Our ref: P230329/JD/TR

Your ref:

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STRICTLY PRIVATE AND CONFIDENTIAL

REPORT ON CONDITION OF:

Municipal Building
The Moor
Falmouth
TR11 2RT

ON BEHALF OF:

Falmouth Town Council

Prepared by: **John Darbyshire BSc (Hons) MRICS**

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For and on behalf of RTP Surveyors Limited
Chartered Building Surveyors

30th August 2023

1.0.0 INSTRUCTIONS

RTP Surveyors Limited were instructed by Falmouth Town Council, The Old Post Office, The Moor, Falmouth, TR11 3QA to undertake a building survey of the Municipal Building, The Moor, Falmouth, TR11 2RT with particular regard to providing a report on the condition of the property at present, along with a five year Planned maintenance Schedule. This in order establish the current position and access potential funding for repairs and upgrading of the premises.

1.1.0 GENERAL INFORMATION

1.1.1 Date of Inspection

The property was inspected on Wednesday, 30th August 2023, with a brief revisit on the 13th September 2023. On both occasions the weather during the inspection was warm and dry.

1.1.2 Description

A substantial detached public building built originally in 1896 as the Passmore Edwards Free Library. It is still in use as a library at ground floor level. The first floor accommodation is partly in use as a Council Chamber, with Mayor's accommodation, and a partly in use as the art gallery, including some ancillary storage space to the rear.

The building is Grade II Listed as of December 1994 and is of traditional construction. It remains largely in its original form, albeit it has been extended in the past to the front right to increase the library accommodation and later again to the rear right to enhance and provide level access to the art gallery.

1.1.3 Structural Scheme

The main building is of substantial solid stone construction, incorporating some brickwork in places. The principal front elevation is finished in quality cut facing stone, with various moulded plinths, pilasters, strings and cills etc. Elevations elsewhere are finished in a lower quality random stone. There are a series of pitched roofs over, covered partly in natural slate and partly in fibre cement slate. The elevations incorporate a series of single glazed timber framed windows and doors. The extended sections of the building are in more modern cavity masonry construction, with part pitched roofs over covered in slate, part flat roofs.

Internally, the upper floors are partly formed in concrete and partly formed in suspended timber and there are solid floors throughout the ground floor accommodation. Internal partitions are predominately in solid masonry but there are some areas where timber studwork is present.

1.1.4 Accommodation

First floor: Art gallery, including some ancillary accommodation effectively within a split level area to the rear, combined with the Council Chamber and Mayor's accommodation.

Ground floor: Library with some ancillary accommodation to the rear.

1.1.5 Grounds

The property occupies a prominent town centre position and fronts onto the street. External areas are limited to a very small strip of land immediately to the rear of the building, before the substantial raised ground/cliff face above.

1.1.6 Tenure

It is assumed that the property is held freehold with vacant possession and with no unusual restriction as to use or title.

1.1.7 Orientation

For the purposes of this report, we deem the front elevation to be that which contains the primary entrance and fronts onto the street. This elevation faces approximately South East. All references to front, rear, left and right refer to this orientation.

1.1.8 Occupation

The property was occupied, with built-in fixtures, fittings and surface finishes throughout.

This places normal and practical limitations with regard to our examination.

1.1.9 Limitations of Inspection

Services were the subject of a visual inspection. A separate report is included within Appendix A.

Our report has been prepared to identify the performance in use of both construction and material rather than to identify the possible limitations of construction in relation to current Building Regulation standards.

1.1.10 Legal Enquiries

Legal enquiries are those as outlined within the Summary and Recommendations section.

1.1.11 Planning and Building Regulations

We have not had sight of any Planning or Building Regulation approval documents relating to the property and therefore we cannot make any specific comments.

There have not been any significant alterations that would have required Planning/Listed Building Consent approval or Building Regulation approval in recent years as far as we can establish.

There has been some internal alterations and refurbishment circa 2008 and windows have been replaced above the entrance portico fairly recently. We would expect some history with regards to Listed Building Consent.

Prior to this, the building appears to have been subject to quite notable refurbishment circa 1992. There will presumably also be some records with regards to the extensions to the building. It is not entirely clear when this was carried out.

1.1.12 Listed Buildings

The property is Grade II Listed as of December 1994. It is also positioned within a Conservation Area. Accordingly, any works to the property beyond normal routine maintenance will be required Listed Building Consent.

1.1.13 Trees

There are no significant trees within the immediate vicinity of the property.

1.1.14 Location

The property occupies a prominent town centre position. We have no particular concern with the location.

2.0.0 MAIN BUILDING – EXTERNAL

2.1.0 CHIMNEY STACKS AND FLASHINGS

The property is served by a single brick chimney, positioned within the main rear roof slope, slightly left of centre. This chimney is finished in facing brickwork, with two clay pots bedded and pointed in mortar and a series of lead flashings around the base of the chimney, at the junction with the roof covering.

This chimney is no longer in use but remains in sound condition. It is not entirely clear as to whether the flues remain open. Regardless, it would be worthwhile fitting cowls over the head of the pots at such time that high level access is next in place for routine maintenance.

There is slight water staining to the brickwork chimney breast within the roof void, but this is not sufficient to have caused any dampness or serious problems within the accommodation beneath.

It must be understood that this is an older chimney that will not be built with a continuous lead damp-proof course tray through the depth of the structure, as would be found in more modern construction. Consequently, it is important to ensure that the structure is kept well maintained going forwards. We suggest you allow for some routine repair and maintenance at such time that high level access is next in place, to include some raking out and repointing of the brickwork and possible repair/renewal of the flaunching (mortar) on top.

All other chimneys have previously been taken down below roof level, which is certainly of benefit from a point of view of ongoing repairing liability and maintenance.

2.2.0 MAIN ROOF

The main roof is relatively complex owing to the layout and arrangement of the building and accommodation beneath, described as follows. The roof over the main section of the building is double pitched and covered in natural slate to the front and outer left and right facing roof slopes. The rear facing sections of the roof are covered in fibre cement slate, that will feasibly have an asbestos content. The verge, or edges, of the roof are finished in a vertically hung slate detail to the rear, whereas at the front substantial raised stone parapet details extend up above the roof line, finished in various moulded stone capping details. Most sections of roof to the rear are hipped. There are a series of clay ridge and hip tiles, bedded and pointed in mortar.

Various valley and parapet gutter details are lined in lead. Similarly, there are a series of lead flashings where roof coverings adjoin the higher front parapets.

The slate roof coverings to the main section of the building are not new but have been replaced at some stage in more recent years – perhaps during the works circa 1992. Where visible, these roof coverings are sound ad free from notable water ingress beneath. The slate is not local Delabole slate, as was likely original (known for high quality and durability), but it will certainly be more durable than the fibre cement slate coverings elsewhere. We see no major concerns with these roof coverings short term but the roof covering may be better addressed as a whole in order to improve overall thermal performance – refer later in this report.

The various fibre cement slate roof coverings generally continue to perform adequately. However, the surface of the individual slates is notably dulled and this material is certainly showing some fatigue with age. Furthermore, there are several areas where there is some slight water seepage and staining evident within the main roof void beneath.

Whilst there is no immediate concern, you will need to allow to renew these roof coverings relatively short term and we see no sense in carrying out any significant upgrading and refurbishment of the building elsewhere without addressing these roof coverings.

The main roof has a central octagonal lantern detail in line with the main roof ridge. This has a domed roof with a lead covering, supported on a series of masonry piers, and a lead and slate clad supporting structure beneath.

This structure is sound but the paint finishes are fading and some rippling and slight deterioration of leadwork is evident to the domed roof. We advise closer inspection with the benefit of high level access, allowing for some routine maintenance at such time.

The rear left wing has a double pitched and hipped roof covered in fibre cement slate. This is set at a slightly lower level and there are a series of lead flashings at the junction with the main building. The same comment applies her as elsewhere in that the roof covering is performing adequately at present but now showing signs of notable weathering. We advise allowance to renew this section of roof relatively short term.

The rear right hand wing has a pitched and hipped roof, covered partly in fibre cement slate and partly in natural slate. There are two substantial roof lights incorporated within the rear, with associated lead flashing details. There is a lead lined valley gutter detail at the junction between this section of roof and the main section of the building and to further roof lights adjacent.

Similar to the main roof, the slate sections remain in better condition that the fibre cement slate sections and there is no immediate concern. We again advise allowance to replace the fibre cement slate roof coverings relatively short term. It would make sense to replace all of the roof covering at the same time if funds allowed.

There is a lower level roof to the central rear section of the building, over the library. This is pitched on four sides and covered in fibre cement slate. There are clay hip tiles and the head of this roof is flat and covered in built-up mineral felt.

This roof is also performing adequately at present but showing signs of general weathering to fibre cement slate roof covering. Several individual slates have been replaced or refixed with lead tingles

over the years. The felt flat roof covering over is serviceable but will not have the same durability as the pitched roofs.

We advise that allowance is made to replace this roof covering also relatively short term, although, again, there is no immediate concern.

There are a series of lead lined valley gutter details around the perimeter of this roof, at the junction with the main building. These areas would benefit from clearing of vegetation and general detritus but the leadwork appears to be satisfactory where visible.

There is a recessed lead covered lower level flat roof over the primary entrance. This has a lead sheet covering with an incorporated rear valley gutter and a series of lead flashing details around the perimeter.

The leadwork here all appears to remain in good order and we do not foresee any major concerns short term. As an observation, there are pot plants and other debris lying around. Ideally this area would be kept clear to prevent any blockage – particularly within the rear gutter. Similarly, there is a wire mesh covering over the rear valley to prevent birds nesting but this has become dislodged and we noted a pigeon nest within the corner. This will need to be cleared out and the wire mesh covering reinstated.

The roof over the front right hand extension comprises a pitched and hipped slate roof, with clay hip tiles. There is a raised central timber framed glazed roof light arrangement with a lead flat roof covering over.

The pitched slate roof covering and associated leadwork remains in satisfactory condition. However, the timber framed glazed structure is now in quite a poor state of repair, with paint finishes fading, which has resulted in some localised timber decay – particularly at low level. This area will require fairly extensive repair, preparation and redecoration short term to prevent further decay and potential water ingress.

Whilst this area of roof remains in reasonable order, aside from the decayed timber roof light detail, it is likely to offer a limited level of thermal performance and indeed the single glazed structure will be a significant source of heat loss.

We feel that this area of the building would be less likely to carry any significant historic value and therefore there is potential justification to strip and replace this area of roof alongside the main roof covering, in order to take the opportunity to upgrade the thermal performance but also ensure longevity thereafter. In particular, upgrading the existing glazing to suitable slimline double-glazed units would make quite a difference in terms of thermal performance in this area and ought to be considered.

There is a small area of flat roof adjacent, which we were not able to gain direct access to inspect. We assume this will be on the form of built-up mineral felt and sensible to allow

for replacement alongside roof works generally in due course. That said, no evidence to suggest any notable water ingress beneath.

The roof over the rear right most recent extension is primarily double pitched and covered in natural slate. However, there is a central section of flat roof at high level, which appears to be covered in built-up mineral felt. There are two roof light arrangements incorporated.

There is quite extensive leadwork at the various junctions between differing levels of roof, along with the junction between the flat roof and pitched roofs, where there is a raised perimeter capping detail.

Roof coverings here remain generally sound. There are one or two slipped slates which ought to be reinstated when high level access is next in place. Most notably, the flat roof has quite a build-up of vegetation. Whilst there is no evidence to suggest any notable water ingress beneath, it would certainly make sense to strip and replace this section of flat roof short term, to make the best use of high-level access. We suggest that you proceed on this basis, perhaps subject to closer inspection at the time.

Finally, there is a further small section of flat roof over a projecting balcony detail to the front right corner of the original section of the building. We are unable to confirm the make-up of the roof here. There was no evidence to suggest any water ingress beneath but we suggest allowance for further inspection when high level access is in place and it would certainly be sensible to at least allow for some repair of this area.

In summary, whist roof coverings across the building generally continue to perform adequately, certainly the fibre cement slate sections of the main roof are now quite tired and the sections of flat roof are likely to have a limited remaining service life. There is also the need for repair and maintenance to the glazed timber framed structure over the front right extension short term.

Presently there is little if any insulation incorporated within or beneath the various roofs, including associated supporting structures. In our opinion, the roofs are a significant loss of heat and will do doubt be contributing to the CO2 emissions from the building.

Replacement of the roofs entirely, would allow substantial upgrading of insulation and overall thermal performance. Further, it would ensure performance for the foreseeable future. The exception perhaps being the more recent rear right extension, where the roof remains generally satisfactory and is likely to be insulated to a certain extent – to be further considered in due course.

Given the Listed status of the building, we feel that this is one of the more achievable means of significantly upgrading thermal performance. Listed Building Consent would be required, but the existing materials are unlikely to be considered of significant historic value. We feel there is a reasonable chance of success in gaining consent on this basis.

We would just point out that introduction of insulation over, or within the roof structures will potentially alter the height and roof line slightly. This would require some further consideration in terms of detailing and possible implications in terms of listed building consent.

2.2.1 Roofing Felt

Roofing felt (sarking felt) is fitted in modern construction as a second line of defence against water penetration but it also counters the effects of wind movement.

In this case, there are timber sarking boards fitted beneath the main roof covering, which prevents visibility above and thus it is difficult to confirm the extent and condition of any existing sarking felt.

With due consideration to the age and nature of the various main roof coverings, we would expect there to be a bitumen based sarking felt present above the rafters, beneath the batten and slates. This is visible through small penetrations in places. Furthermore, it is clearly visible beneath the roof within the separate rear left roof void over the Mayor's accommodation.

Where visible, this appears serviceable but is certainly now showing some signs of fatigue and is generally tired.

