

County Building

East Street

Littlehampton

BN17 6AP

Existing building visual inspection notes

754990_XXXX_MAC_CB_XX_RP_Z_00001

Revision

Revision	Date	Description	Made	Checked
P01	December 2016	Information	CA/DP/JL	AW

Mace Group

155 Moorgate

London

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Classification: Restricted
Ref: 754990_XXXX_MAC_CB_XX_RP_Z_00001
Owner: CA

Date: 06/12/2016
Pages: 1 / 10

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Introduction

The Mace design team attended a site visit at the NPS offices in Littlehampton to carry out a visual inspection regarding the existing M&E services and general building condition and to advice on compliance issues.

1.0 ARCHITECTURE

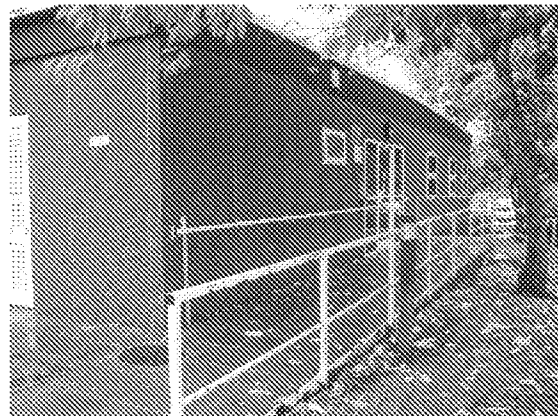
1.1 Envelope and structure

The probation office is a single storey pre-fabricated modular office building with double glazed PVC windows with a felt covered flat roof. Access to this property for both visitors and staff is gained through the front entrance which consists of a double glazed single leaf door. There is a concrete paved footpath leading to steps in front of the entrance, along with a ramp outside the front elevation for disabled access. There is a fire exit door at the rear of the building with a ramp.

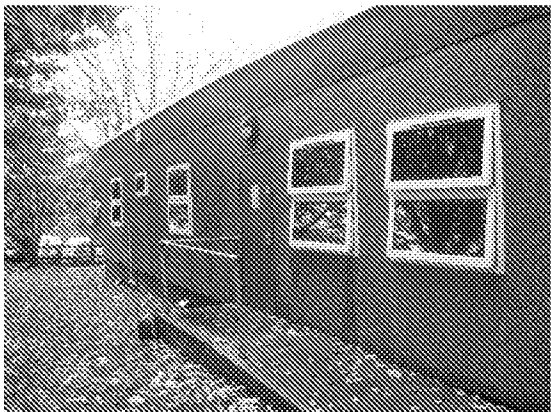
The envelope and structure seem in good condition commensurate with the building age. It is understood it was built in 2005.



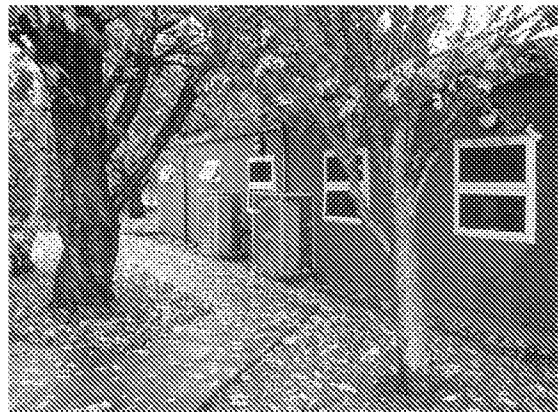
Main entrance



Front elevation



Rear fire exit



Side elevation

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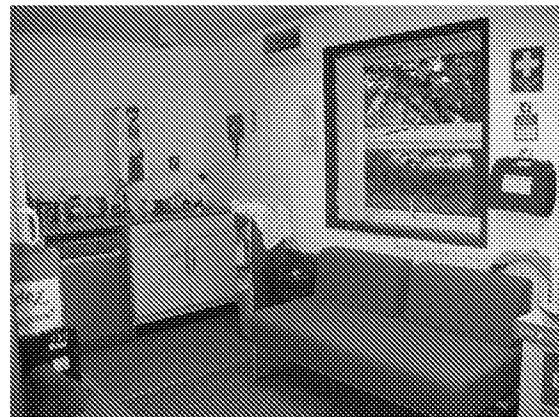
1.2 Interiors

The property comprises of cellular rooms to the front of the building accessed from the waiting area including interview and group rooms. In addition one male and one female/accessible toilet are available for visitors. The rear office area, which is restricted to staff use, is mainly open plan. Off the open plan office there is a cluster of common facilities for staff use such as the tea point, male and female toilets and an accessible toilet. There are approximately 40 staff and up to 28 visitors may be on site at any one time.

