Summary Building Condition Survey Report

of

Portgordon Primary School
Richmond Terrace, Portgordon AB56 5RA

13th September 2022

Z00447 / 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 Tuesday 13th September 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 dry, mild and windy.

1.4. The premises comprise a primary school constructed in a single storey. The school was constructed circa 1890 with further extensions circa 1930.

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, the flat roofs above Room 3 (1/39) was not accessible due to the height of the parapet wall. Access was provided to all internal areas with the exception of the roof spaces above the central and northern pitches.

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 storey building with pitched and flat roofs.

2.2 The subjects are of masonry construction. Roofs are covered with natural slate and clay ridge tiles to pitched roofs with mineral felt and GRP to flat roofs, rainwater goods are half round cast iron and upvc gutters and downpipes with cast iron hopper heads to the front elevation. External walls are of natural stone and masonry construction with a roughcast finish to some elevations. Floors comprise concrete slab and suspended timber. Windows are a combination of aluminium with powder coated internal finish and UPVC, all with double glazed units. External doors are timber.

Internally, ceilings are a combination of painted plaster, lath and plaster, plasterboard, suspended ceiling tiles and fibre tiles, walls are painted plaster, lath and plaster, plasterboard, plywood, wetwall, ceramic tile and timber linings at low level. Floor coverings comprise carpet, vinyl tiles, sheet vinyl and concrete slab. Internal doors comprise timber hallow core and solid core doors with glazed panels and a variety of plastic, brass and aluminium ironmongery.

The heating system comprises 2 floor standing oil fired cast iron boilers, steel pipework, which is only insulated in parts, cast iron column radiators, a small number of replacement steel panel radiators and basic, dated, controls. A further small number of electric fan convector heaters supplement the heating system in various rooms. These are independently locally controlled by manual switches.

Heating oil is stored and supplied to the boilers from a polypropylene storage tank situated in an external bunded store. Basic, dated, oil safety controls are installed and supply pipework is dated.

Hot water is generated by electrical element heaters. The building is divided into a number of zones, which incorporate individual hot water storage cylinders and point of use water heaters. Generally, 7 litre storage volume types. Distribution pipework throughout the building is copper and is only insulated in parts.

Cold water is stored and supplied to a percentage of the school outlets and to the kitchen hot water storage cylinder via an insulated storage tank, located in the attic space above the dining hall. Distribution pipework throughout the building is generally copper and is only insulated in parts.

Mechanical ventilation is supplied to a small number of rooms by means of electrical extract fans. Fans vary in sized output and are wall and window mounted types controlled by local manual switching only.

A number of destratification fans are installed in classrooms. These are controlled via manual local switches only.

The electrical installation comprises concealed general wiring, assumed MICC, from dated distribution boards located in electrical cupboards 1/27 and 1/28 and also the janitors office / store room. Wiring accessories are generally white plastic flush and surface type sockets and switches in rooms, with a small number of rooms having metal clad surface mounted switches and sockets.

The lighting system consists of various types of fluorescent tube style fittings. These range generally from surface linear batten types in classrooms, to compact decorative glass diffused types in corridors. All lighting is manually controlled via local switches only.

A modern emergency lighting system has been installed in 2017, throughout the building. This system also incorporates external emergency lights, generally at building exits. Emergency exit sign lights are also installed, generally on escape routes and at emergency exits.

External building light comprises a mixture of bulkhead style fluorescent fittings and a number of halogen floodlights. External lights are controlled via a timeclock and there appears to be no lux sensors built in to the light fittings for automatic external light level control.

A modern smoke detection and alarm system has recently been installed in 2017, incorporating addressable multi zone control panel, call points, generally at emergency exits and on escape routes and combined detector and sounder heads located within rooms and spaces around the building interior.

A modern intruder alarm system is installed, consisting of 2 separate user control panels and PIR motion sensors located around the internal spaces of the building, generally at potential intruder entry points.

CCTV consisting of one external fixed camera is installed. Camera images are viewable on a monitor/processor unit in the reception office.

An intercom door security keypad is installed at the main entrance lobby internal door. A handset in the reception office allow building staff to control access to this door.

