0351

Asbestos Refurbishment Survey

Window Removal to Tower and Kingsway (Link Bridge)

for

SLQR Trustee No 1 Limited and SLQR Trustee No 2 Limited as Co Trustees of SLQR Unit Trust No 3

at

Space House
1 Kemble Street
London
WC2B 4AN

Survey Date: 09 March 2020

Project Reference: P-366327

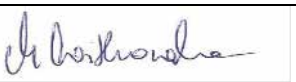
Environmental Essentials Limited

Head Office
Unit 3 Arlington Court
Cannel Row
Silverdale Enterprise Park
Newcastle-under-Lyme
Staffordshire
ST5 6SS

Tel: 0845 456 9953
www.environmentalessentials.co.uk

Contents

Section 1 – Contract Details

Site name and address:	Space House, 1 Kemble Street, London, WC2B 4AN		
Client name and address:	SLQR Trustee No 1 Limited and SLQR Trustee No 2 Limited, as Co Trustees of SLQR Unit Trust No 3, 3rd Floor, 37 Esplanade, St Helier, Jersey, Channel Islands, JE1 1AD		
Client contact:	Clive Withers		
Type of survey:	Asbestos Refurbishment Survey		
Date of survey:	09 March 2020		
Project Manager:	Andy Jones(Crawley)		
Lead surveyor(s):	Adam Pullin		
Report technically reviewed by:	Monika Witkowska	Signature:	

Report Versions:

Version Number	Issue Date	Description
1	16/03/2020	First Issue

Section 2 – Executive Summary

Any asbestos containing materials which have been identified during this survey are categorized below according to the recommendations made by Environmental Essentials Ltd. Where no items are listed in any of the categories, then no asbestos containing materials have been identified within the scope of the survey.

This report must be read in its entirety for a comprehensive understanding of the survey findings contained within.

ACMs recommended for removal:

Location No.	Location Name	Sample No.	Item / Position	Material
001	Tower Building - Room 4B/4A	P-366327/001	Panel Beneath Window	Asbestos insulating board
002	Kingsway Building - Open Plan Area	P-366327/P001	Window sills	Asbestos cement

All works, whether licensed or non-licensed, must be undertaken in accordance with the Control of Asbestos Regulations, Approved Code of Practice L143 and HSE guidance documents.

ACMs recommended for remedial works:

No material in this category.

ACMs recommended for ongoing management:

No material in this category.

Section 2 – Executive Summary

Inaccessible Rooms / Areas

All areas were accessed within the scope of the survey.

Limited Access Areas

There were no limited access areas within the scope of the survey.

Section 3 – Introduction

3.1 SLQR Trustee No 1 Limited and SLQR Trustee No 2 Limited as Co Trustees of SLQR Unit Trust No 3 commissioned Environmental Essentials Limited to undertake an Asbestos Refurbishment Survey of Space House, 1 Kemble Street, London, WC2B 4AN.

3.2 Site description:
One Kemble Street building and Kingsway building currently contains an existing property comprising 229,192ft². The site is located on Kingsway in the London Borough of Camden. The original development was completed in 1969 and received large-scale refurbishments in 1996 and 2003; it received Grade II listing by Historic England in 2015.

3.3 The purpose of the survey is to enable those responsible for the management of the site to compile the necessary assessments, ascertain any necessary restrictions on the operation of the site and make due provision for the management of asbestos containing materials (ACMs) identified as part of the duty holders ongoing obligations under the Control of Asbestos Regulations.

3.4 The scope of the survey was defined by Andrew Jones and Clive Withers as:

Full Project Scope of Works:-
Refurbishment Survey of both 1 Kemble Street and 45-49 Kingsway ahead of the proposed refurbishment works. The full scale of the project was communicated by Clive Withers of Avison Young during the scoping visit. The scope of the refurbishment included a full strip out of internal wall structures (partition and blockwork) and ceilings (suspended/fixed) leaving the outer shell structure of the building. All existing Mechanical and Electrical Plant (MEP) is proposed to be removed apart from any services feeding the UKPN areas. All windows to the exterior of the properties are being replaced. Specified sections of the floor slab, particularly to the car park and ramp, are being re-constructed. Additional structures are being constructed to the roof of both buildings.