There is no access directly beneath the roof coverings over the right hand extensions to the property, likewise the lower level roof over the rear central section of the main building. We would expect to find similar bitumen based sarking felt materials - likely more recent and in better order to the extensions.

Regardless of the above, you would certainly need to allow to strip and replace sarking felts alongside renewal of any roof coverings in due course. The provision of a modern

breathable sarking membrane will greatly improve secondary means of weather protection but also allow the roof structures beneath to breathe, which is of benefit.

2.2.2 Roof Space Ventilation

It is most important to ensure that roof voids and roof structures are kept adequately ventilated in order to avoid a build-up of moisture and condensation, that could subsequently lead to timber decay.

In this case, whist purpose built means of ventilation is perhaps limited in places. The accessible roof voids have not suffered any notable deterioration that could be associated with a lack of ventilation to date. Indeed, some vents have been introduced to the roof slopes of the main roof – visible within the void.

We suggest no immediate concerns but means of ventilation will certainly need to be considered at such time that roof coverings are renewed.

2.3.0 RAINWATER GOODS

The property is primarily served by a series of pressed metal gutters and downpipes. The gutters are fitted back to timber fascia board.

The rainwater goods remain in reasonable order but are now starting to show signs of fading to the surface finish with UV degradation and there is now quite a build-up of vegetation within various gutters.

Normal routine maintenance will require gutters to be cleared out and jointing gaskets checked and resealed from time to time. Leaking or overspilling gutters are a common cause of dampness and/or premature decay within buildings, particularly those of an older traditional construction.

Despite the general serviceability of the current rainwater goods, it would be sensible to consider replacement alongside any works to renew roof

coverings in order to make best use of high level access. The additional cost would not be overly significant. As a minimum, we advise allowance for preparation and redecoration.

In addition to the above, the principal front and right hand elevations are served with recessed lead lined parapet gutters. Likewise lead lined gutters and downpipes to the recessed lead covered lower level flat roof over the primary entrance.

Where visible, leadwork appears sound. We advise allowance for closer inspection at such time that high level access is in place and certainly alongside any roof works. Important that these areas are cleared of vegetation and kept free flowing.

2.4.0 MAIN WALLS

2.4.1 Foundations

We did not carry out investigations to ascertain the condition of the structure below ground level. With due consideration to the age and nature of the property, foundations to the original sections of the building are likely to comprise of stone laid direct to compacted ground. It is likely that there will be a more comprehensive concrete foundation detail beneath the extended sections of the building.

To check the foundations would require excavation of trial holes at various places around the main walls. In the absence of any sign of structural failure, or any significant past remedial work having been carried out, we can see no necessity to carry out a detailed examination of the foundations.

2.4.2 Walls

The external walls to original sections of the building are built to a substantial thickness and are formed in solid stone construction, incorporating some brick detailing. The elevations are finished in facing stone. The two principal elevations on the front and front right hand side are finished with cut semi-dressed stone incorporating a combination of granite and carboniferous limestone. The principal elevations are detailed with various moulded plinths, pilasters, strings and cills etc., as well as raised balustrades and parapets. All of these details are formed in granite, with the general wall surface finished in carboniferous limestone.

Carboniferous limestone is not a local material and would have been imported from other areas. An observation as opposed to a concern.

Elevations to the sides and rear are of a lower quality random facing stone, which brick quoin and arch details around the various openings and granite quoin stones the principal corners. There is also some moulded stone detailing around one or two of the window openings.

The building is certainly substantial in terms of construction and is considered well built, in sound condition and free from serious movement or defect.

Solid stone construction of this form will tend to be more inherently prone to penetrating dampness and condensation in comparison with more modern cavity construction. Consequently, it is important to ensure that external finishes are kept well maintained and that the interior is kept well heated and ventilated.

There will always be some limitation in terms of resistance to moisture and thermal performance and, given the Listed status of the property, there are limitations to what can be done to the building beyond normal repair and maintenance. The must be understood and borne in mind.

The key to performance is to maintain the breathability of the structures as much as possible and, with this in mind, we would always advise the use of traditional lime based mortars and renders for any future maintenance. Traditional Lime base materials are much more tolerant to natural movement found in older structures of this nature and, crucially, allow the structure to breathe and dry out.

Cement based materials tend to be relatively hard and inflexible, often cracking and subsequently trapping moisture within the walls, which commonly then results in dampness internally.

Whist the building is sound, the most significant issue is that there is quite notable dampness affecting internal finishes - primarily to the front of the building and particularly at high level. This is the result of penetrating dampness and almost certainly due to deterioration of the various mortar joints between the stonework and detailing.

The quality of the stonework to the principal front elevations is very good and, from a distance, all appears in good order. However, upon closer inspection, it can be seen that there is now extensive vegetation growth from the various joints between stones and detailing, which is a clear indicator of deterioration to the various mortar joints and weakness for water ingress.

It would be very difficult to entirely resolve all penetrating dampness, without significant upgrading of external finishes and detailing, much of which would not be permitted given its Listed status. However, careful raking out and repointing of the various mortar joists would certainly help matters significantly and we advise a programme of extensive careful repair and maintenance to the stonework across the principal elevations at the earliest opportunity. A significant but necessary task.

Generally, whilst the various projecting details and parapets etc., all add to the aesthetics of the building, conversely, these are all areas of weakness in terms of water ingress and reliance is placed upon keeping the property well maintained to prevent water ingress as much as possible.

It may be possible to gain Listed Building Consent to introduce additional leadwork to the most exposed areas of the building – for example, the raised parapets and various high level band course details. This will require some input from a Conservation Officer as to what would be deemed acceptable. We advise this is considered at such time that a specification of works is prepared.

Elsewhere, the stonework to the side and rear elevations remains in reasonable order and pointing generally sound, hence the rear sections of the building are generally performing better in terms of water ingress.

We suggest allowance for some further localised repointing and repair alongside upcoming works but we do not foresee any major concerns in this regard.

2.4.3 Openings

The heads to the various window and door openings to the principal front and right hand side elevations are formed with cut stone arch lintels. The left hand side and rear areas of the building are served by brick arch lintel details. All are considered sound.

Behind the stone or brick arch details there is likely to be either further brick/stone or possibly timber lintel details.

We would just point out that any timber remaining embedded within older solid construction of this nature is always vulnerable to exposure to moisture and subsequent decay. We suggest that there is no evidence to justify immediate opening up or further investigation at this stage, but it would be wise to make allowance for inspection and possible repair of lintel structures during upcoming works to remedy damp affected internal finishes.

The more modern construction of the rear right extension is likely to be served by a series of pressed metal lintels, possibly precast concrete units. There is no evidence of any deflection or failure and therefore we see no reason to carry out any further investigation.

Likewise, lintels over openings within the front right hand extension are likely to be in the form of cast concrete. There is again no evidence to suggest any notable deflection or failure.

2.4.4 Cills

The principal front and right hand side elevations are served by a series of cut granite cills, forming part of the windows surrounds, along with various projecting band course details.

The cut granite itself it all in good order and sound but, as identified above, there is now a need for careful raking out and repointing of the various joints between the cut sections of stone. This is a notable weakness and is certainly contributing to much of the dampness within the internal accommodation at present.

Elsewhere, cills are generally formed in solid slate. These are generally satisfactory, there are one or two areas at low level to the rear where there is slight variation and some layered slate details that have suffered some localised deterioration. Furthermore, one or two of the solid slate cills have cracks within. We advise allowance from some localised repair.

Elsewhere, the cill details are formed in lead or form part of the timber framed glazing. Generally satisfactory but external joinery now in need of attention.

Going forwards, it is important to ensure that cills are maintained in good order prevent water ingress into the structure and accommodation beneath as much as possible.

2.4.5 Damp-proof Course

With due consideration to the age and nature of the building, we would not expect to find any notable damp-proof course detail throughout the original sections. However, any dampness within the building is much more likely to be associated with penetrating dampness as opposed to rising dampness. Whilst there is evidence of dampness within the building in several areas, we do not believe that this is attributed to a lack of, or inadequate damp-proof course detail.

There is no requirement for any retrospective works in this regard. In our opinion such work is rarely effective.

We would expect to find damp-proof course details within the later extensions to the property to the right hand side. These have not been exposed for examination but, again, no evidence to suggest any concerns in this regard.

2.4.6 Sub-floor

A proportion of the ground floor is in suspended timber construction, or some form of raised structure, and there does appear to be at least a shallow void area beneath. It is most important to ensure that the sub-floor void areas are kept well ventilated in order to avoid a build-up of moisture and subsequent timber decay.

There are vents through the rear wall at low level for this purposes. Arguably the through flow of ventilation air is limited and we advise allowance for some further investigation and improvement in this regard, as further described below.

Where vents are present to the rear, the metal cover plates, or grilles, are partly broken or missing and ought to be replaced to reduce the potential for vermin entering the space.

2.5.0 EXTERNAL JOINERY

2.5.1 Eaves and Barge Boards

The property is served by a series of painted timber fascia boards to the side and rear. These areas generally remain serviceable but paint finishes are certainly fading and we advise allowance for some localised timber repair prior to preparation and redecoration relatively short term alongside general upcoming refurbishment work.

2.5.2 Windows

The property is served by a series of single glazed timber framed windows. These vary between traditional sash units and various timber casement units.

Three windows have recently been replaced at first floor level, to the centre of the front elevation, above the entrance portico. These are in good order. Elsewhere, windows are generally serviceable but paint finishes are certainly fading. In particular, windows to the left hand elevation are now in quite a poor state of repair, with some timber decay evident at low level. Furthermore, as identified above, the raised glazed lantern detail above the front right hand elevation is also now quite tired in terms of decorative finish with some localised decay beginning to form.

An obvious solution to improve the overall thermal performance of the building would be to upgrade the various windows to double glazed units. However, with consideration to

the Listed status of the property and general age and nature of the various finishes, we feel it would be unrealistic to achieve Listed Building Consent for replacement. Perhaps not impossible.

Much of the existing windows are likely to be considered to have historic value and there would be an onus upon you to repair and retain the existing units where feasible to do so. One assumes that the recently replaced windows were in an extremely poor state of repair.

The more recent rear right extension is served by a series of double glazed timber framed casement units with a painted finish. These remain in reasonable order.

The rear main landing window is formed in cut bath stone, or similar. It has a series of timber framed casements inserted within it. This is now in quite a tired state of repair, in that the external stonework is showing signs of weathering and localised spalling to the surface of the stone is evident. Further, there is some rust staining – this is possibly the result of redundant previous fixings, but could be indication of corrosion to internal metal supporting dowels.

In addition, the individual timber framed casement units are starting to show signs of some decay. In particular, the central lower casement is missing a timber lower rail supporting the glazing.

We advise allowance for some overhauling and repair of the individual timber glazing units and some repair of the stonework.

The individual glazing units here could feasibly be upgraded to more thermally efficient double glazed units without any significant disturbance to the principal stone framing. Certainly an area worthy of further consideration in this regard.

Overall, there will need to be an allowance for repair, overhauling and redecoration of the various existing window units. Most we feel will need to remain in-situ, but there are some areas of lesser historic value and it is feasible that a proportion of the windows could be upgraded to improve thermal performance.

In terms of windows to be retained, there is certainly potential to improve/install means of draft-proofing, which is normally permissible.

2.5.3 Doors

The principal external doors within the front elevation are of timber construction, part glazed. These are well sheltered beneath the front portico and thus remain in good order. However, means of weather stripping and thus thermal performance is fairly limited.

Doors within the rear right extension comprise painted timber units and are in reasonable order. Likewise the rear service doors to the ground floor accommodation are in reasonable order. In all cases, there will need to be allowance for preparation and redecoration alongside works to the windows/external joinery.

2.6.0 EXTERNAL DECORATIONS

The external decorations are limited to the external joinery, in the form of the windows, doors, glazed roof lights etc. However, the external joinery is extensive and there is quite a maintenance liability in this regard.

External finishes vary in age and condition. Certainly paint finishes are now fading generally and certainly where more exposed. We advise allowance for complete renewal of external decorations alongside upcoming refurbishment, with the benefit of high level access.

3.0.0 MAIN BUILDING – INTERNALLY

The property was occupied and furnished at the time of our inspection and you will appreciate that this placed normal and practical limitations upon us, such that our examination was confined to a visual surface one only.

Accordingly our comments are general in nature and intended to give a guide as to the condition of the property rather than to record all the defects herein.

3.1.0 ROOF VOID

A substantial roof void over the front main sections of the building, accessed via a hatch through the ceiling within the central first floor landing area. The roof structure is largely visible and comprises a substantial traditionally cut structure with a series of trusses supporting horizontal purlins. This main section of roof is entirely clad in sarking boards above the principal trusses and purlins, before the battens and slates above. This in lieu of more commonly found rafters (individual timbers supporting the battens and slates). Consequently, this does significantly reduce visibility of the sarking felt and underside of the covering beyond.

Generally the structure is substantial and in sound condition. It can be seen where various repairs have been carried out previously where timber have suffered decay. Primarily relating to where timbers bear into the principal front sections of masonry. Several sections of timber have previously been cut out and replaced, or timber cut away and sections of steel plating inserted and fixed around timbers. Similarly, where ceiling joists bear into the external stonework, several timbers have been replaced in the past – again, largely relating to the front elevation.

There is quite a lot of water staining evident to the timber sarking boards in various areas – particularly beneath the rear fibre cement slate roof coverings. Not all of the water staining is necessarily indicative of current water ingress but certainly a proportion is.

We did not identify any immediate major concerns with the visible roof structure but reasonable to assume a requirement for some further localised repair at such time that roof coverings are renewed.

Most notable, there is virtually no insulation within this main roof void, or within the built-up roof covering as far as we can establish. There is certainly potential to introduce insulation over the ceilings. However, as identified below, there are not accessible void spaces beneath all of the roof structure and coverings across the building. This, combined with obvious water staining to the sarking boards, we feel is reasonable justification to strip and replace the roof coverings, allowing to introduce and substantially upgrade insulation.

Some further investigation is required before deciding on a final solution and specification. Regardless, the upgrading of the insulation across the roof coverings certainly seems an achievable and sensible means of substantially upgrading the overall thermal performance of the building.

There is a further accessible roof void over the rear left mayor's accommodation. Here there is a similar cut timber structure, but a slightly different arrangement in that there are no sarking boards here and thus the rafters and the underside of the sarking felt is visible. This is a more conventional arrangement.

The roof structure is sound where visible but sarking felt now certainly tired and there is evidence of some water staining to a number of timbers in localised areas. Some timber repair has been carried out in the past and we advise allowance for some further localised repair alongside replacement roof covering. Generally, the roof structure is sound here.

Throughout the centre rear and right hand sections of the building, there are no notable further accessible roof void areas. Indeed, here ceilings are fitted directly up to the underside of the roof structure. The principal trusses are partly visible within the art gallery accommodation. Here there are various metal ties forming part of the trusses to provide lateral restraint owing to the lack of ceiling joists. It is not entirely clear as to whether arrangements have been subject to modification here over the years.

Regardless, the principal structure remains sound here as far as we can establish and there is no evidence of any significant water ingress to ceilings beneath.

Clearly visibility above the line of the ceilings is not possible and therefore it is unclear as to the extent of any insulation and make-up of the roof thereafter. Regardless of whether any insulation is

present or not, there is certainly potential for some further upgrading in this regard, hence our opinion that overall renewal of the roof covering is justified.

Similarly, it is not possible to gain access to the roof structures beneath the various lower level flat and pitched roof coverings. There was no evidence to suggest any serious deflection or failure. However, again, reasonable to assume a requirement for some timber repairs alongside replacement roof coverings – particularly where any timber structures/joists bear into the principal front stone elevations, where penetrating dampness has been and continues to be a notable problem.

The roof structure of the extension to the rear right hand corner, incorporating the gallery entrance and lift, is a cut softwood timber framed structure with a plywood deck beneath the flat roof area.

It is assumed that there would be some insulation incorporated but visibility is limited. There was no evidence of any water staining or decay to the plywood deck or main timbers. We suggest no immediate concern in this area.

3.2.0 CEILINGS

The ceilings are a particular feature of the principal library and council chamber accommodation. These are in traditional lath and plaster, partly vaulted in with various decorative mouldings and band course details etc.

The lath and plaster ceilings are generally in sound condition. There are one or two areas where some repair has been carried out previously, primarily where ceilings adjoin the principal front elevations and owing to penetrating dampness. For example, within the front left of the main roof void, it can be seen that original ceiling joists have been cut away and replaced and there is a small section of plasterboard incorporated to repair the existing lath and plaster structure.

It would be sensible to approach upcoming refurbishments on the assumption that there will be a

requirement for some further repair to timber structure above ceilings adjacent to the front elevations in particular.

The exact make-up of the ceiling is not entirely clear beneath suspected concrete sections of first floor structure. Regardless, there are further moulded decorative details and ceilings are almost certainly original in these areas. An observation as opposed to any particular concern.

There are various plasterboard ceilings throughout the more recent extensions to the building. Ceilings are generally sound throughout these areas.

The vaulted ceilings within the art gallery area we suspect of being upgraded over the years and are likely now in plasterboard, although the full extent of materials is not entirely clear. No particular concern identified. It is feasible that some disturbance would be incurred during any works to the roof covering over.

Ceiling materials vary within the rear mezzanine and the ground floor storage/ancillary areas. There are some fibreboard materials, which is typically an inferior material that will offer a relatively poor level of resistance to fire. This presents some concern in terms of fire separation up through the floor structures, particularly given the stored art work etc. these materials would have no historic value and certainly be worthwhile considering upgrading these remaining softboards materials in plasterboard.

There are one or two areas here where possible asbestos containing materials have been removed and replaced – for example beneath the rear stair area. We assume any remaining material would be identified on a current asbestos register for the building. We did not identify major concerns to visible material.

3.3.0 WALLS

The inside face of the external walls within the main section of the building are typically finished in solid plaster. There are various further moulded decorative details.

The wall surfaces are considered sound but it is clear that plaster finishes have suffered notable deterioration owing to prolonged penetrating dampness over the years. This is particularly the case to the inside face of the principal front and right hand side elevations.

It is likely that at least a proportion of internal plasterwork would have been repaired/renewed in the past and, indeed, in some areas it can be seen that

there are modern gypsum based plasters present (pink in colour) and/or cement based material. Such material is very intolerant to moisture and salts typically found in older buildings of this nature and is not really appropriate. Indeed, such plasterwork will tend to make problems with dampness/water ingress seem more significant than is often the case.

There is clearly an intention to upgrade the overall thermal performance of the building. The report associated with the current Display Energy Certificate (DEC) makes specific reference to consider introducing or improving internal wall insulation. However, to consider any means of insulation and internal linings would increase the overall wall thickness. It would be difficult to achieve this without disturbance and partial covering of the moulded details around the ceilings. We feel that this is not a feasible solution and you would unlikely gain consent for such works.

There are suitable traditional materials available in the form of insulated plaster. However, to entirely remove and replace all existing internal plasterwork would be an enormous undertaking, for what would not necessarily be a significant gain in terms of thermal performance.

In our opinion, we feel it is better to focus on prevention of penetrating dampness and then allow for plaster repair to affected areas thereafter.

Dampness is a particular issue within the small office/store room towards the front right of the main library area. Here plaster finishes have suffered notable deterioration through dampness, with quite significant mould growth evident. This primarily relates to the inside face of the front wall but also returns around the side to a certain extent.

Externally, there is a raised flower bed in this area with quite notable plant growth up against the wall. It would certainly be of benefit if the vegetation were to be cut back and planting soil reduced from the face of the wall. Whilst this is not helping matters, we are of the opinion that the primary reason for the dampness is water ingress through the external stonework.

Wall surfaces throughout the gallery area have been lined internally – presumably in plasterboard. This has been done presumably to allow easier support of the various displayed art work, but also likely to mask over previously damp affected surfaces behind and allow better general internal conditions within this area.

The extent of work carried out in terms of any framing behind the linings and what remains of any original plaster features is unclear. Some of the original features may have been lost here prior to the listing of the property.

No cause for any immediate concern in this area.

Wall finishes throughout the later rear extensions are generally sound.

The rear mezzanine and ground floor storage/ancillary areas are quite well sheltered. Wall surfaces here are of quite some age in places, and plaster or other finishes tired, but ultimately sound. The extent of work required depending somewhat on intentions and desired level of finish.

3.4.0 PARTITIONS

Internal partitions vary between solid and masonry and timber studwork.

The partitions are satisfactory throughout.

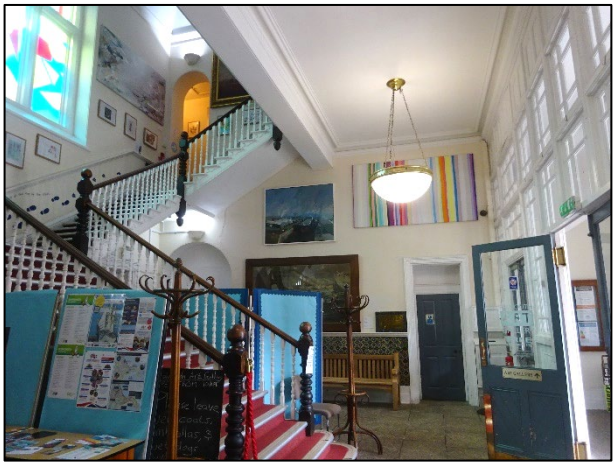
3.5.0 PLASTERWORK

Over the years, the plasterwork in older premises deteriorates not only through fracturing and loss of key, but also as a result of rising and penetrating dampness and condensation. Even where the plaster surfaces appear to be sound beneath old decoration, when these are stripped it is frequently necessary for repairs to be carried out to the surface of the old lime plaster and this must be carefully borne in mind when considering the cost of future internal decorations.

As identified above, quite notable damp affected plaster is evident to the inside face of the principal front and front right elevations in particular. There will need to be allowance for plaster repair, following external repairs and maintenance. A traditional lime based material would be most appropriate, and there may be opportunity to specify a suitable material with improved thermal performance.

Certainly renewal of plaster finishes throughout the building entirely would improve the performance and aesthetic appearance of the internal accommodation, if correctly specified. However, we feel that this would be a significant and costly undertaking, that may not be feasible or justified.

3.6.0 FLOORS



The upper floors are formed partially in assumed reinforced concrete construction and partly in suspended timber. The exact extent and condition of the structure and materials is not entirely clear without having carried out any opening up.

There is no evidence to suggest any serious deflection, cracking or deterioration of the first floor structures and therefore we see no cause for any significant immediate concern. However, where any timber floor joists bear into solid external walls, there is the potential for exposure to moisture and subsequent decay and it would not be unreasonable to assume a requirement for some time timber repair in due course.

We suggest as part of any notable upcoming refurbishment work, the opportunity is taken to lift some boards around the perimeter of rooms where suspended timber floors are present to allow further inspection of joist ends and carry out any repairs may be required at such time.

At ground floor level, the floor throughout the main original section of the building is partly solid and indeed finished in granite within the main entrance area. The floor here is sound.

Elsewhere, the floors are either suspended or in some form of raised construction. Originally, it is likely that a good proportion of the floors would have been in suspended timber construction with a void space beneath. This still remains the case in some areas, as can be seen through rear external vents at low level. However, limited visibility through some vents within the floor within the library area and within the front right office/storage area from the library would suggest that some work has been carried out to the floors in more recent years. There is a chipboard flooring grade deck beneath floor finishes with what appears to be a layer of polystyrene insulation, or similar, and possibly a concrete beam and block structure beneath.

We wonder if some replacement of the floor structure was carried out during works circa 1990s.

The floor within the library area is quite springy underfoot in places. This could be attributed with the built-up insulation and finishes over replacement concrete beam and block structures. Alternatively, this is potentially indicative of some decay to older timber structures.

We feel it is necessary to carry out some further investigation to determine the full extent and condition of the ground floor structures. No immediate serious concern identified.

Substantial repair/upgrading of the floor structures would present an opportunity to improve insulation and thus thermal performance. Furthermore, dampness is evident in the external walls at low level, with several areas of timber skirting boards suffering from some timber decay. Therefore reasonable to assume that at least some of the floor structure would have been affected as well. Sensible to proceed on the basis of some timber repair being carried out.

Floors throughout the later extensions are considered sound.

The make-up of the floors forming the mezzanine rear storage/ancillary areas is not entirely clear without opening up. No evidence to suggest any deflection or failure.

Floor finishes are generally serviceable. Certainly subject to some wear and tear and tired in places. The extent of work depending somewhat on desired level of finish.

3.7.0 FIREPLACES

Original fireplaces have largely since been blocked up or covered over. Most of the associated chimneys have been taken down below roof level. Remaining fireplaces within the Council Chamber and Mayor's accommodation are redundant.

We suggest that arrangements are satisfactory on this basis.

We should point out that redundant and unused fireplaces and flues should be ventilated at the top and bottom to achieve through flow ventilation and to reduce the risk of dampness affecting the internal parts.

3.8.0 INTERNAL JOINERY

3.8.1 Windows

The windows are described above. Allowance will need to be made for general overhauling of working components.

3.8.2 Doors

Internal doors, where present, are serviceable. Important to ensure that a fire risk assessment is in place and to ensure that doors are fire rated where appropriate.

3.8.3 Staircase

The main staircase extends from the entrance area, up to the main first floor landing area. There are then secondary staircases up to up to the rear left and rear righthand sides.

There is a further ancillary staircase within the rear ground and mezzanine accommodation.

In all cases, the stairs are considered sound.

3.8.4 Kitchen Units and Cupboards

There are various kitchenette type facilities within the ancillary / back of house accommodation. These are serviceable but subject to wear and tear over the years.

The extent of work depending on your desired level of finish.

3.8.5 Other Details

The building is served by various timber skirting boards. There is evidence of some decay at ground floor level – specifically towards the rear left of the library accommodation. There will need to be some allowance for repair. More significantly, this is considered justification to further investigate the floor, as identified above.

3.9.0 INTERNAL DECORATIONS

The property is generally presented in a serviceable condition. However, clearly there is some notable deterioration to plaster finishes owing to dampness. Furthermore, general wear and tear evident.

There will need to be allowance for decoration following upcoming works. The extent of which will depend on desired level of finish.

3.10.0 WOODWORM

Woodworm is rarely absent from properties of this age and construction. However, in simple terms woodworm requires a certain moisture content in timber to thrive. Provided a property is kept well maintained, heated and ventilated, there should not necessarily be any concern.

We did not identify serious concerns to visible timbers during our inspection. Clearly water ingress is a problem in places, accordingly there is a risk of some active woodworm concealed behind finishes.

3.11.0 TIMBER DECAY

In all buildings of this age and construction there will be areas of timbers such as lintels, joists and beams built into solid walls and not isolated from dampness. These will therefore be at risk to timber decay.

It is clear that notable repairs have been carried out to roof trusses, purlins and ceiling structures etc., in the past, particularly where these bear in to the principal front elevations.
We did not identify further serious decay to visible timbers but it would be reasonable to assume some timber repairs will be necessary alongside upcoming works.

3.12.0 DAMPNESS

Clearly the building is suffering from quite notable dampness internally. In most cases this relates to penetrating dampness and largely via the cut stone principal front elevations.

Elsewhere, although there are traces of damp affected finishes, this is considered within acceptable limits.

The above described essential external maintenance will help matters significantly. This, combined with more appropriate lime based internal plaster (where repair is carried out) will greatly improve the overall performance and feel this can be managed adequately. However, it must be understood that this is still largely an older structure of solid construction. There will ultimately remain some limitations to resistance to moisture.

There is potential to improve current external detailing to a certain extent but the listed status of the property will limit what can be achieved in this regard.

3.13.0 THERMAL PERFORMANCE

Clearly the thermal performance of the building is presently limited and one of your key objectives is to reduce CO2 emissions from the building.

We have had sight of the current Display Energy Certificate (DEC) for the building, valid until 31 March 2024. This identifies a current operational rating of B33. This is outside of our area of expertise, but we fail to see how the building could achieve such a rating in its current form. We suspect perhaps an error of some form. Indeed, you advised this is likely to be downgraded to a D rating.

The associated report makes various recommendations for improvement. Some of this is relevant, others not. There needs to be consideration to the listed status of the property and therefore what can feasibly be achieved. We make the following observations:

Roof: As already identified, there is significant potential to notably upgrade the thermal performance of the roof structures and voids. This should certainly be a priority.

Windows / Glazing: The replacement of existing windows is likely to be met with resistance in most areas. However, means of draught proofing could certainly be improved. Secondary glazing internally is also an option, albeit this can be difficult to achieve in an aesthetically pleasing manor.

Walls: The DEC report makes reference to introduction of insulation to the inside face of the walls. We feel it is not realistic to install any form of internal lining system, given the listed status and internal features. It would be possible to replace plaster with a suitable product that would improve the thermal performance. However, this would be a significant undertaking in full.

Floors: There is a need for some further investigation to the ground floor. Associated works may present an opportunity to improve insulation and would likely be achievable in terms of listed building consent.

Services: There are recommendations within the DEC report in this regard. We refer you to the report prepared by Method consulting, included in Appendix A. The main consideration being whether the existing building fabric can feasibly be upgraded sufficiently to accommodate alternative energy sources. This will feasibly dictate the extent of work carried out, along with the available budget.

4.0.0 SERVICES

We draw your attention to the separate report prepared by Method Consulting, included within Appendix A.

5.0.0 OUTBUILDINGS

There are no notable outbuildings.

The boiler housing to the rear is effectively a basic lean-to structure, formed in concrete blockwork

construction with a sheet roof covering over. We suggest consideration is given to demolition of this structure, to make better use of the external space. This of course depending on the solution for replacement of the current boilers in due course.

6.0.0 SITE AND BOUNDARIES

The building fronts onto the street at the front and sides. External space is limited to the small yard / passageway to the rear, between the building and cliff face beyond.

This area is quite heavily overgrown. There is a build-up of general detritus to the ground and a notable pigeon infestation to the undercroft area.

We advise this area is cleared, to reduce the potential of dampness and flooding. Further to cleanse what is otherwise quite an unpleasant area. Some specialist input will be required re the pigeons.

Care must be taken in removing vegetation, so as not to cause any unnecessary instability to the cliff face. This area may require some stabilisation following clearance.

7.0.0 SUMMARY

Ultimately the subject building is sound and free from serious defect. However, it is now in need of external repair and maintenance, with penetrating dampness a primary issue.

Works to the external envelope are required relatively short term, regardless of the overall approach with the building. However, the extent of work required, and indeed the extent of work required internally, will be dictated to a certain extent by requirements in terms of energy performance and reduction in CO2 emissions.

We suggest a need for collective review between parties, to agree the best approach in terms of scope of works, to then progress applications for possible funding streams.

8.0.0 RESERVATIONS

At the time of inspection, the property was fully furnished and occupied. Built-in fixtures, fittings and surface finished were present throughout. We were only able to inspect those parts of the structure which were accessible without removing furniture and fittings.

We inspected all those parts of the property which could be seen either from ground level externally or from within the property. We did not disturb any parts of the structure which were concealed during the course of construction, for example foundations were not exposed, floorboards were not lifted nor was plaster removed from the surface of the walls.

It follows that for practical reasons, we have not inspected all the blockwork, stonework, timber and other parts of the structure which are covered and unexposed or inaccessible, and we are unable to report that such parts of the property are free from defect.

This report is confined to material defects only and we have not noted any minor items such as loose door and window fittings, which are not of a structural significance.

We have not carried out any investigation of Planning, Highway or other environmental proposals or any legal matters, which may directly or indirectly affect the property.

Observations on the services are made following a visual inspection, undertaken by Method Consulting and reported upon under separate cover.

9.0.0 RADON GAS

Radon gas is known to exist in the county of Cornwall and is prevalent in the soil and rocks. The gas can enter enclosed spaces such as houses, and high concentrations can result in some circumstances.

Although radon gas is not necessary present in all buildings, you should note that a survey can be carried out by the national Radiological Protection Board, or other specialist consultancies. However, accurate testing will typically require a minimum period of three months.

There is no retrospective requirement to comply with current Building Regulations. However, means of radon protection should certainly be considered alongside any upgrading of the existing ground floor structure.

10.0.0. MINING

We have not carried out any investigation with regard to mining, and cannot therefore comment further upon this. We did not identify any concerns during our inspection in this regard.

11.0.0. ECOLOGICAL MATTERS

We have not carried out any inspection for ecological matters such as protected or other species or invasive plants. This should be done by specialists in these fields.

We did not identify any particular concerns in this regard.

12.0.0. SPECIAL PLANNING RULES APPLYING TO LISTED BUILDINGS:

We advise that, being a Listed Building, special rules apply. We specifically draw your attention to the following points and potential for risk.

1. No immunity from enforcement action. There is no time limit, or safe period for old breaches.

2. Carrying out unauthorised works to a listed building is a criminal offence and you can be prosecuted. Through issuing an enforcement notice, a planning authority can insist that all work carried out without consent is reversed. You should therefore always talk to the local planning authority before any work is carried out to a listed building.

3. Listing covers a whole building, including the interior, unless parts of it are explicitly excluded in the List entry, including any object or structure fixed to the building and any object or structure within the curtilage of the building which, although not fixed to the building, forms part of the land and has done so since before 1st July 1948.

With due consideration to the above, it is often very difficult to determine exactly what works and alterations may have been carried out and when, without detailed records of previous works. Likewise, whether works are specifically covered under any previous consents. It is virtually impossible to proceed entirely risk free. Ultimately one has to take a sensible and pragmatic approach.

With due consideration to the above, we feel there are no very major concerns.

13.0.0. HAZARDOUS MATERIALS

It is impractical to verify conclusively whether hazardous materials such as asbestos, have been used in the building from the visual inspection we have made, and it is unlikely that enquiries with the vendor or local authority will receive a conclusive response.

We have not undertaken an asbestos survey. We assume a current asbestos register is held and a management plan in place. An appropriate asbestos survey will be required prior to commencement of upcoming works, dependant somewhat on existing records in place.

We did not identify any serious concerns to visible materials.

14.0.0. SPECIAL NOTE

This survey is based on a visual inspection of the exposed surfaces of the property referred to, and is intended to give an indication of the general condition rather than record in detail all defects that might have come to our attention.

We have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible, and we are therefore, unable to report that such parts of the property are free from defect.

15.0.0. THIRD PARTIES

The contents of this report are strictly confidential to Falmouth Town Council and their legal advisers, and for their use only.

No liability whatsoever can be accepted to any Third Party for any information, advice or opinions contained herein.

Appendix A

M&E Condition Survey

Method Consulting

Intelligent engineering, sustainable buildings

Falmouth Municipal Buildings

M&E Condition Survey

Falmouth Town Council

30h September 2023

Document History

This document has been revised and issued as below:

Revision	Date	Description	Created by	Approved by
P01	03/10/23	Draft Issue	OXC	TEK

Contents

1 Introduction

Method Consulting have been instructed to undertake an M&E condition survey of the Falmouth Municipal buildings including Passmore Edwards Free Library and the town council offices as part of the feasibility study for the proposed redevelopment works.

This report has been produced following a site visit to site 30th September 2023. The weather during the time of the site visit was mild and overcast.

A condition survey has been undertaken for each of the M&E components of the building and anticipated maintenance costs for 0-2 years, 2-5 years and 5-10 year timeframes have been provided to assist in developing a planned maintenance and improvement programme (PMIP) for the assets.

2 Building Configuration

The majority building is spread over 2 stories with a basement and a 3rd storey in limited areas. The building is traditional in construction and the services installation is a mixture of new interventions and historic wiring of about 50 years in age at its oldest. The building is split into several sections, the town council offices, the hall and associated back of house areas. The town council are largely on top of the day to day maintenance of equipment, however it is clear that a number of the services could do with a full renewal to bring them up to modern standards.

3 Limitations

The condition survey is limited to the building services on and within the building and did not include utility services, external works, telecommunication, or data systems unless specifically noted.

The following items are excluded from this study.

- Enquiries to statutory authorities.
- Definitive calculations or performance tests on any of the primary systems or plant items.

- Tests relating to the performance of any mechanical, electrical or public health systems (also referred to as building services) within the building.
- Inspection of below ground services, internal components of plant, and any concealed building services.
- Sampling or testing of materials.
- Detailed costings although budgest estimates are provided.

The exclusion of the items listed above may mean certain problems exist which are not able to be identified given the limited findings of a visual non-invasive survey.

This report is provided for the stated purposes and for the sole use of the Client. It will be confidential to the Client and the Client's professional advisers but accepts no responsibility to any parties other than the Client. Any such parties rely upon the report at their own risk.

4 Above Ground Foul Drainage

4.1 Condition Survey

Component	Current status	Maintenance Requirements	Maintenance Costs		
			0-2 years	2-5 years	5-10 years
Internal uPVC SVPs	Installation appeared to generally be in working order at time of visit.	N/A	N/A	N/A	N/A
uPVC horizontal branch pipework.	Installation appeared to generally be in working order at time of visit.	Ad hoc repairs to branch pipework, as and when repair is required.	N/A	N/A	N/A
Air admittance valves	A number of air admittance valves have been used throughout the building, these appear to be in good working order at the time of visit	Replacement of air admittance valves as these usually have a serviceable life span of 20 years, meaning replacement will be required within the next 10 years.	N/A	N/A	£1,500
WC direct below ground connections.	Installation appeared to generally be in working order at time of visit.				

4.2 Photos

Photo 4.2.1 Internal uPVC SVP along with branch connections to WC and WHB.

Photo 4.2.2 WC with boxed in drainage to below and horizontal drainage to WHB

Photo 4.2.3 WHB drainage connection

5 Water Services

5.1 Condition Survey

Component	Current status	Maintenance Requirements	Maintenance Costs		
			0-2 years	2-5 years	5-10 years
Gallery Combi Boiler	1No. Microstar MZ 22C 20kW wall mounted condensing boiler predominantly serving gallery and gallery storage spaces. Water feed to boiler is on quick fill loop, commercial heating systems require category 4 fluid protection and so this should be changed to a pressurisation unit.	Boiler is at end of serviceable life and needs replacement. Install pressurisation unit.	£5,000 for like for like replacement Or £20,000 for replacement with ASHP	N/A	N/A
Gallery Boiler circulation pump	Grundfos UPS circulator pump	Pump is at end of serviceable lifespan and needs replacement	£1,000	N/A	N/A
Lift room combi boiler	1No. Vaillant wall mounted combi boiler circa 30kW. Water feed to boiler is on quick fill loop, commercial heating systems require category 4 fluid protection and so this should be changed to a pressurisation unit.	Boiler is at end of serviceable life span and should be replaced with new heating plant. Install pressurisation unit.	£5,000 for like for like replacement Or £20,000 for replacement with ASHP	N/A	N/A
Local above sink water heaters	Local electric Water heaters above some of the sinks and WHBs in town council areas. Relatively aged and	Suggest like for like replacement with new equivalent as and when they fail	N/A	£2,500	N/A

	possibly likely to fail in coming years.				
Copper & MDPE distribution pipework	Installation appeared to generally be in reasonable working order at time of visit. But will required modification to suit new layouts.		N/A	£30,000	N/A

5.2 Photos

Photo 5.2.1 Example of copper distribution pipework leaving combi boiler.

Photo 5.2.2 Above sink water heater

6 Heating Services

6.1 Condition Survey

Component	Current status	Maintenance Requirements	Maintenance Costs		
			0-2 years	2-5 years	5-10 years
External plant room heating circuits					
External plant room boilers	2No. gas fired Broag Remeha Quintas 85kW Circa 20 years old and reaching the end of their serviceable life.	Replacement with new equivalents or possibly with low carbon alternatives such as heat pumps	£25,000 for like for like replacement Or £85,000 for replacement with ASHP	N/A	N/A
External plantroom pumps, primary pipework and associated fittings	The pumps, primary pipework and associated fittings in the external plantroom are all approximately 20 years old and coming to the end of their serviceable life. Insulation valve jackets missing from several locations.	Replacement of pumps, primary pipework, pressurisation unit, expansion vessels, air/dirt separation, dosing pot etc. with new equivalent.	£15,000	N/A	N/A
External plantroom heating circuit secondary pipework	The external plantroom serves heating circuits in part of the library and in the town council offices and chambers. The majority of secondary pipework is installed in an older-style single pipe arrangement rather than the typical modern flow and return arrangement.		£90,000	N/A	N/A

	Whilst the pipework is steel and still in working order any upgrades to the heating system should ideally look to replace the secondary pipework as well.				
External plantroom circuit radiators	The radiators on the external plantroom circuit are generally cast iron column style radiators without any form of control i.e. TRV. These radiators would also be undersized to operate with a lower flow temperature such as that delivered by heat pumps	Replace radiators with new c/w TRVs and sized to operate at lower flow temperature provided by heat pumps	£20,000	N/A	N/A
Gallery Boiler Circuit					
Boiler	1No. Microstar MZ 22C 20kW wall mounted condensing boiler predominantly serving gallery and gallery storage spaces	Boiler is at end of serviceable life and needs replacement	£5,000 for like for like replacement Or £20,000 for replacement with ASHP		
Boiler pump	Grundfos UPS circulator pump	Pump is at end of serviceable lifespan and needs replacement	£1,000		
Pipework	Copper pipework which seems in reasonable working condition and seems to have been recently partly renewed during gallery upgrade works	Copper pipework is relatively thin walled compared to steel and may be prone to corrosion and leakage, soldered joint can be more susceptible to	N/A	N/A	£5,000

		leakage than threaded steel joints. Reactive maintenance to pipework leaks over the years.			
Radiators	Flat panel long low level radiators in gallery space. Unclear if they have been designed to operate at low flow temperature although considered unlikely.	Consider upgrading radiators to larger radiators capable of heating space at lower flow temperature to support move to heat pump heating	N/A	N/A	£10,000
Lift plant room boiler circuit					
Boiler	1No. Vaillant wall mounted combi boiler circa 30kW.	Boiler is at end of serviceable life span and should be replaced with new heating plant.	£5,000 for like for like replacement Or £20,000 for replacement with ASHP	N/A	N/A
Pipework	Copper pipework which seems in reasonable working condition and seems to have been recently partly renewed during gallery upgrade works	Copper pipework is relatively thin walled compared to steel and may be prone to corrosion and leakage, soldered joint can be more susceptible to leakage than threaded steel joints. Reactive maintenance to pipework leaks over the years.	N/A	N/A	£5,000

6.2 Photos

Photo 6.2.1 External plant room Vaillant boilers

Photo 6.2.2 CT circuit pumps.

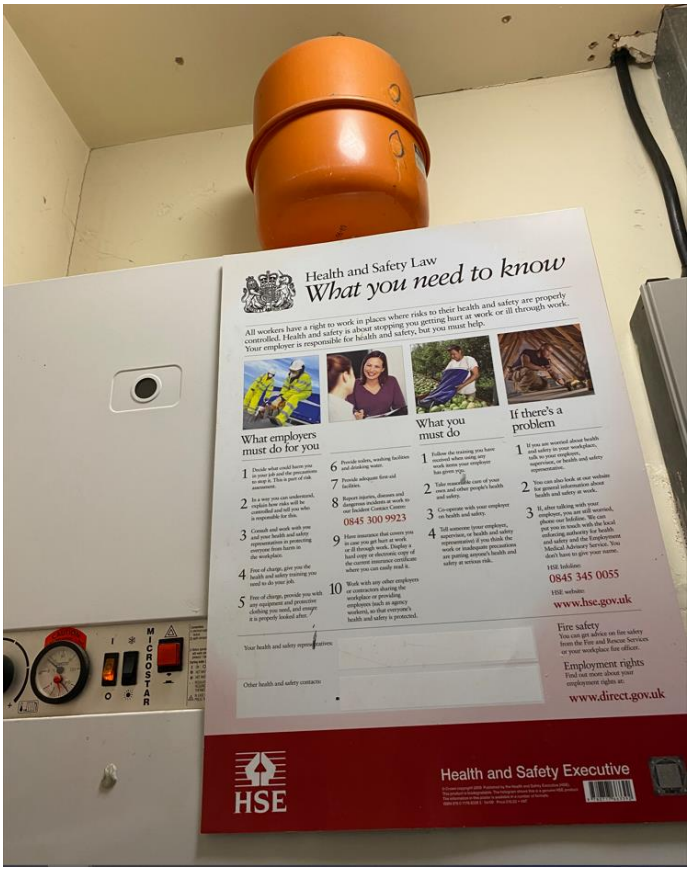


Photo 6.2.3 Gallery Boiler

Photo 6.2.4 Lift room boiler

Photo 6.2.5 Example of radiators in town council chambers

Photo 6.2.6 example of radiator in library

7 Ventilation Services

7.1 Condition Survey

Component	Current status	Maintenance Requirements	Maintenance Costs		
			0-2 years	2-5 years	5-10 years
Natural Ventilation Openable Windows	Refer to RTP report	Refer to RTP report	Refer to RTP report	Refer to RTP report	Refer to RTP report
Toilet extract fans	Generally in reasonable working condition. Towards the end of their serviceable life with excessive noise in some instances.	Replace with new as and when they begin to fail. Needs cleaning in some locations	£0	£2,500	N/A
Gallery ventilation system	Gallery is ventilated by separate supply and extract fans. Supply fan appears to draw in air from loft space rather than outside which is slightly unusual. If this was an MVHR unit rather than separate fans it would be more energy efficient.	Replace with MVHR system that is ducted out to atmosphere	N/A	£20,000	N/A
Library ventilation system	Library computer room is served by reversible ventilation fan at high level in window. Appears to be in reasonable working condition, albeit approaching end of serviceable life.	Replace upon failure.	N/A	£2,500	N/A
Dehumidification systems	Standalone plug in dehumidifiers, generally non-plumbed units,	Suggested that these units are upgraded to	N/A	£30,000	N/A

	reasonable working condition, however, reports are that the units struggle to maintain the required humidity levels, particularly in the basement.	fully plumbed units with greater daily capacity.			

7.2 Photos

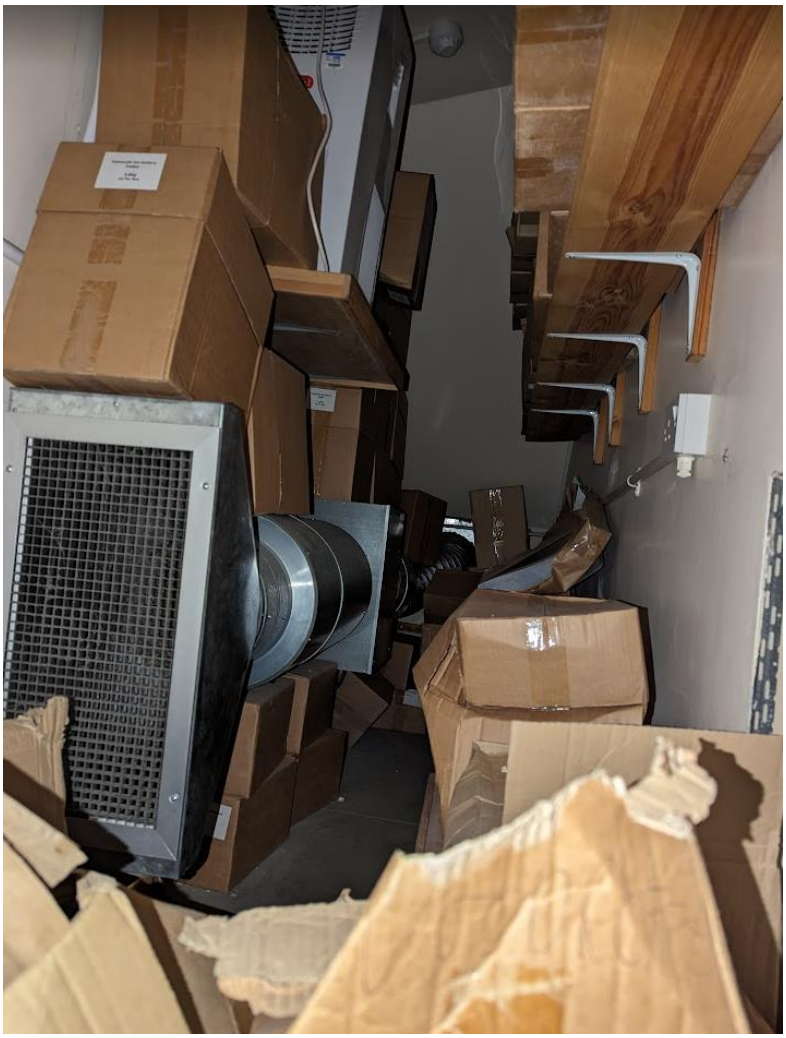


Photo 7.2.1 Gallery supply fan

Photo 7.2.2 Extract fans to library computer room

Photo 7.2.3 WC extract fan

Photo 7.2.4 Dehumidification unit

8 Electrical Services

8.1 Condition Survey

Component	Current status	Maintenance Requirements	Maintenance Costs		
			0-2 years	2-5 years	5-10 years
Incoming electricity supply	3-Phase 100A supply. Older style fuse casing rather than modern MCCB. Would require upgrading if moving to electric based heating for the building.	Upgrade incoming electrical supply to accommodate electric based heating when transition made.	N/A	£20,000	N/A
Primary Switchgear	Mixture of outdated breakers with replacement parts no longer available and switch disconnectors which do not provide circuit overload protection. Not necessarily uncompliant but certainly not up to modern design guidance.	Suggest replacement with new primary switchgear.	£25,000	N/A	N/A
Sub-mains cabling	Where visible, seems in reasonable working condition, not possible to see in many locations as concealed, however, generally SWA cables are reasonably robust and can last a long time		N/A	N/A	N/A
Sub-mains distribution boards	Generally Crabtree polestar DBs which are no longer manufactured and replacement	Replace sub-mains distribution boards with new complete with RCD protection	£15,000	N/A	N/A

	parts/breakers are hard to come by. RCD missing to most circuits which would class as a C3 status (improvement recommended) on EICRs. No surge protection devices present these should be added to primary switchgear and submains distribution board (C3).				
Final circuit wiring	In reasonable condition where visible, not visible in many locations. Some instances of relatively old cable. testing continues to comply then	Continue to carry out routine electrical continuity and resistance testing and carry out ad-hoc repairs when required.	N/A	£2,500	£5,000
Socket outlets	Generally in reasonable working condition. Non-colour contrasting and therefore non-part M compliant for new design standards.	Consider upgrading socket outlets to colour contrasting part M compliant outlets	N/A	£15,000	N/A

8.2 Photos

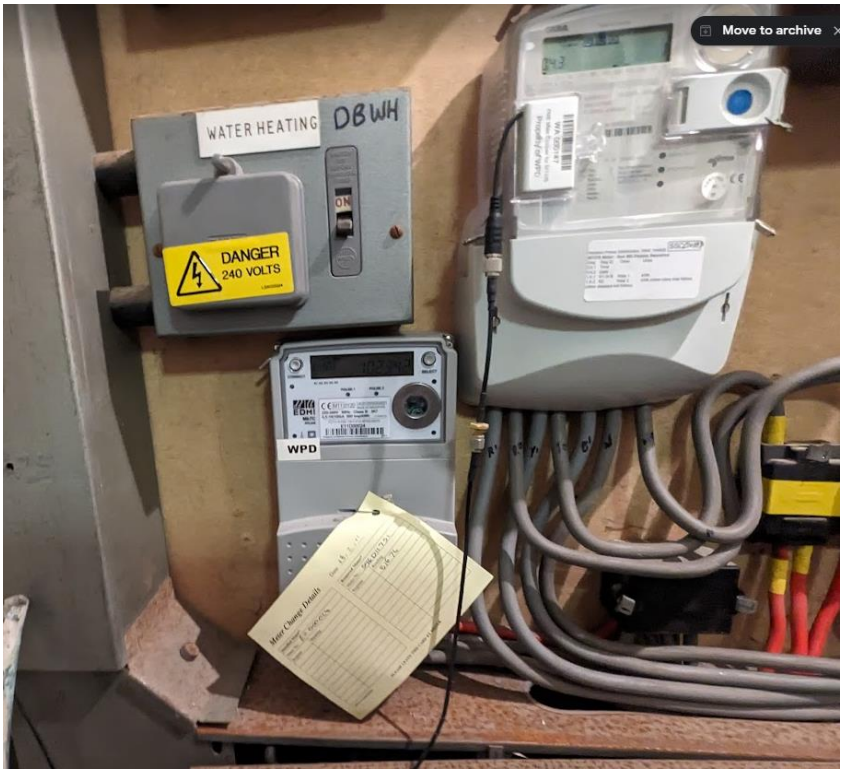


Photo 8.2.1 Incoming electric meter

Photo 8.2.2 Primary switchgear

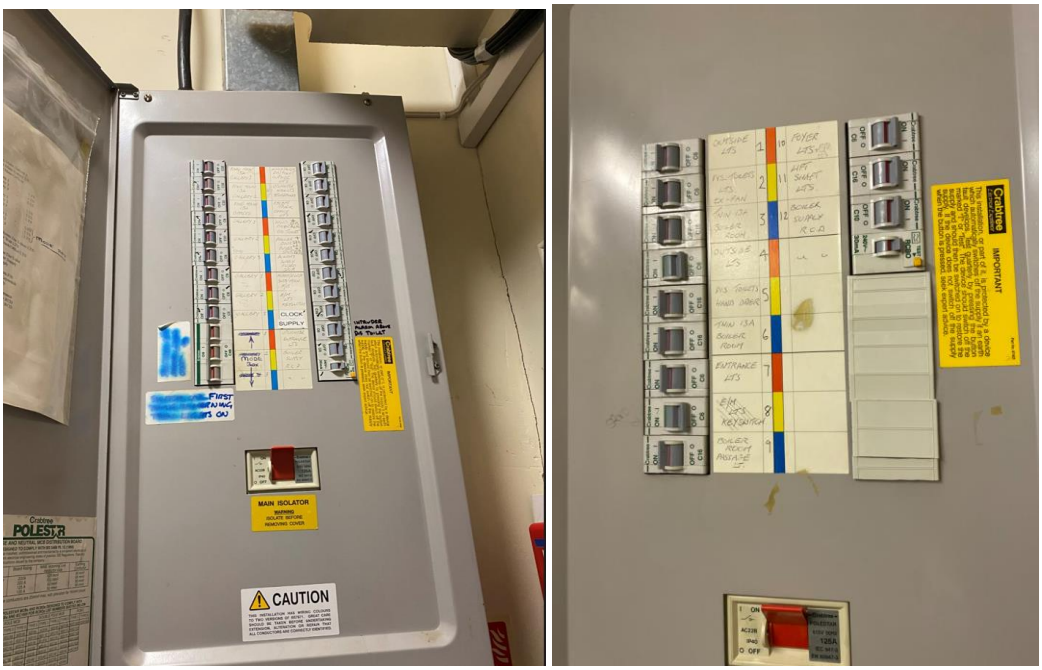


Photo 8.2.3 Submains distribution boards

Photo 8.2.4 Socket outlets in library computer room

9 Lighting

9.1 Condition Survey

Component	Current status	Maintenance Requirements	Maintenance Costs		
			0-2 years	2-5 years	5-10 years
General Lighting	The building has a mixture of LED and Non-LED luminaires, on a roughly 50/50 split. It is proposed that luminaires in all refurbished areas are upgraded to LEDs. Furthermore, new lighting and switching will be required where layouts are changing.	Replace non-LED fittings upon failure with new LEDs.	£2,500	£2,500	£5,000
Emergency Lighting	The building has emergency lighting in a mixture of maintained (integrated to regular light fittings) and non-maintained (standalone) emergency luminaires, as well as illuminated exit signage. Appears to be in reasonable working order.		£25,000	N/A	N/A
External lighting	Halogen bulkhead fittings on photocell. 2 faulty fitting were on during middle of the day of site visit suggesting photocell or timeclock need recommissioning/replacing	Replace photocell/timeclock. Upgrade to LED fittings upon failure of existing fittings.	£750	£2,500	N/A

