

Land and property appraisal

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Land and property appraisal

Objectives

- 1 Land and property appraisal involves a thorough examination of your land and property with the ultimate aim of calculating what it will cost to maintain your estate at an acceptable standard and where opportunities for adaptation and rationalisation lie. The underlying aim of such an appraisal is to ensure that your estate, as a resource, is aligned with your service objectives, so that you can provide the right facilities in the right place at the right time.¹
- 2 Land and property appraisal is the key activity in drawing up a baseline assessment of your land and property. It is the first step in the creation of an estate strategy. Information from land and property appraisal is also essential in drawing up annual minor capital and estate maintenance programmes.
- 3 Before starting the appraisal process ensure that you are clear about the objectives for carrying out the work. This is important because it will determine the level of detail at which you collect data.
- 4 It is likely that the appraisal will be carried out for one (or more) of three reasons as shown in Table 1.
- 5 In each case the purpose of the appraisal will be different, as will the level of detail required. The following questions will help you determine the type of appraisal to carry out:
 - Will a mass of detailed information tell you any more than a broad-brush appraisal?
 - Will the data help you to answer strategic questions such as, should the estate be rationalised in order to minimise expenditure on backlog maintenance or to bring down overhead costs?

Note

Highly aggregated data is used in ERIC (the estates subset of the financial pro-formas) in order to provide comparative information across the NHS.

- Does the data help to identify ways to use your site(s) more intensively and thus improve space utilisation?
- How easy will it be to convert raw data into information that can be used by your board?

¹ It is essential to the validity of appraisals that double accounting is avoided.

Table 1 Reasons for carrying out land and property appraisals

APPRAISAL OBJECTIVES	LEVEL OF DETAIL NEEDED	OUTPUT
(i) As a baseline assessment for developing your estate strategy	High-level appraisal on a site or block basis	Information for general management purposes, to help you assess “black spots”, investment priorities and opportunities for rationalisation
(ii) As a detailed assessment for operational maintenance purposes	Appraisal on a block or room basis; may focus on specific problem blocks within your estate	Information required largely for internal use by your estates department; will be used to develop in-year maintenance and minor capital programmes
(iii) For service reviews on a departmental basis	Appraisal on room-by-room basis	Information for senior management and heads of department; the emphasis may be on specific facets, eg quality of the environment and functional and space suitability

- 6 The prime purpose of carrying out land and property appraisal is to help in the operational and strategic tasks of estate management and identify potentially surplus property. The appraisal should be kept up to date, and reported to the board at least annually. A secondary purpose is to provide data for the Estates Returns Information Collection (ERIC). Data at this stage is highly aggregated and can only be indicative of the issues and problems that need to be addressed. It is always necessary to undertake assessments on a block or floor basis in order to identify action to be taken and to carry out investment planning.
- 7 The output of the appraisal process is a snapshot of the condition of a trust's assets. It is not a forecast, although the results can be used to estimate future deterioration of assets and thus the need for capital and revenue in the planning period, which may be 3–5 years or longer. The creation of a capital investment plan is a separate and consequent exercise.
- 8 It is recommended that a detailed property appraisal is completed every five years or whenever there has been a major change in the property portfolio, whichever is the earlier. This will inform the development of your organisation's estate strategy.

- functional suitability;
- space utilisation;
- quality;
- fire and health & safety requirements;
- environmental management.

- 11 The five key areas of environmental policy – energy, waste, water, transport and procurement – are covered in the “environmental management” facet. Additionally, energy efficiency measures are covered under the “fire and health & safety requirements” facet.

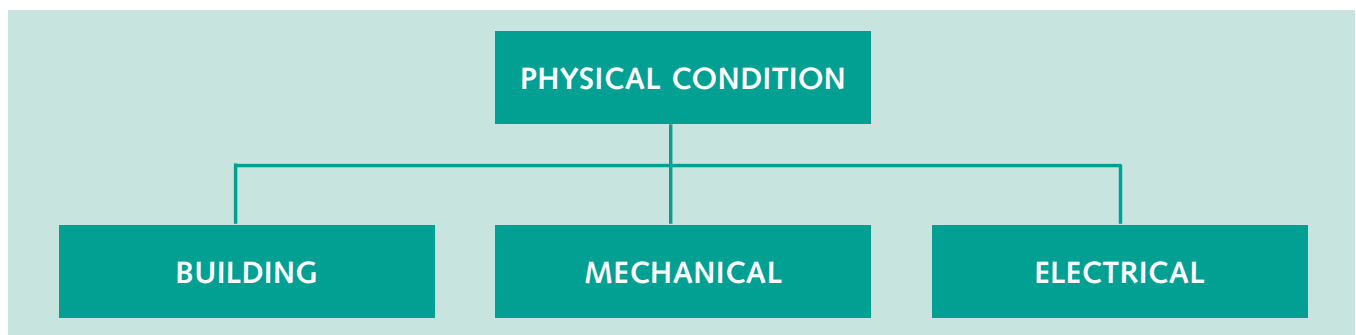
Facet 1: Physical condition

- 12 The overall physical condition of your estate should be assessed on the basis of the condition of three elements: buildings (internal and external); mechanical systems; and electrical systems (shown in Figure 1).
- 13 For strategic planning purposes, you should carry out a high level appraisal of each building block on the basis of these three elements.
- 14 The condition of each element should be assessed to produce an overall ranking of the physical condition of your estate as follows:
- A as new (that is, built within the past two years) and can be expected to perform adequately over its expected shelf life;
 - B sound, operationally safe and exhibits only minor deterioration;
 - C operational but major repair or replacement will be needed soon, that is, within three years for building elements and one year for engineering elements;
 - D runs a serious risk of imminent breakdown;

Undertaking the appraisal – the six-facet approach

- 9 Land and property appraisal should be undertaken on the basis of six facets. Some changes have been made to the five facets given in the previous edition of Estatecode and a new facet, “quality”, has been introduced. The energy performance facet has been augmented and renamed “environmental management”.
- 10 The six facets are:
- physical condition;

Figure 1 Elements for conducting a high-level appraisal of the physical condition of your estate



- X supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is, improvements are either impractical or too expensive to be tenable).
- 15 Following categorisation, the cost of appropriate measures to upgrade a C- or D-condition building to a B-level building should be recorded. Condition B is to be considered as an operationally acceptable standard for all building and engineering elements.
- 16 If a more precise and detailed assessment is wanted, for example for inclusion in a new business case or for operational maintenance purposes, the three elements can be assessed on the basis of key components to reach an overall A–D ranking. See Figure 2.

