

ASBESTOS SURVEY REPORT

Management Survey with part Refurbishment/Demolition (MA only)



Report Number	Issue Number	Issue Date	
J025489	1	6 Nov 2017	
Site Address		UPRN	
Park House, Stamford Street, Glenfield, Leicester, LE3 8DL		N/A	
Scope of Survey			
Refurbishment survey to area where stair lift is to be installed, Management survey to all other locations			
Client Specific Requirements			
N/A			
			
Surveyed by:	Adrian Bach	Reviewed by:	Clare Hendrick
 Signed as authorised		 Signed as reviewed	

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1.0 Executive Summary

Location of survey	Park House, Stamford Street, Glenfield, Leicester, LE3 8DL
Type of survey	Management Survey with part Refurbishment/Demolition (MA only)
Scope of survey	Refurbishment survey to area where stair lift is to be installed, Management survey to all other locations

Summary of findings	
Risk present	Number of occurrences
Immediate priority – significant asbestos risk, immediate action required to prevent exposure to occupants	0
Middle term priority – No immediate risk of exposure to occupants but requires remedial works	0
Longer term priority – Low asbestos risk, little risk of exposure to occupants unless material is disturbed	1

Locations of asbestos containing materials			
Refer to sections 4.0 Asbestos Register and 5.0 Conclusions and Actions for more detailed information.			
Room code	Designation / block	Description	Risk
E.01	Parish council offices/External	Cement Tile	Longer term

Locations of inaccessible areas		
Refer to section 4.1 Inaccessible areas. These areas / locations should be presumed to contain asbestos on a worst case basis until proven otherwise as required by HSG264		
Room code	Designation / block	Description
R.01	Parish council offices / Roof Void	Restricted access due to filing cabinet beneath hatch No Access

2.0 Introduction

A proposal was put forward to the client to carry out a survey, that was accepted, and a survey to the clients' requirements was undertaken.

Further to the completion of the survey, the information gathered has been incorporated into this report to detail;

- All asbestos containing materials (ACMs) that were identified during the survey (Section 4.0)
- Any locations that were inaccessible during the survey (Section 4.1)
- All suspected ACMs that following sampling and analysis did not contain asbestos (Section 4.2).

The purpose of this survey report is to assist the client to manage any ACMs safely and compliantly by;

- Providing accurate information on the location, quantity and condition of ACMs.
- Assessing the level of damage or deterioration of the ACMs and whether remedial action is required.
- Providing information to help enable the client to prepare an asbestos management plan where required (management surveys).
- Identifying all ACMs that are likely to be disturbed during refurbishment or demolition works (refurbishment and demolition surveys only).

3.0 Description of buildings surveyed

	Building designation	Building description
	<i>Parish council offices</i>	<i>Parish council offices</i>
	Age of Building	Construction type
	<i>1992</i>	<i>Traditional brick built building with tiled roof</i>
	Internal notes	External notes
	<i>N/A</i>	<i>N/A</i>

3.1 General site and survey information

<i>Name of Surveyor / assistant surveyors:</i>	Adrian Bach
<i>Report Author:</i>	Clare Hendrick
<i>Survey commissioned by:</i>	Beverley Greenwood, Glenfield Parish Council, Park House, Stamford Street, Glenfield, Leicester
<i>Report issue date:</i>	3 Nov 2017
<i>Issue Number:</i>	1
<i>Reason for re-issue:</i>	N/A
<i>Date / s the survey was carried out:</i>	2 Nov 2017
<i>Scope of works:</i>	Refurbishment survey to area where stair lift is to be installed, Management survey to all other locations
<i>Building / s occupied or vacant:</i>	Occupied
<i>Details of plans / drawings provided: (if none, to be drawn by surveyor)</i>	To be provided by client
<i>Reason for survey:</i>	Compliance
<i>Survey and sampling method:</i>	Standard procedures
<i>Variations or deviations from Clearview Environmental Ltd procedure:</i>	No
<i>Details of previous surveys:</i>	Not known
<i>Agreed exclusions:</i>	None
<i>Additional information:</i>	N/A
<i>Name of UKAS laboratory carrying out bulk sample analysis:</i>	Clearview Env Ltd-Leicester
<i>Number of samples collected (certificate in Appendix A):</i>	3

3.2 Details of refurbishment / demolition requirements


<p><i>Details of the proposed refurbishment / demolition works: (locations and details of clients scope of works)</i></p>	<p>Stair lift is to be installed</p>
<p><i>Details of where intrusive inspection is required / allowed by the client. List rooms / locations and the items within each room that can be opened up.</i></p>	<p>None</p>
<p><i>Details of requests from the client where intrusion should be restricted or not allowed (refurbishment areas). List rooms / locations and the items within each room that are affected.</i></p>	<p>Careful intrusion in area where stair lift is to be installed.</p>
<p><i>Details of making good requirements:</i></p>	<p>Temporarily make good</p>

