

JOB REFERENCE: XXXX

# SCHEDULE OF CONDITION

XXX

XXX

Thetford  
Norfolk  
IP24 XXX

XXX



FOR

Mr X

Prepared by:

XXXX

INDEPENDENT CHARTERED SURVEYORS

Marketing by:

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## **Introduction and Instruction**

We have been instructed to inspect and prepare a Schedule of Condition for XXXX, Norfolk. IP24 XXX. We inspected the property on XXXX

## **Information Summary**

<b>Address:</b>	XXXX Thetford, Norfolk. IP24 XXX.
<b>Prospective Tenant:</b>	Mr X
<b>Covenants:</b>	We have not seen a copy of the lease and we have therefore assumed the property has a full repairing and insuring lease (FRI), or will have under the proposed lease. We have assumed it is a standard lease with no unusual or onerous clauses. Your Legal Adviser should confirm this and advise us of any unusual or onerous clauses immediately.
<b>Yield Up Covenant:</b>	<p>As a general comment under the terms of most leases there is a Yield Up Covenant requiring repair, redecoration, reinstatement and statutory regulations on termination of the Lease.</p> <p>We can see that these have not taken place in this instance by the present tenant and/or the landlord with the exception of the painting of the floor and as such the building that you are considering leasing is below the standard set out within most typical FRI leases.</p>
<b>Photographs:</b>	We typically take approximately 250 photographs during the course of a Schedule of Condition. We reserve the right to produce these photographs to establish the condition of the property over and above the ones included in the report.
<b>Orientation:</b>	All directions are taken as if viewing the property from the front.
<b>Weather:</b>	At the time of the survey the weather had previously snowed and was dull and overcast. The weather did hamper our survey as we were unable to inspect the roof.

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# **REPORT FORMAT**

To help you understand our report we utilise various terms such as:-

## **Key to terms used:**

### **Description**

This identifies the location of the item and the material/s it is made from.

### **Condition**

This identifies the condition and anticipated future life.

### **Action Required**

We have used an **Action Required** column throughout the report which identifies and clarifies repairs required and will sometimes give a performance specification i.e. requiring an area of roof to be water tight leaving the **how** part to the builder. This section may also specify materials, British Standards and Codes of Practice or their equivalent.

### **Dated defined**

Where the term **dated** is used, we are advising that we do not believe the cyclical three/five year redecoration as per typical clauses within a Full Repairing and Insuring (FRI) lease has been carried out.

### **We recommend legal advice and input whenever a Schedule of Condition is appended to the lease**

We recommend that a solicitor is employed to ensure the Schedule of Condition that we have prepared is legally attached to the lease and legally binding with the landlord.

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## **ELEVATIONS**

All directions given as you face the property.

The property has been viewed from ground level.

### **Contents:**

Front Elevation

Rear Elevation

Outside Areas

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## Location Plans



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## FRONT EXTERNAL ELEVATION





Front Elevation



Front



Front general view

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Roofs:</b> Profile metal sheet	See roof section	See roof section
<b>Gutters and Downpipes:</b> Metal box gutters and grey 150mm downpipes  Metal box gutter Three joints bolted together over length of front elevation  Downpipe going directly into the ground.	We viewed the gutters from ground level. Pattern staining and leaking.  Icicle indicates leaking  Leaks to joints	Ensure all gutters are watertight and falling towards the downpipe and clear. Repair downpipes and secure as necessary, ensure downpipes are clean and clear.

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<p><b>Walls:</b></p> <p><b>Profile metal sheeting</b> Profile metal sheet right side</p>  <p><b>Anchor bolts</b></p>  <p><b>Surface of profile metal sheeting</b> Overflow Hosepipe overflow</p> <p><b>Base of profile metal sheeting</b></p>  <p>Concrete plinth</p> <p><b>Stretcher bond brickwork pier in dark brick</b></p>	<p>Plastic coating generally weathering</p> <p>Fixing caps deteriorating end caps missing.</p> <p>Weathered and coming away at base</p>  <p>Poorly cut into profile metal sheeting</p> <p>Paint deteriorating Partly moss covered Minor pattern staining</p> <p>Pattern stained</p>  <p>Adhesive where previous sign was located.</p>	<p>Replace entirety of profile metal sheeting protective coating. Most manufacturers recommend work every three to five years with major work every ten years. This coating has come to the end of its natural life.</p> <p>Replace fixing caps</p> <p>Make good</p> <p>Remove adhesive.</p>
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<p><b>External Detailing:</b></p> <p><b>Roller Shutter Doors:</b> Two painted red Doors not tested</p> <p><b>Door:</b> To right side glazed top and bottom (plain glass with some paint spillage)</p> 	<p>Dated</p> <p>Faded DIY standard paintwork with glass painted in many areas</p>  <p>Paint marked</p> <p>Broken pain</p>	<p>Repair, prepare and redecorate.</p> <p>Clear excessive paint, replace glazing, prepare and redecorate to a professional standard.</p>
<p><b>Signage:</b> To Let sign above entrance door</p>	 <p>No view of area above the door.</p>	<p>Remove sign and check area.</p>

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## REAR EXTERNAL ELEVATION





Rear elevation



Rear view



General view of rear

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Roofs:</b>  Profile metal sheet	See roof section	See roof section
<b>Gutters and Downpipes:</b>  Metal box gutters  Three joints bolted together.    Plastic downpipe moss covered	We viewed the gutters from ground level.    Pattern staining.  Leaking. Moss covered  Pattern staining Leak to central joint	Ensure all gutters are watertight and falling towards the downpipe and clear.  Repair downpipes and secure as necessary, ensure downpipes are clear and clean.


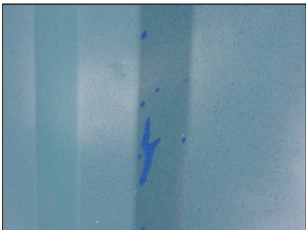

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<p><b>Anchor bolts</b></p>  <p><b>Surface of profile metal sheeting</b></p>  <p><b>Base of profile metal sheeting</b></p> <p><b>Concrete plinth</b></p>	 <p>Fixing caps deteriorating and caps missing.</p> <p>Paint splashes</p> <p>Profile metal sheeting coating deteriorating.</p> <p>Partly moss covered</p> <p>Minor pattern staining</p>	<p>Replace fixing caps</p>
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<p><b>External Detailing:</b></p> <p><b>Fire Exit Door:</b> Timber</p> <p>Timber panel above</p>  <p>Metal sheet to rear of door</p>	<p>DIY quality painted with paint on surrounding profile metal sheets. Not prepared and painted over.</p> <p>Re-used door as letterbox opening and glass panel (assumed) covered with timber to top then whole door covered in metal sheet.</p> <p>Sticks</p>	<p>Replace with new fire exit door with metal panelling to rear and appropriate ironmongery.</p> <p>Existing door ease and adjust</p>
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**ROOF**

Roof covered with snow at time of survey

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Roofs:</b>  Profile metal sheet	Snow covered.  We have not be able to view the roof due to the snow but have been advised that the roof is leaking by adjoining occupiers and has been to the best of their knowledge been leaking for many years. This was confirmed by other occupiers.  Pattern staining to curved front of the roof internally.	Joint high level inspection with the landlord's surveyor to be carried out prior to signing of the lease or legal completion of the lease from high level cherry picker or equivalent. Or exclude roof from lease.

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## OUTSIDE AREAS



Car Park



Rear Passageway

DESCRIPTION	CONDITION	ACTION REQUIRED
Front Car Parking	Snow covered. Unable to establish if white lined, drainage or quality of surface coating.	
Rear Fire Exit passageway	Unable to view ground as snow covered.	
Rear Boundary Fence Concrete post with chain link fence	 Post directly opposite rear of property is not vertical	Secure fencing assumed owned. If not landlord to write to owner to secure fencing.

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# INTERNAL

All directions given as you face the property.

The property has been viewed from ground level.

## Contents

Internal Roof and structural frame  
Front Internal Elevation  
Left Internal Elevation  
Rear Internal Elevation  
Right Internal Elevation  
Floors  
Lobby  
Ladies toilet  
Gentlemen's toilet

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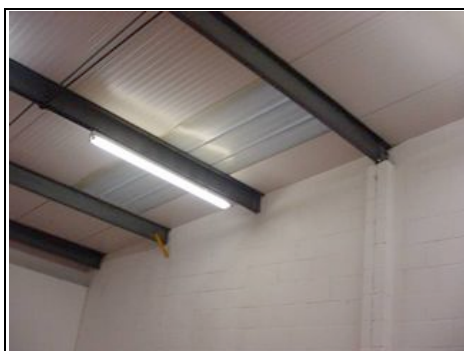
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## Internal Roof and Structural Frame



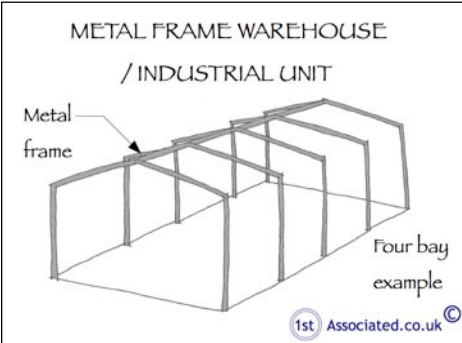
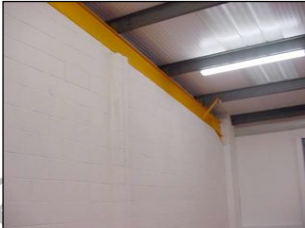

Rear part of roof



Roof lights snow covered



Close up of internal roof

DESCRIPTION	CONDITION	ACTION REQUIRED
<p><b>Underside of roof:</b></p> <p>Metal portal frame</p> 	 <p>Purlins marked Cobwebs, dirt and dust</p>  <p>Leak to front</p>	<p>High level clean</p> <p>Make roof watertight</p>

## Front Internal Elevation



Front



Front view

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Walls:</b>  Painted brickwork 	Paint from floor on walls. Newly painted. May be hiding latent defects such as the leaking roof.	
<b>Columns:</b> Either side of roller shutter door Painted brickwork  <b>Left side</b>  <b>Right side</b>	 Cracking Marks at base   Cobwebs Paint staining	Monitor. Repair, prepare and redecorate.  Clean. Repair, prepare and redecorate.

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<b>Detailing</b>  <b>Roller Shutter Door</b> Door not tested	  Dated	Clean Test door for suitable usage for your business purposes.
<b>Kitchenette Unit</b> Front right corner    Water heater	  Water heater was working at the time of our inspection. Noted waste pipes mixture of old and new piping.	Add splash back tiling around sink  Commission water heater to bring into working order.
<b>Services</b>  Surface mounted double socket, switch point and separate three switches  	Marked	Clean  Provide Institute of Electrical Engineers Certificate carried out by an NICEIC qualified electrician or equivalent.

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## Left Internal Elevation



Left side



Expansion joints

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Walls:</b>  Painted blockwork  Two expansion joints Equal distance	 Marks, particularly at low level.  Newly painted	Repair, prepare and redecorate.

XXXX

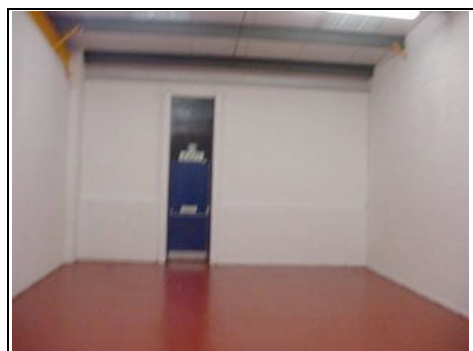
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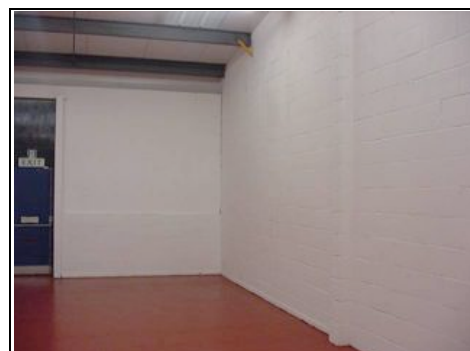
## Rear Internal Elevation



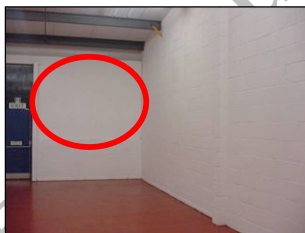

Rear view



Rear roof view



Rear

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Walls:</b> Metal purlin Asbestos Blockwork Two mastic joints to each corner	Possible cold bridging.  Asbestos Marked  Stepped cracking left side	Asbestos test and report. Note we are not asbestos surveyors.  Repair, prepare and redecorate.  Monitor.


