ASBESTOS REFURBISHMENT SURVEY REPORT

Asbestos and Hazardous Materials Consultancy
Hazardous Material Testing and Analysis
Remediation Management
Hazard Risk Management
Training
Surveys

1 - 3 Boltro Road, Haywards Heath, RH16 1BP

14 Mar 2023

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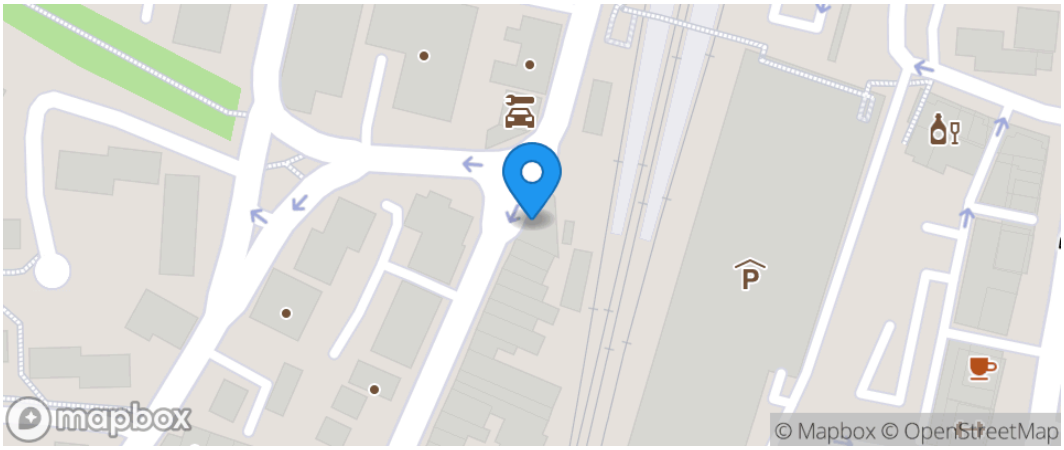
Report Details

Report By	Summit Environmental
Client	Changing Work Place
Project	SE02911
Site Address	1 - 3 Boltro Road, Haywards Heath, RH16 1BP
Site Location	
Site Description	A four storey propertty that was originally a bank consisting of basement to second floors. Internally the property has original plaster and lath ceilings, plaster on masonry walls, carpet on concrete or timber floors. Glazing is sash window style and the external of the property has listed features that are to be retained.
Scope of Work	A refurbishment survey to facilitate the conversion of the property from open plan office spaces into several flats.
Purpose of Survey	It's purpose is to locate, as far as reasonably practicable, all ACMs in the building to allow major refurbishments and upgrades as required.
Surveyors	Kevin Andrews & Joe Beesley
Survey Dates	7 Mar 2023
QC Date	13 Mar 2023
Issue Date	14 Mar 2023

Sign Off

	Mark Elwell
Date	13 Mar 2023
Signature	

	Mark Elwell

Date	14 Mar 2023
Signature	

1: Executive Summary

Summit Environmental were requested by Changing Work Place to undertake an Asbestos Refurbishment Survey including all necessary sampling to 1 - 3 Boltro Road, Haywards Heath, RH16 1BP. Under the requirements of the Control of Asbestos Regulations 2012 a refurbishment survey is required before any refurbishment work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

The scope of the survey should be noted in conjunction with all agreed exclusions and any additional access limitations. Additional limitations may affect the validity of this report and additional works may be required in order to ensure the report is fit for purpose.

1.1: Summary of Asbestos Materials

Risk: High (10-12)

Building / Level / Location	Item	Material	Material Score	Recommendation	Page
No Asbestos found					

Risk: Medium (7-9)

Building / Level / Location	Item	Material	Material Score	Recommendation	Page
No Asbestos found					

Risk: Low (5-6)

Building / Level / Location	Item	Material	Material Score	Recommendation	Page
No Asbestos found					

Risk: Very Low (2-4)

Building / Level / Location	Item	Material	Material Score	Recommendation	Page
1 - 3 Boltro Road / -1 / 002 - Hallway	Floor tiles	Vinyl Products	3 Very Low	Remove	0
1 - 3 Boltro Road / 0 / 001 - Stairwell to Basement	Floor covering and stair treads - Floor tiles	Vinyl Products	3 Very Low	Remove	0

table continued from previous page...

Building / Level / Location	Item	Material	Material Score	Recommendation	Page
1 - 3 Boltro Road / 0 / 003 - Open Plan Office	Flue	Cement	4 Very Low	Remove	0
1 - 3 Boltro Road / 1 / 003 - Male WC	Flue	Cement	4 Very Low	Remove	0

1.2: Suspect materials that were sampled or visually assessed as non-asbestos

Building / Level / Location	Item	Material	Page
1 - 3 Boltro Road / 0 / 002 - Open Plan Office and Meeting Room	Wall plate lining in floor void	Bitumen	0
1 - 3 Boltro Road / 0 / 005 - Server Room	Ceiling and Walls	Textured Coating	0
1 - 3 Boltro Road / 0 / 005 - Server Room - Void Above	Pipe insulation	Paper	0
1 - 3 Boltro Road / 0 / 007 - Plant Room	Ceiling	Fibreboard	0
1 - 3 Boltro Road / 1 / 005 - Store Room	Ceiling	Fibreboard	0
1 - 3 Boltro Road / 1 / 005 - Store Room	Upstand to suspended ceiling	Insulating Board	0

1.3: Areas or Limited Access or No Access

N.B. Asbestos should be presumed to be present within all locations not accessed until a further assessment can be undertaken.

Building / Level / Location	Item	Access / Notes	Photo 1	Photo 2	Page
n/a					

1.4: Further Recommendations

Whilst every effort was made to determine all the asbestos containing materials on site it is possible that asbestos based materials may remain unidentified until major demolitions works commence, using plant / machinery to access areas that were previously not accessible within the scope of an Asbestos Refurbishment Survey. It is therefore recommended that during demolition and dismantling operations, operatives are made aware of the possible presence of asbestos. On discovering any suspect materials that have not been identified in the survey report works should be stopped immediately, until further inspection / sampling can be undertaken.

It should be noted that this report is not intended to be used as a bill of quantities for the removal of asbestos-containing materials and that it should only be used as a supporting document when accompanied by an appropriate Technical Specification and Scope of Works. These documents can be prepared by Summit Environmental upon request.

1.5: Variations to Scope

Where necessary, the surveyor may deviate from the defined scope - see below for additional information.

Notes	Photo
n/a	

2: Introduction

2.1: Aims and Objectives

The aim of the survey was to ascertain and provide a written report to establish the location, type, extent and accessibility and the condition of any asbestos containing materials (ACMs) all in accordance with HSE Guidance HSG 264.

Any exclusions applicable to the survey are detailed within the Scope Information Table below and have been pre-agreed with the client. Any variations to this will be listed within Section 1.4 of this report. It should be noted that occupied or operational buildings place certain restrictions on the scope of the survey in respect of intrusive access and sampling strategy.

2.2: Survey Background and Scope Information

The following access allowances have been agreed at Quotation Stage:

A refurbishment survey to facilitate the conversion of the property from open plan office spaces into several flats.

2.3: Site Description

A four storey propertty that was originally a bank consisting of basement to second floors. Internally the property has original plaster and lath ceilings, plaster on masonry walls, carpet on concrete or timber floors. Glazing is sash window style and the external of the property has listed features that are to be retained.

3: Asbestos Register

Building / Level / Location	Item	Material	Strategy / Sample Id	Extent	Fibre Type	Product Type	Extent of Damage	Surface Treatment	Material Score	Recommendation	Page
1 - 3 Boltro Road / -1 / 002 - Hallway	Floor tiles	Vinyl Products	Sample 001	10m. sq.	Chrysotile	1	1	0	3 Very Low	Remove	15
1 - 3 Boltro Road / 0 / 001 - Stairwell to Basement	Floor covering and stair treads - Floor tiles	Vinyl Products	Strongly Presume 001	10m. sq.	Chrysotile	1	1	0	3 Very Low	Remove	16
1 - 3 Boltro Road / 0 / 003 - Open Plan Office	Flue	Cement	Sample 003	1 No.	Chrysotile	1	1	1	4 Very Low	Remove	18
1 - 3 Boltro Road / 1 / 003 - Male WC	Flue	Cement	Strongly Presume 003	1 No.	Chrysotile	1	1	1	4 Very Low	Remove	22

4: Survey Inspection Detail

A summary of all locations and items inspected during the survey, including ACMs, non-ACMs and items & locations that could not be fully accessed.