4.0 Asbestos register (refer to section 5.0 for more detailed information)





Room Code	Designation/Block	Floor	Location	Description	Position	Quantity	Asbestos Type	Ref no.	Type of I.D.	Action Priority	Recommended Action	Refurb Inspection
E.01	Parish council offices	External	External areas	Cement Tile	Roof	Throughout	Crocidolite (or unknown) (3)	028 - Presumed	Presumed	Low	No action required	No

4.1 Inaccessible areas


Note: Where limited access to locations are identified, these are recorded in Section 3.1 – Internal notes and Appendix C – room notes to the relevant location

Room Code	Designation/Block	Floor	Location	Description	Ref no.	No access reason / description	Photo
R.01	Parish council offices	Roof Void	Loft	Restricted access due to filing cabinet beneath hatch	027 - Presumed	No Access	

4.2 Materials identified as not containing asbestos

Room Code	Designation/Block	Floor	Location	Position	Description	Ref no.	Photo
E.01	Parish council offices	External	External areas	Window panels and cladding to clock tower	Cement	029 - AT002702	
G.02	Parish council offices	Gnd Floor	Kitchen 1	Beneath Sink	Bitumen pad	002 - AT002700	
G.14	Parish council offices	Gnd Floor	Kitchen 2	Beneath Sink	Bitumen pad	014 - As AT002700	
1.01	Parish council offices	1st Floor	Kitchen	Beneath Sink	Bitumen pad	015 - AT002701	

5.0 Conclusions and actions

Room Code	Designation/Block	Floor	Ref no.		
E.01	Parish council offices	External	028 - Presumed		
Location	Description	Position	Quantity		
External areas	Cement Tile	Roof	Throughout		
Material Assessment Algorithm					
A-Product Type	B-Extent of Damage	C-Surface Treatment	D-Asbestos Type	Material Score (A+B+C+D)	Potential to Release Fibres
Asbestos Cement (1)	Good Condition(0)	Surface Sealed(1)	Crocidolite (or unknown) (3)	5	Low
Accessibility	Usually inaccessible or unlikely to be disturbed		Action Priority	Longer term	
Photo Ref:	28		Discussion & Recommended Action (in accordance with CAR 2012)		
			Management Action		
			No action required. Inspect at regular intervals and consider labelling if not already labelled		
			Additional Comments		
			Not applicable		
Who can work with / remove this material		Non-Licensed Materials		Recommended re-inspection in:	
				12 months	

6.0 Survey purpose

To help manage asbestos in the duty holder's (client's) premises, by;

- Providing accurate information on the location, amount and condition of asbestos containing materials (ACM's).
- Assessing the level of damage or deterioration in the ACM's and whether remedial action is required.
- Using the survey information to provide a record of the location of any asbestos materials either identified or presumed and listing them in a table and on building plans.
- Helping to identify all the ACM's to be removed before refurbishment work or demolition.

7.0 Aims and objectives

To, as far as reasonably practicable locate, identify and assess all reasonably accessible ACM's present in the scope of the survey and to present the information collected in a way which allows the duty holder to manage the risks arising from those materials and comply with the Control of Asbestos Regulations (CAR) 2012.

8.0 UKAS accreditation

Clearview Environmental Ltd (Inspection body 6536) are accredited by UKAS as a Type C inspection body carrying out management, refurbishment and demolition surveys in accordance with HSG 264 Asbestos: The survey guide, and the Control of Asbestos Regulations 2012.

9.0 Sampling strategy

Bulk sampling procedures used within this survey are as described within the documented Standard Procedures of Clearview Environmental Ltd and as described in HSG264.

Sampling will normally be carried out at the time of the survey, however, for very large premises or where access has not been possible, sampling may be carried out as a separate exercise, e.g. when the area is available. Each area and room in the premises will have had a thorough visual examination to identify the materials and locations to be selected for sampling.

For homogeneous material, often a single sample is all that is required to confirm the suspicion that it is asbestos and to make a presumption that it applies to other material of the same type. However, for non-homogeneous materials and for some presumed non-asbestos materials, additional sampling may be needed, to reduce the possibility of false negatives which may lead to incorrect conclusions.

All samples collected have been analysed by a UKAS accredited Laboratory to detect the presence of asbestos fibres in accordance with the method set out in HSG 248.

The number of samples collected and the laboratory accreditation number are listed in Section 3.0. The bulk sample certificate can be found in Appendix A.

During the survey there may have been occasions where samples were not taken, for example;

- Where sampling will damage the critical integrity of the material (e.g. a roof, gutter, pipe).
- Where there is an electrical hazard (e.g. flash guards within live electrical equipment).
- Unsafe access.
- Identical materials had already been sampled.

In the case of any of the above circumstances a presumption shall be made to the presence of asbestos containing materials. Where generically similar materials had already been sampled, a reference will be made to the sample number and the type of asbestos present.

10.0 Management surveys

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition in all accessible areas including;

- Under floor coverings.
- Above false ceilings (ceiling voids).
- Lofts / roof voids.
- Inside risers.
- Service ducts and lift shafts.
- Basements and cellars.
- Underground rooms and undercrofts.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility etc. A management survey should include an assessment of the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way. This 'material assessment' will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed.

The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e. material assessment).

Boxing's

During a management survey, boxing's that are constructed in such a way that they can be easily accessed (have removable panels, access doors or can be easily unscrewed), are usually inspected. However, boxing's that would require a more destructive inspection (nailed and / or glued on panels), do not normally fall within the remit of this type of survey and are not be included within the report unless specifically requested by the client.

Floor coverings (inc. Loft insulation)

Wherever possible during a management survey the surveyor will lift floor coverings to inspect for the presence of asbestos containing materials, however it is usually not possible to lift all of the floor covering. Therefore comment can only be made on the area inspected. If future refurbishment/repair works will require the removal of floor coverings further inspection will be required prior to the works commencing. Floor coverings that cannot be lifted without causing damage to them shall not be lifted and subsequently the surface beneath the floor covering shall be deemed to be inaccessible.

Fire doors

Fire doors may contain concealed asbestos containing materials. In the case of a management survey it is not possible to ascertain its presence without causing damage to the door. It should be assumed that all fire doors on the premises contain asbestos containing materials until a destructive inspection is undertaken.

Gaskets

Gaskets used to seal pipe and ducting joints may contain asbestos usually Chrysotile. In the case of a management survey it is generally not possible to inspect pipe work or ducting for their presence without dismantling or damaging the plant. It should be assumed that all pipe work and ducting on the premises contain asbestos gaskets. The gaskets are unlikely to give rise to significant airborne fibre release unless they are disturbed during maintenance works.

Skylights

Skylights may contain concealed asbestos rope seals. In the case of a management survey it is generally not possible to inspect skylights for the presence of asbestos rope seals without dismantling or damaging the skylight. It should be assumed that all skylights on the premises contain asbestos containing materials until a destructive inspection is undertaken.

Storage / space heaters / boilers / heating appliances

Heaters, boilers etc. may contain concealed asbestos containing materials in the form of insulation materials or gaskets and washers. In the case of a management survey it is not always possible to ascertain its presence within the heater without causing damage to the unit. It should be assumed that all heaters and boilers on the premises may contain asbestos materials until a destructive (refurbishment) inspection is undertaken.

Electrical switchgear / consumer units

Electrical switch gear and consumer units may contain concealed asbestos containing materials in the form of flash guards and flash shields. It is not always possible to ascertain the presence of asbestos containing materials as usually the electrical switchgear is live and therefore opening the switchgear would pose a possible risk of electric shock. It should be presumed that all electrical switchgear on the premises may contain asbestos materials until such time the switchgear can be isolated and safely inspected.

11.0 Refurbishment and demolition surveys

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned.

The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

There is a specific requirement in CAR 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc.). Under CDM, the survey information should be used to help in the tendering process for removal of ACMs from the building before work starts.

The survey report should be supplied by the client to designers and contractors who may be bidding for the work, so that the asbestos risks can be addressed. In this type of survey, where the asbestos is identified so that it can be removed (rather than to 'manage' it), the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present. However, where the asbestos removal may not take place for some time, the ACMs' condition will need to be assessed and the materials managed.

12.0 Exclusions and Inaccessible areas

Although every effort is made to access all areas, there may be occasions where access was not possible. Any areas not accessed or inspected are presumed to contain asbestos unless there is strong evidence to suggest otherwise. Details of inaccessible areas are listed in the table in Section "4.1 Inaccessible areas".

Any exclusions or inaccessible areas that have been agreed with the client prior to the survey are listed in Section "3.0 General site and survey information".

13.0 Terminology and abbreviations

The following abbreviations may have been used within the report;

3MF, MMMF:	Machine made mineral fibre, fibre glass, Rockwool or other similar materials
NAMP:	No asbestos materials present
NAD:	No asbestos detected
ESG:	Electrical switchgear
CASC:	Ceiling above suspended ceiling
AIB:	Asbestos insulating board
ACM's	Asbestos containing materials
CAR 2012	Control of asbestos regulations 2012

The following terminology is used within the report;

Room code:	Each area inspected is given a unique reference number.
Designation / block:	Name or reference given to a specific building or block.
Floor:	The floor level, e.g. ground, first external etc.
Location:	The room, space, area or compartment.
Description:	A description on the type of material identified, e.g. floor tile, textured coating.
Position:	Where the ACM is positioned within a location, e.g., ceiling, wall, floor.
Quantity:	The estimated amount and unit of measurement for the ACM.
Asbestos type:	Crocidolite = Blue Asbestos Amosite = Brown Asbestos Chrysotile = White Asbestos
Ref No:	The reference number of the type of identification. Either the sample number, strongly presumed as sample number or visual reference number for presumed materials.
Type of I.D.:	The method in which the material has been identified as either containing or not containing asbestos.

Identified: - Material has been sampled and laboratory analysis has determined whether or not the material contains asbestos.

Strongly presumed: - Material is identical in appearance to other already sampled materials and therefore is strongly presumed to contain asbestos.

Presumed: - Where it has not been possible to collect a sample and due to the physical properties of the material is presumed to contain asbestos.

Discussions and recommended actions: A brief description of the recommended course of action to manage the ACMs.

Report No: The unique report number assigned to the survey and associated report.

14.0 Material assessment

In the material assessment process, the main factors influencing fibre release are given a score which can then be added together to obtain a material assessment rating. The four main parameters which determine the amount of fibre released from an ACM when subject to disturbance are:

- Product type
- Extent of damage or deterioration
- Surface treatment
- Asbestos type

Each parameter is scored between 1 and 3. A score of 1 is equivalent to a low potential for fibre release, 2 = medium and 3 = high. Two parameters can also be given a nil score (equivalent to a very low potential for fibre release). The value assigned to each of the four parameters is added together to give a total score of between 2 and 12. Presumed or strongly presumed ACMs are scored as crocidolite (i.e. score = 3) unless there is strong evidence to show otherwise. Examples of scoring for each parameter are given in "15.0 Material assessment algorithm".

Materials with assessment scores of 10 or more are rated as having a high potential to release fibres, if disturbed. Scores of between 7 and 9 are regarded as having a medium potential, and between 5 and 6 a low potential. Scores of 4 or less have a very low potential to release fibres. Non-asbestos materials are not scored.

In certain instances materials that may not have been sampled can be either presumed, or strongly presumed to contain asbestos.

If a sample is not taken, there must also be a presumption made whether the material is asbestos or non-asbestos. Surveyors will visually assess the edges and damaged areas of suspect materials and record the following:

- Whether visible fibres are present on close inspection (see Asbestos: *The analysts' guide for sampling, analysis and clearance procedures*).
- The colour of the fibres, if visible.
- Whether fibres are visually consistent with asbestos (e.g. form bundles with splayed ends).

Some materials, like textured plasters, paints and vinyl floor tiles, may contain very fine dispersed chrysotile asbestos which may not be seen by eye or with a magnifying glass, and these materials (if old) will have to be presumed to contain asbestos unless they are sampled and carefully analysed by a competent laboratory. As imported materials may have contained chrysotile asbestos until 1999 and laboratories often miss the fine asbestos, some additional checks may be necessary with these types of materials. Other useful characteristics (e.g. surface texture, sound when knocked, warmth to touch, surface hardness/deformation with a probe) may also be used by experienced surveyors to help compare the material with other materials they have previously encountered and had samples identified. Unless the surveyor is convinced that there is adequate evidence to conclude that the material is asbestos-free (e.g. plaster, plasterboard, wood etc.), a presumption or strong presumption should be made that it is an ACM.

Presumed or strongly presumed asbestos containing materials are scored as crocidolite (3), unless analysis of similar samples from the building shows a different asbestos type, or if there is reasoned argument that another type of asbestos was almost always used.

15.0 Material assessment algorithm

Sample variable	Score	Examples of scores
Product type (or debris from product):	1	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.).
	2	AIB, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of damage/deterioration:	0	Good condition: no visible damage.
	1	Low damage: a few scratches or surface marks, broken edges on boards, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface treatment:	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.
	2	Unsealed AIB, or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays.
Asbestos type:	1	Chrysotile.
	2	Amphibole asbestos excluding crocidolite.
	3	Crocidolite.
Score		Potential to release asbestos fibres
10 or more		High
7-9		Medium
5-6		Low
4 or less		Very low
Non-asbestos materials have no potential to release asbestos fibres		

16.0 Accessibility and action priority assessment

Guidance is given on the best action to be taken to prevent potential exposure to asbestos containing materials. The Surveyor uses his or her best judgement based on the information available at the time of the survey as follows:

a. Material assessment

As Section 15.0

b. Accessibility

- **Routinely disturbed (3)** – ACMs that are located in normally occupied areas and are disturbed as part of the normal use of the area, e.g. door with an AIB panel, floor tiles etc. ACMs found during a refurbishment or demolition survey will usually be scored as a rating of 3 unless specifically requested otherwise.
- **Easily disturbed (2)** – ACMs that are easy to get at but are not routinely disturbed. E.g., wall panels within a classroom, floor debris within a plantroom, textured coating to a low level ceiling.
- **Occasionally likely to be disturbed (1)** – ACMs that won't usually be disturbed unless for planned maintenance or similar. E.g., flashguards within electrical switchgear, AIB panels in a riser or lift shaft, water tank within a loft, ACMs at high level (above 3 metres).
- **Usually inaccessible or unlikely to be disturbed (0)** – ACMs that are highly unlikely to be disturbed as they are in locations where access is difficult and not usually required, e.g. sealed service ducts.

