HEALTH BUILDING NOTE 00-08:

Estatecode Supplement

Land and Property appraisal and estate performance indicators

2010

Wales edition

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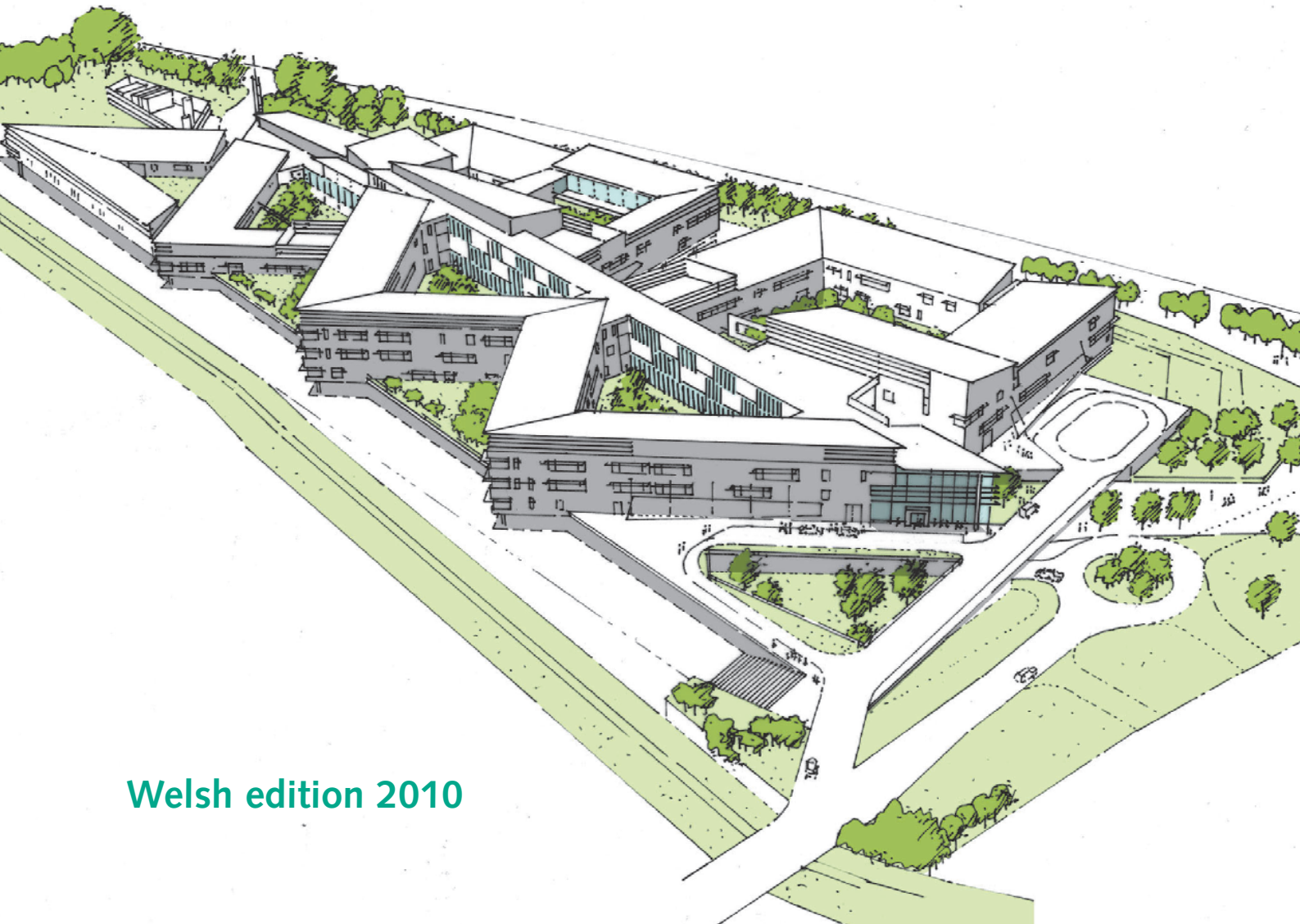

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Front cover illustration: Aerial sketch perspective of Ysbyty Ystrad Fawr, Ystrad Mynach, courtesy of Aneurin Bevan Health Board/BAM Construction Ltd/ Nightingale Associates.

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Designed by Keith James.

Foreword

This document is supplementary to Health Building Note 00-08 Estatecode – Welsh Edition 2009 and provides guidance on land and property appraisals, as well as identifying key estate performance indicators.

Nationally the outputs from local land and property appraisals are required to be submitted as part of the Estates and Facilities Performance Management System (EFPMS) annual data returns. It is important therefore that data is collected on a consistent basis allowing meaningful comparisons across the healthcare estate.

This in turn will allow the Assembly to develop policy initiatives on the basis of good information, ensuring that the money is invested where it is needed most.

Accurate and consistent data will also allow Health Boards and Trusts to plan improvements in their estate with a high degree of confidence that the investment is targeted to maximise service and financial benefits.

The five national performance indicators in respect of physical condition, functional suitability, space utilisation, statutory and safety compliance and environmental performance, which date from 2002, continue to apply to the NHS estate and these are detailed in this document.

In addition, a range of other relevant indicators are included which deal with more specific aspects of estate performance. NHS bodies need to be mindful of these indicators and ensure that progress is being monitored against these targets.

If you require further information in respect of this guidance or any other aspect of estate management please contact Welsh Health Estates on:
Intranet: http://howis.wales.nhs.uk/whe
Internet: www.wales.nhs.uk/whe

Contents

Land and property appraisal

Objectives

1 Land and property appraisal involves a thorough examination of your land and property with the ultimate aim of calculating what it will cost to maintain your estate at an acceptable standard and where opportunities for adaptation and rationalisation lie. The underlying aim of such an appraisal is to ensure that your estate, as a resource, is aligned with your service objectives, so that you can provide the right facilities in the right place at the right time[1].

2 Land and property appraisal is the key activity in drawing up a baseline assessment of your land and property. It is the first step in the creation of an estate strategy. Information from land and property appraisal is also essential in drawing up annual minor capital and estate maintenance programmes.

3 Before starting the appraisal process ensure that you are clear about the objectives for carrying out the work. This is important because it will determine the level of detail at which you collect data.

