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[REDACTED]

Sinead Burrows
Town Clerk / Responsible Finance Officer
Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Issued by email only – sinead.burrows@saltash.gov.uk

10 October 2022

Dear Sinead,

Saltash Town Council Corporate Assets – AMP Condition Surveys

Thank you for your enquiry to undertake a condition survey of Saltash Town Council Corporate Assets comprising:

1. The Guildhall
2. Library
3. Saltash Heritage Building
4. Isambard House
5. Longstone Depot
6. The Maurice Huggins Room
7. Pontoon and Cabin
8. Public toilets
9. Outdoor land and fences

Our understanding of the brief is to undertake a condition survey of each asset 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 survey together with recommendations and guide costs for repairs over the next five years.

We will collate our recommendations into a tabular format which will include approximate budget estimates and allocate priorities providing the Council with Asset Management Plans (AMPs). 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.

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 Buildings. 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.





Asset	Building Condition Survey	Building Services Survey (Mechanical & Electrical)
The Guildhall	£2,750.00	£1,750.00
Library	£1,950.00	£1,350.00
Saltash Heritage Building	£1,350.00	£975.00
Isambard House	£1,750.00	£1,100.00
Longstone Depot	£1,350.00	£975.00
The Maurice Huggins Room	£750.00	£450.00
Pontoon and Cabin	£950.00	£650.00
Public toilets	£950.00	£650.00
Outdoor land and fences	Excluded	Excluded
TOTAL	£11,800.00	£7,900.00

We have assumed that the bowling club at Longstone Depot is excluded from the scope.

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 be 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 conditions 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.



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:

