

THIS AGREEMENT is made on the nineth day of November 2023

BETWEEN:

(1) The Lord Chancellor, acting on behalf of the Crown, of 102 Petty France,  
London, SW1H 9AJ (the "First Client");

(2) H&W Courts Limited, (company registration number 03716039) whose registered office  
address is at 3 More London Riverside, London, SE1 2AQ (the "Second Client")

(together the "Clients")

and

(3) W.T. Partnership Limited (company registration number 01130989) whose registered  
office is at AMP House, Dingwall Road, Croydon, Surrey, CR0 2LX (the "Consultant").

This contract has been made using the RICS Standard Form of Consultant's Appointment, England and Wales, May 2022.

Changes to the RICS terms are as follows:

Under Schedule 3 the addition of 4 appendices

Appendix B - Specification for the Provision of a PFI Expiry Survey

Appendix C - Asset Condition Survey Scope

Appendix D - PPM Checklist Template

Appendix E – Indicative Asset Survey Template

Definition of Adjudicator - removed

Definition of Client Contracts – First Client amended to First and Second Client

Definition of funder – removed

Definition of Purchaser – removed

CI 3.6 ref to First Client is amended to either of the Clients

CI 4.1 removed “or the project”

CI 9.12; 10.1; 10.2; 10.3; 10.4; 10.6; 15.1; 15.2; 15.3; 15.4; 15.5; 15.6; 15.7; 15.8; 15.9; and Schedule 2 Part C (g); ref to the First Client is changed to Clients

CI 14.3 – removed

CI 16 Dispute Resolution has been removed and replaced with the following clause

Dispute resolution

1.1 If there is a dispute between the parties, their senior representatives who have authority to settle the dispute will, within 28 days of a written request from any party, meet in good faith to resolve the dispute by commercial negotiation.

1.2 If the dispute is not resolved at that meeting, the parties can attempt to settle it by mediation using the Centre for Effective Dispute Resolution (“CEDR”) Model Mediation Procedure current at the time of the dispute. If the parties cannot agree on a mediator, the mediator will be nominated by CEDR. If any party does not wish to use, or continue to use mediation, or mediation does not resolve the dispute, the dispute must be resolved using Clauses 16.3 to 16.5.

1.3 Unless either Client refers the dispute to arbitration, the parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:

- a determine the dispute;
- b grant interim remedies; and
- c grant any other provisional or protective relief.

1.4 The Consultant agrees that either Client has the right to refer any dispute to be finally resolved by arbitration under the London Court of International Arbitration Rules current at the time of the dispute. There will be only one arbitrator. The seat or legal place of the arbitration will be London and the proceedings will be in English.

1.5 Either Client has the right to refer a dispute to arbitration even if the Consultant has started or has attempted to start court proceedings under Clause 16.3, unless the Client have agreed to the court proceedings or participated in them. Even if court proceedings have started, the Parties must do everything necessary to ensure that the court proceedings are stayed in favour of any arbitration proceedings if they are started under Clause 16.4.

Under Schedule 1 Services have been amended to

- Building Surveys
- Facilities Management Compliance Audit Services

See Appendix B – Specification for the Provision of a PFI Expiry Survey.

See Appendix C – Asset Condition Survey Scope

See Appendix D – PPM Checklist Template

See Appendix E – Indicative Asset Survey Template

Under Schedule 2 Fees and Payment Part A – Fee the Lump sum is selected

Save as otherwise provided in this Appointment, the Consultant's remuneration for the provision of the Basic Services is the fixed lump sum of £42,935.82 pounds. This sum is exclusive of VAT. The Fee instalments are broken down as

Instalment date/milestone date for completion of activity/key date	Proportion of Fee for the Basic Services (amount or percentage)
<b>Hereford Magistrates Court</b> Compliance Report Completion Asset Condition Survey report <b>Total</b>	<b>REDACTED UNDER FOIA SECTION 43 COMMERCIAL INFORMATION</b>
<b>Worcester Magistrates Court</b> Compliance Report Completion Asset Condition Survey report <b>Total</b>	<b>REDACTED UNDER FOIA SECTION 43 COMMERCIAL INFORMATION</b>
<b>Kidderminster Magistrates Court</b> Compliance Report Completion Asset Condition Survey report <b>Total</b>	<b>REDACTED UNDER FOIA SECTION 43 COMMERCIAL INFORMATION</b>
<b>Redditch Magistrates Court</b> Compliance Report Completion Asset Condition Survey report <b>Total</b>	<b>REDACTED UNDER FOIA SECTION 43 COMMERCIAL INFORMATION</b>

Under Part D – Rates for Additional Services (Clause 10.4) the following were added

Name	Role/position	Hourly rate (£)*	Daily rate (£)*
REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION	Senior F M Consultant	REDACTED UNDER FOIA SECTION 43 COMMERCIAL INFORMATION	
REDACTED	Director	REDACTED UNDER FOIA SECTION 43 COMMERCIAL INFORMATION	
	Building Surveyor	REDACTED UNDER FOIA SECTION 43 COMMERCIAL INFORMATION	
	Associate Building Surveyor	REDACTED UNDER FOIA SECTION 43 COMMERCIAL INFORMATION	
	Director	REDACTED UNDER FOIA SECTION 43 COMMERCIAL INFORMATION	

\*All rates are exclusive of VAT.

Under Schedule 3 The Clients Brief was added as follows:

This commission covers the provision of the following services at Hereford, Kidderminster, Redditch and Worcester Magistrates Court:

- 1) Review and assessment of the O&M Manuals;
- 2) Review and assessment of the As-Built Drawings;
- 3) Review and assessment of PPM Schedules;
- 4) A hand back survey at each site of all four courts for building, mechanical & electrical elements; and
- 5) Assessment of the condition for all building fabric, mechanical & electrical elements to include a written narrative report detailing the condition of the PFI assets, including items that may need to be followed up.

**Note** – A Pilot to be undertaken on Worcester Magistrates Court, with results discussed and scope amended as required prior to completing the remaining Courts.

The requirements for the asset condition survey are set out and included within Appendix C

Under the Appendix A the following details were added:

## 1.1 Definitions (applicable to Appendix A only)

The Adjudicator: London Court of International Arbitration Rules

The Professional Team:

- WT Partnership Limited

The Project:

- Provision of PPM and Statutory Audit and Asset Condition Survey's at 4 PFI HMCTS Magistrates Courts.

The Sites:

- Hereford Magistrates Courts, Bath Street, Hereford, HR1 2HE
- Kidderminster Magistrates Court and associated administrative accommodation at Comberton Place, Kidderminster, DY10 1QQ.
- Redditch Magistrates Court, Grove Street, Redditch, B98 8DB
- Worcester Magistrates Court, Bath Street, Hereford, HR1 2HE

The discipline of the Consultant:

- Facilities Management Consultant
- Building Surveying Consultant

The Consultant is the Lead Consultant

Clause 3.11 is not applicable.

The Consultant is not a 'designer' for the purposes of the CDM Regulations  
The Consultant is not responsible for the design of the Project.

The Consultant is not responsible for specifying and/or approving materials.

Clause 4.5 is not applicable.

The maximum aggregate liability of the Consultant is REDACTED UNDER FOIA SECTION 43  
COMMERCIAL INFORMATION

Clause 5.2 is not applicable.

The Consultant is not required to provide Collateral Warranties or to confer Third Party Rights  
(Clause 6.1(a))

The key personnel referred to in Clause 7:

- – Director
- – Senior FM Consultant

The person referred to in Clause 8.6: REDACTED UNDER FOIA  
SECTION 40 PERSONAL INFORMATION Limits of authority (if any):  
Not Applicable

The First Client reimburses disbursements and expenses in accordance with Part C of Schedule 2

REDACTED UNDER FOIA SECTION 43 COMMERCIAL INFORMATION for each claim or series of claims in the aggregate.