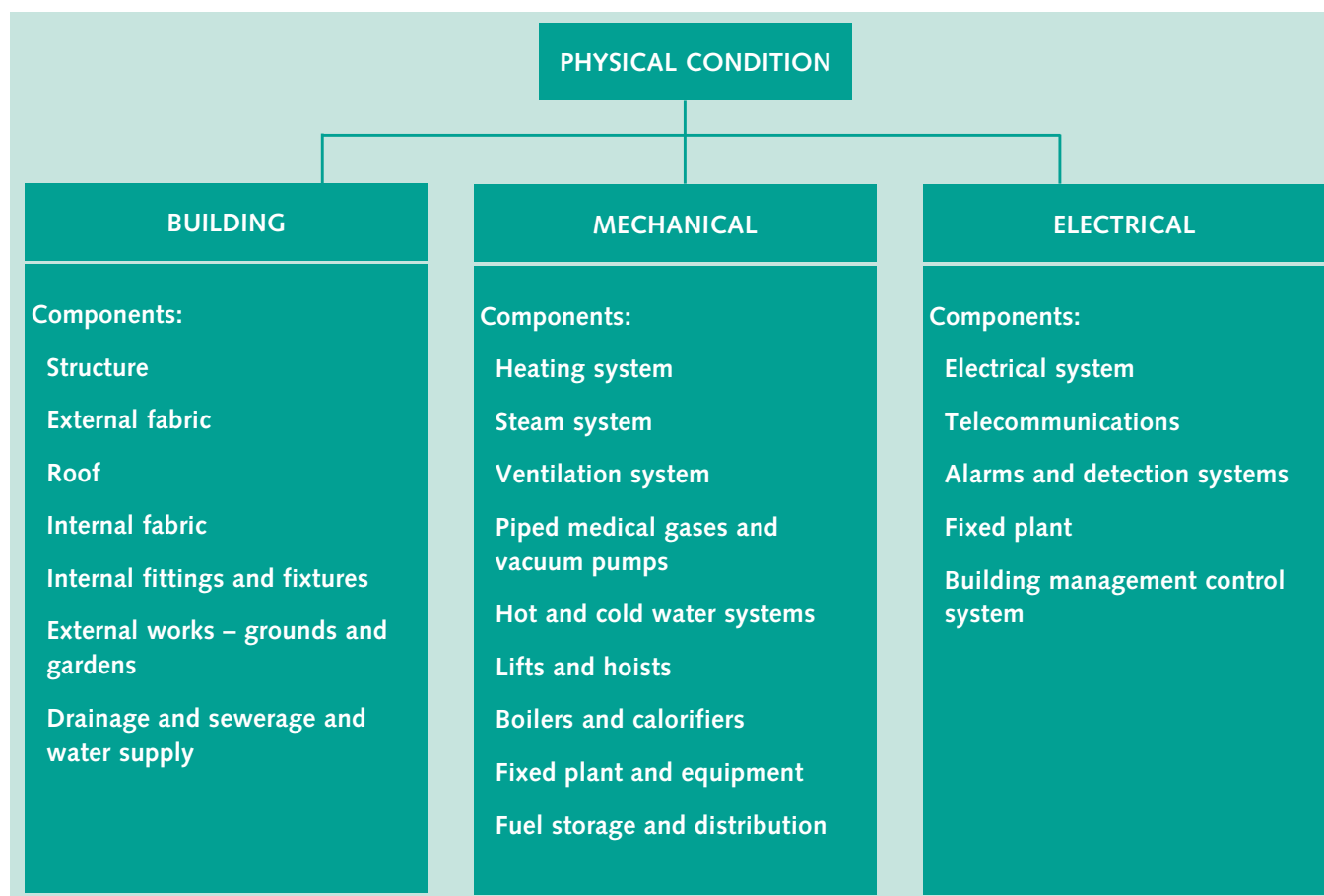
Note

The list of components is not exhaustive and should be used as a guide only.

Facet 2: Functional suitability

- 17 Functional suitability should be assessed on the basis of three elements: internal space relationships; support facilities; and location (shown in **Figure 3**).
- 18 Assessment of functional suitability is normally done on a block or a departmental basis by a multidisciplinary team. Each of the above elements should be assessed to produce an overall ranking of the functional suitability of your estate as follows:
 - A very satisfactory, no change needed;
 - B satisfactory, minor change needed;
 - C not satisfactory, major change needed;
 - D unacceptable in its present condition;
 - X supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is, improvements are either impractical or too expensive to be tenable).

Figure 2 Components for conducting a detailed appraisal of the physical condition of your estate



- 19 Where the ranking is C or D, you should consider the urgency to improve the condition of your estate or site to level B, and estimate the cost of doing so.
- 20 The whole site or departmental functional suitability assessment will determine how effectively your building (or part of your building) supports the delivery of your service. The aim is to hold space that is functionally appropriate to the current and (known) future demand for your services.
- 21 If a more detailed assessment is wanted, for example for inclusion in a new business case, the three elements can be assessed on the basis of certain criteria (see Figure 4) to reach an overall A–D ranking.
- 22 Following assessment, the cost of appropriate measures to address functional suitability problems in categories C or D should be recorded. It should be noted that rationalisation of the estate stock may be as relevant as upgrading or refurbishment.
- 23 Space utilisation is a complex and sensitive subject as it touches on territorial issues. This facet explores how well available space is being used, largely by

Note

The criteria listed relate to patient areas only. The list is not exhaustive and should be used as a guide only.

Facet 3: Space utilisation

Figure 3 Questions to ask when conducting a high-level appraisal of the functional suitability of your estate

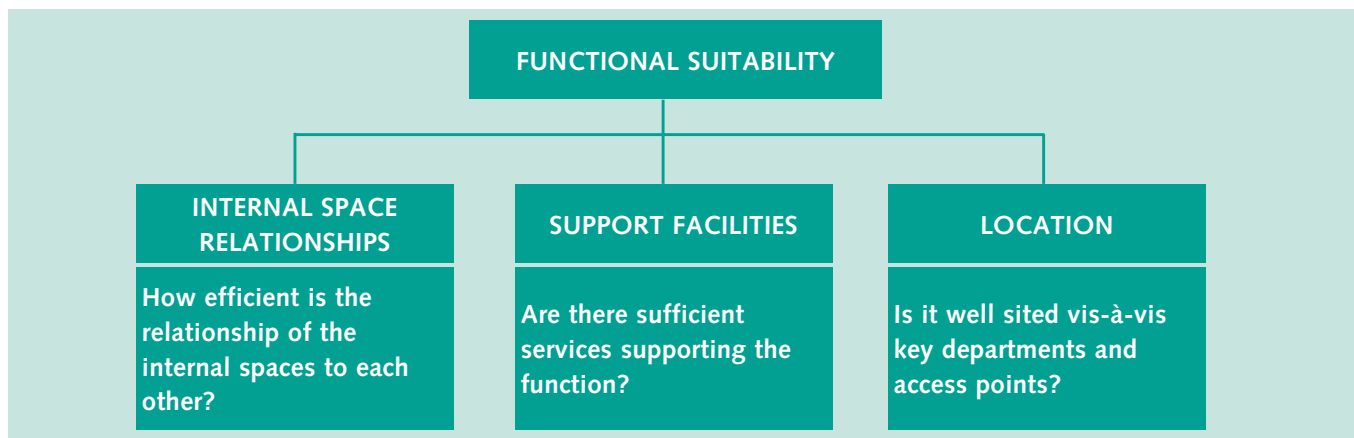
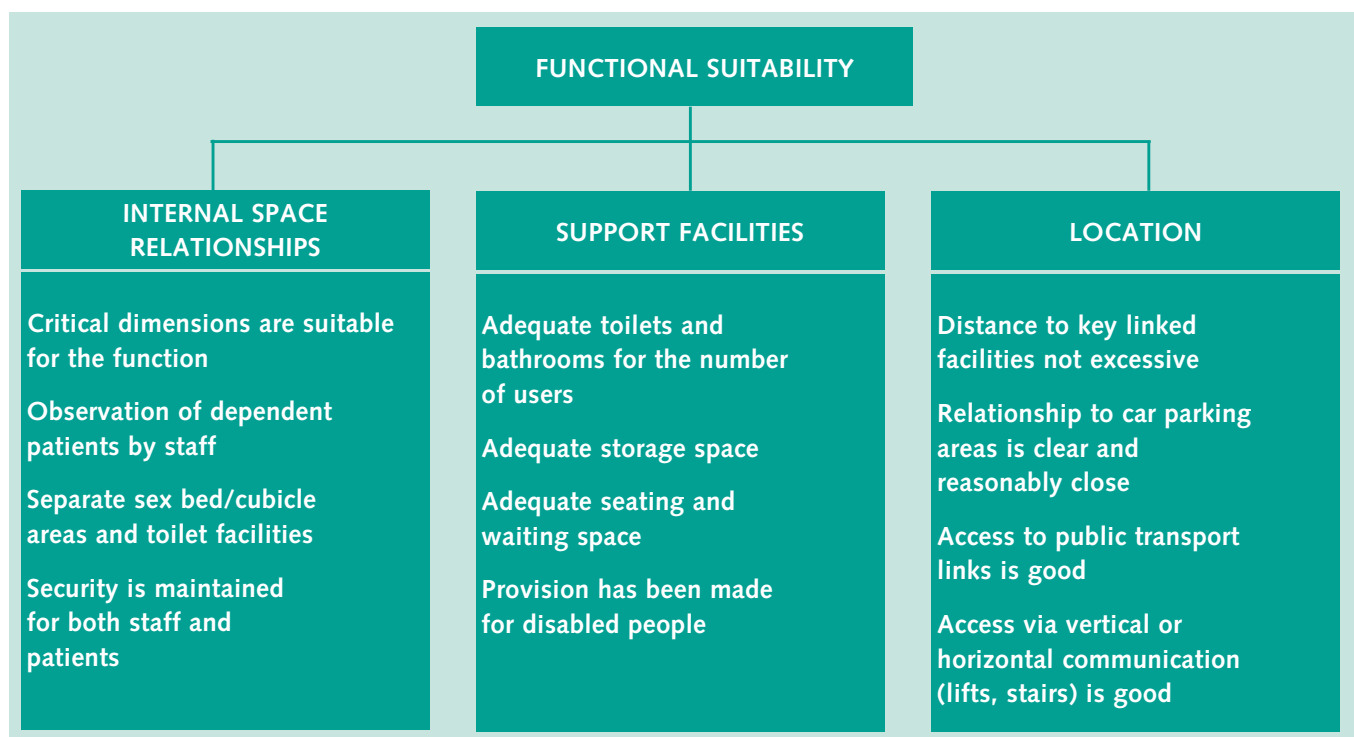


Figure 4 Criteria for conducting a detailed appraisal of the functional suitability of your estate



asking you to make judgements about the intensity of use: that is, the number of people using it and the frequency with which they use it. In order to reach a balanced assessment you should make visual inspections, talk to users, consult technical guidance and visit the area at different times of the working day. Figure 5 illustrates the main questions that you need to ask.

