REFURBISHMENT & DEMOLITION
ASBESTOS SURVEY
REPORT
AND
MATERIALS ASSESSMENT

252-268 BELSIZE ROAD
LONDON
NW6 4BT

Kemp House, 152 City Road, Shoreditch, London, EC1V 2NX T.0207 205 4565 www.surveys24.co.uk

CONTENTS

1.0 INTRODUCTION

1.1 Client Instructions

- Surveys 24 were instructed by Mr Brian Carter, to undertake a Refurbishment and demolition asbestos survey as defined in HSG 264, at 252-268 Belsize Road, London, NW6 4BY. The survey was to ascertain if asbestos containing materials (ACM) were present and to report its condition.
  Survey works were undertaken on the 25th November 2014 by Mr Resh Chand of Surveys 24. This was carried out in accordance with the requirements of the Control of Asbestos Regulations 2012 and HSG 264.

Any relevant parties, prior to building works of any description commencing, should consult this report.

It is also absolutely essential that any users of this report appreciate that this report cannot serve as an exhaustive account of asbestos containing materials throughout the site. Moreover, given the way in which asbestos containing materials (ACM) were used in building constructions, certain ACM may only be detected during the course of major refurbishment or demolition works.

1.2 Contact Points

In the event of any queries regarding this report please contact the report author.

2.0 MANAGEMENT SUMMARY

2.1 General Building Description / Accommodation

Three storey corner commercial office building.

2.2 Non-accessed Locations and items

All reasonably accessible areas of the premises were accessed (see Section 3.3 for limitations).

3.0 SCOPE OF SURVEY

3.1 Scope of works

A Refurbishment and demolition survey was carried out.
The following areas were inspected:

Basement
Store room

Ground floor
Reception, Waiting area, Loading bay, Workshop rooms, Room, 12, Room 14
Ladies toilet, Gents toilet, corridor, Room 15, Shower room, Electrical switch room, Lobby adjacent electrical switch room, exit passageway, Room 16, Room 16 store rooms

1st floor
Kitchen, Lobby, Ladies toilet, Gents toilet, Room 106, Room 107, Lobby adjacent room 105, Room 105, Room 104, Room 110, room 117, Room 112 Cupboard adjacent room 112, Room 113, Room 115, Room 116, Room117 Lobby adjacent room 117, Room 118, Room 101, Room 103, Room 102 Lobby adjacent room 103

2nd floor
Room 205, Ladies toilet, Gents toilet, waiting area, Room 202, Room 203 Open plan office room 201, Rooms rear of open plan office room 201 Room 204

Roof space - Lift motor room area only
Lift motor room

This survey report details all areas that were accessed and also lists all known areas where access was not possible at the time of the survey.

It should be assumed that any areas not referred to specifically in this report, have not been inspected and therefore any users of this report must presume such areas as containing asbestos. Furthermore, any such areas should be surveyed prior to work of any description, taking place. Survey works were carried out with due diligence and every endeavour was made to obtain access and determine asbestos (or presumed asbestos) materials, so far as is reasonably practicable.

3.2 Objectives

The objectives of the survey were to:

i. Locate and record the extent and product type of any presumed or known asbestos containing materials, as far as reasonably practicable.

ii. Inspect and record information on the accessibility, condition and surface treatment of any presumed or known asbestos containing materials.

iii. Determine and record the asbestos type by collecting a reasonable number of representative bulk samples, or by making a presumption based on the product type, general appearance, age of building etc.

iv. To establish the potential for any types of asbestos containing materials (known or presumed), to release airborne asbestos fibres by the application of the points scoring system in the standard algorithm as detailed in HSG 264.

v. Asbestos containing materials, whether confirmed by analysis, presumed or strongly presumed are recorded in Appendix A.

3.3 Survey Restrictions and Limitations

The following is a general guide regarding the various restrictions and limitations connected with asbestos building surveys and should be consulted by users of this report.

Areas, which would not normally be inspected unless otherwise stated, include:

1. Inside boilers and concealed panels or insulation behind boilers
2. Live plant, machinery, other similar equipment or installations etc.
3. Electrical switch boxes; live electrical switchgear etc
4. Air handling units, ducting systems etc
5. Fixed ceilings (nail fixed tiles), cladding, tongue and groove tiles
6. Areas containing chemical/biological hazards etc.
7. Service ducts
8. Service risers, blocked and inaccessible etc.
9. Nail cavities
10. Permanently blocked or bricked voids, ducts, cavities etc
11. Beneath fitted carpets/Lino
12. Behind chimney breasts
13. Live heating appliances
14. Confined spaces
15. Roof voids / spaces without adequate crawl / walk boards or where the sheer quantity of stored items prevents access.
16. Unsafe building structures
17. Contaminated areas
18. Beneath PVC soffits and fascias (original Asbestos Cement or Asbestos Insulating Board soffits may have been boarded over and therefore concealed).
19. Insulation to live electrical cables
20. Behind built in cupboards
21. Beneath floorboards
22. Within fire doors
23. Areas concealed behind suspected ACMs, where further investigation will disturb the suspected ACMs
24. Behind facades (e.g. interlocking concrete tiles).
25. Beneath non-asbestos insulation in good condition.
26. Any other concealed locations where gaining access would cause damage.

3.4 Specific Areas not Accessed

1) Limited access below floor boards
2) 2nd floor Room 111
3) Lift shaft
4) Roof area – Asbestos cement flue pipes/cowl may be present
5) Ground floor waiting area ceiling void
6) Limited access behind columns

APPENDIX A

ASBESTOS IN BUILDINGS SURVEY – MATERIALS ASSESSMENT ALGORITHM

Asbestos Materials Assessment Algorithm

The Materials Assessment takes into account the type and condition of the ACM and the ease with which it releases fibres if disturbed. Each of the parameters given below has been recorded during the survey.

Product type or debris from product	1 (Low) 2 (Medium) 3 (High)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc. AIB, textiles, gaskets, ropes, paper etc. Lagging, spray coatings, loose asbestos etc.
Damage/Deterioration	0 (None) 1 (Low) 2 (Medium) 3 (High)	No visible damage Few scratches / marks, broken edges etc. Significant breakage of non-friable materials or several small areas of damage to friable material. High damage / visible debris.
Surface Treatment	0 (None) 1 (Low) 2 (Medium) 3 (High)	Non-friable composite asbestos / encapsulated cement Enclosed sprays / lagging / board / or bare cement. Bare AIB or encapsulated lagging / spray. Unsealed lagging / spray.
Asbestos Type	NADIS 1 2 3	No asbestos detected (NADIS) Chrysotile Amphiboles (e.g. Amosite), excluding Crocidolite Crocidolite
ID level **(Level of Identification)**	ID P SP A	Identified by Laboratory analysis Presumed Strongly presumed Analysed
Rmd **(Recommendation)**	E R MM None/Other	Encapsulate Remove Mark and manage No recommendations required, Other recommendations made (specify)

Materials Assessment Score	Risk of Fibre Release
10, 11, 12	**High Risk**
7, 8, 9	**Medium Risk**
5, 6	**Low Risk**
2, 3, 4	**Very Low Risk**

The total score is calculated from the sum of the score for product type, damage, surface treatment and asbestos type and the potential for releasing fibres is assigned as detailed below.

The Materials Assessment score has been calculated for each ACM identified and the degree of risk from the material assessment alone is included in this appendix.

Attention is drawn to all occurrences of asbestos identified with a score of **10** or above. Asbestos materials within the aforementioned scoring category will, in most cases, require remedial work.

APPENDIX A

ASBESTOS REGISTER

ASBESTOS IN BUILDINGS SURVEY – MATERIALS ASSESSMENT ALGORITHM

Project Number:		**S1/AS/414**	Site:	252-268 Belsize Road London NW6 4BY	**Lead Surveyor:**	**R Chand**
Survey Type:		**Refurbishment and demolition**	Sampling Strategy:	**HSG264**	**Date:**	**25/11/2014**

Location	Item no. and ID level	Sample no / Lab ref. no.	Photo Plate No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbestos Type NADIS 1,2 or 3	Material risk score A + B + C + D = Total Points	Priority risk assessment	Total material and priority risk score	Rmd MM E R Other
Ground floor Loading Bay	1	1	1	Bitumen lining to mains electrical cable	-	-	-	NADIS	-	-	-	-
Ground floor Loading Bay	2	2	2	Textured coating to ceiling	-	-	-	NADIS	-	-	-	-
Ground floor 2nd Workshop room	3	3	4	Floor tiles (assume throughout)	1	1	-	1	3	-	-	R

Location	Item no. and ID level	Sample no / Lab ref. no.	Photo Plate No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbestos Type NADIS 1,2 or 3	Material risk score A + B + C + D = Total Points	Priority risk assessment	Total material and priority risk score	Rmd MM E R Other
Ground floor Stairwell lobby adjacent room 12	4	4	-	Nosings to stairtreads	-	-	-	NADIS	-	-	-	-
Ground floor Reception room	5	5	7	Floor tiles (assume throughout)	1	0	-	1	2	-	-	R
Ground floor Reception room	P	-	8	Internal linings to safe (assumed)	1	0	-	1	2	-	-	R
Ground floor Reception waiting area	As 5	-	9	Floor tiles	1	0	-	1	2	-	-	R
Ground floor Lobby adjacent plant room	6	6	10	Floor tiles	1	0	-	1	2	-	-	R
Ground floor Electrical switch room	P	-	-	Tape pads to fuses (assume throughout)	1	0	-	2	3	-	-	R

Location	Item no. and ID level	Sample no / Lab ref. no.	Photo Plate No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbestos Type NADIS 1,2 or 3	Material risk score A + B + C + D = Total Points	Priority risk assessment	Total material and priority risk score	Rmd MM E R Other
Stairwell to basement	As 5	-	11	Floor tiles	1	0	-	1	2	-	-	R
Basement	As 5	-	13-14	Floor tiles	1	0	-	1	2	-	-	R
Basement	As 5	-	12	Cement panels lining door	1	1	-	1	3	-	-	R
Ground floor Room 16 RHS store room	7	7	17	Floor tiles	1	1	-	1	3	-	-	R
Ground floor Room 16 LHS store room	8	8	18	Floor tiles	1	1	-	1	3	-	-	R
Ground floor Room 16 Switch cupboard	9	9	19	Rope lining to Vapac unit	-	-	-	NADIS	-	-	-	-

Location	Item no. and ID level	Sample no / Lab ref. no.	Photo Plate No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbestos Type NADIS 1,2 or 3	Material risk score A + B + C + D = Total Points	Priority risk assessment	Total material and priority risk score	Rmd MM E R Other
1st floor Lobby adjacent kitchen	10	10	20	Floor tiles (assume throughout)	1	1	-	1	3	-	-	R
1st floor Room 107	11	11	21	Floor tiles (assume throughout)	1	1	-	1	3	-	-	R
1st floor Lobby adjacent room 105	12	12	22	Floor tiles debris	1	3	-	1	5	-	-	R
1st floor Room 104	13	13	23	Floor tiles (assume throughout)	1	1	-	1	3	-	-	R
1st floor Room 112	14	14	25	Textured coating to ceiling	-	-	-	NADIS	-	-	-	-
1st floor Landing to fire escape	15	15	26	Bevelled edged fibreboard ceiling tiles (assume throughout)	2	0	-	1	3	-	-	R

Location	Item no. and ID level	Sample no / Lab ref. no.	Photo Plate No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbestos Type NADIS 1,2 or 3	Material risk score A + B + C + D = Total Points	Priority risk assessment	Total material and priority risk score	Rmd MM E R Other
1st floor Room 116	16	16	28	Bevelled edged fibreboard ceiling tiles above suspended ceiling (assume throughout)	2	0	-	1	3	-	-	R
1st floor Lobby adjacent room 117	17	17	27	Insulating board ceiling panels	2	1	-	2	5	-	-	R
1st floor Room 118	As 15	-	-	Bevelled edged fibreboard ceiling tiles above suspended ceiling (assume throughout)	2	0	-	1	3	-	-	R
2nd floor Room 205 Rear triangular room	18	18	29	Floor tiles (assume throughout)	1	1	-	1	3	-	-	R
2nd floor Room 201 Open plan office	19	19	31	Floor tiles (assume throughout)	1	1	-	1	3	-	-	R

Location	Item no. and ID level	Sample no / Lab ref. no.	Photo Plate No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbestos Type NADIS 1,2 or 3	Material risk score A + B + C + D = Total Points	Priority risk assessment	Total material and priority risk score	Rmd MM E R Other
2nd floor Room 202 Void area at sides of room	19	19	30	Floor tiles (assume throughout)	1	1	-	1	3	-	-	R
Roof space Lift motor room	P	-	32	Cement brake linings to lift motor (assumed)	1	0	-	1	2	-	-	R
Roof space Lift motor room	P	-	33	Fire door (assumed)	1	0	-	1	2	-	-	R
Roof area	P	-	33	Cement flue pipes and cement cowls (assumed)	1	0	-	1	2	-	-	R

APPENDIX B RECOMMENDATIONS

Location	ACM	Recommended Actions
Basement	Floor tiles (assumed throughout)	Remove prior demolition. If any works are planned which may disturb this material, then it should be removed by suitably trained operatives and disposed of in accordance with the Hazardous Waste regulations. The utilization of a Licensed Asbestos Removal Contractor is not required for the above works
Basement	Floor tiles (assumed throughout)	
Ground floor 2nd workshop room	Floor tiles (assumed throughout)	
Ground floor Reception room	Floor tiles (assumed throughout)	
Ground floor Reception room	Safe Internal linings to safe (assumed)	
Ground floor Waiting area	Floor tiles (assumed throughout)	
Ground floor Lobby adjacent electrical switch room	Floor tiles (assumed throughout)	
Ground floor Electrical switch room	Tape pads to fuses (assumed)	
Stairwell to basement	Cement panels lining door	
Ground floor Room 16 LHS & RHS store rooms	Floor tiles (assumed throughout)	
1st floor Lobby adjacent kitchen	Floor tiles (assumed throughout)	

Location	ACM	Recommended Actions
1st floor Room 107	Floor tiles (assumed throughout)	Remove prior demolition. If any works are planned which may disturb this material, then it should be removed by suitably trained operatives and disposed of in accordance with the Hazardous Waste regulations. The utilization of a Licensed Asbestos Removal Contractor is not required for the above works
1st floor Lobby adjacent room 105	Floor tile debris & floor tiles	
1st floor Room 104	Floor tiles (assumed throughout)	
1st floor Landing to fire escape	Bevelled edged fibreboard ceiling tiles (assume throughout)	
1st floor Room 116	Bevelled edged fibreboard ceiling tiles above suspended ceiling (assume throughout)	
1st floor Room 118	Bevelled edged fibreboard ceiling tiles above suspended ceiling (assume throughout)	
2nd floor Room 205 Rear triangular room	Floor tiles (assumed throughout)	
2nd floor Open plan office room 201	Floor tiles (assumed throughout)	
2nd floor Room 202 (sides of room)	Floor tiles (assumed throughout)	

Location	ACM	Recommended Actions
Roof space Lift motor room Roof space Lift motor room Roof area (not accessed)	Cement brake shoe linings (assumed) Fire door (assumed) Cement flue pipes & cement cowls (assumed)	Remove prior demolition. If any works are planned which may disturb this material, then it should be removed by suitably trained operatives and disposed of in accordance with the Hazardous Waste regulations. The utilization of a Licensed Asbestos Removal Contractor is not required for the above works

Location	ACM	Recommended Actions
1st floor Lobby adjacent room 117	Insulating board ceiling panels	Remove prior demolition. If any works are planned which may disturb this material, then it should be removed by suitably trained operatives and disposed of in accordance with the Hazardous Waste regulations. The utilization of a Licensed Asbestos Removal Contractor is required for the above works

APPENDIX C

CERTIFICATES OF BULK ANALYSIS

Bulk Sampling and Identification

Bulk samples, where taken, were labelled, double bagged and analysed by a laboratory accredited by UKAS to BS EN ISO/IEC 17025 using plane and polarised light microscopy and dispersion staining techniques, as outlined in accordance with the *HSE's Asbestos: Analysts' guide for sampling, analysis and clearance procedures.(HSG248)*

UKAS TESTING
2707

SCOPES
Asbestos Analysis Services Ltd.

CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	
PREMIUM	
EMERGENCY	

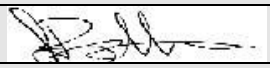
Client:	SURVEYS 24		
Address:	KEMP HOUSE 152 CITY ROAD SHOREDITCH LONDON EC1V 2NX	Analysis Report No.	SCO/14/36009
Attention:	TECHNICAL MANAGER	Report Date.	26/11/14
Site Address:	252-268 BELSIZE ROAD LONDON NW6 4BT	Site Ref No.	N/A
Date sample taken:	25/11/14	Page No:	1 Of 2
Date sample received:	26/11/14	No. of Samples:	19
Date of Analysis:	26/11/14	Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248.
If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown.

SCOPES SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	1	GROUND FLOOR-LOADING BAY- BITUMEN ROPE LINING TO MAINS CABLE	NADIS
2	2	GROUND FLOOR-LOADING BAY- TEXTURED COATING TO CEILING	NADIS
3	3	GROUND FLOOR-2ND WORKSHOP- FLOOR TILES	CHRYSOTILE
4	5	GROUND FLOOR-RECEPTION- FLOOR TILES	CHRYSOTILE
5	6	GROUND FLOOR-LOBBY ADJACENT PLANT ROOM- FLOOR TILES	CHRYSOTILE
6	7	GROUND FLOOR-ROOM 16-RIGHT HAND SIDE STORE- FLOOR TILES	CHRYSOTILE
7	8	GROUND FLOOR-ROOM 16-LEFT HAND SIDE STORE- FLOOR TILES	CHRYSOTILE
8	4	GROUND FLOOR-STAIRWELL/LOBBY ADJACENT ROOM 12-NOSINGS TO STAIR TREADS	NADIS
9	9	GROUND FLOOR-ROOM 16-SWITCH CUPBOARD-ROPE LINING TO VAPAC UNIT	NADIS
10	10	1ST FLOOR -LOBBY ADJACENT KITCHEN-FLOOR TILES	CHRYSOTILE

KEY: NADIS - No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months.
Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.

Analysed by:	W JEFFERIES	Authorised signatory:	
		Print name:	**S BOLTON- Q.C.M**

BULK 001-VER 5 12-AUGUST-09-QCM

2 Nobel Square, Courtauld Road, Burnt Mills Industrial Estate, Basildon, Essex SS13 1LS
Tel: 01268 724785 Fax: 01268 724796 **Mob:** 07765 685132 **E-Mail:** enquiries@scopesaasl.co.uk
Company Reg No: 5191390 Reg Address: As above

UKAS TESTING
2707

SCOPES
Asbestos Analysis Services Ltd.

CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD ☐
PREMIUM ☐
EMERGENCY ☐

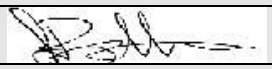
Client:	SURVEYS 24		
Address:	KEMP HOUSE 152 CITY ROAD SHOREDITCH LONDON EC1V 2NX	Analysis Report No.	SCO/14/36009
Attention:	TECHNICAL MANAGER	Report Date.	26/11/14
Site Address:	252-268 BELSIZE ROAD LONDON NW6 4BT	Site Ref No.	N/A
Date sample taken:	25/11/14	Page No:	2 Of 2
Date sample received:	26/11/14	No. of Samples:	19
Date of Analysis:	26/11/14	Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248.
If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown.

SCOPES SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
11	11	1ST FLOOR- ROOM 107-FLOOR TILES	CHRYSOTILE
12	12	1ST FLOOR-LOBBY ADJACENT ROOM 105-FLOOR TILE & DEBRIS	CHRYSOTILE
13	13	1ST FLOOR-ROOM 104-FLOOR TILES	CHRYSOTILE
14	14	1ST FLOOR-ROOM 112-TEXTURED COATING TO CEILING	NADIS
15	15	1ST FLOOR-LANDING TO FIRE ESCAPE-BEVELLED EDGED FIBREBOARD CEILING TILES	CHRYSOTILE
16	16	1ST FLOOR-ROOM 116-BEVELLED EDGE FIBRE BOARD CEILING TILES	CHRYSOTILE IN PAPER BACKING ONLY
17	17	1ST FLOOR-ROOM 110 LOBBY ADJACENT ROOM 117-INSULATING BOARD CEILING TILES	AMOSITE/CHRYSOTILE
18	18	2ND FLOOR- ROOM 205 FAR TRIANGULAR ROOM-FLOOR TILES	CHRYSOTILE
19	19	2ND FLOOR- OPEN PLAN ROOM 201-FLOOR TILES	CHRYSOTILE

KEY: NADIS - No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months.
Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.

