



Refurbishment Survey (with MA + PA)

Wivenhoe Town Council Offices
77 High Street
Wivenhoe
CO7 9AB



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1.0 Executive summary:



Asbestos containing materials have been identified during the Refurbishment Survey and the specific areas are categorized below in order according to the initial Material Risk Assessment made by Ashbee Surveying Limited.

HIGH RISK MATERIALS - Material Score 10 and above or Priority Score of 18-24

Asbestos in poor condition, or asbestos debris/contamination has been identified within the following areas listed in the table below. It is recommended that risk assessment (s) are undertaken to ensure that Regulation 4, Regulation 10, Regulation 11, and Regulation 16 of the Control of Asbestos Regulations 2012 are complied with.

Building	Floor	Room	Item	Material	Risk assessment Score	Recommendations
There were no results found.						

MEDIUM RISK MATERIALS - Material Score Between 7 and 9 or Priority Score of 12-17

Asbestos containing materials, which are unsealed or damaged, have been identified within the following areas listed in the table below. It is recommended that remedial work to seal or remove these materials is undertaken as a priority and that air monitoring is carried out within adjacent areas in order to assess airborne fibre levels.

Building	Floor	Room	Item	Material	Risk assessment Score	Recommendations
There were no results found.						

1.0 Executive summary:



LOW RISK MATERIALS - Material Score 6 and below or Priority Score of less than 11

Asbestos Containing Materials have been identified which are in good condition, A management policy and plan need to be implemented to manage these materials safely. The materials require labelling and the condition of these materials re-inspected at 24 monthly intervals.

Building	Floor	Room	Item	Material	Risk assessment Score	Recommendations
Main	Ground Floor	Store room G06	Insulation board	Asbestos Insulating Board	LOW (11)	Removal By Licensed Contractor
Main	Ground Floor	Office 2 G09	Grey tiles	Reinforced Composite	LOW (11)	Removal
Main	Ground Floor	Sorting room G02	Textured coating to plasterboard	Textured Coating	LOW (10)	Removal
Main	Ground Floor	Annex area G03	Textured coating to plasterboard	Textured Coating	LOW (10)	Removal
Main	Ground Floor	Office 1 G07	Textured coating to plasterboard	Textured Coating	LOW (10)	Removal
Main	Ground Floor	Office 3 G10	Textured coating to plasterboard	Textured Coating	LOW (10)	Removal
Main	Ground Floor	Sorting room G02	Bitumen pipe	Reinforced Composite	LOW (9)	Removal
Main	Ground Floor	Hallway G08	Textured coating to plasterboard	Textured Coating	LOW (9)	Removal
Main	Ground Floor	Office 2 G09	Textured coating to plasterboard	Textured Coating	LOW (9)	Removal
Main	1st Floor	Reception 105	Textured coating	Textured Coating	LOW (9)	Removal
Main	1st Floor	Store 108	Safe	Asbestos Insulating Board	LOW (9)	Further Investigation required
Main	Ground Floor	Kitchen G01	Textured coating to plasterboard	Textured Coating	VERY LOW (8)	Removal
Main	Ground Floor	Lobby G05	Textured coating to plasterboard	Textured Coating	VERY LOW (8)	Removal
Main	Ground Floor	Store room G06	Bitumen	Reinforced Composite	VERY LOW (8)	Removal
Main	Ground Floor	Office 1 G07	Bitumen adhesive	Well Bound Material	VERY LOW (8)	Removal
Main	Ground Floor	Office 3 G10	Bitumen adhesive	Well Bound Material	VERY LOW (8)	Removal
Main	Ground Floor	Stairwell lobby G11	Textured coating to plasterboard	Textured Coating	VERY LOW (8)	Removal

Main	Ground Floor	Entrance G12	Textured coating to plasterboard	Textured Coating	VERY LOW (8)	Removal
Main	Ground Floor	Entrance G12	Bitumen pipe	Reinforced Composite	VERY LOW (8)	Removal
Main	1st Floor	Wc 102	Bakealight	Reinforced Composite	VERY LOW (8)	Removal

Building	Floor	Room	Item	Material	Risk assessment Score	Recommendations
Main	1st Floor	Reception 105	Bitumen pipe	Reinforced Composite	VERY LOW (8)	Removal
Main	1st Floor	Office 1 107	Bitumen pipe	Reinforced Composite	VERY LOW (8)	Removal
Main	Ground Floor	Electrical cupboard G04	Bitumen pipe	Reinforced Composite	VERY LOW (7)	Removal
Main	Ground Floor	Under stairs G13	Grey tiles	Reinforced Composite	VERY LOW (7)	Removal
Main	Roof Void	Loft R01	Roof tile debris	Asbestos Cement	VERY LOW (7)	Removal
Main	External	Wc E01	Bitumen pipe	Reinforced Composite	VERY LOW (7)	Removal
Main	External	Wc E01	Bakealight	Reinforced Composite	VERY LOW (7)	Removal
Main	Ground Floor	Hallway G08	Bitumen adhesive	Well Bound Material	VERY LOW (6)	Removal
Main	Ground Floor	Stairwell lobby G11	Bitumen adhesive	Well Bound Material	VERY LOW (6)	Removal
Main	Roof Void	Loft R01	Bitumen adhesive	Well Bound Material	VERY LOW (6)	Removal
Main	External	External E02	Tiles	Asbestos Cement	VERY LOW (6)	Removal
Main	Ground Floor	Lobby G05	Bitumen adhesive	Well Bound Material	VERY LOW (5)	Removal

1.0 Executive summary:



PRESUMED ASBESTOS/NO ACCESS AREA

Asbestos Containing Materials have been presumed as being present to the following areas where access could not be gained. A management policy and plan needs to identify that these areas require inspection once access can be provided. These areas require re-inspection for accessibility at 24 monthly intervals.



Building	Floor	Room/Area	Recommendation
There were no results found.			

Building Notes:

Internal notes: N/A
External notes: N/A

2.0 Contract Review:



Name and address of site:	Wivenhoe Town Council Offices, 77 High Street, Wivenhoe		
Name and address of client:	Duncan Clark & Beckett LTD (Essex), 12a Williams Walk, Colchester		
Client contact:	Clare Richmond		
Type of survey:	Refurbishment Survey (with MA + PA)		
Date of survey:	6 Jun 2022		
Report Revision Number:	1		
TEAMS internal job number:	J000189		
Lead surveyor[s]:	Steve Lynn	Signature:	
Technically reviewed by:	Kelly Bracegirdle	Signature:	
Report issue date:	9 Jun 2022		

3.0 Introduction/Objectives:



Ashbee Surveying Limited received an order of confirmation to undertake a Refurbishment Survey from Duncan Clark & Beckett LTD (Essex). This order has been accepted on the basis of the original quotation and our terms and conditions of business.

The order relates to a Refurbishment survey of:

Wivenhoe Town Council Offices
77 High Street
Wivenhoe
CO7 9AB

The survey was carried out by Steve Lynn.

The Type of survey selected / requested by the client was a Refurbishment survey.

The reason for selecting this survey is to enable the client to identify asbestos in his premises so that it can be removed prior to major refurbishment.

The survey has included the completion of priority assessment in accordance with HSG227. This priority assessment was completed with input from the duty holder and his representatives.

This survey was carried out in accordance with documented in house procedures, which are based on the HSE Guidance document HSG 264.

3.1 Purpose of Survey

The purpose of this Major refurbishment Survey is to help the duty holder identify asbestos in these premises, prior to. It provides sufficient information to help the tendering process for removal works prior to any work starting. However it is strongly recommended that any asbestos removal should be undertaken against a detailed specification. We further recommend the appointed removal contractor should attend the site to confirm for themselves the quantities and location of asbestos to be removed, prior to costing.

3.2 Aim of Survey

The aim of the survey was to;

1. Locate and record the location, extent, and product type as far as reasonably practicable of known or presumed ACM's.
2. Inspect and record information on the accessibility, condition and surface treatment of know or presumed ACM's
3. Determine and record the asbestos type based on sampling or by making a presumption based on product type and appearance
4. Locate all ACM's within the fabric of the building prior to refurbishment.

3.0 Introduction/Objectives(Cont): - Type of Survey



3.3 Type of Survey – Refurbishment Survey

The purpose of this major refurbishment survey is to identify ACM's to be removed prior to any major refurbishment work being carried out. This type of survey is used to locate and describe as far as is reasonably practicable all ACM's in the whole building if major refurbishment is planned.

Major refurbishment surveys are intended to locate all asbestos within the building. It is a disruptive, fully intrusive survey that involves destructive inspection techniques that penetrate the building structure extensively. This involves breaking into floors, through walls, into wall voids ceilings, cladding, boxing, as necessary to gain access to all areas, including the inner fabric of the building. A full sampling programme is undertaken to identify possible ACM's and estimate their quantities.

The survey is designed to be used to help the tendering process, and should be used to start generating a specification for tendering the removal of ACM's from the building prior to major refurbishment.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified buried within the fabric of the building during the survey. Asbestos shuttering buried within concrete slabs, asbestos hidden by structural supports, asbestos hidden behind other asbestos products, and building structures which are unsafe to fully access are potential locations.

It must be presumed that asbestos may remain unidentified to these type of areas and if suspect materials are uncovered during major refurbishment then samples should be taken for analysis.

4.0 Desk Top Review and Survey Planning:



Details of information requested from the Duty Holder by Ashbee Surveying Limited in order to carry out a desk top review and plan the survey in accordance with HSG 264 were recorded on our pre-survey questionnaire, along with details of all the information that were provided by Clare Richmond on behalf of the client.

The Information provided was assessed during the desktop review and a survey plan, and risk assessment was produced for the survey of:

Wivenhoe Town Council Offices
77 High Street
Wivenhoe
CO7 9AB

The Refurbishment Survey was carried out to To carry out a full refurbishment survey to the council offices at Wivenhoe.

The following areas were excluded from the Refurbishment Survey: None.

Where information was provided regarding the presence of known or presumed asbestos materials then this has been validated during the course of the survey, and recorded within this report.

Detailed drawings were not provided by the client at the time of the survey.

A decontamination unit was not needed onsite during the survey.

Utilities and services were still live at the time of the survey.

Access equipment for working at heights was not required.

The survey did not involve confined space working.

The client did not inform Ashbee Surveying Limited of any chemical/biological hazards.

An appropriate exchange of information has occurred between Clare Richmond and Ashbee Surveying Limited to enable survey planning in accordance with 'HSG264 Asbestos : The Survey Guide'.

5.0 Survey Method



5.1 This survey has been undertaken in accordance with HSG264 and Ashbee Surveying Limited in house procedures.

5.2 Clients of Ashbee Surveying Limited that have signed our terms and conditions are deemed to have agreed, and accepted, our surveying approach, our sampling strategy, and our standard planning, surveying and reporting format unless they have made specific requests to the contrary.

5.3 The information provided by the client or their representative are recorded in the planning document and has been used to define the scope of the survey.

5.4 Photographs of suspected ACM's will be taken at the time of the survey unless the client expressly requests otherwise. Sampling points and suspected ACM's will not be identified with labels unless the client expressly requests otherwise.

5.5 All fibrous materials and item will be included in the survey unless, in the surveyors professional opinion, these items can be excluded (eg. Wood, wallpaper, man-made mineral fibre). Samples of all thermoplastic floor coverings will be taken unless, in the surveyors professional opinion, such items can be excluded. All textured coatings and novel bituminous will be sampled.

5.6 Areas that could not be accessed were presumed to have ACM's present until proven otherwise. Each area requiring further inspection is documented within the Executive summary (Inaccessible areas). Inaccessible areas are also shown on the plan drawings (Appendix 5)

5.7 Materials that could not be accessed and in the surveyors opinion can be dismissed will be presumed to be ACM unless proven otherwise. Materials that are not sampled but, in the surveyors opinion, have a similar appearance, location and function as a previously sampled material will be strongly presumed to be similar to the sampled material.

5.8 The quantity of samples taken may have been minimised by using 'strongly presumed' as defined above. Materials that are 'strongly presumed' to be similar to a material that has already been sampled will be recorded in the comments section of the survey and referenced against the original sampled material.

5.9 Our surveyor has made every attempt to avoid causing damage during the management surveys whilst attempting to identify possible ACM's. Minor repairs will be made and any areas accessed will be left in a safe condition.

5.10 Intrusive damage that is required to gain access to an area/location that is within the scope of the survey has been agreed with the client or the clients representative. Any remedial action will be put in place before such action is attempted. If remedial action cannot be arranged, no attempt to access the area will be made and the reasons recorded. The area/location will be presumed to have ACM's present until proven otherwise.

5.11 Non fibrous materials and item known not to contain asbestos (eg Breeze block, plaster, plasterboard plastics and non textured paints) will be excluded from the survey unless the surveyor suspects that these materials have been contaminated with asbestos from other sources or specifically requested by the client.

5.12 Older electrical equipment, which cannot be shown to contain ACM's, has been presumed to have ACM's present unless, in the surveyors professional opinion, such items can be excluded.

6.0 Exclusions and Caveats:



6.1 For safety reasons it is not possible to inspect internal areas of plant and machinery.

Access to internal wall linings and general cavities was restricted to avoid excessive damage to surface finishes.

Where areas have been designated as 'no access' or 'restricted access', unless further inspection/sampling proves otherwise, the presumption has been made that these structures/areas contain asbestos materials.

During the course of the survey it may not have been possible to access all areas of the site. Details of areas requiring further access are identified within the Data Sheets of this report. In accordance with HSG 264, asbestos is presumed to be present within these areas and should be treated accordingly until further inspection and analysis of building fabric and services proves otherwise.

It is recommended that further intrusive inspection and sampling be carried out where site refurbishment, maintenance, or similar may disturb Asbestos Containing Materials that have remained inaccessible during this survey, this should be a refurbishment/demolition survey as described in HSG 264.

Residual asbestos material may be present beneath re-lagged services and cannot be detected unless the re-lagging is systematically removed. Caution should therefore be taken when working on such materials for the potential presence of asbestos residue.

Textured Coatings such as "Artex" may contain a trace quantity of Chrysotile asbestos. Due to this low asbestos content, applications of this product may be non-homogenous and may elicit both positive and negative samples. Where both positive and negative samples are obtained the client should presume that the textured coating contains Chrysotile throughout even though a non-detected result has been obtained.

This report does not include investigations into land contamination associated with asbestos or any other contaminant.

6.2 Specific caveats

It was agreed with the client that access above or behind known ACM's was not required within the survey.

It was agreed with the client that core boring into the concrete slabs was not required within the survey.

Duncan Clark & Beckett LTD (Essex) has requested a less intrusive survey to existing doors and windows with no intrusive inspection to be carried out to, or within the immediate area of, these features.

Underground services were not included in the survey.

It has been agreed with Duncan Clark & Beckett LTD (Essex) that there was not any unsafe structures on site.

NB limited intrusion were made on the 1st floor due to the office space still in use at time of the survey

7.0 Sampling and Analysis:



7.1 The object of bulk sampling is to identify the nature and extent of any visible ACM.

7.2 Bulk sampling is undertaken inline with the recognised safe procedures in order to cause minimal possible nuisance and potential risk to health of the building occupants and visitors. Bulk samples are taken in accordance with documented in-house procedures, following guidelines detailed in HSG264 'The Survey Guide' and HSG248 'The Analyst Guide'. The quantity of samples taken will be minimised by using 'strongly presumed'. Materials that are 'strongly presumed' to be similar to a material that has already been sampled will be recorded in the comments section of the survey record and referenced against the original sampled material.

7.3 Bulk samples are returned to the appointed bulk analysis laboratory with the appropriate sample / report reference number. Where appropriate; a label will be left on site adjacent to the sample location.

7.4 The label will indicate the sample number and the date taken. This label can be used along with the report for cross reference purposes.

7.5 Bulk sample analysis is carried out in accordance with HSE document HSG 248 'The Analysts Guide' and Ashbee Surveying Limited documented in-house methods. Samples are examined under a low magnification stereomicroscope and the fibres teased apart. The fibres are then mounted in liquids of known refractive indices and examined under high magnification using polarised light and dispersion staining in accordance with HSG 248 'The Analysts Guide'.

7.6 The bulk sample description and analysis results can be found in Appendix 4 of this report – The analysis certificate.

Key to Analysis Results:

Chrysotile - White Asbestos

Amosite - Brown Asbestos

Crocidolite - Blue Asbestos

Tremolite - Rare Asbestos

Actinolite - Rare Asbestos

Anthophyllite - Rare Asbestos

8.0 Survey Results - Interpretation:



Survey Results

8.1 The results of the survey inspections and sampling undertaken are recorded on the enclosed Survey Data Sheets (appendix 2), Asbestos Register (appendix 1) and Non-Asbestos Material Register (appendix 3). Where asbestos containing material have been identified or presumed to be present then a Material Assessment Algorithm has been calculated as detailed in HSG 264 and reproduced in the table below:

8.2 Within the survey data sheets the individual scores in brackets, for each sample variable, are added together to form the final material/priority risk assessment algorithm score.

8.0 Survey Results - Interpretation (cont):



Material Risk Assessment Algorithm

Product type [or debris from product]

Score	Examples of scores
1	Asbestos reinforced composites [plastics, resins, mastics, roofing felts, vinyl floor tiles, semi- rigid paint, decorative finishes and asbestos cement etc]
2	Asbestos insulating board, mill boards, other low-density boards, textiles, gaskets, ropes and woven materials and asbestos paper.
3	Thermal insulation [e.g. pipe and boiler lagging], sprayed asbestos, loose asbestos, asbestos mattresses and packing.

