

Building Name: Thame Maintenance Depot
 Address: Unit 12, Lupton Road, Thame, OX9 3SE
 Inspection Date: 07/02/2024

Summary of works:

NOTE: REFER TO FLOOR PLAN APPENDED TO MAIN SUMMARY COVER REPORT FOR REFERENCED ROOM LOCATIONS

Block ref.	Element No.	Item No.	Element	Sub-Element	Item	Condition	Priority	Photo No.	Action	Total Cost	Year 0 (Immediate)	Year 1	Year 2	Year 3	Year 4	Year 5	Description
1	1	1.1	Roofs	Roofs structure	Flat Roof	B	3	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	No visual access to the deck was possible. It is assumed to be a timber deck. No obvious defects or deflections were noted at the time of inspection.
1	1	1.2	Roofs	Roof coverings and insulation	Bituminous Membrane	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Bituminous membrane present to flat roof appears to be a recent installation (within 5-8 years) in satisfactory condition and performing as intended. No signs of water ingress to the first floor office space. Small amount of lichen and moss present to the perimeter upstand, allow to clean down as part of the Councils' maintenance routine.
1	1	1.3	Roofs	Roof coverings and insulation	Rooflight	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Single polycarbonate domed rooflight present to flat roof, no defect evident at the time of inspection. Rooflight would benefit from cyclical cleaning / maintenance to ensure it remains weathertight and free from defect.
1	1	1.5	Roofs	Roofs drainage	Guttering, downpipes	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Flat roof drained via internally run downpipe. No visual access to determine the condition however no obvious sign of failure / water ingress from internally and externally.
1	1	1.6	Roofs	Roofs structure	Steel rafters	D	1	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Steel roof rafters appeared to be in satisfactory condition at the time of inspection. Routine cleaning / maintenance required to prolong rafter lifecycle.
1	1	1.7	Roofs	Roofs structure	Parapet	C	2	01 02	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Coping stones to parapet wall above roller shutter has evidence of lichen and guano present. Guano is corrosive and the coping stones should be cleaned down and treated with an anti-fungal treatment. Higher elements of the facing brick appear a newer installation and are in satisfactory condition.
1	1	1.8	Roofs	Roof coverings and insulation	Corrugated sheet covering	D	1	03 04 05	Replace	£100,000.00	£0.00	£100,000.00	£0.00	£0.00	£0.00	£0.00	Profiled cement sheet coverings (assumed Asbestos containing material) showing signs of moss and lichen growth indicating they have become porous. Although performing as intended, renewal of roof coverings, fascia and rainwater outlets are recommended due to the potential health and safety risk and hazardous nature of the existing coverings. A cost has been provided in year 1.
1	1	1.9	Roofs	Roof coverings and insulation	Rooflight	D	1	06 07	Replace	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Polycarbonate rooflights present to pitched roof are showing signs of heavy degradation, moss, lichen and algae growth, reducing overall performance. Cost included for replacement in item 1.8.
1	1	1.10	Roofs	Roof coverings and insulation	Fascia	D	1	08 09	Replace	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Painted metal fascia showing signs of decoration failure with corrosion present throughout and ACM (assumed) cement fascia panels to the rear of the building, both are past their serviceable life and have been included for replacement in item 1.8.
1	1	1.11	Roofs	Roofs drainage	Guttering, downpipes	D	1	10 11	Replace	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Rainwater is drained via a combination of Upvc and ACM (Assumed) rainwater goods. Evidence of failure has resulted in water ingress to both outer and inner brick/blockwork. Allowance for full replacement has been included in item 1.8.
1	2	2.1	Floors and stairs	Ground bearing/hollow floors structure	Concrete	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Ground bearing concrete slab in satisfactory condition. No obvious signs of structural distress or defect evident.
			Floors and stairs	Staircases structure	Generally	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Timber staircase concealed by floor coverings however no indication of structural distress or defect evident.
1	2	2.2	Floors and stairs	Suspended floors structure	Timber	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Timber structure to first floor office space concealed by coverings however no obvious sign of structural distress or defect evident.
1	2	2.2	Floors and stairs	Suspended floors structure	Mezzanine, steel	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Box metal framed mezzanine floor present to warehouse area in satisfactory condition and performing as intended. Routine maintenance shall be required to ensure floor remains operational.
1	2	2.3	Floors and stairs	Floors screed and finish	Carpet, vinyl	B	3	12 13	Replace	£5,000.00	£0.00	£5,000.00	£0.00	£0.00	£0.00	£0.00	Carpet and vinyl coverings generally in fair condition. Carpet to the first floor office has become loose in areas, particularly where staff desk spaces, and is a potential trip hazard; allowance has been provided in year 4 for carpet renewal.
1	2	2.4	Floors and stairs	Floors screed and finish	Tiles	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Tiled floor coverings to the ground floor W/C are in satisfactory condition however showings signs of heavy staining likely due to a historic leak. Tiles would benefit from routine / cyclical cleaning and maintenance to ensure they remain free from defect.
1	3	3.1	Ceilings	Ceilings generally	Plaster/plasterboard or similar	B	4	N/A	Monitor	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Ceilings to the main entrance and first floor office areas provided with plaster/paint/aerex finish. Generally in satisfactory condition with only minor superficial cracking evident. Recommend that cracks be filled, decorated and monitored.

