



R. G. PARKINS & PARTNERS LTD
CONSULTING CIVIL & STRUCTURAL ENGINEERS

MUSICIANS CO-OP



CONDITION REPORT

Our ref: L35353/SW/TP

Issue 01

July 2018

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**MUSICIANS CO-OP
LODGE STREET
LANCASTER**

NOTICE

This report is for the sole use of Lancaster City Council. R. G. Parkins & Partners Ltd will not be held responsible for any actions taken or decisions made by any third party as a result of this report.



1.0 Introduction

1.1 R. G. Parkins & Partners Ltd received written instructions from Lancaster City Council Property Group to undertake a condition survey. We were also instructed to appoint an Electrical Contractor to carry out an electrical inspection and report – see Appendix A.

1.2 The inspections were undertaken to establish the condition of the building with a view to classification into the following categories;

Level 1A =	immediate attention - 1 week
Level 1B =	urgent attention - 1 month
Level 1C =	actions required - within 12 months
Level 2 =	actions required - within 2 years
Level 3 =	further investigation required
Level 4 =	see comments
Level 5 =	no action

1.3 The inspections were undertaken visually and by touch only. No intrusive opening up or other testing was undertaken. The following areas could not be inspected;

- a. Rear lean-to extension first floor area – unsafe access upstairs.

2.0 Condition

2.1 The schedule in Appendix B indicates what category each room/area falls into and provides a brief description of the rationale behind the conclusion drawn. Photos are also included at Appendix C for a visual aid.

2.2 In general the following factors were considered;

- i. The plan size of the room,
- ii. If the room was used by the tenant or sealed off non-entry,
- iii. The occupancy of the room i.e. high occupancy rooms, present a greater risk than those less occupied or with small number of persons,
- iv. Presence of water ingress,
- v. Visual structural defects,
- vi. Possible ongoing deterioration.

3.0 Summary of Electrics

3.1 See Appendix A - Electrical Installation Condition Report. *Section E: Summary of the Condition of the Installation, states “requires remedial works” and is deemed “unsatisfactory”. *An unsatisfactory assessment indicates that dangerous (code C1) and/or potentially dangerous (code C2) conditions have been identified.*

4.0 Indemnities

4.1 We have not inspected woodwork or other parts of structure which are covered, unexposed or inaccessible. We have not made any major comments on asbestos. There are asbestos stickers within the building. All management of asbestos or future works must be in accordance with The Control of Asbestos Regulations 2012.



- 4.2 Due to all structure not being accessible, we are unable to report that any such part of the property is free from defects.
- 4.3 This report is for the sole use of Lancaster City Council and their professional advisers. R. G. Parkins & Partners Ltd accept no liability for any costs, liabilities or losses arising as a result of the use of or reliance upon the contents of this report by any other person.

Copyright of this report remains the property of R. G. Parkins & Partners Ltd.

Signed:



Date: 3rd July 2018

Stuart Winstanley EngTech MICE CMaPS
Associate/Principal Designer



APPENDIX A

Electrical Contractor's Condition Report

G. ROBERTSON Ltd
10 Sun Street
Lancaster
LA1 1EW
Telephone: +44 (0)1524 63855
Facsimile: +44 (0)1524 643254



**ELECTRICAL INSTALLATION
CONDITION REPORT**
(Incorporating Amendment 3: 2015)

SECTION A: DETAILS OF THE CLIENT / PERSON ORDERING THE REPORT

Name **Mr J Parkins**
Address **R G Parkins 97 King Street Lancaster LA1 1RH**

SECTION B: REASON FOR PRODUCING THIS REPORT

Date(s) on which inspection and testing was carried out

Clients Request

SECTION C: DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT

Occupier **Lancaster Music Coop**

Address **1 Lodge Street Lancaster LA11QW**

Description of premises (tick as appropriate) Domestic Commercial Industrial Other (include brief description)

Estimated age of wiring system **25** years Evidence of additions / alterations Yes No Not apparent

If yes, estimate age **20** years Installation records available? (Regulation 621.1) Yes No Date of last inspection **6/6/2018** (date)

SECTION D: EXTENT AND LIMITATIONS OF INSPECTION AND TESTING

Extent of electrical installation covered by this report **Full Building Installation excluding Fire Alarm**

Agreed limitations including the reasons (see Regulation 634.2) **See Attached**

Agreed with: **R G Parkins** Operational limitations including the reasons (see page no.) **None**

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2008 (IET Wiring Regulations) as amended to **07/2015**

It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces and generally within the fabric of the building or underground, have NOT been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.

SECTION E: SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety) **Requires remedial works**

Overall assessment of the installation in terms of its suitability for continued use **SATISFACTORY / UNSATISFACTORY*** (delete as appropriate).

*An unsatisfactory assessment indicates that dangerous (code C1) and/or potentially dangerous (code C2) conditions have been identified

SECTION F: RECOMMENDATIONS

Where the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY, I/we recommend that any observations classified as 'Danger present' (code C1) or 'Potentially dangerous' (code C2) are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as 'Further investigation required' (code FI). Observations classified as 'Improvements recommended' (code C3) should be given due consideration.

Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by **5 Years** (date)

SECTION G: DECLARATION

I/We being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in Section D of this report.

Inspected and tested by: Name (CAPITALS): **TREVOR BOOTH** Signature: For/on behalf of: **G Robertson Ltd**

Position: **App Electrician** Address: **10 Sun Street, Lancaster, Lancashire, LA1 1EW** Date: **28/06/2018**

Report authorised for issue by: Name (CAPITALS): **K McLOUGHLIN** Signature: For/on behalf of: **G Robertson Ltd**

Position: **QS** Address: **10 Sun Street, Lancaster, Lancashire, LA1 1EW** Date: **29/06/2018**

SECTION H: SCHEDULE(S)

3 schedule(s) of inspection and **2** schedule(s) of test results are attached. The attached schedule(s) are part of this document and this report is valid only when they are attached to it.