Building / Level / Location	Item	Material	Access / Notes	Material Score	Recommendation	Page
1 - 3 Boltro Road / -1 / 001 - Store	Plaster on concrete ceiling, masonry on concrete wall, concrete slab flooring					
1 - 3 Boltro Road / -1 / 002 - Hallway	Floor tiles	Vinyl Products		3 Very Low	Remove	15
1 - 3 Boltro Road / -1 / 002 - Hallway and Stairwell	Plasterboard ceiling, plasterboard amd timber boxing to ceiling, masonry on concrete wall, tiled and linoleum finish, concrete slab flooring, modern kitchen units, modern stair nosing.					
1 - 3 Boltro Road / -1 / 003 - Lift Machinery Room	Plasterboard ceiling, masonry on concrete walls, concrete slab flooring					
1 - 3 Boltro Road / -1 / 004 - Store Room	Lath and plaster ceiling, plaster on masonry walls, concrete slab flooring.					
1 - 3 Boltro Road / 0 / 001 - Stairwell to Basement	Plasterboard and plaster and lath stair soffit, plaster on masonry walls, asbestos tile stairs, modern nosing.					
1 - 3 Boltro Road / 0 / 001 - Stairwell to Basement	Floor covering and stair treads - Floor tiles	Vinyl Products		3 Very Low	Remove	16
1 - 3 Boltro Road / 0 / 002 - Open Plan Office and Meeting Room	Plasterboard ceiling to timber boards above, plaster on masonry walls, carpet on timber flooring, timber boxing around cabling, timber fire doors and frames, plasterboard partition with fibreglass insulation.					
1 - 3 Boltro Road / 0 / 002 - Open Plan Office and Meeting Room	Wall plate lining in floor void	Bitumen		0 None		17
1 - 3 Boltro Road / 0 / 003 - Open Plan Office	Plasterboard ceiling to timber boards above, plaster on masonry walls, carpet on timber flooring, timber boxing around cabling, timber fire doors and frames, plasterboard partition with fibreglass insulation.					
1 - 3 Boltro Road / 0 / 003 - Open Plan Office	Flue	Cement		4 Very Low	Remove	18

table continued from previous page...

Building / Level / Location	Item	Material	Access / Notes	Material Score	Recommendation	Page
1 - 3 Boltro Road / 0 / 004 - Lobby	Plasterboard ceiling to timber boards above, plaster on masonry walls, carpet on concrete slab.					
1 - 3 Boltro Road / 0 / 005 - Server Room	Concrete ceiling, concrete walls, concrete flooring					
1 - 3 Boltro Road / 0 / 005 - Server Room	Ceiling and Walls	Textured Coating		0 None		19
1 - 3 Boltro Road / 0 / 005 - Server Room - Void Above	Concrete ceiling, concrete walls, concrete flooring					
1 - 3 Boltro Road / 0 / 005 - Server Room - Void Above	Pipe insulation	Paper		0 None		20
1 - 3 Boltro Road / 0 / 006 - Plant Room	Concrete ceiling, plasterboard walls, concrete flooring, modern boiler, metal and plastic pipes.					
1 - 3 Boltro Road / 0 / 007 - Plant Room	Plaster and lath ceiling, compressed cellulose suspended ceiling, plasterboard and brick walls, carpet finish on concrete flooring, modern electrics.					
1 - 3 Boltro Road / 0 / 007 - Plant Room	Ceiling	Fibreboard		0 None		21
1 - 3 Boltro Road / 0 / 008 - Board Room	Plaster and lath ceiling, brick walls, carpet finish on timber flooring.					
1 - 3 Boltro Road / 0 / 009 - Stairwell	Lath and plaster ceiling, brick wall, carpet finish on timber flooring.					
1 - 3 Boltro Road / 1 / 001 - Kitchen	Plaster on a solid substrate ceiling, plaster on masonry walls, linoleum finish on timber flooring.					
1 - 3 Boltro Road / 1 / 002 - Stairwell/Landing	Lath and plaster ceiling, plaster to brick walls, timber boxing carpet finish on timber flooring.					
1 - 3 Boltro Road / 1 / 003 - Male WC	Plasterboard ceiling, plasterboard and brick walls, linoleum finish on timber flooring, ceramic sanitary ware.					
1 - 3 Boltro Road / 1 / 003 - Male WC	Flue	Cement		4 Very Low	Remove	22

table continued from previous page...

Building / Level / Location	Item	Material	Access / Notes	Material Score	Recommendation	Page
1 - 3 Boltro Road / 1 / 004 - Female WC	Plaster on solid substrate ceiling, timber boxing to ceiling, plasterboard and brick walls, linoleum finish on timber flooring, ceramic cisterns.					
1 - 3 Boltro Road / 1 / 005 - Store Room	Plaster and lath ceiling, compressed cellulose suspended ceiling, plasterboard and brick walls, carpet finish on timber flooring.					
1 - 3 Boltro Road / 1 / 005 - Store Room	Ceiling	Fibreboard		0 None		23
1 - 3 Boltro Road / 1 / 005 - Store Room	Upstand to suspended ceiling	Insulating Board		0 None		24
1 - 3 Boltro Road / 1 / 006 - Landing	Lath and plaster ceiling, plasterboard and brick walls, carpet finish on timber flooring.					
1 - 3 Boltro Road / 1 / 007 - Lobby	Lath and plaster ceiling, brick wall, carpet finish on timber flooring, timber frame and doors.					
1 - 3 Boltro Road / 1 / 008 - Office	Lath and plaster ceiling, brick wall, carpet finish on timber flooring, timber frame and doors.					
1 - 3 Boltro Road / 1 / 009 - Seating Area	Lath and plaster ceiling, timber wall cladding to brickwork, linoleum finish on timber floor					
1 - 3 Boltro Road / 1 / 010 - Kitchen	Lath and plaster ceiling, timber wall cladding, linoleum finish on timber floor, modern kitchen units.					
1 - 3 Boltro Road / 1 / 011 - WC	Lath and plaster ceiling, timber wall cladding, linoleum finish on timber floor, ceramic cisterns, modern water heater, metal pipes.					
1 - 3 Boltro Road / 1 / 012 - WC	Lath and plaster ceiling, plasterboard and brick walls , linoleum finish on timber floor, ceramic cisterns, glass header, ply extractor board.					
1 - 3 Boltro Road / 1 / 013 - Office	Lath and plaster ceiling, bricks wall, carpet finish on timber flooring, timber frame and doors.					
1 - 3 Boltro Road / 1 / 014- Office	Plaster and lath ceiling, compressed cellulose suspended ceiling, plasterboard and brick walls, carpet finish on timber flooring.					
1 - 3 Boltro Road / 1 / 015 - Open Plan Office	Lath and plaster ceiling, plaster on brick walls, carpet finish on timber flooring.					

table continued from previous page...

Building / Level / Location	Item	Material	Access / Notes	Material Score	Recommendation	Page
1 - 3 Boltro Road / 2 / 001- Office	Lath and plaster ceiling, brick walls, carpet finish on timber flooring.					
1 - 3 Boltro Road / 2 / 002 - Landing and Stairs	Lath and plaster ceiling, bricks wall, carpet finish on timber flooring, timber frame and doors.					
1 - 3 Boltro Road / 2 / 003 - Office	Lath and plaster ceiling, plasterboard and bricks wall, carpet finish on timber flooring, timber frame and door.					
1 - 3 Boltro Road / 2 / 004 - Office	Lath and plaster ceiling, plasterboard and bricks wall, carpet finish on timber flooring, timber frame and door.					
1 - 3 Boltro Road / 3 / 001 - Loft	Closeboard to roof, plastic and metal tanks, fiberglass mattresses.					

5: Material and Priority Assessments

See following pages for additional photographs,
notes and scores for inspected locations and items...

