

Building Name: Thame Town Hall
 Address: Town Hall, High Street, Thame, OX9 3DP
 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	Pitched Roof	C	3	N/A	Investigate	£1,000.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	Purlin cut roof structure only visible in isolated areas. Recommend further investigation by a specialist roofing contractor to assess the condition of all roof timbers; a cost has been provided in year 1.
1	1	1.2	Roofs	Roofs structure	Clock Tower	A	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	The clock tower has recently undergone restoration works and found to be in satisfactory condition and performing as intended.
1	1	1.3	Roofs	Roofs structure	Chimney	B	4	N/A	Monitor	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Brick chimney stack found to be in satisfactory condition. Evidence of recent repointing works have been undertaken; Visually monitor for further potential signs of mortar erosion which may affect the structural integrity.
1	1	1.4	Roofs	Roofs structure	Coping stones	B	2	01	Cyclical	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Generally found to be in satisfactory condition however evidence of moss, lichen and guano build up which is common for stones of this age and requires cleaning down in the next 2
1	1	1.5	Roofs	Roof coverings and insulation	Tiles	C	1	02 03	Repair	£30,000.00	£0.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	Natural slate covering present to the pitched roof generally found to be in satisfactory condition and performing as intended however evidence of moss and lichen growth indicating slate coverings are becoming porous and retaining moisture; this should be cleaned down and treated with an anti fungal treatment. Elsewhere there are signs of dislodged/defective tiles which should be repaired/replaced as these currently present a serious health and safety risk to the general public. Note: Due to the high cost of access for clean down/treatment and isolated tile repairs/replacement tiles, you may wish to consider a full renewal of roof coverings with a budget of c.£80k.
1	1	1.6	Roofs	Roof coverings and insulation	Lead flashing	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Lead flashing to pitched roof generally in satisfactory condition however showing signs of age related staining/uv damage particularly at the ridge detail.
1	1	1.7	Roofs	Roofs drainage	Guttering/downpipes	C	2	04 05 06 07	Repair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Pitched roof is drained via painted cast-iron gutters and downpipes which show isolated areas of corrosion and delaminating paintwork to the downpipes. Vegetation is evident within the guttering and at the abutment of the downpipes/external areas, this should be removed to ensure rainwater drains effectively. Elsewhere there is evidence of guttering/downpipe failure to the entrance elevation with staining present to the brickwork and exterior detailing. An allowance has been made for repairs and redecoration works in item 1.5.
1	1	1.8	Roofs	Roofs structure	Flat roof	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Flat roof over wc facilities concealed by ceiling coverings (assumed timber) however no obvious signs of defect to flat roof structure from internally or externally.
1	1	1.9	Roofs	Roof coverings and insulation	Felt	C	3	N/A	Replace	£15,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15,000.00	No access gained to observe flat roof coverings externally however no obvious signs of leaks internally at the time of inspection. Consideration for full replacement of felt coverings and insulation towards the end of the reporting period to increase thermal performance to modern building regulations.
1	1	1.10	Roofs	Roofs drainage	Guttering/downpipes	C	3	N/A	Repair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Rainwater chutes and downpipes generally in fair condition. Allowance for isolated repairs/redecorations included in item 1.7.
1	2	2.1	Floors and stairs	Suspended floors structure	Timber floor	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Timber floor structure to ground, first and second floors concealed by floor coverings however no visible defects/abnormalities evident at the time of inspection.
1	2	2.2	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 floor to wc extension concealed with floor coverings however no visible signs of defects/evident.
1	2	2.3	Floors and stairs	Floors screed and finish	Carpet and vinyl	B	3	08 09	Replace	£15,000.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	£5,000.00	Combination of tile, vinyl, carpet and timber flooring present throughout, generally in satisfactory condition with isolated areas of age related wear and tear, and isolated areas of replacement noted. A cost has been allocated for phased approach to replacement of carpet and vinyl floor coverings.
1	2	2.4	Floors and stairs	Floors screed and finish	Timber floor	C	2	10	Investigate	£500.00	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	During the inspection it was reported that the timber flooring in the 'Chambers room' swells and lifts in the middle of the room. At the time of the assessment there was no obvious signs of floor lift or trip hazard present. Recommend monitoring/investigating when lifting movement occurs.
