. Hot water point of use heater. Girls toilets.

194. Pipework – hot water. Copper / cleaners room.

195. Pipework – hot water primary at calorifier.

196. Cold water storage tank. Attic space.

197. Pipework – cold water distribution.

198. Oil storage tank. Basement 0/36

199. Oil pipework / safety shut off valve.

200. Oil tank – over fill alarm system unit.

201. Oil supply pipework at boilers.

202. Extract fan. Boys toilets.

203. Extract fan. Kitchen.

204. Distribution board – electrical power. 1/10

205. Distribution board. Power – boiler house.

206. General wiring. Print room cupboard.

207. Wiring accessories. Typical example.

208. Lighting. Classroom typical.

209. Lighting – corridor typical.

210. Lighting – stairs example.

211. Lighting – staff office example.

212. Lighting – pupils toilets.

213. Lighting – control switch example. Typical.

214. Emergency lighting. Typical.

215. External lighting typical.

216. External lighting example.

217. External lighting digital programmer – control.

218. Fire alarm system control panel.

219. Fire alarm system device. – Call point.

220. Fire alarm system device. Detector head.

221. Fire alarm system wiring – store cupboard.

222. Period bell system. Bell typical.

223. Period bell system. Digital control programmer.

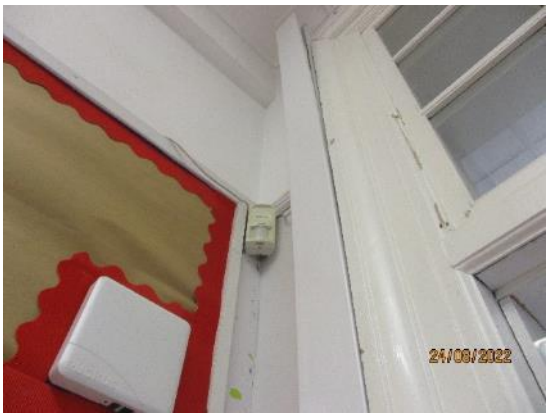
224. Disabled toilet alarm system – alert panel.

225. Disabled toilet alarm system – (pull chord)

226. Security door control intercom unit.

227. Security door control system. Handset.

228. Intruder alarm system control panel.



229. Intruder alarm system – PIR example.

230. CCTV fixed external camera. Main entrance.

231. CCTV system processor and monitor. Reception office.

External Areas

232. Tarmacadam access road

233. Potholes and ponding water

234. Surface patched and breaking up

235. Tarmacadam playground

236. Benches and seats

237. Play equipment

238. PCC slab footpaths

239. Tarmacadam footpaths

240. Tubular rail and mesh fencing

241. Timber fence to Nursery playground

242. Timber post & wire fence to sports field

243. Concrete post fence

244. Missing wire fence

245. Metal railings above block walls

246.

247. Galvanised railings above blockwork walls

248. Galvanised fence to Boiler House

249. Tubular rail vehicle gate

250. Tubular rail personnel gate

251. Galvanised gate to Boiler House

252. Blockwork wall to north

253. Block walls to playground

254. Rendered block walls to sports field

256. School signage

257. Surface water drainage

258. Partially blocked drainage

259. Raised drainage cover

260. Bike shelter

261. Nursery timber shed

262. Sports field goal posts

263. Sports field grass

264. Depressions and worm grass