



Asset Condition Playbook
Associated Document No.3

Example Asset Management (Compliance) Report

Example Asset Management (Compliance) Report

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Site photo



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Example Asset Management (Compliance) Report

1. Survey description and introduction

Instruction

The purpose of this Report is to provide an audit of the compliance documentation made available from the site and the FM Contractor to establish the current position with regards the following factors:

- Assess the data and systems in place
- Comment on the management of risk in respect of Health & Safety
- Comment on the management of risk in respect of compliance
- Provide recommendations for risk mitigation
- Provide recommendations on any actions to be taken to achieve compliance with the Project Requirements.

The compliance review will follow the content and scope which was set out in [Annex 4 of the Asset Condition Handback Survey Tender Scope](#).

We have used this template to complete this task and a copy is included as the main information within this report.

This instruction was carried out along side the condition survey instruction and particularly after the site visit once documentation was made available by the FM Contractor.

Site Details	
Contract Name	Town Hall
UPRN	JL 1
Site Name	Town Hall
Address	1301 Western Avenue Yorkchester YC4 9ZZ
Concession Term Dates	
Commencement	21st November 2035
Expiry	30th January 2060
Survey Information	
Fabric Survey Date(s)	02.14.52 to 12.14.52
Mechanical and Electrical Survey Date(s)	02.14.52 to 10.14.52
Surveyor(s)	Scott Summers; Robert Drake; James Howlett; Simon Lasker
Weather	The weather was calm and dry.
Building Summary	
Gross Internal Area	5,800m ²
Site Area	N/A
Approximate year of Construction (if known)	2033/5
Heritage Status	No Heritage Status
Key Stakeholders	
Authority	Yorkchester Council
Operator	Town Hall Services - Yorkchester Council
SPV	Genosha Asset Management
FM Co	Legion Construction

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Limitations

The report is for the private and confidential use of the *[Appointers]* for which the report is undertaken and should not be reproduced in whole or part or relied upon by third parties without the express written authority of *[Surveyor]*.

A visual non-intrusive inspection of the property including the building services was carried out. We have not been able to inspect any part of the structure that was covered, unexposed or inaccessible. Furniture, floor coverings, or fixtures and fittings have not been moved and therefore we cannot comment on the condition of elements which could not be viewed.

A visual inspection only was undertaken of the electrical and mechanical services. Testing was only carried out in accord with the briefing requirements.

We have not undertaken any explanatory excavations of the foundations to ascertain their nature or stability, nor have we carried out any investigations into the nature of the ground bearing strata or subsoil. Similarly, our report does not cover any contamination investigations or enquiries of an environmental nature.

We have not carried out tests for high alumina cement, calcium silicate bricks, sulphate bearing salts, calcium chloride, additives in the concrete, sea dredged aggregates, asbestos fibres, or other deleterious materials. Whilst attention may be drawn to the suspected presence of asbestos, or other deleterious materials, this report is to be taken specifically to exclude any advice or recommendation in respect of the identification, handling, management or disposal of asbestos.

We have not conducted any inspections for any invasive plant species such as Japanese Knotweed.

We have assumed that drawings provided by the client are accurate and will identify all rooms, floors and building and that the floor areas and scale of the drawings is correct. No allowance has been made to for the production or amendment of the drawing layouts.

The appraisal will cover all parts of the property that are visible whilst standing at ground level within the boundaries of the site, and adjacent public/communal areas and that can be safely accessed or viewed from a 3-metre ladder, set safely with its feet on the ground or from a fixed ladder. We have not allowed for the provision of specialist access equipment.

Drainage will not be assessed, and our inspection will be limited to external inspection gullies and utility access holes where these can be lifted without difficulty.

The sampling number for the survey is setout in the sampling matrix included in the Asset Condition Handback Survey Tender Scope, scope of requirements, section 3.6.

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We have assumed that all relevant building information i.e., maintenance logbooks, statutory information etc. will be readily accessible during the site inspection and will be up to date.

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2. Executive summary

	RAG rating
2.1 Property Profile	
<i>[Surveyor to input a description of the building here]</i>	
2.1.2 Audit Summary	
<i>[At the time of the site visit, minimal documentation was available. Subsequently [FM] uploaded information to the SharePoint site and that covers the majority of the audit carried out.]</i>	
– <i>[In general site documentation was held on site in hard copy since around 2040/2041. It is also available in digital format]</i>	1
– <i>[Documentation was made available to us but some information was missing]</i>	2
– <i>[No warranty or guarantee documents could be located in the H&S/O&M File]</i>	3
2.1.3 Environmental Conditioning Summary	
– <i>[Separate Tabs are included in the document that record the data taken from site and compare it to the design parameters]</i>	

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3. Asset management grading

Compliance Score	Grade	Assessment Guide
	1	Compliant – all the necessary health and safety control measures are functioning as intended and the relevant Project Requirements are met in full
	2	Evidence of partial compliance - some of the relevant Project Requirements are met; however, issues were noted that mean it does not meet all of the Relevant Project Requirements. It does not meet all of the Relevant Project Requirements. Actions will be necessary to address the deficiencies noted.
	3	Limited or no information of compliance, or the basic requirement is not being met. Systems, procedures and/or control measures are not functioning as designed and/or will have an impact on either statutory compliance and/or relevant Project Requirements. Action is required in order to demonstrate compliance.
	4	System, service, or requirement is not applicable to the site or the relevant Project Requirements.

*The standard is intended as a guide to general requirements. Prior to audit, contract review to be undertaken to determine the appropriate contractual standard to be measured.

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4. Asset management checklist

Category	Element	Evidence Required	Standard to be Assessed	Standard Identifier	Compliance Score	Observation	Actions	Recommendations	Comments
General	Duty Holder Matrix	Current				[Not readily available at the time of the audit.]			
	Accommodation Schedule	Current		See RDS	See RDS	[See RDS]			
	CAFM System	Current			See M&E Schedule	[See M&E Schedule]			
	Asset Register – MEP, Comms, Fire	Current			See M&E Schedule	[See M&E Schedule]			
	Asset Register – FFE	Current		Contractual	2	[An Asset register is available on the portal. This covers generic items of the property such as roof coverings, walls, but also system level M&E systems. Reference numbers are given for the systems, but not each asset item. Also See RDS. The schedule also includes reference to items of FF&E, but with associated notation that this isn't [FM] responsibility.]	[Compile an upto date FFE and M&E Asset Register]		
	PPM Schedule	Current		Contractual	2	[Two schedules are available on the portal: 1. Dated March 2022-2023 2. Dated September 2022-2023 The later schedules PPM tasks from September 2023 until September 2023. The period of time between March 23 and August 23 appears missing from the schedules.]	[Provide current PPM Schedule]		
	Site Specific Method Statement	Current			3	[Not readily available at the time of the audit.]			To be provided
	Site Specific Induction	Current		Mandatory	1	[Surveyors were subject to an induction at the time of the survey.]			

*Note to readers: This is an excerpt and not to be read as a comprehensive list of all asset management compliance review items.

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5. Asset management checklist – M&E

Category	Element	Evidence Required	Standard to be Assessed	Standard Identifier	Compliance Score	Observation	Actions	Recommendations	Comments
General	Duty Holder Matrix	Current		Mandatory	2	[Not readily available at the time of the audit.]			
	Accommodation Schedule	Current		Best Practice	2	[Not readily available at the time of the audit.]			
	CAFM System	Current		Best Practice	1	[Currently in use by [FM].			
	Asset Register - MEP, Comms, Fire	Current		Best Practice	2	[Asset list containing 135 lines of data, dated 2020 in SharePoint folder, Section F, List does not contain: Location Data Quantity Installation Dates Condition or Priority Ratings Manufacturers Details etc.]			
	Asset Register - FFE	Current		Best Practice	2	[FFE Room data sheets provided. Asset list containing 135 lines of data, dated 2020 in SharePoint folder, Section F, List does not contain: Location Data Quantity Installation Dates Condition or Priority Ratings Manufacturers Details]			
	PPM Schedule	Current			1	[PPM schedule is in place]			
	O&M Manual	Current		Mandatory	3	[O&M Manuals are available with the majority of as built data available. There have been several upgrades for which limited O&M data was observed. This included: Lighting - LED upgrades Chiller replacement AHU replacement WC upgrades UPS replacement AC updates]			

*Note to readers: This is an excerpt and not to be read as a comprehensive list of all asset management M&E compliance review items.

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6. Asset list – M&E

[Surveyor to add asset list of all assets]

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7. Environmental testing approach

7.1 Testing

[Ventilation - starting with the main Air Handling Units each branch of supply and extract ductwork was measured at each respective traverse point to give the total airflow per branch.

A representative number of rooms per floor was then chosen to get true indication of how the system and their environments were operating. All outlet terminals were read using an anemometer and a hood giving accurate velocity for the airflows. This was then multiplied by the free area of the hood or spigot, giving the air volume at said outlet terminal.

Within each of the representative rooms per floor light, sound and humidity readings were taken across the room using a 3 in 1 environmental monitor. A minimum of 4 readings were taken per room. An average of these readings was then calculated which was provided within the report. The Environmental Monitor was also used for the measurement of Temperature and airflow. For the room temperature, an average was taken across the room.

To measure room sizes a laser line measure was used for the calculation of room volumes. This was not possible for the open areas on the ground floor due to the size of the area.]

**Note to reader: This is an excerpt of a sample answer. Other areas will need to be included by Surveyor.*

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8. Environmental condition survey

Project	Town Hall
Room/Space being tested	Office 1
Adjacent Room/Space	N/A
Area/Location	Ground Floor
Date	25-27/14/2052

Service Tested	Measurement	Measure Taken from Data Provided	RDS Requirement from Data Provided	Difference	Compliance Score	Observation
General Lighting	Lux levels	149	N/S		3	No information to confirm compliance with original design RDS
Ventilation	Supply air volumes	56 l/s	75 l/s	-19 l/s	2	Flowrates have dropped slightly since 2004
	Humidity at normal operating conditions	66%	N/S	N/S	3	No information to confirm compliance with original design RDS
	Extract air volumes	54	52		1	
	Air changes per hour	N/A	N/A		2	Open area, unable to calculate volume of space

Health & Safety Risk Observations:

Compliance Risk Observations:

Notes:

*Note to readers: This is an example excerpt and not to be read as a comprehensive list of all environmental condition items.



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