Extent of damage/deterioration

Score	Examples of scores
0	Good condition: no visible damage
1	Low damage: a few scratches or surface marks, broken edges on boards or tiles, etc.
2	Moderate damage: significant breakage of materials or several small areas where material has been damaged exposing fibrous edges.
3	High damage or deterioration of materials, sprays and thermal insulation. Visible asbestos contamination by debris or residues.

Surface treatment

Score	Examples of scores
0	Composite materials containing asbestos, reinforced plastics, resins, vinyl tiles
1	Enclosed sprays or insulation, AIB [with exposed face encapsulated], cement sheets, etc.
2	Unsealed AIB, encapsulated insulation and sprays.
3	Unsealed insulation and sprays.

Asbestos Type

Score	Examples of scores
1	Chrysotile
2	Amphibole asbestos (excluding Crocidolite)
3	Crocidolite

Priority Risk Assessment Algorithm

Assessment Factor		Score	Examples of score variables
Normal occupant activity	Main type of activity in area	0 1 2 3	Rare disturbance activity (e.g. little used store room) Low disturbance activities (e.g. office type activity) Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs) High levels of disturbance, (e.g. fire door with asbestos insulating board sheet in constant use)
	Secondary activities for area	As above	As above
Likelihood of disturbance	Location	0 1 2 3	Outdoors Large rooms or well ventilated areas Rooms up to 100m ² Confined spaces
		0 1 2 3	Usually inaccessible or unlikely to be disturbed Occasionally likely to be disturbed Easily disturbed Routinely disturbed
	Accessibility	0 1 2 3	Small amounts or items (e.g. strings, gaskets) ≤10m ² or ≤10m pipe run >10m ² to ≤50m ² or >10m to ≤50m pipe run >50m ² or >50m pipe run
		0 1 2 3	
	Extent/amount	0 1 2 3	
		0 1 2 3	
	Human exposure potential	0 1 2 3	None 1 to 3 4 to 10 >10
		0 1 2 3	Infrequent Monthly Weekly Daily
	Average time area is in use	0 1 2 3	<1 hour >1 to <3 hours >3 to <6 hours >6 hours
		0 1 2 3	
	Maintenance activity	0 1 2 3	Minor disturbance (e.g. possibility of contact when gaining access) Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling) Medium disturbance (e.g. lifting one or two asbestos insulating board ceiling tiles to access a valve) High disturbance (e.g. removing a number of asbestos insulating board ceiling tiles to replace a valve or for re-cabling)
		0 1 2 3	ACM unlikely to be disturbed for maintenance ≤1 per year >1 per year >1 per month

Material Risk Assessment Score



Risk Category	Risk	Score Range	Fibre release potential
A	HIGH	Material Score 10 and above or Priority Score of 18-24	High risk with a high potential to release fibres if disturbed
B	MEDIUM	Material Score Between 7 and 9 or Priority Score of 12-17	Medium risk with a medium potential to release fibres if disturbed
C	LOW	Material Score Between 5 and 6 or Priority score of 9-11	Low risk with and having low potential to release fibres if disturbed
D	VERY LOW	Material Score 4 and below or Priority Score of less than 8	Very low risk with and having very low potential to release fibres if disturbed

9.0 Recommendations:



9.1 To comply with and ensure that the requirements of section 2 & 3 of the Health and Safety at Work Act (as amended) 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and the Control of Substances Hazardous to Health 2002 are met, the following recommendations should be implemented:

9.2 Undertake suitable and sufficient Risk Assessments of identified asbestos containing materials against normal occupation and maintenance operations, in compliance with Regulations 3 of the Management of Health & Safety at Work Regulations 1999 and Regulation 6 of the Control of Asbestos Regulations 2012.

9.3 The findings of the survey be brought to the attention of those persons who are likely to come in contact with asbestos, in compliance with Section 2 and 3 of the Health and Safety at Work Act (as amended) 1974 and Regulation 10 of the Control of Asbestos Regulations 2012.

9.4 Implement an Asbestos Management Policy, Plan and review process in compliance Regulation 4 of the Control of Asbestos Regulations 2012.

9.5 Instigate regular inspections, to record and update details of retained asbestos containing materials.

9.6 Review the arrangement under the management plan in accordance with regulation 4 of the CAR 2012.

9.7 During the course of the survey it may not have been possible to access all areas of the site. Details of areas requiring further access are identified within the Data Sheets of this report. In accordance with HSG 264, asbestos has been presumed to be present within these areas and should be treated accordingly until further inspection and analysis of building fabric and services proves otherwise.

9.8 Where asbestos debris or asbestos in poor condition has been found it is recommended that access is restricted and or controlled to these areas in accordance with Regulation 11 and Regulation 16 of the Control of Asbestos Regulations 2012.

9.9 If we have identified asbestos materials in poor condition, it is recommended that air monitoring is carried out within a number of areas where asbestos materials have been identified in order to assess airborne fibre levels within adjacent occupied areas in relation to the clearance indicator, as documented by HSG 248 the Analyst Guide.

9.10 All identified asbestos to be appropriately identified and subject to risk assessment, management, and re-inspection.

9.11 Site specific recommendations in respect to the location and condition of asbestos materials identified during the course of this inspection are detailed in the Survey Data Sheets and Asbestos register. In considering the management of asbestos materials identified to date, these recommendations should be taken into consideration.

9.12 In accordance with the Control of Asbestos Regulations 2012 the removal of ACM's fall into one of the three categories below:

Licensed Asbestos Removal

Is defined as any work, which is undertaken on a friable asbestos product or which is likely to exceed the control limit of 0.1f/cm³. A licensed asbestos removal contractor must undertake this work and a 14-day notice must be given to the HSE prior to the commencement of the work.

Notifiable Non Licensed Works

If work on an ACM causes the deterioration of the matrix material in which the asbestos fibres are firmly linked, then these works are Notifiable Non Licensed Work (NNLW). Work of this type does not require an asbestos removal licence, but the company undertaking the work must have the following:

- Notification of the work to the relevant enforcing authority prior to the work commencing.
- Medical examinations to assess each worker's state of health to be carried out, before any possible – exposure to asbestos. Then re-examinations every three years.
- Insurance for working with asbestos containing materials.
- A register of work to be kept by the employer for each employee exposed to asbestos.

Non Notifiable Non Licensed work

-Non-Licensed Works Is defined as any work, which involves short, non-continuous maintenance activities, during which only nonfriable materials are removed. It can also involve the removal of non-friable materials for refurbishment purposes. However, work of this type is only applicable where the matrix material in which the asbestos fibres are firmly linked remains intact.

- If a non-licensed contractor is appointed to undertake the removal works on the above materials, the following points must be adhered to:
- All operatives undertaking work on the material must have asbestos awareness training and practical asbestos training.

9.13 It is recommended that further intrusive investigations and sampling be carried out in accordance with HSG.264, where any major refurbishment, maintenance, installation or similar activity may expose asbestos materials that have remained inaccessible during the survey. This should be as a refurbishment/demolition survey as documented in HSG264.

9.14 The findings of this report should not be solely relied upon in obtaining costs for proposed asbestos abatement work. Any proposed abatement/removal of the asbestos should be undertaken against a detailed specification.

