

ASHFORD BOROUGH COUNCIL

Tender For: Upgrade Of Building Fabric – 14 Units – Biddenden,
High Halden, Kenardington, Stone, Wittersham and
Woodchurch in the Borough Of Ashford

Contract Number: EWI/20/2

Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL

ASHFORD BOROUGH COUNCIL, HOUSING SERVICES

UPGRADE OF BUILDING FABRIC – 14 UNITS – BIDDENDEN, HIGH HALDEN, KENARDINGTON, STONE, WITTERSHAM AND WOODCHURCH IN THE BOROUGH OF ASHFORD
CONTRACT NO: EW/20/2

Form of Tender

We are willing to contract for and hereby undertake to carry out the works included in the Specification, and drawings, (if any), prepared by or in collaboration with S. Williams, and to her entire satisfaction, for the sum of:

Tender Sum	£	<input type="text"/>
		+
Contingency	£	<input type="text" value="5,000"/>
		=
Total Tender	£	<input type="text"/>

The Total Tender submitted is to remain valid for a period of 120 days from the date of tender submission.

1. **For the use of a Registered Company**

*For and on behalf of

To be signed by duly authorised officers on behalf of the company

Address of Registered Office

2. **For the use of a Partnership or Sole Trader**

Names must be in full Christian and Surnames and in the case of a partnership, all members of the firm must sign

Name:

Signature:

Name:

Signature:

Name:

Signature:

Trading as:

Address:

Date:

3. **For the use of a Direct Services Organisation or other Organisation**

To be signed by duly authorised Officers on behalf of Direct Services Organisation or other Organisations

Name:

Signature:

Name:

Signature:

Notes: (a) Ashford Borough Council do not bind themselves to accept the lowest or any tender.
(b) No tender will be considered where the tenderer in any way alters the conditions of tendering. Secretaries of Registered Companies are requested to insert the full name of the Company after the words "for and on behalf of" when signing the Form of Tender.

COLLUSIVE TENDERING CERTIFICATE

TO: Ashford Borough Council
Civic Centre
Tannery Lane
Ashford, Kent
TN23 1PL

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- (a) communicate to a person (outside this organisation) other than the person calling for those tenders the content of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- (b) enter into any agreement or arrangement with any other person (outside this organisation) that they shall refrain from tendering or as to the amount of any tender to be submitted.
- (c) offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender to the said work any act or thing of the sort described above.

In this certificate, the word 'person' includes any persons and body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signed: Name:
(in block capitals)

In the capacity of:

duly authorised to give such certificate for and on behalf of

(in block capitals)

Telephone No:

Fax No:

Email:

Address:

ASHFORD BOROUGH COUNCIL, HOUSING SERVICES

THE EQUALITIES ACT 2010

This form must be completed, signed and returned with your tender. Failure to return the form or inadequate answers may result in your tender not being considered for acceptance.

Question	Answer
1. Is it your policy as an employer to comply with your statutory obligations under the Equality Act 2010 and, accordingly, your practice not to treat one group of people less favourably than others because of any protected characteristic in relation to: - recruitment and selection - promotion and transfers - training and development opportunities - pay and all other conditions of employment?	YES/NO
2. Is your equal opportunities/equality policy set out in: a) instructions to those concerned with recruitment, training and promotion; b) documents available to employees, recognized trade unions or other representative groups or employees; c) recruitment advertisements or other literature; appropriate training to staff and managers?	YES/NO
3. Do you make specific reference to removing barriers to equal access and opportunity and preventing discrimination or less favourable treatment on the grounds of gender reassignment or being transgender?	YES/NO
4. In the last three years, has your organisation been involved in any Employment Tribunal proceedings, including receiving an ET1 form, on the grounds of alleged unlawful discrimination?	YES/NO
5. If the answer to question 4 is affirmative what was the finding and what steps, if any, did you take in consequence of that finding?	

Signed:

Company:

Date:

ASHFORD BOROUGH COUNCIL, HOUSING SERVICES

CONDITIONS OF TENDER

UPGRADE OF BUILDING FABRIC – 14 UNITS – BIDDENDEN, HIGH HALDEN, KENARDINGTON, STONE, WITTERSHAM AND WOODCHURCH IN THE BOROUGH OF ASHFORD CONTRACT NO: EW/20/2

1. The Tender Sum must provide for all costs associated with the Description of Works in the Preliminaries and for satisfying all other obligations as set out in the Preliminaries and Specification.
2. The Total Tender must be exclusive of VAT, but in addition to the Total Tender the Contractor shall be entitled to claim from the Employer the amount of VAT properly chargeable on the component parts and service provided by him in the performance of the Contract.
3. The tender is to be priced in accordance with current legislation and the Instructions to Tenderers.
4. The essence of selective tendering is that the Employer shall receive bona-fide competitive Tenders from all persons tendering. In recognition of this principle, the Tenderer is to complete and return with his Tender the Collusive Tendering Certificate. Failure to do this may result in the disqualification of his Tender.
5. The Tenderer (whether his Tender is accepted or not) shall treat all documents relating to this Tender as confidential and in the event of a Tender not being submitted, all the enclosed documents must be returned to the Employer. The documents must not be passed or shown to any other person without the Employer's written consent.
6. The Employer shall not be bound to accept the lowest or any Tender and reserves the right to accept a Tender in part only.
7. The Employer shall not be responsible for, nor pay for, any expenses or losses which may be incurred by the Tenderer in the preparation of his Tender, or in respect of any cost associated therewith.
8. The Tender is to remain open for acceptance for 120 days from the date of submission of Tenders.
9. On submission of a Form of Tender duly completed and returned to the Employer in accordance with the provisions hereof a Tenderer will be deemed to have offered to carry out the services.
10. No Tender shall be deemed to have been accepted unless notified in writing.
11. The Tenderer shall in addition to the Form of Tender, fully price the "Dayworks/Preliminary Costs/Schedule of Dwellings/Collection Sheet". Failure by the Tenderer to fully complete and return the Tender documentation may result in the Tender not being considered for acceptance.
12. The Total Tender is to include the contingency sum of **£5,000.00** which is to be expended only upon written instructions from the Contract Administrator.
13. The Form of Tender together with all documentation supplied by the Council to the submitting company must be duly completed and submitted to Ashford Borough Council via the Kent Business Portal <https://www.kentbusinessportal.org.uk/> no later than 14:30hrs on Tuesday 21st April 2020.

14. If the Tenderer is a Local Authority the Form of Tender MUST be accompanied with a signed statement in respect of Work undertaken by the Local Authority/DSO for bodies pursuant to the Local Authorities (Goods and Services) Act 1970 and under Section 111 of the Local Government Act 1972. The Statement must contain a general description of all Works undertaken by the DSO identifying.
- i) Whether such Work is undertaken for the DSO Authority of some other body and, if some other body, the name of that body and the value of the Works.
 - ii) The Value of each aspect of Work.
 - iii) The Percentage (by value) of all Work undertaken for bodies other than the DSO Authority in relation to the total value of the Work undertaken by the DSO.

Failure to provide such a statement in a clear and readily understandable format may render the tender invalid.

INSTRUCTIONS TO TENDERERS

IMPORTANT – PLEASE READ BEFORE PRICING THIS TENDER

15. The Conditions of Contract shall be the JCT Agreement for Minor Building Works 2011 Edition (incorporating Amendment 1) and amended as set forth in the Schedule of Insertions/Deletions in the Contract. In addition the following provision shall be deemed incorporated. Where an appropriate Agreement, British Standard Specification or British Standard Code of Practice issued by the British Standard Institution or a recognised body of any member state of the EC is current at date of the tender, all goods and services used or supplied and all workmanship shall be in accordance with that Agreement and/or Standard.
16. The Tenderer is advised to visit the sites before tendering to ascertain all relevant local conditions, the full extent and character of the operation the accessibility of the site, the dimensions of the work and facilities for obtaining any special articles, and obtain generally his own information on all matters affecting the execution of the works. No claims arising for his failure to do so will be considered. Should the Tenderer wish to inspect individual properties, at least 24 hours written notice must be given if requested by the tenant, in order to comply with the Council's tenancy conditions.
17. At any time before a date fourteen days before the date specified in 13 hereof a tenderer may by communication to the Employer request information or raise any query in connection with the proposed contract or these Conditions of Tender.
18. No alteration, deletion or insertion shall be made by the Tenderer to the text or prices of the Tender documents and if any are so made, they will be invalid and Tenders may be rejected.
19. Where the Specification includes detailed schedules of work, the scheduled items are to be individually priced and the whole document returned with the Tender.
20. The Tenderer must specify at the time of tendering any additional guarantees he is prepared to offer.
21. The prices entered by the tenderer shall include for all cost including (but not restricted to) all labour, materials, transport, plant, tools, machinery costs, expenses, overheads and profit necessary to properly execute and complete the Work in accordance with this contract.
22. No claim for extra costs due to the rates being inadequate will be allowed, and self-measurement where necessary is deemed to be included.
23. The prices entered should allow for access and working platforms as necessary to be used during the course of works up to two metres high.

Continuation Contracts

24. On satisfactory performance of this contract the Contractor may be offered additional contracts for works of a similar nature in the current or next financial year (April to March) at the same terms and rates herein. These 'continuation' contracts may be awarded for a further one financial year from the first continuation. No guarantee of such continuation contracts is given. To be considered the Contractor will need to meet or exceed our evaluation criteria. Any measures which the Contractor proposes in the way of 'continuous improvement' will also be strongly influential.
25. The Contract Administrator will, on a weekly basis, assess the Contractor's performance against the evaluation criteria detailed in the 'Contractors' Performance Appraisal' sheets and attached in the Appendix. The Contractor must achieve a rating in excess of 80% to be considered for subsequent contracts.
26. Failure of the Contractor to be awarded subsequent contracts will not entitle the Contractor to any claims for loss of profit or other injury as no commitment has been given by the Employer for such award(s) and the Contractor should take this into account when pricing the separate phases.
27. In considering the award of continuation contracts, the contractor will need to demonstrate that they have and can maintain sufficient capacity in all respects to perform the works satisfactorily.
28. If an extension to the Contract is accepted by the Contractor, the tendered rates as set out in the original tender document will be fixed throughout the duration of the extended Contract and will not be subject to any annual uplift.
29. The Contractor has the right to decline any offer of a continuation contract and this will not affect their eligibility for future tendering opportunities or assessments.

Best Value

30. The Council is obliged to recognise and adopt the Government's best value principles.
31. The Contractor shall provide assistance as may be reasonably required to the Council in implementing the best value principles in so far as they relate to and embrace the Works. Such assistance may include (but shall not be limited to):
 - Participating in the Council's performance measurement and review arrangements.
 - Assisting the Council's external auditor or other appropriate agency in its verification of best value performance.
32. The Employer and Contractor will use their best endeavours to meet the letter and spirit of Best Value and Best Value in Housing legislation.
33. This legislation is concerned with ensuring that all elements to the contractual arrangement share end and means and will work to bring the best possible out-turn for the employer.
34. The process and product of the contract will be constantly reviewed by all parties to it, in order to ensure that at all times it is subject to best practice.
35. The nature of the Client/Contractor relationship is that of partnering process and outturn. Both parties to the contract will use their best endeavours to ensure best value throughout the life of the contract.

1.00 PRELIMINARIES

1.01 TENDER DOCUMENTS:

Form of Tender
Collusive Tendering Certificate
Race Relations Declaration
Conditions of Tender
Preliminaries
Specification
Dayworks
Preliminary Costs
Schedule of Dwellings
Collection Sheet
Pre-Construction Information
Tender Evaluation Criteria
Appendices; Asbestos Surveys, Flue Policy, Contractor's Performance Appraisal, Satisfaction Note, Access to Premises Protocol

1.02 NAMES OF PARTIES:

EMPLOYER

Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL

CONTRACT ADMINISTRATOR

S. Williams (or her duly authorised representative)
Ashford Borough Council, Civic Centre, Ashford, Kent, TN23 1PL Tel. No. (01233) 331111

PRINCIPAL DESIGNER

Ashford Borough Council, Civic Centre, Ashford, Kent, TN23 1PL (Contact: Mr J Young)
Tel. No. (01233) 330865

1.03 DEFINITIONS

Contract means: Form of Contract, Form of Tender, Collusive Tendering Certificate, Race Relations Declaration, Conditions of Tender, Preliminaries, Specification, Dayworks, Preliminary Costs, Schedule of Dwellings, Collection Sheet, Pre-Construction Information, Tender Evaluation Criteria, Appendices; Asbestos Surveys, Flue Policy, Contractor's Performance Appraisal, Satisfaction Note, Access to Premises Protocol, Method Statement

Contractor means: The person, whose tender is accepted by the Employer.

Total Tender means: The total sum, set forth in the Form of Tender annexed hereto.

Reference in these contract documents to 'Ashford Borough Council' or 'the Council' will be deemed to mean 'the employer' as stated in 1.02 above unless the context shows that it is obviously different.

1.04 SITUATION OF SITES

Biddenden:	Cott Lane	TN26 3SW
	Chulkhurst	TN27 8EF
	Headcorn Road	TN27 8JA
High Halden:	Hookstead	TN26 3NF
	Coombe Cottages	TN26 3QU
Kenardington:	Corner Cottages	TN26 2NA
Stone:	Ebony Cottages	TN30 7JE
Wittersham:	Swan Cottages	TN30 7PA
Woodchurch:	Lower Road	TN26 3SG
	Front Road	TN26 3SA

1.05 DESCRIPTION OF WORKS

Repair or replacement of existing cladding and upgrade of thermal insulation.

1.06 DEFINITIONS AND INTERPRETATION

The following definitions shall be used for the purpose of interpreting the contract and all documents relating thereto:-

Contract means: the Form of Agreement, JCT Agreement for Minor Building Works 2011, Form of Tender, Collusive Tendering Certificate, Race Relations Declaration, The Conditions of Tender, The Specification, The Schedule of Rates, The Appendices A-G, Contractor's Method Statement.

Contractor means: the tenderer whose tender has been formally accepted by the Employer.

Contract Period means: the period commencing 18th May 2020 to 31st August 2020.

Current Regulations means: those in force at the time of tendering.

Dayworks means: a pricing mechanism for works not covered by the Schedule of Rates. Comprises all hourly rates for operatives plus the net cost for materials and plant, uplifted by a tendered percentage. Defined in RICS publication.

Existing Structures means: The building or buildings owned by the Employer and in which the Works are to be carried out.

Materials means: all materials, fixtures, fittings and ancillary items used by the Contractor and incorporated into the finished work.

Normal working hours means: 08.00 to 17.30 inclusive Monday to Friday excluding Bank Holidays

Plant means: items of specialist equipment needed to carry out the works but shall not include those items that could, in the opinion of the Contract Administrator, reasonably be expected to be regularly used by the Contractor.

Plant shall only be used on those works that warrant the use of specialist equipment. If in doubt the Contractor shall clarify whether an item will be treated as "plant" with the Contract Administrator before hiring the same.

Weekday means: Monday to Friday inclusive (excluding English bank holidays)

Work means: the matters described in Item 1.05 of the Preliminaries including any goods or materials to be supplied by the Contractor and any variations or additions thereof arising under the Contract.

1.07 FORM OF CONTRACT

The form of Contract shall be the Minor Works Building Contract issued by the Joint Contracts Tribunal Ltd. 2011.

1.08 AMENDMENTS TO FORM OF CONTRACT

Recitals

- 1st Recital After the words “the Employer wishes the following work carried out” insert “The provision of a Upgrade of Building Fabric” contract. After the words “to be carried out under the direction of” insert “Sharon Williams, Head of Housing.” The words “the Architect” shall be deleted. The words "drawings numbered" (hereinafter called "The Contract Drawings") shall be deleted.
- 2nd Recital delete [all reference to “Contract Drawings”]
- 3rd Recital delete “or Work Schedules”
- 4th Recital delete
- 5th Recital delete

Articles

- Article 2 delete
- Article 3 insert “Sharon Williams, Contract Administrator”
- Article 4 delete
- Article 5 delete

Contract Particulars

- Fourth Recital and Schedule 2 (Base Date) - Insert “20th March 2020”
- Fourth Recital and Clause 4.2 delete “is a ‘contractor’”
- Fifth Recital delete “is not notifiable”
- Article 7 delete “do not apply”
- 1.1 – CDM Planning Period insert the words “from award of Contract until commencement of construction” after the words “ shall mean the period”
- Clause 1.8 shall be inserted: All materials shall conform and work shall be done to the standards required for compliance with the regulations, standards and codes of practice in force at the time of installation or execution.
- Clause 2.2 delete and substitute with; “the contract period shall be the period commencing 18th May 2020 and end on 31st August 2020”
- Clause 2.2 Date for Commencement of the Works - Insert “March 2020”
- Clause 2.2 Date for Completion: Insert “15 weeks after commencement”
- Clause 2.2 delete “may” and substitute with “shall”

1.08 AMENDMENTS TO FORM OF CONTRACT (contd.)

- Clause 2.4 reference to Contract Drawings shall be deleted.
- Clause 2.8 Delete the first sentence and substitute with the following: If the works are not completed by the Date for Completion stated in the Contract Particulars or by any later Date for Completion fixed under Clause 2.7 then the Contractor shall pay to the Employer liquidated damages at the rate of $(F \times D) + (A \times U)$ per week for every week during which the work remains uncompleted where:
- F = £44.28
A = £ 6.79
U = The number of units in respect of which works remain uncompleted
- Clause 2.10 After the words "Rectification Period" insert "twelve months from completion of all properties on the contract"
- Clause 3.7 delete
- Clause 4.2 delete
- Clause 4.3.2 delete
- Clause 4.8.1 insert "15 working days"
- Clause 4.11 and Schedule 2 Delete
- Clause 5.3.2 Insert "10 million"
- Clause 5.4A delete
- Clause 6.6 add the following; "The Employer shall be entitled to cancel the contract and to recover from the Contractor the amount of any loss resulting from such cancellation:
- (1) If the Contractor shall have offered or given or agreed to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the Contract or any other Contract with the council, or for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other contract with the council or if the like acts shall have been done by any person employed by him or acting on his behalf (whether with or without the knowledge of the Contractor), or if in relation to any Contract with the council, the Contractor or any person employed by him or acting on his behalf shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916, or shall have given any fee or reward the receipt of which is an offence under Section 117 (2) of the Local Government Act 1972.
- (2) If the Collusive Tendering Certificate shall be found to be untrue in any respect.
- Clause 5.4B delete and substitute with by the following: "The Employer shall insure against loss or damage to the existing structures by fire, lightning, explosion, storm, tempest and such other risks as the Employer shall consider expedient"
- Clause 6.4 delete and substitute with the following: "If the Contractor without reasonable cause (in the absolute opinion of the Contract Administrator) fails to proceed diligently with the Work in strict accord with the Specification or wholly or partially suspends the carrying out of the Work, the Contract Administrator may give notice to the Contractor which specifies the default and requires it to be ended.
- Clause 6.4.2 delete

Clause 7.2 Delete "Royal Institute of British Architects"
Delete "National Specialist Contractors Council"
Delete "Chartered Institute of Arbitrators"

Schedule 1 – Arbitration Delete "Royal Institute of British Architects"
Delete "Chartered Institute of Arbitrators"

1.09 CONTRACT ADMINISTRATOR

The Contract Administrator or her nominated representative(s) shall act on behalf of the Council for the purpose of the Contract and shall have the authority to issue instructions to the Contractor on matters relating to the performance of the Contract.

1.10 DOCUMENTS MUTUALLY EXPLANATORY

The Contract is formed from several documents and shall be taken as being mutually explanatory of each other, any anomalies or discrepancies shall be referred to the Contract Administrator for clarification. Any such clarification shall be confirmed to the Contractor in writing by the Contract Administrator.

1.11 TENDER RATES

Nothing contained in the Tender documents shall modify, affect or override the interpretation or application of any paragraph in the Specification.

The Tendered rates in the Form of Tender and "Schedule of Rates/Dayworks/Preliminary Costs/Schedule of Dwellings" shall be fixed for the duration of the Contract, and include for all expenses to properly execute and complete the works.

The Tendered rates should include for all costs including (but not restricted to) all labour, material, transport, plant tools, machinery costs, expenses, overheads and profit necessary to properly execute and complete the work. No claim for extra costs due to the tendered rates being inadequate will be allowed.

1.12 PERIOD OF CONTRACT

The period of Contract will be 10 weeks from commencement.

1.13 PROGRAMME OF WORK

Within fourteen days of the date of the Form of Agreement the Contractor shall submit to the Contract Administrator for approval a Programme of Work. The programme shall detail on a week by week basis the order in which the Contractor proposes to undertake the Works to all the properties listed in the Schedule of Dwellings.

1.14 CONTACT POINT

The Contractor shall ensure that sufficient business telephone lines are available for the purpose of receiving incoming calls in respect of this Contract during normal working hours. This telephone number must be provided to the Contract Administrator at least 2 weeks prior to the commencement of the Contract.

The Contractor shall also ensure that all supervisors and key personnel employed on the Contract are provided with mobile phones, details of which are to be supplied to the Contract Administrator prior to commencement of the contract.

1.15 CONTRACT SUPERVISION

The Contractor shall ensure that a competent and qualified full time foreman is in attendance during 'normal working hours' to oversee and organise the progress of the Works. Such foreman shall be expected to be on site during the works and must be able to receive and act upon (on behalf of the Contractor) all instructions, directions or orders issued by the Contract Administrator. Instructions issued to the foreman will be deemed to have been issued to the Contractor. The foreman must liaise regularly with the tenants of the properties where works are in progress, preferably the day before, but in no case later than 9.30 a.m. on the day. Tenants must be aware if operatives are to be expected and if so what work will be carried out. The Contractor shall also ensure that the foreman is supplied with a mobile phone. The foreman will conduct their own snag of the works and; have any appropriate remedial works carried out before declaring the works ready for inspection by the Contract Administrator. Any subsequent defects identified shall be completed by the contractor within 7 days of notification.

1.16 EXTENT OF THE WORKS

The quantity and extent of the works specified will be at the Contract Administrator's discretion and no minimum or maximum amount of work to each property is guaranteed.

1.17 SCHEDULE OF RATES

Nothing contained in the Schedule of Rates shall modify, affect or override the interpretation or application of any provision contained elsewhere in the Contract documents.

The tendered prices in the Schedule of Rates shall be fixed for the duration of all Contracts awarded.

The tendered Schedule of Rates prices and Dayworks rates, shall be deemed to include for all costs including (but not restricted to); all labour, material, transport, plant, tools, machinery costs, expenses, overheads and profit necessary to properly execute and complete the Works. No claim or extra costs due to the tendered sums being inadequate will be allowed.

The Contractor shall provide all materials necessary for the execution of any work he is required to carry out under the contract and shall be responsible for the safe storage of such materials on site.

1.18 NON-SCHEDULE OF RATES ITEMS

Where there is no item in the Schedule of Rates for any part or parts of the Works it shall be valued by the Contract Administrator on a fair and reasonable basis having first regard to the tendered Schedule of Rates where applicable on a pro rate basis.

In the event of the Contract Administrator approving the use of Dayworks the Employer will pay to the Contractor the appropriate Tendered Daywork rates.

1.19 DAYWORKS

The Prime Cost of Dayworks shall be defined under the "Definition of Prime Cost of Daywork Carried out Under a Building Contract", as published by the Royal Institution of Chartered Surveyors and the Building Employers Confederation dated 1st December 1975. The percentage adjustment in the schedule of rates for materials and plant will be the percentage adjustment to the prime cost to cover incidental costs, overheads and profit as defined in Section 6 of the Definition of Prime Cost of Daywork Carried out Under a Building Contract.

1.20 WORK RECORDS AND TIMESHEETS

The Contractor shall keep proper work records and time sheets, showing the time worked by the people in his employ in and about the execution of the Contract and produce such whenever required for inspection by any person authorised by the Employer.

1.21 PERFORMANCE OF WORK

The Contractor will confirm with the tenant, as soon as practicable, dates and times for the execution of the Works, providing at least seven days' notice of commencement to ensure access when required. Once arrangements have been made with the tenant, the Contractor must confirm with the Contract Administrator the dates prior to commencement of the Works. Any problems with obtaining access should be reported to the Contract Administrator immediately. Every effort is to be made by the Contractor during the course of the Work to ensure that the continuity of services is maintained. The Contractor shall give a card to the tenant giving his name, address and telephone numbers for both in office hours and out of office hours.

The Contractor will only be allowed to advertise in a manner approved by the Contract Administrator.

The Contractor shall inform the Contract Administrator when existing hidden work is exposed. Such work is not to be covered prior to an inspection by the Contract Administrator.

The contractor will be expected and encouraged to maintain a consistent team of operatives dedicated to this and any continuation contracts. This is important to ensure good communications between contractor and employer and mutual understanding of expected levels of workmanship and methods of performing the works. It is in the contractor's interest to provide a consistent team as agreed methods working practices and standards of workmanship etc. conveyed to the foreman verbally or in writing will be expected to be disseminated to all operatives and applied thereafter across all properties. No exemptions will be given to new operatives on site who are not familiar with the agreed site practices.

If the Contractor is unable to complete the Works within the specified period he shall immediately notify the Contract Administrator stating the reasons/events for delay and the extent of the delay. Consideration will be given to an extension of time calculated in accordance with the contract.

1.22 TEMPORARY SUPPLIES

The Contractor shall provide and include for any temporary water supply or temporary lighting and power he may require for the Works and pay all fees and charges in connection therewith and remove the same on completion. Alternatively the Contractor should allow in his prices the costs of reimbursing the tenants if their power supplies are used.

1.23 MANAGEMENT ON SITE

Adequate site storage facilities and skips for materials and plant must be provided and sited in a position approved by the Contract Administrator. The storage of materials in the individual properties will not be acceptable.

The Contractor is to maintain excellent communications with the tenant and provide at least 24 hours' notice of his need for access to undertake work each day in order to comply with the Council's tenancy conditions.

The Contractor is requested to provide an 'outside normal working hours' contact telephone number for emergencies or call outs.

The Contractor shall be responsible for all damage or loss caused by or arising from the work including tenants' fixtures, fittings and possessions.

Care is to be observed when placing ladders, etc., against roofs, walls, etc., and the Contractor will be required to put right any subsequent damage or disturbance to decorations, structure and grounds caused.

1.23 MANAGEMENT ON SITE (contd.)

As a minimum the Contractor shall provide all personnel employed by him or engaged upon the work with a form of identification approved by the Contract Administrator which must contain the following details:

- (1) Photograph of Operative
- (2) Operative's Name
- (3) The Contractor's Name, Address and Telephone Number

This identification card shall always be worn clipped to the overalls when calling at tenants premises.

The Contractor is to protect all trees, shrubs and flowers except those that must be removed to enable the works to be executed and to replace any that become damaged at his own expense.

The Contractor will be responsible for finding suitable locations for skips and storage etc., approved by the Contract Administrator, and obtaining licences where required.

Plant, materials and waste should be stored in a tidy manner to keep obstruction and/or nuisance to a minimum. No materials are to be stored in the open.

On completion of the works the Contractor is to thoroughly clean the site and remove all splashes, debris, rubbish and accumulated materials relating to the works.

The Contractor is to maintain and protect public roads and footpaths, including statutory services and similar undertakings, and is to make good or pay for any reinstatement of all damage thereto.

Any water used shall be potable.

Welfare facilities and storage on site

The Contractor will be required to provide (in accordance with the Construction Regulations) and properly maintain in use the site facilities shown below. Their location is to be agreed with the Contract Administrator and (with the exception of skips) must be contained within one site compound fixed for the duration of the contract period unless otherwise directed by the Contract Administrator:

1. Site Hut (heated) – to provide temporary site office and mess facilities, to include the provision of table; chairs; washing facilities including hot and cold (or warm water), basin or bucket, waste water collection/disposal, soap and towels.
2. Materials Storage Container – central storage for unfixed materials on site and plant
3. Portaloo
4. Skip (separate skip for Asbestos waste as required – must be within compound)
5. Recycling Storage

'Compound' will be deemed to mean an area fenced off with 2m high proprietary galvanised wire fencing panels.

The cost of these facilities is to be included in the Schedule of Rates under "Preliminaries". The contractor is to assume there will be no charge for the land occupied by the site compound.

1.24 PARTY WALL ACT AND ENCROACHMENT

The Contractor to notify the Contract Administrator immediately if the proposed works necessitate a notice to be served

If the execution of Works requires that workmen must enter upon property adjoining the Works, the necessary permission must first be obtained by the Contractor. The Contractor shall indemnify the Employer against any claim or action for damages on account of any trespass or other misconduct of his employees. Workman will be allowed only into such parts of the site and buildings as may be necessary to execute the Works.

1.25 MATERIALS AND WORKMANSHIP

Unless otherwise specified where an appropriate Agreement, Standard Specification or Standard Code of Practice issued by either the British Standards Institution or a recognised body of any member state of the E.C. is current at the date of tender, all goods and services used or supplied and all workmanship shall be in accordance with that Agreement and/or Standard, free from flaws or defects. The Contract Administrator shall have full power to reject any materials or workmanship which in his opinion are unsuitable for the purpose for which they are intended or are not in accordance with the specification. Any materials and workmanship rejected shall be removed from the site and proper materials or workmanship substituted therefore at the Contractor's expense.

1.26 DEFECTIVE MATERIALS OR IMPERFECT WORK

If at any time the Contract Administrator shall disapprove of any of the materials employed, the Contractor is to forthwith remove such materials from the site and to substitute others of approved quality and where any portion of the Works executed shall be considered defective or imperfect, or not in accordance with the terms of the Contract, such defective or imperfect Works shall be forthwith removed and the Works re-executed in an approved manner at the Contractor's own cost.

If the Contractor fails to remove or make good any defective or unsatisfactory work within seven days of notification, the Contract Administrator shall, at his discretion, have the power to complete or rectify the work using an alternative Contractor and shall, in so doing, have an overriding duty to mitigate his loss. Any costs involved in the rectification of the work, shall, at the Contract Administrator's discretion, be re-charged to the original Contractor and the amount deducted from any monies outstanding to the original Contractor.

For avoidance of doubt this includes snagging items. The Contractor is expected to conduct his own snag of the works in accordance with clause 1.15. If any defective items are noted at the sign-off inspection by Contractor and C.A. they must be rectified within 7 days.

Should any claim for payment be rejected by the Contract Administrator due to defective workmanship or materials, the Contractor will be required to carry out remedial works at his own expense within seven days of notification by the Contract Administrator of defective work. Once completed the Works will be subject to re-inspection following receipt of the re-submitted invoice.

1.27 INVOICE AND PAYMENT

Prior to the submission of an invoice a joint visit will be required to agree the schedule of rates used and any additional works.

To avoid the risk of rejected invoices necessitating re-submission and inherent delay, the process for invoicing and payment will be; applications for payment, agreement of figures, invoices and pay. Described as follows:

Application for payment: the contractor submits his draft account of completed works to date itemising all the SOR items and the relevant measures for each property and in accordance with the contract. The valuation and payment process will run on a 28 day cycle in accordance with the contract.

Agreement: The Contract Administrator will check the application for payment for correctness and confirm the figures are correct or identify discrepancies within 7 days. Once the figures are agreed the contractor is to submit his invoice to reflect the agreed amounts.

1.27 INVOICE AND PAYMENT (contd.)

Invoice and payment: Once the invoice is received it will be processed immediately for payment, subject to all other conditions for payment (e.g. supporting documents, certificates provided etc.) having been met. Invoices must show the correct date of submission or else risk being rejected. The Councils' finance team operate a weekly cycle of payments. Payment certificates are processed on a Thursday morning. Payments into suppliers/contractors accounts are made on a Tuesday. Payment will be made by BACS on the Tuesday that falls on or immediately before 14 days after the interim valuation due date. Payments can only be made when in receipt of a valid VAT compliant invoice.

Invoices will only be processed for payment if supported by; a detailed breakdown of the amount claimed and approved, all relevant electrical certificates (include. Part P certification of compliance), Gas safety certificates where applicable and a Tenants Satisfaction Note.

Valuations for payment will be determined using the actual measured quantities fitted on site (priced in accordance with the tendered rate in the appropriate Schedule of Rates item. No additional payments will be made for product wastage unless it is in excess of that which is considered to be normal for this type of work and this will be at the Contract Administrator's absolute discretion.

Paid measurements will be in whole units with measures ≥ 0.5 rounded up.

No payment in respect of any individual property will be made unless all the Works detailed in a specified item in the Schedule of Rates and all Works listed to be carried out have been duly completed to the reasonable satisfaction of the Contract Administrator.

No valuation will include any element for unfixed materials stored on site unless specifically agreed with the Contract Administrator prior to their delivery.

Should any sum of money become payable by the Contractor to the Employer, then such sum or part thereof may be deducted by the Employer from any monies due to the Contractor whether arising from this contract or otherwise.

The Employer's Deputy Chief Executive may require information and documents relating to accounts/invoices in order than an audit may be undertaken prior to any payment.

1.28 VARIATIONS

Where the Contract Administrator issues variations to the works, the Contractor must detail and price such in the application for payment invoice.

Any addition to, omission from, or any other change to the works, may be made by the Contract Administrator at any time. Where this involves delay consideration will be given to extending the contract period.

1.29 STATUTORY OBLIGATIONS, NOTICES, FEES AND CHARGES

The Contractor shall comply with and give all notices required by statute, or any statutory instrument, rule or order or any regulation or by-law applicable to the works and shall pay all legally demandable fees which will be deemed to be included in the tendered rates.

1.30 EFFECT OF CERTIFICATES

No certificate of the Contract Administrator shall of itself be conclusive evidence that any work, materials or goods to which it relates are in accordance with this Contract except where and to the extent that any of the particular qualities of any materials or goods or any particular standard of an item of workmanship was described expressly in the Specification or Schedules of Work or in any instruction issued by the Contract Administrator to be for the approval of the Contract Administrator or to be to the satisfaction of the Contract Administrator.

1.31 VALUE ADDED TAX

The sum or sums due to the Contractor under the Contract are exclusive of value added tax and the Employer shall pay to the Contractor any value added tax properly chargeable by the Commissioners of Customs and Excise.

1.32 HEALTH AND SAFETY

The Contractor shall at all times during the Contract period comply with the requirements and provisions of the Health and Safety at Work Act 1974 and further at his own cost must provide and maintain welfare and safety measures up to the standard outlined in the (including latest amendments of) Construction (General Provisions) Regulations 1961 S.1 1580, as amended S.I 1988 No. 1657 and S.I 1989 No.635 the Construction (Lifting Operations) Regulations 1961 S.I 1581, as amended by S.I 1989 1141 the Construction (Working Places) Regulations 1966 S.94, The Construction (Health and Welfare) Regulations 1996 S.95, as amended by S.I 1980 No.1248 and S.I 1981 No.917 and where applicable the Work Place Health Safety and Welfare Regulations 1992, and The Factories Act 1961, Electricity at Work Regulations 1989 No.653 1990 both as regards his own work people and for the work people of the sub-contractors or specialist firms employed on the site under the supervision of the Contractor, also occupants of premises, or the public using premises, or employees of the Employer visiting the premises which are the site of works order under this Contract.

The Contractor shall allow for suitable, heated, welfare facilities, serviced with hot and cold running water and WC facilities. There should be a rest area and means of heating food and drying clothes etc. The Contractor must allow for providing and maintaining power services and to relocate the facilities as necessary to be conveniently accessed, as the contract progresses from area to area.

In the carrying out of the work or services under this Contract the Contractor, and all his employees' sub-contractors and any other person working to his order shall observe all provisions statutory or otherwise.

The Pre-Construction Information (annexed hereto) is a compilation of information regarding the significant health and safety risks relating to the project, which the principal Contractor will have to manage during the course of the works. The Contractor should take this information into account when preparing his tender, and price accordingly.

A method statement and/or risk assessment is required from the Contractor, and should be included in your tender submission.

Construction (Design and Management) Regulations 2015

The Contractor shall at all times comply with the requirements and provisions of the Construction (Design and Management) Regulations 2015.

A method statement and/or risk assessment is required by the Contractor, and should be included in your tender submission.

The Principal Contractor is responsible for developing and preparing the Safety File for this project. The completed Safety File will be passed to the Employer at Practical Completion

The Principal Designer will be the Contract Administrator.

1.33 ASBESTOS

Working with Asbestos: When carrying out work of any kind on asbestos based materials particular attention is drawn to Ashford Borough Council's Code of Practice, the Control of Asbestos Regulations 2012 and Statement of Policy on asbestos which will be strictly enforced and is available on request.

1.33 ASBESTOS (contd.)

The employer will commission asbestos surveys where appropriate to identify and make the contractor aware of any Asbestos Containing Materials (ACM's) so far as is reasonably practicable that might be disturbed by the works before they start. If there is any doubt as to the likely presence of any ACM's then a survey will be requested. If there is very good reason to presume there are no ACM's present (e.g. age of property or significant preceding negative surveys for similar properties) then no survey will be done for that property in advance.

In any event, the Contractor must be aware that ACM's may be discovered during the course of the works. It is therefore essential that all operatives have received Asbestos Awareness Training in the last two years and are fully conversant with the Contractors RAMS in this regard. In particular all operatives must be aware of the emergency procedures should an ACM be disturbed AND likely to have released fibres above the control limit.

The Contractor will be required to submit his asbestos related RAMS and Asbestos Policy prior to the works starting together with records showing the asbestos training of operatives so that an assessment of their asbestos competency can be undertaken.

The employer expects the Contractor to be fully conversant with the types of ACM's that are typically encountered with this type of work and in this archetype and the relative regulations ACoPs and HSE Asbestos Essentials Information sheets such that they are aware what work requires an asbestos licensed contractor and what work is notifiable to the HSE. The expectation is that the Contractor will use its own operatives to undertake any un-licensed non-notifiable works in a safe approved manner. If the Contractor chooses to use a licensed contractor for unlicensed non-notifiable works the employer will not entertain any claims for additional costs incurred. When pricing the SOR for removal and disposal of ceilings and floor tiles the Contractor is to presume these are ACM's and allow for all additional costs in their price.

The contractor will be required to provide waste consignment notes and Plans of work for all ACM's removed. In addition, where works are notifiable a copy of the ASB5 notice to the HSE will be required as well as Certificates for re-occupancy. The employer will provide the analyst to supervise licensed works, monitor air quality and complete the four stage clearance tests of enclosures.

The Employer required all notifiable works to be undertaken by a Licensed Asbestos Removal Contractor.

1.34 ENVIRONMENTAL POLICY

General building materials shall be sourced from a supplier holding ISO14001 certification, proving environmentally aware management systems.

The Contractor is responsible for recycling or disposing of waste at approved disposal sites and shall include the costs thereof within his tender. Waste is to be cleared from dwellings at the end of the day. On no account is waste to be stored in gardens, not even on a temporary basis.

Waste arising from works that is not recyclable is to be stored in enclosed, skips until full. All full skips must be removed from site immediately. The Contractor is responsible for supplying all skips required and finding suitable locations for them. The Contractor is also responsible for obtaining all licences and approvals required.

The Contractor will implement and observe the Employer's Code of Practice for noise and dust from construction sites. If the works specified require the use of a substance and there is a choice available of two or more substances that are similarly priced then the Contractor will give preference to the substance which causes the least environmental harm and then the substance that is produced by the least environmentally damaging process. In particular the Contractor will avoid the use of peat or CFC blown insulation or packing and avoid the use of the most hazardous wood preservatives.

1.35 ENVIRONMENTAL STATEMENT

We are becoming more aware of the pressures we are putting our planet under, global warming and resource management are of the most concern. The Stern report and the Government reassure us "it's good business to be "Green", most believe the planet cannot sustain the human race unless we practice being "Green".

1.36 DEFECTS LIABILITY

Upon completion of all specified Works the Contract Administrator shall issue a certificate of practical completion and the defects liability period will commence. The defects liability period for the works shall be for a period of 12 months from the certified date of practical completion.

Any defects, shrinkages or other faults which arise and/or are identified and are notified by the Contract Administrator to the Contractor not later than 14 days after the expiry of the defects liability period, and which are due to defective materials and/or workmanship, shall be made good by the Contractor at no cost to the Employer. The Contract Administrator (with the consent of the Employer) reserves the right to elect not to have certain defects remedied and make appropriate deductions (to reflect the estimated saving to the Contractor) from retention monies held accordingly (see 1.38: Retention)

The Contractor will agree access with the tenant to rectify defective work giving reasonable notice. Any problems gaining access are to be reported immediately to the Contract Administrator.

Any defects or remedial work reported to the Contractor within the defects period are to be rectified as soon as possible and at the latest within 7 calendar days of the Contract Administrator informing the Contractor of the defect. Defects of any emergency nature, i.e. water/gas leaks and electrical faults, etc., are to be rectified immediately including out of office hours. If the Contractor cannot honour this obligation, the Employer may engage others to do the work and re-charge costs incurred to the Contractor.

1.37 DELAY OR NON-COMPLETION ON INDIVIDUAL PROPERTIES

In the event of the Contractor failing to carry out the Works to an individual property within the specified Priority Time of 15 working days (and the Contract Administrator not granting an extension of time) failing to attend to snagging within 7 days for notification or attending to defects in the defects period within 7 days the Contract Administrator shall have the discretion to impose one or more of the following in relation to that property:

- (a) Re-issue the Works to an alternative contractor. Any costs which occur due to re-issuing of Works shall, at the Contract Administrator's discretion, be rechargeable to the original Contractor and such amount deducted from any monies outstanding to the original Contractor.
- (b) Re-charge any additional administration costs relating to the delay incurred by the Employer in awarding any non-completed works to another Contractor.

1.38 RETENTION

The Employer shall be entitled to deduct a retention from monies due to the Contractor. This will be 5% of the value of completed work during the works. At Practical Completion half of this retention will be released (2.5%) with the remaining 2.5% being released at completion of Defects. The retention monies shall be released by the Employer to the Contractor at the end of the defects liability period subject to all defects being satisfactorily rectified and the provisions of clause 1.37 (Defects Liability).

1.39 SUB-CONTRACTING AND ASSIGNING

The Contractor shall not sub-contract the Works or any part thereof without the prior written consent of the Contract Administrator.

Such consent to be given or refused at the absolute discretion of the Contract Administrator.

1.39 SUB-CONTRACTING AND ASSIGNING (contd.)

The Contractor shall not assign the Contract.

1.40 INSURANCES

Injury to or death of persons

The Contractor shall be liable for and shall indemnify the Employer against any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or death of any person whomsoever arising out of or in the course of or caused by the carrying out of the Works, except to the extent that the same is due to any act or neglect of the Employer or of any person for whom the Employer is responsible. Without prejudice to his liability to indemnify the Employer the Contractor shall take out and maintain and shall cause any sub-contractor to take out and maintain insurance which, in respect of liability to employees or apprentices shall comply with the Employer's Liability (Compulsory Insurance) Act 1969 and any statutory orders made thereunder or any amendment or re-enactment thereof and in respect of any other liability for personal injury or death shall be such as is necessary to cover the liability of the Contractor or, as the case may be, or such sub-contractor.

Injury or damage to property

The Contractor shall be liable for, and shall indemnify the Employer against, any expense, liability, loss, claim or proceedings in respect of injury or damage whatsoever to any property real or personal (other than injury or damage to the Works) insofar as such injury or damage arises out of or in the course of or by reason of carrying out of the Works and to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Contractor, his servants or agents, or of any person employed or engaged by the Contractor upon or in connection with the Works or any part thereof, his servants and agents. Without prejudice to his obligation to indemnify the Employer the Contractor shall take out and maintain and shall cause any sub-contractor to take out and maintain insurance in respect of the liability referred to above in respect of injury or damage to any property real or personal other than the Works which shall be for an amount not less than the sum stated below for any one occurrence or series of occurrences arising out of one event:

Insurance cover referred to above to be not less than £10,000,000 (Ten Million Pounds).

The Contractor shall upon request by the Contract Administrator or the Deputy Chief Executive, submit evidence of the insurances referred to above.

1.41 SALE OF COUNCIL DWELLINGS

The Council's tenants have a statutory right of purchase in accordance with the provisions of the Housing Act 1985. Accordingly it may be necessary for the Contract Administrator to direct that any particular dwelling shall be excluded from the Works, but the Contract Administrator may at any time during the course of the Works direct any dwelling so excluded shall be re-introduced. No claims for losses incurred by the Contractor in respect of omissions/additions will be allowed. Regard will be given by the Contract Administrator to the timing of additions and grant extensions of time if appropriate.

Houses not included in the schedule are deemed to be owner occupied and therefore no treatments whatsoever is to be carried out to any house or flat except on special instructions of the Contract Administrator.

The tenderer should note that there maybe leasehold properties included within this scheme, and as such the tenderer's prices will be disclosed to the leaseholders as part of a consultation process, prior to the contract being signed.

1.42 TENANTS ALTERATIONS

In some cases the Tenants of a property may have carried out alterations to the fabric or design of the building. In such cases the Tenants may have become responsible for the maintenance of the alterations that they have carried out, therefore, the Contract Administrator may direct that any element of the works that may have been subject to alteration by the Tenant shall be excluded from the works.

1.43 EQUALITY AND DIVERSITY

The Company shall:

- (a) perform its obligations under this Agreement (including those in relation to the Services) in accordance with:
 - (i) all applicable equality Law (whether in relation to race, sex, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy, maternity or otherwise);
 - (ii) the Client 's equality and diversity policy as provided to the Company from time to time; and
 - (iii) any other requirements and instructions which the Client reasonably imposes in connection with any equality obligations imposed on the Client at any time under applicable equality Law; and
- (b) take all necessary steps, and inform the Client of the steps taken, to prevent unlawful discrimination designated as such by any court or tribunal, or the Equality and Human Rights Commission or (any successor organisation).

1.44 SATISFACTION NOTE

The Contractor will approach the tenant at the completion of each property and obtain their signature on the standard Satisfaction Note (attached) which is to be submitted with the respective invoice. The Contract Administrator reserves the right to refuse payment unless a Satisfaction Note has been submitted.

1.45 TERMINATION OF CONTRACT

If the contract is terminated we may offer the work to the tenderer who submitted the second most favourable tender provided they maintain the rates originally tendered.

1.46 FREEDOM OF INFORMATION

- a) The Company acknowledges that the Client is subject to the requirements of the Freedom of Information Act 2000 ("the Act") and the Environmental Information Regulations 2004 ("the Regulations") and shall assist and co-operate with the Client (at the Company's expense) to enable the Client to comply with Information disclosure requirements
- b) The Company shall and shall procure that its sub-contractors shall:
 - i) transfer the Request for Information to the Client as soon as practicable after receipt and in any event within two working days of receiving a request for information
 - ii) provide the Client with a copy of all Information in its possession or power in the form that the Client requires within five working days (or such other period as the Client may specify) of the Client requesting that Information and
 - iii) provide all necessary assistance as reasonably requested by the Client to enable the Client to respond to a Request for Information within the time for compliance set out in section 10 of the Act or regulation 5 of the Regulations

1.46 **FREEDOM OF INFORMATION** (contd.)

- c) The Client shall be responsible for determining at its absolute discretion whether the Commercially Sensitive Information and/or any other Information:
 - i) is exempt from disclosure in accordance with the provisions of the Act or the Regulations
 - ii) is to be disclosed in response to a Request for Information, and in no event shall the Company respond directly to a Request for Information unless expressly authorised to do so by the Client
 - iii) The Company acknowledges that the Client may, acting in accordance with the Act or the Regulations be obliged to disclose information:
 - iv) Without consulting with the Company, or
 - v) Following consultation with the Company and having taken its views into account.
- d) The Company shall ensure that all information produced in the course of the contract or relating to the Contract is retained for disclosure and shall permit the Client to inspect such records as requested from time to time
- e) The Company acknowledges that any lists or schedules provided by it outlining Confidential Information are of indicative value only and that the Client may nevertheless be obliged to disclose Confidential Information.

Definitions:

Commercially Sensitive Information: comprising the information of a commercially sensitive nature relating to the Supplier, its intellectual property rights or its business or which the Company has indicated to the Authority that, if disclosed by the Client, would cause the Company significant commercial disadvantage or material financial loss.

Confidential Information: any information, however it is conveyed, that relates to the business, affairs, developments, trade secrets, know-how, personnel and suppliers of the Supplier, including intellectual property rights, together with all information derived from the above, and any other information clearly designated as being confidential (whether or not it is marked as "confidential") or which ought reasonably to be considered to be confidential, including Commercially Sensitive Information.

Environmental Information Regulations: the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations.

FOIA: the Freedom of Information Act 2000, and any subordinate legislation made under the Act from time to time, together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.

Information: has the meaning given under section 84 of FOIA.

Request for Information: a request for information or an apparent request under the Code of Practice on Access to Government Information, FOIA or the Environmental Information Regulations.

Services: the services to be delivered by or on behalf of the Company under this agreement.

Sub-Contract: any contract or agreement or proposed contract or agreement between the Company and any third party whereby that third party agrees to provide to the Company the Services or any part thereof or facilities or services necessary for the provision of the Services or any part thereof or necessary for the management, direction or control of the Services or any part thereof.

Sub-Contractor: the third parties that enter into a Sub-Contract with the Supplier.

1.46 **FREEDOM OF INFORMATION** (contd.)

Data Protection Legislation: up to but excluding 25 May 2018, the Data Protection Act 1998 and thereafter (i) unless and until the GDPR is no longer directly applicable in the UK, the GDPR and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998.

GDPR: General Data Protection Regulation ((EU) 2016/679).

1.47 **DATA PROTECTION AND DATA PROCESSING**

Both parties will comply with all applicable requirements of the Data Protection Legislation. This clause 1.47 is in addition to, and does not relieve, remove or replace, a party's obligations under the Data Protection Legislation.

The parties acknowledge that for the purposes of the Data Protection Legislation, the Client is the data controller and the Company is the data processor (where Data Controller and Data Processor have the meanings as defined in the Data Protection Legislation. Schedule 5 sets out the scope, nature and purpose of processing by the Supplier, the duration of the processing and the types of Personal Data and categories of Data Subject (both as defined in the Data Protection Legislation).

Without prejudice to the generality of clause 1.47, the Client will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of the Personal Data to the Company for the duration and purposes of this agreement.

Without prejudice to the generality of clause 1.47, the Company shall, in relation to any Personal Data processed in connection with the performance by the Company of its obligations under this agreement:

- (a) process that Personal Data only on the written instructions of the Client unless the Company is required by the laws of any member of the European Union or by the laws of the European Union applicable to the Company to process Personal Data (Applicable Data Processing Laws). Where the Company is relying on laws of a member of the European Union or European Union law as the basis for processing Personal Data, the Company shall promptly notify the Client of this before performing the processing required by the Applicable Data Processing Laws unless those Applicable Data Processing Laws prohibit the Company from so notifying the Client ;
- (b) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Client , to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);
- (c) ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential; and
- (d) not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the Client has been obtained and the following conditions are fulfilled:
 - (i) the Client or the Company has provided appropriate safeguards in relation to the transfer;
 - (ii) the data subject has enforceable rights and effective legal remedies;
 - (iii) the Company complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred; and
 - (iv) the Company complies with reasonable instructions notified to it in advance by the Client with respect to the processing of the Personal Data;

1.48 DATA PROTECTION AND DATA PROCESSING (contd.)

- (e) assist the Client, at the Client 's cost, in responding to any request from a Data Subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
- (f) notify the Client without undue delay on becoming aware of a Personal Data breach;
- (g) at the written direction of the Client , delete or return Personal Data and copies thereof to the Client on termination of the agreement unless required by Applicable Data Processing Law to store the Personal Data; and
- (h) maintain complete and accurate records and information to demonstrate its compliance with this clause 3 ; and
- (i) indemnify the Client against any loss or damage suffered by the Client in relation to any breach by the Company of its obligations under this clause 1.47.

The Client does not consent to the Company appointing any third party processor of Personal Data under this agreement. Either party may, at any time on not less than 30 days' notice, revise this clause 1.47 by replacing it with any applicable controller to processor standard clauses or similar terms forming party of an applicable certification scheme (which shall apply when replaced by attachment to this agreement).

Processing, Personal Data and Data Subjects

- (a) [Processing by the Supplier]
 - (i) [Scope]
 - (ii) [Nature]
 - (iii) [Purpose of processing]
 - (iv) [Duration of the processing]
- (b) [Types of personal data]
- (c) [Categories of data subject]

1.48 ADJUDICATION

Both parties to this Contract shall use their best endeavours to resolve disputes within a period of fourteen days.

All disputes between the parties arising out of or connected with the Contract or the performance of the Work by the Contractor which remain unresolved after the above period of fourteen days shall be referred to an Adjudicator to be agreed upon by the parties or in default of such agreement to be nominated by the President or Vice-President of the Royal Institute of Chartered Surveyors or nominee of such a person. The award of such Adjudicator shall be final and binding upon the parties. If upon the reference to an Adjudicator of any dispute between the parties, the Arbitrator shall find that in the exercise of his powers, duties and discretions under this Contract the Contract Administrator has acted unreasonably in all circumstances in the issue of any notice, instructions or certificate or the giving or withholding of any consent, the Arbitrator shall have full power to make an award which has the effect of amending such notices, instructions, certification or decision to give or withhold consent in such manner as the Adjudicator may think fit.

Notwithstanding any reference to arbitration the Contractor shall continue to perform the Services as herein provided unless otherwise instructed by the Contract Administrator.

1.49 FORCE MAJEURE

- (1) If either party is by reason of Force Majeure occurring before or after the date of this Contract rendered unable wholly or in part to carry out its obligations under this Agreement, then upon notice in writing specifying the nature of such Force Majeure from the Party affected to the other Party as soon as possible after the occurrence of the cause relied on the Party affected shall be released from its obligations and suspended from the exercise of its rights hereunder to the extent to which they are affected by the circumstances of Force Majeure and for the period during which those circumstances exist:

PROVIDED THAT

- (2) (i) the party affected shall use all reasonable endeavours to terminate or circumvent the circumstances or impact of the Force Majeure with all reasonable speed
(ii) nothing in this Condition shall relieve either Party of its obligations (including obligations to make payments hereunder) accrued to the date of the Notice
- (3) The Events of Force Majeure shall be limited to the following:
(i) war, invasion, act of foreign enemy, hostilities, civil war, riots, insurrection or military power, blockade or embargo;
(ii) any statute, rules, regulations, order or requisitions coming into force or issued after the date hereof by Parliament or any Government Department, or other duly constituted authority;
(iii) shipwreck or other accident at sea, in the air or on the land other than due to the Contractor's negligence or
(iv) failure, shortage or delay of power, fuel, transport or supplies otherwise than due to the Contractor's negligence;
(iv) stress of weather, flood, drought, tempest, fire, explosion, corrosion, ionising, radiation, radioactive contamination, earthquake, lightening or volcanic eruption or any consequence of such occurrence.
- (4) SAVE where the consequences of Force Majeure are dealt with elsewhere the Contractor hereby undertakes to use its reasonable endeavours to provide the Services during an event of Force Majeure providing that the Contractor shall not be under any obligation to incur additional cost in excess of £200 in respect of any such event.

1.50 CONTRACTORS CODE OF CONDUCT

This code of conduct is has been produced to ensure that contractors who carry out work on behalf of the Council do so in a professional and courteous manner. There is nothing onerous or complicated in this code and it is simply to insure that our tenants and their homes are treated with the level of respect that you would expect if someone were carrying out work in your home.

The majority of Contractors carry out the requirements of this code as part of their normal operations and this should not add any additional burden to the current method of working.

Contractors are requested not only to apply with the laid down requirements of this code but also with the spirit in which it has been produced.

1. Contractors must keep all appointments made and turn up punctually. If there are likely to be any delays, the tenant must be kept informed. (reference should be made to the Councils access protocol)
2. Contractors are required to wear an appropriate form of clothing, which should be clean and tidy, and clearly display the name of the Contractor.
3. Contractors must display an identification card at all times. This should include:
 - a) photograph of the operative
 - b) The operatives name
 - c) The Contractors name, address and telephone number

1.50 CONTRACTORS CODE OF CONDUCT (contd.)

4. Contractors are not to park cars/vans on paths and grassed areas as it causes obstruction and damages the surfaces. Cars and Vans should not be driven over such areas to deliver materials or clear debris. This action nearly always results in complaints being received from members of the public, which reflects badly on the Contractor and on the Council.
5. On arrival the contractor should introduce him/herself and show their identification card to the tenant. If the tenant wishes to check the legitimacy of the operative with the Council, the operative must respect the tenant's right to do this, and wait outside the property until the tenant is satisfied they are legitimate.
6. All personnel working on site will be required to understand written English and be capable of communicating with the Contractor Administrator and tenants verbally, in English. This is essential for complying with the specification, amendments, tenant liaison and Health and Safety requirements of the contract.
7. Before starting work the Contractor should explain to the tenant the nature of the work that is to be carried out, how long it is likely to take and areas of the property that will be affected and confirm that this is what the tenant was expecting. Any significant differences should be referred to the Council for clarification.
8. Check with the tenant before turning off any electricity, gas or water supplies to ensure it is alright to do so as this may effect fridges, freezers, fish tanks, dialysis machines, stair lifts etc. Ensure that all services are restored as soon as the work is completed.
9. Contractors should treat all tenants and their homes with respect, and ensure the removal of delicate or valuable items from the work area prior to work commencing and agree the arrangements for moving furniture etc. Protective covers are to be used where required.
10. If the work affects more than one room in the property, every effort should be made to limit disruption to one room at a time.
11. The Contractor must comply with all relevant Health and Safety legislation and ensure that the site is kept safe at all reasonable times. All fire exits, lifts, staircases, corridors and doorways must be kept clear at all times and not obstructed by the Contractors tools or materials. Do not prop open controlled access doors/fire doors during the course of the works.
12. All necessary precautions should be taken to protect carpets and flooring with the use of clean dustsheets or other protective material as appropriate.
13. Obtain the tenants permission before using sinks, toilets, electricity and other services in the property.
14. If it becomes necessary to leave the property before the work is completed, for example to collect additional materials, the Contractor must inform the tenant when leaving the property and of the anticipated return time. The Contractor should also inform the tenant of the reason why it is necessary to leave the property before the work is completed. Make sure it is safe to leave the work incomplete while absent from the site.
15. If the tenant requests additional work to that specified, the Contractor should contact the Council for advice before carrying out such work in accordance with the contract (V.O. thresholds).

1.50 CONTRACTORS CODE OF CONDUCT (contd.)

- 16 During the course of the works the Contractor must not:
- a) Smoke, eat, drink or play audio equipment in resident's homes.
 - b) Consume alcohol or take non-prescription drugs under any circumstances.
 - c) Use the toilet, without the prior consent of the tenant.
 - d) Carry out works in the home without the tenant being present, unless their express consent is obtained.
 - e) Carry out works if only minors (e.g. children under 16) are present at the property.
 - f) Empty any substances down drains that are likely to cause staining, blockages or pollute the system.
 - g) Use foul or abusive language or threatening behaviour. Under no circumstances should contractors cause offence, inconvenience or personal harassment to a tenant. This includes unkind, embarrassing, suggestive and inflammatory or damaging words or gestures. Respect and sensitivity should be shown for all tenants, their relatives, friends and visitors and their home at all times.
 - h) Express their own personal views regarding, the work, Ashford Borough Council, other contractors etc.
- 17 The contractor is to ensure that all works are complete to a satisfactory standard and that all surplus material, equipment and rubbish are removed, leaving the property clean and tidy. All services that have been affected by the works should be tested and left in full working order on completion of the work (and at the end of each day if the work is not completed in one day).
- 18 The Contractor must inform the tenant that the work is complete and ensure that they are happy with the final result. If necessary, depending on the type of work, instruct the tenant how to operate and maintain all new equipment installed and provide operation manuals if appropriate.
- 19 Any private work undertaken by the Contractor for the tenant must be arranged separately to work carried out for the Council. The Council will not accept any involvement or responsibility for payment for this work. Contractors should note that it is the responsibility of the Tenant to obtain the Council's prior written approval to carry out works of a structural nature to the property, and contractors will be obliged to ensure that this approval has been granted prior to carrying out any work.
- 20 The contractor must maintain the highest levels of confidentiality regarding any personal information that is supplied to them about the tenants by the Council, also including any other information they may acquire whilst working at the tenant's home. Contractors must not discuss with the tenant the Council's business, other tenants, other properties, previous workmanship or other contractors.
- 21 The contractor should not under any circumstances accept gifts from tenants.

Special considerations

- 22 The Contractor should take special care when working in properties where the tenant has a mobility impairment, it is important to ensure that their movement is not restricted. If the work is likely to cause inconvenience or obstruction, this should be discussed with the tenant prior to commencing any work. Any furniture and other items that have to be moved to allow the work to be carried out should be repositioned once the work has been completed.

1.50 CONTRACTORS CODE OF CONDUCT (contd.)

- 23 When dealing with a tenant that is deaf or has a hearing impairment it is important to take this into account. Some simple steps that can be used are:
Ensure that you have attracted their attention
- a) Face the person you are talking to and speak at your usual tone/volume, unless the tenant specifically requests that you speak up.
 - b) If necessary write things down
 - c) Ensure that the tenant knows if you have to leave the property for any reason and try to give an idea of when you will be returning.
- 24 When dealing with a tenant that is visually impaired, blind or partially sighted it is important to take this into account. Some simple steps that can be used are:
- a) Ensure that you introduce yourself on arrival using an agreed password if this system is in use. Show your identity card if this is appropriate.
 - b) Explain clearly what the job you are going to do is and where you will be working.
 - c) If it is necessary to move items of furniture in order to carry out the work, these should be replaced in exactly the same position on completion of the work.
 - d) Ensure that the tenant knows if you have to leave the property for any reason and try to give an idea of when you will be returning.
- 25 Some tenants may feel nervous about having a stranger in their home. It is therefore important to identify yourself, your organisation and purpose of visit **before** entering the premises. In some instances it may be necessary for the tenant to arrange for someone else to be present at the property whilst work is carried out.
- 26 The Contractor should pay particular attention to the religious belongings of tenants, for instance, do not disturb a religious object without first asking if it can be moved. If a tenant asks you to comply with a particular religious or ethnic procedure, you should respect their request wherever possible. If this is going to have implications for your safety or ability to carry out the work, you should contact the Council for advice before proceeding.
- 27 Should the Contractor encounter a tenant who does not speak English they should contact the Council for advice.
- 28 Whilst working in occupied premises there may be circumstances when the contractor is unhappy to work in a property, for example a tenant who is under the influence of drugs or alcohol or who is verbally abusive. If a situation like this occurs, and you feel you cannot work in these circumstances, you should explain to the tenant, if possible, why you are leaving and report to incident to the Council.
- 29 If any valuable items are left within your working area, i.e. purses, cheque books, jewellery etc, it is advisable to ask the tenant to move them to somewhere more secure. This is to protect you, should these valuables subsequently go missing.
- 30 There may be instances where a Contractor is faced with violence or the threat of violence. It is advisable not to get drawn into these situations but to leave the premises as quickly as possible and report the incident to the Council.

1.51 THE BRIBERY ACT 2010

The Company warrants and undertakes to the Client that:

- a) It will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 and will not give any fee or reward the receipt of which is an offence under sub-section (2) of Section 117 of the Local Government Act 1972.
- b) It will procure that any person who performs or has performed services for or on its behalf ('Associated Person') in connection with this Agreement complies with this Clause.

- c) It will not enter into any agreement with any Associated Person in connection with this Agreement, unless such agreement contains undertakings on the same terms as contained in this Clause;
- d) It has and will maintain in place effective accounting procedures and internal controls necessary to record all expenditure in connection with the Agreement;
- e) From time to time, at the reasonable request of the Client it will confirm in writing that it has complied with its undertakings under these Clauses and will provide any information reasonably requested by the Client in support of such compliance;
- f) It shall notify the Client as soon as practicable of any breach of any of the undertakings contained within this Clause of which it becomes aware.

Where the Company or its employees, servants, sub-Contractors, suppliers or agents or anyone acting on the Company's behalf, engages in conduct prohibited by the Bribery Act 2010 or the Local Government Act 1972 section 117(2) in relation to this or any other contract with the Client, the Client has the right to:

- a) Terminate the agreement and recover from the Company the amount of any loss suffered by the Client resulting from the termination, including the cost reasonably incurred by the Client of making other arrangements for the provision of the Services and any additional expenditure incurred by the Client throughout the remainder of the Term; or
- b) Recover in full from the Company any other loss sustained by the Client in consequence of any breach of this clause, whether or not the Contract has been terminated.

1.52 INDEMNITY

The Company agrees with the Client throughout the term of indemnify and keep indemnified the Client from and against any and all loss, damage or liability suffered and legal fees and costs incurred by the Client resulting from a breach of this Agreement by the Company including:

- a) Any act neglect or default of the Consultant's employees or agents or;
- b) Breaches in respect of any matter arising from the supply of the Services resulting in any successful claim by any third party.

The Client shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any death accident or injury to any workman or other person in the employment of the Company (including agents or sub-contractors) save and except to the extent that such accident or injury results from or is contributed to by any act or default of the Client their agents or servants and the Company shall indemnify and keep indemnified the Client against all such damages and compensation (save and except as aforesaid) and against all claims demands proceedings costs charges and expenses whatsoever in respect thereof or in relation thereto.



ASHFORD
BOROUGH COUNCIL

Upgrade of Property Fabric

Section 2

General Items

Item	Upgrade Of Property Fabric
2.00	<u>General Items</u>
2.01	All properties included in this scheme will remain occupied during the works. The Contractor must ensure that dwellings, and those adjoining, are weather tight, safe and habitable during the work.
2.02	The properties are generally cavity wall construction from ground to first floor level, with an un-insulated structural timber frame from first floor level to eaves. The upper walls comprise the scope of work for this project.
2.03	Once work on a unit starts, it is to be completed within fifteen working days. The erection of scaffolding will constitute the start of work.
	A unit is either a lone property being worked on in isolation OR a pair of semi-detached dwellings being worked on simultaneously. No more than two units shall be “opened” at any one time.
2.04	It is of paramount importance, that the Contractor keeps tenants updated appropriately. At least seven days’ notice must be given before starting work. The written notification must: <ul style="list-style-type: none"> • Give the proposed start date • Explain the extent of the work (in full). • Outline what the likely disturbance will be. • Ask residents to remove any goods, plants or other articles that will be in the way and vulnerable to damage. • Give the Supervisors name. • Provide the office telephone number, the Supervisor’s mobile telephone number, and a 24-hour emergency number.
2.05	The Contractor should visit each site to ascertain the nature and extent of the works. They must also note all local conditions and restrictions that may affect the execution of the works, and allow in their price for resolving and overcoming them. No claims arising from want of knowledge will be entertained.
2.06	Unless directed otherwise, hanging tiles are to be carefully removed, set aside and re-fixed. The Contractor must assess their current condition/suitability and make a reasonable allowance, within their price, for replacement of tiles necessary. No claims arising from want of knowledge will be entertained.
2.07	The Contractor must notify the Contract Administrator of any structural defect or other restriction that they consider will prevent or seriously hinder the execution of the works, not less than 10 working days before the tender return date.
2.08	To help comply with clause 2.01, stripping off is to be carried out one elevation at a time. No areas are to be stripped, unless the Contractor is entirely confident that the whole elevation can be “weathered” back in by the end of the work shift.
2.09	Where an adjoining house is NOT being improved, the work (referred to in this contract) will terminate, at the last vertical stud of the timber frame that is <u>wholly</u> on the Employers side of the boundary. For avoidance of doubt, NO work shall be carried out on/at (or beyond) the party wall line between the two houses and must stop short of it.

Item	Upgrade Of Property Fabric
2.00	<u>General Items</u> (contd.)
2.10	<p>Services must be maintained during the works.</p> <p>The Contractor must allow in their price for relocating or altering services and equipment, if necessary and as often as required, to ensure the successful completion of the works. This includes the cost of any new fittings, cables, etc. and liaising with any statutory bodies as may be required.</p> <p>Such services and equipment (fixed to or passing through the structure) may (though not exclusively) include satellite dishes, aerials, cables, telecommunications equipment (BT or otherwise), overhead electricity supplies and fuel and water pipes and central heating boilers.</p>
2.11	<p>PPE such as goggles, gloves and RPE etc. must be used when using disc cutters or similar power tools. All personnel, must wear safety hats, boots and “high viz” aprons or jackets at all times.</p>
2.12	<p>Any non-notifiable/notifiable BUT non-licensed Asbestos materials (ACM) are to be removed in accordance with current Health and Safety Regulations. It is the Contractor’s responsibility to execute all procedures and precautions necessary for the handling and disposal of such ACM and to include for all costs in their price.</p> <p>Alternatively, they can appoint their own specialist contractor for such work, but the costs are deemed included in the tender price.</p>
2.13	<p>The Contractor must provide temporary works for protection of persons and property. This includes scaffolding, shoring, supports, screens, fans, netting, alteration or diversion of footways and or barriers, as required to segregate the public from the work area and prevent damage.</p> <p>Temporary works include adapting and maintaining as necessary, and clearing away and making good when no longer required.</p> <p>Protection includes taking whatever means necessary to prevent damage and/or deterioration due to weather, works activities, or any other relevant cause, and ensuring that residents can remain safely in occupation.</p>
2.14	<p>The Contractor must provide storage units (if required), general welfare provisions to meet the CDM Regulations 2015 and waste skips (where able to be used).</p>
2.15	<p>Available space for storage and circulation (whilst maintaining reasonable access and parking for residents) is very limited and near impossible for some of the sites. The Contractor must allow, where necessary, to transport materials to site on a “just in time” basis for fitting and for removing waste, as it is generated.</p>
2.16	<p>Where space allows, and if the Contractor wishes to store materials on site (at their own risk), the gardens areas can only be used, by prior agreement with the Tenant. Any such storage areas and skips are to sensitively sited, be unobtrusive and must not block access ways or present any hazard to residents.</p>
2.17	<p>Where able to be and if used, skips must not be placed on roads or footways and it is not acceptable to stack or store materials (or waste) in such areas (except for short periods of loading and offloading).</p>

Item	Upgrade Of Property Fabric
2.00	<u>General Items (Contd.)</u>
2.18	<p>At the end of each work shift, the work area (including gardens) must be left in a clean, tidy, and safe condition. In particular:</p> <ul style="list-style-type: none"> • Fallen/discarded nails, screws and the like are to be gathered. • Waste battens (particularly those with protruding nails) are to be removed or stowed safely inside waste skips (with no overhangs). • The scaffold is to be cleared, of any accumulated waste or debris (including salvaged hanging tiles). • Drain gulley's are to be cleared of any waste and debris (i.e. swarf from insulation board cutting) and; • Access paths are to be cleared from obstructions of any kind and swept.
2.19	<p>The Contractor must provide a full time non-working Supervisor to oversee the works for the duration of the contract. The Supervisor must be available for contact between 8am and 5.00pm.</p> <p>The Supervisor shall be responsible, for ensuring that the works are executed efficiently, in a well-planned manner and for keeping tenants and neighbours informed of all information and developments relevant to their property on a daily basis.</p> <p>The Supervisor shall also be capable of providing (and have the means and equipment) to administer first aid.</p> <p>The Supervisor must have a mobile telephone that utilises a network with good signal coverage at the site area(s). They must ensure that this mobile-number is made-known, to every resident. To help maintain contact, throughout, the mobile-number should automatically redirect to the Contractor's emergency number when the Supervisor is off-duty.</p> <p>The Contractor must also provide and maintain a landline telephone link for the duration of the works and a 24 hr response to any emergencies that may arise.</p>
2.20	<p>The management of all suppliers, sub-contractors, and Statutory Authorities is the Contractor's responsibility. Ashford Borough Councils Contractor Code of Conduct applies to all involved in the project.</p>
2.21	<p>All vehicles used in connection with the works, including suppliers or sub -contractors, are the Contractor's responsibility. Vehicles must be parked legally and considerately.</p>
2.22	<p>The Contractor must produce a Construction Phase Plan (with detailed site-specific RAMS) to the approval by the Principal Designer before work starts.</p>
2.23	<p>All timber used on this contract is to be from a recognised sustainable source, such as FSC or PEFC. The Contractor will be required to provide the Chain-of-Custody certificates as proof.</p>
2.24	<p>Sourcing of all other goods not individually specified must be via suppliers that hold EMAS/ISO 14001 certification (or similar environmental accreditation approved by the Contract Administrator) and the Contractor will be required to provide the supporting documentation.</p>
2.25	<p>The Contractor will be required to provide a waste management plan for the works. The plan must demonstrate a commitment to sorting and recycling of construction waste arising from the works.</p>

Item	Upgrade Of Property Fabric
2.00	<u>General Items (Contd.)</u>
2.26	<p>The Contractor shall allow any costs involved to temporarily disconnect, adapt or extend any pipes (gas, waste, overflows, flues or vent pipes, etc.) that protrude through, or are fixed to the existing cladding and reconnect on completion of the works.</p> <p>The Contractor shall allow any costs involved to temporarily free any surface mounted cables (of any description and where not specifically identified under clause 2.10) and refit on completion of the works.</p> <p>The Contractor shall allow any costs involved for careful adjustment and temporary support of any existing SVP pipes affected by the work. If an alteration to the drain head is required, the Employer will deal with this as separate issue.</p>
2.27	<p>Any work to gas/oil pipes and flues is to be under-taken by trained operatives and be in accordance with the gas-safe or OFTEC regulations (as appropriate).</p> <p>The Contractor shall allow all costs in complying with the Employers Policy for Working Around Live Flues, where appropriate.</p>
2.28	<p>The Contractor is advised to gain access to every dwelling to record, and satisfy themselves, as to the current condition of:</p> <ul style="list-style-type: none"> • Decorative conditions. • Existing defects. • Fixtures and fittings that could sustain damage as a result of the work and; • Anything else; that could be damaged. <p>A photographic record of any adverse findings should be kept in case any disputes arise. The Contractor is responsible for dealing with any such matters direct with the residents.</p>
2.29	<p>The Contractor will allow costs to have new EPC's undertaken and certificates raised for ABC dwellings receiving the benefit of the works.</p>
2.30	<p>The Contractor will allow costs for Building Regulation approvals for the works including the submission of the application, liaison with the Building Control Office, etc. to comply with part L current standards.</p>
2.31	<p>The Contractor should allow for cleaning out of gutters and rainwater pipes, including taking down and re-fixing to do so. The Contractor should also allow for cleaning UPVC fascia and soffit boards with an approved UPVC cleaner.</p>
2.32	<p>The Contractor should allow for cleaning all external windows, doors and frames on completion of the works.</p>



ASHFORD
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Upgrade of Property Fabric

Section 3

Scaffolding

Item	Upgrade Of Property Fabric
3.00	<u>Scaffolding (contd.)</u>
3.01	<p>All scaffolding (and work in installation and maintenance thereof) shall comply with:</p> <ul style="list-style-type: none"> • The Workplace (Health Safety and Welfare) Regulations 1992. • NASC Guidance TG20:13 • Working at Height Regulations 2005.
3.02	<p>The Contractor shall erect a minimum 5-board wide, independent, tied scaffolding to access the work areas where necessary. There must be safe and easy access. The work platform must be wide enough to allow the temporary storage of insulation boards, etc. whilst allowing for adequate and safe access for the rest of the works.</p>
3.03	<p>The Contractor must ensure the scaffold provides complete protection of the public from the ongoing works. This includes:</p> <ul style="list-style-type: none"> • Brick guards. • Mesh screening. • Catch nets suspended below the work platform. • Fans above doorways or other thoroughfares.
3.04	<p>The work platform must be routinely cleared of debris (clause 2.18) and tiles salvaged for refitting must NOT be stored on the scaffold for any length of time.</p> <p>For avoidance of doubt, the Contractor must allow to lower salvaged tiles to the ground and then back up for re-fixing.</p>
3.05	<p>The scaffold must be struck (and cleared) within five working days of sign-off.</p>
3.06	<p>The Contractor must set out the scaffolding to allow clear, safe access for residents. External doors and access to outbuildings (including garages) must not be blocked or restricted. Support poles and raking shores must <u>only</u> be footed within the gardens of the houses being worked on.</p>
3.07	<p>At least one opening window casement (minimum 0.35m² free area) above ground floor must be fully openable for escape purposes in the event of a fire.</p>
3.08	<p>The Contractor must allow for any additional costs involved in providing access to the sides and rear of dwellings, which may have attached stores, lean-to structures, conservatories, etc. (i.e. “beaming” over). The Contractor must allow in their price for all temporary alteration, protection, reinstatement or making good any damage, to existing structures.</p>
3.09	<p>The Contractor must not tamper with or alter the scaffolding in any way (including the taking up and repositioning of scaffolding boards).</p>
3.10	<p>A handover certificate must be given and a weekly safety inspection of the scaffold must be undertaken by a suitably qualified and competent person to ensure its continuing fitness for purpose and integrity.</p>
3.11	<p>Support poles and raking shores must be protected with high visibility foam bumpers.</p>
3.12	<p>Gated access points are required and the gates shall not be tampered with or removed.</p>



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Upgrade Of Property Fabric

Section 4

Asbestos

Item	Upgrade Of Property Fabric
4.00	<u>Removal And Disposal Of Asbestos Material (Contd.)</u>
4.01	Asbestos removal is to be undertaken strictly in accordance with 'The Control of Asbestos Regulations 2012.
4.02	Asbestos surveys have been carried out at a number of representative (archetypal) properties and can be found at appendix 1.
4.03	All operatives working on the contract must be Asbestos Awareness trained.
4.04	If found, asbestos containing materials (ACMs) are not to be touched, removed, worked on, or disturbed until an approved method statement has been agreed and in place.
4.05	The Contractor should be alert to the fact that ACM may be uncovered during the works. Should the Contractor discover such potential ACMs, work is to cease until the Contract Administrator has investigated and issued further instructions.
4.06	For notifiable but non-licensed work (i.e. Chrysotile Asbestos Cement), and provided it is considered that the exposure time constraints will be met, the Contractor can undertake the work in accordance with the guidelines of the Asbestos Essentials publications (issued by the H.S.E) and strictly in accordance with the 'Control of Asbestos Regulations 2012'. Alternatively, they may wish to appoint their own specialist contractor. The contract rates are deemed to include such works and expense.
4.07	For notifiable, licenced work (e.g. Asbestos Insulation Board), the Contractor must appoint a licensed removal contractor (approved by the Contract Administrator) to undertake the works. Such contractors must also be members of ARCA and approved by the H.S.E. The Employer will meet all and any incidental additional costs involved with removal, including any costs associated with adapting or upgrading the scaffolding.
4.08	Asbestos waste products (where not subject to clause 4.07) are to be stored in appropriate skips or other approved containers and transported for disposal in accordance with the regulations. Waste materials must be transported and disposed of by a licensed waste carrier, and the consignment notice passed to the Contract administrator.