SECTION I: SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

Tick boxes and enter details, as appropriate

Earthing arrangements	Number and type of live conductors		Nature and type of supply parameters			Supply protective device				
TN-C	<input type="checkbox"/>	a.c.	<input checked="" type="checkbox"/>	d.c.	<input type="checkbox"/>	Nominal voltage, U / U ₀ ⁽¹⁾	400 V	BS (EN)	Lim	
TN-S	<input checked="" type="checkbox"/>	1-phase, 2-wire	<input type="checkbox"/>	2-wire	<input type="checkbox"/>	Nominal frequency, f ⁽¹⁾	50 Hz	Type	Lim	
TN-C-S	<input type="checkbox"/>	2-phase, 3-wire	<input type="checkbox"/>	3-wire	<input type="checkbox"/>	Prospective fault current, I _{pf} ⁽²⁾	1.9 kA	Rated current	Lim A	
TT	<input type="checkbox"/>	3-phase, 3-wire	<input type="checkbox"/>	Other	<input type="checkbox"/>	External loop impedance, Ze ⁽²⁾	0.24 Ω			
IT	<input type="checkbox"/>	3-phase, 4-wire	<input checked="" type="checkbox"/>			Note: (1) by enquiry. (2) by enquiry or by measurement				
Confirmation of supply polarity			<input checked="" type="checkbox"/>	Other sources of supply (as detailed on attached schedule)			<input type="checkbox"/>			

SECTION J: PARTICULARS OF INSTALLATION REFERRED TO IN THE REPORT

Tick boxes and enter details, as appropriate

Means of earthing	Details of Earth Electrode (where applicable)						
Distributor's facility	<input checked="" type="checkbox"/>	Type					
Installation earth electrode	<input type="checkbox"/>	Location					
		Resistance to earth	Ω				
Main protective conductors							
Earthing conductor	Material	Copper	csa	75.00	mm ²	Connection/continuity verified	<input checked="" type="checkbox"/>
Main protective bonding conductors (to extraneous-conductive-parts)	Material	None	csa		mm ²	Connection/continuity verified	<input type="checkbox"/>
To water installation pipes	<input type="checkbox"/>	To gas installation pipes	<input type="checkbox"/>	To oil installation pipes	<input type="checkbox"/>	To structural steel	<input type="checkbox"/>
To lightning protection	<input type="checkbox"/>	To other	<input type="checkbox"/>	Specify			
Main switch / Switch-fuse / Circuit-breaker / RCD				If RCD main switch			
Location	Ground Floor Store	Current rating	100	A	Rated residual operating current (IΔn)	mA	
		Fuse / device rating or setting		A	Rated time delay	ms	
BS (EN)	5419	No. of poles	3	Voltage rating	400	Measured operating time (at IΔn)	ms

SECTION K: OBSERVATIONS

Referring to the attached schedules of inspection and test results, and subject to the limitations specified in the *Extent and Limitations of Inspection and testing section*

No remedial action is required

The following observations are made: (See below)

Observation(s) Include schedule reference, as appropriate	Classification code
1) No main earth bonding to water main (cable at incoming stop tap not apparent at mains position, no earth continuity to this point)	C2
2) Meter tails not protected leaving supply distributors enclosure enclosure against sharp edges	C2
3) Meter tails not protected against electromagnetic sources (single holes for cables)	C2
4) Ground Floor distribution board earthing cable undersized	C2
5) Ground Floor unidentified live cable in fuseway. No5	C3
6) Trunking lid missing above rooms 1, 2 & 4	C2
7) Final connections to light fittings in exposed connectors	C2

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action required. C1 - Danger present. Risk of injury. Immediate remedial action required. C2 - Potentially dangerous. Urgent remedial action required. C3 - Improvement recommended. FI - Further investigation required without delay. Use additional form if required.

CONDITION REPORT INSPECTION SCHEDULE

NOTE: This form is suitable for many types of smaller installations not exclusively domestic