9.2 Photos

Photo 9.2.1 Non-LED lighting in council chamber

Photo 9.2.2 Track mounted lighting in gallery spaces, appears to be halogen based fittings

Photo 9.2.3 Library lighting predominantly fluorescent tubes

Photo 9.2.4 Non-maintained escape route lighting

Photo 9.2.5 External bulkhead lighting

10 Data and Telecoms

10.1 Condition Survey

Component	Current status	Maintenance Requirements	Maintenance Costs		
			0-2 years	2-5 years	5-10 years
Town Council Incoming Telecoms	The town council has its own telecoms line which enters into an office at the front of the building with field wiring then connecting it to the town councils server room	N/A	N/A	N/A	N/A
Town Council Data Cabinet	A wall mounted ca. 29U data rack hosts the buildings servers, switches and patch panels.	N/A	N/A	N/A	N/A
Library data cabinet	Wall mounted ca. 21U data rack	N/A	N/A	N/A	N/A
Field wiring	No issues reported during site visit. Field wire testing would be required to verify the condition of the existing wiring if required.	N/A	N/A	N/A	N/A

10.2 Photos

Photo 10.2.1 Wall mounted 29U data cabinet in council offices

Photo 10.2.2 Wall mounted 19U data cabinet in library

Photo 10.2.3 Cat 5e data wiring (in purple) running in loft space

Photo 10.2.4 RJ45 data outlet in library computer room

11 Fire Alarm

11.1 Condition Survey

Component	Current status	Maintenance Requirements	Maintenance Costs		
			0-2 years	2-5 years	5-10 years
Fire Alarm Panel	There is an existing Fireclass digital addressable fire alarm panel in the main entrance. This is a closed protocol panel designed to work with fireclass devices.	N/A	N/A	N/A	N/A
Field wiring	Seems in reasonable condition where visible such as in loft, however mostly concealed in conduits.	Continue routine testing to ensure ongoing compliance	N/A	N/A	N/A
Devices	Smoke detectors, manual call points and bells are reported to be in reasonable working order.	Continue routine testing to ensure ongoing compliance	N/A	N/A	N/A

11.2 Photos

Photo 11.2.1 Addressable Fire Alarm Panel

Photo 11.2.2 Fire alarm zone plan

Photo 11.2.3 Smoke detector and manual call point

Photo 11.2.4 Aspirating smoke detection system for the loft space

12 Security System

12.1 Condition Survey

Component	Current status	Maintenance Requirements	Maintenance Costs		
			0-2 years	2-5 years	5-10 years
Security Alarm System	There is a zoned security alarm which covers the building and is linked to a mixture of PIR detectors and door/window security contacts. Appears to be in reasonable working condition.	N/A	N/A	N/A	N/A
CCTV System	A Hikvision CCTV system is in place comprised of a mixture of internal and external cameras and appears to be in reasonable working condition. Note that public buildings in the UK including Cornwall Council owned assets (but not necessarily town council assets) are coming under mandates to move away from Hikvision CCTV cameras due to the security risk posed by foreign actors.	Consider move away from Hikvision based CCTV system	N/A	£30,000	N/A
Electronic Access Control System	A keypad operated electronic access control system is in place for the library at the rear entrance of the building.		N/A	N/A	N/A

	This appears to be in reasonable working condition.				

12.2 Photos

Photo 12.2.1 Security Alarm Keypad

Photo 12.2.2 Security alarm detector

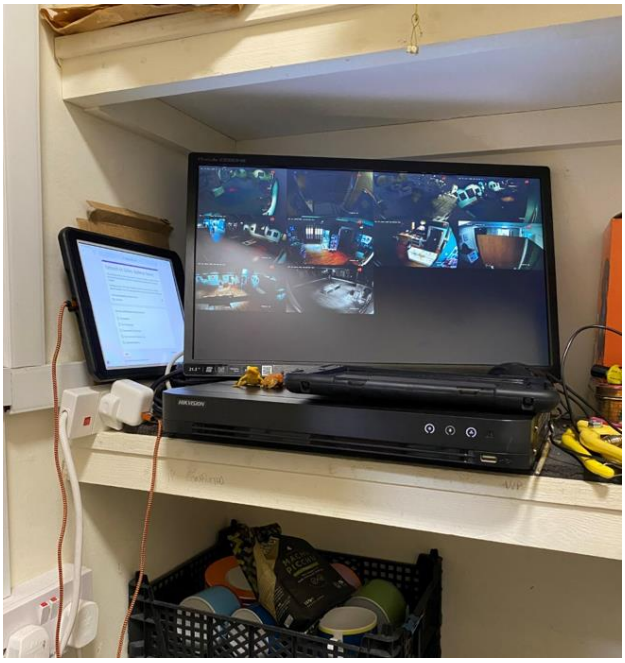


Photo 12.2.3 CCTV DVR and Monitoring Station

Photo 12.2.4 CCTV Camera

Photo 12.2.5 Keypad Access Controlled Door

13 AWC call alarms

13.1 Condition Survey

Component	Current status	Maintenance Requirements	Maintenance Costs		
			0-2 years	2-5 years	5-10 years
AWC call alarm	AWC call alarm present in downstairs AWC appears to be in reasonable working condition.	N/A	N/A	N/A	N/A

13.2 Photos

Photo 13.2.1 AWC Call alarm

14 Lightning protection

14.1 Condition Survey

Component	Current status	Maintenance Requirements	Maintenance Costs		
			0-2 years	2-5 years	5-10 years
Lightning protection	Roof bonding conductor and down conductor seen and no visual damage observed, but a specialist such as St Ives Steeplejacks should be commissioned to review the condition in full.	Unknown	N/A	N/A	N/A

14.2 Photos

Photo 14.2.1 Lightning protection roof bonding conductor

Photo 14.2.2 Lightning protection down conductor

15 Lift

15.1 Condition Survey

Component	Current status	Maintenance Requirements	Maintenance Costs		
			0-2 years	2-5 years	5-10 years
Lift	Lift was in working condition when used. Refer to lift specialists annual maintenance report for further details.	Unknown	N/A	N/A	N/A

15.2 Photos

Photo 15.2.1 Lift

16 Heating replacement proposals

The building is currently served by 3 separate sets of LTHW heating circuits fed from gas boilers of a considerable age. Reports have highlighted that heating systems are subject to repeated pressure drop, and whilst the culprit of this in a leaky tee joint has been found in one circuit, due to the age of the systems and pipework, more are likely to spring over the coming winters.

The council also has a net zero by 2030 target it has set itself which it has to consider how to meet.

The council are considering moving to a heat pump based heating solution, this will help significantly reduce their carbon emissions from the building but has the following hurdles that would need to be overcome to facilitate this:

- Where to put the heat pumps
  - If air source where will these live
  - If ground source where will boreholes go – could the car park be used
- Replacing pipework
  - The existing pipework is often on a single pipe arrangement which is not appropriate for modern heating system design
  - The pipework is generally undersized for the 10°C delta T that a heat pump system works best on compared to the 20°C delta T gas boilers work off
- Replacing heat emitters
  - Radiators will have to be replaced with larger units throughout the building
- Upgrading insulation
  - Heat pumps give out lower temperature heat than gas boilers, to sufficiently heat the building up to an adequate temperature, upgrades to the insulation to the building would be required, particularly to the single glazing that is prevalent throughout.

Method Consulting
Intelligent engineering, sustainable buildings

Swindon Office
Berkeley House
Hunts Rise
Swindon SN3 4TG

Bristol Office
1st Floor, Queens Quay
33-35 Queen Square
Bristol BS1 4LU

Cornwall Office
Victoria Offices & Conference Centre
Station Approach
Victoria, St. Austell, PL26 8LG

Appendix B

Planned Maintenance Schedule

Note: Updated and revised Cost Summary included ahead of original documentation, following engagement and review with QS as agreed. March 2024.

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Municipal Building
The Moor
Falmouth
TR11 2RT

RTP
CHARTERED BUILDING SURVEYORS

PLANNED MAINTENANCE SCHEDULE

COST SUMMARY: Analysis of Costs by Element

ELEMENT :	Revised Cost Summary following RTP / Wellers Review 04.03.2024, allowing for contigency and forward projection	Total
EXTERNAL FABRIC		
Chimney		£1,500.00
Pitched Roofs and Coverings		£317,000.00
Flat Roofs & Coverings		£18,500.00
Rainwater Goods		£22,500.00
Walls		£31,250.00
Windows		£102,000.00
Doors		£19,000.00
Joinery		£2,750.00
Decoration		£5,000.00
Grounds and Hard Landscaping		£7,000.00
INTERNAL FABRIC		
Ceilings		£22,500.00
Walls & Partitions		£60,000.00
Floors		£15,000.00
Stairs		£0.00
Doors		£0.00
Decorations		£15,000.00
BUILDING SERVICES		
Electrical Power and Lighting		£94,325.00
Water Services		£56,100.00
Heating Services		£314,600.00
Ventilation Services		£60,500.00
Above Ground Drainage		£0.00
Fire Safety		£3,575.00
Security / Access Control		£0.00
AWC Call Alarms		£0.00
Lightening Protection		£0.00
Lift		£0.00
LEGISLATIVE AND OTHER ISSUES		
Means of Escape / Fire Precautions		£2,500.00
Asbestos		£5,000.00

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RTP
CHARTERED BUILDING SURVEYORS

SCAFFOLDING / HIGH LEVEL ACCESS	
Scaffolding - Including Temporary Roof	£200,000.00
Sub-Total	**£1,375,600.00**
Preliminaries allowance @ 12.5%	£171,950.00
Sub-Total	£1,547,550.00
Contingency 10%	£154,755.00
Sub-Total	£1,702,305.00
Inflation from 1Q24 to 3Q24 say 1%	£17,023.05
Sub-Total	£1,719,328.05
Professional Fees @ 15%	£206,340.00
Sub-Total	£1,925,668.05
Client Fit Out	**Excluded**
GRAND TOTAL (exclusive of VAT)	**£1,925,668.05**

Limitations / Clarifications:
Budget estimates have been assessed relative to the limited time available to report. They are "day one" costs subject to market conditions and future inflation. They are exclusive of professional fees, asbestos removal and VAT. Where prices have been estimated per m², this has been done based on plans received (where applicable) or approximate measurements required to perform tasks. The prices are budget estimates and are subject to a full brief, feasibility study and specification to ascertain all relevant options and costs, including contractors' preliminaries, OHP, access, etc.

Professional fees & preliminaries indicated above are provisional assessments.

All figures are exclusive of VAT.

No allowance has been made for decanting costs and reinstatement, or temporary screens.

Note: Not all costings listed within the schedule have been carried forward to the total, owing to the fact that there are cost options - subject to further consideration. Hence there is some variation between sub-total and total figures.

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PLANNED MAINTENANCE SCHEDULE

RTP
CHARTERED BUILDING SURVEYORS

ELEMENT :	Yrs 1-2	Yrs 3-5	Total
EXTERNAL FABRIC			
Chimney	£750.00	£0.00	£750.00
Pitched Roofs and Coverings	£237,000.00	£0.00	£237,000.00
Flat Roofs & Coverings	£14,200.00	£0.00	£14,200.00
Rainwater Goods	£18,573.00	£0.00	£18,573.00
Walls	£50,000.00	£0.00	£25,000.00
Windows	£59,700.00	£0.00	£59,700.00
Doors	£17,000.00	£2,000.00	£19,000.00
Joinery	£2,750.00	£0.00	£2,750.00
Decoration	£3,000.00	£0.00	£3,000.00
Grounds and Hard Landscaping	£3,500.00	£3,500.00	£7,000.00
INTERNAL FABRIC			
Ceilings	£7,500.00	£0.00	£7,500.00
Walls & Partitions	£30,000.00	£0.00	£30,000.00
Floors	£3,000.00	£3,000.00	£6,000.00
Stairs	£0.00	£0.00	£0.00
Doors	£0.00	£0.00	£0.00
Decorations	£5,000.00	£0.00	£5,000.00
BUILDING SERVICES			
Electrical Power and Lighting	£43,250.00	£42,500.00	£85,750.00
Water Services	£51,000.00	£32,500.00	£43,500.00
Heating Services	£286,000.00	£0.00	£161,000.00
Ventilation Services	£0.00	£55,000.00	£55,000.00
Above Ground Drainage	£0.00	£0.00	£0.00
Fire Safety	£0.00	£0.00	£3,250.00
Security / Access Control	£0.00	£0.00	£0.00
AWC Call Alarms	£0.00	£0.00	£0.00
Lightening Protection	£0.00	£0.00	£0.00
Lift	£0.00	£0.00	£0.00
LEGISLATIVE AND OTHER ISSUES			
Means of Escape / Fire Precautions	£1,000.00	£1,500.00	£2,500.00
Asbestos	£0.00	£0.00	£0.00
SCAFFOLDING / HIGH LEVEL ACCESS			
Scaffolding - Including Temporary Roof	£200,000.00		£200,000.00
Sub-Total	**£1,033,223.00**	**£140,000.00**	**£986,473.00**
Preliminaries allowance @ 12.5%	£129,152.88	£17,500.00	£123,309.13
Professional Fees @ 10%	£103,322.30	£14,000.00	£98,647.30
GRAND TOTAL	**£1,265,698.18**	**£171,500.00**	**£1,208,429.43**

Limitations / Clarifications:
Budget estimates have been assessed relative to the limited time available to report. They are “day one” costs subject to market conditions and future inflation. They are exclusive of professional fees, asbestos removal and VAT. Where prices have been estimated per m², this has been done based on plans received (where applicable) or approximate times required to perform tasks. The prices are budget estimates and are subject to a full brief, feasibility study and specification to ascertain all relevant options and costs, including contractors’ preliminaries, OHP, access, etc.