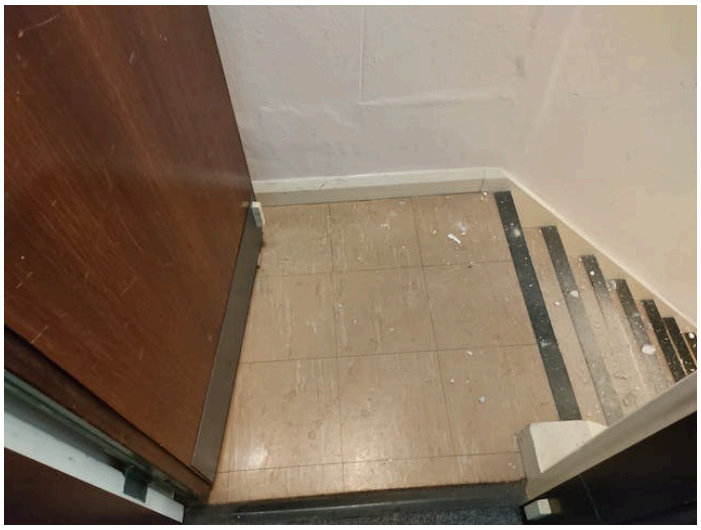
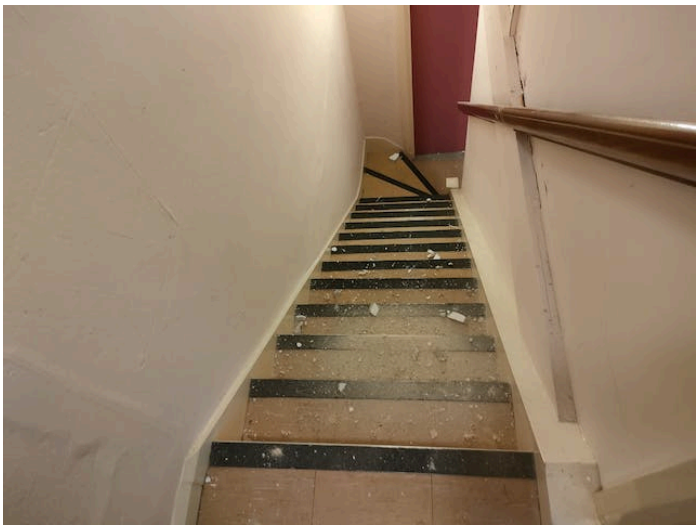
1 - 3 Boltro Road > -1 > 002 - Hallway > Floor tiles

Building	1 - 3 Boltro Road	**Level**	-1
Location	002 - Hallway	**Item**	Floor tiles
Material	Vinyl Products	**Extent**	10m. sq.
			
Strategy / Sample Id	Sample / 001	**Fibre Type**	Chrysotile
Recommendation	Remove		

Material Assessment

Product Type (or Debris from Product)	1	Extent of Damage / Deterioration	1
Surface Type / Treatment	0	Asbestos Type	1
Material Score		3 / Very Low	

1 - 3 Boltro Road > 0 > 001 - Stairwell to Basement > Floor covering and stair treads - Floor tiles

Building	1 - 3 Boltro Road	**Level**	0
Location	001 - Stairwell to Basement	**Item**	Floor covering and stair treads - Floor tiles
Material	Vinyl Products	**Extent**	10m. sq.
			
Strategy / Sample Id	Strongly Presume / 001	**Presumed Fibre Type**	Chrysotile
Recommendation	Remove		

Material Assessment

Product Type (or Debris from Product)	1	Extent of Damage / Deterioration	1
Surface Type / Treatment	0	Asbestos Type	1
Material Score		3 / Very Low	

1 - 3 Boltro Road > 0 > 002 - Open Plan Office and Meeting Room > Wall plate lining in floor void

Building	1 - 3 Boltro Road	**Level**	0
Location	002 - Open Plan Office and Meeting Room	**Item**	Wall plate lining in floor void
Material	Bitumen	**Extent**	50 m.
			
Strategy / Sample Id	Sample / 002	**Fibre Type**	NADIS

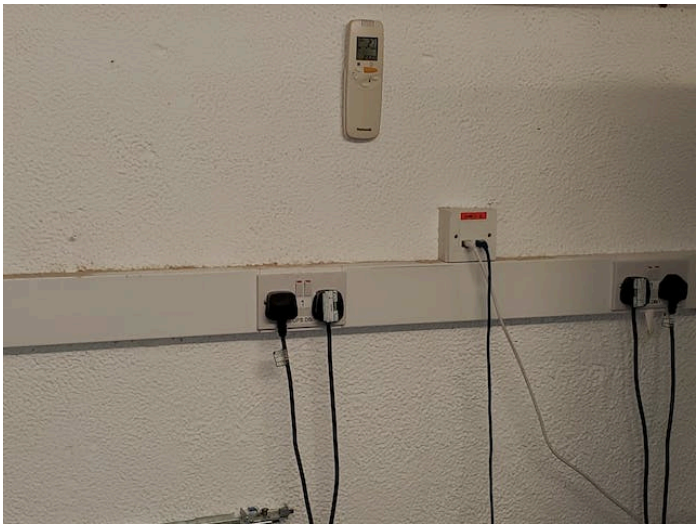
1 - 3 Boltro Road > 0 > 003 - Open Plan Office > Flue

Building	1 - 3 Boltro Road	**Level**	0
Location	003 - Open Plan Office	**Item**	Flue
Material	Cement	**Extent**	1 No.
			
Strategy / Sample Id	Sample / 003	**Fibre Type**	Chrysotile
Recommendation	Remove		

Material Assessment

Product Type (or Debris from Product)	1	Extent of Damage / Deterioration	1
Surface Type / Treatment	1	Asbestos Type	1
Material Score		4 / Very Low	

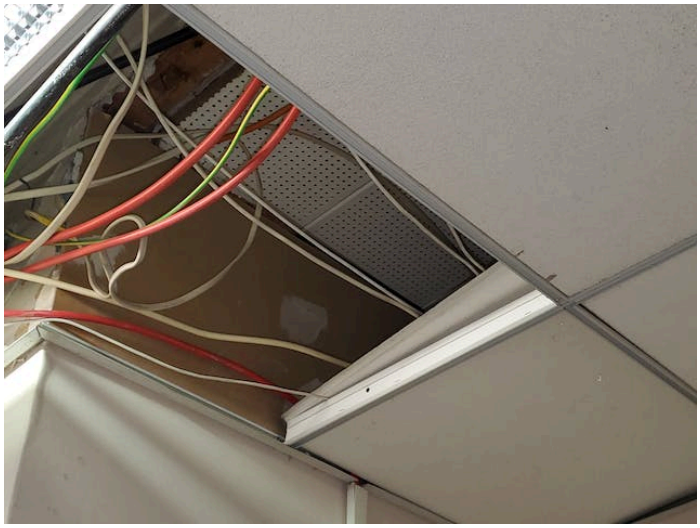
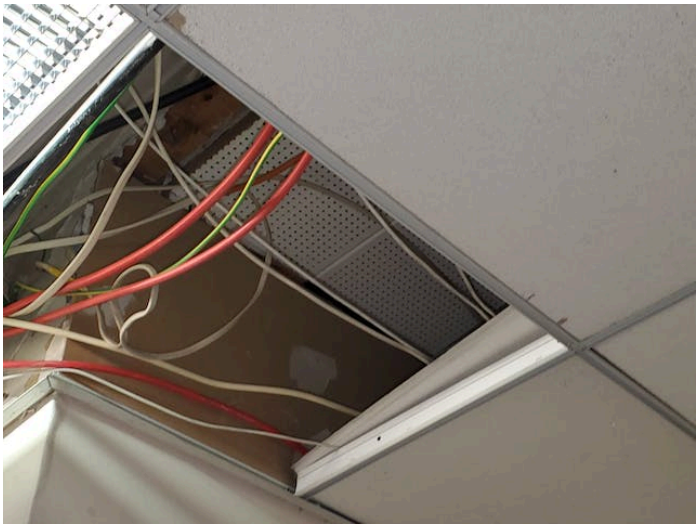
1 - 3 Boltro Road > 0 > 005 - Server Room > Ceiling and Walls

Building	1 - 3 Boltro Road	**Level**	0
Location	005 - Server Room	**Item**	Ceiling and Walls
Material	Textured Coating	**Extent**	20m. sq.
			
Strategy / Sample Id	Sample / 004	**Fibre Type**	NADIS

1 - 3 Boltro Road > 0 > 005 - Server Room - Void Above > Pipe insulation

Building	1 - 3 Boltro Road	**Level**	0
Location	005 - Server Room - Void Above	**Item**	Pipe insulation
Material	Paper	**Extent**	30 m.
			
Strategy / Sample Id	Sample / 005	**Fibre Type**	NADIS

1 - 3 Boltro Road > 0 > 007 - Plant Room > Ceiling

Building	1 - 3 Boltro Road	**Level**	0
Location	007 - Plant Room	**Item**	Ceiling
Material	Fibreboard	**Extent**	2m. sq.
			
Strategy / Sample Id	Sample / 006	**Fibre Type**	NADIS

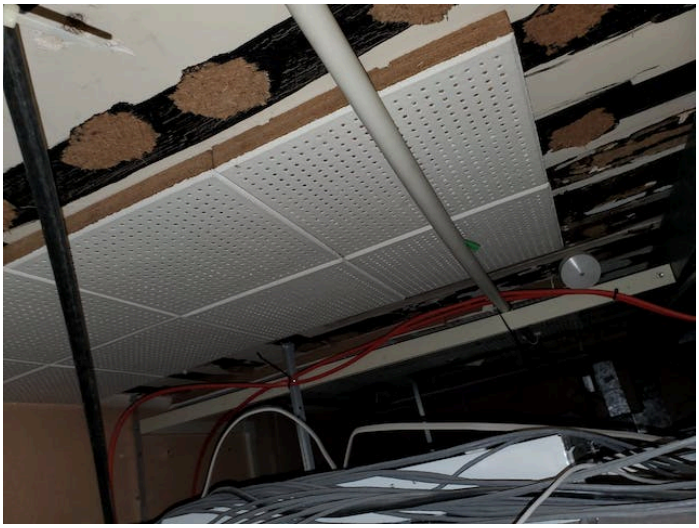
1 - 3 Boltro Road > 1 > 003 - Male WC > Flue

Building	1 - 3 Boltro Road	**Level**	1
Location	003 - Male WC	**Item**	Flue
Material	Cement	**Extent**	1 No.
			
Strategy / Sample Id	Strongly Presume / 003	**Presumed Fibre Type**	Chrysotile
Recommendation	Remove		

Material Assessment

Product Type (or Debris from Product)	1	Extent of Damage / Deterioration	1
Surface Type / Treatment	1	Asbestos Type	1
Material Score		4 / Very Low	

1 - 3 Boltro Road > 1 > 005 - Store Room > Ceiling

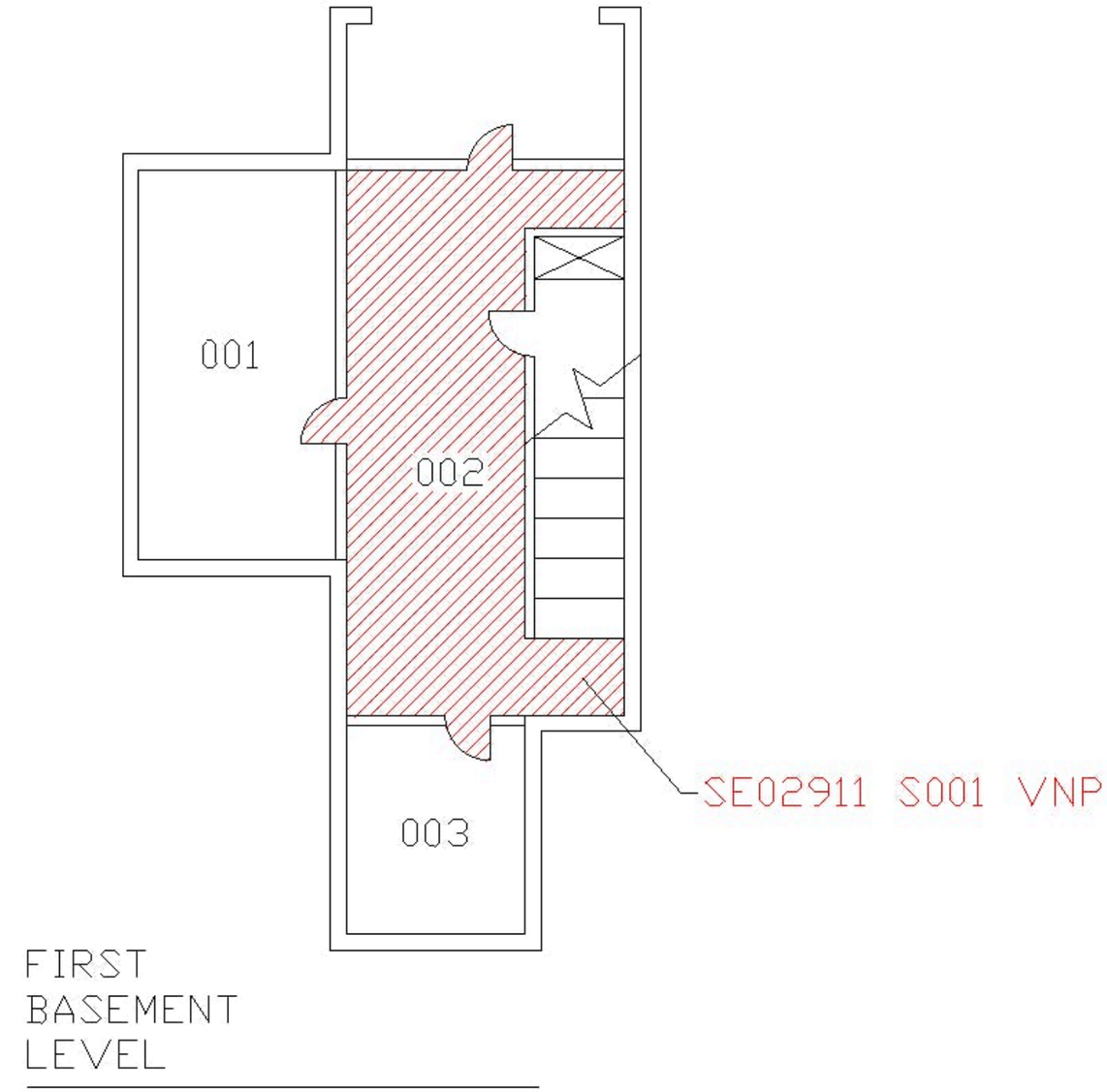
Building	1 - 3 Boltro Road	**Level**	1
Location	005 - Store Room	**Item**	Ceiling
Material	Fibreboard	**Extent**	10m. sq.
			
Strategy / Sample Id	Strongly Presume / 006	**Presumed Fibre Type**	NADIS

1 - 3 Boltro Road > 1 > 005 - Store Room > Upstand to suspended ceiling

Building	1 - 3 Boltro Road	**Level**	1
Location	005 - Store Room	**Item**	Upstand to suspended ceiling
Material	Insulating Board	**Extent**	2m. sq.
			
Strategy / Sample Id	Sample / 007	**Fibre Type**	NADIS

6: Site Plans

See following pages...



FIRST
BASEMENT
LEVEL

SUMMIT ENVIRONMENTAL

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Client details:

The Changing Workplace

Site details:

1-3 Boltro Road

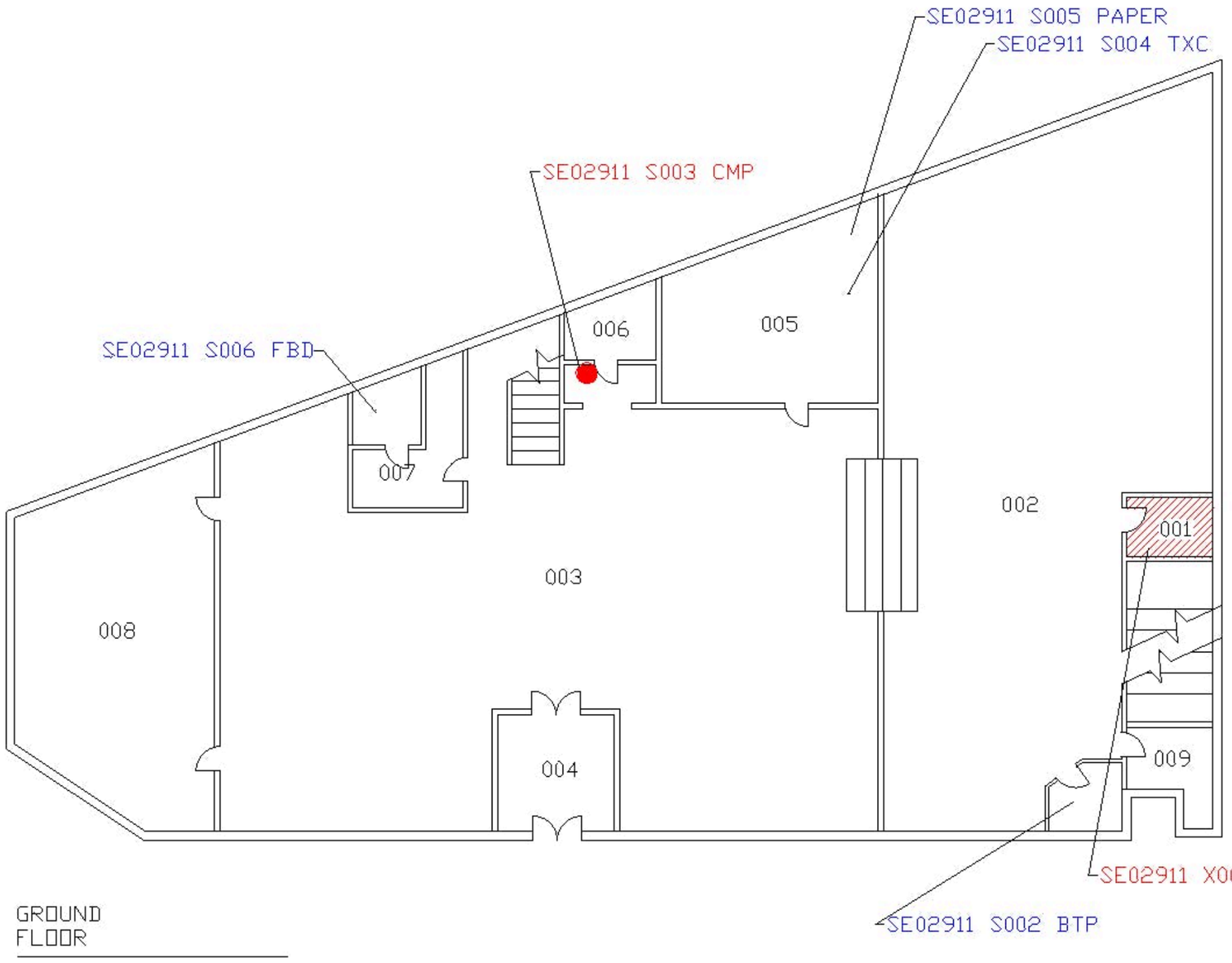
Key:

- Asbestos containing material
- Presumed asbestos containing material
- Non asbestos material
- Removed material
- Extent of designated survey area
- Outside survey area
- Areas not accessed
- Only limited access gained
- S Sample taken
- X Refer to sample
- PI Previously identified

BTP - Bituminous Product
CMP - Cement Product
FRM - Friction Material
GCP - Gaskets(Compressed)
GRW - Gaskets (Rope/woven)
INB - Insulating Board
INS - Insulation
MAS - Mastic/Putty
PPR - Paper Product
PTS - Painted Surface
PVP - Reinforced Plastics
SPC - Sprayed Coating
TXC - Textured Coating
VNP - Vinyl Products
WVP - Woven Product

Project No.	**SE02911**
Building	**1-3 Boltro Road**
Floor	**Basement**
Page	**01 OF 05**
Drawn By	**NM**
Issue	**1**

This is a floor plan diagram, NOT TO SCALE. ALL SECTIONS OF THE REPORT MUST BE READ IN CONJUNCTION WITH THIS FLOOR PLAN. CAVEATS APPLY.



SUMMIT ENVIRONMENTAL

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Client details:

The Changing Workplace

Site details:

1-3 Boltro Road

Key:

- Asbestos containing material
- Presumed asbestos containing material
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- Removed material
- Extent of designated survey area
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TXC - Textured Coating
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WVP - Woven Product

Project No.	**SE02911**
Building	**1-3 Boltro Road**
Floor	**Ground**
Page	**02 OF 05**
Drawn By	**NM**
Issue	**1**

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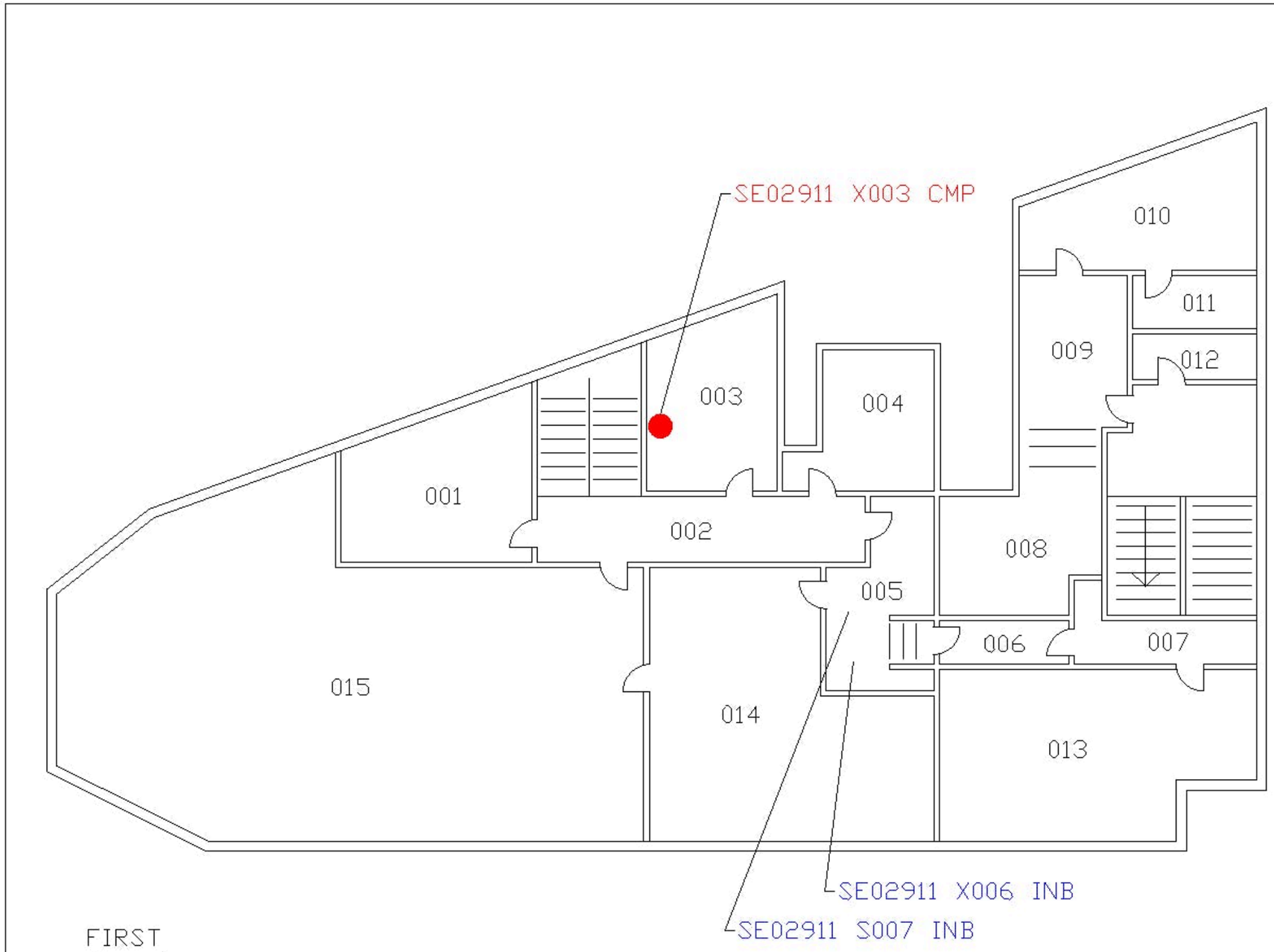

SUMMIT ENVIRONMENTAL

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Client details:

The Changing Workplace

Site details:

1-3 Boltro Road

Key:

- Asbestos containing material
- Presumed asbestos containing material
- Non asbestos material
- Removed material
- Extent of designated survey area
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BTP - Bituminous Product
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SPC - Sprayed Coating
TXC - Textured Coating
VNP - Vinyl Products
WVP - Woven Product

Project No.	**SE02911**
Building	**1-3 Boltro Road**
Floor	**First**
Page	**03 OF 05**
Drawn By	**NM**
Issue	**1**