OUTCOMES	Acceptable condition <input checked="" type="checkbox"/>	Unacceptable condition <input type="checkbox"/>	State C1 or C2	Improvement recommended	State C3	Further investigation FI	Not verified NV	Limitation Lim	Not applicable	N/A
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Item no	Description	Outcome
1.0	ELECTRICAL INTAKE EQUIPMENT	
	Where inadequacies in distributor's equipment are encountered, it is recommended that the person ordering the report informs the appropriate authority.	
1.1	Service cable	✓
1.2	Service head	✓
1.3	Distributor's earthing arrangements	✓
1.4	Meter tails - Distributor/Consumer	C2
1.5	Metering equipment	✓
1.6	Isolator	✓
2.0	PRESENCE OF ADEQUATE ARRANGEMENTS FOR PARALLEL OR SWITCHED ALTERNATIVE SOURCES	
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551 .6)	N/A
2.2	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)	N/A
3.0	AUTOMATIC DISCONNECTION OF SUPPLY	
3.1	Main earthing/bonding arrangements (411.3; Chap 54):	
	• Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2), or presence of installation earth electrode arrangement (542.1.2.3)	✓
	• Adequacy of earthing conductor size (542.3; 543.1.1)	✓
	• Adequacy of earthing conductor connections (542.3.2)	✓
	• Accessibility of earthing conductor connections (543.3.2)	✓
	• Adequacy of main protective bonding conductor sizes (544.1)	C2
	• Adequacy and location of main protective bonding conductor connections (543.3.2; 544.1.2)	C2
	• Accessibility of all protective bonding connections (543.3.2)	C2
	• Provision of earthing/bonding labels at all appropriate locations (514.13)	C2
3.2	FELV - requirements satisfied (411.7; 411.7.1)	N/A
4.0	OTHER METHODS OF PROTECTION	
4.1	Non-conducting location (418.1)	N/A
4.2	Earth-free local equipotential bonding (418.2)	N/A
4.3	Electrical separation (Section 413; 418.3)	N/A
4.4	Double insulation (Section 412)	✓
4.5	Reinforced insulation (Section 412)	N/A
5.0	DISTRIBUTION EQUIPMENT	
5.1	Adequacy of working space/accessibility to equipment (132.12; 513.1)	✓
5.2	Security of fixing (134.1.1)	✓
5.3	Condition of insulation of live parts (416.1)	✓
5.4	Adequacy/security of barriers (416.2)	✓
5.5	Condition of enclosure(s) in terms of IP rating etc (416.2)	C2
5.6	Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5)	✓
5.7	Enclosure not damaged/deteriorated so as to impair safety (621.2(iii))	✓
5.8	Presence and effectiveness of obstacles (417.2)	N/A
5.9	Presence of main switch(es), linked where required (537.1.2; 537.1.4)	✓
5.10	Operation of main switch(es) (functional check) (612.13.2)	✓
5.11	Manual operation of circuit-breakers and RCDs to prove disconnection (612.13.2)	✓
5.12	Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (612.13.1)	N/A
5.13	RCD(s) provided for fault protection - includes RCBOs (411.4.9; 411.5.2; 531.2)	N/A
5.14	RCD(s) provided for additional protection, where required - includes RCBOs (411.3.3; 415.1)	C3
5.15	Presence of RCD quarterly test notice at or near equipment, where required (514.12.2)	C2
5.16	Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1)	C3
5.17	Presence of non-standard (mixed) cable colour warning notice at or near equipment, where required (514.14)	N/A
5.18	Presence of alternative supply warning notice at or near equipment, where required (514.15)	N/A
5.19	Presence of next inspection recommendation label (514.12.1)	✓
5.20	Presence of other required labelling (please specify) (Section 514)	N/A

OUTCOMES	Acceptable condition <input checked="" type="checkbox"/>	Unacceptable condition	State C1 or C2	Improvement recommended	State C3	Further investigation FI	Not verified NV	Limitation Lim	Not applicable N/A
Item no	Description	Outcome <small>Use codes above, provide additional comment where appropriate. C1, C2, C3 and FI coded items to be recorded in Section K of the Condition Report</small>							
5.21	Examination of protective device(s) and base(s); correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (411.3.2; 411.4, .5, .6; Sections 432, 433)	✓							
5.22	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.2)	✓							
5.23	Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.11)	C2							
5.24	Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)	C2							
6.0	DISTRIBUTION CIRCUITS								
6.1	Identification of conductors (514.3.1)	✓							
6.2	Cables correctly supported throughout their run (522.8.5)	C3							
6.3	Condition of insulation of live parts (416.1)	✓							
6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	C2							
6.5	Suitability of containment systems for continued use (including flexible conduit) (Section 522)	C2							
6.6	Cables correctly terminated in enclosures (Section 526)	C2							
6.7	Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1)	Lim							
6.8	Examination of cables for signs of unacceptable thermal or mechanical damage/deterioration (421.1; 522.6)	✓							
6.9	Adequacy of cables for current-carrying capacity with regard to the type and nature of installation (Section 523)	✓							
6.10	Adequacy of protective devices: type and rated current for fault protection (411.3)	✓							
6.11	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	C2							
6.12	Coordination between conductors and overload protective devices (433.1; 533.2.1)	✓							
6.13	Cable installation methods/practices with regard to the type and nature of installation and external influences (Section 522)	✓							
6.14	Where exposed to direct sunlight, cable of a suitable type (522.11.1)	N/A							
6.15	Cables concealed under floors, above ceilings, in walls/partitions less than 50 mm from a surface, and in partitions containing metal parts <ul style="list-style-type: none"> installed in prescribed zones (see Section D. Extent and limitations) (522.6.202) or incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D. Extent and limitations) (522.6.204;) 	Lim							
6.16	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	✓							
6.17	Band II cables segregated/separated from Band I cables (528.1)	C3							
6.18	Cables segregated/separated from non-electrical services (528.3)	N/A							
6.19	Condition of circuit accessories (621.2(iii))	N/A							
6.20	Suitability of circuit accessories for external influences (512.2)	C3							
6.21	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.2)	✓							
6.22	Adequacy of connections, including cpc's, within accessories and to fixed and stationary equipment - identify/record numbers and locations of items inspected (Section 526)	✓							
6.23	Presence, operation and correct location of appropriate devices for isolation and switching (537.2)	C2							
6.24	General condition of wiring systems (621.2(ii))	✓							
6.25	Temperature rating of cable insulation (522.1.1; Table 52.1)	C3							
7.0	FINAL CIRCUITS								
7.1	Identification of conductors (514.3.1)	✓							
7.2	Cables correctly supported throughout their run (522.8.5)	C2							
7.3	Condition of insulation of live parts (416.1)	✓							
7.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	C2							
7.5	Suitability of containment systems for continued use (including flexible conduit) (Section 522)	C2							
7.6	Adequacy of cables for current-carrying capacity with regard to the type and nature of installation (Section 523)	✓							
7.7	Adequacy of protective devices: type and rated current for fault protection (411.3)	✓							
7.8	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	C2							
7.9	Co-ordination between conductors and overload protective devices (433.1; 533.2.1)	C2							
7.10	Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522)	Lim							
7.11	Cables concealed under floors, above ceilings, in walls/partitions, adequately protected against damage (522.6.204) <ul style="list-style-type: none"> installed in prescribed zones (see Section D. Extent and limitations) (522.6.202) incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D. Extent and limitations) (522.6.201; 522.6.203) or 	Lim							
7.12	Provision of additional protection by 30 mA RCD <ul style="list-style-type: none"> *for circuits used to supply mobile equipment not exceeding 32 A rating for use outdoors (411.3.3) *for all socket-outlets of rating 20 A or less unless exempt (411.3.3) *for cables concealed in walls at a depth of less than 50 mm (522.6.202, .203) *for cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203) * Note: Older installations designed prior to BS 7671:2008 may not have been provided with RCDs for additional protection	✓							
		C2							
		C2							
		N/A							
		N/A							