Analysed by:	M ZHOU	Authorised signatory:	
		Print name:	**S BOLTON- Q.C.M**

BULK 001-VER 5 12-AUGUST-09-QCM

2 Nobel Square, Courtauld Road, Burnt Mills Industrial Estate, Basildon, Essex SS13 1LS
Tel: 01268 724785 Fax: 01268 724796 **Mob:** 07765 685132 **E-Mail:** enquiries@scopesaasl.co.uk
Company Reg No: 5191390 Reg Address: As above

APPENDIX D

MANAGEMENT PLAN GUIDANCE

The asbestos materials assessments produced from the survey, as presented in this report, should be developed into a risk assessment which can then formulate the basis of the management plan, required under Regulation 4 of the Control of Asbestos Regulations 2012.

A priority assessment on each confirmed or presumed case of asbestos should be made.

B.1 Priority Assessment

A priority assessment assesses the likelihood of asbestos containing materials being disturbed, taking into account the following:

i. Routine maintenance work
ii. Planned refurbishment work
iii. Potential for disturbance
iv. Potential for human exposure
v. Activity from occupants or visitors to the building.

Whilst Surveys 24 will have obtained certain relevant information in order to assist in the compilation of the assessment, it remains the duty of the client under Control of Asbestos Regulations 2012, to ensure the full implementation of the assessment.

Surveys 24 are willing to provide further assistance to the client in preparing a detailed and accurate assessment on behalf of and/or in conjunction with the client.

Surveys 24 have recorded the likelihood of disturbance to the asbestos containing materials with consideration given to the normal activities within the building at the time of the survey. This information is contained within the asbestos materials assessments in *Appendix A*.

For further information please contact Surveys24.

B.2 Management Plan

On completion of the risk assessments, the management plan should then be developed in order to control the risk to occupants and visitors to the building.

The management plan will include the following:

1. Specific details of the location and condition of known or presumed asbestos containing materials, and in what way they are recorded and updated as required, (refer to materials assessment).

2. Priority/risk assessments and scores.

3. A list of action priorities.

4. Options regarding the management of asbestos containing materials would be, repair, encapsulate or removal. These decisions will be dependent on the risk of exposure to airborne asbestos fibres and as such consideration must be given to the activities carried out within the building and the proximity of the asbestos. These arrangements must be made in order to ensure compliance with the Control of Asbestos Regulations 2012, etc.

5. Timescales for implementation of the management plan.

6. Arrangements to inspect asbestos containing materials at least on a 12 monthly basis and more frequent dependent on certain situations.

7. Information to employers and employees own responsibilities.

8. Training of employees/management.

9. Appropriate planning to implement policies.

10. Protocol to ensure provision of information to all relevant bodies.

11. Infrastructure within the company regarding persons responsible for the monitoring and /or amendments of the plan.

12. Agreed periodic review of the plan.

APPENDIX E

PHOTOGRAPHS

Photo 1 Ground floor loading bay – Non asbestos bitumen rope lining to mains electrical cable

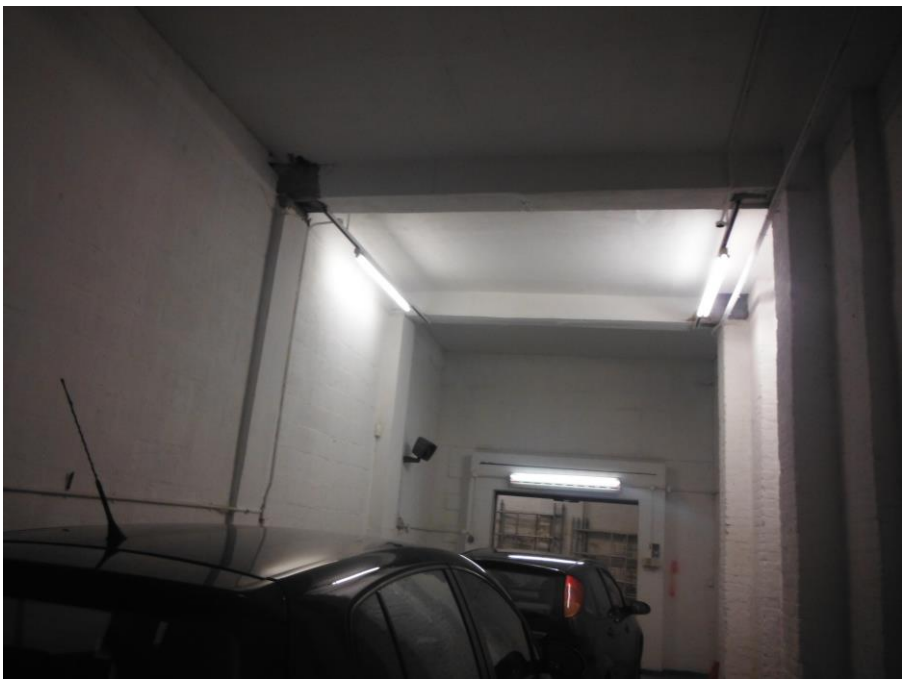


Photo 2 Ground floor loading bay – Non asbestos textured coating to ceiling

Photo 3 Lift shaft (not accessed)