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<b>Skirting:</b> White painted timber right side	 Paint marks from floor and general marks	Repair, prepare and redecorate.
<b>Detailing</b> <b>Central Fire Exit Door</b> Timber panel above	Re-used door as letterbox opening and glass panel (assumed) covered with timber to top then whole door covered in metal sheet.	Existing second hand door to be replaced with a quality fire door and associated ironmongery.

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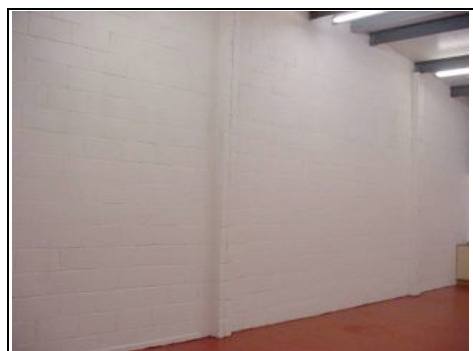
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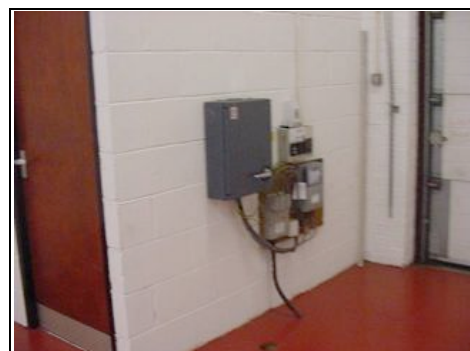
## Right Internal Elevation



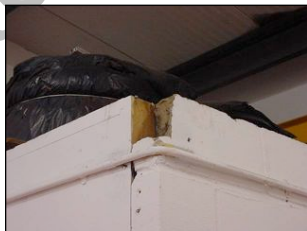

Right Side



Looking towards toilet block



Electrics

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Walls:</b>  Painted blockwork  Two mastic joints	Minor marks	Repair, prepare and redecorate.
<b>Side of toilets</b> Painted blockwork	Minor marks    Top part missing.	Repair, prepare and redecorate.          Replace
<b>Services</b> <b>Electrics</b>  	Open electric system	Recommend electrics boxed in with an hour fire resistant unit Provide Institute of Electrical Engineers Certificate carried out by an NICEIC qualified electrician or equivalent.

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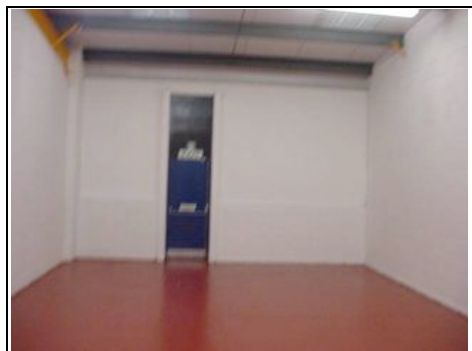
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## Warehouse Floor



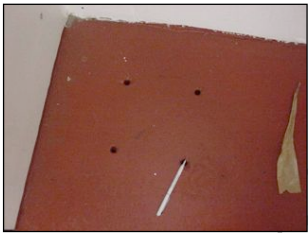
Floor



Close up of floor



Floor

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Floors:</b>  Red floor paint  	Newly painted  No pre-preparation has taken place  Marks and indents including fixing holes  Mark has stained some of the walls.	Prepare, repair and redecorate.

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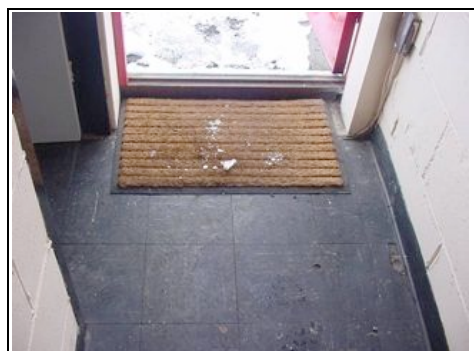
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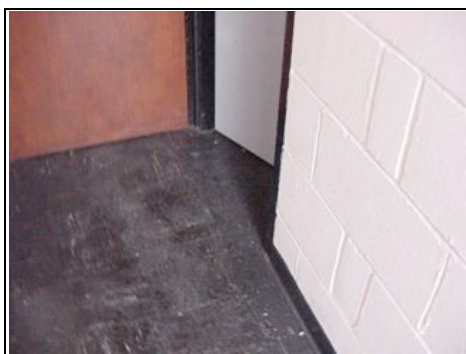
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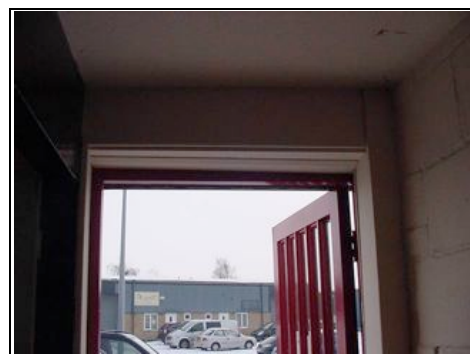
## Lobby