OUTCOMES	Acceptable condition <input checked="" type="checkbox"/>	Unacceptable condition	State C1 or C2	Improvement recommended	State C3	Further investigation	FI	Not verified	NV	Limitation	Lim	Not applicable	N/A
Item no	Description												Outcome
													<small>Use codes above, provide additional comment where appropriate. C1, C2, C3 and FI coded items to be recorded in Section K of the Condition Report</small>
7.13	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)												C3
7.14	Band II cables segregated/separated from Band I cables (528.1)												N/A
7.15	Cables segregated/separated from non-electrical services (528.3)												Lim
7.16	Termination of cables at enclosures - identify/record numbers and locations of items inspected (Section 526)												
	• Connections under no undue strain (526.6)												<input checked="" type="checkbox"/>
	• No basic insulation of a conductor visible outside enclosure (526.8)												C2
	• Connections of live conductors adequately enclosed (526.5)												C2
	• Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5)												C2
7.17	Condition of accessories including socket-outlets, switches and joint boxes (621.2 (iii))												C2
7.18	Suitability of accessories for external influences (512.2)												N/A
7.19	Single-pole switching or protective devices in line conductors only (132.14.1, 530.3.2)												<input checked="" type="checkbox"/>
8.0	ISOLATION AND SWITCHING												
8.1	Isolators (537.2)												
	• Presence and condition of appropriate devices (537.2.2)												<input checked="" type="checkbox"/>
	• Acceptable location – state if local or remote from equipment in question (537.2.1.5)												<input checked="" type="checkbox"/>
	• Capable of being secured in the OFF position (537.2.1.2)												N/A
	• Correct operation verified (612.13.2)												<input checked="" type="checkbox"/>
	• Clearly identified by position and/or durable marking (537.2.2.6)												C3
	• Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.2.1.3)												N/A
8.2	Switching off for mechanical maintenance (537.3)												
	• Presence and condition of appropriate devices (537.3.1.1)												N/A
	• Acceptable location-state if local or remote from equipment in question (537.3.2.4)												N/A
	• Capable of being secured in the OFF position (537.3.2.3)												N/A
	• Correct operation verified (612.13.2)												N/A
	• Clearly identified by position and/or durable marking (537.3.2.4)												N/A
8.3	Emergency switching/stopping (537.4)												
	• Presence and condition of appropriate devices (537.4.1.1)												<input checked="" type="checkbox"/>
	• Readily accessible for operation where danger might occur (537.4.2.5)												<input checked="" type="checkbox"/>
	• Correct operation verified (537.4.2.6)												<input checked="" type="checkbox"/>
	• Clearly identified by position and/or durable marking (537.4.2.7)												<input checked="" type="checkbox"/>
8.4	Functional switching (537.5)												
	• Presence and condition of appropriate devices (537.5.1.1)												C3
	• Correct operation verified (537.5.1.3; 537.5.2.2)												<input checked="" type="checkbox"/>
9.0	CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED)												
9.1	Condition of equipment in terms of IP rating etc (416.2)												C2
9.2	Equipment does not constitute a fire hazard (Section 421)												<input checked="" type="checkbox"/>
9.3	Enclosure not damaged/deteriorated so as to impair safety (621.2(iii))												C3
9.4	Suitability for the environment and external influences (512.2)												<input checked="" type="checkbox"/>
9.5	Security of fixing (134.1.1)												C3
9.6	Cable entry holes in ceiling above luminaries, sized or sealed so as to restrict the spread of fire: List number and location of luminaries inspected (separate page)												N/A
9.7	Recessed luminaries (downlighters)												
	• Correct type of lamps fitted												C3
	• Installed to minimise build-up of heat by use of "fire rated" fittings, insulation displacement box or similar (421.1.2)												<input checked="" type="checkbox"/>
	• No signs of overheating to surrounding building fabric (559.4.1)												<input checked="" type="checkbox"/>
	• No signs of overheating to conductors / terminations (526.1)												<input checked="" type="checkbox"/>
10.0	PART 7 SPECIAL INSTALLATIONS OR LOCATIONS												
10.1	If any special installations or locations are present, list the particular inspections applied.												N/A

INSPECTED BY:

Name (CAPITALS) **T BOOTH** Signature  Date **28/06/2018**

SCHEDULE OF TEST RESULTS

<p>DB Reference no. DB1</p> <p>Location Mains Intake</p> <p>Zs at DB (Ω) 0.24 I_{pf} at DB (kA) 2.10</p> <p>Correct polarity of supply confirmed YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Phase sequence confirmed (where appropriate) <input type="checkbox"/></p>	<p>Details of circuits and/or installed equipment vulnerable to damage when testing</p> <p>Office sockets on DB2</p>	<p>Details of test instruments used (state serial and/or asset numbers)</p> <p>Continuity 5888</p> <p>Insulation resistance 5888</p> <p>Earth fault loop impedance 5888</p> <p>RCD 5888 Earth electrode resistance NA</p>
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Tested by: Name (CAPITALS) TREVOR BOOTH Signature  Date 28/06/2018									TEST RESULTS												
CIRCUIT DETAILS									Ring final circuit continuity (Ω)		Continuity (Ω) (R ₁ + R ₂) or R ₂		Insulation resistance (MΩ)		Polarity	Z _s (Ω)	RCD (ms)			Remarks (continue on a separate sheet if necessary)	
Circuit number	Circuit description	Overcurrent device				Conductor details			r ₁ (line)	r _n (neutral)	r ₂ (cpc)	(R ₁ + R ₂)*	R ₂	Live - Live	Live - Earth	Insert ✓	Ω	@1Δn	@51Δn	Test button operation	V
		BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Reference method	Live (mm ²)	cpc (mm ²)													
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Office Lights	3871	2	10	3		1.5	1.5				0.36		Lim	134	✓	1.44	N/A	N/A		
2																					
3																					
4																					
5																					
6																					
7	Office Power	3871	2	30	3	2.5	2.5	2.5	0.40	0.45	N/A			>299	>299	✓	1.19				
8																					
9	DB2	3871	2	60	3	16.0	16.0	6.0					0.12	>299	>299	✓	0.28				
10																					
11																					
12																					