ASHFORD
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Upgrade Of Property Fabric

Section 5

Upgrading Works

Item	Upgrade Of Property Fabric
5.00	<u>Upgrading Works (Contd.)</u>
5.01	<p data-bbox="268 248 533 282"><u>Scope of the Works:</u></p> <p data-bbox="268 315 1469 349">The external finish is to match the existing. Some areas are tile hung and some are cladded.</p> <p data-bbox="268 383 1203 416">Carry out all necessary enabling works under section 2 (General Items).</p> <p data-bbox="268 450 1453 517">Carefully strip existing tile hanging or cladding (mindful of clause 2.09 and 3.04). Dispose of any cladding and broken tiles and set aside others for reuse.</p> <p data-bbox="268 551 1469 651">If appropriate, provide any temporary supports, protection or weathering to allow the adjoining neighbours wall finish to remain in place and undisturbed and remove and dispose of existing battens, underfelt and any insulation material found.</p> <p data-bbox="268 685 1385 752">Upgrade the thermal performance of the external walls by incorporating insulation and sheathing board.</p> <p data-bbox="268 786 1426 853">Provide and fit new fully breathable underlay and counter battens and where appropriate, new horizontal battening to receive tiling back.</p> <p data-bbox="268 887 1426 954">Renew all window-cill lead apron flashings. Renew any UPVC side trims / reveal liners to side posts of windows and fit over-cills to allow for the increased width of the wall.</p> <p data-bbox="268 987 1426 1055">Refix salvaged tiles (including replacing any broken or missing from the removal process, with second-hand matching tiles). Where appropriate, supply and fit new cladding.</p>
5.02	<p data-bbox="268 1088 608 1122"><u>Stripping and Preparation:</u></p> <p data-bbox="268 1155 1469 1323">Stripping off is to be carried out carefully and in a manner which does not cause damage to the structure, or any adjoining. The Contractor shall, at his own expense, remedy and make good all and any damage caused to match existing. The Contractor must advise the Contract Administrator (in writing) of any existing damage for which they wish to disclaim liability, before work starts (see clause 2.28).</p> <p data-bbox="268 1357 1461 1424">Carefully remove and set aside hanging tiles for re-fixing (in accordance with clause 3.04) or; remove and dispose of UPVC cladding and all associated trims to skip.</p> <p data-bbox="268 1458 1362 1525">Remove battens and underfelt to skip. Denial vertical timber wall studs and diagonal bracing.</p>
5.03	<p data-bbox="268 1559 400 1592"><u>Insulation:</u></p> <p data-bbox="268 1626 1469 1760">Supply and fit 70mm thick Kingspan K5 Kooltherm insulation boarding. Insulation boards are to be hand-cut, to fit tightly but “snuggly” into the voids in the timber framework. The insulation boards are to be fixed (foil-side), against the back face of the internal wall surface, leaving a 30mm air gap (approx.), to the front.</p> <p data-bbox="268 1794 967 1827">Fill any holes or edge gaps with expanding foam filler.</p> <p data-bbox="268 1861 1442 1962">If an alternative insulation product is proposed, the Contractor must be able to show that it can achieve an overall U-value that is comparable (0.3) or better and it must be BBA certified.</p>
5.04	<p data-bbox="268 1995 408 2029"><u>Sheathing:</u></p> <p data-bbox="268 2063 1469 2123">Supply cut and fit 9mm OSB sheathing board to all areas, screw fixed to timber framework to avoid percussion damage to the internal wall plaster.</p>

Item	Upgrade Of Property Fabric
5.00	<u>Upgrading Works (Contd.)</u>
5.05	<p><u>Underfelt:</u></p> <p>Supply and fix TYVEC HOUSEWRAP Breather Membrane (or similar) to all areas. Fix strictly in accordance with the manufacturer's instructions and the relevant BBA certificate.</p> <p>Generally, fix underfelt horizontally, maintaining consistent tautness. Vertical laps to be not less than 100mm. Horizontal laps to be 150mm minimum. Ensure that laps occur below battens. Handle carefully to prevent tears and punctures. Any punctured or torn sheets are to be replaced, repairs will not be allowed.</p> <p>If an alternative underfelt is proposed, the Contractor must be able to show that it is comparable or better and must be BBA certificated.</p>
5.06	<p><u>Counter Battens:</u></p> <p>Supply and fit 38x50mm treated vertical battens to studs (all areas) to allow for ventilation behind the tile hanging or cladding. Battens are to be fixed with 65mm self-drilling stainless steel wood screws (to avoid percussion damage to the internal wall surface).</p> <p>Battens are to be from an approved species to BS 5534 graded to BS 4978. The moisture content is to be less than 22%.</p>
5.07	<p><u>Window and Door Trimming:</u></p> <p>The Contractor is to design and set out the cladding system to terminate short of the window/door reveals and be trimmed around (with removable mouldings) so that windows/doors can removed and replaced easily from the outside.</p> <p>Supply and fit any UPVC reveal liners, as necessary to increase the depth as necessary.</p> <p>Supply and fit UPVC over-cills to windows as necessary. Allow for installing new weep-holes, if the internal drainage (of the existing windows) is compromised by the new over-cills.</p>
5.08	<p><u>Lead Work and Flashings:</u></p> <p>Renew all lead work and provide additional lead work around window details, etc. Flashings are to be formed in Code 4 lead. Treat new lead work with Patination oil. Any lead work, which needs shaping to fit, must be formed by lead burning, not bossing.</p>
5.09	<p><u>Joining Detail (assuming adjoining property unimproved):</u></p> <p>Where ABC does not own both sides of a pair of semi-detached houses, the Contractor is to allow for constructing a return/stop detail at the termination-line (see clause 2.09). This is to allow for the increased thickness of the wall</p> <p>Where incorporated into tile hanging, a suitable vertically fixed lead detail can be constructed, external corner to protect the joint.</p> <p>Where incorporated into cladding a vertical profile stop shall be used to protect the joint.</p>

Item Upgrade Of Property Fabric

5.00 Upgrading Works (Contd.)

5.10 Tile Hanging:

Supply and fix new sawn, pressure impregnated, 50x25mm treated horizontal softwood battens at the appropriate gauge for the tiles. Battens are to be fixed with 65mm self-drilling stainless steel wood screws (to avoid percussion damage to the internal wall surface). In general:

- No single length of batten shall span less than 3 studs.
- Joints are to be cut square and butted centrally on studs.
- Any joints must be staggered down the wall to avoid them being in a row.
- A batten must be fixed where there is a head lap in the underlay.
- Battens must be fixed at every opportunity (i.e. at every stud and brace).

Although using salvaged tiles, site work must be carried out adopting normal standards of good workmanship and in conformity with the requirements of BS 8000-6: the British Standard Code of Practice for Workmanship on Building Sites.

Set out to give true lines and regular appearance, fitting neatly at all edges, junctions and features. Refix the tile-hung cladding using the salvaged tiles to make the whole sound and weather tight at the earliest opportunity. Supply and fix second-hand matching tiles to replace any damaged or missing. Include any ancillary fittings required to achieve a good and workman-like finish.

Only cut tiles where necessary, using the appropriate tool to give clean, straight edges. Allow for all cutting and drilling around projections and pipes, etc. Allow for any cutting around overhead power-line wall support brackets.

Lay each course to a half lap bond with tails aligned and joints slightly open, and use 'tile and a half' tiles at ends of courses to maintain bond. Ensure that cut tiles are as large as possible. Maximum gauge 100mm, minimum head lap 65mm.

Twice nail, ALL tiles using two 38mm x 3.35mm aluminium ring shank clout head nails per tile. Aluminium nails must conform to BS. 1202: Part 3.

5.11 New Weatherboard Cladding:

Supply cut and fit new 10-mm thick, (C01 – white), Marley Eternit (LAP) Cedral Weatherboard, Cladding to all previously cladded areas. New cladding generally to be set out and fixed in strict accordance with the manufacturers recommendations, allowing for trimming around windows and doors (see clause 5.07).

Allow for 4.0 x 45mm self- drilling stainless steel screws for fixing.

Allow for the suppliers perforated closure strips, at the base of the cladding (i.e. where it commences at first floor level) and at the top (where it finishes just below the soffit board or eaves) for ventilation.

Allow for suitable and appropriate edge trims, corner trims and mouldings and trims for around windows AND a suitable profile "stop" at the termination line, where an adjoining property is not receiving the works (see clause 5.09).

Allow for ALL proprietary fittings and ancillaries to complete the whole of the installation.



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Upgrade Of Property Fabric

Section 6

Dayworks

Item	Upgrade Of Property Fabric
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6.00	<u>Dayworks</u>
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The prime cost of Daywork shall be as defined under the "Definition of prime cost of Daywork carried out under a Building Contract" as published by the Royal Institute of Chartered Surveyors and the Building Employers Confederation dated 1st December 1975 and the section references below are to the above definition.

Labour

Craftsman: £ /hr (insert hourly rate)

Labourer: £ /hr (insert hourly rate)

Material

Percentage on-cost to be added to the net cost of materials and goods as defined in Section 4 to cover incidental costs, overheads and profit as defined in Section 6.

%

Plant

Percentage on-cost to be added to the net cost of the use of plant as defined in Section 5 to cover incidental costs, overheads and profit as defined in Section 6.

%



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Upgrade Of Property Fabric

Section 7

Preliminary Costs

Upgrade Of Property Fabric

PRELIMINARY COSTS

Provide a breakdown of preliminary costs in the table below and carry the totals (A & B) forward to the collection sheet. This section is to include all costs incurred in complying with the general preliminaries, section 2 and any other incidental costs that the Contractor wishes to price.

FIXED COSTS	£ . 00	
TOTAL TO COLLECTION		A

TIME RELATED COSTS	£ . 00	
Total Cost Per Week		
Contract Duration	15 x Weeks	
TOTAL TO COLLECTION		B



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Upgrade Of Property Fabric

Section 8

Schedule of Dwellings

ADDRESS	SECTION	DESCRIPTION	£	p	£	p
1 Ebony Cottages	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
3 Ebony Cottages	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
19 Hookstead	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
20 Hookstead	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
1 Coombe Cottage	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
1 Cot Lane	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
Total Carried Forward to Collection Sheet = £						

ADDRESS	SECTION	DESCRIPTION	£	p	£	p
2 Cot Lane	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
14 Chulhurst	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
17 Chulhurst	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
34 Lower Road	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
69 Front Road	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
4 Corner Cottages	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
Total Carried Forward to Collection Sheet = £						

ADDRESS	SECTION	DESCRIPTION	£	p	£	p
8 Swan Cottages	Section 3	Scaffolding				
	Section 4	Asbestos				
	Section 5	Upgrading Works				
Sub Total = £						
Total Carried Forward to Collection Sheet = £						



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BOROUGH COUNCIL

**Upgrade Of Property Fabric
Collection Sheet**

Upgrade Of Property Fabric

	£	p
Preliminary Cost (A) (Page 47)		
Preliminary Cost (B) (Page 47)		
Page 49		
Page 50		
Page 51		
Total Carried Forward £		



ASHFORD
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Pre-Construction Information



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BOROUGH COUNCIL

Pre-Construction Information

Construction (Design and Management) Regulations 2015

1.0	PROJECT DIRECTORY
1.1	Client: Ashford Borough Council, represented by Sharon Williams (Head of Housing), Civic Centre, Tannery Lane, Ashford, TN23 1PL.
1.2	Principal Designer : Ashford Borough Council represented by Simon Lees (Building Surveyor, Planned Maintenance)
1.3	Principal Contractor (where appropriate): TBC
2.0	TITLE OF PROJECT: Upgrade of Building Fabric
3.0	Contract No.: EWI/20/1
4.0	SCOPE OF WORKS: Repair or replacement of external cladding and upgrade of thermal insulation
5.0	LOCATION: Biddenden: Cot Lane No's. 1, 2 Chulkhurst No's. 14, 17 Headcorn Road. No. 19 High Halden: Hookstead No's. 19, 20 Coombe Cottages. No. 1 Kenardington: Corner Cottages. No. 4 Stone: Ebony Cottages. No's. 1, 3 Wittersham: Swan Cottages No. 8 Woodchurch: Lower Road No. 34 Front Road. No. 69
6.0	Key Dates
6.1	Planned Construction Phase start : 18.05.2020
6.2	Planned Construction Phase Finish: 31.08.2020
6.3	Duration of Works: 15 weeks
6.4	Defects Liability Period: 12 months.
7.0	Project Notification: Has this project been notified to the HSE - No

Pre-Construction Information Continued

8.0	EXISTING ENVIRONMENT (<i>existing services, surrounding land use, ground conditions, etc.</i>):
8.1	Residential properties, most fronting straight onto main roads.
8.2	There are traffic levels at most sites.
8.3	Properties will be occupied during the course of the works.
8.4	Parking, deliveries, and skip collection will need careful consideration. Access is very tight and there is little opportunity to stack materials or skips on the site
8.5	Where able, storage of goods can be in gardens (at Contractors risk) but in an agreed area.
8.6	Neighbouring properties need protection from the works.
9.0	IDENTIFIED HAZARDS OF DESIGN AND CONSTRUCTION (<i>information on the significant risks which cannot be avoided</i>):
9.1	Awareness of the public and workforce around work area. Effective segregation / access prevention. Gardens to be kept clear of trip hazards, etc. and safe clean access to homes to be maintained for residents.
9.2	Working at height-scaffolds will be required to access upper areas of walls. Falling objects and persons.
9.3	Power tools (should be 110v - centre tapped). Avoid trailing cables, rechargeable tools to be used where possible.
9.4	Slips and trips. Unfixed goods to be placed sensibly and safely and rubbish to be cleared as it accumulates. Work area to be kept clear at all reasonable times.
9.5	Cutting of tiles by grinder, will give rise to amounts of dust. Provide dampening /suppression and appropriate PPE/RPE (FP3 masks).
9.6	Observe manufacturers recommendations for cutting and fitting the Cedral Cladding and Insulation Boards.
9.7	Observe COSHH information for all hazardous materials, not specifically listed and take all necessary precautions recommended.
9.8	Materials and waste to be raised and lowered using a gin wheel as tiles cannot be stacked on the scaffold.
9.9	Shroud overhead services before work proceeds.
9.10	The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation is applicable to these works and must be complied with.
9.11	Contractor to ensure all operatives are aware of any known ACM's in the work area. Details of which will be contained in the R & D Surveys. Should any suspected ACMs (not previously noted) be found, they must be reported. The Employer will make an assessment and order testing if appropriate.
9.12	Only N.I.C.E.I.C. approved Contractors are to be used for the removal and replacement of surface mounted electricity cables.
9.13	There are boiler flues emerging through the cladding in some instances and care will need to be taken to extend and work around them and not compromise their operation by proximity of the scaffolding. All works and checking and recommissioning to be undertaken by specialist contractor.
10.0	RECORD INFORMATION:
10.1	Liaise with all residents affected to secure goodwill and cooperation for the duration of the works.
10.2	Correct supervision and liaison of building trades.
10.3	Correct use of appropriate PPE/RPE, e.g. hard hats, eye protection, masks and gloves. Any works undertaken by Gas Safe / OFTEC registered heating engineers for work on flues.

Name (in BLOCK CAPITALS)

Signed on behalf of
Ashford Borough Council

Date

Principal Designer: SIMON LEES

...../...../.....



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Contractors Performance Appraisal

CONTRACTORS PERFORMANCE APPRAISAL

Surveyor's
Initials

Contract Description and Location:	
Contract Number:	
Contractor:	

A CONTRACT PREPARATION (Scale 0 – 5)

1. Information to allow preparation of Contract

B SIGNING OF CONTRACT

2. Signing and returning of documents (Scale 0 – 5)

3. Agreement of start date (Scale 0 – 6)

4. Submission and agreement of programme (Scale 0 – 6)

C PERFORMANCE OF WORK (Scale 0 – 9)

Description

5. Compliance with C.D.M. Regulations, etc.

6. Tenant liaison

7. Response to instructions

8. Cleanliness of site

9. Standard of workmanship

10. Supervision of Contract

11. Progress in relation to programme

WEEK NO.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Average	
5.																		
6.																		
7.																		
8.																		
9.																		
10.																		
11.																		

D VALUATIONS (Scale 0 – 5)

Description

12. Accuracy of claims

13. Prompt submission of invoices

PAYMENT NUMBER

	1	2	3	4	5	6	7	8	9	Average
12.										
13.										

E FINAL ACCOUNT (Scale 0 – 5)

14. Provision of info. to allow production of F/AC

15. Value of Completed Work £

16. Production of Health & Safety File (if appropr)

F SUMMARY

	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
	Q9	Q10	Q11	Q12	Q13	Q14	TOTAL	
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	

Note: to be completed at Practical Completion stage

Continuation Sheet

C PERFORMANCE OF WORK (Scale 0 – 9)

WEEK NO.

Description

- 5.** Compliance with C.D.M. Regulations, etc.
- 6.** Tenant liaison
- 7.** Response to instructions
- 8.** Cleanliness of site
- 9.** Standard of workmanship
- 10.** Supervision of Contract
- 11.** Progress in relation to programme

	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	Average

D VALUATIONS (Scale 0 – 5)

PAYMENT NUMBER

Description

- 12.** Accuracy of claims

	10	11	12	13	14	15	16	17	18	Average

WEEKLY MEETINGS

Date

Surveyor Signature

Contractor Signature



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Satisfaction Note



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SATISFACTION NOTE

TENANT'S NAME:

ADDRESS:

TEL. NO.

CONTRACTOR:

I confirm that the **EXTERNAL WALL INSULATION** has been completed to my satisfaction and my home has been left clean and tidy and in a satisfactory condition. I do not have any outstanding issues which the Contractor needs to resolve.

(Please do not sign this form unless you are completely happy that all works are complete)

Signature of Contractor's Representative

Date

Signature of Tenant

Date



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Tender Evaluation Criteria

Tender Evaluation Criteria

The tenders will be evaluated using the following weightings;

Price: 80%

Quality: 20%

Price

80 points will be allocated to the lowest tender and then other tenders will be evaluated as a percentage of the lowest price. This is then converted to a point score to reflect that this area carried 80% of the total score. An example of this procedure is shown in the following example;

Tender	Price £	Calculation	Convert to 80%	Points
1	500	$(425 \div 500) \times 100 = 85$	$(80 \times 85) \div 100$	68
2	622	$(425 \div 622) \times 100 = 68.3$	$(80 \times 68.3) \div 100$	54.64
3	425			80
4	440	$(425 \div 440) \times 100 = 96.5$	$(80 \times 96.5) \div 100$	77.2
5	625	$(425 \div 625) \times 100 = 68$	$(80 \times 68) \div 100$	54.4

Quality

This section will be evaluated using the following criteria and the tenderer is required to provide a response to each of the criteria (listed 1 – 4) below and points will be allocated for each section. Responses to each question should be limited to one page of A4, minimum size 10 font for each item. Any responses that are of a longer length will not be evaluated after the first page of A4. The tender with the highest point score will be used as the base line to calculate the relative scores for the other tenderers. This is then converted to a point score to reflect that this area carries 20% of the total score.

1. What is your experience in this particular field of work? Please give detail of relevant projects undertaken AND evidence of the Client satisfaction for those projects. 6%
2. What issues do you consider are of paramount importance in the successful execution of a contract of this nature? 4%
3. As Principal Contractor, what do you consider are the main risks you will have to manage for a contract of this nature? Please explain how you would mitigate the risks. 6%
4. How would you aspire to achieve a zero-defect, "right first time" and good quality end product? 4%

The tenderer will be required to submit a response to the Quality section on a sheet of A4 (10 font).

Tender	Quality score	Calculation	Convert to 20%	Points
1	2	$(2 \div 20) \times 100 = 10$	$(20 \times 10) \div 100$	2
2	3	$(3 \div 20) \times 100 = 15$	$(20 \times 15) \div 100$	3
3	7	$(7 \div 20) \times 100 = 35$	$(20 \times 35) \div 100$	7
4	10	$(10 \div 20) \times 100 = 50$	$(20 \times 50) \div 100$	10
5	20			20

The winning tender is the one which scores the greatest overall mark once Price and Quality have been combined The results from the above examples would be as follows:

Tender	Points awarded for Price	Points awarded for Quality	Points Total	
1	68	2	70	
2	54.64	3	57.64	
3	80	7	87	
4	77.2	10	87.2	Winning Bidder
5	54.4	20	74.4	

Score for Assessed Questions	Judgement
0	Statement is unsuitable and / or suggests unacceptable risk
2	Statement fails to meet requirements in a significant way
4	Statement fails to meet requirements in some way
6	Statement meets all the requirements ("par")
8	Statement exceeds requirements and adds some value
10	Statement exceeds requirements and adds significant value



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Access to Premises Protocol

ACCESS TO PREMISES PROTOCOL

1. Access by appointment is always preferable.
2. Access by appointment is essential if it has been requested by the tenant.
3. Generally 24 hours notice is required although this may be waived by mutual agreement between contractor and tenant.
4. Works within a dwelling should preferably be undertaken with the tenant or their nominated representative present. Nominated representatives can not be persons under the age of 16 years (minors) and contractors should not undertake works inside a dwelling if a minor is present and not accompanied by an adult.
5. Works to the exterior of a dwelling or within its curtilage are only to be undertaken if an appointment has been made or someone in the property has been made aware of the contractors presence and permission to proceed is given. The only exceptions are as follows;
 - Works that are highly unlikely to cause any intrusion or are of an urgent nature,
 - Works in open plan gardens to fences, drains and the like.
6. In all circumstances the contractor should always make (or attempt to make) their presence known to any occupants.
7. Works to the building are not to be undertaken if there is 'no answer at the door' especially if the works involve the use of ladders against an elevation of the building with windows and/or noisy operations.
8. Enclosed gardens with locked or secured gates are not to be entered unless permission has been granted by the tenant (does not apply to emergencies).

Note:

- a) *Some of the reasoning behind this protocol was based on privacy and the chance of intrusion if contractors put themselves in a position where they can catch an occupant unaware should they have been unwilling or unable to answer a call at the front door.*
- b) *This protocol needs to be exercised with common sense and is not intended to prevent works being undertaken that are highly unlikely to cause any intrusion or are of an urgent nature i.e. works that need to do done to prevent obvious and imminent damage to property or injury to health.*
- c) *The protocol is intended to balance the rights of the tenants to privacy, the contractors' interests and the safety of their employees and the need to undertake repairs.*



ASHFORD
BOROUGH COUNCIL

Flue Policy

Policy for Works affecting an appliance flue.

David Green, Housing Asset Manager, Ashford Borough Council.

17th January 2019



1. This new policy is to be observed with immediate effect on all contracts.
2. The purpose of this policy is to;
 - a) Protect operatives from the effects of Products of Combustion (POC) whilst works are in progress in the vicinity of appliance flues.
 - b) Protect residents and property from any harm caused by accidental damage, disturbance or obstruction to the appliance flue or temporary openings allowing POC into the property.
3. Prior to any works commencing, a risk assessment needs to be undertaken of the potential for POC to affect anyone employed on the works or occupying the property. This can be by direct exposure to fumes or the accumulation of fumes in an enclosed or semi enclosed space, for example a sheeted scaffold. If the risk assessment identifies an actionable potential for harm then the appliance will need to be isolated whilst works are in progress.
4. Isolating an appliance is going to be an inconvenience to the occupier. The likelihood of accidental damage/disturbance/obstruction and the potential for harm needs to be judiciously assessed and not over estimated. For example, the erection and dismantling of access scaffold to an elevation that includes a flue may not necessarily in itself give sufficient cause for concern due to the short duration of this element of the works and more appropriate safety measures can be applied.
5. If a risk assessment identifies an actionable potential for harm and or in any event where an appliance flue will be handled, refixed or otherwise worked upon then the appliance must be isolated whilst works are in progress.
6. The procedure for Isolating an appliance will include the following;
 - a) Notifying the occupier with sufficient warning such that they can make plans to accommodate the inconvenience. They must be told when the appliance will be isolated and when it will be reconnected.
 - b) Notifying the Councils' Heating service and maintenance contractor prior to isolation so they can make a note on their records and plan to check on their next visit.
 - c) Isolate the appliance gas/oil supply by capping off after the appliance service valve where possible to avoid the need to perform a tightness test on the gas installation.
 - d) If there are no other gas appliances then the gas may be isolated at the meter by inserting a disc if this is easier.
 - e) Isolate the power supply to the boiler.
 - f) Place a warning notice on the boiler that identifies the Gas Safe contractor undertaking the isolation work.
 - g) Provide temporary plug in 240V electric heaters as required.
7. Once relevant works have been completed the appliance can be reconnected and commissioned once the flue etc. has been thoroughly inspected. If defects are found with the flue caused by the works then the Gas Safe contractor can repair or replace the flue.
8. The Gas Safe contractor must provide as a minimum a CP4 certificate for the Safety Check on the appliance. If additional tests are required (e.g. gas tightness) then the appropriate certification must be provided.

Policy for Works affecting an appliance flue.

David Green, Housing Asset Manager, Ashford Borough Council.

17th January 2019



9. All works must be undertaken in accordance with current gas regulations and performed by a registered Gas Safe contractor. If the appliance is oil fired, then an OFTEC engineer must undertake the works.
10. The process of isolating the appliance must cause as little inconvenience to the occupier as possible and only affect appliances that need to be isolated wherever possible.
11. If during the process of isolation/reconnection pre-existing defects with the appliance or system are discovered/identified then the client/landlord must be informed immediately. Only the client/landlords heating contractor must effect any repairs to the appliance or system.
12. Pre planning for the isolation of appliances to mitigate inconvenience to tenants is expected. Where possible make provision for alternative heating or hot water, e.g. ensure immersion heaters are fully functional or supply and fit immersion heater to cylinder if none existing where possible.
13. For contracts tendered before the date of issue of this policy and in so far as this procedure imposes additional works or expense on the principle contractor, compliance with this policy will be treated as a variation to the contract and valued accordingly. The principle contractor is not expected to meet the costs of additional provisions at its own expense. However, for the avoidance of any doubt, the principle contractor has always been responsible and liable for any damage to the client's property whilst undertaking the works and for the health and safety of all persons affected by the works. This policy simply removes some of the discretion for contractors to manage the health and safety risks concerned with appliance flues by imposing specific preventive actions. The principle contractor is still responsible for all health and safety matters on site.



ASHFORD
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Asbestos Reports



Asbestos Survey Report

Refurbishment Survey

(With Priority Assessments)

8 Swan Cottages

Wittersham

Tenterden

TN30 7PA

Project Number: B-71146
Issue Date: 23 January 2018

Issue No: 1



Ashford Borough Council

Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL

Tel: 01233 330580

Life Environmental Services Ltd

4 Duckett's Wharf
South Street
Bishop's Stortford
Hertfordshire
CM23 3AR

Tel: 01279 503117

Life Environmental - Survey Report Guide

This guide explains the Section content of the survey report. Failure to use the information provided in the report correctly may result in incorrect information or assumptions being obtained.

Section 1.0 Executive Summary

The Executive Summary contains details of the scope and extent of the works. The reader must ensure that the scope covers the required areas and that any variations do not impact on any proposed works or management of the site. **All areas of no access should be considered as containing asbestos until proven otherwise.**

Recommended Actions provides a summary of all identified and presumed asbestos containing materials (ACMs). ACMs are listed by recommendation with those requiring urgent attention listed first.

The Asbestos Register presents ACMs by building, floor & location. It provides a detailed list of all locations included within the survey where positive samples have been taken or items are presumed to contain asbestos. Items physically sampled will show the asbestos type within the analysis column.

Items cross referenced (strong presumption) have their asbestos type determined by the sample result of materials of similar appearance and use that have been sampled elsewhere on site. These will show the analysis proceeded by X.

Strongly Presumed samples are items that the surveyor was unable to sample but the materials are similar in appearance and use to known asbestos-containing materials and hence they are confirmed as containing asbestos.

Presumed items are those that the surveyor was unable to sample or inspect adequately to confirm the presence of asbestos, as such there is a potential for asbestos being present and the item is presumed to contain asbestos.

A Material Assessment algorithm has been completed for all positive samples.

Recommendations within this report are based on the condition of the asbestos and the Material Assessment.

Section 2.0 Introduction

The Introduction provides a general overview of the purpose, aims and type of survey undertaken. It also presents Project particulars and Quality Assurance.

Section 3.0 Methodology & Limitations of Method

This section details the survey methodology adopted and the specific scope of the survey works agreed with the client. Within Refurbishment Surveys access will generally involve intrusive investigations as agreed with the client. The specific limitations for the survey are detailed within the table. Should any variations occur against the agreed scope then details of these will be given within the table. These will be agreed with the client at the time of the survey.

Section 4.0 Survey Findings – Survey Data Sheets

Survey Data Sheets contains detailed information on all suspect items with a photographic record of each item.

Section 5.0 Survey Findings – Location Register

Location Register summarises location by location all identified and presumed asbestos, all areas of no access and limited access, and all recorded non-asbestos materials

Section 6.0 – Survey Findings – Certificate & Schedule of Bulk Samples

This section provides analysis information and results of all samples taken.

Appendices 1 & 2 - Definitions & Recommended Guidance & Material & Priority Assessment algorithms

These contain a general guidance relating to Samples, Assessments and Recommendations and a detailed Risk Assessment explanation.

Life Environmental - Survey Report Guide

Appendix 3 - Survey Drawings

All locations will be given a unique reference number which corresponds to the location detailed within the Asbestos Register. The drawings highlight areas containing positive information and areas of no access. In the case of planned works, a check should always be made of adjacent areas.

Table of Contents

1.0 Executive Summary

- 1.1 Scope of Works
- 1.2 Recommended Actions
- 1.3 Asbestos Register

2.0 Introduction

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1.0 Executive Summary

The brief for these works was to carry out a Refurbishment Survey (as defined in HSG 264) for the presence of asbestos containing materials within the following locations:

1.1 Scope of Works:

Refurbishment Survey to cladding and under-felting, fascia, soffit, under-cloak (cavity boards) and any other areas disturbed by the removal and replacement of the cladding or tile hanging

The scope of the survey should be noted in conjunction with all agreed exclusions and any additional access limitations. Additional limitations may affect the validity of this report and additional works may be required in order to ensure the report is fit for purpose.

1.2 Recommended Actions

Detailed below is guidance on actions to be taken to prevent potential exposure to ACMs.

There is a specific requirement in the Control of Asbestos Regulations 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before refurbishment works are carried out. It is acknowledged however that the works may not be carried out immediately and the ACMs on site need to be managed. The ACMs identified have been given a risk assessment rating as detailed in the material assessment section further within the report.

As the survey type undertaken was a Refurbishment survey, all identified asbestos materials have been recommended for removal.

Please contact Life Environmental Services Ltd. for advice in dealing with any asbestos in poor, unsealed or damaged condition or for assistance in developing your management plan and scheduling re-inspections.

Manage / Remove if Affected by Scope of Works

ACMs have been identified which are in a good condition. A management policy and plan needs to be implemented to manage these materials safely. However, should these materials be disturbed as part of the planned works, they should be removed prior to these works commencing.

Building	Floor	Location No and Name	Item	Material	Level of Identification	Risk Assessment
8 Swan Cottages	External	001 - External	Roof Undercloaking	Cement Products	S0002	6

All locations were accessible at the time of this survey.

1.3 Asbestos Register

ACMs were identified or presumed during the survey. Please note, some items may be detailed under Floor 'Multiple' if the room is present over multiple floors.

Recommended Action – There is a specific requirement in the Control of Asbestos Regulations 2012 (regulation 7) for all ACMs to be removed as far as is reasonably practicable before major refurbishment or final demolition.

Building	Floor	Location	Level of Identification	Item	Extent	Material Assessment					Accessibility	Priority Assessment	Recommendation	Next Inspection
						Product Type	Condition	Surface Treatment	Asbestos Type	Total Score				
8 Swan Cottages	External	001 - External	S0002	Roof Undercloaking	10Lm	Cement Products	Low Damage	Sealed AIB, spray, textile etc.	Chrysotile Crocidolite	6	Occasional Disturbance	2	Manage / Remove if affected by scope of works	16 January 2019

2.0 Introduction

2.1 Purpose and Aim of survey

The purpose of this Refurbishment Survey is to help the duty holder identify asbestos in these premises, prior to any refurbishment in accordance with HSG 264 and CAR 2012. It provides sufficient information to help the tendering process for removal works prior to any work starting, however it is strongly recommended that any asbestos removal should be undertaken against a detailed specification. We further recommend the appointed removal contractor should attend the site to confirm for themselves the quantities and location of asbestos to be removed, prior to costing. Life Environmental Services Ltd cannot guarantee the quantities identified are accurate and they shouldn't be used for pricing removal works.

The aim of a Refurbishment Survey is to:

1. Locate and record the location, extent and product type, as far as reasonably practicable, of known ACMs, along with an estimate of their quantity.
2. Determine and record the asbestos type based on sampling, or by making a strong presumption based on comparison to other samples.

2.2 Type of survey – Refurbishment Survey

Refurbishment Surveys are intended to locate all asbestos within the building or under the scope of the survey (refurbishment). It is a disruptive, fully intrusive survey that involves destructive inspection techniques that penetrate the building structure extensively. This involves breaking into floors, through walls, into wall voids, ceilings, cladding, boxing etc. as necessary to gain access to all areas, including the inner fabric of the building. A full sampling programme is undertaken to identify possible ACMs and estimate their quantities.

All areas have been accessed as far as is reasonably practicable. Any areas that it was not possible to access have been presumed to contain asbestos and documented within this report.

This survey involved sampling and analysis to confirm the presence or absence of asbestos; however presumptions may also have been used within this report to presume the presence of ACMs.

This Refurbishment Survey includes a Material Assessment of the identified or presumed ACM's, these assessments are explained in the following sections of this report.

It is recommended that further intrusive inspection and sampling be carried out where site refurbishment, maintenance, or similar may disturb ACMs that have remained inaccessible during this survey; this should be a Refurbishment Survey as described in HSG 264.

2.0 Introduction

2.3 Project Particulars

Life Environmental Services Ltd received an order of confirmation to undertake a Refurbishment Survey from Ashford Borough Council. This order has been accepted on the basis of the original Quotation and Survey Plan and our terms and conditions of business.

All subsequent information provided by the client or ascertained otherwise was assessed during planning stage of the project and a suitable Plan of Work produced. Where information was provided regarding the presence of known or presumed asbestos materials then this has been validated during the course of the survey, and recorded within this report.

This survey was carried out in accordance with documented in house procedures and HSE Guidance document HSG 264.

Scope of Works:


Refurbishment Survey to cladding and under-felting, fascia, soffit, under-cloak (cavity boards) and any other areas disturbed by the removal and replacement of the cladding or tile hanging

Site Description:

Semi-detached brick built property over 2 floors with a pitched roof. Built approximately in the 1940's.

2.0 Introduction

2.4 Quality Assurance:

Client Details:	Ashford Borough Council	
Date(s) of Survey:	16-January-2018	
Surveyor(s):	Lead Surveyor(s): Alex Wright, Stuart Henderson Assistant Surveyor(s): N/A	
Report Prepared by:	Christine Spriggs	23 Jan. 2018
Quality Control by:	Christine Spriggs	23 Jan. 2018
Technical Review:	Alex Wright 	23 Jan. 2018
Life Environmental Project Manager:	Amie Armstrong	

3.0 Methodology & Limitations of Method

For safety reasons it is not possible to inspect internal areas of live electrical items, heating, ventilation, or mechanical plant and machinery without isolation of such services.

Whilst all areas of the building included within the scope of the survey will be accessed and inspected as far as reasonably practicable, Life Environmental Services Ltd cannot be held responsible for asbestos potentially present in areas of the building not explicitly specified within the client instruction, not indicated on provided site plans or not physically possible to access.

Although every care has been taken to identify all asbestos containing products within the areas surveyed, this survey does not include those areas where obtaining a sample would cause undue damage to the integrity and security of the building, risk the safety of our operatives or where access could not be gained. Asbestos should be presumed to be present within any areas not surveyed until a further assessment can be carried out.

It is important to note that the degree of inspection performed during an asbestos survey is not as detailed as the inspections and analytical processes carried out following the removal of ACMs. Visual inspections during clearance procedures involve a detailed examination of all areas and surfaces within an asbestos enclosure and although a survey should identify ACMs within an area where inadequate asbestos removal activities have been previously undertaken, it is not designed to check on the effectiveness of such inspections. Where previous asbestos removal work has taken place, reference should also be made to clearance documentation when reading this report.

The survey includes taking dust samples from areas where contamination is suspected to be present due to visible signs of damage to asbestos or signs of previous asbestos removal works but does not include random dust sampling.

Where suspect materials are identified as part of any works that do not appear to be detailed within the survey report then these materials should be treated with caution and presumed to contain asbestos until sampled and analysed.

Decorative coatings and paints etc. (such as "Artex") may contain a trace quantity of Chrysotile asbestos. Due to this low asbestos content, applications of this product may be non-homogenous and may elicit both positive and negative sample results. Where both positive and negative samples are obtained the client should presume that the textured coatings contain Chrysotile throughout even though a non-detected result has been obtained. It should also be noted that asbestos may exist in paint with no obvious textured appearance. Random sampling of such paint is not carried out routinely unless specifically requested.

Due to the non-homogenous nature of some thermal insulation products it is possible to obtain both a positive and negative result when sampling the same material. In instances where this occurs then all sample results for the given insulation type should be treated as containing asbestos. This applies to all thermal insulation and insulation residues and debris.

Materials have been referred to as Asbestos Insulating Board or Asbestos Cement based upon their appearance alone. Water absorption testing, as detailed within L143, has not been carried out unless stated otherwise.

Where asbestos gaskets to pipe flanges have been identified it is not practical to trace these throughout the length of pipework within the property. All such gaskets are presumed to contain asbestos.

Unless specifically identified within the report, no responsibility can be accepted for stored or portable items of asbestos.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified within the fabric of the building. This includes ACMs concealed by suspect items.

Unless specifically identified within the report, no responsibility can be accepted for non-systematic or random use of asbestos within the property. It must be presumed that asbestos may remain unidentified to these types of areas and if suspect materials are uncovered then samples should be taken for analysis.

Material extents are approximations only, assigned by the surveyor at the time of the survey. It should be noted that such extents may be for specific, visible amounts of the asbestos item and not for the complete amount. As such, the stated extents should not be used as a basis of any Scope or Specifications of Works for that item. It is recommended that any proposed abatement/removal of the asbestos should be undertaken against a detailed specification, therefore Life Environmental Services Ltd cannot be held responsible for any misinterpretation of the contents of this report by a third party if they were not instructed to provide a specification.

This report does not include investigations into land contamination associated with asbestos or any other contaminant.

3.0 Methodology & Limitations of Method

Life Environmental Services Ltd makes every effort to locate and identify all Asbestos Containing Materials (ACMs), within the scope of the agreed inspection brief, supplied by the client. Due to the nature of Asbestos distribution and uncontrolled usage within buildings built prior to 1999, Life Environmental Services Ltd will not accept any liability for claims arising from post survey, hidden or unidentified ACMs, or contamination arising from their subsequent disturbance

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified because they are buried within the fabric of the building. Potential locations are as follows:

- Shuttering buried within concrete slabs
- Asbestos hidden by structural supports
- Asbestos hidden behind other suspect products
- Building structures which are unsafe to fully access

It must be presumed that asbestos may remain unidentified to these types of areas. If suspect materials are uncovered during demolition, contact should be made with Life Environmental Services Ltd to arrange for samples to be taken for analysis.

3.0 Methodology & Limitations of Method

3.3 Scoping Table

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Height access provision	Standard (3m) <input checked="" type="radio"/> Long (6m) <input type="radio"/> Tower (4m) <input type="radio"/> Tower (6-10m) <input type="radio"/> Power (10m+) <input type="radio"/> Standard, Tower <input type="radio"/> Standard, Tower, Power <input type="radio"/>	N/A
Loftspaces (Note: access for management surveys will only be made where safe and sufficient walkways are available)	Yes <input checked="" type="radio"/> No <input type="radio"/> Access loft spaces. If it is not safe to gain entry to the space itself, then ensure that a thorough inspection is conducted from the opening. Comment on any tanks/flues that may be present. Do not automatically presume that ACM's are present through default.	N/A
Electrical switchgear	Yes <input checked="" type="radio"/> No <input type="radio"/> Inspect consumer units SFAIRP and as safe to do so. Do not automatically presume that ACM's are present by default. If it appears to be a modern unit then comment as such. Ensure that samples are taken of the back board. If the electrics are in unsafe condition, then contact PM	N/A
Plant / equipment	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Lift shafts	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Escalator Pits	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Confined spaces	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A

3.0 Methodology & Limitations of Method


Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
External soffits & Fascias	Yes <input checked="" type="radio"/> No <input type="radio"/> Conduct investigation SFAIRP. View fascia's and soffits from upper floor window and comment accordingly. Do not presume ACM's are present through default, without consulting with PM first.	N/A
Roof (requiring specialist equipment)	Yes <input checked="" type="radio"/> No <input type="radio"/> Where practical to do so. Make comments on roof construction from within loft	N/A
Boxing (readily accessible by removable panels)	Yes <input checked="" type="radio"/> No <input type="radio"/> All boxing and falsework to be accessed	N/A
Solid Wall cavities	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Partition Wall cavities	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works and special instructions. Damage is to be minimised	N/A
Wall Cladding & Coverings	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works and special instructions. Damage is to be minimised	N/A
Fixed suspended ceilings	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Glazing	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Window Frames	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Window sills	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Door Frames	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Doors internally	Yes <input checked="" type="radio"/> No <input type="radio"/> Only where practical to do so and without causing damage	N/A
Concealed Risers or Voids (Known or identified during survey)	Yes <input checked="" type="radio"/> No <input type="radio"/>	N/A


3.0 Methodology & Limitations of Method

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Ventilation trunking (fume trunking should be specifically identified and assessed)	Yes <input checked="" type="radio"/> No <input type="radio"/>	N/A
Skirting	Yes <input checked="" type="radio"/> No <input type="radio"/> Where necessary to do so, but avoid damage. Refer to scope for comments on kitchen kick boards etc.	N/A
Fixed Flooring	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works/special instructions	N/A
Floor voids	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Floor ducts (specific details / layout required; specialist lifting equipment; covered or known)	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Below Ground Drainage Systems	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Slab (specify depth / diameter)	Yes <input type="radio"/> No <input checked="" type="radio"/> Add detail, (specify depth / diameter)	N/A
Locked Locations	Client / Site to provide access <input checked="" type="radio"/> Life to provide Locksmith <input type="radio"/> Life to force entry <input type="radio"/>	N/A
Beyond suspected or known asbestos installations	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Other Variations to Scope	N/A	

Note: If any activities are to be undertaken within areas that have not been accessed as part of this survey then a further survey and assessment should be carried out prior to these works

4.0 Survey Findings – Survey Data Sheets

Surveyor		Alex Wright		Room/Area		001 - External						
Survey Date		16 January 2018		Level of Identification		Sampled						
				Sample No		0001						
Building		8 Swan Cottages		Item		Felt To Roof And Walls						
Floor		External		Amount								
A - Product Type:		B - Extent of Damage:		C – Surface Treatment		D – Asbestos Type		Material Ass (M.A) (A+B+C+D):				
Bitumen Products						No Asbestos Detected		0				
1 = Normal Occupant Activity = (E)				E – Main type of activity		Total Priority Score (P.A.) = (1+2+3+4):		Total Risk Ass' Score (P.A. + M.A)		0	Risk Coding	
2 = Disturbance = (F+G+H)/3				F – Location		G – Accessibility		H – Extent				
3 = Exposure potential = (I+J+K)/3				I – Number of occupants		J – Frequency of use		K – Average time in use				
4 = Maintenance activity = (L+M)/2				L – Type of maintenance		M – Frequency of maintenance		Recommendation: No recommendation required				
Further Information:												

Surveyor		Alex Wright		Room/Area		001 - External								
Survey Date		16 January 2018		Level of Identification		Sampled								
				Sample No		0002								
Building		8 Swan Cottages		Item		Roof Undercloaking								
Floor		External		Amount		10Lm								
A - Product Type:		B - Extent of Damage:		C – Surface Treatment		D – Asbestos Type		Material Ass (M.A) (A+B+C+D):						
Cement Products		1	Low Damage	1	Enclosed sprays, lagging and textiles, AIB (encapsulated), asbestos cement and unsealed decorative finishes	1	Chrysotile Crocidolite	3	6					
1 = Normal Occupant Activity = (E)		1		E – Main type of activity		1	Total Priority Score (P.A.) = (1+2+3+4):		2	Total Risk Ass' Score (P.A. + M.A)		8	Risk Coding	VERY LOW
2 = Disturbance = (F+G+H)/3		0		F – Location		0	G – Accessibility		1	H – Extent		0		
3 = Exposure potential = (I+J+K)/3		0		I – Number of occupants		1	J – Frequency of use		0	K – Average time in use		0		
4 = Maintenance activity = (L+M)/2		1		L – Type of maintenance		1	M – Frequency of maintenance		1	Recommendation: Manage / Remove if affected by scope of works				
Further Information:														

5.0 Survey Findings – Location Register

Building	Floor	Location	Asbestos, Non-Asbestos and Presumed Items				
			Limited or No Access Areas	Item	Material	Level of Identification	Asbestos Type
8 Swan Cottages	External	001 - External		Wall Void	Foam / Polystyrene		
8 Swan Cottages	External	001 - External		Fascia	Timber Products		
8 Swan Cottages	External	001 - External		Rainwater Goods	Plastic		
8 Swan Cottages	External	001 - External		Roof Tiles	Clay		
8 Swan Cottages	External	001 - External		Roof	Clay		
8 Swan Cottages	External	001 - External		Soffits	Plastic		
8 Swan Cottages	External	001 - External		Wall	Clay		
8 Swan Cottages	External	001 - External		Wall	Brick		
8 Swan Cottages	External	001 - External		Felt To Roof And Walls	Bitumen Products	S0001	NAD
8 Swan Cottages	External	001 - External		Roof Undercloaking	Cement Products	S0002	Chrysotile Crocidolite



6.0 Survey Findings - Certificate & Schedule of Bulk Samples

Client Contact:**Life Environmental Services Ltd**

David Green
 Ashford Borough Council
 Civic Centre
 Tannery Lane
 Ashford
 Kent
 TN23 1PL

4 Duckett's Wharf
 South Street
 Bishop's Stortford
 Hertfordshire
 CM23 3AR

Tel: 01233 330580**Tel:** 01279 503117

Site: 8 Swan Cottages
 Wittersham
 Tenterden
 TN30 7PA

Date Sampled/Received: 16 January 2018. Sample(s) taken by Alex Wright
 Stuart Henderson.

Sample No.	Location/ Comments	Item Description	Material	Asbestos Result	Analyst (Analysis Date)	Comments (where applicable)
0001	External	Felt To Roof And Walls	Bitumen Products	NAD	Ellie Watts (22/01/2018)	Not Applicable
0002	External	Roof Undercloaking	Cement Products	Chrysotile Crocidolite	Ellie Watts (22/01/2018)	Not Applicable

Analysts Name(s): Ellie Watts**Signature(s):****TEST NOTES:**

1. Samples submitted for examination have been analysed to determine the presence of asbestos fibres using the methods documented in the HSG248 the Analyst Guide for Sampling Analysis and Clearance Procedures & in house procedures in section 11 of the Quality Manual.
2. Samples in this test report have been analysed at one of our accredited Laboratories (see addresses below). Please note, the material description is outside the scope of our UKAS accreditation.
3. This test report shall not be reproduced or copied without the written approval of Life Environmental Services Limited.
4. Opinion and interpretations are outside the scope of accreditation and are not included within this test report
5. Samples taken by Life Environmental Services Ltd are in accordance with the HSG 248 the Analyst Guide for Sampling Analysis and Clearance Procedures and HSG 264.
6. Life Environmental Services Ltd is not responsible for sampling errors where they have not taken the sample.

Test Certificates Issued Under Head Office UKAS Accreditation No. 0610**Life Environmental Services****The natural choice for environmental compliance and risk management solutions****Accredited Laboratories**

4 Duckett's Wharf
 South Street
 Bishop's Stortford
 Herts
 CM23 3AR

 Analysed by

Tel: 01279 503117

Caledonia House
 Thornliebank Industrial Estate
 Thornliebank
 Glasgow
 Scotland G46 8JT

 Analysed by

Tel: 0141 270 8070

Europa Business Park
 Birdhall Lane
 Stockport, Cheadle Heath
 Manchester
 SK3 0XA

 Analysed by

Appendix 1 – Definitions & Recommended Guidance

Level of Identification

Sample (S) A physical sample was taken on site by the Surveyor and analysed by the laboratory.

Cross reference (X) No sample was taken but the material is visually similar to a sample that has been analysed from the survey. This is a form of Strong Presumption as defined in HSG264.

Strongly Presumed (SP) No sample was taken but due to the appearance of the material and with the surveyor's knowledge and experience the material has been identified as containing asbestos.

Presumed (P) No sample was taken and therefore due to this lack of information the material or item must be presumed to contain asbestos. This will often be because the item could not be sampled due to excessive height (such as soffits) or an item could not be inspected (or sampled) as this may have presented a risk to the Surveyor (e.g. opening up live plant and electrics).

No access areas are also treated as a presumption.

Inspected Area (IA) This illustrates that a particular area within a room has been inspected and no suspect materials were identified. It is an opportunity for the surveyor to photograph and record that a particular element has been inspected without the need to sample. This will usually be during a refurbishment survey.

Non-suspect items

The surveyor will record non-suspect items as part of the survey. This will include non-asbestos materials which can be confused as containing asbestos by those who have less experience of ACMs. This will include non-asbestos boards (e.g. Supalux and Vermiculite), modern vinyl products, modern bitumen products, etc. The surveyor may record other non-asbestos items as determined during the course of the survey.

Non-asbestos boards will also be sampled periodically throughout the building to confirm they are non-asbestos.

In rooms where there are no non-asbestos items and no suspect items to record the surveyor will record 'All Areas/Items – No Suspect Materials Seen' this illustrates that the surveyor has inspected all areas of the room as far as is reasonably practicable in accordance with the survey scope and has deemed the room asbestos free.

Non-suspect items are recorded within the Location Register in Section 5.

Floor

All ACMs are detailed by location number, with the relevant floor given by numerical value. However, in instances where a room or location is present over more than one floor (e.g. Staircases and Lift Shafts) the floor may be detailed as 'Multiple'. Hence when reviewing the Asbestos Register to gain an overview of an entire floor, it is necessary to consult two sections of the register, firstly the relevant floor, secondly any 'Multiple' locations that may be present.

Recommendations

The various recommendations given within this report are explained below:-

Remove

If an item is recommended for removal it has either sustained damage and is posing an increased risk in its current condition; or due to its location it is considered high risk as it could easily be disturbed in the future. Materials recommended for removal will be given one of the following recommendations:-

Removal by Licensed Contractor. This will include removal of AIB, Insulation, and Spray Coatings and is likely to be subject to a 14 day notification to the HSE, (as per the Control of Asbestos Regulations 2012).

Appendix 1 – Definitions & Recommended Guidance

Removal by Approved Contractor. This will include removal of lower risk materials such as Asbestos Cement, Bitumen Products, Reinforced Composites, and Floor Tiles etc. Some such works may be considered Notifiable Non-Licensed Works.

The Control of Asbestos Regulations 2012 does not necessarily require such removal works to be undertaken by a licensed contractor. However it is good practice, and we would strongly recommended that all removal works are undertaken by a licensed contractor.

Restrict Access

Materials have been identified that are in a damaged condition often with associated debris that can be easily disturbed. As such access to the area should be prevented to all persons until such a time when the area has been deemed safe for reoccupation. This will usually be once removal works have been completed.

No Access – Inspection Required

Access to the given location was either not possible at all or only limited access was possible. In both instances there is the potential for unidentified asbestos being present and as such the area must be treated as containing asbestos until full access is possible.

Arrangements should be made at the earliest opportunity to revisit locations where access was not possible or access was limited in order that such areas can be inspected fully.

Items and materials that are presumed to contain asbestos will also be given the recommendation of 'No Access – Inspection required'. In these instances the item or material should be treated as containing asbestos until arrangements can be made to access such items or materials in order to carry out an inspection or sample to confirm or otherwise the presence of asbestos.

No Recommendation Required

Asbestos has not been identified and as such no further action is required.

Recommended Guidance

To comply with and ensure that the requirements of section 2 & 3 of the Health and Safety at Work Act (as amended) 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and the Control of Substances Hazardous to Health 2002 are met, the following recommendations should be implemented:

Undertake suitable and sufficient Risk Assessments of identified ACMs against normal occupation and maintenance operations, in compliance with Regulations 3 of the Management of Health & Safety at Work Regulations 1999 and Regulation 6 of the Control of Asbestos Regulations 2012.

The findings of the survey be brought to the attention of those persons who are likely to come in contact with asbestos, in compliance with Section 2 and 3 of the Health and Safety at Work Act (as amended) 1974 and Regulation 9 of the Control of Asbestos Regulations 2012.

Implement an Asbestos Management Policy, Plan and review process in compliance Regulation 4 of the Control of Asbestos Regulations 2012.

During the course of the survey it may not have been possible to access all areas of the site. Details of areas requiring further access is identified within the Data Sheets and Executive Summary of this report. In accordance with HSG 264, asbestos is presumed to be present within these areas and should be treated accordingly until further inspection and analysis of building fabric and services proves otherwise.

Where asbestos debris or asbestos in poor condition has been found it is recommended that access is restricted to these areas in accordance with Regulation 11 of the Control of Asbestos Regulations 2012 and that air monitoring is carried out within adjacent areas in order to assess airborne fibre levels.

Appendix 1 – Definitions & Recommended Guidance

All identified asbestos to be appropriately identified and subject to Risk Assessment, management, and re-inspection.

Site specific recommendations in respect to the location and condition of asbestos materials identified during the course of this inspection are detailed in the Survey Data Sheets and Asbestos register. In considering the management of asbestos materials identified to date, these recommendations should be referred to and complied with.

It is recommended that work on, or removal of, both licensed and non-licensed ACMs is undertaken by a licensed asbestos removal contractor so that the Duty Holder / Client can have confidence that the contractor has provided the correct level of training and has the experience and knowledge necessary to deal with these products safely.

It is a requirement of CAR 2012 that further intrusive investigations and sampling be carried out where any refurbishment, maintenance, or similar activity is planned that may expose asbestos materials. This should be a refurbishment survey as documented by HSG 264.

The findings of this report should not be solely relied upon in obtaining costs for proposed asbestos abatement work. Any proposed abatement/removal of the asbestos should be undertaken against a detailed specification.

Appendix 2 – Material Assessment Algorithms

Where ACMs have been identified or presumed to be present a **Material Assessment Algorithm** has been calculated as detailed in HSG 264 and reproduced in line with the table overleaf.

The Material Assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way.

For each of the four variables given by the table a score is allocated. The four scores are added together to give a Material Assessment score of between 2 and 12.

HIGH RISK 10-12

Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;

MEDIUM RISK 7- 9

Those materials with a score between 7 and 9 are regarded as medium risk to release fibres.

LOW RISK 5-6

Materials with a score between 5 and 6 are low risk to release fibres.

VERY LOW RISK 4 or less

Scores of 4 or less are very low risk.

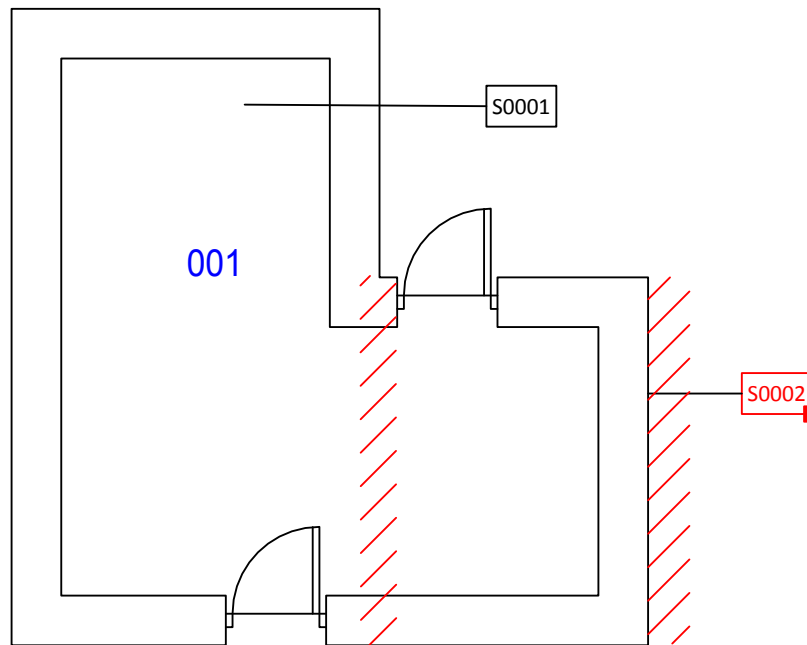
Section	Sample Variable	Score	Examples of Score
A	Product type (or debris from product).	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi rigid paint or decorative finishes, asbestos cement, etc).
		2	Asbestos insulating board, mill boards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
		3	Thermal insulation (e.g.: pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
B	Extent of damage/ deterioration.	0	Good condition: no visible damage.
		1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.
		2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
		3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
C	Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
		1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), unsealed cement sheets, etc.
		2	Unsealed AIB, or encapsulated lagging and sprays.
		3	Unsealed lagging and sprays.
D	Asbestos type	1	Chrysotile.
		2	Amphibole asbestos excluding Crocidolite.
		3	Crocidolite.
Material Assessment Score = A + B + C + D			

Appendix 2 – Material Assessment Algorithms

The Material Assessment identifies the high risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the Material Assessment will be the materials that should be given priority for remedial action. Management priority must be determined by carrying out a Risk Assessment which will also take into account the likely maintenance activity; occupant activity; likelihood of disturbance; and human exposure potential.

Appendix 3 – Survey Drawings

External Floor Plan















Life Environmental Services Ltd.
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 Registered in England No. 3053057

SURVEY PLAN - Standard

8 Swan Cottages

Job No.: B-71146

Key

- 001 - Location Number
-  - Asbestos Present
(Please refer to register)
-  - No Access
-  - No Access to Specified Level Within Area
-  - Limited Access
-  - Limited Access to Specified Level Within Area
-  - Outside Scope of Survey
-  - Asbestos Removed
-  - Positive Sample
-  - Cross Referenced Positive Sample
-  - Strongly Presumed Asbestos
-  - Presumed Asbestos
-  - Sample - No Asbestos Detected

Drawn By:	CS
Date:	23/01/2018
Page:	1 of 1



Asbestos Survey Report

Refurbishment Survey

(With Priority Assessments)

**19 Hookstead
High Halden
Ashford
Kent
TN26 3NF**

Project Number: B-71151
Issue Date: 24 January 2018
Issue No: 1



Ashford Borough Council

Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL

Tel: 01233 330580

Life Environmental Services Ltd

4 Duckett's Wharf
South Street
Bishop's Stortford
Hertfordshire
CM23 3AR

Tel: 01279 503117

Life Environmental - Survey Report Guide

This guide explains the Section content of the survey report. Failure to use the information provided in the report correctly may result in incorrect information or assumptions being obtained.

Section 1.0 Executive Summary

The Executive Summary contains details of the scope and extent of the works. The reader must ensure that the scope covers the required areas and that any variations do not impact on any proposed works or management of the site. **All areas of no access should be considered as containing asbestos until proven otherwise.**

Recommended Actions provides a summary of all identified and presumed asbestos containing materials (ACMs). ACMs are listed by recommendation with those requiring urgent attention listed first.

The Asbestos Register presents ACMs by building, floor & location. It provides a detailed list of all locations included within the survey where positive samples have been taken or items are presumed to contain asbestos. Items physically sampled will show the asbestos type within the analysis column.

Items cross referenced (strong presumption) have their asbestos type determined by the sample result of materials of similar appearance and use that have been sampled elsewhere on site. These will show the analysis proceeded by X.

Strongly Presumed samples are items that the surveyor was unable to sample but the materials are similar in appearance and use to known asbestos-containing materials and hence they are confirmed as containing asbestos.

Presumed items are those that the surveyor was unable to sample or inspect adequately to confirm the presence of asbestos, as such there is a potential for asbestos being present and the item is presumed to contain asbestos.

A Material Assessment algorithm has been completed for all positive samples.

Recommendations within this report are based on the condition of the asbestos and the Material Assessment.

Section 2.0 Introduction

The Introduction provides a general overview of the purpose, aims and type of survey undertaken. It also presents Project particulars and Quality Assurance.

Section 3.0 Methodology & Limitations of Method

This section details the survey methodology adopted and the specific scope of the survey works agreed with the client. Within Refurbishment Surveys access will generally involve intrusive investigations as agreed with the client. The specific limitations for the survey are detailed within the table. Should any variations occur against the agreed scope then details of these will be given within the table. These will be agreed with the client at the time of the survey.

Section 4.0 Survey Findings – Survey Data Sheets

Survey Data Sheets contains detailed information on all suspect items with a photographic record of each item.

Section 5.0 Survey Findings – Location Register

Location Register summarises location by location all identified and presumed asbestos, all areas of no access and limited access, and all recorded non-asbestos materials

Section 6.0 – Survey Findings – Certificate & Schedule of Bulk Samples

This section provides analysis information and results of all samples taken.

Appendices 1 & 2 - Definitions & Recommended Guidance & Material & Priority Assessment algorithms

These contain a general guidance relating to Samples, Assessments and Recommendations and a detailed Risk Assessment explanation.

Life Environmental - Survey Report Guide

Appendix 3 - Survey Drawings

All locations will be given a unique reference number which corresponds to the location detailed within the Asbestos Register. The drawings highlight areas containing positive information and areas of no access. In the case of planned works, a check should always be made of adjacent areas.

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1.0 Executive Summary

- 1.1 Scope of Works
- 1.2 Recommended Actions
- 1.3 Asbestos Register

2.0 Introduction

- 2.1 Purpose & Aim of Survey
- 2.2 Type of survey – Refurbishment Survey
- 2.3 Project Particulars
- 2.4 Quality Assurance

3.0 Methodology & Limitations of Method

- 3.1 Scoping Table

4.0 Survey Findings – Survey Data Sheets

5.0 Survey Findings – Location Register

6.0 Survey Findings – Certificate & Schedule of Bulk Samples

Appendices

- Appendix 1 - Definitions & Recommended Guidance
- Appendix 2 - Material Assessment algorithms
- Appendix 3 - Survey Drawings

1.0 Executive Summary

The brief for these works was to carry out a Refurbishment Survey (as defined in HSG 264) for the presence of asbestos containing materials within the following locations:

1.1 Scope of Works:

Refurbishment Survey to cladding and under-felting, fascia, soffit, under-cloak (cavity boards) and any other areas disturbed by the removal and replacement of the cladding or tile hanging

The scope of the survey should be noted in conjunction with all agreed exclusions and any additional access limitations. Additional limitations may affect the validity of this report and additional works may be required in order to ensure the report is fit for purpose.

1.2 Recommended Actions

Detailed below is guidance on actions to be taken to prevent potential exposure to ACMs.

There is a specific requirement in the Control of Asbestos Regulations 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before refurbishment works are carried out. It is acknowledged however that the works may not be carried out immediately and the ACMs on site need to be managed. The ACMs identified have been given a risk assessment rating as detailed in the material assessment section further within the report.

As the survey type undertaken was a Refurbishment survey, all identified asbestos materials have been recommended for removal.

Please contact Life Environmental Services Ltd. for advice in dealing with any asbestos in poor, unsealed or damaged condition or for assistance in developing your management plan and scheduling re-inspections.

Manage / Remove if Affected by Scope of Works

ACMs have been identified which are in a good condition. A management policy and plan needs to be implemented to manage these materials safely. However, should these materials be disturbed as part of the planned works, they should be removed prior to these works commencing.

Building	Floor	Location No and Name	Item	Material	Level of Identification	Risk Assessment
19 Hookstead	External	001 - External	Roof Undercloaking	Cement Products	S0002	4

All locations were accessible at the time of this survey.

1.3 Asbestos Register

ACMs were identified or presumed during the survey. Please note, some items may be detailed under Floor 'Multiple' if the room is present over multiple floors.

Recommended Action – There is a specific requirement in the Control of Asbestos Regulations 2012 (regulation 7) for all ACMs to be removed as far as is reasonably practicable before major refurbishment or final demolition.

Building	Floor	Location	Level of Identification	Item	Extent	Material Assessment					Accessibility	Priority Assessment	Recommendation	Next Inspection
						Product Type	Condition	Surface Treatment	Asbestos Type	Total Score				
19 Hookstead	External	001 - External	S0002	Roof Undercloaking	10Lm	Cement Products	Low Damage	Sealed AIB, spray, textile etc.	Chrysotile	4	Occasional Disturbance	2	Manage / Remove if affected by scope of works	17 January 2019

2.0 Introduction

2.1 Purpose and Aim of survey

The purpose of this Refurbishment Survey is to help the duty holder identify asbestos in these premises, prior to any refurbishment in accordance with HSG 264 and CAR 2012. It provides sufficient information to help the tendering process for removal works prior to any work starting, however it is strongly recommended that any asbestos removal should be undertaken against a detailed specification. We further recommend the appointed removal contractor should attend the site to confirm for themselves the quantities and location of asbestos to be removed, prior to costing. Life Environmental Services Ltd cannot guarantee the quantities identified are accurate and they shouldn't be used for pricing removal works.

The aim of a Refurbishment Survey is to:

1. Locate and record the location, extent and product type, as far as reasonably practicable, of known ACMs, along with an estimate of their quantity.
2. Determine and record the asbestos type based on sampling, or by making a strong presumption based on comparison to other samples.

2.2 Type of survey – Refurbishment Survey

Refurbishment Surveys are intended to locate all asbestos within the building or under the scope of the survey (refurbishment). It is a disruptive, fully intrusive survey that involves destructive inspection techniques that penetrate the building structure extensively. This involves breaking into floors, through walls, into wall voids, ceilings, cladding, boxing etc. as necessary to gain access to all areas, including the inner fabric of the building. A full sampling programme is undertaken to identify possible ACMs and estimate their quantities.

All areas have been accessed as far as is reasonably practicable. Any areas that it was not possible to access have been presumed to contain asbestos and documented within this report.

This survey involved sampling and analysis to confirm the presence or absence of asbestos; however presumptions may also have been used within this report to presume the presence of ACMs.

This Refurbishment Survey includes a Material Assessment of the identified or presumed ACM's, these assessments are explained in the following sections of this report.

It is recommended that further intrusive inspection and sampling be carried out where site refurbishment, maintenance, or similar may disturb ACMs that have remained inaccessible during this survey; this should be a Refurbishment Survey as described in HSG 264.

2.0 Introduction

2.3 Project Particulars

Life Environmental Services Ltd received an order of confirmation to undertake a Refurbishment Survey from Ashford Borough Council. This order has been accepted on the basis of the original Quotation and Survey Plan and our terms and conditions of business.

All subsequent information provided by the client or ascertained otherwise was assessed during planning stage of the project and a suitable Plan of Work produced. Where information was provided regarding the presence of known or presumed asbestos materials then this has been validated during the course of the survey, and recorded within this report.

This survey was carried out in accordance with documented in house procedures and HSE Guidance document HSG 264.

Scope of Works:


Refurbishment Survey to cladding and under-felting, fascia, soffit, under-cloak (cavity boards) and any other areas disturbed by the removal and replacement of the cladding or tile hanging

Site Description:

Semi detached brick built property over 2 floors with a pitched roof. Built approximately in the 1940's.

2.0 Introduction

2.4 Quality Assurance:

Client Details:	Ashford Borough Council	
Date(s) of Survey:	17-January-2018	
Surveyor(s):	Lead Surveyor(s): Alex Wright Assistant Surveyor(s): Stuart Henderson	
Report Prepared by:	Christine Spriggs	24 Jan. 2018
Quality Control by:	Christine Spriggs	24 Jan. 2018
Technical Review:	Alex Wright 	24 Jan. 2018
Life Environmental Project Manager:	Amie Armstrong	

3.0 Methodology & Limitations of Method

For safety reasons it is not possible to inspect internal areas of live electrical items, heating, ventilation, or mechanical plant and machinery without isolation of such services.

Whilst all areas of the building included within the scope of the survey will be accessed and inspected as far as reasonably practicable, Life Environmental Services Ltd cannot be held responsible for asbestos potentially present in areas of the building not explicitly specified within the client instruction, not indicated on provided site plans or not physically possible to access.

Although every care has been taken to identify all asbestos containing products within the areas surveyed, this survey does not include those areas where obtaining a sample would cause undue damage to the integrity and security of the building, risk the safety of our operatives or where access could not be gained. Asbestos should be presumed to be present within any areas not surveyed until a further assessment can be carried out.

It is important to note that the degree of inspection performed during an asbestos survey is not as detailed as the inspections and analytical processes carried out following the removal of ACMs. Visual inspections during clearance procedures involve a detailed examination of all areas and surfaces within an asbestos enclosure and although a survey should identify ACMs within an area where inadequate asbestos removal activities have been previously undertaken, it is not designed to check on the effectiveness of such inspections. Where previous asbestos removal work has taken place, reference should also be made to clearance documentation when reading this report.

The survey includes taking dust samples from areas where contamination is suspected to be present due to visible signs of damage to asbestos or signs of previous asbestos removal works but does not include random dust sampling.

Where suspect materials are identified as part of any works that do not appear to be detailed within the survey report then these materials should be treated with caution and presumed to contain asbestos until sampled and analysed.

Decorative coatings and paints etc. (such as "Artex") may contain a trace quantity of Chrysotile asbestos. Due to this low asbestos content, applications of this product may be non-homogenous and may elicit both positive and negative sample results. Where both positive and negative samples are obtained the client should presume that the textured coatings contain Chrysotile throughout even though a non-detected result has been obtained. It should also be noted that asbestos may exist in paint with no obvious textured appearance. Random sampling of such paint is not carried out routinely unless specifically requested.

Due to the non-homogenous nature of some thermal insulation products it is possible to obtain both a positive and negative result when sampling the same material. In instances where this occurs then all sample results for the given insulation type should be treated as containing asbestos. This applies to all thermal insulation and insulation residues and debris.

Materials have been referred to as Asbestos Insulating Board or Asbestos Cement based upon their appearance alone. Water absorption testing, as detailed within L143, has not been carried out unless stated otherwise.

Where asbestos gaskets to pipe flanges have been identified it is not practical to trace these throughout the length of pipework within the property. All such gaskets are presumed to contain asbestos.

Unless specifically identified within the report, no responsibility can be accepted for stored or portable items of asbestos.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified within the fabric of the building. This includes ACMs concealed by suspect items.

Unless specifically identified within the report, no responsibility can be accepted for non-systematic or random use of asbestos within the property. It must be presumed that asbestos may remain unidentified to these types of areas and if suspect materials are uncovered then samples should be taken for analysis.

Material extents are approximations only, assigned by the surveyor at the time of the survey. It should be noted that such extents may be for specific, visible amounts of the asbestos item and not for the complete amount. As such, the stated extents should not be used as a basis of any Scope or Specifications of Works for that item. It is recommended that any proposed abatement/removal of the asbestos should be undertaken against a detailed specification, therefore Life Environmental Services Ltd cannot be held responsible for any misinterpretation of the contents of this report by a third party if they were not instructed to provide a specification.

This report does not include investigations into land contamination associated with asbestos or any other contaminant.

3.0 Methodology & Limitations of Method

Life Environmental Services Ltd makes every effort to locate and identify all Asbestos Containing Materials (ACMs), within the scope of the agreed inspection brief, supplied by the client. Due to the nature of Asbestos distribution and uncontrolled usage within buildings built prior to 1999, Life Environmental Services Ltd will not accept any liability for claims arising from post survey, hidden or unidentified ACMs, or contamination arising from their subsequent disturbance

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified because they are buried within the fabric of the building. Potential locations are as follows:

- Shuttering buried within concrete slabs
- Asbestos hidden by structural supports
- Asbestos hidden behind other suspect products
- Building structures which are unsafe to fully access

It must be presumed that asbestos may remain unidentified to these types of areas. If suspect materials are uncovered during demolition, contact should be made with Life Environmental Services Ltd to arrange for samples to be taken for analysis.

3.0 Methodology & Limitations of Method

3.3 Scoping Table

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Height access provision	Standard (3m) <input checked="" type="radio"/> Long (6m) <input type="radio"/> Tower (4m) <input type="radio"/> Tower (6-10m) <input type="radio"/> Power (10m+) <input type="radio"/> Standard, Tower <input type="radio"/> Standard, Tower, Power <input type="radio"/>	N/A
Loftspaces (Note: access for management surveys will only be made where safe and sufficient walkways are available)	Yes <input checked="" type="radio"/> No <input type="radio"/> Access loft spaces. If it is not safe to gain entry to the space itself, then ensure that a thorough inspection is conducted from the opening. Comment on any tanks/flues that may be present. Do not automatically presume that ACM's are present through default.	N/A
Electrical switchgear	Yes <input checked="" type="radio"/> No <input type="radio"/> Inspect consumer units SFAIRP and as safe to do so. Do not automatically presume that ACM's are present by default. If it appears to be a modern unit then comment as such. Ensure that samples are taken of the back board. If the electrics are in unsafe condition, then contact PM	N/A
Plant / equipment	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Lift shafts	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Escalator Pits	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Confined spaces	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A

3.0 Methodology & Limitations of Method


Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
External soffits & Fascias	Yes <input checked="" type="radio"/> No <input type="radio"/> Conduct investigation SFAIRP. View fascia's and soffits from upper floor window and comment accordingly. Do not presume ACM's are present through default, without consulting with PM first.	N/A
Roof (requiring specialist equipment)	Yes <input checked="" type="radio"/> No <input type="radio"/> Where practical to do so. Make comments on roof construction from within loft	N/A
Boxing (readily accessible by removable panels)	Yes <input checked="" type="radio"/> No <input type="radio"/> All boxing and falsework to be accessed	N/A
Solid Wall cavities	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Partition Wall cavities	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works and special instructions. Damage is to be minimised	N/A
Wall Cladding & Coverings	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works and special instructions. Damage is to be minimised	N/A
Fixed suspended ceilings	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Glazing	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Window Frames	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Window sills	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Door Frames	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Doors internally	Yes <input checked="" type="radio"/> No <input type="radio"/> Only where practical to do so and without causing damage	N/A
Concealed Risers or Voids (Known or identified during survey)	Yes <input checked="" type="radio"/> No <input type="radio"/>	N/A


3.0 Methodology & Limitations of Method

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Ventilation trunking (fume trunking should be specifically identified and assessed)	Yes <input checked="" type="radio"/> No <input type="radio"/>	N/A
Skirting	Yes <input checked="" type="radio"/> No <input type="radio"/> Where necessary to do so, but avoid damage. Refer to scope for comments on kitchen kick boards etc.	N/A
Fixed Flooring	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works/special instructions	N/A
Floor voids	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Floor ducts (specific details / layout required; specialist lifting equipment; covered or known)	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Below Ground Drainage Systems	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Slab (specify depth / diameter)	Yes <input type="radio"/> No <input checked="" type="radio"/> Add detail, (specify depth / diameter)	N/A
Locked Locations	Client / Site to provide access <input checked="" type="radio"/> Life to provide Locksmith <input type="radio"/> Life to force entry <input type="radio"/>	N/A
Beyond suspected or known asbestos installations	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Other Variations to Scope	N/A	

Note: If any activities are to be undertaken within areas that have not been accessed as part of this survey then a further survey and assessment should be carried out prior to these works

4.0 Survey Findings – Survey Data Sheets

Surveyor		Alex Wright		Room/Area		001 - External			
Survey Date		17 January 2018		Level of Identification		Sampled			
				Sample No		0001			
Building		19 Hookstead		Item		Felt To Roof And Walls			
Floor		External		Amount					
A - Product Type:		B - Extent of Damage:		C – Surface Treatment		D – Asbestos Type		Material Ass (M.A) (A+B+C+D):	
Bitumen Products						No Asbestos Detected		0	
1 = Normal Occupant Activity = (E)				E – Main type of activity		Total Priority Score (P.A.) = (1+2+3+4):		Total Risk Ass' Score (P.A. + M.A)	
2 = Disturbance = (F+G+H)/3				F – Location		G – Accessibility		H – Extent	
3 = Exposure potential = (I+J+K)/3				I – Number of occupants		J – Frequency of use		K – Average time in use	
4 = Maintenance activity = (L+M)/2				L – Type of maintenance		M – Frequency of maintenance		Recommendation: No recommendation required	
Further Information:									

Surveyor		Alex Wright		Room/Area		001 - External			
Survey Date		17 January 2018		Level of Identification		Sampled			
				Sample No		0002			
Building		19 Hookstead		Item		Roof Undercloaking			
Floor		External		Amount		10Lm			
A - Product Type:		B - Extent of Damage:		C – Surface Treatment		D – Asbestos Type		Material Ass (M.A) (A+B+C+D):	
Cement Products		1 Low Damage		Enclosed sprays, lagging and textiles, AIB (encapsulated), asbestos cement and unsealed decorative finishes		Chrysotile		4	
1 = Normal Occupant Activity = (E)		1		E – Main type of activity		Total Priority Score (P.A.) = (1+2+3+4):		Total Risk Ass' Score (P.A. + M.A)	
2 = Disturbance = (F+G+H)/3		0		F – Location		G – Accessibility		H – Extent	
3 = Exposure potential = (I+J+K)/3		0		I – Number of occupants		J – Frequency of use		K – Average time in use	
4 = Maintenance activity = (L+M)/2		1		L – Type of maintenance		M – Frequency of maintenance		Recommendation: Manage / Remove if affected by scope of works	
Further Information: Present to front and rear of the property.									

5.0 Survey Findings – Location Register

Building	Floor	Location	Asbestos, Non-Asbestos and Presumed Items				
			Limited or No Access Areas	Item	Material	Level of Identification	Asbestos Type
19 Hookstead	External	001 - External		Rainwater Goods	Plastic		
19 Hookstead	External	001 - External		Roof Tiles	Clay		
19 Hookstead	External	001 - External		Wall	Timber Products		
19 Hookstead	External	001 - External		Soffits	Plastic		
19 Hookstead	External	001 - External		Wall	Clay		
19 Hookstead	External	001 - External		Wall	Brick		
19 Hookstead	External	001 - External		Felt To Roof And Walls	Bitumen Products	S0001	NAD
19 Hookstead	External	001 - External		Roof Undercloaking	Cement Products	S0002	Chrysotile



6.0 Survey Findings - Certificate & Schedule of Bulk Samples

Client Contact:

David Green
Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL

Life Environmental Services Ltd

4 Duckett's Wharf
South Street
Bishop's Stortford
Hertfordshire
CM23 3AR

Tel: 01233 330580**Tel:** 01279 503117

Site: 19 Hookstead
High Halden
Ashford
Kent

TN26 3NF

Date Sampled/Received: 17 January 2018. Sample(s) taken by Alex Wright.

Sample No.	Location/ Comments	Item Description	Material	Asbestos Result	Analyst (Analysis Date)	Comments (where applicable)
0001	External	Felt To Roof And Walls	Bitumen Products	NAD	Khem Dhakal (23/01/2018)	Not Applicable
0002	External	Roof Undercloaking	Cement Products	Chrysotile	Khem Dhakal (23/01/2018)	Not Applicable

Analysts Name(s): Khem Dhakal**Signature(s):****TEST NOTES:**

1. Samples submitted for examination have been analysed to determine the presence of asbestos fibres using the methods documented in the HSG248 the Analyst Guide for Sampling Analysis and Clearance Procedures & in house procedures in section 11 of the Quality Manual.
2. Samples in this test report have been analysed at one of our accredited Laboratories (see addresses below). Please note, the material description is outside the scope of our UKAS accreditation.
3. This test report shall not be reproduced or copied without the written approval of Life Environmental Services Limited.
4. Opinion and interpretations are outside the scope of accreditation and are not included within this test report
5. Samples taken by Life Environmental Services Ltd are in accordance with the HSG 248 the Analyst Guide for Sampling Analysis and Clearance Procedures and HSG 264.
6. Life Environmental Services Ltd is not responsible for sampling errors where they have not taken the sample.

Test Certificates Issued Under Head Office UKAS Accreditation No. 0610**Life Environmental Services*****The natural choice for environmental compliance and risk management solutions*****Accredited Laboratories**

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 Analysed by

Tel: 0141 270 8070

Europa Business Park
Birdhall Lane
Stockport, Cheadle Heath
Manchester
SK3 0XA

 Analysed by

Appendix 1 – Definitions & Recommended Guidance

Level of Identification

Sample (S) A physical sample was taken on site by the Surveyor and analysed by the laboratory.

Cross reference (X) No sample was taken but the material is visually similar to a sample that has been analysed from the survey. This is a form of Strong Presumption as defined in HSG264.

Strongly Presumed (SP) No sample was taken but due to the appearance of the material and with the surveyor's knowledge and experience the material has been identified as containing asbestos.

Presumed (P) No sample was taken and therefore due to this lack of information the material or item must be presumed to contain asbestos. This will often be because the item could not be sampled due to excessive height (such as soffits) or an item could not be inspected (or sampled) as this may have presented a risk to the Surveyor (e.g. opening up live plant and electrics).

No access areas are also treated as a presumption.

Inspected Area (IA) This illustrates that a particular area within a room has been inspected and no suspect materials were identified. It is an opportunity for the surveyor to photograph and record that a particular element has been inspected without the need to sample. This will usually be during a refurbishment survey.

Non-suspect items

The surveyor will record non-suspect items as part of the survey. This will include non-asbestos materials which can be confused as containing asbestos by those who have less experience of ACMs. This will include non-asbestos boards (e.g. Supalux and Vermiculite), modern vinyl products, modern bitumen products, etc. The surveyor may record other non-asbestos items as determined during the course of the survey.

Non-asbestos boards will also be sampled periodically throughout the building to confirm they are non-asbestos.

In rooms where there are no non-asbestos items and no suspect items to record the surveyor will record 'All Areas/Items – No Suspect Materials Seen' this illustrates that the surveyor has inspected all areas of the room as far as is reasonably practicable in accordance with the survey scope and has deemed the room asbestos free.

Non-suspect items are recorded within the Location Register in Section 5.

Floor

All ACMs are detailed by location number, with the relevant floor given by numerical value. However, in instances where a room or location is present over more than one floor (e.g. Staircases and Lift Shafts) the floor may be detailed as 'Multiple'. Hence when reviewing the Asbestos Register to gain an overview of an entire floor, it is necessary to consult two sections of the register, firstly the relevant floor, secondly any 'Multiple' locations that may be present.

Recommendations

The various recommendations given within this report are explained below:-

Remove

If an item is recommended for removal it has either sustained damage and is posing an increased risk in its current condition; or due to its location it is considered high risk as it could easily be disturbed in the future. Materials recommended for removal will be given one of the following recommendations:-

Removal by Licensed Contractor. This will include removal of AIB, Insulation, and Spray Coatings and is likely to be subject to a 14 day notification to the HSE, (as per the Control of Asbestos Regulations 2012).

Appendix 1 – Definitions & Recommended Guidance

Removal by Approved Contractor. This will include removal of lower risk materials such as Asbestos Cement, Bitumen Products, Reinforced Composites, and Floor Tiles etc. Some such works may be considered Notifiable Non-Licensed Works.

The Control of Asbestos Regulations 2012 does not necessarily require such removal works to be undertaken by a licensed contractor. However it is good practice, and we would strongly recommended that all removal works are undertaken by a licensed contractor.

Restrict Access

Materials have been identified that are in a damaged condition often with associated debris that can be easily disturbed. As such access to the area should be prevented to all persons until such a time when the area has been deemed safe for reoccupation. This will usually be once removal works have been completed.

No Access – Inspection Required

Access to the given location was either not possible at all or only limited access was possible. In both instances there is the potential for unidentified asbestos being present and as such the area must be treated as containing asbestos until full access is possible.

Arrangements should be made at the earliest opportunity to revisit locations where access was not possible or access was limited in order that such areas can be inspected fully.

Items and materials that are presumed to contain asbestos will also be given the recommendation of 'No Access – Inspection required'. In these instances the item or material should be treated as containing asbestos until arrangements can be made to access such items or materials in order to carry out an inspection or sample to confirm or otherwise the presence of asbestos.

No Recommendation Required

Asbestos has not been identified and as such no further action is required.

Recommended Guidance

To comply with and ensure that the requirements of section 2 & 3 of the Health and Safety at Work Act (as amended) 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and the Control of Substances Hazardous to Health 2002 are met, the following recommendations should be implemented:

Undertake suitable and sufficient Risk Assessments of identified ACMs against normal occupation and maintenance operations, in compliance with Regulations 3 of the Management of Health & Safety at Work Regulations 1999 and Regulation 6 of the Control of Asbestos Regulations 2012.

The findings of the survey be brought to the attention of those persons who are likely to come in contact with asbestos, in compliance with Section 2 and 3 of the Health and Safety at Work Act (as amended) 1974 and Regulation 9 of the Control of Asbestos Regulations 2012.

Implement an Asbestos Management Policy, Plan and review process in compliance Regulation 4 of the Control of Asbestos Regulations 2012.

During the course of the survey it may not have been possible to access all areas of the site. Details of areas requiring further access is identified within the Data Sheets and Executive Summary of this report. In accordance with HSG 264, asbestos is presumed to be present within these areas and should be treated accordingly until further inspection and analysis of building fabric and services proves otherwise.

Where asbestos debris or asbestos in poor condition has been found it is recommended that access is restricted to these areas in accordance with Regulation 11 of the Control of Asbestos Regulations 2012 and that air monitoring is carried out within adjacent areas in order to assess airborne fibre levels.

Appendix 1 – Definitions & Recommended Guidance

All identified asbestos to be appropriately identified and subject to Risk Assessment, management, and re-inspection.

Site specific recommendations in respect to the location and condition of asbestos materials identified during the course of this inspection are detailed in the Survey Data Sheets and Asbestos register. In considering the management of asbestos materials identified to date, these recommendations should be referred to and complied with.

It is recommended that work on, or removal of, both licensed and non-licensed ACMs is undertaken by a licensed asbestos removal contractor so that the Duty Holder / Client can have confidence that the contractor has provided the correct level of training and has the experience and knowledge necessary to deal with these products safely.

It is a requirement of CAR 2012 that further intrusive investigations and sampling be carried out where any refurbishment, maintenance, or similar activity is planned that may expose asbestos materials. This should be a refurbishment survey as documented by HSG 264.

The findings of this report should not be solely relied upon in obtaining costs for proposed asbestos abatement work. Any proposed abatement/removal of the asbestos should be undertaken against a detailed specification.

Appendix 2 – Material Assessment Algorithms

Where ACMs have been identified or presumed to be present a **Material Assessment Algorithm** has been calculated as detailed in HSG 264 and reproduced in line with the table overleaf.

The Material Assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way.

For each of the four variables given by the table a score is allocated. The four scores are added together to give a Material Assessment score of between 2 and 12.

HIGH RISK 10-12

Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;

MEDIUM RISK 7- 9

Those materials with a score between 7 and 9 are regarded as medium risk to release fibres.

LOW RISK 5-6

Materials with a score between 5 and 6 are low risk to release fibres.

VERY LOW RISK 4 or less

Scores of 4 or less are very low risk.

Section	Sample Variable	Score	Examples of Score
A	Product type (or debris from product).	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi rigid paint or decorative finishes, asbestos cement, etc).
		2	Asbestos insulating board, mill boards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
		3	Thermal insulation (e.g.: pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
B	Extent of damage/ deterioration.	0	Good condition: no visible damage.
		1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.
		2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
		3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
C	Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
		1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), unsealed cement sheets, etc.
		2	Unsealed AIB, or encapsulated lagging and sprays.
		3	Unsealed lagging and sprays.
D	Asbestos type	1	Chrysotile.
		2	Amphibole asbestos excluding Crocidolite.
		3	Crocidolite.
Material Assessment Score = A + B + C + D			

Appendix 2 – Material Assessment Algorithms

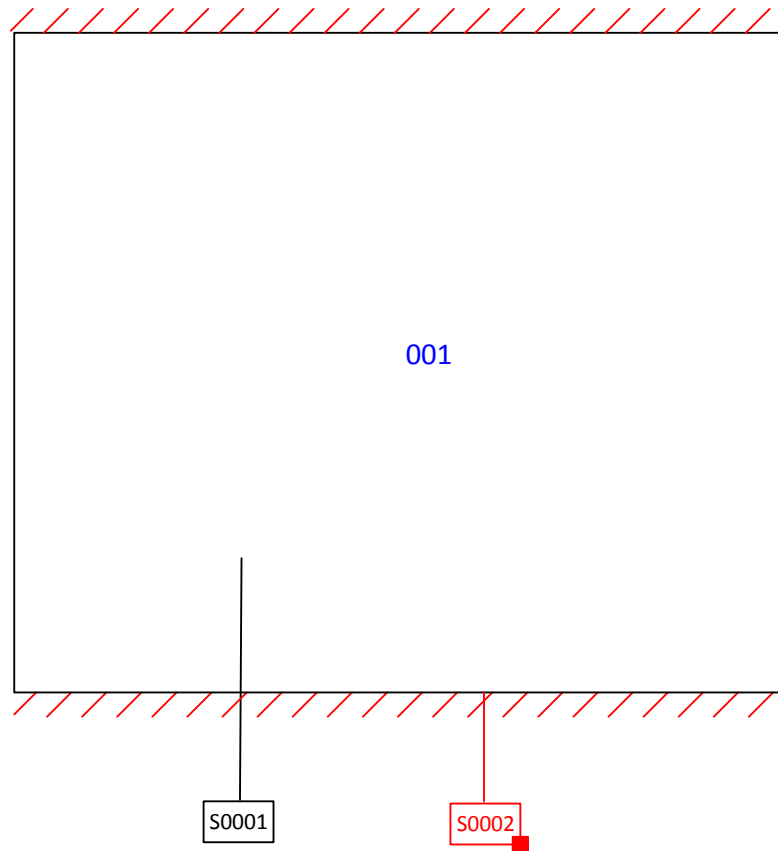
The Material Assessment identifies the high risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the Material Assessment will be the materials that should be given priority for remedial action. Management priority must be determined by carrying out a Risk Assessment which will also take into account the likely maintenance activity; occupant activity; likelihood of disturbance; and human exposure potential.

Appendix 3 – Survey Drawings



Life Environmental Services Ltd.
 4 Ducketts Wharf
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 Bishop's Stortford CM23 3AR
 Telephone: 0844 335 1281
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 www.lifeenvironmental.co.uk
 Registered in England No. 3053057

External Floor Plan















SURVEY PLAN - Standard

19 Hookstead

Job No.: B-71151

Key

- 001 - Location Number
-  - Asbestos Present
(Please refer to register)
-  - No Access
-  - No Access to Specified Level Within Area
-  - Limited Access
-  - Limited Access to Specified Level Within Area
-  - Outside Scope of Survey
-  - Asbestos Removed
-  - Positive Sample
-  - Cross Referenced Positive Sample
-  - Strongly Presumed Asbestos
-  - Presumed Asbestos
-  - Sample - No Asbestos Detected

Drawn By:	CS
Date:	24/01/2018
Page:	1 of 1



Asbestos Survey Report

Refurbishment Survey

**34 Lower Road
Woodchurch
Ashford
TN26 3SQ**

Project Number: B-82924
Issue Date: 27th June 2019
Issue No: 2
Revisit to sample roof underfelt



Ashford Borough Council
Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL
Tel: 01233 330580

Life Environmental Services Ltd
4 Duckett's Wharf
South Street
Bishop's Stortford
Hertfordshire
CM23 3AR
Tel: 01279 503117

Life Environmental - Survey Report Guide

This guide explains the Section content of the survey report. Failure to use the information provided in the report correctly may result in incorrect information or assumptions being obtained.

Section 1.0 Executive Summary

The Executive Summary contains details of the scope and extent of the works. The reader must ensure that the scope covers the required areas and that any variations do not impact on any proposed works or management of the site. **All areas of no access should be considered as containing asbestos until proven otherwise.**

Recommended Actions provides a summary of all identified and presumed asbestos containing materials (ACMs). ACMs are listed by recommendation with those requiring urgent attention listed first.

The Asbestos Register presents ACMs by building, floor & location. It provides a detailed list of all locations included within the survey where positive samples have been taken or items are presumed to contain asbestos. Items physically sampled will show the asbestos type within the analysis column.

Items cross referenced (strong presumption) have their asbestos type determined by the sample result of materials of similar appearance and use that have been sampled elsewhere on site. These will show the analysis preceded by X.

Strongly Presumed samples are items that the surveyor was unable to sample but the materials are similar in appearance and use to known asbestos-containing materials and hence they are confirmed as containing asbestos.

Presumed items are those that the surveyor was unable to sample or inspect adequately to confirm the presence of asbestos, as such there is a potential for asbestos being present and the item is presumed to contain asbestos.

A Material Assessment algorithm has been completed for all positive samples.

Recommendations within this report are based on the condition of the asbestos and the Material Assessment.

Section 2.0 Introduction

The Introduction provides a general overview of the purpose, aims and type of survey undertaken. It also presents Project particulars and Quality Assurance.

Section 3.0 Methodology & Limitations of Method

This section details the survey methodology adopted and the specific scope of the survey works agreed with the client. Within Refurbishment Surveys access will generally involve intrusive investigations as agreed with the client. The specific limitations for the survey are detailed within the table. Should any variations occur against the agreed scope then details of these will be given within the table. These will be agreed with the client at the time of the survey.

Section 4.0 Survey Findings – Survey Data Sheets

Survey Data Sheets contains detailed information on all suspect items with a photographic record of each item.

Section 5.0 Survey Findings – Location Register

Location Register summarises location by location all identified and presumed asbestos, all areas of no access and limited access, and all recorded non-asbestos materials

Section 6.0 – Survey Findings – Certificate & Schedule of Bulk Samples

This section provides analysis information and results of all samples taken.

Appendices 1 & 2 - Definitions & Recommended Guidance & Material Assessment algorithms

These contain a general guidance relating to Samples, Assessments and Recommendations and a detailed Risk Assessment explanation.

Life Environmental - Survey Report Guide

Appendix 3 - Survey Drawings

All locations will be given a unique reference number which corresponds to the location detailed within the Asbestos Register. The drawings highlight areas containing positive information and areas of no access. In the case of planned works, a check should always be made of adjacent areas.

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- 1.1 Scope of Works
- 1.2 Recommended Actions
- 1.3 Asbestos Register

2.0 Introduction

- 2.1 Purpose & Aim of Survey
- 2.2 Type of survey – Refurbishment Survey
- 2.3 Project Particulars
- 2.4 Quality Assurance

3.0 Methodology & Limitations of Method

- 3.1 Scoping Table

4.0 Survey Findings – Survey Data Sheets

5.0 Survey Findings – Location Register

6.0 Survey Findings – Certificate & Schedule of Bulk Samples

Appendices

- Appendix 1 - Definitions & Recommended Guidance
- Appendix 2 - Material Assessment algorithms
- Appendix 3 - Survey Drawings

1.0 Executive Summary

The brief for these works was to carry out a Refurbishment Survey (as defined in HSG 264) for the presence of asbestos containing materials within the following locations:

1.1 Scope of Works:

Refurbishment Survey to cladding and under-felting, fascia, soffit, under-cloak (cavity boards) and any other areas disturbed by the removal and replacement of the cladding or tile hanging.

The scope of the survey should be noted in conjunction with all agreed exclusions and any additional access limitations. Additional limitations may affect the validity of this report and additional works may be required in order to ensure the report is fit for purpose.

1.2 Recommended Actions

Detailed below is guidance on actions to be taken to prevent potential exposure to ACMs.

There is a specific requirement in the Control of Asbestos Regulations 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before refurbishment works are carried out. It is acknowledged however that the works may not be carried out immediately and the ACMs on site need to be managed. The ACMs identified have been given a risk assessment rating as detailed in the material assessment section further within the report.

As the survey type undertaken was a Refurbishment survey, all identified asbestos materials have been recommended for removal.

Please contact Life Environmental Services Ltd. for advice in dealing with any asbestos in poor, unsealed or damaged condition or for assistance in developing your management plan and scheduling re-inspections.

All locations were accessible at the time of this survey.

1.3 Asbestos Register

ACMs were not identified or presumed during the survey. Please note, some items may be detailed under Floor 'Multiple' if the room is present over multiple floors.

Recommended Action – There is a specific requirement in the Control of Asbestos Regulations 2012 (regulation 7) for all ACMs to be removed as far as is reasonably practicable before major refurbishment or final demolition.

2.0 Introduction

2.1 Purpose and Aim of survey

The purpose of this Refurbishment Survey is to help the duty holder identify asbestos in these premises, prior to any refurbishment in accordance with HSG 264 and CAR 2012. It provides sufficient information to help the tendering process for removal works prior to any work starting, however it is strongly recommended that any asbestos removal should be undertaken against a detailed specification. We further recommend the appointed removal contractor should attend the site to confirm for themselves the quantities and location of asbestos to be removed, prior to costing. Life Environmental Services Ltd cannot guarantee the quantities identified are accurate and they shouldn't be used for pricing removal works.

The aim of a Refurbishment Survey is to:

1. Locate and record the location, extent and product type, as far as reasonably practicable, of known ACMs, along with an estimate of their quantity.
2. Determine and record the asbestos type based on sampling, or by making a strong presumption based on comparison to other samples.

2.2 Type of survey – Refurbishment Survey

Refurbishment Surveys are intended to locate all asbestos within the building or under the scope of the survey (refurbishment). It is a disruptive, fully intrusive survey that involves destructive inspection techniques that penetrate the building structure extensively. This involves breaking into floors, through walls, into wall voids, ceilings, cladding, boxing etc. as necessary to gain access to all areas, including the inner fabric of the building. A full sampling programme is undertaken to identify possible ACMs and estimate their quantities.

All areas have been accessed as far as is reasonably practicable. Any areas that it was not possible to access have been presumed to contain asbestos and documented within this report.

This survey involved sampling and analysis to confirm the presence or absence of asbestos; however presumptions may also have been used within this report to presume the presence of ACMs.

This Refurbishment Survey includes a Material Assessment of the identified or presumed ACM's, these assessments are explained in the following sections of this report.

It is recommended that further intrusive inspection and sampling be carried out where site refurbishment, maintenance, or similar may disturb ACMs that have remained inaccessible during this survey; this should be a Refurbishment Survey as described in HSG 264.

2.0 Introduction

2.3 Project Particulars

Life Environmental Services Ltd received an order of confirmation to undertake a Refurbishment Survey from Ashford Borough Council. This order has been accepted on the basis of the original Quotation and Survey Plan and our terms and conditions of business.

All subsequent information provided by the client or ascertained otherwise was assessed during planning stage of the project and a suitable Plan of Work produced. Where information was provided regarding the presence of known or presumed asbestos materials then this has been validated during the course of the survey, and recorded within this report.

This survey was carried out in accordance with documented in house procedures and HSE Guidance document HSG 264.

Scope of Works:


Refurbishment Survey to cladding and under-felting, fascia, soffit, under-cloak (cavity boards) and any other areas disturbed by the removal and replacement of the cladding or tile hanging.

Site Description:

Mid 1900's brick built semi-detached house

2.0 Introduction

2.4 Quality Assurance:

Client Details:	Ashford Borough Council	
Date(s) of Survey:	07-March-2019, 26-June-2019	
Surveyor(s):	Lead Surveyor(s): Rory Cross, Daniel Crust	
Report Prepared by:	Dean O'Keefe	27 th June 2019
Quality Control by:	Dean O'Keefe	27 th June 2019
Technical Review:	Daniel Crust 	27 th June 2019
Life Environmental Project Manager:	Elliot Davy	

3.0 Methodology & Limitations of Method

For safety reasons it is not possible to inspect internal areas of live electrical items, heating, ventilation, or mechanical plant and machinery without isolation of such services.

Whilst all areas of the building included within the scope of the survey will be accessed and inspected as far as reasonably practicable, Life Environmental Services Ltd cannot be held responsible for asbestos potentially present in areas of the building not explicitly specified within the client instruction, not indicated on provided site plans or not physically possible to access.

Although every care has been taken to identify all asbestos containing products within the areas surveyed, this survey does not include those areas where obtaining a sample would cause undue damage to the integrity and security of the building, risk the safety of our operatives or where access could not be gained. Asbestos should be presumed to be present within any areas not surveyed until a further assessment can be carried out.

It is important to note that the degree of inspection performed during an asbestos survey is not as detailed as the inspections and analytical processes carried out following the removal of ACMs. Visual inspections during clearance procedures involve a detailed examination of all areas and surfaces within an asbestos enclosure and although a survey should identify ACMs within an area where inadequate asbestos removal activities have been previously undertaken, it is not designed to check on the effectiveness of such inspections. Where previous asbestos removal work has taken place, reference should also be made to clearance documentation when reading this report.

The survey includes taking dust samples from areas where contamination is suspected to be present due to visible signs of damage to asbestos or signs of previous asbestos removal works but does not include random dust sampling.

Where suspect materials are identified as part of any works that do not appear to be detailed within the survey report then these materials should be treated with caution and presumed to contain asbestos until sampled and analysed.

Decorative coatings and paints etc. (such as "Artex") may contain a trace quantity of Chrysotile asbestos. Due to this low asbestos content, applications of this product may be non-homogenous and may elicit both positive and negative sample results. Where both positive and negative samples are obtained the client should presume that the textured coatings contain Chrysotile throughout even though a non-detected result has been obtained. It should also be noted that asbestos may exist in paint with no obvious textured appearance. Random sampling of such paint is not carried out routinely unless specifically requested.

Due to the non-homogenous nature of some thermal insulation products it is possible to obtain both a positive and negative result when sampling the same material. In instances where this occurs then all sample results for the given insulation type should be treated as containing asbestos. This applies to all thermal insulation and insulation residues and debris.

Materials have been referred to as Asbestos Insulating Board or Asbestos Cement based upon their appearance alone. Water absorption testing, as detailed within L143, has not been carried out unless stated otherwise.

Where asbestos gaskets to pipe flanges have been identified it is not practical to trace these throughout the length of pipework within the property. All such gaskets are presumed to contain asbestos.

Unless specifically identified within the report, no responsibility can be accepted for stored or portable items of asbestos.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified within the fabric of the building. This includes ACMs concealed by suspect items.

Unless specifically identified within the report, no responsibility can be accepted for non-systematic or random use of asbestos within the property. It must be presumed that asbestos may remain unidentified to these types of areas and if suspect materials are uncovered then samples should be taken for analysis.

Material extents are approximations only, assigned by the surveyor at the time of the survey. It should be noted that such extents may be for specific, visible amounts of the asbestos item and not for the complete amount. As such, the stated extents should not be used as a basis of any Scope or Specifications of Works for that item. It is recommended that any proposed abatement/removal of the asbestos should be undertaken against a detailed specification, therefore Life Environmental Services Ltd cannot be held responsible for any misinterpretation of the contents of this report by a third party if they were not instructed to provide a specification.

This report does not include investigations into land contamination associated with asbestos or any other contaminant.

3.0 Methodology & Limitations of Method

Life Environmental Services Ltd makes every effort to locate and identify all Asbestos Containing Materials (ACMs), within the scope of the agreed inspection brief, supplied by the client. Due to the nature of Asbestos distribution and uncontrolled usage within buildings built prior to 1999, Life Environmental Services Ltd will not accept any liability for claims arising from post survey, hidden or unidentified ACMs, or contamination arising from their subsequent disturbance.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified because they are buried within the fabric of the building. Potential locations are as follows:

- Shuttering buried within concrete slabs
- Asbestos hidden by structural supports
- Asbestos hidden behind other suspect products
- Building structures which are unsafe to fully access

It must be presumed that asbestos may remain unidentified to these types of areas. If suspect materials are uncovered during demolition, contact should be made with Life Environmental Services Ltd to arrange for samples to be taken for analysis.

3.0 Methodology & Limitations of Method

3.1 Scoping Table

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Height access provision	Standard (3m) <input checked="" type="radio"/> Long (6m) <input type="radio"/> Tower (4m) <input type="radio"/> Tower (6-10m) <input type="radio"/> Power (10m+) <input type="radio"/> Standard, Tower <input type="radio"/> Standard, Tower, Power <input type="radio"/>	N/A
Loftspaces (Note: access for management surveys will only be made where safe and sufficient walkways are available)	Yes <input checked="" type="radio"/> No <input type="radio"/> Access loft spaces. If it is not safe to gain entry to the space itself, then ensure that a thorough inspection is conducted from the opening. Comment on any tanks/flues that may be present. Do not automatically presume that ACM's are present through default.	N/A
Electrical switchgear	Yes <input checked="" type="radio"/> No <input type="radio"/> Inspect consumer units SFAIRP and as safe to do so. Do not automatically presume that ACM's are present by default. If it appears to be a modern unit then comment as such. Ensure that samples are taken of the back board. If the electrics are in unsafe condition, then contact PM	N/A
Plant / equipment	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Lift shafts	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Escalator Pits	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Confined spaces	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
External soffits & Fascias	Yes <input checked="" type="radio"/> No <input type="radio"/> Conduct investigation SFAIRP. View fascia's and soffits from upper floor window and comment accordingly. Do not presume ACM's are present through default, without consulting with PM first.	N/A

3.0 Methodology & Limitations of Method

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Roof (requiring specialist equipment)	Yes <input checked="" type="radio"/> No <input type="radio"/> Where practical to do so. Make comments on roof construction from within loft	N/A
Boxing (readily accessible by removable panels)	Yes <input checked="" type="radio"/> No <input type="radio"/> All boxing and falsework to be accessed	N/A
Solid Wall cavities	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Partition Wall cavities	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works and special instructions. Damage is to be minimised	N/A
Wall Cladding & Coverings	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works and special instructions. Damage is to be minimised	N/A
Fixed suspended ceilings	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Glazing	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Window Frames	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Window sills	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Door Frames	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Doors internally	Yes <input checked="" type="radio"/> No <input type="radio"/> Only where practical to do so and without causing damage	N/A
Concealed Risers or Voids (Known or identified during survey)	Yes <input checked="" type="radio"/> No <input type="radio"/>	N/A
Ventilation trunking (fume trunking should be specifically identified and assessed)	Yes <input checked="" type="radio"/> No <input type="radio"/>	N/A
Skirting	Yes <input checked="" type="radio"/> No <input type="radio"/> Where necessary to do so, but avoid damage. Refer to scope for comments on kitchen kick boards etc.	N/A

3.0 Methodology & Limitations of Method

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Fixed Flooring	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works/special instructions	N/A
Floor voids	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Floor ducts (specific details / layout required; specialist lifting equipment; covered or known)	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Below Ground Drainage Systems	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Slab (specify depth / diameter)	Yes <input type="radio"/> No <input checked="" type="radio"/> Add detail, (specify depth / diameter)	N/A
Locked Locations	Client / Site to provide access <input checked="" type="radio"/> Life to provide Locksmith <input type="radio"/> Life to force entry <input type="radio"/>	N/A
Beyond suspected or known asbestos installations	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Other Variations to Scope	N/A	

Note: If any activities are to be undertaken within areas that have not been accessed as part of this survey then a further survey and assessment should be carried out prior to these works

4.0 Survey Findings – Survey Data Sheets

Surveyor	Rory Cross	Room / Area	001 - External (high Level)	
Survey Date	07 March 2019	Level of Identification	Inspected Area	
Next Inspection		Sample No	IA	
Building	34 Lower Road	Item	Roof Undercloaking	
Floor	External	Amount		
Item Accessibility				
A - Product Type		B - Extent of Damage		D - Asbestos Type
No Suspect Materials Seen				No Asbestos Detected
Material Ass' Score = (A+B+C+D):	0	Risk Coding	Recommendation: No recommendation required	
Further Information:	Area visually inspected. No suspect materials seen. View of clay tiles forming undercloaking to roof			



Surveyor	Rory Cross	Room / Area	001 - External (high Level)	
Survey Date	07 March 2019	Level of Identification	Inspected Area	
Next Inspection		Sample No	IA	
Building	34 Lower Road	Item	Roof Soffits	
Floor	External	Amount		
Item Accessibility				
A - Product Type		B - Extent of Damage		D - Asbestos Type
No Suspect Materials Seen				No Asbestos Detected
Material Ass' Score = (A+B+C+D):	0	Risk Coding	Recommendation: No recommendation required	
Further Information:	Area visually inspected. No suspect materials seen. View of plastic panels forming soffit boards			



4.0 Survey Findings – Survey Data Sheets

Surveyor	Rory Cross	Room / Area	001 - External (high Level)				
Survey Date	07 March 2019	Level of Identification	Sampled				
Next Inspection		Sample No	S0001				
Building	34 Lower Road	Item	Flat Roof				
Floor	External	Amount					
Item Accessibility							
A - Product Type		B - Extent of Damage		C – Surface Treatment		D – Asbestos Type	
Bitumen Products						No Asbestos Detected	0
Material Ass' Score = (A+B+C+D):	0	Risk Coding		Recommendation:	No recommendation required		
Further Information:	To rear low level flat roof						



Surveyor	Daniel Crust	Room / Area	001 - External				
Survey Date	26 June 2019	Level of Identification	Sampled				
Next Inspection		Sample No	S0002				
Building	34 Lower Road	Item	Roofing Felt				
Floor	External	Amount					
Item Accessibility							
A - Product Type		B - Extent of Damage		C – Surface Treatment		D – Asbestos Type	
Roofing Felt / Bitumen						No Asbestos Detected	0
Material Ass' Score = (A+B+C+D):	0	Risk Coding		Recommendation:	No recommendation required		
Further Information:	Behind vertical hung tiles.						



5.0 Survey Findings – Location Register

Building	Floor	Location	Asbestos, Non-Asbestos and Presumed Items				
			Limited or No Access Areas	Item	Material	Level of Identification	Asbestos Type
34 Lower Road	External	001 - External (high Level)		Wall	Brick		
34 Lower Road	External	001 - External (high Level)		Rainwater Goods	Plastic		
34 Lower Road	External	001 - External (high Level)		Roof Fascia	Plastic		
34 Lower Road	External	001 - External (high Level)		Roof Tiles	Clay		
34 Lower Road	External	001 - External (high Level)		Roof Soffits	No Suspect Materials Seen	IA	NAD
34 Lower Road	External	001 - External (high Level)		Roof Undercloaking	No Suspect Materials Seen	IA	NAD
34 Lower Road	External	001 - External (high Level)		Flat Roof	Bitumen Products	S0001	NAD
34 Lower Road	External	001 - External		Roofing Felt	Roofing Felt / Bitumen	S0002	NAD



6.0 Survey Findings - Certificate & Schedule of Bulk Samples

Client Contact:

David Green
 Ashford Borough Council
 Civic Centre
 Tannery Lane
 Ashford
 Kent
 TN23 1PL

Life Environmental Services Ltd

4 Duckett's Wharf
 South Street
 Bishop's Stortford
 Hertfordshire
 CM23 3AR

Tel: 01233 330580
Site: 34 Lower Road
 Woodchurch
 Ashford
 TN26 3SQ

Tel: 01279 503117

Date Sampled/Received: 07 March 2019. Sample(s) taken by Rory Cross
 Daniel Crust.

Sample No.	Location/ Comments	Item Description	Material	Asbestos Result	Analyst (Analysis Date)	Comments (where applicable)
S0001	External (high Level)	Flat Roof	Bitumen Products	NAD	Khem Dhakal (07/03/2019)	Not Applicable
S0002	External	Roofing Felt	Roofing Felt / Bitumen	NAD	Ellie Watts (27/06/2019)	Not Applicable

Analysts Name(s): Ellie Watts
 Khem Dhakal

Signature(s):
TEST NOTES:

1. Samples submitted for examination have been analysed to determine the presence of asbestos fibres using the methods documented in the HSG248 the Analyst Guide for Sampling Analysis and Clearance Procedures & in house procedures in section 11 of the Quality Manual.
2. Samples in this test report have been analysed at one of our accredited Laboratories (see addresses below). Please note, the material description is outside the scope of our UKAS accreditation.
3. This test report shall not be reproduced or copied without the written approval of Life Environmental Services Limited.
4. Opinion and interpretations are outside the scope of accreditation and are not included within this test report
5. Samples taken by Life Environmental Services Ltd are in accordance with the HSG 248 the Analyst Guide for Sampling Analysis and Clearance Procedures and HSG 264.
6. Life Environmental Services Ltd is not responsible for sampling errors where they have not taken the sample.

Life Environmental Services*The natural choice for environmental compliance and risk management solutions***Accredited Laboratories – Analysis carried out at:**

4 Duckett's Wharf
 South Street
 Bishop's Stortford
 Herts
 CM23 3AR



Tel: 01279 503117

Caledonia House
 Thornliebank Industrial Est.
 Thornliebank
 Glasgow
 Scotland G46 8JT



Tel: 0141 270 8070

Europa Business Park
 Birdhall Lane
 Stockport, Cheadle Heath
 Manchester
 SK3 0XA



Tel: 07714 916176

Unit 61, Block 6
 Admiral Business Park
 Cramlington
 Northumberland
 NE23 1WG



Tel: 07917 463844

Appendix 1 – Definitions & Recommended Guidance

Level of Identification

Sample (S) A physical sample was taken on site by the Surveyor and analysed by the laboratory.

Cross reference (X) No sample was taken but the material is visually similar to a sample that has been analysed from the survey. This is a form of Strong Presumption as defined in HSG264.

Strongly Presumed (SP) No sample was taken but due to the appearance of the material and with the surveyor's knowledge and experience the material has been identified as containing asbestos.

Presumed (P) No sample was taken and therefore due to this lack of information the material or item must be presumed to contain asbestos. This will often be because the item could not be sampled due to excessive height (such as soffits) or an item could not be inspected (or sampled) as this may have presented a risk to the Surveyor (e.g. opening up live plant and electrics).

No access areas are also treated as a presumption.

Inspected Area (IA) This illustrates that a particular area within a room has been inspected and no suspect materials were identified. It is an opportunity for the surveyor to photograph and record that a particular element has been inspected without the need to sample. This will usually be during a refurbishment survey.

Non-suspect items

The surveyor will record non-suspect items as part of the survey. This will include non-asbestos materials which can be confused as containing asbestos by those who have less experience of ACMs. This will include non-asbestos boards (e.g. Supalux and Vermiculite), modern vinyl products, modern bitumen products, etc. The surveyor may record other non-asbestos items as determined during the course of the survey.

Non-asbestos boards will also be sampled periodically throughout the building to confirm they are non-asbestos.

In rooms where there are no non-asbestos items and no suspect items to record the surveyor will record 'All Areas/Items – No Suspect Materials Seen' this illustrates that the surveyor has inspected all areas of the room as far as is reasonably practicable in accordance with the survey scope and has deemed the room asbestos free.

Non-suspect items are recorded within the Location Register in Section 5.

Floor

All ACMs are detailed by location number, with the relevant floor given by numerical value. However, in instances where a room or location is present over more than one floor (e.g. Staircases and Lift Shafts) the floor may be detailed as 'Multiple'. Hence when reviewing the Asbestos Register to gain an overview of an entire floor, it is necessary to consult two sections of the register, firstly the relevant floor, secondly any 'Multiple' locations that may be present.

Recommendations

The various recommendations given within this report are explained below:-

Remove

If an item is recommended for removal it has either sustained damage and is posing an increased risk in its current condition; or due to its location it is considered high risk as it could easily be disturbed in the future. Materials recommended for removal will be given one of the following recommendations:-

Removal by Licensed Contractor. This will include removal of AIB, Insulation, and Spray Coatings and is likely to be subject to a 14 day notification to the HSE, (as per the Control of Asbestos Regulations 2012).

Removal by Approved Contractor. This will include removal of lower risk materials such as Asbestos Cement, Bitumen Products, Reinforced Composites, and Floor Tiles etc. Some such works may be considered Notifiable Non-Licensed Works.

Appendix 1 – Definitions & Recommended Guidance

The Control of Asbestos Regulations 2012 does not necessarily require such removal works to be undertaken by a licensed contractor. However it is good practice, and we would strongly recommended that all removal works are undertaken by a licensed contractor.

Restrict Access

Materials have been identified that are in a damaged condition often with associated debris that can be easily disturbed. As such access to the area should be prevented to all persons until such a time when the area has been deemed safe for reoccupation. This will usually be once removal works have been completed.

No Access – Inspection Required

Access to the given location was either not possible at all or only limited access was possible. In both instances there is the potential for unidentified asbestos being present and as such the area must be treated as containing asbestos until full access is possible.

Arrangements should be made at the earliest opportunity to revisit locations where access was not possible or access was limited in order that such areas can be inspected fully.

Items and materials that are presumed to contain asbestos will also be given the recommendation of 'No Access – Inspection required'. In these instances the item or material should be treated as containing asbestos until arrangements can be made to access such items or materials in order to carry out an inspection or sample to confirm or otherwise the presence of asbestos.

No Recommendation Required

Asbestos has not been identified and as such no further action is required.

Recommended Guidance

To comply with and ensure that the requirements of section 2 & 3 of the Health and Safety at Work Act (as amended) 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and the Control of Substances Hazardous to Health 2002 are met, the following recommendations should be implemented:

Undertake suitable and sufficient Risk Assessments of identified ACMs against normal occupation and maintenance operations, in compliance with Regulations 3 of the Management of Health & Safety at Work Regulations 1999 and Regulation 6 of the Control of Asbestos Regulations 2012.

The findings of the survey be brought to the attention of those persons who are likely to come in contact with asbestos, in compliance with Section 2 and 3 of the Health and Safety at Work Act (as amended) 1974 and Regulation 9 of the Control of Asbestos Regulations 2012.

Implement an Asbestos Management Policy, Plan and review process in compliance Regulation 4 of the Control of Asbestos Regulations 2012.

During the course of the survey it may not have been possible to access all areas of the site. Details of areas requiring further access is identified within the Data Sheets and Executive Summary of this report. In accordance with HSG 264, asbestos is presumed to be present within these areas and should be treated accordingly until further inspection and analysis of building fabric and services proves otherwise.

Where asbestos debris or asbestos in poor condition has been found it is recommended that access is restricted to these areas in accordance with Regulation 11 of the Control of Asbestos Regulations 2012 and that air monitoring is carried out within adjacent areas in order to assess airborne fibre levels.

All identified asbestos to be appropriately identified and subject to Risk Assessment, management, and re-inspection.

Appendix 1 – Definitions & Recommended Guidance

Site specific recommendations in respect to the location and condition of asbestos materials identified during the course of this inspection are detailed in the Survey Data Sheets and Asbestos register. In considering the management of asbestos materials identified to date, these recommendations should be referred to and complied with.

It is recommended that work on, or removal of, both licensed and non licensed ACMs is undertaken by a licensed asbestos removal contractor so that the Duty Holder / Client can have confidence that the contractor has provided the correct level of training and has the experience and knowledge necessary to deal with these products safely.

It is a requirement of CAR 2012 that further intrusive investigations and sampling be carried out where any refurbishment, maintenance, or similar activity is planned that may expose asbestos materials. This should be a refurbishment survey as documented by HSG 264.

The findings of this report should not be solely relied upon in obtaining costs for proposed asbestos abatement work. Any proposed abatement/removal of the asbestos should be undertaken against a detailed specification.

Appendix 2 – Material Assessment Algorithms

Where ACMs have been identified or presumed to be present a **Material Assessment Algorithm** has been calculated as detailed in HSG 264 and reproduced in line with the table overleaf.

The Material Assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way.

For each of the four variables given by the table a score is allocated. The four scores are added together to give a Material Assessment score of between 2 and 12.

HIGH RISK 10-12

Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;

MEDIUM RISK 7- 9

Those materials with a score between 7 and 9 are regarded as medium risk to release fibres.

LOW RISK 5-6

Materials with a score between 5 and 6 are low risk to release fibres.

VERY LOW RISK 4 or less

Scores of 4 or less are very low risk.

Section	Sample Variable	Score	Examples of Score
A	Product type (or debris from product).	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi rigid paint or decorative finishes, asbestos cement, etc).
		2	Asbestos insulating board, mill boards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
		3	Thermal insulation (e.g.: pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
B	Extent of damage/ deterioration.	0	Good condition: no visible damage.
		1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.
		2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
		3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
C	Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
		1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), unsealed cement sheets, etc.
		2	Unsealed AIB, or encapsulated lagging and sprays.
		3	Unsealed lagging and sprays.
D	Asbestos type	1	Chrysotile.
		2	Amphibole asbestos excluding Crocidolite.
		3	Crocidolite.
Material Assessment Score = A + B + C + D			

Appendix 2 – Material Assessment Algorithms

The Material Assessment identifies the high risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the Material Assessment will be the materials that should be given priority for remedial action. Management priority must be determined by carrying out a Risk Assessment which will also take into account the likely maintenance activity; occupant activity; likelihood of disturbance; and human exposure potential.

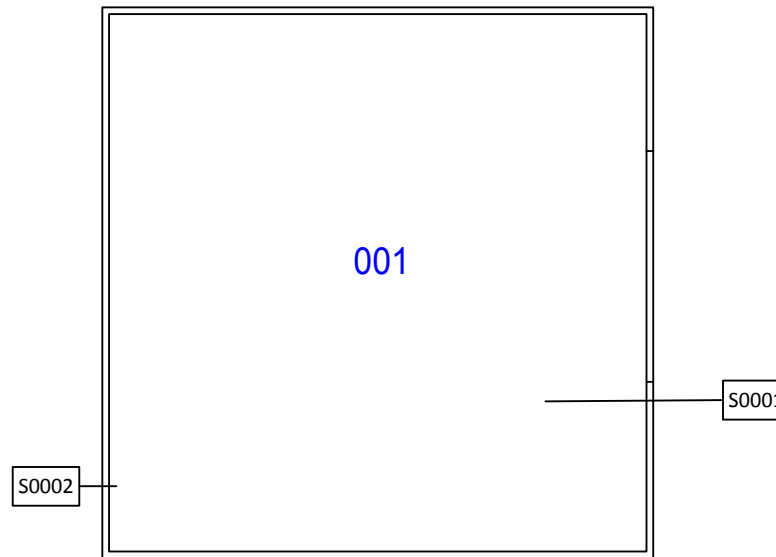
Appendix 3 – Survey Drawings





Life Environmental Services Ltd.
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www.lifeenvironmental.co.uk
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External Floor Plan















SURVEY PLAN - Standard

34 Lower Road

Job No.: B-82924

Key

- 001 - Location Number
-  - Asbestos Present
(Please refer to register)
-  - No Access
-  - No Access to Specified Level Within Area
-  - Limited Access
-  - Limited Access to Specified Level Within Area
-  - Outside Scope of Survey
-  - Asbestos Removed
-  - Positive Sample
-  - Cross Referenced Positive Sample
-  - Strongly Presumed Asbestos
-  - Presumed Asbestos
-  - Sample - No Asbestos Detected

Drawn By:	DO
Date:	27/06/2019
Page:	1 of 1



Asbestos Survey Report

Refurbishment Survey

**1 Cot Lane
Biddenden
Tenterden
TN27 8JP**

Project Number: B-82925
Issue Date: 27th June 2019
Issue No: 2
Revisit to sample roof underfelt



Ashford Borough Council
Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL

Tel: 01233 330580

Life Environmental Services Ltd
4 Duckett's Wharf
South Street
Bishop's Stortford
Hertfordshire
CM23 3AR

Tel: 01279 503117

Life Environmental - Survey Report Guide

This guide explains the Section content of the survey report. Failure to use the information provided in the report correctly may result in incorrect information or assumptions being obtained.

Section 1.0 Executive Summary

The Executive Summary contains details of the scope and extent of the works. The reader must ensure that the scope covers the required areas and that any variations do not impact on any proposed works or management of the site. **All areas of no access should be considered as containing asbestos until proven otherwise.**

Recommended Actions provides a summary of all identified and presumed asbestos containing materials (ACMs). ACMs are listed by recommendation with those requiring urgent attention listed first.

The Asbestos Register presents ACMs by building, floor & location. It provides a detailed list of all locations included within the survey where positive samples have been taken or items are presumed to contain asbestos. Items physically sampled will show the asbestos type within the analysis column.

Items cross referenced (strong presumption) have their asbestos type determined by the sample result of materials of similar appearance and use that have been sampled elsewhere on site. These will show the analysis preceded by X.

Strongly Presumed samples are items that the surveyor was unable to sample but the materials are similar in appearance and use to known asbestos-containing materials and hence they are confirmed as containing asbestos.

Presumed items are those that the surveyor was unable to sample or inspect adequately to confirm the presence of asbestos, as such there is a potential for asbestos being present and the item is presumed to contain asbestos.

A Material Assessment algorithm has been completed for all positive samples.

Recommendations within this report are based on the condition of the asbestos and the Material Assessment.

Section 2.0 Introduction

The Introduction provides a general overview of the purpose, aims and type of survey undertaken. It also presents Project particulars and Quality Assurance.

Section 3.0 Methodology & Limitations of Method

This section details the survey methodology adopted and the specific scope of the survey works agreed with the client. Within Refurbishment Surveys access will generally involve intrusive investigations as agreed with the client. The specific limitations for the survey are detailed within the table. Should any variations occur against the agreed scope then details of these will be given within the table. These will be agreed with the client at the time of the survey.

Section 4.0 Survey Findings – Survey Data Sheets

Survey Data Sheets contains detailed information on all suspect items with a photographic record of each item.

Section 5.0 Survey Findings – Location Register

Location Register summarises location by location all identified and presumed asbestos, all areas of no access and limited access, and all recorded non-asbestos materials

Section 6.0 – Survey Findings – Certificate & Schedule of Bulk Samples

This section provides analysis information and results of all samples taken.

Appendices 1 & 2 - Definitions & Recommended Guidance & Material Assessment algorithms

These contain a general guidance relating to Samples, Assessments and Recommendations and a detailed Risk Assessment explanation.

Life Environmental - Survey Report Guide

Appendix 3 - Survey Drawings

All locations will be given a unique reference number which corresponds to the location detailed within the Asbestos Register. The drawings highlight areas containing positive information and areas of no access. In the case of planned works, a check should always be made of adjacent areas.

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1.0 Executive Summary

- 1.1 Scope of Works
- 1.2 Recommended Actions
- 1.3 Asbestos Register

2.0 Introduction

- 2.1 Purpose & Aim of Survey
- 2.2 Type of survey – Refurbishment Survey
- 2.3 Project Particulars
- 2.4 Quality Assurance

3.0 Methodology & Limitations of Method

- 3.1 Scoping Table

4.0 Survey Findings – Survey Data Sheets

5.0 Survey Findings – Location Register

6.0 Survey Findings – Certificate & Schedule of Bulk Samples

Appendices

- Appendix 1 - Definitions & Recommended Guidance
- Appendix 2 - Material Assessment algorithms
- Appendix 3 - Survey Drawings

1.0 Executive Summary

The brief for these works was to carry out a Refurbishment Survey (as defined in HSG 264) for the presence of asbestos containing materials within the following locations:

1.1 Scope of Works:

Refurbishment Survey to cladding and under-felting, fascia, soffit, under-cloak (cavity boards) and any other areas disturbed by the removal and replacement of the cladding or tile hanging.

The scope of the survey should be noted in conjunction with all agreed exclusions and any additional access limitations. Additional limitations may affect the validity of this report and additional works may be required in order to ensure the report is fit for purpose.

1.2 Recommended Actions

Detailed below is guidance on actions to be taken to prevent potential exposure to ACMs.

There is a specific requirement in the Control of Asbestos Regulations 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before refurbishment works are carried out. It is acknowledged however that the works may not be carried out immediately and the ACMs on site need to be managed. The ACMs identified have been given a risk assessment rating as detailed in the material assessment section further within the report.

As the survey type undertaken was a Refurbishment survey, all identified asbestos materials have been recommended for removal.

Please contact Life Environmental Services Ltd. for advice in dealing with any asbestos in poor, unsealed or damaged condition or for assistance in developing your management plan and scheduling re-inspections.

All locations were accessible at the time of this survey.

1.3 Asbestos Register

ACMs were not identified or presumed during the survey. Please note, some items may be detailed under Floor 'Multiple' if the room is present over multiple floors.

Recommended Action – There is a specific requirement in the Control of Asbestos Regulations 2012 (regulation 7) for all ACMs to be removed as far as is reasonably practicable before major refurbishment or final demolition.

2.0 Introduction

2.1 Purpose and Aim of survey

The purpose of this Refurbishment Survey is to help the duty holder identify asbestos in these premises, prior to any refurbishment in accordance with HSG 264 and CAR 2012. It provides sufficient information to help the tendering process for removal works prior to any work starting, however it is strongly recommended that any asbestos removal should be undertaken against a detailed specification. We further recommend the appointed removal contractor should attend the site to confirm for themselves the quantities and location of asbestos to be removed, prior to costing. Life Environmental Services Ltd cannot guarantee the quantities identified are accurate and they shouldn't be used for pricing removal works.

The aim of a Refurbishment Survey is to:

1. Locate and record the location, extent and product type, as far as reasonably practicable, of known ACMs, along with an estimate of their quantity.
2. Determine and record the asbestos type based on sampling, or by making a strong presumption based on comparison to other samples.

2.2 Type of survey – Refurbishment Survey

Refurbishment Surveys are intended to locate all asbestos within the building or under the scope of the survey (refurbishment). It is a disruptive, fully intrusive survey that involves destructive inspection techniques that penetrate the building structure extensively. This involves breaking into floors, through walls, into wall voids, ceilings, cladding, boxing etc. as necessary to gain access to all areas, including the inner fabric of the building. A full sampling programme is undertaken to identify possible ACMs and estimate their quantities.

All areas have been accessed as far as is reasonably practicable. Any areas that it was not possible to access have been presumed to contain asbestos and documented within this report.

This survey involved sampling and analysis to confirm the presence or absence of asbestos; however presumptions may also have been used within this report to presume the presence of ACMs.

This Refurbishment Survey includes a Material Assessment of the identified or presumed ACM's, these assessments are explained in the following sections of this report.

It is recommended that further intrusive inspection and sampling be carried out where site refurbishment, maintenance, or similar may disturb ACMs that have remained inaccessible during this survey; this should be a Refurbishment Survey as described in HSG 264.

2.0 Introduction

2.3 Project Particulars

Life Environmental Services Ltd received an order of confirmation to undertake a Refurbishment Survey from Ashford Borough Council. This order has been accepted on the basis of the original Quotation and Survey Plan and our terms and conditions of business.

All subsequent information provided by the client or ascertained otherwise was assessed during planning stage of the project and a suitable Plan of Work produced. Where information was provided regarding the presence of known or presumed asbestos materials then this has been validated during the course of the survey, and recorded within this report.

This survey was carried out in accordance with documented in house procedures and HSE Guidance document HSG 264.

Scope of Works:


Refurbishment Survey to cladding and under-felting, fascia, soffit, under-cloak (cavity boards) and any other areas disturbed by the removal and replacement of the cladding or tile hanging.

Site Description:

Mid 1900's brick built semi-detached house

2.0 Introduction

2.4 Quality Assurance:

Client Details:	Ashford Borough Council	
Date(s) of Survey:	07-March-2019, 26-June-2019	
Surveyor(s):	Lead Surveyor(s): Rory Cross, Daniel Crust	
Report Prepared by:	Dean O'Keefe	27 th June 2019
Quality Control by:	Dean O'Keefe	27 th June 2019
Technical Review:	Daniel Crust 	27 th June 2019
Life Environmental Project Manager:	Elliot Davy	

3.0 Methodology & Limitations of Method

For safety reasons it is not possible to inspect internal areas of live electrical items, heating, ventilation, or mechanical plant and machinery without isolation of such services.

Whilst all areas of the building included within the scope of the survey will be accessed and inspected as far as reasonably practicable, Life Environmental Services Ltd cannot be held responsible for asbestos potentially present in areas of the building not explicitly specified within the client instruction, not indicated on provided site plans or not physically possible to access.

Although every care has been taken to identify all asbestos containing products within the areas surveyed, this survey does not include those areas where obtaining a sample would cause undue damage to the integrity and security of the building, risk the safety of our operatives or where access could not be gained. Asbestos should be presumed to be present within any areas not surveyed until a further assessment can be carried out.

It is important to note that the degree of inspection performed during an asbestos survey is not as detailed as the inspections and analytical processes carried out following the removal of ACMs. Visual inspections during clearance procedures involve a detailed examination of all areas and surfaces within an asbestos enclosure and although a survey should identify ACMs within an area where inadequate asbestos removal activities have been previously undertaken, it is not designed to check on the effectiveness of such inspections. Where previous asbestos removal work has taken place, reference should also be made to clearance documentation when reading this report.

The survey includes taking dust samples from areas where contamination is suspected to be present due to visible signs of damage to asbestos or signs of previous asbestos removal works but does not include random dust sampling.

Where suspect materials are identified as part of any works that do not appear to be detailed within the survey report then these materials should be treated with caution and presumed to contain asbestos until sampled and analysed.

Decorative coatings and paints etc. (such as "Artex") may contain a trace quantity of Chrysotile asbestos. Due to this low asbestos content, applications of this product may be non-homogenous and may elicit both positive and negative sample results. Where both positive and negative samples are obtained the client should presume that the textured coatings contain Chrysotile throughout even though a non-detected result has been obtained. It should also be noted that asbestos may exist in paint with no obvious textured appearance. Random sampling of such paint is not carried out routinely unless specifically requested.

Due to the non-homogenous nature of some thermal insulation products it is possible to obtain both a positive and negative result when sampling the same material. In instances where this occurs then all sample results for the given insulation type should be treated as containing asbestos. This applies to all thermal insulation and insulation residues and debris.

Materials have been referred to as Asbestos Insulating Board or Asbestos Cement based upon their appearance alone. Water absorption testing, as detailed within L143, has not been carried out unless stated otherwise.

Where asbestos gaskets to pipe flanges have been identified it is not practical to trace these throughout the length of pipework within the property. All such gaskets are presumed to contain asbestos.

Unless specifically identified within the report, no responsibility can be accepted for stored or portable items of asbestos.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified within the fabric of the building. This includes ACMs concealed by suspect items.

Unless specifically identified within the report, no responsibility can be accepted for non-systematic or random use of asbestos within the property. It must be presumed that asbestos may remain unidentified to these types of areas and if suspect materials are uncovered then samples should be taken for analysis.

Material extents are approximations only, assigned by the surveyor at the time of the survey. It should be noted that such extents may be for specific, visible amounts of the asbestos item and not for the complete amount. As such, the stated extents should not be used as a basis of any Scope or Specifications of Works for that item. It is recommended that any proposed abatement/removal of the asbestos should be undertaken against a detailed specification, therefore Life Environmental Services Ltd cannot be held responsible for any misinterpretation of the contents of this report by a third party if they were not instructed to provide a specification.

This report does not include investigations into land contamination associated with asbestos or any other contaminant.

3.0 Methodology & Limitations of Method

Life Environmental Services Ltd makes every effort to locate and identify all Asbestos Containing Materials (ACMs), within the scope of the agreed inspection brief, supplied by the client. Due to the nature of Asbestos distribution and uncontrolled usage within buildings built prior to 1999, Life Environmental Services Ltd will not accept any liability for claims arising from post survey, hidden or unidentified ACMs, or contamination arising from their subsequent disturbance.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified because they are buried within the fabric of the building. Potential locations are as follows:

- Shuttering buried within concrete slabs
- Asbestos hidden by structural supports
- Asbestos hidden behind other suspect products
- Building structures which are unsafe to fully access

It must be presumed that asbestos may remain unidentified to these types of areas. If suspect materials are uncovered during demolition, contact should be made with Life Environmental Services Ltd to arrange for samples to be taken for analysis.

3.0 Methodology & Limitations of Method

3.1 Scoping Table

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Height access provision	Standard (3m) <input checked="" type="radio"/> Long (6m) <input type="radio"/> Tower (4m) <input type="radio"/> Tower (6-10m) <input type="radio"/> Power (10m+) <input type="radio"/> Standard, Tower <input type="radio"/> Standard, Tower, Power <input type="radio"/>	N/A
Loftspaces (Note: access for management surveys will only be made where safe and sufficient walkways are available)	Yes <input checked="" type="radio"/> No <input type="radio"/> Access loft spaces. If it is not safe to gain entry to the space itself, then ensure that a thorough inspection is conducted from the opening. Comment on any tanks/flues that may be present. Do not automatically presume that ACM's are present through default.	N/A
Electrical switchgear	Yes <input checked="" type="radio"/> No <input type="radio"/> Inspect consumer units SFAIRP and as safe to do so. Do not automatically presume that ACM's are present by default. If it appears to be a modern unit then comment as such. Ensure that samples are taken of the back board. If the electrics are in unsafe condition, then contact PM	N/A
Plant / equipment	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Lift shafts	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Escalator Pits	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Confined spaces	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
External soffits & Fascias	Yes <input checked="" type="radio"/> No <input type="radio"/> Conduct investigation SFAIRP. View fascia's and soffits from upper floor window and comment accordingly. Do not presume ACM's are present through default, without consulting with PM first.	N/A

3.0 Methodology & Limitations of Method

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Roof (requiring specialist equipment)	Yes <input checked="" type="radio"/> No <input type="radio"/> Where practical to do so. Make comments on roof construction from within loft	N/A
Boxing (readily accessible by removable panels)	Yes <input checked="" type="radio"/> No <input type="radio"/> All boxing and falsework to be accessed	N/A
Solid Wall cavities	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Partition Wall cavities	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works and special instructions. Damage is to be minimised	N/A
Wall Cladding & Coverings	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works and special instructions. Damage is to be minimised	N/A
Fixed suspended ceilings	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Glazing	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Window Frames	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Window sills	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Door Frames	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Doors internally	Yes <input checked="" type="radio"/> No <input type="radio"/> Only where practical to do so and without causing damage	N/A
Concealed Risers or Voids (Known or identified during survey)	Yes <input checked="" type="radio"/> No <input type="radio"/>	N/A
Ventilation trunking (fume trunking should be specifically identified and assessed)	Yes <input checked="" type="radio"/> No <input type="radio"/>	N/A
Skirting	Yes <input checked="" type="radio"/> No <input type="radio"/> Where necessary to do so, but avoid damage. Refer to scope for comments on kitchen kick boards etc.	N/A

3.0 Methodology & Limitations of Method

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Fixed Flooring	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works/special instructions	N/A
Floor voids	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Floor ducts (specific details / layout required; specialist lifting equipment; covered or known)	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Below Ground Drainage Systems	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Slab (specify depth / diameter)	Yes <input type="radio"/> No <input checked="" type="radio"/> Add detail, (specify depth / diameter)	N/A
Locked Locations	Client / Site to provide access <input checked="" type="radio"/> Life to provide Locksmith <input type="radio"/> Life to force entry <input type="radio"/>	N/A
Beyond suspected or known asbestos installations	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Other Variations to Scope	N/A	

Note: If any activities are to be undertaken within areas that have not been accessed as part of this survey then a further survey and assessment should be carried out prior to these works

4.0 Survey Findings – Survey Data Sheets

Surveyor	Rory Cross	Room / Area	001 - External (high Level)				
Survey Date	07 March 2019	Level of Identification	Inspected Area				
Next Inspection		Sample No	IA				
Building	1 Cot Lane	Item	Roof Soffits				
Floor	External	Amount					
Item Accessibility							
A - Product Type		B - Extent of Damage		C – Surface Treatment		D – Asbestos Type	
No Suspect Materials Seen						No Asbestos Detected	
Material Ass' Score = (A+B+C+D):	0	Risk Coding		Recommendation:	No recommendation required		
Further Information:	Area visually inspected. No suspect materials seen. View of plastic panels forming soffit boards						



Surveyor	Rory Cross	Room / Area	001 - External (high Level)				
Survey Date	07 March 2019	Level of Identification	Sampled				
Next Inspection		Sample No	S0001				
Building	1 Cot Lane	Item	Flat Roof				
Floor	External	Amount					
Item Accessibility							
A - Product Type		B - Extent of Damage		C – Surface Treatment		D – Asbestos Type	
Bitumen Products						No Asbestos Detected	0
Material Ass' Score = (A+B+C+D):	0	Risk Coding		Recommendation:	No recommendation required		
Further Information:	To rear low level flat roof						



4.0 Survey Findings – Survey Data Sheets

Surveyor	Daniel Crust		Room / Area	001 - External			
Survey Date	26 June 2019		Level of Identification	Sampled			
Next Inspection			Sample No	S0002			
Building	1 Cot Lane		Item	Roofing Felt			
Floor	External		Amount				
Item Accessibility							
A - Product Type		B - Extent of Damage		C – Surface Treatment		D – Asbestos Type	
Roofing Felt / Bitumen						No Asbestos Detected	0
Material Ass' Score = (A+B+C+D):	0		Risk Coding	Recommendation: No recommendation required			
Further Information:	Behind modern roofing felt behind vertical hung tiles.						



5.0 Survey Findings – Location Register

Building	Floor	Location	Asbestos, Non-Asbestos and Presumed Items				
			Limited or No Access Areas	Item	Material	Level of Identification	Asbestos Type
1 Cot Lane	External	001 - External (high Level)		Wall	Brick		
1 Cot Lane	External	001 - External (high Level)		Rainwater Goods	Plastic		
1 Cot Lane	External	001 - External (high Level)		Roof Fascia	Plastic		
1 Cot Lane	External	001 - External (high Level)		Roof Tiles	Clay		
1 Cot Lane	External	001 - External (high Level)		Roof Soffits	No Suspect Materials Seen	IA	NAD
1 Cot Lane	External	001 - External (high Level)		Flat Roof	Bitumen Products	S0001	NAD
1 Cot Lane	External	001 - External		Roofing Felt	Roofing Felt / Bitumen	S0002	NAD



6.0 Survey Findings - Certificate & Schedule of Bulk Samples

Client Contact:

David Green
 Ashford Borough Council
 Civic Centre
 Tannery Lane
 Ashford
 Kent
 TN23 1PL

Life Environmental Services Ltd

4 Duckett's Wharf
 South Street
 Bishop's Stortford
 Hertfordshire
 CM23 3AR

Tel: 01233 330580**Tel:** 01279 503117

Site: 1 Cot Lane
 Biddenden
 Tenterden
 TN27 8JP

Date Sampled/Received: 07 March 2019. Sample(s) taken by Rory Cross
 Daniel Crust.

Sample No.	Location/ Comments	Item Description	Material	Asbestos Result	Analyst (Analysis Date)	Comments (where applicable)
S0001	External (high Level)	Flat Roof	Bitumen Products	NAD	Khem Dhakal (07/03/2019)	Not Applicable
S0002	External	Roofing Felt	Roofing Felt / Bitumen	NAD	Ellie Watts (27/06/2019)	Not Applicable

Analysts Name(s): Ellie Watts
 Khem Dhakal

Signature(s):
TEST NOTES:

1. Samples submitted for examination have been analysed to determine the presence of asbestos fibres using the methods documented in the HSG248 the Analyst Guide for Sampling Analysis and Clearance Procedures & in house procedures in section 11 of the Quality Manual.
2. Samples in this test report have been analysed at one of our accredited Laboratories (see addresses below). Please note, the material description is outside the scope of our UKAS accreditation.
3. This test report shall not be reproduced or copied without the written approval of Life Environmental Services Limited.
4. Opinion and interpretations are outside the scope of accreditation and are not included within this test report
5. Samples taken by Life Environmental Services Ltd are in accordance with the HSG 248 the Analyst Guide for Sampling Analysis and Clearance Procedures and HSG 264.
6. Life Environmental Services Ltd is not responsible for sampling errors where they have not taken the sample.

Life Environmental Services

The natural choice for environmental compliance and risk management solutions

Accredited Laboratories – Analysis carried out at:

4 Duckett's Wharf
 South Street
 Bishop's Stortford
 Herts
 CM23 3AR



Tel: 01279 503117

Caledonia House
 Thornliebank Industrial Est.
 Thornliebank
 Glasgow
 Scotland G46 8JT



Tel: 0141 270 8070

Europa Business Park
 Birdhall Lane
 Stockport, Cheadle Heath
 Manchester
 SK3 0XA



Tel: 07714 916176

Unit 61, Block 6
 Admiral Business Park
 Cramlington
 Northumberland
 NE23 1WG



Tel: 07917 463844

Appendix 1 – Definitions & Recommended Guidance

Level of Identification

Sample (S) A physical sample was taken on site by the Surveyor and analysed by the laboratory.

