



Education
Funding
Agency

Property Data Survey Programme

Survey Manual

Part

Overview and Methodology

In partnership with

CAPITA SYMONDS

Davis Langdon
An AECOM Company

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Abstract

Part 1 of the PDSP Survey Manual provides an overview of the Property Data Survey Programme (PDSP), it sets out the general requirements for the PDS Surveys and outlines the PDSP Methodology at each of its various stages.

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PDSP Overview & Methodology

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.

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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 I of the Survey Manual is to provide a general overview of the PDSP in terms of background, the objectives & deliverables, the stakeholders involved, and the general requirements of the PDSP Surveys as well as outline the PDSP methodology at each stage of the process to ensure a consistent approach is adopted.

Section 2

Programme Overview

2.1 Programme Background

As part of the Government’s response to the Review of Education Capital (“James Review”), the Secretary of State for Education announced in July 2011 that work should commence to collate up-to-date information on the building condition of the education estate.

The PDSP was established to enable the collection of this condition data. Following the July 2011 announcement, Partnerships for Schools (PFS) was asked to lead on the delivery of the national programme to obtain condition data for the circa 23,000 educational establishments throughout England to inform capital allocations. The PDS are high level surveys providing a strategic overview of the condition and investment priorities of the buildings on a block by block level. The responsibilities of PFS transferred to the Education Funding Agency (EFA), a new executive agency of the Department for Education (DfE) on 1st April 2012.

Following a rigorous procurement process through late 2011 and early 2012, the EFA appointed the following Surveying Organisations to each of the following regions:

- 1: North West: Davis Langdon
- 2: North East: Capita Symonds
- 3: Yorkshire & the Humber: Capita Symonds
- 4: West Midlands: Davis Langdon
- 5: East Midlands: Davis Langdon
- 6: East Of England: E C Harris
- 7: South West: Capita Symonds
- 8: South East: E C Harris
- 9: London: E C Harris

In addition to the PDS commission the EFA have appointed ‘Tribal’ following a separate procurement exercise to develop and manage their Asset Management System K2 specifically for the PDSP.

The Asset Management Software (AMS) system stores successfully validated local authority condition data and new PDS data from surveys completed as part of the PDSP.

In addition to the PDS and AMS commissions, Gardiner & Theobald have been appointed as cost and validation consultants to support EFA throughout the programme, in particular for developing the cost model which sits behind the AMS, and the process of validating existing condition data from previous local authority commissioned surveys.

Between January and April 2012, the EFA working with local authorities and responsible bodies, undertook the transfer of existing condition data from previous LA commissioned surveys, where this existed, into the AMS.

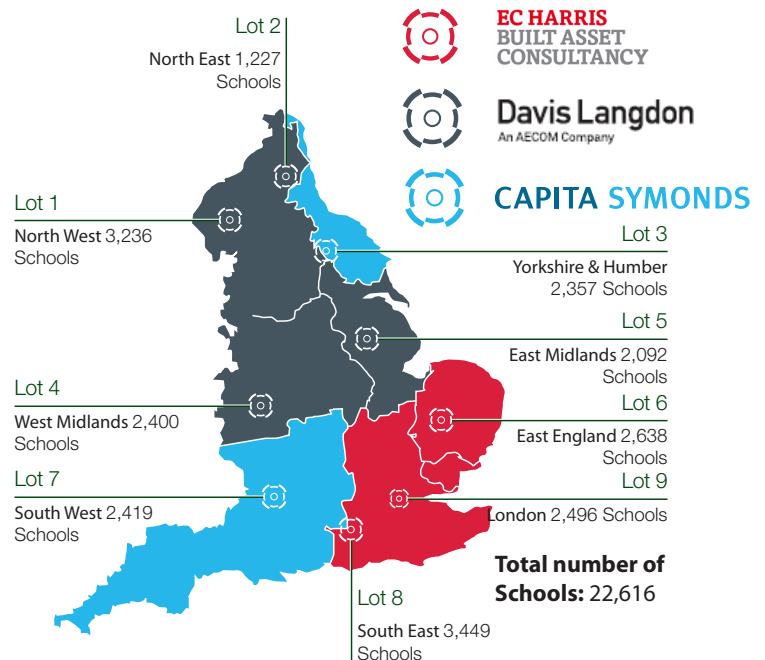
Throughout April, May and June, a three stage pilot survey phase (outlined in Section 5.0) was undertaken to test the PDS content and process.

The PDSP Surveys commenced in June 2012 and are expected to continue to the end of the end of October 2013. The PDSP Surveys will be carried out over three phases with the bulk delivered in the first two;

- Phase 1A was completed in July 2012 and involved PDS across a sample of education establishments where local authority condition data has been provided to the EFA for validation purposes,.
- Phase 1B forming the main basis of the programme involves new PDSP surveys. The aim is to complete the whole programme by October 2013 with the intention to accelerate if possible.
- Phase 1C will involve PDS across an additional sample of education establishments where local authority condition data has been provided to the EFA for validation purposes, dependent upon the validation findings after Phase 1A. Local authorities will be notified as soon as possible following completion of the initial validation.

Sections 6.0 and 7.0 cover these phases in further detail.

Throughout the PDSP the EFA will have a strategic management role supporting the delivery of the programme and engaging with stakeholders.



Section 2

Programme Overview

2.2 PDS vs Previous Methodology

The PDS will assess the overall condition of each sub-element construction type present within an educational establishment block. However, the PDS will be typically less detailed than the full Building Condition Surveys local authorities and education establishments hold, which followed the previous DfE Asset Management Plans: Condition Assessment, guidance note issued in April 2000.

The PDS will categorise the same elements that were assessed during the 2005 programme and will be carried out on a block-by-block basis. The PDS will grade and prioritise each sub-element construction type to allow a RAG rating (Red, Amber, and Green) to be allocated to each.

The programme does not and is not intended to replace any of the current requirements or arrangements that exist at responsible body or educational establishment level to gather detailed building condition survey data.

The PDS has been developed to provide a consistent and cost effective method of obtaining accurate building data of the educational establishment estate to support future capital allocations.

Whilst the PDS process is less detailed, the level of data will be of sufficient quality and depth to provide a meaningful assessment of each educational establishments condition need on a comparative basis. The methodology used will be consistently applied across the educational establishment estate within England, providing a fair assessment of relative need in terms of maintenance investment on an establishment by establishment basis. The data collected will assist in establishing local investment need.

2.3 PDS Requirements Overview

To undertake a PDS the buildings present at each educational establishment will be divided into individual **blocks** generally identified by the approximate age of construction, and divided into **sites** for external elements where a particular establishment has a split site arrangement.

The PDSP is focused upon a high level condition assessment and excludes any assessment with regards to sufficiency, suitability and compliance considerations. Reference should be made to Part 2 Section 4.5.4 which provides a more detailed definition of the PDS scope.

Condition of the **sub-element construction types** across the 12 primary elements within the PDS will be captured by allocating a **Condition Grade** and a **Priority Rating** (refer to Part 2 Section 4.5.3 for further details) to each identified construction type. The PDS data set for each construction type also includes the requirement to capture the percentage **Composition** (refer to Part 2 Section 4.5.6 for further details) of each construction type within each sub-element (where applicable), which enables costs to be generated from the AMS system via the cost model developed for the PDSP.

A full list of all the construction types and details of the data set required to be captured as part of the PDS are shown within the PDS Pro-forma contained within Part 3, Appendix A - PDS Pro-forma

Surveying Organisations will be required to liaise with both responsible bodies and educational establishments prior to surveys to obtain supporting information for the PDS and to make specific survey arrangements for the PDS.

Appointed surveyors and engineers will be responsible for PDS data collection on site, the production of their own referenced block plans for the purposes of cross referencing the PDS data, verification checking for data completeness upon completing a PDS and for arranging for their organisation's Project Management Office to upload the data into the AMS system.

Maintenance costs will be calculated automatically by the AMS following the input of completed survey data, using the cost model developed for the PDSP. **Appointed surveyors and engineers undertaking the PDS will have no involvement in the calculation of costs.**

Section 3

Programme Deliverables

3.1 Key Deliverables

The key programme deliverables are to:

- > Undertake PDS across the educational establishment estate, this will be a maximum of circa 23,000 establishments when including all types of educational establishment. Successful validation of existing local authority data and the removal of certain categories excluded from scope (see Part 3, Appendix F - PDS Programme Education Establishments in Survey Scope) will reduce this figure.
- > Commence the main (post pilot) survey programme in June 2012 and complete by late October 2013;
- > Provide clear, consistent, robust property data assessments and the associated costs that will inform future capital allocations
- > Deliver a consistent high-quality value for money PDSP, with minimum disruption to educational establishments and their daily operations;
- > Maximise efficiency savings during the process wherever possible;
- > Undertake the surveys safely with regard to surveyors, staff, students/pupils and visitors to the educational establishments; and
- > Efficiently capture and upload existing condition record data and floor/site plans where appropriate and populate the EFA AMS system.

Section 4

Roles & Responsibilities

4.1 Stakeholders

The following stakeholders will both provide and use the data outputs from the PDS for a variety of tasks:

- > **Education Establishments:**
Governors, Head Teachers, Senior Leaders, Bursars/School Business Managers, and all personnel with property related responsibilities;
- > **Local Authorities and other Responsible Bodies**
(Asset Management Teams, DCS/ADCS); Academy Group Sponsors, Diocesan Bodies, other VA groups; EBD OG, FPS and its constituent Societies; and other relevant professional bodies
- > **Ministers, DfE and EFA**
- > **Private Sector Partners:** appointed Surveying Organisations and Tribal;
- > **Media:** Trade publications (construction, ICT, local government, education).

4.2 Key Roles and Responsibilities

Organisation	Key Roles and Responsibilities
DfE	<ul style="list-style-type: none"> > Commission PDSP. > Receive PDSP data from EFA. > Consider Data as part of future funding allocations.
EFA	<ul style="list-style-type: none"> > Deliver the PDSP against the objectives set > Contract and Programme Management of the PDSP. > Manage the relationship between the DfE, Surveying Organisations and all Key Stakeholders. > Co-ordinate collection of existing data from responsible bodies. > Quality Assurance of the PDSP. > Contract Management of the PDSP.

Organisation	Key Roles and Responsibilities
Surveying Organisations	<ul style="list-style-type: none"> > Undertake PDS in accordance with PDS methodology and specification, including liaison with responsible bodies and educational establishments. > Collect and submit via the AMS system survey data in accordance with the PDS requirements. > Provide quality assurance of the data gathered and submitted for the PDSP.
Responsible Body*	<ul style="list-style-type: none"> > Support delivery of PDSP by liaising with Surveying Organisations and educational establishments. > Consider PDS data in determining local capital investment priorities.
Educational Establishments	<ul style="list-style-type: none"> > Engage with Surveying Organisations to support delivery of the PDSP > Consider PDS data in determining capital investment priorities.

*Responsible Body:

Throughout investment reviews, bodies that make such strategic investment decisions and which must take ultimate responsibility for the maintenance and management as well as the use of the asset are referred to as the **responsible body**. Usually this will be the local authority, the diocese, the academy trust (either individual or multiple sponsored) or the charitable foundation.

Responsibility for capital investment decisions across the educational establishment estate is complex; it is not simply the owner of an asset that takes the decision as to whether a particular educational establishment receives investment, e.g. it may be the diocese rather than the charitable foundation for a Voluntary Aided school.

For all educational establishments, head teachers and governing bodies make most of the day-to-day decisions on the upkeep of their facilities. See Part 3 Appendix F - PDS Programme Education Establishments in Survey Scope for a detailed breakdown of the educational establishments covered by the scope of the PDSP.

5.1 Purpose of Pilot Stage

Prior to commencement of the main survey programme pilot surveys were undertaken over three stages to test the PDSP survey design and methodology.

The findings from the three stages were recorded within a **Lessons Learnt Log** which was then used to identify areas of improvement in the content and procedures associated with the PDSP that would be implemented before commencement of the main survey programme.

5.2 Three Pilot Stages

Pilot Stage 1

The aim of Pilot Stage 1 was to test the design and content of and PDS Proforma and consistency of the data output.

In order to achieve this all three Surveying Organisations were invited to undertake the same survey on a 6 Form Entry (FE) secondary school selected by EFA, thereby enabling direct comparative analysis of the outputs obtained.

Upon completion of the Pilot Stage 1 survey there was a de-brief session, where Surveying Organisations had an opportunity to provide feedback on any issues that they faced during the surveying process, which then contributed to the Lessons Learnt Log.

Pilot Stage 2

The aim of Pilot Stage 2 was to test the Surveying Organisations liaison with local authorities leading up to undertaking a PDS and allow further consistency analysis.

For Pilot Stage 2 the EFA selected 1 primary and 1 secondary education establishment from one of the Surveying Organisations regions for a PDS. Surveying Organisations were required to liaise with the relevant local authorities to make the necessary arrangements in line with EFA guidance in undertaking a PDS.

EFA reviewed the PDS data outputs against existing local authority data for comparative analysis and which further contributed to the Lessons Learnt Log.

Pilot Stage 3

The aim of Pilot Stage 3 was to test the full “end to end” process including upload of PDS data to the AMS system.

Within Pilot Stage 3 Surveying Organisations were required to undertake a PDS on two education establishments from each of their awarded regions selected from Phase 1A (refer to section 6.0 below). The Pilot Stage 3 tested the Surveying Organisation’s liaison with local authorities and the respective educational establishments, their process of obtaining and/or preparing block reference plans, their undertaking of the PDS itself and the upload of PDS data to the AMS system.

Following completion of Pilot Stages 1 to 3, the Lessons Learnt Log was updated followed by a review of the PDS content and methodology with a view to implementing any required changes prior to the commencement of Phase 1A.

PDSP Phase 1A Existing Data Validation

6.1 Purpose of Data Validation

The DfE acknowledges that many local authorities have reliable condition data and is keen to use this data wherever possible as this will minimise disruption for education establishments and deliver the programme more quickly and at lower cost to the public purse.

In January 2011 the EFA wrote to all local authorities inviting them to provide existing up to date condition data for education establishments that had been subject to a complete condition re-survey during the last 5 years. Existing local authority data was submitted between February and April 2012. A validation process of all submitted local authority data started in summer 2012 and is ongoing. The data that was received will be validated and if judged to be accurate and up to date, all of the data from that local authority will be imported into the AMS system without the need for a further check. PDSP Phase 1A involves undertaking PDS across a 5% representative sample of education establishments in these authorities so that a comparative analysis exercise can be undertaken. This will help validate the robustness and integrity of the data to enable EFA to make an informed decision as to whether the data can be retained within the AMS system or whether PDS will be required for all education establishments in those authorities.

6.2 Phase 1A

Phase 1A will comprise a sample of educational establishments where local authority condition data has been returned to the EFA so that a comparative analysis exercise can be undertaken.

The appointed Surveying Organisations will select a 5% representative sample (or minimum of 5 for smaller local authorities) of the educational establishment building types from each local authority within the Phase 1A list for their respective regions.

The selected 5% or minimum of 5 will be chosen from, and should as far as possible be representative of, each of the following establishment types:

- > Nursery;
- > 1 FE Primary;
- > 2 FE Primary;
- > 4 FE Middle;
- > 6 FE Secondary;
- > 6 FE + Sixth Secondary;
- > 10 FE Secondary;
- > 10 FE + Sixth Secondary;
- > SEN;
- > PRU; and
- > Sixth Form College.

Once establishments have been selected, the Surveying Organisations will be required to contact the responsible body to request 'supporting information' which primarily comprises site/block/floor plans, and in particular "referenced" block plans, together with any other supporting documents that may be relevant to the PDS.

Where referenced block plans are provided the Surveying Organisations will be required to adopt the existing local authority provided block referencing to assist in the process of data validation and comparative data analysis.

6.3 Validation Process

Following successful upload of the Phase 1A PDS data to the AMS system by the Surveying Organisations validation of the PDS data against the existing local authority condition survey data can then be undertaken by Gardiner and Theobald on behalf of EFA.

For those local authorities whose previous condition surveys are acceptable following the validation exercise, then their existing condition survey data will be retained within the AMS system and no PDS will be required for those education establishments against which local authority condition data has been submitted.

If however the validation exercise reveals a substantial disparity in costs in the comparative analysis then the EFA may require as part of Phase 1C, a further 5% sample of PDS to be undertaken by the Surveying Organisations.

6.4 Phase 1C

Phase 1C will be implemented in the case of any local authority existing building condition data where it has not been possible to successfully validate the data as part of Phase 1A. Where this has happened an additional 5% sample surveys will be carried out to complete a further validation exercise.

Upon completion of any required Phase 1C programme, Gardiner & Theobald will undertake a further series of validation exercises and cost comparative analysis to establish if the existing data can be accepted.

Where concerns still exist, the EFA will contact the relevant local authorities to discuss the validation findings and attempt to resolve any difficulties. Where issues cannot be resolved, complete new PDS may be required for the educational establishments in scope, adding them to the Phase 1B programme.

Section 7

PDSP Phase 1B New Property Data Surveys

7.1 Phase 1B

Where there was no data submitted for an Educational Establishment, or submitted data was not successfully validated, new PDS will be required and will form the basis of the main programme, Phase 1B.

As with Phase 1A Surveying Organisations will be required to contact responsible bodies to request 'supporting information' which primarily comprises site/block/floor plans, but in particular "referenced" block plans, together with any other relevant supporting documents that may be relevant to the PDS. However for Phase 1B surveys there will be no requirement for Surveying Organisations to follow any existing local authority block referencing system and so Surveying Organisations will need to follow the PDSP naming protocols for both site and block referencing (see Part 2 Sections 4.3 and 4.4).

Where block plans and floor plans are not made available by responsible bodies, the Surveying Organisations will be required to produce their own 'referenced' plans for upload onto the AMS system either from their own source or from the OS based software system known as SigNET made available by the EFA to the Surveying Organisations (refer to Part 3, Appendix J - OS Mapping System User Guide).

8.1 Pro-forma Design

EFA have provided a Property Data Survey Proforma (manual representation) which is included in Part 3 Appendix A – PDS Proforma (version 3.1), which details the survey design, elemental structure and data input content within the PDS.

In general surveyors and engineers will collect two groups of data, which will populate a **survey header data set** and an **elemental data set**.

8.2 PDS Header Data Set

The PDS Proforma incorporates a survey header data set which comprises of 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 under 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).

Surveying Organisations' input into the **survey header data set** will be limited to certain fields as a majority of general information is pre-populated by data held within the AMS system, and originally sourced from data within the DfE Edubase database and other records.

The three data sub sets within the survey header data are shown in the tables below. Part 2 of the Manual provides more specific detail regarding the respective fields and the inputs required by Surveying Organisations as part of the PDS.

Establishment Level Header Data Set

Authority name:

Authority number:

URN:

Establishment name:

Establishment number:

Responsible Body:

type of establishment:

Address 1:

Address 2:

Address 3:

Address 4:

PostCode:

FirstName:

Surname:

Phone:

Position:

Survey date:

Survey pricing base date:

Surveying Organisation Name:

Surveyor Name:

Engineer Name:

Supporting information from establishment / authority:

Photograph of Establishment:

Maintenance Documents Evidenced:

Site Level Header Data Set

Site reference:

Site Area (excluding playing fields):

Address 1:

Address 2:

Address 3:

Address 4:

Playing field area:

Boundary length:

Swimming pool:

Block Level Header Data Set

Block reference:

Block type:

Listed building:

No of Storeys:

Basement area:

Gross floor area (GIFA):

Ground floor gross floor area (GF GIFA):

Perimeter:

Height:

% windows and doors of external walls area:

No. of lifts:

Catering kitchen:

Surveyor has seen the maintenance documents:

Survey comments:

Mechanical and electrical comments:

Photograph of block:

Aerial photograph of block:

8.3 Elemental Structure

The other main data set, and effectively the core of the PDS is the elemental data set. Surveyors will capture a prescribed data set against 12no defined elements on a site by site/block by block basis.

1. Roof
2. Floors and Stairs
3. Ceiling.
4. External Walls, Windows and Doors
5. Internal Walls and Doors
6. Sanitary Services
7. Mechanical Services
8. Electrical Services
9. Redecorations
10. Fixed Furniture and Fittings
11. External Areas
12. Playing Fields, All-weather Pitches / MUGAs

Elements 1-10 are associated with blocks and elements 11-12 are associated with sites.

Elements are then broken down into sub-elements and construction types and it is against any construction types "present" that an elemental data set is then captured by surveyors.

8.4 Elemental Data Set

Figure 1 below shows the elemental section of the PDS proforma and the A-G labelled 'fields' which form the **elemental data set** for each construction type present.

				(A)								(B)	(C)	(D)	(E)	(F)	(G)
Element	Sub Element	Sub-Element Inaccessible	Construction Type		Construction type Inaccessible	H, S, L	Comments	Composition %	Grade	Priority	Basis of quantification for costing						
1	Roofs	1.1	Structure	1.1. 1	Flat roof - structure and deck - Generally												
				1.1. 2	Pitched roof structure - Generally												
				1.2. 1	Flat roof - Flexible sheet; single ply or built up												
				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												
				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														
		1.2. 14	Pitched roof - Glazed areas / rooflights														
		1.3	Drainage	1.3. 1	Flat roof - Fibre cement												
				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. 6	Pitched roof - Fibre Cement																
1.3. 7	Pitched roof - Cast iron																
2	Floors and stairs	2.1	Ground bearing / hollow floors - structures	2.1. 1	Generally												
				2.2	Suspended floors - Structure												
				2.3	Floors - Screed & finish												
2.3	Floors - Screed & finish	2.3. 1	Concrete / unfinished screed / floor paint														
		2.3. 2	Softwood boarding														
		2.3. 3	Hardwood strip / wood block / sprung flooring														
		2.3. 4	Raised access floor														
		2.3. 5	Vinyl / rubber / cork in tiles / sheet														
		2.3. 6	Ceramic tiles / terrazzo														
		2.3. 7	Carpet														
2.4	Staircases - Structure	2.4. 1	Concrete														
		2.4. 2	Timber														
		2.4. 3	Metal														
2.5	Staircases - Balustrades	2.5. 1	Timber														
		2.5. 2	Metal; painted														
		2.5. 3	Metal; powder coated / self finished														

Figure 1: Input fields within the Elemental Data Set

The legend below summarises the input required against each field

- A** Sub Element Inaccessible - not applicable - no input required
- B** Input required when construction type Inaccessible to survey
- C** Input required when an immediate health & safety risk identified in relation to construction type.
- D** Comment input required when above health & safety risk identified
- E** Composition (%) - i.e. percentage breakdown of each construction type across a sub element where applicable
- F** Condition Grade
- G** Priority Rating

Section 9

The PDS Process

9.1 Pre Survey Process

Pre-requisites

Surveying Organisations are to ensure that all surveyors/engineers have an enhanced Criminal Records Bureau (CRB) check. Surveying Organisations will be required to undertake the CRB checks using the services of a CRB registered 'Umbrella Body'. See: <http://www.homeoffice.gov.uk/agencies-public-bodies/crb/>.

Surveying Organisations need to ensure that any new surveyors/engineers joining the programme are also enhanced CRB checked, **and on no account should any surveyor/engineer work undertake a PDS without enhanced CRB.**

Surveyors will need to carry proof of identity in the form of a personal identification (ID) badge which must be kept visible at all times during the PDS. Details required on the personal ID badge include; name, Surveying Organisation and office address, photographic identity and CRB Identification number. Surveyors are also required to carry their CRB certificate.

Surveyors will be working in sensitive surroundings and therefore must be appropriately dressed, polite and well-mannered during the time spent on educational establishment sites and when in contact with responsible bodies.

Programming by Surveying Organisations

Surveying Organisations will be required to review the EFA programme and determine their own sub phases for their regions to enable them to programme a specific survey date/s for each education establishment within a sub phase. This includes as far as is practicable the co-ordination of attendance by the surveyor undertaking the survey of the building structure and fabric elements and the engineer undertaking the survey of the mechanical and electrical elements of the PDS in order to minimise any disruptive effect upon the education establishment.

Within the overall PDS process the survey date is set as "day zero" against which other requirements of the PDS process are set. Specific steps within the process are noted as being 'mandatory' (specifically agreed with the DfE) or 'essential' and both of which Surveying Organisations must follow, or 'discretionary' which are left to the Surveying Organisations discretion to follow.

Section 9

The PDS Process

Pre Survey Process Activities

Minus 35-25 days

Request Supporting information from responsible bodies
(Essential)

Contact local authority / responsible body in writing or by telephone to discuss the dates and names of the educational establishments due to have a PDS

Request block/floor plans and follow up with LA/RB Confirmation Letter included within Part 3, Appendix L - Standard Letter Templates and Supporting Documents.

Minus 20 days

Issue PDSP Confirmation Letter to education establishment
(Mandatory)

A mandatory requirement to provide a minimum 20 days notice to the education establishment, confirmed in writing (refer to the educational establishment PDS confirmation letter contained in Part 3, Appendix L - Letter Templates and Support Documents) and sent soft copy via e-mail or hard copy by post or both detailing the proposed survey date, the name of the surveyor and listing maintenance records, certificates, etc required for the surveyor to view at the time of the survey if available.. The letter also advises that on arrival the surveyor will need to meet with a representative from the educational establishment who has sound knowledge of the site and buildings The confirmation Letter is also cc'd to chair of governors via the education establishment.

Minus 15 days

Follow up contact with education establishment
(Discretionary)

Contact the educational establishment via telephone or e-mail or both to confirm details within the letter sent at minus 20 days i.e. time and date of the PDS and name of surveyor attending.

Produce Referenced Plans
(Essential)

Produce referenced plans based on information supplied from local authorities or responsible bodies. Where this is not available Surveying Organisations to produce referenced plans from other sources or from the OS based system SigNET made available by the EFA to Surveying Organisations.

For Phase 1A Surveying Organisations are to follow the existing block referencing utilised by the local authority or responsible body, provided reference block plans are available, otherwise Surveying Organisations to follow the PDSP standard Site and Block naming protocol for Phase 1B as referenced below.

For Phase 1B Surveying Organisations should follow the PDSP block naming protocols of; EFAA, EFAB, EFAC etc and determine their own blocks to reference following PDSP guidelines provided in Part 2, Section 4.4 of this manual. For a split establishment site the PDSP site naming protocol of; EFA1, EFA2 etc needs to be followed.

Minus 7 days

Reminder Email to education establishment
(Discretionary)

Issue a further reminder email to the educational establishment re-affirming details of letter sent at minus 20 days i.e. time and date of the PDS and name of surveyor attending.

Minus 3 days

Follow up telephone call with education establishment
(Essential)

Surveyor contact with the educational establishment to re-affirm the PDS details as well as any other establishment specific arrangements that maybe required. Surveyors should request that the maintenance records, certificates etc as detailed within the educational establishment PDS Confirmation Letter be made available for the Pre-PDS meeting.

Section 9

The PDS Process

9.2 Survey Process

Pre-requisites

Before travelling to undertake a PDS at an educational establishment surveyors should ensure they have all the required information, documents and equipment to enable them to complete the PDS. A pre-arrival checklist is provided within Part 2, Section 2.0.

Survey Process Activities

Day 0

Arrival on site

- Surveyors/engineers are to ensure they;
- arrive on site with items listed within the checklist as detailed within Part 2, Section 2.0
 - arrive in a timely manner,
 - park safely,
 - follow signing in procedures at the site,
 - display ID.

In the event of illness or unforeseen circumstances preventing the PDS, the surveyor/engineer is to contact their line manager/or central project management office as soon as possible who will then advise all relevant parties.

Pre-PDS meeting

Surveyors/engineers are required to undertake a Pre PDS Meeting with a representative from the educational establishment following the meeting outline detailed within the Pre-PDS Meeting Questionnaire, see Part 3, Appendix M. The questionnaire headings include; Introduction to PDS, health and safety, maintenance information, capital expenditure, establishment operations and other information. Surveyors should then 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 within Part 3, Appendix D - Health & Safety.

Familiarisation walk around

Before the PDS data capture process starts, the surveyor and engineer will be required to undertake a **familiarisation walk around** the educational establishment site to:

- Familiarise themselves with the layout
- **Verify** the number of blocks
- **Validate** the accuracy of the site/block plans
- Take **mandatory photos**. (or could be taken during block by block assessment). Refer to Part 2 Section 4.1 for photo requirements.

Block by Block assessment

Surveyors and engineers should undertake the survey on a site by site, block by block basis, starting internally with regards to Block surveys in case there are any internal issues which may need external verification.

Health and Safety Reporting

Before leaving site the surveyor needs to ensure any immediate health and safety risks identified have been politely and courteously reported to the representative at the educational establishment which will also need to be subsequently confirmed in writing or via email, to the educational establishment, and copied to the responsible body.

Leaving the site

When leaving the educational establishment the surveyors/engineers will be required to report to reception and adhere to any educational establishment protocol for leaving, e.g. signing out procedure.

Section 9

The PDS Process

9.3 Post Survey Process

The 'timelines' associated with the post survey process activities detailed below are indicative of the anticipated timelines that Surveying Organisations are likely to adopt from completing the PDS on site to uploading the PDS data onto the AMS system. The activities scheduled are the suggested good practice stages that Surveying Organisations should follow.

Post Survey Process Activities

+ 1 day

Brief central management / support team

The surveyors/engineers will be required to brief their central management teams on any anomalies identified following then check upon the accuracy of site/block plans and block referencing verification. Any immediate H&S concerns identified during the PDS or failing of the establishment to have an up to date Asbestos Management Plan will need to be reported within 24 hours of the PDS having been undertaken for subsequent written or email confirmation to the educational establishment, and copied to the appropriate responsible body.

Amend Reference Plans

If required, plans are to be amended by the Surveying Organisations for measurement take off purposes and in relation to any block reference amendment required.

+ 6 days

Measurement Take-Off

Measurement "take off" from amended block and site plans to be undertaken, for data input into the relevant survey header data sets.

+ 8 days

Data Quality check

Surveying Organisations are to undertake quality checks on collected PDS data, photographs and updated referenced plans. Surveying Organisations need to check that all blocks have been correctly referenced, all data entered has been entered into the correct fields, no data is missing, and any text entered into the comments fields can be clearly understood.

+ 10 days

Upload data and files to AMS system

PDS survey data, block/floor plans and photographs required by the PDS need to be uploaded to the AMS system. For photographs and documents that are uploaded onto the AMS system a file naming convention needs to be followed, refer to Part 3, Appendix N - AMS Photo and Document Naming Convention.

+ 10 days

Customer feedback

Surveying Organisations to provide customer service questionnaires to both educational establishments and local authorities (see Part 3, Appendix I – Customer Service Questionnaire), and follow up to collate and record responses for reporting purposes. Educational establishments and local authorities will have the option of completing and returning the questionnaire in hard copy format, via e-mail or online.

10.1 Quality Standard/System

The PDS must be resourced and managed by a robust and formalised Quality System to a relevant industry certification, e.g. ISO 9000 series etc, to ensure that the EFA requirements are fully accommodated. Experienced and competent personnel deployed on the project should be complemented through contributing factors such as effective management, rigorous processes and procedures, resources, expertise and training.

10.2 Quality Assurance Requirements for Surveying Organisations

To minimise the effect of Surveying Organisation variability and ensure quality, there is a requirement to embed quality assurance procedures throughout the pre-survey, survey and post survey stages of the PDSP. Typical strategies include:

- > thorough briefing before the PDS, with guidance on issues and scenarios where there are common variances;
- > learning from the completed pilot surveys which tested the PDS content and process;
- > Surveying Organisations developing their own standardised information for surveyors in relation to the establishments being surveyed together with checklists and guidelines;
- > regular EFA and Surveying Organisation coordination meetings during the programme where decision-making is discussed in order to cascade information, share knowledge and communicate lessons learned to achieve a consensus view;
- > undertaking validation checks and process compliance checks on the PDS and reports;
- > appointing a central management/monitoring function to routinely audit and measure team consistency across the region; and
- > identifying/developing robust succession planning processes for key individuals covering holidays/unexpected absence.

To ensure quality results are achieved, quality checks of the building fabric and M&E records need to be undertaken for both building and M&E assets. This should be satisfied by the appropriate surveying supervisor using a number of methods that include:

- > a visit to selected sites to undertake quality checks to ensure that the level of information is consistent;
- > shadowing surveyors whilst on site to confirm or moderate judgements;
- > checking off each building from the agreed building list to ensure that all buildings have been surveyed; and
- > the surveying supervisor checking the data collection device/system to ensure that all building and M&E assets are complete.

The above should be included in each Surveying Organisation's own Quality Assurance system and procedures and it should also be noted that anyone undertaking site quality validation audits or shadowing surveyors whilst on site will also need to be enhanced CRB checked as set out within Section 9.1, Pre-Survey Process.

EFA, as part of their monitoring procedures, will request audit reports and exception reports to be provided at the monitoring meetings.

The approach to the PDS work on site requires considerable surveying experience and a high level of skill and professional competence in terms of assessing the condition of educational establishments.

The minimum requirements for project surveyors will be 3 years' experience assessing building element condition of educational establishments.

Mechanical and Electrical systems will need to be surveyed by Mechanical and Electrical engineer with a minimum of 3 years experience of assessing mechanical and electrical element condition of educational establishments. It is acceptable for one engineer to complete both disciplines provided that the individual has sufficient professional competence and experience.

Managing surveyors must be MRICS qualified building surveying practitioners.

Section 10

Quality Assurance

10.3 Quality Auditing by EFA

Independently from the quality assurance procedures and auditing undertaken by the Surveying Organisations the EFA will in addition undertake their own quality and data consistency auditing aiming to cover 1% of all surveys within the PDSP.

10.4 Customer Feedback

Customer feedback will be measured utilising a standard questionnaire (see Part 3, Appendix I – Customer Service Questionnaire) that will be provided to all educational establishments and responsible bodies by Surveying Organisations following completion of the PDS.

Surveying Organisations will also be required to have a formal customer complaints handling procedure, meeting the requirements of the appropriate professional body i.e. RICS.

Where Surveying Organisations receive a complaint directly from an educational establishment or responsible body they must, in addition to dealing with the complaint following their prescribed procedures, inform the EFA who will become actively involved in supporting the appropriate resolution of any complaint raised.

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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