* Where there are no spurs connected to a ring final circuit this value is also the (R₁ + R₂) of the circuit.

CONDITION REPORT Guidance for Recipients:

The purpose of this Condition Report is to confirm, so far as reasonably practicable, whether or not the electrical installation is in a satisfactory condition for continued service (see Section E). The Report should identify any damage, deterioration, defects and / or conditions which may give rise to danger (see Section K). This report is an important document which should be retained for future reference.

You should have received an 'original' Report and the contractor should have retained a duplicate. If you were the person ordering the work, but not the owner of the installation, you should pass this Report, immediately, or a full copy of it, including the schedules, to the owner.

The original Report should be retained in a safe place for future reference and be shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this Report will provide the new owner / occupier with details of the condition of the electrical installation at the time the Report was issued.

Where the installation incorporates Residual Current Devices (RCDs) there should be a notice at or near the devices stating that they should be tested quarterly. **For safety reasons it is important that these instructions are followed.**

Section D (Extent & Limitations) should fully identify the extent of the installation covered by this Report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the Report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

Some operational limitations such as inability to gain access to parts of the installation or an item of equipment may have been encountered during the inspection. The inspector should have noted these in Section D.

For items classified in Section K as C1 ('Danger Present'), **the safety of those using the installation may be at risk.** It is recommended that a skilled person, competent in electrical installation work, undertakes the necessary remedial work as a matter of urgency.

If an observation in Section K is coded F1 (requires further investigation) the inspection has revealed a potential deficiency, that due to the extent of the limitations, may result in a code C1 or C2. Such observations should be investigated as soon as possible. A further examination of the installation will be necessary to determine the nature and extent of the apparent deficiency (see Section F).

For safety reasons, the electrical installation will need to be re-inspected at appropriate intervals by a skilled person or persons competent in such work. The maximum time interval recommended before the next inspection is stated in Section F under 'Recommendations'. There should be a notice at or near the main switchboard or consumer unit indicating when the inspection of the installation is next due.

G.ROBERTSON (LANCASTER) Ltd



Approved Contractors

Electrical Engineers and Contractors

10 SUN STREET, LANCASTER, LA1 1EW

Telephone : 01524 63855 Fax : 01524 843234 E-mail technical@robertsons.ac
Company No.574209 England VAT Reg. No.154501785



The Electrical
Contractor's Association

Agreed Limitations:

1. Sampled removal of accessories applied to each circuit during visual inspection.
2. Where practical insulation resistance readings recorded are for all circuits within a consumer unit are tested as a whole.
3. Insulation resistance testing not undertaken on lighting circuits where damage to equipment may occur or false readings would be obtained due to ballasts or control gear.
4. Insulation resistance testing not undertaken on power circuits where permanently connected equipment could not be disconnected.
5. Testing on each circuit undertaken only at accessible points on that circuit.
6. Only accessible and traceable circuits inspected and tested.
7. The operation of the fire system was excluded from inspection.
8. The operation of the emergency lighting was excluded from inspection.
9. The characteristics of the earthing arrangements and the primary supply overcurrent protective device may be recorded as a limitation.
10. In compliance with H.S.E. Guidelines (REG 14) no unnecessary live testing has been undertaken on this installation.
11. Full range of tests only undertaken on circuits where its condition permits.
12. Insulation resistance testing undertaken between line/neutral connected together and cpe on all lighting circuits where lamps could not be removed or are not readily accessible.
13. Confirmation of polarity on all circuits applies to sampled accessory only.
14. Building fabrics have not been disturbed to confirm cables have been run in prescribed zones.



APPENDIX B

R. G. Parkins & Partners Ltd Condition Report

CLASSIFICATION OF CONDITION

Level 1A =	immediate attention - 1 week
Level 1B =	urgent attention - 1 month
Level 1C =	actions required - within 12 months
Level 2 =	actions required - within 2 years
Level 3 =	further investigation required
Level 4 =	see comments
Level 5 =	no action

ROOM	DESCRIPTION	COMMENT / RATIONALE	Level
Entrance 001	External wall plastered stone with timber door and frame with glazing above. Internal wall timber stud with vertical panels. Ceiling soffit painted timber plywood. Floor concrete. Area generally decoration in poor condition. Photo ref. 439, 440, 441.	Sections of plaster fallen off. Knock-off loose plaster. Investigate possible damp and patch repair. Investigate existing to confirm if lime mortar.	2
		replace cracked glazing panel above front door.	1B
		redecorate if works are carried out.	4
002 Ground Floor - full area including stud construction area.	Ground floor area is a large area that has had small areas created within, stud walls approximately 1.8m high with cloth to underside of 1st floor construction. Some of the original timber stud work is present with glazing inserts. Glazing is damaged with glass exposed. Floor is concrete. Timber floor construction above is exposed with joists and boards visible. Structure is steel post running front to back splitting spans of timber. Beams generally look in good condition with no sign of deflection. Floor joist looks in good condition. NOTE: any future works will require capacity of floor back-checking to confirm suitability. Timber joist and board is in good condition with some local areas of boards that need replacing. Existing post -	We would advise a specialist timber condition surveyor be engaged to inspect all timbers for rot or worm infestation if major refurbishment works are to be carried out.	4
		Original timber studs/panels remove glazing in area used by staff or the public.	1B
		Local repairs on isolated damage to floorboards above.	1C
		Redecorate.	4
		Future refurbishment or alterations need to consider Building Regulation Part B2 Fire Safety "Other Buildings".	3
Ground Floor 002 - full area including stud construction area.	Concrete floor with historic cracking. Existing manhole in slab cannot be accessed. Timber stud crosses the corner therefore cannot be lifted. Slab has local areas of damage. Large amount of unknown services located below soffit. Photo ref. 442, 444, 445, 446, 449, 450, 451, 453, 454, 459, 460.	Carry out local crack and damage repairs with high strength non-shrink grout.	1C