Cross reference (X) No sample was taken but the material is visually similar to a sample that has been analysed from the survey. This is a form of Strong Presumption as defined in HSG264.

Strongly Presumed (SP) No sample was taken but due to the appearance of the material and with the surveyor's knowledge and experience the material has been identified as containing asbestos.

Presumed (P) No sample was taken and therefore due to this lack of information the material or item must be presumed to contain asbestos. This will often be because the item could not be sampled due to excessive height (such as soffits) or an item could not be inspected (or sampled) as this may have presented a risk to the Surveyor (e.g. opening up live plant and electrics).

No access areas are also treated as a presumption.

Inspected Area (IA) This illustrates that a particular area within a room has been inspected and no suspect materials were identified. It is an opportunity for the surveyor to photograph and record that a particular element has been inspected without the need to sample. This will usually be during a refurbishment survey.

Non-suspect items

The surveyor will record non-suspect items as part of the survey. This will include non-asbestos materials which can be confused as containing asbestos by those who have less experience of ACMs. This will include non-asbestos boards (e.g. Supalux and Vermiculite), modern vinyl products, modern bitumen products, etc. The surveyor may record other non-asbestos items as determined during the course of the survey.

Non-asbestos boards will also be sampled periodically throughout the building to confirm they are non-asbestos.

In rooms where there are no non-asbestos items and no suspect items to record the surveyor will record 'All Areas/Items – No Suspect Materials Seen' this illustrates that the surveyor has inspected all areas of the room as far as is reasonably practicable in accordance with the survey scope and has deemed the room asbestos free.

Non-suspect items are recorded within the Location Register in Section 5.

Floor

All ACMs are detailed by location number, with the relevant floor given by numerical value. However, in instances where a room or location is present over more than one floor (e.g. Staircases and Lift Shafts) the floor may be detailed as 'Multiple'. Hence when reviewing the Asbestos Register to gain an overview of an entire floor, it is necessary to consult two sections of the register, firstly the relevant floor, secondly any 'Multiple' locations that may be present.

Recommendations

The various recommendations given within this report are explained below:-

Remove

If an item is recommended for removal it has either sustained damage and is posing an increased risk in its current condition; or due to its location it is considered high risk as it could easily be disturbed in the future. Materials recommended for removal will be given one of the following recommendations:-

Removal by Licensed Contractor. This will include removal of AIB, Insulation, and Spray Coatings and is likely to be subject to a 14 day notification to the HSE, (as per the Control of Asbestos Regulations 2012).

Removal by Approved Contractor. This will include removal of lower risk materials such as Asbestos Cement, Bitumen Products, Reinforced Composites, and Floor Tiles etc. Some such works may be considered Notifiable Non-Licensed Works.

Appendix 1 – Definitions & Recommended Guidance

The Control of Asbestos Regulations 2012 does not necessarily require such removal works to be undertaken by a licensed contractor. However it is good practice, and we would strongly recommended that all removal works are undertaken by a licensed contractor.

Restrict Access

Materials have been identified that are in a damaged condition often with associated debris that can be easily disturbed. As such access to the area should be prevented to all persons until such a time when the area has been deemed safe for reoccupation. This will usually be once removal works have been completed.

No Access – Inspection Required

Access to the given location was either not possible at all or only limited access was possible. In both instances there is the potential for unidentified asbestos being present and as such the area must be treated as containing asbestos until full access is possible.

Arrangements should be made at the earliest opportunity to revisit locations where access was not possible or access was limited in order that such areas can be inspected fully.

Items and materials that are presumed to contain asbestos will also be given the recommendation of 'No Access – Inspection required'. In these instances the item or material should be treated as containing asbestos until arrangements can be made to access such items or materials in order to carry out an inspection or sample to confirm or otherwise the presence of asbestos.

No Recommendation Required

Asbestos has not been identified and as such no further action is required.

Recommended Guidance

To comply with and ensure that the requirements of section 2 & 3 of the Health and Safety at Work Act (as amended) 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and the Control of Substances Hazardous to Health 2002 are met, the following recommendations should be implemented:

Undertake suitable and sufficient Risk Assessments of identified ACMs against normal occupation and maintenance operations, in compliance with Regulations 3 of the Management of Health & Safety at Work Regulations 1999 and Regulation 6 of the Control of Asbestos Regulations 2012.

The findings of the survey be brought to the attention of those persons who are likely to come in contact with asbestos, in compliance with Section 2 and 3 of the Health and Safety at Work Act (as amended) 1974 and Regulation 9 of the Control of Asbestos Regulations 2012.

Implement an Asbestos Management Policy, Plan and review process in compliance Regulation 4 of the Control of Asbestos Regulations 2012.

During the course of the survey it may not have been possible to access all areas of the site. Details of areas requiring further access is identified within the Data Sheets and Executive Summary of this report. In accordance with HSG 264, asbestos is presumed to be present within these areas and should be treated accordingly until further inspection and analysis of building fabric and services proves otherwise.

Where asbestos debris or asbestos in poor condition has been found it is recommended that access is restricted to these areas in accordance with Regulation 11 of the Control of Asbestos Regulations 2012 and that air monitoring is carried out within adjacent areas in order to assess airborne fibre levels.

All identified asbestos to be appropriately identified and subject to Risk Assessment, management, and re-inspection.

Appendix 1 – Definitions & Recommended Guidance

Site specific recommendations in respect to the location and condition of asbestos materials identified during the course of this inspection are detailed in the Survey Data Sheets and Asbestos register. In considering the management of asbestos materials identified to date, these recommendations should be referred to and complied with.

It is recommended that work on, or removal of, both licensed and non licensed ACMs is undertaken by a licensed asbestos removal contractor so that the Duty Holder / Client can have confidence that the contractor has provided the correct level of training and has the experience and knowledge necessary to deal with these products safely.

It is a requirement of CAR 2012 that further intrusive investigations and sampling be carried out where any refurbishment, maintenance, or similar activity is planned that may expose asbestos materials. This should be a refurbishment survey as documented by HSG 264.

The findings of this report should not be solely relied upon in obtaining costs for proposed asbestos abatement work. Any proposed abatement/removal of the asbestos should be undertaken against a detailed specification.

Appendix 2 – Material Assessment Algorithms

Where ACMs have been identified or presumed to be present a **Material Assessment Algorithm** has been calculated as detailed in HSG 264 and reproduced in line with the table overleaf.

The Material Assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way.

For each of the four variables given by the table a score is allocated. The four scores are added together to give a Material Assessment score of between 2 and 12.

HIGH RISK 10-12

Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;

MEDIUM RISK 7- 9

Those materials with a score between 7 and 9 are regarded as medium risk to release fibres.

LOW RISK 5-6

Materials with a score between 5 and 6 are low risk to release fibres.

VERY LOW RISK 4 or less

Scores of 4 or less are very low risk.

Section	Sample Variable	Score	Examples of Score
A	Product type (or debris from product).	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi rigid paint or decorative finishes, asbestos cement, etc).
		2	Asbestos insulating board, mill boards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
		3	Thermal insulation (e.g.: pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
B	Extent of damage/ deterioration.	0	Good condition: no visible damage.
		1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.
		2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
		3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
C	Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
		1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), unsealed cement sheets, etc.
		2	Unsealed AIB, or encapsulated lagging and sprays.
		3	Unsealed lagging and sprays.
D	Asbestos type	1	Chrysotile.
		2	Amphibole asbestos excluding Crocidolite.
		3	Crocidolite.
Material Assessment Score = A + B + C + D			

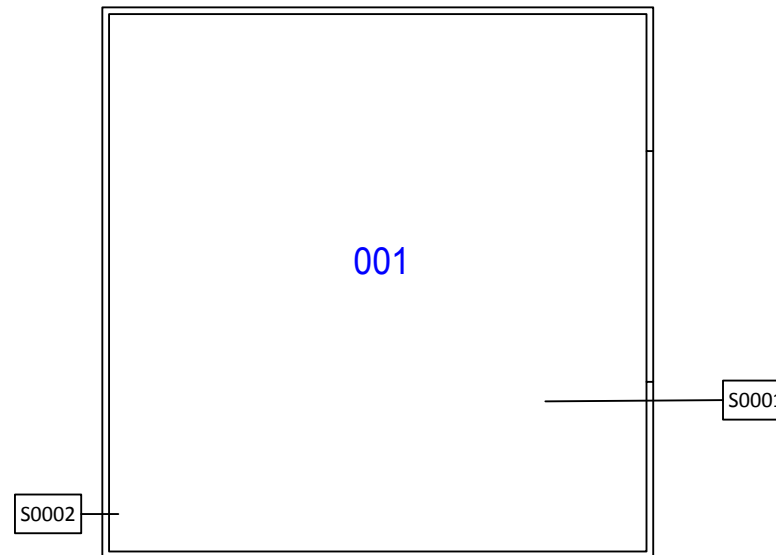
Appendix 2 – Material Assessment Algorithms

The Material Assessment identifies the high risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the Material Assessment will be the materials that should be given priority for remedial action. Management priority must be determined by carrying out a Risk Assessment which will also take into account the likely maintenance activity; occupant activity; likelihood of disturbance; and human exposure potential.

Appendix 3 – Survey Drawings



External Floor Plan















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Registered in England No. 3053057

SURVEY PLAN - Standard

1 Cot lane

Job No.: B-82925

Key

- 001 - Location Number
-  - Asbestos Present
(Please refer to register)
-  - No Access
-  - No Access to Specified Level Within Area
-  - Limited Access
-  - Limited Access to Specified Level Within Area
-  - Outside Scope of Survey
-  - Asbestos Removed
-  - Positive Sample
-  - Cross Referenced Positive Sample
-  - Strongly Presumed Asbestos
-  - Presumed Asbestos
-  - Sample - No Asbestos Detected

Drawn By:	DO
Date:	27/06/2019
Page:	1 of 1

Asbestos Survey Report

Refurbishment Survey

**4 Corner Cottages
Appledore Road
Kenardington
TN26 2NA**

Project Number: B-82926
Issue Date: 27th June 2019
Issue No: 2
Revisit to sample roof underfelt



Ashford Borough Council
Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL
Tel: 01233 330580

Life Environmental Services Ltd
4 Duckett's Wharf
South Street
Bishop's Stortford
Hertfordshire
CM23 3AR
Tel: 01279 503117

Life Environmental - Survey Report Guide

This guide explains the Section content of the survey report. Failure to use the information provided in the report correctly may result in incorrect information or assumptions being obtained.

Section 1.0 Executive Summary

The Executive Summary contains details of the scope and extent of the works. The reader must ensure that the scope covers the required areas and that any variations do not impact on any proposed works or management of the site. **All areas of no access should be considered as containing asbestos until proven otherwise.**

Recommended Actions provides a summary of all identified and presumed asbestos containing materials (ACMs). ACMs are listed by recommendation with those requiring urgent attention listed first.

The Asbestos Register presents ACMs by building, floor & location. It provides a detailed list of all locations included within the survey where positive samples have been taken or items are presumed to contain asbestos. Items physically sampled will show the asbestos type within the analysis column.

Items cross referenced (strong presumption) have their asbestos type determined by the sample result of materials of similar appearance and use that have been sampled elsewhere on site. These will show the analysis preceded by X.

Strongly Presumed samples are items that the surveyor was unable to sample but the materials are similar in appearance and use to known asbestos-containing materials and hence they are confirmed as containing asbestos.

Presumed items are those that the surveyor was unable to sample or inspect adequately to confirm the presence of asbestos, as such there is a potential for asbestos being present and the item is presumed to contain asbestos.

A Material Assessment algorithm has been completed for all positive samples.

Recommendations within this report are based on the condition of the asbestos and the Material Assessment.

Section 2.0 Introduction

The Introduction provides a general overview of the purpose, aims and type of survey undertaken. It also presents Project particulars and Quality Assurance.

Section 3.0 Methodology & Limitations of Method

This section details the survey methodology adopted and the specific scope of the survey works agreed with the client. Within Refurbishment Surveys access will generally involve intrusive investigations as agreed with the client. The specific limitations for the survey are detailed within the table. Should any variations occur against the agreed scope then details of these will be given within the table. These will be agreed with the client at the time of the survey.

Section 4.0 Survey Findings – Survey Data Sheets

Survey Data Sheets contains detailed information on all suspect items with a photographic record of each item.

Section 5.0 Survey Findings – Location Register

Location Register summarises location by location all identified and presumed asbestos, all areas of no access and limited access, and all recorded non-asbestos materials

Section 6.0 – Survey Findings – Certificate & Schedule of Bulk Samples

This section provides analysis information and results of all samples taken.

Appendices 1 & 2 - Definitions & Recommended Guidance & Material Assessment algorithms

These contain a general guidance relating to Samples, Assessments and Recommendations and a detailed Risk Assessment explanation.

Life Environmental - Survey Report Guide

Appendix 3 - Survey Drawings

All locations will be given a unique reference number which corresponds to the location detailed within the Asbestos Register. The drawings highlight areas containing positive information and areas of no access. In the case of planned works, a check should always be made of adjacent areas.

Table of Contents

1.0 Executive Summary

- 1.1 Scope of Works
- 1.2 Recommended Actions
- 1.3 Asbestos Register

2.0 Introduction

- 2.1 Purpose & Aim of Survey
- 2.2 Type of survey – Refurbishment Survey
- 2.3 Project Particulars
- 2.4 Quality Assurance

3.0 Methodology & Limitations of Method

- 3.1 Scoping Table

4.0 Survey Findings – Survey Data Sheets

5.0 Survey Findings – Location Register

6.0 Survey Findings – Certificate & Schedule of Bulk Samples

Appendices

- Appendix 1 - Definitions & Recommended Guidance
- Appendix 2 - Material Assessment algorithms
- Appendix 3 - Survey Drawings

1.0 Executive Summary

The brief for these works was to carry out a Refurbishment Survey (as defined in HSG 264) for the presence of asbestos containing materials within the following locations:

1.1 Scope of Works:

Refurbishment Survey to cladding and under-felting, fascia, soffit, under-cloak (cavity boards) and any other areas disturbed by the removal and replacement of the cladding or tile hanging.

The scope of the survey should be noted in conjunction with all agreed exclusions and any additional access limitations. Additional limitations may affect the validity of this report and additional works may be required in order to ensure the report is fit for purpose.

1.2 Recommended Actions

Detailed below is guidance on actions to be taken to prevent potential exposure to ACMs.

There is a specific requirement in the Control of Asbestos Regulations 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before refurbishment works are carried out. It is acknowledged however that the works may not be carried out immediately and the ACMs on site need to be managed. The ACMs identified have been given a risk assessment rating as detailed in the material assessment section further within the report.

As the survey type undertaken was a Refurbishment survey, all identified asbestos materials have been recommended for removal.

Please contact Life Environmental Services Ltd. for advice in dealing with any asbestos in poor, unsealed or damaged condition or for assistance in developing your management plan and scheduling re-inspections.

Manage / Remove if Affected by Scope of Works

ACMs have been identified which are in a good condition. A management policy and plan needs to be implemented to manage these materials safely. However, should these materials be disturbed as part of the planned works, they should be removed prior to these works commencing.

Building	Floor	Location No and Name	Item	Material	Level of Identification	Risk Assessment
4 Corner Cottages	External	001 - External (high Level)	Soil Stack	Cement Products	S0002	4

All locations were accessible at the time of this survey.

1.3 Asbestos Register

ACMs were identified or presumed during the survey. Please note, some items may be detailed under Floor 'Multiple' if the room is present over multiple floors.

Recommended Action – There is a specific requirement in the Control of Asbestos Regulations 2012 (regulation 7) for all ACMs to be removed as far as is reasonably practicable before major refurbishment or final demolition.

Building	Floor	Location	Level of Identification	Item	Extent	Material Assessment					Item Accessibility	Recommendation	Next Inspection
						Product Type	Condition	Surface Treatment	Asbestos Type	Total Score			
4 Corner Cottages	External	001 - External (high Level)	S0002	Soil Stack	4Lm	Cement Products	Low Damage	Enclosed sprays, lagging and textiles, AIB (encapsulated), asbestos cement and unsealed decorative finishes	Chrysotile	4	Difficult	Manage / Remove if affected by scope of works	07 March 2020

2.0 Introduction

2.1 Purpose and Aim of survey

The purpose of this Refurbishment Survey is to help the duty holder identify asbestos in these premises, prior to any refurbishment in accordance with HSG 264 and CAR 2012. It provides sufficient information to help the tendering process for removal works prior to any work starting, however it is strongly recommended that any asbestos removal should be undertaken against a detailed specification. We further recommend the appointed removal contractor should attend the site to confirm for themselves the quantities and location of asbestos to be removed, prior to costing. Life Environmental Services Ltd cannot guarantee the quantities identified are accurate and they shouldn't be used for pricing removal works.

The aim of a Refurbishment Survey is to:

1. Locate and record the location, extent and product type, as far as reasonably practicable, of known ACMs, along with an estimate of their quantity.
2. Determine and record the asbestos type based on sampling, or by making a strong presumption based on comparison to other samples.

2.2 Type of survey – Refurbishment Survey

Refurbishment Surveys are intended to locate all asbestos within the building or under the scope of the survey (refurbishment). It is a disruptive, fully intrusive survey that involves destructive inspection techniques that penetrate the building structure extensively. This involves breaking into floors, through walls, into wall voids, ceilings, cladding, boxing etc. as necessary to gain access to all areas, including the inner fabric of the building. A full sampling programme is undertaken to identify possible ACMs and estimate their quantities.

All areas have been accessed as far as is reasonably practicable. Any areas that it was not possible to access have been presumed to contain asbestos and documented within this report.

This survey involved sampling and analysis to confirm the presence or absence of asbestos; however presumptions may also have been used within this report to presume the presence of ACMs.

This Refurbishment Survey includes a Material Assessment of the identified or presumed ACM's, these assessments are explained in the following sections of this report.

It is recommended that further intrusive inspection and sampling be carried out where site refurbishment, maintenance, or similar may disturb ACMs that have remained inaccessible during this survey; this should be a Refurbishment Survey as described in HSG 264.

2.0 Introduction

2.3 Project Particulars

Life Environmental Services Ltd received an order of confirmation to undertake a Refurbishment Survey from Ashford Borough Council. This order has been accepted on the basis of the original Quotation and Survey Plan and our terms and conditions of business.

All subsequent information provided by the client or ascertained otherwise was assessed during planning stage of the project and a suitable Plan of Work produced. Where information was provided regarding the presence of known or presumed asbestos materials then this has been validated during the course of the survey, and recorded within this report.

This survey was carried out in accordance with documented in house procedures and HSE Guidance document HSG 264.

Scope of Works:


Refurbishment Survey to cladding and under-felting, fascia, soffit, under-cloak (cavity boards) and any other areas disturbed by the removal and replacement of the cladding or tile hanging.

Site Description:

Mid 1900's brick built semi-detached house

2.0 Introduction

2.4 Quality Assurance:

Client Details:	Ashford Borough Council	
Date(s) of Survey:	07-March-2019, 26-June-2019	
Surveyor(s):	Lead Surveyor(s): Rory Cross, Daniel Crust	
Report Prepared by:	Dean O'Keefe	27 th June 2019
Quality Control by:	Dean O'Keefe	27 th June 2019
Technical Review:	Daniel Crust 	27 th June 2019
Life Environmental Project Manager:	Elliot Davy	

3.0 Methodology & Limitations of Method

For safety reasons it is not possible to inspect internal areas of live electrical items, heating, ventilation, or mechanical plant and machinery without isolation of such services.

Whilst all areas of the building included within the scope of the survey will be accessed and inspected as far as reasonably practicable, Life Environmental Services Ltd cannot be held responsible for asbestos potentially present in areas of the building not explicitly specified within the client instruction, not indicated on provided site plans or not physically possible to access.

Although every care has been taken to identify all asbestos containing products within the areas surveyed, this survey does not include those areas where obtaining a sample would cause undue damage to the integrity and security of the building, risk the safety of our operatives or where access could not be gained. Asbestos should be presumed to be present within any areas not surveyed until a further assessment can be carried out.

It is important to note that the degree of inspection performed during an asbestos survey is not as detailed as the inspections and analytical processes carried out following the removal of ACMs. Visual inspections during clearance procedures involve a detailed examination of all areas and surfaces within an asbestos enclosure and although a survey should identify ACMs within an area where inadequate asbestos removal activities have been previously undertaken, it is not designed to check on the effectiveness of such inspections. Where previous asbestos removal work has taken place, reference should also be made to clearance documentation when reading this report.

The survey includes taking dust samples from areas where contamination is suspected to be present due to visible signs of damage to asbestos or signs of previous asbestos removal works but does not include random dust sampling.

Where suspect materials are identified as part of any works that do not appear to be detailed within the survey report then these materials should be treated with caution and presumed to contain asbestos until sampled and analysed.

Decorative coatings and paints etc. (such as "Artex") may contain a trace quantity of Chrysotile asbestos. Due to this low asbestos content, applications of this product may be non-homogenous and may elicit both positive and negative sample results. Where both positive and negative samples are obtained the client should presume that the textured coatings contain Chrysotile throughout even though a non-detected result has been obtained. It should also be noted that asbestos may exist in paint with no obvious textured appearance. Random sampling of such paint is not carried out routinely unless specifically requested.

Due to the non-homogenous nature of some thermal insulation products it is possible to obtain both a positive and negative result when sampling the same material. In instances where this occurs then all sample results for the given insulation type should be treated as containing asbestos. This applies to all thermal insulation and insulation residues and debris.

Materials have been referred to as Asbestos Insulating Board or Asbestos Cement based upon their appearance alone. Water absorption testing, as detailed within L143, has not been carried out unless stated otherwise.

Where asbestos gaskets to pipe flanges have been identified it is not practical to trace these throughout the length of pipework within the property. All such gaskets are presumed to contain asbestos.

Unless specifically identified within the report, no responsibility can be accepted for stored or portable items of asbestos.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified within the fabric of the building. This includes ACMs concealed by suspect items.

Unless specifically identified within the report, no responsibility can be accepted for non-systematic or random use of asbestos within the property. It must be presumed that asbestos may remain unidentified to these types of areas and if suspect materials are uncovered then samples should be taken for analysis.

Material extents are approximations only, assigned by the surveyor at the time of the survey. It should be noted that such extents may be for specific, visible amounts of the asbestos item and not for the complete amount. As such, the stated extents should not be used as a basis of any Scope or Specifications of Works for that item. It is recommended that any proposed abatement/removal of the asbestos should be undertaken against a detailed specification, therefore Life Environmental Services Ltd cannot be held responsible for any misinterpretation of the contents of this report by a third party if they were not instructed to provide a specification.

This report does not include investigations into land contamination associated with asbestos or any other contaminant.

3.0 Methodology & Limitations of Method

Life Environmental Services Ltd makes every effort to locate and identify all Asbestos Containing Materials (ACMs), within the scope of the agreed inspection brief, supplied by the client. Due to the nature of Asbestos distribution and uncontrolled usage within buildings built prior to 1999, Life Environmental Services Ltd will not accept any liability for claims arising from post survey, hidden or unidentified ACMs, or contamination arising from their subsequent disturbance.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified because they are buried within the fabric of the building. Potential locations are as follows:

- Shuttering buried within concrete slabs
- Asbestos hidden by structural supports
- Asbestos hidden behind other suspect products
- Building structures which are unsafe to fully access

It must be presumed that asbestos may remain unidentified to these types of areas. If suspect materials are uncovered during demolition, contact should be made with Life Environmental Services Ltd to arrange for samples to be taken for analysis.

3.0 Methodology & Limitations of Method

3.1 Scoping Table

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Height access provision	Standard (3m) <input checked="" type="radio"/> Long (6m) <input type="radio"/> Tower (4m) <input type="radio"/> Tower (6-10m) <input type="radio"/> Power (10m+) <input type="radio"/> Standard, Tower <input type="radio"/> Standard, Tower, Power <input type="radio"/>	N/A
Loftspaces (Note: access for management surveys will only be made where safe and sufficient walkways are available)	Yes <input checked="" type="radio"/> No <input type="radio"/> Access loft spaces. If it is not safe to gain entry to the space itself, then ensure that a thorough inspection is conducted from the opening. Comment on any tanks/flues that may be present. Do not automatically presume that ACM's are present through default.	N/A
Electrical switchgear	Yes <input checked="" type="radio"/> No <input type="radio"/> Inspect consumer units SFAIRP and as safe to do so. Do not automatically presume that ACM's are present by default. If it appears to be a modern unit then comment as such. Ensure that samples are taken of the back board. If the electrics are in unsafe condition, then contact PM	N/A
Plant / equipment	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Lift shafts	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Escalator Pits	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Confined spaces	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
External soffits & Fascias	Yes <input checked="" type="radio"/> No <input type="radio"/> Conduct investigation SFAIRP. View fascia's and soffits from upper floor window and comment accordingly. Do not presume ACM's are present through default, without consulting with PM first.	N/A

3.0 Methodology & Limitations of Method

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Roof (requiring specialist equipment)	Yes <input checked="" type="radio"/> No <input type="radio"/> Where practical to do so. Make comments on roof construction from within loft	N/A
Boxing (readily accessible by removable panels)	Yes <input checked="" type="radio"/> No <input type="radio"/> All boxing and falsework to be accessed	N/A
Solid Wall cavities	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Partition Wall cavities	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works and special instructions. Damage is to be minimised	N/A
Wall Cladding & Coverings	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works and special instructions. Damage is to be minimised	N/A
Fixed suspended ceilings	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Glazing	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Window Frames	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Window sills	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Door Frames	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Doors internally	Yes <input checked="" type="radio"/> No <input type="radio"/> Only where practical to do so and without causing damage	N/A
Concealed Risers or Voids (Known or identified during survey)	Yes <input checked="" type="radio"/> No <input type="radio"/>	N/A
Ventilation trunking (fume trunking should be specifically identified and assessed)	Yes <input checked="" type="radio"/> No <input type="radio"/>	N/A
Skirting	Yes <input checked="" type="radio"/> No <input type="radio"/> Where necessary to do so, but avoid damage. Refer to scope for comments on kitchen kick boards etc.	N/A

3.0 Methodology & Limitations of Method

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Fixed Flooring	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works/special instructions	N/A
Floor voids	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Floor ducts (specific details / layout required; specialist lifting equipment; covered or known)	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Below Ground Drainage Systems	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Slab (specify depth / diameter)	Yes <input type="radio"/> No <input checked="" type="radio"/> Add detail, (specify depth / diameter)	N/A
Locked Locations	Client / Site to provide access <input checked="" type="radio"/> Life to provide Locksmith <input type="radio"/> Life to force entry <input type="radio"/>	N/A
Beyond suspected or known asbestos installations	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Other Variations to Scope	N/A	

Note: If any activities are to be undertaken within areas that have not been accessed as part of this survey then a further survey and assessment should be carried out prior to these works

4.0 Survey Findings – Survey Data Sheets

Surveyor	Rory Cross	Room / Area	001 - External (high Level)				
Survey Date	07 March 2019	Level of Identification	Inspected Area				
Next Inspection		Sample No	IA				
Building	4 Corner Cottages	Item	Roof Soffits				
Floor	External	Amount					
Item Accessibility							
A - Product Type		B - Extent of Damage		C – Surface Treatment		D – Asbestos Type	
No Suspect Materials Seen						No Asbestos Detected	
Material Ass' Score = (A+B+C+D):	0	Risk Coding		Recommendation:	No recommendation required		
Further Information:	Area visually inspected. No suspect materials seen. View of modern synthetic panels forming soffit boards						



Surveyor	Rory Cross	Room / Area	001 - External (high Level)				
Survey Date	07 March 2019	Level of Identification	Sampled				
Next Inspection		Sample No	S0001				
Building	4 Corner Cottages	Item	Roof Undercloaking				
Floor	External	Amount					
Item Accessibility							
A - Product Type		B - Extent of Damage		C – Surface Treatment		D – Asbestos Type	
Cement Products						No Asbestos Detected	0
Material Ass' Score = (A+B+C+D):	0	Risk Coding		Recommendation:	No recommendation required		
Further Information:							



4.0 Survey Findings – Survey Data Sheets

Surveyor	Rory Cross		Room / Area	001 - External (high Level)				
Survey Date	07 March 2019		Level of Identification	Sampled				
Next Inspection	07 March 2020		Sample No	S0002				
Building	4 Corner Cottages		Item	Soil Stack				
Floor	External		Amount	4Lm				
Item Accessibility	Difficult							
A - Product Type		B - Extent of Damage		C – Surface Treatment		D – Asbestos Type		
Cement Products	1	Low Damage	1	Enclosed sprays, lagging and textiles, AIB (encapsulated), asbestos cement and unsealed decorative finishes	1	Chrysotile	1	
Material Ass' Score = (A+B+C+D):	4	Risk Coding	Very Low	Recommendation: Manage / Remove if affected by scope of works				
Further Information:								



Surveyor	Daniel Crust		Room / Area	001 - External				
Survey Date	26 June 2019		Level of Identification	Sampled				
Next Inspection			Sample No	S0003				
Building	4 Corner Cottages		Item	Roofing Felt				
Floor	External		Amount					
Item Accessibility								
A - Product Type		B - Extent of Damage		C – Surface Treatment		D – Asbestos Type		
Roofing Felt / Bitumen						No Asbestos Detected	0	
Material Ass' Score = (A+B+C+D):	0	Risk Coding		Recommendation: No recommendation required				
Further Information: Behind vertical hung tiles.								



5.0 Survey Findings – Location Register

Building	Floor	Location	Asbestos, Non-Asbestos and Presumed Items				
			Limited or No Access Areas	Item	Material	Level of Identification	Asbestos Type
4 Corner Cottages	External	001 - External (high Level)		Roof Soffits	No Suspect Materials Seen	IA	NAD
4 Corner Cottages	External	001 - External (high Level)		Roof Tiles	Clay		
4 Corner Cottages	External	001 - External (high Level)		Roof Fascia	Synthetic		
4 Corner Cottages	External	001 - External (high Level)		Rainwater Goods	Plastic		
4 Corner Cottages	External	001 - External (high Level)		Wall	Brick		
4 Corner Cottages	External	001 - External (high Level)		Roof Undercloaking	Cement Products	S0001	NAD
4 Corner Cottages	External	001 - External (high Level)		Soil Stack	Cement Products	S0002	Chrysotile
4 Corner Cottages	External	001 - External		Roofing Felt	Roofing Felt / Bitumen	S0003	NAD



6.0 Survey Findings - Certificate & Schedule of Bulk Samples

Client Contact:

David Green
Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL

Life Environmental Services Ltd

4 Duckett's Wharf
South Street
Bishop's Stortford
Hertfordshire
CM23 3AR

Tel: 01233 330580**Tel:** 01279 503117**Site:** 4 Corner Cottages
Appledore Road
Kenardington
TN26 2NA**Date Sampled/Received:** 07 March 2019. Sample(s) taken by Rory Cross
Daniel Crust.

Sample No.	Location/ Comments	Item Description	Material	Asbestos Result	Analyst (Analysis Date)	Comments (where applicable)
S0001	External (high Level)	Roof Undercloaking	Cement Products	NAD	Khem Dhakal (07/03/2019)	Not Applicable
S0002	External (high Level)	Soil Stack	Cement Products	Chrysotile	Khem Dhakal (07/03/2019)	Not Applicable
S0003	External	Roofing Felt	Roofing Felt / Bitumen	NAD	Ellie Watts (27/06/2019)	Not Applicable

Analysts Name(s):**Ellie Watts
Khem Dhakal****Signature(s):****TEST NOTES:**

1. Samples submitted for examination have been analysed to determine the presence of asbestos fibres using the methods documented in the HSG248 the Analyst Guide for Sampling Analysis and Clearance Procedures & in house procedures in section 11 of the Quality Manual.
2. Samples in this test report have been analysed at one of our accredited Laboratories (see addresses below). Please note, the material description is outside the scope of our UKAS accreditation.
3. This test report shall not be reproduced or copied without the written approval of Life Environmental Services Limited.
4. Opinion and interpretations are outside the scope of accreditation and are not included within this test report
5. Samples taken by Life Environmental Services Ltd are in accordance with the HSG 248 the Analyst Guide for Sampling Analysis and Clearance Procedures and HSG 264.
6. Life Environmental Services Ltd is not responsible for sampling errors where they have not taken the sample.

Life Environmental Services***The natural choice for environmental compliance and risk management solutions*****Accredited Laboratories – Analysis carried out at:**

4 Duckett's Wharf
South Street
Bishop's Stortford
Herts
CM23 3AR



Tel: 01279 503117

Caledonia House
Thornliebank Industrial Est.
Thornliebank
Glasgow
Scotland G46 8JT



Tel: 0141 270 8070

Europa Business Park
Birdhall Lane
Stockport, Cheadle Heath
Manchester
SK3 0XA



Tel: 07714 916176

Unit 61, Block 6
Admiral Business Park
Cramlington
Northumberland
NE23 1WG



Tel: 07917 463844

Appendix 1 – Definitions & Recommended Guidance

Level of Identification

Sample (S) A physical sample was taken on site by the Surveyor and analysed by the laboratory.

Cross reference (X) No sample was taken but the material is visually similar to a sample that has been analysed from the survey. This is a form of Strong Presumption as defined in HSG264.

Strongly Presumed (SP) No sample was taken but due to the appearance of the material and with the surveyor's knowledge and experience the material has been identified as containing asbestos.

Presumed (P) No sample was taken and therefore due to this lack of information the material or item must be presumed to contain asbestos. This will often be because the item could not be sampled due to excessive height (such as soffits) or an item could not be inspected (or sampled) as this may have presented a risk to the Surveyor (e.g. opening up live plant and electrics).

No access areas are also treated as a presumption.

Inspected Area (IA) This illustrates that a particular area within a room has been inspected and no suspect materials were identified. It is an opportunity for the surveyor to photograph and record that a particular element has been inspected without the need to sample. This will usually be during a refurbishment survey.

Non-suspect items

The surveyor will record non-suspect items as part of the survey. This will include non-asbestos materials which can be confused as containing asbestos by those who have less experience of ACMs. This will include non-asbestos boards (e.g. Supalux and Vermiculite), modern vinyl products, modern bitumen products, etc. The surveyor may record other non-asbestos items as determined during the course of the survey.

Non-asbestos boards will also be sampled periodically throughout the building to confirm they are non-asbestos.

In rooms where there are no non-asbestos items and no suspect items to record the surveyor will record 'All Areas/Items – No Suspect Materials Seen' this illustrates that the surveyor has inspected all areas of the room as far as is reasonably practicable in accordance with the survey scope and has deemed the room asbestos free.

Non-suspect items are recorded within the Location Register in Section 5.

Floor

All ACMs are detailed by location number, with the relevant floor given by numerical value. However, in instances where a room or location is present over more than one floor (e.g. Staircases and Lift Shafts) the floor may be detailed as 'Multiple'. Hence when reviewing the Asbestos Register to gain an overview of an entire floor, it is necessary to consult two sections of the register, firstly the relevant floor, secondly any 'Multiple' locations that may be present.

Recommendations

The various recommendations given within this report are explained below:-

Remove

If an item is recommended for removal it has either sustained damage and is posing an increased risk in its current condition; or due to its location it is considered high risk as it could easily be disturbed in the future. Materials recommended for removal will be given one of the following recommendations:-

Removal by Licensed Contractor. This will include removal of AIB, Insulation, and Spray Coatings and is likely to be subject to a 14 day notification to the HSE, (as per the Control of Asbestos Regulations 2012).

Removal by Approved Contractor. This will include removal of lower risk materials such as Asbestos Cement, Bitumen Products, Reinforced Composites, and Floor Tiles etc. Some such works may be considered Notifiable Non-Licensed Works.

Appendix 1 – Definitions & Recommended Guidance

The Control of Asbestos Regulations 2012 does not necessarily require such removal works to be undertaken by a licensed contractor. However it is good practice, and we would strongly recommended that all removal works are undertaken by a licensed contractor.

Restrict Access

Materials have been identified that are in a damaged condition often with associated debris that can be easily disturbed. As such access to the area should be prevented to all persons until such a time when the area has been deemed safe for reoccupation. This will usually be once removal works have been completed.

No Access – Inspection Required

Access to the given location was either not possible at all or only limited access was possible. In both instances there is the potential for unidentified asbestos being present and as such the area must be treated as containing asbestos until full access is possible.

Arrangements should be made at the earliest opportunity to revisit locations where access was not possible or access was limited in order that such areas can be inspected fully.

Items and materials that are presumed to contain asbestos will also be given the recommendation of 'No Access – Inspection required'. In these instances the item or material should be treated as containing asbestos until arrangements can be made to access such items or materials in order to carry out an inspection or sample to confirm or otherwise the presence of asbestos.

No Recommendation Required

Asbestos has not been identified and as such no further action is required.