24 Following assessment of each of these elements you should make an overall judgement about the space under consideration, and categorise it as follows:

E empty	empty or grossly under-used at all times (excluding temporary closure);
U under-used	generally under-used; utilisation could be significantly increased;
F fully used	a satisfactory level of utilisation;
O overcrowded	overcrowded, overloaded and facilities generally over-stretched.

In this facet there is only one level of appraisal.

Facet 4: Quality

25 An assessment of the quality of your estate should take into account three elements: amenity; comfort engineering; and design. Figure 6 illustrates the key questions that need to be asked when carrying out such an assessment on a broad-brush basis, in order to gain a quick overview for use when preparing an estate strategy.

26 Each element should be assessed to produce an overall ranking of the quality of your estate as follows:

- A a facility of excellent quality;
- B a facility requiring general maintenance investment only;
- C a less than acceptable facility requiring capital investment;
- D a very poor facility requiring significant capital investment or replacement;
- X supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is,

Figure 5 Questions to ask when conducting an appraisal of your estate in terms of space utilisation

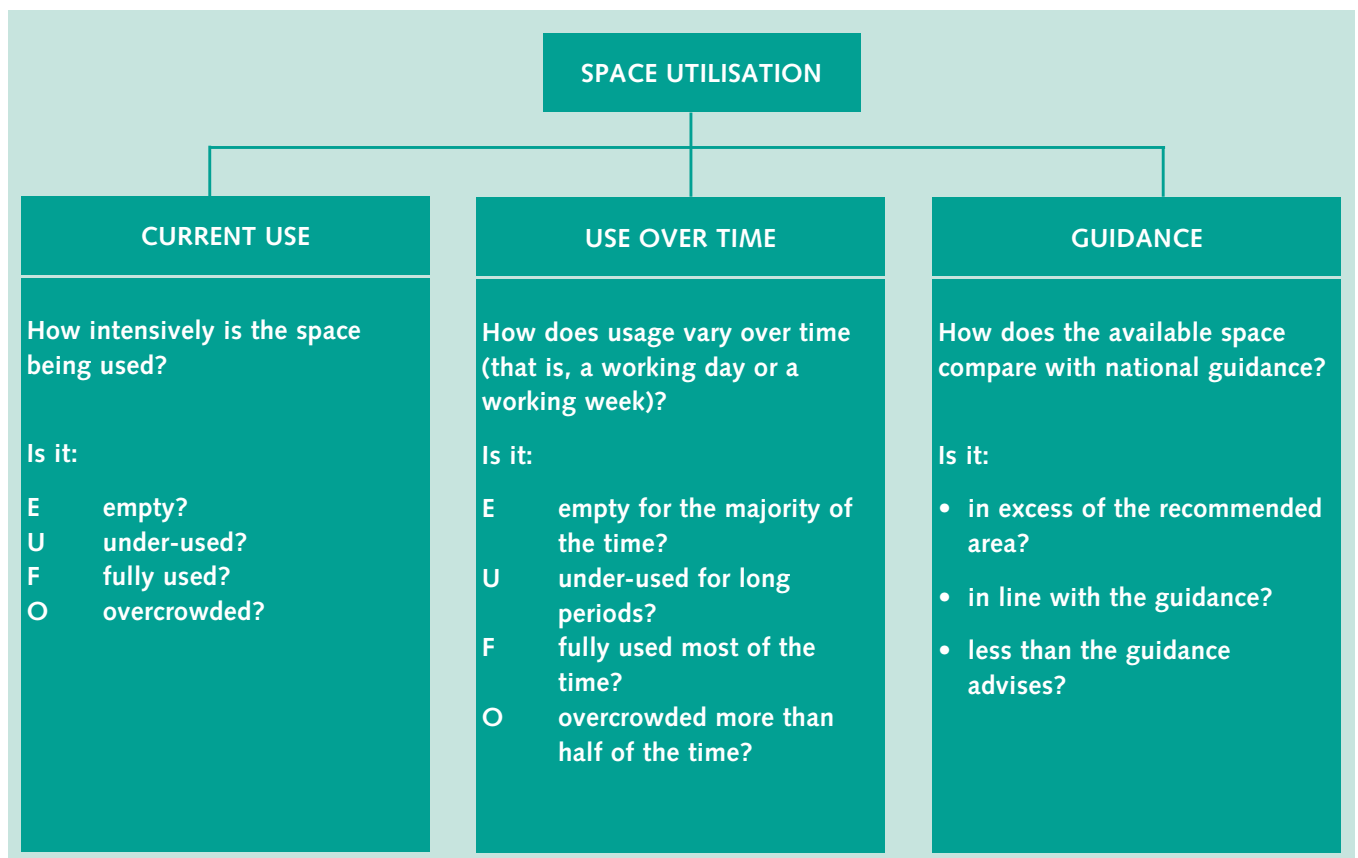
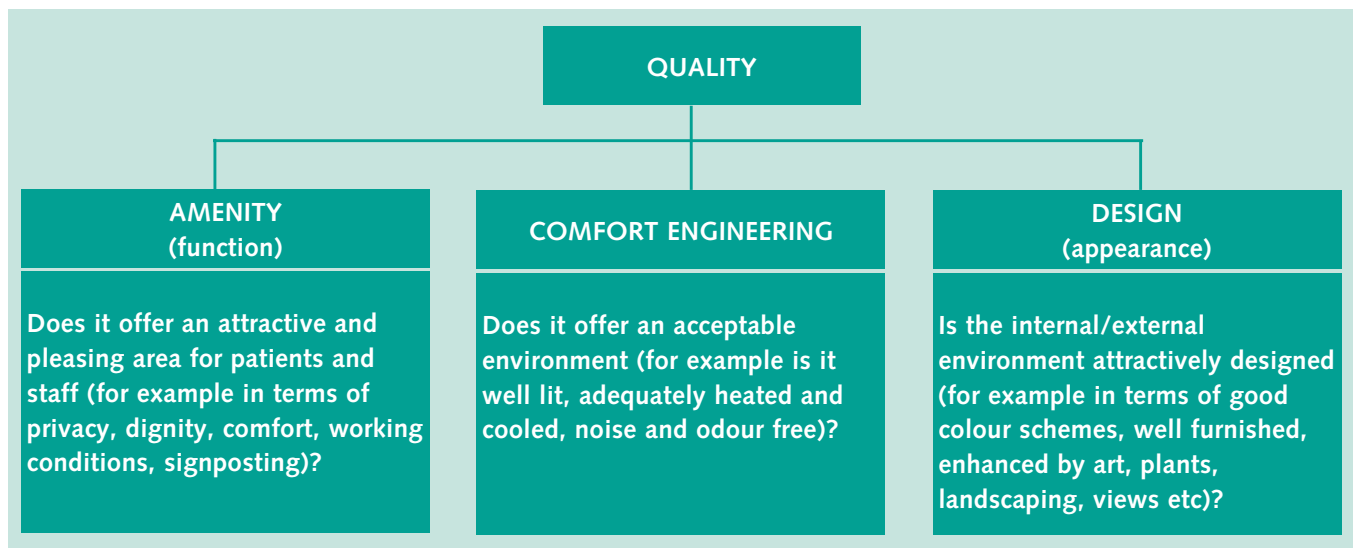


Figure 6 Questions to ask when conducting a high-level appraisal of the quality of your estate



improvements are either impractical or too expensive to be tenable).

- 27 If a more precise and detailed assessment is wanted, for example for inclusion in a new business case or for operational maintenance purposes, the three elements can be assessed on the basis of certain criteria (see Figure 7) to reach an overall A–D ranking. The emphasis throughout should be on how to address identified deficiencies within locally available resources.
- 28 Care should be taken to avoid double counting across two facets and thus inflating the assessed costs to bring assets up to condition B. For example, the quality facet allows you to assess how far your estate meets the needs of the disabled. While it is also possible to assess DDA compliance against the statutory and non-statutory requirements facet, you should ensure that the resulting cost assessment is only recorded once.
- 29 Following assessment, the cost of appropriate measures to upgrade a C- or D-quality building to a B-level building should be recorded.

Note

The list of criteria is not exhaustive and should be used as a guide only.

Facet 5: Fire and health & safety requirements

- 30 A broad-brush approach to carry out assessments in terms of statutory and non-statutory requirements will give you the necessary information to carry out an estate rationalisation process. A more detailed

survey may follow the outcome of strategic planning or may be required for operational estate maintenance scheduling.