003 Ground floor office and adjacent corridor	External wall plastered mass with areas of damage. NOTE: plaster is 20-30mm thick in areas. Concrete floors with cracks. Internal walls in areas solid up to approx. 1.5 with stud above. Consider original panels with glazing inserts. Decoration is generally in good condition. Photo ref. 461, 462, 468.	Sections of plaster fallen off. Knock off loose plaster. Investigate possible damp and patch repair. Investigate existing to confirm if lime mortar.	1C
		Original timber panels/studs - remove any damaged glass panels.	1B
		Carry out local crack and damage repairs with high strength non-shrink grout.	1C
		Redecorate	4
004 music room, ground floor, original terrace house.	Concrete floor with carpet finish. Brick outside wall in good condition. Internal wall block masonry. Fireplace has been filled in with random masonry - no vent. Suspended ceiling with rough board above acting as a soffit. Large amount of services in void(status unknown). Ground floor levels vary - step is a trip hazard. Photo ref. 462, 464, 466, 468.	Add vent to original fireplace.	2
		Redecorate	4
005 rear extension lean-to ground floor	Area clearly not in use. Large amount of damp present and currently occupied by rats and pigeons with a build up of droppings. The structure has ongoing water ingress issues, this is effecting the timber floors and masonry walls. Rear wall has cracking and damage to timber beams. The ground floor is concrete with split level due to sloping site. The area is split into 2 sections with a large internal wall buttressing the main building. Some timber joists and floorboards are in very poor condition. NOTE: some boarding to the joists needs inspecting by an asbestos specialist. Floor structure is also made up with steel beams spanning onto the main building. NOTE: first floor was not accessed due to condition not safe to do so. Roof is in poor condition.	Carry out refurbishment and demolition asbestos survey.	1B
		Remove all vegetation from the structure. Interaction with Structural Engineer is required for stability of structure.	1B
		Remove roof finishes and inspect all the structure.	1B
		Replace all damaged roof and floor timber and treat remaining under advice from a specialist.	1B
		Investigate cracking.	3
		Carry out crack repairs and remedial works following investigation.	1B
		Re-roof and install new rain water gutter and downspouts.	1B
		Re-render externally including water proofing.	1B
		Replace damaged lintels	1B
		Re-plaster internally.	1C
Install new doors internally and externally.	1C		
005 rear extension lean-to ground floor	With a mixture of slate, profiled metal sheets and an unknown cement/asbestos sheeting. The roof is generally in very poor condition. External area is very overgrown with vegetation growing on the structure - See Photos 520, 521, 524, 523, 469, 470, 473, 475, 476, 477, 478 and 480.		

		<p>NOTE: The client has raised the question of demolition to the lean-to. This could be achieved, however, the following needs consideration;</p> <ol style="list-style-type: none"> 1. location - adjacent a car park and limited working space. 2. Refurbishment and demolition asbestos survey is required. 3. The impact on the main structure. NOTE: wall may be adding buttress support to the main external wall. 4. the gable of the main structure is in poor condition and demolition may impact on this. 5. level difference in lean-to, retaining structure. 	
006 main building, first floor	<p>Roof is constructed from large king pin timber trusses 5 no. in each bay with a valley gutter supported off a steel beam central. The valley gutter is leaking badly. There is an ad-hoc system in place collecting the water that has leaked and discharging out of the building. The roof make up is timber purlins with large roof light (reinforced glass). The roof is slate with a large number of felt over repairs in extremely poor condition. The purlins and ridges are showing signs of deflection. Water ingress is clearly a major issues. The truss bearing into the wall are damaged in areas and historic repairs have been carried out.</p> <p>The area is fully open plan. The external walls are mass stone walls. Some plastered and painted and other natural stone. NOTE: there is some major cracking on external walls, need further investigation. At the time of our visit, it was not possible to see if cracking was occurring at ground floor due to sound insulation and general finishes. Investigation required to confirm the cause. There are major cracks on the front elevation and the elevation on to the car park. External elevation is covered with vegetation and this will add to issues with cracking.</p>	<p>Carry out an R & D Survey.</p> <p>Strip roof and inspect all roof structure and strengthen where required. Appointed timber treatment specialist to inspect and treat damp effected timber. Install new design roof finishes, insulation and flashings.</p> <p>carry out remedial repairs to truss rafter bearing. Designed solution required.</p> <p>Further investigation into cracking to confirm; 1. Roof spread, 2. subsidence.</p> <p>Remove vegetation from external elevations. NOTE: interaction with structural engineer is very important prior activity to ensure structural stability is considered.</p> <p>Carry out patch repairs to floorboards. NOTE: any future plans for the area must consider additional loading on the floor and supporting structure.</p> <p>carry out patch repairs to damage plaster/mortar on walls. Specialist damp proofing to be installed.</p> <p>Install new design valley gutter system and rainwater goods.</p> <p>Remove damaged glass in windows - safety issue.</p>	<p>1B</p> <p>1B</p> <p>1B</p> <p>3</p> <p>1B</p> <p>1C</p> <p>1C</p> <p>1B</p> <p>1B</p>

