

Donald Insall Associates

John Rylands Research Institute and Library

Condition Survey Report



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Version 1 : 13 July 2022. Rooms A27, A29, A34, B35 and B47 added (rooms were previously locked).

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1.0 SECTION 1.0: OVERVIEW

1.1 INTRODUCTION

1.1.1 John Rylands Library was built at the end of the nineteenth century to house a number of library collections which were being assembled by Enriqueta Rylands after the death and in memory of her cotton merchant husband John.

The library is a splendid building of its time, faced internally and externally with similar warm red sandstone. Internally the library is one of the most stimulating and uplifting interiors in Manchester but this traditional treatment conceals the use of contemporary technology in structure, lighting, heating and ventilation.

The building is probably the architect Basil Champneys' finest composition which, despite a series of extensions, survives largely intact. The building is listed Grade I, the highest designation, for buildings of the highest significance.

Of equal significance is the fact that the building's current purpose remains the same as originally envisaged in the 1890's – that is to house what has become the third largest academic library in the United Kingdom. As such the building and its resources are an extremely important asset for Manchester University.

The very fact that the cotton industry in the nineteenth century could create such enormous wealth can easily be overlooked in modern economic climates. The scale of the venture at Rylands Library, the level of craftsmanship, the harnessing of a variety of technologies and the ability to acquire unique collections of such significance and magnitude is sometimes difficult to comprehend.

The combination of traditional construction with modern techniques and services was well handled by Champneys. More than a century later, albeit with repair and maintenance work, the building remains broadly in good order while one of the elevations has been entirely replaced.

There are however numerous defects across the range of buildings. The purpose of this report, which follows the 2015 survey by Lloyd Evans Prichard Architects, is to set out these defects and gauge their severity. It is vital that this asset is cared for by regular maintenance work and repairs when these become necessary.

The building is large and, apart from the main spaces, is something of a rabbit warren which only time makes familiar. There are certain structural and stylistic separations that allow subdivision as a whole. These are broadly as follows:

- The original library of 1894 – 98 by Basil Champneys.
- The extension to this library further down Wood Street to the north of 1812 – 1920 to incorporate more storage – by the Champneys firm under the direction of his son.
- The late 1950's Wolfson extension which is built onto the west end of the library.
- The recent Austin Smith Lord extension on the south side which itself had replaced an earlier (1970's) Leach Rhodes and Walker extension which itself had replaced the caretaker's house and original boiler rooms.

In Appendix A floor plans broadly indicate the extent of each phase of work. Further detail is to be found in the Conservation Management Plan.

For the purposes of this report it has been assumed that the Wood Street elevation is facing due north.

The report is restricted to the general condition of the building and its defects. The survey was made from ground level and accessible roof areas, with the use of binoculars where necessary. The inspection was entirely visual and no enclosed spaces or inaccessible parts such as boarded floors or hidden timbers have been opened up for inspection, and we are therefore unable to report that any such part of the building are from defect. This report is not a specification and should not be used as such.

The inspection was carried out by Stephen Glenwright RIBA of Donald Insall Associates, Bridgegate House, 5 Bridge Place, Chester, CH1 1SA. Tel. 01254 350063.

The inspection was carried out during May and June 2022 over the course of 8 days. The weather during the days the inspection was fine, with only occasional light showers.

1.2 SUMMARY

1.2.1 Elevations

New building: This is recent construction and for the most part no major issues have been highlighted. Water penetration into the cellar book store was mentioned as an issue prior to the survey being carried out but no obvious ingress issues were seen or were reported by the staff. Spinningfield slopes downwards to the west and so the level threshold at the entrance relies completely on the channel drains to keep water out of the

building. This has been reported as being a problem, and the drain is either not of sufficient capacity to deal with downpours, or the drain itself is blocked with silt reducing its capacity and slowing down drainage. The channel did seem to be filling with silt and there is small plant growth from the grating, as such this may be a matter for more regular maintenance.

There is an external walkway around the top floor enclosed by a frameless glass outer wall which forms a frameless glazed capping to three sides of the building. While this is a visually attractive feature, and also protects the walls behind from the worst of the weather, there is a now a build-up of dust and dirt here which is visible from inside the building from level 4 - ideally this area needs to be cleaned out. Of greater significance is the deterioration of the asphalt covering to this walkway particularly along the south side around structural penetrations and to the upstands to the building wall – the asphalt is cracked around penetrations and has significant creep at upstands. Although the outer glazing will protect these defects from the worst of the weather this will need attention and it is difficult to see how this can be achieved safely while the frameless glazing remains in place – temporary removal and re-assembly is likely to be needed, requiring access for a crane. There is also rusting of exposed steel, with staining from this running down the cladding.

Original reading rooms: There are numerous instances of cracking to the masonry walls to all elevations. Much is historic – where the cracks have been repointed the cracking has not recurred, but there are live cracks in a number of areas to which the structural engineer will be need to diagnose cause and propose a solution for repair.

There are issues with damp and moss build up on sky facing slopes such as flying buttresses and piers, particularly to the elevation to Wood Street which is sheltered and does not get direct sunlight. There are possible issues with friable masonry particularly to decorative features to bases of the oriel windows and noted in the previous condition report – these areas were not accessible for close inspection.

There is an issue of water ingress around the base of the waste stack to the east side of the Wood Street elevation, where a plant can be seen growing. This was highlighted in the previous report but appears not to have been resolved.

The windows are generally in good condition and maintenance issues highlighted in the previous report have been carried out. There are however a number of windows where the perimeter pointing now needs attention, as part of the next round of maintenance. The two large east and west windows would benefit from a detailed inspection by a stained glass specialist. The west window has been subject to recent repairs but some of the pointing has failed and there is mortar loss to joints to the stone mullions, transoms and tracery which may be indicate an underlying issue requiring engineer advice.

1920's building: Masonry is jacking above windows some of the windows, which is likely to be caused by corroding lintels. The west elevation has a rendered surface treatment which has a number of cracks, which may be allowing water penetration behind the render. Both of these items were highlighted in the previous condition report.

Wolfson building: There is cracking around window heads to Wood Street, again likely to be caused by corroding lintels, and defects to the window surrounds possibly due to corroding cramps. There is an issue with cracking and displacement of the wall at upper level to the west side of the Wood Street elevation which may be related to the concrete roof slab, requiring engineer advice. These items were highlighted in the previous report. There is also possible settlement to the west elevation, again engineers assessment as to whether this is live or requires remedial work. There are defects to the windows, with stuck hoppers and daylight visible around the hopper frames – also highlighted in the previous report.

1.2.2 Roofs

New building: Although no instances of water ingress were noted, there are significant defects with the asphalt roof covering due to creep and cracking. This was highlighted in the previous condition report and some issues, such as the sinking of lightning conductor cables into the asphalt, have been addressed and there has been localised patching, but the asphalt has continued to creep and its condition has worsened. Ultimately this will worsen further with implications for water ingress. The solar reflective paint surface finish is faded – reapplication of this will prolong the life of the asphalt.

The continuous roof glazing over the atrium is set to a very shallow fall and does not drain well – there is a tide mark of dirt which is visible from inside the atrium – the sill detail of the glazing might be improved to allow better rainwater run-off. There is some patching of joints and flashings indicating possible water ingress from the glazing.

A latchway system is installed providing fall restraint to the edges of the roof allowing good access for maintenance. The latchway system has been tested and passed in April 2022, although this is not posted on the labels on the equipment. There are two vertical access ladders between different roof levels, also inspected in April 2022, and these have received minor fails for a trip hazard and excess drop at base. A further step down and larger brackets have been recommended but these are not a deterrent for maintenance access. It is imperative that the latchway and ladders are regularly inspected and tested and recorded as otherwise this may preclude vital regular maintenance.

Original library: The pitched roofs and lead lined parapet gutters at high level are of recent construction and in good condition. There is a latchway system which allows good access around these parapets for maintenance of gutters and roof areas. The system has been tested and passed in April 2022 but this is not recorded on the labels on the equipment. Access to these roof areas is via vertical metal ladders and then through floor hatches at roof plant room level. There are existing grabrails fixed to the walls above the hatches, one of which is loose. As well as checking and firm fixing these grabrails, safety could be improved by adding a cage around the top of the hatches.

The octagon roofs are accessed by metal rungs set into the masonry, with a vertical latchway system. Access from the top rungs onto the octagon roofs might be improved, but additional rails present potential issue of detrimental visual impact. The octagon roofs should be accessible for maintenance by specialist contractors.

Access onto the small turret roofs was not possible. Improved access to these turrets was highlighted in the previous report but has not been addressed, also presumably due to potential detrimental visual impact, but this needs to be investigated further. Masonry beneath both turrets has plant growth suggesting problems from lack maintenance of these roofs due to difficulty of gaining safe access.

The cloister roofs at low level are asphalt covered and appear to use more robust asphalt as described in the previous condition report. However the south facing roof to Spinningfield has stress cracking and creep and loss of solar reflective paint, now requiring attention. There is cracking between the asphalt upstand and window sills requiring attention to prevent water ingress. Abutment gutters to the front parapets and to the main walls at the back are also asphalt, and these are laid to shallow falls resulting in instances of standing water. There has been recent work to divert the downpipes from the main roofs away from the inner gutters to the parapet gutters at outer edges of the cloister. However it has been reported that weirs above hoppers overflow during heavy rain and it is not known whether the existing internal downpipes or swan necks here have the capacity to take the increase in discharge or whether there are blockages in the system. There are signs of water ingress to a number of rooms below the cloister to both north and south sides – there may be embedded metal swan necks which may be cracked either from corrosion or rodding.

1920's extension: The asphalt flat roof covering is also suffering from creep and cracking and is becoming life expired. The roof has a ballasted latchway system allowing good access for maintenance and ballasted guardrails to address low perimeter parapet heights. In places this sinking into the asphalt roof covering. Parapets have small unit terracotta copings and there are instances where slat staining and small plant growth to brick walls below the copings. Copings should be lifted and re-bedded on a suitable dpc, and mechanically re-fixed where appropriate.

Wolfson extension: The flat roof has deflected causing ponding of rainwater. The deflection of the roof requires comment from the engineer. It is noted that the recently added plant and enclosure on this roof is supported on by separate steel structure to avoid additional loading onto the roof. There is a ballasted guardrail system in place to address low parapet heights.

1.2.3 Interiors

New building: This is recent construction and for the most part no major issues were noted. There is cracking to the walls to the basement book store which the engineer will need to assess. There have been reports of water ingress into the cellar book store, although this was not noted during the survey. The risk is that any movement in the structure may have caused damage to the waterproofing and tanking.

Original library: There is significant cracking to stone paved surfaces, walls, vaulting and main staircase. Many cracks are historic, have been pointed up and have not re-cracked suggesting that the cause may be initial movement or shrinkage. There are a number of cracks which may be live, the diagnosis and repair strategy to be confirmed by the structural engineer. There has been much new development adjacent to the library – during the survey staff reported that this had caused vibration and dusting. The engineer might comment as to whether any recent adjacent works may have impacted on the fabric of the library. There are areas of white salt staining in a number of the vaulted ceiling areas and to plaster panels – these are likely to be historic and water ingress addressed by the new roof construction, new lead to oriel roofs, and new lead parapet guttering. The wood block flooring has widening joints which again may be due to historic shrinkage of underlying concrete floors.

1920's extension: There are defective ceiling finishes in a number of rooms, which may be connected with underlying problems with the concrete filler joist floors.

Wolfson extension: The construction of the new building along the south side has blocked a number of windows – the remaining windows to the north side are mainly fixed lights with a small opening hopper to each. The lack of ventilation and close proximity to the plant rooms has led to issues of excessive heat and lack of ventilation to these rooms. There are defects to the window frames, with gaps and corrosion – the remaining windows might be renewed with increased number of opening lights.

There are wide gaps to wood block floor finishes possibly due to shrinkage of the underlying concrete floors, which is presumably historic, but for the engineer to comment.

There are issues with lack of electrical sockets and trailing cables.

Room B26 is currently only accessible via steps.

1.2.4 Fire strategy

No details of the fire strategy for the building, for example a red line drawing showing the fire compartment walls, have been provided. The assumption is that the four main parts of the building - the new building; the original library; the 1920's extension and the Wolfson extension, will be separated by fire sealed compartment walls. If this is the case the dividing wall between the atrium in the new building and the windows to the older parts of the building need consideration and the windows visible in the atrium will have no fire rating. The modern construction of the atrium means that fire engineering is likely to have been carried out for the work to be signed off by building control and the Local Authority fire services, but this needs clarification. If no records found, new fire report needs to be carried out to review compartment lines and other issues noted within report.

In addition fire escape routes in individual parts of the building will also have fire separation – a number of doors are historic and although of robust construction may fall short of defined fire rating in respects such as panels and lack of smoke seals. The lack of ventilation and heat in some parts of the building mean that doors on escape routes are wedged open. A number of modern fire doors do fully self-close due to issues with latching.

Fire stopping of service risers at critical floors and walls should be assessed by a specialist to ensure that fire dampers and intumescent seals are correctly located.

If no records are found for the fire strategy for the building as a whole a new fire report needs to be carried out to review compartment lines and other issues noted in the report.

1.2.5 Asbestos

An asbestos survey and reporting has been carried out. There are no dangerous instances of asbestos and asbestos containing materials are labelled.

1.2.6 Sustainability

The new part of the building containing the main entrance is modern construction and will have good compliance with the thermal performance standards of the building regulations – the walls, floors and roof will be insulated and the windows double glazed. The mechanical plant to this part of the building ought to be efficient. There are external blinds for the windows to the conservation area at fifth floor to control solar gain. There is the potential to add arrays of solar panels to the flat roof areas for electricity generation. This will be subject to consent, particularly as the flat roofs are overlooked by surrounding tall buildings. There is also the problem of planted fittings sinking into the asphalt roof surface.

The original library and the 1920's extension are unlikely to have any insulated fabric and it will be difficult to improve upon this.

Walls: Virtually all the walls internally are exposed and decorative masonry of great significance and the plastered walls to the 1920's extension are lined with timber panelling and cornices, precluding the addition of

insulated wall lining.

Windows: There is no scope to improve the performance of the windows in the original library, other than ensuring that centre pivoting vents are well fitted and sealed. The addition of secondary double glazing within the internal window reveals the offices to the Wood street side of the 1920's extension might be considered but this will be visually obtrusive, and the opening of secondary glazing to allow ventilation is often inconvenient. Ventilation to rooms facing Wood Street is limited. The leaded lights might be capable of being altered to fit within thin metal frames to provide more opening lights, but will be difficult and subject to listed building consent. Rooms to the south have been blocked in by the construction of the atrium. The fire strategy for the atrium needs to be reviewed but it may be possible to replace the existing leaded lights with more opening lights, possibly with acoustic baffles to inside of the rooms.

Roofs: The original library has a new pitched roof built above the original concrete roof deck. There is potential to add insulation to this roof by fitting insulation over the top of the concrete deck. The roof space is currently ventilated via mesh filled openings in the west gable and beneath the lead gutters. Adding insulation between or beneath rafters is possible but ventilation strategy will need careful consideration. The 1920's extension has a flat roof and it is not clear whether any insulation is provided above the roof deck beneath the asphalt roof covering. The asphalt roof covering is becoming life expired and the addition of insulation should be considered as part of renewal. Parapet wall heights are quite low and any raising of the roof heights will need careful detailing.

Wolfson extension: Walls might be insulated internally, and insulating around plant room walls may reduce overheating of the adjoining rooms. The roof has deflected and subject to ponding – renewing the roof covering to remove the ponding could include insulation. Windows are currently defective and lack opening lights – replacement with double glazed windows with thin thermally broken metal frames with additional opening lights may be considered, subject to listed building consent.

Improvements to plant and services is being reviewed in order to address overheating inside parts of the building.

SECTION 2.0: SURVEY SCHEDULE

Priority 1 - Urgent Works – needed to be undertaken without delay to prevent serious damage to the building or risk of injury to its occupants

Priority 2 - Necessary Works – needed to be carried out as soon as possible to prevent further deterioration to the building's fabric

Priority 3 – Desirable Works - works necessary to maintain the aesthetic value of the building or desirable to enhance the buildings existing character.

M – Routine maintenance. **C** – Consultant inspection advised.

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
	EXTERIOR						
1.0	ELEVATIONS						
1.1	NEW BUILDING						
1.1.1	EAST ELEVATION. – This contains the main entrance to the library. Drawing 1200, 1201, 1203.						
		External walls	Ground floor level. Frameless structural glazing hung from stainless steel spider clamps at head fixed back to steel box section and supported on slab at ground level. There is a narrow frameless glass flat capping to the top of the glazed wall.	Glass and sealant in good condition. Dirt is lodging on top of the glass capping, which then washes down the glass walls causing extensive dirt streaking.	None. Cleaning of glass should include cleaning the capping to avoid the streaking down from the top of the glass wall.	- 3	3794
			Mid-level. Pre patinated metal panels.	Good.	None.	-	
			Upper level. There is an external walkway all-round the building which is enclosed on the outer edge by frameless glazing supported on primary steel box sections on steel upstands. The glass wall is returned to form a glazed roof over the walkway. The external glazing is open at the top and bottom and the gap is infilled with bird mesh. The external walls of the building are textured white render with double glazed windows of varying sizes. There is a walkway access door with render finish to the right-hand side.	Glazing in good condition. There is a fine crack to the angle of the soffit to the recess above the door, and to door soffit, otherwise render and windows in good condition. Not tried. Timber frame visible, would be better painted to match render. Door appears to be in good condition,	None, other than cleaning. Leave and monitor. Paint frame, otherwise none.	- 3 3	3808 3808
		Doors.	4 wing circular revolving frameless glass entrance door with frameless glass side panels and flat roof. Frameless glass pivoting pass door – automatic operation from push button mounted on stainless steel bollard.	Dirt build up on the glass roof, otherwise in good condition. Good condition.	Cleaning. None.	3 -	3792
		Drainage channel.	Stainless steel channel drain at base of east wall – The external paved area to Spinningfield slopes down towards the east elevation. The flush threshold entrance doors are protected from water ingress by the channel drain.	Reported that there is water ingress into the café area and into R2.14 – either the channel drain is of insufficient capacity to deal with heavy rainfall, or it is blocked, or both. Noted that the channel appears to nearly full of debris and there is small plant growth from the	Allow to take up the channel drain and replace with similar spec channel drain but with greater capacity.	2	3796

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
				channel and between the flagging.			
1.1.2	SOUTH ELEVATION.						
		External walls	Ground floor level. Frameless structural glazing hung from stainless steel spider clamps at head fixed back to steel box section and supported on slab at ground level.	Glass and sealant in good condition, but there is a build-up of dirt and debris on the surface of the glass roof.	None. Cleaning of glass.	- 3	3797
		Plinth	Slab at ground level is clad with smooth polished slate tiles as the ground falls away to the west.	Tiles are scratched. Slate panel to south-west corner is dislodged and has open joints.	Ideally replace scratched tiles with slate to match existing to improve appearance, but could leave. Reset dislodged tile and repoint.	3 2	3799
			There is a narrow frameless glass flat capping to the top of the glazed wall.	Dirt is lodging on top of the glass capping, which then washes down the glass walls causing extensive dirt streaking.	Cleaning of glass should include cleaning the capping to avoid the streaking down from the top of the glass wall.	3	
			Mid-level. Pre patinated metal panels.	Rust streaking at top at mid-point, otherwise good.	Refer to walkway section to remove source of rust, and clean off staining from cladding.	3	3901
			Upper level. There is an external walkway all-round the building which is enclosed on the outer edge by frameless glazing supported on primary steel box sections on steel upstands. The glass wall is returned to form a glazed roof over the walkway. The external glazing is open at the top and bottom and the gap is infilled with bird mesh. The external walls of the building are textured white render with double glazed windows of varying sizes.	Glazing in good condition. Render and windows in good condition. Possible movement, or poor workmanship at head of short return at west end.	None, other than cleaning. None. Closer checking to identify cause.	- 2	3812
		Windows.	Double glazed windows of varying sizes – all fixed lights in frames flush with render.	The large central window to 5.03 has water streaking down the glass. No water ingress but the dripping sound is a nuisance to staff.	The sealant to the glass roof above this window has been letting water into the walkway – sealant is patched, requires replacement.	2	
	SOUTH ELEVATION – adjacent to the original library.						
		Walls.	Frameless structural glazing with metal framed fire escape door at ground level.	Dirt streaking down glass to right-hand side.	Cleaning. Improve rainwater run-off detail.	3 3	
		Door.	Metal framed door with single double glazed panel with obscure film. Stainless steel pull handle and lock.	Not tried. Seal loose to side of door. Coating(?) coming away from door at bottom rail and stiles. Rust to pull handle at base.	Allow to renew door.	2	3793
1.1.3	WEST ELEVATION.						
		External walls.	Ground floor level. Frameless structural glazing hung from stainless steel spider clamps at head fixed back to steel box section and supported on slab at ground level.	Glass and sealant in good condition.	None. Cleaning of glass.	- 3	
			Slab at ground level is clad with smooth polished slate tiles.				

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Mid-level and left hand bays. Pre patinated metal panels. Left hand bays include integral louvre grills to upper levels for plant rooms and integral fire exit doors at ground level.	Good. Exit doors not tried, but appear to be in good condition.	None. None.	- -	3815
			Upper level. There is an external walkway all-round the building which is enclosed on the outer edge by frameless glazing supported on primary steel box sections on steel upstands. The glass wall is returned to form a glazed roof over the walkway. The external glazing is open at the top and bottom and the gap is infilled with bird mesh. The external walls of the building are textured white render with double glazed windows of varying sizes. There is a walkway access door with render finish to the right-hand side. Steel chequer plate threshold.	Glazing in good condition. Render and windows in good condition. Door in working order, good condition.	None, other than cleaning. None. None.	- - -	
		Drainage channel.	Stainless steel channel drains around level area in front of fire exit doors.	Appears to be in good condition but there are signs of water ingress in the past into 2.04.	Check for blockages.	M	
1.1.4	NORTH ELEVATION						
		Walls.	Stone rendered walls with painted finish.	Patches of green staining and dirt tide mark above render stop, otherwise render in good condition..	Clean off green stain and redecorate.	3	3544 3540
		Short east elevation at roof level.	Short rendered section of wall and metal framed glazing above 5.08.	Moss growth between render and window frame. Dirt staining down glazing. Extensive dirt and green staining to base of window.	Clean down and remove moss and improve water run off down window.	2	3533
		Door.	Access door from 5.01 to north wall onto the Wolfson building flat roof. Lipped door with render panel, painted. Rendered reveal and threshold.	Green staining to render. Damage to render threshold.	Clean off green stain and redecorate. Repair and improve detail with more robust metal threshold.	3 2	3534
		Windows.	To east side of wall above main reading room apse - modern windows with double glazed units.	Gasket or double glazing seal loose to east light. Sag to window head gasket or seal?	Refix. Check and reset as required.	2 2	3569 3570
		Access ladder.	Metal Access ladder with hoops fixed to north wall providing access from Wolfson building roof onto new building roof.	Some of the rungs coincide with ladder fixings restricting foothold, otherwise good condition.	Reposition the fixings to improve safety.	2	
1.2	ORIGINAL LIBRARY						
1.2.1	EAST ELEVATION (To Deansgate). Drawing number 1200.						
1.2.1.1	South bay.						3433
		South tower.	Parapet – masonry with plain coping with drip mould.	White salt staining below coping with discoloration to stones.	Parapet pointing is in fair condition – some historic staining ideally to be cleaned off.	3	
			Stair turret to left hand corner with crenelated capping.	Crack or open joint to string course level to right hand side, otherwise appears in fair condition.	Closer inspection – allow to point crack.	2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			North facing wall.	Cracking to a number of stones.	Engineer to comment.	C	3607
			Masonry (ashlar) below parapet - string course with carved bosses. Grotesques at right hand corner and around base of stair turret.	Dirt streaking below joints to string course.	Allow to repoint joints to string. Grotesques should be inspected at closer hand to check for any defects or signs or failure.	2 2	
		South octagon.	Pierced masonry parapet with stone mullions and tracery and crenelated coping. Stone string course with grotesques at each corner.	Moss growth to top of coping. Possible crack (corroded cramp?) to left-hand side.	Ideally remove moss. Closer inspection – allow to treat or replace any corroded metal and indent new stone.	3 2	
			Masonry wall with traceried panels and diagonal buttresses.	Salt staining to right hand side of north elevation and to north west facing elevation.	Address any drainage issues from the turret roof.	2	3500
			Window – arched head with hood mould; 2 lights and 2 stages each with stone tracery; leaded lights with circular panes.				
	Front lower walls.	Turret to each side.	Crenelated parapet with traceried masonry below.	White salt staining to parapet and top of walls to left-hand turret.	Address any drainage issues from the turret roof and outlet. Rake out remove plant growth and allow to repoint top half of turret.	2	
		Parapet.	Masonry with crenelated coping.	Some staining below coping, otherwise in fair condition.	None.	-	
		Walls.	String course below parapet.	Moss growth and eroded and possible friable edges to string course. Possible crack to string adjacent to right-hand gargoyle?	Remove moss. Closer inspection to check condition of string – allow to dress back and potentially for new stone indents. Point joints to string. Closer inspection to check condition of gargoyles.	3 2	3434
			Masonry below string course below parapet, above high level windows.	Some streaking below joints to string course.	Clean off.	3	
			Upper windows. Arched heads with hood moulds, each 2 lights and 2 stages. Recent pointing to sides of leaded lights.	Crack to mortar to hood mould to left-hand window. Crack to left hand transom. Crack below sill to left hand window to head of window below. Right-hand window – step cracking above hood mould and widened joints pointed using black mortar – appears not to have re-cracked. Pronounced water staining from run off from hood mould to left hand side. Appears to be good.	Engineer to comment. Pointing. None. Clean off. None.	C 2 - 3 -	
			Lower windows – arched head, each of 2 lights.	Cracking to wall between windows. Left-hand window - step cracking below window down to plinth – crack has been pointed and has re-cracked. Right-hand window – fair condition.	Engineer to comment. Point up and crack repair. Engineer to comment. Point up and crack repair. Point up and crack repair. None.	C 2 C 2 2 -	3868
			Masonry above ground level.				
			Down pipe. Square lead pipe with lead hopper.	No obvious signs of leaks.	None.	-	
1.2.1.2	Central bay.						
			Gable with coping with parapet screen comprising stone balusters set back on line with north and south towers.	Some erosion or loss of mortar to coping joints to outside face – from the roof side the balusters and pointing were in good condition,	Closer inspection – allow to repoint coping.	2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Piers with pinnacles. Carved masonry griffin at apex below coping, with heavy carved finial above.	with only some erosion to tops of mullions and mullion pointing. Small spall to coping joint to right of second baluster to right hand side. Plant growth. From the roof side these appear to be in fair condition. From roof side appears to be in fair condition but from outside masonry around joints appears friable and mortar eroded.	Remove plants; indent repair and point up. None. Closer inspection – allow to repoint coping.	2 - 2	3609 3603 3605 3486
			Main east window. Three main lights separated by stone piers, three stages with transoms to lower area and tracery to arch apex. Stained glass panels.	Fair condition. Deep bulges to individual panels and one plated over repair. Appears to have either untidy re-puttying or patch pointed with putty. Patch pointing to reveals of stained glass panels.	None. Advise inspection by specialist stained glass consultant.	- C	 3487 3488
			Masonry to left of main east window – recessed panels with tracery.	Joints have widened historically and pointed with black mortar – appear not to have re-cracked. 2 no. stones near to the top of this panel have fine cracks.	Engineer to comment re cracking.	C	3485
		Wall to stair RDS-44.	Masonry (ashlar) with 3 no. windows with leaded lights.	Masonry in good condition. Window reveals pointed using lime mortar, which has failed in places. There is damp ingress into this area.	Repoint junction between leaded lights and window reveals.	2	3482
	Central bay. Low level.		Parapet. Pierced masonry parapet with crenelated coping.	Moss growth to capping, otherwise appears to be in fair condition.	Remove moss.	3	
			String course.	Green staining but appears to be in fair condition.	None.	-	
			Masonry to upper level. Traceried panels. Pair of masonry oriel windows to centre with fretted stone capping with lead capping and lead lined roof behind. Lead spitter pipes visible.	Fair condition. Presume lead roof has been improved and lead capping noted, to address salt staining and water ingress to stone vaulting internally. No access for inspection.	None. None.	- -	
			Leaded lights to windows and to oriel. Recent pointing to leaded light reveals.	Good.	None.	-	
			Window to left of entrance – arched head, 2 lights of 2 stages, with tracery. Leaded lights.	Crack to hood mould to left hand side. Joint opened to transom. Crack to left-hand pilaster to reveal. Raking crack through stone sill to left hand side and step cracking down plinth. Recent mortar pointing to leaded light reveals – good.	Engineer to comment. Crack repairs and pointing. Crack repair. None.	C 2 2 -	3869
			Window to right of entrance – arched head, 2 lights of 2 stages, with tracery. Leaded lights.	Mortar loss or joint opening to sill. Recent mortar pointing to leaded light reveals – good.	Engineer to comment. Allow to point joint. None.	C 2 -	3871
			Metal railings and gates, painted finish. Lamp standards each side of main entrance.	Good.	None.	-	
			Central bay with main entrance – wide opening with arched head with crockets, inset arches and central stone pier. Tympanum panels above doors with	Appears to be good, but this complex area would benefit from closer inspection.	Detailed closer inspection of fine detail such as crockets – hammer test each to check stability. Cleaning down of lodged dirt, otherwise none.	3 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			extensive heraldic carving. Traceried panels above arch.				
			Entrance doors – pair of timber double doors separated by stone pier. Historic ironmongery. Oiled or stain finish.	Minor weathering or bleaching to base of doors, otherwise good condition.	None.	-	
			Entrance steps.	Erosion and delamination of stone base to left-hand side. Some water ponding from run-off from oriel spitters directly above.	Dress back. Allow for stone indent. None.	2 3 -	
			Plinth to entrance bay.	Erosion and delamination of stone plinth to left-hand side.	Dress back. Allow for stone indent.	2 3	
1.2.1.3	North bay.						
		North tower.	Parapet – masonry with plain coping with drip mould.	White salt staining below coping with discoloration to stones.	Parapet pointing is in fair condition – some historic staining ideally to be cleaned off.	3	
			Stair turret to right hand corner with crenelated capping.	Appears to be in fair condition.	None.	-	
			Masonry (ashlar) below parapet - string course with carved bosses. Grotesques at right hand corner and around base of stair turret.	Dirt streaking below joints to string course.	Allow to repoint joints to string. Grotesques should be inspected at closer hand to check for any defects or signs or failure.	2 2	
			South Facing wall.	Cracking through a number of stones.	Engineer to comment.	C	3606
		North octagon.	Pierced masonry parapet with stone mullions and tracery and crenelated coping. Stone string course with grotesques at each corner.	Possible crack to right hand side. Moss growth to parapet coping. Moss growth to string. Some eroded mortar to vertical joints to corner piers.	Engineer to comment. Clean off moss. Clean off moss. Patch repointing.	C 3 3 2	
			Masonry – buttresses to angles and traceried panels top walls.	Staining and streaking down masonry from string course.	Clean off.	3	
			Window – arched head with hood mould; 2 lights and 2 stages each with stone tracery; leaded lights with circular panes.	Mortar to joints to window hood moulds eroded. Recent repointing between leaded lights and stone reveals - some erosion to pointing.	Repoint joints where mortar has failed. Make good pointing where required.	2 2	
		Lower bay.	Corner turrets with crenelated parapet between. Strip course to base of parapet with projecting stone grotesques to each side.	Turrets appear to be in fair condition. Moss growth to copings and streaking below parapet copings Moss growth and erosion of edges to string. Damage to gargoyle face (broken section is stored in room B29)	None. Clean off moss and streaking. Clean off moss – closer inspection required – hammer test – allow for small indents to leading edge of string. Re-fix broken section of gargoyle.	- 3 2 2	
			Upper windows. Small 2 lights with flat heads. Recent pointing to sides of leaded lights.	Good.	None.	-	
			Lower windows – arched head, each of 2 lights.	Left-hand window - Open joints to hood mould. Open joint to transom. Crack to sill; sill stone cracked through. Right-hand window - Open joints to hood mould. Open joint to transom. Crack to sill.	Engineer to comment on cracks. Point up open joints. Engineer to comment on cracks. Point up open joints.	C 2 C 2	3872 3873

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Masonry.	Recent pointing of joints between ground floor windows at sill level using red mortar. Crack to right of right hand window at sill level. Crack to masonry plinth below right hand window.	Engineer to comment on cracks. Rake out cracks and repoint.	C 2	
			Down pipe. Square lead pipes with lead hoppers.	No obvious signs of leaks.	None.	-	
1.2.2	SOUTH ELEVATION (To Spinningfield).						
1.2.2.1	East Bay						
		North octagon.	Pierced masonry parapet with stone mullions and tracery and crenelated coping. Stone string course with grotesques at each corner.	Salt staining and moss growth at high level to left hand side by chute outlet.	Improve outlet. Clean.	2 3	
			Masonry wall with traceried panels and diagonal buttresses.	Opening joint and possible movement to stone block to top right hand side.	Closer inspection. Engineer to comment. Allow to repoint as a minimum.	2	3495
			Window – arched head with hood mould; 2 lights and 2 stages each with stone tracery; leaded lights with circular panes.	Eroded mortar.	Closer inspection – allow to repoint.	2	
			Turret and flying buttress to right-hand side.	Moss and vegetation growth to flying buttress to right-hand side.	Remove moss and allow to patch repoint.	2	3478
1.2.2.2	East bay below octagon.						
		Turret to east side.	Crenelated parapet.	Plant growth to top right hand side.	Address any drainage issues from the turret roof and outlet. Rake out remove plant growth and allow to repoint top half of turret.	2	
		Parapet.	Masonry with crenelated coping.	Cracking to mortar joints to left-hand side.	Engineer to comment. Allow to repoint locally.	C 2	
		Walls.	String course below parapet.	Moss growth to top of string. Edge of string appears eroded and possibly friable. Opening joints and sone salt staining below.	Closer inspection – allow to remove moss and dress back any friable edges of string course. Point up any eroded/open joints. Clean salt staining.	2 2 3	
			Masonry below string course below parapet, above high level windows.	Joint opening and cracking to left-hand and to right-hand window heads, pointed using black mortar. Crack below left hand window sill down to lower string course, and below this to head of ground floor window – pointed with black mortar.	Engineer to comment. Allow to repoint locally. Engineer to comment. Monitor.	C 2 C -	
			Ground level windows.	Crack to heads of left and right hand windows, pointed with black mortar. Crack below left and right hand windows.	Engineer to comment. Monitor. Engineer to comment. Pointing as a minimum	C - C 2	3857 3856
			Masonry above ground level.	Crack to left hand side pointed and has re-cracked - cast internal downpipe corroding?	Engineer to comment. Pointing as a minimum – investigate rwp.	C 2	3855
1.2.2.3	South Tower.						
		Parapet	Masonry with flat coping. Crenelated top to higher stair turret to right-hand side.	Crack to parapet above large window to right-hand side. Opening joints to parapet above large window head.	Engineer to comment. Crack repairs to engineers detail. Repoint joints.	C 2 2	
		Walls.	Large upper window.	Crack and mortar loss above right of hood mould.	Engineer to comment. Pointing as a minimum.	C 2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
				Step cracking below sill with mortar loss. Surface exfoliation and moss below sill.	Engineer to comment. Pointing as a minimum. Remove moss and dress back.	C 2 3	
			Large Lower window.	Crack to hood mould to left of apex. Crack to sill, below the above. Old Repair to sill.	Engineer to comment. Pointing as a minimum. Cut out and allow for new stone indent.	C 2 3	
			Pier to left-hand side with pitched stone capping.	Moss growth; water streaking down face. Possible friable face to top.	Remove moss and dress back any friable stone but allow to indent face to top of pier below capping.	2	
			Masonry at pavement level, base of downpipe socket.	Crack to left hand side pointed - cast internal downpipe corroding? Moss growth to sloping plinth.	Engineer to comment. Pointing as a minimum – investigate rwp. Clean off moss.	C 2 3	3855
			Large window at ground level 4 light window with arched head and tracery.	Damage to top left window head. Crack to sill/open joint.	Stone indent required. Engineer to comment – allow for crack repair.	2 2	3854
			Sloping plinth.	Moss growth.	Remove moss.	2	3854
			2 light window to cellar.	Crack with recent pointing to lintel seating to left hand side. Spall below lintel seating.	Monitor. Indent stone.	- 2	 3854
1.2.2.4	Centre bay and cloisters.						
		First bay from east, high level.	String course.	Dirt and white salt staining below string course at parapet level. Some open joints to string.	Salt staining likely to be historic – gutter has been renewed. Point open joints. Cleaning.	2 3	
			Masonry adjacent to oriel window, high level.	Surface exfoliation and erosion to oriel stone sill to upper window right hand side.	Dress back.	3	
				Surface exfoliation to stone below lower window right hand stone post.	Dress back.	3	
				Vertical crack below oriel seating to right-hand side.	Engineer to comment. Pointing as a minimum	C 2	
			Masonry adjacent to oriel window, low level.	Historic repairs and pointing using black mortar, has not re-cracked. Some mortar loss to window arch voussoirs. Salt staining around stone griffin. Moulding to base of oriel – bottom moulding friable.	Monitor. Patch repoint. Clean. Dress back.	- 2 3 2	3906 3908
			Buttress and flying buttress.	Moss and small plant growth. Mortar powdering.	Remove moss and plant growth and repoint flying buttress.	2	3907
		First bay from east, low level.	Parapet with crenelated top.				
			String course with carved bosses. 2 light window with arched head and tracery. 2 light flat headed windows to cellar, with metal ferramenta.	Moss and friable/eroded edge of string. Mortar loss/opening joint to hood mould to right hand window. 1 no. broken pane.	Remove moss and dress back. Allow for indent repair. Point joints. Patch repoint. Renew broken pane.	2 2 2	3849
			Stone pier. Sloping masonry plinth below ground floor windows.	Water/salt staining. Moss growth.	Clean. Remove moss.	3 2	3850
		Second bay from east, high level.	String course.	Dirt and white salt staining below string course at parapet level to left hand side of oriel. Open joint to string? Stone appears friable each	Salt staining likely to be historic – gutter has been renewed. Dress back and allow for indent repair each	2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
				side of joint.	side. Point open joint. Cleaning.	3	
			Masonry adjacent to oriel window, high level.	See above.			
			Masonry adjacent to oriel window, low level.	Historic repointing to joints using black mortar has not re-cracked. Mortar loss to oriel sill. Fine cracking to voussoirs above window. Water run-off from base of oriel – salt staining on wall each side and on hood mould to window below.	None. Point joints. Engineer to comment. Clean.	- 2 C 3	
			Buttress and flying buttress.	Mortar loose. Possible crack below finial. Salt staining to underside.	Repoint. Closer inspection – allow to pin.	2 2	
		Second bay from east, low level.	Parapet with crenelated top.	Fair condition.	None.	-	
			String course with carved bosses. 2 light window with arched head and tracery. 2 light flat headed windows to cellar, with metal ferramenta.	Moss and friable/eroded edge of string. Water streaking below string. Possible cracks to stone to top left and right above right hand window.	Remove moss and dress back. Allow for indent repair. Point joints. Clean. Hammer test – allow for indent to faces.	2 3 2	
			Stone pier. Sloping masonry plinth below ground floor windows.	Moss growth.	Remove moss.	2	
		Third bay from east, high level.	String course.	Dirt and white salt staining below string course at parapet level to left hand side of oriel. Open joint to string? Stone appears friable each side of joint.	Salt staining likely to be historic – gutter has been renewed. Dress back and allow for indent repair each side. Point open joint. Cleaning.	2 3	
			Masonry adjacent to oriel window, high level.	Open joints adjacent to downpipe to right hand side.	Patch repoint.	2	
			Masonry adjacent to oriel window, low level.	Open joints to right hand side have been pointed using black mortar; sill cracked and pointed – have not re-cracked. Mortar loss to joints and loose mortar adjacent to stone griffin to right hand side.	None. Patch repoint.	- 2	3908
			Buttress and flying buttress.	Moss and small plant growth to joints, both buttresses.	Remove moss, rake out and repoint.	2	3909
		Third bay from east, low level.	Parapet with crenelated top.				
			String course with carved bosses. 2 light window with arched head and tracery. 2 light flat headed windows to cellar, with metal ferramenta.	Moss and friable/eroded edge of string. Water streaking below string. Salt staining to top left of left hand side window, otherwise good. Loss of mortar to cellar window seating.	Remove moss and dress back. Allow for indent repair. Point joints. Clean. Clean. Patch repoint.	2 3 3 2	3852
			Stone pier. Sloping masonry plinth below ground floor windows.	Moss growth.	Remove moss.	2	
		Fourth bay from east,	String course.	Dirt and white salt staining below string course at parapet level to left hand side of oriel.	Salt staining likely to be historic – gutter has been renewed.		

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		high level.		Open joint to string? Stone appears friable each side of joint.	Dress back and allow for indent repair each side. Point open joint. Cleaning.	2 3	
			Oriel window high level - tracery to left hand canted side window.	Appears to be friable/eroded.	Dress back.	2	
			Masonry adjacent to oriel window, low level - lower right of oriel window.	Mortar loss/eroded to joints.	Patch repoint.	2	
			Buttress and flying buttress.	Mortar is friable/sandy. Small plant growth above flashing at low level.	Rake out and repoint.	2	
		Fourth bay from east, low level.	Parapet with crenelated top.	Corner of crenelation lost. Horizontal cracking to face of stones.	Indent new corner. Hammer test – allow to dress back.	2 2	
			String course with carved bosses. 2 light window with arched head and tracery. 2 light flat headed windows to cellar, with metal ferramenta.	Moss and friable/eroded edge of string. Water streaking below. Fair.	Remove moss and dress back. Allow for indent repair. Point joints. Clean. None.	2 3 -	
			Stone pier. Sloping masonry plinth below ground floor windows.	Moss growth.	Remove moss.	2	
		Fifth bay from east, high level.	String course.	Salt staining below string course at parapet level to left hand side of oriel. Open joint to string? Stone appears friable each side of joint.	Salt staining likely to be historic – gutter has been renewed. Dress back and allow for indent repair each side. Point open joint. Cleaning.	2 3	
			Masonry adjacent to oriel window at high level.	Historic crack to lower right hand side pointed using black mortar.	Monitor.	-	
			Masonry adjacent to oriel window at low level.	Historic crack to left-hand upper window sill, pointed, has nor re-cracked. Exfoliation to face of buttress to right hand side. Open joint to top of mullion to lower window above ground level. Exfoliation of stone faces below windows.	Monitor. Dress back. Point and monitor. Dress back.	- 3 2 2	
			Buttress and flying buttress.				
		Fifth bay from east, low level.	Parapet with crenelated top.				
			String course with carved bosses. 2 light window with arched head and tracery. 2 light flat headed windows to cellar, with metal ferramenta.	Moss and friable/eroded edge of string. Water streaking below. Cack to right of left hand window.	Remove moss and dress back. Allow for indent repair. Point joints. Clean Pin crack.	2 3 2	3851
			Stone pier. Sloping masonry plinth below ground floor windows.	Moss growth to sloping surface.	Remove moss.	2	
		Sixth bay from east, high level.	String course.	Salt staining below string course at parapet level to right hand side of oriel. Open joint to string? Stone appears friable each side of joint.	Salt staining likely to be historic – gutter has been renewed. Dress back and allow for indent repair each side. Point open joint.	2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Masonry adjacent to oriel window at high level.	See above.			
			Masonry adjacent to oriel window at low level.	Friable face of stone to base of oriel. Mortar loss to joints to east side of flying buttress. Stone griffin to south west corner sounds de-bonded at base. Some mortar loss to joint around griffin. Small crack to window hood mould to right of oriel. Window – crack to tracery left hand side.	Dress back. Patch repoint. Mason to advise – allow to pin. Patch repoint. Allow to pin. Allow to pin.	3 3 2 2 2	3913 3915
			Buttress and flying buttress.	Some loose mortar to side face of buttress.	Patch repoint.	2	3914
		Sixth bay from east, low level.	Parapet with crenelated top.	Corners of 2 no. crenelations broken off and damage to face of crenelation. Face of stone to parapet eroded.	Ideally indent new stone sections. Indent new stone face.	2 2	3849
			String course with carved bosses. 2 light window with arched head and tracery. 2 light flat headed windows to cellar, with metal ferramenta.	Edge of string course moss covered and appears friable. White staining/streaking to stone below string. Small area of damage to stone to top right by hood mould joint. Mortar eroded to hood mould. Mortar loose around window head.	Remove moss and dress back – allow for indent repairs. Cleaning. Dress back. Patch repoint. Patch repoint.	2 3 2 2 2	3849
			Stone pier. Sloping masonry plinth below ground floor windows.	Water staining. Moss growth.	Clean. Remove moss.	3 2	3850
	West bay with gable – east facing return wall.		Upper window. Mid- level window. Window above cloister roof.	Crack below sill to left hand side – pointed appear sound. Crack below sill to left hand side, running down to window head below – pointed appear sound. Possible mortar repairs to hood mould/string above window cracking. Water staining to window head. Cracking to mortar to tracery joints.	Engineer to comment. Engineer to comment. Closer inspection – allow to re-do repairs. Clean. Engineer to comment – allow to repoint.	C C 3 3 2	3918 3917
1.2.2.5	West bay with gable.						
			Upper window to left-hand side.	Mortar loss or open joints to head and tracery.	Engineer to comment. Allow to repoint locally.	C 2	
			Masonry blow upper window.	Some mortar loss and erosion to masonry.	Patch repoint. Dress back.	2 3	
			Second upper window left hand side.	Mortar loss or open joints to head and tracery.	Engineer to comment. Allow to repoint locally.	C 2	
		String course above three light window.	Masonry string/drip mould and window head.	Decay at various points to underside; mortar loos to joints.	Closer inspection required – hammer test. Repoint joints as a minimum and dress back – ideally indent new string course.	2 2	
		Three light window.	Stone sill.	Moss growth on sill and beneath sill.	Remove moss and point joint.	3/2	
		Ground level windows.	Masonry.	Vertical crack to right of left hand side window has been pointed.	Engineer to comment. Monitor.	C -	
1.2.3	WEST ELEVATION. Drawing 1203.						
		Walls.	Walls to north and south are of brickwork with terracotta copings. The central wall	Brickwork in fair condition. Terracotta copings may not be set on dpc –	None. Ascertain whether copings were lifted during	- 2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			area to the main reading room is brick up to springing of arch to main west window.	mortar to joints appears old although in fair condition. There is salt staining to inside faces of parapets.	roof works – allow to lift and re-bed on dpc.		
		Upper gable wall and apex.	West Gable apex is recent masonry construction built as part of the roof works.	Good.	None.	-	
		Main west window.	Three main lights separated by stone piers, three stages with transoms to lower area and tracery to arch apex. Leaded lights with stained glass panels and plain circular panes.	Opening joints to tracery to left and right hand sides, some pointed using black mortar. Patch repointing to reveals to leaded light panels. This has failed or cracked in places. Leaded light panels are bowing inwards.	Engineer to comment – repointing as a minimum. Repoint.	C 2 2	3567 3565 3562 3564 3572
		Apse walls.	Brick walls with stone quoins at corners. Brick buttresses with stone copings.	Salt staining at high level and some small plant growth to brickwork at to parapet side.	Lift copings and re-bed on dpc. Rake out and patch repoint wall.	2	3549 3559 3574
		Apse windows.	2 light windows to each face, with arched head with tracery. Leaded lights to lower with stained glass panels to tracery.	North west window – recent pointing to sides of lead lights failed. Fine crack to tracery mortar joints – stone sounds hollow. North-east window – fine cracking to tracery mortar joint. Crack to tracery at head pointed but this has cracked. Crack to tracery at top of mullion.	Repoint. Engineer to comment – allow to rake out and repoint. Provisional item for stone repair. Pin crack and repoint. Allow to pin.	2 2 2 2 2	3551 3553 3554
1.2.4	NORTH ELEVATION (Wood Street). Drawing 1202.						
1.2.4.1	East Bay						
		North Octagon.	Pierced masonry parapet with stone mullions and tracery and crenelated coping. Stone string course with grotesques at each corner.	Moss growth to top of coping, otherwise appears to be in fair condition. Closer inspection of grotesques advisable.	Ideally remove moss.	3	
			Masonry wall with traceried panels and diagonal buttresses.	Fair condition.	None.	-	
			Window – arched head with hood mould; 2 lights and 2 stages each with stone tracery; leaded lights with circular panes.	Some recent repointing to leaded lights/window reveals. Good.	None. None.	- -	
	East bay below octagon.	Turret to left hand side.		Vegetation growth visible to right-hand side and water staining. Salt staining around top of turret. Mortar pointing in poor condition. Eroded mortar pointing to bottom left-hand side of turret above string course. Possible opening joint to right-hand splay of turret.	Address water ingress issue or blocked drainage from turret roof, clean off vegetation and repoint. Repoint around top of turret. Repoint eroded mortar. Repoint.	2 2 2 2	3612 3484
		Parapet.	Masonry with crenelated coping.	Dirt and salt staining, particularly to right-hand side below coping. Moss on coping.	Clean. Remove moss.	3 3	
			Grotesque to left-hand side with pier.	Delamination/surface exfoliation to inside face of pier. Closer inspection of grotesque advisable.	Dress back.	3	
		Walls.	String course.	Moss growth to top edge. Water staining to underside. Water staining and green staining below right hand boss.	Remove moss. Presume run-off cannot be improved - clean.	3 3	
			High level windows – 3 no. 2 light windows with flat heads.	Left hand window – joints opened below sill to left and right extending down to hood mould of window below, pointed using black mortar – appear not to have re-cracked.	Engineer to comment. Monitor.	C	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
				Centre window – crack through stone to left side below sill and step crack to mortar joints to right side extending down to top of window below, pointed using black mortar. Right hand window – crack to left hand side below sill, and step cracking below sill to right hand side extending down to window head below. Red mortar or resin pointing to leaded lights?	Engineer to comment; crack repair to engineers detail; point crack. Monitor. Engineer to comment. Monitor. Repoint using lime mortar.	C 2 C 2	
			Lower windows – 3 no 2 light windows with 2 stages, arched heads with hood moulds and stone tracery.	Left hand window – eroded mortar to hood mould; some opening of joints to hood mould and tracery. Centre window - some opening of joints to hood mould and tracery, some pointed using black mortar. Metal vent below window – crack below this has been pointed. Right hand window – eroded mortar joints to hood mould and open joint to hood mould left hand side. Red mortar or resin pointing to leaded lights?	Repoint hood mould and tracery where mortar lost. Repoint hood mould and tracery where mortar lost. Repoint hood mould where mortar lost. Repoint using lime mortar.	2 2 2 2	3613
				Guano to tracery to lower windows.	Clean off. Add bird nets.	3 3	
			Wall at low level.	Pointed crack to left of left hand window at low level adjacent to stone socket to downpipe – this has re-cracked. A number of ferrous fixings below left hand window. Cracks to plinth.	Engineer to comment. Crack repair/point up where mortar has cracked. Remove fixings and point up. Engineer to comment.	C 2 2 C	3614
			Square section lead downpipe and lead hopper.	No obvious signs of leaking.	None.	-	
1.2.4.2	East bay – right side.						
			Masonry at high-level.	Areas of light coloured stone above large upper window, and to lower left and right-hand sides.	Are these historic mortar repairs? Closer inspection advisable.	2	
			Large high level window - 4 lights of 2 stages, with arched head with hood mould and stone tracery.	Step crack to mortar joint from sill centre and left sides down to hood mould to top of right-hand window below. Hood mould joints have opened historically and pointed with black mortar.	Engineer to comment. Monitor.	C	
			Small window at high level – arched opening with hood mould; 2 lights with tracery.	Underside of hood moulds friable to each end. Upper right hand window – crack down to hood mould of window below. Joints to hood mould to right hand window pointed with black mortar – appears sound. Step crack below both upper windows to top of windows below.	Light dress back. Monitor. Engineer to comment.	2 C	
			Small windows to left hand side; 2 lights; flat headed.	Recent pointing to window heads. Pointing using red mortar below windows.	Monitor. Monitor.	- -	
			Large lower window at low level – 4 lights with arched head with hood mould and stone tracery.	Crack below sill previously pointed – mortar has re-cracked.	Engineer to comment. Allow to repoint as a minimum.	C 2	3615
			Window to left hand side at low level – 2 lights of 2 stages, flat headed with tracery.	Crack below to right-hand of square headed window at ground level pointed with black mortar – this has not re-cracked, but head has	Engineer to comment. Crack repair to engineers details.	C 2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
				cracked adjacent to this.			
			Cellar window - 2 light, flat head with relieving arch over.	Mortar loss and crack to head to right hand side recently pointed – mortar has not re-cracked but fine crack to right side of stone lintel.	Engineer to comment. Pin crack to engineers details.	C 2	3616
1.2.4.3	Return wall – west elevation.						
			Masonry.	Historic cracking visible to various points, pointed using black mortar.	Engineer to comment.	C	
			Lead circular section waste stack and water(?) pipes.	No obvious signs of leaks. (but plant growth at base of waste stack to cloister wall).	None.	-	
1.2.4.4	Centre bay and cloister.						
		First bay from east, high level	String course.	Dirt and white salt staining below string course at parapet level.	Salt staining likely to be historic – gutter has been renewed. Cleaning.	3	
		First bay from east, low level	Wall to left-hand side adjacent east bay.	Small tree growth to cloister wall at ground level in vicinity of lead waste stack.	Address source of leak - check for leaks. Allow to dismantle top of stone collar around pipe, remove tree and point up.	2 2	3617
			Oriel window.	Small cracking to main wall to bottom left side of oriel; moss on hood mould.	Monitor. Remove moss.	3	
			Buttress and flying buttress.	Heavy moss growth and mortar pointing in poor condition – salt staining and loose. Possible friable stone to upper front face. Green staining to sides of pier. Sloping tops of buttress friable. Mortar to flying buttress eroded and loose. Small plant growth from joint where waste stack is set into masonry.	Remove moss, rake out and repoint. Cleaning. Dress back and repoint. Clean off moss. Repoint. Address any leak; allow to dismantle and rebuild around pipe; remove plant. Repoint locally.	2 3 2 3 2 2	3618 3890 3617
			Crenelated parapet with lead capping.	Green staining. Isolated erosion of mortar.	Clean. Patch repoint.	3 2	
		Second bay from east, high level.	String course.	Dirt and white salt staining below string course at parapet level.	Salt staining likely to be historic – gutter has been renewed. Cleaning.	3	
			Masonry walls.	Widened joint to bottom right of oriel, pointed using black mortar. Appears not to have re-cracked.	Monitor.	-	
		Second bay from east, low level.	Oriel window.	Historic cracking to main wall to bottom left and right sides of oriel repaired using black mortar – has not re-cracked. Crack to arch voussoir has been repaired; fine crack above this repair.	Monitor. Engineer to comment.	- C	3889
			Buttress and flying buttress.	Heavy moss growth and mortar pointing in poor condition – salt staining and loose. Possible friable stone to upper front face. Green staining to sides of pier. Sloping tops of buttress friable. Mortar to flying buttress eroded in places.	Remove moss, rake out and repoint. Allow to dress back. Cleaning. Dress back and repoint. Repoint.	2 2 3 2 2	3890
			Crenelated parapet with lead capping.	Green staining. Isolated erosion of mortar.	Clean. Patch repoint.	3 2	
		Third bay from east, high level.	String course.	Dirt and white salt staining below string course at parapet level.	Salt staining likely to be historic – gutter has been renewed. Cleaning.	3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Third bay from east, low level.	Oriel.	Historic crack to main wall to bottom left side of oriel has been pointed using black mortar and possible pins – has not re-cracked.	None.	-	
			Buttress and flying buttress.	Heavy moss growth and mortar pointing in poor condition – salt staining and loose. Green staining to sides of pier. Sloping tops of buttress friable. Mortar to flying buttress eroded in places.	Remove moss, rake out and repoint. Cleaning. Dress back and repoint. Repoint.	2 3 2 2	
			Crenelated parapet with lead capping.	Green staining. Isolated erosion of mortar.	Clean. Patch repoint.	3 2	
			Masonry.	Isolated areas of friable stone around top of left-hand of right-hand window.	Light dressing back.	2	
		Fourth bay from east, high level.	String course.	Dirt and white salt staining below string course at parapet level.	Salt staining likely to be historic – gutter has been renewed. Cleaning.	3	
			Masonry.	Crack or joint opened historically to bottom right-hand side of oriel and pointed using black mortar – appears not to have re-cracked. Salt bloom(?) to underside of oriel to left of stone bracket	Monitor. Address source of water? Check water run-off. Clean off bloom.	- 2 3	
		Fourth bay from east, low level.	Oriel.	Historic widened joint to oriel bracket and crack to right side repointed using black mortar – have not re-cracked.	None.	-	
			Buttress and flying buttress.	Heavy moss growth and mortar pointing in poor condition – salt staining and loose. Green staining to sides of pier. Sloping tops of buttress friable. Mortar to flying buttress eroded in places. Salt staining to top of buttress.	Remove moss, rake out and repoint. Cleaning. Dress back and repoint. Repoint. Clean/brush off.	2 3 2 2 3	
		Fifth bay from east, high level.	String course.	Dirt and white salt staining below string course at parapet level.	Salt staining likely to be historic – gutter has been renewed. Cleaning.	3	
			Masonry base, crenelations and soffit to oriel window.	Salt staining and white streaking to underside of oriel crenelations and to soffit, and streaks down stone bracket.	Check water run-off, but unlikely to be able to alter to improve. Cleaning.	2 3	
		Fifth bay from east, low level.	Oriel.	Moss to crenelated bottom edge of oriel – possible friable masonry. Pointing eroded around downpipe. Masonry surface rough where downpipe diverted. Historic opening of joints to voussoir over window – pointed using black mortar – has not re-cracked. Moss on hood mould over window to right side.	Remove moss; dress back – allow for some indent repairs to stone. Patch repoint. Dress back. None. Remove moss.	2 2 3 - 3	
			Buttress and flying buttress.	Heavy moss growth and mortar pointing in poor condition – salt staining and loose. Green staining to sides of pier. Sloping tops of buttress friable. Mortar to flying buttress eroded in places.	Remove moss, rake out and repoint. Cleaning. Dress back and repoint. Repoint.	2 3 2 2	
		Sixth bay from east, high level.	String course.	Dirt and white salt staining below string course at parapet level.	Salt staining likely to be historic – gutter has been renewed. Cleaning.	3	
			Masonry.	Moss and salt streaking to base of oriel window.	Check water run-off, but unlikely to be able to alter to improve. Remove moss/cleaning.	2 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
				Possible delamination to sill to right-hand canted side.	Closer inspection – allow to dress back.	2	
		Sixth bay from east, low level.	Oriel.	Heavy moss to crenelated oriel sill – possible friable stone. Historic repairs using black mortar – has not re-cracked. Moss on window hood mould.	Remove moss; dress back – allow for some indent repairs to stone. None. Remove moss.	2 - 3	
			Buttress and flying buttress.	Heavy moss growth and mortar pointing in poor condition – salt staining and loose. Green staining to sides of pier. Sloping tops of buttress friable. Mortar to flying buttress eroded in places.	Remove moss, rake out and repoint. Cleaning. Dress back and repoint. Repoint.	2 3 2 2	
1.2.4.5	East facing return wall. Drawing 1202.						
			Parapet and string course, with grotesque.	Dirt and white salt staining below string course at parapet level.	Salt staining likely to be historic – gutter has been renewed. Cleaning.	3	
			Upper pair of windows.	Historic open joints to hood moulded pointed using black mortar each side of apexes. Some white/salt streaking. White stain where two moulds meet. White staining to string course below windows.	Monitor. Clean. Unlikely to be able improve – clean. Allow to repoint joints to string. Clean.	- 3 3 2 3	3619
			Middle pair of windows.	White stain where two moulds meet.	Unlikely to be able improve – clean.	3	
			String course above window.	Moss growth and salt staining to underside.	Allow to repoint joints to string. Clean.	2 3	
			Window to low level – 3 lights with tracery.	Recent repointing between leaded lights and masonry reveal. Metal framed casement - putty replaced with mortar. Pin missing to hinge. Historic repair to sill – has not re-cracked. Pointing cracked to left mullion and eroded mortar to tracery.	None. Monitor. None. Patch repoint.	- - 2	3898
1.2.4.6	Centre bay with gable and fire exit door.						
			Gable apex set back from main wall.	Widened horizontal joint above window with repointing.	Monitor – presume this was accessible during roof works and gable peak is sound.	-	
			String course/coping below gable.	Moss growth and salt staining to underside. Streaking below centre boss. Possible friable stone surface.	Allow to repoint joints to string. Clean. Closer inspection – allow to dress back.	2 3 3	
			3 no. high-level windows.	Joints each side of apexes appear to have widened and pointed using black mortar.	Monitor.	-	
			3 no. upper-mid level windows.	Joints to hood mould appear to have widened and pointed using black mortar	Monitor.	-	
			String course above 3 light window.	Moss covered and delamination to left-hand side.	Clean Dress back.	3 2	
			3 light window.	Hood mould edge eroded possibly friable. Joints to head and tracery appear to have widened and pointed using black mortar. Heavy moss growth to sloping sill and green staining to masonry below.	Dress back. Monitor. Remove moss. Clean.	3 - 3 3	3620

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Windows at pavement level.	Salt streaking from joints in hood moulds.	Unlikely to be able improve – clean.	3	
			Timber double doors, each leaf 4 panel, moulded frame and crenelated head. Historic ironmongery, decorative.	Loss of finish and dirty. Hole in stone to left hand side reveal where bell push removed.	Clean and refurbish finish to timber. Cover or cut out and indent small piece of stone.	3 3	3621
1.3	1920's EXTENSION Drawing 1202.						
1.3.1	North (Wood Street) Elevation.						
	East Bay		Parapet with coping.	Salt streaking / dark/dirt staining below coping.	Clean.	3	3861
			String with carved bosses.	Salt streaking / white staining below string.	Clean.	3	
			Oriel windows with stone base, bracket and stone structure. Lead roof with chute outlets.	Lead has been taken over edge of oriel where eroded masonry reported previously. Some moss growth around crenelations to base of left hand oriel. Eastern oriel – open joint to head to left-hand side pointed using black mortar. 2 no. cracks to corner shaft to right-hand side and possible movement – pointed open joints to corner above bottom string. Mortar loss to voussoirs below this pointed with black mortar but stone adjacent has also cracked. Possible crack to crenelation to base of oriel. Water streaking and some green staining to base.	Monitor. Clean off – allow to dress friable masonry. Monitor. Engineer to comment. Corroding cramp cut out/repair? Engineer to comment. Closer inspection – allow crack repair. Clean.	- 2 - C 2 C 2 3	3622
				Second oriel from east – centre stone below window possible horizontal crack. Water streaking and some green staining to base.	Closer inspection – allow crack repair. Clean.	2 3	
				Third oriel from east – crack to lower left-hand side pointed with black mortar. Wide joint to canted right-hand side below sill pointed up – possible movement.	Monitor. Closer inspection/monitor.	- 2 & -	3624
				Fourth oriel from east – cracking to top of oriel pointed using black mortar. Crack below oriel to right-hand side, pointed using black mortar.	Monitor. Monitor.	- -	3623
			Oriel leaded lights.	Recent pointing between leaded lights and stone reveals – quite wide in places but appears to be good.	Monitor.	-	
			String course above ground floor arched windows.	Moss growth and joints eroded where water run-off from oriel spitters above lands.	Clean off moss and repoint joints.	2	3862
			Four light window below fourth oriel from east side.	Cracking to stones to left-hand side below window, pointed using black mortar, runs down to string. Cracking to stones below sill to right-hand side, pointed with block mortar. Crack to stone sill seating. Joint to right-hand reveal opening – possible corroding fixing to metal casement. Crack to base of centre mullion.	Engineer to comment. Monitor. Engineer to comment. Monitor. Crack repair to engineers detail. Address corroding window frame fixings and repair/repoint stone. Indent repair likely required.	C - C - 2 2 2	3626

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Arched 4 light window at pavement level.	Open joint to voussoirs and down to tracery from crack from walling above, pointed using black mortar.	Engineer to comment. Monitor.	C -	
			Centre pier/buttress.	Salt/white staining at top below sloping capping.	Clean.	3	
	Centre Bay	Walls.	Parapet and coping.	Salt streaking / dark/dirt staining below coping.	Clean.	3	3629
			High level masonry.	Step cracking to left of left-hand buttress.	Engineer to comment. Point as minimum.	C 2	
				Step crack below right-hand window.	Engineer to comment. Point as minimum.	C 2	
				Eroded mortar below bottom right-hand window.	Patch repoint.	2	
				Crack to right side has been repointed – crack has not recurred.	Monitor – none.	-	
			Sloping masonry at level below base or oriels.	Green staining to most sloping faces. Right hand slope extensive moss growth and white staining.	Clean. Clean/clean off moss.	3 3	
		Windows.	Oriel windows – leaded lights.	Recent pointing to reveals to leaded lights to oriel windows. Right hand windows – replacement glass panes.	None. None.	- -	
		Windows.	Lower level – 2 levels single light flat headed windows.	Replacement panes to right hand side upper and lower windows. Cracking to right-hand side of right-hand windows above and below upper window, pointed with black mortar. Stone cracked to right of lower right-hand window. Some widening of horizontal joints to top right of lower window with some recent repointing. Widening joints above sill to lower right hand window – recent pointing in red mortar. Lower right-hand window - spalling to moulded reveals where saddle bars built into reveals.	None. Monitor. Crack repair to engineers detail. Possible jacking of corroded lintels – monitor recent pointing but allow for lintel replacement and stone repair. Monitor. Cut out and treat built in saddle bars; repair stone reveals.	- - 2 2 - 2	3628 3631
		Down pipe.	Square lead downpipe set into stone socket at ground level. Lead hopper.	No obvious signs of leaks.	None.	-	
	West bay.		Masonry (ashlar) with parapet and punched windows.				3827
			Walls - parapet coping.	Loss of mortar to copings, with staining below.	Closer hand investigation – allow for pointing and cleaning	2 3	
			Stone cornice.	Loss of mortar to joints. Erosion to bottom edge of moulding.	Repoint. Could leave.	2 -	
			‘Tower’ masonry.	Spall to stone to right of cornice.	Closer hand investigation – allow for stone indent.	3	3860
			Upper floor windows.	Jacking above windows – possible corroding lintels.	Closer hand investigation – corroded lintels to be removed and replaced with stainless steel.	2	3632 3828
			Raking windows above stairs to first and second floors	Slight widening and cracking of mortar joints above window – possible jacking due to corroding lintels.	Closer hand investigation – corroded lintels to be removed and replaced with stainless steel with associated stone repair.	2	3859
			Walls below ground floor windows.	Mortar eroded below left-hand window.	Patch repoint.	2	3830

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Walls below ground floor windows – render return to lower right-hand corner.	Render damage.	Patch repair render.	3	3829
			Door, timber, 6 panel..	Some loss of surface finish, otherwise good.	Refurbish finishes.	3	
		Downpipe.	Square, lead, with lead hopper, set into stone collar at ground level.	Appears to be good – no obvious signs of staining indicating leaks.	None.	-	
		Pavement.	Pavement lights.	Recently renewed, good.	None.	-	
			Bollards.	Recent, good.	None.	-	
1.3.2	WEST ELEVATION. Drawing 1203.						
		Walls.	Sto rendered and scored to represent ashlar.				3820
				Vertical cracking above first floor window.	Closer hand inspection to check on any de-bonding of render. Allow to cut out and re-render.	2	3821
				Vertical dirt(?) streaking at a number of levels. Dirt streaking below raking ledge to left-hand side below lead flashing.	Cause unclear – close hand inspection required. Allow to clean down locally. None.	3 -	3822
				Render ‘patch’ at mid-level.	Closer hand inspection to check on any de-bonding of render – small area.	3	
				Rough and spalled/damaged bottom edge of render just above ground level.	Cut out and make good in localised areas.	3	3829
1.3.3	SOUTH ELEVATION (At roof level).						
		Chimney to north wall adjacent lean to canopy.	Stone with stone capping.	Mortar in fair – poor condition.	Patch repoint.	2	
		Chimney to centre of roof.	Brick with stone capping.	Mortar in poor condition, with extensive small plant growth.	Rake Out and repoint.	2	3558 3552
		South wall: brick with 2 no. window openings	Brick wall with 2 no windows.	See above – salt staining and small plant growth to top of wall. One or two spalled bricks.	Rake out and repoint top of wall above top of window arches. Could leave.	2 -	
		2 no. windows to south wall.	Each of two lights with arched head, with stone mullion and tracery. Lead flashing is dressed onto sills of both windows and taken up to leaded lights and pointed using polysulphide.	West window – crack to left hand side of arch voussoir. Recent pointing to sides of leaded lights – failed in places. East window – fine crack to mortar joint to top of mullion. Split to both windows.	Allow to pin. Patch repoint to leaded lights.. Repoint. Redo – try to improve detail.	2 2 2 2	3556 3555
1.4	WOLFSON EXTENSION						
1.4.1	WEST ELEVATION. Drawing 1203.						
		External walls.	Brick – possibly solid. Parapet wall with pre-cast coping. Wide, almost full height recess at mid-point with brick on end shallow pointed arch, and pre cast sill.	.			3817

[illegible]

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
	WEST ELEVATION.						
		Flat roof covering.	Asphalt with solar reflective paint.	Asphalt cracked around steel uprights below steel beam.	Cut out and replace asphalt locally. Note lack of working space for this and difficulty getting hot material into this area – the outer glazing may need to be removed to facilitate repairs.	1	3801 3800
				Asphalt and/or paint rippling at edge.	Monitor.	-	
				Dirt is obscuring solar reflective paint covering.	Clean off dirt, re-assess solar reflective paint – allow to re-apply.	2	
		Steel primary structure.	Steel box section at low level - support for structural glazing. Conduit or wiring for lighting fixed to inside face of steel.	Dirt build up.	Clean off dirt.	3	
		Flashing at junction with north wall.	Appears to be flash band or similar.	Untidy junction to north end of walkway – flashing peeling away(?) leaving water trap.	Re-do asphalt junction and flashing. Note lack of working space for this and difficulty getting hot material into this area - the outer glazing may need to be removed to facilitate repairs.	2	3813
	SOUTH ELEVATION.						
		Flat roof covering.	Asphalt with solar reflective paint.	Asphalt split around steel uprights below steel beam, potentially allowing water ingress, at mid-point of wall and at third distance from east end.	Cut out and replace asphalt. Apply solar reflective paint. Note lack of working space for this and difficulty getting hot material into this area – the outer glazing may need to be removed to facilitate repairs.	1	3802 3807
				Asphalt rippling and creeping at edge. Asphalt upstand coming away from wall and extensively creeping – potentially allowing water ingress although the wall is well protected by the outer glazing. Asphalt upstand at wall cracked at mid-point of wall. Asphalt creep to edges.	Replace asphalt. Apply solar reflective paint. Note lack of working space for this and difficulty getting hot material into this area – the outer glazing may need to be removed to facilitate repairs.	2	
		Steel primary structure.	Steel box section at low level - support for structural glazing. Conduit or wiring for lighting fixed to inside face of steel and external light fittings.	Dirt build up on beam, lights etc. Steel fixing rusting, mid-point of south wall, causing rust staining down face of cladding to south elevation.	Clean off dirt. Replace where possible, otherwise clean off rust, metal prime and apply metal paint.	3 2	 3810
		Flashing to patinated cladding below walkway.	Patinated metal flashing bolt fixed.	Bolt fixings rusting and rust steaking down flashing in 2 or 3 places.	Replace rusting bolts with stainless steel.	3	3805
	EAST ELEVATION.						
		Flat roof covering.	Asphalt with solar reflective paint.	Asphalt creeping and rippling. Dirty.	This area is very visible from inside 5.11 – clean dirt. Clean-off and re-apply solar reflective paint. Monitor creep.	3	3809
2.1.2	MAIN FLAT ROOF						
		Flat roof.	Flat roof on two levels, with roof to the north side approx. 1m higher. Further raised section to the north-east with atrium glazing,	The anticipated construction is asphalt laid over insulation on concrete deck on metal permanent shuttering. While this is good			3584 3530

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			and fully louvred upstand. The lower roof also has a raised section of frameless glazing to the west, south and east above the walkways.	practice the insulation will prevent heat dissipating into the concrete deck, meaning that the asphalt will become softer and more susceptible to creep.			
		Flat roof to upper level.	Asphalt roof covering with solar reflective paint finish.	Asphalt creep and rippling, particularly at the edge and upstand between the upper and lower roofs. Solar reflective paint is dirty, reducing reflectance.	The asphalt appears to be on the point of failure – the asphalt should be re-done, at least in localised areas – ideally the upper roof and upstand. Solar reflective paint finish to be re-applied. Detailed specialist report on the roof condition advised.	2 2 C	3517
			Gutter and drainage. The upper roof falls to the upstand and drains onto the lower flat roof. The lower roof has nominal falls to a central gutter, also with nominal falls to flat roof outlets.	Ponding to gutters. Creep and rippling to asphalt to the gutter area.	Could leave provided no defects to asphalt.	-	3524
		Upstand to parapet, west end.	Asphalt upper flat roof junction with lower roof metal parapet coping.	Junction appears to have failed and asphalt patched.	Has been patched but looks unresolved and may fail again – consider improved detail.	2	3518
		Flashings.	Lead flashing to abutment with brick wall to east, with polysulphide pointing to brickwork.	Lead not clipped, but not lifted and in good condition.	None, but ideally add clips to Lead Sheet Training Academy recommendations.	-	
			There are soft metal flashings to protect the asphalt upstands at abutments.				
		Roof glazing over atrium.	Frameless glazing with neoprene sealant. Shallow falls to the south. South edge has a metal frame and this discharges onto the metal coping of the bank of louvres.	Water is ponding on the glass in front of the metal bottom frame and there is extensive dirt build upon the glass here to full length of roof glazing. The dirt can clearly be seen from inside the atrium. Frame finish is flaking off in places. A flash band strip has been added along part of metal frame, suggesting the glazing has been leaking. Sealant joints patched in one place. Note damage to ceiling interior - further obvious evidence of leaking	Cleaning as a minimum, using the latchway system for the purpose. The frame edge detail to be looked at to see if this can be replaced and improved be to allow better drainage and prevent leaks.	3 2	3509 3510 3511
		Louvres to south of atrium glazing.	Metal louvres to full length with metal coping or flashing over top edge..	The joints in the metal coping/flashings are patched with tape. There is a detached length of neoprene joint cover. Otherwise louvres appear to be in good condition.	Reinstate the neoprene cover strip.	2	3515
		Lightning conductor cables.	Series of metal conductor cables with clips mechanically fixed into the flat roof.	As previously reported, the cables were sinking into the asphalt as it became soft during periods of sunlight. The cables have been released and the asphalt below patched with water proof paint.	The asphalt will have been damaged at these points, with reduced thickness and a weak point. Ideally asphalt roof to be renewed.	2	3513
		Flat roof to lower level.	Asphalt roof covering with solar reflective paint finish.	Asphalt creep, rippling, blistered and stress cracking in places; rippling around base of soil vent pipe to north west corner. Asphalt patched to south-east corner. Ponding to south-east corner. Solar reflective paint is dirty, reducing reflectance.	Asphalt has been badly affected by solar heat and has been patched in a number of places, and has a number of defects resulting from heat. Patched at north-west corner, where there is also some ponding. The roof may be at the point of being life expired, but can continue to be patched. Detailed specialist report on the roof condition advised.	2 C	3514 3518 3523 3529
		Roof glazing over walkway to east, south and west	Frameless glazing with neoprene sealant. Shallow falls to the south, with a stainless steel trim to bottom edge. Glazing is a	Dirt build up on glass. Moss build up on glass in front of the metal clip. The sealant between the panes is patched in	Cleaning. Remove moss.	3 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		sides.	effectively a rain/weather screen and there is an open soffit above the flat roof covered with bird mesh. Tubular steel structure support built off primary structure, with spider patch connectors.	one point (appears to directly above the water ingress on the window to 5.03). The steel and coping is dirty. Bird mesh is loose to south east corner.	Renew sealant to this joint. Cleaning – but access for this will be very difficult. Re-fix bird mesh.	2 3 2	3512
		Latchway system.	Latchway cable mounted on posts set into the roof around the perimeter by the walkway glazing.	Asphalt crazed around base of posts. Asphalt may be split around one of the feet.	Water proof paint/sealer as a minimum. Cut out and renew asphalt locally.	2 2	3527
		Lightning conductor cables.	Series of metal conductor cables with clips mechanically fixed into the flat roof.	As previously reported, the cables were sinking into the asphalt as it became soft during periods of sunlight. The cables have been released and the asphalt below patched with water proof paint.	The asphalt will have been damaged at these points, with reduced thickness and a weak point. Ideally asphalt roof to be renewed.	2	
2.2	ORIGINAL LIBRARY Drawing 1008.						
2.2.1	South tower.	Flat roof.	Asphalt flat roof covering with light colour gravel coating. Asphalt upstand at abutments protected by lead cover flashings. Lead is clipped. Polysulphide pointing to top of lead. Approx. 200mm diameter rainwater outlets to floor to north-west and south-east corners.	No ponding visible, but some small plant growth to south-east corner. Appears to be in good condition.	None.	-	
		Parapets.	Masonry with moulded stone coping. Lightning conductor copper cables.	Crack to parapet wall to south-east corner, pointed but fine cracking to pointing. Crack to east parapet by turret, pointed and cramped; crack to coping adjacent turret pointed; crack pointed to north side; pointed repairs (pins?) to north, west and east parapets – all appear to be sound repairs.	Engineer to advise re cracking. Allow to rake out and repoint, and monitor. None - monitor.	C 2 -	3475
		Turret.	Masonry.	Exterior of turret to north-east side – crack has been pointed but has re-cracked (fine). Crack to crenelation above rainwater spout – good repair.	Engineer to comment – allow to repoint. None.	C -	
		Turret roof.	Roof covering and flashings.	Not inspected – no access.	-	-	
2.2.2	North tower.	Flat roof.	Asphalt flat roof covering with light colour gravel coating. Asphalt upstand at abutments protected by lead cover flashings. Lead is clipped. Polysulphide pointing to top of lead. Approx. 200mm diameter rainwater outlets to floor to north-east and south-west corners.	Moss/small plant growth to north-east corner, otherwise good.	None.	-	
		Parapets.	Masonry with moulded stone coping. Lightning conductor copper cables.	North side adjacent turret – mortar loss to joint above rainwater outlet – broken ‘tell-tale’ One or two cracks to individual stones.	Repoint locally. Could leave – monitor.	2 -	
		Turret.	Masonry.	Crack around spitter pipe pointed – good.	None – monitor.	-	
		Turret roof.	Roof coverings and flashings.	Not inspected – no access.	-	-	
2.2.3	Main library roof.	‘Nave’ pitched roof	Slate covered roof in diminishing courses with lead roll ridge. Hipped roof to east side with mitred hips. Gable with parapet to west side. Egress ‘conservation’ roof lights for maintenance access to gutters to east slope	South slope: slipped slate at ridge level to east end, otherwise good condition. Bottom of rooflight frame rusty. Lip to bottom of opening light broken off.	Firm fix slipped slate. Rub down rusted metal, prime and paint. Monitor for further corrosion.	1 3	3476

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			and to north and south slopes adjacent to west gable. Fixed 'conservation' roof lights of 5 lights to each bay to provide daylight to original clerestory windows which are now enclosed within the new roof.	Long lead gutter at heads – south roof slope - water ponding to head of 2nd roof light from east.	Ideally re-dress lead to slight fall, but if window is not leaking could leave and monitor.	-	
				North slope: good. Bottom of rooflight frame rusty.	None. Rub down rusted metal, prime and paint. Monitor for further corrosion.	- 3	3501
				East slope: good.	None.	-	
		Parapet gutters.	North and south parapets: lead lined stepped parapet gutters with lead lined sumps with loose fit lead covers. Lead flashings with polysulphide pointing and lead clips. Latchway system fixed back into roof along length of gutter.	Good. Good. Good.	None. None. None.	- - -	3585
		Abutment gutters.	To north and south towers: lead lined stepped parapet gutters with lead flashings with polysulphide pointing and lead clips.	Good.	None.	-	
		Lead pitched roof to east gable.	Lead clad ridge capping and lead pitched roofs, using large size lead sheets, to north and south sides. Lead upstand to slate roof eaves to west. Lead flashing, clipped to pierced stone balustrade to east, taken over stone coping with polysulphide pointing to base of stone balusters.	Streaking from oxidization, otherwise good.	None.	-	3499
		North 'transept' pitched roof.	Slate covered roof in diminishing courses with lead roll ridge. Egress 'conservation' rooflight to low levels to west and east to access gutters for maintenance. Brick chimney with stone capping to west slope, lightning conductor air terminal.	West slope – good. Some rust to base of rooflight. One or two spalled bricks, otherwise good.	None. Rub down and repaint where rusted. None.	- 2 -	
		Parapet gutters.	East and west parapets: lead lined stepped parapet gutters with lead lined sumps with loose fit lead covers. Lead flashings with polysulphide pointing and lead clips. Latchway system fixed back into roof along length of gutter with lead flashing.	Good. Good. Good.	None. None. None.	- - -	
		South 'transept' pitched roof.	Slate covered roof in diminishing courses with lead roll ridge. Egress 'conservation' rooflight to low levels to west and east to access gutters for maintenance. 'Dormer' containing hardwood louveres serving plant, with lead cheeks and flat roof.	Good. Some rust to base of rooflight Good.	None. Rub down and repaint where rusted None.	- 2 -	3588
		Parapet gutters	East and west parapets: lead lined stepped parapet gutters with lead lined sumps with loose fit lead covers. Lead flashings with polysulphide pointing and lead clips. Latchway system fixed back into roof along	Good.	None.	-	3586 3582

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			length of gutter with lead flashing.				
		Roofs to oriel windows to north and south sides.	Lead with front upstand and side spitters, appears to be recent.	Good.	None.	-	
2.2.4		North Octagon	Shallow pitched roof covered with lead. Asphalt parapet gutter, with lead flashing to parapet side taken over base and around stone baluster feet. Pierced masonry parapet.	Access via metal rungs set in tower walls, with latchway system adjacent rungs. Roof was viewed from roof above, lead appears to be in good condition, apparently vented at apex. Asphalt has solar reflective paint, dull/dirty. Dirt and possible ponding to south side.	None. Re-apply solar reflective paint.	- 3	3500
2.2.5		South Octagon.	Shallow pitched roof covered with lead. Asphalt parapet gutter, with lead flashing to parapet side taken over base and around stone baluster feet. Pierced masonry parapet.	Access via metal rungs set in tower walls, with latchway system adjacent rungs. Viewed from top of rungs, lead appears to be in good condition, apparently vented at apex. Some ponding of water visible to south side. Asphalt has solar reflective paint, dull/dirty.	None. Re-apply solar reflective paint.	- 3	3494 3496
2.2.6		Flat roof/guttering around base of south octagon.	Asphalt covering with solar reflective paint finish. Outlet with grill by turret door. Lead flashings with polysulphide pointing.	Crack to asphalt at base of turret. Solar reflective paint dull/dirty, otherwise good. Localised failure and small plant growth to top of flashing, otherwise good. Small plant growth to crenelation above this area.	Repair asphalt. Re-apply solar reflective paint finish. Repair pointing. Address water source, rake out and repoint.	2 3 2 2	
			Outlet pipe from turret to south east corner.	Crack to masonry around pipe. Loss of pointing to masonry around pipe, moss and small plant growth. Some erosion of pointing to brickwork at base of	Point crack and seal around pipe. Rake out and repoint.	2 2	
2.2.7		Flat roof to east side.	Asphalt covering with solar reflective paint finish. Small chute outlets to northeast and south east corners. Asphalt upstand to abutments with fillet and lead cover flashings (clipped) with polysulphide pointing.	Outlet to south side is small and is blocked. Outlet to north side is small but clear. Some creep and rippling to asphalt to north side. Area of ponding Good.	Unblock and enlarge outlet if possible. None.	1 & 2 -	
			Lead flashings to east side. Stone balustrade with low upstand. Lead taken over base of balustrade and let into stone balusters.	Good.	None.	-	
2.2.8		Flat roof above stair RDS-44.	Asphalt covering with solar reflective paint finish; outlet to south west corner. Abutment with asphalt fillet and lead cover flashing. Very low parapet coping to south and east with lead covering.	Very shallow falls, dirt staining. Suspect junction – note salt staining in RDS-44.	Re-apply solar reflective paint. Further investigation with a view to improving detail – consider raising parapet to improve abutment detail, or raise roof so that it covers the parapet.	2 2	
			Walls and windows to RDS-44. Leaded lights have recent pointing. (Note salt staining inside RDS-44).	Pointing is weathered and ideally should be repointed. Recent pointing has failed in places.	Allow to repoint in localised areas. Repoint.	2 2	
2.2.9		Turret to south-east of south	Masonry.	Area of failed pointing at high level.	Rake out and repoint in localised areas.	2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		octagon.					
2.2.10		North octagon walls.	Masonry.	Some recent repointing to window reveal. Good.	None None.	- -	
2.2.11		Flat roof/guttering around base of north octagon.	Asphalt covering with solar reflective paint finish, outlet with no grill. Lead flashings with polysulphide pointing, but no clips.				
2.2.12		Turret to north west corner.	Masonry.	Moss and plant growth around the rainwater outlet pipe. Crack to stone by outlet pipe.	Rake out and repoint.	2	
2.2.13		Apse flat roof to west end above A17.	Asphalt flat roof covering with solar reflective paint, with latchway point anchor and weight to centre of roof. Asphalt lined abutment gutter to main west gable to chute outlet through north wall. Asphalt upstand taken onto sill of main east window and let into stone mullions and to base of leaded lights. Low terracotta parapet to the west and north with lead flashing with polysulphide pointing. Lightning conductor cables around top of parapet. Abutment with new building to south – asphalt fillet and lead flashing with polysulphide pointing.	Shallow falls. Asphalt blistered. Paint dull and dirty. Some creep to the upstand to the window. Upstand and flashing good, but there is extensive salt staining on the brick walls beneath the coping and small plant growth from the mortar. Pointing between coping units eroded. Good.	Clean and re-apply solar reflective paint. Monitor. Lift the copings and reset on dpc. Rake out brickwork below and repoint. None.	2 - 2 -	3559 3561 3563
2.2.14		North cloister roof.	Shallow pitched roof with flat centre strip, asphalt covered and painted using solar reflective paint. Asphalt lined abutment gutter to shallow falls to main wall with asphalt taken part way up sill; lead abutment flashing with polysulphide sealant. Asphalt lined parapet gutter to Wood Street to very shallow fall with lead flashing with polysulphide sealant.				
			First bay to east side.	Fine cracking to asphalt and paint and some wear to paint. Abutment gutter to main wall – shallow falls to the gutter to sump in the south east corner with some sludge build up. Sludge in the sump but difficult to ascertain if the sump is blocked. Metal balloon is undersized and dislodged. Abutment gutter to parapet wall – shallow falls and some standing water.	Re-apply solar reflective paint. Clean out sludge and check sump for blockage. Replace metal balloon in sump. None.	3 M 2 -	3891
			Second bay from east side.	Fine cracking to asphalt and paint and some wear to paint. Crack to asphalt adjacent to flying buttress pier to west side. Abutment gutter to main wall – shallow falls to the gutter to sump in the south east corner with some sludge build up. Fine crack by sump. Sludge in the sump but difficult to ascertain if the sump is blocked. No metal balloon to sump. Abutment gutter to parapet wall – shallow falls	Re-apply solar reflective paint. Localised repair to crack. Clean out sludge and add metal balloon to sump. Localised repair to crack. None.	3 2 M 2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
				and some standing water.		-	
			Third bay from east side.	Fine cracking to asphalt and paint and some wear to paint. Asphalt gutters in fair condition.	Re-apply solar reflective paint. None.	3 -	
			Fourth bay from east side.	Fine cracking to asphalt and paint and some wear to paint. Crack to asphalt adjacent to pier to main wall west side and fine crack to asphalt flying buttress pier to west side. Sludge in back gutter.	Re-apply solar reflective paint. Localised repair to cracks. Clean out sludge.	3 2 M	3893
			Fifth bay from east side.	Sludge and standing water to gutter to abutment to main wall. Fine cracking and some creep to asphalt. Parapet gutter – some sludge and standing water.	Clean out sludge.	M	
			Sixth bay from east.	Fine cracking to asphalt and extensive paint loss. Some creep to asphalt upstand to sill. Sludge in back gutter.	Re-apply solar reflective paint. Monitor. Clean out sludge.	3 M	3896 3895
2.2.15		South Cloister Roof.	Shallow pitched roof with flat centre strip, asphalt covered and painted using solar reflective paint. Asphalt lined abutment gutter to shallow falls to main wall with asphalt taken over part of sill; lead abutment flashing with polysulphide sealant. Asphalt lined parapet gutter to Wood Street to very shallow fall with lead flashing with polysulphide sealant.				
			First bay from the east side.	Cracking to asphalt to flat ridge and south facing front slope. Asphalt to abutment gutter to main wall cracked at top of sill and cracking to paint and asphalt surface. Stress crack to front slope. Standing water to parapet gutter.	Asphalt likely to be becoming life expired – allow to renew. Crack to joint allowing water ingress – repair. But asphalt likely to becoming life expired – allow to renew.	2	3902 3904
			Second bay from east end.	Cracking to asphalt to flat ridge and south facing front slope. Asphalt to abutment gutter to main wall cracked at top of sill and cracking to paint and asphalt surface.	Asphalt likely to be becoming life expired – allow to renew. Crack to joint allowing water ingress – repair. But asphalt likely to becoming life expired – allow to renew.	2	3911 3910
			Third bay from east end.	Cracking and blisters to asphalt to flat ridge and south facing front slope. Crack, creep and blisters to asphalt at sill to main wall abutment gutter.	Asphalt likely to be becoming life expired – allow to renew. Crack to joint allowing water ingress – repair. But asphalt likely to becoming life expired – allow to renew.	2	
			Fourth bay from east end.	Cracking and blisters to asphalt to flat ridge and south facing front slope. Crack, creep and blisters to asphalt at sill to main wall abutment gutter.	Asphalt likely to be becoming life expired – allow to renew. Crack to joint allowing water ingress – repair. But asphalt likely to becoming life expired – allow to renew.	2	
			Fifth bay from east end.	Cracking and blisters to asphalt to flat ridge and south facing front slope. Sludge build up in abutment gutter.	Asphalt likely to be becoming life expired – allow to renew. Crack to joint allowing water ingress – repair. But asphalt likely to becoming life expired – allow to renew.	2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Sixth bay from east end.	Cracking and blisters to asphalt to flat ridge and south facing front slope. Crack, creep and blisters to asphalt at sill to main wall abutment gutter. Standing water to front, parapet, gutter. Asphalt creep. Polysulphide pointing split to top of lead flashing to side of flying buttress.	Asphalt likely to be becoming life expired – allow to renew. Crack to joint allowing water ingress – repair. But asphalt likely to becoming life expired – allow to renew. Redo sealant.	2 2	3912 3916
2.2.16		Oriel window roofs.	Leadwork, appears new, with upstand and spitters. Lead flashings pointed using polysulphide.	Good.	None.	-	3587
2.3	ROOF - 1920's EXTENSION. Drawing 1008.						
2.3.1		Flat roof.	Asphalt flat roof covering with solar reflective paint, with ballasted galvanised guardrails to perimeter. Asphalt fillet to perimeter with lead flashing with polysulphide pointing. Sump outlets with lift-off lead covers. Asphalt upstand to roof top plant room. Lightning conductor cables.	Creep and cracking to asphalt above B40/B45. Patch repairs to north-west corner. Solar reflective paint dull and dirty. The guardrail ballasting restricts rainwater run-off in places. Ballast appears to be sinking into asphalt. Fine cracking and creep to west roof above B18. Sumps are clear, except bird nest in one outlet. Good. Cables are sunk into asphalt in places.	Asphalt is becoming life expired. Patch repair and repaint as a minimum. Release and re-set. Clear outlet. Does this compromise effectiveness of system? Will weaken the asphalt roof covering locally – release and make good asphalt as a minimum.	2 2 M 2	3583 3540 3537 3538
2.3.2		Roof top plant room.	Masonry walls with stone parapet, and stone chimney. Timber boarded double doors, painted. Timber threshold. Floor internally concrete, with tanked upstand. Walls internally of glazed bricks.	Masonry blackened, moss growth to mortar joints to chimney, otherwise good. Paint flaking, otherwise good. Crack to south-west corner. Good.	Rake out chimney mortar joints and repoint. Repaint all timber. Engineer to comment. None.	2 2 C -	
2.3.3		Glazed lanterns.	Free standing modern lantern with glazed hipped roof, lead covered capping and hips. Kerb upstand with lead flashing. Modern windows. Ballasted handrail protection all round.	Dirt and green staining to glass, good condition. Good. Good. Ballast appears to sinking into asphalt.	Cleaning. None. None. Release and re-set.	M - - 2	3544
			Lean-to glazed lantern with glazed roof, lead apron flashing and lead covered glazing bars. Kerb upstand with lead flashing. Modern windows. Ballasted handrail protection.	Good. Good. Good. Some rust to window frames and side windows have been re-puttied – putty cracking. Cover strip(?) set on putty.	None. None. None. Allow to rub down, prime and repaint frames where rusted. Replace putty with improved solution. Monitor for any water ingress.	- - - 2	3546
2.3.4		Stair turret to west side of roof.	Timber boarded door with strap hinges, paint finish.	Decay to bottom edge of boards, paint in poor condition.	Cut out decayed timber and splice repair; repaint all timber.	2	
2.3.5		Upper flat roof, above B43.	Asphalt flat roof covering with solar reflective paint. Lightning conductor wires. Asphalt gutter along north wall with outlet to north west. Outlet to south west conner. Asphalt fillet to perimeter with lead flashing with polysulphide pointing. Latchway system with ballasted bases to centre of roof.	Solar paint dirty and dull. Stress cracks and creep to asphalt. Wires have sunk into asphalt. Sumps clear. Loose lead cover to south-west sump is bent. Good. Good.	Asphalt becoming life expired – repaint as a minimum. Lift and make good asphalt. Straighten cover. None. None.	2 2 2 - -	3557

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Very low masonry parapet to gutter to north side. Brick parapet to west and south with terracotta copings.	Latchway fall restraint system for this. Salt staining to inner and outer face of brickwork. Small plant growth to outer west and south walls, and also to brick wall inside the lean to glazed lantern.	None. Take leadwork fully up parapet to roof side; lift copings, set on dpc and re-bed and repoint. Rake out and repoint brickwork to outer west and south walls at high level (access inside the lantern?).	- 2	
2.3.6		Lower flat roof above B44.	Asphalt flat roof covering with solar reflective paint. Asphalt fillet to perimeter with lead flashing with polysulphide pointing.	Paint dull and dirty but no signs of ponding. The rainwater drainage from the north-east corner appears to be restricted by the lanterns, stair enclosure and ballast around the guardrails. Loose section of flashing to north-east corner.	Repaint. Check what can be done to improve – e.g. by changing ballast foot detail by adding drainage gaps. Clip flashing.	2 2 2	
2.3.7		Glazed lanterns.	2 no. free standing modern lantern with glazed hipped roof, lead covered capping and hips. Kerb upstand with lead flashing. Modern windows. Ballasted handrail protection all round.	North lantern – good condition. Very narrow gap between lantern and wall to north – some debris build up in the small gap which will restrict rainwater drainage. South lantern – as north lantern – some moss growth to glass retention bar at base of roof glazing.	Clean out. Remove moss.	M M	
2.3.8		Stair enclosure above B44	Brick sides with stone parapet. Lead covered flat roof and lead covered pitched roof to east side.	Lead sheets are quite large but roof appears good. Lead abutment flashings are very low and pointed with mortar, which has failed, and there is small plant growth to the parapet here.	None. Rake out, remove plants, repoint using polysulphide.	- 2	3548
2.3	ROOF - WOLFSON EXTENSION Drawing 1008.						
2.3.1		Flat Roof.	Asphalt flat roof covering with solar reflective paint. Concrete paving slab access route loose laid on mineral felt.	Extensive ponding on roof. Solar reflective paint dull/dirty.	There appears to be deflection in the roof deck – engineer to comment. Ideally the roof would be reformed and built up with improved falls.	C 3	3535
2.3.2		Well, with lower flat roof to north east corner.	Asphalt covered with lead flashings. Lead chute with circular cast metal downpipe from roof discharges into well. Brickwork around this well has salt staining at high level. Below stone parapet coping.	Clear of blockages, good condition. Good. Mortar to copings appears sound. Copings may not be laid on dpc.	None. None. Rooms below appear not to be damp as a result – leave and monitor.	- - -	3536
2.3.3		Parapets.	Asphalt fillet at abutment and lead cover flashing, with hard cementitious pointing below coping. Pre cast copings.	 Heavy moss growth visible, but latchway restricts close inspection.	 Closer inspection – allow to remove moss.	 3	
2.3.4		Structural items.	Retro fitted steel beam structure above roof level to support chiller compound.	Good.	None.	-	
2.3.5		Chiller compound.	Modern lightweight steel structure clad with metal louvres, accessed from lightweight galvanised metal grillage with handrails..	Not accessed. Appears good.	None.	-	
3.0	INTERIOR						
3.1	NEW BUILDING						
3.1.1	BASEMENT LEVEL Drawing 1000.						

[illegible]

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
	Leak 'sausages' noted but staff reported as not being aware of any leak. Are these kept here as a precaution or has there been instances of water ingress?						
		Ceiling	Exposed concrete structure with concrete down stands, painted finish. Wide joints with what appears to be recently redone sealant.	Fine crack to ceiling – wall junction to east and south walls.	Engineer to comment on cracking. Fill cracks and monitor for any change.	C 2	3648
		Structural elements	Concrete beam running west east to north side with 6 no concrete columns. Columns fitted with pvc corner guards.	Fine crack to beam seating north-west corner. Fine crack to beam to north-east corner. Fine crack along length of beam above door to 1.02. Fine crack to beam above 1.15. Fine cracks to beams, various places.			3650 3651
		Walls	Blockwork, painted finish. Plasterboard dry lining, painted to north wall.	East wall – left-hand side crack. East wall – step cracking to right hand side/corner. South wall – second bay from east wall - fine crack to beam seating and fine crack through block below beam; third bay from east wall – fine crack to beam seating; fourth bay from east wall – fine crack to beam seating and fine vertical crack down wall; fifth bay from east wall – fine crack to beam seating; sixth bay from east wall – fine crack to beam seating and along wall/ceiling junction, and step crack down wall. West wall – cracking to movement joint sealant; vertical fine crack to southwest corner; fine crack to wall/ceiling junction which continues onto south wall.	Engineer to comment on cracking.	C	3653 3654
		Skirtings and architraves	Applied vinyl coving.	Loose sections along east wall, but otherwise good.	Refix and seal loose sections.	3	
		Doors	Modern composite fire door with vision panel, overhead self-closing device, electric release.	Scuffs to finish, otherwise good.	Clean.	3	
		Floor	Built up floor flush with compact shelving rails, Presume on concrete floor slab.	Slab not accessible due to built-up flooring. Built up flooring appears to be good.	None.	-	
		Floor finishes	Vinyl sheet flooring.	Vinyl cracked in front doorway, otherwise, other than some scuffing, good.	Cut out affected section of vinyl in front of doom, level floor and replace with matching vinyl. None.	3	3655
		Fittings	Modern compact shelving system operated by winder and mounted on rails.	Good.	None.	-	
		Fire	See comments re door release. Presume documents protected by inert gas in event of a fire.		M and E consultant to assess.	C	
3.1.1.5	1.04 Plant room						
		Ceiling	Plasterboard (?) painted.	Good.	None.	-	
		Structural elements.	Steel beam running north-south near to west wall	Good.	None.	-	
		Walls	Concrete block, painted. Painted concrete to east wall.	Runs (water ingress or from plant room above?) down north wall at west end and to	Check source of runs and address any issues - may be residual from construction?	3	3664

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
				both sides of sloping soffit to south west corner.			
		Skirtings and architraves	None. Dark grey painted strip around wall.	Good.	None.	-	
		Doors	Modern flush fire door, painted, with fire/smoke seals and overhead self-closing device.	Paint scuffed, otherwise good.	Redecorate.	3	
		Floor	Concrete. Concrete bund in front of door. Inspection chamber to north west corner.	Fine crack from inspection chamber to plant plinth. Various stains presume leak or draw off from plant. Bund may be trip hazard.	Engineer to comment re cracking. None. Post waring notice?	C - -	
		Floor finishes	None.	-	-	-	
		Fittings	Plant.	Consultant to report.	Consultant to report.	C	
		Fire	Extensive service pipework penetrating walls. Powder fire extinguisher mounted on wall.	Presume all are fire stopped where required. None.	Specialist to check, particularly for any new runs installed after handover.	C	
3.1.1.6	1.05 Plant room lobby						
		Ceiling	Board finish, unpainted, but extensively concealed by service runs.	Good.	Inaccessible for decoration - none.	3	
		Walls	Painted blockwork. Painted concrete.	Fine horizontal cracking to north wall, returning onto west wall above door head.	Engineer to comment re cracking. Fill and redecorate.	C 3	3662
		Skirtings and architraves	Coved vinyl skirting. No architraves.	Loose in places otherwise good. -	Firm fix and seal, otherwise none. -	- -	
		Doors	Door to lift lobby – modern composite fire door with 2 no. vision panels, overhead self-closing device and intumescent seals Door To 1.04 – modern flush fire door, painted finish, overhead self-closing device and fire/smoke seals.	Dirty, otherwise good. Paint scuffed, otherwise good.	Clean. Redecorate.	M 3	
		Floor	Concrete.	Good.	None.	-	
		Floor finishes	Vinyl sheet.	Good.	None.	-	
		Fittings	None.	-	-	-	
		Fire	Fire panel to south wall.				
3.1.1.7	Ramp 01						
		Ceiling	Presume concrete, painted.	Good.	None.	-	
		Walls	Concrete block, painted.	Good.	None.	-	
		Skirtings and architraves	Vinyl coved skirting. No architraves.	Loose in places, mainly good. -	Re-fix and seal in places, in particular where vinyl sheet flooring is damaged, otherwise none. -	3 -	
		Doors	Door to stair lobby – modern composite flush fire door with 2 no. vision panels, fire seal, and overhead self-closing device.	Dirty and scuffed, otherwise good.	Clean.	M	

[illegible]

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Ceiling	Plasterboard suspended ceiling, painted. Recessed extract grill and lighting. Flush metal access hatch.	Fine crack by extract has been filled. Some Dirt around extract grill.	Clean.	M	
		Walls	Painted plaster on masonry. Polished slate tiled panel to north wall. Ceramic tiling within wc cubicles to north and south walls. Slate splashback.	Scuffs below mirror, efflorescence to bottom of wall to left of hand dryers, otherwise good. Edges chipped. Some holes where fittings moved, otherwise good. Sealant damaged, otherwise good.	Redecorate. Replace chipped tiles. Fill holes. None.	3	
		Skirtings and architraves	Polished slate tiles. No architraves.	Good. None.	None -	- -	
		Doors	Modern flush door, painted light grey with dark grey frame, offering good contrast. Overhead self-closing device set into top of door.	Finish to face of door blotchy (old transfers?). Door top slightly ragged where cut out for closer.	Redecorate. Improve as part of decoration.	3 3	
		Floor	Concrete.	Good.	None.	-	
		Floor finishes	Polished slate tiling.	Some staining, otherwise good.			
		Fittings	Painted plaster on masonry. Polished slate tiled panel to south wall. Ceramic tiling within wc cubicles to north and south walls. Slate splashback. Large mirror with slate shelf under to north wall.	Panels to vanity panel front damaged. Good.	Replace panels. None.	3 -	
		Fire	n/a				
3.1.1.10	1.09 Public lobby						
		Ceiling	Suspended plasterboard, painted.	Good.	None.	-	
		Walls	Painted plaster on masonry.	Vertical crack to stair wall at mid-point, filled, otherwise good.	Monitor crack for any change.	-	
		Skirtings and architraves	Polished slate. No architraves.	Some open joints to north and south walls at mid points and filled crack opposite 1.12. Skirting sounds to have de-bonded to west wall. -	Point open joints and monitor crack for any change. Monitor for any change – allow to remove and re-fix in due course. -	3 3 -	
		Doors	Refer to rooms off this area for doors.				
		Floor	Concrete.	Good.	None.	-	
		Floor finishes	Polished slate tiles.	Joints have opened up adjacent cracked skirtings and have been repointed. Opened joint opposite lift door. Discoloration to tiles to right of lift and stain opposite bottom of stair.	Monitor for any change. Point open joint locally. Specialist cleaning.	- 3 3	
		Fittings	None.		--	-	
		Fire	Fire escape route up to ground level via 1.10 or main stair.				

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.1.1.11	Stair 02 Main public stair						
		Stair treads and risers.	Concrete steps with slate treads and risers. Inset white strip to nosings. Slate string with inset lights.	The white inset nosing is dirty. Good.	Adjust/tighten fixings. None.	3 -	
		Stair handrail and balustrade	Approx. 45mm diameter stainless steel handrails on stainless steel brackets. Stainless steel brackets with fixings clamped through frameless structural glass guarding.	Handrail rattles in glass to bottom of stair. Handrail rattles in glass to bottom of stair.	 Adjust/tighten fixings.	- 2	
3.1.1.12	1.10 Lobby						
		Ceiling	Sloping stair soffit, presumed painted plasterboard or concrete.	Fine cracking at ceiling /wall junction, otherwise good condition.	Fill and redecorate in due course..	3	
		Structural elements	Steel beam at ceiling level with paint finish.	Presumed intumescent paint system finish appears in good condition.	None.	-	
		Walls	Concrete, painted. Concrete block, painted. Plasterboard, painted to north wall.	Paint scuffed.	Redecorate.	3	
		Skirtings and architraves	Applied vinyl coved skirting. No architraves.	Good condition. -	None. -	- -	
		Doors	Modern flush door to 1.09 with vision panel, intumescent/smoke seals and overhead self-closing device	Paint scuffed, otherwise good condition.	Redecorate.	3	
		Floor	Concrete.	Good.	None.	-	
		Floor finishes	Vinyl sheet.	Some scuffs and dirt, otherwise in good condition.	Clean.	3	
		Fittings	See fire.	-	--	-	
		Fire	Fire exit route. This is refuge no 9, with intercom unit. Services through walls.	Items are stored in this lobby which restricts space for a person in wheelchair to wait without blocking the circulation route. Are pipes fire-stopped?	Remove stored items. Check pipes are fire-stopped where required.	1 C	
3.1.1.13	1.11 Fire escape lobby						
		Ceiling	Presumed concrete floor above, painted. Sloping stair soffit over, presumed painted concrete or plasterboard.	Fine crack ceiling/wall junction and between block walls and stair soffit. Otherwise good condition.	Fill and redecorate.	3	
		Structural elements	Exposed steel beams below ceiling, paint finish.	Presumed intumescent paint system finish to exposed steelwork. Cracking to ceiling finish adjacent to steel beam upper web. Cracking to paint to beam web.	Make good surface finish where cracking and redecorate locally. Patch repaint beam using intumescent paint of appropriate fire rating.	3 2	
		Walls	Concrete, painted finish. Blockwork, painted finish.	Good condition. Cracking to shrinkage joint between blockwork and original wall at head of short flight of steps, otherwise good condition.	None. Consider renewing sealant and monitor for further cracking.	- 2/3	
		Skirtings and architraves	Applied vinyl coving, black to most areas. Applied vinyl 'string' to stair flights. No architraves.	Good condition where applied. Good condition. -	None. None. -	- - -	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Doors	Modern flush fire door to 1.10 with overhead self-closing device, smoke/intumescent seals, kick plates.	Paint finish scuffed otherwise good condition.	Redecoration.	3	
		Floor	Concrete floor.				
		Stair up to B7	Short flight of steps up to B7 – exposed concrete steps. Approx. 50mm diameter handrail on uprights, dark grey paint finish.	Fair condition. Right hand rail not firm fixed, otherwise good condition.	Could leave. Firm fix at base.	- 2	
		Floor finishes	Vinyl sheet. No vinyl to landing and steps to B7.	Some scuffs and dirt, otherwise in good condition. Surface cracking and powdering around inspection chamber to landing	Clean. Make good slab surface or screed. Consider applying vinyl finish to landing and steps.	- 2 3	
		Fittings	None.	-	-	-	
		Fire	Fire exit route and fire exit stair up to ground level and final exit door.	Good/clear route. Is an evac chair provided/required?	None. Check whether evac chair is required.	- 1	
3.1.1.14	Stair 03 Fire escape stair						
		Stair treads and risers	Fire exit stair up to ground level - concrete stair. Vinyl finish to treads and risers, with aluminium nosing with black vinyl insert.	Good condition. Good condition.	None. None.	- -	
		Stair handrails and balustrades	Fire exit stair to ground level - Approx. 50mm diameter steel handrail on brackets, dark grey paint finish.	Good condition (but see also R2.14).	None.	-	
3.1.1.15	1.12 Cleaners cupboard						
		Ceiling	Concrete stair soffit, painted. Open ended upvc pipe at high level for extract looks crude, but within cleaners cupboard.	Some dirt marks around extract terminal and possible mould spots, otherwise good condition.	Extract is on continuous. Clean ceiling and redecorate. Ideally improve extract terminal.	3 3	
		Walls	Painted plaster presume on blockwork, with ceramic tiling to half height.	Some dirt, mould and scuffs, otherwise good.	Clean and redecorate.	3	
		Skirtings and architraves	Cove formers with vinyl flooring taken up wall. No architraves.	See flooring. -	Renew. -	2 -	
		Doors	Modern flush door with paint finish, overhead self-closing device and air transfer grill. No fire door signage and no fire/smoke seals – presume not a fire door.	Self-closer not working. Scuffs to paint around lever handle.	Adjust or replace self-closer. Redecorate.	2 3	
		Floor	Concrete.	Good.	None.	-	
		Floor finishes	Vinyl sheet. Screw down inspection chamber with matching vinyl insert.	Vinyl is cracked and dirty.	Renew.	2	
		Fittings	Bucket sink on legs, with bib taps. Metal shelving.	Good. Good.	None. None.	- -	
		Fire	See comments re door – as this is modern construction it is presumed that fire rated door deemed not necessary.				

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.1.1.16	1.13 Parent and children room.						
		Ceiling	Suspended plasterboard ceiling, paint finish. Recessed extract terminal and light fittings.	Fine crack opposite door and fine crack to ceiling/wall junction. Dust and dirt around terminal.	Fill and redecorate. Cleaning.	3 M	
		Walls	Ceramic tiling and block or concrete background.	One or two screw holes where fittings have been removed, otherwise in good condition.	Fill holes. None.	3 -	
		Skirtings and architraves	Polished slate tiles. No architraves.	One or two tiles are cracked – not especially noticeable, cracking to grout between skirting and ceramic tiling. Otherwise good. None.	Ideally replace cracked tiles. None. -	3 - -	
		Doors	Modern flush door, painted, with overhead self-closing device. No fire door signs and no fire/smoke seals – presume not a fire door.	Paint scuffed.	Redecorate.	3	
		Floor	Concrete.	Good.	None.	-	
		Floor finishes	Polished slate tiles.	Possible staining to a couple of tiles, otherwise good.	Specialist cleaning. None.	3 -	
		Fittings	Wall mounted hinged baby change unit in stainless steel. Basin. Stainless steel hand dryer. Full height mirror. Stainless steel paper towel dispenser. Stainless steel coat peg.	Good. Good. Not working. Good. Good. Good but may be at face height next to door.	- - Check fitting. - - Reassess and possibly relocate?	- - M - - 2	
		Fire	n/a				
3.1.1.17	1.14 Accessible toilet						
		Ceiling	Suspended plasterboard, painted. Recessed extract terminal and lights; flush ceiling hatch in metal.	Some dirt around extract terminal. Possible mould spots.	Cleaning.	M	
		Walls	Full height ceramic tiling on masonry. Laminate faced board duct cover to north wall in dark grey..	Good.	None.	-	
		Skirtings and architraves	Polished slate tiling. No architraves.	Sealant/grout eroded to slate floor tiling in places. -	Reseal/grout in localised areas. -	3 -	
		Doors	Modern flush door, painted (Dark grey frame/light grey door providing good contrast). Grab rail fitted to inside.	Frame scabbled at bottom each side. One or two marks to paint. Grab rail marked. No pull handle or lever to outside face makes door difficult to open.	Fill/smooth. Redecorate. Add pull handle.	3 3	
		Floor	Concrete.	Good.	None.	-	
		Floor finishes	Polished slate tiles.	One or two stains, otherwise good.	Specialist cleaning.	3	
		Fittings	Modern wc and basin (white – good contrast to dark grey walls); light grey grab rails; full height mirror to wc wall. Metal curtain rail but no curtain.	Good condition.	None.	-	
		Fire	n/a				

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.1.1.18	1.15 Cold room						
	Note the wall separating this room from 1.03 has been removed and replaced with metal railings and a gate. Gate locked during inspection – the room was viewed through the metal bars.						
		Ceiling	Exposed concrete, painted.	Appears to be good.	None.	-	
		Walls	Appears to be painted plaster or concrete.	Possible fine vertical crack to north wall.	Further inspection and comment by engineer.	C	
		Skirtings and architraves	Timber batten, painted.	Appears to be good.	None.	-	
		Doors	Metal gate and side panel.	Good.	None.	-	
		Floor	Built up floor as part of 1.03, presume on concrete floor slab.	Not accessible.	None.	-	
		Floor finishes	Vinyl sheet flooring.	Appears to be good.	None.	-	
		Fittings	Modern metal dexion shelving.	Appears to be good.	None.	-	
		Fire	n/a				
3.1.2	LEVEL G Drawing 1002.						
3.1.2.1	Staff lift and escape stair lobby						
		Ceiling	Presume concrete, painted.	Good.	None.	-	
		Walls	Plasterboard lining, painted.	Paint scratched and scuffed	Redecorate.	3	
		Skirtings and architraves.	Coved vinyl. Basic moulded timber architraves.	Odd bits missing to short wall returns, some loose sections, otherwise good. Good.	Replace sections of coving and refix where loose. None.	2 -	
		Doors	To 2.11 – modern flush door with 2 no. vision panels, smoke/fire seals, ‘fire door keep shut’ sign and overhead self-closing device. To lobby to 2.07 - modern flush door with 2 no. vision panels, smoke/fire seals, ‘fire door keep shut’ sign and overhead self-closing device.	Door self-closes fully within frame rebate. Door self-closes fully within frame rebate. Door stop damaged. Paint scuffed.	None. Replace damaged door stop. Redecorate.	- 2 3	
		Windows	None.	-	-	-	
		Floor.	Solid.	Good.	Make good floor to lift threshold as required.	2	
		Floor finish.	Vinyl sheet flooring.	Vinyl cracked to lift threshold. Some ingrained dirt.	Cut out and replace locally following any making good of floor. Clean.	2 3	
		Short stair flight to 2.07.	Solid, with vinyl sheet finish and black vinyl nosings.	Good, vinyl is dirty.	Cleaning.	3	
		Balustrade to short stair flight.	Metal tubular rail to both sides with uprights set into floor.	Left hand rail is loose.	Firm fix into floor.	2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Fittings.	None.				
		Fire.	Call point by door to 2.11.				
3.1.2.2	Stair 05 Staff stair.						
		Ceiling.	Soffit of stair flights over, presume painted concrete.	Good.	None.	-	
		Walls.	Plasterboard lining, painted. Blockwork centre wall between flights, painted.	Paint scratched and scuffed.	Redecoration.	3	
		Skirtings and architraves.	Black vinyl 'string'.	Good.	None.	-	
		Stair treads and risers.	Solid with vinyl covering to treads and risers, with aluminium nosing with contrasting non-slip vinyl insert.	Good.	None.	-	
		Balustrading and handrails.	No balustrade. Approx. 50mm diameter metal handrail on brackets to both sides of stair, continuous to upper level.	Good.	None.	-	
		Floor.	Solid half landing, vinyl sheet flooring finish.	Vinyl stained.	Clean.	3	
3.1.2.3	2.02 Kitchen						
		Ceiling	Suspended ceiling grid and tiles.	Minor damage where fittings have been added; dirt marks.	Replace tiles.	3	
		Walls	Whiterock hygienic cladding on solid walls. Stainless steel lining to south wall and west return integral with cooker hood.	Fine shrinkage crack to top of frame 2.05 door, otherwise good.	Fill above door, otherwise clean down.	3	
		Skirtings and architraves	Coved vinyl. No architraves – shadow gap to door frames.	Good, but refer to floor finish. -	Renew along with floor finish. -	2 -	
		Doors	See R2.03. Door to 2.05 – modern flush door, 'fire door keep shut' sign, fire/smoke seals, concealed overhead self-closing device set in door head; vision panel. Emergency exit sign on door.	Door self-closes fully into frame rebate. Door is dirty and badly scuffed.	Redecorate, or renew.	3	
		Windows.	None.	-	-	-	
		Floor	Solid.	-	-	-	
		Floor finishes	Non slip vinyl sheet.	Poor condition – stained and scratched and coming up along north wall. Not hygienic.	Renew.	2	
		Fittings	Stainless steel worktops, pot sink, basin, cupboards and shelves.	Good, commercial, standard.	Clean.	3	
		Fire	Air transfer grill to door to R2.03	Good but check it is intumescent if retrofitted.	Upgrade as required.	2	
3.1.2.4	R2.03 Café and shop area						
		Ceiling	Fine finished deep coffered pre cast concrete panels bolted presumably to steel beams. Sealant between joints.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Exposed (presume) beam soffit, painted. Suspended lighting system.				
		Walls	South, west and east walls are frameless glass with neoprene joints, suspended from stainless steel spider fittings attached to perimeter steelwork. There is film manifestation applied to the inside face of the glass. There is a frameless glass capping to the top of the glazed walls.	Glazing and sealant in good condition. There is extensive dirt streaking down the outside face of the glass presumably due to dirt lodging on top of the flat glass capping being washed down the walls. Manifestation in good – fair condition.	Cleaning.	3	3726
			North wall is plasterboard lining, painted.	Scuffs and marks behind kitchen servery, notably where old fittings have been removed. Fine cracking along top of skirting to north-west corner.	Redecoration. Fill and redecorate.	3 3	
		Structural elements	8 no. free standing columns along and offset from the north and south walls, with elliptical column cladding finished with textured plaster or coating.	Cladding coating is scuffed to columns behind the servery counter and the reception counter. Cladding chipped to column to west of main circulation route to R2.12.	Repair where required. Unlikely to be able to be cleaned - finishes need to be re-done.	3	
		Skirtings and architraves	Polished slate tiles, including around the base of the column cladding Timber architraves to doors to north wall.	Open joint to tile to west of circulation route to R2.12. Dirt to tiles behind servery counter.	Point/seal joint. Steam clean.	3 3	
		Doors	To escape stair 2.04 – modern flush veneer faced fire door with vision panel, fire/smoke seals, overhead self-closing device set into door head.	Some small chips to right-hand stile, otherwise in good condition. Door fully self-closes into frame rebate.	None.	-	
			To kitchen 2.02 – modern flush veneer faced double swing door on floor spring, with vision panel and air transfer grill, concealed overhead self-closing device and fire/smoke seals.	Some small chips to both stiles, otherwise in good condition. Door fully self-closes. Presume the air transfer grill has intumescent surround if it has been retro fitted.	None.	-	
			To R2.13 – flush modern door with paint finish and air transfer grill. Overhead self-closing device but no fire/smoke seals or signs – presumed not a fire door.	Paint finished dirty and scuffed. Door self closes fully into reveal.	Redecorate. Note this room has been reordered from cloaks storage to an office containing electrical and other equipment. Does the door need upgrading to a fire door now?	3 C	
		Windows	Refer to walls for frameless glass cladding.	-	-	-	
		Floor.	Solid, presume concrete slab.	Good.	-	-	
		Floor	Polished, smooth, slate tiling in stretcher bond. Movement joints with black sealant. There are inset light fittings around the perimeter and a number of electrical socket access covers or service covers.	There is a possible small depression and also white powdering to the grouting below the water cooler. 4 no. chipped tiles to circulation area and 2 no. chipped tiles to café area. 1 no. tile with surface shaling adjacent to east side by glass. There are one or two stains. Some of the electrical boxes have board/laminate covers which do not match slates, some do not fit flush with floor.	Repair grout. Probably leave chipped tiles. Steam cleaning. Replace covers.	3 - 3 3	3727
		Floor finishes	Barrier matting in metal angle surround.	Some in use wear but in fair condition.	None.	-	
		Fittings	Kitchen servery. Free standing fitting of timber framing with timber front panels, plastic laminate top. Rear with plastic laminated cupboard doors	Timber framing to rear is chipped. Veneer stained. Laminate badly stained. Doors to rear missing or badly water damaged. Information boards are visually intrusive.	If the unit is to be brought back into use – sand and re-seal the timber. Re-do veneer and plastic laminate. Replace all doors to the rear.	2	3731

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			and stainless steel catering equipment. Servery not in use and screened by information boards.	Single level counter top is not inclusive and non-compliance with building regulations approved document.	If servery is replaced		
			Reception counter. Free standing counter in a flowing curve in plan with upper and lower levels. Undercounter shelving to rear. Laminated timber or veneer faced board.	Finish to counter top is worn or sun bleached. Possible delamination of veneer to north-west corner held with Sellotape. Scuffs to laminate to rear face.	Minor repairs as necessary. Re-finish.	3 3	
			Shop display fittings.	Appear to be good.	None.	-	
		Fire	Fire shutter concealed in suspended ceiling with guides in pockets to openings from shop and reception to atrium R2.12, operated by heat detector.	Not known.	Presume they are tested/serviced along with the fire detection and alarm system – refer to specialist contractor inspection/service report.	C	
3.1.2.5	2.04 Fire escape lobby.						
		Ceiling.	Suspended plasterboard, painted. Access hatch.				
		Walls.	Blockwork, painted.	Step cracking to mortar joints to north and south walls. Otherwise good condition.	Engineer to comment re cracking.	C	3874
		Skirtings and architraves.	Coved vinyl with applied vinyl 'string' to steps.	Good.	None.	-	
		Doors.	Flush face to final exit door as part of a bespoke door integrated into the external cladding. Brush weather strip to door bottom and metal threshold strip. Lever handle and alarm sensor.	Dirt staining and damage to door back panel and threshold and damage to weather stripping to door – may have been damaged by standing water in the area outside the door.	Replace the door panel, the weather seal and threshold strip. Redecorate.	2	
		Windows.	None.	-	-	-	
		Floor.	Solid with coir matting in well to complete landing at bottom of steps in front of door. Vinyl sheet to upper level.	Poor			
		Floor finishes.					
		Stair.	Solid, concrete with vinyl sheet finish and applied aluminium nosings with non-slip black vinyl insert.	Vinyl inserts to nosings are lifting in places.	Firm fix or replace inserts. Clean vinyl.	2 3	
		Balustrade and handrail.	Tubular metal handrail approx. 50mm dia. to both sides on wall brackets, painted dark grey.	Good.	None.		
		Fire.	Fire exit route. Lever operation. Fire exit sign. Call point. Fire refuge number 6 with intercom.				
3.1.2.6	2.05 Catering entrance and stair.						
		Ceiling.	Suspended plasterboard, painted, with flush access panel.	Fine shrinkage crack around wall. Scuffmarks.	Fill and redecorate.	3	
		Walls.	Painted blockwork.	Step cracking to south-west corner at high level and step crack to south wall above steps. Numerous screw holes with plastic plugs.	Engineer to comment re cracking. Remove plugs, fill, repoint, redecorate and monitor.	C 3	3735 3736
		Skirtings and architraves.	Vinyl coving. No architraves – shadow gap to kitchen door frame and projecting frame to final exit	Good but see floor finishes. None.	Renew along with floor finish. -	3 -	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			door.				
		Doors	Refer to R2.03 Final exit door – modern flush door clad externally with matching wall cladding. Lever handle and separate thumb turn – lever connected to electric sensor? Brush strip to threshold.	Not operated as it may be alarmed (but no signage advising of this). Paint dirty, scuffed and scratched.	Address water ingress and replace the brush threshold strip with water bar and more durable weather strip. Redecorate.	2 3	
		Windows.	None.	-	-	-	
		Floor	Solid, concrete. Matwell in front of exit door.	Salt staining to concrete in front of exit door.	Address water ingress issues.	2	
		Floor finishes.	Vinyl sheet.	Very dirty and scuffed, and split to foot of steps. Fitted entrance matting lost, likely due to water damage. New matting not cut to suit matwell and is oversized – this is a trip hazard.	Renew. Cut matting to size and adhere to matwell.	2 2	
		Steps.	Solid, with vinyl covering and metal nosing's with contrasting black vinyl insert.	The nosings are lifting in places, some dirt, otherwise good.	Firm fix or replace vinyl inserts to nosings.	2	
		Handrails.	Tubular metal approx. 50mm diameter, on metal brackets, painted dark grey.	Handrail is loose.	Firm fix.	2	
		Fittings.	None.	-	-	-	
		Fire.	Fire extinguisher mounted on wall. Call point. Fire exit route.				
3.1.2.7	Plant room off 2.05						
		Ceiling.	No lighting. Not visible – presume concrete. Or Rockwool mat insulation.	Not visible between services.	Closer inspection required.	C	
		Walls.	Blockwork, unpainted.	Open joints or crack to south-east wall.	Engineer to comment. Point up and monitor.	C 2	
		Skirtings And architraves.	None.	-	-	-	
		Doors.	Composite 1 ½ leaf doors with metal lip to meeting stile. Lever handle; lock; overhead self-closing device; 'fire door keep locked' sign.	Door does not fully self-close into frame rebate. Lever handle loose	Ease door. Replace lever handle.	2 2	
		Windows.	None.	-	-	-	
		Floor.	Concrete.	Not fully accessible to asses. Debris.	Clean out and re-inspect.	2	
		Fire.	See note for door.				
3.1.2.8	2.06 Kitchen toilet						
		This room has been repurposed as a store serving the kitchen with shelving, and the wc and basin have been removed.					
		Ceiling	Suspended plasterboard, painted. Recessed mech extract terminal.	Uneven finish. Dirty.	Smooth and redecorate. Clean.	3 3	
		Walls.	Ceramic tiling on either solid wall or board lining.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Skirtings and architraves.	Vinyl coved skirting. No architraves – shadow gap to door frame.	Loose. -	Renew along with floor finish. -	2 -	
		Doors.	Modern flush ply door with paint finish. Overhead self-closing device. Lever handle and bathroom lock.	Door won't fully close into frame rebate. Lever handle worn. Cover missing from closer. Chips to lipping. Paint dirty and scuffed.	Renew lever and lock furniture and closer. Ease, refurbish and redecorate door. See comments for fire.	3 3 C	
		Windows.	None.	-	-	-	
		Floor.	Solid.	-	-	-	
		Floor finishes.	Non slip vinyl sheet.	Loose.	Renew vinyl flooring.	2	
		Fittings.	Adjustable melamine shelving on metal brackets.	Lightweight system but in fair condition.	None.	-	
		Fire.	Assess whether the door needs to be replaced by a fire rated door now the room is used for storage, and is off an escape route.			C	
3.2.1.9	2.08 Store.						
		Ceiling.	Stair soffit, presume concrete, painted. Exposed steel beams. Painted.	Scuffs by door closer. Fine shrinkage crack along junction with east wall. Presume paint is intumescent/fire rated.	Seal crack and redecorate	3	
		Walls.	Blockwork, painted. Plasterboard lining, painted.	Vertical crack to north-east corner.	Seal crack and monitor.	2	
		Skirtings and architraves.	Coved vinyl. None.	Good where accessible/visible. -	None. -	- -	
		Doors.	Modern flush door, painted, smoke/fire seals, overhead self-closing device.	Door self closes fully into frame rebate. Paint scratched. Frame chipped.	Redecorate.	3	
		Windows.	None.	-	-	-	
		Floor.	Solid.				
		Floor finishes.	Vinyl sheet,	Good.	None.	-	
		Fittings.	Shelving – basic metal frames with chipboard shelves.	Good.	None.	-	
		Fire.	n/a				
3.2.1.10	2.11 Lobby.						
		Ceiling.	Suspended plasterboard, painted.	Scuffs adjacent to door closer, otherwise good.	Redecorate.	3	
		Walls.	Painted plasterboard lining.	Paint scuffed and dirty.	Redecorate.	3	
		Skirtings and architraves.	Coved vinyl. No architraves – shadow gap to frame.	Coving missing to door reveals, otherwise good. Frame rough.	Replace coving where missing. Smooth and redecorate.	2 3	
		Doors.	To R2.12- Modern flush door with 2 no. vision panels, fire door keep shut sign; smoke/fire seals, overhead self-closing device and push button mag lock release.	Note in pen on door advising wait for electric lock to release before pulling door - crack to door frame head and pull handle loose as a result. Door self closes fully into frame rebate.	Firm fix ironmongery. Fit sign on door re lock release.	3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			To plant room – modern composite 1 ½ leaf doors with ‘fire door keep locked’ sign; overhead self-closing device.	Screws missing to push plate. Mag lock not straight/loose. Door does not fully self-close into frame rebate due to latch, otherwise good.	Door should be kept locked, but improve latching so that it self closes.	2	
		Windows.	None.	-	-	-	
		Floor.	Solid, concrete.				
		Floor finishes.	Vinyl sheet.	Marked, otherwise fair.	Clean.	3	
		Fittings.	None.	-	-	-	
		Fire.	Fire exit route into atrium.				
3.2.1.11	R2.12 Atrium Floor						
		Ceiling	Very high – presume plasterboard lining, painted. Frameless roof glazing. Recessed lights with track access for maintenance.	Appears to be good. Dirt visible along full length of glass where rainwater lodges. Not inspected.	None. Refer to roof section. Track should be inspected/serviced on a regular basis by specialist along with roof Latchways system.	- - C	3740
		Walls	Plasterboard lining, painted.	Recent redecoration up to first floor height. Some very minor scuffs, overall good. Slight tidemark between original and recent paint.	Clean scuffs.	3	
		Skirtings and architraves	Polished slate tiles to match the floor. No architraves – shadow gap to door frames.	Cracked slate to east side of main opening into café/shop area. Scratched along north wall west side. Marks and paint by lift.	Replace cracked slate. Could leave. Clean.	3 - 3	3738
		Doors	See 2.11.	-	-	-	
		Windows	Windows to various rooms to upper floors.	All in good condition but are historic, single glazed with no fire rating. Centre pivot opening lights to one room are in open position.	Review of fire compartmentation and strategy. The windows may require secondary glazing from room side with fire resistant glazing/frames.	C	3741
		Floor	Solid, concrete.	Good.	None.	-	
		Floor finishes	Polished, smooth, slate tiling in stretcher bond. Movement joints with black sealant.	Damaged tile to centre opposite bottom of stair. Marks (tape?) to centre of north wall.	Could leave. Clean.	- 3	3739
		Fittings	None.	-	-	-	
		Fire	Fire strategy for the separation between the atrium and the rooms to the north – refer to windows.	-	-	C	
3.2.1.12	Stair 01 Public stair						
		Stair treads and risers	Solid with polished smooth slate treads and risers to match atrium floor. White inset strip to tread nosing. Polished smooth slate string to match skirtings, with recessed light fittings. Directional stickers applied to risers	Good. The white strip has dirtied.	Clean the white strip to maintain visibility.	2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			as part of covid social distancing.				
		Balustrading and handrails	Circular stainless steel handrails approx. 45mm diameter on stainless steel brackets. The guarding is structural glass, with brackets clamped using stainless steel Allen key fixings.	Good condition. The centre guardrail is loose at foot of stair, and one of the clamps here came apart during the survey and was re-assembled finger tight.	None. Tighten fixings.	- 2	3742
3.2.1.13	L02 Public lift						
		Lift wall	Stainless steel doors and architraves.	Small dent to right hand architrave at low level. Tape marks on lift doors.	Try to remove dent. Clean doors.	3 3	
3.2.1.14	R2.13 Cloaks/fire escape lobby						
		Note: this room has been repurposed as an office for reception/security personnel. It is no longer suitable as an escape route due to chairs etc.					
		Ceiling	Suspended plasterboard, painted finish.	Good condition.	None.	-	
		Walls	Painted plaster on masonry or concrete.	Paint finishes scuffed, otherwise good.	Redecorate.	3	
		Skirtings and architraves	Polished slate tiles, mainly obscured by furniture and cabinets.	Good.	None.	-	
		Doors	Modern flush doors with overhead self-closing device, air transfer grill to R2.03. Modern composite flush door with vision panel and overhead self-closing device to R2.14.	Finishes scuffed. Door catches on floor and does not self-close. Fishes scuffed.	Clean/redecorate. Address floor surface so door does not catch. Clean/redecorate.	3 1 3	
		Floor	Concrete.	Good.	None.	-	
		Floor finishes	Polished slate tiles.	Good.	None.	-	
		Fittings	Electrical cabinets on south wall.	Presume good.	M and E consultant to comment.	C	
		Fire	See comments re office use and for door.				
3.2.1.15	R2.14 Fire escape						
		Ceiling	Concrete, painted.	Fine cracking to finished or concrete above quarter landing.	Engineer to comment – allow for making good and redecoration.	C 3	
		Walls	Painted plaster.	Water ingress, efflorescence and cracking to finishes to top right of final exit door reveal.	Address water ingress, cut back damaged plaster, refinish and redecorate.	2	3635
		Skirtings and architraves	Applied coved vinyl in black.	Damage adjacent to final exit door otherwise good.	Cut out and replace locally each side of doorway.	2	
		Doors	Final exit door to Spinningfield – metal framed door with large glazed panel, metal doorframe and metal threshold strip. Obscure film applied to inside face of glass.	Door in fair-poor condition – corrosion to door bottom rail and to threshold. Threshold bent slightly. Dirt and small scratches to film.	Corroded metalwork requires cleaning back and re-finishing – remove door and frame and take to factory for grit blast and new powder coated paint system finish, re-fitting glazing and re-application of film, and re-installation. Renew threshold strip and weatherstripping. Temporary fire exit door required fitting for duration of works.	2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Floor	Concrete.	Good.	None.	-	
		Floor finishes	Vinyl sheet. Loose laundry mat in front of exit door.	Water damage and cracking in front of final exit door.	Address water damage, cut out and replace section of vinyl sheeting	2	3637
		Stair treads and risers	Concrete stair with vinyl sheet finish to treads and risers. Aluminium nosing with contrasting black vinyl insert.	Good.	None.	-	
		Stair handrails and balustrades	Approx. 50mm diameter metal rail mainly on metal brackets, with east side supported on matching 50mm diameter posts.	Right hand rail post loose and handrail has pulled out of socket. Otherwise in good condition.	Firm fix post and re-fix handrail in socket or sleeve.	2	3639
		Fittings					
		Fire	Fire exit route from basement level and final exit door to Spinningfield.	This area is being used to store numerous items, although some are tucked behind the stair balustrade, other items have potential to reduce or block the escape route. Some of the items are potential to be combustible.	Remove all items to store leaving route clear of potential obstructions.		
3.1.3	LEVEL 1 Drawing 1003.						
3.1.3.1	3.01 Staff lift and escape stair lobby						
		Ceiling.	Presume concrete, painted. Exposed steel beams, painted.	Good. Modern construction, it is presumed the exposed structural steelwork has an intumescent paint finish.	None. Check records.	-	
		Walls.	Plasterboard lining generally, painted. Exposed brick to north wall west corner, painted, and blockwork, painted above door to 3.05.	Good.	None.	-	
		Skirtings and architraves.	Coved vinyl.	Loose to south wall, otherwise good.	Firm fix.	2	
		Doors.	To 3.06 plant room lobby – modern flush solid-core, painted, smoke/fire seals, overhead self-closing device. To 3.02 – composite fire door with vision panels, 'fire door keep shut' sign, overhead self-closing device, smoke/fire seals. Metal threshold strip.	Door fully self-closes into frame reveal. Some scuffs to paint. Door does not fully self-close due to the latch. Tape on threshold strip. Corner guard to walls reveals.	Redecorate. Fit 'hush latch' keep or other solution to ensure door fully self-closes. Tape looks poor – improve finish to metal threshold.	3 1 3	
		Windows.	None.	-	-	-	
		Floor.	Solid.	Good.	None.	-	
		Floor finishes.	Vinyl sheet flooring.	Some scuffs, but generally good.	Cleaning.	3	
		Fittings.	None.	-	-	-	
		Fire.	Fire refuge no. 5 with intercom by door to 3.07 stair. Ensure no items are stored in this area.				
3.1.3.2	Staff stair 05						

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Ceiling.	Stair soffit over, presume concrete, painted.	Good.	None.	-	
		Walls.	Dividing wall between flights blockwork, painted.	Good.	None.	-	
		Skirtings and architraves.	Black vinyl 'string' to flight.	Good.	None.	-	
		Stair treads and risers.	Solid with vinyl covering to treads and risers, with aluminium nosing with contrasting non-slip vinyl insert.	Good.	Cleaning.	3	
		Balustrades and handrails.	No balustrade. Approx. 50mm diameter metal handrail on brackets to both sides of stair, continuous to upper and lower levels.	Good.	None.	-	
3.1.3.3	3.02 Lobby						
		Ceiling.	Concrete, painted.	Good.	None.	-	
		Walls.	Blockwork, painted, and plasterboard lining, painted.	Paint is scuffed, otherwise good.	Redecorate.	3	
		Skirtings and architraves.	Coved vinyl skirting.	Good.	None.	-	
		Doors.	See 3.06 lobby.				
		Windows.	None.	-	-	-	
		Floor.	Solid.	Good.	-	-	
		Floor finish.	Vinyl sheet.	Good.	None.	-	
		Fittings.	None.	-	-	-	
		Fire.	Fire extinguisher on stand.				
3.1.3.4	3.04 Plant room						
		Ceiling.	Concrete, painted. Exposed steel beams, painted. Services rise through floor/ceiling along north side – ceiling faced with Rockwool type slab.	Good. Modern construction, it is presumed the exposed structural steelwork has an intumescent paint finish. Presume this is effective as a firestopping measure.	None. Specialist contractor to check all fire stopping.	- C	
		Walls.	Blockwork, painted to north, south and west walls. Concrete, painted to south.	Good.	None.	-	
		Skirtings and architraves.	None. The dark grey floor paint(?) is taken up the walls approx. 150mm height.	None.	None.	-	
		Doors.	See 3.06.				
		Windows.	None.	-	-	-	
		Floor.	Concrete, painted. Bund formed using concrete blocks runs	Staining from plant leaks, otherwise good.	Redecorate.	3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			along the north wall and in front of the door to 3.06.				
		Fittings.	Plant, ducts, services, svp and rainwater pipework.	Rust/water runs down one of the metal flue pipes.	Consultant to advise.	C	
		Fire.	Powder fire extinguisher mounted on wall. Call point.				
3.1.3.5	R3.05 Landing						
		Ceiling.	Plasterboard soffit lining, painted.	Good.	None.	-	
		Walls.	Plasterboard wall lining, painted.	Paint bubbling to window reveal to east side, Otherwise good.	Address water ingress. Redecorate locally.	2	3788
		Skirtings and architraves.	Polished slate to match floors.	Good.	None.	-	
		Doors.	None.				
		Windows.	Frameless structural glazing in full height strip to south side overlooking Spinningfield, with sealant to glass panel joints.	See bubbling paint to eastern reveal. The floor stops short and glazing flies past – there is dirt to glass behind floor slab. Otherwise appears to be good.	Address water ingress. Clean glass.	2 3	
		Floor.	Solid.	Good.	None.	-	
		Floor finishes.	Polished smooth slate tiles.	Good.	None.	-	
		Guarding to landings.	The guarding is structural glass, with brackets clamped using stainless steel Allen key fixings.	Good.	None.	-	
3.1.3.6	Stair 04 Main public stair.						
		Ceiling	Plasterboard soffit lining to stair flight over, painted	Chip to plasterboard to base of landing over, otherwise good.	Make good and patch redecorate.	3	3789
		Walls.	Plasterboard wall lining to south, painted.	Scuffs to corners, otherwise good.	Make good and redecorate locally.	3	
		Stairs.	Solid, slate tiles to treads and risers, with inset nosing strip to treads. Slate tile strings.	The inset nosing is dirtying slightly, otherwise good.	Cleaning of nosing strip.	3	
		Guarding.	The guarding is structural glass, with brackets clamped using stainless steel Allen key fixings.	Good.	None.	-	
3.1.3.7	3.06 Plant room lobby						
		Ceiling.	Concrete, painted. Exposed steel beams, painted.	Good. Modern construction, it is presumed the exposed structural steelwork has an intumescent paint finish.	None.	-	
		Walls.	Concrete, painted, to south. Blockwork and brickwork elsewhere, painted.	Good.	None.	-	
		Skirtings and architraves.	Applied coved vinyl.	Good.	None.		
		Doors.	To 3.04 - modern flush solid-core, painted, smoke/fire seals, overhead self-closing	Door fully self-closes into frame reveal. Some scuffs to paint.	Redecorate.	3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			device, 'fire door keep shut' sign. Sign warning of bund beyond.				
		Windows.	None.	-	-	-	
		Floor.	Solid.	Good.	-	-	
		Floor finish.	Vinyl sheet.	Good.	None.	-	
		Fittings.	None.	-	-	-	
		Fire.	Service risers through floor/ceiling – check these are fire stopped.		Specialist to check	C	
3.1.3.8	3.06 Compact store						
		Ceiling	Exposed concrete structure with concrete down stands, painted finish. Wide joints with what appears to be recently applied sealant.	Good.	None.	-	3646
		Structural elements	Concrete beam running west east to north side with 6 no concrete columns. Columns fitted with pvc corner guards.	Fine cracks to beam – second bay from east wall and 2 no fine cracks third bay from east.	Engineer to advise.	C	3647
		Walls	Concrete, painted finish. Plasterboard dry lining, painted, to north wall.	Fine vertical crack to south wall below beam, second bay from east wall. Paint scuffed around door. Good.	Engineer to advise. Redecoration in localised areas. None.	C 3 -	
		Skirtings and architraves	Coved vinyl. No architraves.	Good. -	None. -	- -	
		Doors	Modern composite fire door with vision panel, overhead self-closing device, electric release.	Some scuffs. Door catches on floor and so does not self-close.	Clean. Adjust door or ease floor so that door closes	3 2	
		Windows.	None.	-	-	-	
		Floor.	Built up floor flush with compact shelving rails, Presume on concrete floor slab.	Not able to inspect but appears To be good.	None.	-	
		Floor finishes.	Vinyl sheet.	Good.	None.	-	
		Fire.	See comments re door release. Presume documents protected by inert gas in event of a fire.		M and E consultant to assess.	C	
3.1.3.9	3.07 Stair 6						
		Ceiling.	High ceiling, presume concrete, painted.	Good.	None.	-	
		Walls.	Plasterboard lining, painted.	Scuffs, otherwise good condition. Hand marks and dirt in deep door reveal to B19.	Redecorate.	3	
		Skirtings and architraves.	Vinyl coving and vinyl 'string' to stairs. No architraves.	Good. -	None. -	- -	
		Doors.	To 3.01 – modern flush door, 2 no. vision panels, 'fire door keep shut sign', smoke/fire	Door self closes fully into frame rebate. Dirty, hand marks on vision panel beading.	Redecorate.	3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			seals, overhead self-closing device, electric lock. To B19 – modern flush door, 2 no. vision panels, ‘fire door keep shut sign’, smoke/fire seals, overhead self-closing device recessed into top of door, electric lock., electric lock.	Door self closes fully into frame rebate. Door is a little rough where cut out for closer. Minor damage to door bottom. Paint scuffed.	Repair damage and redecorate.	2	
		Windows.	None.	-	-	-	
		Floor.	Solid. Slight ramp down within reveal to B19	Good.	Check to door reveal as vinyl is cracked.	2	
		Floor Finish.	Vinyl sheet flooring. Vinyl to stair treads	Vinyl cracked within door reveal to B19.	Cut out and replace vinyl locally.	2	
		Stairs.	Solid. Vinyl sheet to treads and risers and aluminium nosings with black vinyl non slip insert.	Good. Generally good but the black vinyl nosings are loose and peeling, possible trip hazard if this worsens.	None Replace nosings, or vinyl within nosings.	- 2	
		Balustrade and handrails.	Tubular metal handrails on brackets and central rail set into floor.	Good.	None.	-	
		Fittings.	None.	-	-	-	
		Fire.	Fire escape route.				
3.1.4	Level 2 Drawing 1004.						
3.1.4.1	4.01 Staff escape stair						
		Ceiling	Concrete, painted. Exposed steel beams, painted.	Good.	None.	-	
		Walls	Plasterboard lining, painted. Blockwork and brick to north and west, painted Painted blockwork to the stair centre wall.	Paint scuffed and chipped to south wall.	Redecoration.	3	
		Skirtings and architraves.	Coved vinyl. No architraves – frame shadow gap.	Coving lost to south wall. -	Refit coving where missing. -	2 -	
		Doors	To 4.02 – modern composite flush door with paint finish, vision panel, ‘fire door keep shut’ sign, smoke/fire seals, overhead self-closing device. To plant room lobby – modern flush door, painted, ‘fire door keep shut’ sign, smoke /fire seals, overhead self-closing device.	Latch prevents self-closing fully into frame rebate. Door fully closes into frame rebate. Paint scuffed.	Improve latching so that door fully self-closes. Redecorate.	1 3	
		Windows.	None.	-	-	-	
		Floor.	Solid floor with vinyl sheet floor finish.	Scuffed.	Clean.	3	
3.1.4.2	Stair 04	Stairs.	Solid, with vinyl sheet covering to treads and risers, and black vinyl nosings.	Inset black nosings are coming up, possible trip hazard.	Refix or replace.	2	
		Stair handrails.	Circular steel on brackets, painted dark grey.	Generally good. Not firm fixed at top of first flight.	Additional bracket may be needed?	3	
		Fire.	Fire extinguishers on floor stand.				

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.1.4.3	4.02 Lobby						
		Ceiling.	Concrete, painted.	Good.	None.	-	
		Walls.	Blockwork, painted, and plasterboard lining, painted.	Paint is scuffed, otherwise good.	Redecorate.	3	
		Skirtings and architraves.	Coved vinyl skirting.	Good.	None.	-	
		Doors.	See 4.01 lobby.	-	-	-	
		Windows.	None.	-	-	-	
		Floor.	Solid.	Good.	None.	-	
		Floor finish.	Vinyl sheet.	Good.	None.	-	
		Fittings.	None.	-	-	-	
		Fire.	-	-	-	-	
3.1.4.4	Plant room lobby						
		Ceiling.	Concrete, painted. Exposed steel beams, painted.	Good. Modern construction, it is presumed the exposed structural steelwork has an intumescent paint finish.	None.	-	
		Walls.	Concrete, painted, to south. Blockwork and brickwork elsewhere, painted.	Good.	None.	-	
		Skirtings and architraves.	Applied coved vinyl.	Good.	None.		
		Doors.	To plant room - modern flush solid-core, painted, smoke/fire seals, overhead self-closing device, 'fire door keep shut' sign. Sign warning of bund beyond.	Door fully self-closes into frame reveal. Some scuffs to paint.	Redecorate.	3	
		Windows.	None.	-	-	-	
		Floor.	Solid.	Good.	-	-	
		Floor finish.	Vinyl sheet.	Good.	None.	-	
		Fittings.	None.	-	-	-	
		Fire.	Service risers through floor/ceiling – check these are fire stopped.		Specialist to check	C	
3.1.4.5	Plant room						
		Ceiling.	Concrete, painted. Exposed steel beams, painted.	Good. Modern construction, it is presumed the exposed structural steelwork has an intumescent paint finish.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Services rise through floor/ceiling along north side – ceiling faced here with Rockwool type slab.	Specialist to advise.	Check this is effective fire stopping measure.	C	
		Walls	Blockwork, painted to north, south and west. Concrete, painted to south.	Crack to wall/ceiling along south wall.	Engineer to advise re cracking.	C	
		Skirtings and architraves.	None. The dark grey floor paint is taken up the wall approx.. 150mm height.	-	-	-	
		Doors.	See plant room lobby.	-	-	-	
		Windows.	None.	-	-	-	
		Floor.	Concrete, painted. Bund formed using concrete blocks along north wall and in front of door. To lobby.	Staining from plant leaks.	Redecorate.	3	
		Fittings.	Plant, ducts, services, svp and rainwater pipework.	M and E consultants to asses.	Consultant advice.	C	
		Fire.	Powder fire extinguisher mounted on wall. Call point.				
3.1.4.6	4.05 Landing						
		Ceiling.	Plasterboard soffit lining, painted.	Good.	None.	-	
		Walls.	Plasterboard wall lining, painted.	Paint bubbling to window reveal to east side, Scuffs to corners, otherwise good.	Address water ingress. Redecorate locally.	2	
		Skirtings and architraves.	Polished slate to match floors.	Good.	None.	-	
		Doors.	None.				
		Windows.	Frameless structural glazing in full height strip to south side overlooking Spinningfield, with sealant to glass panel joints.	See bubbling paint to eastern reveal. The floor stops short and glazing flies past – there is dirt to glass behind floor slab. Otherwise appears to be good.	Address water ingress. Clean glass.	2 3	
		Floor.	Solid.	Good.	None.	-	
		Floor finishes.	Polished smooth slate tiles.	Good.	None.	-	
		Guarding to landings.	The guarding is structural glass, with brackets clamped using stainless steel Allen key fixings.	Good.	None.	-	
3.1.4.7	4.06 Compact storage						
		Ceiling	Exposed concrete structure with concrete down stands, painted finish. Wide joints with what appears to be recently applied sealant.	Spall or crack approx. one third distance from west wall.	Engineer to advise.	C	3640
		Structural elements	Concrete beam running west east to north side with 6 no concrete columns. Columns fitted with pvc corner guards.	Fine crack to beam at west wall; Fine cracks to beam to first and second bays from east wall.	Engineer to advise.	C	3641
		Walls	Concrete, painted finish.	First bay from east wall – fine vertical crack below beam. Second bay from east wall – fine vertical crack below beam.	Engineer to advise.	C	3642

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Plasterboard dry lining, painted, to north wall.	Fine vertical crack to south wall at mid-point. Appear to be a number of small patch repairs. Dry lined walls appear to be in good condition.			3644
		Skirtings and architraves	Vinyl coving. No architraves.	Good. -	None. -	- -	
		Doors	Modern composite fire door with vision panel, overhead self-closing device, electric release.	Scuffs, otherwise good.	Cleaning.	M	
		Windows	None.	-	-	-	
		Floor	Built up floor flush with compact shelving rails, Presume on concrete floor slab.	Appears To be good.	None.	-	
		Floor finishes	Vinyl sheet.	Good.	None.	-	
		Fittings	Modern compact shelving system operated by winder and mounted on rails.	Good.	None.	-	
		Fire	See comments re door release. Presume documents protected by inert gas in event of a fire.		M and E consultant to assess.	C	
3.1.5	LEVEL 3 Drawing 1005.						
3.1.5.1	R5.13 Landing and Stair 04.						
		Ceiling.	Plasterboard soffit lining, painted	Good.	None.	-	
		Walls	Plasterboard wall lining, painted. Piers clad with plasterboard, painted.	Untidy plasterwork to glass to west side. Paint bubbling to east side. West wall – fine horizontal crack top right of lift door. Some small marks. Pier corners scuffed. Pier with fine shrinkage crack at high level.	Address water ingress and redecorate locally. Fill and redecorate wall. Clean off, possibly redecorate. Fill and redecorate.	2 3 3 3	3787
		Skirtings and architraves.	Reduced height polished smooth slate. None.	Good. -	None -	- -	
		Doors.	None.	-	-	-	
		Windows.	Frameless structural glazing in full height strip to south side overlooking Spinningfield, with sealant to glass panel joints.	See bubbling paint to eastern reveal. The floor stops short and glazing flies past – there is dirt to glass behind floor slab. Otherwise appears to be good.	Address water ingress. Clean glass.	2 3	
		Floor.	Solid, with polished smooth slate tiling.	Good.	None.	-	
		Fittings.	None.	-	-	-	
		Fire.	Wheelchair refuge station no 2 here with intercom.				
3.1.6	Level 4 Drawing 1006.						
3.1.6.1	5.01 Staff escape stair						

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Ceiling.	Stainless steel formwork. Exposed steel beams, painted.	Appears to be good.	None.	-	
		Walls.	Plasterboard lining, painted. Painted blockwork to the stair centre wall.	Small damage to bottom right-hand corner of lift wall. Crack above door to 5.06 and above lift door. Scuffs on wall behind ladder and damage to plastered threshold.	Make good and patch redecorate. Engineer to advise re crack. Improve threshold and redecorate.	3 C 2	
		Skirtings and architraves	Coved vinyl. No architraves – frame shadow gap.				
		Doors	Roof hatch – side hung flush solid core door, painted. To 5.02 – 1 ½ leaves modern flush doors with paint finish, vision panel to wide leaf, ‘fire door keep shut’ sign, smoke/fire seals, overhead self-closing device recessed into top of door. To 5.06 – modern flush door, painted, ‘fire door keep shut’ sign, smoke /fire seals, overhead self-closing device. To 5.08 – composite flush door, vision panel, ‘fire door keep shut’ sign, latch, overhead self-closing device, metal threshold.	Lipping chipped. Dirty. Wide gap at door bottom? smoke seal loose, lipping chipped; screws missing to push plate; pull handle loose. Door fully closes into frame rebate. Paint scuffed. Door does not self-close, possibly due to the latch. Threshold strip not level and catches door.	Repair and redecorate. Adjust door and firm fit smoke seal. Repair and redecorate. Firm fix ironmongery. Redecorate. Improve latching and re-set threshold so that door self closes.	3 1 3 3 1	
		Windows.	None.	-	-	-	
		Floor.	Solid, vinyl floor finish.	Good.	None.	-	
		Fittings.	Metal ladder fixed to north wall for roof access.	Paint loss otherwise good.	Redecorate.	3	
		Fire.	Evac chair on landing. Fire extinguishers on floor stand.	Instructions for evac chair assembly and use are loose, may be better fixed on wall?			
3.1.6.2	5.02 Lobby.						
		Ceiling.	Low height. Plasterboard, painted. Recessed lights.	Good.	None.	-	
		Walls.	Plasterboard lining, painted, to north. Painted blockwork to south.	Good.	None.	-	
		Skirtings and architraves.	Vinyl coving. None – door frame shadow gap.	Loose and missing adjacent to door to 5.10 and pier return to north wall. Door frame into 5.09 and 5.10 with small chips/scuffs.	Replace where missing and re-fix where loose. Smooth and fill.	2 3	
		Doors.	See 5.10, 5.09 etc.				
		Windows.	None.	-	-	-	
		Floor.	Solid, vinyl sheet floorcovering.	Glue marks from coving and scuffs but generally good condition.	Clean.	3	
		Fittings.	None.	-	-	-	
		Fire.	Call point by door to 5.01.				

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.1.6.3	5.03 Conservation studio.						
		Ceiling.	Suspended plasterboard ceiling, painted, with recessed lights; ceiling hatch. Wide shadow gap to perimeter. Beam down-stands.	Good.	None.	-	
		Walls.	Plastered blockwork, painted, to east wall, others walls plasterboard lining, painted. Duct panel covers along north wall in plasterboard(?).	Fine crack above door to 5.02. Some marks to north and east walls, otherwise good. Panels are unevenly sized and misaligned slightly. Some retro fitted fixings.	Fill and redecorate locally. Clean off marks. Could leave.	3 3 -	
		Skirtings and architraves.	Coved vinyl. No architraves.	Loose in places. -	Refix. -	2 -	
		Doors.	To 5.02 – 1 ½ leaves modern flush door, painted, vision panel to wide leaf; ‘fire door keep shut’ sign; overhead self-closing device set into top of door; smoke and fire seals. Flush hatch to west wall to access the external walkway.	Door does not fully self-close in to frame rebate due to the latch. Good.	Requires improvement so door self closes – fit hush latch to keep or similar. None.	1 -	
		Windows.	4 no. fixed lights with double glazed units to south. External blinds. Continuous strip of frameless glazing at high level.	Generally good. The windows are effectively protected from the weather by the outer glazing to the walkway, however it id reported that water splashed down onto the centre larger light during rain. Appears to be good.	This may be due to failure of the seals to the roof glazing directly above, but need further investigation.	2	
		Floor	Solid, lino floor finish.	Joint seal perished to east side, otherwise good.	Cut out and reseal.	3	
		Fittings.	Desking and specialist equipment. Fume cupboard with extract to north wall.	Good.	None.	-	
		Fire	Fire extinguishers (foam and CO2) on base by door				
3.1.6.4	5.04 Plant room.						
		Ceiling.	Stainless steel formwork. Exposed steel beams, painted.	Appears to be good.	None.	-	
		Walls.	Blockwork, painted to west. Concrete, painted to south and east. Brickwork up to 1m height, painted, to north, with steel studding and rockwool type insulation between.	Appears to be good where can be seen.			
		Skirtings and architraves.	None. The dark grey floor paint is taken up the walls approx.. 150mm height.	Good.	None.		
		Doors.	See 5.06.				
		Windows.	None.				
		Floor.	Concrete, painted. Bund formed using concrete blocks runs along north side and returned in front of door.	Staining from plant leaks etc.	Redecorate.	3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Fittings.	Plant, ducts, services, svp and rainwater downpipes.	M and E consultant to advise.	M and E consultant to advise.	C	
		Fire.	Vesda panel. Sign – area protected by argonite fire extinguisher systems - evacuate immediately on alarm sounding.				
3.1.6.5	5.05 Wet area.						
		This has its own ‘roof’ and ceiling.					
		Ceiling.	Plasterboard, painted. Recessed lights. 2 no. flush terminals for extract/input?	Fine shrinkage crack along centre; fine crack to wall ceiling junction to south-west and south-east corners, otherwise good. Dirt in extract terminals.	Fill and smooth, redecorate. Clean.	3 3	
		Walls.	Ceramic tiling on board (west and north) and blockwork (east and south).	Grout loss to top south-west corner, otherwise good.	Repair grout.	3	
		Skirtings and architraves.	Cove former with floor finish taken up wall to tiling. No architraves.	Good.			
		Doors.	Modern flush door with vision panel, no closer or fire seals, no self-closing device. Roller catch.	Marks on door, otherwise good.	Redecoration.	3	
		Windows.	None.	-	-	-	
		Floor.	Solid, lino floor finish. Floor gully.	Good – tape marks on lino.	Clean.	3	
		Fittings.	Belfast sink on legs, with bid taps. Lab sink on legs.	Good. Good.	None. None.	- -	
		Fire.	The room is an inner room, but door has a vision panel				
3.1.6.6	5.06 Lobby.						
		Ceiling.	Stainless steel formwork. Exposed steel beams, painted.	Appears to be good.	None.	-	
		Walls.	Concrete painted to south. Blockwork, painted, to west and east. Brickwork, painted, to north, with plasterboard wall lining over.	Good. Horizontal crack adjacent to lintel seating. Horizontal crack to brickwork at mid-level.	None. Engineer to comment re cracking. Engineer to comment re cracking.	- C C	
		Skirtings and architraves.	Coved vinyl.	Dirty, otherwise good condition.	Clean.	3	
		Doors.	To 3.04 - modern flush solid-core, painted, smoke/fire seals, overhead self-closing device, ‘fire door keep shut’ sign. Sign warning of bund beyond. Label on door - fire integrity tested, certified until 25.01.23.	Self Closes into frame rebate. Scuffs and dirty marks.	Clean.	3	
		Windows.	None.	-	-	-	
		Floor.	Solid, with vinyl floorcovering.	Dirty, otherwise good condition.	Clean.	3	
		Fittings.	None.				

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Fire.	See notes re door.				
3.1.6.7	Unisex wc	Wheelchair accessible toilet with grab rails.					
		Ceiling	Low ceiling height. Plasterboard, painted, with recessed lights and emergency light.	Fine horizontal crack along door head, otherwise in good condition.	Fill and redecorate.	3	
		Walls.	Ceramic wall tiling to north, south and east walls. Full height duct covers with laminate faced board to west.	Cracking along tile trim to left of door.	Fill and redecorate.	3	
		Skirtings and architraves.	Cove former with vinyl sheet taken up wall up to tiling. No architraves – shadow gap to frame.	Good.	Cleaning as part of floor.	3	
		Doors.		Door frame chipped/scuffed.	Fill and redecorate.	3	
		Windows.	None.	-	-	-	
		Floor.	Solid with non-slip vinyl floor covering.	Dirty, otherwise good condition.			
		Fittings.	Low level WC and basin. Grabrails in compliance with building regulations approved document. Mirror above basin. Paper towel dispenser, toilet roll dispenser. Panic alarm with beacon in 5.02 set in ceiling.	Modern fittings in good condition. The heavy hinged grab rail appears to be well fixed. The white fittings contrast well with the dark grey duct panel.	None.	-	
		Fire.	n/a				
3.1.6.8	5.08 Access balcony						
		This area is part of the atrium and is an access platform for the gantry for changing light fittings. The balcony is being used as a staff locker room and rest area.					
		Ceiling.	High level as part of atrium – presume plasterboard, painted. Flush light fittings. Flush gantry tracking. Cut out to the west end with no cover. Roof glazing.	Good. Gantry not inspected. Hole looks unsightly. Dirt is building up along the full length of the north side of the glazing.	None. Specialist inspection/servicing required.. Access panel required. Cleaning as a minimum, the glazing detail may need improving to facilitate rainwater run-off.	- 2 C 3 3	3761
		Walls.	Plasterboard, painted. The east wall is approx. 1400mm high, with painted timber capping.	Damage to door reveal. An access panel has been cut in the wall and patched – needs better finishing. Cracking to base of capping and to junction with north wall.	None. Fill/smooth and redecorate. Fill and redecorate.	- 3 3	
		Skirtings and architraves.	Vinyl coving.	Loose and damaged at right of door.	Replace where damaged. Refix where loose.	2	
		Doors.	Flush doors to north wall in 2 stages for the retractable gantry for servicing lighting. See 5.01 for door.	Good. Door does not self-close, possibly due to the latch. Threshold strip not level and catches door.	None. Adjust door and threshold so it self closes fully.	-	
		Windows.	Frameless glazing to west.	Extensive dirt steaking down left hand side.	Cleaning.	3	3760

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Floor.	Suspended? Vinyl sheet flooring covering.	Stained and scratched.	Renew.	3	
		Fittings.	Retractable ladder and gantry for servicing light fittings. Lockers, desk, coat rail and safe.	Ladder and gantry not inspected.	Specialist inspection/servicing required.	C	3762
		Fire.	See comments re door to lobby 5.01.				
3.1.6.9	5.09 Office						
		Ceiling.	Suspended plasterboard ceiling, painted, with recessed lights; ceiling hatch. Wide shadow gap to perimeter. Beam down-stands.	Good.	None.	-	
		Walls.	North wall – plasterboard lining built out from main wall, with planted panels presume over ducting or service void. West wall – plaster on masonry, painted. Dividing partition not full height.	Panels are non-matching sizes, otherwise good. Good. Good.	None.	-	
		Skirtings and architraves.	Plain timber, painted.	Good.	None.	-	
		Doors	Door to 5.11 – double swing door				
		Windows.	Upper and lower windows, both fixed double glazed units. External blinds.	Good.	None.		
		Fire	Extinguisher on floor stand.				
3.1.6.10	5.10 Reception desk						
		Ceiling	Veneer faced boarding with recessed light fittings.	Good.	None.		
		Walls	Veneer faced boarding to north, incorporating lockers with veneer faced doors to north wall.	Some small chips adjacent to door to 5.02, otherwise good.	None.		
		Skirtings and architraves	None. None.	- -	- -		
		Doors	To 5.14 – modern veneer faced flush door with vision panel and concealed overhead self-closer. To 5.02 – modern veneer faced flush door with vision panel. To 5.11 – public door – timber veneer faced door with vision panel and overhead self-closing device set into door head; electric locking. Manual lock on inside and outside. To 5.11 staff door – timber veneer faced door, double swing on floor pivots, not fire door.	The cut out at top of door for the self-closer is a little rough, otherwise good. Presume closer is installed to manufacturers recommendations and any required intumescent lining is included. Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Windows	Fixed double glazed window with external blinds. Rendered sills.	Good. Dirt on sills.	None. Clean sills.	- 3	
		Floor	Presume concrete floor slab with built up flooring.	Good.	None.	-	
		Floor finishes	Timber boarding in front of reception counter; carpet to circulation area and office areas.	Good.	None.	-	
		Fittings	Lockers to north wall. Reception counter to south wall – timber and veneer faced panels, with acoustic baffles and glass screen. Low height.	Good. Good.	None. None.	-	
		Fire	n/a				
3.1.6.11	5.11 Secure reading room						
		Ceiling.	Suspended plasterboard, painted. Recessed lights, Wide perimeter shadow gap. Duct with plasterboard cladding along north side.	Good.	None.	-	
		Walls	Plasterboard wall lining generally, with veneered panels. Partition wall to west side with large glazed panels and mirrored panels at high level.	Good.	None.	-	
		Skirtings and architraves.	None. None.	- -	- -		
		Doors.	See 5.10 Flush hatch door to north-east corner to access the external walkway for maintenance personnel.	Not accessed – appears to be good.	None.	-	
		Windows.	Fixed light to atrium to north side – double glazed. Large fixed structural frameless glazing to east side, with external blinds. Rendered sill. Small windows to south, fixed double glazed units. Rendered sill.	Good. Presumed to have required fire raying. Other than dirt build up on rendered sill, good – blinds are repaired as needed – they are protected from worst of weather by the structural glass to the outside of the walkway. Dirt on sills, otherwise good.	Check fire rating. Clean dirt from sill. Clean dirt from sills.	C 3 3	
		Floor.	Solid floor. Carpet floor covering with areas of timber strip flooring.	Good.	None.	-	
		Fittings.	Timber shelving built into wall recesses. Timber desking.	Good.	None.	-	
		Fire.	n/a				
3.1.6.12	5.14 Balcony						
		Ceiling.	Raking plasterboard dropped ceiling, painted, with flush hatch. Main atrium ceiling over.	Good.	None.	-	
		Walls.	North walls – none – plasterboard faced stair guarding with capping. West wall – plasterboard, painted. Large	Good. Paint marked and surface rough.	None. Smooth and redecorate.	- 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			timber veneer faced panel. Short section of structural glass to landing. South wall – large timber veneer faced panel with painted plasterboard above. East wall – short return to left of lift – plasterboard, painted.	Good. Good. Staining/streaking and rough surface.	None. None. Smooth and redecorate.	- - 3	
		Skirtings and architraves.	Small height polished smooth slate to match the floor.	Good.	None.	-	
		Doors.	See 5.10.				
		Windows.	2 no. large internal glass panels to 5.10 with manifestation	Presume fire rated glazing. Good condition.	None.	-	
		Floor.	Solid landing with smooth polished slate tile floor finish. Inset lights..	Polish(?) build up at joints. Chipped tile in front of glass guarding.	Specialist clean. Could leave tile.	3 -	
		Fittings.	Lift car door, architraves and lining in stainless steel. Sign to left of lift.	Good. Marks on sign.	None. Clean.	- 3	
		Fire.	n/a				
3.2	ORIGINAL LIBRARY						
3.2.1	BASEMENT Drawing 1001.						
3.2.1.1	C4 and C5 Corridor						
		Ceiling	Vault, brick, painted finish.	Generally good condition. Numerous fixings for services.	Rationalize services, fill holes and redecorate.	3	
		Walls	Exposed brickwork, painted finish, but largely covered by timber shelving.	Good condition where visible.	Redecoration.	3	
		Skirtings and architraves	None – moulded timber plinth to base of shelving.	-	-	-	
		Doors	None – refer to individual rooms for doors off C4/C5.	-	-	-	
		Floor	Concrete but extensive stone paving over service runs. A sealer appears to have been applied.	Scratches and scabbles, otherwise fair condition.	None.	-	
		Fittings	Traditional timber shelving with timber backs fixed to walls, basic detailing with timber cornice and plinth; varnished.	Scratches and scabbles.	Could refurbish and re-finish.	3	
		Fire	Storage of books and documents along a presumed protected escape route.	Risk assessment required.	Consultant and fire officer to review.	C	
3.2.1.2	C6 Cellar						
	Environmental conditions for document storage – temp. 24.7deg.C; rel. humidity. 34.4						
		Ceiling	Vaulted, brick, painted finish.	Good-far condition. Patched repairs around service penetrations.	Improve/repair around service penetrations. Check fire stopping and improve as necessary. Redecoration.	3 1 3	
		Walls	Exposed brickwork, painted finish, but largely covered by timber shelving.	Paint flaking to north wall. Numerous drilled holes for services.	Improve/repair around service penetrations. Fill holes. Redecoration.	3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Skirtings and architraves	None.	-	-	-	
		Doors	Bi-folding metal gates.	Good.	None.	-	
		Windows	4 light with centre stone pier and stone mullions. Stone lintel with cusped heads. Leaded lights.	Good but dirty; paint splashes; brick dust from recent drilling for services.	Clean dirt and paint splashes.	3	
		Floor	Concrete with stone paver to access service points.	Fine cracking to concrete.	Engineer to comment re. cracking.	C	
		Fittings	Traditional timber shelving with timber backs fixed to walls (limited ventilation to back) and some free standing, basic detailing with timber cornice; varnished.	Poor. Scratches and scabbles to timber, end panel with split/opening joint at base.	Capable of being refurbished.	3	
		Fire	Metal gates to C4 therefore no fire compartmentation.	No fire compartmentation.	Re-assess with fire compartmentation plan.	1	
3.2.1.3	C7 Air handling.						
		Ceiling.	Brick vault – painted.	Good.	None.	-	
		Walls.	Exposed brick, painted. Extensive plant and ducting.	Good where visible.	None.	-	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Wide arched opening to C4 with modern flush door with fixed side panel, with applied panel beads. Smoke seals and perco type closer; roller latch. Sealant all round edge of frame. No fire door signage. Metal bi fold gates folded back in open position.	Door and frame with hand marks and general staining. Door does not fully close into reveal. Good – appear not to be usable due to plant.	Ease door and ease roller latch to ensure door fully self-closes. Clean and redecorate. Add fire door sign. None.	2 3 2 -	
		Windows.	None.	-	-	-	
		Floor.	Concrete.	Some cracking, appears to be historic.	Engineer to comment.	C	
		Fittings.	Extensive ducting.				
		Fire.	See comments re. door. Service penetrations.	Ensure that all service penetrations are fire-stopped.	Specialist to assess firestopping.	C	
3.2.1.4	C8 Plant room.						
		Ceiling.	Underside of steps above, painted.	Some historic cracking and spalling, otherwise good.	None.	-	
		Walls.	Exposed brick, painted. External wall to Wood Street to north with 2 no. recesses presume historic air vents.	Discoloration to painted finishes around and below vents. Wall was dry to touch and vents appear to have been infilled above.	Could touch up decorations, otherwise none.	3	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Boarded timber hatch door into crawlspace to the west.	Fair.	None.	-	
		Windows.	None.	-	-	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Floor.	Stone flags with concrete surround.	Fine cracks to concrete – which appear historic.	None.	-	
		Fittings.	Plant – AHU control panel.				
		Fire.	See comments re C7 door.				
3.2.1.5	C-- Crawlspace.						
		Not accessed.					
		Ceiling.	Painted plaster onto concrete floor slab to south side. Note restricted head room.	Plaster in poor condition. Area of plaster missing and overlaid with ply boarding with expanded foam sealing around edges.	Remove remains of plaster, boarding etc. and repair concrete as necessary. Re-plaster and redecorate.	2	
			Vaulted, brick, painted, to bay in front of window to	Damp affected above right hand window where paint is flaking/lost.	Address damp penetration. Redecorate.	2	
		Walls .	Brickwork with painted finish.	Damp affected above right hand window where paint is flaking/lost. Otherwise in fair condition.	Address damp penetration. Redecorate.	2	
		Structural elements.	Brick pier. Steel joist carrying brick wall.	Good condition, minor defects to paint. Good condition but no fire protection.	Redecorate. Provide intumescent coating or other to achieve required fire protection.	3 2	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	None.	-	-	-	
		Windows.	Left hand window – single fixed light in stone reveal and head. Leaded lights, circular panes. Internal saddle bars.	Inaccessible for close inspection. Appear to be in good condition.	Cleaning.	3	
			Right hand window – two fixed lights with stone mullion, head and reveals. Leaded lights, circular panes. Internal saddle bars..	Inaccessible for close inspection. Appear to be in good condition.	Cleaning.	3	
		Floor.	Concrete with stone paver to service points.	Some cracking to concrete.	Engineer to comment re. cracking.	C	
		Floor finishes.	None.	-	-	-	
		Fittings.	Traditional timber shelving with timber backs fixed to walls (limited ventilation to back), basic detailing with timber cornice; varnished.	Fair.	None.	-	
		Fire.	n/a				
3.2..1.6	C10 Plant room cellar						
		Ceiling.	Vault, brick, painted finish.	Damp ingress and paint loss above window.	Address damp penetration and redecorate.	2	
		Walls.	Exposed brickwork, painted finish.	Damp penetration to north wall, with extensive paint loss/flaking. Paint flaking elsewhere.	Address damp penetration and redecorate.	2	3194
		Skirtings and architraves.	None.	-	-	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Doors.	Modern 4 panel fire door with timber frame, held open via mag lock. Intumescent seals to frame. Modern metal gates in timber frame.	Door does not fully close into rebated frame, otherwise good condition. Good condition.	Adjust. None.	2 -	
		Windows.	2 light window with stone mullion, head and reveals. Leaded lights, circular panes. Internal saddle bars.	Surface Exfoliation to stone head, otherwise in good condition.	Dress down stone. Light clean to glass.	3	
		Floor.	Concrete with stone paving to service points.	Some cracking to concrete – appears to be historic.	Engineer to advise re. cracking.	C	
		Floor finishes.	None.	-	-	-	
		Fittings.	Air handling plant impacting on right hand window. Electrical cabinets. Modern shelving.	Consultant to advise but plant is intrusive in room.	Remove and relocate or reduce impact of plant and ducting	C	
		Fire.	Fire door noted.	-	-	-	
3.2.1.7	C11 Book storage cellar						
		Ceiling.	Painted plaster onto concrete floor slab.	Plaster in poor condition. Plaster cracked and de-bonded and missing in places; small voids visible to slab where plaster is missing; numerous small holes for services and associated fixings; paint flaking; damp patch to south side.	Remove plaster; repair/fill voids to floor slab; Re-plaster and redecorate ceiling to spec.	2	3190
		Walls.	Exposed brickwork, painted, but largely covered by timber shelving.	Fair – poor. Paint flaking. Damp patch over arched head to south. Paint flaking over doorway to C4 (possible services leak?).	Ideally dismantle shelving for fuller inspection of the walls behind. Resolve damp ingress. Clean down walls and refurbish/redecorate to suit intended use..	2-3	
		Skirtings and architraves.	None.				
		Doors.	Double doors to S--. Timber frames; timber panelled doors, upper panels with wired glass; varnished; overhead self-closing devices; fire door keep shut sign; no int/smoke seals fitted to frame.	Fair. Meeting stiles are scratched and scabbled. Door unlikely to achieve designated fire rating.	Refurbish door and upgrade door and frame to achieve required fire rating.	1-2	
		Windows.	Blocked up window opening to south.	n/a, but note damp ingress over former window head.	Address damp ingress; check status of the void to south.	2	
		Floor.	Concrete with stone paving at service points.	Cracking to concrete – likely to be historic.	Engineer to comment re. cracking.	C	
		Fittings.	Traditional timber shelving with timber backs fixed to walls (limited ventilation to back), basic detailing with timber cornice; varnished.	Fair. Scratched and scabbled. Damp staining to south side. Finishes faded.	Capable of being refurbished – adjust backs to improve ventilation.	3	
		Fire.	Note long travel distance for means of escape. Escape in one direction.			C	
		Comment	Environmental conditions for document storage.	Likely to be poor.	Consultant and conservator advice.	C	
3.2.1.8	C11 and C— and C-- Book storage cellar.						
		Ceiling.	Vault, brick, painted finish.	C11 and C-- - Damp ingress above both windows causing salt staining, paint loss and paint flaking. C-- - good condition other than numerous	Address damp ingress, allow patch repoint, to dry out, and redecorate Tidy/remove obsolete fixings, fill and	2 3	3196

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
				fixings for services.	redecorate.		
		Walls.	Exposed brickwork, painted finish, but largely covered by timber shelving.	Paint above and below windows to C11 and C—affected by damp ingress – paint loss and flaking. Damp tracking back along flanking walls. Paint flaking in localised areas..	Address damp ingress, allow to patch repoint, to dry out and to redecorate. Redecorate.	2 3	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Off C5 – metal safe door with metal frame. Timber duckboards laid over threshold. Inner metal gate. Between C11 and C-- - metal gate.	Good. Threshold reduces accessibility. Good.	None. Ensure that safe procedure is in place for safe door to prevent persons being trapped within. None.	- -	
		Windows.	To C11 and C-- - 2 light windows to each room with stone mullion, head and reveals. Leaded lights, circular panes. Internal saddle bars.	Right hand light to both windows is panelled out for mech extract unit. Otherwise in good condition where visible.	Ideally strip out extract and repair windows.	3	3199 3200
		Floor.	Concrete with stone paving to service points. Metal inspection chamber covers and cast floor grills.	Some cracking - appears to be historic.	Engineer to advise re. cracking.	C	
		Fittings.	Traditional timber shelving with timber backs fixed to walls (limited ventilation to back), basic detailing with timber cornice; varnished.	Fair. Scratched and scabbled. Finishes faded	Capable of refurbishment.	3	
		Fire.	See note re doors.				
3.2.1.9	C12 Cellar – corridor.						
		Ceiling.	Concrete, plastered and painted, plus underside of steps above, also painted. Low ceiling height.	Areas of plaster de-bonded.	Allow for patch re-plastering and possible concrete repair. Redecoration.	2	
		Walls.	Exposed brickwork, painted.	Numerous service penetrations and grills, otherwise in good condition.	Make good fixings and any removed services. Redecorate.	3	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Refer to individual rooms off C12.	-	-	-	
		Windows.	None.	-	-		
		Floor	Concrete with stone paving to service points.	Some cracking, which appears to be historic.	Engineer to advise re. cracking.	C	
		Fittings.	None.	-	-	-	
		Fire.	This is culmination of a long single escape route. Restricted width and ceiling height.		Check all service grilles are fire stopped.	C	
3.2.1.10	C13 Plantroom.						
		Ceiling.	Concrete, painted finish.	Surface pitted and loose in places; reinforcement bars are visible in places, with concrete surface spalled off – there appears to be very little cover to bars.	Engineer to comment on overall condition and repairs work required – allow for concrete repairs.	C	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Walls.	Exposed brickwork, painted.	Some flaking of paint at base of steps, otherwise in fair Condition.	Patch redecoration where needed.	3	
		Structural elements.	Steel beam, unpainted, supporting services?	Fair condition.			
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Modern flush door with applied panel beads; routed corners to stiles/rails. Perco type self-closing device; fire and smoke seals to door frames.	Door does not fully self-close. Door opens over the 4 steps and there is sign in pencil warning of this.	Adjust closer and latching to ensure door self-closes as a minimum. Ideally replace door with appropriate new fire rated door.	2 3	
		Windows.	None.	-	-	-	
		Floor.	Four steps down in front of door to C12. Concrete floor.	Steps in fair condition but salt staining. Fair condition but salt staining ‘tide mark’ suggests water ingress or leaking from services. Some fine cracking, appears to be historic.	None. Address any water ingress or service leaks.	- 2	3213
		Floor finishes.	None.	-	-	-	
		Fire.	See note re door.				
3.2.1.11	C14 Cellar.						
		Ceiling	Concrete, painted finish.	Paint scabbled and blistered, otherwise fair condition.	Redecorate.	3	
		Structural elements.	Steel beams carrying brick down stand wall, painted finish.	Spots of rust through the paint. Fire rated paint system is required as beam is structural.	Remove existing paint, clean down and apply intumescent paint finish to provide required fire rating.	2	
		Walls	Exposed brick, painted finish.	Paint flaking extensively to north wall, although wall dry to touch. Loss of paint around downpipe(?) to north east corner and corrosion to downpipe.	Address any damp ingress. Clean down and redecorate.	2	3216
		Skirtings and architraves.	None.	-	-	-	
		Doors.	None.	-	-	-	
		Windows.	None.	-	-	-	
		Floor.	Concrete with stone pavers to service/drain runs. Metal inspection chamber covers.	Cracking to concrete, likely to be historic. Tide marks suggestive of leaking downpipe to north east corner.	Engineer to comment.	C	
		Fittings.	None. There are suspended service pipes wrapped in what looks like hessian – is this to address condensation or provide insulation? Metal downpipe section to north east corner.	Hessian in poor condition/discontinuous. Downpipe section corroded and signs of leaking..	Remove and provide insulation. Replace corroded section of downpipe.	2 2	
		Fire.	Inner room, but service void only.				
3.2.1.12	C15 Cellar						

[illegible]

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Ceiling.	Vault, brick, painted finish.	Damp ingress above windows, with paint flaking. Isolated areas of flaking paint elsewhere.	Address damp ingress, allow patch repoint, to dry out, and redecorate. Redecorate.	2 3	
		Walls.	Exposed brick, painted finish, but largely obscured by shelving.	Efflorescence and flaking paint below windows. Loss of paint around door to C4. Otherwise good condition.	Address damp ingress, allow patch repoint, to dry out, and redecorate.	2	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Hinged metal gate.	Good condition.	--	-	
		Floor.	Concrete with stone paving to service runs in front of windows.	Some cracking, which appears to be historic.	Engineer to advise re cracking.	C	
		Windows.	Pair of 2 light windows, each with stone mullions, head and reveals. Fixed leaded lights with circular panes and internal saddle bars.	Efflorescence and salt staining to stone window head and reveals. Glazing in good condition. Dirt/cobwebs.	Address damp ingress, allow to dry out and brush down. Cleaning.	2 3	
		Fittings	Traditional timber shelving with timber cornice and plinth, with timber backs, fixed to walls.	Knocks and scabbles, otherwise in fair condition.	Capable of refurbishment.	3	
		Fire.	Metal gate therefore no fire protection to C4/C5.		Consultant to assess risk.	C	
3.2.1.15	C18 Cellar.						
		Ceiling.	Vault, brick, painted finish.	Damp ingress above windows, with paint flaking. Numerous fixings for services and service penetrations.	Address damp ingress, allow patch repoint, to dry out, and redecorate. Remove obsolete fixings, repair and redecorate.	2 3	
		Walls.	Exposed brick, painted finish, but largely obscured by shelving. Timber boarding to south wall.	Paint flaking to wall perpendicular to window wall. Possible damp issue with wall covered with boarding?	Address damp ingress, allow patch repoint, to dry out, and redecorate. Consider carefully removing boarding, check wall behind and any decay to battening of embedded plugs. Reinstate boarding.	2 2	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Timber double doors with side panels and over panel in arched opening into staircase. Doors have single timber bottom panel and 6 no. glazed panes to upper panels. Glazing obscure, mainly reeded with some modern replacement glass. Historic ironmongery.	Door locked. Door scabbled and dirty, otherwise in fair condition. Query fire integrity of door to staircase which is open to A4 Spinningfields cloister.	Improve fire integrity of door. Refurbish.	1 3	
		Windows.	Left-hand window - 2 light window with stone mullion, head and reveals; timber boards above stone head. Fixed leaded lights with circular panes and internal saddle bars. Right-hand window – single light boarded over with mech extract fan unit fitted.	Salt staining to stone window head. Window appears to be in good condition. Window covered over.	Address damp ingress above window, allow to dry out and brush off salts. Otherwise none.. Ideally remove board and mech extract, and re-inspect window. Allow to reinstate leaded lights where fan removed.	- 2-3	
		Floor.	Concrete with stone paving to service runs in front of windows. Inspection chamber.	Some cracking, which appears to be historic.	Engineer to advise re cracking.	C	
		Fittings.	Traditional timber shelving with timber cornice and plinth, with timber backs, fixed to walls.	Many knocks and scabbles, otherwise in fair condition.	Capable of refurbishment.	3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Fire.	This could be a secondary escape route up to ground level but door to stair locked. See note re fire rating of doors.		Consultant to assess. Consultant to assess need to upgrade doors.	C C	
3.2.1.16	C19 Charter room 2						
		Ceiling.	Vault, brick, painted finish.	Room full of stored items – ceiling in good condition where visible.	Redecorate.	3	
		Walls.	Exposed brick, painted finish, but largely obscured by stored items.	Paint chipped and scabbled by door, otherwise good condition where visible.	Redecorate.	3	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Timber double doors with louvred lower panels and obscure glazed (stipolite) upper panels. Arched fanlight with metal mesh infill. None matching historic knobs.	Fair-poor condition – the louvres are likely to be a modern intervention. Joints opening to doors. No fire rating (louvres and mesh fanlight).	Consultant to assess need to upgrade for fire door purposes. Overhaul door and upgrade as required. Improve mesh to fanlight.	C 2	
		Windows.	None.	-	-	-	
		Floor.	Concrete where visible.	Some cracking, which appears to be historic.	Engineer to advise re cracking.	C	
		Fittings.	Modern, basic metal shelving.	Basic/serviceable condition, likely to be unsuited for book storage.	Ideally strip out.	3	
		Fire.	See comment re door.				
3.2.1.17	C20 Cleaners Room						
		Ceiling.	Plaster finish on concrete, painted.	Efflorescence to ceiling to south east corner. Various small holes in plaster.	Address any water ingress, clean down and redecorate ceiling.	3	
		Walls.	Glazed brickwork. Locked hatch in south wall.	Glaze is cracked, pitted and extensively discoloured and dirty. Numerous filled holes. Extensive pipe runs with associated fixings.	Specialist cleaning.	3	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Timber ledged braced and boarded with timber frame. Brass knob furniture. Fanlight above door with ply panel and service pipe penetration. No fire rating.	Door and frame with some scabbles, otherwise fair condition. Loss of fanlight.	Refurbish. Ideally reroute service runs to allow reinstatement of fanlight. Consultant to assess need to upgrade for fire.	3 3 C	
		Windows.	None.	-	-	-	
		Floor.	Concrete, with stone pavers to service/drainage runs.	Fine cracking to concrete, appears historic.	Engineer to comment re cracking.	C	
		Fittings.	Fireclay bucket sink with bib taps.	Ingrained dirt and loss of glaze.	Specialist clean.	3	
		Fire.	See note re door.				
3.2.1.18	C21 Spiral stair.						
		Ceiling.	No ceiling as such – underside of steps.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Walls.	Exposed brickwork, painted finish. Infilled window or hatch opening at basement level south side, recently painted.	Paint flaking, discolouration and efflorescence at basement level. Good.	Address damp ingress, allow to dry out and redecorate. Should the void behind this be inaccessible and should infill be vented?	2 2	3225
		Skirtings and architraves.	None.	-	--	-	
		Doors.	None.	-	-	-	
		Windows.	Lancet at mid-level – leaded lights with circular panes with internal saddle bars and set in stone head, reveals and sill.	Dirty, otherwise good.	Cleaning.	3	
		Floor.	None as such - stone winders.	Slight wear to treads, otherwise good.	Light clean, otherwise none.	3	
		Fittings.	None.	-	A rope may be beneficial to improve safety.	3	
		Fire.	Unlikely to constitute an escape route but the stair connects the cellar area with B23 and A13 and B24. Items such as cardboard stored at base of stair.		Fire separation to be considered between these areas. Remove combustible materials and keep stair clear.	1	
3.2.1.19	D8 Male toilets.						
		Ceiling.	Vaulted, white glazed bricks.	Glaze is cracked, pitted and extensively discoloured.	Specialist cleaning.	3	
		Walls.	White glazed brickwork. Ashlar to window reveals. Timber covers presumed pipe boxing.	Glaze is cracked, pitted and extensively discoloured. Damp ingress to window reveal – salt staining to masonry; stone surface friable to sill.	Specialist cleaning. Address damp ingress, allow wall to dry and brush off salts. Dress back friable surface to sill and re-assess need for further repair.	3 2	
		Skirtings and architraves	Terrazzo skirtings with moulded top. Moulded timber architraves to doors.	One or two chipped edges.	Could leave.	-	
		Doors	Timber double doors swinging both directions on floor springs. Each leaf of 6 panels; period ironmongery. Timber 6 panel door to each toilet cubicle.	The double swing doors and lack of vision panel is a hazard, otherwise in fair condition.	Adjust floor springs.	M	
		Windows.	Above basins – 4 light window with stone head and mullions. Leaded lights with circular panes and internal saddle bars. Second light from left has 3 no centre pivoting metal casements but no cords or rodding to operate.	Opening lights not working, Verdigris to frames. otherwise window in good condition.	Check pivoting lights operate, overhaul as required, and replace cords.	3	
			Single light window to each toilet cubicle comprising leaded lights with circular panes and internal saddle bars.	Broken pane to first cubicle window.	Replace broken pane.	2	
		Floor	Concrete with stone pavers in front of windows.	Some fine cracking – appears historic. Floor appears to be dry generally, but cleaning was in progress to this during inspection.	Engineer to comment. Specialist cleaning?	C 3	
		Fittings	Historic vitreous china slab urinal with high level cistern. Marble vanity top on timber legs with 4 no. inset historic basins and fittings. Historic wc pans with timber seat and high	Serviceable condition. 1 no basin cracked.	Cleaning. Repair.	3 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			level cisterns, lead pipework with decorative fixings. Surface fixed pipework. Full height timber cubicles; doors with leaded glass fanlights above.				
		Fire	n/a				
		Notes: these facilities are usable but have been superseded by modern facilities in the new building. There is no access for wheelchair users. There is ingrained dirt and lack of ventilation.					
3.2.1.20	D9 Female toilets.						
		Ceiling.	Vaulted, white glazed bricks.	Glaze is cracked, pitted and extensively discoloured.	Specialist cleaning.	3	
		Walls.	White glazed brickwork. Ashlar to window reveals.	Glaze is cracked, pitted and extensively discoloured.	Specialist cleaning.	3	
		Skirtings And architraves.	Terrazzo skirtings with moulded top. Moulded timber architraves to doors.	Patch repairs in places, and discoloured. Area missing below basins. Good.	Specialist cleaning, otherwise could leave. Reinstate missing areas. None.	3 3 -	
		Doors.	Timber 6 panel doors – single leaf door to C12 and double leaf to C14. Period ironmongery.	Good - fair condition. Scabbled and latch damage to meeting stiles; scratches to finishes. Leaver handle to single door loose.	Refurbish and re-finish.	3	
		Windows.	2 light window above basins with stone mullion, head and reveals. Leaded lights, circular panes. Internal saddle bars. Single light to each toilet cubicle with centre third bottom hung opening light in bronze frame.	Good condition. Damp ingress to reveal? - Verdigris to frames. Opening lights difficult to operate.	Clean. Address any damp ingress (see Wood Street elevation – plant growth around waste stack and stone socket). Refurbish frames to ensure opening light operates.	3 2	3201
		Floor.	Concrete with stone pavers in front of windows.	Cracks.	Engineer to comment. Specialist cleaning?	C 3	
		Floor finishes.	None.	-	-	-	
		Fittings.	Marble vanity top with inset historic basins and fittings. Historic wc pans with timber seats and high level cisterns, lead pipework with decorative fixings. Surface fixed pipework. Full height timber cubicles; doors with leaded glass fanlights above.	Dirty (in process of being cleaned); glaze dull; taps not bright; basin plugs removed. Cistern pipe loose to first cubicle. WC blocked to second cubicle. Good condition.	Cleaning. Refix. Cleaning.	M M 3	
		Fire.	n/a				
	Notes: these facilities are usable but have been superseded by modern facilities in the new building. There is no access for wheelchair users. Environment is damp and there is ingrained dirt and lack of ventilation. There is extensive exposed copper pipework, and intrusive modern services at high level.						
3.2.1.21	S— Stair.						
		Ceiling.	Underside ramp – modern construction of steel and glass floor panels.	Good.	None.	-	
		Walls.	Masonry (ashlar).	Some historic opening of joints, pointed using black mortar – fair condition.	None.	-	
		Skirtings and architraves.	None.	-	-	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Doors.	None.	-	-	-	
		Windows.	None.	-	-	-	
		Floor and steps.	Solid, stone flags. Solid stone treads.	Good.	None.	-	
		Balustrade.	Painted metal balustrade and moulded timber handrail.	Good.	None.	-	
		Fire.	Area being used to store furniture as such it is unlikely to be fire escape route from the cellar.				
3.2.2	FIRST FLOOR Drawing 1003.						
3.2.2.1	A1 Entrance hall						
		Ceiling.	Stone vaulting with carved bosses.	Generally vaulting is in good condition – the following noted. Salt staining or recent pointing adjacent and between the main bosses to each bay. White staining or dust on boss above lobby. Recent pointing(?) to joints to main arch. Salt staining to mortar joints to north bays, and 1 no. block is dark coloured – appears damp. Salt staining to centre of vault above stair RDS 01/4 south flight. Either salt staining to mortar, or recent repointing, each side of apex of vault adjacent to south windows.	With the addition of the overall roof, any salt staining will now be historic. There is metal strapping across the cracked concrete roof which may account for the 'dust' staining. Monitor. Address any damp ingress.	-	3230 3234
			Panelled timber ceiling to vestibule.	Good.	None.	-	
		Structural elements.	Stone columns.	Good.	None.	-	
		Walls.	Masonry walls (ashlar), with traceried panels in between.	Step cracking to wall to porters lodge and a stone block is displaced below internal window to this wall. Crack and spall to base of pier in front of porters lodge, otherwise	Engineer to comment re cracking.	C	3233
		Doors.	To lobby – 2 pairs of timber double doors, double swing using floor springs with pull – pull handles. Each door leaf has 2 timber lower panels and 2 glazed upper panels with tracery. Matching single double swing doors to north and south sides of vestibule. Timber framed fanlight with leaded lights above all doors.	Floor springs are quite heavy. Doors not in regular use other than as a means of escape. Generally in good condition. The single door to the north has a split to top on pivot side – spring appears not to allow door to open into lobby. South door oil stain from floor spring on stone flags Otherwise good.	Make good defective floor spring and repair top of door where split. Clean oil from stone flags. Otherwise none.	2 3 -	3881
			External doors to Deansgate – pair of timber framed double doors, each with bolts to door bottom and bolts to mid rail. Electric sensor/alarmed? Signs posted on door re. bolt operation for exit.	Good condition.	None – presume procedure is in place for operation of bolts for egress.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Windows.	To north, east and south walls - windows of 2 stages and 2 lights wide, with stone mullions and transoms and tracery to both stages. Leaded lights of circular panes with internal saddle bars. Centre pivot opening lights set in metal frames to a number of windows.	North wall – eastern window – leaded lights slightly bowing outwards. Top of steps to north side - leaded lights slightly bowing outwards where not connected to saddle bars. Dirty. Otherwise in good condition.	Could leave and monitor. Attach leaded lights to saddle bars. Light cleaning.	- 2 3	
		Floor.	Solid with smooth stone flags. Some flags appear to have been replaced in front of lobby to south side.	Cracking to south side of lobby. 2 no. cracks along north side extending to top of steps down to female toilets. Crack to centre of floor in front of lobby. Localised loss of mortar pointing between flags, various areas.	Engineer to comment re cracking. Patch repoint where mortar loose or missing.	C 2	3236 3888
		Vestibule.	Stone tiles with recessed matwell.	Oil staining from floor springs as noted to doors, otherwise good.	Clean oil stain.	3	
		Fire.	Escape route to Deansgate to east via original entrance lobby.	The bolts to release is not ideal.	Presume this has been assessed and procedure is in place for operation of bolts for egress.	C	
3.2.2.2	Stair down to male toilets.						
		Ceiling.	Stone vault. Soffit of stairs above.	Good. Joints opening or cracking of joints.	None.	-	
		Walls.	Masonry (ashlar).	Some loss of mortar to joints to arched head of opening into A1. Stone block cracked to right of stair flight.	Engineer to comment.	C	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Refer to D8.				
		Windows.	2 light and 4 light windows between stair and porters lodge, with stone mullions and tracery. Leaded lights.	Good. Lack of fire separation between porters lodge and stair.	None. Consultant to assess whether the window require any fire rated secondary glazing or similar to protect the stairs.	- C	
		Floor/steps.	Stone flags. Stone steps.	Cracking to flags to landing at upper level. Painted edge of nosing. Good condition.	Engineer to comment. None.	C -	
		Handrails.	None.	-	Consultant to asses if a wall mounted rail should be provided.	C	
		Fire.	n/a				
3.2.2.3	RDS-01/01 Stair down to female toilets						
		Ceiling.	Stone vault. Soffit of stairs above.	Good. Joints opening or cracking of joints.	None.	-	
		Walls.	Masonry (ashlar).	Crack to stone below arch to east side. Discoloration to stone to east side	Engineer to comment. Address and damp ingress.	C 2	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Refer to D9.				
		Windows.	Single light. Leaded lights.	Good. Dirty.	None. Light clean.	- 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Floor/steps.	Stone flags. Stone steps.	Good. No painted edge to highlight nosing. Top step cracked; crack at top of flight, otherwise good condition.	None. Engineer to comment.	- C	
		Handrails.	None.	-	Consultant to asses if a wall mounted rail should be provided.	C	
		Fire.	n/a				
3.2.2.4	A2 Porters Lodge						
		Ceiling.	Concrete with plaster finish, painted.	Fine cracking.	Engineer to comment. Fill and redecorate.	C 3	
		Walls.	Masonry with plaster, painted.	Paint blistered in numerous places. Efflorescence adjacent to sink.	Redecorate.	3	
		Structural elements.	Brick arches.	Fine crack to arch to east side.	Engineer to comment.	C	
		Skirtings and architraves.	Bullnose hardwood, varnished.	Some sections missing. Loss of finishes.	Replace where missing. Re-varnish.	3	
		Doors.	Timber double doors with arched head. Each leaf with 6 panels and traceried upper panels. Captive leaf has 'stable' door arrangement. Historic ironmongery.	Wear to lipping and ply cover to stable door, otherwise good condition. Door will have no fire rating.	Light refurbish.	3	
		Windows.	Internal window to north wall – 2 light window with tracery; leaded lights. Internal window to gents toilet lobby.	Crack and loose masonry to right-hand reveal. No fire rating. Obscured. Will have no fire rating.	Engineer to comment - possible pin repair – allow for stone indent.	C 2	3249
			External – 2 no. square headed windows with leaded lights.	Cracked pane to window to south wall, otherwise good.	Replace cracked pane.	2	
		Floor.	Solid with wood blocks.	Some loose blocks, surface finish worn.	Re-fix loose blocks. Sand and re-seal.	2 3	
		Fittings.	Fireclay sink on base on plinth. Bib taps.	Fine crazing to glaze and ingrained dirt.	None.	-	
			Historic telephone enclosure – timber enclosure and door.	Good.	None.	-	
		Fire.	See door and window notes. Due to porter occupation risk may be considered low?		Consultant to assess.	C	
3.2.2.5	RDS 01/4 Main stairs first flight and landing.						
		Steps.					
		Landing.	Solid with smooth stone flags.	Raking crack to landing from top of steps into doorway to A11. Crack to right-hand side of A11 door. Otherwise in good condition.	Engineer to comment re cracking.	C	3887
		Balustrades.	Pierced masonry balustrade with heavy stone capping, quite low height.	North stair flight - cracking and widening joint to right-hand side. Open joint to left-hand side. South stair flight – coping joint has opened up and mortar loss to traceried guarding below this.	Engineer to comment re cracking. Point as a minimum and monitor.	C 2	3248
		Handrails.	Handrail to centre of both flights.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.2.2.6	RDS-01/03 Main Stairs second flight south side						
		Ceiling.	Stone vaulting to small balcony.	Joints have opened in the past and have been repointed – appear not to have opened up.	None.	-	
			Stone vaulting beneath lantern gallery.	Salt staining to vaulting to north side. Crack to vault to south side. One or two joints may be opening up.	Address water ingress. Engineer to comment re cracking and joints.	2 C	3268 3269
		Structural elements.	Masonry arch above stair flight.	Joints widening.	Engineer to comment.	C	
		Walls.	Masonry (ashlar).	To half landing – open joint to string to east wall below northern most window. South wall – joints previously widened beneath window and pointed up.	None – monitor.		
		Doors.	None.	-	-	-	
		Windows.	To north, east and south walls - windows of 2 stages and 2 lights wide, with stone mullions and transoms and tracery to both stages. Leaded lights of circular panes with internal saddle bars.	Good.	None.	-	
		Steps and landing.	Stone.	Crack to half landing.			3235
		Balustrades.	Pierced masonry balustrade with heavy stone capping, quite low height.	Widened joints to coping at base of flight have been pointed, pointing a little messy, but has not worsened. Crack to balustrade at half landing which runs into floor – a tell-tale had been fitted.	None – monitor. Engineer to comment re cracking.	- C	3270 3273
3.2.2.7	RDS-01/03 Main Stairs second flight north side						
3.2.2.8	A4 Spinningfield Cloister						
		Ceiling.	Stone vaulting.	Salt staining to first arch from east side and some mortar loss to joints in localised areas. Second arch from east side – mortar loss and some cracking. Fourth arch from east side cracking to stone and open joints; arch voussoir pointing has fine cracking. Cracking to rid to fourth and fifth arch from east end.	Engineer to advise re cracking and opening joints. Allow for repointing as a minimum. Pin cracks.	C 2 2	
		Walls.	Masonry (ashlar).	All bays – salt staining to masonry above windows. Some historic pointing where joints have opened using black mortar – these appear sound.	Address any water ingress with parapet gutters and metal swan necks, allow to dry as required and brush off. Allow for repointing above arches.	2	3879 3263
				There are a number of sill blocks which are displaced slightly/pushed out.	Engineer to comment.	C	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	None.	-	-	-	
		Windows.	To each bay – 2 lights with stone mullion and tracery. Leaded lights; stained glass to	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			tracery. Basic ferramenta.				
		Floor.	Stone flags.	Cracking to each bay.	Engineer to comment.	C	3878
		Fire.	Fire exit route.				
3.2.2.9	B39 Ramp						
		Ramp	To west end – modern ramp with glass panels with ground or fritted finish. Metal handrail and structural glass guarding.	Good.	None.	-	
3.2.2.10	A6 Cross Chamber						
		Ceiling.	Very low light levels. Masonry vaulting.	Possible cramp at mid-point adjacent to boss?	Engineer to comment, otherwise none.	-	
		Structural elements.	Masonry columns to opening to A4 and A7.	Widened joints pointed using black mortar appear not to have cracked.	None.	-	
		Walls.	Masonry (ashlar).	A number of joints have widened and have been pointed using black mortar – appear not to have cracked or worsened..	None.	-	
		Doors.	None. Metal gates to A4.	Good.	None.	-	
		Windows.	Clerestory windows to north and south, covered over by blackout curtains.	Not known.			
		Floor.	Stone flags.	Cracking at junction with A4 and A7, otherwise good.	Engineer to comment.	C	
3.2.2.11	A7 Wood Street Cloister						
		Ceiling.	Stone vaulting.	First bay from east – salt staining to first arch and open joint. First bay appears to be damp. Second bay – salt staining. Third bay – salt staining to joints. Fourth bay – salt staining to joints. Fifth bay (above stair) – mortar loss to joints.	Address any water ingress. Point joints and monitor. If water ingress has been addressed, brush of staining. Point joints and monitor.	1 2 3 2	
		Walls.	Masonry (ashlar).	Joints have opened in the past and have been repointed using black mortar. Salt staining to masonry above all windows – feels damp to touch in places. Some displacement of masonry blocks below windows sills. 5 th bay from east – cracking to base of sill plus salt staining. 6 th bay – sill displaced outwards above the steps RDS-13, and salt staining to stone blocks.	Address any water ingress, allow to dry out and brush off staining. Engineer to comment – presume leave and monitor. Pin cracks to engineers details. Engineer to comment – presume leave and monitor. Brush off salt.	1 C 2 & C C & 3	3885
		Skirtings and architraves.	None.	-	-	-	
		Doors.	See A9 To RDS-13 - timber panelled door with side panels and tall fanlight with upper stage in arched opening. 6 panel door with upper panels with glazed	Some joints opening to door, otherwise in good condition.	Specialist joinery might tighten up door, but could leave.	3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			leaded lights with timber tracery. Traceried mid-panel to fanlight.				
		Windows.	To each bay – 2 light window with stone mullion and tracery. Plain leaded lights with circular panes and saddle bars; stained glass to tracery.	Dirty, otherwise in good condition.	Light cleaning.	3	
		Floor.	Smooth stone flags.	Cracking to flags in each bay along A7.	Engineer To comment re cracking. Could leave.	C -	
		Fittings.	Metal gates at mid-point. Metal grilles to south wall.	Good. Good..	None. Establish what these do and if fire stopped.	- C	
		Fire.	Escape route along A7 to final exit door at bottom of steps. Is there an evac chair for use in this area?				
3.2.2.12	RDS-13 Staircase						
		Ceiling.	Stone vault.	Some joints appear to opened and pointed using black mortar.	Engineer to comment.	C	
		Walls.	Masonry (ashlar).	White/salt staining to north wall above stair flight.	Address any water ingress issues.	2	3883
		Windows	2 light window above stair flight with stone mullions and tracery. Plain leaded lights with circular panes and saddle bars; stained glass to tracery.	Slight opening of joints to sill and tracery. Crack to sill to left-hand light.	Engineer to comment. Allow for crack repair, point up as a minimum.	C 2	
		Skirtings and architraves.	None.	-	-	-	
		Floor.	Concrete to bottom of stair.	Joint opening up, appears to be historic.	Engineer to comment.	C	
		Stairs.	Solid treads.	Good.	None.	-	
		Handrails And balustrade.	None.	-	-	-	
3.2.2.13	Lobby off RDS-13						
		Ceiling.	Stone vault.	Dark colouration, but appears to be good.	None.	-	
		Walls.	Masonry (ashlar).	Good.	None.	-	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	To RDS-13 -timber door, double swing on floor spring, 6 panel, set in timber frame and side panel with fanlight above. External door to Wood Street – timber double doors with timber frame; floor bolts to each door and head; sign posted re operation of bolts.	Good. Good.	None. None.	- -	
		Windows.	Refer to B22 for high level window.	-	-	-	
		Floor.	Concrete.	Some historic opening of joints, otherwise good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Fittings.	None.	-	-	-	
		Fire.	This is the final exit from escape route into Wood Street – the bolts to the final exit doors are not ideal but resume procedure is in place for this. Call point.				
3.2.2.14	RDS-07 Store room						
		Ceiling.	Very high ceiling – presume plaster on concrete, painted.	Appears to be in fair condition.	None.	-	
		Walls.	Exposed brick, painted. Duct(?) running west – east at high level.	Good If this a duct is it fire-stopped?	None. Specialist to check firestopping.	- C	
		Skirtings And architraves.	None.	-	-	-	
		Doors.	To RDS-13 lobby – timber 6 panel door with brass knob. No self-closing device or fire seals.	Good. Door is robust will have no formal fire rating.	None. Currently low risk.	- -	
		Windows.	2 light window with stone mullion. Leaded lights.	Good.	None.	-	
		Floor.	Solid with wood block finish.	Good.	None.	-	
		Fittings.	None.	-	-	-	
		Fire.	Door onto fire exit lobby will have no formal fire rating, but currently low risk.				
3.2.2.15	A9 Book Committee Room						
		Ceiling.	Decorative plaster ceiling between timber clad primary down stand beams, with carved timber bosses.	Good.	None.	-	
		Walls.	Masonry – ashlar exposed to upper level, timber panelling to low level with linenfold panels and crenelated capping. 2 no. metal fretted grills for radiators.	South wall – open vertical joints to ashlar or mortar loss, various places. Panelling – loose pilaster to right of door to A10 and moulding to plinth partly missing. Dust lodging on top of panels and sill.	Point up and monitor. Firm Fix. Reinstate missing run of moulding. Clean.	2 3 3 3	
				North wall – water streaking above door. Voussoir joints may be opening up to window above door. Slight dark and white/salt staining above right of western window.	Address any water ingress. Clean off streaking by approved method. Point voussoir joints and monitor. Address any water ingress. Clean off salts.	3 2 2	
				West wall – open vertical joints to ashlar or mortar loss, various places. Red plastic wall plugs remain to right-hand side.	Point up and monitor. Remove plugs and point up to match stone.	2 2	
				East wall – vertical joints to ashlar opening up, various places. Cracking to stone cornice at mid-point of room. Cracked stone to left-hand side of wall.	Point up and monitor. Pin as required and point up. Pin as required and point up.	2 2 2	
		Skirtings and architraves.	Timber plinth to panelling, with hinged panels at radiator positions.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Doors.	To A7 and A10 – heavy timber double doors with arched heads, each of 6 panels with carved traceried upper panels. Rebated meeting stiles. Glass panel introduced at mid -level. Concealed bolts to meeting stiles. Historic ironmongery. Timber frames with carved spandrels.	Good.	None.	-	
		Windows.	2 no. clerestory windows each of 6 lights with arched heads and stone mullions with traceried upper panels. Plain leaded lights to lower areas, round panes, with metal framed centre pivoting casements to western window operated by cord. Stained glass to tracery.	Good.	None.	-	
		Floor.	Solid, with 'Amtico' type wood effect plastic tile. Black plastic threshold strips to doorways.	Presumed the tiling has been laid over the wood block flooring beneath, and glued to the wood blocks. Amtico tiling in good condition but inappropriate appearance.	Could leave the tiling, but ideally remove and sand and re-seal the wood block floors below. Allow a provisional item to replace damaged blocks, and re-set any loose blocks.	3	
		Fittings.	None.	-	-	-	
		Fire.	Do the doors need upgrading for fire rating e.g. the addition of smoke seals to frames? Some form of self-closing device or mag hold open?		Consultant to assess.	C	
3.2.2.16	A10 Council Chamber						
		Ceiling.	Decorative plaster ceiling between timber clad primary down stand beams, with carved timber bosses.	Good.	None.	-	
		Walls.	Masonry – ashlar exposed to upper level, timber panelling to low level with linenfold panels and fretted capping. 2 no. metal fretted grills for radiators.	South wall – unsightly water streaking above door head. Possible water streaking above inner arch to left-hand side. Joints opening up to inner arch above door to cloister. Possible joint opening or mortar loss to inner arch to right-hand clerestory window. Historic(?) drips and stains to sloping stone window sills. Panelling – loose beads and joints widening to panels.	Address any water ingress. Clean off streaking by approved method. Point up and monitor. Engineer to comment. Clean off streaking by approved method Specialist to firm fix beading. Widened joints could be left.	3 2 C 3	3327
				North wall – one or two widening joints to ashlar above door to A9. Panelling – scratches to panels to at mid-level and to pilaster to left-hand side.	Point up and monitor. Engineer to comment. Specialist to refurbish finishes in localised places.	2 C 3	
				West wall – open joints/mortar loss to ashlar joints to a number of places to left-hand side and at mid-point. Panelling – damage to cresting to right-hand side.	Point up and monitor. Engineer to comment. Ideally replace the missing cresting.	2 C 3	
				East wall – A number of opening joints to ashlar blocks; crack to stone to right-hand side. Panelling – cresting lost to right-hand side adjacent wall to cloister.	Point up and monitor. Pin crack. Engineer to comment. Ideally replace the missing cresting.	2 C 2 3	3329
		Skirtings and architraves.	Timber plinth to panelling, with hinged panels at radiator positions.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Doors.	To A4 and A9 – heavy timber double doors with arched heads, each of 6 panels with carved traceried upper panels. Rebated meeting stiles. Glass panel introduced at mid -level. Concealed bolts to meeting stiles. Historic ironmongery. Timber frames with carved spandrels.	Scratches and chips to lipping. Door to A4 has been catching on the floor, which is marked, but has been eased. Generally in good condition.	Specialist refurbishment of finishes.	3	
		Windows.	2 no. clerestory windows each of 6 lights with arched heads and stone mullions with traceried upper panels. Plain leaded lights to lower areas, round panes, with metal framed centre pivoting casements to western window operated by cord. Stained glass to tracery.	Check for cause of water streaking below eastern window, otherwise good condition. Glass is dirty. Casements work satisfactorily.	None. Light cleaning. None.	- 3 -	
		Floor.	Solid with wood blocks. Electric socket boxes with hinged brass covers.	A number of loose blocks. Some scratches and scabbles. Finish worn generally, otherwise good-fair condition.	Re-fix loose blocks. Sand and reseal.	2 3	
		Fittings.	Built in low level cupboards in timber with drawers to west wall. Historic switch panel. Black out curtains to clerestory windows operated by cords.	Some scratches. Brass drawer pulls loose, otherwise good. Good.	Firm fix drawer pulls to avoid losses. Specialist refurbishment of finishes. None.	2 3 -	
		Fire.	Do the doors need upgrading for fire rating e.g. the addition of smoke seals to frames? Some form of self-closing device or mag hold open?		Consultant to assess.	C	
3.2.2.17	A11 Exhibition Hall						
		Ceiling.	Decorative plaster between timber clad down stand primary beams.	Good.	None.	-	
		Walls.	Masonry (ashlar) at high level. Decorative timber panels at low level with highly carved decorative loft to west wall.	Good. Joints to panels have opened up. Splits to boards. Some bowing of panels.	None. Some specialist refurbishment to split panels. Other matters may improve if the humidity and temperature are stabilized. Provisional item to flatten bowed panels, but could leave.	- 3	
		Structural elements.	2 no. stone columns with masonry arch to north and south walls and arched tie to west and east walls.	North wall – joints opening up to arch and to wall above. Connecting arch to Wood Street – joints opening up. South wall and connecting arch appear to be in fair condition.	Engineer to comment re joints opening. Point and monitor. None.	C 2 -	3329
		Skirtings and architraves.	Integral with panelling.	Good.	None.	-	
		Doors.	2 no. sets of heavy timber double doors to east wall to RDS-01/03. Double swing doors on floor springs; period pull-pull handles; panelled doors with tracery to upper panels; single vision panel to mid-level.	Doors are heavy to push open. Scabbles to meeting stiles. Otherwise in good condition.	None.	-	
		Windows.	4 no. clerestory windows. Each of 6 lights with arched heads and stone mullions with traceried upper panels. Plain leaded lights to lower areas, round panes, with metal framed centre pivoting casements to western window operated by cord. Stained glass to tracery.	Some panels are bowing outwards slightly, Otherwise good condition. Dirty.	Could leave. Light clean.	- 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Floor.	Solid with wood blocks.	Sun bleached and surface finish worn; some wear and gouges.	Replace any badly gouged blocks) possibly turn over?) Sand and re-seal.	3	
		Fittings.	Blackout curtains to clerestory windows, cord operated.	Fair condition.	None.	-	
		Fire.	Closest fire exit will be via original entrance to Deansgate, which is down the main stir to A1 – is an evac chair available?		Consultant to assess.	C	
3.2.2.18	B20 Book store.						
		Ceiling.	High ceiling. Concrete with plaster finish, painted. Surface conduit and pipework.	Appears to be in fair condition.	None.	-	
		Walls.	Plaster on masonry, painted.	Stored items obscure walls. Historic scabbles painted over. Plaster de-bonded to low level to south-west corner.	Cut out de-bonded plaster, re-plaster and allow to redecorate walls.	2	
		Skirtings and architraves.	Bullnose timber, varnished.	Good where visible.	None.	-	
		Doors.	Refer to B25. To B21 – timber framed double doors, 3 panels, upper panels glazed with ripple glass. Flat head to door with fanlight over with arched head. Door has rebated meeting stiles. No smoke/fire seals. Brass bolts and levers (one replaced with a later knob).	Bolts need adjusting, otherwise doors in good condition. Historic rippled glass – unlikely to be safety glass.	Adjust bolts. Consultant to assess - add protective film if safety is an issue – staff access area.	2 C	
		Windows.	2 stage 2 light window with stone reveals, mullions and transoms; leaded lights with circular panes. Centre pivot opening casements in metal frame to upper	Appear to be in fair condition, but lack of fire separation between B20 and atrium	None. Consultant to assess, but presume fire rated secondary glazing in metal frame will be required. The opening to RDS-16 may also need to be infilled with fire resistant glazing, meaning there will be a lack of ventilation to this room.	C	
		Floor.	Solid with wood blocks. Service access panel with block infill.	Joints opening up along centre of room. Some loose blocks. Areas of damage and scratches. Loss of finish.	Engineer to comment re. opening joint, but refix loose blocks, fill, sand and reseal, and monitor.	3	
		Fittings.	None.	-	-	-	
		Fire.	See comments re windows.				
3.2.2.19	B21 Corridor						
		Ceiling.	Concrete with plaster finish, painted. Surface fixed conduit.	Cracking, but decorations in fair condition.	Fill and redecorate.	3	
		Walls.	Plaster on masonry, painted. Metal service pipes/risers to north-east corner.	Stored items obscure walls.	Allow to redecorate. Specialist to inspect fire stopping.	3 C	
		Skirtings and architraves.	Hardwood bullnose, varnished.	Damage to east wall pier. Fair – loss of finish.	Repair. Re-varnish.	2 3	
		Doors.	See B20 and RDS-18.				
		Windows.	None.	-	-	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Floor.	Solid, timber blocks.	Loose blocks. Finishes worn.	Re-set. Sand and re-seal.	2 3	
		Fittings.	Historic telephone point and electrical switches in wooden boxes.	Good – retain. Good - retain.	None. None.	- -	
		Fire.	Fire extinguisher on floor stand. Call point.				
3.2.2.20	B22 Lower Manuscript Room						
		Ceiling.	Plain plaster finish, painted. Primary beams, timber clad, to support mezzanine floors.	Decorations appear tom be old, but in fair condition.	Allow for redecoration.	3	
		Walls.	Plastered masonry walls with painted finish, almost entirely lined with bookcases.	Good where visible.	None.	-	
		Skirtings and architraves.	Timber plinth integral with book cases.				
		Doors.	To A6, B23 and B21 - timber double doors, 6 panel with linenfold panels and central glass vison panel. Double swing doors with brass floor springs, pull – pull handles, and floor catches.	Floor catches worn and wedges are used to keep doors open, otherwise in good condition.	Renew floor catches in brass to match.	2	
		Windows.	6 light window to clerestory with arched heads and stone mullions with traceried upper panels. Plain leaded lights to lower areas, round panes. Stained glass to tracery.	Some bowing of panels, but generally in good condition. Dirty.	Could leave. Light cleaning.	- 3	
			Lancet at low level to north wall with tracery and leaded lights and ferramenta.	Good. Fire compartmentation with RDS-13 and RDS-13 lobby?	None. Consultant to assess risk – allow for fire rated secondary glazing, but will be visually intrusive.	C	
		Floor.	Solid with wood blocks.	Area of depression or settlement. Loose blocks. Finishes worn.	Lift blocks and address settlement. Refix loose blocks. Sand and re-seal.	2 2 3	
		Fittings.	Book shelving and cabinets.	Good.	None.	-	
		Fire.	See comment re window at low level. Do the doors need upgrading for fire rating e.g. the addition of smoke seals to frames? Some form of self-closing device or mag hold open?		Consultant to assess.	C	
3.2.2.21	B23 English Manuscript Room						
		Ceiling.	Plain plaster finish, painted. Primary beams, timber clad, to support mezzanine floors.	Good.	None.	-	
		Walls.	Plastered masonry walls with painted finish, almost entirely lined with bookcases.	Good.	None.	-	
		Skirtings and architraves.	Timber plinth integral with book cases.	Good.	None.	-	
		Doors.	To A6, B22 and B21 - timber double doors, 6 panel with linenfold panels and central glass vison panel. Double swing doors with brass floor springs, pull – pull handles, and floor catches.	Marks and scratches to lipping. Concealed bolt to one leaf won't stay up and catches on floor.	Light refurbishment by specialist. Adjust bolt.	3 2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Windows.	6 light window to clerestory with arched heads and stone mullions with traceried upper panels. Plain leaded lights to lower areas, round panes. Stained glass to tracery.	Generally in good condition. Dirty.	Light clean.	3	
		Floors.	Solid with wood blocks.	Surface sun bleached. Blocks worn and scratched. Some settlement. Area of rubber backed carpet.	Lift blocks and address settlement. Refix loose blocks. Sand and re-seal. Remove?	2 2 3 3	3340
3.2.2.22	B24 Spiral Stair						
		Ceiling.	See second floor.				
		Walls.	Brickwork, painted.	Crack from ceiling runs down wall.	Engineer to comment.	C	
		Door.	None.	-	-	-	
		Window.	Single light, leaded lights.	Good, but overlooks the atrium and will have no fire rating.	Consultant to assess.	C	
		Stair treads.	Solid stone.	Good.	None.	-	
3.2.3	SECOND FLOOR PLAN Drawing 1004.						
3.2.3.1	Mezzanine 1						
		Ceiling.	Concrete with plaster finish, painted. Surface fixed historic conduit for lighting. Surface fixed cabling for smoke detector. Metal services grills.	Blistering and fine cracking to south and west. Crazing to mid-level to south side, possibly de-bonded. Good.	Remove blistering and re-skim. Cut out where plaster is de-bonded , re-plaster. Redecorate. None but check for fire stopping.	3 C	
		Walls.	Timber lined, with bookshelves with glass doors. Masonry arch.	Good where accessible.	None.	-	
		Structural elements.	Masonry arch to RDS-29.	Joint opened up to centre.	Point and monitor. Engineer to comment.	2 C	
		Skirtings and architraves.	Timber plinth to bookshelves.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	6 light window with arched head to south. Stone reveals, mullion and tracery. Leaded lights with ferramenta and plain circular panes to windows; stained glass to tracery.	Recent pointing to leaded lights and ferramenta; glare made inspection difficult but window appears to be good. Some dirt to glass.	Cleaning.	3	
		Floor.	Suspended timber beams with timber floor boarding.	Recent finishes to boards. Some wear to boards.	None. Could leave.	- -	
		Balustrade.	Balustrade around mezzanine areas – varnished timber rail with metal scrollwork balustrade.	Some play in centre of balustrade. Wide gaps between uprights. Lowish height.	Firm fix to centre, adding metal brace or bracket concealed under wood floor? Presume staff only area, no remedial action.	2 -	
		Fittings.	Timber book cases with timber plinth and cornice; glass doors.	Appear to be good. Glass doors not checked.	None.	-	
		Fire.	See comments re grills in ceiling.				

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.2.3.2	B34 Mezzanine above manuscript room						
		Ceiling.	Concrete with plaster finish, painted. Surface fixed historic conduit for lights.	Cracks and undulations to finishes; fine cracking to various locations.	Fill cracks and redecorate. Provision item to remove plaster, re-plaster and redecorate.	3 3	
		Structural elements.	Masonry arch to opening to mezzanine 1.	Opened joints have been repointed – cracking not recurred.	Engineer to comment.	C	
		Walls.	Plaster on masonry, painted.	Fine vertical crack from ceiling downwards to south wall; fine raking crack to mid-level south wall. Discoloration to finishes at high level to south wall top right of window.			
		Skirtings and architraves.	Timber, generally as part of book shelving.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	East wall – 4 light window, stone reveals, mullions and tracery. Leaded lights with ferramenta and plain circular panes to windows; stained glass to tracery; 1 no. opening casement floor to ceiling.	Recent repairs to leaded lights and recent repointing – condition good. Stone is dirty. Some mortar loss to joints to tracery to all lights – correspond to wall cracking.	None. Could leave, Point joints. Engineer to comment.	- - 2 C	
			South wall – as above but 6 lights and no opening casement.	Recent repointing to left light. Joints opening to tracery. Stone spalled to window head.	None. Point joints;	- 2	
			South wall – 2 light window to west side – stone reveals and mullion.	Recent pointing to leaded lights; good condition.	None.	-	
			West wall – single light.	Salt staining to masonry reveal; efflorescence to mortar/powdering.	Address any continuing water ingress, repoint.	2	
		Floor.	Solid floor covered with wood blocks.	Some loss of surface finish and wear to blocks.	Sand and reseal.	3	
		Fittings.	Balustrading. Timber shelves with sliding doors with cupboards below.	Doors tight to open, otherwise fair condition.	Ease doors.	3	
		Fire.	Exit route to Wood Street stair and exit is quite long. Alternative escape via B24 spiral stair down to B23.		Consultant to assess.	C	
3.2.3.3	Mezzanine 2						
		Ceiling.	Concrete, plaster finish, painted.	Fine cracking and crazing of finishes.	Remove any loose, re-skim and redecorate.	3	
		Walls.	Timber lined, with bookshelves with glass doors. Masonry arch.	Mainly inaccessible for inspection.			
		Skirtings and architraves.	Timber, generally as part of book shelving.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	6 light window with arched head to south. Stone reveals, mullion and tracery. Leaded lights with ferramenta and plain circular panes to windows; stained glass to tracery.	Recent pointing to leaded lights and ferramenta. Centre stained glass panel bowed inwards slightly. Stone and glass blackened.	Leave and monitor. Light clean to glass.	- 3	
		Floor.	Suspended timber beams with timber floor boarding.	Recent finishes to boards. Some wear to boards.	None. Could leave.	- -	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Balustrade.	Balustrade around mezzanine areas – varnished timber rail with metal scrollwork balustrade.	Some play in centre of balustrade. Wide gaps between uprights. Lowish height.	Firm fix to centre, adding metal brace or bracket concealed under wood floor? Presume staff only area, no remedial action.	2 -	
		Fittings.	Timber book cases with timber plinth and cornice; glass doors in brass frames.	Generally good, but many doors to north side don't close fully.	Specialist to inspect and ease frames so doors close.	3	
		Fire.	See comments for mezzanine 1				
3.2.3.4	Mezzanine 2 – north bay						
		Ceiling.	Concrete with plaster finish, painted. Surface fixed historic conduit for lights.	Finishes blistered to centre of room.	Remove where blistered, re-skim and redecorate.	3	
		Walls.	Plaster on masonry, painted.	Paint flaking to right of east facing window.	Prepare and decorate locally.	3	
		Structural elements.	Masonry arch to west bay. Masonry arch to main mezzanine 2 area.	Joints to arch centre opened up.	Point up and monitor. Engineer to comment.	2 C	
		Skirtings and architraves.					
		Doors.	None.				
		Windows.	East window - 4 light window, stone reveals, mullions and tracery. Leaded lights with ferramenta and plain circular panes to windows; stained glass to tracery; 1 no. opening casement floor to ceiling.	Recent pointing to leaded lights and ferramenta. Joints to tracery have opened and pointed with black mortar.	None. Monitor for any change.	- -	
			North wall – as above but 6 lights and no opening casement.	Recent pointing to leaded lights and ferramenta. Stained glass panel replaced with plain glass to centre. Joints to tracery have opened and pointed with black mortar. Glass dirty.	None. Could leave – ideally replace with stained glass panel. Leave and monitor. Light cleaning.	- 3 - 3	
			North wall – 2 light window to west side – stone reveals and mullion.	Joints to tracery have opened and pointed with black mortar. Glass dirty.	Leave and monitor. Light cleaning.	- 3	
		Floor.	Concrete with wood block finish.	Water damage to flooring in front of east window. Some blocks have become loose and have been re-set but proud of rest of floor. Some loss of surface finish.	Address any water ingress. Reset blocks flush with rest of floor. Sand and reseal.	2 3	
		Fittings.	Timber cupboards.	Fair condition, but items stored in front makes assessment difficult.	None.	-	
		Fire	See comments for mezzanine 1				
3.2.3.5	RDS29 Corridor						
		Ceiling.	Concrete, with plaster finish, painted. Surface fixed services. Timber clad cable ducting.	Fine crack at mid-point. Untidy and loose lagging to pipes. Services penetrations.	Fill and redecorate. Improve insulation. Specialist to check all fire stopping.	3 2 C	
		Walls.	Plaster on masonry, painted. Masonry arched opening into mezzanine rooms to east. Surface fixed pipework. Historic service boxes.	Scuffed and marked. Good. Services penetrations. Good.	Redecorate. None. Specialist to check all fire stopping. Retain.	3 - C -	
		Skirtings and architraves.	None. Moulded timber.	- Architrave pulled out from wall. Holes for wiring.	- Firm fix, improve services, fill holes and	- 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
					refinish.		
		Doors.	To B33 – timber 6 panel door, no self-closing device, brass knob furniture.	Good condition. Unlikely to have any fire rating – should this door be fire rated? There is no door into mezzanines 1 and 2.	Light refurbish but see comments below. Consultant to assess need to upgrade this door for fire due to the services distribution in the room and to protect the escape route B33. Consultant to assess whether a fire rated door should be added here.	3 C C	
		Windows.	None.				
		Floor.	Solid floor with wood blocks.	Newly applied surface finishes. A lot of wear to wood blocks.	None. Could leave.	- -	
		Fittings.	Historic services boxes.	Good.	Retain.	-	
		Fire.	Note the services runs and penetrations in this room. See comments re. doors. Not also the spiral stair B24 to the south which connects the cellar with the main reading room.	Fire stopping not known.	Specialist to check fire stopping. Consultant to assess need for fire doors. Consultant to assess need for fire doors.	C C C	
3.2.3.6	B24 Spiral stair						
		Ceiling.	Concrete, painted. Surface fixed pipes; timber boxing out.	Crack to centre.	Engineer to comment.	C	
		Walls.	Plaster on masonry, painted.	Crazing and de-bonded plaster to left-hand window reveal, otherwise fair condition.	Re-plaster and redecorate window reveal.	2	
		Skirtings and architraves.	None.				
		Doors.	None.				
		Windows.	Small, single light, 2 stages. Stone reveals; plain leaded lights with saddle bars.	Upper light – 3 cracked panes otherwise in fair condition. Lower light in fair condition.	Repair cracked panes. Note this window is off the atrium and will have no fire rating – consultant to assess, but allow for fire rated glass secondary glazing to stair side.	3 C	
		Floor.	Solid winders.	Good.	None.	-	
		Balustrade and handrails.	Metal horizontal rail with metal post from newel, no infill. No handrail.	Basic guard rail but good condition.	None. A rope, either dropped down newel or around edge of stair on brackets or similar might be considered to improve safety.	- C	
		Fittings.	None.	-	-	-	
		Fire.	See comments re window into atrium.		Consultant to assess - add door at base of stair?	C	
3.2.4	THIRD FLOOR PLAN Drawing 1005.						
3.2.4.1	Entrance to reading room (head of staircase 1)						
		Ceiling.	Masonry vault.	Very high space, but appears to be good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Walls.	Masonry (ashlar). Stone bench.	Joint has opened up to joint to arch into reading room, pointed up. Vertical joints to west wall opened up to left of paired pilasters. Joint opening up.	None – monitor. Engineer to comment. Allow to point. Repoint.	- C 2 2	
		Structural elements.	Pair of arches above head of stair and landing.	Good.	None.	-	
		Doors.	Pair of double doors between stone pier. Double swing doors on floor springs. Each leaf with 4 panels with tracery to upper panels and a vision panel added to each leaf.	Good.	None.	-	
		Windows.	Tall, 3 stage 4 light window to south wall, with stone mullions, transoms and tracery. Leaded lights.	Glare made this window difficult to assess – appears to be in good condition.	None.	-	
		Floor.	Solid, with smooth stone flags.	Cracking along mid-point of floor, otherwise good. Historic crack to curved balcony floor has been pointed up - crack has not recurred.	Monitor.	-	3276
		Balustrade to gallery/balcony to east.	Stone plinth with slender stone balusters and stone coping.	Historic crack to balcony floor runs up into stone balustrade plinth has not recurred.	Monitor.	-	
3.2.4.2	A13 Reading room						
		Ceiling.	Vaulted masonry				
			Bay above counter and office lobby area.	Joints may have been pointed to top of both arches and in to vaulting in between. 1 no. cracked stone to vault. Otherwise good.	Monitor. Engineer to comment.	- C	
			Bay between A13/7 and A13/8.	Joints to tops of arches have been pointed – appears to be good.	None.	-	3368
			Bay between A13/6 and A13/14.	Joints to tops of arches have been pointed – appears to be good.	None.	-	
			Bay between A13/5 and A13/13.	Joint to top of arch to south side pointed. Vault pointed from south, around boss and along to north arch apex. Open joint to north side vault apex and possible cracked stone. Open joint appears to run along backing arch and down window tracery.	Engineer to comment.	C	
			Bay between A13/4 and A13/12.	South side – joint pointed adjacent arch apex – opposite joint appears to have mortar loss.. Recent pointing around central boss. North side – open joint to backing arch beyond main arch.	Engineer to comment	C	
			Bay between A13/3 and A13/11.	Possible white staining and efflorescence to backing arch to south side. Apparent recent pointing to main arch.	Any water ingress issue will have been addressed by the recent roof work.	-	
			Bay between A13/2 and A13/10.	Possible recent pointing to arch apex to north and south sides. White/salt staining to south window.	Any water ingress issue will have been addressed by the recent roof work.	-	
			Bay between A13/1 and A13/9.	North and south sides arch apexes repointed and possible resin repair to crack to backing arch.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Walls.	Masonry wall to east. Masonry to west. Refer to reading room recesses and clerestory.	Opening joint above arched head to doorway to A23. Opening joint and small spall to stone above arched head to doorway to spiral stair A15.	Engineer To comment. Allow to repoint joint. Engineer To comment. Allow to repoint joint.	C 2 C 2	
		Floor.	Solid with wood block finish.	Opening up of joints in a line. Some loss of finish. Some scuffs, generally good condition.	Could leave presumably due to historic shrinkage of the slab. Could leave,	- -	3297
		Fittings.	Book shelving to perimeter walls, lecterns, vitrines etc. Timber reception counter. Timber barriers with sliding rails. Vitrines in timber and glass, timber lecterns and book supports etc.	Good. Good. Plain, traditional design on one level. Good. Good.	None. None. None. None.	- - - -	
		Fire.	Means of escape to south east back down stair no 1 to main entrance lobby A1. Evac chair available to top of main stair. Alternative exit to northwest into RDS-48 stone corridor and to the Wood Street stair and exit to Wood Street.		Consultant to assess.	C	
3.2.4.2	A13/1 North West Alcove Reading Room						
		Ceiling.	Decorative plaster panels between primary timber (or timber clad) beams.	Good.	None.	-	
		Walls.	Masonry, fully lined with timber bookshelves and timber panelling.	Not accessible for inspection.	None.	-	
		Skirtings and architraves.	Timber plinth as part of shelving and panelling.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	3 no. 2 light windows with stone mullions and tracery; leaded lights with circular panes and stained glass to tracery; internal saddle bars.	Good.	None.	-	
		Floor.	Solid with wood blocks. Inspection panels for presumed service runs.	Scuffs and scratches, otherwise good.	Sand and re-seal.	3	
3.2.4.3	A13/2 Alcove.						
		Ceiling.	Decorative plaster panels between timber (or timber clad) primary beams.	Water staining to plaster panel to west side.	Presumed to be historic and addressed by the roof works. Make good decoration.	3	3290
		Structural elements.	Paired masonry columns and arches forming an arcade.	Joints have opened to arcade arches, and have been pointed up.	Monitor.	-	
		Walls.	Masonry (ashlar) at high level to left and right of window, with timber panelling below.	Generally good.	None.	-	
		Skirtings and architraves.	Timber plinth to base of shelves and panelling.	Good.	None.	-	
		Doors.	None.	-	-	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Recent pointing to reveals of leaded lights – good condition.	None.	-	
		Floor.	Some opening of joints. Wear to surface finishes.	Some opening of joints. Wear to surface finishes.	Presume could leave if blocks are not loose. Possible sand and re-seal.	- 3	
		Fittings.	Timber book shelves, some with glass fronts, with timber fretwork capping.				
3.2.4.4	A13/3 Alcove.						
		Ceiling.	Decorative plaster panels between timber (or timber clad) primary beams.	Good.	None.	-	
		Walls.	Masonry (ashlar) at high level to left and right of window, with timber panelling below.	Generally good.	None.	-	
		Structural elements.	Paired masonry columns and arches forming an arcade.	Joints have opened to arcade arches, and have been pointed up.	Monitor.	-	
		Skirtings and architraves.	Timber plinth to base of shelves and panelling.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Recent pointing to reveals of leaded lights – good condition.	None.	-	
		Floor.	Solid with wood blocks.	Some opening of joints. Wear to surface finishes.	Presume could leave if blocks are not loose. Possible sand and re-seal.	- 3	
		Fittings.	Timber book shelves, some with glass fronts, with timber fretwork capping.	Good.	None.	-	
3.2.4.5	A13/4 Alcove.						
		Ceiling.	Decorative plaster panels between timber (or timber clad) primary beams.	Good.	None.	-	
		Walls.	Masonry (ashlar) at high level to left and right of window, with timber panelling below.	Generally good.	None.	-	
		Structural elements.	Paired masonry columns and arches forming an arcade.	Joints have opened to arcade arches, and have been pointed up.	Monitor.	-	
		Skirtings and architraves.	Timber plinth to base of shelves and panelling.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Recent pointing to reveals of leaded lights – good condition.	None.	-	
		Floor.	Solid with wood blocks.	Some opening of joints. Wear to surface finishes.	Presume could leave if blocks are not loose. Possible sand and re-seal.	- 3	
		Fittings.	Timber book shelves, some with glass fronts, with timber fretwork capping.	Good.	None.	-	
3.2.4.6	A13/5 Alcove.						

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Ceiling.	Decorative plaster panels between timber (or timber clad) primary beams.	Good.	None.	-	
		Walls.	Masonry (ashlar) at high level to left and right of window, with timber panelling below.	Generally good.	None.	-	
		Structural elements.	Paired masonry columns and arches forming an arcade.	Joints have opened to arcade arches, and have been pointed up.	Monitor.	-	
		Skirtings and architraves.	Timber plinth to base of shelves and panelling.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Recent pointing to reveals of leaded lights – good condition.	None.	-	
		Floor.	Solid with wood blocks.	Some opening of joints. Wear to surface finishes.	Presume could leave if blocks are not loose. Possible sand and re-seal.	- 3	
		Fittings.	Timber book shelves, some with glass fronts, with timber fretwork capping.	Good.	None.	-	
3.2.4.7	A13/6 Alcove.						
		Ceiling.	Decorative plaster panels between timber (or timber clad) primary beams.	Good.	None.	-	
		Walls.	Masonry (ashlar) at high level to left and right of window, with timber panelling below.	Good.	None.	-	
		Structural elements.	Paired masonry columns and arches forming an arcade.	Joints have opened to arcade arches, and have been pointed up.	Monitor.	-	
		Skirtings and architraves.	Timber plinth to base of shelves and panelling.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Recent pointing to reveals of leaded lights – good condition.	None.	-	
		Floor.	Solid with wood blocks.	Some opening of joints. Wear to surface finishes.	Presume could leave if blocks are not loose. Possible sand and re-seal.	- 3	
		Fittings.	Timber book shelves, some with glass fronts, with timber fretwork capping.	Good.	None.	-	
3.2.4.8	A13/7 Alcove.						
		Ceiling.	Decorative plaster panels between timber (or timber clad) primary beams.	Good.	None.	-	
		Walls.	Masonry (ashlar) at high level to left and right of window, with timber panelling below.	Good.	None.	-	
		Structural elements.	Paired masonry columns and arches forming an arcade.	Joints have opened to arcade arches, and have been pointed up.	Monitor.	-	
		Skirtings and architraves.	Timber plinth to base of shelves and panelling.	Good.	None.	-	
		Doors.	None.	-	-	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Recent pointing to reveals of leaded lights – good condition.	None.	-	
		Floor.	Solid with wood blocks.	Some opening of joints. Wear to surface finishes.	Presume could leave if blocks are not loose. Possible sand and re-seal.	- 3	
		Fittings.	Timber book shelves, some with glass fronts, with timber fretwork capping.	Good.	None.	-	
3.2.4.9	A13/8 Alcove.						
		Ceiling.	Decorative plaster panels between timber (or timber clad) primary beams.	Good.	None.	-	
		Walls.	Masonry (ashlar) at high level to left and right of window, with timber panelling below.	Water streaking down to west window reveal and discolouration to timber panelling.	No obvious sign of leak from downpipe – may be historic.	-	
		Structural elements.	Paired masonry columns and arches forming an arcade.	Mortar joints to arch repointed – good condition.	Monitor.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Reveals to leaded lights have been recently pointed. Crack and spall to window sill to west side cant and pointing is cracked.	Monitor. Mortar repair. Repoint.	- 2 2	
		Floor.	Solid with wood blocks.	Some opening of joints. Wear to surface finishes.	Presume could leave if blocks are not loose. Possible sand and re-seal.	- 3	
3.2.4.10	A13/9 South West Alcove Reading Room						
3.2.4.11	A13/10 Alcove.						
		Ceiling.	Decorative plaster panels between timber (or timber clad) primary beams.	Discoloration to edge of western centre panel to south side.	Water ingress is likely to have been addressed by the recent extensive roof works – as such presume no action required beyond possible redecoration of affected panel.	3	
		Walls.	Masonry (ashlar) at high level to left and right of window, with timber panelling below.	White/salt staining to right (west) of window.	Address any cause of damp penetration through wall. Appears to be no obvious sign of leak to downpipe externally – may be historic leak from downpipe?	-	
		Structural elements.	Paired masonry columns and arches forming an arcade.	Joints have opened to arcade arches, and have been pointed up.	Monitor.	-	
		Skirtings and architraves.	Timber plinth to base of shelves and panelling.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Recent pointing to reveals of leaded lights – good condition.	None.	-	
		Floor.	Solid with wood blocks.	Some opening of joints. Wear to surface finishes.	Presume could leave if blocks are not loose. Possible sand and re-seal.	- 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Fittings.	Timber book shelves, some with glass fronts, with timber fretwork capping.	Good.	None.	-	
3.2.4.12	A13/11 Alcove.						
		Ceiling.	Decorative plaster panels between timber (or timber clad) primary beams.	Good.	None.	-	
		Walls.	Masonry (ashlar) at high level to left and right of window, with timber panelling below.	Good.	None.	-	
		Structural elements.	Paired masonry columns and arches forming an arcade.	Joints have opened to arcade arches, and have been pointed up.	Monitor.	-	
		Skirtings and architraves.	Timber plinth to base of shelves and panelling.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Joints have previously opened to base, pointed using black mortar, not re-cracked. Recent pointing to mullions where saddle bars are embedded. Recent pointing to reveals of leaded lights.	Monitor. Monitor. None.	- - -	
		Floor.	Solid with wood blocks.	Some opening of joints. Wear to surface finishes.	Presume could leave if blocks are not loose. Possible sand and re-seal.	- 3	
		Fittings.	Timber book shelves, some with glass fronts, with timber fretwork capping.	Good.	None.	-	
3.2.4.13	A13/12 Alcove.						
		Ceiling.	Decorative plaster panels between timber (or timber clad) primary beams.	Good.	None.	-	
		Walls.	Masonry (ashlar) at high level to left and right of window, with timber panelling below.	White/salt staining to mortar joints to west of window and staining to east of window.	Address damp penetration through wall – appears to no obvious sign of leak to downpipe to bay adjacent – may be historic leak from downpipe?	-	
		Structural elements.	Paired masonry columns and arches forming an arcade.	Joints have opened to arcade arches, and have been pointed up.	Monitor.	-	
		Skirtings and architraves.	Timber plinth to base of shelves and panelling.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Recent pointing to mullions where saddle bars are embedded.	Monitor	-	
		Floor.	Solid with wood blocks.	Some opening of joints. Wear to surface finishes.	Presume could leave if blocks are not loose. Possible sand and re-seal.	- 3	
		Fittings.	Timber book shelves, some with glass fronts, with timber fretwork capping.	Some damage to panelling fretwork, otherwise good.	Fretwork could be repaired.	3	
3.2.4.14	A13/13 Alcove.						
		Ceiling.	Decorative plaster panels between timber (or timber clad) primary beams.	Water staining to ceiling panel to east side.	Address damp penetration through wall – appears to no obvious sign of leak to downpipe to bay adjacent – may be historic leak from downpipe?	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Walls.	Masonry (ashlar) at high level to left and right of window, with timber panelling below.	New pointing, or white/salt stain to mortar joints to top of south wall around window.	Address damp penetration through wall – appears to no obvious sign of leak to downpipe to bay adjacent – may be historic leak from downpipe?	2	
		Structural elements.	Paired masonry columns and arches forming an arcade.	Joints have opened to arcade arches, and have been pointed up.	Monitor.	-	
		Skirtings and architraves.	Timber plinth to base of shelves and panelling.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Tracery has been repointed Crack and spall to base of window to east side. Spalling of stone to mullions where saddle bars are embedded, pointed up. New tie wires provided between saddle bars and lead comes.	Crack repair and point up Monitor. Monitor.	2 - -	
		Floor.	Solid with wood blocks.	Some opening of joints. Wear to surface finishes.	Presume could leave if blocks are not loose. Possible sand and re-seal.	- 3	
		Fittings.	Timber book shelves, some with glass fronts, with timber fretwork capping.	Good.	None.	-	
3.2.4.15	A13/14 Alcove.						
		Ceiling.	Decorative plaster panels between timber (or timber clad) primary beams.	Good.	None.	-	
		Walls.	Masonry (ashlar) at high level to left and right of window, with timber panelling below.	White/salt to upper mortar joint to top of south wall.	Address damp penetration through wall – no obvious point visible from outside.	2	
		Structural elements.	Paired masonry columns and arches forming an arcade.	Joints have opened to arcade arches, and have been pointed up.	Monitor.	-	
		Skirtings and architraves.	Timber plinth to base of shelves and panelling.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Top of stone sill to east light and east canted side is friable and there is mortar loss to horizontal joint. Some spalling of stone to mullions where saddle bars are embedded, pointed up. New tie wires provided between saddle bars and lead comes.	Dress back and point joints. Monitor. Monitor.	2 - -	
		Floor.	Solid with wood blocks.	Some opening of joints. Wear to surface finishes.	Presume could leave if blocks are not loose. Possible sand and re-seal.	- 3	
		Fittings.	Timber book shelves, some with glass fronts, with timber fretwork capping.	Good.	None.	-	
3.2.4.16	A14 MAF Room						
		Ceiling.	Decorative plaster panels, painted, between timber, or timber clad, primary beams.	Good.	None.	-	
		Walls.	Fully lined with shelving and panelling.	Good where visible.	None.	-	
		Skirtings and architraves.	Timber plinth as part of shelving and panelling.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Doors.	To A13 reading room – 6 panel timber door with historic ironmongery. To atrium – modern door in new opening, very thick; self-closing device, door held open on electro-magnetic hold open devices, presume door fails closed on detection of a fire.	Good. Good.	None. None.	- -	
		Windows.	2 light windows with stone tracery to south and east. Leaded lights with circular panes and internal saddle bars. Stained glass to tracery.	Generally good.	None.	-	
		Floor.	Solid with wood block finish.	Some wear in front of door, otherwise fair condition.	None.	-	
		Fire.	See comment re doors.		None.		
3.2.4.17	A15 Spiral stair to gallery						
		Ceiling.	Concrete soffit above landing. Stone vault and ribs above stair, with stone column to centre/newel.	Efflorescence and white staining to slab; some erosion and wear..			
		Walls.	Masonry (ashlar).	Salts to mortar joints at high level and at mid-level to right of lancet window, with arises of stones here friable.			
		Skirtings and architraves.	None.	-	-	-	
		Doors.	None.	-	-	-	
		Windows.	Lancet windows to upper and lower landing levels with stone tracery to head – fixed leaded lights with circular panes.	Upper light – recent repointing to edges of leaded lights, in good condition. New wires to attach lead to saddle bars. Windows in good condition – note that they will have no fire rating and they look into the atrium.	None. Consultant to assess – allow for fire rated secondary glazing inside the stair?	- C	
		Floors/steps.	Solid stone winders.	Good.	None.	-	
		Fire.	Alternative escape route from the gallery level above.				
3.2.4.18	A16 Cleaners cupboard						
		Ceiling.	Concrete, painted.	Crack along centre of ceiling.	Engineer to comment. Fill and decorate.	C 3	
		Walls.	Plastered masonry, painted.	Crack from ceiling runs down wall.	Engineer to comment. Fill and decorate.	C 3	
		Door.					
		Window.	Leaded light in stone reveals.	Good condition, but looks into atrium and will have limited or no fire rating.	Consultant to assess whether fire rated secondary glazing and frame is required to cleaners room side.	C	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Floor.	Solid.				
		Fittings.	Fireclay sink.	Glazing with crazing and ingrained dirt.	Could leave.	-	
		Fire.	Open into spiral stair shaft which connects to B30 book store to first floor.	Fire separation required? Fire door at top or bottom of stair required?	Consultant to assess, allow for 2no fire rated doors.	C 2	
3.2.4.19	A17 Apse, and transition space into A13.						
		Ceiling (apse).	Stone vault with stone ribs.	Ceiling is blackened. Possible crack to rib to north side. White/salt staining to vault to east side of boss and to south side. Crack to boss.	Clean. Closer inspection – allow to pin crack. May be historic, but there is Allow to pin crack.	3 2 2	
		Ceiling (transition space).	Stone vault.	Part of rib to north side lost/spalled. Crack, pointed, to east side wall and up to balustrade over.	Indent stone to rib. Engineer to comment. Point up as minimum and monitor.	2 C & 2	
		Walls.	Fully lined with timber boof cabinets with glass fronted doors in brass frames.	Cabinets obscure walls – but appear to be good.	None.	-	
		Skirtings and architraves.	Timber as part of the book cabinets.	Good.	None.	-	
		Doors.	To RDS-48 - timber panelled with electric release. Overhead self-closing device. No fire/smoke seals. No rebate to frame – only a small planted stop bead to lock side.	Heavy door. Self-closes well. Fire rating of the door not known, but the planted stop bead may need improvement.	Check fire rating of door and upgrade as required. Consider improving the stop bead and adding smoke/fire seals.	C	
		Windows.	Clerestory windows above book cabinets, each 2 lights with stone mullion and tracery; leaded lights; stained glass to tracery.	Good condition. Three of these windows now look into the atrium – the windows will have no fire rating.	None. Consultant to assess whether these windows require fire rating.	- C	3790
		Floor.	Solid, with wood blocks and areas with carpet.	Some wear to wood block surface, and tape marks.	Remove tape marks.	3	
		Fittings.	Timber boof cabinets with glass fronted doors in brass frames. Fretted timber cresting.	Good.	None.	-	
		Fire.	Alternative means of escape from the reading rooms via door into RDS-48. Exit sign on wall bracket is visible from A13. See comments re windows.				
3.2.4.20	A19 Lobby						
		Ceiling.	Decorative plaster and timber panels between timber framing.	Good.	None.	-	
		Walls.	Timber panelling and book shelving cover most of walls.	Good.	None.	-	
		Skirtings and architraves.	Timber as part of boof cabinets.	Good.	None.	-	
		Doors.	To turret - timber door.	Good.	None.	-	
		Window.	Single light in stone reveal; leaded lights.	Good.	None.	-	
		Floor.	Solid with timber blocks.	A number of loose blocks; some wear to surface finish, otherwise fair condition.	Relay loose blocks.	2	
		Fittings.	Timber shelving as noted above.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.2.4.21	A20 Female toilet						
		Ceiling.	Painted plaster.	Good.	None.	-	
		Walls.	Covered with vertical timber boarding.	Some springing of boards to left of door – extra fixings have been added here – otherwise in good condition.	None.	-	
		Skirtings and architraves.	Timber.	Good.	None.	-	
		Doors.	Timber door and frame – 6 panels with carved tracery to upper panels. Historic knob furniture. Basic self-closing device.	Good.	None.	-	
		Windows.	2 no. 2 light windows, stone reveals, mullions and tracery. Leaded lights with circular panes; stained glass to tracery. Single light window to wc cubicle, with centre pivoting casement in metal frame. Cord operation.	Crack to stone sill to eastern window, otherwise in good condition. Cord loose – light won't close. Otherwise good condition.	Engineer to comment. Allow to pin and point crack. Refurbish opening light and re-cord.	C & 2 2	
		Floor.					
		Fittings.	Marble vanity unit and inset basin with historic taps and fittings. Historic hose reels. Historic wc in cubicle with high level cistern				
		Fire.	n/a				
3.2.4.22	A21 Bible Room						
		Temperature 21.4 deg centigrade; 42.5 relative humidity.					
		Ceiling.	Decorative plaster between primary timber (or timber clad) beams.	Cracked or open joint to plaster over door. Salt staining adjacent to east wall right-hand side.	Fill and patch decorate. Address any waster ingress from flat roof above this area. Redecorate ceiling.	3 2 3	3292
		Walls.	Masonry (ashlar). Corner arches to carry north octagon splayed walls.	Salts to mortar to east wall. Opening joints, or crack, above centre window to north wall.	Address any water ingress as part of ceiling. Engineer to comment. Allow to patch repoint.	2 C & 2	
		Skirtings and architraves.	None, other than plinth of timber cabinets.	-	-	-	
		Doors.	Timber door, heavy section. 6 panel with carved tracery to upper panels.	Minor scuffs, otherwise in good condition.	None.	-	
		Windows.	3 no. windows to north wall; 2 no. windows to east wall: two lights with stone reveals, mullions and tracery. Leaded lights. Metal centre pivot opening casements in metal frames.	Absorbent pads to west window to north wall suggest that the opening lights let in water. Otherwise windows in good condition.	Allow to refurbish the opening lights and metal frame. None.	2 -	
		Floor.	Solid, with wood block finish.	Some opening joints along mid-point of floor, otherwise good.	None.	-	
		Fittings.	Timber and glass book cabinets lining walls.	Good.	None.	-	
		Fire.	n/a				

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.2.4.23	A22 Gallery Stairs						
		Ceiling.	Concrete flat ceiling.	Joints opening up.	Engineer to comment.	C	
		Walls.	Masonry (ashlar). Arch above first landing.	Joints have opened up above door to A22 – repointed but a little untidy. Joint opened up to right-hand side. Tell-tale fitted. South wall – water streaking and salt staining. Salts to mortar joints. Salt staining to piers.	Engineer to comment. Improve pointing. Engineer to comment. Refer to roof section. Allow to dry out, brush off.	C 3 C	3342
		Doors.	Timber door, heavy section. 6 panel with carved tracery to upper panels.	Minor scuffs, otherwise in good condition.	None.	-	
		Windows.	None.	-	-	-	
		Floor/steps.	Solid.	Good.	None.	-	
		Handrail/balustrade	None.	-	-	-	
3.2.4.23	A23 Lobby						
		Ceiling.	Decorative plaster panels and some timber panels between timber primary structure (or timber clad) and timber framing.	Good.	None.	-	
		Walls.	Fully timber panelled.	Good.	None.	-	
		Skirtings and architraves.	Moulded timber.	Good.	None.	-	
		Doors.	To A13 reception – timber panelled door with tracery to upper panels. Vison panel added. No smoke or fire seals. Historic lever furniture. To cupboard – timber panel door with tracery to upper panels.	Good. Robust door but unlikely to have any formal fire rating. Good.	None. Consultant to assess – possibly add smoke and fire seals and self-closing device. None.	- C -	
		Windows.	None.	-	-	-	
		Floor.	Solid with wood blocks.	Some wear to surface finish, otherwise fair condition.	None.	-	
		Fittings.	Fixed bench in timber. Small timber wall cabinet.	Good. Good.	None. None.	- -	
		Fire.	See comments re door.				
3.2.4.24	A24 Librarian's Office						
		Ceiling.	Decorative plaster, painted. Stone vault to oriel.	Good. Salt staining; mortar repairs to base of vault.	None. The staining may be historic, as the oriel roof appears to have been re-leaded, however closer inspection of roof to be considered to check outlets are not blocked.	- 2	3299
				Salt staining to oriel window right hand corner post.	Address any water ingress from oriel roof covering, however the staining may be historic.	2	3300

[illegible]

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.2.5.1	A15 Spiral stair to gallery.						
		Ceiling.	Concrete soffit above landing. Stone vault and ribs above stair, with stone column to centre/newel.	Efflorescence and white staining to slab; some erosion and wear.	The water ingress ought to have been addressed with the recent extensive roof work, but to check the terracotta parapet copings are bedded on dpc and allow to lift and re-bed on dpc. Allow for cleaning/dressing back.	2 3	
		Walls.	Masonry (ashlar).	Salts to mortar joints at high level and at mid-level to right of lancet window, with arises of stones here friable.	See notes above – the main source of water ingress should have been addressed but check parapet copings. Window now looks into atrium, not subject to weather. Brush down/dress back any loose material.	2 3	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	None.	-	-	-	
		Windows.	Lancet windows to upper and lower landing levels with stone tracery to head – fixed leaded lights with circular panes.	Upper light – recent repointing to edges of leaded lights, in good condition. New wires to attach lead to saddle bars. Windows in good condition – note that they will have no fire rating and they look into the atrium.	None. Consultant to assess – allow for fire rated secondary glazing inside the stair?	- C	
		Floors/steps.	Solid stone winders.	Good.	None.	-	
		Fire.	See comments re windows looking into atrium. Metal gates at reading room level.				
3.2.5.2	A26 Reading Room Gallery	See A26/2 – A26/7 and A32.					
		Clerestory and windows.	Windows difficult to inspect from gallery level due to height and glare. Refer also to roof spaces – note that these windows are now enclosed by the recently constructed roof and are lit via roof lights – as such clerestory windows are largely no longer affected by the effects of weather. Refer to roof spaces above alcoves to north and south sides.				
		Above A26/7.	6 light window with arched head to each bay, with stone mullions and tracery. Leaded lights with circular panes and stained glass to tracery.	Joint pointed or salts to mortar joint to window arch apex. Salt stain to masonry upper east side. From roof space there are 7 cracked panes and a crude putty repair; lights are slightly buckled.	Water ingress will have been addressed now that the windows are internal and protected from weather. Repairs could be left.	-	
		Above A26/6.	6 light window with arched head to each bay, with stone mullions and tracery. Leaded lights with circular panes and stained glass to tracery.	Joint pointed or salts to mortar joint to window arch apex. White/salt stain to upper east side and down east reveal of window.	Water ingress will have been addressed now that the windows are internal and protected from weather. Repairs could be left.	-	
		Above A26/5.	6 light window with arched head to each bay, with stone mullions and tracery. Leaded lights with circular panes and stained glass to tracery.	Joint pointed or salts to mortar joint to window arch apex. White/salt stain to upper east side and down east reveal of window. From roof space there is one cracked pane and 1 no. light buckled.	Water ingress will have been addressed now that the windows are internal and protected from weather. Repairs could be left.	-	
		Above A26/4.	6 light window with arched head to each bay, with stone mullions and tracery. Leaded lights with circular panes and stained glass to tracery.	White stain or open joint to arch apex? (not noted to roof space side).	Water ingress will have been addressed now that the windows are internal and protected from weather. Repairs could be left.	-	
		Above A26/3.	6 light window with arched head to each bay, with stone mullions and tracery. Leaded lights with circular panes and	White/salt stain to east side above arch and white stain around joint to west side adjacent arch apex. From roof space – there are 5	Water ingress will have been addressed now that the windows are internal and protected from weather.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			stained glass to tracery.	cracked panes and all lights are slightly buckled.	Repairs could be left.		
		Above A26/2.	6 light window with arched head to each bay, with stone mullions and tracery. Leaded lights with circular panes and stained glass to tracery.	White or salt stain above arch apex. From roof space there are 2 cracked panes and all lights are buckled.	Water ingress will have been addressed now that the windows are internal and protected from weather. Repairs could be left.	-	
		Above A26/1.	Arch with blind window.	White/salt stain to east of arch apex.	Water ingress will have been addressed now that the windows are internal and protected from weather. Repairs could be left.	-	
3.2.5.2	A26/2 Reading Room Alcove						
		Ceiling.	Stone vault. Lower stone vault to oriel window.	Repointing of joints to vault, various places. Salt staining to west and east sides of vault above window.	Water ingress likely to be historic now that the pitched roof has been added and lead gutters added, and oriel roof and flashings re-leaded.	-	
		Walls.	Masonry Arch to west and east.	White/salt staining to both window reveals, and to walls each side of window. Existing mortar repairs to window head.	Address any water ingress, allow to dry out and brush off. Monitor.	2 -	
		Balustrade.	Stone balustrade to south side with heavy stone capping and stone tracery infill.	Joint to centre has opened up and repointed – pointing has not re-cracked.	Monitor.	-	
		Skirtings and architraves.	Timber plinth as part of bookshelves.	Good.	None.	-	
		Doors.	None.				
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.				
		Floor.	Solid – covered with wood blocks to circulation area and timber boarded to reading alcove.	Loss of surface. Scratches and wear to finishes.	Sand and re-seal. Sand and re-seal.	3 3	
		Fittings.	Timber bookshelves with fretted timber capping, incorporating heating/ventilation panels with metal fretwork cover.	Good.	None.	-	
		Fire.	n/a				
3.2.5.3	A26/3 Reading Room Alcove						
		Ceiling.	Stone vault. Lower stone vault to oriel window.	White/salt staining to vault to west and east sides. White/salt staining to east and west sides of vault.	Water ingress likely to be historic now that the pitched roof has been added and lead gutters added, and oriel roof and flashings re-leaded.	-	
		Walls.	Masonry Arch to west and east.	White/salt staining to both window reveals. Arch apex to A26/2 and A26/4 have been repointed. Existing mortar repair to window head.	Address any water ingress, allow to dry out and brush off. Monitor. Monitor.	2 - -	
		Balustrade.	Stone balustrade to south side with heavy stone capping and stone tracery infill.	Joint to centre has opened up and repointed – pointing has not re-cracked.	Monitor.	-	
		Skirtings and architraves.	Timber plinth as part of bookshelves.	Good.	None.	-	
		Doors.	None.	-			

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.				
		Floor.	Solid – covered with wood blocks to circulation area and timber boarded to reading alcove.	Loss of surface. Scratches and wear to finishes.	Sand and re-seal. Sand and re-seal.	3 3	
		Fittings.	Timber bookshelves with fretted timber capping, incorporating heating/ventilation panels with metal fretwork cover.	There is some damage to the fretwork capping, otherwise good..	Fretwork could be repaired.	3	
		Fire.	n/a				
3.2.5.4	A26/4 Reading Room Alcove						
		Ceiling.	Stone vault. Lower stone vault to oriel window.	White/salt staining to vault adjacent to A26/3. White/salt staining to vault mortar joints to east and west of window.	Water ingress likely to be historic now that the pitched roof has been added and lead gutters added, and oriel roof and flashings re-leaded.	-	
		Walls.	Masonry Arch to west and east.	White/salt staining to both window reveals. Arch apex to A26/2 and A26/4 have been repointed. Existing mortar repair to window head.	Address any water ingress, allow to dry out and brush off. Monitor. Monitor.	2 - -	
		Balustrade.	Stone balustrade to south side with heavy stone capping and stone tracery infill.	Joint has opened up to west side and has been repointed – pointing has not re-cracked.	Monitor.	-	
		Skirtings and architraves.	Timber plinth as part of bookshelves.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Good.	Light clean.	3	
		Floor.	Solid – covered with wood blocks to circulation area and timber boarded to reading alcove.	Loss of surface. Scratches and wear to finishes.	Sand and re-seal. Sand and re-seal.	3 3	
		Fittings.	Timber bookshelves with fretted timber capping.	Good.	None.	-	
		Fire.	n/a				
3.2.5.5	A26/5 Reading Room Alcove						
		Ceiling.	Stone vault. Lower stone vault to oriel window.	Vault and apex of arch to A26/4 have been repointed.	Water ingress likely to be historic now that the pitched roof has been added and lead gutters added, and oriel roof and flashings re-leaded.	-	
		Walls.	Masonry Arch to west and east.	White/salt staining to wall and to reveal to east side.		2 - -	
		Balustrade.	Stone balustrade to south side with heavy stone capping and stone tracery infill.	Good.	None.	-	
		Skirtings and architraves.	Timber plinth as part of bookshelves.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Good.	Light clean.	3	
		Floor.	Solid – covered with wood blocks to circulation area and timber boarded to reading alcove.	Loss of surface. Scratches and wear to finishes.	Sand and re-seal. Sand and re-seal.	3 3	
		Fittings.	Timber bookshelves with fretted timber capping.	Fretwork capping damaged in places, otherwise good.	Fretwork capping could be repaired.	3	
		Fire.	n/a				
3.2.5.6	A26/6 Reading Room Alcove						
		Ceiling.	Stone vault. Lower stone vault to oriel window.	Some salt staining to east side. Some historic repointing to vault.	Water ingress likely to be historic now that the pitched roof has been added and lead gutters added, and oriel roof and flashings re-leaded. Monitor.	- -	
		Walls.	Masonry Arch to west and east.	White/salt staining to north wall to west side and also window reveal. White staining to tracery joints, or recent repointing. Historic repointing to arch apex to north wall.	May be historic as oriel roof has been renewed and flashings appear good. Address any water ingress through walls or reveals, but anticipate no action required.		
		Balustrade.	Stone balustrade to south side with heavy stone capping and stone tracery infill.	Good.	None.	-	
		Skirtings and architraves.	Timber plinth as part of bookshelves.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Good.	Light clean.	3	
		Floor.	Solid – covered with wood blocks to circulation area and timber boarded to reading alcove.	Loss of surface. Scratches and wear to finishes.	Sand and re-seal. Sand and re-seal.	3 3	
		Fittings.	Timber bookshelves with fretted timber capping.	Fretwork capping damaged in places, otherwise good.	Fretwork capping could be repaired.	3	
		Fire.	n/a				
3.2.5.7	A26/7 Reading Room Alcove						
		Ceiling.	Stone vault. Lower stone vault to oriel window.	Salt staining to east side. Some repointing of joints to vault.	Water ingress likely to be historic now that the pitched roof has been added and lead gutters added, and oriel roof and flashings re-leaded.	-	
		Walls.	Masonry Arch to west and east.	Arch apex to gallery has been repointed. Arch apex to west has been repointed. White/salt staining and water streaking to reveal to north side right-hand window, and to sides of window. Head of window repointed?	Monitor. Monitor. Address any water ingress, allow to dry out and brush off.	- - 2	3369
		Balustrade.	Stone balustrade to south side with heavy stone capping and stone tracery infill.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Skirtings and architraves.	Timber plinth as part of bookshelves.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.				
		Floor.	Solid – covered with wood blocks to circulation area and timber boarded to reading alcove.	Loss of surface. Scratches and wear to finishes.	Sand and re-seal. Sand and re-seal.	3 3	
		Fittings.	Timber bookshelves with fretted timber capping and fretted panel for heating or ventilation ductwork.	Good.	None.	-	
		Fire.	n/a				
3.2.5.8	A26/8 Gallery Alcove.						
	See also landing to top of stair 1.						
		Ceiling.	Stone vault.	Very high, and affected by glare, but appears to be good.	None.	-	
		Walls.	Masonry (ashlar).	White/salt staining to east wall at mid height level.	Closer inspection may be needed, but may be historic following improvements to the flat roofs and lead flashings around base of south octagon.	-	3349
		Structural elements.	Masonry arch.	Joint to right of apex has been repointed. Joint to arch over the bridge appears to have opened.	Monitor. Engineer to assess.	- C	3350
		Balustrade.	Stone balustrade to west side with heavy stone capping and stone tracery infill.	Widened joint to north bay which has been repointed, but this has cracked and has mortar loss.	Engineer to assess. Repoint as a minimum.	C 2	
		Doors.	To A27 lantern gallery- metal gate with lock. To L02 south tower stair - timber boarded door set in reveal in stone.	Good. Good.	None. None.	- -	
		Windows.	2 light with stone tracery and leaded lights with circular panes.	Good.	None.	-	
		Floor (narrow bridge only – mainly void above head of stairs below).	Solid with wood blocks.	Some scabbles but in fair condition. Floor hatch, presume for services access	Could leave.	-	
3.2.5.9	A26/9 Reading Room Alcove						
		Ceiling.	Stone vault. Lower stone vault over window oriel.	Repointed joints and possible crack. White/salt stain to east side. Some surface exfoliation or a repair to top of window.	Closer check for possible crack. Light dress back; check repairs.	C 2	 3373
		Walls.	Masonry (ashlar) to south wall.	White/salt staining to arch to south side. Water streaking down east wall.	May be historic as oriel roof has been renewed and flashings appear good. Address any water ingress through walls or reveals, but anticipate no action required. Clean off steaking.	- 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Balustrade.	Stone balustrade to north side with heavy stone capping and stone tracery infill.	Good.	None.	-	
		Skirtings and architraves.	Timber plinth, as part of book shelving.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Open joint to bay to canted face to east side. Dirt.	Point. Light clean.	2 3	
		Floor.	Solid – covered with wood blocks to circulations area and timber boards to alcove.	Wear to surface finish to blocks. Extensive discolouration to boards; some cupping to boards and some replacement boards presume along service runs.	Sand and re-seal blocks. Sand boards; lift where cupped, sand and re-lay.	3 3	
		Fittings.	Timber book shelving with glass fronts; fretted timber capping.	Some damage to timber fretted capping, and taped to west window reveal, otherwise good.	Could repair capping, otherwise none.	-	
		Fire.	n/a				
3.2.5.10	A26/10 Reading Room Alcove						
		Ceiling.	Stone vault. Lower stone vault over window oriel.	Good. Some surface exfoliation and repairs to window vault.	None. Light dress back; check repairs.	- 2	
		Walls.	Masonry (ashlar) to south wall.	Small white/salt stain to joint to east side. White/salt stain to reveal to east side..	May be historic as oriel roof has been renewed and flashings appear good. Address any water ingress through walls or reveals, but anticipate no action required.	-	
		Balustrade.	Stone balustrade to north side with heavy stone capping and stone tracery infill.	Good.	None.	-	
		Skirtings and architraves.	Timber plinth, as part of book shelving.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Open joint to sill to east side. Some white/salt staining to tracery. Dirt.	Point. Closer check from outside. Light clean.	2 2 3	
		Floor.	Solid – covered with wood blocks to circulations area and timber boards to alcove.	Wear to surface finish to blocks. Extensive discolouration to boards; some cupping to boards and some replacement boards presume along service runs.	Sand and re-seal blocks. Sand boards; lift where cupped, sand and re-lay.	3 3	
		Fittings.	Timber book shelving with glass fronts; fretted timber capping.	Good.	None.	-	
		Fire.	n/a				
3.2.5.11	A26/11 Reading Room Alcove						
		Ceiling.	Stone vault. Lower stone vault over window oriel.	White/salt staining to arch soffit to north side. White staining to mortar, or recent repointing. White/salt staining to east side.	Water ingress likely to be historic now that the pitched roof has been added and lead gutters added, and oriel roof and flashings re-leaded.	-	
		Walls.	Masonry (ashlar) to south wall.	White/salt staining to wall and reveal to east side of window.	May be historic as oriel roof has been renewed and flashings appear good. Address	-	

[illegible]

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Ceiling.	Stone vault. Lower stone vault over window oriel.	White/salt staining to arch to A26-14 and to vaulting to east side.	Water ingress likely to be historic now that the pitched roof has been added and lead gutters added, and oriel roof and flashings re-leaded.	-	
		Walls.	Masonry (ashlar) to south wall.	South wall – white/salt staining to reveals.	May be historic as oriel roof has been renewed and flashings appear good. Address any water ingress through defective pointing to window reveals.	2	
		Balustrade.	Stone balustrade to north side with heavy stone capping and stone tracery infill.	Good.	None.	-	
		Skirtings and architraves.	Timber plinth, as part of book shelving.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Joints need attention to tracery, and to leaded lights to reveals and sill. Dirt.	Repoint open/defective joints. Light clean.	2 3	
		Floor.	Solid – covered with wood blocks to circulations area and timber boards to alcove.	Wear to surface finish to blocks. Extensive discolouration to boards; some cupping to boards and some replacement boards presume along service runs.	Sand and re-seal blocks. Sand boards; lift where cupped, sand and re-lay.	3 3	
		Fittings.	Timber book shelving with glass fronts; fretted timber capping.	Good.	None.	-	
		Fire.	n/a				
3.2.5.14	A26/14 Reading Room Alcove						
		Ceiling.	Stone vault. Lower stone vault over window oriel.	White/salt staining to west and east sides and to apex at south side. Some loss of surface.	Water ingress likely to be historic now that the pitched roof has been added and lead gutters added, and oriel roof and flashings re-leaded. Allow for light dressing back.	- 3	
		Walls.	Masonry (ashlar) to south wall.	South wall – white/salt staining to west side of window, and small area of staining to east side.	May be historic as oriel roof has been renewed and flashings appear good. Address any water ingress through walls or reveals, but anticipate no action required.	-	
		Balustrade.	Stone balustrade to north side with heavy stone capping and stone tracery infill.	Good.	None.	-	
		Skirtings and architraves.	Timber plinth, as part of book shelving.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	4 light oriel with canted sides. Stone mullions, reveals and tracery. Leaded lights, fixed lights, with circular panes and stained glass to tracery. Internal saddle bars.	Good.	Light clean to stained glass in particular, otherwise none.	3	
		Floor.	Solid – covered with wood blocks to circulations area and timber boards to alcove.	Wear to surface finish to blocks. Extensive discolouration to boards; some cupping to boards and some replacement boards presume along service runs.	Sand and re-seal blocks. Sand boards; lift where cupped, sand and re-lay.	3 3	
		Fittings.	Timber book shelving with glass fronts; fretted timber capping.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Fire.	n/a				
3.2.5.15	A26/15 Reading Room Alcove						
		Ceiling.	Stone vault.	Light colouring suggest salt staining to east and south sides.	Water ingress likely to be historic now that the pitched roof has re-slatted and leadwork improved.	-	
		Walls.	Masonry (ashlar).	South side – possible historic repointing using black mortar where joints may have opened up or cracked. West side - arch over doorway to stair A15 – joint has opened up to left-hand side and repointed – has not re-cracked. Other joints above this also repointed using black mortar.	Monitor.		
		Balustrade.	Stone balustrade to north side with heavy stone capping and stone tracery infill.	Joint has opened to centre of bay and repointed using black mortar – has not re-cracked.	Monitor.	-	
		Skirtings and architraves.	Timber plinth as part of book shelving.	Good.	--		
		Doors.	None – see A29.	-	-	-	
		Windows.	None.	-	-	-	
		Floor.	Solid – covered with wood blocks to circulations area and timber boards to alcove.	Loss of surface finish – fair condition. Scratches and scabbles and loss of surface finish.	Sand and re-seal. Sand and re-seal.	3 3	
		Fittings.	Timber book shelving with glass fronts; fretted timber capping.	Generally good, but damaged or missing sections of fretwork capping.	Could reinstate missing sections of fretwork, or could leave 'as is'.	3	
		Fire.	Means of escape from this alcove is potentially good via spiral stair A15 adjacent, but note there is a metal gate at the bottom.				
3.2.5.16	A27 Reading Room Gallery						
	See A26/9 – A26/15.						
		Clerestory and windows.	Windows difficult to inspect from gallery level due to height and glare. Refer also to roof spaces – note that these windows are now enclosed by the recently constructed roof and are lit via roof lights – as such clerestory windows are largely no longer affected by the effects of weather. Refer to roof spaces above alcoves to north and south sides.				
		Above A26/9.	6 light window with arched head to each bay, with stone mullions and tracery. Leaded lights with circular panes and stained glass to tracery.	White/salt stain to arch apex joints and to west of arch.	Water ingress will have been addressed now that the windows are internal and protected from weather. Repairs could be left.	-	
		Above A26/10.	6 light window with arched head to each bay, with stone mullions and tracery. Leaded lights with circular panes and stained glass to tracery.	White/salt stain to arch joints to east side.	Water ingress will have been addressed now that the windows are internal and protected from weather. Repairs could be left.	-	
		Above A26/11.	6 light window with arched head to each bay, with stone mullions and tracery. Leaded lights with circular panes and stained glass to tracery.	White/salt stain to top of arch to east side. From inside roof space, tracery noted as being displaced.	Water ingress will have been addressed now that the windows are internal and protected from weather. Engineer to comment re tracery, but presume repairs could be left.	C	
		Above A26/12.	6 light window with arched head to each bay, with stone mullions and tracery.	White/salt stains to arch joints. From roof space, crack to tracery cusp noted.	Water ingress will have been addressed now that the windows are internal and protected		

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Leaded lights with circular panes and stained glass to tracery.		from weather. Engineer to comment re crack, but presume repairs could be left.	C	
		Above A26/13.	6 light window with arched head to each bay, with stone mullions and tracery. Leaded lights with circular panes and stained glass to tracery.	White/salt stain along east side of arch and to west of arch.	Water ingress will have been addressed now that the windows are internal and protected from weather. Repairs could be left.	-	
		Above A26/14.	6 light window with arched head to each bay, with stone mullions and tracery. Leaded lights with circular panes and stained glass to tracery.	White/salt stain around apex of arch and voussoir joints. White patch to west side of window. White stain to base of tracery.	Water ingress will have been addressed now that the windows are internal and protected from weather. Repairs could be left.	-	
		Above A26/15.	Arch with blind window.	White/salt stain to arch apex and to west side.	Water ingress will have been addressed now that the windows are internal and protected from weather. Repairs could be left.	-	
3.2.5.17	A27 Lantern Gallery						
		Ceiling.	Masonry vault.	Salt staining to apex – anticipate this is historic as the roof above this area is good., Otherwise good.	None.	-	
		Walls.	Masonry (ashlar).	Historic cracking pointed using black mortar – has not re-cracked. Some mortar loss to head of window to east side.	None. Patch repoint.	- 2	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	None. Metal gate with lock to doorway.	Gate in good condition.	-	-	
		Windows.	2 light windows of 2 stages to north, south and east. Leaded lights with circular panes and internal saddle bars.	Recent pointing around leaded lights to reveals generally good, but mortar failed/powdering to left hand lower light.	Patch repoint.	2	
		Floor.	Smooth stone flags.	Crack to mortar pointing to south west side; crack through flag to south east.	Patch repoint. Engineer to advise re cracking.	2 C	
		Balustrade.	Circular balustrade over stair below - heavy stone rail with stone tracery infill below. Rail height is fairly low.	Good. The locked gate restricts access.	None.	-	
3.2.5.20	A29 Early Printed Books Room						
		Ceiling.	Decorative plaster panels between primary timber beams. Timber cornice.	Good.	None.	-	
		Walls.	Masonry (ashlar) with book shelving with glass fronted doors. Recessed panels for radiators with metal grillage.	Virtually no exposed masonry - glare in this room makes any cracking difficult to make out but there is white salt staining above window to east wall. Joint above door has opened – repointed but some mortar loss. Timber lined soffits above windows appear to be good.	Following recent work to roof and lead gutters, anticipate this is historic. The room occupant reports no leaks – could brush off. Patch repoint and monitor.	- 3	
		Skirtings and architraves.	Timber as part of the book shelving. No architraves.	Good.	None.	-	
		Doors.	Heavy timber 6 panel door; historic lever handle; no closer and no fire seals.	Door in good condition. Robust door but unlikely to have any formal fire rating.	- Consultant to consider adding closer and fire seals?	- C	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Windows.	2 light windows with stone tracery to south and east. Leaded lights with circular panes and internal saddle bars. Stained glass to tracery. Centre pivot casement to east window to 1 no. upper light, cord operated.	South side – west window leaded slights slightly buckled. Historic pointing around saddle bars? Has not re-cracked. East window – 1 no. cracked pane to right hand window right hand light. Opening lights works but admits dust and dirt when open.	Could leave. Replace cracked pane.	2 3	
		Floor.	Timber boarding.	Some loss of surface finish, otherwise good.	None.	-	
		Fittings.	Glass fronted book shelving. Historic lights on chains. Cable management appears to be a problem with covers provided to mitigate trip hazard. Reported to be a lack of sockets.	Good. Good but provides poor lighting.	None. Re-lamp?	- C	
		Fire.	See comments re door.				
3.2.5.21	A30 Plant Room and cleaners store						
		Ceiling.	Sloping concrete roof soffit at high level, partly plastered, partly painted.	Cracking to concrete. Steel tie across crack just above base of sloping soffit. Damage and loss of plaster.	Engineer to comment. Plaster might be repaired, but could leave.	C -	
		Walls.	Plaster on masonry, painted. Extensive surface fixed services, ducts and pipe boards. Vertical metal ladder fixed to east wall up to plant room, opening with no door to plant room; 2 no handles fixed to walls each side if opening.	Flaking to paint around window. Ladder is in good condition; one handle is loose, presenting a hazard.	Wall now abuts new atrium – historic damage? Rub down and redecorate locally. Firm fix the handle. Climbing from the plant room onto the vertical ladder is difficult and hazardous – improve safety.	3 2	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	To A27 – timber panelled door with tracery to upper panels; historic ironmongery but lever handle broken off; overhead self-closing device	Door self-closes into frame. Door is robust but unlikely to have fire rating.	None. Consultant to assess possible upgrade for fire – e.g. add smoke and fire seals.	- C 2	
		Windows.	Single light, leaded lights with circular panes, metal frame at top with centre pivoting casement.	Fine crack to soffit, otherwise good.	None.	-	
		Floor.	Solid with wood block floor finish.	Some loss of surface finish, otherwise good.	Sand and reseal.	3	
		Fittings.	Fire clay sink with historic taps. Historic hose reels. Electric box.	Fine crazing to glaze and ingrained dirt. Retained as historic object. Good but located above sink.	Possible specialist cleaning – could leave. None. M and E consultant to comment if this presents a hazard.	- - C	
		Fire.	No fire separation between plant room and cleaners store. See comments re door. There is no fire separation between the cleaners cupboard and atrium due to window.		Consultant to assess – allow to add solid core door with smoke/fire seals. Consultant to assess – add fire rated secondary glazing to window reveal?	C & 2 C & 2	
3.2.5.22	A31 Staff Male Cloakroom						
		Ceiling.	Plaster presume on concrete, painted.	Recent decoration, some cracks have been filled.	None – monitor.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Walls.	Masonry to north wall, timber panelled elsewhere; timber cornice. Metal mesh cover to radiator.	Additional screw fixings added to timber above sink, otherwise in good condition. Loose at one side.	None. Firm fix.	- 2	
		Skirtings and architraves.	Timber.	Good.	None.	-	
		Doors.	Timber 6 panel door with tracery to upper panels. Historic ironmongery. Simpler timber panelled door to wc cubicle.	Good. Good.	None. None.	- -	
		Windows.	2 no. 2 light windows to north wall – stone head, mullions and sill; leaded lights with circular panes and saddle bars. Metal framed centre pivoting casements to eastern window. To west wall – single light within wc cubicle with centre pivoting casements in metal frame.	Opening casement not working, otherwise good condition. Good.	Refurbish casement and re-cord. None.	2 -	
		Floor.	Solid with timber boarded finish. Access panel for services.	Some scratches and loss of finish, otherwise good.	None.	-	
		Fittings.	Marble vanity unit on timber supports. Historic basin and taps. Historic wc; high level cistern with timber cladding. Historic hose reels on timber pattress.	Good. None operational.	None. None.	- -	
		Fire.	n/a				
3.2.5.23	A32 Lower Level of Tract Gallery						
		Ceiling.	Stone vault.	Possible mortar loss to joint, or opening joint, at apex.	Engineer to comment.	C	
		Walls.	Masonry (ashlar). Arched opening to south side. Masonry wall to north side not full height – effectively forming a balustrade tom gallery above.	East wall – a number of vertical joints appear to have opened historically and have been pointed using black mortar. Some blocks appear to be moved in or out? West wall – some salt staining at high and low levels; some vertical joints may have opened up to left-hand side Joints to arch apex have been repointed. Good.	Engineer to comment. Any water ingress presumed historic now that roof has been added. None. None.	C - - -	3364
		Balustrade.	Stone balustrade to north side with heavy stone capping and stone tracery infill.	Some mortar loss/open joints. 'Tell-tale' to east bay centre.	Engineer to comment.	C	
		Skirtings And architraves.	Timber plinth to book shelving.	Good.	None.	-	
		Doors.	None.	-	-	-	
		Windows.	2 light window to east wall at high level. Stone mullions and tracery; leaded lights with circular panes; stained glass to tracery.	Appears to be in good condition. Dirty.	Light cleaning.	3	
		Floor.	Solid floor – wood block finish to circulation area to south; timber boarded to remaining areas.	Some wear to surface finish, otherwise fair. Scratches and scabbles, otherwise fair.	Sand and re-seal – could leave. Sand and re-seal – could leave.	3 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Fittings.	Timber book cases with fretwork capping and glazed fronts.	Good.	None.	-	
		Fire.					
3.2.5.24	A33 Tract Gallery Spiral Stair						
	See BDS 63.						
		Door at base of stair	Timber boarded in stone rebate – no timber frame.	Door is tight fit, otherwise good.	Ease slightly, otherwise none.	-	
3.2.5.25	A34 Aldine Room.						
		Ceiling.	Vaulted with timber boarded lining and timber arched braces springing from stone corbels.	White staining to south east side, Otherwise good.	Roof above here appears to be good so the staining may be historic, but closer access required to check for any decay.	C	
		Walls.	Masonry (ashlar) with book shelving with glass fronted doors.	Glare in this room makes any cracking difficult to make out. There is historic opening of joints above the doorway and reveal – repointed but with some subsequent mortar loss. Other areas where joints appear to have been repointed using black mortar – glare makes it difficult to assess whether they have opened up.	Engineer to comment. Patch repoint.	C 2	
		Skirtings and architraves.	Timber as part of the book shelves – slots for heating? No architraves.	Hit and miss covers missing?	None.	-	
		Doors.	Heavy timber 6 panel door with historic lever handle – ventilation slots to centre lower panel. Tracery to upper panels.	Good condition. No fire rating – no closer or smoke seals – note slots in door panel	None.	-	
		Windows.	To north, south and east – 2 light windows with 2 stages – leaded lights with circular panes and internal saddle bars. South and north have centre pivot casements to upper light, cord operated.	Recent repointing to leaded lights/masonry reveals. – South window – mortar eroded to bottom right-hand light. East window – erosion to top of stone sill and sill cracked through. North window – good. Windows appear to be in good condition but glare makes inspection difficult. Cords are new and opening lights work,	Patch repoint. Possible mortar repair to sill – could leave. Engineer to advise re crack repair.	2 3 C	
		Floor.					
		Fittings,	Timber book shelving with brass framed glass doors and decorative cresting.	Good.	None.		
		Fire.	See comments re door.				
3.2.5.26	RDS 44 Gallery Stair						
		Ceiling.	Stone vaulting to upper level. Concrete flat ceiling above first flight.	Salt staining to south side. Joints opening up.	Refer to roof section. Engineer to comment.	C	3346 3407
		Walls.	Masonry (ashlar). Arch above first landing.	Joint opened up to right-hand side. Tell-tale fitted. South wall – water streaking and salt staining.	Engineer to comment. Refer to roof section – the parapet is low and	C 2	3347 3409

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Arch at head of stair. Lintel to A34.	Salts to mortar joints. Salt staining to piers. Right-hand joint opened up. Left-hand joint opened up.	upstand detail might be improved. Address water ingress – pointing around windows etc - allow to dry out, brush off. Engineer to comment. Engineer to comment.	C C	
		Doors.	None.	-	-	-	
		Windows.	4 no. single lights separated by stone piers. Plain leaded lights, with very small stained glass to tracery.	Salt staining to tracery. Windows appear to be in good condition.	Address defective pointing around windows. See comments re. roof parapet upstand. None.	2 -	
		Floor/steps.	Solid.	Good.	None.	-	
		Handrail/balustrade	None.				
3.2.5.27	West Gallery / Bridge.						
		Ceiling.	Flat concrete slab to north and south ends.	Joints have opened and slabs dropped.	Engineer to assess.	C	
			Stone vault/arch above bridge.	Appear to fair – some lighter areas suggest historic staining.	Any water ingress will have been addressed by the extensive recent roof and leadwork. As such no work anticipated.	-	
		Walls.	Masonry (ashlar). West wall mainly taken up with the main east window – timber panelled below window. Short return wall and high level to north and south with ogee arches above north and south ends of bridge.	Opening joint to sill to south side has been pointed and fitted with a ‘tell-tale’. Opening joints to tracery at both stages above this area has also been pointed. Joints have opened and have been pointed. Tell-tales fitted.	Engineer to comment. Engineer to comment.	C C	
		Balustrade to east side.	Stone balustrade to north side with heavy stone capping and stone tracery infill.	Joint to coping has opened up to north and south ends and have been pointed up Tell tales fitted.	Monitor.	-	3387
		Doors.	None.	-	-	-	
		Windows.	Main west window. Large – 3 main lights between masonry piers. Stone mullions, transoms and tracery. Stained glass panels	Appears to be in good condition – wire loose to Melanchon panel. Fairly clean. Some work has been done to the window but if not already done, advise that specialist assess overall condition of window and glazing.	Minor repair. Specialist inspection and report.	2 C	
			Small windows to north and south sides, flat head, leaded lights.	South window – joint opened to stone window head and has been pointed up.	Monitor.	-	
		Floor.	Solid with wood block.	Minor wear to surface finish.	None.	-	
3.2.5.28	East Gallery / Bridge.						
		Ceiling.	Masonry arch.	Joints each side of apex white, possible salt staining.	Any water ingress will have been addressed by the extensive recent roof and leadwork. As such no work anticipated.	-	
		Walls.	Masonry (ashlar). East wall mainly taken up with the main east window. Short return wall and high level to north and	Water streaking below window sill to south side; some loss of mortar and some cracking below sill. Joint to north side has opened and pointed up. ‘Tell-tale’ fitted.	Engineer to comment re cracking an opening of joints. Repoint where mortar cracked/lost. Clean off water streaking.	C 2 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			south.				
		Balustrade to west side.	Stone balustrade to north side with heavy stone capping and stone tracery infill.	South side – joint has widened and has been pointed up - mortar has loosened and joint open to tracery beneath this point. Centre section – widened joint to coping has been pointed up and not re-cracked. Possible fine crack to outer side string course.	Engineer to comment. Repoint where mortar cracked and loose and monitor.	C 2	3356
		Skirtings and architraves.	None.	-	-	-	
		Doors.	None.	-	-	-	
		Windows.	Main east window. Large, of 3 main bays between stone piers. Stone mullions, transoms and tracery. Stained glass panels.	Joint has opened up to tracery to lower stage to north side. Recent pointing to reveals to tops of windows. Some bowing to glass panels. One large plated over repair (Dr Johnson). Specialist to assess overall condition. Dirty.	Engineer to comment. Specialist inspection and report. Allow to clean.	C C 3	
		Floor.	Solid with wood block finish.	Some discoloration, otherwise in fair condition.	Possible sand and re-seal.	3	
		Fire.	n/a				
3.2.5.29	L102 Spiral Stair To Tower.						
		Ceiling.	Stone vault.	Some salt staining.	Address any water ingress from turret roof.	2	
		Walls.	Masonry, plastered.	Cracking and de-bonded plaster at low level. Salt damage at the head of stair by door. Some friable plaster. Generally good.	Engineer to comment re cracking. Address any water ingress from turret roof. Re-plaster where damaged in localized areas.	C 2 3	3359
		Door.	Timber boarded; historic ironmongery.	Good.	None.	-	
		Windows.	None.	-	-	-	
		Floor/steps.	Solid, stone winders.	Possible opening of joint alongside the vertical crack to the walls. Otherwise good.	Engineer to comment. None.	C -	
		Guarding and balustrade.	Basic rail at head of stairs, otherwise none.	Good.	None. Consider adding a rope, either on rings to outside of stair, or dropped down central newel.	- 3	
3.2.5.30	Lift lobby						
		Ceiling.	Concrete ceiling with hatch to plantroom over.	Some holes and dirt, otherwise in fair condition.	Fill holes and redecorate.	3	
		Walls.	Plaster on masonry, painted.	Historic cracking has been painted over, cracking not recurred.	None.	-	
		Doors.	Heavy timber 6 panel door with tracery to upper panels. Historic lever furniture damaged. Modern lever fitted to inside face. Scabbles to lipping. Basic self-closing	Good condition – robust door but unlikely to have any certified fire rating. Presume lift doors are fire rated.	Consultant to assess whether any upgrade is needed with reference to electrical equipment within this room.	C	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			device.				
		Windows.	None.	-	-	-	
		Floor.	Solid floor with timber blocks.	In fair condition.	None.	-	
		Fittings.	Electrical service boxes; pipework fixed to wall. Lift.	Presume all in good condition.	Specialist to check fire stopping.	C	
3.2.6	FIFTH FLOOR Drawing 1007.						
3.2.6.1	A35 RDS 66 Wood Street Plant Room						
		Ceiling.	Sloping concrete with steel purlins. Trimmed for egress 'conservation' rooflights to access west parapet gutter and east parapet and north 'nave' parapet gutters. Dropped ceiling lined with timber with air handling unit. Vertical ladder to south wall to access air handling unit.	Cracking to east and west roofs at north side. Fire rating of timber cladding in plant area.	Engineer to comment. Strip out timber and replace with fire rated boarding.	C 2	3580 3590
			Ceiling above ladder/floor hatch to south-west corner – plaster on concrete, painted.				
		Walls.	Brick walls to north and south, and low wall up to base of sloping ceiling to west, painted finish.	Crack along north wall. Ducts with chicken wire covering.	Engineer to comment.	C	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Low height – timber boarded with brass latch.	Door catches on floor. Good condition. No fire rating.			
		Hatch door into roof space formed above alcoves.	Modern cut down flush solid-core door with smoke/fire seals.	Good.	None.	-	
		Windows.	2 light window with arched head; stone mullion and tracery; leaded lights with circular panes and internal saddle bars; stained glass to tracery.	Salt staining to window head. Some mortar loss to joints to masonry reveals, otherwise good.	None.	-	
		Floor.	Concrete, with steel joist. Steel joists running north – south fixed just above floor level. Open hatch in floor with hinged timber cover and vertical metal ladder. Handrail fixed to wall each side.	Fair condition. Fair condition – structural purpose? Good condition, but no fire rating.	None. Engineer to comment. Consultant to assess – allow to replace with fire rated hatch with smoke/fire seals.	- C C	3575
		Fittings.	Vesda panel with small diameter ducting passing through wall into roof space, sealed with expanding foam.	Appears to be good, presume expanding foam has intumescent/fire rated properties.	Specialist to ascertain.	C	
3.2.6.2	Roof space formed above alcoves, north side.						
		Ceiling.	Roof space –timber purlins with exposed timber rafters with draped Tyvek breathable roof sarking membrane. No insulation.	There is water streaking to purlins, but dry – presume this occurred during construction? No galvanised mild steel strapping to timbers to sixth bay from east side. Otherwise good.	Engineer to comment.	C	3576

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Fixed double glazed conservation roof light to each bay to provide daylighting to the original clerestory windows.	Good.	None.	-	
		Walls.	Original external south clerestory brick walls with sloping brick buttresses with terracotta capping. The south ends of the buttresses have the copings removed and the brickwork to buttresses has been built up to carry the purlins. There are steel straps each side of each buttress.	There is white staining to walls which is presumably historic now that the walls are enclosed by the roof, otherwise good.	None.	-	
		Doors.	See A35.				
		Windows.	6 light window with arched head to each bay with stone mullions and tracery. Leaded lights with circular panes with stained glass to tracery. Square hollow section steel guard rail added in front of most windows.	First bay from east side – putty repair to left-hand light (2 no.); 2 no. cracked panes to light to left of centre; 5 no. cracked panes to centre light. All leaded lights are slightly buckled. Widening joints to tracery – appears to be historic. Second bay from east end – fair condition. Third bay from east end – 1 cracked pane to right of centre light; right-hand leaded light buckled. Fourth bay from east – mortar splashes on glass. Fifth bay from east – 1 pane cracked to right of centre light; 4 no. cracked panes to right hand light; lights are all slightly buckled. Sixth bay from east end – 1 no. cracked pane to left-hand light from centre; 1 no. cracked pane to centre light; All lights slightly buckled.	Unsightly – ideally cut out and improve. Could now leave. Could now leave. Could leave these now the window is enclosed and there is no wind pressure. Leave and monitor.	2 - - - -	3593 3594
		Floor.	Concrete, formerly flat roof deck.	Some water staining – assumed to be historic, or during construction process. Dry to touch.	None.	-	
		Fittings.	Vesda tubing.	Appears to be good.	Specialist to comment.	C	
3.2.6.3	A36A RDS 35 Spinningfield Plant Room (Disused) Water Tank Room						
		Ceiling.	Sloping concrete with steel purlins. Trimmed for egress 'conservation' rooflights to access west parapet gutter and east parapet and north 'nave' parapet gutters. Dropped ceiling lined with timber with air handling unit.	Vertical crack to east slope and crack at high level back to south wall.	Engineer to comment.	C	3591
		Ceiling above A30.	Sloping concrete ceiling with plastered finish, painted.	Plaster extensively lost, remaining cracked.	Remove remaining plaster. Could leave.	2 -	
		Walls.	Brick walls to north and south, and low wall up to base of sloping ceiling to west, painted finish.				
		Doors.	Door into roof space over south alcoves - modern cut down flush solid-core door with smoke/fire seals.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Windows.	2 light window with arched head; stone mullion and tracery; leaded lights with circular panes and internal saddle bars; stained glass to tracery.	Good.	None.	-	
		Floor.	Concrete.	Good.	None.	-	
		Fittings.	Plant.				
	Roof space formed above alcoves, south side.						
		Ceiling.	Roof space –timber purlins with exposed timber rafters with draped Tyvek breathable roof sarking membrane. No insulation. Fixed double glazed conservation roof light to each bay to provide daylighting to the original clerestory windows.	There is water streaking to purlins, but dry – presume this occurred during construction? Otherwise good. Good.	None. None.	- -	3595
		Walls.	Original external south clerestory brick walls with sloping brick buttresses with terracotta capping. The south ends of the buttresses have the copings removed and the brickwork to buttresses has been built up to carry the purlins. There are steel straps each side of each buttress.	There is white staining to walls which is presumably historic now that the walls are enclosed by the roof, otherwise good.	None.	-	
		Doors.	See A36A.				
		Windows.	6 light window with arched head to each bay with stone mullions and tracery. Leaded lights with circular panes with stained glass to tracery. Square hollow section steel guard rail added in front of most windows.	First bay from east side – good. Second bay from east side – small spall to bottom of tracery above right-hand mullion and brickwork broken out at head of arch, and small area of failed pointing to leaded lights. Third bay from east end – tracery displaced to right-hand side. Fourth bay – crack to tracery cusp. Fifth bay – crack to mortar to left-hand and right-hand mullion. Sixth bay – good.	None. Could leave no this is enclosed within roof space. Engineer to comment, but could now leave. Could leave now this is enclosed. Could leave now this is enclosed. None.	- - C - - -	3594
		Floor.	Concrete, formerly flat roof deck.	Some water staining – assumed to be historic, or during construction process. Dry to touch.	None.	-	
		Fittings.	Vesda tubing.	Appears to be good.	Specialist/consultant to asses	C	
3.2.6.4	RDS 62 Tract Gallery						
		Ceiling.	Stone vaulting.	Possible cracking or open joint each side of main boss.	Engineer to comment.	C	
		Walls.	Masonry, concealed by timber shelving at low level.	East wall at high level – possible open joint/mortar loss to right of window and below window. Salt staining. East bay – possible open joint/mortar loss to arch apex to south. West wall – salt staining to wall to right of arch at high level.	Closer inspection – allow to repoint locally. Closer inspection – allow to repoint locally. Should be historic as roof is recent replacement.	2 2 -	
		Balustrade.	Timber clad balustrade to open south side.	Cracking to centre.	Engineer to comment.	C	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Structural items.	Masonry column, clad in timber at low level.	Good.	None.	-	
		Skirtings and architraves.					
		Doors.	To RDS-63 – timber boarded with historic lever handle.	Good.	None.	-	
		Windows.	North wall - west side – 4 light 2 stage window with stone mullions and transoms and tracery. Leaded lights with circular panes and stained glass to tracery. North wall - east side – 2 light 2 stage window with stone mullions and transoms and tracery. Leaded lights with circular panes and stained glass to tracery. East wall at high level – 2 light window, leaded lights.	Leaded lights bowing outwards slightly, but overall fair condition. Good. Appears to be in good condition.	None. None. None.	- - -	
		Floor.	Timber boarding.	Good.	None.	-	
		Fittings.	Timber book shelving with crenelated cresting.	Cresting damaged to east and west sides, Otherwise good. Health and safety issue accessing books to from shelves close to open south side.	Ideally repair where damaged. Consultant to consider improved safe access, or relocated books.	2 C	
3.2.6.5	RDS 63 Tract Gallery Spiral Stair						
		Ceiling.	Concrete, plastered finish.	Cracking to ceiling running down north side.	Engineer to comment.	C	
		Walls.	Plaster on masonry.	Cracking to inside face to east side at head of stair.	Engineer to comment.	C	3503
		Steps/winders.	Solid.	Good.	None.	'	
3.2.6.6	RDS-59 Spiral Stair Access to Roof						
	Main roof space.						
		Ceiling.	Modern roof structure comprising timber trusses, timber purlins, timber rafters with Tyvek breathable sarking membrane draped over rafters. No insulation. Trusses are supported from reinforced concrete piers presumably built off the concrete roof. Hipped roof structure to east end. The wall at the west end has been extended upwards in solid masonry to provide a new gable end. 2 no. metal framed lancets in the gable with mesh covering to ventilate the roof space. Metal tie bars at truss bottom tie.	Appears to be good – no signs of leaks. Tie bars loose and need tightening.	Engineer to comment on structure. Engineer to comment.	C C	3599 3596
		Floor.	Timber boarded walkway along south side with timber guardrail.	Good – guardrail is rocks at mid-point of walkway.	Firm fixing guardrail.	2	
		Floor.	Original concrete roof deck, slightly arched and covered with original asphalt water proofing.	Asphalt has been removed at east end to expose cracking in the concrete. A series of steel straps have been bolted across the	Engineer to comment.	C	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
				cracks.			
3.3	1920's EXTENSION						
3.3.1	SUB BASEMENT FLOOR Drawing 1000.						
3.3.1.1	B1 Staircase and Lift						
		Ceiling.	Painted plaster on concrete (possible artex type textured paint?). Ceiling height is quite low.	Areas of plaster de-bonded and blistered, and cracked above sink.	Remove plaster, re-plaster and redecorate ceiling. Allow for repairs to concrete.	2	
		Walls.	Painted plaster on masonry.	Extensive efflorescence to lightwells. Efflorescence to base of north wall with flaking paint. Efflorescence to base of west wall with flaking paint. Runs below service duct.	The pavement lights have been renewed as such the water ingress ought to have been addressed – replaster and redecorate lightwell walls. Remove affected plaster to affected areas, re-plaster and redecorate. Address any issues with services leaks and redecorate.	2	3694
		Skirtings and architraves.	Timber bullnose skirting with varnished finish. Timber architraves to door to B2.	Skirting loose to north wall. Good.	Remove and check back for decay. Re-fix or replace any affected areas. Redecorate. None.	2 -	
		Doors.	Door to B2 – timber panelled door with 'fire door keep closed' sign. Wired glass to 6 no. upper panels; 4 no. timber lower panels. Overhead self-closing device. No smoke/fire seals. Electric lock.	Good condition. Oil on door frame and panel next to goods lift.	Ascertain fire rating of lower panels and upgrade as necessary. Add fire/smoke seals to frame. Clean off oil stains and make good finishes to suit the above.	2	
		Windows.	None.	-	-	-	
		Floor.	Concrete, no finishes.	Fine cracking, appears to be historic. Oil stains on floor by door.	Engineer to comment re cracking. Check for any leaks. Remove stain.	C 2	
		Stairs.	Solid stone winders. Hardwood handrail on painted metal guarding.	Some surface shaling to bottom treads from damp ingress.	Light dress back to remove any slip hazard.	3	
		Fittings.	Historic fireclay sink fitted to north west corner with brass bib taps. Service lift with sliding concertina door and metal grillage/and metal mesh enclosure.	Glaze is pitted and dirt ingrained. Plumbing sausages on floor – does services pipework leak? Reported to be unreliable in use, as such not accessed or tested. Appearance is satisfactory.	Specialist clean. Check for leaking pipework - presume pavement lights now repaired.. Lift specialist to assess and overhaul as necessary. Check fire compartmentation.	3 2 2	
		Fire	The fire exit route is signposted to go up the stairs.				
3.3.1.2	B2 Landing to sub-basement						
		Ceiling.	Painted concrete.	Extensive cracking to surface in a number of places. Plaster cracked and de-bonded in doorway soffit to B3. Surface fixed services.	Engineer to comment re cracking. Remove cracked plaster, replaster and redecorate, allowing for re-fixing services as required.	C 2	
		Walls.	Ceramic tiling on masonry. Timber framed and panelled partition to lift motor room.	Good-fair condition. Appears to be in good condition. No access into machine room – check for fire proof lining etc.	Specialist clean. Ensure fire proof lining, seals in place.	3 2	
		Skirtings and architraves.	None.	-	-		

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Door.	See B1.	-	-	-	
		Windows.	Historic window opening behind hatch to south wall.	Glazing and stone mullion removed	Service void beyond hatch presume needs access, but ideally reinstate the missing mullion and glazing.	3	
		Floor.	Concrete. No finishes. Inspection chamber.	Fine cracking – appears to be historic.	Engineer to comment re cracking.	C	
		Fittings.	Timber book shelves. Server.	Scratched and scabbled.	Could refurbish.	3	
		Fire.	Exit route from B3 into the Wood Street exit stair. See comments re the service void 3.3.1.3 below in particular the hatch door.				
3.3.1.3	Service well to south of B2.						
	No lighting to this area as such difficult to assess.						
		Ceiling.	Presume concrete, painted.	Some spalling and fixing holes.	Allow for localised concrete repairs.	2	3681
		Walls.	Ceramic tiling on masonry.	Fair condition.	None.	-	
		Doors.	Hollow-core flush ply hinged hatch door to B2.	Fair condition but presume no fire rating.	Replace with fire rated hatch and fire seals.	2	
		Windows.	2 light window to north wall above hatch. Stone mullion, reveals and head. Diamond pattern leaded lights.	Services fixed to left-hand reveal. Plaster/concrete drips from floor construction above?	Ideally remove service run and repair fixing holes. Cleaning.	3 3	
		Floor.	Concrete.	Fair condition.	Clean out debris.	-	
		Notes.	Extensive services.	Trailing cables. Fire stopping.	Clip and tidy. Specialist to assess.	2 C	
		Ladder.	Timber ladder access into crawlspace under 2.09/2.10.	No lighting - unable to inspect. Services are visible and shown in flash photograph.	Ensure all services are fire stopped where required – specialist to advise.	C	3682 3684 3695
3.3.1.4	B3 Book Stack						
		Ceiling	Glass floor panels to floor above with lightweight steel beams with painted finish.	Fair condition. Dirt/dust.	Check whether the exposed steelwork requires an intumescent paint finish. Cleaning as a minimum.	C 3	
		Structural elements	Lightweight steel posts with painted finish incorporated with the book shelving.	There is some corrosion to the steel floor supports to north-east corner. Otherwise in fair condition.	Clean down where corroded, prime and repaint. Check that the exposed steelwork has an intumescent paint finish and if not assess whether this is required. Cleaning as a minimum.	2	
		Walls	Ceramic tiling on masonry. Masonry piers with ceramic tiling. Lightwells to the north, also tiled.	Fair condition, but tiling has been lost in places and replaced with plaster. Tiling to lightwells de-bonded and areas have been replaced by plaster (inappropriate gypsum based plaster?), and broken to lightwells; tiling is extensively dirt streaked and plaster badly affected by efflorescence and bubbling. Cracking to plaster in places. Where accessible the wall is dry and pavement vents above these lightwells refurbished.	Replace tiling where lost. Remove and re-fix de-bonded areas of tiling where there is a risk these will fall. Specialist cleaning of tiling. The pavement lights have been renewed as such the water ingress ought to have been addressed – replaster and re-tile lightwell walls.	2	3675 3676 3678

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
				Efflorescence to wall behind radiator. Friable areas of plaster or insulation(?) around services. Dirt and debris lodged on top of exposed services.	Potential fire hazard? Cleaning.	M	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Steel door to B4 with painted finish.	See B4.	-	-	
		Windows.	None.	-	-	-	
		Floor.	Concrete with stone pavers to service runs. No finishes.	Some cracking to concrete, appears to be historic.	Engineer to comment on cracking.	C	3680
		Fittings.	Steel book shelving integral with the steel floor supports. Integrated light switching.	Steel baseplate corroded, otherwise good.	Address corrosion and redecorate. Consultant to comment re wiring etc..	2 C	3679
		Fire.	n/a				
3.3.1.5	B4 Stairs						
		Ceiling.	Concrete with painted plaster (?) finish.	Finishes cracked and bubbled.	Remove failed finishes, reinstate, smooth sound areas and redecorate. Allow for localised concrete repairs.	2	
		Walls.	Glazed brickwork.	Glaze with fine cracking and ingrained dirt. Some damage for services penetrations.	Specialist cleaning	3	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Steel door to B3 with espagnolette bolt, painted. Labelled fire door keep closed.	Espagnolette broken. Steel door will have fire rating but no smoke seals.	Repair.	2	
		Windows.	None.	-	-	-	
		Landings/stairs.	Concrete floor and steps. Narrow width of flights. No finishes.	Fine cracking, appears to be historic.	Engineer to comment on cracking.	C	
		Fittings.	None.	-	-	-	
		Fire.	n/a				
3.3.1.6	B5 Staircase to Plant Rooms						
		Ceiling.	Concrete with painted plaster (?) finish.	Surface finishes have flaked and then painted over.	Smooth and redecorate.	3	
		Walls.	Exposed brickwork, painted finish.	Finishes dirty. Crack around door to B6.	Fill crack, clean down and redecorate.	3	
		Skirtings and architraves.	None.	-	-	-	
		Doors	Timber boarded door to B6.	Decoration old, otherwise fair condition. No fire rating.	Assess need to fire rated door and replace as required. Otherwise redecorate.	2 3	
		Windows.	None.	-	-	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Floor and steps.	Concrete.	Fine cracking, appears to be historic.	Engineer to comment re cracking.	C	
		Fittings.	None.	-	-	-	
		Fire.	Fire extinguisher mounted on wall.				
3.3.1.7	B6 Distribution Fan Ventilation Plantroom						
		Ceiling.	Concrete, painted finish.	Some flaking of paint finishes.	Rub down and redecorate.	3	
		Walls.	Glazed brickwork.	Fine cracking to glaze and ingrained dirt. Some spalling to outer north wall to Wood Street.	Specialist cleaning. Repair individual bricks if needed, but plant room.	3	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Timber boarded door between rooms, painted finish.	Good/fair condition.	Redecorate.	3	
		Windows.	None.	-	-	-	
		Floor.	Concrete.	Salt staining and friable surface to outer room adjacent to Wood Street wall. Reports of flooding.	Address and water ingress. Allow floor to dry out and brush off salts.	2	
		Fittings.	None, other than plant.				
		Fire.	Plant.		Fire stopping of any service penetrations to be checked.	C	
3.3.1.8	B7 Transformer Room.						
		Ceiling.	Unable to ascertain due to extensive service runs.		Ideally allow for redecoration but inaccessible currently due to services.	3	
		Walls.	Glazed brickwork. Stud wall to west Concrete blockwork, unpainted to south to 1.11.	Fair Condition. Fair condition – is partition fire rated? Good condition.	Cleaning. Assess need for fire rating and check services penetrations for fire rating.	3	
		Skirtings and architraves.	None.	-	-	-	
		Doors	Steel double doors with sliding bolts, painted to B4. Inner timber boarded door, wide leaf.	Fair condition. Fair condition.	 Redecorate.	 3	
		Floor.	Concrete.	Fine cracking, appears to be historic.	Engineer to comment re cracking.	C	
		Fittings.	None other than plant.	-	-	-	
		Fire	n/a				
3.3.1.9	B8 Switch Room						
		Ceiling.	Vaulted masonry, plaster finish.	Fair condition.	Redecorate.	3	
		Walls.	Glazed brickwork. Stud wall to east.	Fair-poor condition – damage from services. Fair condition – is partition fire rated.	Cleaning. Assess need for fire rating and check services	3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Modern brick infill to south wall.	Good condition – presume blocks windows into new building basement area and so a fire compartment.	penetrations for fire rating. None.	-	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Modern flush door to B7. Overhead self-closing device but no fire/smoke seals and no fire door signage. Note B8 is an inner room but no vision panel to door.	Fair condition.	None, assuming fire door not required.	-	
		Windows.	None (presume behind modern brick walling).	-	-	-	
		Floor.	Part concrete and part wood block.				
		Floor finishes.		Wood block finishes faded/in poor condition.			
		Fittings.	Electrical switchgear on modern metal framing.	-	Consultant to comment.	C	
		Fire.	See comment re door and inner room.				
3..3.1.10	B9 Book Store						
		Ceiling.	Vaulted masonry with plaster finish. Surface fixed surface runs.	Marks and plugs and small holes where old services/fixings removed, generally good.	Improve services? Repair finings, fill and redecorate.	3	
		Walls.	Glazed bricks and ceramic tiling.	Extensive cable trays on walls and services penetrations. Patched.	Ideally improve/reduce service runs and make good glazed brickwork and tiling.	3	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	See Ramp 01.	-	-	-	
		Windows.	None.	-	-	-	
		Floor.	Concrete, terrazzo steps.	Some fine cracking to floor and chips to steps.	Engineer to comment re cracking.	C	
		Fittings.	Basic timber bookshelves.	Fair condition.	None.	-	
		Fire.	Pipe runs and service penetrations through walls.		Check all are fire stopped.	C	
3.3.2	BASEMENT FLOOR PLAN Drawing 1001.						
3.3.2.1	B1 Stair and Lift Lobby						
		Ceiling.	Painted plaster on concrete.	Plaster cracked and de-bonded in front of goods lift. De-bonded in a number of places.	Remove plaster finishes, re-plaster and redecorate. Allow for repairs to concrete.	2	3708
		Walls.	Painted plaster on masonry.	Efflorescence and dirt to lightwell walls. Paint flaking to west wall in front of lift.	Pavement lights have been replaced as such water ingress to lightwell ought to be have been addressed – remove plaster to lightwells, replaster and redecorate. Address any damp ingress to west wall; redecoration.	2 2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Skirtings and architraves.	Bullnosed timber skirtings, varnished finish. Moulded timber architraves to door to B11.	Good condition. Good Condition.	None. None.	- -	
		Doors.					
		Windows.	None.	-	-	-	
		Floor.	Concrete, no finishes..	Fine cracking in front of lightwells, appears historic.	Engineer to comment on cracking.	C	
		Stairs.	Solid stone winders. Hardwood handrail on painted metal guarding.	Good condition.	None.	-	
		Fittings.	Historic fireclay sink to north west corner, brass bib taps. Service lift with sliding concertina door and metal grillage/and metal mesh enclosure.	Glaze with fine cracking and ingrained dirt. See previous note for B1 re reliability.	Specialist cleaning.	3	
		Fire.	3no. fire extinguishers on wall brackets.				
3.3.2.2	B4 Stair						
		Ceiling.	Concrete with painted finish presume on plaster.	Some scuffing of paint.	Redecorate.	3	
		Walls.	Glazed tiling on masonry.	Tiles where accessible are de-bonded. Some tiles missing – plaster infill.	Grout tiles. Missing tiling could be left.	3	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Steel door and frame with espagnolette, painted finish; ‘fire door keep shut’ sign.	Espagnolette needs attention, door will not close tightly.	Repair espagnolette so that door closes tightly.	2	
		Windows.	None.	-	-	-	
		Landing/steps.	Concrete.				
		Stairs.	Narrow flights. Painted steel balustrading.	Good.	Redecorate.	3	
		Fire.	n/a				
3.3.2.3	B11 Landing to Basement Stair						
		Ceiling.	Concrete with painted plaster finishes.	Plaster de-bonded, blistered and with infilled areas.	Remove plaster finishes, re-plaster and redecorate.	2	
		Walls.	Glazed tiles on masonry.	Good condition.	Cleaning.	3	
		Skirtings and architraves.	None.	-	-	-	
		Doors					
		Windows.	See also sub-basement area B2. 2 light window to north wall above hatch. Stone mullion, reveals and head. Diamond pattern leaded lights.	Good Condition.	Light clean.	3	
		Floor.	Concrete.	Generally good, with fine cracking only in doorway to B12.	Engineer To comment re cracking. Cleaning.	C	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Floor finishes.	None.	-	-	-	
		Fittings.	Plain timber shelving, no backs.	Fair condition.	None.	-	
		Fire.	Exit route from B12 into B1 Wood Street exit stair.				
3.3.2.4	B12 Boof Stack Basement						
		Ceiling.	Glass floor panels to floor above with lightweight steel beams with painted finish.	Putty jointing is unsightly in some places.	Check that the exposed steelwork has an intumescent paint finish and if not assess whether this is required. Cleaning as a minimum.	2	3702
		Structural elements.	Lightweight steel posts with painted finish incorporated into the book shelving.	Appears to be good.	Check whether an intumescent paint finish is required and provided. Cleaning as a minimum.	2 3	
		Walls.	Ceramic tiling on masonry. Masonry piers with tiles finish.	Tiling missing to north wall north-east corner and de-bonded where missing tiles have been replaced by plaster. Replastered where tiling lost. Services infill tacky to east wall.	Grout where tiles are de-bonded. Missing tiled areas could be left. Missing tiled areas could be left. How recent is this work? Has this not cured?	2 3 3	3705 3707
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Steel door to B4 with espagnolette, painted finish; fire door keep shut sign.	Espagnolette needs attention. Steel door will have fire rating but no smoke seals.	Repair espagnolette and redecorate.	2	
		Windows.	None.	-	-	-	
		Floor.	Large size glass floor slabs set in putty and metal framing. Metal upstand to floor edges such as around columns.	Some rough edges to glass panels.	Further review required – can the glass edges be ground smooth? Specialist cleaning.	3 3	
		Fittings.	Steel book shelves integral with the steel floor supports. Integral lights and switching.	Appears to be good.	Check wiring etc.	2	
		Fire.	Exit route through this room from B7 etc below to Wood Street exit stair. See note re steel posts.				
3.3.3	GROUND FLOOR PLAN. Drawing 1002.						
3.3.3.1	RDS-12 Wood Street Staircase and Lift						
		Ceiling.	Plaster on concrete, painted.	De-bonded and cracked.	Remove plaster; replaster and redecorate.	2	
		Walls.	Painted plaster on masonry.	Paint finishes scuffed.	Redecorate.	3	
		Skirtings and architraves.	Bullnose timber, varnished finish. Timber architrave to doors.	Fair condition – loss of finish. Good.	Re-varnish.	3	
		Doors.	External door. Timber 6 panel door. Fire exit door with fire exit sign. Overhead self-closing device. Historic lever furniture and sliding bolts top and bottom.	Door not tested. Sliding bolts not ideal for final exit door. Loss of finishes to door bottom, otherwise good condition.	Assess whether single action lever/crash bar is needed. Refurbish finishes.	2 3	
		Windows.	Lancet windows each side of exit door, with leaded lights with diamond panes and internal saddle bars.	Dirty, otherwise good condition.	Cleaning.	3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Floor.	Concrete.	Staining but no cracks.	Cleaning.	3	
		Stair.	Solid stone winders. Hardwood handrail on painted metal guarding.	Good.	None.	-	
		Fittings.	Historic fireclay sink to north-west corner with brass bib taps and moulded timber cover and curved hinged door. Service lift with sliding concertina door and metal grillage/and metal mesh enclosure.	Fine crazing to glaze and ingrained dirt. Loss of polish/varnish finish to cover and door. See comments B1 re lift.	Specialist cleaning/ Re-polish.	3 3	
		Fire.	See comments re final exit door. 3 no. fire extinguishers on wall brackets.				
3.3.3.2	B14 Book stack.						
		Ceiling	Glass floor panels to floor above and lightweight steel beams with painted finish.	Fair condition.	Check that the exposed steelwork has an intumescent paint finish and if not assess whether this is required. Cleaning as a minimum.	2 3	
		Structural elements.	Lightweight steel posts with painted finish incorporated into the book shelving.	Fair condition.	Check that the exposed steelwork has an intumescent paint finish and if not assess whether this is required. Cleaning as a minimum.	3	
		Walls (main book stack area).	Ceramic tiling on masonry. Masonry piers with ceramic tiling. Lightwells to the north, also tiled. Brass guard rails between piers.	Tiling missing in places and walls plastered, e.g. to window reveals. Piers replastered but unpainted. Inappropriate gypsum plaster? Damaged tiling to reveal to B14. Good – slightly dull.	Ideally replace tiling where lost but could be left. Finish plaster and redecoration. Repair/reinstate damaged tiling. Cleaning of tiles. Polish.	3 3 3 3 3	3718 3719
		Walls (room to east)	Ashlar masonry to north wall. Ceramic tiling on masonry to west, east and south walls.	Salt staining at low level to left-hand side, and below windows. North wall right-hand side tiles lost to reveal. East wall and south-east corner, tiling lost in places, with plaster repairs. Plaster undecorated. Plaster damaged, lost and rough to pier to south.	Address any water ingress, allow to dry and brush off. Ideally reinstate missing tiling, but could be decorated and left. Cut out damaged plaster, re-plaster and decorate.	2 3 2	
		Skirtings and architraves	None.	-	-	-	
		Doors	None.	-	-	-	
		Windows (main book stack area).	Lancet windows to north wall of reeded glass in lead comes and internal saddle bars. Masonry reveals and sills.	Glazing is dirty but otherwise in good condition.	Cleaning.	3	
		Windows (room to east).	2 windows with arched heads – each 4 lights with leaded lights with circular panes; internal saddle bars.	Salt staining below but windows in good condition.	Cleaning.	3	3717
		Floor (main boof stack area).	Large size glass floor slabs set in putty and metal framing. Metal upstand to floor edges such as around columns. Concrete floor with wood blocks to south side of room.	Some rough edges to glass panels. Replaced glass floor panel within door to B15 and 2 no. replacement glass panels to centre of room – appear clearer, not sand blasted(?) as original? Fair condition – loss of finish	Cleaning. Re-putty?	3	3711 3713 3773

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Floor (room to east).	Concrete.	Fine cracking e.g. to right of left-hand window; mid-point of room; to south doorway and doorway to B14.	Engineer to comment on cracking. Clean.	C	
		Fittings	Steel book shelves integral with the steel floor supports. Integral lights and switching.	Appears to be good.	Check wiring etc.	2	
		Fire	See note re steel posts.				
3.3.3.3	B15 Landing.						
		Ceiling	Concrete, painted (textured paint) on plaster.	Old fixings holes. Finishes cracked, blistered.	Remove finishes, re-plaster and redecorate.	2	
		Walls	Painted plaster on masonry.	Plaster chipped left-hand of doorway to stair and decorations scuffed. Corners to B14 chipped.	Patch re-plaster and redecorate.	2	
		Skirtings and architraves	Small size timber skirting with basic moulding, Varnished or polished finish. Plain architrave to door to B17.	Loss of finish. Fair condition.	Revarnish or re-polish. Ideally replace architraves.	3 3	
		Doors	Door to B17 – modern flush door, brass pull handle and roller catch. Hatch to service riser – modern flush door, no fire door signage or fire seals.	Fair condition. No fire rating. Fair condition, master board (?) lining to inside face but no fire seals..	Poor appearance – ideally strip out and fit improved door with appropriate fire rating. Assess need for fire rated door to service riser – allow to replace hatch door.	2 2	
		Floor	Concrete.	Crack along centre of room east-west. Crack in doorway to RDS-12.	Engineer to comment re cracking. Clean.	C 3	
		Floor finishes	None.				
		Fittings	None.				
		Fire	Service riser to south-east corner.	Grillage(?) to floors above and below.	Check fire stopping.	2	3721 3722
3.3.3.4	B17 Store.						
		Ceiling	Concrete, plastered and painted.	Plaster de-bonded various places.	Re-plaster and redecorate.	2	
		Walls	Painted plaster on masonry.	Decorations scuffed and worn.	Redecorate.	3	
		Skirtings and architraves	Small size timber skirting with basic moulding, Varnished or polished finish.	Loss of finish.			
		Doors	Internal door – flush modern door with brass pull handle and roller catch.	Fair condition.	Poor appearance – ideally strip out and fit improved door.	3	
		Windows	2 light window with masonry head and mullion. Partition abuts mullion. Obscure glass in lead comes. Internal metal guard bars.	Cracked panes to left-hand side.	Repair cracked panes.	2	
		Floor	Concrete.	Mostly not visible due to items stored.	Reinspect when room cleared. Clean.	3	
		Floor finishes	None.	-	-	-	
		Fittings	Sink.	Sign labelled 'out of use'.			

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Fire	Store is off means of escape but no fire door.		Fit fire rated door.	2	
3.3.3.5	C2 Charter room 1 store.						
		Ceiling.	Plaster on concrete, painted.	Large patch of failed finishes to centre of room. Cracking to a number of places.	Remove failed finishes, re-plaster, fill cracks, and redecorate.	2	3920
		Walls.	Exposed brick, painted.	Good.	None.	-	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Wide timber boarded door, stained finish. Overclad to inside face and stained. Old overhead self-closing device and latch.	Door does not self-close fully into frame rebate, due to latch, otherwise fair condition. Presume the over-cladding to inside is to upgrade door fire rating?	Allow to improve latching and replace self-closing device. Identify cladding material and allow to upgrade as required. Add smoke/fire seals to frame.	2	
		Windows.	None.	-	-	-	
		Floor.	Solid, with wood block finish.	Surface finish faded/lost, otherwise in good condition.	Sand and re-seal.	3	
		Fittings.	Basic timber shelving to perimeter and middle of room.	Fair but basic.	None.	-	
		Fire.	See comments re. door.				
3.3.3.6	RDS-13 Stair.						
		Ceiling	Concrete with plaster finish, painted.	Scabbled and de-bonded. Large blistered patch in centre where finishes are de-bonded.	Replaster and decorate; allow for localised concrete repair.	2	
		Walls	Painted plaster on masonry.	Good.	None.	-	
		Skirtings and architraves.					
		Doors.	Steel door to B14, no frame, painted finish. Door to C11 – timber framed double doors, upper panels polished wired glass with timber lower panels. Pair of overhead self-closing devices. No fire or smoke seals. Fire exit sign on door.	Good. Likely to achieve fire rating but no smoke seals. Badly scratched and scabbled.. Door selector broken. Door unlikely to achieve fire required rating.	Redecorate. Refurbish door and upgrade to achieve required fire rating, inc fire/smoke seals to frame and meeting stiles.	3 2	
		Windows.	None.	-	-	-	
		Floor.	Exposed concrete at base of steps; wood block flooring on concrete above steps.	Good. Wood blocks worn and many loose. Loss of finish.	None. Replace damaged blocks, sand and re-seal.	- 2	
		Fittings.					
		Fire.	Fire exit route. See comments on door to C11.				
3.3.4	First Floor Plan. Drawing 1003.						
3.3.4.1	RDS 12 Wood Street Staircase and Lift						

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Ceiling	Concrete with plaster finish, textured paint.	Surface blistered and cracked. Plaster de-bonded in many places. Fine crack between ceiling and top of door frame.	Remove plaster, re-plaster and redecorate.	2	
		Walls	Plaster on masonry, painted finish.	Flaking paint to west wall by lift. Paint scuffed.	Redecorate.	3	
		Skirtings and architraves	Bullnose timber with varnish finish. Timber architraves to door.	Loss of finish. Good.	Re-varnish. None.	3 -	
		Doors	Timber panelled door – 6 no. upper panels with wired glazing; timber lower panels. overhead self-closing device; no fire /smoke seals. Electric lock. 'Fire door keep shut' sign.	Door fully self-closes into frame rebate. Door knob needs attention, otherwise good. Query fire rating of door.	Repair. Upgrade panels to improve fire rating. Add smoke/fire seals.	3 2	
		Windows	3 no single lights in stone reveals; leaded lights diamond panes.	Western window – 2 no. cracked panes, otherwise in fair condition.	Replace cracked panes. Light clean.	2 3	
		Floor	Exposed concrete.	Crack to west wall.	Point crack.	2	
		Floor finishes	None.	-	-	-	
		Stair treads and risers	Solid winders.	Good.	None.	-	
		Stair balustrade and handrails	Hardwood handrail, varnished. Metal scrollwork balustrade, painted.	Good. Good.	None. None.	- -	
		Fittings	Historic sink to north west corner with brass bib taps. Timber cover and hinged curved door. Service lift with sliding concertina door and metal grillage/and metal mesh enclosure.	Plumbing sausages on floor in cupboard may indicate leak to plumbing? Glaze cracked; ingrained dirt. Timber in fair condition.	Check for any leak. Specialist clean to sink. Refurbish lid and door surface finishes.	2 3 3	
		Fire	3 no. fire extinguishers on wall bracket. See comment re door.				
3.3.4.2	B18 Lobby.						
		Ceiling.	Concrete with plastered finish, textured paint.	Blistered. Patched repairs especially above the stairs.	Remove and replaster. Redecorate.	2	
		Walls.	Ceramic tiling on masonry to north, west and east walls. Plaster on masonry, painted to south. Plaster on masonry to walls to head of stair.	Fair condition. Plaster de-bonded to wall to east of stair.	None. Redecorate south wall. Replaster and redecorate.	- 3 2	
		Skirtings and architraves.	None to bottom of steps. Moulded timber skirting to top of steps. None to door to stair.	- -	- -	- -	
		Doors.	Refer to stair and B26. Service hatch to head of stair.	Hatch door locked. Fire rating to hatch door to be checked and any fire stopping to service riser to be checked.	Consultant and/or specialist to assess.	C	
		Windows.	None.	-	-	-	
		Floor.	Exposed concrete.	Day joints opening to east and base of stair. Cracking to door threshold.	Point up. Cut out and repair concrete to threshold.	2 2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Steps.	Concrete with applied strips to nosing. Timber string.	Applied strips lost, otherwise good.	Apply, or route into steps for contrasting non slip nosing.	2	
		Balustrades and handrails.	Hardwood rail on metal brackets both sides.	West bracket at top loose, otherwise fair.	Firm fix bracket.	2	
		Fittings.	Timber shelves with				
		Fire.	Single direction escape route from B26 – is a fire rated door required between B18 and B19? Should shelves and any paper documents be removed from B18?		Consultant to assess.	C	
3.3.4.3	B19 Book Stack						
		Ceiling.	Concrete with plaster finish and textured paint. Ceiling is low height, with surface fixed metal conduit and fluorescent bulkhead lights. Ceiling grill in front of window to north wall.	Fine crack running north-south and plaster sounds de-bonded at mid-point. Fine crack along the south side and plaster sounds de-bonded in places. Fine crack in north-west corner running north-south. North wall – plaster cracked and sounds de-bonded by ceiling grill. Grill mesh damaged; cables?. Otherwise plaster appears sound elsewhere. Decoration generally good.	Could leave, but allow for cutting out the areas which sound de-bonded, re-plaster, and allow to redecorate the ceiling. Possible localised concrete repair. Replaster locally. Renew grill mesh and address cables.	3 3 2	
		Walls.	Glazed tiles on masonry.	North wall from north-west corner – tiles lost to first window right-hand side; tiles lost to second window right-hand side at mid-level; tiles lost to third window both sides; 5 th window – tiles lost to left-hand side at high level; 6 th window – tiles lost to left and right-hand sides at high level; 7 th window - tiles lost to left and right-hand sides at high level; 8 th window – tiles lost to left-hand side at high level. Plaster infill where tiles are lost. East wall – tiles sound de-bonded to centre pier (book hoist or duct?) and to south side. South wall – cracked and de-bonded above all windows. West wall – largely concealed by book shelves.	Could leave the walls as found, with missing tiles and plaster infill. The de-bonded tiling might be injection grouted to prevent further losses.	- 3	3766
		Structural elements.	Masonry piers with plaster finish in two rows down centre of room west – east.	Ceramic tiles have been lost and piers have been re-plastered (inappropriate gypsum based plaster?). The plaster is rough at low level where the piers run past the floor.	Improve plaster.	3	
		Skirtings and architraves.	None.				
		Doors.	Refer to 3.07, RDS-13 and RDS-18.				
		Windows.	North wall Heads of windows – stone tracery with leaded lights with circular panes. Windows below are leaded lights with reeded glass. There are brass guard rails across the wells in front of these windows.	Salt staining to first window from north west, but masonry is dry to touch joints opening to head. 6 th window from north-west corner salt staining to stone head, but also dry to touch; 3 cracked panes. 7 th window – salt staining to head but dry to touch, open joint to head. 8 th window – open joint to head.	Brush off salt staining. Repoint open joints and monitor.	3 2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
				Glass to tracery is clean but glass below is dirty externally. Guard rails in good condition.	Light clean externally. None.	3 -	
			South wall – 4 no. windows with leaded lights and reeded glass, with internal saddle bars..	Good condition. The windows will have no fire rating and overlook the atrium. Subject to assessment by consultant allow to line each reveal with fire rated secondary glazing in metal frames.	None.	- C	
		Floor.	Glass panels set in putty in structural metal frames.	Glass panels are dull – presume this is fritted or ground to provide a non-slip surface, or surface wear/patina and will be left. Putty in fair condition.	None. Provisional sum for specialist cleaning.	- 3	
		Fittings.	Steel book shelves, with integral light switches and bulkhead lights on conduit in aisles between the stacks..	Appear to be in fair condition.	Light cleaning.	3	
		Fire.	Refer to comments re windows.				
3.3.4.4	RDS-13 Stair.						
		Ceiling	See RDS-18.				
		Walls	See RDS-18.				
		Skirtings and architraves	Hardwood bullnose as RDS-18.	Finishes lost.	Revarnish.	3	
		Doors	Historic steel door and frame to D7, operated using espagnolette. Paint finish. Fire door keep shut sign. No self-closer.	Good. Espagnolette is stiff to operate but closes door tightly in frame.	None.	-	
		Windows	None.	-	-	-	
		Floor	See RDS-18.				
		Stair treads and risers	Solid.	Good.	None.	-	
		Stair balustrade and handrails	Steel guarding, painted.	Good.	None.	-	
		Fittings	None.	-	-	-	
		Fire	Escape route down to ground level.				
3.3.4.5	B21 Corridor						
		Ceiling.	Concrete with plaster finish, painted. Surface fixed conduit.	Cracking, but decorations in fair condition.	Fill and redecorate.	3	
		Walls.	Plaster on masonry, painted. Metal service pipes/risers to north-east corner.	Stored items obscure walls.	Allow to redecorate. Specialist to inspect fire stopping.	3 C	
		Skirtings and architraves.	Hardwood bullnose, varnished.	Damage to east wall pier. Fair – loss of finish.	Repair. Re-varnish.	2 3	
		Doors.	See B20 and RDS-18.				

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Windows.	None.				
		Floor.	Solid, timber blocks.				
		Fittings.	Historic telephone point and electrical switches in wooden boxes.	Good – retain. Good - retain.	None. None.	- -	
		Fire.	Fire extinguisher on floor stand. Call point.				
3.3.4.6	B25 Equipment store eastern room						
		Ceiling.	Concrete with plaster finish, painted. Surface fixed conduit.	Crazing and undulations to finishes.	Re-plaster and redecorate.	2	
		Walls	Plaster on masonry, painted. Surface fixed conduit. Metal ducting to north and east walls. Large arched opening to north wall into RDS-16 and stair RDS -13.	Scuffs to paint to north of door, otherwise good. Should this be infilled for fire purposes?	Redecoration. Check fire stopping of penetrations from duct. Consultant to assess whether this need infilling with fire resistant glazing or similar.	3 C C	
		Skirtings and architraves.	Hardwood bullnose, varnished. Beaded timber architraves to door.	Good. Good.	None. None.	- -	
		Doors.	Arched opening to B20 – single wide door leaf of 3 panels, upper 2 glazed using rippled glass, with glass and timber side panels. No self-closing device; no smoke/fire seals. Historic brass lever furniture. Glass in side panel matches that in door.	Door catches on floor, otherwise in good condition. Historic rippled glass – unlikely to be safety glass.	Ease door. Consultant to assess - add protective film if safety is an issue – staff access area.	2 C	
		Windows.	2 no windows to south wall in arched openings. Each with 3 lights, leaded lights with circular panes. Western window, centre light with centre pivot casements in metal frame which are open to atrium. No cords.	Good. Will be no fire protection between atrium and B25, especially as vents are open.	None. Consultant to assess, but presume fire rated secondary glazing in metal frame will be required. .	C	
		Floor.	Solid floor with wood blocks.	Finishes faded to previous circulation areas but good where vitrines have been moved. Some blocks are loose.	Refix loose blocks, sand and reseal.	3	
		Fittings.	Timber shelving and racking.				
		Fire.	See comments re windows.				
3.3.4.7	RDS 16 Corridor						
		Ceiling.	Concrete with plaster finish, painted.	Plaster finishes de-bonded in various places.	Remove de-bonded plaster, re-plaster and redecorate.	2	
		Walls.	Plaster on masonry, painted – textured paint. Large opening into B20.	Scabbles painted over. Plaster de-bonded in some places. May need fire rated glass infill see B20.	Allow to remove de-bonded plaster in localised areas, re-plaster and redecorate walls. Consultant to assess.	3 C	
		Skirtings and architraves.	Hardwood bullnose, varnished.	Loss of finish, otherwise good.	Revarnish.	3	
		Doors.	Timber hatch to west wall. Historic steel doors to D7. 'Fire Door keep	Locked. Good. Espagnolette is stiff but secures doors	Check hatch is fire protected to back and sealed to frames, and any services within are fire stopped. Assume none.	C -	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			shut' sign.	tightly to frame. No self-closer. Heavy door.			
		Floor.	Solid with wood block finish.	Some loose blocks. A depression in centre of floor. Extensive loss of surface finish.	Take up blocks where small there is depression – allow to level up with bedding or screed. Refix loose blocks. Sand and reseal.	2	
		Fittings.	None.				
		Fire.	This is a fire exit route to RDS-13 then down the stairs. See comments re. B20.				
3.3.4.8	D7 Upper ground floor bookstore						
		Ceiling.	Plaster on concrete, textured paint finish.	Some blistered areas to west bay, otherwise fair.	None.	-	
		Walls.	Glazed tiles on masonry.	West bay: West wall – tiled but sounds de-bonded to lower level to south. North wall – tiled; tiles missing over arch; tiles de-bonded. East wall – tiled arch – appears to be fair condition. South wall – tiled – appears to be in fair condition.	Leave. May be possible to gout behind hollow sounding tiled areas – allow provisional sum for this. None. None.	- 3 - -	
				East bay: West wall – fully tiled – de-bonded/hollow sounding by pipe boxing. North wall – fully tiled – areas de-bonded/hollow sounding. East wall – plaster infill where tiles lost to south side. South wall – fully tiled – de-bonded/hollow sounding at low level at east end.	Leave. May be possible to gout behind hollow sounding tiled areas – allow provisional sum for this. Presume leave 'as found'. Leave. Provisional sum to grout behind tiles.	- 3 - - 3	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	See RDS-13 and RDS-16.				
		Windows.	Window to west and east bays - arched heads. Stone reveals, mullions and tracery. Leaded lights with round panes. Decorative metal guard rail in front of both windows.	Good condition. Good condition.	None. None.	- -	
		Floor .	Glass panels set in putty in structural metal frames.	A number of replacement glass panels to west bay. Glass is clearer than original glass floor panels. Putty in fair condition. A new glass panel to east bay along east wall. Original glass panels are duller than the new – presume this is fritted or ground to provide a non-slip surface, or surface wear/patina and will be left.	None. None. Provisional sum for specialist cleaning.	- - 3	
		Fittings.	Steel book shelves.	Good-fair.	None, other than light cleaning.	3	
		Fire.	n/a				

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.3.5	SECOND FLOOR PLAN Drawing 1004.						
3.3.5.1	Wood Street staircase and lift						
		Ceiling.	Plaster on concrete, with textured paint finish.	Cracking adjacent lift motor cupboard. Fine cracking and blistering to a number of places. De-bonded.	Remove, re-plaster and redecorate, Allow for localised concrete repairs.	3	
		Walls.	Plaster on masonry, painted finish.	Paint scuffed.	Redecorate.	3	
		Skirtings and architraves.	Hardwood bullnose, varnished finish. Moulded timber to door to B18.	Loss of surface finish, otherwise in fair condition. Good.	Redecorate. None.	3 -	
		Doors.	To B18 – timber panelled door with 6 no. glazed upper panels in polished wired glass set in screw fixed hardwood beading; timber lower panels. Overhead self-closing device; electric lock.				
		Windows.	4 no. single lights in stone reveals. Diamond pattern leaded lights; internal saddle bars.	Good.	Light cleaning.	3	
		Floor.	Concrete.	Some opening up of day joints.	Point up and clean.	3	
		Floor finish.	None.	-	-	-	
		Stair.	Moulded timber rail, varnished finish. Metal balustrade, painted.	Corner of rail split off.	Splice repair to rail.	3	
		Fittings.	Historic fireclay sink to north west corner with brass bib taps. Timber hinged lid and curved hinged door. Service lift with sliding concertina door and metal grillage/and metal mesh enclosure.	Glaze to sink has fine cracking and ingrained dirt, otherwise fair condition. See comments to B1 re lift.	Specialist cleaning to sink. Refurbish finishes to timber.	3	
		Fire.	Fire exit stair and exit route to final exit door at ground level directly below.				
3.3.5.2	B18 Lobby						
		Ceiling.	Low height. Concrete, plastered with paint finish.	Crack over stair door. Surface blistered; repairs by light fitting, failed.	Remove plaster, re-plaster and redecorate.	3	
		Walls.	Plaster on masonry, painted finish.	Decorations are old, scuffed, scabbled.	Redecorate.	3	
		Skirtings and architraves.	Hardwood bullnose, varnished finish.	Loss of surface finish, otherwise fair condition.	Redecorate.	3	
		Doors.	Refer to rooms off corridor.				
		Windows.	None.	-	-	-	
		Floor.	Solid floor. Wood blocks with carpet runner.	Loss of finish to blocks. Carpet worn.			
		Fittings.	None.	-	-	-	
		Fire.	Means of escape route.				

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.3.5.3	B27 and B33 Corridor and corridor leading to mezzanine.						
		Ceiling.	Concrete with plaster finish, painted. Cornice. Service hatch to void?	Blistered surface – various places. Check fire rating of hatch.	Re-skim locally. Redecorate. Renew.	3 3 2	
		Walls.	Plaster on masonry, painted.				
		Skirtings and architraves.	Timber bullnose, varnished.	Loss of finish, otherwise in fair condition.	Revarnish.	3	
		Doors.	Refer to rooms off B27 and B33.	Paint is old and scuffed. Surface fixed wiring.	Reroute wiring. Redecorate	3	
		Windows.	Window to south wall to B33. 2 light window with one opening casement. Leaded lights with circular panes; saddle bars.	Some bowing to glass, but now set on an internal wall. Lack fire rating between B35 and the escape route?	Could leave. Allow to secondary glaze inside B35 with fire rated window in metal frame.	- 2	
		Floor.	Solid with wood blocks and centre carpet runner. Ramp between B27 and B33. Set of steps up to B35.	Blocks worn and loss of surface finish.	Sand and seal blocks.	3	
		Fire.	B27/B33 is escape route from mezzanines to Wood street stair and final exit. Refer to comments re doors to individual rooms, and window to south wall.				
3.3.5.4	B28 Administrative Office						
		Ceiling.	Concrete with plaster finish, painted. Cornice. Bay window with lower ceiling.	There or four large blisters to surface finishes. Crack along cornice to north wall. Crazing and cracking to bay ceiling.	Cut out and re-skim. Redecorate ceiling. Fill, redecorate and monitor. Replaster and redecorate.	3 2 2	
		Walls.	Plaster on masonry, painted. Timber panelling ¾ height with crenelations which integrate with crenelations to stone fire surround to west wall.	Good. Good. Vent(?) grill to pier with cable popping out.	None. None. Reroute cable. Check fire stopping of any ductwork.	 C	
		Skirtings And architraves.	Timber plinth as part of panelling.	Good.			
		Doors.	Timber frame in stone surround. Timber panel door, 4 no. upper panels with glazing (Stippolyte) in heavy timber glazing bars; 1 no. horizontal mid panel and 3 no. lower timber panels. Historic latch/lever.	Handle loose and latch not working, otherwise good. Limited fire rating.	Repair handle. Light refurbishment. The door is off an escape route from mezzanines 1 and 2 – would anticipate the door will need upgrading for fire purposes particularly if kitchen use is maintained – upgrade panels, add fire/smoke seals to frame; add self-closing device and adjust/alter latching to ensure door fully self closes into frame rebate.	2 3 2	
		Windows.	Bay window with slayed sides – 4 lights, stone reveals, mullions and tracery. Leaded lights with saddle bars. Small centre pivot opening casements in metal frame to right-hand light operated by cord.	Recent pointing to leaded lights. Glazing good but dirty. Joint has opened to left-hand sill, has been repointed which is currently sound. Some recent pointing to right hand light but Verdigris run off from metal window frame.	None. Light cleaning to glass. Repoint and monitor. Refurbish frames.	- 3 2 2	
		Floor.	Solid, with wood blocks.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Fittings.	None.	-	-	-	
		Fire.	See comments re door.				
3.3.5.5	B29 Common Room						
		Ceiling.	Concrete with plaster finish, painted. Down stand beams clad with timber. Timber cornice. Bay window with lower ceiling.	Cracking along the west side; blister in front of eastern window, otherwise appears to be in good condition with recent decoration. Bay ceiling crazed/cracked.	Monitor crack, otherwise none. Replaster and redecorate.	- 2	
		Walls.	Plaster on masonry, painted. Timber panelling with crenelations which integrate with crenelations to stone fire surround to east wall. Cupboard with glass fronts.	Crack under beam to north side. Crack along wall/ceiling to north side. Some scratches to panelling and marks from chair backs.	Engineer to comment. Rake out, fill and monitor. Specialist refinishing of panelling.	C 2 3	
		Skirtings and architraves.	Timber plinth as part of panelling.	Good.	Refinishing as part of panelling.	3	
		Doors.	Timber frame in stone surround. Timber panel door, 4 no. upper panels with glazing (stipolite) in heavy timber glazing bars; 1 no. horizontal mid panel and 3 no. lower timber panels. Historic latch/lever.	Good. Limited fire rating.	Light refurbishment. The door is off an escape route from mezzanines 1 and 2 – would anticipate the door will need upgrading for fire purposes particularly if kitchen use is maintained – upgrade panels, add fire/smoke seals to frame; add self-closing device and adjust/alter latching to ensure door fully self closes into frame rebate.	3 2	
		Windows.	Bay window with slayed sides – 4 lights, stone reveals, mullions and tracery. Leaded lights with saddle bars. Opening casement in metal frame to left-hand light.	Recent pointing to centre light right side and to right-hand side head to splay; joints opened to sill to left and right sides and right-hand side head. Glass dirty.	Further pointing where joints have opened, and monitor. Light clean to glazing.	2 3	
			Window to east side – 2 lights, both fixed. Stone reveals and mullion.	Recent pointing to left-hand leaded light. Right-hand leaded light buckled.	None. Allow to re-lead.	- 2	
		Floor.	Solid with wood blocks.	Loss of finish - generally poor; some loose blocks.	Re-set loose blocks, sand and re-seal.	3	
		Fittings.	None.	-	-	-	
		Fire.	See comments re door.				
3.3.5.6	B30 Kitchen						
	Although this a small staff kitchen, effectively a tea station, there is no mechanical extract.						
		Ceiling.	Concrete with plaster finish, painted. Timber covered pipe boxing. Surface fixed conduit for lighting.	Areas blistered and de-bonded. Retain Retain.	Cut out and replaster de-bonded areas, Redecorate.	3	
		Walls.	Plaster on masonry, painted. Chimney breast to west wall with timber cupboard infill, with metal vent above. Ceramic tile splashback to kitchen worktops.	Plaster cracked and de-bonded to north and east walls. Plaster cracked below window. Crazing and de-bonded plaster to chimney breast.	Replaster north and east wall. Cut out and replaster to chimney breast, retaining vent. Depending on future use reinstate ceramic tiling. Engineer to comment re cracking to north wall.	2 C	
		Skirtings and architraves.					

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Doors.	Timber 6 panel door with brass knob.	Scabbles to lip, otherwise in fair condition. Door will have no fire rating and has no self-closing device.	Light refurbishment. The door is off an escape route from mezzanines 1 and 2 – would anticipate the door will need upgrading for fire purposes particularly if kitchen use is maintained – upgrade panels, add fire/smoke seals to frame; add self-closing device and adjust/alter latching to ensure door fully self closes into frame rebate.	3 2	
		Windows.	Flat headed 4 light window with relieving arch over. Leaded lights; 2 no. metal framed opening casements with stays.	Joint opening to stone window head right-hand side; mortar cracked. Right-hand casement stay need easing.	Engineer to comment re joints opening (see also crack below window). Point up + monitor. Ease stay.	C 2 2	
		Floor.	Solid floor with wood block finish.	Blocks recently sanded and sealed. Some loose blocks.	Re-set loose wood blocks.	2	
		Fittings.	Kitchen wall cupboards and base units with laminated cupboard worktop and inset stainless steel sink, all modern. Timber cupboard within fire place. Timber cupboard by window.	Basic modern fittings in fair condition.	Due to re-plastering work allow to strip out and reinstate dependant on any new use for the room. Refurbish.	2 3	
		Fire.	See comments re door.				
3.3.5.7	B31 Store Room						
	Photography darkroom – painted black.						
		Ceiling.	Concrete with plaster finish, painted black.	Not able to ascertain.	Allow redecoration.	3	
		Walls.	Plaster on masonry, painted black.	Plaster de-bonded to east wall.	Replaster and redecorate.	2	
		Skirtings and architraves.	Plain timber	Fair condition.	None.	-	
		Doors.	See B32. To B13 -				
		Windows.	4 light window; leaded lights, single metal framed opening casement.	Recent repointing to leaded lights. Loose saddle bar to right-hand casement.	None. Refix saddle bar.	- 2	
		Floor.	Solid with wood blocks.	Recent sand and reseal.	None.	-	
		Fittings.	None.	-	-	-	
		Fire.	See comments re door.				
3.3.5.8	B32 Charter Room 1						
	Occupants commented that the room is too hot.						
		Ceiling.	Concrete with plaster finish, painted black. Surface fixed conduit to fluorescent lights.	Blistering to paint and some cracking to plaster. Possible de-bonded and loose plaster to south side.	Cut out failed finishes and plaster, re-plaster and redecorate room.	2	
		Walls.	Plaster on masonry, painted. Fireplace to east wall, ceramic tiling within fireplace, vent on wall above fireplace.	Recent decoration. Plaster de-bonded to north wall and to pier between windows.	Address any water ingress. Cut out and re-plaster locally. Allow to replaster south wall.	2 2 2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			Surface fixed pipework at high level.	Cracks and streaking to south wall. De-bonded plaster to chimney breast. Chimney blocked off by ply sheet.	Redecorate.		
		Skirtings and architraves.	Plain timber.	Fair condition.	None.	-	
		Doors.	To B31 – timber 6 panel door.	Good condition.	Light refurbishment. The door is off an escape route from mezzanines 1 and 2 – would anticipate the door will need upgrading for fire purposes particularly if kitchen use is maintained – upgrade panels, add fire/smoke seals to frame; add self-closing device and adjust/alter latching to ensure door fully self closes into frame rebate.	3 2	
		Windows.	2 no. 4 light windows; leaded lights, each window with metal framed opening casement.	Eastern window – recent repointing to leaded lights. Crack to window head left-hand side which continues up the wall. Left-hand window – casement handle broken.	Point crack and monitor. Engineer to comment. Repair handle.	2 C 2	
		Floor.	Solid with wood blocks. Extensive cabling on floor from use as photography studio.	Recent sand and seal.	None. Improve cable management?	- C	
		Fittings.	None.	-	-	-	
		Fire.	See comments re door.				
3.3.5.9	B35 Charter Store 2						
		Ceiling.	Concrete. The plaster finish appears to have been removed possibly following failure. Recent patch repairs to concrete. Concrete recently painted, not re-plastered.	Cracking to south-west corner; one or two areas sound de-bonded, but generally good.	Monitor – none.	-	
		Walls.	Brickwork, painted using gloss paint.	Efflorescence to south west corner at high level by air vent, otherwise good.	None.	-	
		Skirtings and architraves.	None.				
		Doors.	Timber panel door – 4 no. upper panels glazed with stipolite; lower plain timber panels. No self-closing device; no smoke seals.	Good, but will have no fire rating.	Consultant to assess any upgrade for the door to improve fire rating.	C	
		Windows.	2 no. 3 light windows to south wall; diamond pattern leaded lights with ripple glass. Centre pivot opening casements to one light.	Pointing eroded to bottom of centre lights to both windows and some play in lead as a result. The west window has mortar loss to sill. Note that windows overlook the atrium, but will have no fire rating. Not working.	Repoint. Repoint. Consultant to assess whether fire rated secondary glazing is required. None.	2 2 C -	
			Window to corridor – 2 light with leaded lights with circular panes.	Crack to window head painted over. Leaded lights buckled, but as the window is internal no action required. Note that window backs onto corridor but will have no fire rating.	None. Consultant to assess whether fire rated secondary glazing is required.	- C	
		Floor.	Painted concrete.	Good.	None.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Fittings.	Basic metal book shelving.	Good.	None.	-	
		Fire.	See notes re door and windows.				
3.3.5.10	B36 Office Library/Archive Room						
	Office is affected by noise from the atrium and lack of ventilation – the door is wedged open for this reason.						
		Ceiling.	Concrete with plaster finish, painted. Plaster cornice.	Crack to east side to right hand corner. Crack along cornice to east wall. Crack along cornice to south wall. Crack to cornice to south side left-hand corner – plaster appears de-bonded here. Bubbling to soffit to eastern window – may be historic. Crack to ceiling/top of cornice along west wall. Crack to cornice above north wall above door and at mid-point.	Fill cracks to cornice and monitor. Allow to cut out de-bonded plaster, re-plaster. Redecorate ceiling.	2 2 2	
		Walls.	Plaster on masonry, painted. Timber cupboards and timber racking with boarded backs and full length cupboard below windows to south wall restricts inspection. Radiator in reveal in north wall with arched head.	Plaster cracked and de-bonded to centre of north wall.	Remove and re-plaster locally. Redecorate.	2 2	
		Skirtings and architraves.	Moulded timber.	Scabbled and worn.	Refurbish.	3	
		Doors.	Timber panel door, 4 no. upper panels with glazing (Georgian wired) in heavy timber glazing bars; 1 no. horizontal mid panel and 3 no. lower timber panels. Overhead self-closing device. Modern brass knob.	Good condition. Wedged open.	Light refurbishment. The door is off an escape route from mezzanines 1 and 2 – would anticipate the door will need upgrading to improve fire rating – upgrade panels, add fire/smoke seals to frame; renew self-closing device and adjust/alter latching to ensure door fully self closes into frame rebate.	3 2	
		Windows.	2 no windows to south wall, now overlooking the atrium. Each 2 lights, stone surround and mullion, flat head; diamond leaded lights with rippled glass; saddle bars. East light has upper centre pivot casement; right hand has fixed lights.	Water staining to stone heads and mullions. Open joint to top of mullion. Exfoliation to stone head left hand window. Cracked and flaking paint to east window left-hand reveal.	Historic staining now window is into atrium – leave. Point open joints and monitor. Light dressing back. Redecorate locally. See comments re fire separation to atrium.	- 2 3 3 2	
		Floor.	Solid with wood blocks.	Surface finish worn generally, especially in front of doorway.	Sand and reseal.	3	
		Fittings.	Basic timber cupboards and timber racking with boarded backs. Full length cupboard below windows to south wall.	Scabbled and scratched – in serviceable condition.	Serviceable but not worth refurbishment?	-	
		Fire.	See comments re door. Lack of ventilation to room needs to be addressed. There is likely to be a lack of fire separation between room and atrium due to the windows.		Consultant to assess fire separation. Allow for fire resistant secondary glazing in frames within the window reveals	2	
3.3.5.11	B37 Conference Room						
		Ceiling.	Concrete with plaster finish, painted. Timber cornice. Down- stands with timber cladding.	Generally good. Plaster spall to window soffit to west wall. Joints opening to timber beam cladding.	None. Make good plaster and finishes locally. Fill.	- 2 3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Walls.	Plaster on masonry, painted. Timber panelling to ¾ height with crenelations. Pier to south wall with grill. Stone fireplace. Glass fronted bookcases.	Crack to top of wall and cornice – timber shrinkage? Otherwise good.	Fill, otherwise none.	3	
		Skirtings and architraves.	Timber plinth as part of panelling.	Good.	None.	-	
		Doors.	Timber panel door, 4 no. timber upper panels; 1 no. horizontal mid panel and 3 no. lower timber panels.	Good. Lack of fire rating.	Light refurbishment. The door is off an escape route from mezzanines 1 and 2 and other rooms – would anticipate the door will need upgrading for fire rating – upgrade panels, add fire/smoke seals to frame; add self-closing device and adjust/alter latching to ensure door fully self closes into frame rebate.	3 2	
		Windows.	2 no windows to south wall, now overlooking the atrium. Each 2 lights, stone surround and mullion, flat head; diamond leaded lights with rippled glass; saddle bars. East light has upper centre pivot casement; right hand has fixed lights.	Eastern window – spall to right-hand light at saddle bar. Western window – crack to head and to mullion. This window backs onto the service cupboard in the atrium.	Could leave, or small repair. Pin cracks. See comments re fire separation to atrium and plant room.	3 2	
			To west wall, 2 lights with stone reveal and mullion.	Hole drilled through reveal for cable.			
		Floor.	Solid with wood blocks.	Some loose floor blocks and surface finish poor in many places. Issues with cable management – mats are used.	Refix loose blocks, sand and reseal. Integrate cabling.	3	
		Fittings.	Glass fronted bookcases.	The centre cupboard door to east wall won't latch, otherwise good.	Specialist to adjust frame so door latches.	3	
		Fire.	See comments re door. Lack of ventilation to room needs to be addressed. There is likely to be a lack of fire separation between room and atrium due to the windows.		Consultant to assess fire separation. Allow for fire resistant secondary glazing in frames within the window reveals	2	
3.3.5.12	B.38 Cloakroom.						
		Ceiling.	Concrete with plaster finish, painted.	Finishes blistered and loose. Crack along east wall. Crack along north wall extending down wall. Ceiling finish crazing in wc., paint flaking and paint loss.	Remove plaster, replaster and redecorate.	2	
		Walls.	Plaster finish on masonry, painted.	Crack below window to left-hand side, plus efflorescence and flaking paint, and also to right-hand side in wc. Flaking paint to north wall. Crazing and bubbling of finishes to east wall. Vertical crack to north west corner by wc. Ceramic tile splashback above basin – wall above very dirty.	Replaster west wall. Remove ceramic tiles. Redecorate. Engineer to comment re cracking – allow for bed joint reinforcement to tie north and west walls.	2 2 C 2	
		Skirtings and architraves.	None. Timber architraves to B18.	- Fair condition.	- Refurbish finishes.	- 3	
		Doors.	Door to B18 – narrow timber panelled door, 2 lower panels, 1 horizontal mid panel and 4 no. glazed upper panels (stipolite). Modern brass knob.	Door scabbled around door knob. Lack of fire rating.	Refurbish. The door is off an escape route from mezzanines 1 and 2 and other rooms – would anticipate the door will need upgrading for fire rating – upgrade panels, add fire rated glass, add fire/smoke seals to frame; add self-	3 2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
					closing device and adjust/alter latching to ensure door fully self closes into frame rebate.		
		Windows.	2 light window with stone reveal and mullion. WC partition abuts mullion. Leaded lights. Left-hand light has opening upper casement in metal frame Right-hand has centre pivot upper casement with catch.	Stonework has been painted. Joint open to top right hand side 1 cracked pane, otherwise leaded lights appear in fair condition although runs down wall beneath window – may be leak, or condensation. Casement stuck. Centre pivot light opens.	Remove paint. Point joint. Replace cracked pane but allow to re-lead or replace window with improved opening lights and possible thin double glazed units.	3 2 2	
		Floor.	Solid floor with quarry tile finish.	Tiles have worn surface.	Allow to take up and renew with appropriate finish to suit any new use.	3	
		Fittings.	Historic basin on metal wall bracket, with new brass taps. Modern a.m.	Dirty, loss of glaze. In fair condition.	Clean and retain basin. Allow to renew.	3 3	
		Fire.					
3.3.6	THIRD FLOOR PLAN Drawing 1005.						
3.3.6.1	Wood Street Staircase and Lift						
		Ceiling.	Plaster on concrete, with textured paint finish.	Cracking adjacent lift motor cupboard. Fine cracking and blistering to a number of places. Fine crack to wall/ceiling junction. De-bonded.	Remove, re-plaster and redecorate. Allow for localised concrete repair.	3	
		Walls.	Plaster on masonry, painted finish.	Patching to east wall north east corner; paint scuffed. Fine horizontal crack to wall above window heads.	Redecorate.	3	
			Timber panelled cupboard to north west corner – lift motor?	Good.	None but see comment re fire.	-	
		Skirtings and architraves.	Hardwood bullnose, varnished finish.	Loss of surface finish, otherwise in fair condition.	Redecorate.	3	
		Doors.	To octagon – timber panelled door with 6 no. glazed upper panels in polished wired glass set in screw fixed hardwood beading; timber lower panels. Overhead self-closing device; electric lock.	Door fully self closes in frame rebate. Timber lower panels may not have the required fire rating.	Consultant to assess, allow to upgrade the lower panels to improve fire rating of door and add smoke seals to frame.	C	
		Windows.	4 no. single lights in stone reveals. Diamond pattern leaded lights; internal saddle bars.	Crack to window soffit above sink. Mortar loss to joint. Windows in good condition..	Repoint and monitor for further cracking. Light cleaning.	2 3	
		Floor.	Concrete.	Stained. Some opening up of day joints.	Clean and point.	3	
		Floor finish.	None.	-	-	-	
		Stairs.	Solid winders. Moulded timber rail, varnished finish. Metal balustrade, painted.	Good.	None.	-	
		Fittings.	Historic fireclay sink to north west corner with brass bib taps. Timber hinged lid and curved hinged door. Service lift with sliding concertina door and metal grillage/and metal mesh enclosure.	Glaze to sink has fine cracking and ingrained dirt, otherwise fair condition. See comments in B1 re lift.	Specialist cleaning to sink, but could leave. Refurbish finishes to timber.	3 3	
		Fire.	Fire exit stair and exit route to final exit door at ground level directly below. Cupboard to north-west corner.	Does this impact on fire safety?	Consultant to assess.	C	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
3.3.6.2	RDS-48 Stone Corridor						
		Ceiling.	Concrete(?) slabs. Lay lights with timber framing and rippled glass.	Joint opened slightly at door to A17 reading room, and crack to east wall. Old repair between lay lights. Salt staining to perimeter of laylight to east end, otherwise appear to be good.	Engineer to comment. - point up joint as a minimum. None. Address any water ingress, otherwise none.	C & 2 2 - 2 & -	3420
		Structural elements.	Masonry arches at mid-point over corridor.	Joints opening to all arches and signs of historic repointing	Appears not have re-cracked, but engineer to comment.	C	
		Walls.	Masonry (ashlar) with recesses for radiators.	Salt staining to east end by second arch. Step cracking and joints widening to south side. Otherwise in good condition.	Address any water ingress. Engineer to comment, patch point cracking and monitor.	2 C & 2	
		Skirtings an architraves.	Moulded plinth to masonry wall.	Good.	-	-	
		Doors.	Refer to individual rooms.				
		Windows.	None.	-	-	-	
		Floor.	Stone tiles or small flags.	Cracking across mid-point of corridor ,and some loos of pointing, otherwise good.	Engineer to comment re crack. Patch point flags where required	C 2	
			Short flight of 3 no. stone steps at east end up to main reading room level. Modern ramp of steel plate strings, steel balusters and circular handrail op north side; open on south side, the steel string has been painted white. Ramp surface with black granulated (?) sheet covering. Yellow contrast band at top and bottom.	Good. Good condition. Fair – decking has dropped and joints have opened and hazard tape added.	None. None. Strip surface, level joints and renew surface finish. Renew the yellow banding.	- - 2	
			Flight of 6 no. steps at west end down to octagon level. Step nosings with painted. Modern handrail on brackets with led lighting.	Good. Good.	None. None.	- -	
		Fittings.	None.	-	-	-	
		Fire.	Fire exit route, is there an evac chair or similar to deal with the 6 steps down to the octagon?				
3.3.6.3	Octagon						
		Ceiling.	Timber boarded ceiling pitched ceiling lining between timber ribs and spandrel springing from stone boss. Timber purlins and bosses.	Visually appears to be in good condition.	None.	-	
		Walls.	Masonry (ashlar). 4 no. 2 light arched openings with tracery , 2 no. with glazing, with niches to remaining walls. Arched openings to doors/blank doors.	Salt staining to east wall, and surface exfoliation and delamination of stone; arch apex may have stone indent or mortar repair. Opening joint to door blank to east wall. Walls slightly damp. Some mortar loss. Water runs to 'window' to east wall.	Address any continuing damp ingress. Dress back and patch repoint as required. Repoint and monitor. Address any continuing water ingress. Clean wall.	2 2 2 3	
		Skirtings and architraves.	Stone plinth.	Black staining around base of wall from floor cleaning.	Clean dirt from wall..	3	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Doors.	See stair to Wood Street.				
		Windows.	2 no. 2 light clerestory windows with stone mullions and tracery. Plain leaded lights to lower stages and stained glass to upper stages.	Dirty but otherwise appear to be in good condition.	Cleaning.	3	
		Floor	Stone flags.	Dirty otherwise in good condition.	Cleaning.	3	
		Fittings.	None.	-	-	-	
		Fire.	Fire exit route, but note stairs in RDS-48.			C	
3.3.6.4	B40 Office						
		Ceiling.	Painted plaster, presume on concrete. Plaster cornice.	Fairly deep cracking in a number of places. Water runs to north and south walls. De-bonded along south wall.	Address any water ingress issues. Replaster along south wall. Redecorate.	2	
		Walls.	Painted plaster above half height timber panelling and book shelving.	Fine vertical crack to left of left-hand window. Pellets missing to window panel lining. Poor quality cupboard doors inserted.	Fill and decorate. Replace pellets. Ideally replace doors with more appropriate.	2 3 3	
		Skirtings and architraves.	As part of panelling and shelving.	Good.	None.	-	
		Doors.	Timber 6 panel door, with timber tracery to upper panels. Timber frame within stone reveal. Historic lever handles.	Some scabbles to lipping.	Assess need to improve fire rating of doors. Refurbish finishes.	2 3	
		Windows.	2 no. 2 light windows, each with stone mullion, reveal and tracery. Leaded lights with circular panes; internal saddle bars. Centre pivot opening light.	Some loss of mortar pointing to left-hand lights reveal and mullion. Some decay to right hand window head. Leaded lights in fair condition.	Repoint. Light dress back. Clean.	3 3 3	
		Floor.	Wood block floors presume on concrete.	One or two loose blocks, some opening up of joints and loss of surface finish to circulation areas.	Firm fix, fill, sand and re-seal.	3	
		Fittings.	Historic communication system. Timber shelves and cupboards.	- Poor quality cupboard doors.	Retain Ideally replace cupboard doors.	- 3	
		Fire.	See comments re doors.				
3.3.6.5	B41 Office						
		Ceiling.	Painted plaster, presume on concrete. Plaster cornice.	Fine cracks. Discoloration. Crack to junction of wall – ceiling to north wall. Crack to cornice to south wall.	Fill cracks and redecorate.	3	
		Walls.	Painted plaster above half height timber shelving. Vent to wall at high level adjacent to north wall.				
		Skirtings and architraves.	Timber.	Good.	None.	-	
		Doors.	Timber 6 panel door. Timber frame within stone reveal. Historic lever handles.	Minor damage to lipping. Otherwise good. Robust door but unlikely to be fire rated.	None. Consultant to asses for fire rating – allow for smoke/fire seals and self-closing device.	- C & 2	
		Windows.	2 no. 2 light windows with stone reveal and mullions; leaded lights with circular panes; right-hand light of east window has metal	Spall to stone to right-hand east window. Opening lights operate.	Allow for small indent. May be due to fixings of metal casement?	2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			frame with centre pivoting casements.				
		Floor.	Solid with wood block finish.	Blocks loose on line of door. Some blocks are not level Loss of finish, discoloration and staining.	Re-set loose blocks. Take up out of level blocks and re-set level. Sand and re-seal.	2	
		Fittings.	None.	-	-	-	
		Fire.	See comments re door.				
3.3.6.6	B42 Office						
		Ceiling.	Painted plaster. Plaster cornice.	Fine cracking otherwise fair condition.	Fill and redecorate.	3	
		Walls.	Painted plaster above half height timber panelling. Large chimney breast, fireplace and surround to east wall.	Crack to north wall above right-hand window and to window head soffit. Vertical crack and plaster de-bonded to left-hand side and centre of wall. Good condition.	Cut out defective plaster locally, replaster. Redecorate.	2 3 -	
		Skirtings and architraves.	Timber.	Good.	None.	-	
		Doors.	Timber 6 panel door, with timber tracery to upper panels. Timber frame within stone reveal. Historic lever handles.	Some scabbles to lipping and hinge stile. Robust door but unlikely to be fire rated.	Refurbish finishes. Consultant to asses for fire rating – allow for smoke/fire seals and self-closing device.	3 C & 2	
		Windows	2 light window with 2 stages with stone mullions and transoms and tracery to upper stages. Leaded lights with circular panes. Centre pivot casements in metal frame.	Lower left hand lights have been repointed. Crack to left-hand reveal. Some bowing to leaded lights but fair condition.	Cleaning.	3	
		Floor.	Wood block floors presume on concrete.	Some opening up of joints and loss of surface finish to circulation areas.	Firm fix, fill, sand and re-seal.	3	
		Fittings.	Safe.	Not known.	None.	-	
		Fire	See comments re doors.				
3.3.6.7	B43 Seminar Room						
		Ceiling.	Stone vaulting.	First bay to east – salt staining; open joint and mortar loss around boss.	Address any water ingress, allow to dry and brush off.	2	3424
			Stone vaults to oriel windows to north.	Exfoliation to surface of stone to third and fourth oriels from east side; existing mortar repairs to fourth oriel.	Light dressing back. Leave and monitor.	2 -	3425
		Structural elements.	Masonry arch to south side.	Salt staining to second, third and fourth bays from east side.	Address any water ingress, allow to dry and brush off.	2	
		Walls.	Masonry (ashlar). Radiators set into recesses in wall with metal panel covers. Fire place to east wall. Timber panelling with fretted crenelated top.	Salt staining to north and east wall. Salt staining to second and third reveals to wall to south side. Good. Not in use. Good.	Address any water ingress, allow to dry and brush off.	2	
		Skirtings and architraves.	Timber and masonry.	Good.	None.	-	
		Doors.	Timber double doors; 6 panel with vision panel to mid panel; double swing on floor	Good. Door is on an escape route and is although	Allow for upgrade for fire purposes – smoke/fire seals, self-closing device etc.	2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			springs; historic pull-pull handles. Carving to upper panels.	robust is unlikely to have defined fire resistance			
		Windows.	To south wall at clerestory level: 3 no. windows of 2 lights; stone mullions and tracery; Leaded lights with circular panes; stained glass to tracery. One light has centre pivot casements on metal frames, cord operated.	East window – mortar loss to joint to top of mullion and spall to reveals where saddle bars are set in. Water streaking down sill to west window. Opening lights in working order.	Repoint. Cut out, rub down and treat corroded ends of saddle bars and provide mortar repair. Address and water ingress – check condition of leaded lights and pointing externally. Clean steaking from stone. None.	2 2 2 3 -	
			To west wall – 5 light window with stone mullions and tracery; Leaded lights with circular panes; stained glass to tracery.	Glare made inspection difficult – appears to be in fair condition.	None.	-	
			To north wall – 4 no. oriel windows, each of 4 lights, left and right lights canted. 2 stages, with stone mullions and transoms. Leaded lights with circular panes;	Recent repointing where saddle bars are set in mullions in good condition. Recent pointing around perimeter of leaded lights – good condition. Some surface exfoliation to stone sills and water staining. Second window from east end – crack to right hand transom. Third from east end – erosion and exfoliation to top of right hand transom and to sill. West window – surface exfoliation to head and spalled stone. Possible crack to left hand transom.	Monitor – none. Monitor – none. Light dress back. Clean staining. Pin crack. Light dressing back. Allow for mortar repair to erosion but could leave. Light dressing back; allow for stone indent where spalled. Allow to pin crack.	- - 2 3 2 2 3 2 2	
		Floor.	Solid with wood block finish.	Some opening up of joints along north side. One or two damaged blocks. Finishes generally good.	Leave. Leave. None.	-	
		Fittings.	None.	-	-	-	
		Fire.	See comments re door.				
3.3.6.8	B44 Office – Archivist's Room						
		Ceiling.	Painted plater, presume on concrete.	Crack at mid-point by laylight. Scratches. Crazing to south side. Water/damp stain to mid-point to west side. Water stain and crazing to window soffit left-hand side.	Address any water ingress to wall and to window soffit.. Patch repair plaster, re-plaster and redecorate room.	2 2	
		Walls.	Painted plaster on masonry wall. Timber panels and book shelves around perimeter of room. Ventilation grills.	Fair condition.			
		Skirtings and architraves	As part of timber panelling and shelves.	Good.	None.	-	
		Doors.	Timber 6 panel door with historic lever handles.	Minor damage to lipping, otherwise good condition. Robust door but unlikely to have any fire rating. Lever handle part broken.	Allow for upgrade for fire purposes – smoke/fire seals, self-closing device etc.	2	
		Windows.	2 no. 3 lights windows with stone reveals and mullions. Leaded lights with diamond panes; obscure stippled glass; slender	East window – Joint to sill has opened up at mid-point. Mortar fail to horizontal joints to left-hand reveal.	Repoint. Repoint.	2 2	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
			saddle bars. Eastern window has metal framed casement with centre pivoting opening lights, cord operated. Deep window boards.	West window – Right-hand joint to sill has opened and has been pointed up. Surface exfoliation to top of sill. 2 cracked panes to centre light. Discoloration to window board to left-hand window, but no leaks reported. Note that these single glazed windows open into the atrium with noise issues and no fire separation.	Monitor. Light dress back. Replace cracked panes. Rub down and re-finish. Allow to add fire rated secondary glazing to these reveals. Provision of ventilation will need to be addressed (existing vent gills?).	- 2 2 3 2	
		Floor.	Solid with wood block finish.	Some opening of joints; scratches. Strip of loose blocks down centre of room. Fair condition.	Re-fix loose blocks. Sand and reseal.	2 3	
		Fittings.	Timber shelves.	Fair.	None.	-	
		Fire.	Se comments re doors and windows.				
3.3.6.9	B45 Office – Institute Room						
		Ceiling.	Painted plaster, presume on concrete.	Appears to be de-bonded at mid-point. Cracking by smoke detectors.	Allow for localised cutting out and repair of plaster. Allow for localised concrete repair. Redecorate ceiling.	2	
		Walls.	Painted plaster on masonry.	Water runs and discolouration to north wall. Water runs to south wall to right of west window. Efflorescence/paint bubbling to east wall at mid-point, and possible rust staining. Raking crack to east wall above blocked door.	Address any damp ingress issues. Cut out damaged plaster locally, replaster and Redecorate all walls. Rake out crack, fill and decorate.	2 2 2	
		Skirtings and architraves.	Timber plinth to book shelving.	Good.	None.	-	
		Doors.	Timber panelled double doors, each 6 panel, with timber tracery to upper panels, vision panels, double swing with floor springs. Brass pull handles to both sides.	Doors in good condition but wedged open due to lack of ventilation inside room.	Assess need to improve fire rating of doors, Otherwise none.	-	
		Windows.	4 no. windows to south wall. Western window blocked up. Each of 2lights and 2 stages with stone mullions and transoms; leaded lights with diamond pattern panes. Window to west wall blocked.	These windows now overlook the atrium and as well as providing no ventilation there are issues with noise transmission. No fire rating between room B45 and atrium. Some historic erosion and water staining to masonry, otherwise windows in good condition.	Provide secondary glazing to improve noise insulation and to provide fire separation to atrium.	2	
		Floor.	Wood block floors presume on concrete.	Some opening up of joints and loss of surface finish to circulation areas.	Fill joints and sand and re-seal.	3	
		Fittings.	Shelving.	Fair.	None.	-	
		Fire	See comments re doors and windows.				
	B47 Spiral Stair to Roof						
		Ceiling.	Flat concrete roof, painted.	Good.	None.	-	
		Walls.	Masonry – plastered and painted.	Some efflorescence and discoloration at high level and some fine cracking, but not de-bonded. Paint flaking at high level in isolated places.	Could leave.	-	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Steps.	Solid stone winders.	Narrow, otherwise good. A better means of access to roof is now provided from the new building.	None.	-	
		Doors.	Timber boarded door onto roof with louvred upper panel. Painted.	Paint flaking. Some damage/decay to boards to door bottom. No fly mesh to louvres.	Repaint; possible splice repairs but could leave. Add fly mesh to inside.	3 3	
			Timber panelled door to octagon – tracery to upper panels. No self-closing device or fire seals..	Good.	None.	-	
		Windows.	Lancet windows with leaded lights with diamond panes.	First from top – generally good but mortar pointing friable. Second from top - generally good but some mortar loss. Third and fourth windows in fair condition but not clear where they open onto – is any fire rating required?	Repoint. Repoint. Consultant to assess.	2 2 C	
3.4	WOLFSON EXTENSION						
3.4.1	GROUND FLOOR Drawing 1002.						
3.4.1.2	2.07 Fire Escape Lobby						
		Ceiling.	Concrete, plastered and painted.	Good.	None.	-	
		Walls.	Plaster on masonry, painted.	De-bonded over doorway to B15, otherwise good.	Localised re-plastering. Redecorate wall.	2	
		Skirtings and architraves.	Basic timber skirtings and architraves.	Fair.	None.	-	
		Doors.	External door to yard – composite door with metal frame and threshold. Alarm sensor. Exit sign. To B15 – flush double doors with electronic lock. Brass pulls. Vision panel to each leaf with wired glass. No smoke/fire seals except to meeting stiles. Pair of overhead self-closing devices.	Fair. Scuffed paint, otherwise fair. Not clear whether door has any defined fire rating.	None. Redecorate. Consultant to assess door standard and need for replacement.	- 3 C	
		Windows.	None.	-	-	-	
		Floor.	Concrete with vinyl sheet finish. Laundry mat in front of exit door to yard.	Scuffs to vinyl, otherwise fair.	Cleaning.	3	
3.4.1.3	2.09 Inert Gas Store						
		Ceiling.	Plaster on concrete, painted.	Fair.	None.	-	
		Walls.	East wall – clay blocks exposed to south side. West wall – new blockwork dividing wall. North wall – plastered partition wall. South wall – brickwork with remains of external window opening, blocked up.	Open joints/mortar loss. There is hole just above ground level – is this fire stopped?	Patch point. Ideally replace plaster finishes. Specialist to check all fire stopping is present where required.	2 & 3 C	

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Modern flush door to 2.10. painted finish. Rebated timber frame, no architraves. Self-closing device, no fire seals or signs.	Paint is scuffed otherwise fair condition.	Presume not a designated fire door – as such none.	-	
		Windows.	None.	-	-	-	
		Floor.	Concrete with painted finish.	Fine crack at mid-point of floor running east-west.	Engineer to comment.	C	
		Fittings.	Gas bottles.		Consultant to comment re storage.	C	
		Fire.	Check fire stopping as noted above.				
3.4.1.4	2.10 Boiler Room						
		Ceiling.	Plaster on concrete, painted. Some areas patched with plasterboard. Concrete down stand beams.	Finishes in poor condition, especially where walls have been removed. Scabbled concrete to beams and plaster loss. Ceiling patched with boarding.	As this is plant room, none. Check remaining plaster finishes are firmly fixed.	-	
		Walls.	North wall – brickwork. New door way formed with steel beam over, painted. South wall – brickwork with remains of external window opening, blocked up. West wall – brickwork. East wall – new blockwork dividing wall.	Extensive plant makes inspection difficult – no obvious signs of cracking or settlement. There are louvres visible to the north but these appear to be obscured. Numerous service penetrations – appear to be stopped for fire but needs proper checking.	Engineer to comment re. removal of walls, presumed to be non-loadbearing. The steel beam over the new doorway is painted – this should be a fire rated intumescent paint finish. Consultant to comment whether the room is adequately ventilated. Specialist to check all fire stopping is present where required.	C C C	
		Skirtings and architraves.	None.	-	-	-	
		Doors.	Modern flush composite door and metal frame.	Good.	None.	-	
		Windows.	Original window openings to the south are visible, blocked up.	Good.	None.	-	
		Floor.	Concrete.	Fine cracking, and opening of day joints.	Engineer to comment.	C	
		Fittings.	Extensive plant.	Consultant to comment.	Consultant to comment.	C	
		Fire.	Call point. Fire extinguisher on wall bracket (C02).				
3.4.2	FIRST FLOOR Drawing 1003.						
3.4.2.1	B26 Book Storage French Revolution Room.						
	Refer to B18 – this room is only accessible up a short flight of steps.						
		Ceiling.	Down stand beams with suspended ceiling grid and tile between. Textured tiles with surface fixed fluorescent light fittings and emergency lights.	Damage to corner edge trim to north-east corner by door. Overall tiles have slightly dirty and dated appearance but appear to be good. The lights are life expired and ceiling tiles may be damaged when lighting is renewed.	Provisionally allow to replace tiles and grid. Confirm tiles do not contain asbestos.	3 1	

[illegible]

	Location	Building Element	Description of Element	Existing condition	Recommendation	Priority	Photo Ref
		Void.	No access.				
3.4.4	THIRD FLOOR PLAN Drawing 1005						
3.4.4.1	B46 Existing Wolfson Building.						
	Room occupants reported that the temperature of the room was recorded at 29 degrees centigrade when the room was opened up in the morning.						
		Ceiling.	Timber clad primary beams with suspended ceiling grid and tiles between. Florescent strip lights surface fixed to the tiles.	There are some undulations to the tiles. Overall tiles have slightly dirty and dated appearance but appear to be fair condition. The lights are life expired and ceiling tiles may be damaged when lighting is renewed. Cladding to the beams out of line?	Allow to renew grid and tiles. Confirm tiles do not contain asbestos.	2 1	
		Walls.	Walls are lined with timber panels and book shelves with metal framed glass fronted doors. Walls not visible.	Many doors do not close properly. Timber panels generally in good condition.	Adjust doors so they can be closed. Light refurbishment of finishes.	2 3	
		Skirtings and architraves.	Moulded timber base to shelving and panels.	Good.	None.	-	
		Doors.	Modern flush double doors with vision panels, double swing on floor springs, with fanlight over glazed with circular panes to match the window glazing.	Poor quality door. Unlikely to have any fire rating.	Renew with fire rated flush doors and fanlight.	2	
		Windows.	3 no. windows to the south wall have been covered over with a painted mineral board. Windows set within stone reveals. Presume plant room beyond and windows bricked up.	Edges appear not to be sealed. Boards sound quite thin. Crack to eastern and centre window sills from ferrous screws.	Remove boards to see if original windows are still in place. It is assumed that the windows are in place but plant room blockwork was visible behind the glass, hence the windows have been boarded over. Allow to remove the windows, apply finish to inside of blockwork, fire seal as required and reinstate the leaded lights. Remove all screws – pin cracked stones. Action required about the loss of ventilation to this room.	2	
			Windows to north wall - 2 no. 3 light windows in stone reveal, mullions and sill. Random pattern leaded lights using rippled obscure glass; no saddle bars; bottom hung hopper to centre lights.	Dirt and dust staining on glass. Water runs down window reveals from joints.	Address water ingress. Cleaning.	2 3	
		Floor.	Solid suspended floor.	Possible shrinkage leading to loose blocks.	Engineer to comment.	C	
		Floor finishes.	Thin section 150mm square wood 'veneer' covering.	Many blocks are loose. There is discoloration and surface wear, and scratches. There is little provision for cabling for computers.	The thin floor finish may not be able to be sanded. Allow to strip out and replace in an engineered wood flooring system or similar. Address cable management issues.	2 2	
		Fittings.					
		Fire.	Fire door required to protect fire exit routes?	The exit route along RDS-48 is through the octagonal hall and into the Wood Street exit stair.	To be assessed by consultants - renew door with fire rated door?	2	