- 31 The elements of this facet are summarised in Figure 8.
- 32 For the high-level or broad-brush approach you should assess each element and produce an overall ranking as follows:
 - A building complies with all statutory requirements and relevant guidance;
 - B building where action will be needed in the current plan period to comply with relevant guidance and statutory requirements;
 - C building with known contravention of one or more standards, which falls short of B;
 - D building areas which are dangerously below B standard (for example, that have been subject to adverse external inspections);
 - X supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is, improvements are either impractical or too expensive to be tenable).

- 33 If a more detailed assessment is wanted, for example for inclusion in a business case or for operational maintenance purposes, the two elements can be assessed on the basis of certain

Figure 7 Criteria for conducting a detailed appraisal of the quality of your estate

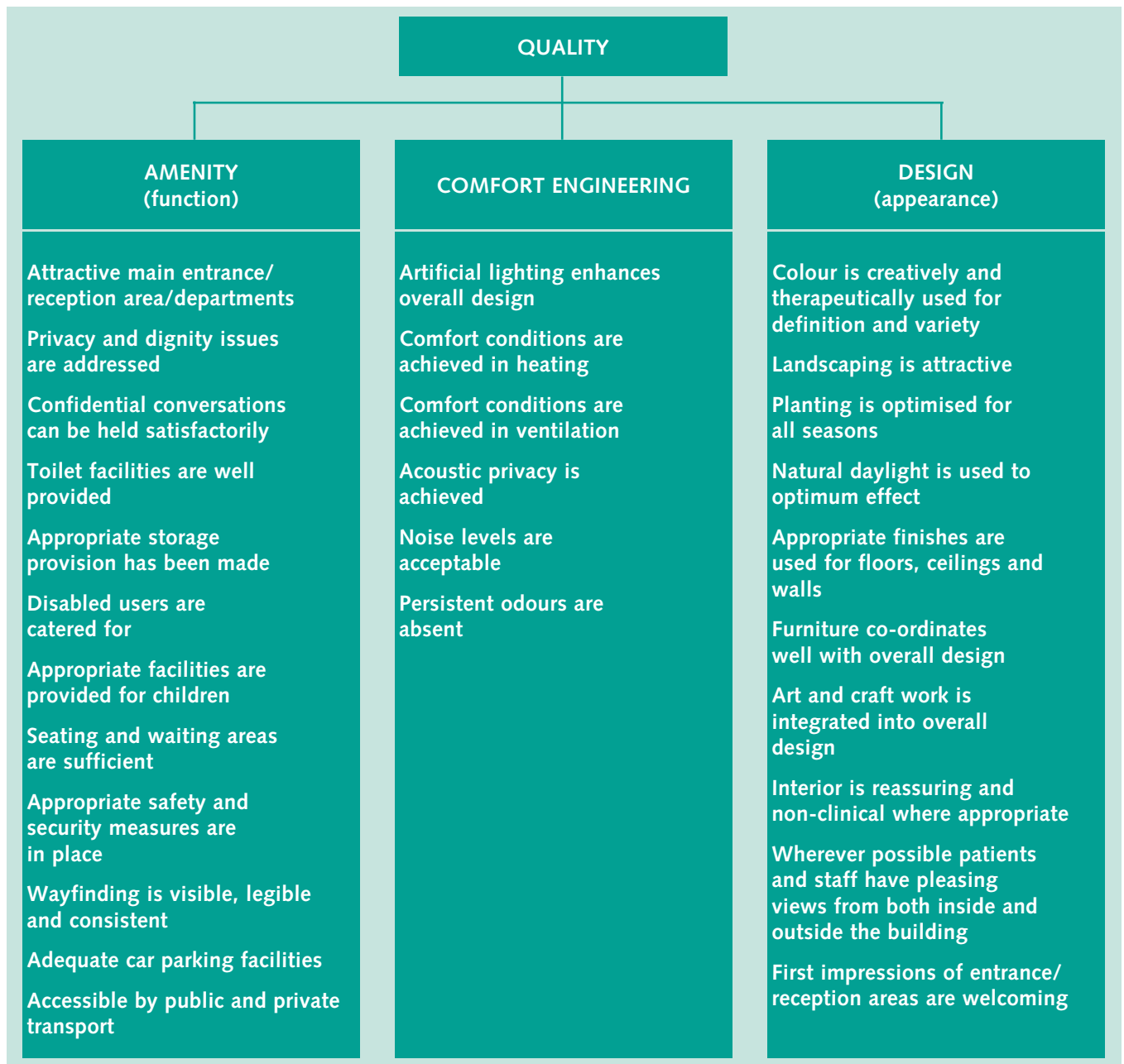
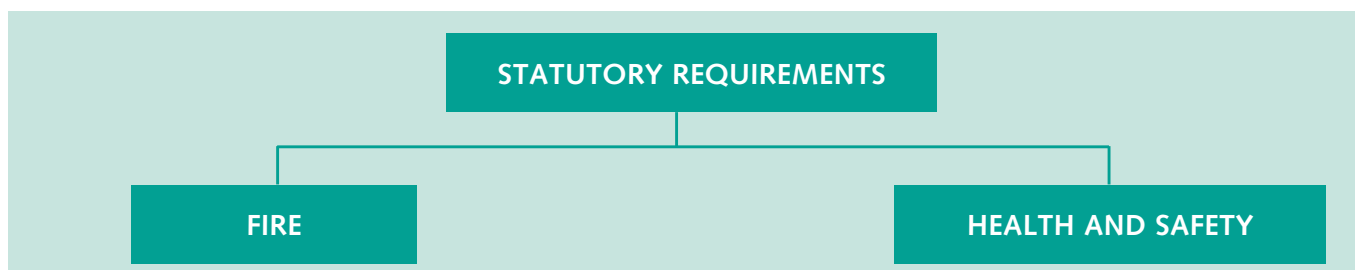


Figure 8 Elements for conducting a high-level appraisal of your estate in terms of meeting statutory and non-statutory requirements



criteria (see Figure 9) to reach an overall A–D ranking.

- 34 It may be useful to record the ranking for fire safety separately in view of its importance, even if for final reporting purposes the rankings are amalgamated.

Note

The list of criteria is not exhaustive and should be used as a guide only.

- 35 Following assessment, the cost of appropriate measures to upgrade a C- or D-level building to a B-level building should be recorded.

Facet 6: Environmental management

- 36 This facet has been expanded from energy performance to a wider focus on the success of your organisation in improving its management of the

environment. The elements of this facet are shown in Figure 10.

- 37 The ‘NHS Environmental Assessment Tool’ (NEAT) is used to conduct environmental impact assessments on both your existing estate and new builds/refurbishments. It will allow you to appraise your estate in terms of energy performance, water consumption, and waste and transport management – with green procurement concepts embedded throughout.
- 38 “Procurement” applies to capital procurement as well as procurement of goods, supplies, equipment, services etc. It is a Government requirement that 100% of contracts have “green” clauses. For capital procurement, NHS Estates requires business cases to demonstrate a NEAT score rating of “excellent” for new builds and “very good” for refurbishments. You should adopt a partnership approach with suppliers/contractors and consider options of

Figure 9 Criteria for conducting a detailed appraisal of your estate in terms of meeting statutory and non-statutory requirements

