

Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Issued by email only

01 December 2021

Saltash Library, Callington Road, Saltash, PL12 6DX – Condition Survey

Thank you for your enquiry to undertake a condition survey of Saltash Library which we understand is a 1960s Grade II Listed property.

Our understanding of the brief is to undertake a condition survey of the property including roof, rainwater system, external walls, windows, external doors, internal walls/doors, partitions, fixture, fittings and building services installations (mechanical and electrical). Our survey will comprise a room by room and elevation by elevation schedule of findings with photographs, together with recommendations and guide costs for repairs.

In addition to presenting the report in a traditional written format we will collate our recommendations into a tabular format which will include approximate budget estimates and allocate priorities. We have enclosed an example survey report which illustrates how we would propose to structure and present the report however we would be happy to discuss and agree the exact format prior to commencement (Client consent has been sought to release report which dates back to 2011 and now superseded due to extensive refurbishment).

Our survey will be based on visual inspection from vantage points at ground or floor level, from a 3.5m ladder or permanent safe access where provide. We have not allowed for specialist access equipment such as cherry pickers to access roofs.

We would not be undertaking any opening up or testing and therefore will be unable to identify any hidden defects, however, where such defects are likely to exist we would recommend a more intrusive investigation where appropriate. We enclose our typical survey limitations.

Our survey team would comprise a Senior Chartered Building Surveyor with experience of Listed Building. We have allowed for a Building Services Engineer to attend site to survey the mechanical and electrical installations.

We set out below our lump sum fee inclusive of expenses and disbursements but exclusive of VAT.

| | |
|--|---------------------------|
| Building Condition Survey | £1,750.00 (ex VAT) |
| Building Services Survey (Mechanical & Electrical) | £1,150.00 (ex VAT) |
| Total | £2,900.00 (ex VAT) |

Our fee proposal assumes that you will inform and facilitate access to all parts of the building during normal work hours. If access to certain areas is not possible, this will recorded in our report.

We would require payment within 28 days of the date of our invoice after which we reserve the right to charge interest at the statutory rate. For this commission we are able to offer £5,000,000 Professional Indemnity Insurance. We enclose our standard terms and condition to this proposal (Version 3 – 26/11/19).

We trust that this fee proposal covers all matters however should you have any questions or require further clarification please let me know.

Yours faithfully

I confirm acceptance of this proposal and instruct you to proceed immediately with the above surveys

Building Condition Survey YES/NO

Building Services Survey (Mechanical & Electrical) YES/NO

Signed:

Print Name:

Date: