

# CIPFA SPECIFICATION FOR CARRYING OUT CONDITION SURVEYS



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## **1. Introduction**

The methodology framework used to compile building condition surveys will be based upon the DfES (Department for Education & Skills) AMP (Asset Management Plans) Document, Section 3: Condition Assessment (1999) and Pillar Consultancy for the Department of Education and Science: Methodology of Building Condition Surveys (1993) and DfES Getting Into Condition –Good Practice Guide 2002.

For the purposes of this methodology the definition of “condition survey” is the collection and analysis of data relating to the extent of deterioration of a building.

## **2. Objectives of the Surveys**

The purpose of collecting condition information is to improve the management of the xxxxxxxxx building stock through a process of property review and remedial works.

Condition surveys will be undertaken to provide a systematic, uniform and objective basis for obtaining detailed information on the state of council premises and maintenance work required. The surveys will involve on site examination of the constituent parts or elements of all buildings on that site which are the responsibility of the Council.

The surveys will be planned and co-ordinated to allow input from each site manager. The surveys will identify the works necessary to bring the premises up to Grade A condition and/or current prevailing standards and rectify any breaches of legislation.

## **3. Appointments**

The surveyor/engineer will provide each site with a least three working days notice via a phone call. Access to each site will be between 8.00am and 5.00pm Monday to Friday unless otherwise agreed with the site manager/contract administrator.

## **4. Carrying out Condition Surveys**

The condition surveys will be undertaken by a multi-disciplinary team of qualified and experienced building surveyors, electrical and mechanical engineers, quantity surveyors and administrative support staff working closely to a planned process of inspection.

The successful tenderers will issue their surveyors/engineers with pro-formas and/or electronic data including the following information which will be provided to the appointed Contractor, site location plans, addresses, telephone numbers, site contacts and official school number.

## **5. General Scope and Coverage of the Condition Surveys**

Generally the surveys will be non-intrusive, but will identify the need to any further investigation or tests if appropriate. The need of any further surveys or tests will be highlighted in the condition survey. Any work identified requiring immediate action will be reported to the Project Manager for action and confirmed in writing, e.g. hazardous asbestos, potentially lethal mechanical/electrical services, etc.

## **6. Condition Assessments – Electrical and Mechanical**

The purpose of the assessments is to establish the condition of the electrical and mechanical installation within the individual establishments site boundary to enable repairs and maintenance to be costed and prioritised.

The condition surveys are basically non-intrusive but should be sufficiently thorough as to identify the possible need for further in-depth surveys and tests of specific areas. Surveys are to cover all parts of the installation including external areas.

Pipework in service ducts or voids may not be accessible, but may be visible from entrance points in boiler houses and plant rooms.

The surveyor should achieve an overview of the entire systems to select condition grading and priorities. Local information as to breakdowns and reliability will help to achieve this.

All surveys must be conducted with all regard to current legislation and approved codes of practice.

## **7. Utilisation of Existing Information**

Where possible local knowledge, including surveyor input, appropriate historical information and the results of specific testing will be utilised, e.g. mechanical and electrical testing, flooding problems. In-office data completion will be maximised prior to survey, e.g. property name, reference number, construction type (to highlight any potential problems), block numbers/names, measured floor areas, location plans, planned works, etc. Mechanical and Electrical services data where available will be provided.

## **8. Assessing Condition to Provide Information for Asset Management Appraisal Purposes**

Condition surveys will cover all buildings and the external areas within the site boundary that are the responsibility of the Council. Generally each block will be kept separated in the survey and referenced and the existing block numbering and naming should be retained.

External areas and playing fields will not be sub-divided between blocks but will be referenced as block 0. They will however be kept separate for each site of split site schools.

School premises will be assessed, block by block, element by element (broken down into sub-elements) at attribute level within the CIPFA Condition Survey system all as per DfES' AMP Section 3: Condition Assessment, to collect information and indicate:

- Survey date
- Classification of the construction type, modular construction types, etc
- Classification of the building block by age (Doc 3, Section 17 refers)
- Number of blocks
- Number and type of temporary buildings

## **9. Priority Grading**

The condition of each attribute will be assessed using the recommended grades A-Q as detailed in the CIPFA Surveyors Guidance which will be provided to the successful contractor during training on the CIPFA system. This category is in addition to DCsF Condition and Priority given below.

## **10. Existing Condition Grading**

The condition of each attribute will be assessed using the recommended grades A-D as detailed in the DfES AMP Section 3: Condition Assessment. The grading applied to the element will reflect the importance of the various sub-elements as assessed on site.

## **11. Priority Grading**

The priorities of each item of identified work will be allocated according to the seriousness of the condition identified and the urgency associated with any breaches in legislation. This will have regard to the possible consequences of deferment and take account of the use to which the area is put, e.g. a worn tarmacadam surface in a playground, used by young children may attract a higher priority than a car park.

The priority grades 1, 2 and 3 the descriptive guidelines identified in the DfES AMP Section 3: Condition Assessment will be strictly followed in the context of a five year planning period.

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.

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/high 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.

In addition to the priority grading for each attribute the surveyors shall also provide priority grades as follows:-

- Element Level
- Block Level
- Site Level

## **12. Works Identified**

Sufficient descriptive information will be recorded to enable the location of the identified items and the proposed nature of remedial work to be undertaken.

Costings will be produced using a recognised schedule of rates.

Estimated costs will be identified to bring the particular element up to Grade A condition and/or prevailing standard. Costs will include preliminaries, preambles, contingencies, site access, specific site requirements to undertake the works, professional fees, but not VAT.

## **13. Access**

The surveyor/engineer will allow for physical access to flat roofs and access to eaves level to allow visual inspection of pitched areas, valleys, hips etc where:-

1. Access is within a vertical height 3 metres of the general ground level
2. Fixed permanent access is available e.g. external or internal stairs/ladder access.

Where failure/defects are apparent e.g. visual defects visible from ground level, water ingress visible within the building, local knowledge on site of defects, defects highlighted by London Borough of Lambeth or where failures/defects can reasonably be suspected they will be highlighted in the report as needing further investigation.

## 14. Procedures

**Note** *This section is to be used to identify the format of the data required. Most organisations will provide the data collected in electronic format in excel, or within a database. This is something that will need to be determined prior to inviting contractors to price for the work.*

It is intended that surveys will involve the utilisation of hand-held computers linked to the CIPFA software as used by The Authority. A major aim will be to minimise the points of manual transfer and to make existing information readily available to the Surveyor.

CIPFA suggests the following approach for Local Authority sites using the Condition Survey module to carry out new surveys with external surveying organisations. The surveying firm to have their own copy version of the Condition Survey Software pre-loaded with all relevant property information. The software will need to be installed locally on the surveying firms site

CIPFA will provide all the support and training necessary for a successful implementation and transfer of the data. Surveying firms tendering should contact CIPFA for a quotation for these services. One day of training on CIPFA's software is to be included in the quotation as a mandatory requirement

Costs in respect of the supply of the software are detailed in Appendix 1 however any enquiries in respect of the procurement of the software should be addressed to:-

David Brindley FRICS FBEng  
Director  
CIPFA Property  
The Quadrant  
Chester West  
Sealand Road  
Chester  
CH1 4QR

Tel 01244 399699  
[David.Brindley@cipfa.org](mailto:David.Brindley@cipfa.org)

The initial surveys will be closely monitored during all stages to ensure the desired consistency, quality and quantity of information produced is suitable. This will be managed and assessed by Cornwall Council.

A pilot survey is to be carried out to the following sites:-

Upon completion of the pilot sites an evaluation of the data will take place. No further surveys are to be completed until the data has been received, checked and confirmation of suitability has been provided. Should the Contractor wish to progress with the surveys then he will do so at his own risk and may be required to re-do any work not meeting the required standards.

The Contractor will provide the data in paper format together with the executive summary and CAD layouts to enable the sites to be checked.

During the course of the contract sites will be selected at random (No more than 10%) for checking. Reports will be provided for these sites upon request

## **15. Measurement**

The surveyor/engineer undertaking the surveys will obtain accurate measurements/quantities of recommended works. Dimensions must be obtained using either conventional tapes or electronic devices which conform to EEC Directive 73/362/EEC – 78/629/EEC or other relevant standard. Estimation of heights/lengths etc is not acceptable.

## **16. Data**

***Note** This section is to be used to identify the format of the data required. Most organisations will provide the data collected in electronic format in excel, or within a database. This is something that will need to be determined prior to inviting contractors to price for the work.*

The output of survey data will be via CIPFA's computer software.

## **Software Acquisition**

The surveys must be carried out using the Condition Survey software from the Chartered Institute of Public Finance and Accountancy.

The Chartered Institute of Public Finance and Accountancy will provide the software, training support, technical advice and assistance.