The internal partitions seem of lightweight construction with carpet floor finishes and a suspended ceiling with 600x600mm mineral fibre tiles. The interiors seem in fair condition showing normal signs of wear and tear.



Waiting area



Tea point



Part of the open plan office



Corridor to staff facilities

1.3 Planning history

The property was subject of two planning applications:

- LU/134/02 planning application was submitted to seek consent to erect a modular office building and permission was granted subject to various conditions. Condition 1 stated that "the building....shall be removed...on or before the expiration of the period ending on 31-07-2007.
- LU/256/02 planning application was submitted to seek the abrogation of condition 1 of the previous planning approval and permission was granted subject to condition 1 which states that "the building....shall be discontinued permanently...on or before the expiration of the period ending on 30-11-2017.

As NPS would like to use the building permanently, unfortunately section 73 of the Town and Country Planning Act 1990 does not allow the applicant to extend a time-limit imposed under a planning condition.

However, should NPS wish to benefit from a permanent consent, an application can be submitted under Section 73 for removal of the time-limited condition.

Due to the modular design and previous conditions noted there is a risk that permanent consent may not be granted; it is therefore recommended to seek pre-planning application advice before submitting a formal planning application.

2.0 MECHANICAL SERVICES

2.1 Low temperature hot water and heating

There is a boiler house in the building. It is accessed externally by two louvre doors. The building is heated by 2 floor standing low temperature hot water condensing boilers that connect to wall mounted radiators plus a hot water cylinder. Cast Iron radiators featured in all rooms through the building with TRVs on some but not all of the radiators. The pipe work is a mixture steel which is used in the boiler house, and copper which is used in all of the areas besides.

It was a particularly cold day when we visited site. The boilers were not functioning.

However the fan coil units within the building work operational. It leads us to assume that the air conditioning system is sufficient enough to heat the building. The boiler plant was in a good state of repair. This justified, since it appeared the boilers only fired, in order to heat the domestic hot water only. It's worth noting the pumps are nearing their life expectancy. Please see section 2.6.

2.2 Air conditioning

There is a cooling system which is a split unit type manufactured by Fujitsu. Two outdoor condensers are coupled two fan coil units that are mounted within the majority of the rooms. The fan coil units have their own temperature sensors with combined set point adjusters in the form of wall mounted LCD displays.

In the office areas the fan coil units are mounted within a suspended ceiling void.

Both condensers were in operation when they were observed. The pipe work serving this system is enclosed within the ceilings and stud walls. So it is unclear which fan coil units observed by which condenser.

The Operation and Maintenance manuals on site showed irregular maintenance has been carried out.

2.3 Domestic Water Systems and Drainage

Domestic Cold Water

An MDPE pipe enters through the boiler room floor. It has its own sub meter. From there the cold water serves the following:

- The LTHW pressurisation unit (as make up water)
- The Hot Water Cylinders

The cold water feeds to all sanitary appliances.

Domestic Hot and Cold Water

Domestic hot water is provided by a hot water cylinder. The hot water cylinder received primary heat by the boiler. The water is then pumped to the appliances, which are mostly

basins within the toilets, a cleaner's sink with a kitchen sink in the staff room. There is also a wall mounted instant boiling water unit mounted above the kitchen sink for tea making.

Drainage

The drainage pipe work through out to all appliances drop immediately through the floor to below. The building is propped up on stilts, creating a crawl space below. The crawl space was not inspected so it is unclear as to how the drainage integrates into local infrastructure.

2.4 Controls

Heating

A small control panel with a building management system controller controls for boiler plant only. There is an LCD controller and various manual switches on the control panel door.

Air conditioning

The set point adjusters and the integral electronics within the condensers all serve the air conditioning.

2.5 Gas

There is a metered gas supply to this building. It's within a protective enclosure that's also located within the boiler house.

2.6 Life expectancies

Based on the guidance in CIBSE Guide M and the understanding the building was built in 2005 we have compiled the following life expectancies.

