



Department
for Education

Condition Data Collection 2 (CDC2)

Programme Guide

March 2021

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Summary

This document provides an overview of the school's Condition Data Collection 2 (CDC2) programme.

Who is this publication for?

This guidance is for:

- local authorities, academy trusts and dioceses
- school leaders, school staff and governing bodies in all maintained schools, academies and free schools
- any other interested parties

Introduction

Investing in School Buildings

We have allocated £9.5 billion since 2015 to maintain and improve school buildings, including an additional £560 million in 2020-21. On top of that, the Priority School Building Programme is rebuilding or refurbishing school buildings in the worst condition across the country, covering over 500 schools.

In June 2020, the Prime Minister announced a new ten-year rebuilding programme for schools. We have committed to announcing 50 new school rebuilding projects a year. This will replace many poor condition and ageing school buildings with modern, energy efficient designs, transforming education for thousands of pupils. Alongside that, we are committing £1.8 billion in 2021-22 for maintaining and improving the school estate.

About the Condition Data Collection 2

CDC2 is one of the biggest condition data collection exercises in the UK public sector and will collect data on over 22,000 educational establishments between 2021 and 2026.

The Condition Data Collection 2 (CDC2) programme is the successor to the Condition Data Collection (CDC) programme, which ran from 2017-2019. This followed the Property Data Survey (PDS), which ran between 2012 and 2014. CDC2 collects condition, contextual and building management data for every government funded school in England. Data from CDC2 will directly inform future investment in the condition of school buildings and will provide an evidence base to support the successful delivery and development of education capital policy.

About this document

This document provides an overview of CDC2 and how it will be delivered over the next 5 years. It is intended as a guide to the CDC2 programme for schools, responsible bodies, and other interested parties. The guide does not cover FE colleges. Although FE colleges are in scope for CDC2, due to the unique nature of the FE college estate, guidance for FE colleges will be published separately.

Throughout this document, the words 'school' and 'schools' refer to all educational establishments covered by CDC2 including Local Authority maintained schools, academies, free schools, and university technical colleges. A full list of establishments included in CDC2 are listed under 'CDC2 programme scope'.

Executive summary

The CDC2 programme will:

- visit every government funded school in England to collect building condition data, general site information and site management data
- help the Department for Education (DfE) prioritise future funding of the school estate in England
- run for 5 years between 2021 to 2026

The CDC2 programme will not:

- replace any condition survey data held by schools or responsible bodies
- collect detailed planned maintenance requirements
- collect data on schools' Asset Management Plan (AMP) data, including net capacity or suitability (although schools and responsible bodies will be asked if they have a net capacity assessment)

The condition data collected will:

- show condition and priority grades for elements in all blocks identified within a school site
- use the same condition (A-D) and priority (1-4) grades as the CDC programme. The condition grade A represents 'good' and D represents 'bad'. The priority rating 1 represents 'requires immediate replacement or remedial action' and 4 represents 'requiring replacement in more than 5 years'

CDC2 partner organisations

DfE have partnered with several organisations to help deliver the CDC2 programme.

Partner organisations will:

- gather initial information at preliminary virtual meetings (PVMs) and visit school sites to collect condition data. This will be led by 3 surveying organisations - Aecom, Faithful+Gould, Rider Levett Bucknall
- provide technical and quality management to maintain standards and quality assurance throughout CDC2. This will be led by Arcadis
- provide the 'Kykloud' IT solution to collect, store and support analysis of condition data. This will be led by Accruent

Involvement of schools

Schools are expected to:

- provide the surveying organisations with site information at the PVM to help them plan for the site visit
- meet with the surveying team when they visit the school and provide full access to their site (within any school guidelines/requirements)

Involvement of responsible bodies

- attend, where possible, and provide site information at the PVM
- support schools to host site visits

Access to CDC2 data

CDC2 data will be available for schools and responsible bodies to access via the CDC2 portal once all validation checks and quality assurance of data has taken place. Schools and responsible bodies will be notified how to access their CDC2 data when their report becomes available.

The Condition Data Collection 2

What is the Condition Data Collection 2?

The Condition Data Collection 2 (CDC2) programme will collect building condition data on all government funded schools in England. The methodology for CDC2 has been developed taking into account feedback following the predecessor programmes – the Property Data Survey (PDS) and Condition Data Collection (CDC).

The importance of the CDC2 programme

The data collected by CDC2 will provide DfE with an up-to-date evidence base which will inform future condition funding allocations and help prioritise investment in the school estate to where it is most needed. It will also help identify school buildings for inclusion in rebuilding programmes. The data collected will be shared with schools and responsible bodies and can help those responsible for maintaining buildings.

Development of the CDC2 programme

In 2011, the James Review of Education Capital recommended a rolling programme to assess the condition of buildings in the school estate. Between 2012 and 2014, DfE commissioned the PDS, which collected condition data on 18,830 schools. DfE was able to use this data to support the case for capital funding for school condition, to inform future allocations and to identify schools for inclusion in the second phase of the Priority School Building Programme (PSBP2).

This was followed, from 2017-2019, by the CDC programme which collected data on 22,031 schools and which is being used to inform condition allocations and as part of the process to identify schools for inclusion in the School Rebuilding Programme. DfE has now commissioned a third programme, CDC2, which will refresh the building condition data collected. DfE have engaged with schools, responsible bodies and dioceses, data experts and key stakeholders (including the Royal Institution of Chartered Surveyors, the Educational Building and Development Officers Group and the Trust Network) to develop the programme.

The CDC2 programme will continue to provide condition data for all elements at individual 'block' level, as in CDC. This will help the DfE analyse changes in the condition of blocks over time.

We have deliberately kept the CDC2 process and approach similar to CDC so it will be familiar to schools and responsible bodies and so the data collected is comparable with previous programmes. Schools will still be visited by a small surveying team, usually a building surveyor and a mechanical and electrical engineer, who will carry out a visual

inspection of the site. Following the site visit, we will share a CDC2 report with the school and responsible body. It will contain a school condition report, site plan and photo pack.

For CDC2, schools will not be asked to independently complete a questionnaire prior to the site visit. Schools and responsible bodies will be invited to a preliminary virtual meeting or 'PVM'. General information about the school buildings will be collected which will help the surveying team plan for the site visit. To make the process of supplying the required information easier for schools, the surveying organisation will provide guidance on the questions asked at the PVM.

At the PVM, the surveying team will also collect information on energy efficiency and energy and thermal performance, ICT, school estate management, and information on asbestos management (replacing the Asbestos Management Assurance Process or AMAP).

Quality assurance

The CDC2 programme includes many Quality Assurance (QA) measures. These help ensure that the programme runs as intended and that the quality of the collected data is of a high standard. QA measures include:

- validation of survey data by the surveying organisation within the mobile data collection app, and surveying organisation QA processes
- DfE internal data quality assurance process
- independent sample desktop audits by the Technical and Quality Manager (TQM)
- shadowing of site visits by additional surveyors for a small number of sites
- selection of a small number of sites for repeat 're-visit' surveys
- external assurance of the CDC2 methodology and process by RICS (Royal Institution of Chartered Surveyors)

How CDC2 data will be shared

Once data has been quality assured, it will be made available for schools and responsible bodies to download as a report via the CDC2 Portal. The condition reports will typically be available 3 months after the site visit.

Comparison with locally held condition data

The CDC2 data does not replace locally held condition surveys

The information collected during the CDC2 programme does not, and is not intended to, replace any of the current arrangements that exist at responsible body or school level to gather detailed building condition survey data for school sites.

CDC2 data is less detailed than condition data held by schools or responsible bodies. CDC2 does not involve an intrusive survey. This means that surveying teams will undertake a high level, visual inspection only and will not access roof voids, remove ceiling tiles or test any 'plant' equipment such as boilers and heaters.

However, data collected during CDC2 may be a useful supplement to locally held condition data and can be helpful as a starting point for the development of local maintenance programmes. It should not be viewed as a replacement.

CDC2 programme scope

Schools and establishments included in the CDC2 programme

All government funded educational establishments providing nursery, primary and secondary phase education, and some further education, will be visited by a surveying team during the CDC2 programme, except for privately owned and operated nursery schools that do not share their buildings with schools.

This includes infant, junior and middle deemed primary schools, secondary schools, middle deemed secondary schools, sixth form centres, sixth form colleges, pupil referral units/alternative provision, special schools and special colleges. Further Education (FE) colleges are in scope for CDC2 and will be visited towards the end of the programme. Separate guidance on FE colleges will be published later in the programme.

All of the establishment types in the table below will be in scope for CDC2, regardless of age or condition. This includes Private Finance Initiative (PFI) schools, and those schools that are new or have been recently refurbished.

The term 'responsible body' refers to those with responsibility for the capital maintenance of the site and/or capital expenditure on the site.

Establishment type	Responsible body
Community schools	Local authority
Foundation and trust schools	Local authority
Voluntary-aided schools	Governing body and charitable trust (relevant diocese or diocesan board of education for Catholic or Church of England church schools)
Voluntary-controlled schools	Local authority
Academies – multi-academy trust (MAT)	MAT (and diocese or diocesan board of education for Catholic or Church of England church schools)
Academies – single-academy trust (SAT)	SAT (and diocese or diocesan board of education for Catholic or Church of England church schools)
Sixth form colleges	Governing body
City technology colleges	Trust

Establishment type	Responsible body
Nursery schools (not privately owned)	Local authority, SAT or MAT
Free schools, studio schools	MAT or SAT (and diocese or diocesan board of education for Catholic or Church of England church schools)
University technology colleges (UTCs)	Trust
Other schools such as special schools, short stay/pupil referral units/alternative provision, service children's education	Various
FE colleges	N/A

The CDC2 programme will not include:

- schools that are owned and operated in perpetuity by a third party
- independent specialist providers
- specialist post-16 institutions
- off-site children's centres
- off-site secure children's homes (irrespective of ownership)
- off-site caretaker's houses (irrespective of ownership)
- off-site privately funded nurseries (irrespective of ownership)
- sure-start centres

Data collected by the CDC2 programme

The CDC2 programme will collect three types of data. The data will be collected at establishment, site, and block element levels. Each data type is described below.

Asset/general site data

This is summary data which describes the estate and the buildings within it, including size, construction type and contextual information (such as listed status, known planning restrictions, and so on). Schools and other establishments will be asked to supply this data at the PVM. This information is then used by the surveying team to help them plan the site visit when they undertake a visual inspection of the buildings.

Condition data

Condition data describes, at high level, the condition of building and engineering elements within a 'block'.

This data is collected by the surveying team when visiting the school site. Schools will be able to inform the surveying team of any known condition issues during the PVM or at the 'pre-CDC2 meeting' held directly before the visual inspection of the site.

Building management data

Building management data, such as estate management, energy efficiency, thermal performance and asbestos management will be collected at either the PVM or 'pre-CDC2 meeting'. The surveying team will check to see the existence of an asbestos register and/or an asbestos management plan at the 'pre-CDC2 meeting'. They will not review the content.

Data not collected by CDC2

Information that will not be collected includes:

- detailed maintenance requirements
- Asset Management Plan (AMP) suitability data
- sufficiency/net capacity data (although schools and responsible bodies will be asked if they have a net capacity assessment)

In addition, the surveying team will not test plant or mechanical equipment.

Delivery of the CDC2 programme

Pace of delivery

The surveying team will visit every government funded school in England over a 5 year period between 2021 and 2026. In the first year, DfE expect about 3,500 schools to be visited, followed by about 5,000 schools each year thereafter until the total number of schools in scope - approximately 22,000 establishments – have been visited.

Once the programme is operating at full pace, it is expected that between 400 and 450 schools will be visited by the surveying teams every month.

Selection of schools for visits

The DfE will choose schools for site visits in 6 month batches, known as ‘tranches’. However, the timing of each school’s visit within this 6 month period is determined by the surveying organisation.

Schools and responsible bodies will be able to check which of their schools are scheduled for inclusion in the programme by checking the tranche lists published on the [CDC2 page](#) on GOV.UK. The DfE will also contact responsible bodies directly at the beginning of each tranche.

Data collection

The PVM will typically take between 30-45 minutes. The school visit will take between half a day and a full day depending on the size and complexity of the site. DfE aim to share the data gathered with the school within 3 months of their site visit, following completion of the quality assurance process (although this may take longer during the initial months of the programme).

We are working with 3 surveying organisations to collect the CDC2 data. These are Aecom, Faithful+Gould and Rider Levett Bucknall. The surveying organisations will be responsible for providing the building surveyors and mechanical and electrical engineers to visit the school sites and collect condition data.

Technical and quality management

DfE has appointed Arcadis to provide technical and quality management (TQM) services for the CDC2 programme. The TQM will undertake quality assurance, provide technical leadership and training, and maintain standards of delivery across the programme.

IT solution

DfE has appointed Accruent to provide the IT solution for the CDC2 programme. This provides the data collection, storage and reporting platform across the CDC2 programme.

The role of schools during the CDC2 programme

Schools and other educational establishments have an important role to play in the delivery of the CDC2 programme. They will be invited to participate in the PVM (held prior to the site visit) and to provide general information about the site and building management. Schools will also need to provide the surveying team access to their site for up to a day, depending on the size of the site. Additional consent for access will be required for school sites held by charitable trusts.

The role of the DfE

The DfE are acting as client to the surveying organisations, the TQM and the IT provider. They will monitor their performance as the programme progresses. DfE will provide strategic direction and will be responsible for overall management of the programme. DfE will make sure that information about the programme is communicated effectively to all stakeholders and will collect feedback during the programme to help make improvements.

The role of responsible bodies

In this document, the term 'responsible body' refers to those with responsibility for the capital maintenance of the site and/or capital expenditure on the site. They include local authorities, single or multi-academy trusts, and dioceses/diocesan boards of education where acting on the governing body's behalf.

Responsible bodies will be invited to the PVM. If the responsible body is not able to attend, schools are encouraged to discuss the PVM questions with their responsible body prior to the PVM, if they are unsure about any of the information requested.

Responsible bodies will be made aware of the planned CDC2 visits to their schools before the beginning of each tranche.

Headline CDC2 Process

Before School Site Visit	
Mobilisation and planning stage – up to 4 months before school site visit	<ul style="list-style-type: none"> ▪ sites chosen for CDC2 visit ▪ school visit tranche list published on GOV.UK
Pre-site visit stage – between 5 weeks and 1 week before school site visit	<ul style="list-style-type: none"> ▪ school contacted by surveying organisation (SO) with DfE and SO introductory letter ▪ PVM and site visit date confirmed ▪ PVM takes place ▪ school confirms safeguarding requirements
During School Site Visit	
Site visit/data collection stage – up to 1 day	<ul style="list-style-type: none"> ▪ pre-data collection meeting with school ▪ compliance documentation verified by SO ▪ data collection takes place ▪ school notified of any major H&S issues
After School Site Visit	
Quality assurance stage – between 4 and 8 weeks after school site visit	<ul style="list-style-type: none"> ▪ data uploaded by SO ▪ data verified by TQM
Data publication stage – approximately 12 weeks after site visit	<ul style="list-style-type: none"> ▪ data and reports made available to schools and responsible bodies ▪ school feedback survey issued and responses considered

1. Mobilisation and planning stage

The DfE will identify schools for site visits in 6 month batches known as ‘tranches’. There are 9 tranches which run in sequence over the course of the programme between 2021 and 2026. Each tranche, bar the first tranche, contains about 2,600 schools and runs for roughly 6 months.

DfE will publish lists of all the schools included in a tranche before a tranche starts and will notify responsible bodies. If a school is included in a tranche, the PVM and site visit will take place within the 6 month period that the tranche relates to.

2. Pre-site visit stage

2.1 Letters of introduction

At least 5 weeks prior to the school site visit, every school within the tranche will receive two letters:

- a letter of introduction from the DfE
- a letter of introduction from the surveying organisation

The introductory letter from DfE will explain the CDC2 programme, why it is being undertaken and where schools can find more information. The introductory letter from the surveying organisation will confirm dates and times for the PVM and site visit, and the names of the fabric surveyor and mechanical and electrical engineer that will visit the school site. It will include a CDC2 pack containing the PVM agenda, the PVM information that will be requested and a copy of the existing school site/block reference plan that will be reviewed at the PVM.

For schools where the site is held by a charitable trust - including Catholic and Church of England schools - the CDC2 surveying team will obtain consent to access the site from the relevant party, for example the diocese or diocesan board of education.

2.2 Preliminary virtual meeting

The PVM will be hosted by the surveying organisation. The school and responsible body (including the diocese, where applicable) will be invited to the PVM. The CDC2 process will be explained, including what the site visit entails and how the CDC2 data will be shared with the school once the data has been cleared for release.

The surveying organisation will review, with the school, the draft existing site/block reference plan that was sent to the school with the introductory letter to establish if there are any changes required to the plan before the site visit takes place. Schools and responsible bodies can use this opportunity to flag if there are any sites, blocks or external areas missing off the plan.

At the PVM, the school will be asked a series of questions that will have already been provided to the school with the introductory letter, covering establishment level data and building management data. The full list of questions is set out in annex A.

Whilst there are still coronavirus (COVID-19) restrictions, the PVM will cover what measures the surveying team will be taking to ensure their site visits are 'COVID secure', including adhering to government (Public Health England) and sector guidance, and meeting any specific school requirements.

The surveying organisation will ask for a school email contact to set up a CDC2 portal account for schools to access their CDC2 reports once available.

An example of a PVM agenda is attached at annex B.

3. Site visit and data collection stage

3.1 Pre-CDC2 meeting

This meeting takes place on the day of the site visit and before the visual inspection of the school buildings, and elements within the buildings, and is attended by the visiting surveying team and the school's chosen representative(s). It serves several main purposes.

Schools use this meeting to:

- confirm any site induction procedures
- confirm on-site safeguarding arrangements, including whether the surveying team have to adhere to any school specific requirements on coronavirus (COVID-19), and DBS checks
- confirm policy on taking photographs on the school site
- notify the surveying team of any condition or health and safety related issues/areas of concern

The surveying team will use this meeting to:

- discuss any gaps in the information collected at the PVM
- help familiarise themselves with the site before beginning the main data collection for each block
- explain what the visual inspection of the site will involve

A typical pre-CDC2 meeting will take between 45 mins - 1hr. An example agenda is set out in annex C.

3.2 Block by block data collection

Following the pre-CDC2 collection meeting, the surveying team will undertake a visual inspection of the site and assess each block on the school's site that is within scope. The surveyors will adhere to the school's safeguarding policies whilst they are on site.

For most blocks, the surveyors will collect three categories of data:

- block summary data (number of storeys, age, etc.)
- condition data for each element (A-D; the physical condition)
- priority data for each element (1-4; the urgency of remedial action)

Schools that are split across more than one site will have a site visit scheduled for each site.

3.3 Notification of major health and safety Issues

If the surveying team notice any major health and safety issues or issues that require further investigation whilst undertaking their visual inspection, the school will be notified before the surveying team leave the site. Examples of major health and safety issues include risk of collapse, exposure to hazardous material, carbon monoxide poisoning or fire. Items that require further investigation could include recommending a detailed structural survey, a damp and infestation survey or a roof survey. DfE will notify the responsible body and, for Catholic and Church of England schools, the relevant diocese or diocesan board of education. Minor issues such as trip hazards will not be reported.

4. Quality assurance stage

After the surveying team have visited the site and collected data, it will be checked and validated. This is a multi-stage process that involves the surveying organisation, the Technical Quality Manager and DfE. There is no school or responsible body involvement during this stage.

4.1 Quality assurance: shadow visits

A small number of sites will be selected for 'shadow visits' as part of the CDC2 programme quality assurance measures. Schools will be notified before the intended site visit if selected for a shadow visit. On the day of the site visit, an additional surveyor will be present on site to 'shadow' the main surveying team. The TQM surveyor and/or engineer will accompany the SO surveyor and/or engineer to check they understand the CDC2 Programme methodology and that the correct approach is being followed.

4.2 Quality assurance: repeat site visits

A small number of schools will be selected for a repeat site visit on a separate day to help make sure that high quality and consistent data is gathered by the surveying team. These will be arranged with schools and undertaken in the same way as the main site visit. The process will be similar to that described above.

5. Data release stage

Once the CDC2 data has been validated and quality assured for release, schools and responsible bodies will be able to download their data from the CDC2 portal. Schools and responsible bodies will receive an email once their school condition report is ready to be viewed and will be invited, via a second email, to set up a CDC2 portal account.

Schools will only be able to view and download their own data, not data relating to other schools. Responsible bodies will be able to access all the data relating to the schools that they are responsible for.

CDC2 reports are expected to be made available to schools and responsible bodies within 3 months of the site visit, depending on the size and complexity of the site.

5.1 Feedback

DfE welcomes feedback from schools and responsible bodies. Schools and responsible bodies will be given the opportunity to comment on their experience of the CDC2 process and on the data presented in the CDC2 school condition report.

DfE will investigate any potential inaccuracies in the data and, where incorrect, will amend the data. DfE will only investigate feedback submissions that raise legitimate material concerns about the information recorded.

Annexes

Annex A – CDC2 Preliminary Virtual Meeting (PVM) – School Establishment Level Questions

	Section		Question		Possible responses
1	Establishment Details Data	1.3	Establishment (School) Type	1.3.1	Pick list - Academy 16-19 converter/Academy alternative provision converter/Academy alternative provision sponsor led/Academy converter/Academy special converter/Academy special sponsor led/Academy sponsor led/British schools overseas/City technology college/Community school/Community special school/Foundation school/Foundation special school/Free schools/Free schools 16 to 19/Free schools alternative provision/Free schools special/Further education/Higher education institutions/Institution funded by other government department/Local authority nursery school/Miscellaneous/Non-maintained special school/Offshore schools/Other independent school/Other independent special school/Pupil referral unit/Secure units/Service children's education/Sixth form centres/Special post 16 institution/Studio schools/University technical college/Voluntary aided school/Voluntary controlled school
		1.4	Number of Forms of Entry	1.4.1	Pick list - Nursery/PRU (Pupil Referral Unit)/Primary 0.5FE/Primary 1FE/Primary 1.5FE/Primary 2FE/Primary 2.5FE/Primary 3FE/Primary 4+FE/SEN (Special Education Needs)/Secondary 4FE/Secondary 5FE/Secondary 6FE/Secondary 7FE/Secondary 8FE/Secondary 9FE/Secondary 10+FE/Secondary 4FE + 6th/Secondary 5FE + 6th/Secondary 6FE + 6th/Secondary 7FE + 6th/Secondary 8FE + 6th/Secondary 9FE + 6th/Secondary 10+FE + 6th/Sixth Form/Other

	1.5	Property Reference	1.5.2	Number (6 digits): Changed Unique Reference Number (URN)
	1.6	Responsible Body	1.6.1	Free Text
	1.7	Local Authority Name	1.7.1	Pick List (see separate listing)
	1.8	Local Authority Number	1.8.1	Number (3 digits)
	1.9	School Contact (principal contact)	1.9.1	Free Text - First name
			1.9.2	Free Text - Surname
			1.9.3	Free Text - Phone number
			1.9.4	Free Text - E-mail address
			1.9.5	Free Text - Position
	1.10	School Contact (secondary contact)	1.10.1	Free Text - First name
			1.10.2	Free Text - Surname
			1.10.3	Free Text - Phone number

				1.10.4	Free Text - E-mail address
				1.10.5	Free Text - Position
		1.11	School CDC Portal User	1.11.1	Free Text - First name
				1.11.2	Free Text - Surname
				1.11.3	Free Text - E-mail address
3	Establishment Site Data	3.1	Number of Sites - How many sites form the school	3.1.1	Number
		3.2	Site 1 (Defaults to Site Reference EFA1, and includes pre-populated GIAS address data which covers both the Establishment and the primary (EFA1) Site.	3.2.1	Free Text - Site 1 Name
				3.2.2	Free Text - Site 1 Address
				3.2.3	Free text - Site 1 Postcode
		3.3	Site 2	3.3.1	Free Text - Site 2 Name
				3.3.2	Free Text - Site 2 Address
				3.3.3	Free text - Site 2 Postcode
		3.4	Site 3	3.4.1	Free Text - Site 3 Name
				3.4.2	Free Text - Site 3 Address

				3.4.3	Free text - Site 3 Postcode
		3.5 - 3.10	Sites 4-9	3.5.1 - 3.10.3	Free text - Sites 4-9 Name, Address and Postcode fields
4	Establishment Environmental Site Data	4.1	Any school site (whole or any part) located in a Conservation Area?	4.1.1	Pick List - Yes/No/Unknown
		4.2	Any Tree Preservation Orders on any school site?	4.2.1	Pick List - Yes/No/Unknown
		4.3	Any school site (whole or any part) located in an Area of Outstanding Natural Beauty?	4.3.1	Pick List - Yes/No/Unknown
		4.4	Any school site (whole or any part) located in an Area of Special Scientific Interest?	4.4.1	Pick List - Yes/No/Unknown
		4.5	Any school site with ground contamination?	4.5.1	Pick List -Yes/No/Unknown
		4.6	Any school site with presence of past landfill?	4.6.1	Pick List -Yes/No/Unknown
		4.7	Any part of any school site located on a flood plain?	4.7.1	Pick List -Yes/No/Unknown
		4.8	Any school site previously flooded?	4.8.1	Pick List -Yes/No/Unknown
		4.9	Protected species (Bat, Badger, Newt etc.)	4.9.1	Pick List -Yes/No/Unknown
5	Establishment Block Data	5.1	Any school Blocks (whole or part), integral Building Features or Removable Building Features which are Listed?	5.1.1	Pick List - Yes/No/Unknown
		5.2	Are there visible Concrete Planks (RAAC) in ceilings or	5.2.1	Pick list - Yes/No/Unknown

			walls to any of the School Blocks?		
		5.3	Location of RAAC Concrete Planks (i.e. Details of Blocks where Present)	5.3.1	Free Text - If answer to 5.2.1 above is "yes" input details of Blocks/Locations where planks are present for BS to inspect during site visit.
		5.4	Are there any areas of the school out of educational use due to 'poor condition'?	5.4.1	Pick List - Yes/No/Unknown
		5.5	What percentage of the total school GIFA is out of use?	5.5.1	Number (%) - If answer to 5.4.1 above is "yes" input approximate % of total school GIFA that is out of use.
6	Establishment Education Data	6.1	Number of general Teaching Classrooms	6.1.1	Number
		6.2	Number of Technology Workshops/other Specialist Spaces	6.2.1	Number
		6.3	Number of Science Laboratories	6.3.1	Number
		6.4	Does the establishment (school) have accommodation which is used solely for 6th form?	6.4.1	Pick List -Yes/No/Unknown
		6.5	What percentage of the total school GIFA is used solely for 6th form?	6.5.1	Number (%) - If answer to 6.4.1 above is "yes" input approximate % of total school GIFA that used solely for 6th form
		6.6	Do you have a net capacity assessment?	6.6.1	Pick list - Yes/No/Unknown
		6.7	Net Capacity Assessment date	6.7.1	Date (dd/mm/yyyy) - If answer to 6.6.1 above is "yes" input the date of the latest net capacity assessment
7		7.5	Asbestos Management Assurance		

Establishment Management Data	Is Asbestos present in your school?	7.5.1	Pick List - Yes/No/Unknown
	Name of primary person at the school who has read the latest DfE guidance on Asbestos management in schools?	7.5.2	Free text - If there is no-one input "No-one"
	Have you taken professional advice to assist you in the management of Asbestos in your school?	7.5.3	Pick List - Yes/No/Unknown - If the answer is "yes" or "unknown" to 7.5.1 select input option
	Do you have an Asbestos management survey report?	7.5.4	Pick List - Yes/No/Unknown - If the answer is "yes" to 7.5.1 select input option
	Do you have an up-to-date Asbestos location register for your school?	7.5.5	Pick List - Yes/No/Unknown - If the answer is "yes" to 7.5.1 select input option
	Have you assessed the potential risk from Asbestos Containing Materials for your school?	7.5.6	Pick List - Yes/No/Unknown - If the answer is "yes" to 7.5.5 select input option
	Do you have an Asbestos Management Plan that sets out how the risk from Asbestos Containing Materials will be managed?	7.5.7	Pick List - Yes/No/Unknown - If the answer is "yes" to 7.5.6 select input option
	Do you regularly review how to manage the risks from any Asbestos Containing Materials for your school?	7.5.8	Pick List - Yes/No/Unknown - If the answer is "yes" to 7.5.7 select input option
	Are precautions in place to ensure anyone who may disturb Asbestos Containing Materials is provided with	7.5.9	Pick List - Yes/No/Unknown - If the answer is "yes" to 7.5.7 select input option

		information about any Asbestos present?		
		Asbestos Management - are in-house school staff who may undertake maintenance work adequately trained?	7.5.10	Pick List - Yes/No/Unknown - If the answer is "yes" to 7.5.7 select input option
		When was the last review and update of the Asbestos Management Plan and/or Asbestos Location Register?	7.5.11	Date (dd/mm/yyyy) - If the answer is "yes" to 7.5.5 or 7.5.7 input date of last review.
	7.7	Energy Management		
		Energy - How often, if at all, do you "actively manage your energy"? (i.e. this may include cross checking meter readings against utility bills, etc.)	7.7.1	Pick list - Always/Sometimes /Hardly Ever/Never
		Energy - Are there Smart meters on gas?	7.7.2	Pick List - Yes/No/Unknown
		Energy - Are there Smart meters on electricity?	7.7.3	Pick List - Yes/No/Unknown
		Energy - Are there Smart meters on water?	7.7.4	Pick List - Yes/No/Unknown
		Energy - Do any of the school sites/buildings have a Display Energy Certificate (DEC) Rating?	7.7.5	Pick List - Yes/No/Unknown
	7.8	Good Estate Management Guide for Schools (GEMS)		

			Are you aware of and do you use the DfE Good Estate Management for Schools (GEMS) guidance?	7.8.1	Pick list - Yes and use/Yes and do not use/No
			Which section of the GEMs guidance have you used most?	7.8.2	Free Text - if the answer is "Yes and use" to 7.8.1 above.
			What information sources do you use to help you to prioritise estate/property needs?	7.8.3	Multi-Select Pick list - CDC reports/own condition survey(s)/Other internal reporting/Maintenance and other inspections/Own bidding rounds/Asset Management Plan or equivalent/Other/Unknown
			How do you use this information to prioritise condition need?	7.8.4	Free Text
			Do you have an Asset Management Plan or equivalent?	7.8.5	Pick list – Yes/No/Held by Responsible Body/Unknown
			Who is responsible for managing your school estate?	7.8.6	Free Text - (Job title not named individual)
8	ICT Cabling and Network standards	8.1	ICT Network Switches: Have at least 50% of the school's network switches been replaced within the last 5 years?	8.1.1	Pick List - Yes/No/Unknown
		8.2	ICT Wi-fi: Have at least 50% of the school's wireless access points been replaced within the last 5 years?	8.2.1	Pick List - Yes/No/Unknown
		8.3	Data Cabling Standards: Which of the following cabling standards are used in the school's data network/s?	8.3.1	Pick List - None/Category 5e or below/Category 6 or above/Combination of Category/Unknown

10		10.3	Preliminary Virtual Meeting (PVM) Date.	10.3.1	Date - dd/mmm/yyyy
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Annex B – Example Preliminary Virtual Meeting (PVM) Agenda

1. Introductions

- a. Surveying organisation representatives
- b. School representatives
- c. Responsible body and/or diocesan representative (if applicable, and if in attendance)

2. Outline of the CDC2 Programme Process

- a. Pre-site visit – notification, PVM and school CDC2 portal user account set up
- b. Site visit – data collection (including pre-CDC2 meeting)
- c. Surveying organisation quality assurance
- d. Technical and Quality Management audit
- e. Data publication (report released to school)

3. Review of Draft Site/Block Reference Plan

- a. Verification of sites and blocks and referencing
- b. Re-check on any complex site considerations (established by surveying organisation prior to PVM)

4. PVM Establishment Level Questions

- a. Establishment details data
- b. Site(s) data
- c. Environmental site data
- d. Block data
- e. Education data
- f. Building management data
- g. ICT cabling & network data

5. Ensuring School Site Visits are COVID Secure

- a. Review of DfE Guidance and surveying organisation provisions
- b. School specific requirements

6. Site Visit Arrangements

- a. Confirmation of date and time
- b. Confirmation of surveyors and engineers attending
- c. School contact person on the day
- d. Arrangements for arrival on site
- e. Pre-CDC2 meeting requirements and agenda
- f. Enhanced DBS check requirement

Annex C – Example Pre-CDC2 Meeting Agenda

1. Introductions

- a. Surveying organisation representatives (surveyor and engineer)
- b. School representatives

2. Housekeeping & Survey Readiness Checks

- a. Security IDs and enhanced DBS checks
- b. Mobile number for site contact (including contact for emergencies)
- c. Site induction requirements (if any)
- d. Fire evacuation procedure (and any planned tests?)
- e. Survey team base & use of welfare facilities
- f. Locked or secure areas/rooms requiring key/code/swipe access
- g. Confirmation of photograph requirement & protocol
- h. COVID-secure survey arrangements

3. Outline of the CDC2 Programme Process

- a. Site visit – data collection
- b. Surveying organisation quality assurance
- c. Technical Quality Manager audit
- d. Data publication (report released to school)

4. Scope of CDC2 Data Collection

- a. Site by site/block by block condition assessment
- b. Non-intrusive/ground level inspection
- c. Element data set

5. Site Plan Review

- a. Verification of defined sites/blocks and referencing
- b. Block by block review; age, extended, refurbishment, etc.

6. Review of PVM Question Responses (Queries/Gaps/Updates)

- a. Establishment details data
- b. Site(s) data
- c. Environmental site data
- d. Block data
- e. Education data
- f. Building Management data
- g. ICT cabling & network data

7. Site Specific Health & Safety Matters

- a. Asbestos register available to review?
- b. Health & safety file available to review (H&S content)?
- c. Are there any known hazards or unsafe areas of the school that cannot be accessed or cannot be entered un-accompanied?
- d. Are there 'permit to work/enter' procedures to follow?
- e. Are there any construction/maintenance works being undertaken at present?

8. School Operations

- a. Any exams planned or quiet areas of the school?
- b. Access to classrooms with classes in progress?
- c. Access to welfare facilities for data collection i.e. WCs, changing rooms?
- d. Typical school timetable i.e. school start and finish times, lesson periods, break times, pre and after school clubs?
- e. Any buildings on site that are occupied by other stakeholders?

9. Maintenance Information

- a. How is planned and reactive maintenance delivered?
- b. Are there any specialist maintenance requirements at the site?
- c. Are there any reoccurring maintenance problems (internal and external)?

10. Leaving Site Protocols

- a. Reporting of any immediate risks to Health & Safety or Life items
- b. Site leaving/signing out process

Annex D – Frequently Asked Questions

What processes has DfE put in place to ensure that the data collected is good quality?

There are a number of quality assurance (QA) measures included within the CDC2 methodology:

Qualifications

All building surveyors engaged in delivering the CDC2 programme will have a minimum of 3 years' experience assessing building and building services condition, and have a good level of IT literacy.

Every surveying organisation will have a number of lead surveyors who are responsible for managing the surveyors and engineers that visit school sites. The lead surveyors will have a chartered surveying, or an equivalent status qualification, and will have experience in the building condition surveying sector.

Automated validation of data

The software that surveyors will use to collect data has been designed to help minimise input of invalid data, and requests surveyors double check their entry if the information entered is unusual.

Quality assurance audits

All data collected will be quality assured and validated by the surveying organisations and DfE. The TQM will undertake sample audits of school's data. For a small selection of schools, a 'shadow' visit will take place where the surveying team are shadowed by other surveyors on site to check that the CDC2 methodology is being followed correctly. In addition, some school sites will be selected for a 'repeat' site visit to ensure that high quality and consistent data is gathered by surveying organisations.

Why doesn't the DfE use data that is already held by schools, local authorities, Trustees (including dioceses and diocesan boards of education) and academy trusts instead of undertaking CDC2?

The DfE require a consistent picture of school condition need across the government funded education estate. Data and information held by individual schools and responsible bodies will have been collected using different methodologies and approaches. In some cases, no recent data exists at local level. The CDC2 collects data about all schools using a standardised approach so that the data collected is consistent and comparable for all schools.

How are schools prioritised for site visits?

The schools within each tranche are selected by DfE so that they are representative of schools across the entire government funded school estate. This will allow analysis of the data before the CDC2 programme has been completed.

The surveying organisations are responsible for arranging the specific preliminary virtual meetings and site visit dates for schools within each tranche.

Will future condition allocations be based on the results of the CDC2?

Yes, the purpose of the CDC2 is to collect data on the condition of all school buildings to help inform future condition allocations.

My query isn't covered in the guidance or the FAQs listed here. Where can I go for an answer?

Details about the scheduling of CDC2 school site visits can be found on [GOV.UK](https://www.gov.uk)

Once contacted by a surveying organisation, for questions concerning the scheduling of site visits and the site visit itself, schools should contact their surveying organisation, whose contact details will be contained in the initial letter of introduction.

For more general queries about the CDC2 programme, please contact the CDC2 team using DfE's [enquiry form](#).



Department
for Education

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