Tenderers will allow for all costs associated with them acquiring and using the software within their submitted tender.

## **Software Operation/Technical Environment**

The software is a Windows application which can be run on any Windows compliant PC either standalone or on a network. In the latter case the database can be stored on a server so that the data can be entered and managed by a number of concurrent users. The detailed specifications for PCs and servers are in Annex 1.

No additional software licences are required other than those provided by CIPFA. Although, to make best use of the export features to Word and Excel which are available as a standard part of the software it will be beneficial for the Contractor to have copies of Microsoft Office available on the PC (Office 97 or later). This is not essential but it will make reporting and data verification much easier.

A detailed specification of system requirements is contained in Appendix 2



## **Data Collection**

Surveys must be carried out electronically, using Tablet PC's to collect survey data on site. A data input template has been specifically developed by CIPFA to minimise the data input time and validate the data at source. In this case surveys can be automatically uploaded into the database on return to the office.

## **Pictures**

As part of the survey the Contractor must provide digital photographs. These will be named to a photographic database provided by CIPFA to an agreed standard convention and included on the export CD.

## **Training**

The Chartered Institute of Public Finance and Accountancy is able to offer specific training in the use of the software and the Tablet PC's if appropriate. The training includes general use of the software, maintaining property information, entering and updating condition surveys and extracting data and running reports. To provide the basic training normally takes a day for users familiar with PCs and Windows.

## **Survey IT Methodology**

The software will be supplied and installed by The Chartered Institute of Public Finance and Accountancy with all Property and Block details pre-loaded with the property database. The Contractor will simply download the data from the PDA into the system, carry out the necessary QA Checks then export the data to Cornwall Council to download into their master system.

## **Data Transfer**

It will be necessary for the Contractor to transfer data from their local machines to Cornwall Council on a regular basis through the project for auditing and QA purposes. This will be achieved through the transmission of a CD. Therefore the tender organisations must have the capability to write a CD with the data exported from the CIPFA system

## **17. Pre-Start Meeting**

Prior to surveys commencing, the successful tenderers will attend a site meeting with Cornwall Council's representatives as part of the induction process to ensure a consistent approach and acceptable standard of survey.

## **18. Auditing Process**

1. The selected Contractor(s) will be required to nominate a senior manager who will be responsible for liaison with the Contract Administrator. The selected Contractor(s) will be required to demonstrate adequate in-house quality controls are in place during the survey period and facilitate auditing both during and after survey completion.
2. To this aim the Contractor(s), as part of the tender submission, is to provide documentary evidence of in-house procedures. This evidence will form part of the contract documentation.

## **19. Programme**

1. The selected Contractor(s) will be required to produce a programme for undertaking the surveys and producing the reports for approval by the Contract Administrator.
2. The programme is to provide for an even distribution of completed reports throughout the contract period

## **20. Additions/Omissions**

The Contract Administrator reserves the right to add or omit properties indicated in the tender documents on the following basis:-

1. Strategic, acquisitions or disposals, closure or change of use etc
2. Performance of the selected Contractor to the approved programme (item 24)
3. Failure against the agreed programme of survey returns may lead to a partial reallocation of education buildings to other firms.

## **21. Asbestos**

Cornwall Council has undertaken asbestos surveys and the results are available from the Contract Administrator. In view of this the successful tenderer will ensure all surveyors/engineers receive adequate asbestos awareness training prior to commencing surveys, written evidence of training will be required by the Contract Administrator.

## **22. Site Rules**

The successful tenders will ensure that the following site rules are adhered:

1. Surveys to commence only after appointments have been arranged – paragraph 3 refers.
2. Surveyors/engineers to wear company ID at all times while on site.
3. Surveyors/engineers to report to site office when arriving and leaving site.
4. Local site rules to be adhered to i.e. some sites may require visitor passes to be worn.
5. Ladders and equipment not to be left unattended.
6. Secure areas open for inspection not to be left unattended e.g. boiler houses, plant rooms, external security doors.
7. Use of site owned equipment such as steps, ladders etc not permitted.

### **23. CAD**

The successful Contractor will be provided with Not to Scale CAD drawings in digital format (AutoCAD 2000) format. The Contractor shall utilize the rooms referencing system as indicated on the drawing provided.

If these drawings are found to be inaccurate, the Contractor shall notify the Contract Administrator and obtain approval for carrying out the necessary amendments at the rate indicated on the priced schedule.