1	2	2.5	Floors and stairs	Staircases structure	Concrete	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Concrete formed staircase from ground to first floor concealed by vinyl floor coverings however no obvious signs of defects/distress.
1	2	2.6	Floors and stairs	Staircases balustrades	Metal	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Painted metal balustrades appear in satisfactory condition. Routine maintenance required to maintain aesthetics and structural integrity.
1	3	3.1	Ceilings	Ceilings generally	plaster, plasterboard	B	4	N/A	Monitor	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Assumed painted plaster/plasterboard ceilings generally found in satisfactory condition with localised minor superficial cracking present. Allow to fill, decorate and monitor to assess if cracks reappear.

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1	3	3.2	Ceilings	Ceilings generally	Suspended grid	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Modern lay-in grid system to main reception and ground floor offices generally in satisfactory condition with isolated replacement tiles evident.
1	3	3.3	Ceilings	Ceilings generally	Timber clad	B	3	11	Repair	£500.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00	Timber ceiling cladding generally in fair condition with isolated areas of minor distress, notably to the second floor office. Likely due to recent humidity changes with change of use of room. Allow to remove defective cladding, inspect sub-frame and replace/renew cladding.
1	4	4.1	External walls, windows and doors	External walls structure	Masonry	C	2	12 13 14 15	Repair	£20,000.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	Double skin brickwork external wall construction with areas of previous repointing works noted in multiple areas. Numerous areas of spalled brick and missing/defective mortar joints identified; a provisional allowance has been provided in year 1 for replacement brickwork and repointing works. Elsewhere evidence of saturated brickwork identified, likely caused by no overhang to window cills and detailing which is common of a property constructed in this era. There is evidence of an injected damp proof course to low-level brickwork on the extension at the rear of the property, likely installed due to the lack of slate/dpm damp proof; continue to monitor for signs of internal water/moisture ingress due to high level paving slabs.
1	4	4.2	External walls, windows and doors	External walls external finishes	Cills, columns	C	2	16 17	Repair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	The majority of the stone window reveals, cills and columns are in satisfactory condition however there are numerous areas of spalled/eroded stone evident indicating these have become porous. A cost for necessary repairs to defected stone has been included in item 4.1.
1	4	4.3	External walls, windows and doors	External windows and doors	Windows	C	2	18	Cyclical	£15,000.00	£0.00	£15,000.00	£0.00	£0.00	£0.00	£0.00	Painted timber single-glazed sliding sash windows are generally in fair condition however the majority of windows are showing signs of failed/worn decorations. There is a crack to a low-level window which may be at risk increasing in size during the winter months. It was advised windows were operational; routine maintenance shall be required to ensure windows remain operational. Numerous window reveals are showing signs of missing/defective mortar and is a likely source of water ingress and may affect the thermal performance of the property. A cost for redecoration and putty repairs has been included in year 1; high level access costs have been allocated in item 1.5 as part of the roof repairs and guttering clearance.
1	4	4.4	External walls, windows and doors	External windows and doors	Doors	B	2	N/A	Cyclical	£750.00	£0.00	£750.00	£0.00	£0.00	£0.00	£0.00	External timber doors with single glazed windows generally in satisfactory condition however showing signs of worn decorations. The door at the rear extension is showing signs of rot at the base of the timber frame. All doors were operational at the time of inspection however routine maintenance is required to ensure doors remain operational. An allowance for splice repairs to the rear door and decorations to all external doors has been included in year 1.
1	5	5.1	Internal walls and doors	Internal walls and partitions structure	Masonry	B	4	19	Monitor	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Internal masonry walls generally in satisfactory condition however delaminating paint identified at low level in the main reception behind the door to the offices. Allow to strip and redecorate and monitor to assess if delamination continues.
			Internal walls and doors	Internal walls and partitions structure	Basement, render	C	2	20 21 22	Investigate	£1,000.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	The basement is suffering from a lack of climate control and ventilation resulting in delamination of the internal render and corrosion to the ceiling supporting steel beams. It is recommended that a structural engineer is engaged to assess the condition and structural integrity of the steels and a specialist basement contractor to assess the basement and recommend remedial works.
