REPORT

18 December 2020

SODEXO | F2F/REEP | Barnsley

Overflow JCP Building Assessment Report (BAR)
Wellington House, Market Street, Barnsley
DEPARTMENT FOR WORK AND PENSIONS



RLB Rider Levett Bucknall

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Condition Grading Key

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9.0 SCOPE OF WORK FABRIC

REF	ELEMENT	CONDITION GRADING	WORKS REQUIRED	DEROGATION Y/N	QUANTITY	UNIT
1.00	**FACILITATING WORKS**					
1.01	**Strip out /Demolition**					
	Floor Covering	C	Remove floor covering to the mothballed entrance lobby			
	Suspended ceiling	C	Remove water stained ceiling tiles circa 20 tiles			
	Suspended ceiling	C	Remove suspended ceiling and grid to the mothballed entrance lobby.			
	Rubbish	D	Remove remaining waste, materials and debris			
	Furniture	C	Remove all remaining furniture including entrance reception desk to the mothballed entrance lobby and all previous tenant's remaining chattels. Include for removal of all café commercial kitchen units, cookers etc.			
	Internal partitions	N/A	To suit new layout. Remove as per drawing. Include for removal of roller shutters etc. to the café kitchen servery			
	Doors	N/A	To suit new layout. Remove as per drawing			
2.00	**SUBSTRUCTURE**					
	N/A	N/A	N/A			
3.00	**SUPERSTRUCTURE**					
3.01	**Roof**					
	N/A	N/A	The unit is over ground floor only and has no roof.			
3.02	**External Walls**					
	Brickwork facade	C	Allowance for minor repairs to all elevations where repointing is necessary			
3.03	**Windows & External Doors**					
	Existing Doors	C	Supply and fit power assisted swing door operating system to automate existing external doors. Allow three nr. for budget cost purposes. Subject to further designs and layouts. Allow for all security measures, intercom etc.			
	Security measures	C	Supply and fit Security shutters to external double doors			
	Windows	C	Apply privacy film to shop front			
3.04	**Internal Walls & Partitions**					
	New layout	N/A	Allowance for internal partitions to the proposed test fit plan			
	New layout	N/A	Allowance for single glazed partitioning's and glass dividers to the test fit plan			
3.05	**Internal Doors**					
	New Layout	N/A	Allowance for single internal doors (includes WC's)			
	New Layout	N/A	Allowance for double internal doors			
	New Layout	N/A	Allowance for double electrical door powered			
	New Layout	B	Allowance to refurbish/decorate existing single internal doors			
	New Layout	B	Allowance to refurbish/decorate existing double internal doors			
	Fire Doors	D	Allowance to make necessary repairs to internal fire doors to leave fully compliant and in accordance with Fire Strategy requirements. Allow for 75% of doors for budget costs purposes. Subject to further fire door surveys.			
4.00	**FINISHES**					
4.01	**Wall Finishes**					
	Decoration	C	Decorate all wall surfaces and skirtings with washable matt emulsion paint.			
	Plaster finish/repairs	C	Allowance to make good localised alterations			
	Plaster finish/repairs	C	Allowance to make good localised areas that are water damaged.			
4.02	**Floor Finishes**					
	Vinyl	B	Sanitise and deep clean existing carpet and vinyl floor coverings throughout.	Y		
	Vinyl	C	Replace sections of the vinyl flooring that have raised or bubbled. Allow to provisionally replace 10%. Inspection of all areas required on site.			
	Vinyl	D	New non-slip vinyl to all tea points, WCs, stairs, cleaners stores and store rooms			
	Entrance	C	New Barrier matting			
	Repairs	C	Allowance to make good localised alterations			
	Carpet	C	Replace carpet to existing mothballed entrance.			
4.03	**Ceiling Finishes**					
	Suspended Ceiling	C	Adapt and renew suspended ceiling tiles and grid to suit the new layout.			
	Suspended Ceiling	C	Deep clean and sanitise the suspended ceiling tiles throughout.			
	Suspended Ceiling	D	Provide new Acoustic tiles to entrance areas including the existing mothballed entrance			
	Suspended Ceiling	N/A	Allow for moisture resistant ceiling tiles to WC areas			
	Ceiling/Soffit Finishes	C	Allowance to make good localised alterations			
5.00	**FF&E**					
	Based on Wagstaff Schedule					
6.00	**SERVICES**					
6.01	**Sanitary Installations**					
	WC's	B	Deep clean and overhaul existing toilets			
	Wash hand basins;	B	Deep clean and overhaul existing toilets			
	Hand dryers; (say 2 per WC, 1 per DDA WC)	C	Remove existing and provide new			
	Cleaners sinks;	B	Allow for deep clean on cleaners sinks.			
	Disabled toilet fittings;	B	Deep clean and overhaul existing toilets			
	Accessible WC	N/A	Provide new accessible WCs including Doc M packs.			
	General fittings; mirrors, laminate panels, toilet roll holders etc;	C	Provide new			
	Toilet cubicles	B	Deep clean and overhaul locks			
	Kitchens	D	Allow for modifications to the retained kitchens to allow access for wheelchair users. Install acrylic splashbacks, provide lowered preparation surfaces and knee recesses below worktops for wheelchair users. Zip taps to be accessible for wheelchair users.			
7.00	**EXTERNAL WORKS**					
7.01	**Site Works**					
	Car parking	C	Allowance to refresh paint lines to disable parking bays only			
	Hardstanding	B	N/A			
	Allowance for external statutory signage	C	Allowance for external statutory signage			
	Cycle racks	N/A	Allowance for the installation of cycle racks to the rear of the property			
7.02	**Access**					

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REF	ELEMENT	CONDITION GRADING	WORKS REQUIRED	DEROGATION Y/N	QUANTITY	UNIT
	Signage	N/A	Allowance for internal wayfinding signage e.g fire safety, covid signs etc. Signage to include room name, number of people allowed in room, Covid 19 including directional signage and 'no naked flames' signage.			
	Means of Escape					
8.00	**SURVEYS / INVESTIGATIONS**					
	Asbestos	D	R&D survey required. Allowance for survey and removal costs			
	Lead Paint	B	Test paintwork			

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10.0 SCOPE OF WORK ENGINEERING

REF	ELEMENT	DESIGN REQUIREMENTS	EXISTING SERVICES	CONDITION GRADING	WORKS REQUIRED	DEROGATION Y/N
1.00	**AIR SYSTEMS**					
1.01	**Ventilation Systems**					
	Internal space temperature	22'C (± 2'C)	There is one recirculation Air Handling Unit able to provide fresh tempered or recirculated/blended air to floor space. The AHU serves 3 floors within the property.		See below	
	WC Area (Summer)	No temp control required				
	WC Area (Winter)	18'C minimum	N/A			
	Staircases and circulation (Winter)	18'C minimum	N/A			
1.02	**Ventilation rates**					
	Air flow calculator					
	Maximum Occupancy	123				
	Fresh air requirements (l/s)	12				
	Supply (/s)	**1476**				
	Supply (m3/h)	**5314**				
	Offices	1,5l/s/m2	There is one recirculation Air Handling Unit able to provide fresh tempered or recirculated/blended air to floor space. The AHU serves 3 floors within the property. No data plate on AHU's to confirm, but anticipated to be unable to achieve required air flow. In one wing of the proposed space there appears to be no extract grilles only supply.		On validation of AHU duty, either upgrade or replace in accordance with design guide requirements including consideration to further extend unit to provide tempered fresh air to WC's. Confirm if extract ductwork and grilles exist within one wing of proposed space.	
	WC Extract	6 air changes/hour from dedicated extract	Existing ceiling void extract Units in place			
	WC Supply	6 air changes/hour fed from main office supply	No Existing Provision for WC supply		Consider extending supply air ventilation to support design guide requirements. See above	
	Filtration standard					
	Office AHU	F7 (meeting CIBSE Guide A standards)	Unable to determine as landlords equipment but believe F7 filters are fitted		Confirm installed filters type	
	Office FCU	G3	N/A			
	Air purification	Consideration shall be given to the installation of air purification systems in the space or connected to the ventilation systems. These units will purify the air and remove Bacteria and Viruses, Allergens and Toxins.	Not required.			
2.00	**DOMESTIC HOT & COLD WATER SYSTEMS**	DHW shall be a closed system fed from the mains domestic feed. Point-of-use instantaneous or local electric storage hot water heaters shall be used. Pipework from a storage water heater shall be electrically trace heated in order to maintain its temperature and ensure delivery of hot water at minimum 50'C within one minute of opening any outlet and will conform to guidance set out in HSG274 Part 2.	DHW provided to toilets, cleaner cupboard and existing kitchenette via local hot water heaters. Mixture of unvented and vented stored water heaters 10-25L.			
3.00	**DRAINAGE SYSTEMS**	Soil pipes shall be fully ventilated. Anti-syphon and ventilation pipes shall be provided. In all areas drainage pipework shall be accessible. Ground floor sanitary appliances shall be connected directly to the underground drainage system. Soil and waste pipes from upper floors will connect into the underground drainage system via main SVPs. Stub stacks and AAVs to be used minimally and sanitaryware should be connected into SVPs where possible. All SVPs should be fitted with slow radius bends at base of each stack. All stacks to be provided with rodding access 1200mm AFFL. Access shall be provided at all branches, changes of direction and connection to the drainage system. Where pipes pass through fire compartments all penetrations shall be fire sleeved.	Unable to determine if ventilated. Internal soil pipes are boxed in. Existing waste pipes from sinks do not appear to be fire sleeved when passing through compartments.		Consideration for fire sleeving existing soil pipework.	
4.00	**HEATING/COOLING SYSTEMS**	Office areas shall be either a VRV/VRF simultaneous heating and cooling system or 4-pipe fan coil system with airside control providing heating and cooling. FCUs shall have DC motors and multiple fan decks so that individual spigots from the units can provide independent variable volume supply to multiple control zones. Chilled water to FCUs will be circulated at elevated temperatures to ensure 'dry' operation of the fan coil units. Each unit will have its condensate overflow piped to drain. Discharges from FCUs will be ducted to high induction grilles located in the ceiling tiles / grid. Ventilation ductwork will be extended from the main services core to supply filtered tempered air to the rear of each FCU. Fresh air will enter the occupied space via the FCU diffusers. Ventilation ductwork will be extended from the services core to carry exhaust air from the ceiling void, used as a return air plenum. Extract ductwork will be extended to ensure all areas of the tenancies are adequately ventilated and to suit fire zoning arrangements. If perimeter heating is insufficient to off set the total heat loss low temperature hot water shall be providing heating to perimeter fan coil units scheduled to suit external ambient conditions, thereby minimising energy usage.	The proposed space is heated by LTHW radiators with no comfort cooling available. There is one recirculation Air Handling Unit able to provide fresh tempered or recirculated/blended air to floor space. The AHU serves 3 floors within the property.		Consider installation of VRV source system to support design requirements. Consideration of building construction with any potential works as the building is Grade 2 listed.	
5.00	**BMS**	An Intelligent Building Management System (iBMS) shall be installed, with common open platform software, that brings together different systems into a single integrated database allowing for the sophisticated automation, optimization and control of the whole building, zones and meeting areas. The iBMS will: • Enable the analysis and optimisation of building performance. • Enable the identification of excessive and unnecessary energy and water use. • Enable the identification of plant malfunction and failure. System shall be web based and accessible on any PC. Level of accessibility and ability to change set points shall be password controlled and changes logged automatically. Fault and alarm messages shall be capable of being e-mailed and texted to any user account or mobile phone registered with and linked to the system.	The building has a BMS system located within the landlord demise, remains under landlord control and responsibility. Currently operational.		Consideration of relocation/installation of zone sensors based on design model	
6.00	**ELECTRICAL INSTALLATION**					

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REF	ELEMENT	DESIGN REQUIREMENTS	EXISTING SERVICES	CONDITION GRADING	WORKS REQUIRED	DEROGATION Y/N
6.01	**Supply Authority Incoming**	A separate supply authority room shall be provided housing the main electrical intake and metering.	There is one existing dedicated local LV electrical riser located within the proposed space providing electrical supplies to one wing of the floor. The remaining incoming electrical supplies to the proposed space are via LV distribution boards located within the comms room and rear of existing cafe. Each distribution board has board mounted meters with the exception of one. Main electrical intake for the property is located within Landlord demise within the basement.		Install local metering to remaining distribution board.	
6.02	**Low Voltage Distribution**	LV switchboards shall be fitted and where appropriate and power factor correction equipment shall be installed. All LV distribution cabling shall be Low Smoke Zero Halogen (LSOH) type, however, emergency systems cabling will also be fire rated. The distribution boards shall be provided on each floor in each electrical riser i.e. within each possible split floor tenancy for FCUs, lighting etc. Space within the risers and associated switch room space shall be provided on the lower levels of the building to permit the future installation by the tenant of their own independent and/or essential supplies.	LV distribution is provided by 2 x 100A SPN , 1 x 100A TPN & 1 x 125A TPN supply's. LV Distribution boards are located in 1 x secure electrical riser, comms room and cafe rear store within the proposed lease space. Within the electrical riser -1 x 125A 7 way TPN Distribution Board. 2 Single ways available of a total of 21 single ways. Within the Comms room are 2 x 100A SPN Distribution Boards . 1x 36 Way SPN with 13 ways available and 1x 15 way spn with 1 way available. Within existing rear cafe store are 1 x 100A 8 Way TPN Distribution Board - 7 Single ways available.			
6.03	**Small Power Installation**	Supplies shall be provided in core areas, as necessary to serve cleaners' equipment, future hand dryers, water heaters etc. Surface mounted metal clad socket outlets shall be provided in plant rooms. Small power within their areas including the under floor electrical installation. All desk outlets shall be provided with RCBO protection. Miniature circuit breaker type distribution boards shall be used throughout to serve lighting and general power circuits. Distribution boards shall be provided with 25% spare capacity for future circuits for both landlords and tenants supplies. The use of hardened PVC conduit in lieu of galvanised conduit is acceptable where regulations allow. The use of plastic power sockets is acceptable. All ring circuits and electrical items within shower rooms to be protected by RCBs. The supplies at high level for fan coil units shall be provided and fed from the distribution boards serving their demise. Consideration to be given for split floor demises.	There are a mixture of metal clad, plastic surface mounted sockets and floor box sockets are installed.		Consideration of circuit alterations for additional/relocation of electrical outlets to support design model and provision for RCBO protection where not already supplied..	
6.04	**Earthing and Bonding**	Earthing and bonding shall be provided in accordance with the 18th Edition of the IET Wiring Regulations (BS 7671:2018) and British Standard BS 7430:2011+A1:2015 and local electricity supply authority regulations. A TNS earthing system, as defined in BS 7671:2018 (The IET Wiring Regulations 18th Edition) shall be applied to the building. A main earth bar shall be provided within the switch rooms for connection to building structure. From the earth bar two sets of earthing rods shall be independently connected via separate earthing conductors with corresponding test links. Earth bars will also be located within riser cupboards for bonding of local services and structure.	Earthing system - Landlord Responsibility Local Earthing Bars - None		Consideration for installation of local earth bars as per design guide	
7.00	**FIRE ALARM SYSTEM**	Minimal viable option requires an alarm to be present, suitable for use, and installed in accordance with Building Regulations and British Standards, to last for a minimum term of three years. Alarm must allow for expanding system to fit with new layouts to building.	Alarm system present and is maintained by landlord. Proposed Space has fire alarm coverage and repeater panels linking back to the main panel.		Consideration of relocation/additional smoke detection/sounders to support design model.	
8.00	**LIGHTING**					
8.01	**Lighting General**	Careful consideration will be given in particular to the lighting control systems for how spaces are used and to allow for the maximum use of natural light on each floor, where available. Space use controls will utilise presence detection via PIR with time clock, manual override and flexible lighting control groups and zoning. High levels of natural light are expected to be available to areas adjacent to glazed façades and the controls system should consider daylight switching or dimming in perimeter areas for these floors. Individual offices are to use absence detection with daylight controls if they have external windows. Lighting on each floor will be provided by energy-efficient luminaries and use of high output LEDs for efficiency and control flexibility.	The proposed space has a mixture of surface mounted, 600m grid fluorescent fixtures and PL downlights installed providing good coverage. 95% of fixtures are in good condition. Existing mothballed entrance has 600mm grid fixtures installed in varying state of operation. Lighting is controlled by local switches		Consideration of installation of pir and timeclock control per design guide. Relocation of fixtures potentially required based on final design model. Investigation/replacement of fixtures located in existing mothballed area.	Y
8.02	**Task Areas**	Task areas are interpreted as standardised work and project spaces which will use a consistent approach. Luminaries will be arranged to provide general ambient light to defined spaces, with individually controlled task lighting provided to allow for personalisation and customisation of local brightness. Finishes of luminaries will typically coordinate with the interior design and maintain a consistent appearance throughout.				
8.03	**Areas with finished/suspended ceilings**	Lighting design developed in areas which have suspended ceilings shall comprise suspended LED luminaries with a direct and/or indirect distribution, surface mount or recessed and/or semi-recessed luminaries with good optical controls. It is assumed that meeting rooms will have finished ceilings to ensure audible privacy allowing lighting to be integrated more fully within these smaller spaces.				
8.04	**Areas without ceilings /with exposed services**	Lighting design developed in areas which have exposed services shall comprise suspended LED luminaries with a direct and/or indirect distribution. Alternatively, luminaries could be directly fixed to or suspended from exposed cable tray strategically arranged to run other services across the ceiling neatly.				
8.05	**Office Areas**	Current recommendations for office lighting consider two standard target bands: • 400+ lux which is assumed to be sufficient for undertaking the majority of tasks; and • 500+ lux for activities that require a high degree of visual clarity. Typically, a 'target maintained' average falls between 400 – 500 lux. Standard office lighting is often designed to provide 300 lux with the ability to increase local light levels through local task lighting or though lighting controls.				
8.06	**Meeting Rooms**	Current recommendations for meeting rooms lighting consider two standard scene sets: • 300+ lux which is assumed to be sufficient for undertaking the majority of tasks; and • 500+ lux for activities that require a high degree of visual clarity				

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8.07	**Public Facing Areas**	Light levels recommended for public facing areas are aligned to CIBSE SLL guidance and address the architectural aspiration to achieve the appropriate solution. The lighting design within these spaces is the result of collaborative eff ort as they depend on the interior design aspiration to create harmony and ambiance. The final lighting solution combines functional architectural lighting with accent lighting, decorative object lighting, and feature lighting elements.				
8.08	**WCs and Showers**	Current recommendations for WCs and showers include: • 200+ lux for open spaces. • 100+ lux for cubicles. • 200 lux for disabled WC and shower. • Shower lights protected by an RCBO. Lighting of WCs and showers shall comprise general illumination to common areas, vanity lighting, and cubicle lighting. Vanity areas and showers shall be provided with the appropriate ingress protection rating (IP) for the areas that luminaries will be installed and be appropriately sealed against water vapour. General and cubicle lighting shall be provided by recessed LED downlights and/or linear LED strips concealed within architectural details. The lighting control shall facilitate presence detectors throughout.	Fluorescent surface mounted fixtures installed controlled by local switches with combined emergency lighting control. Fixtures are in good operational condition			Y
8.09	**Circulation and Stairs**	Current recommendations for circulation areas include: • 100+ lux, although it is not uncommon for 150 lux to be targeted. Lighting for general corridors shall be provided by recessed or surface mounted LED downlights, while the stairs will utilise surface mounted luminaries. Control will be provided by presence detection for all circulation areas and illuminate set areas or zones, as agreed.	Circulation- LED Lighting - Located in Landlord demise and Responsibility Stairwells - LED Lighting - Located in Landlord demise and Responsibility			
8.10	**Plant Rooms**	Current recommendations for plant room areas (unless otherwise stipulated) include: • 200+ lux • All plant and switchgear to have 15 lux on the work plane for emergency lighting in accordance with BS 5266 series. Plant rooms will be provided with an LED batten style luminaire enclosed to protect against accidental impact, dust and liquid splashes, as required.	Plant rooms exist under landlords demise			
9.00	**EMERGENCY LIGHTING**	A system of emergency lighting shall be provided throughout the building to permit safe escape during times of power outage. All emergency lighting should be provided and installed so that building occupants can safely navigate through the building to an exterior location or safety point served by the public street lighting circuits and external emergency lighting to designated muster points. Internal and external emergency lighting uses self-contained luminaries with three hour battery packs. The architect shall develop an emergency exit signage strategy to suit the fire exit strategy. Self-illuminated emergency exit signs are to be supplied and installed over all doors and at all changes of directions along all escape routes up to and including final exit locations.	Existing emergency light provisions are a mixture of combined 600mm grid & surface mounted lighting fixtures, fluorescent PL downlights and LED fixtures. All fixtures are maintained with no issues immediately identified.		Additional/relocation of existing fixtures to support design model	
10.00	**GAS SYSTEMS**		Landlord demise only			
11.00	**BOILER PLANT GAS SAFE INSPECTION**		Landlord responsibility			
12.00	**SECURITY SYSTEM**			N/A	Design to be considered by others.	
13.00	**CCTV SYSTEM**			N/A	Design to be considered by others.	

12.0 Programme

Construction Period Estimate	12 weeks (subject to further investigations, planning approvals technical designs and contractor confirmations).

The refurbishment and fit out can be achieved with an 12 week construction period. Although intrusive investigations have not yet taken place, the age of the installation and specification requirements for the refurbishment means it is possible to complete the works in this time, however, the Contractor will need to work extended hours and weekends so an additional cost allowance is needed for this in the budget. Refurbishment works will likely be subject to planning approvals, which can take between 8 and 12 weeks.

The programme timescales are very challenging and dependent on the early order of materials/equipment, labour resources available, changing lead-in times plus the data/comms works proceeding as soon as possible. Intrusive investigations will allow us to identify the items of plant that require replacement.

APPENDIX B:
EXISTING LAYOUT

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APPENDIX C:
PROPOSED LAYOUT

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NOT FOR CONSTRUCTION

LEGEND

FRONT OF HOUSE

BACK OF HOUSE

CIRCULATION

NEW PARTITIONS

PARTITIONS DEMOLITION

DWP SODEXO

BAR REPORT

WELLINGTON HOUSE

01 PROPOSED LAYOUT - GROUND

RLB Rider Levett Bucknall