# Summary Building Condition Survey Report

**of**

**St Sylvesters Primary School**
**Abbey Street, Elgin IV30 1DA**

**26th & 27th June 2023**


Z00454 / ADC & NS

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# 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 Monday 26th and Tuesday 27th June 2023.

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 hot, dry, windy and sunny.

1.4. The premises comprise a primary school constructed in a single storey. The school was constructed circa 1993.

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 and flat roofs were examined from ground level with the use of binoculars and with the use of a drone. Access was provided to all internal areas.

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 a steel frame with blockwork construction. Roofs are covered with Italian slate with snow boards to the main pitched roofs with metal profile sheets to the attached external store and corrugated asbestos to the external store at the front wall. Rainwater goods are half octagonal UPVC gutters with square UPVC downpipes. External walls are of stone clad masonry construction. Floors comprise concrete slab and timber floating floors. Windows are timber] with thin double glazed units. External doors are timber.

Internally, ceilings are painted plasterboard, walls are a combination of painted plaster, painted plasterboard, timber panelling at low level, wetwall and ceramic tiles. Floor coverings comprise carpet, carpet tiles, sheet vinyl and timber boards. Internal doors are generally solid core timber veneered with glazed panels and aluminium ironmongery.

The heating system comprises 3 x cast iron, non condensing natural gas fired boilers. Steel pipework allows pumped hot water to be circulated around the building, terminating in steel panel vertical and horizontal type radiators. Controls are basic and dated. Heating pipework is only insulated in parts.

Domestic hot water is also generated by the gas boilers and is stored and distributed through a pumped copper pipework loop, which is only insulated in parts. An approx. 300 litre calorifier located in the plant room, stores hot water and supplies it to meet the demands of the building.

Cold water is both directly mains fed and also via a storage tank, situated in the attic space. Copper pipework, which is only insulated in parts, conveys cold water supplies to outlets throughout the building.

Gas pipework is steel with and is branched to feed both the gas boilers and also cooking appliances in the main kitchen. Both areas have electrically operated gas solenoid valves, with basic safety controls for the plant room supply. The kitchen gas supply incorporates ventilation interlock devices.

Mechanical ventilation is installed throughout the building, with 3 separate air handling units, located in the attic space. The school hall has a designated air handling unit, as does the kitchen. A general air handling system otherwise provides supply and extract ventilation for toilets and other required spaces and rooms. A small number of domestic type extract fans are installed in a small number of other rooms.

In the main open access area 16 electrically operated windows allow building users to ventilate the building as required.

The Electrical installation comprises incoming supply and main fuses located in electric cupboard 1/11a. The main distribution board is also located here. Sub mains cabling supplies further distribution boards for the plant room and the main kitchen. General twin and earth wiring supplies flush plastic accessories throughout.

The lighting system comprises various styles of fluorescent tube fittings. These fittings are manually controlled by local switches only. External lighting comprises recessed 2D fluorescent tube fittings installed under the building eaves/soffit boarding. A small number of

pole mounted lantern style fittings and 1 flood light type are situated in the car parking area and around the back of the building.

Emergency lighting comprises self-contained variants of the general light fittings and also designated bulkhead fittings installed throughout. Emergency exit sign lights are also installed, generally at fire exits and on escape routes. The emergency lighting system is supplied by a central battery, wired independently of the main lighting circuits.

A Smoke detection and alarm system is installed, however this system is basic. This system comprises control panel, call points and sounders. Only 1 smoke/heat detector could be seen throughout the building.

An Intruder alarm system is installed, consisting of user control unit and PIR sensors, generally located at potential intruder entry points.

A number of security door access control systems are installed in the building. The main entrance is controlled by a Paxton system, comprising audio and video unit, card reader and emergency open unit internally. An audio handset and monitor situated in the reception office allows building staff to control access to this door.

3 other entrance doors also have Paxton systems, which require authorised cards to enable opening of the doors. Cards are supplied on authorisation by the school.

A modern CCTV system, comprising 2 external and 1 internal cameras is installed, with recording and viewing equipment located in the reception office.

2.3 Building size – The properties GIFA is 1131m2.

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 broken slates.
- Missing snow boards.
- Metal profile roof requires cleaning.
- Plywood fascia is rotten to the external store, next to the Kitchen.
- Corrugated asbestos roof to external store is life expired.
- Timber windows have slight rot, double glazing is very thin.
- External timber doors have slight rot and are twisted.
- Plasterboard ceilings have isolated cracking at joints and failed taped joints.
- Timber floating floors creak (staff area)
- Carpet tiles are soiled, loose and lifting.
- Sheet vinyl flooring is scratched in isolated locations.
- Internal doors have surface scratches.
- Sink base units are life expired.

