



Maintenance Plan Report

for

WELLINGTON SCOTTISH ATHLETICS
CLUB

Prince of Wales Park, Salisbury Terrace,
Mt Cook, Wellington 6021

17/01/2023
WSA22-01

Project Preface

Client Name:	Wellington Scottish Athletics Club
Client Contact:	Simon Keller
Prepared At:	Quintons Limited 82 Willis Street Wellington 6011
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0	17.01.2023	Initial issue to client
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Authorisation for Issue

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For and on behalf of Quintons Limited

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Section 1.0 Introduction

1.1 Extent of Instructions

- 1.1.1 The report comprises of a Maintenance Plan to advise on existing and future maintenance requirements over the next ten years for the Wellington Scottish Athletics Club, (WSAC), as defined by the unit title plan for Wellington Scottish Athletics Clubhouse – Salisbury Terrace, Mt Cook, Wellington 6021.
- 1.1.2 As requested by Simon Keller of WSAC this report has been prepared in accordance with the following brief:
- Undertake a review information held on your files with regard to the building’s design, specification and any known maintenance issues or requirements.
 - At mutually agreed times, undertake a visual inspection of the internal and external areas of the building fabric, which are safely accessible. Any areas which are not accessible will be noted in our report.
 - Review current maintenance contracts provided to us and incorporate such known contract costs and scheduled maintenance within the Plan.
 - Prepare and issue a Long-Term Maintenance Plan for the period of 10 years, with estimates of costs for maintenance items.
- 1.1.3 It is understood that Wellington Scottish Athletics Club only holds sole responsibility for maintenance for the property.

1.2 Survey Details

- 1.2.1 The property was surveyed on Monday 19th December 2022 and the weather at the time of our assessment was dry and overcast.
- 1.2.2 At the time of our survey, we were initially provided with a tour of the building with Marshall Clark, the present club treasurer, but left to complete the survey unaccompanied. The building was in use at the time of our inspection with a local school holiday club.

1.3 Documents Reviewed

- 1.3.1 Documents referenced for the benefit of this report include the following:
- None.

1.4 Formal Dialogue

- 1.4.1 No formal dialogue has been held.

1.5 Survey Methodology

- 1.5.1 The site survey was undertaken using visual aids only with all elements being inspected from the ground level externally and finished floor level internally. No access was gained to the roof or high-level areas, but a very limited inspection was possible from high ground adjacent to the building.
- 1.5.2 Photographs were taken during the survey using a digital camera, a sample of which is included, and additional photographs can be provided electronically if required.
- 1.5.3 Where applicable, costs have been provided for all maintenance items. Where possible, budget costs have been taken from the online QV cost Builder. Where this is not possible, a reasonable allowance has been calculated based on approximate quantities, and suitable labour and material rates based on previous experience. Please note these are indicative costs provided for budgeting purposes only. The costs exclude professional fees, GST, main contractors' margin and statutory fees, and assume the works are undertaken on an individual basis.
- 1.5.4 Quotations should be obtained in order to firm up costs associated with the Maintenance Plan. Should quotations be required, Quintons can organise this as a separate instruction if required.
- 1.5.5 Day one costs (current at the time of preparation of this report) are shown, which do not include inflation, increases in materials or labour, etc. For this reason, and due to the likelihood that further items will be identified over time, the Maintenance Plan should be considered a live document and must be regularly updated.

1.6 Definitions

- 1.6.1 The following is a definition of the comments as to the condition of the elements surveyed.
- 1.6.2 **Good:** Items which have suffered minimal weathering, wear or decay, and should remain in such condition for at least another five years if maintained according to good practice and as per the manufacturer's recommendations where applicable. No repair currently needed (minor blemishes and small defects may still exist).
- 1.6.3 **Reasonable/Satisfactory:** Items that have worn through 'normal' use and weathering, and are in commensurate condition to the building's age and use. Maintenance is required to prevent premature deterioration from occurring.
- 1.6.4 **Poor:** Items that are considered defective, worn, decayed, or weathered, either due to age, abnormal use, poor design or lack of maintenance. Accelerated deterioration will occur unless remedial works are undertaken. These items generally represent significant defects, or health & safety items requiring further investigation, or urgent repair (items typically include weather-tightness issues, hazardous wiring, structural issues, etc.).

1.7 Reporting Conditions

- 1.7.1 This report is based on a visual inspection and covers the building fabric, super-structure and permanently fixed items only, and does not cover any temporary fixtures, fittings or chattels on or at the property.

- 1.7.2 Where recommendations are provided, these are for the most appropriate repair in consideration of the current use and occupation of the site. These are not intended to be a specification or design, and therefore Quintons cannot be held liable for any repairs / maintenance implemented either by the client or any other third party without full design being undertaken.
- 1.7.3 For the avoidance of any doubt, this report is not a structural or geotechnical survey and does not cover the inspection or testing of any services. Any comments relating to services are as a guide only and should not be taken as verification that they are installed in accordance with current regulations. All recommendations should be verified by a suitably qualified Engineer prior to any repairs proceeding.
- 1.7.4 No intrusive or destructive investigation has been undertaken, and as such, we have not inspected woodwork or other parts of the structure or services that are covered, unexposed or inaccessible. Therefore, we are unable to report that any such part of the structure is free from defect or deleterious materials.
- 1.7.5 Services have been assessed and reported on from a visual basis only, from the experience and opinion of a building surveyor. If it is deemed necessary, a recommendation will be made for further assessment by a specialist.
- 1.7.6 References made to contamination and deleterious materials are for guidance only. Purchasers should satisfy themselves in relation to the condition and extent of contamination that may exist at the property.
- 1.7.7 All reporting is issued under the terms and conditions of engagement as set out in our standard consulting agreement.
- 1.7.8 This report is provided for the use of Wellington Scottish Athletics Club only and may not be used by others without written permission. Quintons accepts no liability to third parties who may act on the contents of this report.
- 1.7.9 Quintons reserves the right to revise this schedule or issue subsequent reports should the need for additional make good be identified after those noted at the time of this inspection.

1.8 Exclusions

- 1.8.1 This report specifically excludes any investigation or reporting on the following:
- Value of the property.
 - Design of the property.
 - Code Compliance issues.
 - Design for maintenance or repair works and long-term maintenance.
 - Statutory notices, such as Notice to Fix or Compulsory Purchase Orders.
 - Local authority files, including legal title, LIM or PIM reports.
 - Valuations or rates.
 - Building Consent issues, including Identification of unauthorised works.
 - Resource Consent matters.
 - Contamination or deleterious materials.
 - Geotechnical matters/ground stability.
 - Restrictive Covenants or Rights of Way.
 - Design or value of the surrounding area or environment.
 - Comment as to suitability of purpose for the existing or any proposed use.

- Lease obligation and financial commitments.
- Body Corporate matters and any shared financial commitments.

1.9 Areas Not Accessed

1.9.1 All areas were accessed except for the following:

- The main roof area.
- Service ducts/chambers.
- Concealed areas of structure.
- The rear of the ground floor external storage area.

1.10 Orientation

1.10.1 For the purposes of this report, the front elevation of the building with the main entrance is deemed to be facing Northwest, with the remaining elevations being noted in relation to this compass bearing.

1.10.2 For the purposes of reading this report, all references to left, right, front and rear are written on the basis of the surveyor standing outside the element being described.

Section 2.0 Repairs & Maintenance

2.1 General Condition

- 2.1.1 Overall, the building is considered to be in reasonable condition for its age and form of construction. There are a few elements that are deteriorating due to age and potential inherent defects in the building, notably the weathertightness of the in-situ concrete, which appears to have been prone to isolated water ingress.
- 2.1.2 Externally there is concern around the stability of the bank behind the property, which has slipped previously resulting in water ingress into the building and appears to have compromised the alternative emergency escape route from the first floor area.
- 2.1.3 The amount of vegetation around the building has resulted in gutters becoming blocked with notable vegetation growth noted in isolated areas around the building at the time of our inspection.
- 2.1.4 The roof elements have not been inspected in detail and we would recommend undertaking a more detailed inspection from a mobile access platform or drone.
- 2.1.5 Please refer to Appendix A for a complete assessment of the maintenance items identified. These are also set out in the excel spread provided, which is intended to be continually used and developed as a live document.

2.2 Health & Safety Items

- 2.2.1 During our inspection we observed the rear fire/emergency escape door from the first floor open plan area is partially blocked by stored floor matting. We understand that this escape door is still considered a designated escape route from the building, which should therefore be unobstructed. Reconfiguring the storage of the matts to a different location would resolve this issue.
- 2.2.2 The external fire escape route from the fire door mentioned above is in poor condition (likely a consequence of an historic landslip behind the building). The escape route is uneven/sloping over rough ground which is heavily overgrown with vegetation. There is a significant gap between the external door threshold and the ground level, which poses a potential trip hazard when exiting the building. The current contracted user of the building (a holiday club) advised that their staff had used the exit recently in practice and whilst they managed to get around the building, but it was reportedly difficult. This route would not be considered a suitable route for the 20+ young children using the building as part of the holiday club and is considered unsafe. Clarification should be sought as to whether this is still a designated escape route and if so, appropriate measures should be taken to maintain the alternative means of escape from the building.
- 2.2.3 We have not had sight of an asbestos survey or asbestos management plan for the building. Based upon our inspection there is the potential for asbestos to be present in the older external cement sheet wall cladding. In the first floor water heater cupboard an older redundant asbestos cement flue/pipe is likely to be an asbestos containing material. The cement sheet, products are relatively stable if they are undamaged. A white fibrous rope was noted to be

wrapped around the redundant flue/pipe, that is strongly presumed to contain friable asbestos and more unstable. An asbestos survey should be commissioned as soon as possible in order to comply with the Health and Safety at Work (Asbestos) Regulations 2016.

- 2.2.4 The lights to the front squash court, (now) were not operational at the time of our inspection. There was broken light switch in the entrance hall that may have operated these lights, but as the switch has been pushed into the wall it was not possible to operate. The switch will require replacement.

2.3 Further inspections

2.3.1 Further inspections should be considered in relation to the following;

- Survey of High level roof areas.
- Asbestos Survey.
- Fire Survey.
- Geotechnical Survey.

2.4 Immediate Repairs and Maintenance

2.4.1 Within next 1-2 years consideration should be given to undertaking the following works;

- External redecoration of all previously painted external surfaces.
- Clean through and overhaul of rainwater system (recommend that this includes above ground and below ground drainage).
- Consider replacing the timber floor to the first floor area.
- Minor reactive works such as repairing broken or missing door locks or blown lamps.
- Consider entering into service agreements for ongoing certification (e.g. fire systems).

2.4.2 The estimated cost for immediate repairs is circa \$75,000 over the next two years. This is approximately equivalent to the average cost of maintenance per annum at circa \$36,000 over 10 years. The most significant expense relates to replacement of the first floor timber flooring at circa \$27,500 and external redecoration at circa \$18,000.

2.5 Early Maintenance

2.5.1 Within next 3-5 years consideration should be given to undertaking the following works;

- Replacement of gutters.
- Redecoration of the roof areas (if required).
- Updating/replacing building services, e.g. some internal lighting, water heaters, heat pumps and extractor fans.

2.5.2 The estimated cost for early maintenance works is circa \$56,000 within the next 3-5 years. This is somewhat less than the average cost of maintenance per annum at circa \$36,000 over 10 years. The most significant expense relates to replacement/upgrading of the building services which accounts for approximately \$35,000.

2.6 Long Term Maintenance

2.6.1 Within next 6-10 years consideration should be given to undertaking the following works;

- Redecoration of all previously painted internal surfaces.
- Refurbishment of the WC facilities and kitchen facilities.

2.6.2 The estimated cost for long term maintenance works is circa \$165,000 within years 6-10. This equates to approximately \$33,000 per annum, which is in the region of the average cost of maintenance per annum at circa \$36,000 over 10 years. The most significant expense relates to internal redecoration and upgrade works of approximately \$80,000 in year 8. That said, the internal works could be split over several years, which will spread the associated costs.

2.7 Maintenance Beyond 10 Years

2.7.1 There are a 3No. zero cost items on the maintenance plan, which relate to vinyl floor coverings in the WCs and Kitchen areas. The life of these elements is anticipated to exceed the 10 years on the plan, so an allowance will need to be added for these items in future when a date for replacing the vinyl becomes more apparent.

2.7.2 There are also a few zero cost items that relate to either monitoring or minor items of work that the club maybe able to carry out themselves at no cost. These can be upgraded as necessary.

Section 3.0 Procurement of Repairs and Maintenance

3.1 General

- 3.1.1 Completing an adopted procurement strategy is outside the remit of this report. The maintenance plan is therefore prepared on the assumption that the main governing factors affecting the repairs/maintenance to be implemented are to maintain the property in a good standard of repair.

3.2 Maintenance Works

- 3.2.1 Works could be arranged on an ad-hoc basis or alternatively by entering into a maintenance contract with a specialist maintenance company capable of encompassing all annual maintenance works. Works contracts should ideally be competitively tendered to selected contractors and include a schedule of rates in order to agree to any variations or additional works.
- 3.2.2 A contract period of three years would be beneficial, with break notices incorporated at the end of every year. This will allow accurate budgeting of the maintenance works and other repair items as and when they arise and will can reduce the time required to procure numerous sub-contractors. Quintons would be pleased to assist with this and are able to provide a service proposal if required.

3.3 Renewals

- 3.3.1 The majority of the items listed concern on-going maintenance items necessary to keep the property in good repair and to a reasonable level of aesthetic appearance. However, should maintenance not be undertaken, and elements prematurely deteriorate, then more significant repair and replacement costs would need to be allowed for.

Section 4.0 Recommendations

4.1 Report Summary

- 4.1.1 Overall, the property is considered to be in a reasonable/fair condition where items have worn through 'normal' use and weathering, and are in commensurate condition to the building's age and use.
- 4.1.2 There has been a notable amount of capital expenditure in terms of recent bathroom refurbishment. That said, there are a couple of health and safety items that require attention in the immediate term, which were raised in an email to Simon Keller on 19th December 2022 and are noted and further inspections in section 2.3 of this report.
- 4.1.3 The majority of the maintenance items listed are of periodic nature; the undertaking of such work will no doubt raise the appearance of the property and extend the serviceable life of certain elements.
- 4.1.4 Preventative maintenance is essential to ensure the property does not suffer from accelerated deterioration. The enclosed maintenance regime will be effective in maintaining the appearance and condition and should, subject to review, continue for the remaining life of the asset.
- 4.1.5 The Maintenance Plan is a live document and must be continually reviewed and updated as further investigation and inspection is carried out, as well as when accurate costs are obtained by competitively tendering the works.

4.2 Recommendations

- 4.2.1 Any items detailed shown as Urgent, Health and Safety, or Further Inspections should be implemented as a priority. These are also noted in section 2.3 of this report. The asbestos survey is a requirement under the Health and Safety at Work (Asbestos) Regulations 2016.
- 4.2.2 All other items in the Maintenance Plan should be implemented as advised in Section 3.0 above.
- 4.2.3 Finally, we recommend the property is re-inspected in detail on a three- to five-year cycle to update the Maintenance Plan and identify any further items of disrepair or any items that could potentially be deferred.

Appendices

Appendix A Maintenance Plan

10 Year Maintenance Plan

Wellington Scottish Running Club - Salisbury Terrace, Wellington 6011

KEY

- P Planned - periodic longer term planned maintenance.
 - R Routine - maintenance items of a routine nature.
 - D Deferred - maintenance items to be implemented in short term.
 - H Health and Safety - works required for health and safety reasons.
 - U Urgent - repairs to prevent immediate deterioration of the building fabric.
 - I Investigation - further investigation required.
 - C Compliance/Certification.
- Ad-Hoc repairs refers to repairs that cannot be planned (i.e. unexpected failure or damage)
 - Budget costs are based on individual works contracts and exclude access/scaffold costs and any statutory consents.
 - No allowance for current and ongoing material delays and contractor availability. Recommend contractors price/competitively tender any works.
 - No allowance for grouping works together to achieve potential cost savings.
 - Detailed measurements/quantities have not been taken nor quotations obtained.
 - All costs exclude GST - and adjusted as at November 2022 - no allowance has been made for inflation.
 - This schedule is not a technical due diligence or weathertightness inspection

Item	Location	Element	Description	Condition	Recommendation	Priority	Approx. Qty	Estimated Rate	Estimated Total	Cycle	Planned works - Years 1-10													
											Y1 2023	Y2 2024	Y3 2025	Y4 2026	Y5 2027	Y6 2028	Y7 2029	Y8 2030	Y9 2031	Y10 2032	Total			
1.0	HEALTH & SAFETY																							
1.1	Fire																							
1.1.1	First Floor Fire Door	First floor open plan area	First floor fire door obscured by stored floor matting.	N/A	Reposition matting to maintain fire exit. (Assume non-cost item for tenant to address).	H	1No.				N/A										0			
1.1.2	First Floor Fire Door	First floor open plan area	Door hardware.	Door hardware is functional but dated.	Consider updating door hardware to more modern equivalent.	H	1No.	250			250										250			
1.1.3	First Floor Evacuation route	First Floor Rear of the Building	The escape/evacuation route.	The escape route is over very uneven/sloping/rough ground which is heavily overgrown.	Remove the vegetation growth and where possible provide a level means of escape away from the building.	H	1No.	1200			1,200										1,200			
2.0	EXTERNAL																							
2.1	Roof Coverings																							
2.1.1	Note: Inspection limited due to lack of safe access.	Main Roof (Original)	Profile metal sheet roofing.	Condition undetermined due to limited access. Long distance photos indicate no visible evidence of corrosion, but some minor lichen growth. No reported internal leaks from the roof.	Further investigation of the roof areas with a drone or access platform required.	I	1No.		2000	Item	2,000										2,000			
2.1.2		Main Roof (Additional)	Unknown (assumed profile metal roof covering).	Condition undetermined due to limited access. Long distance photos indicate no visible evidence of corrosion, but some minor lichen growth. No reported internal leaks from the roof.	Further investigation of the roof areas with a drone or access platform required.	I	1No.		Incl. Above	Item	Incl.										0			
2.2	Rainwater Goods																							
2.2.1		High Level perimeter of roof	Profile metal gutters.	Reasonable condition, but visibly blocked and obscured by vegetation.	Allow thorough clean through of gutters and downpipes to be undertaken at least 6 monthly.	R	25 lin.m	10	450	6 monthly	900	900	900	900	900	900	900	900	900	900	9,000			
2.2.2		High Level perimeter of roof	Profile metal gutters.	Reasonable condition, but visibly blocked and obscured by vegetation.	Allow for replacement of the gutters and downpipes throughout the building.	P	25 lin.m	120	3000	15 years				3,000							3,000			
2.2.3		Drainage	Underground drainage system.	The current condition is unknown, but potential for blockages as a result of the notable vegetation growth within the gutters and downpipes.	Consider undertaking an inspection (CCTV survey) and possible clean through of the underground drainage system.	I	1No.	4000	4,000	N/A	4,000										4,000			
2.3	Wall Claddings																							
2.3.1		All elevations	Solid concrete walls.	Generally noted to be in reasonable condition throughout. Suspect that the damp proofing is either non-existent or aging as isolated areas of failure have been noted and remediated.	Monitor the condition of the concrete and inspect internal areas for signs of water ingress. Inspect the rear areas of the building, where the bank has been prone to a slip in the past.	I	Item	0	0	6 monthly											0			

Item	Location	Element	Description	Condition	Recommendation	Priority	Approx. Qty	Estimated Rate	Estimated Total	Cycle	Planned works - Years 1-10											
											Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Total	
											2023	2024	2025	2026	2027	2028	2029	2030	2031	2032		
2.3.2		All elevations	Cement sheet cladding.	Reasonable condition throughout the front elevation, but notable moss and lichen growth to sheltered areas. Some isolated damage to cladding within the covered walkway between buildings.	Replace damaged cladding sheets to the covered walkway area.	R	1No.	2000	2000	N/A	2,000										2,000	
2.3.3		All elevations	Cement sheet cladding.	Certain original cement sheet cladding could possibly be an asbestos containing materials.	Commission asbestos survey to identify suspected materials and if necessary implement an asbestos management plan.	I	1No.	5000	5000	N/A	5,000											5,000
2.4	Redecoration																					
2.4.1		Main Roof (Original)	Profile metal roof covering.	As above.	Establish if roof has previously been painted and implement programme of redecoration.	R	260m2	35	9100	5 years				9,100						9,100		18,200
2.4.2		Main Roof (Additional)	Profile metal roof covering.	As above.	Establish if roof has previously been painted and implement programme of redecoration.	R	60m2	35	2100	5 years			2,100							2,100		4,200
2.4.3		External Walls	Concrete and cement sheet areas.	Generally in fair / poor condition with deterioration noted to painted finishes and significant moss growth to isolated/sheltered areas.	Undertake redecoration of all previously painted external walls.	P	510m2	35	17850	5 years		17,850					17,850					35,700
2.5	Windows																					
2.5.1		External Timber Windows	Single glazed timber framed window units throughout.	Generally in reasonable condition throughout. Window joinery in reasonable condition and appears to have been overhauled/replaced to isolated windows.	Allow for routine overhaul/ease and adjust of windows.	R	30m2	40	1200	5 years		1,200					1,200					2,400
2.6	Doors																					
2.6.1		Main Entrance Door and vision Panels	Single glazed timber framed door with Georgian wired glazing.	Generally in fair / poor condition with isolated split / damaged decorations.	Allow to wash down, prepare and repaint.	P	1No.	240	240	5 years		240					240					480
2.6.2		External Store room Double Doors	Single glazed timber framed doors throughout with Georgian wired glazing panels.	Generally in fair / poor condition with isolated split / damaged decorations.	Allow to wash down, prepare and repaint.	P	1No.	240	240	5 years		240					240					480
2.6.3		External Store room Single Door	Single external door and frame (ground floor).	Poor decorative condition No external hardware (No access, possibly accessed from interior).	Allow to wash down, prepare and repaint.	P	1No.	180	180	5 years		180					180					360
2.6.4		First floor Fire Door	Solid Timber Fire Door.	Poor decorative condition.	Allow to wash down, prepare and repaint.	P	1No.	180	180	5 years		180					180					360
2.6	Lighting																					
2.6.1		Covered Walkway	Globe light within walkway soffit.	Not operational.	Allow to replace light fitting.	P	1No.	275	275	7 years	275									275		550
2.6.2		Main Entrance	Bulk Head light.	Not Tested.	Allow to replace light fitting.	P	1No.	275	275	7 years	275									275		550
2.6.3		Front Elevation	Spot lights.	Not Tested.	Allow to replace light fitting.	P	3No.	375	1125	7 years	1,125									1,125		2,250
3	INTERNAL Ground Floor Entrance, Corridors and stairs.																					
3.1																						
3.1.1		Ceiling	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to wash down, prepare and repaint.	P	30m2	35	1050	8 years										1,050		1,050
3.1.2		Walls	Painted plasterboard. Timber panelling to the lower section of the walls and continuing up the stairs.	Generally in good condition, consistent with normal wear.	Allow to wash down, prepare and repaint.	P	100m2	25	2500	8 years										2,500		2,500
3.1.3		Floor Coverings	Sheet vinyl floor covering.	Generally considered to be in fair condition with isolated scuffs and marks consistent with intended use.	Allow to undertake routine cleaning and consider replacement in year 8.	P	25m2	90	2250	8 years										2,250		2,250

Item	Location	Element	Description	Condition	Recommendation	Priority	Approx. Qty	Estimated Rate	Estimated Total	Cycle	Planned works - Years 1-10										
											Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Total
											2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
3.1.4		Floor Coverings	Timber stair treads and risers.	Generally considered to be in fair condition with isolated scuffs and marks consistent with intended use. Historic borer infestation noted.	Allow to wash down, prepare and repaint.	P	10m2	35	350	8 years								350			350
3.1.5		Windows	Painted timber windows.	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to wash down, prepare and repaint.	P	2m2	110	220	8 years								220			220
3.1.6		Doors	Painted timber framed glass door.	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to wash down, prepare and repaint.	P	1No.	180	180	8 years								180			180
3.1.7		Doors	Hardware.	Hardware generally in good condition throughout.	Allow for annual service/overhaul of hardware.	P	1No.	275	275	8 years											275
3.1.8		Joinery	Built-in timber cabinetry, with vinyl worktop.	Generally in good condition, with minor surface abrasion consistent with normal wear.	Allow to clean down, prepare and repaint.	P	1No.	400	400	8 years								275	400		400
3.1.9		Lighting	Surface mounted ceiling fittings.	Fittings are in reasonable condition, but the lamps have been replaced with modern LED fittings, which are different colours.	Allow to replace light fittings.	P	5No.	275	1375	4 years			1,375								1,375
3.2	Store Room																				
3.2.1		Ceiling	Plasterboard and part painted, but largely exposed board.	Generally in good condition, whilst decorative finishes are poor, they are consistent with normal wear for a "back of house" finish.	Allow to clean down, prepare and repaint.	P	2m2	35	70	8 years								70			70
3.2.2		Walls	Plasterboard and part painted, but largely exposed board.	Generally in good condition, consistent with normal wear.	Allow to clean down, prepare and repaint.	P	60m2	25	1500	8 years								1,500			1,500
3.2.3		Floor Coverings	Exposed Concrete.	Good, minor marks consistent with age and intended use.	No works other than routine cleaning.	P	2m2	25	50	8 years								50			50
3.2.4		Doors	Painted timber door.	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to clean down, prepare and repaint.	P	1No.	180	180	8 years								180			180
3.2.5		Doors	Hardware.	Hardware missing from door.	Allow replace missing lockable hardware and make good door.	P	1No.	250	250	15 years	250										250
3.2.6		Joinery	Metal shelving	Generally in good condition, with minor surface abrasion consistent with normal wear.	Allow to clean down, prepare and repaint.	P	1No.	500	500	8 years								500			500
3.2.7		Lighting	Surface mounted ceiling fitting.	Fitting is in reasonable condition, but the lamps have been replaced with modern LED fittings, which are different colours.	Allow to replace light fittings.	P	1No.	275	275	7 years								275			275
3.3	Former Squash Court (Front) (Inspection limited due to lack of lihtine)																				
3.3.1		Ceiling	Painted particleboard sheet (or similar).	Generally in good condition, consistent with normal wear.	Allow to clean down, prepare and repaint.	P	65m2	35	2275	8 years								2,275			2,275
3.3.2		Walls	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to clean down, prepare and repaint.	P	180m2	25	4500	8 years								4,500			4,500
3.3.3		Floor Coverings	Solid timber floor covering.	The timber floor covering is concealed by matting. The matting will need to be removed to enable inspection of the timber floor covering.	Allow to clean down, prepare and repaint. (Review time frame dependant upon protection from mating)	P	65m2	45	4400	8 years								2,925			2,925

Item	Location	Element	Description	Condition	Recommendation	Priority	Approx. Qty	Estimated Rate	Estimated Total	Cycle	Planned works - Years 1-10										
											Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Total
											2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
3.3.4		Doors	Door has been removed.	N/A	Reinstate missing door and hardware to match existing specification. (Assumed solid timber door).	P	1No.	750	750	N/A	750										750
3.3.5		Lighting	8No. Surface mounted fluorescent strip light fittings.	Reasonable condition , but not operational (The switch in the corridor is broken and may control these lights).	Replace damaged switch and test lights.	P	1No.	135	135	N/A	135										135
3.3.6		Lighting	8No. Surface mounted fluorescent strip light fittings.	As above.	Allow to replace surface mounted light fitting.	P	8No.	275	2200	10 years			2,200								2,200
3.4	Female WC/Showers																				
3.4.1		Ceiling	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to clean down, prepare and repaint.	P	50m2	35	1750	8 years							1,750				1,750
3.4.2		Walls	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to clean down, prepare and repaint.	P	90m2	25	2250	8 years							2,250				2,250
3.4.3		Floor Coverings	Sheet vinyl floor covering.	Generally considered to be in fair condition with isolated scuffs and marks consistent with intended use.	Allow to replace vinyl floor covering (Note current life expected to exceed 10 years)	P	50m2	90	4500	15 years											0
3.4.4		Windows	Painted timber windows.	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to wash down, prepare and repaint.	P	2m2	110	220	8 years							220				220
3.4.5		Doors.	Painted timber doors.	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to wash down, prepare and repaint.	P	1No.	180	180	8 years							180				180
3.4.7		Joinery	Built-in timber benches.	Generally in good condition, with minor surface abrasion consistent with normal wear.	Allow to wash down, prepare and repaint.	P	1No.	1500	1500	8 years							1,500				1,500
3.4.8		Sanitary ware	3x Shower units and cubicles, 2x WCs and 2x WHBs.	Generally in good condition throughout.	Maintain with regular cleaning. Allow for replacement 12+ years.	P	1No.	15000	15000	12+ years										15,000	15,000
3.4.9		Lighting	5x surface mounted LED strip lights and 5x LED Circular lights.	Generally in good condition throughout.	Maintain with regular cleaning. Allow for replacement 12+ years.	P	10No.	275	2750	12+ years										2,750	2,750
3.5	Male WC/Showers																				
3.5.1		Ceiling	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to clean down, prepare and repaint.	P	50m2	35	1750	8 years							1,750				1,750
3.5.2		Walls	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to clean down, prepare and repaint.	P	90m2	25	2250	8 years							2,250				2,250
3.5.3		Floor Coverings	Sheet vinyl floor covering.	Generally considered to be in fair condition with isolated scuffs and marks consistent with intended use.	Allow to replace vinyl floor covering (Note current life expected to exceed 10 years)	P	50m2	90	4500	15 years											0
3.5.4		Windows	Painted timber windows.	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to wash down, prepare and repaint.	P	2m2	110	220	8 years							220				220
3.5.5		Doors	Painted timber doors.	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to wash down, prepare and repaint.	P	1No.	180	180	8 years							180				180
3.5.7		Joinery	Built-in timber benches.	Generally in good condition, with minor surface abrasion consistent with normal wear.	Allow to wash down, prepare and repaint.	P	1No.	1500	1500	8 years							1,500				1,500
3.5.8		Sanitary ware	3x Shower units and cubicles, 2x WCs and 2x WHBs.	Generally in good condition throughout.	Maintain with regular cleaning. Allow for replacement 12+ years.	P	1No.	15000	15000	12+ years										15,000	15,000

Item	Location	Element	Description	Condition	Recommendation	Priority	Approx. Qty	Estimated Rate	Estimated Total	Cycle	Planned works - Years 1-10										
											Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Total
											2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
3.5.9		Lighting	2x surface mounted LED strip lights and 5x LED Circular lights.	Generally in good condition throughout.	Maintain with regular cleaning. Allow for replacement 12+ years.	P	10No.	275	2750	12+ years										2,750	2,750
3.6	Former Squash Court (Rear) Now divided into 3x storage areas																				
3.6.1		Ceiling	Suspended ceiling with fibrous tiles laid within an exposed metal grid. Recessed light fittings.	Generally in reasonable condition, with some unevenness noted to the tiles that is consistent with normal wear.	Allow for a routine clean down every 3-4 years.	P	65m2	10	650	8 years			650							650	1,950
3.6.2		Walls	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to clean down, prepare and repaint.	P	275m2	25	6875	8 years										6,875	6,875
3.6.3		Floor Coverings	Solid timber floor covering.	Generally in good condition, consistent with normal wear.	Allow to clean down, prepare and repaint. (Review timber dependant upon protection from loose carpets.)	P	65m2	45	4400	8 years										2,925	2,925
3.6.4		Doors	Solid timber doors	Generally in good condition, consistent with normal wear.	Allow to clean down, prepare and repaint.	P	2No.	180	360	8 years										360	360
3.6.5		Lighting	6No. Surface mounted fluorescent strip light fittings.	Generally in good condition, consistent with normal wear.	Replace damaged/missing diffuser cover.	P	1No.	135	135	N/A	135										135
3.6.6		Lighting	6No. Surface mounted fluorescent strip light fittings.	Generally in good condition, consistent with normal wear.	Allow to replace surface mounted light.	P	8No.	275	2200	10 years										2,200	2,200
3.7	External Store Room																				
3.7.1	External Store Room	Ceiling	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to clean down, prepare and repaint.	P	24m2	35	840	8 years										840	840
3.7.2		Walls.	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to clean down, prepare and repaint.	P	48m2	25	1200	8 years										1,200	1,200
3.7.3		Floor Coverings	Exposed Concrete.	Good, minor marks consistent with age and intended use.	No works other than routine cleaning.	P	24m2	25	50	8 years										50	50
3.7.4		Windows	Unpainted timber windows.	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	No works other than routine cleaning.	N/A	2m2	-	-	N/A											0
3.8	First Floor Open Plan Area.																				
3.8.1		Ceiling	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to wash down, prepare and repaint.	P	125m2	35	4375	8 years										4,375	4,375
3.8.2		Walls	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to wash down, prepare and repaint.	P	140m2	25	3500	8 years										3,500	3,500
3.8.3		Floor Coverings.	Timber floor covering.	Generally considered to be in reasonable/poor condition. Isolate damage noted to the floor covering.	Undertake replacement of the timber floor covering to match existing.	P	125m2	220	27500	15+ years			27,500								27,500
3.8.4		Floor Coverings	Solid timber floor covering.	As above.	Allow to clean down, prepare and repaint. (Review timber dependant upon date for replacement).	P	125m2	45	5625	8 years										5,625	5,625
3.8.5		Windows	Painted timber windows.	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to wash down, prepare and repaint.	P	12m2	110	1320	8 years										1,320	1,320
3.8.6		Doors.	Painted timber doors. (Cupboard and external fire door)	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to wash down, prepare and repaint.	P	2No.	180	360	8 years										360	360

Item	Location	Element	Description	Condition	Recommendation	Priority	Approx. Qty	Estimated Rate	Estimated Total	Cycle	Planned works - Years 1-10										
											Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Total
											2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
3.9	Side Room																				
3.9.1		Ceiling	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to wash down, prepare and repaint.	P	40m2	35	1400	8 years							1,400				1,400
3.9.2		Walls.	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to wash down, prepare and repaint.	P	75m2	25	1875	8 years							1,875				1,875
3.9.3		Floor Coverings.	Broadloom carpet covering.	Generally considered to be in fair/reasonable condition with some notable scuffs and marks throughout.	Allow to replace carpet floor covering.	P	40m2	75	3000	8 years							3,000				3,000
3.9.4		Windows	Painted timber windows.	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to wash down, prepare and repaint.	P	4m2	110	440	8 years							440				440
3.9.5		Lighting	5No. Surface mounted Cylindrical LED light fittings.	Generally in good condition, consistent with normal wear.	Allow to replace surface mounted light.	P	5No.	275	1375	10 years									1,375		1,375
3.10	Kitchen																				
3.10.1		Ceiling	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to thoroughly wash down, scrape back, stop in and prepare and repaint with two coats of a good quality flat ceiling paint.	P	21m2	35	735	8 years							735				735
3.10.2		Walls.	Painted plasterboard.	Generally in good condition, consistent with normal wear.	Allow to wash down, scrape back, stop in blemishes and paint with two coats of good quality acrylic paint suitable for plasterboard linings.	P	50m2	25	1250	8 years							1,250				1,250
3.10.3		Floor Coverings.	Sheet vinyl floor covering.	Generally considered to be in fair condition with isolated scuffs and marks consistent with intended use.	Allow to replace vinyl floor covering (Note current life expected to exceed 10 years)	P	21m2	90	1890	15+ years											0
3.10.4		Windows	Painted timber windows.	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to wash down, prepare and repaint.	P	4m2	110	440	8 years							440				440
3.10.5		Windows	Painted timber windows (Internal).	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to wash down, prepare and repaint.	P	2m2	110	220	8 years							220				220
3.10.6		Doors.	Painted timber door.	Generally in reasonable condition, but localised impact damage to timber framing and decorative finishes consistent with intended use.	Allow to wash down, prepare and repaint.	P	1No.	180	180	8 years							180				180
3.10.7		Joinery	Built-in timber cabinetry. Kitchen worktops, base units and appliances.	Generally in good condition, with minor surface abrasion consistent with normal wear.	Allow to wash down, prepare and repaint.	P	1No.	7500	7500	8 years							7,500				7,500
4	GROUNDS																				
4.1.1		Fencing	Timber bollards in the car park area.	Generally in poor condition and out of alignment. The bollards are severely covered in vegetation and moss growth.	Recommend replacing the bollards to match the existing specification.	P	1No.	3000	3000	N/A		3,000									3,000
4.1.2		Car park	Tarseal surface.	Sections of the tar seal surface have deteriorated and potholed in isolated areas. The perimeter of the car park is overgrown.	Allow to undertake targeted repairs to the car park area and removing the overgrown vegetation.	P	1No.	3000	3000	N/A		3,000									3,000
5	SERVICES																				
5.1.1		Fire services annual service agreement	TBA	N/A	Commission annual inspection of fire systems.	C	1No.	1250	1250	Annually	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	12,500
5.1.2		Kitchen extract system	No visible Kitchen extract unit	N/A	Consider installing suitable kitchen extract unit.	P	1No.	900	900	N/A	900										900