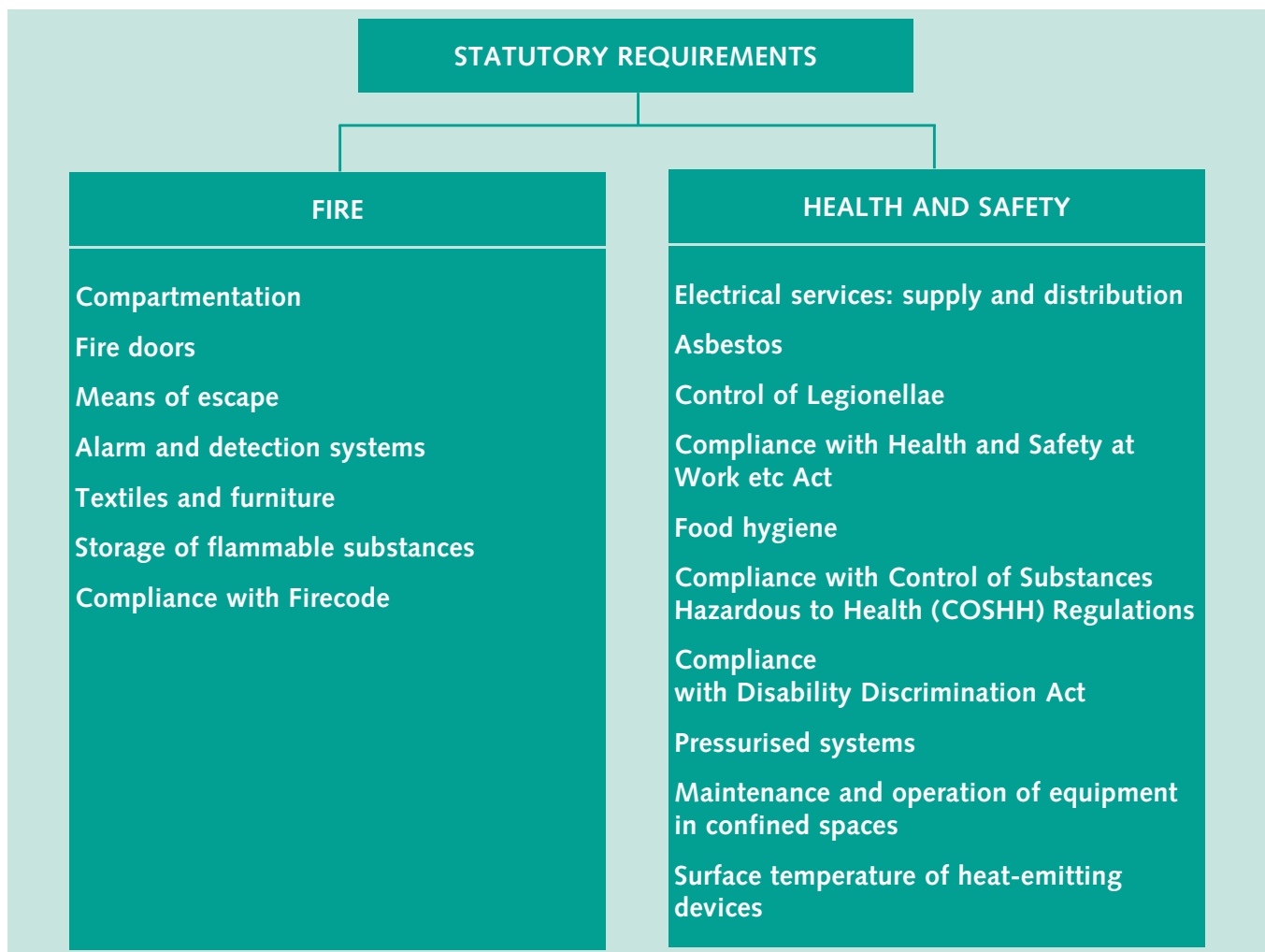
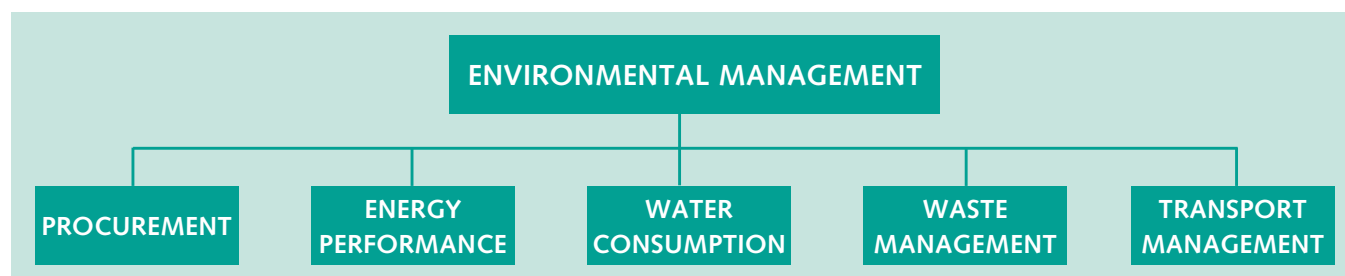


Figure 10 Elements for conducting an appraisal of your estate in terms of environmental management



reducing packaging waste, buying products that can be recycled or are made from recycled materials, having “new for old” contracts etc.

- 39 “Water” refers to the need to manage and conserve water without jeopardy to infection control, hygiene and cleanliness aspects. NHS Estates is linked to the Government’s “watermark” initiative as a means of helping you to do this. On a local level, you should conserve water by monitoring use, installing meters and promptly reporting and repairing leaks.
- 40 “Waste” refers to the need to both reduce waste and improve the management of waste. The amount of waste produced by the NHS continues to increase. This is not sustainable from either an environmental or economic perspective. Landfill sites are filling up and closing, whilst landfill taxes are increasing to force waste producers to address the situation. You need to consider waste reduction, recovery, reuse and recycling. Disposal should be the last option. This is in line with controls assurance and corporate governance risk management requirements for waste.
- 41 “Transport” refers to the need to reduce the congestion and pollution caused by traffic. The NHS faces the practical problem of congestion on its sites – with inadequate car parking to meet users’ needs. Under the Transport Act, Local Authorities have powers to introduce road user/congestion charges and workplace parking charges to combat traffic congestion and pollution. You must demonstrate that you are taking action by producing Healthy Transport Plans. This is in line with controls assurance and corporate governance risk management requirements for transport.
- 42 A general overview of the energy performance of your estate can be gained from an analysis of the relevant performance indicator: that is, energy usage per unit volume – GJ/100 cubic metres. Other second line indicators may also influence your assessment of energy performance, the most useful being the Energy Cost Indicator – cost/GJ. These calculations are currently used for local estate management purposes and in the review process.
- 43 New mandatory energy/carbon efficiency targets were introduced in April 2001 for the NHS in England as follows:
- primary energy consumption to be reduced by 15% or 0.15 mtC (million tonnes carbon) between March 2000 and March 2010;
 - all new capital developments and major redevelopments and refurbishments to achieve an energy consumption target of 35–55 GJ per 100 cubic metres;
 - all existing facilities to achieve a target of 55–65 GJ per 100 cubic metres.

Note

The figures quoted are based on non-normalised energy consumption.

- 44 For strategic planning purposes, you can rank your site and/or building block based on the following energy usage per unit volume figures (without needing to carry out further surveys):
- | | |
|---|---|
| A | 35–55 GJ per 100 cubic metres; |
| B | 56–65 GJ per 100 cubic metres; |
| C | 66–75 GJ per 100 cubic metres; |
| D | 76–100 GJ per 100 cubic metres; |
| X | supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is, improvements are either impractical or too expensive to be tenable). |
- 45 This approach will only give a broad indication of the energy performance of your estate. The building type, its major specialisations and the mix of accommodation – that is, the proportion of 24-hour occupation with its continuous energy use

compared to the intermittent energy use in 9–5 premises – can have a marked effect.

- 46 More detailed assessments of carefully targeted areas can be carried out as a follow-up to the strategic planning exercise. Appraisal can then be concentrated on those buildings that are guaranteed a useful future life.
- 47 Following assessment, the cost of appropriate measures to upgrade a C- or D-level building to a B-level building should be recorded.

Data collection

- 48 The process of collecting data from your land and property appraisal should be approached pragmatically based upon informed and experienced observation. It will constitute a snapshot in time and, therefore, needs to be completed within a tight timescale. See [Appendix 1](#) for more detailed guidance on conducting an appraisal.
- 49 Surveying should be carried out by more than one person, as this will allow assessments to be compared and discussed, and will lessen the subjectivity of the exercise. In order to ensure consistency it is advisable, wherever possible, for the same people to conduct appraisals across all the sites involved. For example, assessments of functional suitability, space utilisation and quality could be undertaken by a single panel of people at a single visit. Thus an estates or facilities manager or architect could team up with a general manager or clinical departmental manager to survey these three facets in order to give a multi-disciplinary viewpoint. However, it should be noted that a team of more than three will be cumbersome and may not be welcomed by departments.
- 50 A standard form for each facet should be used to ensure that data is collected across each block in the same way. It is useful to have a “notes sheet” for each block on which more specific issues can be recorded, to be followed up later. Examples of standard forms for collecting data for the six-facet survey (excluding environmental management) are given in [Appendix 2](#). The ‘NHS Environmental Assessment Tool’ (NEAT) should be used for collecting data on environmental management. An example of a completed version of the functional suitability form is given in [Appendix 3](#).
- 51 Ultimately the aim should be to collect the data electronically, using a hand-held terminal to input data as the surveying takes place. This can be

downloaded later into the database and can populate the drawings in the CAD system.

- 52 Before commencing the survey it is essential to have an up-to-date drawing of the block, showing room layouts with room numbers. Records of the block’s age and any past upgrading schemes are also needed. Appropriate maintenance records for major plant are useful in providing information on abnormal plant deterioration. Statistical information on bed numbers, patient contacts, sessions held etc – appropriate to each department surveyed – is also required.

