

6366



Station Staff Officer
United Kingdom Joint Support Unit
SHAPE
British Forces Post Office 26



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See Distribution

Reference: SCO/4200

Date: 24 Feb 09

SFA 4 TIER GRADING SYSTEM (4TGS) REVIEW BOARD OFFICE BOO -
25% ANNUAL CHECK OF HOLDINGS

Reference:

- A. JSP 464, Pt 4.
- B. HQ UKSC(G) Est Br 2230 dated 15 Oct 08.

1. References now require 4TGS review BOOs to be held on 25% of SFA holdings annually, thus ensuring that all SFA are subject to a review BOO at least once every 4 years.

2. The following SFA were therefore subject to such a review on 24 Feb 09 and were graded as shown:

- 27A & 27B Rue De Fusilles, Masnuy St Jean – Type IV Grade 2 (No change)
- 19 – 25 Rue Basse, Erbisoeul – Type III Grade 1 (No change)

3. The results of the BOO affecting your SFA are enclosed. The effective date for accommodation charge purposes, if any, is to be 3 months from today.

4. Should you wish to challenge the findings of the Review BOO you must do so in writing to the undersigned at the earliest opportunity after receipt of this letter.

Enclosure:

- 1. SFA 4TGS DP Summary Sheet (As appropriate)

Distribution:

Occupants of SFA Concerned

EM 1, 2*

HC 1 - Accn Charge, data base and data recording action as required.

FO IBT - For main database amendment as necessary

HF's

TABLE 5 - GRADING POINTS SUMMARY SHEET FOR SFA

LOCATION (S) 19, 21, 23 & 25 RUE BASSE, ERRISSOEU

TOTAL POINTS SCORE: 3 GRADE AWARDED: 1 EFFECTIVE DATE: 24 FEB 09

Ser Table 1	Factor	Deficiency	Applicable	Points Allowed	Points Awarded
(a)	(b)	(c)	(d)	(e)	(f)
1	Reduced floor area	Applicable where floor area (sqm) is: 10% and 24.9% below scale, or, 25% or more below scale Does not apply if serial 2 or 3 applied		5, or, 10	
2	Rooms below scale	Applicable for non provision of a study in Type III OFQ and cloakroom (WC and basin) in all SFA Does not apply if serial 1 or 3 applied		2 per room	
3	Space to accommodate scaled furniture	Applicable where rooms are not large enough to accommodate scaled furniture. Does not apply if serial 1 or 2 applied		Max 9	
4	Access to main bathroom or only WC	Applicable where access to a main bathroom or only toilet is via a bedroom or other dwelling room (less en suites)		5	
5	Lifts	Applicable where no lifts provided in multi-storey building. Floors: Ground, 1 and 2, Nil points; Floor 3, 3 points; Floor 4, 4 points; Floor 5 & above 5 points.		Max 5	
6	Scaling of fixtures and fittings	Applicable where fixtures and fittings are below scale. Max 5 points	2	Max 5 points for Sers 6, 7 and 8 combined	2
7	Condition of exterior structure	Applicable where the condition of the exterior structure of the SFA is below standard. Max 3 points			
8	Condition of interior decoration, carpets, fixtures and fittings	Applicable where the condition of decoration (2 points), carpets, fixtures and fittings (2 points) within the SFA is below standard. Max 4 points			
9	Damp/ Condensation	Applicable where damp is experienced in a living or occupied bedroom as a result of inadequate damp proof coursing or when condensation results from poor standard of ventilation		Max 5	
10	Loft Insulation	Where the SFA has less than 150mm of loft insulation or equivalent		1	
11	Double Glazing	Where double/secondary glazing is not provided.		Max 5	
12	Heating System	Heating system fails to achieve temperatures laid down in Table 1 when operated normally. Does not apply if Ser 14 applied		Max 5	
13	Utility usage above the normal assumed consumption	Gas/ Electricity usage exceeds the Normal Assumed Consumption (NAC) rate for the type of SFA BUT does not score if already scored in Serial 12, or if financial assistance given by the Fuel Subsidy Scheme		5	
14	Air conditioning (tropical areas only)	Where air conditioning consistently fails to cool or reduce humidity to prescribed levels. Does not apply if Sers 12 and 13 applied		5	
15	Reasonable access to essential amenities	SFA is 1.5 miles or more from essential amenities and Service or public transport does not enable reasonable access. See definition at Table 1	X	Max 5	5
16	Environment	Adverse environmental factors - see Guide at Annex C		Max 5	
	Total	Total deficiency points			7

SEE OVER FOR POSITIVE POINTS AND FINAL SCORING

Ser Table 2	Factor	Positive Points	Applicable	Points Allowed	Points Awarded
(a)	(b)	(c)	(d)	(e)	(f)
P1	En-suite facilities	En-suite facilities to the master bedroom are provided	X	2 positive	2
P2	Additional WC	WC additional to scale	-	1 positive	1
P3	Utility Room	Utility Room is provided	X	2 positive	2
	Sub Total	Total positive points			4

	Total	Deficiency Points MINUS Positive Points	X	7-4	3
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Note: Enter X in column (d) against serials where deficiency or positive points are to be awarded. Enter total deficiency points (less any positive points awarded) in column (f).

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4TG CRITERIA FOR SERVICE FAMILY ACCOMMODATION (SFA)

TABLE 1 - DEFICIENCIES RECOGNISED FOR GRADING SFA

SER	DEFICIENCY	DEFICIT POINT SCORE	COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS
	<u>JSP 315 SCALING RELATED DEFICIENCIES</u>		
1	<u>Reduced floor area.</u> Applicable where floor area (sqm) is: a. 10 – 24.9% below scale or, b. 25% or more below scale	5 10	1. Refer to Annex A, Table 3 and associated notes on how SFA is to be measured for 4TG purposes. 2. Serial 1 does not apply if Serials 2 or 3 are applied.
2	<u>Rooms below scale</u> Applicable where rooms are below scale	2 per room	1. Serial 2 only applies to: a. Non provision of a study in Type III OFCs b. Non provision of a cloakroom (WC and basin) in all SFA. 2. Serial 2 does not apply if Serials 1 or 3 are applied.
3	<u>Space to accommodate scaled furniture items</u> Applicable where rooms are not large enough to accommodate the furniture scaled in JSP 308 for each SFA Type	Maximum 9 - 3 per room	1. Serial 3 does not apply if Serials 1 or 2 are applied.
4	<u>Access to main bathroom or only WC</u> Applicable where access to the main bathroom or only toilet is via a bedroom or other dwelling room	5	1. Does not apply to en-suite bathrooms unless it is the only bathroom in the property
5	<u>Lifts</u> Applicable where no lifts are provided in multi-storey building and/or lack of lift facility to occupied floor.	Maximum 5	1. Points to be awarded are follows: a. Floors: Ground floor and 2 - Nil points b. Floor 3 - 3 points c. Floor 4 - 4 points d. Floor 5 & above - 5 points
6	<u>Scaling of fixtures and fittings</u> Applicable where fixtures and fittings are below scale (See Ser 7 for condition).	1-5	1. <u>Fixtures and Fittings</u> - Refer to Annex A, Table 4. <u>Maximum of 5 deficiencies for Ser 6 and Ser 7 combined</u>

SER	DEFICIENCY	DEFICIT POINT SCORE	COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS
		5	d. General Damp - More than Two Rooms Note: an isolated damp patch is assessed as not more than 10% of one wall.
10	Loft insulation Applicable where loft insulation is less than the approved standard	1	1. Current DE Ops Housing Standard for Condition is 150mm depth, plus insulation to any tanks or pipes
11	Double/Secondary glazing Applicable where Double/Secondary glazing is not provided for all external windows & doors (excluding garage)	Maximum 5	1. One point to be awarded for each room where deficiency applies. Hall/Landing counts as one room
12	Heating Applicable where heating system, when operated normally, fails to achieve the following temperatures.	Maximum 5 ①	1. To be interpreted as central heating from one source e.g. oil-fired, solid fuel, or storage heaters a. Hall/Kitchen/Utility Room/Toilet - 16°C. b. Sitting Room/Dining Room/Bedroom - 18°C c. Bathroom 21°C. 2. One point for each room where heating is not provided, and one point for each degree below where heating is provided. — UTILITY RM 3. Where there is no central heating in the SFA the maximum award applies. 4. Does not apply if Ser 14 applied
13	Utility usage above the Normal Assumed Consumption Applicable where Gas/ Electricity (or other fuel) usage exceeds the Normal Assumed Consumption (NAC) for the type of SFA	5	1. Does not apply to those SFA where financial assistance is given towards meeting heating costs 'in excess of NAC'. Points not to be scored where there is evidence of extravagant use. Points can only be awarded where the NAC is exceeded. If an occupant does not use their CH system because it is considered too costly to run points cannot be awarded. In any event it is likely that Serial 11 will help offset this situation. 2. Does not apply if Ser 14 applied
14	Air Conditioning (Tropical/sub tropical areas only where such systems exist). Applicable where Air Conditioning/ Dehumidifiers/ and/or Ventilation consistently fails to cool or reduce humidity to the following levels:	Maximum 5	1. DE to make assessment or of whether where the building/rooms are air conditioned by means of a central plant, is fit to meet the following criteria: a. Temperature 26°C and not more than 1 degree above b. Relative humidity 60% and not more than 1% above 2. Where rooms are not air conditioned by means of either split level or ducted systems: a. Temperature 26°C and not more than 1 degree above

TABLE 4 – JSP 315 SCALING OF SFA FIXTURES AND FITTINGS RECOGNISED FOR GRADING SFA

(Cross refer to Annex A, Table 1, Ser 6)

*Maximum 5 points total under this table (¼ point round down; ½ - ¾ points round up).

SER	ITEM	DEFICIT POINT SCORE*	REMARKS
1	<p><u>Power Points</u></p> <p>Figures in brackets refer to the scaled number of <u>double sockets</u> in accordance with Scales 21 and 22. Award ¼ point for deficiency of each single socket (ie ½ point for deficiency of double socket as shown) up to a maximum of 2 points.</p>	<p>Maximum 2</p> <p>$\frac{1}{2}$</p>	<p>Total number of <u>double</u> power points:</p> <p>Hall (1) Sitting Room (4) Dining Room (2) Study (2) Where room exists, otherwise ignore Staff Room (1) where room exists, otherwise ignore Garage (1) Kitchen (6) Includes 1 switched for fridge/freezer and 1 permanently wired for dishwasher. Utility (2) where room exists, otherwise ignore - $\frac{1}{2}$ Landing (1) Bed 1 (3) Dressing Room (1) where room exists, otherwise ignore. Bed 2 (3) 3 (2) Where room exists, otherwise ignore 4 (2) Where room exists, otherwise ignore Bathroom (1) razor point NOTE: Where rooms are combined e.g. Kitchen/Dining Room, Kitchen/Utility Room, Sitting Room/Dining Room, Hall/ Sitting Room, the number of Power points may be combined for both rooms.</p>
2	<u>Bathroom</u>	$\frac{2}{1/2}$	<p>Lack of shower (either cubicle or fitted shower over bath) Lack of lockable medicine cabinet</p>
3	<u>Clothes Drying Facilities</u>	$\frac{1}{1}$	<p>No heated linen/airing cupboard [0.6m3 clear storage space + 2.0m2 slatted shelving] No outdoor drying area</p>
4	<u>Washing Machine</u>	2	No plumbing for Washing Machine
5	<u>Kitchen/Utility</u>	<p>2 1 1 1</p>	<p>No suitable place for Refrigerator No suitable place for Freezer (unless space available elsewhere) No plumbing for Dishwasher (where space allows) No extractor fan for cooker (hood type or wall/window mounted)</p>
6	<p><u>TV aerial socket or coax cable with connection</u></p> <p><u>Telephone socket</u></p>	<p>½</p> <p>½</p>	Where not supplied, or where if supplied, free to air TV channels cannot be received.
7	<u>Outside Tap</u>	½	Where not supplied
8	<p><u>Safety/Security</u> Where not supplied, award ¼ point for each deficiency</p>	<p>Maximum 2 (where not supplied)</p>	<p>External front door to be fitted with: Door Chain, Bolt and Spy-hole, Twin Cylinder automatic dead latch External light (switched internally) External back door (s) to be fitted with: 5 lever mortice latch or equivalent Downstairs windows to be fitted with window security locks</p>

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3	Space to accommodate scaled furniture	Applicable where rooms are not large enough to accommodate scaled furniture. Does not apply if serial 1 or 2 applied		Max 9	
4	Access to main bathroom or only WC	Applicable where access to a main bathroom or only toilet is via a bedroom or other dwelling room (less en suites)		5	
5	Lifts	Applicable where no lifts provided in multi-storey building. Floors: Ground, 1 and 2, Nil points; Floor 3, 3 points; Floor 4, 4 points; Floor 5 & above 5 points.		Max 5	
6	Scaling of fixtures and fittings	Applicable where fixtures and fittings are below scale. Max 5 points	2	Max 5 points for Sers 6, 7 and 8 combined	2
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9	Damp/ Condensation	Applicable where damp is experienced in a living or occupied bedroom as a result of inadequate damp proof coursing or when condensation results from poor standard of ventilation		Max 5	
10	Loft Insulation	Where the SFA has less than 150mm of loft insulation or equivalent		1	
11	Double Glazing	Where double/secondary glazing is not provided.		Max 5	
12	Heating System	Heating system fails to achieve temperatures laid down in Table 1 when operated normally. Does not apply if Ser 14 applied		Max 5	
13	Utility usage above the normal assumed consumption	Gas/ Electricity usage exceeds the Normal Assumed Consumption (NAC) rate for the type of SFA BUT does not score if already scored in Serial 12, or if financial assistance given by the Fuel Subsidy Scheme		5	
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P3	Utility Room	Utility Room is provided	X	2 positive	2
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11	Double/Secondary glazing Applicable where Double/Secondary glazing is not provided for all external windows & doors (excluding garage)	Maximum 5	1. One point to be awarded for each room where deficiency applies. Hall/Landing counts as one room
12	Heating Applicable where heating system, when operated normally, fails to achieve the following temperatures.	Maximum 5 ①	1. To be interpreted as central heating from one source e.g. oil-fired, solid fuel, or storage heaters a. Hall/Kitchen/Utility Room/Toilet - 16°C. b. Sitting Room/Dining Room/Bedroom - 18°C c. Bathroom 21°C. 2. One point for each room where heating is not provided, and one point for each degree below where heating is provided. — UTILITY RM 3. Where there is no central heating in the SFA the maximum award applies. 4. Does not apply if Ser 14 applied
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14	Air Conditioning (Tropical/sub tropical areas only where such systems exist). Applicable where Air Conditioning/ Dehumidifiers/ and/or Ventilation consistently fails to cool or reduce humidity to the following levels:	Maximum 5	1. DE to make assessment of whether where the building/rooms are air conditioned by means of a central plant, is fit to meet the following criteria: a. Temperature 26°C and not more than 1 degree above b. Relative humidity 60% and not more than 1% above 2. Where rooms are not air conditioned by means of either split level or ducted systems: a. Temperature 26°C and not more than 1 degree above

TABLE 4 – JSP 315 SCALING OF SFA FIXTURES AND FITTINGS RECOGNISED FOR GRADING SFA

(Cross refer to Annex A, Table 1, Ser 6)

*Maximum 5 points total under this table (¼ point round down; ½ - ¾ points round up).

SER	ITEM	DEFICIT POINT SCORE*	REMARKS
1	<p><u>Power Points</u></p> <p>Figures in brackets refer to the scaled number of <u>double sockets</u> in accordance with Scales 21 and 22. Award ¼ point for deficiency of each single socket (ie ½ point for deficiency of double socket as shown) up to a maximum of 2 points.</p>	<p>Maximum 2</p> <p style="text-align: center;">(1/2)</p>	<p>Total number of <u>double</u> power points:</p> <p>Hall (1) Sitting Room (4) Dining Room (2) Study (2) Where room exists, otherwise ignore Staff Room (1) where room exists, otherwise ignore Garage (1) Kitchen (6) Includes 1 switched for fridge/freezer and 1 permanently wired for dishwasher. Utility (2) where room exists, otherwise ignore - 1/2 Landing (1) Bed 1 (3) Dressing Room (1) where room exists, otherwise ignore. Bed 2 (3) 3 (2) Where room exists, otherwise ignore 4 (2) Where room exists, otherwise ignore Bathroom (1) razor point</p> <p>NOTE: Where rooms are combined e.g. Kitchen/Dining Room, Kitchen/Utility Room, Sitting Room/Dining Room, Hall/ Sitting Room, the number of Power points may be combined for both rooms.</p>
2	<u>Bathroom</u>	<p>2</p> <p style="text-align: center;">(1/2)</p>	<p>Lack of shower (either cubicle or fitted shower over bath) Lack of lockable medicine cabinet</p>
3	<u>Clothes Drying Facilities</u>	<p>1</p> <p style="text-align: center;">(1)</p>	<p>No heated linen/airing cupboard [0.6m3 clear storage space + 2.0m2 slatted shelving] No outdoor drying area</p>
4	<u>Washing Machine</u>	2	No plumbing for Washing Machine
5	<u>Kitchen/Utility</u>	<p>2</p> <p>1</p> <p>1</p> <p>1</p>	<p>No suitable place for Refrigerator No suitable place for Freezer (unless space available elsewhere) No plumbing for Dishwasher (where space allows) No extractor fan for cooker (hood type or wall/window mounted)</p>
6	<p><u>TV aerial socket or coax cable with connection</u></p> <p><u>Telephone socket</u></p>	<p>½</p> <p>½</p>	<p>Where not supplied, or where if supplied, free to air TV channels cannot be received.</p>
7	<u>Outside Tap</u>	½	Where not supplied
8	<p><u>Safety/Security</u> Where not supplied, award ¼ point for each deficiency</p>	<p>Maximum 2 (where not supplied)</p>	<p>External front door to be fitted with: Door Chain, Bolt and Spy-hole, Twin Cylinder automatic dead latch External light (switched internally) External back door (s) to be fitted with: 5 lever mortice latch or equivalent Downstairs windows to be fitted with window security locks</p>