Item	Location	Element	Description	Condition	Recommendation	Priority	Approx. Qty	Estimated Rate	Estimated Total	Cycle	Planned works - Years 1-10										
											Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Total
											2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
5.1.3		Kitchen hot water system	Rheem Model: 19902513	Reasonable, operational condition.	Consider replacement in year 5,	P	1No.	4000	4000					4,000							4,000
5.1.4		Toilet extract fans	Window mounted WC/Shower extract fans	Reasonable/poor condition visibly dated and notable dirt and debris build up.	Allow for replacement in the next 3 years or so.	P	5No.	475	2375	6 yearly			2,375						2,375		4,750
5.1.5		Wall mounted electric heater (Male)	Skope wall mounted heater located in the male changing area.	Older unit, in reasonable condition.	Plan for replacement in the next 3 years.	P	1No.	675	675	6 yearly			675						675		1,350
5.1.6		Wall mounted electric heater (Female)	Skope wall mounted heater located in the female changing area.	Older units, in reasonable condition.	Plan for replacement in the next 3 years.	P	2No.	675	1350	6 yearly			1,350						1,350		2,700
5.1.7		Heat pumps	LG heat pumps located in the first floor open plan room.	Indoor units in reasonable condition but some notable surface corrosion to the external units located externally above the fire door.	Plan for replacement in the next 5 years.	P	2No.	7000	14000	8 yearly				14,000							14,000
5.1.8		Water heaters	Rinnai Infinity 26 (x2) Rinnai Infinity XR26i (x1)	Reasonable operational condition, but age unknown.	Plan for replacement in the next 5 years.	P	3No.	3,000	9,000	8 yearly			9,000								9,000

Subtotal - Planned Works

20,445	55,540	16,200	16,925	23,150	2,800	22,040	81,795	18,400	39,025	296,320
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Ad-Hoc Repairs
Allowance for misc.
Preliminaries and general items @ 10 %
Professional and management fees @ 12 %
Grand Total

2,045	5,554	1,620	1,693	2,315	280	2,204	8,180	1,840	3,903	29,632
2,453	6,665	1,944	2,031	2,778	336	2,645	9,815	2,208	4,683	35,558
24,943	67,759	19,764	20,649	28,243	3,416	26,889	99,790	22,448	47,611	361,510

Average cost per annum

36,151

Appendix B Photographs Taken During Site Investigation



Photograph 1

Overview of front (northwest) elevation.



Photograph 2

Partial view of front elevation. Note possible asbestos cladding to high level area. Minor staining to decorative finishes.



Photograph 3

Large window to first floor hall area, note discolouration and deterioration of painted finish.



Photograph 4

Partial view of kitchen window (first floor addition).



Photograph 5

Entrance to ground floor storage area below kitchen.



Photograph 6

Partial view of northeast elevation.
Access largely obscured by overgrown vegetation.



Photograph 7

Partial view of northeast elevation. Access largely obscured by overgrown vegetation.



Photograph 8

Alleyway between the old and new building. Generally, in poor decorative condition.



Photograph 9

Alleyway between the old and new building. Generally, in poor decorative condition. Note unsealed floor area.



Photograph 10

Partial view of rear elevation beyond the alleyway. Note staining and discolouration to cladding.



Photograph 11

Partial view of rear elevation beyond the alleyway. Note staining and discolouration to cladding.



Photograph 12

Partial view of rear elevation beyond the alleyway. Note staining and discolouration to cladding as well as raised ground level.



Photograph 13

Partial view of southwest (side) elevation. Graffiti to concrete and overgrown vegetation.



Photograph 14

Partial view of southwest (side) elevation. Graffiti to concrete and overgrown vegetation.



Photograph 15

Partial view of southeast (rear) elevation. Note overgrown vegetation and location of a recent landslip.



Photograph 16

Partial view of southeast (rear) elevation as viewed from beyond the first floor fire door. Note corrosion to heat pump condenser unit and possible asbestos cladding.



Photograph 17

Partial view of southeast (rear) elevation as viewed from beyond the first floor fire door. Note corrosion to heat pump condenser unit and possible asbestos cladding.



Photograph 18

Partial view of southeast (rear) elevation as viewed from beyond the first floor fire door. Note discoloured cladding.



Photograph 19

Ground floor entrance corridor.



Photograph 20

Ground floor entrance corridor.



Photograph 21

Ground floor entrance corridor leading to WCs.



Photograph 22

Ground floor entrance corridor leading to WCs.



Photograph 23

Ground floor store cupboard, note unfinished decorations.



Photograph 24

Ground floor store cupboard, note unfinished decorations.



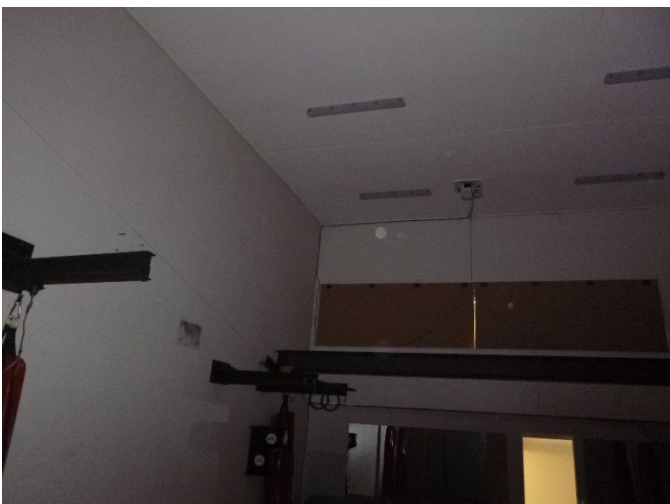
Photograph 25

Partial view of dojo (former squash court)
no lighting affected quality of photographs.