3.2 Mechanical and Electrical Installations

- The boilers and heating system are life expired as per CIBSE guidelines.
- Hot and cold water distribution pipework is not fully insulated.
- Kitchen air handling unit system is not readily accessible in the attic space.
- Kitchen cooking and dishwashing extract hoods are life expired as per CIBSE guidelines.
- Heating and ventilation control panel and accessories are life expired as per CIBSE guidelines.
- The electrical installation incorporating distribution boards, wiring and accessories is life expired as per CIBSE guidelines.
- Internal building lighting, associated wiring and controls are life expired as per CIBSE guidelines.
- The existing fire precaution and alarm system is life expired as per CIBSE guidelines and does not have an adequate field of detectors or other devices to comprehensively cover the building.

- The existing intruder alarm system is life expired as per CIBSE guidelines.
- The CCTV system field of cameras is small and only incorporates 3 cameras.

3.3 External Areas

- Access road is potholed and breaking up.
- Stone walls missing stones and surface/render erosion.
- Timber fences and gates are damaged and have minor rot.
- Car park drainage is blocked.
- Playground drainage damaged and blocked.

# 4 Conclusion

4.1 A brief summary of the elements condition.

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

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

4.2 Improvements Recommended

*To prevent or reduce, vandalism / damage / accelerated deterioration.*

- Increase the field of CCTV cameras.
- Install security access control system to back external door.
- Install BMS to cover M+E services.
- Upgrade cold water systems to eliminate storage tank.
- Upgrade hot water system to plate heat exchanger, to eliminate storage tank.
- Upgrade all lighting to LED fittings.
- Upgrade heating system to sealed system.
- Upgrade automatic gas safety control system in plant room.

# 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. Steel frame externally

2. Steel columns & beams within roof space

3.

4.

5. Timber trussed roof

6. External store timber joists

7. Salt store timber joists

8. Overview of slated roof

9. Lichen on the surface of slates

10. Isolated broken slates

11. Lead valley gutters

12. Metal profile flat roof (external store)

13. Felt roof to gas meter house

14. Corrugated asbestos roof (salt store)

15. Lead ball finials

16.

17. Glass skylights above open plan area

18.

19. Electrically operated skylights

20. Timber snowboards

21. Missing section of snow boards


22. Rotten fascia board to external store


23.


24. Composite fascia & soffit boards

25. Mineral fibre insulation laid on ceilings

26. Insulation roll collapsed from sarking

27.


28. UPVC gutters with standing water

29. UPVC gutters and downpipes

30. Below ground drainage blocked

**External Walls**

31. Natural stone external walls

32.


33. Timber glazed entrance door

34. Timber glazed fire escape doors

35. Doors twisting, poor fit in frame

36. Solid core timber doors

37. Damage to face of doors

38. Thin double glazed units

39. Top hung timber windows

40. Large timber glazed screen

41. Typical series of windows

42.

43. Windows internally

44. Seals to frames failing

45. Thin double glazed units

46. Aluminium lever handles

47. Additional window stays

**External Decoration**

48. Snow boards

49. Timber roof ventilation grills

50. Timber external doors

51. Timber windows

52. Timber fencing

53. Timber gates

**Steps / Ramps**

54. Paving slab steps

55.

**Floors**

56. Sheet vinyl - soiled


57. Sheet vinyl to wet areas

58. Scuffed sheet vinyl

59. Edges lifting, seam joints failed

60. Soiled carpet tiles

61. Carpet tiles lifting

62. Carpet tiles soiled

63. Carpet tiles damaged

64. Carpet worn

65. Timber sports floor

66. Timber boards worn

67. Painted concrete floors

68.

**Ceilings**

69. Plasterboard ceilings

70. Previous fixings removed

71. Cracking at taped joints

72. Cracking at joints

73. Failed taped joints

74. Cracking at steel columns

75. Failed taped joints

**Internal Walls**

76. Steel framework

77.

78. Blockwork walls

79. Plasterboard walls

80. High level lattice panelling

81.

82. Timber linings to Games Hall walls

83. Wetwall to boys' toilets

84. Ceramic tiles to girls' toilets

85. Kitchen walls

86. Accessible toilet and shower enclosure

87. Ceramic tile splashbacks

88. Timber screen to Games Hall

89.


90. Screen glazed with Georgian wired glass

91. Timber doors

92. Door binding on frame

93. Double timber doors


94. Timber glazed doors

95.


96. Double timber glazed doors

97. Timber veneered doors

98.

99. PVC faced timber doors

100.

101. Georgian wired glass to doors


102. Aluminium ironmongery

**Sanitary Ware**

103. Single vitreous china urinals


104. China cisterns

105. Typical W.C.


106. Wall hung china basins


106. China vanity basins – Boys toilets

107. Sheet vinyl wet floor shower area

108. PVC waste pipes

109. Accessible toilet

110. Composite panel cubicle partitions

111. Lock mechanism

112. Edging coming loose

113. Composite vanity base units

114. Commercial kitchen

115. Stainless steel sinks

116. Cleaners Butler sinks


117. Crosshead wall mounted taps

118.

119. PVC waste pipes

**Internal Decoration**


120. Plasterboard ceilings

121. Plasterboard walls

122.

123.


124.

125. Concrete floors

126. Joinery items

**Furniture**


127. Classroom tables & chairs


128.

129. Worn worktops

130. Base units missing doors


131. Coat hook stands and benches


132. Staff room furniture


133. Chair fabric damage

134. Chairs soiled and stained

**Mechanical and Electrical Photographs**

135. Gas boilers – plant room

136. Flue system – boilers

137. Heating and ventilation control panel. Plant room

138. Pumps and pipework – heating system

139. Heating feed and expansion tank attic space

140. Pipework heating system typical internal.

141. Radiator heating system typical 1/11

142. Radiator vertical column type 1/11

143. Hot water calorifier plant room.

144. Pipework – hot water system typical.

145. Cold water storage tank internal view attic space

146. Pipework – cold water attic space.


147. Gas pipework plant room typical.


148. Gas pipework – kitchen supply attic space.

149. Extract fan – kitchen store.

150. Extract fan – cupboard next to kitchen.

151. Extract hood – kitchen.


152. Toilet extract fan system attic space.


153. Air handling unit attic space.


154. Kitchen air handling unit attic space.

155. Air conditioning indoor unit kitchen.

156. Air conditioning outdoor unit kitchen.

157. Electric windows – open area 1/11

158. Electric windows 1-11 open area.

159. DB LP 1 – Electric cupboard 1/11a

160. DB – emergency lighting 1-11a

161. DB – LP kitchen

162. DB – LP plant room.

163. Floor socket compartment boxes 1-11

164. Wall mounted flush socket typical.

165. Switches – typical. 1/11

166. Incoming power supply and hydro fuses 1/11a

167. Lighting – classrooms and circulation typical.

168. Lighting – sports hall.

169. Lighting – stores typical.

170. Lighting – boys and girls toilets typical.

171. Light switch control typical.

172. Lighting – circulation areas typical.

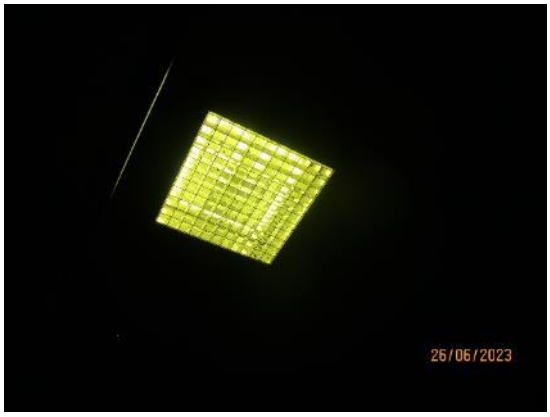
173. External car park lighting.

174. External building lighting typical.

175. Emergency lighting central battery

176. Emergency lighting boys toilets.


177. Emergency exit sign light front door.




178. Emergency self-contained light fitting typical.


179. Fire alarm system control panel.


180. Fire alarm system call point typical.


181. Intruder alarm system user control unit.

182. Intruder alarm system PIR.

183. Security door electro magnet unit typical.

184. Security door card reader and emergency release unit typical.

185. CCTV recorder and processor 1/24 office.

186. CCTV camera south end entrance.

187. CCTV camera internal.

188. CCTV camera East end entrance.

**External Areas**


189. Tarmacadam shared access road

190. Cracked and pot holed


191. Tarmacadam car park

192. Surface moss and vegetation

193. Tarmacadam playground

194. Playground benches

195. Playground benches and tables

196. Tarmacadam footpaths

197. Paving slab paths and courtyards

198. Cracked, loose and uneven slabs

199. Concrete steps

200. Timber framed mesh fencing

201. Timber framed mesh fencing

202. Timber boarded fencing

203. Metal railings

204. Chain link fencing

205. Metal rail gate

206. Timber boarded gates

207. Double timber boarded gates

208. Damage and rot to timber gates

209. Custom metal rail double gates

210. Galvanised double gates

211. Natural stone garden walls


212. Natural stone high walls

213. Masonry damage and erosion

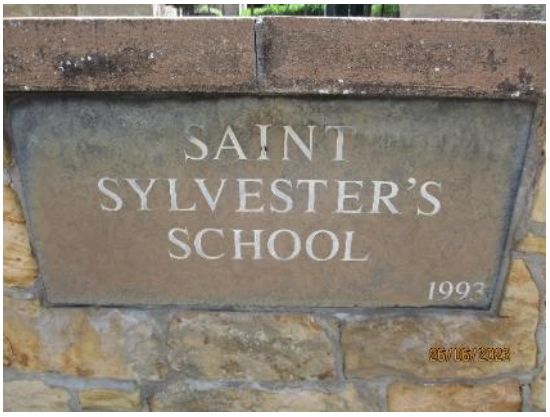
214. Eroded, crumbling masonry

215.

216. Spalling cement mortar pointing

217.

218.




219. School signage

220. Concrete channel drain cracked and broken

221. Drainage gully broken and blocked

222. Concrete channel drain blocked

223.

224. Car park road gully blocked

225. Bike shelter

226. Gas meter house

227. Salt shed

228. Timber sheds

229.

230.

231. Timber bridge


232. Polytunnel

233. Play area 1

234. Play area 2

235. Hedges


236. Sports field