Material Assessment Score (a) multiplied by Accessibility (b) = Action Priority (as below)

Immediate priority:

(Score of above 20)

Significant asbestos risk, immediate action required to prevent exposure to occupants.

Middle term priority:

(Score of 15-20)

No immediate risk of exposure to occupants but requires remedial works.

Longer term priority:

(Score of 14 or lower)

Low asbestos risk, little risk of exposure to occupants unless material is disturbed.

Reassessment of asbestos containing materials should be carried out at regular intervals as the condition of the materials or use of an area may change.

Appendix A Bulk analysis results



Clearview
Environmental Ltd

Clearview Environmental Ltd
North Street, Wigston, Leicester. LE18 1PS
www.clearviewenv.com
e: contact@clearviewenv.com
t: 0116 288 8256



Certificate for Identification of Asbestos Fibres

Report No: J025489 Date Issued: 3 Nov 2017

Client:	Glenfield Parish Council	Attention of:	Beverley Greenwood
Client Address:	Park House, Stamford Street, Glenfield, Leicester, LE3 8DL	Client Ref:	P17088
Site Address:	Park House, Stamford Street, Glenfield, Leicester, LE3 8DL	Date Received:	02/11/2017

Number of Samples:	3	Sampled by:	Adrian Bach	Date Analysed:	03/11/2017
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Clearview Sample No.	Client Sample No.	Sample Location	Sample Description	Fibre Type Detected	Comments
002 - AT002700	2	Kitchen 1, Beneath Sink	Bitumen pad	No Asbestos Detected	
015 - AT002701	15	Kitchen, Beneath Sink	Bitumen pad	No Asbestos Detected	
029 - AT002702	29	External areas, Window panels and cladding to clock tower	Cement	No Asbestos Detected	

Analyst	Hamish Spence	Signature	
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Samples of material(s) [detailed above] have been examined to determine the presence of asbestos fibres, using Polarised Light Microscopy together with dispersion staining based on the HSEs guidance document HSG248 and Clearview Environmental Ltd in house documented method SPM002. All samples taken by Clearview Environmental Ltd have been sampled in accordance with CAR 2012, HSG264 & HSG248.

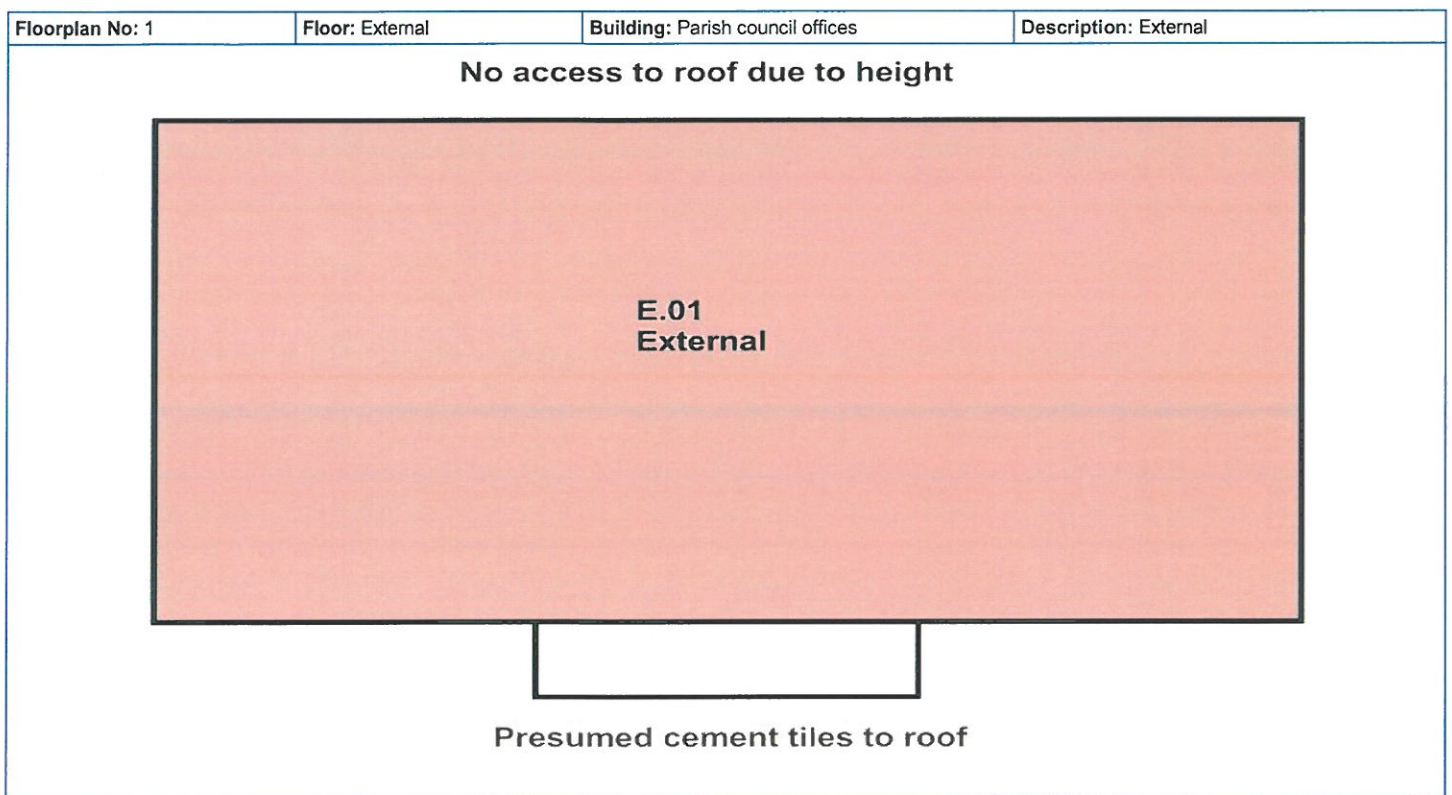
For third party sampling, the site address and sample location will be reported as provided by the client. Clearview Environmental Ltd is not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Clearview Environmental Ltd cannot be held responsible for the interpretation of the results shown.

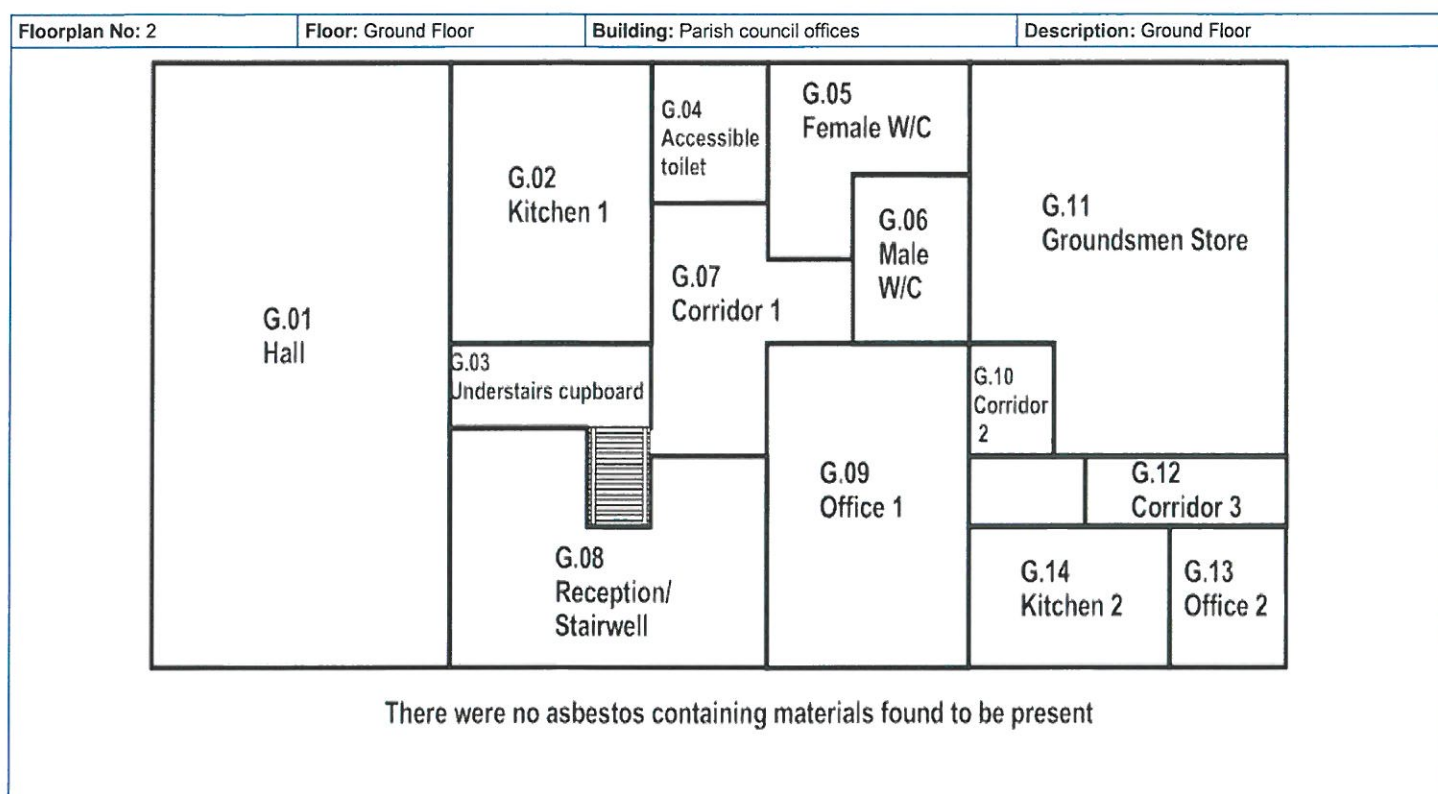
All sample found to be deviating from policies defined in document TPS63 (UKAS Policy on Deviating Samples) Shall be listed in the comments box. As a result, the test result(s) may be invalid. Opinions and interpretations are outside the scope of the UKAS accreditation.

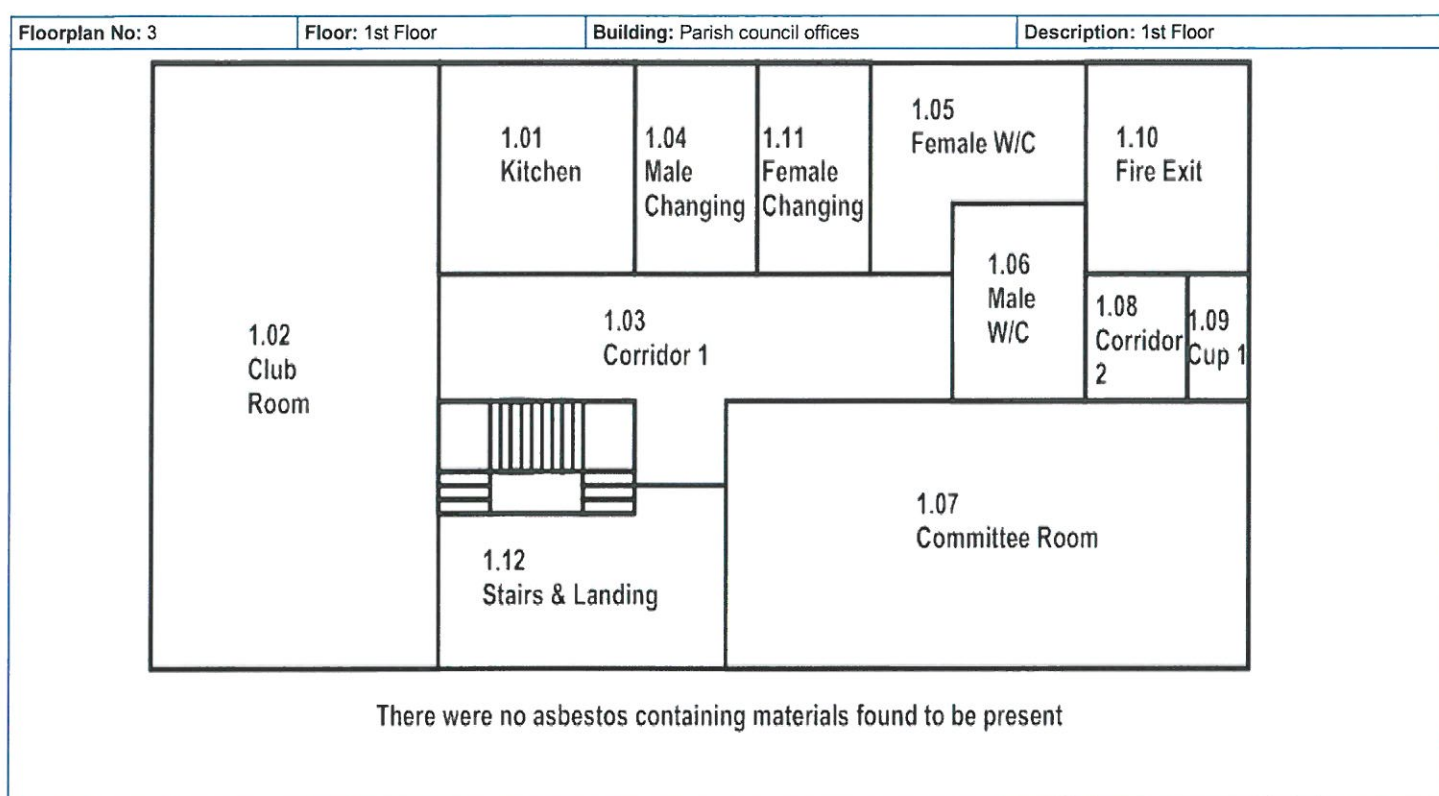
This Report shall not be reproduced except in full, without written approval of the laboratory. (V2), or subsequent V numbers, after the report number signifies that the original certificate (or previous amended certificate) has been replaced.

Key - NADIS = No Asbestos Detected in Sample. N.B - All Samples will be retained for a minimum of 6 months

Appendix B Site plans







Floorplan No: 4	Floor: Roof Void	Building: Parish council offices	Description: Roof Void
<p>Restricted access due to filing cabinet beneath hatch</p> <div><p>R.01 Roof Void</p></div> <p>There were no asbestos containing materials found to be present</p>			

Appendix C Survey findings

Room Code	Designation/Block	Floor	Location	Room Notes
E.01	Parish council offices	External	External areas	Walls - brick, rainwater goods - plastic, column cladding - wood, fascias - wood, soffits - wood, conduit - metal, balcony soffit - wood, balcony floor - wood, canopy soffit - wood
G.01	Parish council offices	Gnd Floor	Hall	Ceiling - plaster, walls - plaster, floor - wood, pipework - exposed and unlagged
G.02	Parish council offices	Gnd Floor	Kitchen 1	Ceiling - plaster, walls - plaster & ceramic tiles, floor - vinyl, pipework - exposed and unlagged, boxing - wood & ceramic tiles
G.03	Parish council offices	Gnd Floor	Understairs cupboard	Ceiling - concrete, walls - brick/ block & plaster, floor - vinyl
G.04	Parish council offices	Gnd Floor	Accessible toilet	Ceiling - plaster, walls - ceramic tiles, floor - vinyl, pipework - exposed and unlagged, boxing - wood, cistern - ceramic
G.05	Parish council offices	Gnd Floor	Female Toilet	Ceiling - plaster, walls - ceramic tiles, floor - vinyl, pipework - exposed and unlagged, cistern - ceramic
G.06	Parish council offices	Gnd Floor	Male Toilet	Ceiling - plaster, walls - ceramic tiles, floor - vinyl, pipework - exposed and unlagged, cistern - ceramic
G.07	Parish council offices	Gnd Floor	Corridor 1	Ceiling - plaster, walls - plaster, floor - concrete & carpet

Room Code	Designation/Block	Floor	Location	Room Notes
G.08	Parish council offices	Gnd Floor	Reception / stairwell	Ceiling - plaster and wood, walls - plaster, floor - concrete wood & carpet, pipework - exposed and unlagged, stair nosing - rubber, stair treads - concrete
G.09	Parish council offices	Gnd Floor	Office 1	Ceiling - plaster, walls - plaster, floor - concrete & carpet, pipework - exposed and unlagged
G.10	Parish council offices	Gnd Floor	Corridor 2	Ceiling - plaster, walls - brick/ block, floor - concrete & carpet
G.11	Parish council offices	Gnd Floor	Groundsmen store	Ceiling - plaster, walls - brick/ block, floor - concrete, switchgear - modern, boxing - wood
G.12	Parish council offices	Gnd Floor	Corridor 3	Ceiling - plaster, walls - plaster, floor - vinyl
G.13	Parish council offices	Gnd Floor	Office 2	Ceiling - plaster, walls - plaster, floor - vinyl, pipework - exposed and unlagged, boxing - wood
G.14	Parish council offices	Gnd Floor	Kitchen 2	Ceiling - plaster, walls - plaster & ceramic tiles, floor - vinyl, pipework - exposed and unlagged
1.01	Parish council offices	1st Floor	Kitchen	Ceiling - plaster, walls - plaster & ceramic tiles, floor - vinyl, boxing - wood & ceramic tiles

Room Code	Designation/Block	Floor	Location	Room Notes
1.02	Parish council offices	1st Floor	Club room	Ceiling - plaster, walls - plaster, floor - vinyl, pipework - exposed and unlagged
1.03	Parish council offices	1st Floor	Corridor 1	Ceiling - plaster, walls - plaster, floor - concrete & carpet
1.04	Parish council offices	1st Floor	Male Changing	Ceiling - plaster, walls - plaster, floor - vinyl, pipework - exposed and unlagged
1.05	Parish council offices	1st Floor	Female Toilet	Ceiling - plaster, walls - ceramic tiles, floor - vinyl, pipework - exposed and unlagged, cistern - ceramic
1.06	Parish council offices	1st Floor	Male Toilet	Ceiling - plaster, walls - ceramic tiles, floor - vinyl, pipework - exposed and unlagged, cistern - ceramic
1.07	Parish council offices	1st Floor	Committee room	Ceiling - plaster, walls - plaster, floor - concrete & carpet, pipework - exposed and unlagged
1.08	Parish council offices	1st Floor	Corridor 2	Ceiling - plaster, walls - plaster, floor - vinyl, pipework - exposed and unlagged
1.09	Parish council offices	1st Floor	Cupboard 1	Ceiling - plaster, walls - plaster & wood, floor - wood

Room Code	Designation/Block	Floor	Location	Room Notes
1.10	Parish council offices	1st Floor	Fire exit	Ceiling - plaster, walls - plaster, floor - vinyl, pipework - exposed and unlagged, boxing - wood, boilers - modern, hot water cylinder - foam insulated
1.11	Parish council offices	1st Floor	Female Changing	Ceiling - plaster, walls - plaster, floor - vinyl, pipework - exposed and unlagged
1.12	Parish council offices	1st Floor	Landing and stairs	Ceiling - plaster, walls - plaster, floor - concrete & carpet, pipework - exposed and unlagged, window panels - wood
R.01	Parish council offices	Roof Void	Loft	Roof lining - modern felt, walls - brick/ block, loft insulation - man made mineral fibre, pipework - exposed and foam insulated, water tank - plastic, water tank insulation - man made mineral fibre, hatch - wood, firebreak - mmmf insulation