Block ref.	Element No.	Item No.	Element	Sub-Element	Item	Condition	Priority	Photo No.	Action	Total Cost	Year 0 (Immediate)	Year 1	Year 2	Year 3	Year 4	Year 5	Description	
1	4	4.1	External walls, windows and doors	External walls structure	Masonry	C	1	14 15 16 17 18 19	Repair	£30,000.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	Assumed cavity block and brickwork external walls, found to be generally in poor condition with numerous areas of spalled and damaged facing brickwork throughout the external walls. Previous repointing works have failed and efflorescence is evident to the front elevation adjacent to the roller shutter. Facing brick has become saturated where rainwater downpipes/discharge locations have failed, this is evident both internally and externally. Recommend repairs are carried out alongside pitched roof replacement, an allowance has been made for year 0. Materials have been stored in close contact to brickwork below damp proof course allowing the potential for moisture ingress, items should be moved away from close proximity to the building.	
1	4	4.2	External walls, windows and doors	External windows and doors	UPVC, metal	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	UPVs double glazed windows are present to the front elevation and appear to be recent installation in satisfactory condition and working order. Metal framed double-glazed entrance door in satisfactory condition and performing as intended. Solid metal emergency exit door provided to the rear elevation in satisfactory condition. Routine maintenance shall be required to ensure all doors remain fully operational, particularly important for designated emergency exits.	
1	4	4.3	External walls, windows and doors	External windows and doors	Roller shutter	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Galvanised metal roller shutter present to the front elevation appears to be in satisfactory condition. Repairs to the lower section identified. Routine maintenance shall be required to ensure door remains operational.	
1	5	5.1	Internal walls and doors	Internal walls and partitions structure	Masonry	C	1	20 21 22	Investigate	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Internal walls comprise predominantly plastered/painted masonry, found to be in satisfactory condition. Minor cracking present around several openings around windows and doors, recommendation to fill, decorate and monitor. Cracking of blockwork around steel frame in warehouse area should be repaired/rebuilt alongside external brickwork repairs, a cost has been allocated to item 4.1. Internal blockwork is saturated where rainwater goods have failed in close proximity to the roller shutter.	
1	5	5.2	Internal walls and doors	Internal walls and partitions finishes	Plaster/plasterboard or similar	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Assumed timber stud dividing wall in first floor W/C in satisfactory condition.	
1	5	5.3	Internal walls and doors	Internal doors	Timber	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Combination of laminated and paint grade internal doors all found in satisfactory condition with all nonemergency operational. Routine maintenance shall be required to ensure doors remain operational, particularly important for designated emergency exits.	
1	6	6.1	Sanitary services	Sanitary services generally	Basins, showers, sinks, urinals, WCs, plumbing etc.	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Sanitaryware and associated plumbing, where visible, found in satisfactory and serviceable condition. Routine care and maintenance shall be necessary to maintain aesthetic and hygiene.	
1	7	7.1	Mechanical services	Heat source & equipment	Gas fired LTHW boilers	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Gas fired LTHW boiler located at first floor level. The plant is of recent installation and in good condition.	
1	7	7.2	Mechanical services	Heating distribution, emitters and controls	LTHW radiators	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	LTHW radiators and distribution to radiators through out the office areas.	
1	7	7.3	Mechanical services	Hot & cold water system	Hot water and heaters	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Local electric hot water heater located below the kitchen sink in the kitchen area. Annual servicing to be observed.	
1	7	7.4	Mechanical services	Gas distribution	Steel gas pipework	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Steel gas pipework. No works anticipated.	
1	7	7.5	Mechanical services	Mechanical ventilation/air conditioning	Extract systems	C	3	N/A	Replace	£350.00	£0.00	£0.00	£0.00	£350.00	£0.00	£0.00	Through wall local extract fans installed to the WC shower areas. Product approaching the end of life allowance for replacement.	
1	8	8.2	Electrical services	Power	Wall mounted switchgear	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Distribution boards and MCB boards in reasonable condition no works envisaged during the term.	
1	8	8.3	Electrical services	Lighting system	Linear and compact fluorescents	C	3	ME01 ME02	Replace	£14,000.00	£0.00	£0.00	£0.00	£9,500.00	£4,500.00	£0.00	£0.00	The lighting is on the whole fluorescent and has limited product support. A rolling programme of replacement is recommended. Costs included in years 3 (warehouse) and 4 (office).
1	8	8.4	Electrical services	Alarms	Intruder detection and fire alarm system	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	The fire alarm system is in reasonable condition no works envisaged during the term.
1	9	9.1	Redecorations	Internal walls redecorations	Decorations, generally	B	4	N/A	Cyclical	£10,000.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	£5,000.00	Painted finishes in satisfactory condition, with only general imperfections and marks through day-to-day use, wear and tear, etc. Budget allowance is made for implementing a cyclical redecoration programme, to include pre-decoration repairs, renewal of sealants, grouts, isolated minor plaster damage, etc. consider carrying out the works during a phased programme.	
1	10	10.1	Fixed furniture and fittings	Non-teaching catering kitchen fixed furniture and fittings	Washroom systems	B	4	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Laminated cubicle present to ground floor W/C and glass shower screen present to Washroom on ground floor in satisfactory condition. Routine maintenance recommended to preserve lifecycle.
1	10	10.2	Fixed furniture and fittings	Non-teaching catering kitchen fixed furniture and fittings	Cabinetry and worktops	B	3	N/A	Replace	£1,000.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00	Factory finished laminated work surfaces, base units with metal inset sink provided to the main office. Cabinets are performing as intended however are aged and should be considered for replacement in the reporting period.

