

SCHEDULE OF CONDITION

Office

Reading, Berkshire. RG1

XXXX



Mr X

INDEPENDENT CHARTERED SURVEYORS

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SCHEDULE OF CONDITION

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Address: Reading, Berkshire. RG1

Prospective Tenant: Mr X

**Repairing Covenant,
Redecorating Covenant,
Reinstatement and Statutory
Regulation Covenant
Yield Up Clause:**

We have not seen a copy of the lease and we have therefore assumed the property has a full repairing and insuring covenant – or will have under the proposed lease. We have assumed it is a standard lease with no unusual or onerous clauses. Your Legal Adviser should confirm this and advise us of any unusual or onerous clauses immediately.

Photographs:

We typically take approximately 450 plus photographs during the course of a Schedule of Condition. We reserve the right to produce these photographs to establish the condition of the property over and above the ones included in the report.

Orientation:

All directions are taken as if viewing the property from the front.

The Schedule of Condition offers a detailed description of the condition of the property on XXXX

We have not carried out formal investigations with the Local Authority your legal advisor needs to carry these out.

The Schedule of Condition is to be read in conjunction with the Property Report/Buildings Survey.

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ELEVATIONS

Under the terms of most Leases there is a redecoration covenant requiring redecoration on termination of the Lease we assume this will take place or appropriate agreed monetary compensation in lieu of this to the new tenants.

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FRONT ELEVATION




Front elevation

DESCRIPTION	CONDITION	ACTION REQUIRED
<p>Roofs:</p> <p>Man-made slate Mansard style roof with a flat roof section not visible</p>	<p>Visible from ground level Signs of moss to the slates Ponding and deterioration</p>	<p>Clear moss Make the roof watertight</p>
<p>Gutters and Downpipes: Guttering to the flat roof</p> <p>Box gutter detail</p>	<p>This is leaking Leaking, damp patches in some areas, clearing of moss and debris needed.</p>	<p>Ensure all gutters are watertight and falling towards the downpipe. Repair and secure as necessary, ensure downpipes are clear.</p>
<p>Walls: Stretcher Bond brickwork</p> <p>Structural frame</p>	<p>Pattern staining</p> <p>Not inspected</p> 	<p>Resolve problems with gutters</p>
<p>External Detailing: Windows: Timber double glazed</p>	<p>De-grading with moss visible to many windows</p> 	<p>Repair, prepare and redecorate.</p>

LEFT HAND SIDE ELEVATION



Left hand side elevation

DESCRIPTION	CONDITION	ACTION REQUIRED
<p>Roofs:</p> <p>Man-made slate Mansard style roof with a flat roof section not visible</p>	<p>Visible from ground level Signs of moss to the slates Ponding and deterioration</p> 	<p>Clear moss</p> <p>Make the roof watertight</p>
<p>Gutters and Downpipes:</p> <p>Guttering to the flat roof</p> <p>Box gutter detail</p>	<p>This is leaking</p> <p>Leaking, damp patches in some areas, clearing of moss and debris needed.</p>	<p>Ensure all gutters are watertight and falling towards the downpipe. Repair and secure as necessary, ensure downpipes are clear.</p>
<p>Walls:</p> <p>Stretcher Bond brickwork</p> <p>Structural frame</p>	<p>Areas of efflorescence visible indicating that the wall is constantly wet.</p> <p>Not inspected</p>	<p>Repair, prepare and redecorate.</p>
<p>Windows: Double glazed timber Doors</p>	<p>Suffering from moss and de-grading</p>	<p>Repair, prepare and redecorate.</p>

Triangle of Land:	Over ground		Clear. Check ownership. Could be a security issue. Your legal advisor to check and confirm who is responsible for this area.
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REAR ELEVATION



Rear elevation

DESCRIPTION	CONDITION	ACTION REQUIRED
<p>Roofs:</p> <p>Man-made slate Mansard style roof with a flat roof section not visible</p>	<p>Visible from ground level Signs of moss to the slates and some have slipped Ponding and deterioration</p>  	<p>Clear moss</p> <p>Make the roof watertight</p>
<p>Gutters and Downpipes:</p> <p>Guttering to the flat roof</p> <p>Box gutter detail</p>	<p>This is leaking</p> <p>Leaking, damp patches in some areas, clearing of moss and debris needed.</p>	<p>Ensure all gutters are watertight and falling towards the downpipe. Repair and secure as necessary, ensure downpipes are clear.</p>
<p>Walls:</p> <p>Stretcher Bond brickwork</p> <p>Structural frame</p>	<p>Areas of efflorescence visible indicating that the wall is constantly wet.</p>	<p>Repair, prepare and redecorate.</p>
<p>Windows: Double glazed timber</p>	<p>Suffering from moss and degrading</p>	<p>Repair, prepare and redecorate.</p>

OUTSIDE AREAS / PARKING



Front



Front steps and ramp



Rear parking area

DESCRIPTION	CONDITION	ACTION REQUIRED
Access stairs and ramp: Tiled	Defective tiles, some cracking, broken and missing. Tiles are slippery when wet and not appropriate for an outside entrance area	Repair. Replace all the tiles to make the tiles safer for pedestrian traffic
Parking Tarmac - Front	Area slopes towards building, vegetation growing	Add running gully to ensure that water is taken away from the building

INTERNAL

OFFICES

Ground Floor

Under the terms of most Leases there is a redecoration covenant requiring redecoration on termination of the Lease we assume this will take place or appropriate agreed monetary compensation in lieu of this to the new tenants.

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Reception area/stairs



Reception

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Plasterboard Painted	Poor quality painting	Repair, prepare and redecorate.
Walls: Painted	Poor quality painting	Repair, prepare and redecorate.
Floors: Marble type	Slippery	Replace with a more suitable tile.
Joinery: Windows: Balustrades	Deterioration Marked	Repair, prepare and redecorate. Repair, prepare and redecorate.
Services: Lift	No access, not working at the time of our inspection	Service record required

Less able/Disabled Toilets



Less able/Disabled toilets

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Small suspended tile with a hidden grid system	Dated	Clean
Walls: Floor to ceiling tiles Access panels to WC	Ingrained dirt	Deep clean
Floors: Tiles	Worn	Replace
Sanitary Ware WC and wash hand basin		Deep clean
Joinery: Door	Marked	Repair, prepare and redecorate.
Services: See Services section		

Middle Office - Open Plan



Middle office

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Rectangular suspended ceiling system with visible grid	Some impact damaged tiles	Repair, prepare and redecorate.
Walls: Painted	Marked	Repair, prepare and redecorate.
Floors: Carpets	Marked	Clean and/or replace
Joinery: Windows	Degrading	Repair, prepare and redecorate.
Services: See Services section		

Lots of stored items that limited our inspection

Office – Left hand side



Office – left hand side


DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Rectangular suspended ceiling system visible grid	Some impact damaged tiles	Repair, prepare and redecorate.
Walls: Proprietary melamine wall system	Some marks	Repair, prepare and redecorate.
Floors: Carpets	Some marks	Clean and/or replace
Joinery: Windows Doors	Degrading Marked	Repair, prepare and redecorate. Repair, prepare and redecorate.
Services: See Services section		

Lots of stored items that limited our inspection

Office – Right hand side



Office – right hand side

DESCRIPTION	CONDITION	ACTION REQUIRED
<p>Ceilings: Rectangular suspended ceiling system visible grid</p>	<p>Large number of ceiling lights inappropriate for most offices</p> 	<p>Replace ceiling grid and lights</p>
<p>Walls: Painted</p>	<p>Marked</p>	<p>Repair, prepare and redecorate.</p>
<p>Floors: Carpets</p>	<p>Marked</p>	<p>Clean and/or replace</p>
<p>Joinery: Windows</p>	<p>Degrading</p>	<p>Repair, prepare and redecorate.</p>
<p>Services: See Services section</p>		

Lots of stored items that limited our inspection

OFFICES

First Floor

Under the terms of most Leases there is a redecoration covenant requiring redecoration on termination of the Lease we assume this will take place or appropriate agreed monetary compensation in lieu of this to the new tenants.

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Stairs and Landing area

Stairs and Landing

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Yellow painted plaster	Poor quality painting	Repair, prepare and redecorate.
Walls: Yellow Painted	Poorly painted	Repair, prepare and redecorate.
Floors: Carpet	Marked	Clean/Replace
Joinery: Timber staircase balustrade	Partly been painted over. Considerable wear.	Sanding back, make good and re-staining.
Window: Timber Splayed Bay, double glazed	Degrading. Moss to the outside	Repair, prepare and redecorate. Internally redecorate and repair some of the ironmongery.
Service Hatch:	Stored items	Remove

Services:		
Lift	Unable to access and not working	
Service duct	Hole 	Repair

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Toilet Facilities

Gentlemen's Toilets



Gent's toilets

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Small suspended tile with a hidden grid system	Marked	Clean
Walls: Tiles floor to ceiling – green and beige Removable access panels to rear of WC	Marked, ingrained dirt. Marked, ingrained dirt.	Deep clean Deep clean
Floors: Tiles	Worn. Ingrained dirt	Deep clean
Sanitary Ware WC and wash hand basin		Deep clean
Joinery: Door	Marked	Repair, prepare and redecorate.
Services: Lighting: 1970s style down lights Extract fan – not working		

Ladies' Toilets
Limited view as used for storage



Ladies toilets

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Small suspended tile with a hidden grid system	Marked	Clean.
Walls: Tiles floor to ceiling – green and beige Removable access panels to rear of WC	Marked, ingrained dirt.	Deep clean.
Floors: Tiles	Worn. Ingrained dirt.	Deep clean
Sanitary Ware: WC and wash hand basin		Deep clean
Joinery: Doors	Marked	Repair, prepare and redecorate.
Services: Lighting: 1970s style down lights Extract fan – not working		

View restricted due to the stored items which need to be removed.

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Small Office – right hand side



Small office



General view small office

DESCRIPTION	CONDITION	ACTION REQUIRED
<p>Ceilings: Suspended ceiling system visible – rectangular</p> <p>Service Cover</p>	<p>Average, some marks and impact damage to right hand corner and some painting over the grid system</p> <p>Blocked and damaged</p>	<p>Repair, prepare and redecorate.</p> <p>Clear and fix</p>
<p>Walls: Painted</p> <p>Skirting – Painted</p> <p>Partition: Plastic</p>	<p>Hairline cracking underneath window.</p> <p>Average, marks to left hand wall and old fixing points that need making good</p>   <p>Marked</p> <p>Marked</p>	<p>Repair, prepare and redecorate.</p> <p>Requires redecoration</p> <p>Requires cleaning</p>
<p>Floors: Carpet tiles</p>	<p>Stained</p> 	<p>Clean/Replace</p>

<p>Joinery: Windows: Large, rectangular with two opening lights</p> <p>Door: Partition door Double glazed door</p>	<p>Degrading. Moss on window outside</p> <p>Marked Needs removing</p>	<p>Repair, prepare and redecorate.</p> <p>Sand, restrain/replace. Remove</p>
<p>Services: Single panelled Radiator – needs redecoration</p>		

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Left hand Office

Left hand Office

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Rectangular suspended ceiling system visible grid	Some impact damage particularly to the rear and right hand side	Repair, prepare and redecorate.
Walls: Painted Studwork partition Plastic studwork partition Skirting - Painted	Marked with holes Marked Marked Marked	Repair, prepare and redecorate. Clean Clean Clean
Floors: Carpet tiles	Heavily marked	Clean/ Replace
Joinery: Windows:	Degrading	Repair, prepare and redecorate.
Services: Two radiators – need redecoration		

Two Offices left hand side

Two offices – left hand side

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Rectangular suspended ceiling system visible grid	Some impact damage	Repair, prepare and redecorate.
Walls: Painted	Marked	Requires redecoration.
Partitioning	Marked	Requires redecoration
Plastic partition to right hand side	Marked	Clean/replace
Skirtings	Marked	Clean and redecorate
Floors: Carpet tiles	Heavily marked	Replace
Joinery: Windows: to rear and left hand side in both cases	Moss on window outside	Clear moss. Repair, prepare and redecorate.
Doors: Missing door to right hand partition	Missing door	Re-positioned or removed currently way it is hinged it will partially block the inner door
Services: See services section Radiator – rear radiator leaks – repair, paint.		

Middle Office



Middle Office

DESCRIPTION	CONDITION	ACTION REQUIRED
<p>Ceilings: Rectangular suspended ceiling system visible grid</p>	Some impact damage and painting of suspension system	Repair, prepare and redecorate.
<p>Walls: Painted</p> <p>White Board – left hand wall</p> <p>Skirting</p> <p>Rear Partition - plastic</p>	<p>Marked, hairline cracking to front left hand wall either side of the radiator, associated defects need to be excluded from the Lease</p> <p>Marked</p> <p>Ingrained dirt</p>	<p>Repair, prepare and redecorate.</p> <p>Remove</p> <p>Clean and redecorate</p> <p>Deep clean</p>
<p>Floors: Carpet tiles</p>	Heavily marked	Clean/Replace
<p>Joinery: Windows: Two high level windows</p>		
<p>Services: See services section</p>		

Lots of stored items that limited our inspection

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Office - right hand side



Office – right hand side

DESCRIPTION	CONDITION	ACTION REQUIRED
<p>Ceilings:</p> <p>Rectangular suspended ceiling system visible grid</p>	Some impact damage and painting of suspension system	Repair, prepare and redecorate.
<p>Walls:</p> <p>Painted</p> <p>White Board – left hand wall</p> <p>Skirting</p> <p>Rear Partition - plastic</p>	<p>Marked, hairline cracking to front left hand wall either side of the radiator, associated defects need to be excluded from the Lease</p> <p>Marked</p> <p>Dirty</p>	<p>Repair, prepare and redecorate.</p> <p>Remove</p> <p>Clean and redecorate</p> <p>Clean</p>
<p>Floors:</p> <p>Carpet tiles</p>	Heavily marked	Clean/Replace
<p>Joinery:</p> <p>Windows:</p>	Degrading	Repair, prepare and redecorate.

Services: See services section
Repaint radiators

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OFFICES

Top Floor

Under the terms of most Leases there is a redecoration covenant requiring redecoration on termination of the Lease we assume this will take place or appropriate agreed monetary compensation in lieu of this to the new tenants.

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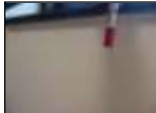


Office and Kitchenette – right hand side



Office and Kitchenette



Office and Kitchenette


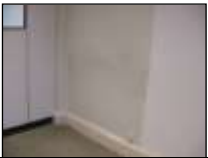
DESCRIPTION	CONDITION	ACTION REQUIRED
<p>Ceilings: Rectangular suspended ceiling system visible grid – with inset lighting system</p>	<p>Damage to tiles to the front, new replacement tiles to the front and middle more damaged tiles to the middle left hand side. Likely cause – a roof leak?</p>  	<p>Replace tiles. Repair, prepare and redecorate.</p>
<p>Walls: Painted Partition</p>	<p>Hairline cracking to rear walls. Some paint on the skirtings, partition and front and rear window frames. Staining to left hand side</p>   	<p>Repair, prepare and redecorate. Clean</p>

<p>Floors: Carpet tiles</p>	<p>Marked</p>	<p>Clean/Replace</p>
<p>Joinery: Windows: double arched to front, double glazed, timber</p> <p>Door:</p>	<p>Degrading. Moss externally. Accidentally painted over internally in white.</p> <p>Marked.</p>	<p>Clear. Repair, prepare and redecorate.</p> <p>Sand and make good.</p>
<p>Services: See services section Radiators – single panelled under front and rear windows, needs painting.</p>		
<p>Kitchenette area</p> <p>Stainless steel sink and drainer – note long drainage run</p>		