Photograph 26

Partial view of dojo (former squash court)
no lighting affected quality of photographs.



Photograph 27

Partial view of dojo (former squash court)
no lighting affected quality of photographs.



Photograph 28

Partial view of dojo (former squash court) no lighting affected quality of photographs.



Photograph 29

Partial view of female changing room.



Photograph 30

Partial view of female changing room.



Photograph 31

Partial view of female changing room.



Photograph 32

Partial view of female changing room.



Photograph 33

Partial view of female changing room.



Photograph 34

Partial view of male changing room.



Photograph 35

Partial view of male changing room.



Photograph 36

Partial view of male changing room.



Photograph 37

Partial view of male changing room.



Photograph 38

Storage area beyond male changing room (former squash court)



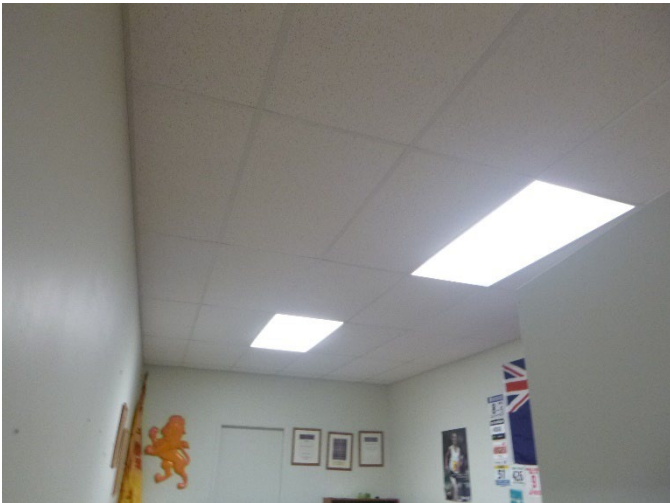
Photograph 39

Storage area beyond male changing room (former squash court)



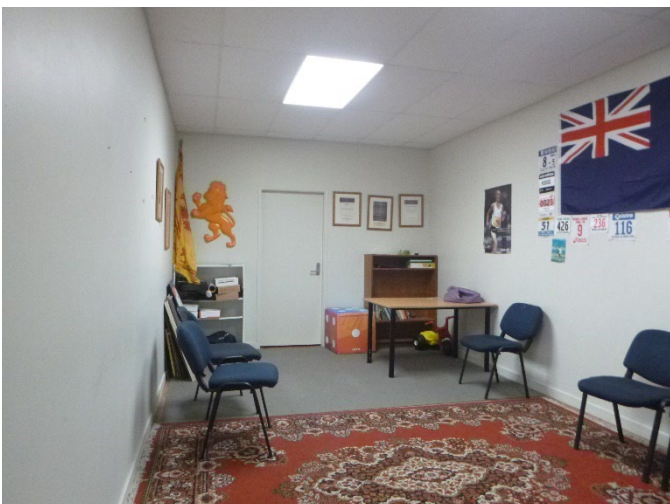
Photograph 40

Storage area beyond male changing room
(former squash court)



Photograph 41

Storage area beyond male changing room
(former squash court)



Photograph 42

Storage area beyond male changing room
(former squash court)



Photograph 43

Storage area beyond male changing room (former squash court)



Photograph 44

Storage area beyond male changing room (former squash court)



Photograph 45

Storage area beyond male changing room (former squash court)



Photograph 46

Partial view of first floor kitchen area.



Photograph 47

Partial view of first floor kitchen area.



Photograph 48

Partial view of first floor kitchen area.



Photograph 49

Partial view of first floor kitchen area.



Photograph 50

Partial view of first floor area adjacent to kitchen.



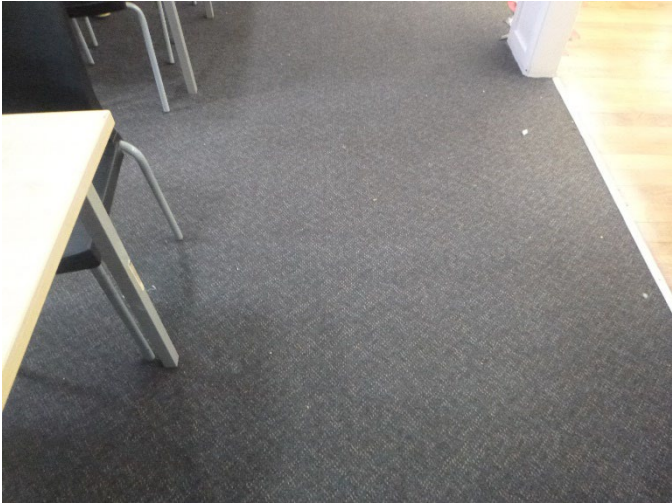
Photograph 51

Partial view of first floor area adjacent to kitchen.



Photograph 52

Partial view of first floor area adjacent to kitchen.



Photograph 53

Partial view of carpet flooring to first floor area adjacent to kitchen.



Photograph 54

Overview of the first floor hall. Note stored floor matting obscures the fire escape route.



Photograph 55

Close up of the obscured fire escape door.



Photograph 56

Overview of the first floor hall looking towards the front elevation (car park).



Photograph 57

Overview of the first floor hall.



Photograph 58

Partial view of the floor to the first floor hall.



Photograph 59

First floor store cupboard, note old redundant flues are possibly an asbestos contain material.



Photograph 60

First floor store cupboard.



Photograph 61

Water heaters in the first floor cupboard.



Photograph 62

External entrance to the ground floor store area. See also photograph 5.



Photograph 63

Partial view of ground floor storage area.



Photograph 64

Partial view of ground floor storage area.



Photograph 65

Partial view of ground floor storage area.



Photograph 66

Partial view of ground floor storage area.



Photograph 67

Partial view of ground floor storage area.



Photograph 68

Limited view of roof area taken from the hill in front of the building.



Photograph 69

Close up of photograph 68, note vegetation growth to gutters.



Photograph 70

Partial view of roof area to the addition taken from the walkway above and behind the building.



Photograph 71

Partial view of the junction between the original and additional roof area taken from the walkway above and behind the building. Note, some vegetation noted around the rainwater spreader.



Photograph 72

Partial view of the original roof area taken from the walkway above and behind the building.



**Thank you,
we look forward
to working with
you again.**

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