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1	10	10.3	Fixed furniture and fittings	Non-teaching catering kitchen fixed furniture and fittings	Shelves, storage and display boards	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Shelves, storage and display boards are in satisfactory condition.
1	10	10.4	Fixed furniture and fittings	Non-teaching catering kitchen fixed furniture and fittings	Window Blinds and Curtains	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Window blinds present to the office spaces on the ground and first floor are aged but operating as intended.
1	11	11.1	External areas	Roads and car parks	Macadam	B	3	23 24	Repair	£10,000.00	£0.00	£0.00	£10,000.00	£0.00	£0.00	£0.00	Tarmac present to the main parking/entrance area of the depot generally in satisfactory condition. Areas of degraded tarmac are present which is holding water, evident by the collection of moss and grass. Elsewhere tarmac is cracking and uneven in places. A budget cost has been allowed for in year 2 for isolated repairs.
1	11	11.2	External areas	Roads and car parks	Concrete	B	3	N/A	Routine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Concrete path/side access route has benefited from routine maintenance and is generally in satisfactory condition. Routine maintenance shall be required to ensure area is operational.
1	11	11.2	External areas	External structures	Ramp	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Concrete ramp with steel handrail to main entrance in satisfactory condition. Routine maintenance shall be required to ensure ramp remains operational.
1	11	11.3	External areas	Boundary walls and fences	Palisade Fence	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Galvanised steel palisade fence is present to the perimeter of the depot is in satisfactory condition.

£170,350.00 £30,000.00 £105,000.00 £10,000.00 £9,850.00 £10,500.00 £5,000.00

Note: All figures are exclusive of VAT, professional fees and any statutory fees that may apply. Costs are indicative only and subject to detailed site measurement, specification and procurement. They are based on the current Tender Price Index (TPI) and our experience of similar works/projects. They will however be subject to fluctuation over the reporting period, and the current condition/priority ratings and associated budgeted costs may be further influenced by external factors such as vandalism, severe weather, ongoing repair actions, maintenance etc.