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

4 It is likely that the appraisal will be carried out for one (or more) of three reasons as shown in **Table 1**.

5 In each case the purpose of the appraisal will be different, as will the level of detail required. The following questions will help you determine the type of appraisal to carry out:

- Will a mass of detailed information tell you any more than a broad-brush appraisal?
- Will the data help you to answer strategic questions such as, should the estate be rationalised in order to minimise expenditure on backlog maintenance or to bring down overhead costs?
- Does the data help to identify ways to use your site(s) more intensively and thus improve space utilisation?
- How easy will it be to convert raw data into information that can be used by your board?

Note

Highly aggregated data is used in the Estates and Facilities Performance Management System (EFPMS) in order to provide comparative information across the NHS.

Table 1: Reasons for carrying out land and property appraisals

Appraisal objectives	Level of detail needed	Output
(i) As a baseline assessment for developing your estate strategy	High-level appraisal on a site or block basis	Information for general management purposes, to help you assess "black spots", investment priorities and opportunities for rationalisation
(ii) As a detailed assessment for operational maintenance purposes	Appraisal on a block or room basis; may focus on specific problem blocks within your estate	Information required largely for internal use by your estates department: will be used to develop in-year maintenance and minor capital programmes
(iii) For service reviews on a departmental basis	Appraisal on room-by-room basis	Information for senior management and heads of department: the emphasis may be on specific facets, e.g. functional suitability and space utilisation

6 The prime purpose of carrying out a land and property appraisal is to help in the operational and strategic tasks of estate management and identify potentially surplus property. The appraisal should be kept up to date, and reported to the board at least annually. A secondary purpose is to provide data for the Estates and Facilities Performance Management System (EFPMS). Data at this stage is highly aggregated and can only be indicative of the issues and problems that need to be addressed. It is always necessary to undertake assessments on a block or floor basis in order to identify action to be taken and to carry out investment planning.

7 The output of the appraisal process is a snapshot of the condition of a Health Board or Trust's assets. It is not a forecast, although the results can be used to estimate future deterioration of assets and thus the need for capital and revenue in the planning period, which may be 3–5 years or longer. The creation of a capital investment plan is a separate and consequent exercise.

8 It is recommended that a detailed property appraisal is completed every five years or whenever there has been a major change in the property portfolio, whichever is the earlier. This will inform the development of your organisation's estate strategy.

Undertaking the appraisal – the five-facet approach

9 Land and property appraisals should be undertaken on the basis of the following five facets:

- physical condition
- functional suitability
- space utilisation
- fire and health & safety requirements
- energy performance

Facet 1: Physical condition

10 The overall physical condition of your estate should be assessed on the basis of the condition of three elements: buildings (internal and external); mechanical systems; and electrical systems (shown in **Figure 1**).

11 For strategic planning purposes, you should carry out a high level appraisal of each building block on the basis of these three elements.

12 The condition of each element should be assessed to produce an overall ranking of the physical condition of your estate as follows:

A as new (that is, built within the past two years) and can be expected to perform adequately over its expected shelf life;

B sound, operationally safe and exhibits only minor deterioration;

C operational but major repair or replacement will be needed soon, that is, within three years for building elements and one year for engineering elements;

D runs a serious risk of imminent breakdown;

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

13 Following categorisation, the cost of appropriate measures to upgrade a C or D condition building to a B level building should be recorded. Condition B is to be considered as an operationally acceptable standard for all building and engineering elements.

14 If a more precise and detailed assessment is wanted, for example, for inclusion in a new business case or for operational maintenance purposes, the three elements can be assessed on the basis of key components to reach an overall A–D ranking. See **Figure 2**.

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

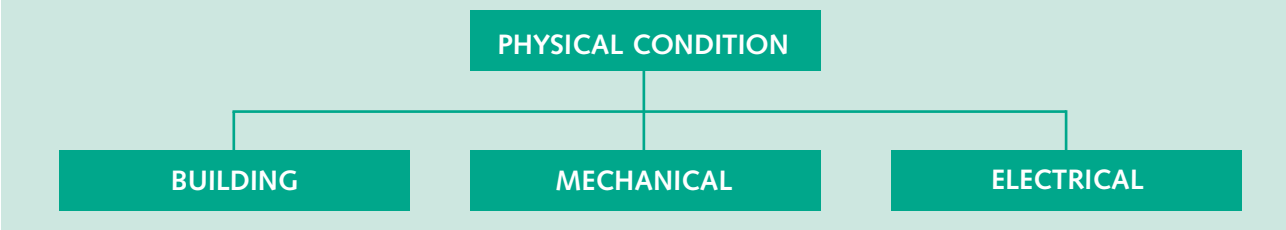
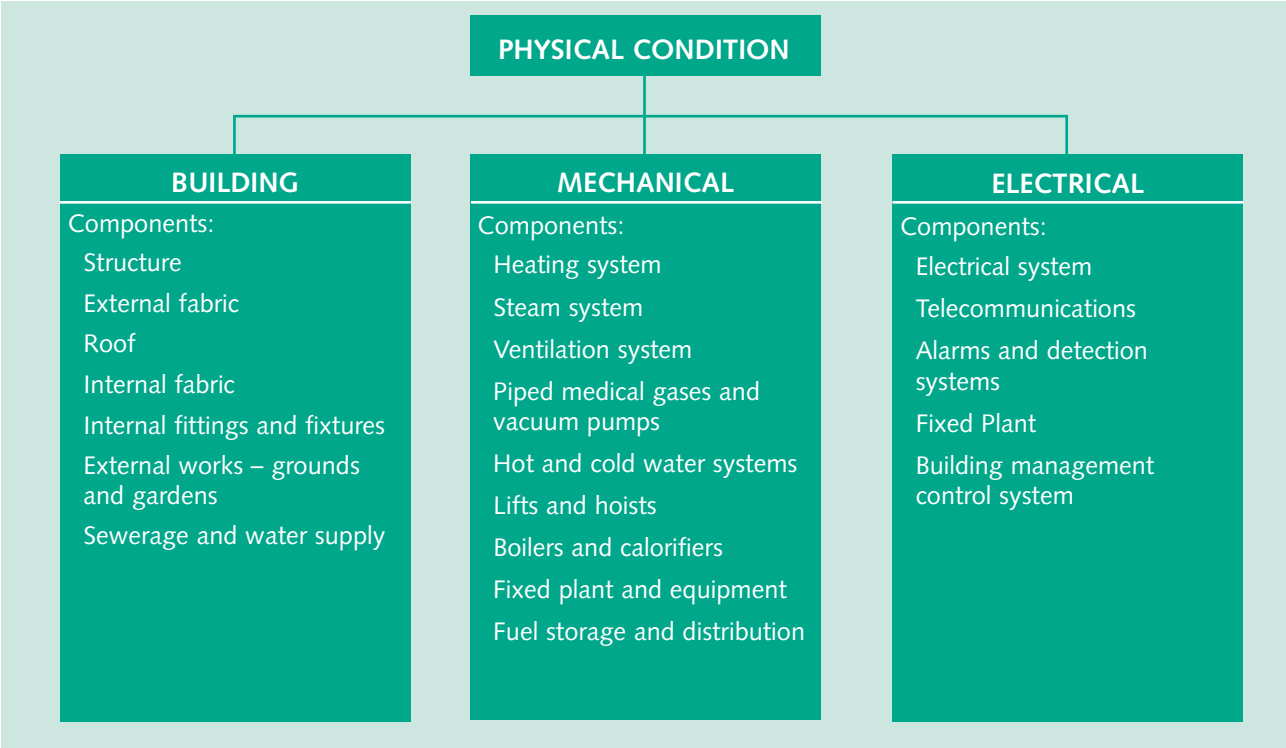


Figure 2: Components for conducting a detailed appraisal of the physical condition of your estate



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

Facet 2: Functional suitability

15 Functional suitability should be assessed on the basis of three elements: internal space relationships; support facilities; and location (shown in **Figure 3**).

16 Assessment of functional suitability is normally done on a block or a departmental basis by a multidisciplinary team. Each of the above elements should be assessed to produce an overall ranking of the functional suitability of your estate as follows:

A very satisfactory, no change needed;

B satisfactory, minor change needed;

C not satisfactory, major change needed;

D unacceptable in its present condition;

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

17 Where the ranking is C or D, you should consider the urgency to improve the condition of your estate or site to level B, and estimate the cost of doing so.

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

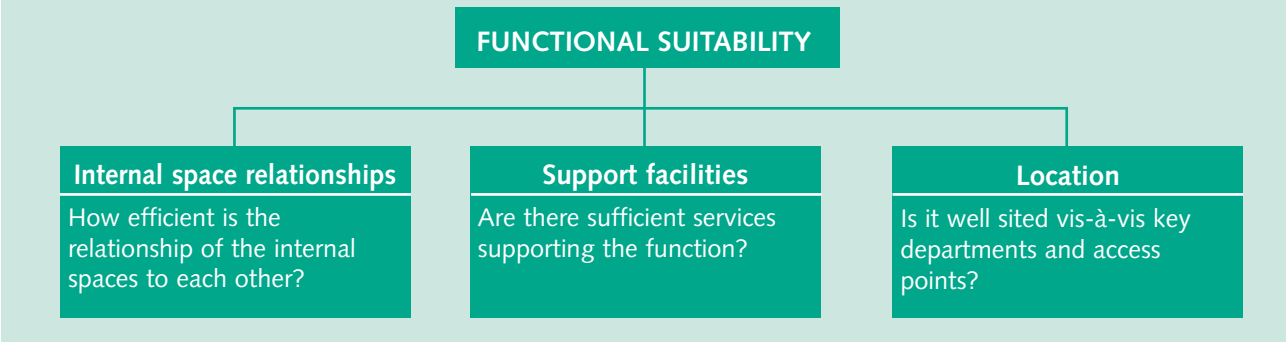
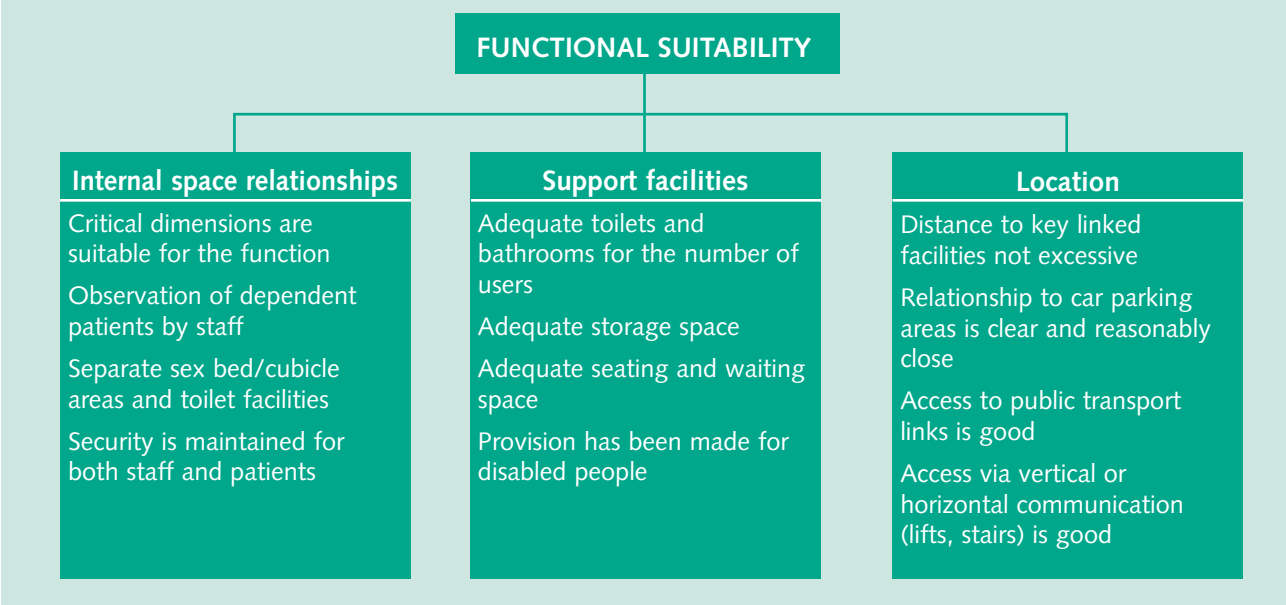


Figure 4: Criteria for conducting a detailed appraisal of the functional suitability of your estate



18 The whole site or departmental functional suitability assessment will determine how effectively your building (or part of your building) supports the delivery of your service. The aim is to hold space that is functionally appropriate to the current and (known) future demand for your services.

19 If a more detailed assessment is wanted, for example, for inclusion in a new business case, the three elements can be assessed on the basis of certain criteria (see **Figure 4**) to reach an overall A–D ranking.

20 Following assessment, the cost of appropriate measures to address functional suitability problems in categories C or D should be recorded. It should be noted that rationalisation of the estate stock may be as relevant as upgrading or refurbishment.

Note

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

Facet 3: Space utilisation

21 Space utilisation is a complex and sensitive subject as it touches on territorial issues. This facet explores how well available space is being used, largely by asking you to make judgements about the intensity of use: that is, the number of people using it and the frequency with which they use it. In order to reach a balanced assessment you should make visual inspections, talk to users, consult technical guidance and visit the area at different times of the working day. **Figure 5** illustrates the main questions that you need to ask.

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

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

In this facet there is only one level of appraisal.

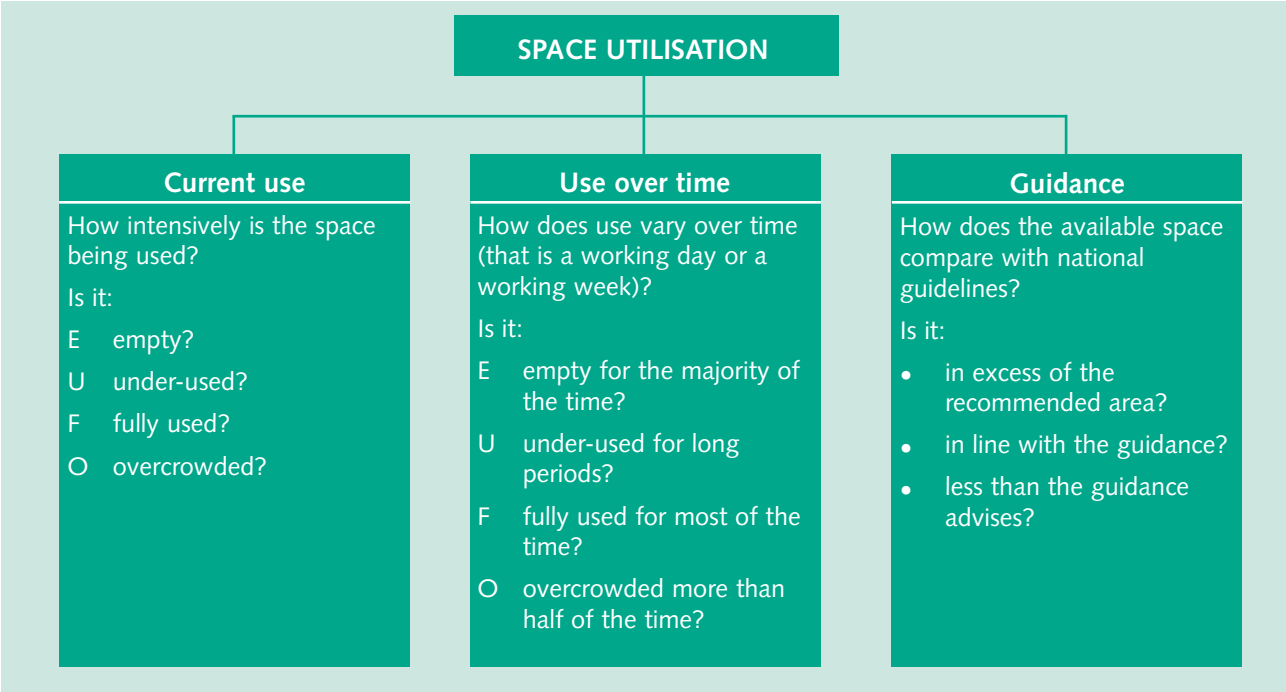
Facet 4: Fire and health & safety requirements

23 A broad-brush approach to carrying out assessments in terms of statutory and non-statutory requirements will give you the necessary information to carry out an estate rationalisation process. A more detailed survey may follow the outcome of strategic planning or may be required for operational estate maintenance scheduling.

Note

This broad brush approach will not satisfy or override the requirement to undertake 'suitable and sufficient' fire assessments in compliance with the Regulatory Reform (Fire Safety) Order 2005 for which a much more detailed assessment will be necessary.

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



24 The elements of this facet are summarised in **Figure 6**.

25 For the high-level or broad-brush approach you should assess each element and produce an overall ranking as follows:

A building complies with all statutory requirements and relevant guidance;

B building where action will be needed in the current plan period to comply with relevant guidance and statutory requirements;

C building with known contravention of one or more standards, which falls short of B;

D building areas which are dangerously below B standard (for example, that have been subject to adverse external inspections);

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

26 If a more detailed assessment is wanted, for example, for inclusion in a business case or for operational maintenance purposes, the two elements can be assessed on the basis of certain criteria (see **Figure 7** overleaf) to reach an overall A–D ranking.

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

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

Note

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

Figure 6: Elements for conducting a high-level appraisal of your estate in terms of meeting statutory and non-statutory requirements

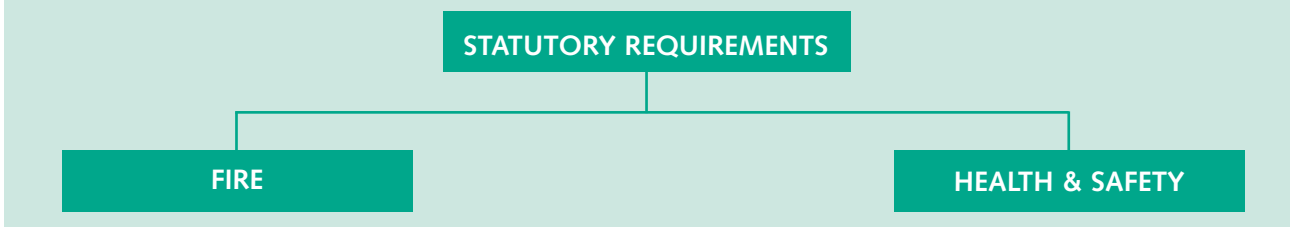
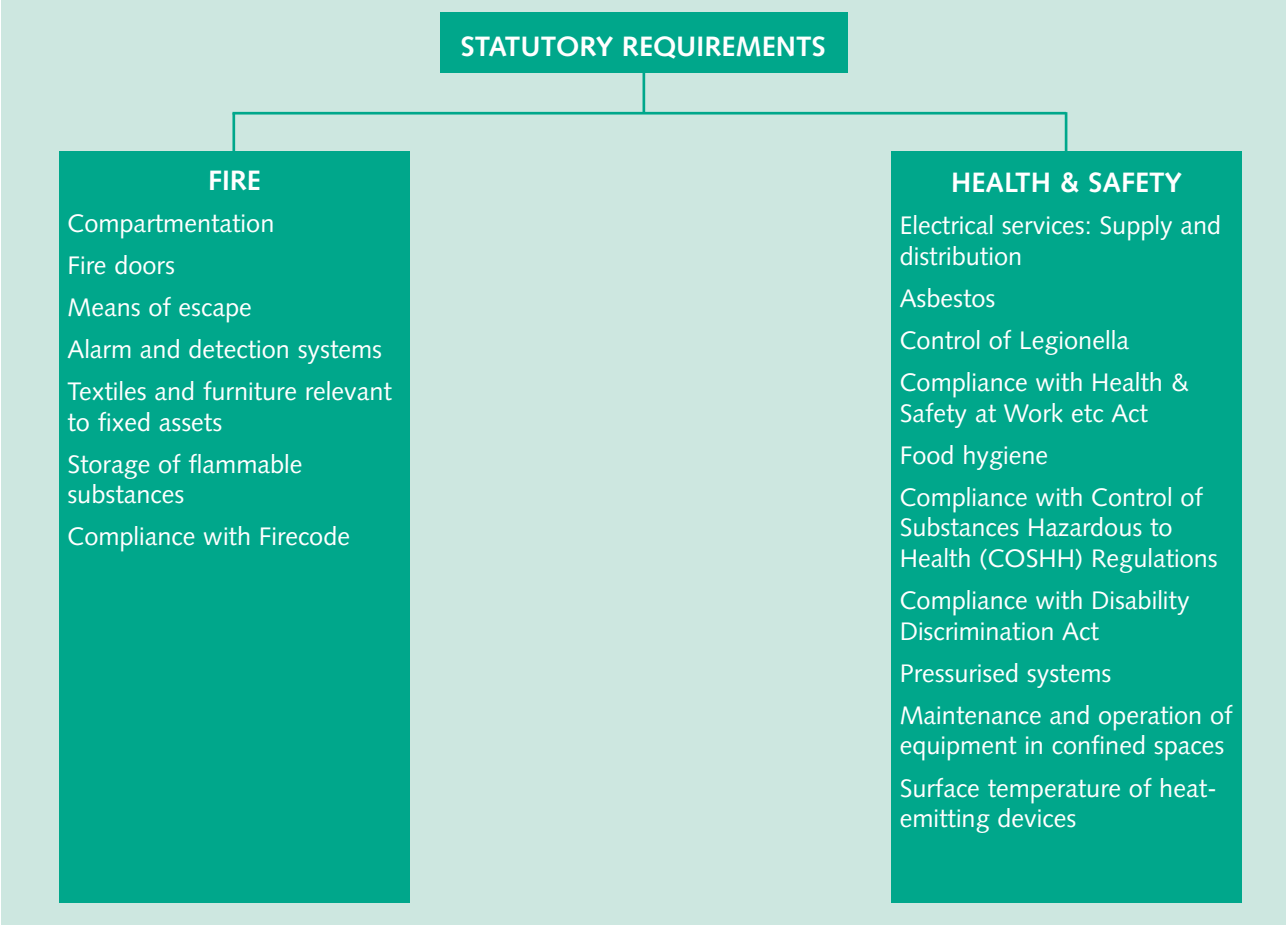


Figure 7: Criteria for conducting a detailed appraisal of your estate in terms of meeting statutory and non-statutory requirements



Facet 5: Energy performance

29 For the purposes of this interim guidance energy performance will continue to be measured and reported through the EFPMS, albeit with a greater emphasis on carbon performance. It is noted, however, that this facet is likely to be eventually replaced by a broader based Environmental Management measure which will include elements on procurement, energy performance, water consumption, waste management and transport.

30 The following overall rankings for energy performance apply:

A 35-55 GJ/100m^3 ([1]equivalent to 93-106 Kg Carbon/m^2)

B 56-65 GJ/100m^3 ([1]equivalent to 107-125 Kg Carbon/m^2)

C 66-75 GJ/100m^3 ([1]equivalent to 126-145 Kg Carbon/m^2)

D 76-100 GJ/100m^3 ([1]equivalent to 146-193 Kg Carbon/m^2)

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

[1] assuming a 28% electrical element of the total energy consumed.

Data collection

31 The process of collecting data from your land and property appraisal should be approached pragmatically, based upon informed and experienced observation. It will constitute a snapshot in time and, therefore, needs to be completed within a tight timescale. See **Appendix 1** for more detailed guidance on conducting an appraisal.

32 Surveying should be carried out by more than one person, as this will allow assessments to be compared and discussed, and will lessen the subjectivity of the exercise. In order to ensure

consistency it is advisable, wherever possible, for the same people to conduct appraisals across all the sites involved. For example, assessments of functional suitability and space utilisation could be undertaken by a single panel of people at a single visit. Thus an estates or facilities manager or architect could team up with a general manager or clinical departmental manager to survey these two facets in order to give a multi-disciplinary viewpoint. However, it should be noted that a team of more than three will be cumbersome and may not be welcomed by departments.

33 A standard form for each facet should be used to ensure that data is collected across each block in the same way. It is useful to have a "notes sheet" for each block on which more specific issues can be recorded, to be followed up later. Examples of standard forms for collecting data are given in **Appendix 2**. An example of a completed version of the functional suitability form is given in **Appendix 3**.

34 Ultimately, the aim should be to collect the data electronically, using a hand-held terminal to input data as the surveying takes place. This can be downloaded later into the database and can populate the drawings in the CAD system.

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

An approach to validation

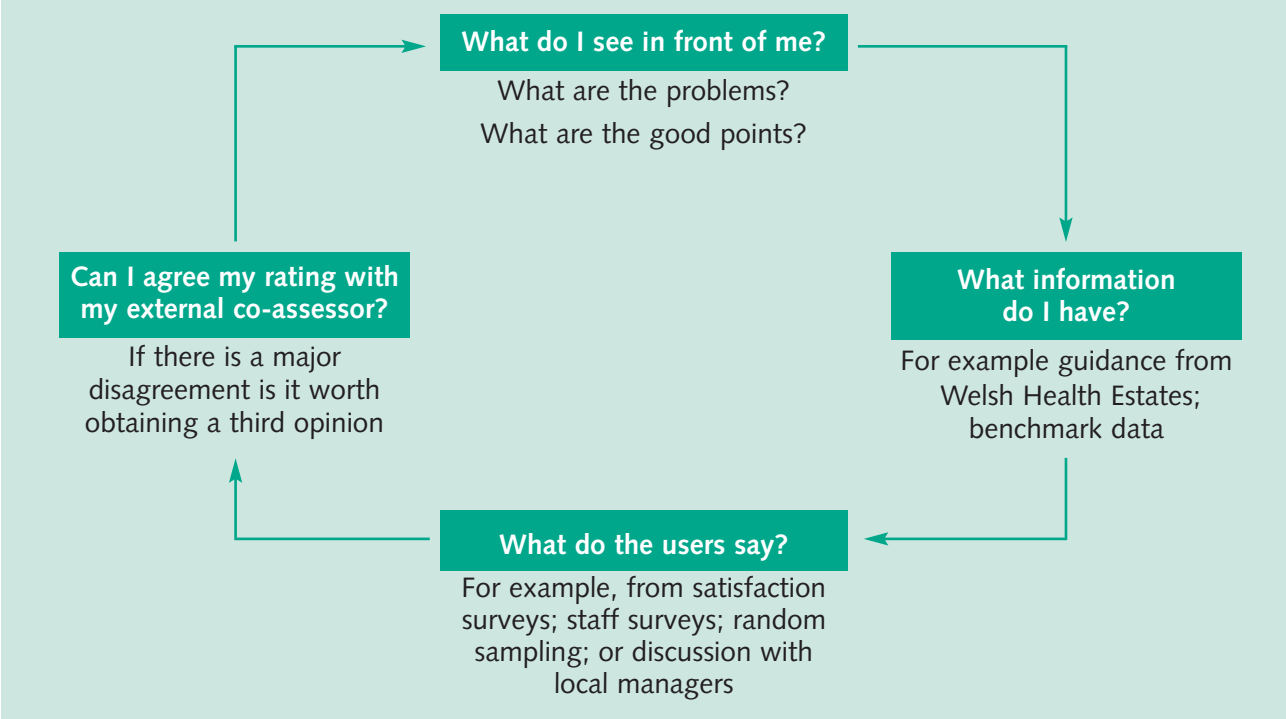
36 Much of your surveying work will rely on subjective assessment. It is impossible to make assessments objective as there is no absolute measure of the right standard for a building's condition, function or even statutory compliance. The energy facet has least subjectivity about it and external inspection for aspects of statutory requirements, such as fire safety and lift certification, provide a measure of objectivity.

37 The inclusion of external people in your survey team will help to reduce subjectivity. This could be done either by employing external consultants, or by teaming up with a neighbouring NHS organisation to exchange survey staff.

38 Information can also be used to mitigate subjective decisions. In some cases benchmark data exists.

39 **Figure 8** illustrates the key questions that you should ask in order to improve the objectivity of your assessments.

Figure 8: Questions to ask to improve the objectivity of your assessments



Developing a database

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

Note

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

41 The database should be capable of presenting different levels of aggregation of data, for example:

- by floor level;
- by whole estate (for example, whole Health Board or Trust);
- by site;
- by individual building;
- by block;
- by statutory heritage designation (listed buildings/scheduled monuments/registered landscapes/ Sites of Special Scientific Interest (SSSIs)/conservation area);
- by building age/value.

It is useful to be able to present data on a care group or management directorate basis, but this may be difficult where several functions share a site or building.

42 A presentation of the cost implications of your appraisal is very important – in other words, what will it cost to bring your estate up to condition B?

43 It is often useful to be able to look back in order to establish whether the situation has become worse over the past decade. It can also be useful to look forward and estimate the requirement for expenditure on your assets to keep them in condition B over the next 5–10 years. Examples of data outputs are given in 'Developing an estate strategy', Department of Health, 2005.

44 One of the best ways of sharing data is to apply it to site and floor plans through the graphical interface capability of a CAD package. Most CAD packages are complex and require a powerful computer with specialised equipment to make them effective for the user. There are specialised software packages on the market that provide integration between data files and plans/maps; most require significant investment to set up and specialised operation to keep the record updated. Specialised software packages also require specialised training and dedicated staff resources to keep them updated. Consideration should be given to the use of aerial/localised photographs to illustrate particular areas of concern.

45 In presenting the results you should attempt to provide both a cost and a risk assessment from your data. You need to indicate within each facet where the most serious risks lie and what investment needs to be made to put them right. It will not necessarily be the case that buildings in a seriously poor condition, where action must be taken to minimise risk, are those where the cost is highest.

46 Further information on land and property appraisals can be obtained from Welsh Health Estates.

Land and property performance indicators

The national performance indicators

47 Since April 2002 five national performance indicators have been in place for the NHS Estate in Wales. The indicators relate to the essential estate, that is, the estate deemed to have a long term health use of five years or more. They are based on the Estatecode five facet surveys, covering physical condition, functional suitability, space utilisation, statutory and safety compliance and energy performance.

48 The original targets were based on compliance by 2008 and the 90% compliance baseline continues to be a minimum standard required of all NHS property holding bodies. The national performance indicators are as follows:

Other performance indicators

49 In addition to the national performance indicators NHS property holding bodies need to be mindful of a number of other performance indicators that also apply to the NHS Estate.

50 These are derived from a variety of sources including policy and strategy documents produced by the Assembly's Health and Social Services Directorate General, other Assembly Directorates and also from broader based United Kingdom Government commitments.

51 The indicators typically apply to the existing estate but in other certain specific areas to new capital developments.

Performance indicator	Comments
Physical condition	
90% of the estate in category 'B' or above	Category 'B' applies to buildings that are sound, operationally safe and exhibit only minor deterioration
Functional suitability	
90% of the estate in category 'B' or above	Category 'B' applies to buildings that are satisfactory and only minor changes are needed
Space utilisation	
90% of the estate in category 'F' or above	Category 'F' applies to buildings that are fully used
Statutory and safety compliance	
90% of the estate in category 'B'	Category 'B' applies to all buildings where action will be needed in the current plan period to comply with relevant guidance and statutory requirements
Energy performance	
90% of the estate in category 'B' or above	Category 'B' applies to buildings with an energy performance of less than 65 GJ/100m^3

Performance indicator	Comments
Existing estate	
Environmental management	
Attain an Environmental Management System (EMS) accredited to ISO 14001 for all properties by 2014 (for interim targets see Health and Social Services Directorate General letter dated 18/11/09)	This replaces the previous requirement based on Green Dragon and is more suitable for the larger NHS organisations formed by the latest re-organisation
Procurement	
Achieve level 3 in the Public Sector Sustainable Procurement Assessment Framework by 2010	The Public Sector Sustainable Procurement Assessment Framework has been developed by the Forum for the Future in conjunction with Value Wales
Transport	
Embed travel planning into the operational management of the service	See *Sustainable Travel Plans in NHS Wales* and the NHS travel plan toolkit for Wales
Water efficiency	
Comply with national benchmarks for water consumption in healthcare premises	The efficient use and conservation of water is highlighted in HTM 07-04 *Water Management and Water Efficiency*, which contains benchmarks for water consumption of healthcare facilities
Waste management	
Achieve the targets contained within the *Healthcare Waste Strategy for Wales* including: 1. Reduce the total of waste produced by 10% by 2010 (measured against the base year 2002/03) 2. Recover/recycle 65% of all WEEE produced by 2010 3. Segregate and recover/recycle a minimum of 30% by weight of all packaging by 2010	The *Healthcare Waste Strategy for Wales* was published in 2006 and identifies a number of targets associated with different elements of waste management.
Carbon management and Energy Performance	
Achieve a 3% annual reduction in greenhouse gas emissions	Welsh Assembly Government target within its sustainable development scheme (measured using the greenhouse gas inventory system)
Utilise at least 10% of electricity from renewable sources by 2010	UK government target for the public sector within Securing the Future, its sustainable development strategy
Utilise at least 20% of energy consumed from renewable sources by 2020	Welsh Assembly Government target within its sustainable development scheme
Achieve 15% reduction in primary energy consumption by 2010 from a 2000 baseline	UK Government primary energy reduction target
Ensure that at least 15% of electricity is generated from good quality CHP by 2010	UK Government primary energy reduction target
New/Refurbished Estate	
Environmental performance	
Ensure that all new projects achieve a BREEAM Excellent accreditation	Welsh Assembly Government DHSS policy statement (Refer to BREEAM for Health managed by the BRE)
Ensure that all refurbishment projects achieve a BREEAM Very Good accreditation	Welsh Assembly Government DHSS policy statement (Refer to BREEAM for Health managed by the BRE)
Ensure that 10% of energy is generated from renewables (and low carbon technologies)	
Design quality	
Achieve an AEDET score of Excellent for all new projects	Target contained within the *Healthcare Waste Strategy* for Wales (the WRAP target is 10%)
Waste management	
Ensure a minimum of 15% (by value) of recycled/recovered material for all new projects	

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

1 You should use national guidance as a basis for ranking the five facets of land and property appraisal. There should be explicit agreement on any operational constraints that may affect the standards to be applied.

2 As a preliminary to the exercise, plans of the appropriate scale should be obtained for all your properties.

3 The blocks into which your properties have been subdivided for surveying purposes should be clear. As far as possible ensure blocks encompass whole functional groups or departments.

4 You should begin by surveying on a block, departmental or whole-building basis, and work up to a whole estate assessment. It is usually easier to make general judgements once some understanding has been gained of the conditions in specific situations.

5 Data should be assembled in such a way that it can be aggregated to give whole-building, whole-site and, if possible, whole-care-group assessment.

6 Clear and concise presentation of the end result is vital if the material is to be of maximum use for both strategic and operational estate management purposes.

7 It is essential to the validity of the appraisals that double counting is avoided. The following approach has proved useful in practice:

- if the physical condition and/or the functional suitability results in a breach of statutory or safety requirements, the defect should be recorded against safety and statutory requirements;
- if the physical condition is reasonable but the functional performance is poor, the cost should be attributed to functional suitability;
- if poor condition leads to low functional performance the cost should be attributed to physical condition.

8 Consistency of appraisal across a wide range of properties is essential if useful cross-comparisons are to be made.

An approach to space utilisation review

9 An approach that has proved useful for reviews at block and departmental level makes use of "on the spot" observations of under-used areas. The results of these observations should be brought together on a plan to identify the full extent of under-utilisation, and the potential savings that can be made in property overheads.

10 Often people will react to the plan by trying to justify or defend the present situation – indicating how impossible it would be to release such space because:

a. it is made up of a collection of zones that are small in area, or dispersed over a wide area, and therefore not worth bothering with; or

b. the space is locked into unusable positions by virtue of its relationship to the structure of the building, external or load-bearing walls, stairwells, etc.

11 In most situations such spaces can only be "unlocked" if functions are radically reorganised. Often a more determined and radical approach will give greater rewards. Feasibility studies, followed by option appraisals, should be carried out to indicate the most promising and practical possibilities, taking into account the benefits and costs involved.

12 This technique may make it possible to relocate a function or service into the released space. Even where some minor capital investment is needed, this approach can generate actual revenue savings, or avoid cost increases.

13 The release of under-used areas can generate revenue savings from reductions in property overheads, which consist of:

- engineering maintenance
- building maintenance
- energy and utility
- grounds and gardens
- rent and rates
- capital charges

- domestic cleaning
- other support services (security, portering, etc.)

14 In addition, capital income may be realised from the redundant building site, or additional revenue obtained from letting spare accommodation to other users.

Producing an overall rating

15 The overall rating for each facet when conducting a high-level appraisal is determined by a subjective assessment based on the ranking of each element of the facet and the scale of any deviances.

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

Appendix 2

Examples of standard forms for collecting data for the five-facet survey

Example of a physical condition data form

							PROPERTY:		
SURVEY BY:	DATE:		BUILT IN:	AGE:			BUILDING:		
OVERALL VOLUME: m^3			OVERALL AREA: m^3				BLOCK:		
NUMBER OF FLOORS:							Sheet Ref:		
CLASSIFICATION CATEGORY: A as new (that is, built within the last two years) and can be expected to perform adequately over its expected shelf life; B sound, operationally safe and exhibits only minor deterioration; C operational but major repair or replacement will be needed soon, that is, within three years for building elements and one year for engineering elements; D runs a serious risk of imminent breakdown; X supplementary rating added to C or D to indicate that nothing but a total rebuild or relocation will suffice (that is, improvements are either impractical or too expensive to be tenable).			CONDITION RANK	COST TO REPAIR (£000's)	REMAINING LIFE (YEARS)	COST TO UPGRADE (£000's)	COMMENTS:		ELEMENT RANK
1	**BUILDING:**								
(I)	STRUCTURE	SUB-STRUCTURE							
		FRAME							
		FLOOR							
		ROOF							
(II)	EXTERNAL FABRIC	WALLS AND FINISHES							
		WINDOWS							
		DOORS							
		BARGE BOARDS							
		DECORATIONS							
		CILLS/LINTELS							
(III)	ROOF	COVERINGS - PITCHED							
		COVERINGS - FLAT							
		ROOF LIGHTS							
		RAINWATER GOODS – e.g. GUTTERS, DOWNSPOUTS							
		STACKS							
(IV)	INTERNAL FABRIC	WALLS AND FINISHES							
		DOORS							
		FLOORS							
		CEILINGS							
		SUSPENDED CEILINGS							
		DECORATIONS							
		WALLS AND FINISHES							
(V)	INTERNAL FITTINGS & FIXTURES	SANITARY FITTINGS							
		UNIT FURNITURE							
(VI)	EXTERNAL: GROUNDS & GARDENS	LANDSCAPING							
		FENCING							
		WOOD FENCE							
		ROADS/CAR PARKS							
(VII)	DRAINAGE SEWERAGE & WATER SUPPLY	DRAINAGE/SEWERAGE							
		WATER SUPPLY							
		INTERNAL DRAINS							
								OVERALL BUILDING RANK	