The Consultant does not waive its rights under Chapter IV of the Copyright, Design and Patents Act 1988

The benefit of this Appointment may not be assigned by the Clients without the prior written consent of the Consultant (such consent not to be unreasonably withheld or delayed)

Period of suspension is six months

The address set out at the head of this Appointment.

The address set out at the head of this Appointment.

Non-postal methods of giving notice: N/A

WHERE THE APPOINTMENT IS TO BE SIGNED UNDER HAND AND NOT AS A DEED:

Signed by or on behalf of the parties.

SIGNED by ...REDACTED UNDER FOIA SECTION  
40 PERSONAL INFORMATION.  
for and on behalf of The Lord Chancellor

SIGNED by ..... REDACTED UNDER FOIA SECTION 40 PERSONAL  
INFORMATION ...  
(Director/Secretary/Partner/Member)  
for and on behalf of H&W Courts Limited

SIGNED by ..... REDACTED UNDER FOIA SECTION 40 PERSONAL  
INFORMATION (Director/Secretary/Partner/Member) for and on behalf of W.T.  
Partnership Limited



Ministry  
of Justice

## Appendix B

### Specification for the Provision of a PFI Expiry Survey

**Background/Context** – The contract for the provision of serviced accommodation for Magistrates' Courts at Hereford, Kidderminster, Redditch and Worcester (the Project Agreement) will be expiring in September 2025.

The test at hand back is (a) full compliance with the PPM Schedules and (b) full compliance with the payment mechanism. To assist with this, the Authority may choose to conduct surveys for the purposes of verifying DBFO Co's compliance with its maintenance obligations under clause 33 (Maintenance) and Schedule B (Maintenance Management) at any time during the 12 months prior to the expiry date in order to assess whether the Serviced Accommodation and the service assets have been maintained in accordance with the Project Agreement. Clause 33.3 and Schedule B (Maintenance Management) contain the standards by which the Serviced Accommodation and all Equipment is to be measured.

This contract is for the procurement of a survey to be undertaken on the Serviced Accommodation, grounds and equipment which will be procured on a tri-party basis (Authority and DBFO Co).

Title	Supporting information/guidance	
Definitions	The Authority	Lord Chancellor
	The Buyers	The Authority and DBFO Co
	The Contractor	WT Partnership Limited
	The DBFO Co	Hereford and Worcester Courts Limited
	The FM CO	Mitie Managed Services Limited
	Equipment	All plant, machinery, fixtures, fittings, furnishings, chattels and other equipment specified in the Project Agreement Schedule A (The Service Works) (or any replacement of that equipment).

	Project Agreement	The Contract for the provision of serviced accommodation for Magistrates' Courts at Hereford, Kidderminster, Redditch and Worcester (copy provided)
	Schedule B (Maintenance Management)	Schedule B of Project Agreement (copy provided)
	Serviced Accommodation	<p>Hereford Magistrates Court, Bath Street, Hereford HR1 2HE</p> <p>Worcester Magistrates Court, Castle Street, Worcester WR1 3QZ</p> <p>Kidderminster Magistrates Court, and associated administrative accommodation at Comberton Place, Kidderminster DY10 1QQ</p> <p>Redditch Magistrates Court, Grove Street, Redditch B98 8DB</p>
<b>Scope*</b>	<p><b>The Survey Scope* will include :</b></p> <ol style="list-style-type: none"> <li>Review and assessment of the O&amp;M manuals.</li> <li>Review and assessment of the As-Built Drawings</li> <li>Review and assessment of PPM Schedules.</li> <li>A hand back survey at each site of all building, mechanical &amp; electrical components.</li> <li>Assessment of the condition for all building fabric and mechanical &amp; electrical equipment to include a written narrative report detailing the condition of the PFI assets including items to be followed up.</li> </ol> <p><i>*Pilot to be undertaken on Worcester Courts, with results discussed and scope amended as required prior to completing the remaining Courts.</i></p>	
Review and assessment of the O&M manuals and As-build Drawings	<p>The review and assessment will be undertaken in two parts;</p> <p><b>Part 1 – This will be a review to confirm that the contents of the current manuals for each site are available and contain the required updates to the manuals and drawings that would be expected to have been undertaken during the concession period (e.g. Lifecycle replacement works)*</b></p> <ol style="list-style-type: none"> <li>The Contractor to review the O&amp;M's and As Built Drawing documentation available for the individual site and highlight any gaps to the contents.</li> <li>The Contractor will review the O&amp;M information available to ensure updates have been suitably documented (i.e. relevant drawing and schematic updates) and sample (not the whole building) of specific</li> </ol>	



	<p>areas to validate if any changes have been made and captured appropriately.</p> <p>3. Additionally, if any assets have been replaced, WT to review that the base O&amp;M information is available.</p> <p><b><i>*noting that missing O&amp;M information may not be relevant and can be discussed as part of the output findings between DBFO Co, Authority and FM Co if required or relevant.</i></b></p> <p><b>Part 2 - Review the Health and Safety File index and contents and confirm that it meets the applicable statutory requirements.</b></p> <ol style="list-style-type: none"> <li>1. The Contractor will undertake a review of the current H&amp;S file index and contents, provide written commentary, highlighting any gaps that WT consider worthy of raising (from a statutory perspective) and what action is required to remedy.</li> <li>2. DBFO Co and/or FM CO to make available the current SOP's &amp; Risk Assessments for the buildings.</li> </ol>
Review and assessment of PPM Schedules.	<p>The review and assessment of PPM Schedules will consist of a review of the PPM Schedule and the Hard FM excel review of those areas highlighted in the forms in Appendix D</p> <p>The majority of supporting information requested in the excel forms is held on the sites, where available electronic copies will be provided, but the Surveyor(s) should assume the review of the documentation will be undertaken on site.</p>
Assessment of condition for all building fabric and mechanical & electrical equipment.	<p>The standards for condition for the asset surveys (which has been updated to reflect the requirements of the Project Agreement) include a coding A to D. Code A and B are compliant with the hand back requirements/a pass.</p> <p>Where coded as a 'C'. The Contractor to review the current PPM Schedules (e.g. Future Lifecycle Plans) and highlight if the relevant asset would be coded as 'A' or 'B' once those planned works were completed. In practical terms:</p> <ul style="list-style-type: none"> <li>• Step 1 would be The Contractor to undertake the surveys.</li> <li>• Step 2 would be The Contractor to issue the <b>draft</b> reports (including the review and assessment of PPM, review and assessment of the O&amp;M manuals and as-build Drawings and assessment of condition for all building fabric and mechanical &amp; electrical equipment) to the Authority/DBFO Co/FM Co at the same time.</li> <li>• Step 3 the review would be for Authority/DBFO Co/FM Co to provide comments, which would include specifically for FM Co to respond (or not) to any matters raised as a C and the works that they are either currently doing or plan to do.</li> <li>• Step 4 would be The Contractor to review the points made in Step 3, specifically the planned works and if in their view once the planned works are completed if this would change the coding from a C to an A or B and update the report accordingly.</li> </ul>
Appointment	Tri-Party Appointment with the Buyers

**Requirement Type: Output/Outcome or Technical (input)****1. Purpose:**

The purpose of the Survey is to determine (a) full compliance with the PPM Schedules and (b) full compliance with the payment mechanism.

The survey will identify whether the Serviced Accommodation and Equipment have been maintained to the conditions specified in Schedule B of the Project Agreement and identify if any aspect requires further investigation.

**2. Timing:** The surveys will be carried out on dates agreed between the Clients and Consultant. These are targeted between 1<sup>st</sup> September – 24<sup>th</sup> December 2023, with the reports shared by 24<sup>th</sup> January 2024 with a presentation to the Buyers by 31<sup>st</sup> January 2024.

**3. Methodology:**

- The methodology will broadly follow the Royal Institute of Chartered Surveyors (RICS) standards for condition and asset surveys (which has been updated to reflect the requirements of the Project Agreement) referenced in Table 1 below and include a coding A to D.
- Reference will be made to the requirements set out in the Project Agreement, Schedule B (Maintenance Management)
- The asset surveys will consist of a desktop assessment of data provided by DBFO Co, followed by visits to the buildings to inspect the Serviced Accommodation and Equipment.
- The majority of supporting information is held on the sites, where available electronic copies will be provided, but the Surveyor(s) should assume all documentation is held on site.
- The visits will be conducted over one or several days depending on asset accessibility.

**4. Qualifications:**

The Surveyor(s) are to be suitably qualified and experienced, as a minimum being Chartered status in the required discipline.

**5. Access:**

The standard hours for undertaking the surveys will be 08.30 to 17.00 and access will be arranged through the REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION.

Out of hours access can be provided for assets which are inaccessible during court operational hours, and these will be organised with the REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION Site safety procedures will be adhered to at all times.

**6. Behaviour:**

The surveyor(s) will be professional, courteous and well presented when in the HMCTS premises. The courts and tribunals buildings will be in operation for much of the time of the survey therefore the surveyor(s) will wear clear identity badges, carry the appropriate passes and advise occupiers of rooms why he or she is visiting the room if it is occupied. Confidential information will be on desks and benches, and under no circumstances will they be photographed, moved or read.

**7. Report:**

The asset surveys will be provided in the form of a written overview and a completed templates (See Appendix E attached). Examples of assets displaying performance and functionality below the acceptable standard will be captured in the form of photographs and electronic evidence attached as an appendix to the report.

Table 1 – Base condition and priority grading to be applied as the standard for the asset condition survey.

Pass/Fail Per PA	Grade	Condition Description
Pass	A	<p><b>Good (Meets the conditions of Schedule B)</b></p> <p>As new condition typically features <b><u>one or more</u></b> of the following:</p> <ul style="list-style-type: none"> <li>a. Built within the last five years or may have undergone a major replacement or refurbishment within this period and</li> <li>b. No structural, building envelope, building services or statutory compliance issues are apparent.</li> <li>c. No impacts upon operation of the building</li> <li>d. The agreed PPM maintenance schedule obligations will have been undertaken.</li> </ul>
Pass	B	<p><b>Satisfactory (Meets the conditions of Schedule B)</b></p> <p>Sound, operationally safe and exhibiting only minor deterioration to internal/external finishes, building services. Typically features <b><u>one or more</u></b> of the following:</p> <ul style="list-style-type: none"> <li>a. Only minor building envelope, building services or statutory compliance issues are apparent</li> <li>b. Minor deterioration to internal/external finishes</li> <li>c. likely to have minor impacts upon the operation of the building.</li> <li>d. The agreed PPM maintenance schedule obligations will have been undertaken.</li> </ul>
Pass / Fail	C	<p><b>Poor (Does not meet the conditions of Schedule B)*</b></p> <p>Operational but major maintenance, repair or replacement is likely to be required before the Expiry Date 06/09/2025. Typically features <b><u>one or more</u></b> of the following:</p> <ul style="list-style-type: none"> <li>a. Several structural, building envelope, building services or material statutory compliance issues are apparent or one particularly significant issue is apparent,</li> </ul>

Pass/Fail Per PA	Grade	Condition Description
		<p>b. Often including identified problems with building envelope (windows/roof etc) and/or building services (boilers/chillers etc).</p> <p>c. The agreed PPM maintenance schedule obligations have not been complied with.</p> <p><i>*Where coded as a 'C'. WT to review the current PPM Schedules (e.g. Future Lifecycle Plans) and highlight if the relevant asset would be coded as 'A' or 'B' once those planned works were completed.</i></p>
<b>Fail</b>	<b>D</b>	<p>Bad (<b>Does not meet the conditions of Schedule B</b>)</p> <p>Inoperable or serious risk of major failure or breakdown. Typically features one or more of the following:</p> <ul style="list-style-type: none"> <li>a. Building is inoperable or likely to become inoperable due to statutory compliance issues or condition representing a health and safety risk or breach.</li> <li>b. May be structural, building envelope or building services problems coupled with compliance issues.</li> <li>c. The conditions are expected to curtail operations within the building (excludes very minor items which can be rectified easily).</li> <li>d. The agreed PPM maintenance Schedule obligations have not been undertaken.</li> </ul>





## APPENDIX C

PFI Asset Condition Survey Scope

16<sup>th</sup> October 2023

## 1.0 BACKGROUND

The contract for the provision of serviced accommodation for Magistrates' Courts at Hereford, Kidderminster, Redditch and Worcester will be expiring in September 2025.

The test at hand back is (a) full compliance with the PPM Schedules and (b) full compliance with the payment mechanism. To assist with this, the Authority may choose to conduct surveys for the purposes of verifying DBFO Co's compliance with its maintenance obligations under clause 33 (Maintenance) and Schedule B (Maintenance Management) at any time during the 12 months prior to the expiry date in order to assess whether the Serviced Accommodation and the service assets have been maintained in accordance with the Project Agreement. Clause 33.3 and Schedule B (Maintenance Management) contain the standards by which the Serviced Accommodation and all Equipment is to be measured.

HMCTS and Hereford and Worcester Courts Limited the "**Parties**") want to determine that the current condition of the four buildings comply with the hand back criteria and where equipment and assets do not meet that criteria, a plan can be developed for rectification.

WT will undertake a survey Scope on the following.

- a. Review and assessment of the O&M manuals.
- b. Review and assessment of the As Built Drawings.
- c. Review and assessment of PPM Schedules.
- d. A hand back survey at each site of all building, mechanical & electrical components; and
- e. Assessment of the condition for all building fabric and mechanical & electrical equipment to include a written narrative report detailing the condition of the PFI assets including items to be followed up.

This contract is for the procurement of a survey to be undertaken on the Serviced Accommodation, grounds and equipment which will be procured on a tri-party basis (Authority and DBFO Co).

The building details and Gross Internal Floor Areas are detailed below:

Hereford Magistrates Court– GIFA 1,644.97m<sup>2</sup>.

Kidderminster magistrates Court – GIFA 1,628.85m<sup>2</sup>.

Redditch Magistrates Court – GIFA 1,409.49m<sup>2</sup>; and

Worcester magistrates Court – GIFA 2,398.24m<sup>2</sup>.

## 2.0 ASSET CONDITION SURVEY REQUIREMENTS

The Parties have agreed to undertake asset condition surveys at the four sites identified within Section 1.0.

A condition coding methodology has been agreed, which is detailed within Appendix 1 and should be followed as part of the asset condition surveys.

The PPM methodology has been agreed, which is detailed herein, and should be followed as part of the review and assessment. A copy of the review and assessment will be provided to the Building Surveyors to aid and assist them with the development of their asset condition survey and the appropriate allocations of the condition coding to the four buildings. The Parties have agreed that prior to the official issue of the PPM Report, a draft is issued to the Parties for the four sites for reviewing and providing comments.

### 2.0 ASSET CONDITION SURVEY REQUIREMENTS (CONT'D)

The Parties have agreed that the asset condition survey output will determine the standards of condition by a coding system A to D. Code A and B are compliant with the hand back requirements/a pass.

