

Non fit-out repairs schedule

Element	Location	Description	Condition	Recommended work
BEDFORD ROW				
1.01	Bedford Row.	Series of hipped roofs weathered in clay tiles. Section of flat roof..	Evidence of historic water ingress.	Check over roof coverings and lead flashings and allow for local repairs.
1.07	Bedford Row.	Brick chimney stacks.		Allow for repointing and other isolated repairs.
1.08	7 Bedford Row.	Pitched roof incorporating timber framed glazed roof light to both pitches over the staircase.		Allow for timber repairs
1.09	Bedford Row.	Rainwater goods throughout the property.	Build up of silt and debris.	Check and repair as necessary
1.09	Rainwater goods.	Cast iron downpipes and hoppers.	Fair condition. Leak to the hopper/downpipe to the rear elevation of 7 Bedford Row.	Allow for replacing defective joints as required.
1.10	Bedford Row.	Roof void.	Little or no insulation to the roof void.	Improve/install thermal insulation to assist with controlling the internal environment.
2.01	All elevations of Bedford Row.	Solid brick elevations, mortar pointing.	Fair to good condition.	Allow for isolated areas of repointing and replacing spalled bricks.

2.02	Front elevation of Bedford Row.	Solid brick elevations.	Previously repaired brick window lintels and decorative brick band at ground level to the front elevation starting to deteriorate. Internal damp penetration, deemed to be associated with defective drip detail to the lead flashing of the decorative brick band.	Carry out brick repairs and replace lead flashing.
2.02	Rear elevation of Bedford Row.	Painted rendered elevation at lower ground floor level.	Deteriorated render finish at low level due to water penetration.	Cut back render above the external ground level finish and carry out render repairs to defective render and leave ready for redecoration.
2.03	Parapet walls and cappings to Bedford Row.	Stone cappings to the top of parapet walls.	Atmospheric staining to the cappings. Assumed deterioration of the mortar joints.	Renew mortar joints to prevent water ingress.
3.00	Stair to the front light well of 7 Bedford Row.	Stone stair and painted cast iron balustrade.	Stone steps heavily worn, exposed fixing of the balustrade and unsuitable concrete repairs. Abutment of stairs against the elevation causing water increase internally.	Carry out stone repairs and apply water repellent coating.
5.01	Front Elevation Windows to Bedford Row.	Timber framed sliding sash windows.	Fair condition.	Allow for timber repairs prior to redecoration.
5.01	Front Elevation Windows to Bedford Row.	Rendered reveals.	Fair condition, minor hairline cracking.	Allow for timber repairs prior to redecoration.
5.01	Rear Elevation Windows to Bedford Row.	Timber framed sliding sash windows.	Exposed timber to the window frames.	Allow for timber repairs prior to redecoration.
5.05	Front elevation of Bedford Row.	Painted timber portico's with lead roof covering.	Fair condition.	Carry out timber and lead repairs.

7.00	Front elevation windows to Bedford Row.	Painted timber framed sliding sash.	Decorative finish in good condition.	Thoroughly prepare and redecorate all windows.
7.00	Rear elevation windows to Bedford Row.	Painted timber framed sliding sash.	Deteriorated decorative finish with exposed timber in areas.	Thoroughly prepare and redecorate all windows.
7.00	Rear elevation windows of Bedford Row looking onto the covered courtyard.	Painted timber framed sliding sash.	Good condition.	Thoroughly prepare and redecorate. (cost includes access scaffolding).
7.00	Front elevation of Bedford Row.	Painted timber single leaf doors. Two at ground level and two at lower ground level.	Fair condition, minor chips to the decorative finish, particularly the main entrance door.	Thoroughly prepare and redecorate all external doors.
7.00	Front elevation of Bedford Row.	Painted timber portico's with lead roof covering.	Fair condition.	Thoroughly prepare and redecorate.
7.00	Surface mounted rainwater goods to the front elevation of Bedford Row.	Cast iron downpipes and hoppers.	Fair condition.	Thoroughly prepare and redecorate.
7.00	Surface mounted rainwater goods to the rear elevation of Bedford Row.	Cast iron downpipes and hoppers.	Fair condition, minor deterioration of the decorative finish.	Thoroughly prepare and redecorate.
7.00	Rear elevation to 6 Bedford Row	Painted render at basement level.	Poor condition at low level.	Thoroughly prepare and redecorate.
7.00	Front light wells to Bedford Row.	Painted rendered elevations and timber doors to pavement vaults.	Decorative finish in fair condition.	Thoroughly prepare and redecorate.
7.00	Front light wells to Bedford Row.	Painted metal staircase to 6 Bedford Row. Painted cast iron balustrades to the pavement.	Decorative finish in fair condition.	Thoroughly prepare and redecorate.
8.02	Light wells to the front of Bedford Row.	Concrete paving slabs and drainage inspection chambers.	Heavy build-up o lichen growth the paving slabs presenting a trip hazard.	Power wash of the paving slabs to remove lichen growth.
10.01	Bedford Row.	Painted plastered ceilings. Third Floor	Redundant fixings holes and isolated areas of cracking.	General allowance for repairs prior to redecoration.
10.01	Bedford Row.	Painted plastered ceilings. Second Floor	Redundant fixings holes and isolated areas of cracking.	General allowance for repairs prior to redecoration.
10.01	Bedford Row.	Painted plastered ceilings. First Floor	Redundant fixings holes and isolated areas of cracking.	General allowance for repairs prior to redecoration.