Professional fees & preliminaries indicated above are provisional assessments.

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Note: Not all costings listed within the schedule have been carried forward to the total, owing to the fact that there are cost options - subject to further consideration. Hence there is some variation between sub-total and total figures.

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PLANNED MAINTENANCE SCHEDULE

RTP
CHARTERED BUILDING SURVEYORS

Item	Element	Location	Description				Comments	Remedial Works Required	Estimated cost		Total
									Yrs. 1 - 2	Yrs. 3-5	
EXTERNAL FABRIC											
1.0	**CHIMEY**										
1.1	CHIMNEY	Rear main roof slope	Single chimney, finished in facing brickwork, with two clay pots bedded and pointed in mortar, and a series of lead flashings around the base of the chimney, at the junction with the roof covering.				The chimney remains generally sound but sensible to allow for some routine maintenance alongside renewal of the roof coverings, whilst access is in place.	Allow some raking out and re-pointing and possible repair / renewal of the flaunching (mortar) on top.	£ 750.00		**£ 750.00**
1.0	**CHIMNEY - SUB TOTALS**								**£ 750.00**	**£ -**	**£ 750.00**
2.0	**PITCHED ROOFS & COVERINGS**										
2.1	Pitched roof	Main original section of the building.	The roof over the main section of the building is double pitched and covered in natural slate to the front and outer left and right facing roof slopes. The rear facing sections of the roof are covered in fibre cement slate, that will feasibly have an asbestos content. The verge, or edges, of the roof are finished in a vertically hung slate detail to the rear, whereas at the front substantial raised stone parapet details extend up above the roof line, finished in various moulded stone capping details. Most sections of roof to the rear are hipped. There are a series of clay ridge and hip tiles, bedded and pointed in mortar.				The natural slate roof coverings remain sound and free from notable water ingress beneath. The various fibre cement slate roof coverings generally continue to perform adequately. However, the surface of the individual slates is notably dulled and this material is certainly showing some fatigue with age. Furthermore, there are several areas where there is some slight water seepage and staining evident within the main roof void beneath. Suggest replacement roof covering is a significant and realistic option in terms of upgrading thermal performance.	Strip and replace pitched roof coverings, including associated, ridges, valleys, abutments. Cost assumes natural slate, to a similar specification as existing, new sarking membrane and battens under.	£ 155,000.00		**£ 155,000.00**
2.2			Central octagonal lantern detail in line with the main roof ridge. This has a domed roof with a lead covering, supported on a series of masonry piers, and a lead and slate clad supporting structure beneath.				Paint finishes are fading and some rippling and slight deterioration of leadwork is evident to the domed roof.	Extra-over repair and maintenance to the lantern detail, rooflights, particular features.	£ 15,000.00		**£ 15,000.00**
2.3	Perimeter pitched roof.	Central rear section of the building.	Central flat roof with perimeter pitched roofs, covered in fibre cement slate.				Performing adequately but showing signs of general weathering. Several individual slates have been replaced or re-fixed into position.	Strip and replace pitched roof coverings, including associated hip details, perimeter valleys, abutments. Cost assumes natural slate, to a similar specification as existing.	£ 25,000.00		**£ 25,000.00**
2.4	Perimeter pitched roof	Over front right extension.	The roof over the front right hand extension comprises a pitched and hipped slate roof. There is a raised central timber framed glazed rooflight arrangement with a lead shallow pitched roof over.								**£ -**
2.5	Valley / parapet gutters	Lead lined valley and parapet gutter details.	Lead lined concealed gutter details and associated abutments.				In a serviceable condition where visible. However, replacement of the roof coverings will cause disturbance.	Allow for repair / upgrading, inc localised repair to capping stones and rainwater outlets etc.	£ 18,250.00		**£ 18,250.00**
2.6	Parapet walls	Parapet Walls	Stone detailing where external walls extend above the roof line.				In sound condition. However, upon closer inspection, it can be seen that there is now extensive vegetation growth from the various joints between stones and detailing, which is a clear indicator of deterioration to the various mortar joints and weakness for water ingress.	Allow to re-fix any loose or damaged capping stones, remove and replace render to the rear face of the parapet walls and make good leadwork at junctions with the roofs thereafter.	£ 13,750.00		**£ 13,750.00**
2.7	Pitched roofs generally	Insulation	Loose lay within roof voids. Rigid or flexible multi-layer system to be incorporated within, or over roof structure - exact detail subject to agreed specification in due course.				Little insulation currently insitu.	Allow for substantial upgrading of insulation.	£ 10,000.00		**£ 10,000.00**
2.0	**PITCHED ROOFS & COVERINGS - SUB TOTALS**								**£ 237,000.00**	**£ -**	**£ 237,000.00**
3.0	**FLAT ROOFS & COVERINGS**										

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RTP
CHARTERED BUILDING SURVEYORS

Item	Element	Location	Description				Comments	Remedial Works Required	Estimated cost		Total
									Yrs. 1 - 2	Yrs. 3-5	
3.1	Mineral felt flat roof	Central rear section of the building	Central flat roof with perimeter pitched roofs.				The felt flat roof covering is serviceable but is not recent and it will not have the same durability of the pitched roofs. Replacement is recommended alongside works to the roofs elsewhere.	Strip and replace flat roof covering alongside works to perimeter pitched roofs.	£ 3,000.00		**£ 3,000.00**
3.2	Lead flat roof	Recessed behind parapet, over primary entrance.	Lead sheet covering with rear valley gutter.				This area is generally sound.	Allow for clearing the valley gutter and repair of bird protection.	£ 200.00		**£ 200.00**
3.3	Flat roof.	Over front right extension - adjacent to the above.	No access for close inspection. Assume mineral felt flat roof, incorporating raised low level uPVC framed rooflight.				No access to confirm condition. No evidence of water ingress beneath.	Allow replacement alongside roof works generally, in order to facilitate thermal upgrading.	£ 5,000.00		**£ 5,000.00**
3.4	Mineral felt flat roof	Central to the most recent rear right extension.	Section of flat roof at the head of the pitched roof, with a perimeter raised edge detail, covered in lead.				This section of roof continues to perform adequately, but there is a notable build-up of vegetation. It would make sense to make best use of high level access and replace this flat roof covering alongside works to the roofs elsewhere.	Strip and replace flat roof covering alongside works to roofs elsewhere.	£ 3,000.00		**£ 3,000.00**
3.5	Flat roofs generally	Insulation	Loose lay or rigid insulation system to be incorporated within, or over, roof structure. Exact detail subject to agreed specification in due course.				Current provision potentially limited. Certainly lacking by modern standards.	Allow for substantial upgrading of insulation.	£ 3,000.00		**£ 3,000.00**
3.0	**FLAT ROOFS & COVERINGS - SUB TOTALS**								**£ 14,200.00**	**£ -**	**£ 14,200.00**
4.0	**RAINWATER GOODS**										
4.1	Gutters and downpipes	All elevations	Pressed metal and fitted back to timber fascia boards.				Rainwater goods remain in reasonable order, but showing signs of UV degradation. There is a build-up of vegetation. Despite the general serviceability of the current rainwater goods, it would be sensible to consider replacement alongside works to renew roof coverings to make best use of high-level access.	Replace gutters and downpipes, in factory finished extruded aluminium 'heritage' range. Inc all fixings, stop ends etc.	£ 18,573.00		**£ 18,573.00**
4.0	**RAINWATER GOODS - SUB TOTALS**								**£ 18,573.00**	**£ -**	**£ 18,573.00**
5.0	**WALLS**										
5.1	Cut semi-dressed stone	Principal front elevations	Cut granite and carboniferous limestone, detailed with various moulded plinths, pilasters, strings and cills etc.				Substantial and sound but deterioration of the various mortar joints and junctions is contributing to significant water ingress.	Carefully rake out and re-point the principal front elevations, including the parapets and all associated detailing.	£ 45,000.00		**£ 45,000.00**
5.2	Random stone and brickwork	Side and rear elevations of main building	Facing random stone with various brick detailing.				The walls in these areas are generally sound.	Allow for some localised repair and re-pointing.	£ 5,000.00		**£ 5,000.00**
5.3	Masonry walls with rendered finish	Later extensions	Assumed cavity concrete blockwork construction with rendered finish.				Satisfactory	No significant works anticipated beyond decoration where relevant.			**£ -**
5.0	**WALLS - SUB TOTALS**								**£ 50,000.00**	**£ -**	**£ 50,000.00**
6.0	**WINDOWS**										
6.1	Windows	Generally across the building	Various timber framed sash and casement windows, single glazed.				Generally serviceable but paint finishes fading. Particular deterioration to the left hand (south facing) elevation. Recent replacement windows above front entrance portico in good order. Double glazed timber framed casement units to the rear right extension are sound.	Allow preparation, repair and redecoration.	£ 19,200.00		**£ 19,200.00**
6.2								Supply and fit ventrolla draught stripping (where windows open and are suitable).	£ 18,000.00		**£ 18,000.00**

PLANNED MAINTENANCE SCHEDULE

RTP
CHARTERED BUILDING SURVEYORS

Item	Element	Location	Description				Comments	Remedial Works Required	Estimated cost		Total
									Yrs. 1 - 2	Yrs. 3-5	
6.3	Windows	Rear main landing window	Cut stone frame with individual timber framed casement units set within.				Some weathering and surface deterioration evident to stone. The individual timber framed casement units are starting to show signs of decay. Consider upgrading the glazing to double glazed units, subject to listed building consent.	Repair and repointing of stonework allowed above. Replace glazing units and allow repair of timber as appropriate.	£ 5,500.00		**£ 5,500.00**
6.5	Timber framed glazed lantern light arrangement and lead roof over.	Over front right extension.	The roof over the front right hand extension comprises a pitched and hipped slate roof. There is a raised central timber framed glazed rooflight arrangement with a lead shallow pitched roof over.				The lead covering remains satisfactory but the timber framed glazed rooflight arrangement is now in a poor state of repair.	Allow to repair, prepare and redecorate. Re-glaze with double glazed units, subject to listed building consent.	£ 15,000.00		**£ 15,000.00**
6.7	Rooflights	Main roof, rear right	Fixed glazed rooflights, with lead flashings and coverings.				The rooflight details remain serviceable.	Allow to overhaul alongside roof works.	£ 2,000.00		**£ 2,000.00**
6.0	**WINDOWS - SUB TOTALS**								**£ 59,700.00**	**£ -**	**£ 59,700.00**
7.0	**DOORS**										
7.1	Doors	Entrance / exit doors front and rear.	Various timber framed, part glazed units.				The various doors are serviceable.	Allow localised repair, preparation and redecoration.	£ 2,000.00	£ 2,000.00	**£ 4,000.00**
7.2							Consider alterations around front entrance to improve thermal performance - design and specification to be agreed and subject to listed building consent.	Notional allowance.	£ 15,000.00		**£ 15,000.00**
7.0	**DOORS - SUB TOTALS**								**£ 17,000.00**	**£ 2,000.00**	**£ 19,000.00**
8.0	**JOINERY**										
8.1	Eaves and barge boards.	Side and rear elevations	Painted timber fascia boards to sides and rear of the building, alongside the rainwater gutters.				Generally serviceable but paint finishes fading.	Allow localised repair, preparation and redecoration.	£ 2,000.00		**£ 2,000.00**
8.2	Flag Pole	Front elevation	Painted metal flag pole on metal mounting bracket				Sound but paint finishes fading.	De-mount pole, allow preparation and redecoration and re-mount thereafter.	£ 750.00		**£ 750.00**
8.0	**JOINERY - SUB TOTALS**								**£ 2,750.00**	**£ -**	**£ 2,750.00**
9.0	**DECORATION**										
9.1	Painted render	Rear right extension.	Render to more recent rear right extension has a painted finish.				In reasonable condition but suggest allowance for decoration to make best use of high level access for works to other elements.	Consideration to periodic cleaning with lemon juice or similar.	£ 3,000.00		**£ 3,000.00**
9.0	**DECORATION - SUB TOTALS**								**£ 3,000.00**	**£ -**	**£ 3,000.00**
10.0	**GROUNDS**										
10.1	Grounds	Rear yard / passageway	The building fronts onto the street at the front and sides. External space is limited to the small yard / passageway to the rear, between the building and cliff face beyond.				This area is quite heavily overgrown. There is a build-up of general detritus to the ground and a notable pigeon infestation to the undercroft area.	Cut back vegetation, clear and carryout specialist cleanse of the area. Provide new anti-bird protection.	£ 3,500.00	£ 3,500.00	**£ 7,000.00**
10.2	Boiler Housing	Rear of building	A lean-to structure to house the boiler and plant equipment.				This is a fairly basic structure that is not in keeping with the building.	Suggest demolition, to make better use of the external space. However, this is dependant on the solution for heating in terms of energy source going forwards. No cost allowed at this stage.			**£ -**
10.0	**GROUNDS & HARD LANDSCAPING - SUB TOTALS**								**£ 3,500.00**	**£ 3,500.00**	**£ 7,000.00**

P230329
Municipal Building
The Moor
Falmouth
TR11 2RT

PLANNED MAINTENANCE SCHEDULE

RTP
CHARTERED BUILDING SURVEYORS

Item	Element	Location	Description				Comments	Remedial Works Required	Estimated cost		Total
									Yrs. 1 - 2	Yrs. 3-5	
INTERNAL FABRIC											
11.0	**CEILINGS**										
11.1	Ceilings	Throughout	Ranging between traditional lath and plaster materials, part vaulted, and with various decorative mouldings and band course details etc, through to more basic plasterboard or fibreboard materials through the more modern and back of house areas.				The ceilings are generally sound and a particular feature of the property in places. However, the plaster and supporting structure likely to be affected where this adjoins the inside face of the principal front elevations, which are suffering notable water ingress.	Notional allowance for repair.	£ 7,500.00		**£ 7,500.00**
11.0	**CEILINGS - SUB TOTALS**								**£ 7,500.00**	**£ -**	**£ 7,500.00**
12.0	**WALLS & PARTITIONS**										
12.1	Solid plaster	Main section of the building	The inside face of the external walls within the main section of the building are typically finished in solid plaster. There are various further moulded decorative details.				The wall surfaces are sound but it is clear that plaster finishes have suffered notable deterioration owing to prolonged penetrating dampness over the years.	Allow repair / renewal of plaster to areas affected by dampness. **Note:** This does not allow for any thermal upgrading at this stage.	£ 30,000.00		**£ 30,000.00**
12.0	**WALLS & PARTITIONS - SUB TOTALS**								**£ 30,000.00**	**£ -**	**£ 30,000.00**
13.0	**FLOORS**										
13.1	Floors	Upper Floors	The upper floors are formed partly in assumed reinforced concrete construction and partly in suspended timber.				The exact extent and condition of the structure and materials is not entirely clear without having carried out any opening up. No evidence to suggest any serious deflection, cracking or deterioration. However, potential for decay where an timbers bear into damp solid external walls.	Notional allowance for repair following opening up in due course.		£ 3,000.00	**£ 3,000.00**
13.2	Floors	Ground floors	The ground floors are partly in solid ground bearing construction and partly in suspended timber or concrete.				Floor springy in places and we suggest allowance for further investigation.	Notional allowance for opening up and further investigation. **Note**: This does not allow for any subsequent works (tbc) or thermal upgrading at this stage.	£ 3,000.00		**£ 3,000.00**
13.3	Floors	Finishes	Various				Generally serviceable but subject to some wear and tear.	Extent of work depends on desired level of finish and use going forwards. No cost allowance at this stage.			**£ -**
13.0	**FLOORS - SUB TOTALS**								**£ 3,000.00**	**£ 3,000.00**	**£ 6,000.00**
14.0	**STAIRS**										
14.1	Generally	Generally						No works anticipated within 5 years.			**£ -**
14.0	**STAIRS - SUB TOTALS**								**£ -**	**£ -**	**£ -**
15.0	**DOORS**										
15.1	Doors	Various	Typically painted timber units. Some fire rated.				Generally serviceable.	No works anticipated within 5 years, subject to Fire Risk Assessment. No cost allowed at this stage.			**£ -**
15.0	**DOORS - SUB TOTALS**								**£ -**	**£ -**	**£ -**
16.0	**DECORATION**										

PLANNED MAINTENANCE SCHEDULE

RTP
CHARTERED BUILDING SURVEYORS

Item	Element	Location	Description				Comments	Remedial Works Required	Estimated cost		Total
									Yrs. 1 - 2	Yrs. 3-5	
16.1	Internal decoration	Generally	Painted plaster, linings, internal joinery.				The internal decorations are generally presented in a serviceable condition. However, there is notable deterioration to plaster finishes owing to dampness. Furthermore, general wear and tear evident. The extent of work required will depend on intentions for the property going forwards and the desired level of finish.	Cost allowed only to remedy areas affected by dampness and subsequently made good. No allowance for decoration generally at this stage. Extent of works required dependant on use and desired level of finish going forwards.	£ 5,000.00		**£ 5,000.00**
16.0	**DECORATION - SUB TOTALS**								**£ 5,000.00**	**£ -**	**£ 5,000.00**
BUILDING SERVICES (NOTE: ITEMS AND BUDGET COSTINGS AS METHOD CONSULTING REPORT INCLUDED IN APPENDIX A)											
17.0	**ELECTRICAL POWER AND LIGHTING**										
17.1	Incoming electricity supply		Refer to Method Consulting Report				Refer to Method Consulting Report	Upgrade incoming electrical supply to accommodate electric based heating when transition made.		£ 20,000.00	**£ 20,000.00**
17.2	Primary Switchgear		Refer to Method Consulting Report				Refer to Method Consulting Report	Suggest replacement with new primary switchgear.	£ 25,000.00		**£ 25,000.00**
17.3	Sub-mains distribution boards		Refer to Method Consulting Report				Refer to Method Consulting Report	Replace sub-mains distribution boards with new complete with RCD protection.	£ 15,000.00		**£ 15,000.00**
17.4	Final circuit wiring		Refer to Method Consulting Report				Refer to Method Consulting Report	Continue to carryout routine electrical continuity and resistance testing and carryout adhoc repairs when required.		£ 2,500.00	**£ 2,500.00**
17.5	Socket outlets		Refer to Method Consulting Report				Refer to Method Consulting Report	Consider upgrading socket outlets to colour contrasting part M compliant outlets.		£ 15,000.00	**£ 15,000.00**
17.6	Lighting	Generally	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace non-LED fittings upon failure with new LED units.	£ 2,500.00	£ 2,500.00	**£ 5,000.00**
17.7	Lighting	Externally	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace non-LED fittings upon failure with new LED units.	£ 750.00	£ 2,500.00	**£ 3,250.00**
17.8	Data & Telecoms	Generally	Refer to Method Consulting Report				Refer to Method Consulting Report	No works anticipated within 5 years.			**£ -**
17.0	**ELECTRICAL POWER AND LIGHTING - SUB TOTALS**								**£ 43,250.00**	**£ 42,500.00**	**£ 85,750.00**
18.0	**WATER SERVICES**										
18.1	Combi Boiler	Gallery	Refer to Method Consulting Report				Refer to Method Consulting Report	Boiler is at end of serviceable life and needs replacement. Install pressurisation unit.	£ 5,000.00		**£ 5,000.00**
18.2								Option to upgrade for replacement with ASHP. **Note:** Cost not carried forward	£ 20,000.00		
18.3	Circulation Pump	Gallery	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace pump.	£ 1,000.00		**£ 1,000.00**
18.4	Combi boiler	Lift room	Refer to Method Consulting Report				Refer to Method Consulting Report	Boiler is at end of serviceable life and needs replacement. Install pressurisation unit.	£ 5,000.00		**£ 5,000.00**
18.5								Option to upgrade for replacement with ASHP. **Note:** Cost not carried forward	£ 20,000.00		
18.6	Water heaters	Above various sinks	Refer to Method Consulting Report				Refer to Method Consulting Report	Allow like for like replacement as and when these units fail.		£ 2,500.00	**£ 2,500.00**
18.7	Copper & MDPE distribution pipework	Generally	Refer to Method Consulting Report				Refer to Method Consulting Report	Allow modifications.		£ 30,000.00	**£ 30,000.00**

PLANNED MAINTENANCE SCHEDULE

RTP
CHARTERED BUILDING SURVEYORS

Item	Element	Location	Description				Comments	Remedial Works Required	Estimated cost Yrs. 1 - 2	Estimated cost Yrs. 3-5	Total
18.0	**WATER SERVICES - SUB TOTALS**								**£ 51,000.00**	**£ 32,500.00**	**£ 43,500.00**
19.0	**HEATING SERVICES**										
19.1	Boilers	External Plant Room	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace with new equivalents.	£ 25,000.00		**£ 25,000.00**
19.2								Option to upgrade for replacement with ASHP. **Note:** Cost not carried forward	£ 85,000.00		
19.3	Pumps, pipework and fittings	External Plant Room	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace pumps and associated pipework and equipment.	£ 15,000.00		**£ 15,000.00**
19.4	Secondary pipework	External Plant Room	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace pipework.	£ 90,000.00		**£ 90,000.00**
19.5	Radiators	Operating on main plantroom circuit	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace radiators.	£ 20,000.00		**£ 20,000.00**
19.6	Boiler	Gallery Circuit	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace with new equivalent.	£ 5,000.00		**£ 5,000.00**
19.7								Option to upgrade for replacement with ASHP. **Note:** Cost not carried forward	£ 20,000.00		
19.8	Pump - boiler	Gallery Circuit	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace pump.	£ 1,000.00		**£ 1,000.00**
19.9	Boiler	Lift plant room circuit	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace with new equivalent.	£ 5,000.00		**£ 5,000.00**
19.10								Option to upgrade for replacement with ASHP. **Note:** Cost not carried forward	£ 20,000.00		
19.0	**HEATING SERVICES - SUB TOTALS**								**£ 286,000.00**	**£ -**	**£ 161,000.00**
20.0	**VENTILATION SERVICES**										
20.1	Extract Fans	Toilets	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace as and when these fail.		£ 2,500.00	**£ 2,500.00**
20.2	Ventilation System	Gallery	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace with MVHR system that is ducted to atmosphere.		£ 20,000.00	**£ 20,000.00**
20.3	Ventilation System	Library	Refer to Method Consulting Report				Refer to Method Consulting Report	Replace upon failure.		£ 2,500.00	**£ 2,500.00**
20.4	Dehumidification systems	Gallery and rear ancillary storage areas	Refer to Method Consulting Report				Refer to Method Consulting Report	Upgrade to fully plumbed system.		£ 30,000.00	**£ 30,000.00**
20.0	**VENTILATION SERVICES - SUB TOTALS**								**£ -**	**£ 55,000.00**	**£ 55,000.00**
21.0	**ABOVE GROUND DRAINAGE**										
21.1	Generally	Generally	Refer to Method Consulting Report				Refer to Method Consulting Report	No works anticipated within 5 years.			**£ -**
21.0	**ABOVE GROUND DRAINAGE - SUB TOTALS**								**£ -**	**£ -**	**£ -**
22.0	**FIRE SAFETY**										
22.1	Fire alarm panel, wiring and devices	Generally	Refer to Method Consulting Report				Refer to Method Consulting Report	No works anticipated within 5 years.			**£ -**

PLANNED MAINTENANCE SCHEDULE

RTP
CHARTERED BUILDING SURVEYORS

Item	Element	Location	Description				Comments	Remedial Works Required	Estimated cost		Total
									Yrs. 1 - 2	Yrs. 3-5	
22.2	Generally	Generally						Ensure Fire Risk Assessment up to date and implement any recommended works. No costs allowed at this stage.			£ -
22.0	**FIRE & SAFETY - SUB TOTALS**								**£ -**	**£ -**	**£ -**
23.0	**SECURITY / ACCESS CONTROL**										
23.1	Alarm system	Generally	Refer to Method Consulting Report				Refer to Method Consulting Report	No works anticipated within 5 years.			£ -
23.2	CCTV System	Generally	Refer to Method Consulting Report				Refer to Method Consulting Report	Consider move away from Hikvision based CCTV system.			£ -
23.0	**SECURITY / ACCESS CONTROL - SUB TOTALS**								**£ -**	**£ -**	**£ -**
24.0	**AWC CALL ALARMS**										
24.1	Generally	Generally	Refer to Method Consulting Report				Refer to Method Consulting Report	No works anticipated within 5 years.			£ -
24.0	**AWC CALL ALARMS - SUB TOTALS**								**£ -**	**£ -**	**£ -**
25.0	**LIGHTNING PROTECTION**										
25.1	Generally	Generally	Refer to Method Consulting Report				Refer to Method Consulting Report	No works anticipated within 5 years.			£ -
25.0	**LIGHTENING PROTECTION - SUB TOTALS**								**£ -**	**£ -**	**£ -**
26.0	**LIFT**										
26.1	Generally	Generally	Refer to Method Consulting Report				Refer to Method Consulting Report	No works anticipated within 5 years.			£ -
26.0	**LIFT - SUB TOTALS**								**£ -**	**£ -**	**£ -**
LEGISLATIVE & OTHER ISSUES											
27.0	**MEANS OF ESCAPE / FIRE PRECAUTIONS**										
27.1	Fire doors, escape routes, signage etc	Generally	Assessment not included within this schedule.					Allow periodic maintenance. **Note:** This assumes an up to date fire risk assessment is in place and all recommendations in hand.	£ 1,000.00	£ 1,500.00	**£ 2,500.00**
27.0	**MEANS OF ESCAPE / FIRE PRECAUTIONS - SUB TOTALS**								**£ 1,000.00**	**£ 1,500.00**	**£ 2,500.00**
28.0	**ASBESTOS**										
28.1	Generally	Generally	Assessment not included within this schedule.					Suspect ACMs unless proven otherwise.			£ -
28.0	**ASBESTOS - SUB TOTALS**								**£ -**	**£ -**	**£ -**