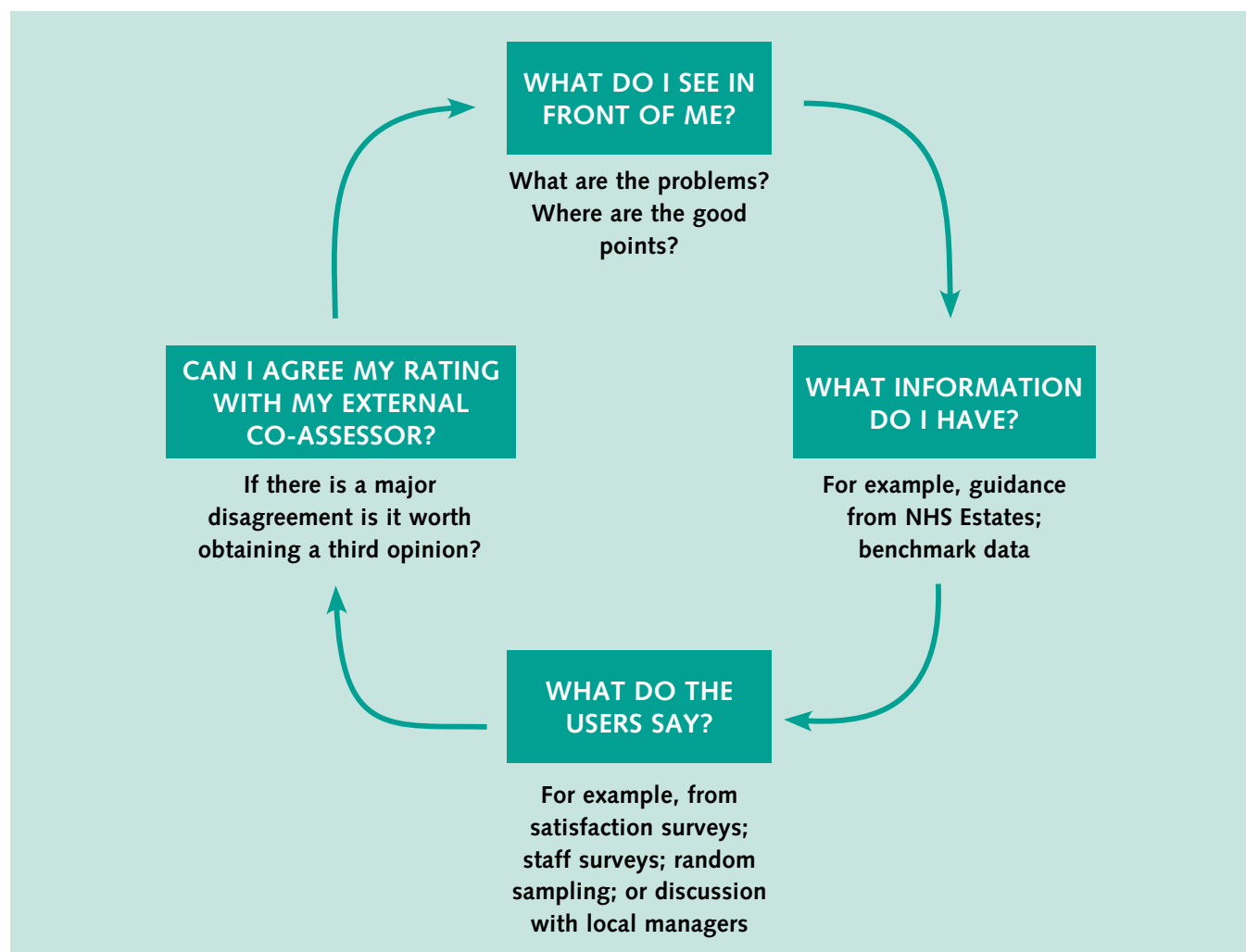
An approach to validation

- 53 Much of your surveying work will rely on subjective assessment. It is impossible to make assessments objective as there is no absolute measure of the right standard for a building’s condition, function or even statutory compliance. The energy facet has least subjectivity about it and external inspection for aspects of statutory requirements, such as fire safety and lift certification, provide a measure of objectivity.
- 54 The inclusion of external people in your survey team will help to reduce subjectivity. This could be done either by employing external consultants, or by teaming up with a neighbouring NHS organisation to exchange survey staff.
- 55 Information can also be used to mitigate subjective decisions. In some cases benchmark data exists.
- 56 [Figure 11](#) illustrates the key questions that you should ask in order to improve the objectivity of your assessments.

Developing a database

- 57 It is particularly important that the results from your appraisal are presented in a clear and concise way. This can be achieved by using a computerised database, which allows large amounts of data to be stored and easily handled. The system used should have outputs in the form of statistical diagrams, scale drawings, spreadsheets, reports or a combination of these. It should be capable of extensive interrogation and the more flexible it is the better.

Figure 11 Questions to ask to improve the objectivity of your assessments



Note

As well as information based on your property appraisal, the database should contain other information about your estate (see [Table 1](#) for details of information required).

- 58 The database should be capable of presenting different levels of aggregation of data, for example:
- by floor level;
 - by whole estate (for example whole trust);
 - by site;
 - by individual building;
 - by block;
 - by statutory heritage designation (listed buildings/scheduled monuments/registered landscapes/Special Sites of Scientific Interest (SSSIs)/conservation area);
- by building age/value.
- 59 A presentation of the cost implications of your appraisal is very important – in other words, what will it cost to bring your estate up to condition B?
- 60 It is often useful to be able to look back in order to establish whether the situation has got worse over the past decade. It can also be useful to look forward and estimate the requirement for expenditure on your assets to keep them in condition B over the next 5–10 years. Examples of data outputs are given in 'Developing an estate strategy'.

- 61 One of the best ways of sharing data is to apply it to site and floor plans through the graphical interface capability of a CAD package. Most CAD packages are complex and require a powerful computer with specialised equipment to make them effective for the user. There are specialised software packages on the market that provide integration between data files and plans/maps; most require significant investment to set up and specialised operation to keep the record updated. Specialised software packages also require specialised training and dedicated staff resources to keep them updated. Consideration should be given to the use of aerial/localised photographs to illustrate particular areas of concern.
- 62 In presenting the results you should attempt to provide both a cost and a risk assessment from your data. You need to indicate within each facet where the most serious risks lie and what investment needs to be made to put them right. It will not necessarily be the case that buildings in a seriously poor condition, where action must be taken to minimise risk, are those where the cost is highest.

Appendix 1 – Detailed guidance on six facets of land and property appraisal

1. You should use national guidance as a basis for ranking the six facets of land and property appraisal. There should be explicit agreement on any operational constraints that may affect the standards to be applied.
2. As a preliminary to the exercise, plans of the appropriate scale should be obtained for all your properties.
3. The blocks into which your properties have been subdivided for surveying purposes should be clear. As far as possible ensure blocks encompass whole functional groups or departments.
4. You should begin by surveying on a block, departmental or whole-building basis, and work up to a whole estate assessment. It is usually easier to make general judgements once some understanding has been gained of the conditions in specific situations.
5. Data should be assembled in such a way that it can be aggregated to give whole-building, whole-site and, if possible, whole-care-group assessment.
6. Clear and concise presentation of the end result is vital if the material is to be of maximum use for both strategic and operational estate management purposes.
7. It is essential to the validity of the appraisals that double counting is avoided. The following approach has proved useful in practice:
 - if the physical condition and/or the functional suitability results in a breach of statutory or safety requirements, the defect should be recorded against safety and statutory requirements;
 - if the physical condition is reasonable but the functional performance is poor, the cost should be attributed to functional suitability;
 - if poor condition leads to low functional performance the cost should be attributed to physical condition.
8. Consistency of appraisal across a wide range of properties is essential if useful cross-comparisons are to be made.

An approach to space utilisation review

9. An approach that has proved useful for reviews at block and departmental level makes use of “on the spot” observations of under-used areas. The results of these observations should be brought together on a plan to identify the full extent of under-utilisation, and the potential savings that can be made in property overheads.
10. Often people will react to the plan by trying to justify or defend the present situation – indicating how impossible it would be to release such space because:
 - a. it is made up of a collection of zones that are small in area, or dispersed over a wide area, and therefore not worth bothering with; or
 - b. the space is locked into unusable positions by virtue of its relationship to the structure of the building, external or load-bearing walls, stairwells etc.
11. In most situations such spaces can only be “unlocked” if functions are radically reorganised. Often a more determined and radical approach will give greater rewards. Feasibility studies, followed by option appraisals, should be carried out to indicate the most promising and practical possibilities, taking into account the benefits and costs involved.
12. This technique may make it possible to relocate a function or service into the released space. Even where some minor capital investment is needed, this approach can generate actual revenue savings, or avoid cost increases.
13. Revenue savings can be made from reductions in property overheads, which consist of:
 - engineering maintenance;
 - building maintenance;

- energy and utility;
 - grounds and gardens;
 - rent and rates;
 - capital charges;
 - domestic cleaning;
 - other support services (security, portering etc).
14. In addition there may be capital income realised from the redundant building site, or additional revenue obtained from letting spare accommodation to other users.