	The steel support posts on the ground floor are repeated on the first floor with a top plate fixing to roof trusses. Generally posts are in good condition. The windows have been boarded over externally but the damaged glass is exposed internally - consider HAZARD. Stairwell is generally still usable, however, the tenant did advise the first floor was no longer used. The stair rises and goings have had repairs but still need remedial works. The handrail is loose and missing off the wall side. Rear gable externally loose bricks above the lean-to and large amount of vegetation. Photo ref. 481, 482, 483, 484, 485, 486, 487, 488, 489, 491, 493, 495, 496, 497, 498, 499, 500, 503, 505, 507, 516, 517, 519, 521.	re-paint posts. Treat areas of rust. Carry out remedial works to stairs and handrails. Carry out local repairs to loose bricks and masonry and repoint to reduce water ingress. Install flashings and corner boards. Install new windows and seal. Protect window externally with specialist system to reduce impact from vandals.	1C 1C 1B 2
007 Recording room, first floor - old terrace house section.	Timber floor, masonry wall with painted textured finish. Suspended ceiling showing discolouring - possible water ingress. Front elevation cracking in the corner. Photo ref. 515. Roof void NOT accessed.	Investigate water ingress carry out crack repair.	3 2
008 WC, first floor - old terrace house section	Timber floor with slight fall front to back. Plaster walls with textured painted finish. Cracking to rear wall running horizontal above window. Window in poor condition. Photo ref. 514.	Investigate cracking to wall. Carry out crack repair and make good. general re-decorate	3 2 4
009 stairwell - old terrace house section.	exposed timber stairs in poor condition. Painted plaster and masonry walls. Large amount of cracking in all walls. Ceiling cracked and buildings possible water ingress. Photos ref. 509, 510, 511.	Investigate cracking and water ingress. carry out crack repairs following investigation - walls and new ceiling. carry out repairs to stairs decorate	1A 1C 1C 4
External additional works	pointing missing - open joints and loose masonry.	repoint generally, rainwater gutter and downspouts replacement, point chimney stack.	2



APPENDIX C

Photo Reference Sheets



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Drawing Number:

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Checked by: JP

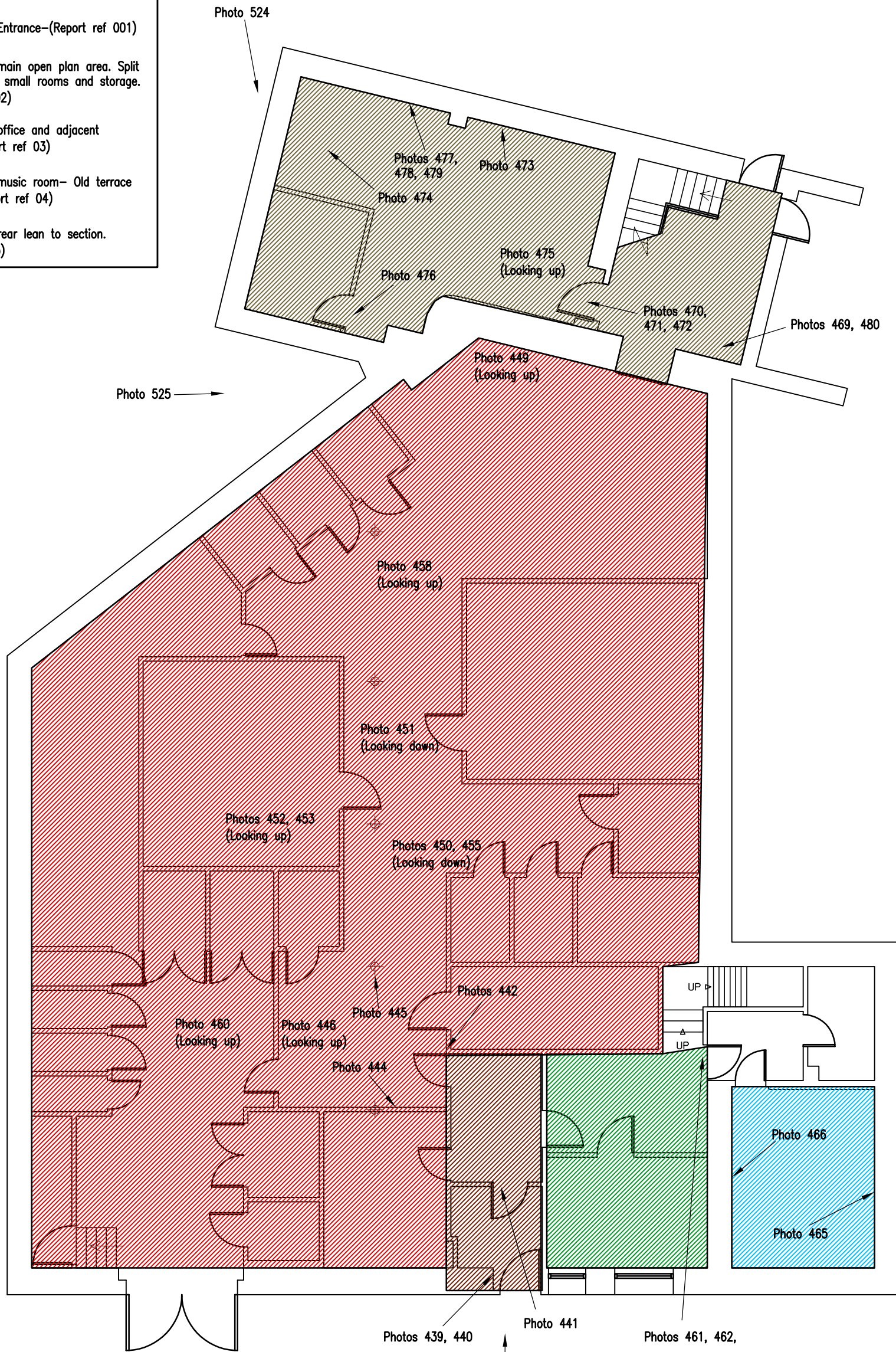
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Date: 04-07-2018

Drawing Title:

GROUND FLOOR PLAN
PHOTO REF SHEET 01

- Ground Floor Entrance—(Report ref 001)
- Ground Floor main open plan area. Split with studs for small rooms and storage. (Report ref 002)
- Ground Floor office and adjacent hallway. (Report ref 03)
- Ground Floor music room— Old terrace building. (Report ref 04)
- Ground Floor rear lean to section. (Report ref 05)



GROUND FLOOR PLAN

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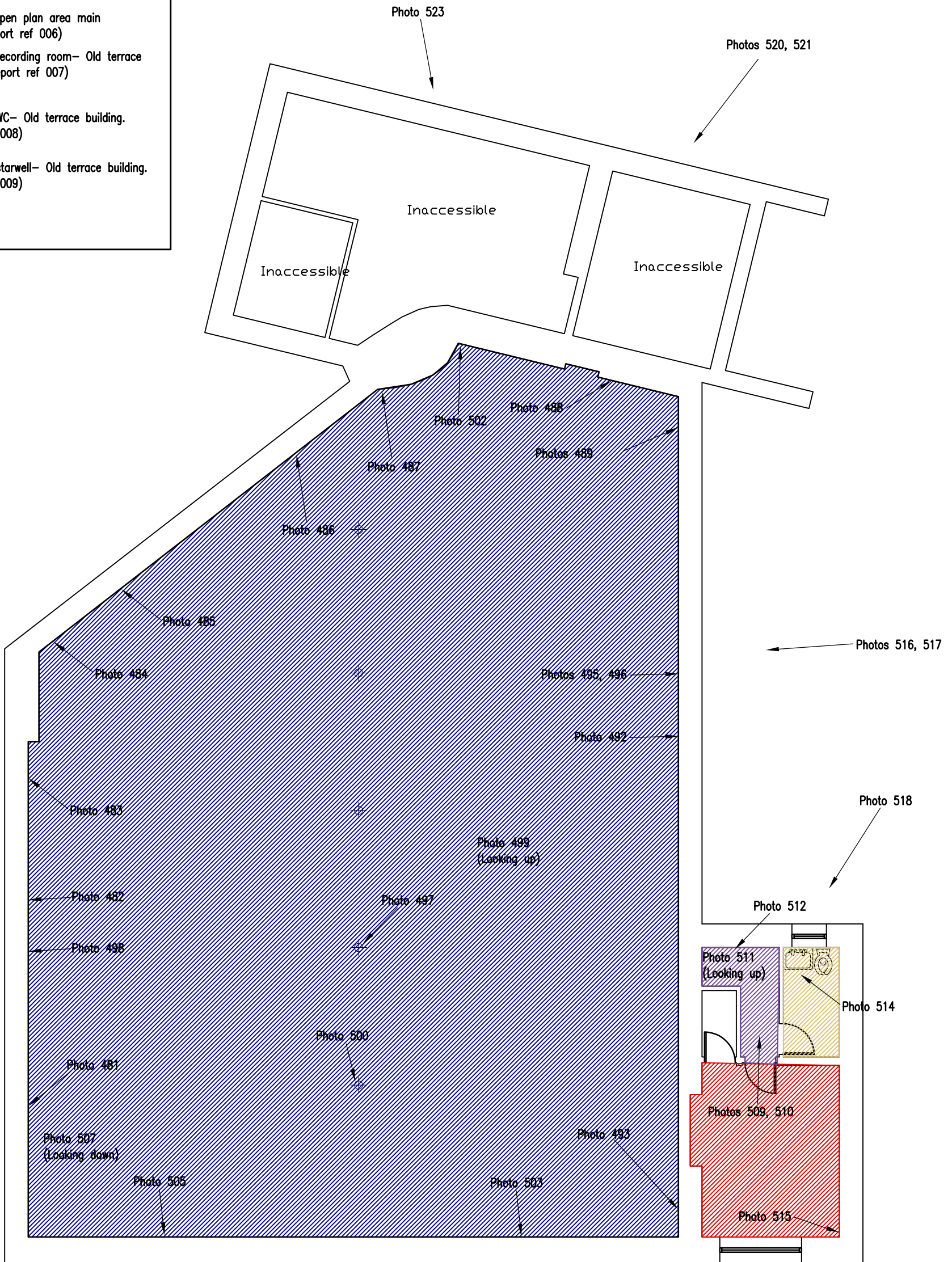
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Date: 04-07-2018

Drawing Title:

FIRST FLOOR PLAN
PHOTO REF SHEET 02

-  First floor open plan area main building.(Report ref 006)
-  First Floor recording room- Old terrace building. (Report ref 007)
-  First Floor WC- Old terrace building. (Report ref 008)
-  First Floor stairwell- Old terrace building. (Report ref 009)



FIRST FLOOR PLAN
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Photo 439



Photo 440



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Photo 441



Photo 442



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Photo 444



Photo 445



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Photo 446



Photo 449



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Photo 450



Photo 451



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Photo 453



Photo 454



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Photo 459



Photo 460



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Photo 461



Photo 462



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Photo 464



Photo 466



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Photo 520



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Photo 524



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Photo 473



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Photo 483



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Photo 487



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Photo 499



Photo 500



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Photo 503



Photo 505



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Photo 516



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Photo 521



Photo 515



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Photo 518



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