



Education
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Agency

Property Data Survey Programme

Survey Manual

Surveyor Technical Reference

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Part 2 of the PDSP Survey Manual provides technical guidance to support Surveying Organisations undertaking Property Data Surveys.	

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PDSP Surveyor Technical Reference

The suite of documents forming the Property Data Survey Programme (PDSP) Survey Manual have been produced to provide an overview of all the key programme information, an outline of the programme methodology, detail of the technical content and all of the supporting appendices documents.

The Survey Manual is intended for use by all Surveying Organisations and for reference by all the programme stakeholders, and is publicly available on the DfE Website.

1.0	Introduction	p 5
1.1	- PDSP Manual Content	p 5
1.2	- Purpose of this document.	p 5
2.0	Pre-Arrival	p 6
2.1	- Pre-Arrival Checklist	p 6
3.0	Arrival & Pre PDS Meeting	p 7
3.1	- Arrival	p 8
3.2	- Pre PDS Meeting	p 8
4.0	PDSP Survey	p 9
4.1	- General Suggested Approach.	p 9
4.2	- PDS Header Data Set	p 10
4.3	- Elemental Structure	p 15
4.4	- Elemental Level Data Set	p 16
5.0	Technical Reference by Construction Type	p 20
5.1	- Roofs	p 20
5.2	- Floors and Staircases	p 21
5.3	- Ceilings	p 24
5.4	- External Walls	p 25
5.5	- Internal Walls and Floors	p 28
5.6	- Sanitary, Mechanical and Electrical Services	p 29
5.7	- Redecorations	p 30
5.8	- Fixed Furniture and Fittings	p 31
5.9	- External Areas	p 32
5.10	- Playing Fields/All Weather Pitches/MUGAs	p 34
6.0	Leaving the Establishment.	p 35
6.1	- Health and Safety Reporting	p 35
6.2	- Leaving the Establishment	p 35
	Glossary	p 36

Section 1

Introduction

1.1 PDSP Manual Content

The PDSP Survey Manual is designed to support Surveying Organisations in ensuring that the information obtained as part of the PDS is consistently captured as well as assist in the efficiency and uniformity of the approach to the programme.

The Survey Manual will support Surveying Organisations in following required protocols and guide surveyors in undertaking surveys safely with the minimum of disruption to the staff and pupils within the educational establishments.

The manual is divided into three parts:

- > **Part 1** - PDSP Overview & Methodology
- > **Part 2** – PDSP Surveyor Technical Reference
- > **Part 3** – PDSP Appendices

1.2 Purpose of this Document

The purpose of Part 2 of the Survey Manual is to provide surveyors and engineers with guidance for use during the PDS to assist in completing the PDS in accordance with the survey requirements. The aim is to ensure a level of consistency in the approach to making condition assessments, and in the PDS data outputs that need to be produced. Sections within Part 2 highlight approaches to carrying out the surveys, detail typical survey examples, and provide particular guidance in relation to the data capture requirement relevant to each sub-element construction type and the range of scenarios that may be encountered during the PDS.

Section 2

Pre-Arrival

2.1 Pre-Arrival Checklist

Prior to the PDS of an education establishment the surveyor should check that they have all required information, details and equipment to undertake the survey.

The pre-arrival checklist might typically include:

- > Site contact details - name of 'representative' - head teacher/site manager/caretaker and appropriate telephone number
- > Data capture device or PDS Pro-forma record sheets
- > Referenced block plans and additional supporting maps/plans
- > Camera device
- > ID badge
- > CRB documentation
- > Pre-PDS Meeting questionnaire
- > Torch
- > Measuring device - laser measure or measuring tape
- > Calculator
- > Binoculars
- > Copy of confirmation letter
- > Copy of Letter of Authority

Section 3

Arrival and Pre-PDS Meeting

3.1 Arrival

In terms of arrival at an educational establishment surveyors are to ensure the following guidance is adhered to:

- 1 Surveyors and engineers should meet promptly for agreed am/pm appointments.
- 2 If possible both surveyor and M&E (Mechanical & Electrical) engineer should co-ordinate their arrival time.
- 3 The surveyor and M&E engineer should park in safe and appropriate place within the designated area of the school.
- 4 The surveyor should make their introduction to reception and follow the schools protocol for signing in and induction.
- 5 The surveyor should ask to speak to the education establishment representative who will be involved in the Pre-PDS Meeting.
- 6 If running late to an agreed appointment the surveyor must contact as soon as possible the education establishment and advise the establishment representative and the M&E engineer of the situation.
- 7 In the event of illness or unforeseen circumstances preventing the PDS, the surveyor should contact as soon as possible his/her line manager or their central management office who will advise all parties.
- 8 If a surveyor arrives on site and for any reason an education establishment is no longer able to accommodate the PDS, then the surveyor should report this as soon as possible to their central management office for onward reporting to the EFA.

3.2 Pre-PDS Meeting

The Pre-PDS Meeting should be held on the same day as the PDS but before its commencement and should be attended by the education establishment representative, the surveyor and M&E engineer where possible. The purpose of the Pre-PDS Meeting is to obtain as much information as possible to help inform the PDS to be undertaken.

The meeting should last approximately 30 minutes to ensure surveyors/engineers are informed of the relevant information needed to undertake the PDS.

A Pre-PDS Meeting questionnaire, included in Part 3, Appendix M - Pre-PDS Meeting Questionnaire, has been developed to provide an outline agenda for the discussion with the establishment representative. The purpose of the questionnaire is to act as a prompt to extract as much information as possible about the education establishment that will help to inform the undertaking of the PDS.

The surveyor should act as chair for the meeting. Where the M&E engineer is not able to be in attendance at the same time the surveyor must advise the representative that the M&E engineer will also be attending site during the PDS and will need an informal meeting to run through aspects of the questionnaire relevant to the M&E survey e.g. maintenance history, access to plant rooms and servicing records, etc.

Detailed below are the areas for discussion that will be covered at the Pre-PDS Meeting by using the Pre-PDS Meeting Questionnaire.

Introduction to PDS:

- > confirm the purpose of the Pre-PDS Meeting
- > provide a brief scope outline of the PDS confirming that it is a high level survey, unintrusive with no use of ladder access onto roofs and with no testing of systems or plant.
- > confirm the proposed survey approach that will be followed.
- > advise on the anticipated survey timing.
- > confirm/agree photograph taking protocol as set out within Part 3, Appendix O - Protocol for Taking Photographs.

Arrival and Pre-PDS Meeting

Health & Safety;

- > confirm any site induction procedures that need to be followed with regards to health & safety
- > establish if there are any hazardous areas or areas which may require a permit to work
- > evidence Asbestos Register where available
- > enquire if the education establishment has an up to date Asbestos Management Plan. If the establishment does not have an up to date Plan then the surveyor needs to record this within the (main/first) Block 'survey comments' and sensitively inform the representative that the establishment has a duty with regards to Asbestos Management. Where an up to date Plan is not in place the surveyor should advise the representative that advice and guidance is available from the EFA. This must be subsequently confirmed in writing or via email to the education establishment and the appropriate responsible body.
- > establish if there are any current areas of concern with regards to Health and Safety
- > evidence any site specific health and safety files available
- > establish if any maintenance or other works are ongoing
- > surveyors should proceed with the PDS having regard to occupied and non-occupied areas and having satisfied themselves with reference to the Health and Safety guidance provided in Part 3, Appendix D - Health & Safety. Where a surveyor has concerns regarding access to a specific area this should be recorded in the Block "survey comments" including details as to why the area was not surveyed.

Maintenance Information:

- > identify whether there are any recurring maintenance problems
- > establish if there is any specialist maintenance required at the site which needs to be taken into account
- > review any maintenance documents available, inspection and test certificates etc

Capital Expenditure:

- > when undertaking a Phase 1A survey establish whether there has been any capital expenditure since 2005 or new blocks added, or demolished since 2005

Establishment Operations:

- > confirm access arrangements, where the surveyor/engineer may need to be accompanied and any restrictions, e.g. sensitive areas such as toilets, examinations in progress, plant rooms, locked rooms, rooms with access controls, etc. It should be emphasised that access will be required to all areas
- > confirm welfare situation, i.e. which toilets can be used and where the surveyor/engineer can have lunch or breaks.
- > confirm emergency arrangements; fire assembly point and whether there are any planned alarm tests
- > confirm emergency contact on site
- > confirm establishment timetable, i.e. start time, breaks and finish time, including after school clubs

Develop discussions to extract other useful information:

- > block referencing queries
- > age of blocks
- > use discussion and evidence provided to consider the 1-10 score for the 'existing information' as made available, which is an input required in the survey header data set. Refer to Part 3, Appendix B - Existing Information Scoring for the corresponding Scoring Criteria
- > clarify whether there are any buildings on the site which are owned by others and not the educational establishments responsibility

4.1 General Suggested Approach

4.1.1 Familiarisation and Block Verification

Having reviewed the matters discussed at the Pre-PDS Meeting and taking into account the guidance set out in Part 3, Appendix D - Health and Safety, the surveyor needs to decide that the PDS can safely proceed. Should the surveyor have any concerns with the PDS proceeding then they would need to review the matter with their own organisations central management team, notify the education establishment representative of any decision not to proceed, and report to the EFA accordingly. Where the PDS proceeds, and this would be expected to be the position in the vast majority of cases (almost without exception) the surveyor should start by undertaking a familiarisation walk around the establishment site. The purpose would be to familiarise themselves with the establishment layout, verify the number of blocks, validate the accuracy of the site plan and take the required mandatory photographs.

Where additional blocks are found or blocks have been demolished the surveyor is required to amend the block reference plan and liaise with the M&E Engineer to ensure they are working to the same block referencing. The surveyor will need to take any required dimensions of new or extended blocks to allow measurement 'take off' from the subsequently updated reference block plans to enable the dimensional inputs into the Survey Header Data Set (see Section 4.2 below).

As part of the familiarisation and block verification the surveyor will also be required to take some overall block "check" dimensions to be able to verify the scale of any non CAD plans and allow measurement 'take off' from reference block plans for the required dimensional inputs i.e.

- > site area less playing fields (m²);
- > playing field area (m²);
- > boundary length (lm);
- > block gross internal floor area (GIFA);
- > Block ground floor gross internal floor area;
- > Block perimeter (lm), and
- > Block elevational height

The **Mandatory photographs** that surveyors are required to take as part of the PDS include;

- > main entrance of the educational establishment i.e. the entrance to the main building usually where the reception is located
- > Primary front entrance view of each block identified

NOTE: When taking photographs, the surveyor must ensure that children are not included in the photograph frame. Photographs need to be uploaded into the AMS system in PDF or jpeg format following the required file naming convention required by the AMS system. Refer to Part 3, Appendix N - AMS Photo and Document Naming Convention.

4.1.2 Block by Block Assessment

The PDS will be carried out on a site-by-site, block-by-block basis using the PDS Pro-forma (see Part 3, Appendix A) as reference with regards to the required PDS data inputs. Block assessments should start internally to identify any possible issues which may require external verification.

The PDS will be carried out from either ground or floor level so there is no requirement for ladder access or other form of access equipment. Roofs can be surveyed from adjacent vantage points where feasible.

The survey is unintrusive and no testing of plant equipment or systems is undertaken as part of the PDS.

4.2 PDS Header Data Set

Within the PDS Pro-forma (see Part 3, Appendix A) surveyors and engineers are required to collect two groups of data, a **Survey Header Data Set** and an **Elemental Level Data Set**.

Survey Header Data Set comprises both general property/building information and specific dimensional information as a key input requirement for the cost model which sits behind the AMS system to generate cost outputs from the PDS. The Survey Header Data is arranged into three sub sets:

- > **Establishment** level information (one data set);
- > **Site** level information (one or multiple data sets);
- > **Block** level information (one or multiple data sets).

4.2.1 Establishment Level Data Set

The Establishment Level Data Set is detailed in Table 1 below.

The majority of establishment level data information will be provided or pre-populated within survey devices used by the Surveying Organisation prior to the PDS, using information made available within the AMS system.

Details that need to be completed on site as part of the PDS if not already entered are shown, shaded in green, in Table 1 below and include; survey date, surveyor name, engineer name, existing information score (see Part 3, Appendix B - Existing Information Scoring for guidance), establishment photo and a response as to whether maintenance documents have been evidenced by the surveyor and M&E engineer.

Establishment Level Header Data Field	Input
Authority Name	Pre-entered data if available
Authority Number	Pre-entered data if available
URN	Pre-entered data if available
Establishment Name	Pre-entered data if available
Establishment Number	Pre-entered data if available
Responsible Body:	Pre-entered data if available
Type of Establishment	Pre-entered data if available
Address	Pre-entered data if available
First Name	Pre-entered data if available
Surname	Pre-entered data if available
Phone	Pre-entered data if available
Position	Pre-entered data if available
Survey date	dd/mm/yy
Survey pricing base date	Pre-entered data by SO
Surveying Organisation:	Pre-entered data by SO
Surveyor Name:	Free text
Engineer name	Free text
Existing information from establishment / authority	Scoring 0 - 10
Photograph of establishment	Jpeg/PDF
Maintenance Documents Evidenced	Yes/No - one suitable document provided generates a Yes

Table 1 - Establishment Level Data Set

See Part 3, Appendix B for scoring criteria.

4.2.2 Site Level Data Set

The Site Level Data Set, as detailed in Table 2 below, forms the second sub-set of data within the Survey Header Data Set. There may be one or multiple sets of site level data depending on the number of sites within the establishment (i.e. where a split-site situation exists).

Within the Site Level Data Set some of the fields require a measurement input which, in conjunction with the elemental data against elements 11 External Areas and 12 Playing Fields, will be used by the cost model to generate a cost within the AMS system. Any pre-populated measurements taken 'off plan' and included within the data set prior to survey will require on-site verification by surveyors.

Where an education establishment site includes non-establishment buildings (owned by others) then the surveyor will need to adjust (reduce) the m2 site area input to allow for the footprint area of any non-establishment buildings on the site.

Follow EFA site referencing convention EFA1, EFA2, etc unless it is a phase 1A survey where the existing local authority site reference needs to be used if available

Site Level Header Data Field	Input
Site Reference	SO input
Site Area (Excluding Playing Fields)	M2 –surveyor to verify extent on site.
Address	Pre-entered data if available
Playing Field Area	M2 – surveyor to verify extent on site.
Boundary Length	LM – surveyor to verify extent on site
Swimming Pool	Yes/No

Playing fields are: grass playing fields, all weather pitches & MUGA's tennis courts and cricket nets.

Answer yes if there is one or more swimming pools on site. Surveyor to add note under the Block "survey comments" where there is more than one swimming pool at the establishment

Table 2 - Site Level Data Set

Section 4

PDSP Survey

4.2.3 Block Level Data Set

The Block Level Data Set, as detailed in Table 3 below is the third sub-set of data within the Survey Header Data Set and needs to be completed for each block identified. Some of the inputs required into data fields may have been pre-entered into survey devices/systems prior to the PDS based upon data provided from the AMS system or on information determined by the Surveying Organisations prior to survey for verification on site.

Follow EFA block referencing conventions EFAA, EFAB unless a phase 1A survey where the existing local authority reference used if available

Input the maximum number of storeys in a block above ground level i.e. if there is a mix of 1,2 & 3 storey above ground sections in a block, input 3 into the field.

Block Level Header Data Field		Input
Block Reference		Free Text
Block Type	See Table 4 below for Guidance on age categories.	Age category
Listed Building		Y/N/Unknown
No of Storeys		A Whole Number
Basement Area	Open internal courtyards need to be included in the ground floor perimeter measurement	M2
Gross Floor Area (GIFA)		M2
Ground Floor Gross Floor Area (GF GIFA)		M2
Perimeter		LM
Height		LM
% Windows and Doors of External Wall Area		%

Mezzanine floors area is always included within GIFA but NOT against ground floor GIFA

This estimated % should not include areas of glazed curtain walling as such is included under wall structure and not under and external window and doors

If a kitchen has no cooking or re-heat appliances, or other fixed equipment normally associated with a catering kitchen and just comprises fixed food preparation tables or benching then it should not be designated as a catering kitchen, in all other circumstances it should.

Where a block has multiple elevation heights, the average height of the external elevation walls up to the eaves level needs to be estimated. The example block shown in the photograph has 20% of its external wall elevations at 6m and the remaining 80% is at 9m.



Calculated average height = 8.4m (i.e. 20% of 6m + 80% of 9m) Where a block has a mansard roof which incorporates windows the surveyor will need to apply judgement in estimating average elevational height.

A lift would be defined as a normal passenger lift or goods lift i.e. passing between "main floors" in a purpose built shaft, and would not include; chair lifts, stair lifts, DDA compliance lifts between level changes, hoists, or dumb waiters, etc.

No. of Lifts found	Number
Catering Kitchen	Y / N
Surveyor has seen the maintenance documents	Not Required
Survey Comments	Free text
Mechanical and Electrical Comments	Free text
Aerial Photograph of Block	Not Required

Use to record such matters as; areas of no access, absence of an up to date Asbestos Management Plan, presence of roller shutters, any significant structural defect, any major refurbishment recently undertaken or planned in the near future or any other general noteworthy comment.

Table 3 - Block Level Data Set

Section 4

PDSP Survey

The sample photographs in Table 4 below illustrate typical examples of education establishments within each of the six 'Block Type' (age) categories by which blocks are 'age' defined.

The surveyor is required to identify the age band for each block within the PDS. However in addition to the general guidance presented by Table 4 below, useful information could also be obtained from the representative at the Pre-PDS Meeting.



Pre 1919



Inter War (1919-1939)



1945-1966



1967-1976



Post 1976



Temporary buildings (premises that are designed to be relocated, for example mobile classrooms) but this should not include modular buildings (see example photograph on Page 14)

Table 4 - Block Type (age categories)

Section 4

PDSP Survey



Modular building example (post 1976)

In a scenario where a block may have been constructed over more than one age band, and it is not appropriate to separate the sections relating to each age band into separate blocks, then the original age band or the age band of the section which represents the largest proportion of the block, or the age band representing the largest proportion where there has been substantial rebuilding / refurbishment, should be selected.



Example of varying age building, (1950's, 1970's, and post 1970's - majority is 1950's) which for a Phase 1A survey could be an individual block

Surveyors are encouraged to follow good practice in terms of defining a 'Block' for referencing purposes. Buildings should be separated into blocks defined by age and where feasible limiting the complexity / size to minimise the impact of making condition assessments of construction types that are going to vary significantly due to age or range of construction. Reference should also be made to Part 3, Appendix G - Typical Block Configurations.

Surveyors should note that small ancillary buildings such as garages/sheds and the like (typically less than 40m²) should generally be ignored unless they are a dedicated plant room or building that the surveyor judges needs to be included as a block within the PDS.

Where a caretakers house is found on site this should be included as a block in the PDS (provided the house is part of the establishments responsibility), but where 'off-site' caretakers houses should not be included in the PDS.

4.3 Elemental Structure

Table 5 below details the 12 no elements and associated sub-elements which provide the elemental structure to the PDS.

Element		Sub-Element	
1	Roofs	1.1	Structure
		1.2	Coverings and insulation
		1.3	Drainage
2	Floors and stairs	2.1	Ground bearing / hollow floors - structure
		2.2	Suspended floors – Structure
		2.3	Floors - Screed & finish
		2.4	Staircases – Structure
		2.5	Staircases - Balustrades
		2.6	Staircases – Treads and risers
3	Ceilings	3.1	Generally
4	External walls, windows and doors	4.1	Walls - Structure
		4.2	Walls – External finishes
		4.3	Walls – Internal finishes
		4.4	Windows and doors
5	Internal walls and doors	5.1	Walls and partitions - Structure
		5.2	Walls and partitions finishes
		5.3	Doors
6	Sanitary Services	6.1	Generally
7	Mechanical Services	7.1	Heat source & equipment
		7.2	Heating distribution, emitters and controls
		7.3	Hot and cold water system
		7.4	Gas distribution
		7.5	Mechanical ventilation / air conditioning
8	Electrical Services	8.1	Control Gear
		8.2	Power
		8.3	Lighting system
		8.4	Alarms
		8.5	Communications and IT infrastructure
		8.6	Lifts
9	Redecorations	9.1	External - walls
		9.2	External - windows, doors, etc.
		9.3	Internal - walls
		9.4	Internal - ceilings
		9.5	Internal - windows, doors, etc.
10	Fixed Furniture and Fittings	10.1	Teaching - Science, technology
		10.2	Teaching - Other
		10.3	Non-teaching - Catering kitchen
		10.4	Non-teaching - Other
11	External Areas	11.1	Roads and car parks
		11.2	Paths, pedestrian paved areas, play areas
		11.3	Soft Landscaping
		11.4	Mains Services
		11.5	Boundary walls and fences
		11.6.	Other walls, fences and barriers, including around tennis courts, MUGAs etc
		11.7	Swimming Pools - Structure
		11.8	Swimming Pools - Plant
		11.9	Drainage - Treatment plant
		11.10	Drainage - Other
12	Playing fields, all-weather pitches / MUGAs	12.1	Generally

Table 5 - Elemental Level Data

4.3.1 Construction Types

Each sub-element is broken down further into construction types, against which the elemental data set is captured. The surveyor needs to identify as part of the PDS the construction types present for each sub-element. There are no records against construction types which are not present.

Table 6 below shows an abstract example from the PDS Pro-forma detailing the construction types listed against the 3no sub-elements present with Element 5 - Internal Walls and Doors.

Sub-element		Construction Type	
5.1	Walls and partitions - Structure	5.1.	1 Brick / block / concrete
		5.1.	3 Glazed screen
		5.1.	4 Sliding / folding partition
5.2	Walls and partitions finishes	5.2.	1 Concrete / brick / block / stone
		5.2.	2 Plaster / render / plasterboard lining
		5.2.	3 Fibreboard / acoustic lining
		5.2.	4 Timber lining
		5.2.	5 Ceramic tiles
5.3	Doors	5.3.	1 Timber
		5.3.	2 Metal / Plastic

Table 6 - Sub-elements & construction types against Element 5

Against each construction type present the Elemental Data Set, as set out in Section 4.4 below, is captured as the core data record within the PDS.

4.4 Elemental Data Set

In summary the elemental data set that is captured against each construction type 'present' is shown in Table 7 below.

Construction Type Inaccessible

An input is required when a construction type present is inaccessible to survey.

H, S, L

An input is required when an immediate health & safety risk is identified in relation to the corresponding construction type.

Comments

Narrative input required when an immediate health & safety risk has been identified.

Composition %

Input of the proportional percentage of a construction type in relation to all the construction types within a sub-element where applicable.

Condition Grade

One of 4no available grades (A-D) to be input.

Priority Rating

One of 4no available ratings (1-4) to be input.

Table 7 - Elemental Data Set Fields

Each of the above Elemental Data Set Fields are described in more detail below and within Section 5 - Technical Reference by Construction Type, where reference is made to the specific application of these input fields relative to each sub-element construction type

4.4.1 Condition Grades and Priority Ratings

The surveyor is required to allocate a **Condition Grade** and a **Priority Rating** to each selected construction type.

Table 8 below details the definition of each of the 4no. Condition Grades A-D. The table also shows the definition of the Priority Ratings and the default condition grades against which priority ratings are set.

Condition Grade	Priority Rating
A Good – performing as intended and operating efficiently	4 + 5 Years Remedial Action
B Satisfactory - Performing as intended but exhibiting minor deterioration	3 Years 3 – 5 Remedial Action
C Poor - Exhibiting major defects and/or not operating as intended.	2 Year 1 - 2 Remedial Action
D Bad - Life expired and/or serious risk of imminent failure	1 Immediate or Year 1 Remedial Action

Table 8 - Condition Grade & Priority Rating Definitions

In general once a surveyor has assessed the condition grade of a construction type the default priority rating will be selected, however if the surveyor judges that the default is not appropriate then the surveyor has the discretion to select a different priority to the default.

The PDS is focused upon a condition based assessment of construction types. In making condition grade and priority assessments there are a range of non condition related considerations which might otherwise influence the assessments, and therefore by way of further guidance the following is noted.

Condition Grade Assessment in relation to the extent of remedial action and the Cost Model;

- > Grade A – would not generate a remedial cost, as Grade A would mean that no general defects were observed with no remedial work required except for minor on going day-to-day maintenance or servicing requirements.
- > Grade B – would generate a repair cost to maintain the construction type at Condition Grade B.
- > Grade C – would generate a repair/partial replacement cost that would reinstate the construction type to Condition Grade B.

- > Grade D – would generate a complete replacement cost, and see the construction type entirely renewed to Condition Grade A. Surveyors therefore need to carefully assess construction types when assigning a Condition Grade D as the only option is full replacement.

Where a surveyor is confronted with multiple instances of a construction type in varying condition, then the surveyor can be guided by the percentage (%) repair/replacement “bands” set against each Condition Grade for each construction type within the Condition Grade Descriptors (Part 3, Appendix H - Condition Grade Descriptors) to aid them in making their Condition Grade assessment.

Consequential Works;

Surveyors in making their assessment of Repair Priority should not consider the future planning of maintenance/capital investment works, and align associated construction types in terms of Repair Priority, but should consider each construction type independently e.g. if the covering to a roof is Condition Grade D and Priority 1, but the associated rainwater drainage is Condition Grade B and Priority 3 then the Priority Rating assigned to the rainwater goods should not be aligned to the roof covering even though from a maintenance works planning point of view it is likely that both construction types will be replaced at the same time as part of any roof covering renewal project. The issue of future works planning is a consideration for others and not the PDSP surveyors.

Current or Future Planned Works;

Surveyors condition assessment should be based upon the construction types “as-seen” at the time of inspection and not take into account any current or future known planned works.

Statutory Compliance;

The PDS is a condition based assessment and therefore issues of Statutory Compliance are not a consideration for PDSP surveyors as such matters are addressed through audits and assessments separately commissioned by responsible bodies across the educational establishment estate. On this basis surveyors should not escalate the Priority Rating assigned to a construction type as a consequence of an observed non-compliance matter e.g. if internal doors are in excellent condition but in some instances they are not fitted with safety glass in the safety glass zone then Condition Grade A should be assigned and the non-compliance issue is not taken into account within the condition assessment.

Health & Safety;

Health and safety issues observed in relation to a construction type would only be considered if they also impacted upon the condition assessment e.g. a ripped and torn carpet presenting a tripping hazard will be both a health and safety and a condition related concern but with the Condition Grade and Priority Rating recorded accordingly without escalation as a consequence of the Health & Safety consideration. There is however an exception with regards to health and safety which falls outside the Condition Grade assessment, and that is in the case of any “immediate” health and safety risk being observed. In such circumstances surveyors are required to make a separate record, “tag”, against the corresponding construction type. This is referred to further below under 4.4.3. To use a roof covering example, if a surveyor observes a slate covered roof to a block in a generally satisfactory condition but notes a slipped slate lodged in the gutter over an entrance, then the surveyor would assign the construction type with Condition Grade B, and separately “tag” the construction type as presenting an immediate health and safety risk and make the required additional comment (see 4.4.3).

Life Expired;

The reference to “Life Expired” noted within the definition of Condition Grade D refers to construction types that are at the end of their useful life, unserviceable and beyond repair. Life expired does not refer to construction types which although more aged than their expected/typical life cycle remain serviceable and in reasonable repair.

Obsolescence;

Where a surveyor observes a defect within a part or component of a construction type and the construction type or component is obsolete i.e. a replacement type or component is no longer available, then the surveyor may judge that a more urgent priority is required if the component is likely to impact on the overall serviceability or the operation of the construction type as a whole.

Minor day-to-day repairs, maintenance and servicing;

Surveyors are not expected to consider aspects of outstanding routine maintenance and servicing functions, or minor day-to-day housekeeping type repairs in making their condition assessment i.e. lock replacement, broken glass, defective tap washers, inspection and cleaning, etc.

Suitability/ Sufficiency/ Sustainability;

Surveyors should not take into account any considerations regarding Suitability/ Sufficiency/ Sustainability when making their condition assessment of construction types as such matters are a local decision in terms of being assessed and subject to separate local commissioning.

4.4.2 Inaccessible Construction Types

Within the PDS Pro-forma surveyors are required to identify those construction types within a sub-element that are ‘inaccessible’ i.e. the surveyor has not been able to directly, visually inspect the construction type as part of the PDS. The PDS Pro-forma also includes an input field ‘sub element inaccessible’ however this field is not to be used as part of the PDS and no data should be entered against this field. The requirement to record those construction types which are inaccessible presents a range of possible scenarios, and therefore the following is provided as general guidance for surveyors:

- > Where there is no internal access to a complete block the surveyor should inspect the external elements as required but ‘no data’ should be recorded against any internal elements (including the inaccessible construction type field) as it will not be possible to determine which construction types are present. Surveyors would be expected to include a note in the Blocks ‘survey comments’ field to the effect that there was no internal access to the block.
- > Where all construction types within a sub-element (that is present) or individual construction types (that are present) are found to be ‘inaccessible’ then a record should be included against the respective construction types. There are however a number of situations to consider in terms of the elemental data set that should be entered against the inaccessible construction type and these are detailed below to provide specific guidance for surveyors:

Situation 1 - Where a surveyor is not able to inspect any of the construction types within a sub-element but is able to determine that the construction type is present i.e. under sub-element 1.1 roof structure, the surveyor will be able to establish whether it is a flat roof structure or a pitched roof structure, then the surveyor should record the construction type as inaccessible and record a “default” Condition Grade A, Priority Rating 4 unless there is evidence or information to inform a condition assessment. Where there are multiple construction types that would need to aggregate to a 100% composition (refer to section 4.4.4 Composition), surveyors will need to use their judgement in making a composition assessment where the construction types are inaccessible.

Situation 2 - Where a surveyor is not able to inspect any of the construction types within a sub element (which is present), and is unable to determine any of the construction types present i.e. sub-element 1.3 roof drainage, on a flat roof with internal rainwater outlets that cannot be observed externally or internally, then the surveyor should use professional judgement to select the most likely construction types present, record them as inaccessible and record a "default" Condition Grade A, Priority Rating 4 unless there is evidence or information to inform the condition assessment i.e. leaks evident to internal rainwater pipe casings. Where there may be multiple construction types present that would need to aggregate to a 100% composition surveyors will need to use their judgement in making a composition assessment where the construction types are inaccessible.

Situation 3 - Where a surveyor is able to establish that a construction type is present but not able to directly inspect it, sufficient to make a condition assessment, then in the first instance the surveyor should try to make an 'informed judgement' where there is information to inform the assessment i.e. damp staining to ceiling tiles informing the condition assessment on the roof covering, or advice/information provided by the representative on the maintenance history of an inaccessible construction type. Where applicable and based upon information or evidence available to them surveyors will need to use their judgement in making any required composition assessment of the construction type.

Situation 4 - Where a surveyor is able to establish that construction type is present but not able to directly inspect it, sufficient to make a condition assessment, and does not have information to inform the assessment, or the construction type is 'hidden' by a surface finish (i.e. blockwork internal wall structure hidden by a plastered finish) then the surveyor should adopt a 'default' condition assessment of Condition Grade A, Priority Rating 4. Where applicable based upon the evidence available to them surveyors will need to use their judgement in making any required composition assessment of the construction type.

Situation 5 - Where a surveyor is able to establish that a construction type is present but is not able to inspect 'all instances' of that construction type, for example if certain rooms/areas within a block are not accessible, then this becomes a matter of surveyor judgement with regards to the condition assessment, based upon what instances have been observed in relation to the block as a whole and considering those rooms/areas not accessed. Similarly surveyors will need to use their judgement in making any required composition assessment based upon the evidence available. If the extent of a construction type observed is sufficient to make an overall assessment then the construction type data set is recorded as normal,

however if the extent is so minimal that it is not sufficient to make a reasoned assessment then the construction type should be recorded as inaccessible and either an 'informed' (estimated) condition assessment is made or the "default" Condition Grade A, Priority Rating 4 is input depending on the judgement made by the surveyor. The surveyor will need make a similar judgement regarding the required composition assessment.

4.4.3 Health & Safety - "Tag" and Comments

Any "immediate" risks to health and safety to building occupants identified are to be recorded in the H,S,L 'tag' field during the PDS against the respective construction type. Where a construction type has been 'tagged' to indicate an immediate health and safety risk, the surveyor must also add an explanatory comment in the H,S,L Comments field. This includes any instances where the surveyor observes exposed/friable/damaged (not encapsulated and labelled) asbestos, which should be tagged against the construction type to which it corresponds with the appropriate comment noted. An example situation is detailed above within section 4.4.1 under the sub heading 'Health and Safety'.

All immediate health and safety issues should be reported in a polite and courteous manner to the establishment representative at the end of the survey and be subsequently confirmed in writing or via email to the educational establishment and responsible body.

4.4.4 Composition

Where there are multiple construction types within a sub-element or across sub-elements in some cases, there is a requirement for the surveyor to make a judgement in respect of the composition of each type within that sub-element or group of sub-elements as the case maybe. The PDS Pro-forma (refer to Part 3, Appendix A) indicates the sub-elements or group of sub-elements across which the composition of construction types present needs to be assessed and which need to aggregate to 100%. As an example the roof structure to a block may be 50% flat and 50% pitched. Each of the two construction types available against this sub-element would be allocated 50% compositions each, aggregating to 100% for that sub-element.

The composition input into the PDS is a key component utilised by the cost model as the mechanism for quantifying construction types and generating costs from the PDS.

Technical Reference by Construction Type

5.1 Roofs

1.1 Roof - structure

- > Roof structures will generally be noted as inaccessible being hidden by coverings externally and ceilings internally, however their presence can be established as part of the survey.
- > The condition assessment grade is likely to be Grade A unless any specific structural defect is noted.
- > The % composition of flat and pitched roof structure construction types aggregate to 100%.
- > There is no sub-element / construction type for 'canopies' (which include covered walkways) and so if present these should be ignored as part of the PDS as an allowance for canopies has been factored into the cost model against roof coverings.

- > The % composition of the flat and pitched coverings and insulation must correspond to the roof structure % composition i.e. 50% Flat roof structure will give rise to 50% flat roof coverings and insulation, and overall the composition of flat and pitched roof covering construction types must aggregate to 100% across this sub-element.
- > For the roof covering to be condition graded as 'C', the overall % of the roof covering which is in poor condition should be between 10% and 25% as defined by the Condition Grade Descriptors included in Part 3, Appendix H.

1.2 Roof - coverings & Insulation

- > Flat roof coverings will often be noted as inaccessible.
- > Coverings and insulation should encompass the assessment of associated barge boards and fascias.

1.3 Roof - drainage

- > External roof drainage will generally be accessible, whereas internal roof drainage is more likely to be inaccessible.
- > The % composition of the flat and pitched roof drainage must correspond with the overall flat and pitched roof coverings and insulation % composition and must aggregate to 100% across this sub-element.

Element	Sub-element	Construction Type	Composition (%)
1 Roofs	1.1 Structure	1.1. 1 Flat roof structure and deck - Generally	50%
		1.1. 2 Pitched roof structure - Generally	50%
	1.2 Coverings and insulation	1.2. 1 Flat roof - Flexible sheet; single ply or built up	50%
		1.2. 2 Flat roof - Asphalt	
		1.2. 3 Flat roof - Flat metal sheet	
		1.2. 4 Flat roof - Liquid applied	
		1.2. 5 Flat roof - Green roof	
		1.2. 6 Flat roof - Glazed areas / rooflights	
		1.2. 7 Pitched roof - Natural slates	50%
		1.2. 8 Pitched roof - Tiles	
		1.2. 9 Pitched roof - Flexible sheet; single ply or built up	
		1.2. 10 Pitched roof - Profiled fibreglass / GRP / plastic / composite sheet	
		1.2. 11 Pitched roof - Profiled fibre cement sheet	
		1.2. 12 Pitched roof - Profiled metal sheet; self finished	
1.2. 13 Pitched roof - Flat metal sheet	50%		
1.2. 14 Pitched roof - Glazed areas / rooflights			
1.3 Drainage	1.3. 1 Flat roof - Fibre cement	50%	
	1.3. 2 Flat roof - Cast iron		
	1.3. 3 Flat roof - Aluminium		
	1.3. 4 Flat roof - Other metal		
	1.3. 5 Flat roof - Plastic		
	1.3. 7 Pitched roof - Fibre Cement		
	1.3. 8 Pitched roof - Cast iron		
	1.3. 9 Pitched roof - Aluminium		
	1.3. 10 Pitched roof - Other metal		
	1.3. 11 Pitched roof - Plastic		

Composition total must add up to 100% across construction types within each Sub-element

Technical Reference by Construction Type

In the example block shown in the photographs below the block has a mixture of flat and pitched roof sections varying in Condition Grades and against which an “overall” Condition Grade needs to be given for each construction type present at the block.

Example Roof images for condition grading:



Condition Grade C - Poor; extensive slipped and missing slates.



Condition Grade B - Satisfactory, minor deterioration only.



Condition Grade C - Poor; cracked and bubbled covering, deteriorated flashing details.



Condition Grade B - Satisfactory; slightly aged, minor deterioration.

5.2 Floors and Staircases

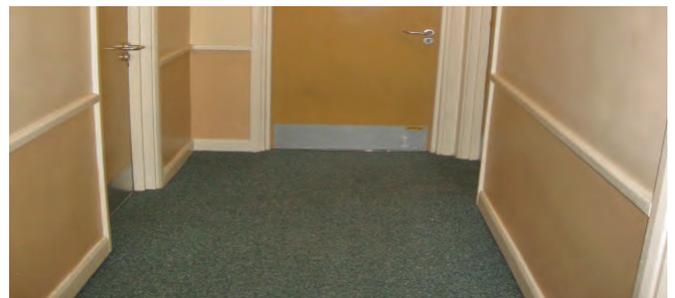
2.1 and 2.2 Ground bearing/hollow floor & Suspended floors – structure:

- > The differentiation between these two sub-elements is ground bearing solid floor structures (2.1) and suspended floor structures (2.2).
- > Usually the floor structure will be hidden and so the construction types will be recorded as inaccessible.
- > Where inaccessible the condition grade will be ‘A’ unless there is evidence to the contrary, e.g. structurally cracked, or deflected floors.
- > The surveyor should not consider any observations relating to floor screeds or finishes in relation to floor structure, but refer these to 2.3 floors – screed and finish.
- > % composition does not apply as there is only one construction type within each sub-element.

2.3 Floors - Screed & finish:

- > With 7 no. construction types within this sub-element the % composition needs to be carefully assessed ensuring that the aggregate is 100% across the sub-element.
- > Where Granwood composition flooring (used widely in school halls & gyms) is found to be present surveyors should include such against 2.3.3 Hardwood strip/ Woodblock & Sprung flooring when making their condition assessment.

Example Floor Finish images for condition grading



Condition Grade B - Satisfactory; minor wear and tear.



Condition Grade C - Poor; extensive wear to floor finish.

Technical Reference by Construction Type

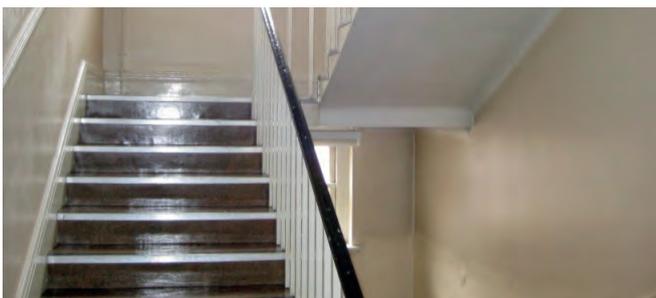
2.4 Staircases structure:

- > Surveyors should note that small sets of internal steps should not be considered as staircases under this sub-element.
- > There are 3 no. construction types within this sub-element, and given that the basis for quantification of costs (as defined within the PDS-forma, see Part 3, Appendix A) is Gross Internal Floor Area (GIFA) then the approach to assessing composition when multiple construction types are present is that the % composition will be equated to the number of staircases of each construction type, e.g. where 4 staircases are concrete and 6 metal the composition would be 40% concrete and 60% metal.

2.5 Staircases balustrades:

- > There are 3 no. construction types. Surveyors should note the requirement to differentiate between metal painted and metal self finished construction types, as well as the construction type timber balustrade.
- > The % composition is calculated in the same way as for staircase structure.
- > Handrails to ramps and smalls sets of steps should be ignored.

Example Staircases (structure, balustrade and finish) images for condition grading



Condition Grade B - Satisfactory; minor wear and tear.



Condition Grade C - Poor; wear to surface, nosings loose or missing.

2.6 Staircases treads and risers:

- > Surveyors should note that construction type 2.6.1 - Timber, should be used for timber treads with no finish and construction type 2.6.2 - Vinyl/rubber/cork/carpet tiles/sheet, should be used for timber (or other) treads with any of the finishes as listed.
- > The % composition will be calculated in the same way as staircase structure and balustrades.

Technical Reference by Construction Type

Example completed PDS Pro-forma in respect of element 2; floors and staircases

Element	Sub-element		Construction Type	Composition (%)	Grade	Priority
2 Floors and stairs	2.1 Ground bearing / hollow floors - structure	2.1. 1	Generally	-	A	4
		2.2	Suspended floors – Structure	Generally	-	A
	2.3 Floors - Screed & finish	2.3. 1	Concrete / unfinished screed / floor paint	20%	B	3
		2.3. 2	Softwood boarding			
		2.3. 3	Hardwood strip / wood block / sprung flooring	10%	C	2
		2.3. 4	Raised access floor			
		2.3. 5	Vinyl / rubber / cork in tiles / sheet	30%	C	2
2.3. 6	Ceramic tiles / terrazzo					
2.3. 7	Carpet	40%	C	2		
2.4 Staircases – Structure	2.4. 1	Concrete	70%	B	3	
	2.4. 2	Timber	5%	B	3	
	2.4. 3	Metal	25%	B	3	
2.5 Staircases - Balustrades	2.5. 1	Timber	20%	B	3	
	2.5. 2	Metal; painted				
	2.5. 3	Metal; powder coated / self finished	80%	A	4	
2.6 Staircases – Treads and risers	2.6. 1	Timber				
	2.6. 2	Vinyl / rubber / cork / carpet in tiles / sheet	100%			
	2.6. 3	Ceramic tiles / terrazzo				

Composition is not applicable i.e. always 100%

Condition Grade / Priority Rating given due to many areas being worn and joints opening up

Composition total must add up to 100% across the construction types present with this sub-element.

Technical Reference by Construction Type

5.3 Ceilings

3.1 Ceilings - generally

- > There are 8 no. construction types across this sub-element and so surveyors need to be careful in assessing % composition. In the completed example in the table below the ceiling is split between fair face concrete 5%, plaster/render/plasterboard lining 85%, timber lining 5%, and suspended ceiling fibreboard 5% which totals 100%.
- > Where surveyors identify areas of the “no ceiling / exposed structure” construction type then surveyors should assign these areas to a default Condition Grade A, Priority Rating 4 and make an appropriate composition assessment.
- > Surveyors should note, with reference to construction type 3.1.2 - Plaster/render/plasterboard/timber lining, that there is no differentiation between solid plaster and plasterboard ceiling finishes.

Examples where the surveyor would use the “no ceiling/ exposed structure” construction type include:

- > Gymnasium where the underside of the roof structure is exposed.
- > General classrooms where the structural soffit is exposed.
- > Glazed atria or roof structures.

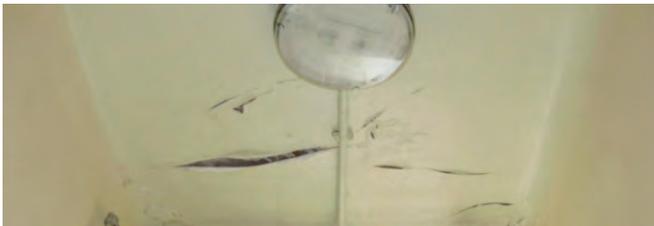
Example Ceiling images for condition grading:



Condition Grade C - Poor; damp stained tiles, distortion to grid.



Condition Grade B - Satisfactory; only minor deterioration.



Condition Grade C - Poor; cracked and missing sections of plaster finish.



Condition Grade B - Satisfactory; only minor deterioration.

Composition total must add up to 100% across construction types with this sub-element

Ceilings Generally: Construction Type	Composition (%)	Grade	Priority
3.1 1 Fair face concrete	5%	A	4
3.1 2 Plaster / render / plasterboard / timber lining	85%	B	3
3.1 3 No ceiling / exposed structure	5%	B	3
3.1 4 Fibreboard / acoustic tile lining			
3.1 5 Suspended ceiling; timber boarding / panels			
3.1 6 Suspended ceiling; fibreboard / acoustic tiles	5%	C	2
3.1 7 Suspended ceiling; metal tiles			
3.1 8 Suspended rafts below fair faced / plaster soffit			

Condition Grade / Priority Rating given due to ceilings being damaged by roof leaks, with finishes coming away

Technical Reference by Construction Type

5.4 External Walls

4.1 External walls - structure:

- > There are 8 no. construction types within this sub-element and in terms of composition assessment surveyors need to be aware that the basis for quantification of costs is the external elevation wall 'face' area less the area of windows and doors.
- > There is no sub element construction type for structural frame so where such is present and exposed forming part of the external wall face area, then in order to aggregate the total composition to 100% surveyors should assign the exposed structural frame to the corresponding wall structure type 'material' (which will usually be found to be insitu or pre-cast concrete i.e. construction types 4.1.1 - Insitu concrete or 4.1.2 - pre-cast concrete).
- > Non-load bearing concrete panels or brick/block panels built within a structural frame which are effectively 'non-structural' should be included against this sub-element and assigned to the corresponding construction type because they are deemed to be more 'wall structure' than they are a "wall finish". This approach ensures there is no risk of construction type records being duplicated across sub-elements 4.1- wall structure, and 4.2 - wall finish. This is further referenced below under external wall finish.
- > When considering % composition the surveyor also needs to remember that glazed curtain wall is included as a wall structure construction type and is not included in the internal window and door % of the external wall face area.

Example External Wall Structure images for condition grading:



Condition Grade C - Poor; structural cracking, leaning, within brickwork structure.



Condition Grade B - Satisfactory; only minor deterioration.

4.2 External walls – external finish:

- > There are 12 no. construction types within this sub-element which in terms of composition assessment must aggregate to 100%.
- > The construction type 4.27 - 'no wall finish/exposed structure; accounts for areas such as; curtain walling or rainscreen cladding (which are 'wall structure' construction types), areas of non-load bearing brick/block or concrete in fill panels which have been deemed to be wall structure (as referred to above under external walls - structure) or exposed areas of a buildings structural frame. In the case of any of these being present the surveyor should assign the default Condition Grade A, Priority Rating 4 and make the appropriate composition assessment in order to aggregate the total composition to 100% for this sub-element. This approach avoids the risk of construction type records being duplicated across sub-elements 4.1 - walls - structure, and 4.2 - walls - external finish, where there are duplicate material construction types.
- > As reference surveyors should refer to the following worked example illustrating the approach to be followed when undertaking a composition assessment of an external wall with a combination of wall structure and wall finish construction types, together with areas of windows and doors.

Section 5

Technical Reference by Construction Type

Within the “worked” example below it is assumed that the composition of the elevation shown “repeats” on all elevations to the block in the same proportions, when in reality it is more likely that the proportions will vary on other elevations making the overall composition assessment across the block even more complex.

Another aspect to the composition calculations that Surveyors need to make is that they need to “translate” any % composition they assess across the block as a “whole” into specific compositions across the “particular” % area split between the area of windows & doors, and the external face area (less windows and doors).

Block Level Data External Wall “Face Area” Composition	%
Windows & Doors as %	50%
External Wall %	50%
External Wall Structure : Construction Type	%
In Situ Concrete (4.1.2)	10%
Brick/Block (4.1.3)	60%
Metal framed Curtain Wall (4.1.7)	30%
External Wall Finish: Construction Type	%
Ceramic Tile Finish (4.2.12)	60%
No wall finish/exposed structure (4.2.7)	40%

Surveyors need to be careful not to include the area of glazed curtain walling in their assessment of the % area of windows and doors of the total external wall face area

There is no “structural frame” construction type, exposed structure assigned to type of same “material”

Even though the “assumed” brick/block infill panels are non-load bearing, they are assigned as “Wall Structure” to avoid duplication with Wall Finishes. Default Condition A/ Priority 4.

The composition assessment represents the aggregation of all areas of no wall finish/exposed i.e. structure and the exposed structural frame and the area of glazed curtain walling for the areas of external wall (less windows and doors). Default Condition A / Priority 4.

Exposed Structural Insitu Concrete Frame - 5% of whole elevation/block face area - 10% of external wall face area (less windows and doors)



Steel Framed Windows – 50% of whole elevation / block face area - 100% of windows and door area

Ceramic Tile Finish on “assumed” brick/block non load bearing infill panels behind – 30% of whole elevation/block face area – 60% of external wall face area (less windows and doors)

Steel Framed Glazed Curtain Walling – 15% of whole elevation/ block face area – 30% of external wall face area (less windows and doors)

Technical Reference by Construction Type

4.3 External walls – internal finish:

- > There are 5 no. construction types within this sub-element which refers to the internal finish applied to external walls. Construction types under this sub-element are considered separately from the internal finish construction types to internal walls covered by sub-element 5.2.
- > The % composition across the construction types present must aggregate to 100% across this sub-element.
- > There is no construction type for any exposed internal

Example External Wall - Windows & Doors images for condition grading:



Condition Grade C - Poor; wet rot affected timber frame



Condition Grade C - Poor; aged deteriorated timber doors (note decorations separately considered)



Condition Grade B - Satisfactory; minor aging



Condition Grade B - Satisfactory; minor deterioration only.

4.4 External walls - external windows and doors:

- > There are 3no. construction types within this sub-element which must aggregate to 100% composition.
- > If windows are made from composite materials, use the predominate material, e.g. metal casements within timber frames, where timber is predominant, record as timber.
- > Whilst undertaking the condition assessment of external windows and doors it is suggested that the surveyor assesses the associated % area of windows and doors within the total external wall face area, which is an input required within the Block Level Header Data Set. Surveyors need to remember to include "both" windows and doors as a % of the external wall face area.
- > When assessing the % area of windows and doors within the overall external wall face area surveyors need to remember that areas of glazed curtain walling are included under wall structure and should not be included against the % area of windows and doors
- > There is no sub-element construction type for 'Roller Shutters', if present the surveyor needs to include a note in the Block "survey comments" field, using the words "Roller Shutters".

Composition total must add up to 100% across construction types within this Sub-element

External Wall - External windows & doors: Construction Type			Composition (%)	Grade	Priority
4.4	1	Timber	85%	C	3
4.4	2	Metal		B	2
4.4	3	Plastic	15%	B	2

Condition Grade/Priority Rating given due to frames suffering from serious wet rot decay

Technical Reference by Construction Type

5.5 Internal Walls and Doors

5.1 Internal walls & doors - walls & partitions - structure:

- > There are 4 no. construction types across this sub-element and in terms of composition assessment the % composition needs to aggregate to 100% for this sub-element.
- > In assessing % composition surveyors need to remember not to include walls forming part of the external wall structure.
- > The wall structure is often likely to be identified as inaccessible, where such is hidden by surface finishes ie. blockwork walls with a plastered wall finish.
- > There is no sub-element construction type for 'Structural Frame' which is not covered by the PDS. If a structural frame is present and a significant defect is observed this should be noted by the surveyor in the Block "survey comments".

5.2 Internal walls & doors - walls & partitions - finishes:

- > There are 5no. construction types across this sub-element and in terms of composition assessment the % composition needs to aggregate to 100% for this sub-element. The basis of quantification for costing is GIFA, however % composition assessment should be based upon the individual proportions of construction types relative to each other, excluding any consideration of the internal wall finishes to external wall which are covered under sub-element 4.3 External walls - internal finishes.

5.3 Internal walls & doors - doors

- > There are 2no. construction types across this sub-element; Timber and Metal/Plastic, and in terms of composition assessment the % composition needs to aggregate to 100% for this sub-element.
- > Under the Timber construction type surveyors should include any other internal joinery, e.g. skirting boards, architraves, internal windows etc, in terms of composition and condition assessment.

Sub Element	Construction Type	Composition (%)	Grade	Priority
5.1 Walls and partitions - structure	5.1 1 Brick / block / concrete	70%	A	4
	5.1 2 Timber / metal stud	25%	B	3
	5.1 3 Glazed screen	5%	B	3
	5.1 4 Sliding / folding partition			
5.2 Walls and partitions - finishes	5.2 1 Concrete / brick / block / stone	5%	A	3
	5.2 2 Plaster / render / plasterboard lining	90%	B	3
	5.2 3 Fibreboard / acoustic lining			
	5.2 4 Timber lining	5%	B	3
	5.2 5 Ceramic tiles			
5.3 Doors	5.3 1 Timber	100%	B	3
	5.3 2 Metal / Plastic			

Condition Grade / Priority Rating as given satisfactory

Composition total must add up to 100% across construction types within Sub-element

Example Internal wall finish images for condition grading:



Condition Grade C - Poor; damp affected and 'blown' plasterwork



Condition Grade B - Satisfactory; even undamaged plaster finish

Technical Reference by Construction Type

5.6 Sanitary Services, Mechanical Services, Electrical Services

6.1 Sanitary Services: Generally

- > Sanitary services are defined as including; sanitary fittings, cubicles, vanity units and the immediate exposed connected plumbing and against all of which an overall condition assessment needs to be made.
- > There is no % composition to consider as there is only one construction type against this sub-element.

7.1 - 7.4 Mechanical Services: Heat source equipment, Heating distribution emitters and controls, Hot and cold water systems and Gas distribution.

- > The construction types under these sub-elements are assessed by the M&E Engineer.
- > For each of these 4no sub-elements there is no % composition to consider as there is only one construction type against each sub-element.

7.5 Mechanical Services: Mechanical Ventilation / Air conditioning

- > The construction types under this sub-element are assessed by the M&E Engineer.
- > There are 3no construction types and the % composition must aggregate to 100%. In the example shown in the table opposite the majority of the ventilation in the block is natural at 85%, 10% is mechanical and there is 5% of the block provided with air conditioning.
- > The M&E Engineer needs to consider the maintenance records, if available, when making the condition grade assessment.

8.1 - 8.6 Electrical Services: All Sub-elements

- > The construction types under these sub-element are assessed by the M&E Engineer.
- > Within element 8 Electrical services, there are 6no sub-elements and all of which only have one construction type and therefore no composition assessment is required.
- > The M&E Engineer needs to consider the maintenance records, if available, when making the condition grade assessment.

- > With reference to construction type 8.5.5 - Communications and IT Infrastructure - generally, engineers as part of their survey should consider; all exposed visible cabling, distribution panels, patch panels, junction boxes, face plates and switches that are associated with the telecommunications systems, data system installations, audio visual installations and public address systems, but exclude any consideration of loose equipment and appliances.

Element	Sub-element	Construction Type	Composition (%)
6 Sanitary Services	6.1 Generally	6.1. 1 Generally	-
7 Mechanical Services	7.1 Heat source & equipment	7.1. 1 Generally	-
	7.2 Heating distribution, emitters and controls	7.2. 1 Generally	-
	7.3 Hot and cold water system	7.3. 1 Generally including heat source/calorifiers for heating the water	-
	7.4 Gas distribution	7.4. 1 Generally	-
	7.5 Mechanical ventilation / air conditioning	7.5. 1 No mechanical ventilation or air conditioning	85%
		7.5. 2 Mechanical ventilation	10%
		7.5. 3 Air conditioning	5%
8 Electrical Services	8.1 Control Gear	8.1. 1 Generally	-
	8.2 Power	8.2. 2 Generally	-
	8.3 Lighting system	8.3. 3 Generally	-
	8.4 Alarms	8.4. 4 Generally	-
	8.5 Communications and IT infrastructure	8.5. 5 Generally	-
	8.6 Lifts	8.6. 6 Generally	-

Composition total must add up to 100% across construction types within Sub-element

Technical Reference by Construction Type

5.7 Redecorations

9.1, 9.3 & 9.4 Redecoration: external walls, internal walls and internal ceilings

- > These 3no sub-elements each have two construction types; painted and unpainted surfaces, and in terms of composition assessment the % composition needs to aggregate to 100% for each sub element.
- > When there is an 'unpainted' surface construction type present (or where there are only unpainted surfaces related to a redecoration sub-element) the surveyor should default the condition assessment to Condition Grade A, Priority Rating 4, as the construction type record is included for composition purposes only and therefore assigning a Condition Grade A, Priority Rating 4 assessment ensures no costs are generated through the cost model for what is in effect a non-existent finish e.g. an unpainted suspended ceiling grid.

9.2 Redecorations: External windows and doors

- > Painted fascia barge boards and soffits should be included within the condition assessment under 9.2 - External windows and doors.
- > This redecoration sub-element has 3no construction types; timber, metal/plastic-unpainted, and metal-painted, and again the % composition needs to aggregate the 100% for the sub-element.
- > Where the surveyor identifies powder paint coated metal windows these should be assigned to the metal-unpainted construction type.

9.5 Redecorations - internal windows and doors

- > This sub-element is the exception with element 9 - Redecorations, in that it only has one construction type 'generally' and therefore no composition assessment is required even if there are both painted and unpainted surfaces to doors and windows observed.

Condition Grade / Priority Rating given satisfactory with only minimal redecoration required within 3-5 years

Sub Element	Construction Type	Composition (%)	Grade	Priority
9.1 External - walls	9.1 1 Unpainted	100%	A	4
	9.1 2 Painted			
9.2 External - windows, doors, etc.	9.2 1 Timber	45%	B	3
	9.2 2 Metal / Plastic - unpainted	55%		
	9.2 3 Metal - painted			
9.3 Internal - walls	9.3 1 Unpainted	10%	A	4
	9.3 2 Painted	90%		
9.4 Internal - ceilings	9.4 1 Unpainted	100%	B	3
	9.4 2 Painted			
9.5 Internal - windows, doors, etc	9.5 1 Generally		B	3

Composition total must add up to 100% across construction types within Sub-element

Example Redecoration images for condition grading:



Internal door painted surface-Condition Grade C - Poor; flaking and worn painted finish



Internal walls painted surface-Condition Grade C - Poor; flaking and peeling emulsion finish.

Technical Reference by Construction Type

5.8 Fixed Furniture & Fittings

10.1 - 10.4 Fixed furniture and fittings: all sub-elements

- > Within element 10 - fixed furniture and fittings, there are 4no sub-elements (10.1 - 10.4) and all of which only have one construction type, however in terms of composition assessment the 4no construction types across sub-elements 10.1 - 10.4 need to aggregate to 100%. The sub-elements define the different functional areas within an education establishment and so surveyors need to assess the composition of each functional area as a proportion of the overall floor area (GIFA) of the block to determine the % composition against each construction type.
- > Condition assessment of this element should only relate to fixed furniture / fittings, not loose furniture equipment.
- > 10.1 Teaching - Science and Technology: These teaching areas would also include music areas, and areas with specialist fixed SEN equipment.

- > 10.2 Teaching - Other: These teaching areas would include general classrooms, gyms, and other non specialist teaching areas.
- > 10.3 Non-Teaching - Catering Kitchen: Tea points and small kitchenettes are not assessed. Generally all main kitchens will be classed as catering kitchens, the only exception would be where a kitchen is purely used as a food preparation area i.e. the kitchen is not equipped as a catering kitchen, there are no ovens for cooking or reheating, there is no other equipment normally associated with an establishment kitchen and there are just food preparation tables and food serving areas.
- > 10.4 Non-Teaching Other: These non-teaching areas include circulation corridors, halls, offices etc.

Example Fixed furniture and fittings images for condition grading:



Condition Grade B - Satisfactory; minor wear and tear to fixed furniture.



Condition Grade C - Poor; aged, damaged and broken fixed cupboard units

Composition must add up to 100% across these 4no sub-elements.

Construction Type		Composition (%)	Grade	Priority
10.1 Teaching - Science, Technology	1 Generally	25%	C	2
10.2 Teaching - other	1 Generally	60%	B	3
10.3 Non-Teaching - Catering Kitchen	1 Generally	5%	B	3
10.4 Non-Teaching - Other	1 Generally	10%	C	2

Condition Grade/Priority Rating given poor due to essential work required

Technical Reference by Construction Type

5.9 External Areas

11.1-11.3 External Areas: road and car parks, paths pedestrian paved and play areas and soft landscaping

- > The 3no sub-elements 11.1-11.3 make up the total 'external area' (i.e. the total site area less the playing fields area) and therefore in terms of composition assessment the construction types across **all** of these sub elements need to aggregate to 100%.
- > Surveyors will need to define the external area on a site plan in order for the site area (less playing fields) measurement to be calculated off the plan and input into the Site Level Header Data Set.
- > With reference to 11.2 paths pedestrian paved areas and play areas, this sub-element is further defined to include; playgrounds and general areas not specifically designed for sports type use.
- > With reference to 11.3 soft landscaping this is further defined to include general non-sports specific grassed areas i.e. areas for picnic tables etc. Surveyors should assign Condition Grade A Priority Rating 4 unless it is clear that grassed areas need re turfing or soft landscaping areas re-soiled.

11.4 External Areas: mains services

- > The construction type under this sub-element is assessed by the M&E Engineer.
- > There is only one construction type within this sub-element and so no composition assessment is required.

11.5 External Areas: boundary walls and fences

- > There are 4no construction types across this sub-element and in terms of composition assessment the % composition needs to aggregate to 100% for this sub-element .
- > Where a surveyor observes sections of no boundary (i.e. there maybe just a ditch) or sections of hedge boundary, or sections of boundary formed by boundary fencing to neighbouring properties, (which the surveyor judges to be the responsibility of the neighbour), then the surveyor should assign the aggregate % composition of these sections to construction type 11.5.4. No boundary/ "others" boundary and select a default Condition Grade A, Priority Rating 4.

11.6 External Areas: other walls, fences and barriers

- > There is only one construction type within this sub element and so no composition assessment is required.
- > This construction type includes all fencing etc that is not on the boundary. i.e. fences to tennis courts, MUGAs (even though these areas relate to element 12 - Playing fields) and other fencing / walls within the confines of the external areas.

11.7 External Areas: swimming pool structure

- > There is only one construction type within this sub element and so no composition assessment is required.
- > This construction type relates to just the swimming pool structure ie. the concrete pit and tiled finishes forming the swimming pool itself.

11.8 External Areas: swimming pool plant

- > The construction type under this sub-element is assessed by the M&E Engineer.
- > There is only one construction type within this sub element and so no composition assessment is required.

11.9 External Areas: drainage - treatment plant

- > The construction type under this sub-element is assessed by the M&E Engineer.
- > There is only one construction type within this sub element and so no composition assessment is required.

11.10 External Areas: drainage - other

- > The construction type under this sub-element is assessed by the M&E Engineer.
- > There is only one construction type within this sub element and so no composition assessment is required.

Technical Reference by Construction Type

Example data input into PDS Pro-Forma across the sub-element construction types within Element 11: External Areas

Composition total must add up to 100% across all present construction types within sub-elements, 11.1-11.3

Element	Sub Element	Accessible	Construction Type	Composition (%)	Grade	Priority
11 External Areas	11.1 Roads and car parks		1 Tarmac	20%	B	3
			2 In-situ concrete	10%	B	3
			3 Slabs Blocks	10%	A	4
	11.2 Paths, pedestrian paved areas, play areas		1 Tarmac	40%	B	3
			2 In situ-concrete			
			3 Slabs / blocks	10%	C	2
	11.3 Soft Landscaping		1 Generally	10%	A	4
	11.4 Mains Services		1 Generally	100%	A	4
	11.5 Boundary walls and fences		1 Brick / block /w concrete / stone	30%		
			2 Timber / Metal			
		3 Chain link	10%			
		4 No Boundary / "others" boundary	60%			
11.6 Other walls, fences and barriers, including around tennis courts, MUGAs etc		1 Generally				
11.7 Swimming Pools - Structure		1 Generally				
11.8 Swimming Pools - Plant		1 Generally				
11.9 Drainage - Treatment plant		1 Generally				
11.10 Drainage - Other	Inaccessible	1 Generally				

Condition Grade/Priority Rating given poor due to essential work required

Technical Reference by Construction Type

5.10 Playing Fields/All Weather Pitches/ MUGA's

12.1 Playing Fields, etc - Generally

- > There are 3no construction types across this sub element and in terms of composition assessment the % composition needs to aggregate to 100% for this sub-element.
- > In addition to playing fields, all weather pitches and MUGA's this sub-element also includes, tennis courts, cricket net areas and other areas specifically designed for sports type use.

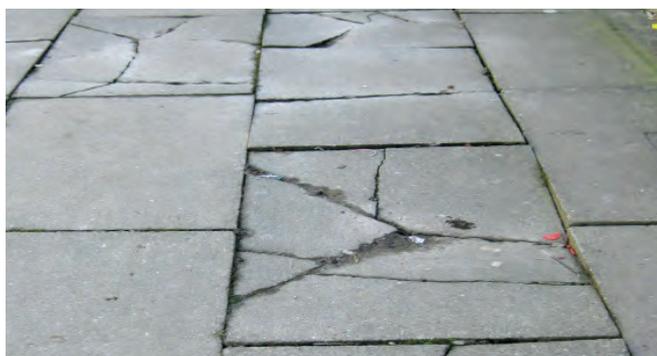
- > With regards to grassed playing field areas surveyors should assign Condition Grade A Priority Rating 4 unless it is clear that areas of grass need to be re-laid, re-turfed or seeded. Surveyors are not assessing 'grounds maintenance' i.e. has the grass been cut.
- > The surveyor will need to define the area of playing fields on a site plan in order for the area of playing fields to be calculated off the plan and the measurement input into the Site Level Header Data Set.

Composition total must add up to 100% across construction types within Sub-element

Condition Grade /Priority Rating given due to poor essential work required

Sub Element	Construction Type	Composition (%)	Grade	Priority
12 Playing Fields, all-weather pitches / MUGA's	1 Tarmac	60%	B	3
	2 All-weather, artificial and specialist			
	3 Grass	40%	A	4

Example external area and playing field images for condition grading:



Condition Grade C - Poor; cracked and broken paving slabs



Condition Grade B - Satisfactory; paving slabs, evenly laid with no significant damage



Condition Grade A - Satisfactory; grassed area and playing field, no requirement to re-turf etc.



Condition Grade C - Poor; spoiled brickwork retaining wall.

Section 6

Leaving the Establishment

6.1 Health and Safety Reporting

Where an immediate health and safety risk has been identified during the course of the PDS the Surveyor / Engineer needs to report the particular details in a polite and courteous manner to the establishment representative before leaving site.

The Surveyor / Engineer should subsequently also advise their central project management office who will then confirm the details in writing or via email to the educational establishment and to the responsible body.

6.2 Leaving the Educational Establishment

The surveyor/engineer will need to report to reception when leaving the educational establishment site and will be required to adhere to any educational establishment protocol e.g. signing out procedure.

ADCS	Acting Director of Childrens Services
AMS	Asset Management System
CBSS	Chief Building Surveyors Society
CIPFA	Chartered Institute of Public Finance & Accounting
CRB	Criminal Records Bureau
DCS	Director of Childrens Services
EBDOG	Education Building & Development Officers Group
EFA	Education Funding Agency
FE	Form Entry
ID	Identification
MUGAs	Multi-Use-Games Areas
PDF	Portable Document Format files
PDSP	Property Data Survey Programme
PDS	Property Data Surveys
OS	Ordnance Survey
RICS	Royal Institution of Chartered Surveyors
SCQS	Society of Construction and Quantity Surveyors
VA	Voluntary Aided
YPLA	Young Persons Learning Agency



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