2.3 Building size – The properties GIFA is 900m2.

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

- Several slipped and broken slates.
- Broken ridge tiles and missing pointing.
- Felt roofing is reaching the end of its useful life.
- Surface corrosion of cast iron rainwater goods.
- Significant cracking to most elevations of external walls.
- Several double glazed units are blown and fogged with moisture between the panes.
- Plaster and lath & plaster ceilings are cracked.
- Plaster and lath & plaster walls are cracked.
- Suspended timber floors creak and are uneven.
- Carpets are soiled, stretched and wrinkled.
- Linoleum floor finishes are cracked and breaking up.

3.2 Mechanical and Electrical Installations

- Boilers and heating system are life expired as per CIBSE doc M and in poor condition.
- Internal lighting is life expired as per CIBSE doc M and in poor condition.
- Hot water storage vessels are life expired as per CIBSE doc M and in poor condition.
- 1/32 Toilet, 1/25 girls toilet, 1-13 girls toilet, 1/12 Access WC, 1/24 Boys toilet, have no mechanical extraction fans installed.
- Extract fans are not automatically operated by motion or humidity sensor.
- Electrical wiring and distribution boards are life expired as per CIBSE doc M and in poor condition.
- Electrical accessories are life expired as per CIBSE doc M and in poor condition.
- External building lighting is life expired as per CIBSE doc M and in poor condition. External lighting also has no automatic lux control sensors to operate lighting automatically according to external light levels.
- Hot and cold water pipework is only partly insulated.
- Hot and cold water pipework is reaching the end of its useful life due to age and condition.
- Oil supply pipework and safety controls are life expired as per CIBSE doc M and in poor condition.
- Heating system pipework is only partly insulated.

3.3 External Areas

- Cracks, potholes and surface erosion of tarmacadam car park and playground.
- Cracked, spalling render and missing pointing, to perimeter walls.

4 Conclusion

4.1 A brief summary of the elements condition.

Element	Condition	Priority
Roofs	C	3
Floors & Stairs	C	3
Ceilings	C	3
Ext. Walls, Windows & Doors	C	2
Internal Walls & Doors	C	3
Sanitary Services	B	4
Mechanical	D	1
Electrical	C	2
Decoration	C	3
Fixed Int. Facilities	B	4
External Areas	C	2
Outdoor Sports Facilities	N/A	

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

4.2 Improvements Recommended

- Provide sink base units below all sinks.
- Provide access to all pitched roof voids.
- Improve insulation in all roof voids.
- Expand field of CCTV cameras.
- Upgrade lighting to LED fittings with PIR controls.
- Upgrade heating. Options appraise to design optimum heat source.
- Upgrade external lighting to incorporate lux level demand control.
- Upgrade hot water systems to reduce unnecessary volume of stored water.
- Install extract fans in 1/32 Toilet, 1/25 girls toilet, 1-13 girls toilet, 1/12 Access WC, 1/24 Boys toilet.
- Insulate heating, hot and cold distribution pipework.

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. Roof space access above P1, 2 & 3

2. Recessed roof space access

3. Roof structure, south pitch

4. Sarking boards

5. Replacement sarking boards

6. Roof space access above Dining Room

7. Roof structure

8. Sarking boards

9. Irregular roof surface

10. Raised roof surface

11. Slipped and broken slates

12.

13.

14.

15. Missing slate piece

16. Damaged clay ridge tiles

17.

18. GRP roof above Kitchen

19. GRP roof, soiled

20. GRP roof outlet

21. Felt roof – debris and vegetation

22. Moss on felt roof

23. Falls on felt roof

24. Surface erosion of felt roofs

25. Vent cap above staff toilet

26. GRP domed rooflights

27. UV degradation of domed rooflights

28. Distorted seals to rooflights

29. Insulation to south pitched roof

30.