NB. Expectancy and Remaining Life quoted in years

Equipment	Life Expectancy	Life Remaining
LTHW Boilers	20	9
Hot Water Cylinder	20	9
Pressurisation unit	20	9
Pumps	15	4
Sanitary Fittings	15	4
Fan Coil Units	15	4
External Condensers	20	9
Pipe Work (Copper Heating and Domestic Water)	25	14
Pipe Work (Copper Air Conditioning)	20	9
Pipe Work (Plastic Drainage)	40	29

3.0 ELECTRICAL SERVICES

3.1 General

The premises houses two users, the National Probation Service and the Community Rehabilitation Companies although generally all areas and services are shared with the exception of the all data which is kept separate. Also the Police are a user they have visible and separate allocation.

3.2 Incoming electrical services

The size of incoming supply is marked at 100A Three Phase.

All in good condition

3.3 Mains low voltage distribution

A metalclad distribution board served the building, located within a switch cupboards. Complete with a framed circuit schedules mounted on the lid, which at the time of our inspection appeared condition.

The distribution board contain modern MCB's type C and appeared to be 6kA type.

The small power circuits are protected by Residual Circuit Devices (RCDs) and 20% spare capacity of breakers were generally found within each Distribution board to cater for any future expansion.

The switchroom was without a rubber mat. This should be rectified.

Various manufactures have been installed including Melin Gerin and MEM.

3.4 Lighting

The lighting in offices and circulation plant areas is mostly adequate although of dated design, not utilising latest energy efficient lamps (LED) or control gear (High Frequency).

The lighting comprises recessed fittings in the offices meeting and circulation areas for the staff and public these are suitable for computer use being of an egg crate design.

The lighting in plant and storage areas, are of a surface type, which look fairly clean and well maintained.

Although an energy efficient automated lighting control is present in most of the office areas, visually this did not appear to operate correctly further study would be required to ascertain its effectiveness

All other areas utilised wall mounted manual switches.

3.5 Emergency lighting

Emergency lighting, appears to be integral to the luminaire or remote in the ceiling with some illuminated exit signs, test points are mounted adjacent to the distribution boards and local to light switches.

Documentation prepared by Amey Mechanical & Electrical Services Ltd. on site confirms that the system is inspected and maintained.

3.6 External lighting

External luminaires are around the perimeter of the building this appears to be controlled by timer and sensor.

The front is partly illuminated lanterns also in the adjacent car park lighting visually adequate utilising mostly SON lamps.

3.7 Small power

13A socket outlets throughout the main office areas feeding equipment on the desks are mounted in cage containment using multiblocks, for the items to plug into, the cables are run at the rear of the desks linking them up. The desks are fed with multicore cables

A number of the satellite desks are catered for by 13A plates mounted on power poles, between false ceiling and floor.

General 13A socket outlets for offices and circulation areas, which mostly seem logically positioned as to allow for use, and little operation improvement would be achieved by its redesign.

3.8 Data/ICT

Data, this is via a large and a small communications box within the IT Room and a small communication box in the office adjacent, visually the system appears operational and appears to have 20% spare capacity

The client uses WIFI, as well as the conventional hard wired system, feeding the desks in a similar manner to the small power.

The building is linked to another via a high level catenary wire system.

3.9 Fire alarm

The existing addressable fire alarm system has been installed using an enhanced type of FP200 cables run in fabric of the building, except in plant areas, which are surface. It comprises of a 16 Zone fire alarm panel, located in reception and includes break glass units, bells heat and smoke detectors.

It should be noted that the fire panels in the surrounding blocks are linked to this panel and was instructed should one activate that all system ring.

Visually it appeared to be operational

3.10 Intruder alarm

Security system utilising a series of movement detectors, system operated from a keypad mounted in staff and client reception

At the time of survey it was not possible to fully ascertain the full condition, but it is understood to still be operational.

3.11 CCTV

CCTV is operational and in colour, although not of a high quality it is thought to be adequate, and is complete with recording device.

The system comprises of wall mounted internal and external CCTV cameras. These are monitored within the reception area.

Recording devices and monitors are located within the reception. Although visually it appeared adequate further analyse would be required to be sure it did not require replacement. It should be noted a camera appears to be non-operational.

3.12 Access control

Visually the access control appeared operational was via a key card.

It served to separate the Staff and the Client areas, as such was on all active access doors

3.13 Lightning protection

From visual survey it was noted that there was no evidence of a lightning protection system.

3.14 Photovoltaic (PV)

Photovoltaics is not present at the premises.

Electrical periodic inspection report which is dated 2016 and the O&M manuals, are available on site.