Photo 4 Ground floor – 2nd workshop room – Asbestos floor tiles (assumed throughout)

Photo 5 Ground floor Electrical switch room (plant not accessed)
Asbestos tape pads to fuses (assumed)

Photo 6 Ground floor 2nd workshop room
Non asbestos supalux panels above windows in ceiling void

Photo 7 Ground floor reception room - Asbestos floor tiles (assume throughout)

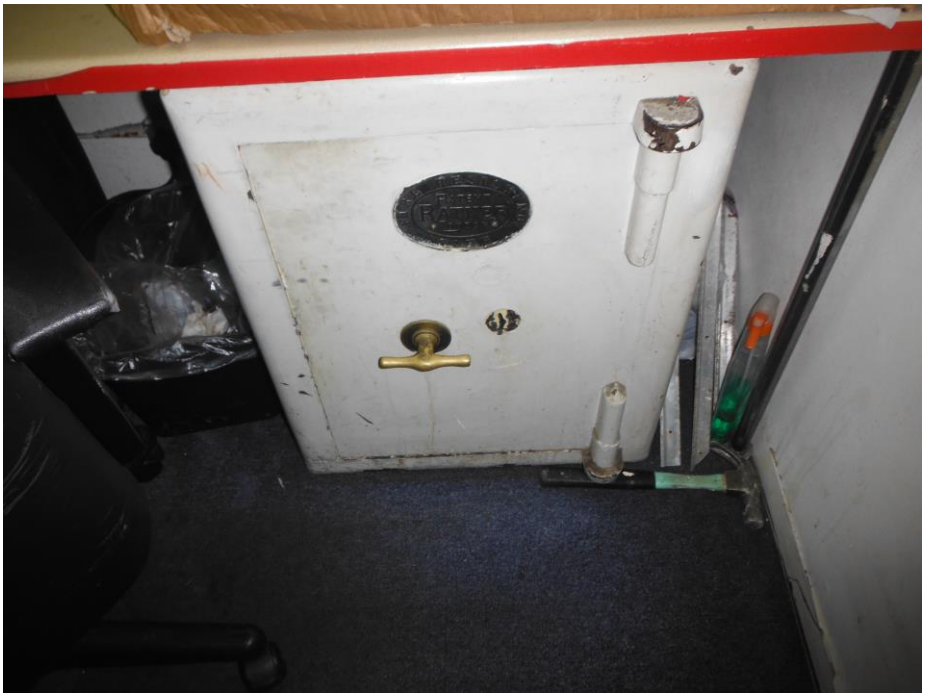


Photo 8 Ground floor reception room – safe not accessed
Asbestos internal linings (assumed)

Photo 9 Ground floor waiting area - Asbestos floor tiles (assume throughout)

Photo 10 Ground floor lobby adjacent electrical switch room
Asbestos floor tiles (assume throughout)

Photo 11 Stairwell to basement - Asbestos floor tiles (assume throughout)

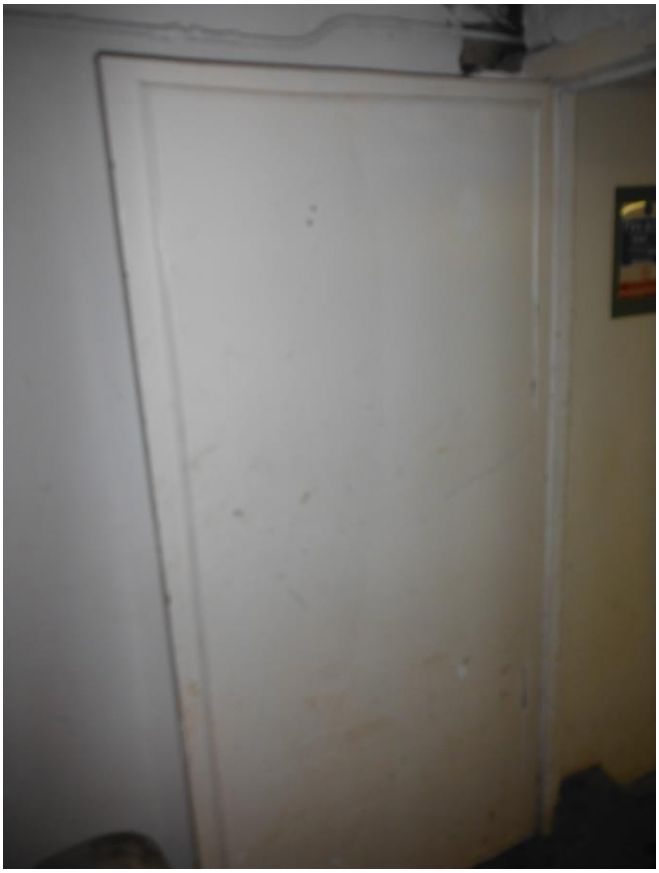


Photo 12 Basement - Asbestos cement panels lining door

Photo 13 Basement - Asbestos floor tiles (assume throughout)

Photo 14 Basement - Asbestos floor tiles (assume throughout)

Photo 15 Ground floor Room 16

Photo 16 Ground floor Room 16 – View of concrete lower floor below wood floor.