31. Insulation above Dining Hall

32. Missing insulation, damaged lath & plaster

33. UPVC gutters

34. Cast iron gutters

35. Some gutters require cleaning

36. Cast iron hopper heads and downpipes

37. Cast iron downpipes

38. Cracked, corroded downpipes

39. Impact damaged cast iron

40. UPVC downpipes

41. Cast iron SVP's

42. Damaged UPVC SVP's

43. Boiler House chimney

44. Redundant stone chimneys

45. Roughcast chimney

46. Missing pointing to copes

48. Redundant bell tower (no bell)

External Walls

49. Cracking to external walls

50. Cracked concrete window sills

51. Cracking to external walls

52. Slipped masonry above DPC

53. Some underfloor vents at ground level

54. Roughcast external walls

55. Cracking of roughcast finish

56.

57. Cracked, spalling roughcast finish

58. Missing roughcast at bellcast bead

59. Timber doors to Nursery

60. Door to Girls Toilet

61. Previous repairs to timber door frame

62. Rot in timber door frames

63. Timber front entrance door

64. Timber back door

65. Redundant door to Boys Toilet

66. Paper packing around door

67. Timber louvre door to Boiler House

68. Rot at bottom of door

69. Rot in door frame

70. Large aluminium windows

71. Standard aluminium windows

72. Failed sealant below window sills

73. Windows with powder coated internal finish

74. Windows taped where seals have failed

75. ruPVC windows

76. Velux windows

77. Velux light wells

78. Failing solar film

79. Double glazing to aluminium windows

80. Fogged double glazing units

81. Broken glass

82. Double glazing to uPVC windows

83. Window lever handles

84. Handles to uPVC windows

External Decoration

85. Cast iron rainwater goods

86. Handrails

Steps and Ramps

87. Concrete steps

88.

89.

90. Steps to Boiler House

91. Concrete ramp to front entrance

92. Concrete ramp to Nursery

93.

94. Paving slab ramp

95. Damaged slabs

96. Damaged kerb wall

97. Guard rails

98.

Floors

99. Sloping timber floors

100.

101. Sheet vinyl flooring

102.

103.

104.

105. Damaged linoleum flooring

106.

107. Vinyl tiles

108. Soiled carpets

109. Wrinkled, stretched carpets

110.

111. Worn, soiled carpet

112. Open carpet joints

113. Worn concrete floors – Boiler House

114. Cracked concrete floor – Boys Toilet

115. Concrete steps - Nursery

Ceilings

116. Suspended ceiling tiles

117.

118. Reduced suspended ceiling height

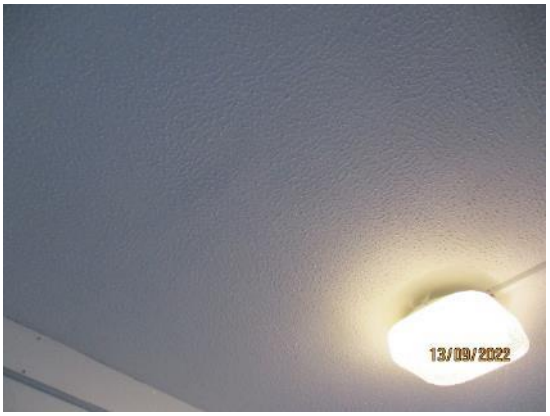
119. Plasterboard ceilings – failed taped joints

120.

121. Plasterboard repairs

122.

123. Ceiling tiles - Kitchen



124. Plaster ceilings

125. Redundant vent in Staff Toilet ceiling

126. Repairs to plaster ceilings

127.

128. Damaged lath & plaster ceilings

129.

130. Concrete ceilings – Boiler House

131. Borrowed lights – Central corridor

Internal Walls

132. Plastered walls with wallpaper

133. Cracks at high level

134.

135.

136.

137.

138.

139. Plywood wall linings

140. Timber linings to dado level

141. Wetwall to the Kitchen

142. Ceramic wall tiles – Boys toilet

143. Ceramic tile splash backs

144. Timber framed borrowed lights

145. Single glazed

146. Timber window sills and surrounds

147.

149. Timber double doors (various)

150.

151.

152.

153. Timber double cupboard doors

154. Timber single doors (various)

155.

156. Classroom doors and screens

157. Wear and damage to classroom doors

158. Toilet cubicle timber doors

159. Door ironmongery (various)

160.

161.

162.

163.

164.

Sanitary Ware

165. Individual urinals

166. China cistern

167. Pupil WC

168. Staff WC

169. Nursery WC

170. Boys vanity basins

171. Wall hung basins (various)

172.

173.

174. Basins in Girls Toilet

175. PVC shower tray

176. PVC waste pipes

177. Copper waste pipes (Girls Toilet)

178. Accessible toilet

179. Cubicle partitions

180. Indicator bolts

181.

182. Vanity basin worktop (Boys Toilet)

183. Commercial kitchen

184.

185. Stainless steel classroom sinks

186. Inset stainless steel sinks

187. Hand wash sinks

188. Cleaners butler sink

189. PVC waste pipes

Internal Decoration

190. Previous repairs

191. Peeling paint

192.

193. Damaged decoration

194. Scraped and chipped

195.

196.

197.

Furniture

198. Classroom tables and chairs

199.

200. Base units and worktops

201. Worktop only, no base units

202. Missing handles, damaged base units

203. Staff room furniture

Mechanical and Electrical Photographs

204. Oil fired boilers. Plant room 0/1

205. Boiler flues into brick chimney. Plant room 0/1

206. Pipework – heating system. Plant room 0/1

207. Pipework – heating distribution. Typical.

208. Heating controls – plant room 0/1

209. Electric fan heater - kitchen

210. Radiator – cast iron column. Classroom

211. Radiator – cast iron section classroom

212. Hot water storage cylinder. Kitchen cupboard

213. Hot water storage cylinder. Cleaners/boys toilets.

214. Hot water storage cylinder – Girls toilets.

215. Point of use hot water heater. Typical.

216. Cold water storage tank. Above dining hall.

217. Pipework – cold water. Girls toilets.

218. Oil storage tank in external bunded secure store.

219. Oil supply auto shut off valve and pipework. 0/1

220. Extract fan – reception office.

221. Extract fan – staff toilets.

222. De stratification fan - classroom

223. De stratification class fan typical.

224. Switchgear and distribution boards.

225. Distribution board and supply general wiring.

226. Distribution boards

227. Fused isolators. Switchgear.

228. Sockets – typical.

229. Sockets – playgroup room 1/11

230. Lighting – corridor typical.

231. Lighting – classroom typical.

232. Lighting – reception office.

233. Lighting – dining hall.

234. Emergency lighting – typical.

235. Emergency exit sign lighting. Typical.

236. External lighting – typical.

237. External lighting.

238. Fire alarm system control panel. Entrance lobby.

239. Fire alarm system call point. Typical.

240. Fire alarm system wiring and detector head. 0/1

241. Fire alarm system detector head. Classroom.

242. Intruder alarm keypad – entrance lobby.

243. Intruder alarm keypad 2 – kitchen.

244. Internal access – security door keypad. Entrance

245. Security door access handset – reception office.

246. Period bell programmer – corridor.

247. Period bell – typical example.

248. Phone system – reception office.

249. Entrance door magnet – control panel.

250. External CCTV camera.

251. CCTV monitor and processor.

External Areas

252. Tarmacadam car park

253. Surface cracking

254. Surface erosion and potholes

255. Tarmacadam playground

256. Sunken surface

257. Surface cracking

258. Playground equipment

259. Tables and benches

260. Metal railings to car park

261.

262. Galvanised railings to playground

263.

264. .Timber fence to playground

265. Boiler House metal railings

266. Extensive corrosion

267. Galvanised vehicle gate to playground

268. Galvanised pedestrian gate

269. Timber gate

270. Metal gate from car park

271. Corroded, broken post

272. Extensive corrosion

273. Timber gates to bin store

274. Metal railing gate with extensive corrosion

275. Coping to low level wall - cracked

276. Stone rendered wall

277. Render spalling

278. Missing pointing

279. School signage

280. Signage at front entrance

281. Car park road gully

282. Car park channel drain

283. Surface water gullies at downpipes

284. Playground road gully

285. Gullies at downpipes, blocked

286. Bin store enclosure

287. Oil tank enclosure

288. Bike shelters

289. Corroded metal frame

290. Bike lock-ups

291. Timber shed