Survey Report Breakdown:-
The survey has been broken down into separate reports to make the flow of information to the client more frequent. The report breakdown will likely be as follows:

1. Tower - Roof Level to 12th Floor
2. Tower - 11th Floor to Basement (Basement under both buildings)
3. Kingsway - Roof Level to 6th Floor
4. Kingsway - 5th Floor to Ground Floor
5. Lift Shafts (Both Buildings)
6. Pilot Window Removal (Both Buildings)
7. Roof Structure (Both Buildings)
8. Exterior (Both Buildings)

Scope of this Report (Window Removal):-
Environmental Essentials will be in attendance whilst a LARC remove x2 external windows (one in each building) under fully enclosed conditions (to allow for the removal of the known AIB panels beneath the windows). The objectives of the survey are to identify what additional ACMs are present surrounding the window (e.g. packing to the frame, mastic seals, further cavity panels, etc.) and also to understand how the known ACMs are fixed to guide the tendering removal/enabling contractors to accurately price and produce methods for the works. The sequence of events will be difficult to predict, however, the intention is to obtain physical samples of any suspect materials and carryout an inspection of the window surround and aperture once the window framework has been removed. This will depend upon how the AIB is fixed to the window frame. Limitations may occur where the enclosure becomes 'live'.

3.5 Full details of the scope can be found in Appendix A – Contract Information and Survey Scope

3.6 This report does not constitute an asbestos register or an asbestos management plan for the purpose of the duty to manage asbestos under regulation 4 of the Control of Asbestos Regulations 2012.

Section 4 – Exclusions and Caveats

4.1 As part of the planning stage for this survey, specific inclusions and exclusions may have been applied to the survey undertaken at this property. These will have been discussed and pre-agreed with the Client prior to commencement of the survey, and may serve as specific caveats within this survey report.

Please refer to the full Appendix A of this report for full details of areas / items which were included within the scope of this survey.

All areas excluded from the survey must be presumed to contain asbestos.

4.2 The measurements and extents in this report are approximate and should not be used for contractors to price abatement work. Where pricing work is to be undertaken it is the responsibility for the contractor to obtain the measurements ahead of submitting a quotation. It recommended that the report shall be read in conjunction with a bill of quantities and technical specification to identify methods and full extent of the abatement works.

Section 5 – Survey Methodology

5.1 General Methodology

This survey was undertaken in accordance with the methods defined in HSG264 Asbestos: The survey guide, HSG248 Asbestos: The analysts' guide and Environmental Essentials' in-house procedures.

Survey types as defined within HSG264 as follows:

Management Survey - The standard survey to identify and assess the risks from asbestos associated with normal occupancy of a building whilst also considering routine maintenance activities.

Refurbishment Survey or Demolition Survey - These types of survey serve to identify all asbestos materials as far as reasonably practicable within the fabric of a building prior to any such works.

The objective of an asbestos survey is to locate, as far as is reasonably practicable, the location and extent of presumed or known asbestos containing materials. Samples of suspected ACMs may be taken and analysed in order to confirm or refute the surveyor's judgement.

Where a material has been sampled as part of this survey, materials with similar appearance used in the same way within the building may be strongly presumed to be the same material and will be recorded as cross references to the original sample (e.g. P-123456/As001 for a cross reference to sample P-123456/001).

Additionally, surveyors may strongly presume a material to be asbestos based upon their experience. Strongly presumed materials are recorded within this report with a prefix of SP followed by a unique number starting at 001 (e.g. the first strongly presumed item would be P-123456/SP001).

The survey may also involve presuming the presence of asbestos where there is insufficient evidence to confirm that it is not asbestos. These presumed ACMs will be recorded within this report with a prefix of P followed by a unique number starting at 001 (e.g. the first presumed item would be P-123456/P001).

5.2 Risk Assessment

During the course of the survey, Environmental Essentials will have risk assessed each material identified and assigned individual risk scores. Materials can be risk assessed using two separate scoring systems:

The material assessment considers the type and condition of ACMs and their ability to release fibres into the air. It comprises of four separate elements as follows:

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

A simple algorithm can be used to assess these four parameters during the survey. Each parameter is scored as high = 3, medium = 2, or low = 1; two categories allow a nil score.

Presumed or strongly presumed ACMs will be scored as containing crocidolite asbestos, unless analysis of similar samples from the building consistently show a different type or if there is a reasoned argument that another type of asbestos was used.

The value assigned to each of the four parameters is added together to give a total score of between 2 and 12 and highlights immediately the materials of high risk.

Those materials with a material assessment score of 10 or more should be regarded as an immediate high risk with a significant potential to release fibres if disturbed. Scores of between 7 and 9 are regarded as medium risk and between 5 and 6 a low risk. Scores of 4 or less are a very low risk. Non-asbestos materials are not assigned a risk score.

Section 5 – Survey Methodology

All management surveys will include a material assessment for asbestos containing materials identified. Unless requested by the Client or advised, materials identified within a demolition survey will not include a material assessment as it is anticipated that all materials will be removed from site.

The priority for asbestos management is determined by carrying out a further assessment called the priority assessment.

This assessment as described in detail within HSE guidance document HSG 227 is the responsibility of the duty holder and should be carried out by a person with a detailed knowledge of the site and the activities performed within.

Environmental Essentials' can assist in this process by undertaking a priority assessment during the course of a survey, however it is ultimately the responsibility of the duty holder to review this assessment to ensure it is correct using their knowledge of the operation and maintenance requirements of the premises.

The priority assessment addresses the likelihood of the asbestos material being disturbed as even asbestos materials in the poorest condition may only represent a risk to health if the fibres are disturbed and become airborne.

The priority assessment algorithm takes into account factors such as:

- Maintenance activities
- Likelihood of disturbance
- Human exposure potential
- Occupant activity

The combination of the material and priority assessments forms the total score for each particular material, which is used as the basis of an asbestos management plan. If a Client has not requested a priority assessment then the total assessment stated within the survey results will be reflective of the material assessment only.

The undertaking of priority assessments falls outside Environmental Essentials' scope of UKAS Accreditation.

Examples of the algorithms used when compiling material and priority assessments can be seen within Table 1 and Table 3 of this survey report.

5.3 Recommendations

The survey team will make a recommendation for each ACM identified and this will be based upon the initial material risk assessment. Further priority assessments may identify alternative actions and timescales to be considered.

Recommendations are a subjective assessment made by the survey team at that point in time based upon their knowledge of asbestos materials and management only. Environmental Essentials Ltd cannot account for further changes in site conditions and use. Recommendations made will be as specific as possible at that point in time however will not take into account the logistics of site operations or budgets available to the client.

5.4 Bulk Sample Analysis

The analysis of bulk samples has been undertaken by Environmental Essentials' approved analytical laboratory, which holds accreditation by UKAS as a testing laboratory. Certification for the analysis of samples taken during this survey is detailed within Appendix B.

Analysis of bulk samples was carried out in accordance with HSE Guidance HSG248 – The analysts' guide

Every attempt is made to ensure that when samples are taken they are representative of the material as a whole but some ACMs are not homogeneous and contain very small quantities of asbestos.

Section 5 – Survey Methodology

Table 1 Material Assessment Algorithm (from HSG264 Appendix 4)

	Score	Examples of scores
Product type (or debris from product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi- rigid paint, decorative finishes and asbestos cement etc)
	2	Asbestos insulating board, mill boards, other low-density boards, textiles, gaskets, ropes and woven materials and asbestos paper
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of damage/deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks, broken edges on boards or tiles, etc.
	2	Moderate damage: significant breakage of materials or several small areas where material has been damaged exposing fibrous edges.
	3	High damage or deterioration of materials, sprays and thermal insulation. Visible asbestos contamination by debris or residues.
Surface treatment	0	Composite materials containing asbestos, reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays or insulation, AIB (with exposed face encapsulated), cement sheets, etc.
	2	Unsealed AIB, encapsulated insulation and sprays.
	3	Unsealed insulation and sprays.
Asbestos type	1	Chrysotile
	2	Amphibole asbestos (excluding crocidolite)
	3	Crocidolite

Table 2 Accessibility categories

Rating	Definition
Easy	ACM is not obscured and can be reached without access equipment.
Medium	ACM is obscured by easily removable building materials or can only be reached form standard step ladders.
Difficult	ACM is obscured by fixed / difficult to remove building materials or requires access equipment other than standard step ladders.

Section 5 – Survey Methodology

Table 3 Priority Assessment Algorithm (from HSG227 Appendix 3)

Assessment Factor		Score	Examples of score variables
Normal occupant activity	Main type of activity in area	0 1 2 3	Rare disturbance activity (e.g. little used store room) Low disturbance activities (e.g. office type activity) Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs) High levels of disturbance, (e.g. fire door with asbestos insulating board sheet in constant use)
	Secondary activities for area	As above	As above
Likelihood of disturbance	Location	0 1 2 3	Outdoors Large rooms or well ventilated areas Rooms up to 100m2 Confined spaces
	Accessibility	0 1 2 3	Usually inaccessible or unlikely to be disturbed Occasionally likely to be disturbed Easily disturbed Routinely disturbed
	Extent/amount	0 1 2 3	Small amounts or items (e.g. strings, gaskets) ≤10m2 or ≤10m pipe run >10m2 to ≤50m2 or >10m to ≤50m pipe run >50m2 or >50m pipe run
Human exposure potential	Number of occupants	0 1 2 3	None 1 to 3 4 to 10 >10
	Frequency of use of area	0 1 2 3	Infrequent Monthly Weekly Daily
	Average time area is in use	0 1 2 3	<1 hour >1 to <3 hours >3 to <6 hours >6 hours
Maintenance activity	Type of maintenance activity	0 1 2 3	Minor disturbance (e.g. possibility of contact when gaining access) Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling) Medium disturbance (e.g. lifting one or two asbestos insulating board ceiling tiles to access a valve High disturbance (e.g. removing a number of asbestos insulating board ceiling tiles to replace a valve or for re-cabling)
	Frequency of maintenance activity	0 1 2 3	ACM unlikely to be disturbed for maintenance ≤1 per year >1 per year >1 per month

Section 6 – Survey Results

Building:	Space House	Floor:	Fourth Floor
Location:	001 - Tower Building - Room 4B/4A	Sample No / ID (Type):	P-366327/001 (Sampled)
Surveyor:	Adam Pullin	Survey date:	09/03/2020
Sample Details			
		Item description:	Panel Beneath Window
		Material description:	Insulating board
		Quantity / Extent:	2 m²
		Accessibility	Difficult Access
		Analysis:	Chrysotile Amosite
		Material identification:	Asbestos insulating board

Material Assessment Scoring:							
Product Type:	2	Condition:	1	Surface Treatment:	2	Asbestos Type:	2
Priority Assessment Scoring:							
Occupant Activity:	-	Disturbance:	-	Human Exposure:	-	Maintenance Activity:	-
Total Scores:							
Material Score:	7	Priority Score	-	Total Score:	7	Risk Rating:	Medium
Recommended action:	Remove.						
Recommendation comments:	-						
Comments:	Insulating board panel located beneath window behind breeze block walls fixed to the external facing glass panel. Assume to be present beneath all windows in the building, on all floors.						

Building:	Space House	Floor:	Fourth Floor
Location:	002 - Kingsway Building - Room 4B/4A	Sample No / ID (Type):	P-366327/002 (Sampled)
Surveyor:	Adam Pullin	Survey date:	09/03/2020
Sample Details			
		Item description:	Packing to window frame
		Material description:	Insulating board
		Quantity / Extent:	0.25 m²
		Accessibility	Difficult Access
		Analysis:	No asbestos detected
		Material identification:	Non-asbestos material

Material Assessment Scoring:							
Product Type:	-	Condition:	-	Surface Treatment:	-	Asbestos Type:	-
Priority Assessment Scoring:							
Occupant Activity:	-	Disturbance:	-	Human Exposure:	-	Maintenance Activity:	-
Total Scores:							
Material Score:	-	Priority Score	-	Total Score:	0	Risk Rating:	N/A
Recommended action:	-						
Recommendation comments:	-						
Comments:	Packing material located within the concrete aperture.						

Section 6 – Survey Results

Building:	Space House	Floor:	Fourth Floor
Location:	002 - Kingsway Building - Open Plan Area	Sample No / ID (Type):	P-366327/P001 (Presumed)
Surveyor:	Adam Pullin	Survey date:	09/03/2020
Sample Details			
		Item description:	Window sills
		Material description:	Cement product
		Quantity / Extent:	2 m linear
		Accessibility	Easy Access
		Analysis:	Presumed to contain asbestos
		Material identification:	Asbestos cement

Material Assessment Scoring:							
Product Type:	1	Condition:	0	Surface Treatment:	1	Asbestos Type:	3
Priority Assessment Scoring:							
Occupant Activity:	-	Disturbance:	-	Human Exposure:	-	Maintenance Activity:	-
Total Scores:							
Material Score:	5	Priority Score	-	Total Score:	5	Risk Rating:	Low

Recommended action:	Remove.
Recommendation comments:	-
Comments:	Extent provided (2 m linear) equates to each window section. This material has been sampled and confirmed as asbestos on previous survey report -.P-359298. The photograph shown is from the previous survey report.

Section 7 – Room Data

This section contains details of the material construction of all rooms which were accessed during this survey. For those areas which were not accessed during the surveys, please refer to the no access areas in section 1.0.

Building Name:	Space House	Floor Level:	Fourth Floor
Location Number:	001	Location Description:	Tower Building - Room 4B/4A
Surveyor:	Adam Pullin	Survey Date:	09/03/2020
Room Data / Observations:			
<No photo available>	General Comments: Upon removal of the block work an inspection revealed the sampled insulating board infill panel set within a steel frame. The metal outer infill panel (as seen externally) is also set within the steel frame closely bonded to the insulating board panel (whether by design or over time). Removal of metal frame surround identified concrete walls, plastic raw plugs and metal brackets.		

Building Name:	Space House	Floor Level:	Fourth Floor
Location Number:	002	Location Description:	Kingsway Building - Open Plan Area
Surveyor:	Adam Pullin	Survey Date:	09/03/2020
Room Data / Observations:			
<No photo available>	General Comments: Upon removal of the block work, an inspection was carried out which revealed a metal panel and steel frame. No obvious ACMs were identified.		

Section 8 – Sample Results Summary

Sample No. / ID (Approach*)	Location details	Item Description	Material description	Asbestos type	Extent	Material score	Priority score	Total score	Recommendation
P-366327/001 (S)	Space House - Fourth Floor - Tower Building - Room 4B/4A	Panel Beneath Window	Asbestos insulating board	Chrysotile Amosite	2 m2	7	-	7	Remove.
P-366327/002 (S)	Space House - Fourth Floor - Kingsway Building - Room 4B/4A	Packing to window frame	Non-asbestos material	No asbestos detected	0.25 m2	0	-	0	-
P-366327/P001 (P)	Space House - Fourth Floor - Kingsway Building - Open Plan Area	Window sills	Asbestos cement	Presumed to contain asbestos	2 m linear	5	-	5	Remove.

*Key to approach: S = sampled material; X = Material cross referenced to a sample; P = presumed material (not sampled); SP = Strongly presumed material (not sampled)

APPENDIX A – CONTRACT INFORMATION AND SURVEY SCOPE

SURVEY CONTRACT INFORMATION AND SCOPE	
Quotation number / Project number	**P-366327**

Client	SLQR Trustee No 1 Limited and SLQR Trustee No 2 Limited as Co Trustees of SLQR Unit Trust No 3
Site	Space House
Site Address	Space House 1 Kemble Street London WC2B 4AN

Site description	One Kemble Street building and Kingsway building currently contains an existing property comprising 229,192ft². The site is located on Kingsway in the London Borough of Camden. The original development was completed in 1969 and received large-scale refurbishments in 1996 and 2003; it received Grade II listing by Historic England in 2015.
Type of survey	Refurbishment Survey
Area of refurbishment (if applicable)	Window Removal to Tower and Kingsway (Link Bridge)
Mobile Tracker version	Standard Tracker - Room led data

Client specific requirements

Information obtained from client:	
How was information obtained	Site visit
Occupancy of the site	Vacant
Existing asbestos reports / records?	Yes Asbestos registers & survey reports are available on-site
Historical refurbishment / demolition records	Yes Asbestos registers detail ACMs that have been removed

Assessments required	Material assessment only
Method of reinstatement (if applicable)	N/A - to be arranged by others N/A
Departures from recognised methods	No

Scope of works (including proposed refurbishment where applicable)

Full Project Scope of Works:-
Refurbishment Survey of both 1 Kemble Street and 45-49 Kingsway ahead of the proposed refurbishment works. The full scale of the project was communicated by Clive Withers of Avison Young during the scoping visit. The scope of the refurbishment included a full strip out of internal wall structures (partition and blockwork) and ceilings (suspended/fixed) leaving the outer shell structure of the building. All existing Mechanical and Electrical Plant (MEP) is proposed to be removed apart from any services feeding the UKPN areas. All windows to the exterior of the properties are being replaced. Specified sections of the floor slab, particularly to the car park and ramp, are being re-constructed. Additional structures are being constructed to the roof of both buildings.

Survey Report Breakdown:-
The survey has been broken down into separate reports to make the flow of information to the client more frequent. The report breakdown will likely be as follows:

1. Tower - Roof Level to 12th Floor
2. Tower - 11th Floor to Basement (Basement under both buildings)
3. Kingsway - Roof Level to 6th Floor
4. Kingsway - 5th Floor to Ground Floor
5. Lift Shafts (Both Buildings)
6. Pilot Window Removal (Both Buildings)
7. Roof Structure (Both Buildings)
8. Exterior (Both Buildings)

Scope of this Report (Window Removal):-
Environmental Essentials will be in attendance whilst a LARC remove x2 external windows (one in each building) under fully enclosed conditions (to allow for the removal of the known AIB panels beneath the windows). The objectives of the survey are to identify what additional ACMs are present surrounding the window (e.g. packing to the frame, mastic seals, further cavity panels, etc.) and also to understand how the known ACMs are fixed to guide the tendering removal/enabling contractors to accurately price and produce methods for the works. The sequence of events will be difficult to predict, however, the intention is to obtain physical samples of any suspect materials and carryout an inspection of the window surround and aperture once the window framework has been removed. This will depend upon how the AIB is fixed to the window frame. Limitations may occur where the enclosure becomes 'live'.

Elements to be inspected			
All surveys			
Element	**Usual inspection method (if applicable)**	**Included?**	**Comments**
All areas within site boundary	Inspection of all areas within the site boundaries, including exterior elements and surrounding gardens / land.	Yes	
Beneath carpet or floor coverings (except laminate floors)	Management surveys - to be lifted in discrete locations where to do so will not cause damage and where the flooring can be safely replaced Refurbishment / demolition surveys – full inspection to all relevant areas.	Yes	
Beneath or behind fixtures and fittings – e.g. bath panels / kitchen units	Management surveys – inspection only where the item is screw fixed or can be easily removed and replaced without causing damage. Refurbishment / demolition surveys - removal of cladding panels / units or inspection hole created with appropriate tools.	Yes	
Within boxings or risers (not constructed of a suspect ACM).	Management surveys – inspection only where the boxing / access panel is screw fixed or can be easily removed and replaced without causing damage. Refurbishment / demolition surveys – full inspection either by unscrewing, use of existing access panels or inspection holes made with appropriate tools of suitable size to allow for adequate inspection..	Yes	Boxing's can be removed in their entirety to facilitate a full inspection. Boxing's within the Tower (1 Kemble Street Building) to the perimeter walls (adjacent the windows) will be representatively inspected given their uniform nature and amount of boxing's present (i.e. a boxing to either side of each window).
Roof voids	Inspection from the access hatch if no flooring or crawl boards available	Yes	
Refurbishment surveys / demolition surveys (elements to be included in areas affected by the scope of the proposed works)			
Element	**Usual inspection method (if applicable)**	**Included?**	**Comments**
Solid wall cavities	Removal of vent covers/window sills. May involve removal of individual bricks in some cases.	Yes	
Partition wall cavities	Inspection holes created with appropriate tools and of suitable size to allow for adequate inspection.	Yes	Large sections of the partitions can be removed to provide a greater level of inspection
Above fixed ceilings / ceiling voids	Inspection holes created with appropriate tools. Inspection may also be possible via the removal of light fittings or removal of flooring within areas above.	Yes	Large sections of the ceilings can be removed to provide a greater level of inspection
Floor voids	Removal of floorboards or use of existing access points.	Yes	
Beneath window sills	Removal of window sills or inspection holes created with appropriate tools.	Yes	This excludes asbestos windowsills
Within fire doors	Removal of door furniture or inspection hole created with appropriate tools.	Yes	
Beneath fixed flooring materials (e.g. laminate / ceramic tiles)	Removal of flooring material.	Yes	
Behind fixed wall cladding / coverings / tiles	Removal of cladding / coverings / tiles.	Yes	Listed features, including mosaic tiles, are to be excluded; these are present to external walls and stairwells.
Behind skirting and door frames	Removal of skirting and door frames.	Yes	
Beneath non-asbestos insulation to pipework / calorifiers etc.	Removal of non-asbestos insulation materials.	Yes	
Behind non asbestos external soffits / fascias	Removal of soffit / fascia. Inspection hole created with appropriate tools. Suitable inspection may be possible form within roof voids	Yes	
Sealed off or locked areas	Access gained using intrusive methods.	No	

where no key is available			

As part of the survey planning stage, the below elements were discussed with the client. Where the elements are indicated as not included, they are specifically excluded from the scope of the survey and should be presumed to contain asbestos until proven otherwise.			
Element	**Usual inspection method (if applicable)**	**Included?**	**Comments**
Work at height requiring specialist access equipment	Inspection via MEWP or scaffold as appropriate.	Yes	MEWP requirement for external high level areas, i.e. canopies, link bridges, etc.
Within electric switchgear, fuse boxes, plant and other associated services	Only accessed if a suitably qualified electrician is provided otherwise these items will not be inspected and are specifically excluded from the scope of the survey.	Yes	Client to supply a suitably qualified electrician to locally isolate and open up any suspect electrical units.
Within operational plant and machinery including boilers / calorifiers etc.	Only accessed if a suitably qualified engineer is provided otherwise these items will not be inspected and are specifically excluded from the scope of the survey.	Yes	Client to supply a suitably qualified mechanic to locally isolate and open up any suspect mechanical units, i.e. boilers.
Access behind / above existing ACMs which would require the use of an asbestos removal contractor	Inspection will only be carried out if a licensed asbestos removal is provided otherwise these areas are specifically excluded from the scope of the survey.	No	Excluded from the scope of the survey (beneath cement products and asbestos insulating board products).
Lifts, lift shafts and lift machinery	Unless agreed with the client and a lift engineer is provided, lifts and shafts are specifically excluded from the scope of the survey. Lift machinery will be inspected externally where possible	Yes	Client to supply a lift engineer to facilitate inspection to the lift shafts and lift carriages - This element will e captured on a separate survey report relating specifically to this element of the works.
Internal elements of safes	Where not included and if there are no client specific requirements, all safes will be recorded as a no access item which should be therefore presumed to contain asbestos.	No	Not applicable
Intrusion through solid ceiling slab, floor slabs or solid walls.	Only accessed if suitable specialist support services are provided otherwise these items will not be inspected and are specifically excluded from the scope of the survey.	Yes	Specified slab areas are to be intrusively inspected with the assistance of other trades, i.e. LARC, Drilling Contractor, etc. - This element will e captured on a separate survey report relating specifically to this element of the works.
Below external ground level	Only accessed if suitable specialist support services are provided otherwise these items will not be inspected and are specifically excluded from the scope of the survey.	No	Not applicable
Additional information			
Site specific inclusions - Windows - As the windows are being replaced, it has been recommended that at least 1 window from each building is removed during the survey to facilitate inspection where the frame meets the structure - this will be captured on the separate survey report specific to this element of the survey. Roof - Core inspections of the roof membrane layers to the two flat roof areas are to be undertaken. Specialist roofing contractor (supplied by the client) to re-instate the roof for waterproofing purposes - this will be captured on the separate survey report specific to this element of the survey.			
Site Specific exclusions - Access to the x2 light well areas within 1 Kemble Street Building is not possible due to no safe access points. No damage is to be caused to listed features of the building including the mosaic tiled surfaces to the interior and exterior of the building.			

Scope prepared by: Andrew Jones

Scope agreed with: Clive Withers

APPENDIX B – CERTIFICATE OF ANALYSIS

2719

CERTIFICATE OF ANALYSIS

Project No:	P-366327	**Page:**	1 of 2
Client:	SLQR Trustee No 1 Limited and SLQR Trustee No 2 Limited as Co Trustees of SLQR Unit Trust No 3 3rd Floor, 37 Esplanade St Helier Jersey Channel Islands JE1 1AD	**Issue date:**	16 March 2020
Site:	Space House 1 Kemble Street London WC2B 4AN		

Samples Taken:	09 March 2020
Sampled by:	Adam Pullin
Date analysed:	12 March 2020
Analysed by:	Allison Bithell
Laboratory:	Lab L1, Unit 3 Arlington Court, Silverdale Enterprise Park, Cannel Row, Staffordshire ST5 6SS

Key: chrysotile 'white asbestos', asbestos grunerite [amosite] 'brown asbestos', crocidolite 'blue asbestos'

The analysis detailed in this certificate was undertaken by polarised light microscopy in accordance with our in-house procedure based upon HSG248 Asbestos: The analysts' guide for sampling, analysis and clearance procedures.

For samples submitted by the Client or Client's representative Environmental Essentials Ltd cannot be held responsible for the representative nature of the samples or accuracy of the sample descriptions.

The description of the type of product is based on a visual examination of the material and is given for guidance purposes only. Environmental Essentials accepts no liability for any actions the Client may take based on the material type/s detailed on this certificate.

***Opinions and interpretations expressed herein are outside the scope of our UKAS accreditation**

Authorised by: Monika Witkowska

Position: Technical Reviewer

Signed:

.

Environmental Essentials Limited

Head Office
Unit 3 Arlington Court
Cannel Row
Silverdale Enterprise Park
Newcastle-under-Lyme
Staffordshire
ST5 6SS

Tel: 0845 456 9953 Fax: 0845 456 9954

UKAS TESTING
2719

environmental essentials

CERTIFICATE OF ANALYSIS

Project No: P-366327 **Page:** 2 of 2

Sample Number	Location / Description	Analysis	Material identification*
P-366327/001	Fourth Floor - Tower Building - Room 4B/4A - Panel Beneath Window	Chrysotile Amosite	Asbestos insulating board
P-366327/002	Fourth Floor - Kingsway Building - Room 4B/4A - Packing to window frame	No asbestos detected	Non-asbestos material
	End of Report		

.
Environmental Essentials Limited

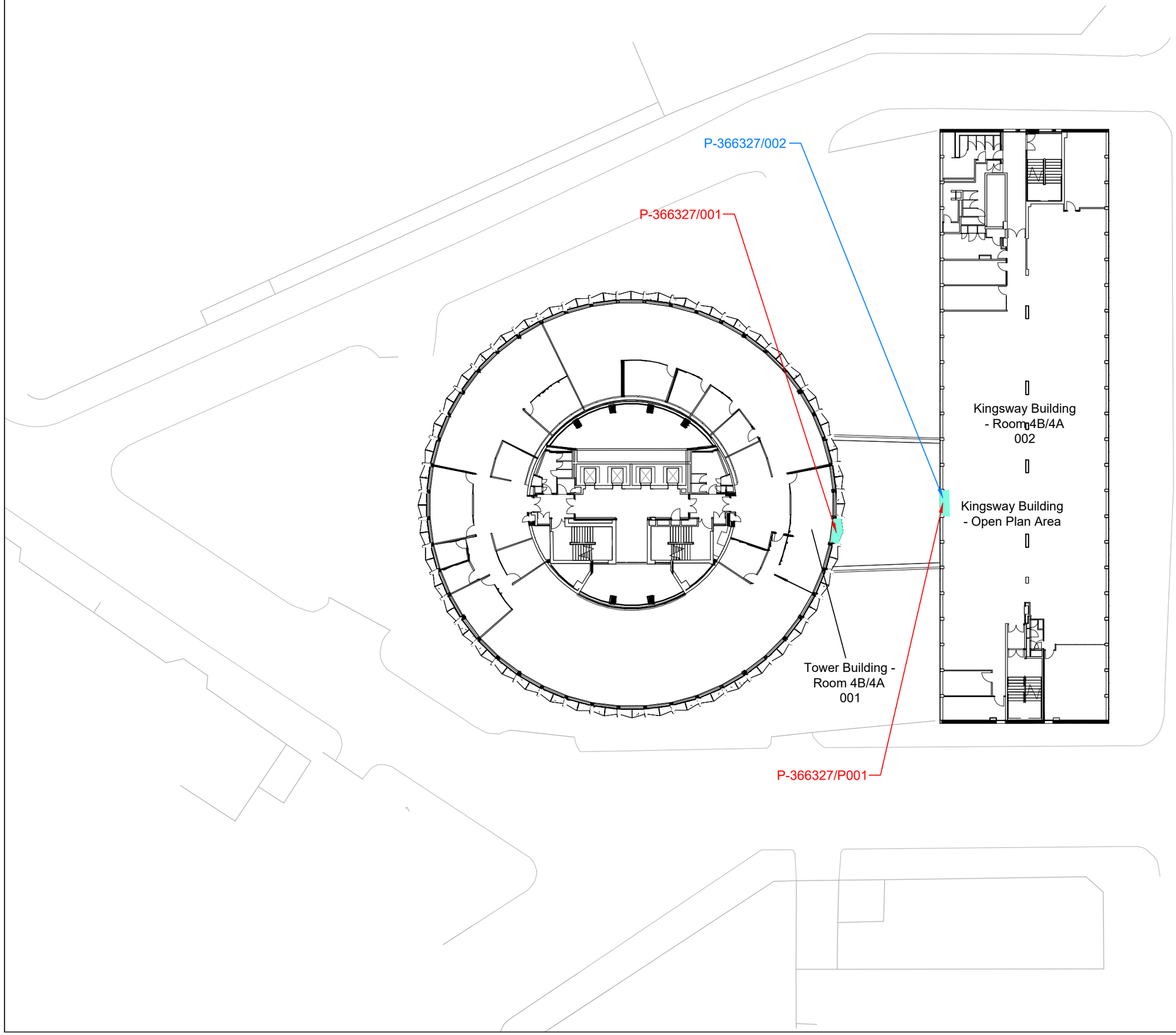
Head Office
Unit 3 Arlington Court
Cannel Row
Silverdale Enterprise Park
Newcastle-under-Lyme
Staffordshire
ST5 6SS

Tel: 0845 456 9953 Fax: 0845 456 9954

APPENDIX C – PLANS

KEY

- ASBESTOS LOCATION
- SAMPLE LOCATION
- ASBESTOS REMOVED
- AREAS OF NO ACCESS
- ACCESS HATCH
- SPECIFIED AREAS
- WALL INTRUSION
- CEILING INTRUSION
- FLOOR INTRUSION



NOT TO SCALE

DRAWING 4th Floor	
SHEET: 01 of 01	
SITE NAME: Space House	
Site Address: Space House 1 Kemble Street London WC2B 4AN Client: SLQR Trustee	Project: P-366327 Survey Date: 09/03/20 Surveyors: APU Drawn By: TTS-GA

environmental essentials

This plan uses colour coding and should therefore only be relied upon when printed in colour. The information on this plan should be read in conjunction with the original report for the project number detailed above.