Producing an overall rating

15. The overall rating for each facet when conducting a high-level appraisal is determined by a subjective assessment based on the ranking of each element of the facet and the scale of any deviances.
16. When conducting a detailed appraisal the ranking of each element of the facet is determined by a subjective assessment based on the ranking of each sub-element of that element and the scale of any deviances. An overall ranking for the facet can then be produced according to the procedure outlined above.

Appendix 2 – Examples of standard forms for collecting data for the six-facet survey

Example of a physical condition data form

				PROPERTY:
SURVEY BY:	DATE:	BUILT IN:	AGE:	BUILDING:
OVERALL VOLUME: m ³		OVERALL AREA: m ²		BLOCK:
NUMBER OF FLOORS:				Sheet Ref:

CLASSIFICATION CATEGORY:		CONDITION RANK	COST TO REPAIR (£000's)	REMAINING LIFE (YEARS)	COST TO UPGRADE (£000's)	COMMENTS:	ELEMENT RANK
A as new (that is, built within the past two years) and can be expected to perform adequately over its expected shelf life; B sound, operationally safe and exhibits only minor deterioration; C operational but major repair or replacement will be needed soon, that is, within three years for building elements and one year for engineering elements; D runs a serious risk of imminent breakdown; X supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is, improvements are either impractical or too expensive to be tenable).							
1 BUILDING							
(i)	STRUCTURE	SUB-STRUCTURE					
		FRAME					
		FLOOR					
		ROOF					
(ii)	EXTERNAL FABRIC	WALLS AND FINISHES					
		WINDOWS					
		DOORS					
		BARGE BOARDS					
		DECORATIONS					
(iii)	ROOF	COVERINGS – PITCHED					
		COVERINGS – FLAT					
		ROOF LIGHTS					
		RAINWATER GOODS – eg GUTTERS, DOWNSPOUTS					
		STACKS					
(iv)	INTERNAL FABRIC	WALLS AND FINISHES					
		DOORS					
		FLOORS					
		CEILINGS					
		CEILINGS – SUSPENDED					
(v)	INTERNAL FITTINGS & FIXTURES	SANITARY FITTINGS					
		UNIT FURNITURE					
(vi)	EXTERNAL – GROUNDS & GARDENS	LANDSCAPING					
		FENCING					
		WOOD FENCE					
		ROADS/CAR PARKS					
(vii)	DRAINAGE & SEWERAGE & WATER SUPPLY	DRAINAGE/SEWERAGE					
		WATER SUPPLY					
		INTERNAL DRAINS					
OVERALL BUILDING RANK							

Land and property appraisal

CLASSIFICATION CATEGORY:		CONDITION RANK	COST TO REPAIR (£000's)	REMAINING LIFE (YEARS)	COST TO UPGRADE (£000's)	COMMENTS:	ELEMENT RANK
A	B						
<p>A as new (that is, built within the past two years) and can be expected to perform adequately over its expected shelf life;</p> <p>B sound, operationally safe and exhibits only minor deterioration;</p> <p>C operational but major repair or replacement will be needed soon, that is, within three years for building elements and one year for engineering elements;</p> <p>D runs a serious risk of imminent breakdown;</p> <p>X supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is, improvements are either impractical or too expensive to be tenable).</p>							
2 MECHANICAL							
(i)	HEATING SYSTEM	DISTRIBUTION					
		SURFACES					
		CONTROLS					
		PUMPS					
		INSULATION					
(ii)	STEAM SYSTEM	DISTRIBUTION					
		VALVES (ETC)					
		CONTROLS					
		METERS					
		CONDENSE SYSTEM					
		INSULATION					
(iii)	VENTILATION SYSTEM	VENTILATION PLANT					
		DUCTWORK					
		CONTROLS					
		REFRIGERATION					
		COOLING TOWERS					
		COMPRESSORS					
		INSULATION					
(iv)	PIPED MEDICAL GASES AND VACUUM PUMPS	DISTRIBUTION					
		MANIFOLDS ETC					
		OUTLETS					
		ALARM SYSTEMS					
		COMPRESSORS					
		VACUUM PUMPS					
(v)	HOT AND COLD WATER SYSTEMS	DISTRIBUTION					
		PUMPS					
		VALVES/CONTROLS					
		SOFTENING PLANT					
		INSULATION					
(vi)	LIFTS AND HOISTS	PASSENGER					
		GOODS					
		HOISTS					
		CONTROL PANEL					
(vii)	BOILERS AND CALORIFIERS	BOILERS AND FLUES					
		CALORIFIERS					
		FLUES – SEPARATE					
		CONTROLS					
		INSULATION					
	FIXED PLANT AND EQUIPMENT	CATERING					
		LAUNDRY					
		STERILIZERS					
(ix)	FUEL STORAGE AND DISTRIBUTION	POTABLE COLD WATER TANKS					
		HEATING HEADER TANKS					
		OIL STORAGE (GEN)					
		GAS SUPPLY					
OVERALL MECHANICAL RANK							

CLASSIFICATION CATEGORY: A as new (that is, built within the past two years) and can be expected to perform adequately over its expected shelf life; B sound, operationally safe and exhibits only minor deterioration; C operational but major repair or replacement will be needed soon, that is, within three years for building elements and one year for engineering elements; D runs a serious risk of imminent breakdown; X supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is, improvements are either impractical or too expensive to be tenable).		CONDITION RANK	COST TO REPAIR (£000's)	REMAINING LIFE (YEARS)	COST TO UPGRADE (£000's)	COMMENTS:	ELEMENT RANK
3 ELECTRICAL							
(i)	ELECTRICAL SYSTEM	FITTINGS					
		WIRING					
		BONDING					
		DISTRIBUTION BOARDS					
		SWITCHGEAR					
		EMERGENCY LIGHTS					
		LIGHTNING PROTECTION					
(ii)	TELECOMMUNICATIONS	TELEPHONES					
		PAGING SYSTEMS					
		DATA TRANSMISSION					
		BEDHEAD SERVICES					
		NURSE CALL SYSTEMS					
(iii)	ALARMS AND DETECTION SYSTEMS	FIRE ALARMS					
		BURGLAR ALARMS					
		ATTACK ALARMS					
		MEDICAL GAS ALARMS					
(iv)	FIXED PLANT	BEDPAN WASHERS					
		GENERATORS					
		BODY FRIDGE					
		WATER HEATERS					
(v)	BUILDING MANAGEMENT CONTROL SYSTEM						
OVERALL ELECTRICAL RANK							

Example of a functional suitability data form

Block no:

Portion no:

Department code:

Area m²:

Standard m²:

Functional units:

Capacity:

Date:

Actual use:

Hospital:

Dept:

Form completed with:

CLASSIFICATION CATEGORY

- 'A' very satisfactory, no change needed;
- 'B' satisfactory, minor change needed;
- 'C' not satisfactory, major change needed;
- 'D' unacceptable in its present condition;
- 'X' supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is, improvements are either impractical or too expensive to be tenable).

1. DETAILED ASSESSMENT (using above categories)

Note:

For further information see the Business Case Guide in the Capital Investment Manual.

(i) INTERNAL SPACE RELATIONSHIPS

- (a) Are critical dimensions suitable for function?
- (b) Observation of dependent patients by staff?
- (c) Separate sex bed/cubicle areas and toilet facilities?
- (d) Security is maintained for both staff and patients?

Rank	

(ii) SUPPORT FACILITIES

- (a) Adequate toilets and bathrooms for the number of users?
- (b) Adequate storage space?
- (c) Adequate seating and waiting space?
- (d) Provision has been made for disabled people?