Appendix 1 - Asbestos Register



Building	Floor	Location /Room	S,P,SP,AS Sample No	Product Type	Condition	Surface Treatment	Asbestos Type	Quantity	Accessibility	Material Score	Priority Score	Total PA risk assessment score	Recommendation
Main	Ground Floor	Kitchen G01, Textured coating to plasterboard Ceiling	S SL000659	Textured Coating	Low Damage	Surface Sealed	Chrysotile	4m ²	Usually inaccessible or unlikely to be disturbed	4	4	8	Removal
Main	Ground Floor	Sorting room G02, Textured coating to plasterboard Ceiling	S SL000661	Textured Coating	Low Damage	Surface Sealed	Chrysotile	23m ²	Usually inaccessible or unlikely to be disturbed	4	6	10	Removal
Main	Ground Floor	Sorting room G02, Bitumen pipe Within timber boxing	S SL000662	Reinforced Composite	Good Condition	Completely Sealed	Chrysotile + Crocidolite	1lm	Usually inaccessible or unlikely to be disturbed	4	5	9	Removal
Main	Ground Floor	Annex area G03, Textured coating to plasterboard Ceiling	S SL000663	Textured Coating	Low Damage	Surface Sealed	Chrysotile	14m ²	Usually inaccessible or unlikely to be disturbed	4	6	10	Removal
Main	Ground Floor	Electrical cupboard G04, Bitumen pipe High level horizontal	SP As SL000662	Reinforced Composite	Good Condition	Completely Sealed	Chrysotile + Crocidolite	1lm	Usually inaccessible or unlikely to be disturbed	4	3	7	Removal
Main	Ground Floor	Lobby G05, Textured coating to plasterboard Ceiling	S SL000664	Textured Coating	Low Damage	Surface Sealed	Chrysotile	2m ²	Usually inaccessible or unlikely to be disturbed	4	4	8	Removal
Main	Ground Floor	Lobby G05, Bitumen adhesive Beneath modern vinyl flooring	S SL000665	Well Bound Material	Good Condition	Completely Sealed	Chrysotile	2m ²	Usually inaccessible or unlikely to be disturbed	2	3	5	Removal
Main	Ground Floor	Store room G06, Insulation board Ceiling	S SL000666	Asbestos Insulating Board	Low Damage	Surface Sealed	Chrysotile + Amosite	5m ²	Usually inaccessible or unlikely to be disturbed	6	5	11	Removal By Licensed Contractor
Main	Ground Floor	Store room G06, Bitumen Pipe	SP As SL000662	Reinforced Composite	Good Condition	Completely Sealed	Chrysotile + Crocidolite	<1lm	Usually inaccessible or unlikely to be disturbed	4	4	8	Removal
Main	Ground Floor	Office 1 G07, Textured coating to plasterboard Ceiling	S SL000667	Textured Coating	Low Damage	Surface Sealed	Chrysotile	13m ²	Usually inaccessible or unlikely to be disturbed	4	6	10	Removal

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Appendix 1 - Asbestos Register (cont)



Building	Floor	Location /Room	S,P,SP,AS Sample No	Product Type	Condition	Surface Treatment	Asbestos Type	Quantity	Accessibility	Material Score	Priority Score	Total PA risk assessment score	Recommendation
Main	Ground Floor	Office 1 G07, Bitumen adhesive Beneath modern vinyl flooring	SP As SL000665	Well Bound Material	Good Condition	Completely Sealed	Chrysotile	13m ²	Usually inaccessible or unlikely to be disturbed	2	6	8	Removal
Main	Ground Floor	Hallway G08, Textured coating to plasterboard Ceiling	S SL000668	Textured Coating	Low Damage	Surface Sealed	Chrysotile	6m ²	Usually inaccessible or unlikely to be disturbed	4	5	9	Removal
Main	Ground Floor	Hallway G08, Bitumen adhesive Beneath modern vinyl flooring	SP As SL000665	Well Bound Material	Good Condition	Completely Sealed	Chrysotile	6m ²	Usually inaccessible or unlikely to be disturbed	2	4	6	Removal
Main	Ground Floor	Office 2 G09, Textured coating to plasterboard Ceiling	S SL000669	Textured Coating	Low Damage	Surface Sealed	Chrysotile	10m ²	Usually inaccessible or unlikely to be disturbed	4	5	9	Removal
Main	Ground Floor	Office 2 G09, Grey tiles Concrete floor	S SL000670	Reinforced Composite	High Damage	Completely Sealed	Chrysotile	10m ²	Routinely disturbed	5	6	11	Removal
Main	Ground Floor	Office 3 G10, Textured coating to plasterboard Ceiling	S SL000671	Textured Coating	Low Damage	Surface Sealed	Chrysotile	15m ²	Usually inaccessible or unlikely to be disturbed	4	6	10	Removal
Main	Ground Floor	Office 3 G10, Bitumen adhesive Beneath carpet	SP As SL000665	Well Bound Material	Good Condition	Completely Sealed	Chrysotile	15m ²	Usually inaccessible or unlikely to be disturbed	2	6	8	Removal
Main	Ground Floor	Stairwell lobby G11, Textured coating to plasterboard Ceiling	S SL000672	Textured Coating	Low Damage	Surface Sealed	Chrysotile	6m ²	Usually inaccessible or unlikely to be disturbed	4	4	8	Removal
Main	Ground Floor	Stairwell lobby G11, Bitumen adhesive Beneath carpet	SP As SL000665	Well Bound Material	Good Condition	Completely Sealed	Chrysotile	6m ²	Usually inaccessible or unlikely to be disturbed	2	4	6	Removal
Main	Ground Floor	Entrance G12, Textured coating to plasterboard Ceiling	S SL000673	Textured Coating	Low Damage	Surface Sealed	Chrysotile	9m ²	Usually inaccessible or unlikely to be disturbed	4	4	8	Removal

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Appendix 1 - Asbestos Register (cont)



Building	Floor	Location /Room	S,P,SP,AS Sample No	Product Type	Condition	Surface Treatment	Asbestos Type	Quantity	Accessibility	Material Score	Priority Score	Total PA risk assessment score	Recommendation
Main	Ground Floor	Entrance G12, Bitumen pipe Within vertical timber boxing	SP As SL000662	Reinforced Composite	Good Condition	Completely Sealed	Chrysotile + Crocidolite	3lm	Usually inaccessible or unlikely to be disturbed	4	4	8	Removal
Main	Ground Floor	Under stairs G13, Grey tiles Concrete floor	S SL000674	Reinforced Composite	Good Condition	Completely Sealed	Chrysotile	2m ²	Routinely disturbed	2	5	7	Removal
Main	1st Floor	Wc 102, Bakealight Cistern and seat	S SL000675	Reinforced Composite	Good Condition	Completely Sealed	Amosite	1no.	Easily disturbed	3	5	8	Removal
Main	1st Floor	Reception 105, Textured coating Ceiling	S SL000676	Textured Coating	Low Damage	Surface Sealed	Chrysotile	13m ²	Usually inaccessible or unlikely to be disturbed	4	5	9	Removal
Main	1st Floor	Reception 105, Bitumen pipe Within vertical timber boxing	S SL000677	Reinforced Composite	Good Condition	Completely Sealed	Chrysotile + Crocidolite	2lm	Usually inaccessible or unlikely to be disturbed	4	4	8	Removal
Main	1st Floor	Office 1 107, Bitumen pipe Within vertical timber boxing	SP As SL000677	Reinforced Composite	Good Condition	Completely Sealed	Chrysotile + Crocidolite	2m ²	Usually inaccessible or unlikely to be disturbed	4	4	8	Removal
Main	1st Floor	Store 108, Safe Within safe linnings	P Visual	Asbestos Insulating Board	Good Condition	Surface Sealed	Crocidolite (or unknown)	1no.	Usually inaccessible or unlikely to be disturbed	6	3	9	Further Investigation required
Main	Roof Void	Loft R01, Bitumen adhesive Beneath mmmf insulation to floor	S SL000679	Well Bound Material	Medium Damage	Completely Sealed	Chrysotile	120m ²	Usually inaccessible or unlikely to be disturbed	4	2	6	Removal
Main	Roof Void	Loft R01, Roof tile debris To loft hatch area	S SL000680	Asbestos Cement	High Damage	Surface Sealed	Chrysotile	<1m ²	Usually inaccessible or unlikely to be disturbed	6	1	7	Removal
Main	External	Wc E01, Bitumen pipe Within vertical timber boxing	SP As SL000662	Reinforced Composite	Good Condition	Completely Sealed	Chrysotile + Crocidolite	3lm	Usually inaccessible or unlikely to be disturbed	4	3	7	Removal

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Appendix 1 - Asbestos Register (cont)



Building	Floor	Location /Room	S,P,SP,AS Sample No	Product Type	Condition	Surface Treatment	Asbestos Type	Quantity	Accessibility	Material Score	Priority Score	Total PA risk assessment score	Recommendation
Main	External	Wc E01, Bakealight Cistern	S SL000681	Reinforced Composite	Good Condition	Completely Sealed	Amosite	1no.	Usually inaccessible or unlikely to be disturbed	3	4	7	Removal
Main	External	External E02, Tiles Roof	S SL000682	Asbestos Cement	Good Condition	Surface Sealed	Chrysotile	145m²	Usually inaccessible or unlikely to be disturbed	3	3	6	Removal

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample


Appendix 2 – Survey Data Sheets



Service Type	Refurbishment Survey		
Report Revision Number	1	Surveyors	Steve Lynn
TEAMS Job Number	J000189	Survey Date	6 Jun 2022
Site Address:	Wivenhoe Town Council Offices 77 High Street Wivenhoe CO7 9AB	Bulk Analysis Laboratory	Kova Asbestos Consultants Ltd
		Sample Analysis Date	8 Jun 2022

Survey Data Sheets



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Kitchen G01	Textured coating to plasterboard Ceiling	4m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000659 (S)	Textured Coating (1)	Surface Sealed (1)	Low Damage (1)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	0		
Average Score	1	Average Score	1	Average Score	2	Average Score	0
Average of Priority	4						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	No Asbestos Detected
	Building	Room	Item	Quantity	
	Main	Kitchen G01	Bitumen pad Sink	1no.	Accessibility
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	
	SL000660 (S)	N/A	N/A	N/A	N/A


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Sorting room G02	Textured coating to plasterboard Ceiling	23m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000661 (S)	Textured Coating (1)	Surface Sealed (1)	Low Damage (1)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	2	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	2	Average Time	2		
Average Score	1	Average Score	2	Average Score	3	Average Score	0
Average of Priority	6						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile + Crocidolite (3)
	Building	Room	Item	Quantity	
	Main	Sorting room G02	Bitumen pipe Within timber boxing	11m	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000662 (S)	Reinforced Composite (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	2	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	2		
Average Score	1	Average Score	1	Average Score	3	Average Score	0
Average of Priority	5						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Annex area G03	Textured coating to plasterboard Ceiling	14m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000663 (S)	Textured Coating (1)	Surface Sealed (1)	Low Damage (1)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	2	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	2	Average Time	2		
Average Score	1	Average Score	2	Average Score	3	Average Score	0
Average of Priority	6						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile + Crocidolite (3)
	Building	Room	Item	Quantity	
	Main	Electrical cupboard G04	Bitumen pipe High level horizontal	11m	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	As SL000662 (SP)	Reinforced Composite (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	0	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	0		
Average Score	1	Average Score	1	Average Score	1	Average Score	0
Average of Priority	3						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Lobby G05	Textured coating to plasterboard Ceiling	2m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000664 (S)	Textured Coating (1)	Surface Sealed (1)	Low Damage (1)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	0		
Average Score	1	Average Score	1	Average Score	2	Average Score	0
Average of Priority	4						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Lobby G05	Bitumen adhesive Beneath modern vinyl flooring	2m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000665 (S)	Well Bound Material (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	0	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	0		
Average Score	1	Average Score	1	Average Score	1	Average Score	0
Average of Priority	3						
Material Assessment Score	2						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile + Amosite (2)
	Building	Room	Item	Quantity	
	Main	Store room G06	Insulation board Ceiling	5m²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000666 (S)	Asbestos Insulating Board (2)	Surface Sealed (1)	Low Damage (1)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	1
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	1		
Average Score	1	Average Score	1	Average Score	2	Average Score	1
Average of Priority	5						
Material Assessment Score	6						
Recommendation	Removal By Licensed Contractor						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile + Crocidolite (3)
	Building	Room	Item	Quantity	
	Main	Store room G06	Bitumen Pipe	<1lm	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	As SL000662 (SP)	Reinforced Composite (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	0		
Average Score	1	Average Score	1	Average Score	2	Average Score	0
Average of Priority	4						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Office 1 G07	Textured coating to plasterboard Ceiling	13m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000667 (S)	Textured Coating (1)	Surface Sealed (1)	Low Damage (1)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	2	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	2	Average Time	2		
Average Score	1	Average Score	2	Average Score	3	Average Score	0
Average of Priority	6						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Office 1 G07	Bitumen adhesive Beneath modern vinyl flooring	13m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	As SL000665 (SP)	Well Bound Material (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	2	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	2	Average Time	2		
Average Score	1	Average Score	2	Average Score	3	Average Score	0
Average of Priority	6						
Material Assessment Score	2						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Hallway G08	Textured coating to plasterboard Ceiling	6m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000668 (S)	Textured Coating (1)	Surface Sealed (1)	Low Damage (1)	Usually inaccessible or unlikely to be disturbed (0)

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	2	Average Time	0		
Average Score	1	Average Score	2	Average Score	2	Average Score	0
Average of Priority	5						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Hallway G08	Bitumen adhesive Beneath modern vinyl flooring	6m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	As SL000665 (SP)	Well Bound Material (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	0		
Average Score	1	Average Score	1	Average Score	2	Average Score	0
Average of Priority	4						
Material Assessment Score	2						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Office 2 G09	Textured coating to plasterboard Ceiling	10m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000669 (S)	Textured Coating (1)	Surface Sealed (1)	Low Damage (1)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	2	Average Time	2		
Average Score	1	Average Score	2	Average Score	2	Average Score	0
Average of Priority	5						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Office 2 G09	Grey tiles Concrete floor	10m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000670 (S)	Reinforced Composite (1)	Completely Sealed (0)	High Damage (3)	Routinely disturbed (3)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	3	Frequency of use	3	Frequency of maintenance	0
		Amount	2	Average Time	2		
Average Score	1	Average Score	3	Average Score	2	Average Score	0
Average of Priority	6						
Material Assessment Score	5						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Office 3 G10	Textured coating to plasterboard Ceiling	15m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000671 (S)	Textured Coating (1)	Surface Sealed (1)	Low Damage (1)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	2	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	2	Average Time	2		
Average Score	1	Average Score	2	Average Score	3	Average Score	0
Average of Priority	6						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Office 3 G10	Bitumen adhesive Beneath carpet	15m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	As SL000665 (SP)	Well Bound Material (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	2	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	2	Average Time	2		
Average Score	1	Average Score	2	Average Score	3	Average Score	0
Average of Priority	6						
Material Assessment Score	2						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Stairwell lobby G11	Textured coating to plasterboard Ceiling	6m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000672 (S)	Textured Coating (1)	Surface Sealed (1)	Low Damage (1)	Usually inaccessible or unlikely to be disturbed (0)

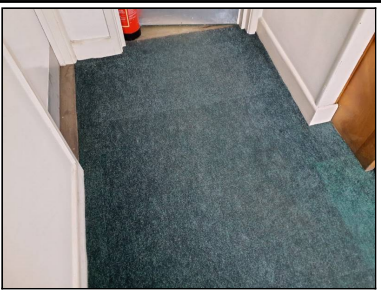
Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	1		
Average Score	1	Average Score	1	Average Score	2	Average Score	0
Average of Priority	4						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Stairwell lobby G11	Bitumen adhesive Beneath carpet	6m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	As SL000665 (SP)	Well Bound Material (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)

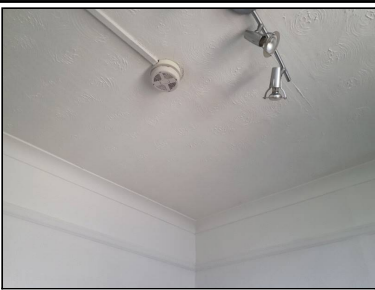
Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	1		
Average Score	1	Average Score	1	Average Score	2	Average Score	0
Average of Priority	4						
Material Assessment Score	2						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Entrance G12	Textured coating to plasterboard Ceiling	9m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000673 (S)	Textured Coating (1)	Surface Sealed (1)	Low Damage (1)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	1		
Average Score	1	Average Score	1	Average Score	2	Average Score	0
Average of Priority	4						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile + Crocidolite (3)
	Building	Room	Item	Quantity	
	Main	Entrance G12	Bitumen pipe Within vertical timber boxing	3lm	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	As SL000662 (SP)	Reinforced Composite (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	1		
Average Score	1	Average Score	1	Average Score	2	Average Score	0
Average of Priority	4						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Ground Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Under stairs G13	Grey tiles Concrete floor	2m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000674 (S)	Reinforced Composite (1)	Completely Sealed (0)	Good Condition (0)	Routinely disturbed (3)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	3	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	0		
Average Score	1	Average Score	2	Average Score	2	Average Score	0
Average of Priority	5						
Material Assessment Score	2						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	1st Floor	N/A
	Building	Room	Item	Quantity	
	Main	Landing 101	No suspect materials found	N/A	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	Visual (P)	N/A	N/A	N/A	N/A


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	1st Floor	Amosite (2)
	Building	Room	Item	Quantity	
	Main	Wc 102	Bakealight Cistern and seat	1no.	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000675 (S)	Reinforced Composite (1)	Completely Sealed (0)	Good Condition (0)	Easily disturbed (2)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	2	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	0		
Average Score	1	Average Score	2	Average Score	2	Average Score	0
Average of Priority	5						
Material Assessment Score	3						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	1st Floor	N/A
	Building	Room	Item	Quantity	
	Main	Chambers 103	No suspect materials found	N/A	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	Visual (P)	N/A	N/A	N/A	N/A


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	1st Floor	N/A
	Building	Room	Item	Quantity	
	Main	Wc 104	No suspect materials found	N/A	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	Visual (P)	N/A	N/A	N/A	N/A


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	1st Floor	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Reception 105	Textured coating Ceiling	13m²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000676 (S)	Textured Coating (1)	Surface Sealed (1)	Low Damage (1)	Usually inaccessible or unlikely to be disturbed (0)

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	2	Average Time	2		
Average Score	1	Average Score	2	Average Score	2	Average Score	0
Average of Priority	5						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	1st Floor	Chrysotile + Crocidolite (3)
	Building	Room	Item	Quantity	
	Main	Reception 105	Bitumen pipe Within vertical timber boxing	2lm	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000677 (S)	Reinforced Composite (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)

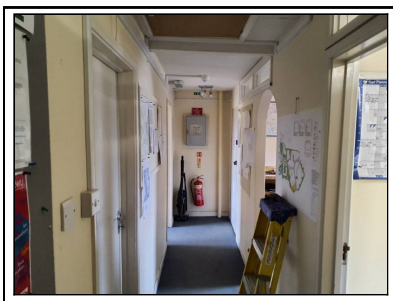
Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	2		
Average Score	1	Average Score	1	Average Score	2	Average Score	0
Average of Priority	4						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	1st Floor	N/A
	Building	Room	Item	Quantity	
	Main	Hallway 106	No suspect materials found	N/A	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	Visual (P)	N/A	N/A	N/A	N/A


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	1st Floor	Chrysotile + Crocidolite (3)
	Building	Room	Item	Quantity	
	Main	Office 1 107	Bitumen pipe Within vertical timber boxing	2m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	As SL000677 (SP)	Reinforced Composite (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	2		
Average Score	1	Average Score	1	Average Score	2	Average Score	0
Average of Priority	4						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	1st Floor	Crocidolite (or unknown) (3)
	Building	Room	Item	Quantity	
	Main	Store 108	Safe Within safe linings	1no.	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	Visual (P)	Asbestos Insulating Board (2)	Surface Sealed (1)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	0	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	1		
Average Score	0	Average Score	1	Average Score	2	Average Score	0
Average of Priority	3						
Material Assessment Score	6						
Recommendation	Further Investigation required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	1st Floor	N/A
	Building	Room	Item	Quantity	
	Main	Office 2 109	No suspect materials found	N/A	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	Visual (P)	N/A	N/A	N/A	N/A

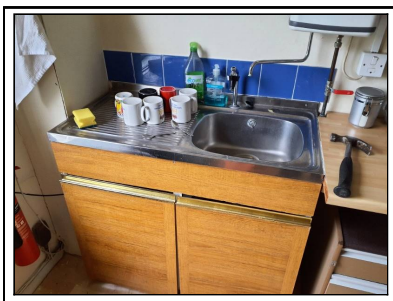
Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	1st Floor	No Asbestos Detected
	Building	Room	Item	Quantity	
	Main	Kitchen 110	Bitumen pad Sink	1no.	Accessibility
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	
	SL000678 (S)	N/A	N/A	N/A	N/A

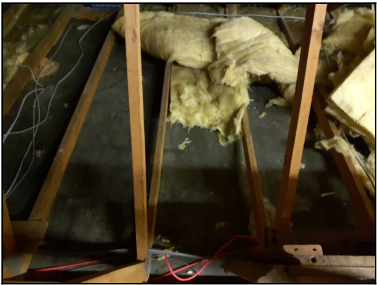
Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Roof Void	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Loft R01	Bitumen adhesive Beneath mmmf insulation to floor	120m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000679 (S)	Well Bound Material (1)	Completely Sealed (0)	Medium Damage (2)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	0	Location	1	Number of occupants	0	Type of Maintenance	0
		Accessibility	0	Frequency of use	0	Frequency of maintenance	0
		Amount	3	Average Time	0		
Average Score	0	Average Score	2	Average Score	0	Average Score	0
Average of Priority	2						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	Roof Void	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	Loft R01	Roof tile debris To loft hatch area	<1m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000680 (S)	Asbestos Cement (1)	Surface Sealed (1)	High Damage (3)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	0	Location	1	Number of occupants	0	Type of Maintenance	0
		Accessibility	0	Frequency of use	0	Frequency of maintenance	0
		Amount	1	Average Time	0		
Average Score	0	Average Score	1	Average Score	0	Average Score	0
Average of Priority	1						
Material Assessment Score	6						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	External	Chrysotile + Crocidolite (3)
	Building	Room	Item	Quantity	
	Main	Wc E01	Bitumen pipe Within vertical timber boxing	3lm	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	As SL000662 (SP)	Reinforced Composite (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	0	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	0		
Average Score	0	Average Score	1	Average Score	2	Average Score	0
Average of Priority	3						
Material Assessment Score	4						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	External	Amosite (2)
	Building	Room	Item	Quantity	
	Main	Wc E01	Bakealight Cistern	1no.	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000681 (S)	Reinforced Composite (1)	Completely Sealed (0)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)


Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	2	Number of occupants	1	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	1	Average Time	0		
Average Score	1	Average Score	1	Average Score	2	Average Score	0
Average of Priority	4						
Material Assessment Score	3						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Jun 2022	Steve Lynn	Refurbishment Survey	External	Chrysotile (1)
	Building	Room	Item	Quantity	
	Main	External E02	Tiles Roof	145m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	SL000682 (S)	Asbestos Cement (1)	Surface Sealed (1)	Good Condition (0)	Usually inaccessible or unlikely to be disturbed (0)

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	1	Location	0	Number of occupants	0	Type of Maintenance	0
		Accessibility	0	Frequency of use	3	Frequency of maintenance	0
		Amount	3	Average Time	0		
Average Score	1	Average Score	1	Average Score	1	Average Score	0
Average of Priority	3						
Material Assessment Score	3						
Recommendation	Removal						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Appendix 3 - Areas Surveyed



Building	Floor	Room No:	Room Type	Item
Main	External	E01	Wc	Smooth plasterboard ceiling, smooth plastered solid walls, particularly ceramic tiled walls, modern vinyl flooring to concrete floor, vertical timber boxing, plastic soil pipe, metal window, ceramic tile sill, timber door and frame.
Main	External	E02	External	Tiled pitched roof, plastic rain water goods, timber fascia and soffits, brick walls, metal windows modern putty, timber doors and frames.
Main	Ground Floor	G01	Kitchen	Plasterboard ceiling, smooth plastered solid walls, plasterboard wall, ceramic tiled splashback, fitted units, modern vinyl flooring to concrete floor, glowworm wall hung boiler, metal flue, metal window, ceramic tile sill, timber door frame.
Main	Ground Floor	G02	Sorting room	Plasterboard ceiling, smooth plastered solid walls, plasterboard wall, modern vinyl flooring to timber floorboards floor, uninsulated metal pipework to metal radiators, metal window, timber sills, timber doors and frame.
Main	Ground Floor	G03	Annex area	Plasterboard ceiling, smooth plastered solid walls, plasterboard wall, modern vinyl flooring to timber floorboards floor, uninsulated metal pipework to metal radiator, metal window, timber sills, timber doors and frame.
Main	Ground Floor	G04	Electrical cupboard	Plaster to ceiling, smooth plastered solid walls, timber floorboards, modern electrics with timber panels, timber doors and frame.
Main	Ground Floor	G05	Lobby	Plasterboard ceiling, smooth plastered solid walls, modern vinyl flooring to concrete floor, timber doors and frames.
Main	Ground Floor	G06	Store room	Insulation boarding to ceiling, smooth plastered solid walls, concrete floor, timber door and frame.
Main	Ground Floor	G07	Office 1	Plasterboard ceiling, smooth plastered solid walls, modern vinyl flooring to concrete floor, uninsulated metal pipework to metal radiator, metal windows, timber sills, timber doors and frames.
Main	Ground Floor	G08	Hallway	Plasterboard ceiling, smooth plastered solid walls, modern vinyl flooring to concrete, timber doors and frames.

Appendix 3 - Areas Surveyed (cont)



Building	Floor	Room No:	Room Type	Item
Main	Ground Floor	G09	Office 2	Plasterboard ceiling, smooth plastered solid walls, concrete floor, uninsulated metal pipework to metal radiator, modern safe, metal windows, timber sills, timber doors and frames.
Main	Ground Floor	G10	Office 3	Plasterboard ceiling, smooth plastered solid walls, carpet to concrete floor, modern electrics, metal windows, timber sills, timber doors and frames.
Main	Ground Floor	G11	Stairwell lobby	Plasterboard ceiling, smooth plastered solid walls, carpet to concrete floor, modern electrics, metal window, timber sill, timber doors and frames.
Main	Ground Floor	G12	Entrance	Lath and plastered ceiling, wallpaper to plastered solid walls, carpet to timber floor, timber window, timber doors and frames.
Main	Ground Floor	G13	Under stairs	Plasterboard ceiling, smooth plastered solid walls, concrete floor, timber door and frame.
Main	1st Floor	101	Landing	Smooth plasterboard ceiling, smooth plastered solid walls, carpet to timber floorboards, timber panels to stairs, modern stair treads.
Main	1st Floor	102	Wc	Smooth plasterboard ceiling, smooth plastered solid walls, modern vinyl flooring to timber floorboards, low level horizontal timber boxing housing plastic soil pipe, metal window, timber sill, timber doors and frames.
Main	1st Floor	103	Chambers	Smooth plasterboard ceiling, smooth plastered solid walls, carpet to timber floorboards, metal windows, timber sills, timber door and frame.
Main	1st Floor	104	Wc	Smooth plasterboard ceiling, plastic wall panels, modern vinyl flooring to timber floorboards, uninsulated metal pipework, ceramic cistern, plastic soil pipe, metal window, plastic sill, timber door and frame.
Main	1st Floor	105	Reception	Textured coating to plasterboard ceiling, smooth plastered solid walls, carpet to timber floorboards, vertical timber boxing, metal window, timber sill, timber doors and frames, glass door headers.

Appendix 3 - Areas Surveyed (cont)



Building	Floor	Room No:	Room Type	Item
Main	1st Floor	106	Hallway	Smooth plasterboard ceiling, plasterboard walls, carpet to timber floorboards, modern electrics, timber loft hatch.
Main	1st Floor	107	Office 1	Smooth plasterboard ceiling, smooth plastered solid walls, plasterboard wall, carpet to timber floorboards, metal windows, timber sills, timber door and frame.
Main	1st Floor	108	Store	Smooth plasterboard ceiling, smooth plastered solid walls, plasterboard wall, modern vinyl flooring to timber floorboards, metal window, timber sill, timber door and frame.
Main	1st Floor	109	Office 2	Smooth plasterboard ceiling, smooth plastered solid walls, plasterboard walls, carpet to timber floorboards, metal window, timber sill, timber door and frame.
Main	1st Floor	110	Kitchen	Smooth plasterboard ceiling, smooth plastered solid walls, plasterboard wall, fitted units, modern vinyl flooring to timber floorboards, modern electrics within timber cupboard, vertical timber boxing housing plastic stench pipe, metal window, timber sill, timber door and frame.
Main	Roof Void	R01	Loft	Modern felt to pitched roof, mmmf to bitumen to timber floor, plastic pipes, timber loft hatch.

Appendix 4 – Sample Certificates



CLIENT DETAILS

FAO: Kelly Bracegirdle
Ashbee Surveying Ltd
Newbridge Farm,
Fox Street, Ardleigh,
Colchester,
CO7 7PN

BULK ANALYSIS REPORT

Report No: - BK 9317

Date Sample Received: 06-Jun-22. Confirmation Date: 08-Jun-22
Job No: - 46254. Survey No (if applicable): -
Order No: -J000189
Client Reference: - N/A
Sample Source: - Provided by Client

Report For : - Wivenhoe Town Council Office, High Street, Wivenhoe

Samples analysed on 08 June 2022

Sample No	Client Ref	Sample Location/Description	Material Type (See # Note)	Asbestos Fibre Type
9317-1	SL659	Kitchen - Ceiling	Textured Coating	Chrysotile
9317-2	SL660	Kitchen - Sink Pad	Sink Pad	No Asbestos Detected
9317-3	SL661	Sorting Room - Ceiling	Textured Coating	Chrysotile
9317-4	SL662	Sorting Room - Bitumen Pipe	Bitumen	Chrysotile & Crocidolite
9317-5	SL663	Annex Area - Ceiling	Textured Coating	Chrysotile
9317-6	SL664	Lobby - Ceiling	Textured Coating	Chrysotile
9317-7	SL665	Lobby - Bitumen	Bitumen	Chrysotile
9317-8	SL666	Store - Board	Board	Amosite & Chrysotile
9317-9	SL667	Office 1 - Ceiling	Textured Coating	Chrysotile
9317-10	SL668	Hallway - Ceiling	Textured Coating	Chrysotile
9317-11	SL669	Office 2 - Ceiling	Textured Coating	Chrysotile
9317-12	SL670	Office 2 - Grey Floor Tile	Floor Tile with Bitumen Adhesive	Chrysotile
Analysis Notes Chrysotile in Floor Tile & Bitumen				
9317-13	SL671	Office 3 - Ceiling	Textured Coating	Chrysotile
9317-14	SL672	Stairwell Lobby - Ceiling	Textured Coating	Chrysotile
9317-15	SL673	Entrance - Ceiling	Textured Coating	Chrysotile
9317-16	SL674	Under Stairs - Grey Floor Tiles	Floor Tile with Bitumen Adhesive	Chrysotile
Analysis Notes Chrysotile in Floor Tile & Bitumen				
9317-17	SL675	WC - Cistern	Cistern	Amosite
9317-18	SL676	Reception - Ceiling	Textured Coating	No Asbestos Detected
9317-19	SL677	Reception - Bitumen Pipe	Bitumen	Chrysotile & Crocidolite
9317-20	SL678	Kitchen - Sink Pad	Sink Pad	No Asbestos Detected
9317-21	SL679	Loft - Bitumen	Bitumen	Chrysotile
9317-22	SL680	Loft - Tile Debris	Debris	Chrysotile
9317-23	SL681	WC - Cistern	Cistern	Amosite
9317-24	SL682	External - Roof Tiles	Roof Tile	Chrysotile

Sample(s) of material referenced above, have been examined with a stereo microscope, polarised light microscopy and dispersion staining technique as described in the Company's SAS 04 Document that incorporates methods set out in the HSG 248. Opinions/Interpretations are not covered by UKAS Accreditation.

This Company cannot guarantee the quality or the accuracy of the sample details where supplied by a third party. All results apply to samples as received. The referenced sample(s) have been tested/examined and certified in accordance with the terms of the contract/order applicable and unless otherwise stated, conform fully to the standards/specifications quoted. This does not however guarantee the balance of production from which the test sample(s) have been taken from, to be of an equal quality.

Note: The Material type associated to each sample is purely a subjective opinion of the analyst based on asbestos content and visual appearance of the sample at the time of analysis. This company cannot be held responsible for inaccuracies based on this subjective opinion which falls outside the scope of our UKAS accreditation.

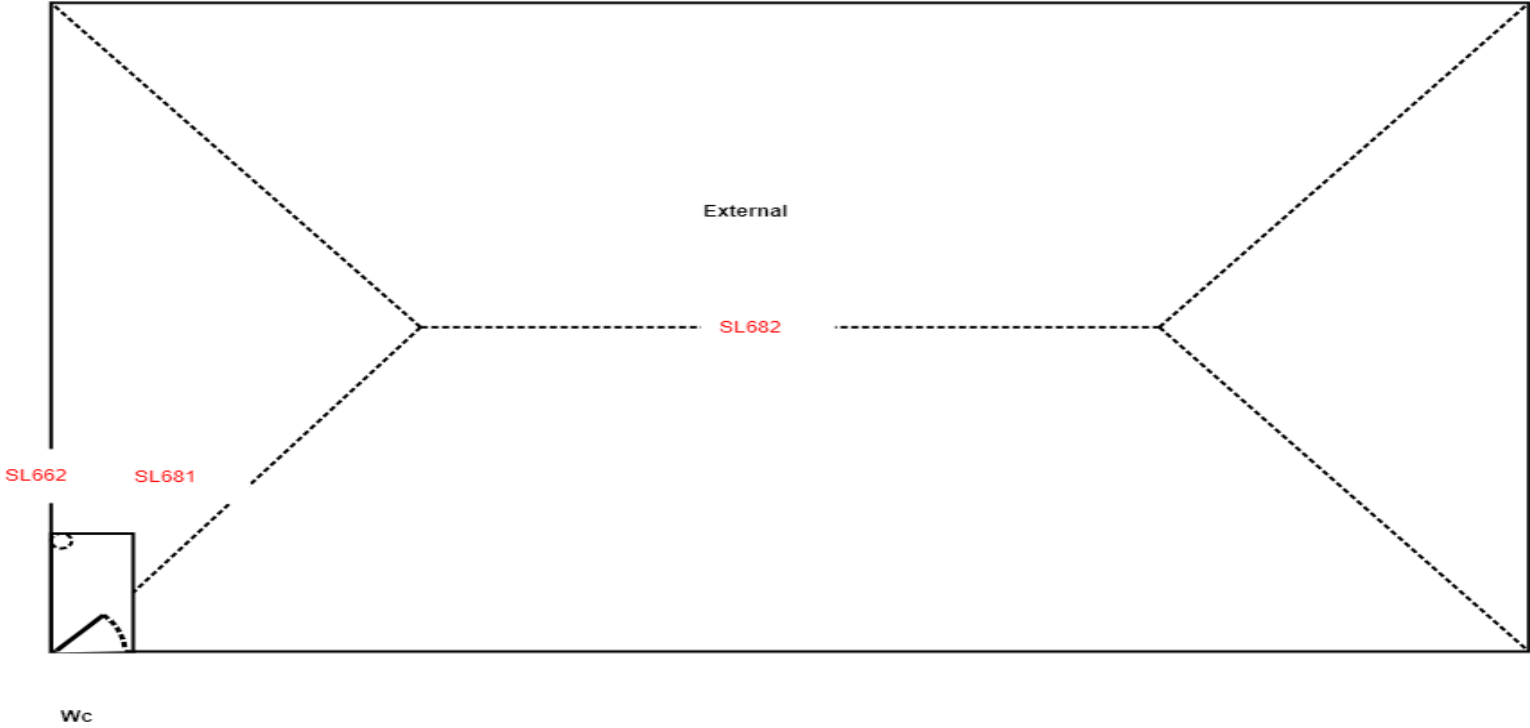
Kova Asbestos Consultants Ltd will retain all samples for a minimum of 6 months and all records for a minimum of 7 years.

