These notes provide a precis of the information provided by the DfEE on the operation of the condition survey process within the context of Asset Management Planning.

They provide basic information on the data collection format and definitions and examples intended to ensure consistent data collection standards. These definitions and examples are also of great value to those reading the surveys and I would recommend that you spend a few minutes looking at the charts in these notes; they will greatly ease the practical understanding of the DfEE structure and terminology.

1.Data collection and scope of the survey

1.1 The condition survey requires collection of data for each establishment **on a block by block basis**. A condition survey pro-forma should be submitted for each block on the site, numbered to comply with the site diagram.

1.1.1 Where extensions of different ages have been added to an original building, it may be convenient to reference the characteristic parts as individual blocks. If this process is adopted, please ensure that the site drawing is amended to reflect this categorisation.

1.1.2 It is the Building Surveyors responsibility to co-ordinate this categorisation on their premises, ensuring that the inspecting engineer is using the same referencing for each "block". Any inconsistencies in block numbers will be revealed by later validation checks.

1.2 Minor **day-to-day maintenance** (e.g. replacement of locks, broken glass, tap washers, etc.) and minor routine works (e.g. inspection, testing, cleaning, servicing, adjusting, overhauling etc.) should be excluded.

1.3 For each block the following data must be identified:-

i. The premises type (defined by age banding see section "2" below).
ii. The gross internal floor area (see section "3" below)
iii. The **condition of defined elements** to be assessed on the basis of 4 grades. (See section "4" below). The element structure is provided in the standard data collection pro-forma **WHICH MUST BE USED.**
iv. The **priority for repair/replacement** to be provided complying with DfEE criteria (see section "5" below). The priority structure is provided in the standard data collection pro-forma **WHICH MUST BE USED.**
v. The **cost** to repair/renew (see section "6" below).

1.4 Where an element or sub-element does not apply to a block, "N/A" should be written in each box on the pro-forma to indicate this.

1.5 Information on external areas and playing fields is being collated at a site, rather than block-by-block level. Consequently the assessment of these areas should be made at a site level, and the condition and priority for repair etc logged on the "Block 1" pro-forma only.

2. Categorising premises type.

2.1 Blocks will be categorised as follows:-

i. Pre 1919
ii. Inter-War
iii. From 1945 to 1966
iv. From 1967 to 1976
v. Post 1976
vi. Temporary premises.

3. Measuring gross internal area

3.1 The floor area for each block should be measured in m2 (including temporary and relocatable accommodation) measured over internal walls, stairs and lift wells, to the internal face of external walls. Measurement should be in accordance with the fourth edition of the Code of Measuring Practice, published by the Royal Institution of Chartered Surveyors.

4. Condition assessment

4.1 The **condition of each element** as indicated in the standard pro-forma should be assessed, using the following recommended grades:

Grade A - Good. Performing as intended and operating efficientl

Grade B - Satisfactory. Performing as intended but exhibiting minor deterioration.

Grade C - Poor. Exhibiting major defects and/or not operating as intended.

Grade D - Bad. Life expired and/or serious risk of imminent failu

5. Priority grading

5.1 Once the condition of premises has been assessed, priorities should be allocated according to the seriousness of the condition revealed and the urgency associated with any breaches of legislation. This should have particular regard to the possible consequences of deferment.

5.2 The following priority grades are to be used in the context of a five year planning period:-

Priority 1. Urgent work that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of occupants and/or remedy a serious breach of legislation.

Priority 2. Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health and safety of occupants and/or remedy a less serious breach of legislation.

Priority 3. Desirable work required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and/or remedy a minor breach of legislation.

Priority 4. Long term work required outside the five year planning period that will prevent deterioration of the fabric or services.