The survey will be conducted on a visual basis only and will not be intrusive.

It will include all plant, machinery, fixtures, fittings, furnishings, chattels and other equipment specified in the Project Agreement Schedule;

#### Building Fabric Elements

1. Roofs
2. External Walls
3. External Window
4. External Doors
5. Internal Walls
6. Internal Doors
7. Decorations
8. Floors
9. Stairs
10. External Areas

A condition grade will be applied at building level and not at an individual asset or system basis for Building Fabric Elements<sup>1</sup>, however should there be isolated issues that require rectification, such as specific areas or worn or ripped carpet, these will be captured within a defects noted column identifying the location, photographed, and incorporated within the asset survey output report.

<sup>1</sup> For example where the Surveyor determines the overall condition of the internal doors as a Grade A or B, but identifies one door as a Condition C or D. In this instance the Surveyor would record the overall condition of the internal Doors as a Grade A or B and record the defect of the individual door that may require rectification in the report, allocating it a Condition Grade.

The assessment of the Mechanical and Electrical (M&E) assets and systems, will review such equipment at asset level (i.e. hard wired electrical items captured and key Mechanical items such as pumps/valves etc captured) with their own condition rating.

The scope of the M&E equipment will be as detailed on the Asset Register and shall include but not be limited to items such as:

#### Mechanical & Electrical Assets

Air Conditioning & Ventilation Systems  
Water Chilled plant and Cooling Towers  
Air Handling Ventilation Systems  
Air Conditioning Units and Terminal Units  
Split/Cassette Units  
Lighting (system wide)



## 2.0 ASSET CONDITION SURVEY REQUIREMENTS (CONT'D)

### Electrical Power Supply & Distribution

- Meters
- LV Switchgear
- RCD's
- Standby Generators
- Battery & UPS/IPSS Systems
- Control Panels
- Distribution Boards
- Motor Alternator Sets
- Solar Panel Systems

### Fire Safety Systems

- Fire Alarm & Detection System (including VESDA) Parent Asset Only (Child asset count)
- Emergency Lights
- Fire Extinguisher (Count Only)
- Hose reels
- Pump Systems (Building)
- Fire Dampers
- Fire Suspension Gas & Foam (Building)
- Smoke Extract

### Security Systems

- Intruder Alarm
- PA Communications & Intercom
- CCTV
- Pull Cord/Panic Alarms
- Automatic Gates, Barriers, Doors, and Turnstiles

### Heating Systems

- Air Source Heat Pumps
- Boilers, Burners, Pump, & Vessels
- Radiators (Count Only)
- Heat Exchangers
- Underfloor Heating

### Hot Water Systems

- Calorifiers & Thermal Storage Heaters
- Water heaters
- Unvented Hot Water Systems

### Lifts & Lifting Equipment

- Passenger & Goods Lifts (Car Only)
- Dock Levellers



## 2.0 ASSET CONDITION SURVEY REQUIREMENTS (CONT'D)

### **Mechanical Systems**

Access Barriers  
Roller Shutters  
Automatic Doors

### **Controls & Sensors**

Building management Systems (Parent Asset)

### **Water/Air Systems**

Meters  
Water Storage Tanks  
Softener Plant  
Pressurisation Vessels/Sets  
Compressors

### **Safe Access Systems**

Latch way Systems

### **Fuel Storage & Associated Systems**

Diesel  
Gas  
LPG

For clarification the below M&E assets and equipment are excluded from this review, as these assets and equipment would need a specialist survey to appropriately identify the condition status:

- HV
- Sprinklers
- Hose reels
- Hoists & cradles
- Lifting Beams
- Earthing & lightning Protection
- Eyebolts

The following information will be required to enable the asset condition surveys to be appropriately undertaken, this information should be made available by DBFO Co on-site:

1. Electrical Periodic Testing Certificates
2. Lift Maintenance Records
3. Emergency Lighting Test Records & Location drawings
4. Up to date asset/plant equipment register
5. Up to date drawings/locations of plant equipment
6. Fire and Security log/register
7. Water log/register
8. Ventilation, power, domestic hot water, above ground drainage schematics (if available)

### 2.0 ASSET CONDITION SURVEY REQUIREMENTS (CONT'D)

Assets that are identified that may require remediation will be recorded, identifying the location, photograph and incorporated within the asset survey report.

The Parties have agreed that prior to the official issue of the asset condition survey report, a draft is issued to the Parties for the four sites for reviewing and providing comments.

Specifically, where coded as a 'C' H&W Courts Ltd will review the current PPM Schedules (e.g., Future Lifecycle Plans) and highlight if the relevant asset would be coded as 'A' or 'B' once those planned works were completed.

In practical terms, the review period will be **10 Business Days** for HMCTS and H&W Courts Ltd to provide comments, which would include specifically H&W Courts Ltd responding (or not) to any matters raised as a C and the works that they are either currently doing or plan to do (as noted above). The aim of this is to enable H&W Courts Ltd to review any asset or systems coded as a 'C' against their Future Lifecycle Plans. If assets are due to be replaced etc it will enable the Building Surveyor to recognise in the final output report that the relevant asset rated as a 'C' would be coded as 'A' or 'B' once those planned works were completed.

This exercise will need to be factored into the process and the theoretical nature clearly captured in the output report.

### 3.0 INFORMATION PROVIDED FOR ASSET CONDITION SURVEYS

To aid and assist the asset condition survey process, WT have been provided the asset registers for the four buildings along with key M&E drawings that have been made available by H&W Courts Ltd at the time of procuring the service.

Further building drawings are available in physical copy at each individual site for reference.

### 4.0 OUTPUT REPORT REQUIREMENTS

The Parties are seeking an output report for the four court buildings incorporating the information as set out within Section 3 herein, that will include an excel spreadsheet capturing the following areas:

- Site Name
- Building Name
- Sub-Element
- System
- Asset
- Description
- Defects Noted
- Condition
- Priority Grade
- Remedy Specification

### 4.0 OUTPUT REPORT REQUIREMENTS (CONT'D)

Whilst not part of the Hand back Survey, HMCTS have asked for the following information to be provided (for HMCTS's own use for post expiry planning) under a separate report to HMCTS (and the following information is not part of the Hand back tests).

- Cost Rate
- Total Maintenance Value
- Proposed Year Maintenance Required
- 10 Year Projection

In addition to the detailed excel spreadsheet on an individual building perspective, this is to be supplemented with a summary word document per building that highlights the key findings of the asset condition surveys where assets and systems are identified as a condition C or below.

This word summary document would need to be supplemented with photographs to enable the Parties to review individual systems and assets where condition status is C or below on a desktop basis. The Parties have agreed that prior to the official issue of word summary report, a draft is issued to the Parties for the four sites for reviewing and providing comments.

It is anticipated that the asset condition survey output will be available and issued out in draft to DBFO Co and the Authority four (4) working following the asset condition survey site visit. This timeline is the longest date and WT will where possible look to improve this timescale.

### 5.0 ACCESS TO THE BUILDING

To enable the asset condition surveys to be undertaken the Building Surveyor and M&E Engineer will need appropriate access to all areas of the building, including plant areas, lobby, service cupboards etc, such access will need to be put in place by MITIE for the dates and times the Building Surveyor attends the sites.

WT has allowed 2/3 surveyors to attend site over a single day to undertake the asset condition survey process. During this time the Building Surveyors and M&E Engineers will communicate locally with MITIE to access all areas within the buildings. Where access has not been possible, this will be flagged up within the output report.

Prior to the asset condition survey site visit, WT and MITIE will hold a pre-visit call to discuss access and agree arrangements.