(iii) LOCATION

- (a) Distance of key linked facilities not excessive?
- (b) Relationship to car parking areas is clear and reasonable close?
- (c) Access to public transport links is good?
- (d) Access via vertical or horizontal communication is good? [stairs etc]

Overall rank

--

2. ASSESSMENT OF OVERALL EFFECTIVENESS

CATEGORY

3. ADDITIONAL COMMENTS

4. COSTS TO UPGRADE FROM CATEGORY C or D or X

Item

Approx estimate

£

(i) Internal space

(ii) Support facilities

(iii) Location

TOTAL

£

Example of a space utilisation data form

Block no:

Portion no:

Department code:

Area m²:

Standard m²:

Functional units:

Capacity:

Date:

Actual use:

Hospital:

Dept:

Form completed with:

CLASSIFICATION CATEGORY

- 'E' EMPTY – empty or grossly under-used at all times (excluding temporary closure);
- 'U' UNDER-USED – generally under-used; utilisation could be significantly increased;
- 'F' FULLY USED – a satisfactory level of utilisation;
- 'O' OVERCROWDED – overcrowded, overloaded and facilities generally over-stretched.

1. OVERALL ASSESSMENT (using above categories)
Identify general category into which department falls:

CATEGORY	
-----------------	--

2. CURRENT USE
How intensively is the space being used?
List below any rooms or areas within the department not used to optimum capacity:

3. USE OVER TIME
How does usage vary over time (that is, over a working day or a working week)?

4. GUIDANCE
How does the available space compare with national guidance?
In excess of the recommended area? In line with the guidance? Less than the guidance advises?

Example of a quality data form

Block no:

Portion no:

Department code:

Area m²:

Standard m²:

Functional units:

Capacity:

Date:

Actual use:

Hospital:

Dept:

Form completed with:

CLASSIFICATION CATEGORY

'A' a facility of excellent quality;

'B' a facility requiring general maintenance investment only;

'C' a less than acceptable facility requiring capital investment;

'D' a very poor facility requiring significant capital investment or replacement;

'X' supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is, improvements are either impractical or too expensive to be tenable).

1. BROAD ASSESSMENT (using above categories)

AMENITY	Rank	COMFORT ENGINEERING	Rank	DESIGN	Rank
Does it offer an attractive and pleasing area for patients and staff (for example in terms of privacy, dignity, comfort, working conditions, signposting)?		Does it offer an acceptable environment (for example is it well lit, adequately heated and cooled, noise and odour free)?		Is the internal/external environment attractively designed (for example in terms of good colour schemes, well furnished, enhanced by art, plants, landscaping, views etc)?	

2. DETAILED ASSESSMENT (using above categories)

Attractive main entrance/reception area/departments		Artificial lighting enhances overall design		Colour is creatively and therapeutically used for definition and variety	
Privacy and dignity issues are addressed		Comfort conditions are achieved in heating		Landscaping is attractive	
Confidential conversations can be held satisfactorily		Comfort conditions are achieved in ventilation		Planting is optimised for all seasons	
Toilet facilities are well provided		Acoustic privacy is achieved		Natural daylight is used to optimum effect	
Appropriate storage provision has been made		Noise levels are acceptable		Appropriate finishes are used for floors, ceilings and walls	
Disabled users are catered for		Persistent odours are absent		Furniture co-ordinates well with overall design	
Appropriate facilities are provided for children				Art and craftwork is integrated into overall design	
Seating and waiting areas are sufficient				Interior is reassuring and non-clinical where appropriate	
Appropriate safety and security measures are in place				Where possible, patients & staff have pleasing views from both inside & out	
Wayfinding is visible, legible and consistent				First impressions of entrance/reception areas are welcoming	
TOTAL		TOTAL		TOTAL	

Land and property appraisal

3. ASSESSMENT OF OVERALL EFFECTIVENESS

CATEGORY

4. ADDITIONAL COMMENTS

5. COSTS TO UPGRADE FROM CATEGORY C or D or X

Item

Approx estimate

£

(a) Amenity (function)

(b) Comfort engineering

(c) Design (appearance)

TOTAL

£

Example of a fire and health & safety requirements data form

PROPERTY:		DATE:	
BLOCK NO:		BLOCK DESCRIPTION:	

CLASSIFICATION CATEGORY

- 'A' building complies with all relevant standards and relevant guidance (unlikely to be used except for new or newly upgraded provision);
- 'B' building where action will be needed in the current plan period to comply with relevant guidance and statutory requirements;
- 'C' building with known contravention of one or more standards – which falls short of 'B';
- 'D' building areas which are dangerously below 'B' (for example, that have been subject to adverse external inspections);
- 'X' supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is, improvements are either impractical or too expensive to be tenable).

DETAILED FIRE ASSESSMENT (using above categories)

- a. Compartmentation
- b. Fire doors
- c. Means of escape
- d. Alarm/detection systems
- e. Textiles and furniture
- f. Storage of flammable substances
- g. Compliance with Firecode

Category
Overall assessment (fire)

DETAILED HEALTH & SAFETY ASSESSMENT (using above categories)

- a. Electrical services: supply and distribution
- b. Asbestos
- c. Control of legionellae
- d. Compliance with Health and Safety at Work etc Act
- e. Food hygiene
- f. Compliance with Control of Substances Hazardous to Health (COSHH) Regulations
- g. Compliance with Disability Discrimination Act
- h. Pressurised systems
- j. Maintenance and operation of equipment in confined spaces
- k. Surface temperature of heat-emitting devices

Category
Overall assessment (health & safety)

TOTAL FIRE AND HEALTH & SAFETY ASSESSMENT

--

Land and property appraisal

PROPERTY:		DATE:	
BLOCK NO:		BLOCK DESCRIPTION:	

GENERAL COMMENTS

(1) Fire:

(2) Health and safety:

COSTS TO UPGRADE TO MEET STATUTORY REQUIREMENTS AND RELEVANT GUIDANCE

FIRE	Item	Approx estimate £
a.	Compartmentation	
b.	Fire doors	
c.	Means of escape	
d.	Alarm/detection systems	
e.	Textiles and furniture	
f.	Storage of flammable substances	
g.	Compliance with Firecode	
Fire – Total cost (£000s)		<input type="text"/>

HEALTH AND SAFETY

a.	Electrical services: supply and distribution	
b.	Asbestos	
c.	Control of legionellae	
d.	Compliance with Health and Safety at Work etc Act	
e.	Food hygiene	
f.	Compliance with Control of Substances Hazardous to Health (COSHH) Regulations	
g.	Compliance with Disability Discrimination Act	
h.	Pressurised systems	
j.	Maintenance and operation of equipment in confined spaces	
k.	Surface temperature of heat-emitting devices	
Health & safety – Total cost (£000s)		<input type="text"/>

Appendix 3 – Example of a completed functional suitability data form

Block no: 1
 Portion no: 1
 Department code:
 Area m²: 421.32
 Standard m²: See HBN 35 et al

Functional units: Beds
 Capacity: 10 bedrooms + 4 day places
 Date: February 2002
 Actual use: Acute mental health residential

Hospital: Dept: Mental health

Form completed with: Staff

CLASSIFICATION CATEGORY

- 'A' very satisfactory, no change needed;
- 'B' satisfactory, minor change needed;
- 'C' not satisfactory, major change needed;
- 'D' unacceptable in its present condition;
- 'X' supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is, improvements are either impractical or too expensive to be tenable).

1. DETAILED ASSESSMENT (using above categories)

Note:

For further information see the Business Case Guide in the Capital Investment Manual.

(i) INTERNAL SPACE RELATIONSHIPS

- (a) Are critical dimensions suitable for function?
- (b) Observation of dependent patients by staff?
- (c) Separate sex bed/cubicle areas and toilet facilities?
- (d) Security is maintained for both staff and patients?

Rank	Comment (if C or D)
B	Generally OK
B	Generally OK
C	One area – Single bedrooms
B	Some break-ins

(ii) SUPPORT FACILITIES

- (a) Adequate toilets and bathrooms for the number of users?
- (b) Adequate storage space?
- (c) Adequate seating and waiting space?
- (d) Provision has been made for disabled people?

C	No specific staff WC
B	No major problems
B	Satisfactory
B	Lift & grd floor b/room available

(iii) LOCATION

- (a) Distance of key linked facilities not excessive?
- (b) Relationship to car parking areas is clear and reasonable close?
- (c) Access to public transport links is good?
- (d) Access via vertical or horizontal communication is good? [stairs etc]

	N/A
B	Satisfactory
B	Satisfactory
B	Satisfactory

Overall rank

C

Land and property appraisal

2. ASSESSMENT OF OVERALL EFFECTIVENESS

CATEGORY

B

3. ADDITIONAL COMMENTS

Separate bedrooms in one area only, separate bathrooms etc are available.

No separate staff WC facilities – staff use patients' WCs.

The bedrooms have limited en-suite facilities i.e. wash basin only.

4. COSTS TO UPGRADE FROM CATEGORY C or D or X

	Item	Approx estimate £
(i)	Internal space	
(ii)	Support facilities	Provision of staff WC facility
		£3675.00
(iii)	Location	

TOTAL

£

£3675.00