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

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

Example of a functional suitability data form

Block no:

Portion no: Functional units:

Department code: Capacity:

Area m^2: Date:

Standard m^2: Actual use:

Hospital: Department:

Form completed with:

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

1. DETAILED ASSESSMENT (using above categories)

		Rank	
(i)	INTERNAL SPACE RELATIONSHIPS		
(a)	Are critical dimensions suitable for function?		
(b)	Observation of dependant patients by staff?		
(c)	Separate sex bed/cubicle areas and toilet facilities		
(d)	Security is maintained for both staff and patients		
(ii)	SUPPORT FACILITIES		
(a)	Adequate toilets and bathrooms for the number of users?		
(b)	Adequate storage space?		
(c)	Adequate seating and waiting space?		
(d)	Provision has been made for disabled people?		
(iii)	LOCATION		
(a)	Distance of key linked facilities not excessive?		
(b)	Relationship to car parking areas is clear and reasonably close?		
(c)	Access to public transport links is good?		
(d)	Access via vertical or horizontal communication is good? (stairs etc.)		
	Overall rank		

2. ASSESSMENT OF OVERALL EFFECTIVENESS CATEGORY

3. ADDITIONAL COMMENTS

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

Item	Approx. estimate £
(i) Internal space	
(ii) Support facilities	
(iii) Location	
TOTAL £	

Example of a space utilisation data form

Block no:

Portion no: Functional units:

Department code: Capacity:

Area m^2: Date:

Standard m^2: Actual use:

Hospital: Department:

Form completed with:

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

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

CATEGORY	

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

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

4. GUIDANCE
How does the available space compare with national guidance?
Is it in excess of the recommended area? Is it in line with the guidance? Is it less than the guidance advises?

Example of a fire and health & safety requirements data form

PROPERTY:			DATE:	
BLOCK NO:		BLOCK DESCRIPTION:		

CLASSIFICATION CATEGORY

'A' building complies with all relevant standards and relevant guidance (unlikely to be used except for new or newly upgraded provision);

'B' building where action will be needed in the current plan period to comply with relevant guidance and statutory requirements;

'C' building with known contravention of one or more standards – which falls short of 'B';

'D' building areas which are dangerously below 'B' (for example, that have been subject to adverse external inspections);

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

DETAILED FIRE ASSESSMENT (using above category)

		Category
a.	Compartmentation	
b.	Fire doors	
c.	Means of escape	
d.	Alarm/detection systems	
e.	Textile and furniture relevant to fixed assets	
f.	Storage of flammable substances	
g.	Compliance with Firecode	
	Overall assessment (fire)	

DETAILED HEALTH & SAFETY ASSESSMENT (using above categories)

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

TOTAL FIRE AND HEALTH & SAFETY ASSESSMENT

PROPERTY:			DATE:	
BLOCK NO:		BLOCK DESCRIPTION:		

GENERAL COMMENTS

(1) Fire:

(2) Health and safety:

COSTS TO UPGRADE TO MEET STATUTORY REQUIREMENTS AND RELEVANT GUIDANCE

FIRE Item	Approximate estimate £
a. Compartmentation	
b. Fire doors	
c. Means of escape	
d. Alarm/detection systems	
e. Textiles and furniture relevant to fixed assets	
f. Storage of flammable substances	
g. Compliance with Firecode	

Fire – Total cost (£000s)	

HEALTH AND SAFETY

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

Health & safety – Total cost (£000s)	

Appendix 3 – Example of a completed functional suitability data form

Block no: 1

Portion no: 1 | Functional units: Beds

Department code: | Capacity: 10 bedrooms + 4 day spaces

Area m^2: 421.32 | Date: February 2002

Standard m^2: See HBN xxx | Actual use: Acute mental health residential

Hospital: | Department: Mental

Form completed with:

CLASSIFICATION CATEGORY

'A' very satisfactory, no change needed;

'B' satisfactory, minor change needed;

'C' not satisfactory, major change needed;

'D' unacceptable in its present condition;

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

1. DETAILED ASSESSMENT (using above categories)

	Rank	Comment (if C or D)
(i) INTERNAL SPACE RELATIONSHIPS		
(a) Are critical dimensions suitable for function?	B	Generally OK
(b) Observation of dependant patients by staff?	B	Generally OK
(c) Separate sex bed/cubicle areas and toilet facilities	C	One area – Single bedrooms
(d) Security is maintained for both staff and patients	B	Some break-ins
(ii) SUPPORT FACILITIES		
(a) Adequate toilets and bathrooms for the number of users?	C	No specific staff WC
(b) Adequate storage space?	B	No major problems
(c) Adequate seating and waiting space?	B	Satisfactory
(d) Provision has been made for disabled people?	B	Lift & ground floor bedroom available
(iii) LOCATION		
(a) Distance of key linked facilities not excessive?		N/A
(b) Relationship to car parking areas is clear and reasonably close?	B	Satisfactory
(c) Access to public transport links is good?	B	Satisfactory
(d) Access via vertical or horizontal communication is good? (stairs etc.)	B	Satisfactory
Overall rank		C

2. ASSESSMENT OF OVERALL EFFECTIVENESS

CATEGORY

B

3. ADDITIONAL COMMENTS

Separate bedrooms in one area only, separate bathrooms, etc. are available.
No separate staff WC facilities – staff use patients' WCs.
The bedrooms have limited en-suite facilities, i.e. wash basin only.

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

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