Office - middle



Middle Office

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Rectangular suspended ceiling system visible grid with inset lighting system	Diffuser panels missing 	Replace diffusers. Repair, prepare and redecorate.
Walls: Painted Two studwork dividing partitions	A section of wall where paintwork has been missed. Damp staining to rear left hand side. Marked 	Repair, prepare and redecorate. Clean
Floors: Carpet tiles	Marked	Clean/Replace
Joinery: Windows: two set at high level	Degrading	Repair, prepare and redecorate.
Services: See Services section		

Small Office – left hand side

Small Office

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Rectangular suspended ceiling system visible grid –with inset lighting system	Water leak damage centrally	Repair, roof and change ceiling tiles
Walls: Painted white Service skirting - Painted	Marked Poor painting	Repair, prepare and redecorate. Clean
Floors: Carpet tiles	Marked	Clean/Replace
Joinery: Windows: Two arched, timber, double glazed Doors: vision panels One access panel to service duct	Moss externally. Accidentally painted over internally in white.	Clear Moss. Sand, restaining. Repair, prepare and redecorate. Repair, prepare and redecorate.
Services: Radiator – single panelled needing painting. Service Cupboard, stored items, needs clearing		




Landing and Stairs



Landing



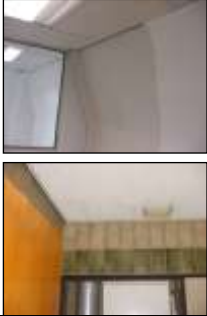
Stairs

DESCRIPTION	CONDITION	ACTION REQUIRED
Ceilings: Plasterboard with inset lights Access to roof	Painted over emergency light 	Repair, prepare and redecorate
Walls: Painted yellow	Poor quality painting 	Repair, prepare and redecorate
Floors: Carpet	Marked	Clean/Replace
Joinery: Timber staircase balustrade Windows: Arched, timber double glazed Fire Door: Two vision panels	Marked Degrading. Chipping around windows, moss covered.	Sanding back, make good and re-staining. Clear moss, make good. Repair, prepare and re-staining.
Services: Lift: Service Cupboard accessed via left hand office 	Unable to gain access Stored items	Clear stored items.

Shared Toilets



Shared toilets

DESCRIPTION	CONDITION	ACTION REQUIRED
<p>Ceilings:</p> <p>Small suspended tile with a hidden grid system</p> 	<p>Dated</p>	<p>Deep clean.</p>
<p>Walls:</p> <p>Tiles floor to ceiling</p> <p>De-mountable partitions</p>	<p>Marked, ingrained dirt.</p> <p>One missing above the WC</p>	<p>Deep clean.</p> <p>Replace – found behind the door</p>
<p>Floors:</p> <p>Tiles</p>	<p>Ingrained dirt.</p>	<p>Deep clean</p>
<p>Sanitary Ware:</p> <p>Peach WC and vanity unit</p>	<p>Dirty</p>	<p>Deep clean</p>
<p>Joinery:</p> <p>Windows</p> <p>Doors</p>	<p>Marked</p> <p>Marked</p>	<p>Repair, prepare and redecorate.</p> <p>Repair, prepare and redecorate.</p>

Services: See services section

Lighting: 1970s style down lights

Extract fan – dirty, needs cleaning

Santon wall mounted Boiler behind WC

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OTHER MATTERS

SERVICES

Unoccupied property

There is always a risk when you take on unoccupied property, particularly with regard to services; we suggest that you have an electrician/plumber on standby when you move into the property.

Electrics

All electrics need to be tested by an NICEIC approved electrician or equivalent to Institute of Electrical Engineers (IEE) standard. Note our comments with regards to the lights and the extract system.

Fuel – Gas

The respective safety standards to be applied and most full repairing and insuring leases require a test certificate. All services to Gas Safe Standard or equivalent.

Heating

All radiators need redecoration and some of them are leaking which need to be checked and a heating engineer needs to be on hand when you commission the property. Located in top floor WC area, we only noted the one boiler which whilst we are not experts in this area we do feel that it will need upgrading to efficiently heat the building. It is of course dependent upon how many people you have in the building and how you utilise the building.

Extract Fans

All the extract fans in the WC areas are not working as far as we could ascertain and need a general clean and overhaul.

FIRE REGULATIONS

Normally it is a requirement of any Lease or Tenancy agreement that current

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fire regulations are adhered to and that a service contract is in place. This is how the property should be left.

ACTION REQUIRED: You should have a suitable Fire Safety Notice from the outgoing tenant/landlord. You should have a suitable Fire Safety Notice from the outgoing tenant/landlord.

DISABILITY DISCRIMINATION ACT

You should be aware that it is now a requirement to give reasonable access to the disabled and make reasonable amendments to the property as is necessary to accommodate them. It is a condition of all the leases that we have seen to meet this requirement. In this case there is a toilet for the less able /disabled on the ground floor.

ACTION REQUIRED: You should ask to see if a report has been carried out in line with the Disabilities Act highlighting areas that can be improved or have been improved.

ASBESTOS REGISTER

In a property of this age there may well be some asbestos. This was commonly used post war until it was banned only in the last ten or so years, although it is rumoured that it was still used after this point in time.

It is now a requirement for any public building to have an asbestos register, indicating whether there is or is not asbestos and if so where it is.

ACTION REQUIRED: An Asbestos Register should be provided by the outgoing tenant/landlord.

You should note that work involving products containing asbestos is covered by Health and Safety legislation and you are recommended to seek the advice of the Local Authority Environmental Health Officer before proceeding with any such work.

We are not asbestos surveyors.

LIMITATIONS

As per our original Terms of Engagement, we would remind you specifically that:

We have not inspected parts of the structure that were covered, unexposed or inaccessible during our inspection. We therefore cannot confirm that such parts are free from defect, structural or otherwise.

We have not determined whether any hazardous materials such as high alumina cement, calcium chloride, asbestos etc have been used in the construction.

Our report is for the use of the party to whom it is addressed above and no responsibility is accepted under the Third Parties Act or for any third parties who use this report in whole or in part.

We have not carried out a comprehensive test of any electrical, mechanical or drainage services. We therefore cannot confirm that they are operational and in good condition. If you wish us to arrange tests please advise.

We have not carried out or arranged for specialists to undertake any reports, for example an environmental report or an audit report upon the property. We are therefore unable to advise whether any contaminated or other adverse environmental issues affect the site.

The Schedule of Condition has been prepared by XXXX following a visit on XXXX This report does not constitute a Structural Survey (now known as a Building Survey).

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Signature Document in Relation to XXXX Reading, Berkshire. RG1

Schedule of Condition

This signature document represents page 39 and 40 of a 40 page Schedule of Condition relating to:

XXXX Reading, Berkshire. RG1
as prepared by

XXXX Chartered Surveyors

You should ensure your Legal Advisor gets this document signed by the relevant parties and agreed prior to legal commitment to purchase. Delete/amend as you require.

Lessees Representative

We verify that this is a true and accurate record of the condition of:

Reading, Berkshire. RG1

As inspected on XXXX

By

XXXX Chartered Surveyors

Signed: Dated: XXXX

For and on Behalf of XXXX Chartered Surveyors

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Lessee

Mr X has seen and forwarded this document on by recorded delivery on to the owners/landlords or their legal representatives in relation to the proposed Lease.

Signed: Dated:
Mr X

Landlords Representative (delete as applicable)

Print Name: for and on behalf of has inspected and read the Schedule of Condition for an on behalf of and accepts that it is a true and accurate record.

Signed: Dated:

For and on Behalf of:

I have the authority to sign this document on behalf of the aforementioned company.