Photo 17 Ground floor room 16 – RHS store room – Asbestos floor tiles

Photo 18 Ground floor room 16 – LHS store room – Asbestos floor tiles below carpet

Photo 19 Room 16 Switch cupboard – Non asbestos rope lining to Vapac unit

Photo 20 1st floor lobby adjacent kitchen
Asbestos floor tiles below carpet (assume throughout)

Photo 21 1st floor Room 107 – Asbestos floor tiles below carpet (assume throughout)

Photo 22 1st floor Lobby adjacent room 105 – Asbestos floor tiles debris

Photo 23 1st floor Room 104 – Asbestos floor tiles below carpet (assume throughout)

Photo 24 1st floor room 111 (not accessed)

Photo 25 1st floor room 112 – Non asbestos textured coating to suspended ceiling.

Photo 26 1st floor landing to fire escape
Asbestos bevelled edged fibreboard ceiling tiles (assumed throughout)

Photo 27 1st floor landing to fire escape - Asbestos insulating board ceiling panels

Photo 28 1st floor Room 116 - Asbestos bevelled edged fibreboard ceiling tiles above suspended ceiling (assumed throughout)

Photo 29 2nd floor Room 205 Far triangular room
Asbestos floor tiles below carpet (assumed throughout)

Photo 30 2nd floor Room 202
Asbestos floor tiles within voids in sides of room (assume throughout)

Photo 31 2nd floor Open plan office room 201 – Asbestos floor tiles (assumed throughout)

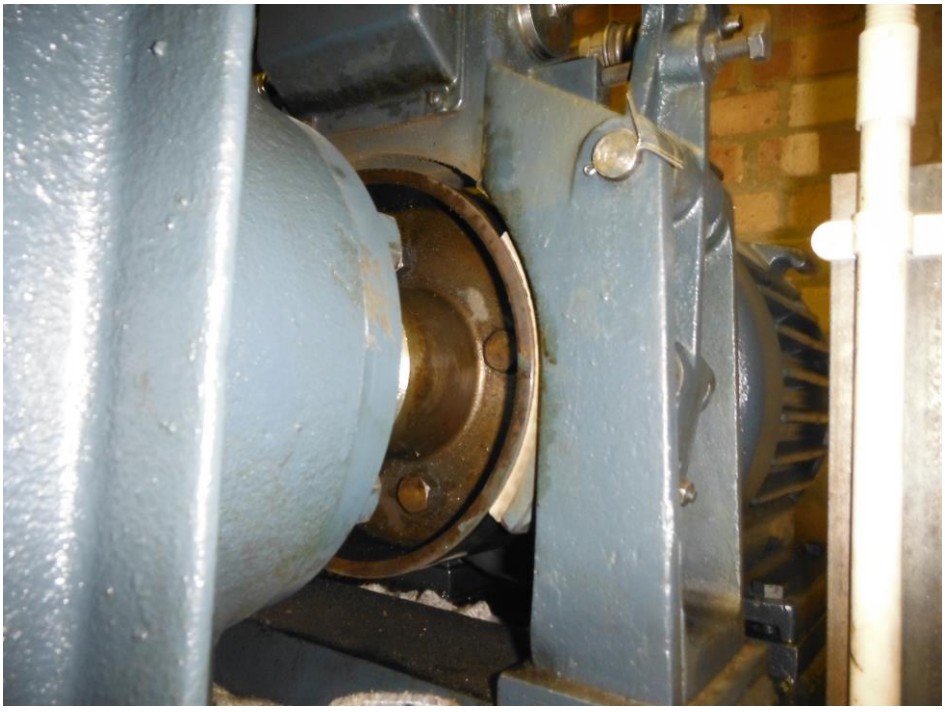
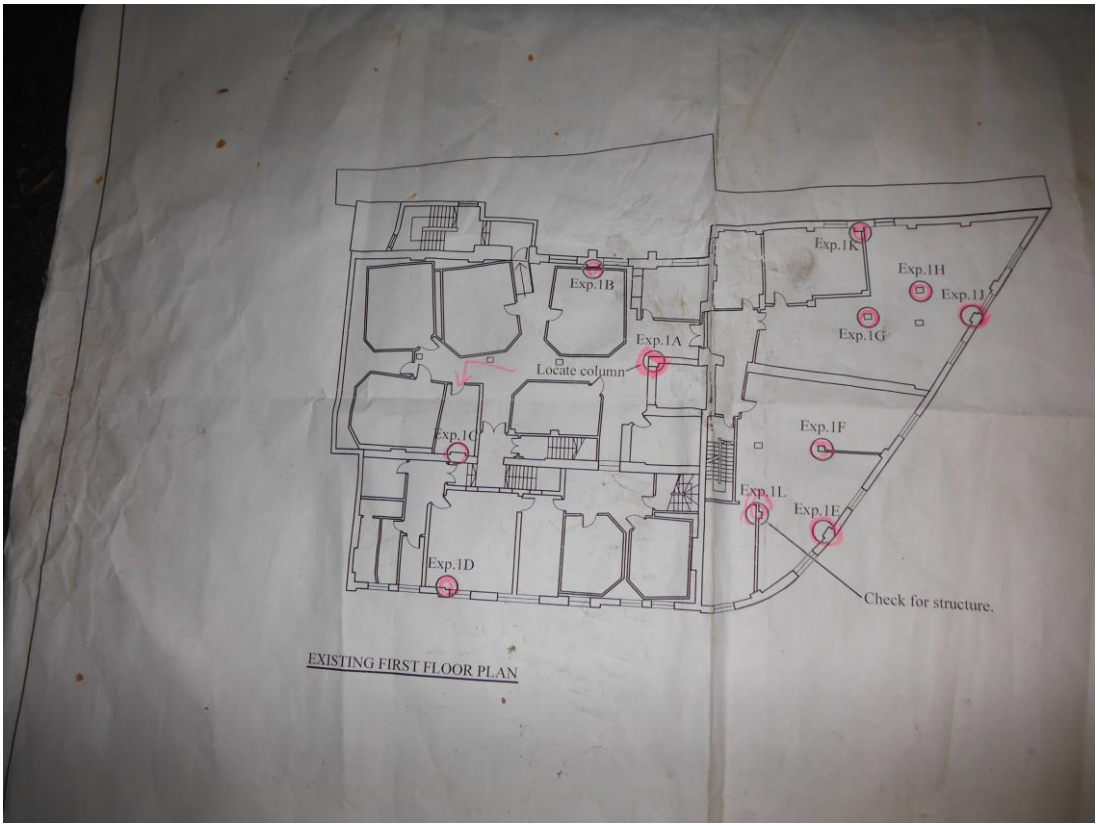