10.01	Bedford Row.	Painted plastered ceilings. Ground Floor	Redundant fixings holes and isolated areas of cracking.	General allowance for repairs prior to redecoration.
10.01	Bedford Row.	Painted plastered ceilings. Lower ground Floor	Redundant fixings holes and isolated areas of cracking.	General allowance for repairs prior to redecoration.
11.01	Bedford Row.	Combination of painted plastered walls and timber panelling. Third floor	Cracking to plastered finishes and timber panelling.	General allowance for repairs to plaster and timber panelling prior to redecoration.
11.01	Bedford Row.	Combination of painted plastered walls and timber panelling. Second floor	Cracking to plastered finishes and timber panelling.	General allowance for repairs to plaster and timber panelling prior to redecoration.
11.01	Bedford Row.	Combination of painted plastered walls and timber panelling. First floor	Cracking to plastered finishes and timber panelling.	General allowance for repairs to plaster and timber panelling prior to redecoration.
11.01	Bedford Row.	Combination of painted plastered walls and timber panelling. Ground floor	Cracking to plastered finishes and timber panelling.	General allowance for repairs to plaster and timber panelling prior to redecoration.
11.01	Bedford Row.	Combination of painted plastered walls and timber panelling. Lower ground floor	Cracking to plastered finishes and timber panelling.	General allowance for repairs to plaster and timber panelling prior to redecoration.
	Bedford Row		Making good panelling to 6 Bedford Row entrance corridor	
11.02	Lower ground floor lift lobby and toilet in 7 Bedford Row.	Painted plastered walls.	Deteriorated plaster wall finishes due to damp penetration.	Investigate and repair as required
11.02	Rear elevation at third floor level of 7 Bedford Row.	Painted plaster.	Damp penetration and deteriorated plaster and decorative finish adjacent to the window.	Carry out localised repairs and redecoration following remedial works of the cause of water penetration
12.02	Bedford Row.	Carpet floor finish.	Fair to good condition.	Recarpet throughout
13.01	Bedford Row.	Timber framed sliding sash.	Fair condition. Windows rattle.	Allowance for overhaul and adjustment as required. Allowance for draught excluders subject to listed building consent.
13.01	Bedford Row.	Internal timber shutters to the front elevation windows.	Fair condition.	Allow for repairs so in good working order.
13.02	First floor office to 7 Bedford Row.	Painted timber door.	Damaged door around the keep and redundant fixing holes. Chipped decorative finish.	Carry out timber repairs, fill holes and redecorate and re-secure all ironmongery.

13.03	Second floor front office to 7 Bedford Row.	Painted timber door with self-closer.	The door does not shut flush of its own accord.	Adjust the overhead closer and door latch to allow the door to shut flush by its own accord.
13.03	6 Bedford Row - First floor rear and front office and lower ground floor offices. 7 Bedford Row - reception door and first floor lobby door.	Painted timber panelled doors and frame.	No intumescent fire and smoke seals to the doors.	Install intumescent seals to the doors.
13.03	Rear office door at second floor level in 6 Bedford Row.	Painted timber panelled door and frame.	Brass door keep is dislodged and poorly fitted. No intumescent fire and smoke seals to the door.	Re-secure keep and leave door in full working order. Install intumescent seals to the door.
13.03	Lower ground floor level external doors to the front elevation.	Emergency escape doors fitted with locks.	Unsuitable ironmongery in the event of an emergency.	Replace ironmongery with thumb turn lock.
16.02	Whole of the property.	Suspected asbestos containing materials at lower ground floor level within 7 Bedford Row.	No asbestos management survey in place for 7BR.	Survey of whole property and implement management plan.

JOCKEY'S FIELDS

1.01	Second floor roof to Jockey's Fields.	Pitched roof overlaid with lead.	Water ingress evident to the northeast and northwest corners of the building internally.	Allow to carry out repairs as necessary (Safe access provision included in item)
1.01	First, ground and lower ground floor roof terraces to Jockey's Fields building and perimeter planters.	Inverted roof, finished with asphalt waterproofing covering overlaid with insulation, roofing ballast and concrete paving slabs.	Vegetation growth to the roofing ballast. Cracking to the asphalt upstands.	Lift ballast and clean, removing all vegetation and undertake inspection of the asphalt covering. Allow for replacement of the roof covering and waterproofing to planters.
1.01	Covered courtyard to the rear of 7 Bedford Row.	Glazed metal framed roof.	Soiled glazing.	Clean
1.09	Jockeys' Fields and covered courtyard.	Rainwater goods throughout the property.	Build-up of silt and debris to the rainwater goods. Particularly noted to the glazed roof of the covered courtyard and the outlet to the small roof accessed off the covered courtyard which is prone to flooding.	Check and repair as necessary

1.09	Rainwater goods.	Plastic rainwater goods and lead lined box gutter to main roof and asphalt parapet gutter to elevation facing onto Jockey's Fields.	Fair condition. Leaking joint to the right angle section of downpipe located directly above the small flat roof accessed off the covered courtyard.	Allow for replacing defective joints as required. Line asphalt and lead gutters as required.
1.12	Covered courtyard to rear of 7 Bedford Row	Glazed roof with metal access ladder located to the glazed roof.	Fixing of support frame fixed into window cill and concrete coping stone to Jockey's Field parapet wall. Ladder not deemed to be fit for purpose.	Remove the access ladder and dispose as water fed pole cleaning system now in use.
1.12	Lower ground floor roof to Jockey's Fields accessed off the covered courtyard.	Open edge to the roof.	No edge protection and the location of air conditioning units to the roof will mean workman access the roof and are at risk of falling from height.	Install edge protection in the form of a balustrade.
2.02	Party wall with 8 Bedford Row.	Party wall finished with painted render.	Deteriorated decorative finish and lichen growth to the top of the wall. Cracking to the rendered finish.	Carry out crack repairs to the render and redecorate.
2.03	Parapet walls and cappings to Jockey's Fields building.	Concrete copings to the top of parapet walls.	Atmospheric staining and build-up of lichen growth to copings. Minor weathering of the mortar joints.	Renew mortar joints to prevent water ingress.
3.00	Secondary means of escape stair between Jockey's Fields and 7 Bedford Row. Steps to rear courtyard between Jockey's Fields and 6 Bedford Row and vertical fixed ladder leading to sub-basement plantroom.	Galvanised steel treads and landings, decorated metal handrails and balustrades.	Minor build-up of lichen growth to the staircases.	Carry out a clean to remove lichen growth and redecoration works of balustrade and vertical ladder.
5.01	Jockey's Fields building.	Double glazed metal framed windows with powder coated finish.	Decorative finish is faded and redundant fixing holes to the frames.	Allow for repairs to window frames and specialist restoration of the faded decorative finish to the frames.

7.00	All doors to the external courtyards.	Painted timber doors.	Fair condition.	Thoroughly prepare and redecorate all external doors.
7.00	Rear external door to Jockey's Fields.	Double leaf powder coated metal door.	Decorative finish is heavily chipped and marked at low level.	Undertake specialist restoration of the powder coated finish
7.00	Balustrades to roof terraces of Jockey's Fields.	Painted metal balustrade to perimeter of the roof terraces.	Minor soiling to the balustrades.	Allow for redecorating
7.00	Timber soffit to Jockey's Fields building to west facing elevation.	Varnished timber soffit to lead roof gutter.	Fair condition with minor water staining.	Thoroughly prepare and re-varnish.
7.00	North facing elevation of Jockey's Fields building	Painted metal window planter railings.	Minor soiling to the railings.	Allow for redecorating
8.02	Lower ground floor terrace to the rear of 6 Bedford Row.	Concrete paving slabs and drainage inspection chambers.	Cracked paving slabs and defective mortar fillet to the drainage inspection chamber covers. Damaged step leading from the courtyard.	Replace defective paving slabs and renew mortar fillet to drainage covers.
10.01	Jockey's Fields building, second floor.	Intumescent paint finish to structural steelwork.	Damaged protective paint finish to the steel work.	Carry out repairs to the damaged intumescent paint finish.
12.01	Covered courtyard.	Block paving.	Slight depression in the paving, potentially creating a trip hazard. Location is towards Bedford Row.	Renewal of all paving as part of refurbishment
12.02	Jockey's Fields	Carpet floor finish.	Fair to good condition.	Recarpet throughout
15.00	First floor link walkway to the covered courtyard.	Painted steel finish.	Decorative finish is worn and the stair nosings are not highlighted.	Redecorate the walkway and floor.
15.00	Jockey's Fields Staircase.	Painted plastered walls, ceilings and varnished timber joinery.	Fair condition, general wear and tear throughout.	Redecorate - painted finish in place of varnish
22.00	Lift	Passenger Lift	To be updated	Quote obtained from usual service provider