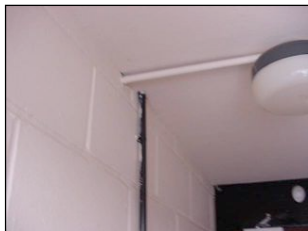
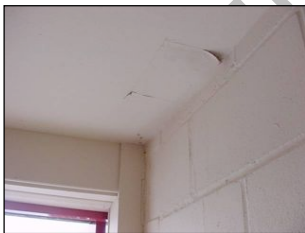
Lobby



Floor



Entrance

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceiling:</b> Painted  Surface mounted conduit Bulkhead light	 Marked, repairs and poor quality painting particularly around conduit  Dated	Repair, prepare and redecorate.  Clean
<b>Walls:</b> Painted blockwork	Dated	Repair, prepare and redecorate.
<b>Floors:</b> Poly vinyl  <b>Skirting:</b> Small poly vinyl skirting	Deterioration to right side	Deep clean or replace  Clean or replace

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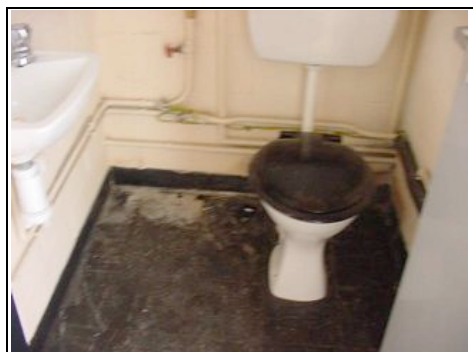
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**Ladies Toilets**  
**(External front wall)**



Toilet



Wash hand basin



Boiler

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceiling:</b>  Painted  Surface mounted conduit Bulkhead light	Dated  Dated	Repair, prepare and redecorate.  Clean
<b>Walls:</b>  Painted blockwork	Marked and missed around water heater	Repair, prepare and redecorate.
<b>Floors:</b>  Poly vinyl  <b>Skirting:</b> Small poly vinyl skirting		Deep clean or replace  Clean or replace



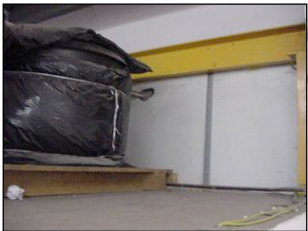
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<b>Sanitary Ware:</b>  White WC and small wash hand basin	  Stained Splashback tiling	Deep clean or replace
<b>Detailing:</b>  <b>Entrance door:</b> Painted Aluminium ironmongery	Marked	Repair, prepare and redecorate.
<b>Services:</b>  Zip RCH water heater   Insulation on one pipe    Water tank Plastic with insulation on roof above toilet block	Not tested	Test and leave in working order.

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## Gentlemen's Toilets (Inner wall)



Gentlemen's toilet



Extract system

DESCRIPTION	CONDITION	ACTION REQUIRED
<b>Ceiling:</b> Painted Surface mounted conduit Bulkhead light	Dated	Repair, prepare and redecorate.
<b>Walls:</b> Painted blockwork	Dated	Repair, prepare and redecorate.
<b>Floors:</b> Poly vinyl <b>Skirting:</b> Small poly vinyl skirting		Deep clean or replace Clean or replace
<b>Sanitary Ware:</b> White WC, black WC lid and small wash hand basin	Splashback tiling	Deep clean

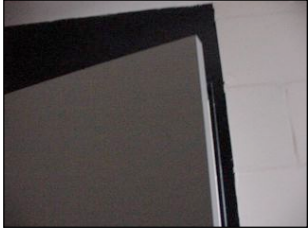
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<b>Detailing:</b>    <b>Entrance door:</b> Grey painted Aluminium ironmongery	Marked	Repair, prepare and redecorate.          Clean
<b>Services:</b>  Extract system	Not working.	Service

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## **OTHER MATTERS**

### **SERVICES**

#### **Electrics**

The electrics were located to the front right side of the property on the toilet block door.

**ACTION REQUIRED:** An Institute of Electrical Engineers (IEE) test and report should be carried out by an NICEIC registered and approved electrical contractor or equivalent.

#### **Space heating**

None noted. To be confirmed by your legal advisor.

#### **Security Alarm**

None noted. To be confirmed by your legal advisor.

#### **Energy Efficiency**

Older properties such as this will not be as energy efficient as modern properties. We feel that energy efficiency will become very important in years to come and may well affect renewals of the lease.

#### **Asbestos Register**

We noted what we believe to be asbestos to the rear wall (visual check only); in a property of this age there may well be some further asbestos in other areas. Asbestos was commonly used post war until it was banned only in the last ten or so years, although it is rumoured that it was still used after this point in time.

It is now a requirement for any public building to have an asbestos register, indicating whether there is or is not asbestos and if so where it is.

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**ACTION REQUIRED:** An Asbestos Register should be provided by the outgoing tenant/landlord.

You should note that work involving products containing asbestos is covered by Health and Safety legislation and you are recommended to seek the advice of the Local Authority Environmental Health Officer before proceeding with any such work.

We are not asbestos surveyors.

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## **LIMITATIONS**

As per our original Terms of Engagement, we would remind you specifically that:

This is not a structural survey or a building survey.

We have not inspected parts of the structure that were covered, unexposed or inaccessible during our inspection. We therefore cannot confirm that such parts are free from defect, structural or otherwise.

We have not determined whether any hazardous materials such as high alumina cement, calcium chloride, asbestos etc have been used in the construction.

Our report is for the use of the party to whom it is addressed above and no responsibility is accepted under the Third Parties Act or for any third parties who use this report in whole or in part.

We have not carried out a comprehensive test of any electrical, mechanical or drainage services. We therefore cannot confirm that they are operational and in good condition. If you wish us to arrange tests please advise.

We have not carried out or arranged for specialists to undertake any reports, for example an environmental report or an audit report upon the property. We are therefore unable to advise whether any contaminated or other adverse environmental issues affect the site.

We have not carried out any formal or informal investigations with any local authorities or other statutory bodies with regard to issues relating to this property. We can happily carry this out but you do need to instruct us in writing to do so.

The Schedule of Condition has been prepared by XXXX, a visit on XXXX. This report does not constitute a Structural Survey (now known as a Building Survey).

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31

**Signature Document in Relation to  
XXXX, Thetford, Norfolk. IP24 XXX**

**Schedule of Condition**

This signature document represents page 32 and 33 of a 33 page Schedule of Condition relating to:

XXXX Thetford, Norfolk. IP24 XXX

as prepared by

XXXX, Chartered Surveyors

You should ensure your Legal Advisor gets this document signed by the relevant parties and agreed prior to legal commitment to purchase. Delete/amend as you require.

**Lessees Representative**

We verify that this is a true and accurate record of the condition of:

XXXX, Thetford, Norfolk. IP24 XXX

As inspected on XXX

By

Gem Associates Limited, Chartered Surveyors

Signed: ..... Dated: XXX

For and on Behalf of XXX, Chartered Surveyors

XXXX

Independent Chartered Surveyors

Marketing by: \_\_\_\_\_

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0800 298 5424

**Lessee**

Mr X has seen and forwarded this document on by recorded delivery on  
..... to the owners/landlords or their legal  
representatives in relation to the proposed Lease.

Signed: ..... Dated: .....  
Mr X

**Landlords Representative (delete as applicable)**

Print Name: ..... for and on behalf of  
..... has inspected and read the  
Schedule of Condition for an on behalf of .....  
and accepts that it is a true and accurate record.

Signed: ..... Dated: .....

For and on Behalf of: .....

I have the authority to sign this document on behalf of the aforementioned  
company.

XXXX

Independent Chartered Surveyors

—— Marketing by: ——

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