VB

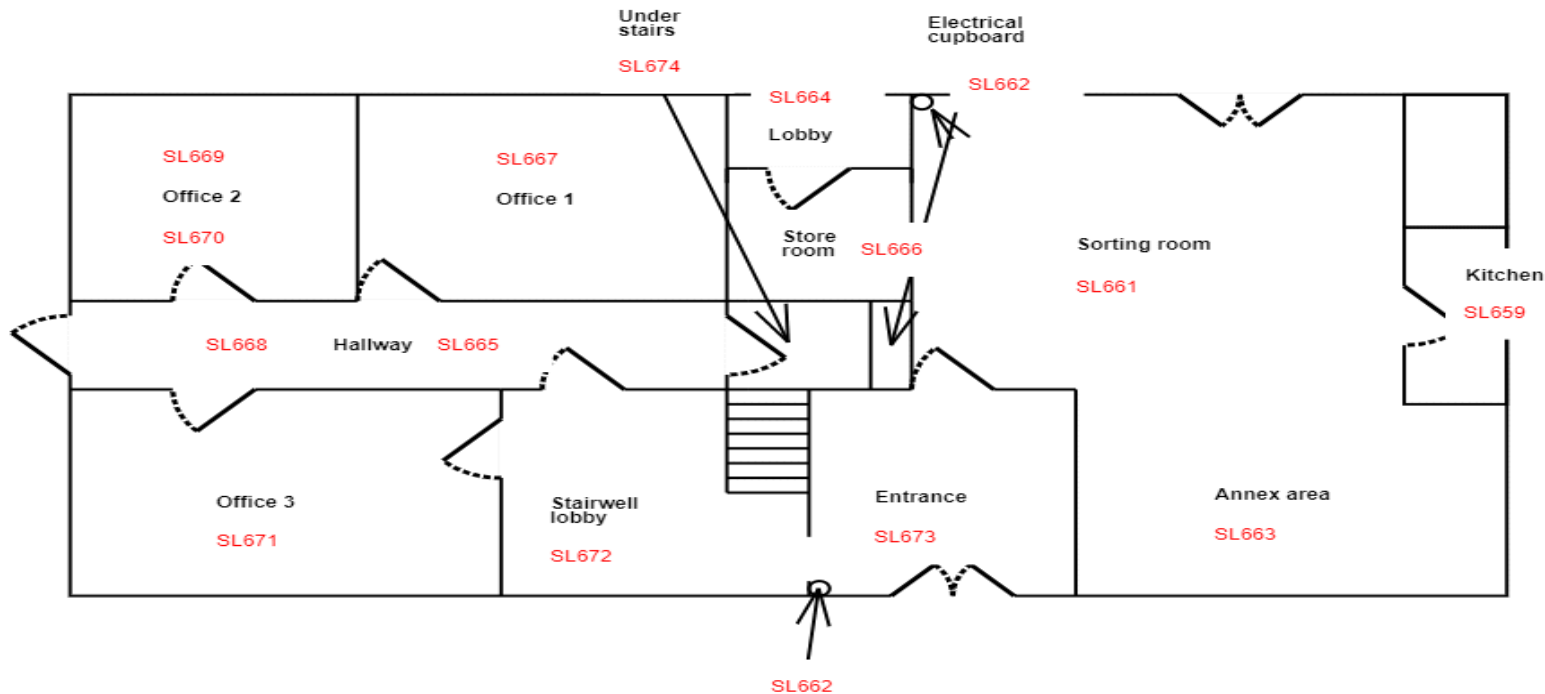
Analysed and Authorised by:
Vaida Bagvilaite (Bulk Analyst)

Appendix 5 – Plans

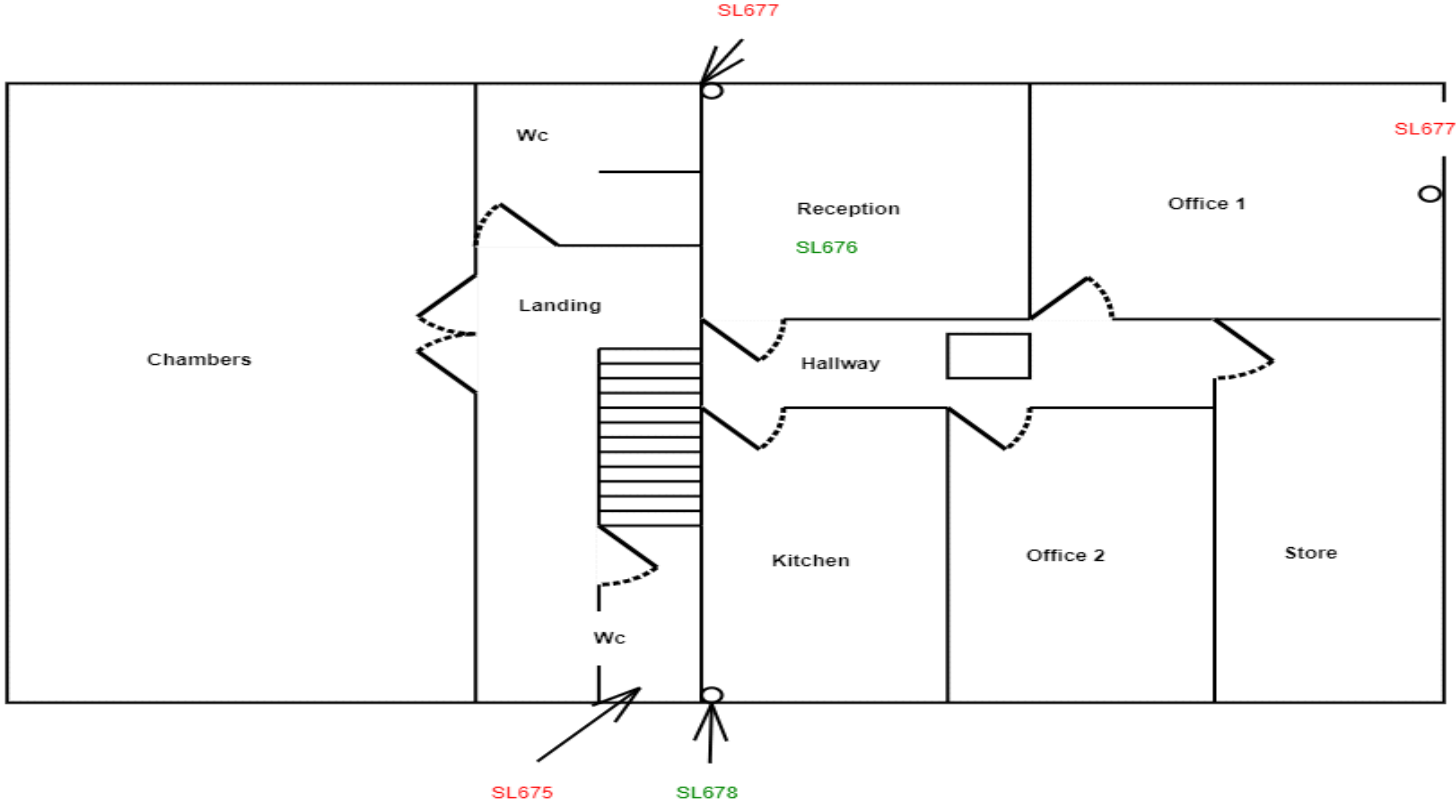




Client: Duncan Clark & Beckett LTD (Essex)		
Site: Wivenhoe Town Council Offices		
Floor: External		
UPRN No: N/A		



Client: Duncan Clark & Beckett LTD (Essex)
Site: Wivenhoe Town Council Offices
Floor: Ground Floor
UPRN No: N/A



Client: Duncan Clark & Beckett LTD (Essex)
Site: Wivenhoe Town Council Offices
Floor: 1st Floor
UPRN No: N/A



Client: Duncan Clark & Beckett LTD (Essex)		
Site: Wivenhoe Town Council Offices		
Floor: Roof Void		
UPRN No: N/A		