### 6.0 PILOT APPROACH

The Parties have agreed to undertake pilot surveys at Worcester Magistrates and any agreed changes to the asset condition survey scope may be made post receipt of the Worcester reports following review by the Parties. Any changes will be discussed and agreed between WT and the Building Surveyor to ensure any additional costs are appropriately agreed and documented going forwards.

**APPENDIX 1 - CONDITION CODING**

## HMCTS AND AMBER INFRASTRUCTURE – PFI ASSET CONDITION SURVEY SCOPE

Pass/Fail Per PA	Grade	Condition Description
Pass	A	<p><b>Good (Meets the conditions of Schedule B)</b></p> <p>As new condition typically features <b><u>one or more</u></b> of the following:</p> <ul style="list-style-type: none"> <li>a. Built within the last five years or may have undergone a major replacement or refurbishment within this period and</li> <li>b. No structural, building envelope, building services or statutory compliance issues are apparent.</li> <li>c. No impacts upon operation of the building</li> <li>d. The agreed PPM maintenance schedule obligations will have been undertaken.</li> </ul>
Pass	B	<p><b>Satisfactory (Meets the conditions of Schedule B)</b></p> <p>Sound, operationally safe and exhibiting only minor deterioration to internal/external finishes, building services. Typically features <b><u>one or more</u></b> of the following:</p> <ul style="list-style-type: none"> <li>a. Only minor building envelope, building services or statutory compliance issues are apparent.</li> <li>b. Minor deterioration to internal/external finishes</li> <li>c. likely to have minor impacts upon the operation of the building.</li> <li>d. The agreed PPM maintenance schedule obligations will have been undertaken.</li> </ul>
Pass / Fail	C	<p><b>Poor (Does not meet the conditions of Schedule B)*</b></p> <p>Operational but major maintenance, repair or replacement is likely to be required before the Expiry Date 06/09/2025. Typically features <b><u>one or more</u></b> of the following:</p> <ul style="list-style-type: none"> <li>a. Several structural, building envelope, building services or material statutory compliance issues are apparent or one particularly significant issue is apparent,</li> <li>b. Often including identified problems with building envelope (windows/roof etc) and/or building services (boilers/chillers etc).</li> <li>c. The agreed PPM maintenance schedule obligations have not been complied with.</li> </ul>

## HMCTS AND AMBER INFRASTRUCTURE – PFI ASSET CONDITION SURVEY SCOPE

Pass/Fail Per PA	Grade	Condition Description
		<i>*Where coded as a 'C.' WT to review the current PPM Schedules (e.g., Future Lifecycle Plans) and highlight if the relevant asset would be coded as 'A' or 'B' once those planned works were completed.</i>
Fail	D	<p>Bad (<b>Does not meet the conditions of Schedule B</b>)</p> <p>Inoperable or serious risk of major failure or breakdown. Typically features one or more of the following:</p> <ul style="list-style-type: none"> <li>a. Building is inoperable or likely to become inoperable due to statutory compliance issues or condition representing a health and safety risk or breach.</li> <li>b. May be structural, building envelope or building services problems coupled with compliance issues.</li> <li>c. The conditions are expected to curtail operations within the building (excludes very minor items which can be rectified easily).</li> <li>d. The agreed PPM maintenance Schedule obligations have not been undertaken.</li> </ul>

## APPENDIX D - Asset Condition Survey Scope

<b>Building Name:</b>		<b>Date of Review:</b>	
<b>Compliance Colour Key:</b>			
	Information & records available and appear compliant	<b>Date of Issue:</b>	
	Majority of information & records available	<b>Revision Status:</b>	
	Limited information & records available	<b>Review Carried Out By:</b>	
	No information or records available	<b>Company:</b>	
	Remedial works ongoing, or further information required		
	Not Applicable		

Reference	Question	Compliance Status	Person Carrying Out Review & Date	Location Of Records	Format Of Record (Paper/Electronic)	General Comments
<b>1.0</b>	<b>Fire Safety Systems</b>					
<b>1.1</b>	<b>Fire Risk Assessment (FRA)</b>					
1.1.1	Is there an FRA available for the site?					
1.1.2	Have any significant risks been identified?					
1.1.3	Is there a programme to rectify/reduce risk?					
<b>1.2</b>	<b>Fire Detection Systems</b>					
1.2.1	Fire Alarm Cause and Effect matrix in place?					
	Was the Fire Alarm Cause and Effect matrix demonstrated on site. Did everything work in strict accordance with the matrix?					
1.2.2	Is there an annual test certificate?					
	Is there a log book of weekly alarm tests?					
1.2.3	Have failures/ deficiencies been recorded?					
1.2.4	Is there evidence of remedial works being completed/					
1.2.5	Is the Fire Alarm System reflected in the FRA?					
1.2.6	Are there testing and completion certification for newly installed fire alarm system					
1.2.7	Voice Alarm System 6M Maintenance - Is the 6M inspection completed and documented?					
<b>1.3</b>	<b>Fire Fighting Equipment - Wet/Dry Fire Mains</b>					
1.3.1	Is there a schedule of equipment and locations					
1.3.2	Is there an annual test certificate?					
1.3.3	Are there maintenance records available					
1.3.4	Are suitable fire appliance notices in place?					
1.3.5	Is the Dry fire mains reflected within the FRA?					
<b>1.4</b>	<b>Fire or Fire/Smoke Dampers</b>					

1.4.1	Is there a schedule of equipment and locations?					
1.4.2	Is there an annual Inspection report?					
1.4.3	Are there maintenance records available					
1.4.4	Have failures / deficiencies been recorded?					
1.4.5	Is there a programme to rectify/reduce risk?					
<b>1.5</b>	<b>Fire Hydrants</b>					
1.5.1	Is there a schedule of equipment and locations?					
1.5.2	Is there an annual test certificate?					
1.5.3	Are there maintenance records available					
1.5.4	Are suitable fire appliance notices in place?					
1.5.5	Is the fire hydrants reflected within the FRA?					
<b>1.6</b>	<b>Portable Extinguishers &amp; Blankets</b>					
1.6.1	Is there a schedule of equipment and locations?					
1.6.2	Is there an annual test certificate?					
1.6.3	Are there maintenance records available					
1.6.4	Are suitable fire appliance notices in place?					
1.6.5	Is the portable fire extinguishers reflected within the FRA?					
<b>1.7</b>	<b>Hose Reels &amp; Foam Inlets</b>					
1.7.1	Is there a schedule of equipment and locations					
1.7.2	Is there an annual test certificate?					
1.7.3	Are there maintenance records available					
1.7.4	Are suitable fire appliance notices in place?					
1.7.5	Is the Hose reels reflected within the FRA?					
<b>1.8</b>	<b>Fixed Extinguishing Systems</b>					
1.8.1	Is there a schedule of equipment and locations					
1.8.2	Is there an annual test certificate?					
1.8.3	Are there maintenance records available					
1.8.4	Are suitable safety notices in place?					
<b>1.9</b>	<b>Fire Door Inspections</b>					
1.9.1	Is there a schedule of fire doors and locations					
1.9.2	Are there maintenance records available					
1.9.3	Are suitable safety notices in place?					