Recommended Guidance

To comply with and ensure that the requirements of section 2 & 3 of the Health and Safety at Work Act (as amended) 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and the Control of Substances Hazardous to Health 2002 are met, the following recommendations should be implemented:

Undertake suitable and sufficient Risk Assessments of identified ACMs against normal occupation and maintenance operations, in compliance with Regulations 3 of the Management of Health & Safety at Work Regulations 1999 and Regulation 6 of the Control of Asbestos Regulations 2012.

The findings of the survey be brought to the attention of those persons who are likely to come in contact with asbestos, in compliance with Section 2 and 3 of the Health and Safety at Work Act (as amended) 1974 and Regulation 9 of the Control of Asbestos Regulations 2012.

Implement an Asbestos Management Policy, Plan and review process in compliance Regulation 4 of the Control of Asbestos Regulations 2012.

During the course of the survey it may not have been possible to access all areas of the site. Details of areas requiring further access is identified within the Data Sheets and Executive Summary of this report. In accordance with HSG 264, asbestos is presumed to be present within these areas and should be treated accordingly until further inspection and analysis of building fabric and services proves otherwise.

Where asbestos debris or asbestos in poor condition has been found it is recommended that access is restricted to these areas in accordance with Regulation 11 of the Control of Asbestos Regulations 2012 and that air monitoring is carried out within adjacent areas in order to assess airborne fibre levels.

All identified asbestos to be appropriately identified and subject to Risk Assessment, management, and re-inspection.

Appendix 1 – Definitions & Recommended Guidance

Site specific recommendations in respect to the location and condition of asbestos materials identified during the course of this inspection are detailed in the Survey Data Sheets and Asbestos register. In considering the management of asbestos materials identified to date, these recommendations should be referred to and complied with.

It is recommended that work on, or removal of, both licensed and non licensed ACMs is undertaken by a licensed asbestos removal contractor so that the Duty Holder / Client can have confidence that the contractor has provided the correct level of training and has the experience and knowledge necessary to deal with these products safely.

It is a requirement of CAR 2012 that further intrusive investigations and sampling be carried out where any refurbishment, maintenance, or similar activity is planned that may expose asbestos materials. This should be a refurbishment survey as documented by HSG 264.

The findings of this report should not be solely relied upon in obtaining costs for proposed asbestos abatement work. Any proposed abatement/removal of the asbestos should be undertaken against a detailed specification.

Appendix 2 – Material Assessment Algorithms

Where ACMs have been identified or presumed to be present a **Material Assessment Algorithm** has been calculated as detailed in HSG 264 and reproduced in line with the table overleaf.

The Material Assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way.

For each of the four variables given by the table a score is allocated. The four scores are added together to give a Material Assessment score of between 2 and 12.

HIGH RISK 10-12

Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;

MEDIUM RISK 7- 9

Those materials with a score between 7 and 9 are regarded as medium risk to release fibres.

LOW RISK 5-6

Materials with a score between 5 and 6 are low risk to release fibres.

VERY LOW RISK 4 or less

Scores of 4 or less are very low risk.

Section	Sample Variable	Score	Examples of Score
A	Product type (or debris from product).	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi rigid paint or decorative finishes, asbestos cement, etc).
		2	Asbestos insulating board, mill boards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
		3	Thermal insulation (e.g.: pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
B	Extent of damage/ deterioration.	0	Good condition: no visible damage.
		1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.
		2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
		3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
C	Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
		1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), unsealed cement sheets, etc.
		2	Unsealed AIB, or encapsulated lagging and sprays.
		3	Unsealed lagging and sprays.
D	Asbestos type	1	Chrysotile.
		2	Amphibole asbestos excluding Crocidolite.
		3	Crocidolite.
Material Assessment Score = A + B + C + D			

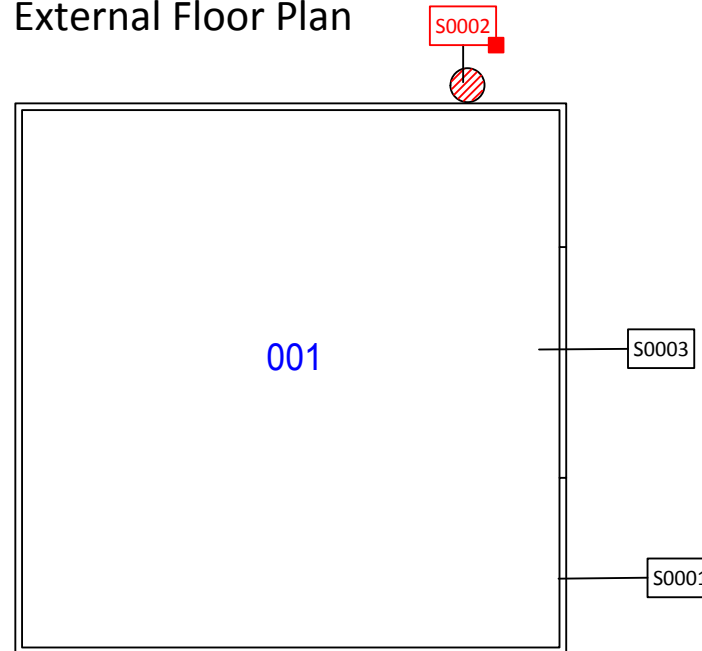
Appendix 2 – Material Assessment Algorithms

The Material Assessment identifies the high risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the Material Assessment will be the materials that should be given priority for remedial action. Management priority must be determined by carrying out a Risk Assessment which will also take into account the likely maintenance activity; occupant activity; likelihood of disturbance; and human exposure potential.

Appendix 3 – Survey Drawings



External Floor Plan



Life Environmental Services Ltd.
 4 Ducketts Wharf
 South Street
 Bishop's Stortford CM23 3AR
 Telephone: 0844 335 1281
 Email: enquiries@lifeenvironmental.com
 www.lifeenvironmental.co.uk
 Registered in England No. 3053057

SURVEY PLAN - Standard

4 Corner Cottages

Job No.: B-82926

Key

- 001 - Location Number
- Asbestos Present (Please refer to register)
- No Access
- No Access to Specified Level Within Area
- Limited Access
- Limited Access to Specified Level Within Area
- Outside Scope of Survey
- Asbestos Removed
- Positive Sample
- Cross Referenced Positive Sample
- Strongly Presumed Asbestos
- Presumed Asbestos
- Sample - No Asbestos Detected

Drawn By:	DO
Date:	27/06/2019
Page:	1 of 1

Asbestos Survey Report

Refurbishment Survey

**69 Front Road
Woodchurch
Ashford
TN26 3SA**

Project Number: B-82927
Issue Date: 27th June 2019
Issue No: 2
Revisit to sample roof underfelt



Ashford Borough Council

Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL

Tel: 01233 330580

Life Environmental Services Ltd

4 Duckett's Wharf
South Street
Bishop's Stortford
Hertfordshire
CM23 3AR

Tel: 01279 503117

Life Environmental - Survey Report Guide

This guide explains the Section content of the survey report. Failure to use the information provided in the report correctly may result in incorrect information or assumptions being obtained.

Section 1.0 Executive Summary

The Executive Summary contains details of the scope and extent of the works. The reader must ensure that the scope covers the required areas and that any variations do not impact on any proposed works or management of the site. **All areas of no access should be considered as containing asbestos until proven otherwise.**

Recommended Actions provides a summary of all identified and presumed asbestos containing materials (ACMs). ACMs are listed by recommendation with those requiring urgent attention listed first.

The Asbestos Register presents ACMs by building, floor & location. It provides a detailed list of all locations included within the survey where positive samples have been taken or items are presumed to contain asbestos. Items physically sampled will show the asbestos type within the analysis column.

Items cross referenced (strong presumption) have their asbestos type determined by the sample result of materials of similar appearance and use that have been sampled elsewhere on site. These will show the analysis preceded by X.

Strongly Presumed samples are items that the surveyor was unable to sample but the materials are similar in appearance and use to known asbestos-containing materials and hence they are confirmed as containing asbestos.

Presumed items are those that the surveyor was unable to sample or inspect adequately to confirm the presence of asbestos, as such there is a potential for asbestos being present and the item is presumed to contain asbestos.

A Material Assessment algorithm has been completed for all positive samples.

Recommendations within this report are based on the condition of the asbestos and the Material Assessment.

Section 2.0 Introduction

The Introduction provides a general overview of the purpose, aims and type of survey undertaken. It also presents Project particulars and Quality Assurance.

Section 3.0 Methodology & Limitations of Method

This section details the survey methodology adopted and the specific scope of the survey works agreed with the client. Within Refurbishment Surveys access will generally involve intrusive investigations as agreed with the client. The specific limitations for the survey are detailed within the table. Should any variations occur against the agreed scope then details of these will be given within the table. These will be agreed with the client at the time of the survey.

Section 4.0 Survey Findings – Survey Data Sheets

Survey Data Sheets contains detailed information on all suspect items with a photographic record of each item.

Section 5.0 Survey Findings – Location Register

Location Register summarises location by location all identified and presumed asbestos, all areas of no access and limited access, and all recorded non-asbestos materials

Section 6.0 – Survey Findings – Certificate & Schedule of Bulk Samples

This section provides analysis information and results of all samples taken.

Appendices 1 & 2 - Definitions & Recommended Guidance & Material Assessment algorithms

These contain a general guidance relating to Samples, Assessments and Recommendations and a detailed Risk Assessment explanation.

Life Environmental - Survey Report Guide

Appendix 3 - Survey Drawings

All locations will be given a unique reference number which corresponds to the location detailed within the Asbestos Register. The drawings highlight areas containing positive information and areas of no access. In the case of planned works, a check should always be made of adjacent areas.

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- 1.1 Scope of Works
- 1.2 Recommended Actions
- 1.3 Asbestos Register

2.0 Introduction

- 2.1 Purpose & Aim of Survey
- 2.2 Type of survey – Refurbishment Survey
- 2.3 Project Particulars
- 2.4 Quality Assurance

3.0 Methodology & Limitations of Method

- 3.1 Scoping Table

4.0 Survey Findings – Survey Data Sheets

5.0 Survey Findings – Location Register

6.0 Survey Findings – Certificate & Schedule of Bulk Samples

Appendices

- Appendix 1 - Definitions & Recommended Guidance
- Appendix 2 - Material Assessment algorithms
- Appendix 3 - Survey Drawings

1.0 Executive Summary

The brief for these works was to carry out a Refurbishment Survey (as defined in HSG 264) for the presence of asbestos containing materials within the following locations:

1.1 Scope of Works:

Refurbishment Survey to cladding and under-felting, fascia, soffit, under-cloak (cavity boards) and any other areas disturbed by the removal and replacement of the cladding or tile hanging.

The scope of the survey should be noted in conjunction with all agreed exclusions and any additional access limitations. Additional limitations may affect the validity of this report and additional works may be required in order to ensure the report is fit for purpose.

1.2 Recommended Actions

Detailed below is guidance on actions to be taken to prevent potential exposure to ACMs.

There is a specific requirement in the Control of Asbestos Regulations 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before refurbishment works are carried out. It is acknowledged however that the works may not be carried out immediately and the ACMs on site need to be managed. The ACMs identified have been given a risk assessment rating as detailed in the material assessment section further within the report.

As the survey type undertaken was a Refurbishment survey, all identified asbestos materials have been recommended for removal.

Please contact Life Environmental Services Ltd. for advice in dealing with any asbestos in poor, unsealed or damaged condition or for assistance in developing your management plan and scheduling re-inspections.

All locations were accessible at the time of this survey.

1.3 Asbestos Register

ACMs were not identified or presumed during the survey. Please note, some items may be detailed under Floor 'Multiple' if the room is present over multiple floors.

Recommended Action – There is a specific requirement in the Control of Asbestos Regulations 2012 (regulation 7) for all ACMs to be removed as far as is reasonably practicable before major refurbishment or final demolition.

2.0 Introduction

2.1 Purpose and Aim of survey

The purpose of this Refurbishment Survey is to help the duty holder identify asbestos in these premises, prior to any refurbishment in accordance with HSG 264 and CAR 2012. It provides sufficient information to help the tendering process for removal works prior to any work starting, however it is strongly recommended that any asbestos removal should be undertaken against a detailed specification. We further recommend the appointed removal contractor should attend the site to confirm for themselves the quantities and location of asbestos to be removed, prior to costing. Life Environmental Services Ltd cannot guarantee the quantities identified are accurate and they shouldn't be used for pricing removal works.

The aim of a Refurbishment Survey is to:

1. Locate and record the location, extent and product type, as far as reasonably practicable, of known ACMs, along with an estimate of their quantity.
2. Determine and record the asbestos type based on sampling, or by making a strong presumption based on comparison to other samples.

2.2 Type of survey – Refurbishment Survey

Refurbishment Surveys are intended to locate all asbestos within the building or under the scope of the survey (refurbishment). It is a disruptive, fully intrusive survey that involves destructive inspection techniques that penetrate the building structure extensively. This involves breaking into floors, through walls, into wall voids, ceilings, cladding, boxing etc. as necessary to gain access to all areas, including the inner fabric of the building. A full sampling programme is undertaken to identify possible ACMs and estimate their quantities.

All areas have been accessed as far as is reasonably practicable. Any areas that it was not possible to access have been presumed to contain asbestos and documented within this report.

This survey involved sampling and analysis to confirm the presence or absence of asbestos; however presumptions may also have been used within this report to presume the presence of ACMs.

This Refurbishment Survey includes a Material Assessment of the identified or presumed ACM's, these assessments are explained in the following sections of this report.

It is recommended that further intrusive inspection and sampling be carried out where site refurbishment, maintenance, or similar may disturb ACMs that have remained inaccessible during this survey; this should be a Refurbishment Survey as described in HSG 264.

2.0 Introduction

2.3 Project Particulars

Life Environmental Services Ltd received an order of confirmation to undertake a Refurbishment Survey from Ashford Borough Council. This order has been accepted on the basis of the original Quotation and Survey Plan and our terms and conditions of business.

All subsequent information provided by the client or ascertained otherwise was assessed during planning stage of the project and a suitable Plan of Work produced. Where information was provided regarding the presence of known or presumed asbestos materials then this has been validated during the course of the survey, and recorded within this report.

This survey was carried out in accordance with documented in house procedures and HSE Guidance document HSG 264.

Scope of Works:


Refurbishment Survey to cladding and under-felting, fascia, soffit, under-cloak (cavity boards) and any other areas disturbed by the removal and replacement of the cladding or tile hanging.

Site Description:

Mid 1900's brick built semi-detached house

2.0 Introduction

2.4 Quality Assurance:

Client Details:	Ashford Borough Council	
Date(s) of Survey:	07-March-2019, 26-June-2019	
Surveyor(s):	Lead Surveyor(s): Rory Cross, Daniel Crust	
Report Prepared by:	Dean O'Keefe	27 th June 2019
Quality Control by:	Dean O'Keefe	27 th June 2019
Technical Review:	Daniel Crust 	27 th June 2019
Life Environmental Project Manager:	Elliot Davy	

3.0 Methodology & Limitations of Method

For safety reasons it is not possible to inspect internal areas of live electrical items, heating, ventilation, or mechanical plant and machinery without isolation of such services.

Whilst all areas of the building included within the scope of the survey will be accessed and inspected as far as reasonably practicable, Life Environmental Services Ltd cannot be held responsible for asbestos potentially present in areas of the building not explicitly specified within the client instruction, not indicated on provided site plans or not physically possible to access.

Although every care has been taken to identify all asbestos containing products within the areas surveyed, this survey does not include those areas where obtaining a sample would cause undue damage to the integrity and security of the building, risk the safety of our operatives or where access could not be gained. Asbestos should be presumed to be present within any areas not surveyed until a further assessment can be carried out.

It is important to note that the degree of inspection performed during an asbestos survey is not as detailed as the inspections and analytical processes carried out following the removal of ACMs. Visual inspections during clearance procedures involve a detailed examination of all areas and surfaces within an asbestos enclosure and although a survey should identify ACMs within an area where inadequate asbestos removal activities have been previously undertaken, it is not designed to check on the effectiveness of such inspections. Where previous asbestos removal work has taken place, reference should also be made to clearance documentation when reading this report.

The survey includes taking dust samples from areas where contamination is suspected to be present due to visible signs of damage to asbestos or signs of previous asbestos removal works but does not include random dust sampling.

Where suspect materials are identified as part of any works that do not appear to be detailed within the survey report then these materials should be treated with caution and presumed to contain asbestos until sampled and analysed.

Decorative coatings and paints etc. (such as "Artex") may contain a trace quantity of Chrysotile asbestos. Due to this low asbestos content, applications of this product may be non-homogenous and may elicit both positive and negative sample results. Where both positive and negative samples are obtained the client should presume that the textured coatings contain Chrysotile throughout even though a non-detected result has been obtained. It should also be noted that asbestos may exist in paint with no obvious textured appearance. Random sampling of such paint is not carried out routinely unless specifically requested.

Due to the non-homogenous nature of some thermal insulation products it is possible to obtain both a positive and negative result when sampling the same material. In instances where this occurs then all sample results for the given insulation type should be treated as containing asbestos. This applies to all thermal insulation and insulation residues and debris.

Materials have been referred to as Asbestos Insulating Board or Asbestos Cement based upon their appearance alone. Water absorption testing, as detailed within L143, has not been carried out unless stated otherwise.

Where asbestos gaskets to pipe flanges have been identified it is not practical to trace these throughout the length of pipework within the property. All such gaskets are presumed to contain asbestos.

Unless specifically identified within the report, no responsibility can be accepted for stored or portable items of asbestos.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified within the fabric of the building. This includes ACMs concealed by suspect items.

Unless specifically identified within the report, no responsibility can be accepted for non-systematic or random use of asbestos within the property. It must be presumed that asbestos may remain unidentified to these types of areas and if suspect materials are uncovered then samples should be taken for analysis.

Material extents are approximations only, assigned by the surveyor at the time of the survey. It should be noted that such extents may be for specific, visible amounts of the asbestos item and not for the complete amount. As such, the stated extents should not be used as a basis of any Scope or Specifications of Works for that item. It is recommended that any proposed abatement/removal of the asbestos should be undertaken against a detailed specification, therefore Life Environmental Services Ltd cannot be held responsible for any misinterpretation of the contents of this report by a third party if they were not instructed to provide a specification.

This report does not include investigations into land contamination associated with asbestos or any other contaminant.

3.0 Methodology & Limitations of Method

Life Environmental Services Ltd makes every effort to locate and identify all Asbestos Containing Materials (ACMs), within the scope of the agreed inspection brief, supplied by the client. Due to the nature of Asbestos distribution and uncontrolled usage within buildings built prior to 1999, Life Environmental Services Ltd will not accept any liability for claims arising from post survey, hidden or unidentified ACMs, or contamination arising from their subsequent disturbance.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified because they are buried within the fabric of the building. Potential locations are as follows:

- Shuttering buried within concrete slabs
- Asbestos hidden by structural supports
- Asbestos hidden behind other suspect products
- Building structures which are unsafe to fully access

It must be presumed that asbestos may remain unidentified to these types of areas. If suspect materials are uncovered during demolition, contact should be made with Life Environmental Services Ltd to arrange for samples to be taken for analysis.

3.0 Methodology & Limitations of Method

3.1 Scoping Table

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Height access provision	Standard (3m) <input checked="" type="radio"/> Long (6m) <input type="radio"/> Tower (4m) <input type="radio"/> Tower (6-10m) <input type="radio"/> Power (10m+) <input type="radio"/> Standard, Tower <input type="radio"/> Standard, Tower, Power <input type="radio"/>	N/A
Loftspaces (Note: access for management surveys will only be made where safe and sufficient walkways are available)	Yes <input checked="" type="radio"/> No <input type="radio"/> Access loft spaces. If it is not safe to gain entry to the space itself, then ensure that a thorough inspection is conducted from the opening. Comment on any tanks/flues that may be present. Do not automatically presume that ACM's are present through default.	N/A
Electrical switchgear	Yes <input checked="" type="radio"/> No <input type="radio"/> Inspect consumer units SFAIRP and as safe to do so. Do not automatically presume that ACM's are present by default. If it appears to be a modern unit then comment as such. Ensure that samples are taken of the back board. If the electrics are in unsafe condition, then contact PM	N/A
Plant / equipment	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Lift shafts	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Escalator Pits	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Confined spaces	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
External soffits & Fascias	Yes <input checked="" type="radio"/> No <input type="radio"/> Conduct investigation SFAIRP. View fascia's and soffits from upper floor window and comment accordingly. Do not presume ACM's are present through default, without consulting with PM first.	N/A

3.0 Methodology & Limitations of Method

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Roof (requiring specialist equipment)	Yes <input checked="" type="radio"/> No <input type="radio"/> Where practical to do so. Make comments on roof construction from within loft	N/A
Boxing (readily accessible by removable panels)	Yes <input checked="" type="radio"/> No <input type="radio"/> All boxing and falsework to be accessed	N/A
Solid Wall cavities	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Partition Wall cavities	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works and special instructions. Damage is to be minimised	N/A
Wall Cladding & Coverings	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works and special instructions. Damage is to be minimised	N/A
Fixed suspended ceilings	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Glazing	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Window Frames	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Window sills	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Door Frames	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Doors internally	Yes <input checked="" type="radio"/> No <input type="radio"/> Only where practical to do so and without causing damage	N/A
Concealed Risers or Voids (Known or identified during survey)	Yes <input checked="" type="radio"/> No <input type="radio"/>	N/A
Ventilation trunking (fume trunking should be specifically identified and assessed)	Yes <input checked="" type="radio"/> No <input type="radio"/>	N/A
Skirting	Yes <input checked="" type="radio"/> No <input type="radio"/> Where necessary to do so, but avoid damage. Refer to scope for comments on kitchen kick boards etc.	N/A

3.0 Methodology & Limitations of Method

Refurbishment Survey - Access Allowances – The following access requirements have been agreed at Quotation Stage		
Intrusive access and other access provision - Based on agreed Scope	Areas included within Scope of survey	Surveyors Comment / Detail of any variation
Fixed Flooring	Yes <input checked="" type="radio"/> No <input type="radio"/> Refer to scope of works/special instructions	N/A
Floor voids	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Floor ducts (specific details / layout required; specialist lifting equipment; covered or known)	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Below Ground Drainage Systems	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Slab (specify depth / diameter)	Yes <input type="radio"/> No <input checked="" type="radio"/> Add detail, (specify depth / diameter)	N/A
Locked Locations	Client / Site to provide access <input checked="" type="radio"/> Life to provide Locksmith <input type="radio"/> Life to force entry <input type="radio"/>	N/A
Beyond suspected or known asbestos installations	Yes <input type="radio"/> No <input checked="" type="radio"/>	N/A
Other Variations to Scope	N/A	

Note: If any activities are to be undertaken within areas that have not been accessed as part of this survey then a further survey and assessment should be carried out prior to these works

4.0 Survey Findings – Survey Data Sheets

Surveyor	Rory Cross	Room / Area	001 - External (high Level)	
Survey Date	07 March 2019	Level of Identification	Inspected Area	
Next Inspection		Sample No	IA	
Building	69 Front Road	Item	Roof Soffits	
Floor	External	Amount		
Item Accessibility				
A - Product Type		B - Extent of Damage		D - Asbestos Type
No Suspect Materials Seen				No Asbestos Detected
Material Ass' Score = (A+B+C+D):	0	Risk Coding	Recommendation: No recommendation required	
Further Information:	Area visually inspected. No suspect materials seen. View of plastic panels forming soffit boards			



Surveyor	Rory Cross	Room / Area	001 - External (high Level)	
Survey Date	07 March 2019	Level of Identification	Inspected Area	
Next Inspection		Sample No	IA	
Building	69 Front Road	Item	Roof Undercloaking	
Floor	External	Amount		
Item Accessibility				
A - Product Type		B - Extent of Damage		D - Asbestos Type
No Suspect Materials Seen				No Asbestos Detected
Material Ass' Score = (A+B+C+D):	0	Risk Coding	Recommendation: No recommendation required	
Further Information:	Area visually inspected. No suspect materials seen. View of clay tiles forming undercloaking to roof			



4.0 Survey Findings – Survey Data Sheets

Surveyor	Daniel Crust		Room / Area	001 - External			
Survey Date	26 June 2019		Level of Identification	Sampled			
Next Inspection			Sample No	S0001			
Building	69 Front Road		Item	Roofing Felt			
Floor	External		Amount				
Item Accessibility							
A - Product Type		B - Extent of Damage		C – Surface Treatment		D – Asbestos Type	
Roofing Felt / Bitumen						No Asbestos Detected	0
Material Ass' Score = (A+B+C+D):	0	Risk Coding		Recommendation:	No recommendation required		
Further Information:	Behind vertical hung tiles.						



5.0 Survey Findings – Location Register

Building	Floor	Location	Asbestos, Non-Asbestos and Presumed Items				
			Limited or No Access Areas	Item	Material	Level of Identification	Asbestos Type
69 Front Road	External	001 - External (high Level)		Wall	Brick		
69 Front Road	External	001 - External (high Level)		Rainwater Goods	Plastic		
69 Front Road	External	001 - External (high Level)		Roof Fascia	Plastic		
69 Front Road	External	001 - External (high Level)		Roof Tiles	Clay		
69 Front Road	External	001 - External (high Level)		Roof Undercloaking	No Suspect Materials Seen	IA	NAD
69 Front Road	External	001 - External (high Level)		Roof Soffits	No Suspect Materials Seen	IA	NAD
69 Front Road	External	001 - External		Roofing Felt	Roofing Felt / Bitumen	S0001	NAD



6.0 Survey Findings - Certificate & Schedule of Bulk Samples

Client Contact:

David Green
Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL

Life Environmental Services Ltd

4 Duckett's Wharf
South Street
Bishop's Stortford
Hertfordshire
CM23 3AR

Tel: 01233 330580**Tel:** 01279 503117**Site:** 69 Front Road
Woodchurch
Ashford
TN26 3SA**Date Sampled/Received:** 07 March 2019. Sample(s) taken by Rory Cross
Daniel Crust.

Sample No.	Location/ Comments	Item Description	Material	Asbestos Result	Analyst (Analysis Date)	Comments (where applicable)
S0001	External	Roofing Felt	Roofing Felt / Bitumen	NAD	Ellie Watts (27/06/2019)	Not Applicable

Analysts Name(s): Ellie Watts**Signature(s):****TEST NOTES:**

1. Samples submitted for examination have been analysed to determine the presence of asbestos fibres using the methods documented in the HSG248 the Analyst Guide for Sampling Analysis and Clearance Procedures & in house procedures in section 11 of the Quality Manual.
2. Samples in this test report have been analysed at one of our accredited Laboratories (see addresses below). Please note, the material description is outside the scope of our UKAS accreditation.
3. This test report shall not be reproduced or copied without the written approval of Life Environmental Services Limited.
4. Opinion and interpretations are outside the scope of accreditation and are not included within this test report
5. Samples taken by Life Environmental Services Ltd are in accordance with the HSG 248 the Analyst Guide for Sampling Analysis and Clearance Procedures and HSG 264.
6. Life Environmental Services Ltd is not responsible for sampling errors where they have not taken the sample.

Life Environmental Services*The natural choice for environmental compliance and risk management solutions***Accredited Laboratories – Analysis carried out at:**

4 Duckett's Wharf
South Street
Bishop's Stortford
Herts
CM23 3AR



Tel: 01279 503117

Caledonia House
Thornliebank Industrial Est.
Thornliebank
Glasgow
Scotland G46 8JT



Tel: 0141 270 8070

Europa Business Park
Birdhall Lane
Stockport, Cheadle Heath
Manchester
SK3 0XA



Tel: 07714 916176

Unit 61, Block 6
Admiral Business Park
Cramlington
Northumberland
NE23 1WG



Tel: 07917 463844

Appendix 1 – Definitions & Recommended Guidance

Level of Identification

Sample (S) A physical sample was taken on site by the Surveyor and analysed by the laboratory.

Cross reference (X) No sample was taken but the material is visually similar to a sample that has been analysed from the survey. This is a form of Strong Presumption as defined in HSG264.

Strongly Presumed (SP) No sample was taken but due to the appearance of the material and with the surveyor's knowledge and experience the material has been identified as containing asbestos.

Presumed (P) No sample was taken and therefore due to this lack of information the material or item must be presumed to contain asbestos. This will often be because the item could not be sampled due to excessive height (such as soffits) or an item could not be inspected (or sampled) as this may have presented a risk to the Surveyor (e.g. opening up live plant and electrics).

No access areas are also treated as a presumption.

Inspected Area (IA) This illustrates that a particular area within a room has been inspected and no suspect materials were identified. It is an opportunity for the surveyor to photograph and record that a particular element has been inspected without the need to sample. This will usually be during a refurbishment survey.

Non-suspect items

The surveyor will record non-suspect items as part of the survey. This will include non-asbestos materials which can be confused as containing asbestos by those who have less experience of ACMs. This will include non-asbestos boards (e.g. Supalux and Vermiculite), modern vinyl products, modern bitumen products, etc. The surveyor may record other non-asbestos items as determined during the course of the survey.

Non-asbestos boards will also be sampled periodically throughout the building to confirm they are non-asbestos.

In rooms where there are no non-asbestos items and no suspect items to record the surveyor will record 'All Areas/Items – No Suspect Materials Seen' this illustrates that the surveyor has inspected all areas of the room as far as is reasonably practicable in accordance with the survey scope and has deemed the room asbestos free.

Non-suspect items are recorded within the Location Register in Section 5.

Floor

All ACMs are detailed by location number, with the relevant floor given by numerical value. However, in instances where a room or location is present over more than one floor (e.g. Staircases and Lift Shafts) the floor may be detailed as 'Multiple'. Hence when reviewing the Asbestos Register to gain an overview of an entire floor, it is necessary to consult two sections of the register, firstly the relevant floor, secondly any 'Multiple' locations that may be present.

Recommendations

The various recommendations given within this report are explained below:-

Remove

If an item is recommended for removal it has either sustained damage and is posing an increased risk in its current condition; or due to its location it is considered high risk as it could easily be disturbed in the future. Materials recommended for removal will be given one of the following recommendations:-

Removal by Licensed Contractor. This will include removal of AIB, Insulation, and Spray Coatings and is likely to be subject to a 14 day notification to the HSE, (as per the Control of Asbestos Regulations 2012).

Removal by Approved Contractor. This will include removal of lower risk materials such as Asbestos Cement, Bitumen Products, Reinforced Composites, and Floor Tiles etc. Some such works may be considered Notifiable Non-Licensed Works.

Appendix 1 – Definitions & Recommended Guidance

The Control of Asbestos Regulations 2012 does not necessarily require such removal works to be undertaken by a licensed contractor. However it is good practice, and we would strongly recommended that all removal works are undertaken by a licensed contractor.

Restrict Access

Materials have been identified that are in a damaged condition often with associated debris that can be easily disturbed. As such access to the area should be prevented to all persons until such a time when the area has been deemed safe for reoccupation. This will usually be once removal works have been completed.

No Access – Inspection Required

Access to the given location was either not possible at all or only limited access was possible. In both instances there is the potential for unidentified asbestos being present and as such the area must be treated as containing asbestos until full access is possible.

Arrangements should be made at the earliest opportunity to revisit locations where access was not possible or access was limited in order that such areas can be inspected fully.

Items and materials that are presumed to contain asbestos will also be given the recommendation of 'No Access – Inspection required'. In these instances the item or material should be treated as containing asbestos until arrangements can be made to access such items or materials in order to carry out an inspection or sample to confirm or otherwise the presence of asbestos.

No Recommendation Required

Asbestos has not been identified and as such no further action is required.

Recommended Guidance

To comply with and ensure that the requirements of section 2 & 3 of the Health and Safety at Work Act (as amended) 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and the Control of Substances Hazardous to Health 2002 are met, the following recommendations should be implemented:

Undertake suitable and sufficient Risk Assessments of identified ACMs against normal occupation and maintenance operations, in compliance with Regulations 3 of the Management of Health & Safety at Work Regulations 1999 and Regulation 6 of the Control of Asbestos Regulations 2012.

The findings of the survey be brought to the attention of those persons who are likely to come in contact with asbestos, in compliance with Section 2 and 3 of the Health and Safety at Work Act (as amended) 1974 and Regulation 9 of the Control of Asbestos Regulations 2012.

Implement an Asbestos Management Policy, Plan and review process in compliance Regulation 4 of the Control of Asbestos Regulations 2012.

During the course of the survey it may not have been possible to access all areas of the site. Details of areas requiring further access is identified within the Data Sheets and Executive Summary of this report. In accordance with HSG 264, asbestos is presumed to be present within these areas and should be treated accordingly until further inspection and analysis of building fabric and services proves otherwise.

Where asbestos debris or asbestos in poor condition has been found it is recommended that access is restricted to these areas in accordance with Regulation 11 of the Control of Asbestos Regulations 2012 and that air monitoring is carried out within adjacent areas in order to assess airborne fibre levels.

All identified asbestos to be appropriately identified and subject to Risk Assessment, management, and re-inspection.

Appendix 1 – Definitions & Recommended Guidance

Site specific recommendations in respect to the location and condition of asbestos materials identified during the course of this inspection are detailed in the Survey Data Sheets and Asbestos register. In considering the management of asbestos materials identified to date, these recommendations should be referred to and complied with.

It is recommended that work on, or removal of, both licensed and non licensed ACMs is undertaken by a licensed asbestos removal contractor so that the Duty Holder / Client can have confidence that the contractor has provided the correct level of training and has the experience and knowledge necessary to deal with these products safely.

It is a requirement of CAR 2012 that further intrusive investigations and sampling be carried out where any refurbishment, maintenance, or similar activity is planned that may expose asbestos materials. This should be a refurbishment survey as documented by HSG 264.

The findings of this report should not be solely relied upon in obtaining costs for proposed asbestos abatement work. Any proposed abatement/removal of the asbestos should be undertaken against a detailed specification.

Appendix 2 – Material Assessment Algorithms

Where ACMs have been identified or presumed to be present a **Material Assessment Algorithm** has been calculated as detailed in HSG 264 and reproduced in line with the table overleaf.

The Material Assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way.

For each of the four variables given by the table a score is allocated. The four scores are added together to give a Material Assessment score of between 2 and 12.

HIGH RISK 10-12

Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;

MEDIUM RISK 7- 9

Those materials with a score between 7 and 9 are regarded as medium risk to release fibres.

LOW RISK 5-6

Materials with a score between 5 and 6 are low risk to release fibres.

VERY LOW RISK 4 or less

Scores of 4 or less are very low risk.

Section	Sample Variable	Score	Examples of Score
A	Product type (or debris from product).	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi rigid paint or decorative finishes, asbestos cement, etc).
		2	Asbestos insulating board, mill boards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
		3	Thermal insulation (e.g.: pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
B	Extent of damage/ deterioration.	0	Good condition: no visible damage.
		1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.
		2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
		3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
C	Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
		1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), unsealed cement sheets, etc.
		2	Unsealed AIB, or encapsulated lagging and sprays.
		3	Unsealed lagging and sprays.
D	Asbestos type	1	Chrysotile.
		2	Amphibole asbestos excluding Crocidolite.
		3	Crocidolite.
Material Assessment Score = A + B + C + D			

Appendix 2 – Material Assessment Algorithms

The Material Assessment identifies the high risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the Material Assessment will be the materials that should be given priority for remedial action. Management priority must be determined by carrying out a Risk Assessment which will also take into account the likely maintenance activity; occupant activity; likelihood of disturbance; and human exposure potential.

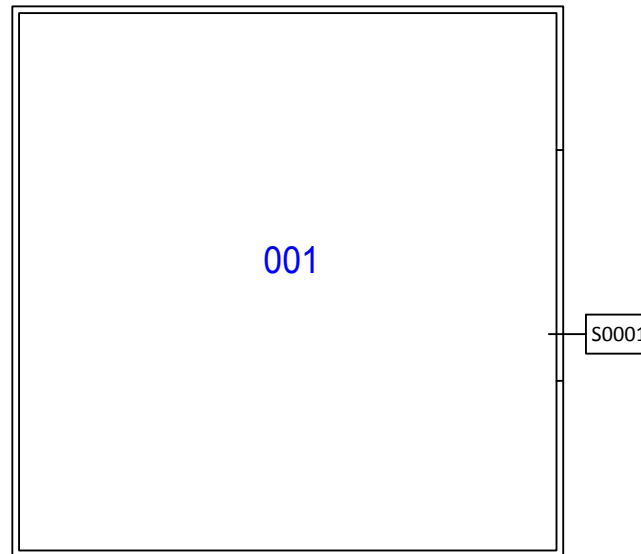
Appendix 3 – Survey Drawings





Life Environmental Services Ltd.
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Bishop's Stortford CM23 3AR
Telephone: 0844 335 1281
Email: enquiries@lifeenvironmental.com
www.lifeenvironmental.co.uk
Registered in England No. 3053057

External Floor Plan















SURVEY PLAN - Standard

69 Front Road

Job No.: B-82927

Key

- 001 - Location Number
-  - Asbestos Present (Please refer to register)
-  - No Access
-  - No Access to Specified Level Within Area
-  - Limited Access
-  - Limited Access to Specified Level Within Area
-  - Outside Scope of Survey
-  - Asbestos Removed
-  - Positive Sample
-  - Cross Referenced Positive Sample
-  - Strongly Presumed Asbestos
-  - Presumed Asbestos
-  - Sample - No Asbestos Detected

Drawn By:	DO
Date:	27/06/2019
Page:	1 of 1