Summary Building Condition Survey Report

Of

Greenwards Primary School
Edgar Road, Elgin IV30 6UQ

28th & 29th November 2022

Z00455 / 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 Monday 28th and Tuesday 29th November 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 cold, dry and sunny.

1.4. The premises comprise a primary school constructed in a single storey with a raised roof level above the Games Hall and Soft Play Room. The school was constructed circa 1977 with extensions circa 1985 and 1996.

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. All flat roofs were examined from a standard 3.80m ladder, the flat roofs above the Games Hall, Soft Play Room and water tank houses were examined from a secondary ladder. 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 flat roofs.

2.2 The subjects are of masonry construction. Roofs are covered with single ply membrane to all flat roofs, rainwater goods are box gutters lined with single ply membrane, discharging to internal UPVC downpipes and UPVC external hopper heads connected to aluminium downpipes. External walls are of masonry construction with a dry dash roughcast finish. Floors comprise concrete slab. Windows are aluminium with a powder coated internal finish and double glazed units. External doors are aluminium and timber.

Internally, ceilings are a combination of painted/textured plasterboard and suspended ceiling tiles, walls are painted plaster, painted plasterboard, timber linings, ceramic wall tiles and wetwall. Floor coverings comprise luxury vinyl tile, carpet, carpet tile, sheet vinyl, sports vinyl and concrete slab. Internal doors are generally timber with a high gloss finish, service doors are solid core timber some with glazed panels. Ironmongery is generally modern polished chrome aluminium.

The heating system responsible for the main school comprises 3 floor standing cast iron sectional, natural gas fired boilers, mineral fibre insulated steel pipework, steel panel radiators and wall and ceiling mounted wet fan convector heaters. Controls for the heating system are dated and basic.

In the extension part of the building, 2 cast iron floor standing, natural gas fired boilers, mineral insulated steel pipework, steel panel LST radiators and wall and ceiling mounted fan assisted convector heaters. Controls for the heating system are dated and basic.

Hot water in the main school is also generated by the floor standing boilers. Hot water is stored in 2 calorifiers in the main plant room. Calorifier 1 supplies the main school and calorifier 2 supplies the kitchen. These calorifiers are dated having been installed in 1976. Copper pipework which is only insulated in parts distributes hot water from the calorifiers around the main building via pumped circulation loops.

Hot water in the extension part of the building is stored via a copper calorifier situated in the 2nd plant room 1/54. Hot water is distributed around the extension via a copper pipework circuit that is only insulated in parts.

Cold water in the main building is distributed via copper pipework that is only insulated in parts. Some outlets are supplied directly from the mains, whereas 3 plastic storage tanks situated in the tank housings on the roof of the building, store and distribute cold water around the remaining outlets and to the hot water calorifiers.

Cold water in the extension is also served partly directly from the mains. A cold water storage tank is located on the roof within a tank housing structure, which feeds the remaining outlets and also the hot water calorifier.

Steel gas distribution pipework enters the main school in the main plant room 1/55. Gas safety controls are installed in the plant room to control the emergency shut off of the incoming supply if required. The incoming gas supply splits with 2 downstream independent feeds serving the extension boiler house at high level and also the main kitchen of the school from under floor level. Modern gas safety controls are installed in these rooms.

Mechanical ventilation is provided generally in toilets and other spaces by means of wall mounted and ceiling mounted electrical extract fans. Some of these fans have additional controls to allow the operational speed and the direction of the fans to be varied. Generally these fans are controlled through the PIRs for the lights in each room although some have local switching on and off.

A number of electrically opened roof lights are also installed throughout both the main school and the extension to provide additional ventilation. These are controlled by local switches.

Specialist ventilation is installed in the main kitchen to provide extraction of fumes and products of combustion from the cooking appliances installed in the kitchen. An additional roof mounted extract fan is installed to deal with steam from the commercial dishwasher when opened.

In line ducted fan assisted supply and extract ventilation systems are installed in the laundry room and boys and girls toilets within the extension. All controls are located in the laundry.

The electrical installation has been upgraded in circa 2010 with all general wiring, distribution boards, LV cabling and wiring accessories being replaced. Cupboards 1/19 and 1/41 contain all internal distribution boards and main electrical isolation switches for the main school and the extension.

The lighting system has been upgraded in circa 2010 with a variety of recessed and surface mounted types of fluorescent tube style light fittings. In the main school lighting is generally PIR controlled also with local switching available, whereas in the extension, lighting is manually switch controlled only. Some small rooms and spaces have independent spot/downlight style fittings that would benefit from being upgraded to LED types.

A modern smoke detection and alarm system is installed throughout, consisting of addressable multi zone control panel, manual call points, generally installed at fire exits and on escape routes and combined sounder and heat and smoke detector heads situated throughout the building.

A modern Intruder alarm system is also installed, comprising digital user keypad and PIR sensor installed throughout, generally at potential intruder entry points.

A modern CCTV system, consisting of 8 internal cameras and 2 external cameras is installed. A user control panel and processing and recording unit is situated in the janitors' office.

Access control door security systems are installed on the internal swing door between the main entrance lobby and the main school and also on the access door to the head teachers' office/reception office area. These are operated by fobs allocated by the school.

Automatic, push pad and push button operated electric security doors are also installed at 3 other external exits of the school. 1/36a, 1/57 and 1/15a.

In the extension part of the building a common disabled alarm system is installed in a number of rooms. These alarm panels are all linked back to the display panel in the main office in the extension. These systems comprise pull chords and local control units for users to raise alert.

A number of electric traction person hoist systems are installed in the extension rooms. These hoist systems comprise remote operated keypad and are up to 200kg max lift weight.

2.3 Building size – The properties GIFA is 2229m2.

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

- Falls on flat roofs are poor resulting in standing water and silt.
- Isolated damage to single ply membrane roof covering.
- Rainwater downpipes blocked.
- Plywood fascia boards have extensive rot.
- Corrosion of roller shutter frame.
- External decoration overdue.
- Bats have been reported within the roof space and classrooms.
- Ceiling tiles are damaged and watermarked following previous roof leaks.

3.2 Mechanical and Electrical Installations

- Heat sources and heating systems in the main building and extension are life expired as per CIBSE guide M.
- Heating control systems in both main school and extension systems are life expired as per CIBSE guide M.
- Hot water calorifiers and system distribution pipework in the main school is life expired as per CIBSE guide M.
- Cold water tanks and distribution pipework in the main school is life expired as per CIBSE guide M.
- Hot water calorifier in the extension is life expired as per CIBSE guide M.
- Cold water storage tank in the extension is life expired as per CIBSE guide M.
- Gas distribution pipework and automatic safety controls throughout the building are life expired as per CIBSE guide M.
- The roof mounted fan supply and extraction ventilation system in the main school games hall is life expired as per CIBSE guide M.
- A small number of extract fans in the main school are life expired as per CIBSE guide M.
- Fire alarm devices – combined detector head and sounders are life expired throughout the building as per CIBSE guide M.
- The integrated reception system – terrestrial TV – satellite – radio aerial system is life expired as per CIBSE guide M.

3.3 External Areas

- Sports field floods – inadequate surface water drainage.
- Brick wall to south ramp eroded at ground level.

4 Conclusion

4.1 A brief summary of the elements condition.

Element	Condition	Priority
Roofs	C	2
Floors & Stairs	B	4
Ceilings	B	4
Ext. Walls, Windows & Doors	B	4
Internal Walls & Doors	B	4
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	C	2

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

4.2 Improvements Recommended

- Anti-climb measures for the incoming gas supply, to prevent unwanted access to the flat roofs.
- Install prominent notices at fire escape doors to advise building users that additional electrical security devices are installed for security purposes and must be activated to release door in emergency situation. (ASN main class)

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 lattice trusses and timber framed decking

2.

3. Single ply membrane (Alwitra)

4. Previous patch repairs

5. Inadequate falls

6. Blistered surface

7. Holes in surface

8.

9. Significant ponding

10. Tears and punctures

11. Cleaning required

12. Box gutters blocked

13. Surface silt and debris

14. GRP domes

15. Some electrically operated

16.

17. Thin, inadequate insulation

18. Rot in plywood fascia boards

19.

20.

21.

22.

23. Flat roof outlets

24. Hopper heads and downpipes

25. Minor surface damage

26. Insecure hopper heads

27. Split in aluminium downpipe

28. Displaced downpipe

29. Blocked downpipe

External Walls

30. Dry dash roughcast

31. Aluminium entrance door

32. Aluminium fire exits

33.

34. Timber fire exit doors

35.

36. Roller shutter security screen

37. Extensive corrosion of steel guide rails

38. Timber louvre doors

39.

40. Timber tank house doors

41. Rot in door frames

42. Typical aluminium window

43. Opening hopper head windows

44. Metal panels below

45. Windows internally

46. Timber sills

47. Rot in timber sills

48. UPVC windows to Games Hall

49. Electrically operated UPVC windows

50. All windows are double glazed

51. Lever handles

52.

External Decoration

53. Timber framed tank houses

54. Timber linings

55.

56. Metal gates

Ramps

57. Concrete entrance ramp

58. Fire escape concrete ramps

59. Paving slab ramps

60.

61. Broken paving slabs

62. Galvanised handrails

63.

Floors

64. Carpet – soiled and stained

65.

66. Damage to carpets

67. Sheet vinyl

68. Sheet vinyl – open joints

69. Vinyl sports flooring

70. Laminate flooring (Reception)

71. Concrete floor (Boiler Houses)

Ceilings

72. Suspended ceiling tiles

73. Water marked ceiling tiles

74.

75.

76.

77. Textured finish to plasterboard ceilings

78. Damage to textured ceiling finish

79. Plasterboard ceilings

80. Water marked Plasterboard ceilings

Internal Walls

81. Plasterboard walls

82. Plastered walls

83. Timber linings (Library)

84. Timber lined walls (Soft Play)

85. Timber lined walls (Games Hall)

86. Wetwall

87.

88.

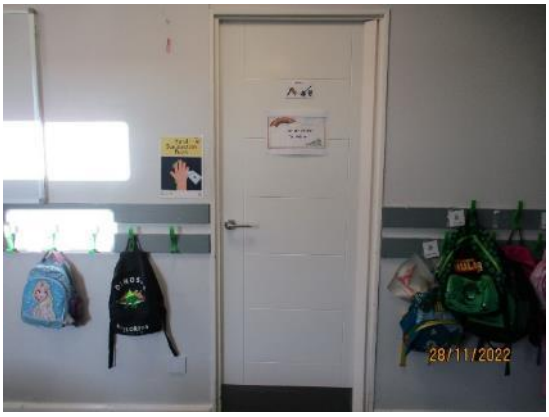
89. Ceramic wall tiles (Kitchen)

90. Ceramic wall tiles (Toilets)

91. Electrically operated doors

92. High gloss timber double doors

93. Veneered timber double doors



94. High gloss timber doors

95. Veneered timber doors

96. Timber doors (Stores etc.)

97. Damage to timber doors

98. Georgian wired glass to doors

99. Chrome lever door handles

100. Aluminium door handles

101. Faulty door handles

Sanitary Ware

102. Individual vitreous urinals

103. Vitreous china cisterns

104. Staff WC

105. Pupil WC

106. Vanity vitreous china basin

107.

108. Wall hung basins

109. Pedestal basins

110. PVC waste pipes

111. Accessible toilets

112. Composite cubicle partitions

113.

114. Vanity base units

115. Damaged base units

116.

117.

118. Commercial kitchen

119. Stainless steel sinks

120.

121. Stainless steel sluice (Laundry)

122. Stainless steel cleaners sink

123. UPVC waste pipes

Internal Decoration

124. Internal doors

125. Joinery items

Furniture

126. Classroom tables and chairs

127.

128. Base units

129.

130. Staff room furniture

Mechanical and Electrical Photographs

131. Gas boilers – main school plant room 1/54

132. Heating control panel main school 1/55

133. Heating pipework – main school 1/54

134. Boiler flues – main plant room 1/55

135. Radiator – steel panel. Main school 1/5

136. Fan Convector heater. Main school typical.

137. Boilers – SEN extension 1/54

138. Flue – boilers SEN extension 1/54

139. Fan convector heater SEN zone typical.

140. Radiator – LST type SEN zone typical.

141. Heating control panel SEN zone 1/54

142. Gas isolation valve – SEN plant room 1-54

143. Hot water calorifier – SEN plant room 1/54

144. Cold water storage tank. SEN zone roof housing.

145. Pipework – hot and cold copper SEN kitchen

146. Pipework hot and cold. Copper – SEN laundry.

147. Hot water calorifier 1 – main school 1/55

148. Hot water calorifier 2. Kitchen. Main school 1/55

149. Cold water tank 4. Main school roof housing.

150. Cold water tanks 1+2. Main school. Roof housing.

151. Pipework – hot and cold. Main school Cleaners store 1/23.

152. Pipework – hot and cold. Main school kitchen.

153. Pipework. Cold water mains entry to plant room 1/55

154. Pipework – insulated in ceiling void above main school.

155. Gas pipe entry to main plant room 1/55

156. Gas pipework and solenoid control valve to kitchen. Located in 1/55.

157. Gas safety stop button. Plant room 1/54

158. Gas range and pipework. Main kitchen.

159. Extract fan. Dishwasher steam – main kitchen.

160. Extract fan. Boys toilets 1/38

161. Extract /supply fan. Games hall main school.

162. Extract fan – classroom main school typical.

163. Extract canopy. Main kitchen.

164. Extract fan. Kitchen canopy – roof mounted.

165. Electric operated windows. Games hall.

166. Electric motor operated roof lights.Typical.

167. Distribution boards and switchgear 1/19

168. Distribution boards 1/41 SEN

169. General wiring main school ceiling void.

170. DBs and wiring – 1/19

171. Sockets and dado trunking – main school typical.

172. Surface socket and conduit typical.

173. Lighting – classroom typical.

174. Lighting – store typical.

175. Lighting – toilets typical.

176. Lighting SEN corridor typical.

177. Lighting and PIR main kitchen stores typical.

178. Light switch manual control typical.

179. External building lighting. Typical

180. Emergency exit maintained light. Typical.

181. Emergency lighting central battery – extension 1/41

182. Emergency light – self contained variant.

183. Fire alarm control panel – main school entrance.

184. Fire detection head and sounder - games hall.

185. Fire alarm call point 1-46 SEN zone.

186. Fire detector head typical throughout.

187. Intruder alarm keypad. Janitors office 1/18

188. Intruder alarm PIR typical.

189. Intercall disabled alarm system. Pull chord SEN girls toilets.

190. Intercall disabled alarm system panels typical throughout SEN extension.

191. Automatic electric operated doors. 1/36a

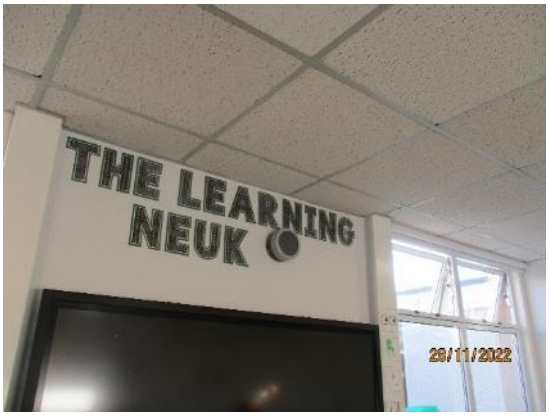
192. Automatic doors push pad operator 1/36a

193. CCTV internal camera typical.

194. CCTV camera external whole site.

195. CCTV monitor and recorder room 1/18

196. CCTV system user contols 1/18



197. Period bell – main school typical.

198. Internal phone system – office 1/6

199. Hoist system SEN class 1/52

200. Hoist system traction rail – SEN girls toilets.

201. Roof extractor fans terminations typical

202. Roof – main school boiler flue system.

External Areas

203. Tarmacadam car park

204. Damaged tarmacadam

205. Front tarmacadam playground

206. Rear tarmacadam playground

207. Playground equipment

208.

209. Timber benches

210. Play equipment

211. Tarmacadam footpaths

212.

213.

214. Paving slab footpaths

215. Paving slab play area

216. Broken paving slabs

217. Timber post and wire fence

218.

219. Concrete post and wire fence

220. Damaged concrete posts

221. Timber boarded fence

222. Metal security fencing

223. High metal security fencing

224. Metal mesh gates

225.

226. Galvanised vehicle double gate

227. Galvanised double gate to sports field

228. Brick wall to front

229. Brick wall to side

230. Damaged brick wall to rear ramp

231. School signage

232.

233. Car perk drainage

234. Playground drainage

235.

Outdoor Sports Facilities

236. Sports field grass

237. Repairs required