5.3 An element graded Condition D will not always warrant Priority 1. There may be instances where an element is in poor condition, but for which maintenance work is not a high priority. The reverse may also be the case. The following table shows some such examples

Element	Condition	Priority	Comment
External Walls, Windows and Doors	**D**	**4**	External cladding of mobile building badly decayed and beyond economic Repair. The building, however is not now in use and will be shortly replaced as part of a redevelopment scheme. It is therefore low priority.
Internal Walls Windows and Doors	**B**	**1**	Internal walls and doors in this example are generally in satisfactory condition, but some glazing breaches legislation and is a hazard. There is no serious dilapidation, but removing the hazard is a high priority.
Electrical Services	**A**	**1**	Electrical services in this example are in good condition, but lack of earthing provision breaches legislation and is a hazard. There is no serious dilapidation, but removing the hazard is a high priority

6. Cost to repair or renew.

6.1 An estimate should be made at the time of assessment of the cost of repairing or renewing a defective element. These costs should be for bringing the element up to Grade A condition. Costs should include preliminaries, contingencies and professional fees, but not VAT. The estimates should not include for upgrading specifications to current standards, except where the existing specification is no longer available or would breach legislation. Minor day-to-day maintenance (e.g. replacement of locks, broken glass, tap washers, etc.) and minor routine works (e.g. inspection, testing, cleaning, servicing, adjusting, overhauling etc.) should be excluded.

6.2 It may be that alternative solutions to straightforward repair or renewal might offer better value-for-money, e.g. the scope for wider-scale refurbishment, adaptation, or rationalisation. There may also be the opportunity to address at the same time suitability or sufficiency objectives, possibly through a PPP approach. However, these alternative solutions should be considered with sufficiency and suitability assessments, the condition assessment being limited to straightforward repair or renewal.

6.3 Where elements or parts of premises face future redevelopment, disposal or demolition, only the minimum maintenance necessary to comply with health and safety or to keep the premises operational might be justified.

6.4 Where a building or site is shared between schools and a joint condition survey is carried out, the estimated costs of repair or renewal for each school should be a portion of the total, the apportionment being on the basis of agreement with the sharing schools.

6.5 Where maintenance costs are shared with other organisations, the estimated costs should be the portion for which the school is responsible.

7. Examples of application of condition classification:

EXAMPLE 1 - FLAT ROOF	
Condition	**Grade**
Watertight; no visible defects.	A
Reasonably sound; only routine maintenance required.	B
Significant deterioration; subject to leaking.	C
Extensive problems; severe water penetration; cannot be maintained effectively.	D
EXAMPLE 2 - HEATING BOILER	
Condition	**Grade**
Good working order.	A
Operating efficiently, some minor repairs anticipated.	B
Subject to breakdown.	C
Permanent failure probable.	D
EXAMPLE 3 - ELECTRICAL WIRING	
Condition	**Grade**
In good order.	A
Operational, but minor repairs anticipated.	B
Problems evident, frequent testing needed.	C
Tests confirm major failure probable.	D

8. Examples of application of priority classification

Priority 1.

1. Unsafe premises, or parts of premises, that are cordoned off or shored up and require urgent attention; accommodation already out of use or likely to be soon out of use.
2. Ground problems, such as mine shafts, wells, major faults in ground; premises shored up; external areas cordoned off; accommodation already out of use or likely to be soon out of use.
3. Condemned temporary premises already out of use or likely to be soon out of use.
4. Obsolete heating boilers that have failed or which are likely to fail and for which no components are available.
5. Presence of friable asbestos.

Priority 2.

6. Roof repairs where patching is no longer possible; windows, doors and curtain walling that are prone to severe water penetration and have severe rot, decay or rusting.
7. Less urgent problems with the mechanical and electrical services, e.g: lead drinking water pipework, corroded water tanks, electrical installations with vulcanised india rubber cabling; unearthed systems where test period has been reduced because of previous failures (one year or less). Work will require an engineer's or Health and Safety inspector's report as evidence of risk.
8. Playgrounds that pose health and safety risks, especially at Primary Schools; defective floor finishes in high risk areas such as gymnasia or staircases.

Priority 3.

9. Defective mechanical and electrical services, e.g: inefficient boilers towards the end of their expected lives; replacement of old lighting circuits that are no longer suitable and provide poor task lighting; works to resolve fire alarm deficiencies.
10. Repairs within the life of the Plan, including works to defective playgrounds, tennis courts and floor finishes that may remain a health and safety issue.

Priority 4.

11. Minor re-pointing works to masonry or where there is limited erosion to the face of brickwork that is unlikely to deteriorate further over the life of the Plan.

9. Classification of premises elements:

Major Element	Sub-element	Attribute
1. Roofs	Flat Roofs	Structure Coverings and Insulation Drainage Other
	Pitched Roofs	Structure Coverings and Insulation Drainage Other
2. Floors and Stairs	Ground Floor	Structure Screed and finish
	Upper Floors	Structure Screed and finish
	Staircases	Structure Treads and risers Soffit finish Other
3. Ceilings	Ground Floor	
	Upper floors	
4. External Wall, Windows and Doors	Walls	Structure External linings/finishes Internal linings/finishes
	Windows and Doors	Framing Glazing Ironmongery
5. Internal Walls and Doors	Walls and partitions	Structure Linings and finishes
	Doors and glazed screens	Framing Glazing Ironmongery
6. Sanitary services	Toilets	Fittings Waste plumbing
	Kitchens	Fittings Waste plumbing
7. Mechanical services	Heat Source and Equipment	
	Heating	Distribution Controls
	Hot and Cold Water	Storage tanks and equipment Distribution
	Gas Distribution	
	Ventilation	
	Air Conditioning	
	Other	

8. Electrical Services	**Control Gear**	
	Power	**Wiring** **Fittings**
	Lighting	**Wiring** **Fittings**
	Fire Alarms	
	Intruder Alarms	
	Lightning Protection	
	Communication Systems	
	Lifts and hoists	
9. Redecoration	**External**	
	Internal	
10. Fixed furniture and fittings	**Teaching**	**Science** **Technology** **Other**
	Non-teaching	**Kitchen** **Other**
11. External Areas	**Roads and Car Parks**	
	Paths and pedestrian paved areas	
	Soft landscaping	
	Walls, fences and gates	
	Ancillary premises	
	Outdoor swimming pools	
	Drainage	
	Mains Services	
12. Playing fields	**Generally**	

The Priority Index System – How It Works

In order to assist with the analysis of the hundreds of thousands of items within the condition survey database, the Building Surveying and Maintenance Division has developed a computerised method for prioritising and extracting the condition information.

This method is called the Priority Index, which works by applying a points score and weighting against three factors recorded for each item in the survey. These three factors are the Condition Category, the Priority (ie recommended time-scale for repair) and the Constructional Element.

The total points score (called the Priority Index) is derived for each condition survey item by adding together the weighted points allocated against each factor. For example:-

If an item has a condition category of "C" a Priority of "2" and applies to the "Roofs" element, the Priority Score would be as follows –

Condition C = 15 points x7 weighting
Priority 2 = 20 points x9 weighting
Element "Roofs" = 20 points x5 weighting

105+180+100=385 which is the Priority Index for this item

Details of the bands which apply to each factor are given in the tables at the end of this document.

These points scores and weightings are designed to allocate a higher score to items considered by the County Council to be more important than others. For example, the urgent repair of a seriously decayed roof would be allocated more points than the redecoration of a hall. Furthermore, the weighting

ensures that the points bias is directed more to Health and Safety or possible premises closure issues than others less critical areas.

Once a score has been allocated to each item in the entire survey database we are able to extract prioritised summaries and detail listings. This data enables us to produce a prioritised, costed programme of works each year which ensures we are making best use of the limited resources we have available.

Details of the points allocations are given in the charts below. The points scores themselves are listed as **TPI** (Total Priority Index) in the detail reports provided.

A listing is also provided which shows the maintenance need at each points level over the entire database, to allow you to see where your own repair items lay in the overall priority scheme of the Building Surveying and Maintenance Section.