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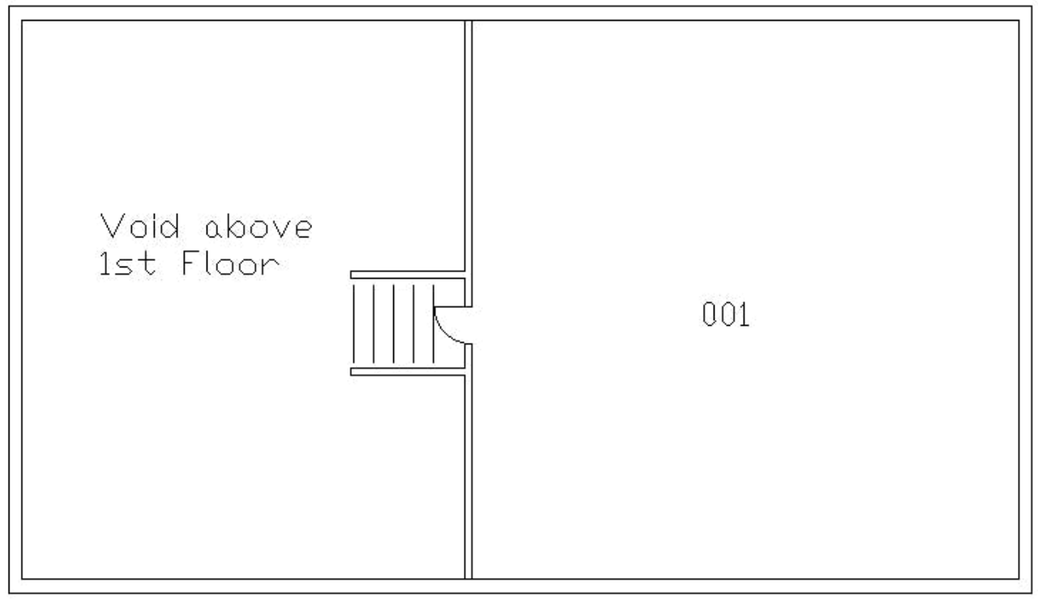

SECOND
FLOOR

SUMMIT ENVIRONMENTAL

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Client details:

The Changing Workplace

Site details:

1-3 Boltro Road

Key:

- Asbestos containing material
- Presumed asbestos containing material
- Non asbestos material
- Removed material
- Extent of designated survey area
- Outside survey area
- Areas not accessed
- Only limited access gained
- S Sample taken
- X Refer to sample
- PI Previously identified

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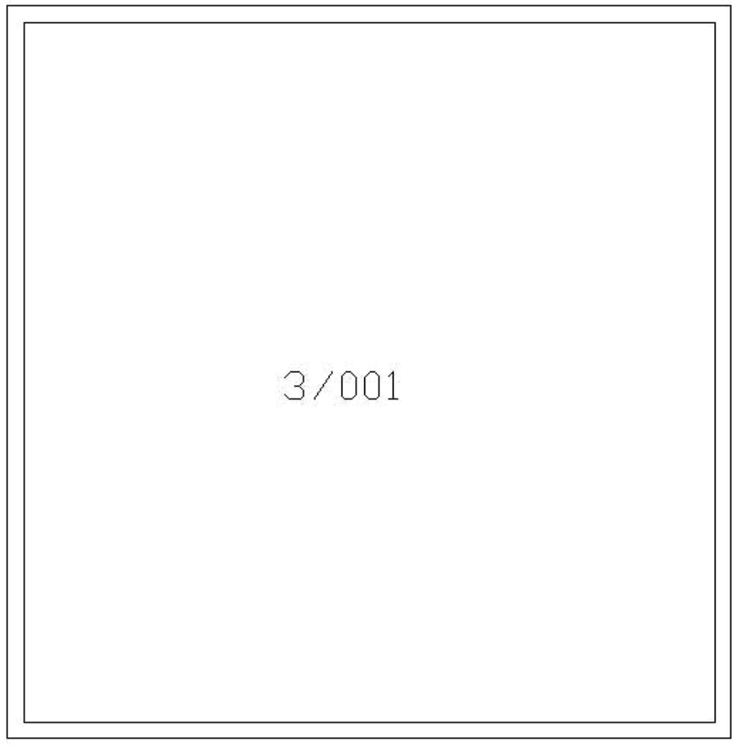
PTS - Painted Surface
PVP - Reinforced Plastics
SPC - Sprayed Coating
TXC - Textured Coating
VNP - Vinyl Products
WVP - Woven Product

Project No.	**SE02911**
Building	**1-3 Boltro Road**
Floor	**Second**
Page	**04 OF 05**
Drawn By	**NM**
Issue	**1**

This is a floor plan diagram, NOT TO SCALE. ALL SECTIONS OF THE REPORT MUST BE READ IN CONJUNCTION WITH THIS FLOOR PLAN. CAVEATS APPLY.



THIRD
FLOOR

SUMMIT ENVIRONMENTAL

www.summitenvironmental.co.uk

Client details:

The Changing Workplace

Site details:

1-3 Boltro Road

Key:

- Asbestos containing material
- Presumed asbestos containing material
- Non asbestos material
- Removed material
- Extent of designated survey area
- Outside survey area
- Areas not accessed
- Only limited access gained
- S — Sample taken
- X — Refer to sample
- PI — Previously identified

BTP - Bituminous Product
CMP - Cement Product
FRM - Friction Material
GCP - Gaskets(Compressed)
GRW - Gaskets (Rope/woven)
INB - Insulating Board
INS - Insulation
MAS - Mastic/Putty
PPR - Paper Product
PTS - Painted Surface
PVP - Reinforced Plastics
SPC - Sprayed Coating
TXC - Textured Coating
VNP - Vinyl Products
WVP - Woven Product

Project No.	**SE02911**
Building	**1-3 Boltro Road**
Floor	**Third**
Page	**05 OF 05**
Drawn By	**NM**
Issue	**1**

This is a floor plan diagram, NOT TO SCALE. ALL SECTIONS OF THE REPORT MUST BE READ IN CONJUNCTION WITH THIS FLOOR PLAN. CAVEATS APPLY.

7: Additional Documents

See following pages...

UKAS TESTING 2707

SCOPES Asbestos Analysis Services Ltd.

CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD ☐
PREMIUM ☐
EMERGENCY ☐

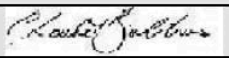
Client:	SUMMIT ENVIRONMENTAL LTD		
Address:	87 MAYPOLE ROAD ASHURSTWOOD EAST GRINSTEAD, RH19 3RB	Analysis Report No.	SCO/23/6040
Attention:	TECHNICAL MANAGER	Report Date.	10/03/23
Site Address:	1-3 BOLTRO ROAD HAYWARDS HEATH RH16 1BP	Site Ref No.	SE02911
Date sample taken:	07/03/23	Page No:	1 Of 1
Date sample received:	10/03/23	No. of Samples:	7
Date of Analysis:	10/03/23	Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248.
If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown. Results relate only to the items tested.

SCOPES SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	001	LEVEL -1 – 002 HALLWAY – FLOOR TILES – VINYL TILE AND BITUMEN BACKING	CHRYSOTILE TO BOTH
2	002	LEVEL 0 – 002 OPEN PLAN OFFICE AND MEETING ROOM – WALL PLATE LINING IN FLOOR VOID – BITUMEN	NADIS
3	003	LEVEL 0 – 003 OPEN PLAN OFFICE – FLUE – CEMENT	CHRYSOTILE
4	004	LEVEL 0 – 005 SERVER ROOM – TEXTURED COATING TO CEILING & WALLS	NADIS
5	005	LEVEL 0 – 005 SERVER ROOM – VOID ABOVE – PIPE INSULATION – PAPER	NADIS
6	006	LEVEL 0 – 007 PLANT ROOM 2 – FIBREBOARD CEILING – FIBREBOARD	NADIS
7	007	LEVEL 1 – 005 STORE ROOM – UPSTAND AND SUSPENDED CEILING – INSULATION BOARD	NADIS

KEY: NADIS – No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months. Reports & Records are retained for a minimum of 5 years.
Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.
Note: All Analysis is performed in House on the registered premises (below).
Note: Where an 'A' appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an *

Analysed by:	P. ROWLAND	Authorised signatory:	
		Print name:	**C.BOLTON – DEPUTY Q.C.M**

BULK 001-VER 8 14-JUN-22-QCM

Unit 14 Britannia Court, Burnt Mills Industrial Estate, Basildon, Essex, SS13 1EU
Tel: 01268 724785 Fax: 01268 724796 **Mob:** 07765 685132 **E-Mail:** enquiries@scopesaasl.co.uk
Company Reg No: 5191390 Reg Address: As above

8: Appendices

8.1 Site Work and Observations

Summit Environmental undertook the inspection of the property on 7 Mar 2023. Our Surveying Team undertook 'as far as reasonably practicable' a fully intrusive inspection of all areas of the building structure identified within the scope of works. Where asbestos containing materials were identified sampling was carried out. However, where structures and features of the building were replicated it was not considered reasonably practical to sample every item. Samples were therefore taken at points and intervals, which appeared to be representative of the general location.

Samples have not been taken where the act of sampling would endanger the surveyor or hinder the functional integrity of the item concerned.

As it was not practical to expose the entire fabric of the building and its contents, some asbestos materials may have remained obscured at the time of the survey. Unless otherwise stated the following locations would not normally be included in the scope of an Asbestos Refurbishment Survey. Such areas may include:

- Concealed or Bricked up voids/riser
- Within all live electrical cabinets, switch, fuse and distribution boxes (which have not been isolated)
- Concealed pipe and tank gaskets
- Buried/under floor items (buried beneath concrete or live services)
- Within all plant and boiler castings (which have not been isolated)
- Behind all solid walls
- Within all ventilation/extraction/heating and floor ducts (which have not been isolated)
- Above asbestos insulation board ceiling panels, unless otherwise stated
- Behind all fixed asbestos insulation board cladding/boxing panels
- Within lift motors/machinery unless otherwise stated
- Following all coring operations and destructive sampling, the area and materials were left in a stable condition.

8.2: Methodology and Limitations

8.2.1: Methodology and Limitations

For safety reasons it is not possible to inspect internal areas of live electrical items, heating, ventilation, or mechanical plant and machinery without isolation of such services.

Whilst all areas of the building included within the scope of the survey will be accessed and inspected as far as reasonably practicable, Summit Environmental cannot be held responsible for asbestos potentially present in areas of the building not explicitly specified within the client instruction, not indicated on provided site plans or not physically possible to access.

Although every care has been taken to identify all asbestos containing products within the areas surveyed, this survey does not include those areas where obtaining a sample would cause undue damage to the integrity and security of the building, risk the safety of our operatives or where access could not be gained. Asbestos should be presumed to be present within any areas not surveyed until a further assessment can be carried out.

It is important to note that the degree of inspection performed during an asbestos survey is not as detailed as the inspections and analytical processes carried out following the removal of ACMs. Visual inspections during clearance procedures involve a detailed examination of all areas and surfaces within an asbestos enclosure and although a survey should identify ACMs within an area where inadequate asbestos removal activities have been previously undertaken, it is not designed to check on the effectiveness of such inspections. Where previous asbestos removal work has taken place, reference should also be made to clearance documentation when reading this report.

The survey includes taking dust samples from areas where contamination is suspected to be present due to visible signs of damage to asbestos or signs of previous asbestos removal works but does not include random dust sampling.

Where suspect materials are identified as part of any works that do not appear to be detailed within the survey report then these materials should be treated with caution and presumed to contain asbestos until sampled and analysed.

Decorative coatings and paints etc. (such as “Artex”) may contain a trace quantity of Chrysotile asbestos. Due to this low asbestos content, applications of this product may be non-homogenous and may elicit both positive and negative sample results. Where both positive and negative samples are obtained the client should presume that the textured coatings contain Chrysotile throughout even though a non-detected result has been obtained. It should also be noted that asbestos may exist in paint with no obvious textured appearance. Random sampling of such paint is not carried out routinely unless specifically requested.

Due to the non-homogenous nature of some thermal insulation products it is possible to obtain both a positive and negative result when sampling the same material. In instances where this occurs then all sample results for the given insulation type should be treated as containing asbestos. This applies to all thermal insulation and insulation residues and debris.

Materials have been referred to as Asbestos Insulating Board or Asbestos Cement based upon their appearance alone. Water absorption testing, as detailed within L143, has not been carried out unless stated otherwise.

Where asbestos gaskets to pipe flanges have been identified it is not practical to trace these throughout the length of pipework within the property. All such gaskets are presumed to contain asbestos.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified within the fabric of the building. This includes ACMs concealed by suspect items.

Unless specifically identified within the report, no responsibility can be accepted for non-systematic or random use of asbestos within the property. It must be presumed that asbestos may remain unidentified to these types of areas and if suspect materials are uncovered then samples should be taken for analysis.

Material extents are approximations only, assigned by the surveyor at the time of the survey. It should be noted that such extents may be for specific, visible amounts of the asbestos item and not for the complete amount. As such, the stated extents should not be used as a basis of any Scope or Specifications of Works for that item. It is recommended that any proposed abatement/removal of the asbestos should be undertaken against a detailed specification, therefore Summit Environmental cannot be held responsible for any misinterpretation of the contents of this report by a third party if they were not instructed to provide a specification.

This report does not include investigations into land contamination associated with asbestos or any other contaminant.

Summit Environmental makes every effort to locate and identify all Asbestos Containing Materials (ACMs), within the scope of the agreed inspection brief, supplied by the client. Due to the nature of Asbestos distribution and uncontrolled usage within buildings built prior to 1999, Summit Environmental will not accept any liability for claims arising from post survey, hidden or unidentified ACMs, or contamination arising from their subsequent disturbance.

Whilst all asbestos materials have been identified as far as is reasonably practicable, some asbestos materials may remain unidentified because they are buried within the fabric of the building. Potential locations are as follows:

- Shuttering buried within concrete slabs.
- Asbestos hidden by structural supports.
- Asbestos hidden behind other suspect products.
- Building structures which are unsafe to fully access.

It must be presumed that asbestos may remain unidentified to these types of areas. If suspect materials are uncovered during demolition, contact should be made with Summit Environmental to arrange for samples to be taken for analysis.

It should be noted that this report is not intended as a scope of works for asbestos removal and that a detailed technical document could be provided upon request.

8.2.2: Nominated Laboratory

All samples were analysed by a UKAS accredited laboratory.

8.3: Definition of Asbestos Materials

Asbestos is a generic term used for fibrous forms of several naturally occurring silicate materials that have been exploited for their unique combination of properties of flexibility, high tensile strength, incombustibility, low-thermal conductivity and resistance to chemical attack.

For Regulatory purposes, in Great Britain, the Control of Asbestos Regulations 2012 (CAR) defines asbestos as any of the following minerals used below, or any mixture of them:

Mineral Group	Fibre Type	Common Name
Serpentine	Chrysotile	White
Amphibole	Amosite	Brown
	Crocidolite	Blue
	Anthophyllite	n/a
	Tremolite	n/a
	Actinolite	n/a

Anthophyllite, tremolite and actinolite also belong to the Amphibole mineral group. However, these three asbestos forms have rarely been used commercially in the UK. These forms of asbestos are generally only found as a contaminant or in a mixture with Chrysotile, Amosite, or Crocidolite.

8.3.1: Health Effects

Past exposure to asbestos is now responsible for about 4000 deaths a year in the UK alone. This figure is expected to rise over the next 10 years and then decline.

Why is Asbestos dangerous?

Asbestos is made up of thin fibres. These can break down into much smaller and thinner fibres. The smallest fibres cannot be seen with the naked eye but they can be breathed in. Asbestos fibres are only dangerous if they are made airborne and inhaled. Fibres that are inhaled can become stuck in the lungs and damage them. This can cause scars that stop the lungs working properly (asbestosis), or it can cause cancer.

The main types of cancer caused by asbestos are cancer of the lung and cancer of the lining of the lung (mesothelioma). These diseases can take from 15 to 60 years to develop and there is no cure for any of them. Whilst exposure to all asbestos fibre types can be potentially fatal, it is generally accepted that exposure to blue and brown (amphibole group) asbestos is more hazardous than white.

8.4: Assessment of Risk

The new duty to manage asbestos in non-domestic premises has been included in the Control of Asbestos Regulations. This duty requires duty holders to:

- Assess whether their premises contain asbestos;
- Assess the risk from the asbestos; and
- Take action to manage the risk from asbestos.

Under CAR 2012 the duty holder will be required to produce a written plan specifying the measures to be taken to control and manage the risk from the identified asbestos containing materials as identified in the asbestos survey.

8.5: Material Assessments

The four main parameters that will determine the amount of fibre release from an ACM when subject to a standard disturbance are:

- Product Type;
- Extent of Damage or Deterioration;
- Surface Treatment; and
- Asbestos Type.

Note: The material assessments in appendix A identify the high-risk materials; that is those that will most readily release airborne fibres if disturbed. However it does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for remedial action.

8.5.1: Material Assessment Algorithm Table

Sample Variable	Score	Examples of Score
Product Type (or Debris from Product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of Damage / Deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks; broken edges on board, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed laggings and sprays
Asbestos Type	1	Chrysotile
	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite

8.5.2: Scoring System

After calculating the Material Score, a Risk is applied

Material Score	2	3	4	5	6	7	8	9	10	11	12
Category	Very Low			Low		Medium			High		

8.6: Priority Assessments

Management priority must be determined by carrying out an assessment of the likelihood of the ACM being disturbed through: -

- Occupant activity;
- Likelihood of disturbance;
- Human exposure potential.
- Maintenance activity;

The risk assessment can only be carried out with detailed knowledge of both the material assessments and the priority assessments. The asbestos surveyor can contribute to the risk assessment and may be part of an assessment team, however it is the duty holder's responsibility under CAR 2012 to complete the Risk Assessments using the Survey report and his / her own detailed knowledge of the activities carried out within the premises. The risk assessment can then be used to form the basis of the Management Plan.

For further advice on Priority Assessments the Client should consult HSG Guidance Book HSG 227.

Assessment Parameter	Score	Examples of Score
Normal Occupant Activity		
Main Type of Activity in Area	0	Rare disturbance activity (eg little used store room)
	1	Low disturbance activities (eg office type activity)
	2	Periodic disturbance (eg industrial or vehicular activity which may cause contact with ACMs)
	3	High levels of disturbance, (eg fire door with asbestos insulating board sheet in constant use)
Likelihood of Disturbance		
Location	0	Outdoors
	1	Large Rooms or well-ventilated areas
	2	Rooms up to 100 sq metres in area
	3	Restricted or confined areas
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Extent / Amount	0	Small amounts or single items (eg strings, gaskets)
	1	Less than 10 sq metres area, or 10 metre pipe run
	2	10 to 50 sq metres area or 10 to 50 metres pipe run
	3	More than 50 sq metres, or 50 metres pipe run
Average Score		Average of scores for **Location**, **Accessibility** and **Extent / Amount** *Maximum score of 3*
Human Exposure Potential		
Number of Occupants	0	None
	1	1 to 3

table continued from previous page...

Assessment Parameter	Score	Examples of Score
	2	4 to 10
	3	More than 10
Frequency of Use of Area	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average Time Area is in Use	0	Less than 1 hour
	1	1 to less than 3 hours
	2	3 to less than 6 hours
	3	More than 6 hours
Average Score		Average of scores for **Number of Occupants**, **Frequency of Use of Area**, and **Average Time Area is in Use** *Maximum score of 3*
Maintenance Activity		
Type of Maintenance Activity	0	Minor disturbance (eg possibility of contact when gaining access)
	1	Low disturbance (eg changing light bulbs in asbestos insulating board ceiling)
	2	Medium disturbance (eg lifting one or two asbestos insulating board ceiling tiles to access a valve)
	3	High levels of disturbance (eg removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabling)
Frequency of Maintenance Activity	0	Unlikely - almost never
	1	Less than once a year
	2	Less than once a month
	3	More often than once a month
Average Score		Average of scores for **Type of Maintenance Activity** and **Frequency of Maintenance Activity** *Maximum score of 3*
Total Score		

8.7: Management Plan

On completion of the Risk assessments the duty holder can introduce a management plan that should include: Decisions about management options including the rationale (Flow charts etc.)

- A timetable for action;
- Monitoring arrangements;
- Employees and their responsibilities;
- Training arrangements for employees and contractors;
- A plan of implementation of new procedures, including those for external contractors;
- The mechanisms for passing information about the location and condition of ACMs to those who need it;
- Who will oversee the quality of the entries made on the management plan;
- A procedure for review of the plan, including a timetable.

For further reference see the HSE published ACOP guidance book 'a comprehensive guide to managing asbestos in premises' - HSG227

Our recommendations for removal / management are based solely on the material risk assessments and the surveyor's interpretation of the usage of the room. Our recommendations should be used for guidance purposes only; it is ultimately the decision of the duty holder who has the detailed knowledge of the activities and usage of the building to confirm the assessments provided and decide on the necessary cause of action.

8.8: Relevant Legislation and Guidance.

The fundamental Legislation governing work with asbestos in the United Kingdom is the Control of Asbestos Regulation 2012:

Regulation 4 of the Control of Asbestos Regulation 2012 applies to those who have responsibilities for the maintenance and repair of non-domestic premises where asbestos-containing materials are or are likely to be present in those premises.

The regulation requires taking reasonable steps to find asbestos containing materials in premises and checking their condition: presuming materials contain asbestos unless there is strong up-to-date evidence that they do not. The duty holder must ensure that the risk from the asbestos is assessed, that a written plan identifying where that asbestos is located is prepared and that measures to manage the risk from the asbestos that are set out in the plan are implemented. Other parties have a legal duty to cooperate with the duty holder.

Relevant legislation:

- The Health and Safety at Work Act etc. 1974.
- The Control of Asbestos Regulation 2012.
- Construction (Design and Management) Regulations 2007;
- Control of Substances Hazardous to Health Regulations 2002.
- Management of Health and safety at Work Regulations 1999.
- Hazardous Waste Regulations 2005;
- Working at height Regulations 2005.
- Confined Spaces Regulations 1997.

Approved Codes of Practice and Guidance Notes:

- L 143 Managing and working with asbestos. Control of Asbestos Regulations 2012.
- HSG 248 Asbestos: The analysts' guide for sampling and clearance procedures.
- HSG 264 Asbestos the survey guide.
- HSG 127 A comprehensive guide to Managing Asbestos in Buildings.
- HSG 247 Asbestos: The Licensed Contractors' Guide.
- HSG 210 Asbestos Essentials Task Manuals.
- HSG 213 Introduction to Asbestos Essentials.
- HSG 53 Respiratory Protective Equipment at Work amended 2010.

(The above documents are available to buy or download for free from the HSE website).

8.9: Glossary of Terms

Definition of Terms

Enclosure: Provision of physical barrier to provide mechanical protection of the material so as to prevent it being disturbed / damaged.

Encapsulation: Provision of paint type coating to affect a continuous seal to the surface of the material and thereby prevent fibre release.

Labelling: Fixing of labels – standard 'red A' label as per Schedule 2 of the Control of Asbestos at Work (Amendment) Regulations (CAWR), (Approved Code of Practice for Work with Asbestos Insulation, Asbestos Coatings and Asbestos Insulating Board) to the surface of the material to warn of the hazard.

Manage: Provision of a policy of regular (periodic) inspection together with procedures, including but not exclusively limited to action should deterioration be observed, as well as training for staff and persons who may come into contact with the material.

Periodic Inspection: Inspection of the material at regular (defined) intervals to verify that its condition has not deteriorated such as to necessitate enclosure / encapsulation / removal.

Registering: Entering of details, including nature / location / extent of material in a register which is brought to the attention of all persons who might plan or undertake works in the building.

Removal: Complete removal of the material under controlled conditions in accordance with the Control of Asbestos Regulations 2012.

Repair: Application of a seal to the material to prevent the further deterioration and breakdown of the Material. (Labelling should be considered).

Man Made Mineral Fibre (MMMF): Glass fibres may be used in insulation's as an alternative to Chrysotile.

Suppression: The application of PVA/ water solution via an airless or killer sprayer to form a fine mist thereby suppressing airborne fibres.

Controlled Conditions: Any measure adapted to control exposure and the spread of asbestos fibres. These measures may range from suppression to full enclosure.

HEPA Filter: is fitted to the exhaust end of the NAPU and specialist vacuums, they are used to provide a high level of air filtration (rated at 99.998% efficiency) where micron sized fibres are collected.

8.10: Types of Asbestos Survey

HSG264 Asbestos: The survey guide is the industry standard for the provision of asbestos surveys and details three types of Survey:

Asbestos Management Survey (without samples – presumptive survey)

This type of survey essentially defers the need to sample and analyse for asbestos until a later time. The Client will therefore bear potential additional costs of managing some non-ACMs. During this type of survey all areas should be accessed and inspected as far as reasonably practicable or must be presumed to contain asbestos. All materials which are presumed to contain asbestos must be assessed.

Asbestos Management Survey (with samples – sampling survey)

The purpose of this type is to positively identify if a material contains asbestos and the procedures used are the same as a presumptive survey, except that representative samples are collected and analysed for the presence of asbestos. Samples from each type of suspect ACM found are collected and analysed to confirm or refute the surveyor's judgement. Sampling may take place simultaneously with the survey, or can be carried out as a separate exercise, after the Presumptive survey is complete.

Refurbishment or Demolition Survey

This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the building and may involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A full sampling programme is undertaken to identify possible ACMs and estimates of the volume and surface area of ACMs are made. This type of survey is designed to be used as a basis for tendering for the removal of ACMs from the building before demolition or major refurbishment.