1	5	5.2	Internal walls and doors	Internal walls and partitions finishes	plaster, plasterboard	B	4	N/A	Cyclical	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Painted plaster/plasterboard internal wall generally in satisfactory condition.
1	5	5.3	Internal walls and doors	Internal walls and partitions finishes	Timber cladding	B	4	N/A	Cyclical	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Timber wall cladding generally in satisfactory condition. Isolated areas of defects/damage in the 'Chambers' room. Routine maintenance and treatment of all timber finishes required.
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 boilers in reasonable condition and should provide ongoing service for the remainder of the term.
1	7	7.2	Mechanical services	Heating distribution, emitters and controls	LTHW radiators	B	4	ME01	Replace	£7,800.00	£0.00	£0.00	£0.00	£4,800.00	£3,000.00	£0.00	LTHW radiators in reasonable condition closed water conditions should be monitored during the term. The six radiant electric heaters to the chamber (year 3 allowance) and storage heaters at 2nd floor and to the ground floor WCs (year allowance) require replacement during the term.
1	7	7.3	Mechanical services	Hot & cold water system	Hot water and storage heaters	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	The local electric domestic hot water services appear in reasonable condition and should provide ongoing service during the term.
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	AHU and Extract systems	C	3	N/A	Replace	£700.00	£0.00	£0.00	£0.00	£0.00	£0.00	£700.00	The WCs are each served with local extract systems. The fans are approaching the end of their economic life factor and allowance for replacement has been included in year 5.
1	8	8.1	Electrical services	Control gear	Wall mounted control panel	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	The boiler controls are basic domestic and in reasonable condition no works envisaged during the term.

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1	8	8.2	Electrical services	Power	Wall mounted switchgear	B	4	ME03	Replace	£4,500.00	£0.00	£0.00	£0.00	£4,500.00	£0.00	£0.00	Distribution boards and MCB boards in reasonable condition albeit the basement board and kitchen distribution boards would benefit from replacement during the term.
1	8	8.3	Electrical services	Lighting system	Linear and compact fluorescents	C	3	N/A	Replace	£6,000.00	£0.00	£0.00	£0.00	£2,000.00	£2,000.00	£2,000.00	The lighting is on the whole LED fluorescent remain installed to the entrance lobby and concealed in the perimeter of the chamber, as fluorescents have limited product support. A rolling programme of replacement is recommended.
1	8	8.4	Electrical services	Alarms	Intruder detection and fire alarm system	C	3	ME02	Replace	£9,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9,500.00	The fire alarm system will be approaching the end of its life factor during the term and consideration to replacement head end and devices should be considered during the term.
1	8	8.5	Electrical services	Communications & IT infrastructure	Telecoms and access control systems	C	3	N/A	Replace	£4,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,000.00	local rack serving CAT 5 distribution to offices and WIFI. There is an intruder detection system. Allowance for up grade of the intruder detection during the term.
1	8	8.6	Electrical services	Passenger lift	Hydraulic lift	C	3	N/A	Replace	£55,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£55,000.00	The lift is approaching the end of its life factor and due a refurbishment including the controls, drive unit, door mechanisms and lift car finishes.
1	9	9.1	Redecorations	Internal walls redecorations	Generally	B	4	N/A	Cyclical	£15,000.00	£0.00	£0.00	£0.00	£5,000.00	£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	Laminated washroom cubicles generally in fair condition albeit dated. Routine maintenance shall be required 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	Routine	£1,000.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	Factory finished laminated work surfaces, base units with metal inset sink provided on the first floor. Cabinets are performing as intended however they are dated and should be considered for replacement during the reporting period.
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 and performing as intended.
1	10	10.4	Fixed furniture and fittings	Non-teaching catering kitchen fixed furniture and fittings	Window blinds	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Window blinds present throughout the property are in satisfactory condition and performing as intended.
1	11	11.1	External areas	Paths, pedestrian paved areas, play areas	Generally	B	4	N/A	No action required	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	The surrounding areas to the Town Hall are generally well maintained with signs of age related wear and tear. No obvious signs of serious defect/deterioration noted at the time of the inspection.

£202,250.00 **£1,500.00** £67,250.00 £0.00 £16,300.00 £21,000.00 £96,200.00
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.