<b>1.10</b>	<b>Sprinkler Installations</b>					
1.10.1	Is testing and maintenance carried out?					
1.10.2	Have failures / deficiencies been recorded?					
1.10.3	Is there evidence of remedial works being completed?					
1.10.4	Is the sprinkler system reflected within the FRA?					
1.10.5	Is there a test and completion certificate for a newly installed sprinkler system?					
1.10.6	Uninterruptable power supply maintained?					
<b>1.11</b>	<b>Smoke Extract Systems, Smoke Corridors, Smoke Curtains, Opening Windows / Vents</b>					
1.11.1	Is testing and maintenance carried out?					
1.11.2	Have failures / deficiencies been recorded?					
1.11.3	Is there evidence of remedial works being completed?					
1.11.4	Are smoke extract systems reflected within the FRA?					
1.11.5	Is there a test and completion certificate for any newly installed smoke extract systems?					
<b>2.0</b>	<b>Water Systems</b>					
<b>2.1</b>	<b>Water Services</b>					
2.1.1	Is there an L8 risk assessment for the site?					
2.1.2	Have failures / deficiencies been recorded and corrected?					
2.1.3	Is there an accurate schematic drawing of the water services?					
2.1.4	Are there records of microbiological analysis?					
2.1.5	Are there records of chlorination and water treatment, including LTHW, chilled water etc					
2.1.6	Is maintenance carried out in accordance with the risk assessment? (including but not limited to shower/spray tap water heater tank chlorination/cleaning, expansion, vessels, water softeners, calorifier blow down etc)					
2.1.7	Are there records of flushing of infrequently used outlets?					
2.1.8	Are there records of water temperature monitoring?					
2.1.9	Are there records of thermostatic mixing valve inspections? i.e. tested and recorded temperatures and fail safe test, (cold water isolation)					
2.1.10	Are cold water tanks in suitable condition?					

2.1.11	Is drinking water correctly identified?					
2.1.12	Are there danger hot water labels fitted where necessary?					
2.1.13	Is there an approved person for monitoring water systems?					
2.1.14	Is there evidence of competency / training of approved person?					
2.1.15	RPZ Valves - Is Annual maintenance completed and documented?					
2.1.16	Cooling Towers - Is the cooling tower included in the Annual WRA and is the CT schematic included?					
2.1.17	Cooling Towers - Is the cooling tower included in the site specific written scheme?					
2.1.18	Cooling Towers - Have any remedial actions been identified in the RA and have these been processed to completion?					
2.1.19	Cooling Towers - Are weekly water analysis checks completed and documented?					
2.1.20	Cooling Towers - Are all monthly tasks listed in the CTRA completed and documented.					
2.1.21	Cooling Towers - Are monthly Legionella and Microbiological Activity samples taken and documented					
2.1.22	Cooling Towers - Are all 3-monthly tasks listed in the CTRA completed and documented.					
2.1.23	Cooling Towers - Are all 6-monthly tasks listed in the CTRA completed and documented.					
2.1.24	Cooling Towers - Are cleaning and chlorination tasks completed and documented					
2.1.25	Cooling Towers - Are Annual checks for the cleaning and chlorination of cooling tower along with clean of drift eliminators completed and documented?					
2.1.26	Cooling Towers - Have all remedial actions identified in the defect Sheet been completed?					
2.1.27	Cooling Towers - Are decommissioning and recommissioning records available?					
<b>3.0</b>	<b>Electrical Systems</b>					
<b>3.1</b>	<b>HV Installations</b>					
3.1.1	Is there a schedule of HV equipment?					
3.1.2	Are there records of regular inspections and testing?					
3.1.3	Is the HV log book complete and up to date					
3.1.4	Has an AE been appointed					
3.1.5	Are there approved persons for working on HV					
<b>3.2</b>	<b>LV Installations</b>					
3.2.1	Is there a test and completion certificate for recently installed electrical equipment?					

3.2.2	Are there records of regular inspections and testing?					
3.2.3	Is there adequate danger warning at all electrical rooms and distribution rooms?					
3.2.4	Is there safe storage for used lamps?					
3.2.5	Are there approved persons for working on LV systems?					
3.2.6	Is there evidence of competency / training of approved person?					
<b>3.3</b>	<b>Portable Appliance Testing (PAT)</b>					
3.3.1	Are there records of PAT testing?					
3.3.2	Have portable appliances been labelled?					
<b>3.4</b>	<b>Emergency Lighting</b>					
3.4.1	Are there records of monthly testing?					
3.4.2	Are there records of periodic inspections and testing?					
3.4.3	Have failures / deficiencies been recorded?					
3.4.4	Is there evidence of remedial works being completed?					
3.4.5	Is there a test and completion certificate for a newly installed emergency lighting?					
3.4.6	Are there drawings showing the locations and luminance levels of emergency lighting?					
3.4.7	Is the emergency lighting reflected in the FRA?					
<b>3.5</b>	<b>Lightning Protection</b>					
3.5.1	Are there records of periodic inspections?					
3.5.2	Are there records of remedial works?					
3.5.3	Are there drawings showing the locations of test points and inspection pits?					
3.5.4	Is there a test and completion certificate for any newly installed lightning protection?					
<b>3.6</b>	<b>Microwave Emissions</b>					
3.6.1	Have microwave emissions been recorded?					
<b>3.7</b>	<b>Access Control System</b>					
3.7.1	Are there records of monthly testing?					
3.8.2	Are there records of periodic inspections and testing?					
3.7.2	Have failures / deficiencies been recorded?					
3.8.3	Is there evidence of remedial works being completed?					
3.7.3	Is there a test and completion certificate for a newly installed access control equipment?					
<b>3.8</b>	<b>Disabled Toilet Alarms</b>					
3.8.1	Are there records of monthly testing?					
3.8.2	Are there records of periodic inspections and testing?					
3.8.3	Have failures / deficiencies been recorded?					
3.8.4	Is there evidence of remedial works being completed?					
<b>3.9</b>	<b>Disabled Refuge Alarms</b>					
3.9.1	Are there records of monthly testing?					
3.9.2	Are there records of periodic inspections and testing?					

3.9.3	Have failures / deficiencies been recorded?					
3.9.4	Is there evidence of remedial works being completed?					
<b>4.0</b>	<b>Gas Installations.</b>					
<b>4.1</b>	<b>Gas Appliances (boilers, domestic hot water heaters, gas guards etc.)</b>					
4.1.1	Are there records of annual gas safety (landlords) testing?					
4.1.2	Are the records of gas appliance servicing?					
4.1.3	Have defects been identified and corrected?					
4.1.4	Are the records of combustion testing?					
4.1.5	Are there approved persons for working on gas systems?					
4.1.6	Is there evidence of competency / training of approved person?					
4.1.7	Annual Visual Pipework Inspection (Natural Gas, LPG , Oil) - Has an installation visual inspection been carried out?					
4.1.8	Annual Visual Pipework Inspection (Natural Gas, LPG , Oil) - Have any remedial actions been identified and have these been processed to completion?					
<b>4.2</b>	<b>Kitchen Appliances</b>					
4.2.1	Are there records of kitchen appliance testing and maintenance?					
<b>4.3</b>	<b>F-Gas</b>					
4.3.1	Is there a schedule of refrigeration equipment including type and volume of gas?					
4.3.2	Are the records of refrigeration equipment testing and maintenance?					
4.3.3	Have defects been identified and corrected?					
4.3.4	Is there evidence of appropriate disposal of waste gas?					
<b>4.4</b>	<b>Medical Gas - Pipeline Services</b>					
4.4.1	Is there a schedule of medical gas equipment?					
4.4.2	Are the records of medical gas equipment testing and maintenance?					
4.4.3	Have defects been identified and corrected?					
4.4.4	Is there an approved person for working on medical gas equipment?					
4.4.5	Is there evidence of competency / training of approved person?					
<b>5.0</b>	<b>Ventilation</b>					
<b>5.1</b>	<b>Supply, Extract, General Extract, Dirty Extract &amp; Local Extract Ventilation (LEV)</b>					
5.1.1	Is there a schedule of ventilation equipment including any local exhaust ventilation (LEV)?					
5.1.2	Are the records of ventilation equipment testing and maintenance?					
5.1.3	Have defects been identified and corrected?					
5.1.4	Do theatre ventilation units provide a suitable level of filtration?					
5.1.5	Are kitchen ventilation units being deep cleaned?					

5.1.6	Are the duct work systems being cleaned in accordance with the requirements of TR19 and BSEN 15780?					
5.1.7	Are air quality samples taken?					
5.1.8	Has the TM 44 assessment been carried out and documented?					
5.2	<b>Chimneys and Flues (Boilers only)</b>					
5.2.1	Are there records of inspections?					
5.2.2	Have defects been identified and corrected?					
6.0	<b>Pressure Systems</b>					
6.1	<b>Closed systems</b>					
6.1.1	Are the written schemes for pressure systems on site? (if required, including PV's, calorifiers, safety valves etc)					
6.1.2	Is there evidence of thorough examinations?					
6.1.3	Are there records of working examinations?					
6.1.4	Is there an approved person for working on pressure systems?					
6.1.5	Is there evidence of competency / training of approved person?					
6.1.6	Are there records of water treatment analysis for LTHW (VT & CT circuits) and chilled water?					
7.0	<b>Lifts / Access Equipment</b>					
7.1	<b>Lifts &amp; Platform lifts</b>					
7.1.1	Are there records of regular thorough examinations?					
7.1.2	Are there records of insurance examinations?					
7.1.3	Are there records of lift maintenance?					
7.1.4	Is there an approved person for working on lifts?					
7.1.5	Is there evidence of competency / training of approved person?					
7.1.6	Are there emergency procedures for releasing trapped people?					
7.2	<b>Lifting Equipment/Beams/ Hoists?</b>					
7.2.1	Are there records of inspection any currently used lifting beams?					
7.2.2	Are infrequently used/redundant beams appropriately marked?					
7.2.3	Are there records that hoists have been regularly maintained / inspected?					
7.3	<b>Access Equipment &amp; External Playground Equipment</b>					
7.3.1	Are there records of regular thorough examinations?					
7.3.2	Are there records of insurance examinations?					
7.3.3	Are safe working loads indicated?					
7.3.4	Are all fixed and retractable ladders subject to annual testing?					
7.3.5	Is all access equipment in good condition?					
7.3.6	Are there test and completion certificates for any newly installed equipment?					

7.3.7	Guardrails Annual Inspection - Are Annual Inspection records completed and documented?					
7.4	<b>Anchorage Devices</b>					
7.4.1	Are the records of annual inspection and testing?					
7.4.2	Are there records of regular thorough examinations?					
7.4.3	Are there records of insurance examinations?					
7.4.4	Do asset labels match the test certificates?					
7.4.5	Is there a test and completion certificate for any newly installed equipment?					
8.0	<b>Confined Spaces</b>					
8.1.1	Is there a schedule of confined spaces?					
8.1.2	Are there risk assessments for working in confined spaces?					
8.1.3	Is there an approved person for working in confined spaces?					
8.1.4	Is there evidence of competency / training of approved person?					
9.0	<b>Materials, Consumables &amp; Substances</b>					
9.1	<b>Asbestos</b>					
9.1.1	Is there an asbestos register for the site?					
9.1.2	Are there records of periodic inspections?					
9.1.3	Is there an asbestos management plan?					
9.1.4	Are there site drawings showing locations and ID no.?					
9.1.5	Are areas containing asbestos identified within the register?					
9.1.6	Are areas containing asbestos identified on site?					
9.1.7	Is access to any areas restricted due to asbestos?					
9.2	<b>COSHH Register</b>					
9.2.1	Is there a site specific schedule of hazardous substances?					
9.2.2	Are data sheets present for all listed substances?					
9.2.3	Is there a risk assessment for listed substances?					
9.2.4	Are there any unauthorised substances on site?					
9.2.5	Are all substances appropriately contained?					
10.0	<b>Maintenance Planning</b>					
10.1	<b>Planned Preventative Maintenance</b>					
10.1.1	Is the asset register up to date?					
10.1.2	Are maintenance tasks being raised and managed effectively?					
10.1.3	Are PPM tasks being recorded?					
10.1.4	Is technical feedback recorded and managed effectively?					
10.1.5	Are risk assessments and operational management reports available?					
10.1.6	Is the building management system maintained appropriately?					
10.1.7	Are defects reported through PPM inspections and completion evidenced?					
11.0	<b>Site Condition</b>					
11.1	<b>Plant Room Inspection</b>					
11.1.1	Are appropriate warning signs and notices in place?					

11.1.2	Is there evidence that plant, switch and motor rooms are regularly inspected?					
11.1.3	Are plant rooms free from H&S concerns?					
11.1.4	Are there safe routes for roof access and working at height?					
<b>11.2</b>	<b>Catering</b>					
11.2.1	Are catering facilities subject to regular deep cleaning?					
11.2.2	Is waste catering oil stored appropriately?					
11.2.3	Are there records of hygiene inspections?					
<b>12.0</b>	<b>Miscellaneous Items</b>					
<b>12.1</b>	<b>Automated Vehicular Gates/Barriers</b>					
12.1.1	Are there records of monthly testing?					
12.1.2	Are there records of periodic inspections and testing?					
12.1.3	Have failures / deficiencies been recorded?					
12.1.4	Is there evidence of remedial works being completed?					
12.1.5	Are there records of annual inspections?					
12.1.6	Is evidence available that demonstrates a safety risk assessment has been carried out as part of the PPM?					
12.1.7	Is maintenance, including Force Testing, completed and documented?					
<b>12.2</b>	<b>Automated Doors</b>					
12.2.1	Are there records of monthly testing?					
12.2.2	Are there records of periodic inspections and testing?					
12.2.3	Have failures / deficiencies been recorded?					
12.2.4	Is there evidence of remedial works being completed?					
12.2.5	Are there records of annual inspections?					
<b>12.3</b>	<b>Motorised Fire or Security Shutters</b>					
12.3.1	Are there records of monthly testing?					
12.3.2	Are there records of periodic inspections and testing?					
12.3.3	Have failures / deficiencies been recorded?					
12.3.4	Is there evidence of remedial works being completed?					
12.3.5	Are there records of annual inspections?					
<b>12.4</b>	<b>Fuel Interceptors</b>					
12.4.1	Are drawings identifying fuel interceptors available?					
12.4.2	Are fuel interceptors regularly inspected?					
<b>12.5</b>	<b>Hydrotherapy Pool &amp; Associated Plant</b>					
12.5.1	Are there records of monthly testing?					
12.5.2	Are there records of periodic inspections and testing?					
12.5.3	Have failures / deficiencies been recorded?					
12.5.4	Is there evidence of remedial works being completed?					
12.5.5	Are there records of annual inspections?					
<b>12.6</b>	<b>CCTV</b>					
12.6.1	Are there records of monthly testing?					
12.6.2	Are there records of periodic inspections and testing?					
12.6.3	Have failures / deficiencies been recorded?					
12.6.4	Is there evidence of remedial works being completed?					
12.6.5	Are there records of annual inspections?					

<b>12.7</b>	<b>Building Management System</b>					
12.7.1	Are there records of periodic inspections and testing?					
<b>12.8</b>	<b>Flagpoles</b>					
12.8.1	Are Inspection records completed and documented?					
12.8.2	Have any remedial actions been identified and have these been processed to completion?					
<b>12.9</b>	<b>External Fire Escape</b>					
12.9.1	Are 5 yearly condition surveys complete and documented as required by Sect K of the Building Regs and BS8210?					
12.9.2	Have any remedial actions been identified and have these been processed to completion?					
<b>12.10</b>	<b>Radon</b>					
12.10.1	Are site radon records in place?					
12.10.2	Has the Radon review/update been undertaken (review frequency subject to Supplier Contract)?					
<b>12.11</b>	<b>Intruder Alarms</b>					
12.11.1	Is maintenance (12m) completed and documented?					
12.11.2	Have any remedial actions been identified and have these been processed to completion?					
<b>12.12</b>	<b>Panic/Affray Alarms</b>					
12.12.1	Affray Alarm - Is 12M maintenance completed and documented?					
12.12.2	Have any remedial actions been identified and have these been processed to completion?					
12.12.3	Panic Alarm - Is 12M maintenance completed and documented?					
12.12.4	Have any remedial actions been identified and have these been processed to completion?					
<b>12.13</b>	<b>Security Arch/X-Ray Machines</b>					
12.13.1	Security Arch Annual Maintenance - Is Annual maintenance completed and documented?					
12.13.2	Have any remedial actions been identified and have these been processed to completion?					
12.13.3	X Ray Scanner - Is Annual maintenance completed and documented?					
12.13.4	X Ray Annual Radiation Protection Assessment (RPA) - Has an Annual RPA been completed and documented?					
12.13.5	X Ray Radiation Protection Supervisor (RPS) - Is the (RPS) noted as being in post, this is a HMCTS employee? Is the (RPS) noted as being in post, this is a HMCTS employee?					
12.13.6	Have any remedial actions been identified and have these been processed to completion?					
<b>12.14</b>	<b>Hearing Loop</b>					
12.14.1	Is Annual maintenance completed and documented?					



12.14.2	Have any remedial actions been identified and have these been processed to completion?					
<b>12.15</b>	<b>High Density Storage Systems/Mobile Racking</b>					
12.15.1	Is maintenance completed and documented?					
12.15.2	Have any remedial actions been identified and have these been processed to completion?					

## APPENDIX E – INDICATIVE ASSET SURVEY TEMPLATE

CONDITION SURVEY			Site Name:		Building Name:		Examples - select from drop down																				
LOCATION				MATERIAL		ASSET DATA		SURVEYOR RECOMMENDATIONS			ESTIMATED VALUE		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031					
SITE NAME	BUILDING NAME	ELEMENT (CATEGORY)	SUB- ELEMENT	SYSTEM (TYPE)	DESCRIPTION	DEFECTS NOTED	CONDITION GRADE	PRIORITY RATING	REMEDY SPECIFICATION	COST RATE	TOTAL MAINTENANCE VALUE	PROPOSED YEAR MAINTENANCE REQUIRED	YEAR 01	YEAR 02	YEAR 03	YEAR 04	YEAR 05	YEAR 06	YEAR 07	YEAR 08	YEAR 09	YEAR 10					
Magistrates Court	Roofs	Roof Light	Antenn			C - Poor	Priority 2																				
Magistrates Court	Roofs	Roof Covering	Flat Roof			B - Satisfactory	Priority 2																				
Magistrates Court	Ext Walls Windows and Doors	External Wall	Solid Wall			C - Poor	Priority 2																				
Magistrates Court	Ext Walls Windows and Doors	External Wall	Cavity Wall			C - Poor	Priority 3																				
Magistrates Court	Ext Walls Windows and Doors	Window	Double Glazed			C - Poor	Priority 2																				
Magistrates Court	Ext Walls Windows and Doors	Curtain Wall	Double Glazed			C - Satisfactory	Priority 3																				
Magistrates Court	Ext Walls Windows and Doors	Curtain Wall	Double Glazed			B - Satisfactory	Priority 4																				
Magistrates Court	Ext Walls Windows and Doors	Window	Double Glazed			D - Bad	Priority 1																				
Magistrates Court	Internal Walls and Doors	Internal Wall	Masonry			C - Poor	Priority 2																				
Magistrates Court	Internal Walls and Doors	Internal Door	Single Door			B - Satisfactory	Priority 2																				
Magistrates Court	Redecorations	Room Decoration	Painted			B - Satisfactory	Priority 2																				
Magistrates Court	Floors and Stairs	Floor Covering	Carpet			C - Satisfactory	Priority 2																				
Magistrates Court	Ceiling Finish	Ceiling	Suspended			B - Satisfactory	Priority 2																				
Magistrates Court	External Areas	Car Park				B - Satisfactory	Priority 2																				
Magistrates Court	External Areas	Car Park				B - Satisfactory	Priority 2																				
Magistrates Court	External Areas	Car Park				B - Satisfactory	Priority 3																				
Magistrates Court	Electrical	Light Fittings	Lighting System			B - Satisfactory	Priority 2																				
Magistrates Court	Fire Panel	Fire Alarm				A - Satisfactory	Priority 1																				
Magistrates Court	Fire Panel	Fire Alarm				B - Satisfactory	Priority 2																				
Magistrates Court	Distribution Board	Wiring Infrastructure				B - Satisfactory	Priority 2																				
Magistrates Court	Electrical	Distribution Board	Wiring Infrastructure			B - Satisfactory	Priority 2																				
Magistrates Court	AHU Ventilation	Air Extraction				B - Satisfactory	Priority 2																				
Magistrates Court	AHU Ventilation	Heating and Cooling				B - Satisfactory	Priority 2																				
Magistrates Court	Air Conditioning	Heating and Cooling				B - Satisfactory	Priority 2																				
Magistrates Court	Boiler and Water Heater	Gas				B - Satisfactory	Priority 2																				
Magistrates Court	Fire Panel	Fire Alarm				C - Poor	Priority 1																				
Magistrates Court	Fire Panel	Fire Alarm				C - Poor	Priority 1																				
Magistrates Court	Electrical	Thunking and Distribution	Wiring Infrastructure			D - Bad	Priority 1																				
Magistrates Court	Electrical	Distribution Board	Wiring Infrastructure			C - Poor	Priority 2																				
Magistrates Court	Fire Panel	Fire Alarm				C - Poor	Priority 1																				
Magistrates Court	Mechanical	AHU Ventilation	Heating and Cooling			C - Poor	Priority 2																				
Magistrates Court	Lifts	Access Equipment				B - Satisfactory	Priority 2																				
Magistrates Court	Lifts	Access Equipment				C - Poor	Priority 1																				
Magistrates Court	Lifts	Access Equipment				D - Bad	Priority 1																				
Magistrates Court	Mechanical	Pressurisation Unit	Pressurisation System			C - Poor	Priority 2																				
Magistrates Court	Mechanical	AHU Ventilation	Heating and Cooling			C - Poor	Priority 2																				
Magistrates Court	Mechanical	Boiler and Water Heater	Gas			D - Bad	Priority 1																				
Magistrates Court	Electrical	Light Fittings	Lighting System			D - Bad	Priority 1																				
Magistrates Court	Electrical	Thunking and Distribution	Wiring Infrastructure			D - Bad	Priority 1																				
Magistrates Court	Mechanical	AHU Ventilation	Heating and Cooling			C - Poor	Priority 2																				
Magistrates Court	Electrical	Light Fittings	Lighting System			C - Poor	Priority 2																				
Magistrates Court	Electrical	Light Fittings	Lighting System			C - Poor	Priority 2																				
Magistrates Court	Fire Panel	Fire Alarm				C - Poor	Priority 2																				
Magistrates Court	Electrical	Thunking and Distribution	Wiring Infrastructure			C - Poor	Priority 2																				
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Sub Total 2																											
Contingency																											
Sub Total 3																											
OH&M																											
Sub Total 4																											
Professional Fees																											
Budget (PA)											E	-	E	-	E	-	E	-	E	-	E	-	E	-	E	-	E