Photo 32 Roof space Lift motor room – Asbestos cement brake shoe linings (assumed)

Photo 33 Roof space Lift motor room – Asbestos fire door (assumed)

APPENDIX F
SITE DRAWING – NOT TO SCALE

Existing first floor plan



APPENDIX G
CAVEAT

CAVEAT

Every effort has been made to identify all asbestos materials, so far as was reasonably practicable and to do so within the scope of the survey and the attached report. Methods used to carry out the survey were agreed with the client prior to any works being commenced.

Survey techniques used involves trained and experienced surveyors using the combined approach with regard to visual examination and necessary bulk sampling. It is always possible after a survey that asbestos based materials of one sort or another may remain in the property or area covered by that survey, this could be due to various reasons:

1. **A Refurbishment & Demolition asbestos survey should be carried out prior to any building or maintenance works**.

2. Asbestos materials existing within areas not specifically covered by this report are therefore outside the scope of the survey.

3. Materials may be hidden or obscured by other items or cover finishes i.e. paint, over boarding, disguising etc., where this is the case then its detection will be impaired.

4. Asbestos may well be hidden as part of the structure to a building and not visible until the structure is dismantled at a later date.

5. Debris from previous asbestos removal projects may well be present in some areas; general asbestos debris does not form part of this survey however all good intentions are made for its discovery.

6. Where an area has been previously stripped of asbestos i.e. plant rooms, ducts, etc. and new coverings added, it must be pointed out that asbestos removal techniques have improved steadily over the years since its introduction. Most notably would be the Control of Asbestos Regulations 2012 laying down certain enforceable guidelines. Asbestos removal prior to this regulation would not be of today's standard and therefore debris may be present below new coverings.

7. This survey will detail all areas accessed and all samples taken, where an area is not covered by this survey it will be due to No Access for one reason or another, i.e. working operatives, sensitive location or just simply no access. It may have been necessary for the limits of the surveyor's authority to be confirmed prior to the survey.

8. Access for the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles or confined spaces. Where electrical equipment is present and presumed in the way of the survey no access will be attempted until proof of its safe state is given. Our operatives have a duty of care under the Health and Safety at Work Act (1974) for both themselves and others.

9. In a building where asbestos has been located and it is clear that not all areas have been investigated, any material that is found to be suspicious and not detailed as part of this survey should be treated with caution and sampled accordingly.

10. Certain materials contain asbestos to varying degrees and some may be less densely contaminated at certain locations (textured coatings for example). Where this is the case the sample taken may not be representative of the whole product throughout.

11. Where a survey is carried out under the guidance of the owner of the property, or his representative, then the survey will be as per his instructions and guidance at that time.

12. Surveys 24 cannot accept any liability for loss, injury, damage or penalty issues due to errors, omissions or approximate measurements within this report. Surveys 24 cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some damage is unavoidable and will be limited to just that necessary for the taking of the sample.

13. With regards to costing for any asbestos removal work, any persons using this report for this reason must satisfy themselves as to the extent of the asbestos within the designated area(s), to ensure that their tender is sufficient to cover all removal works.

14. Surveys 24 cannot accept responsibility to any parties following the issue of this report for any matters arising that may be considered outside of the agreed scope of works.

QUALITY ASSURANCE

PROJECT No. S1/AS/414

The enclosed report has been compiled
within the quality management system of Surveys24.
It complies with all current HSG 264 requirements.

Report compiled by: Mr R. Chand
Designation:Surveyor
Issue No. 1 (Revision 0)
Issue Date: 28th November 2014

Signed: