

**DRAFT**

Ten Year Planned Maintenance  
Programme (2008 to 2017)

relating to

Landmark Place, Churchill Way,  
Cardiff

for

Landmark Place (Management) Ltd.

C0615121/LP

April 2007

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## 1.0

### Introduction

# 10 Year Planned Maintenance Programme

Landmark Place, Churchill Way, Cardiff

## 1.0 Introduction

1.1 Tuffin Ferraby Taylor LLP were instructed by Mainstay on behalf of Landmark Place (Management) Ltd. to survey and prepare a ten year planned maintenance programme.

1.2 In compiling the schedule, the following client brief has been followed, which stipulates that the maintenance proposals should:

- a) Ensure the fabric of the building is kept up to current acceptable standard.
- b) Improve the visual appearance of the property where necessary.
- c) Be cost effective.
- d) Ensure all areas meet statutory or other legal requirements (i.e. Health and Safety).
- e) Reduce the incidence of running or 'reactive' maintenance.

1.3 Also, it was determined that the document should adhere to the following essential features:

- a) The schedule is to include all parts for which the landlord is responsible (common parts).
- b) The work is to be categorised into identifiable areas and elements.
- c) Costs are to be given for each item of work identified, rounded to the nearest £100.
- d) The schedule is to stipulate the preferred timing of each item of work within the five years.
- e) An overall financial summary showing the total spend for each year to be located at the bottom of the schedule.

1.4 In compiling the maintenance proposals, it was identified that the work proposed falls generally into one of the following categories:

- a) Upkeep or maintenance of recently applied coatings and finishes.
- b) Upgrading areas with new decorative coatings or finishes (i.e. internal decoration on a periodic basis).

1.5 The costed schedule should be used as a 'guide' to budgeting and maintenance work. In producing the schedule, we have shown our proposals for the timing of the work, which are based upon visual inspections and the known life expectancy of the materials used. If any significant alteration to the schedule were to be considered or made, we would recommend that we form part of any decisions, so that we can give best advice.

1.6 The figures shown in the schedule are budget costs and have been based upon our previous experience of refurbishing this property and recognised cost data sources. They are obviously subject to detailed measurement, design, survey and competitive tendering.

## 10 Year Planned Maintenance Programme Landmark Place, Churchill Way, Cardiff

1.7 The budget costs exclude:

- a) VAT
- b) Inflation over 5-10 year period
- c) Professional fees
- d) Statutory authority fees and charges
- e) Contingencies

1.8 In accordance with your instructions, we have included costs for years 6-10. We would state, however, that as it is difficult to fully establish the likely condition of an element over 5 years time, we have mainly included for 'known' periodic repairs and upkeep of existing areas. We would recommend, therefore, that a further inspection take place after 5 years to update the schedule and provide a more accurate reflection of likely costs over the 5 year period from 2013 to 2017.

## 2.0

### Planned Maintenance Schedule

**Planned Maintenance Survey**

**Property:** Landmark Place, Churchill Way, Cardiff

**Date of Survey:** January - April 2007

**Surveyor:** Lee Phillips

ELEMENT	ITEM No.	DESCRIPTION/ LOCATION	DEFECT	REMEDIAL ACTION REQUIRED	CONDITION				BUDGET COST (£)						COMMENTS
					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
<b>CORE 1</b>															
<b>EXTERNALLY</b>	<b>1.0</b>														
<b>Roofs</b>	1.0.1	Fatrafol 810 single ply roof system	Moss growth to areas of shingle	Remove moss growth	✓				1,500		1,500	1,500	1,500		6,000
	1.0.2		Bird faeces to areas of coping	Clean down areas of coping		✓			500	250	250	250	250		1,250
	1.03	Ballast	No obvious defects	Remove ballasts, clean roof and reinstate every 5 years		✓				2,000					2,000
<b>Rainwater goods</b>	1.1.1	Internal outlets	No obvious defects	Undertake annual inspection of roof during cyclical rainwater goods clearance works		✓			350	350	350	350	350		1,750
<b>External wall claddings</b>	1.2.1	Elington Expomesh (Fibremesh) Insulation system	No obvious defects	Undertake visual inspection every 12 months	✓				500	500	500	500	500		2,500
	1.2.2		Guarantee period	Allow for possible replacement of wall cladding when guarantee period expires		✓									Subject to further surveys at a later date
	1.2.3		Cleaning and redecoration periods	Undertake cyclical cleaning and redecoration		✓				15,000					15,000 Under a separate contract
<b>Windows and doors</b>	1.3.1	Aluminium powder coated double-glazed units	No obvious defects	Undertake visual inspection every 12 months	✓				500	500	500	500	500		2,500
	1.3.2		Dirt and dust build up	Undertake cyclical cleaning		✓			6,000	6,000	6,000	6,000	6,000		24,000 Under a separate
	1.3.3	Gaskets	No obvious defects	Allow for replacing gaskets every 5 years		✓				2,000					2,000
	1.3.4	Furniture	No obvious defects	General overhaul of furniture every 3 years		✓			3,500			3,500			7,000

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
Lighting	1.4.1	Spot lights	No obvious defects	Undertake local bulb replacement when necessary, continue to monitor and replace as and when required		✓			250	250	250	250	250	1,250	
<b>Sub Total External - Core 1</b>									<b>13,100</b>	<b>26,850</b>	<b>9,350</b>	<b>12,850</b>	<b>9,350</b>	<b>65,250</b>	

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10		
<b>INTERNALLY</b>	2.0															
<b>Common area - Corridors &amp; Staircases</b>																
<b>Ceilings</b>	2.0.1	Plastered ceilings with emulsion painted finish	Local areas of hairline / shrinkage cracking throughout	Undertake local repairs, prepare and redecorate to match sound existing. Continue to monitor / repair on a cyclical basis		✓			2,500	2,500		2,500		5,000		
<b>Walls</b>	2.1.1	Plastered walls with emulsion finish	Local areas of hairline / shrinkage cracking throughout	Undertake local repairs, prepare and redecorate to match sound existing. Continue to monitor / repair on a cyclical basis		✓			3,500	3,500		3,500		7,000		
<b>Doors</b>	2.2.1	Hardwood fire doors	No obvious defects	Ease and adjust doors and undertake a general overhaul inc. furniture and closers every 3 years		✓			2,500			2,500		5,000		
<b>Floors</b>	2.3.1	Hard wearing carpet	Stains evident in places and general wear and tear	Undertake local areas of cleaning where staining evident, continue to monitor and clean as and when necessary.		✓			250	250	250	250		1,000		
	2.3.2			Undertake complete cleaning of carpet every 12 months		✓			4,000	4,000	4,000	4,000		16,000		
	2.3.3			Replace carpet to match sound existing on a five year cycle		✓				12,000				12,000		
	2.3.4	Ceramic tiles to entrance lobby	No obvious defects	Undertake visual inspection every 12 months	✓				50	50	50	50	50	250		

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
Stairs	2.4.1	Hard wearing carpet	Stains evident in places and general wear and tear	Undertake local areas of cleaning where staining evident, continue to monitor and clean as and when necessary		✓			250		250	250	250	1,000	
	2.4.2			Undertake complete cleaning of carpet every 12 months		✓			3,500		3,500	3,500	3,500	14,000	
	2.4.3			Replace carpet inc nosings to match sound existing on a five year cycle		✓				10,000				10,000	
Lighting	2.5.1	Wall lights	Bulbs not working to some areas	Undertake cyclical re-bulb. Replace all bulbs every 6 months		✓			300	300	300	300	300	1,200	
Handrails / balustrade	2.6.1	Painted finish	No obvious defects	None		✓									Decoration included below
	2.6.2	Stainless steel finish with glazed infill panels	No obvious defects	None		✓									
Signage	2.7.1	Floor level and fire escape	Signage to level 12 stairwell has fallen down	Refix signage to wall in correct location to match other floors				✓	35						
	2.7.2			Update when required to comply with new/changed building regulations											See Regulation / legislation section
Decorations	2.8.1	Painted ceilings, walls, doors/frames, handrails and joinery	Generally good	Redecorate on a cyclical basis		✓			10,000			10,000		20,000	
Joinery	2.9.1	Painted softwood skirtings, architraves etc	No obvious defects	Allow sum for replacing timber sections every 10 years		✓								15,000	
<b>Sub Total Internal - Core 1</b>									<b>26,885</b>	<b>22,350</b>	<b>14,350</b>	<b>20,850</b>	<b>14,350</b>	<b>107,450</b>	

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10		
<b>CORE 2</b>																
<b>EXTERNALLY</b>	<b>3.0</b>															
<b>Roofs</b>	3.1.1	Fatrafol 810 single ply roof system	Moss growth to areas of shingle	Remove moss growth	✓					1,500	1,500	1,500	1,500	6,000		
	3.1.2		Birds faeces to areas of coping	Clean down areas of coping		✓				500	250	250	250	250	1,250	
	3.1.3	Ballast	No obvious defects	Remove ballasts, clean roof and reinstate every 5 years							2,000				2,000	
<b>Rainwater Goods</b>	3.2.1	Internal outlets	No obvious defects	Undertake annual inspection of roof during cyclical rainwater goods clearance works		✓				350	350	350	350	350	1,750	
<b>External wall claddings</b>	3.3.1	Elington Expomesh (Fibremesh) Insulation system	No obvious defects	Undertake visual inspection every 12 months	✓					500	500	500	500	500	2,500	
	3.3.2		Guarantee period	Allow for possible replacement of wall cladding when guarantee period expires		✓										Subject to further surveys at a later date
	3.3.3		Cleaning and redecoration periods	Undertake cyclical cleaning and redecoration		✓					15,000				15,000	Under a separate contract
<b>Windows and doors</b>	3.4.1	Aluminium powder coated double-glazed units	No obvious defects	Undertake visual inspection every 12 months	✓					500	500	500	500	500	2,500	
	3.4.2		Dirt and dust build up	Undertake cyclical cleaning		✓				6,000	6,000	6,000	6,000	6,000	24,000	Under a separate
	3.4.3	Gaskets	No obvious defects	Allow for replacing gaskets every 5 years		✓					2,000				2,000	
	3.4.4	Furniture	No obvious defects	General overhaul of furniture every 3 years		✓				3,500		3,500			7,000	

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
Lighting	3.5.1	Spot lights	No obvious defects	Undertake local bulb replacement when necessary, continue to monitor and replace as and when required		✓			250	250	250	250	250	1,250	
<b>Sub Total External - Core 2</b>									<b>13,100</b>	<b>26,850</b>	<b>9,350</b>	<b>12,850</b>	<b>9,350</b>	<b>65,250</b>	

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
<b><u>INTERNALLY</u></b>	<b>4.0</b>														
<b>Common area - Corridors &amp; Staircases</b>															
<b>Ceilings</b>	4.1.1	Plastered ceilings with emulsion painted finish	Local areas of hairline / shrinkage cracking throughout	Undertake local repairs, prepare and redecorate to match sound existing. Continue to monitor / repair on a cyclical basis		✓			2,500		2,500		2,500		5,000
	4.1.2		Area of poor plaster to ground floor	Hack off defective plaster and remove from site, prepare surface and apply new plaster finish with decorations to match sound existing			✓		3,500						
<b>Walls</b>	4.2.1	Plastered walls with emulsion finish	Local areas of hairline / shrinkage cracking throughout	Undertake local repairs, prepare and redecorate to match sound existing. Continue to monitor / repair on a cyclical basis		✓			3,500		3,500		3,500		7,000
<b>Doors</b>	4.3.1	Hardwood fire doors	No obvious defects	Ease and adjust doors and undertake a general overhaul inc. furniture and closers every 3 years	✓				2,500				2,500		5,000
<b>Floors</b>	4.4.1	Hard wearing carpet	Stains evident in places and local wear and tear	Undertake local areas of cleaning where staining evident, continue to monitor and clean as and when necessary.		✓			250		250	250	250		1,000
	4.4.2			Undertake complete cleaning of carpet every 12 months		✓			4,000		4,000	4,000	4,000		16,000
	4.4.3			Replace carpet inc nosings to match sound existing on a five year cycle						12,000					12,000

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10		
Stairs	4.5.1		Carpet has become loose in the stairwell between levels 11 and 12	Re-fit carpet to match sound existing			✓		150							
	4.5.2		Stains evident in places and general wear and tear	Undertake local areas of cleaning where staining evident, continue to monitor and clean as and when necessary			✓		250		250	250	250		1,000	
	4.5.3			Undertake complete cleaning of carpet every 12 months			✓		3,500		3,500	3,500	3,500		14,000	
	4.5.4			Replace carpet to match sound existing in year 5 to inc. nosings etc			✓			10,000					10,000	
Lighting	4.6.1	Wall lights	Bulbs not working to some areas	Undertake cyclical re-bulb. Replace all bulbs every 6 months			✓		300	300	300	300	300		1,200	
Handrails / balustrade	4.7.1	Painted finish	No obvious defects	None	✓											Decoration included
Signage	4.8.1	Floor level and fire escape	No obvious defects	Update when required to comply with new/changed building regulations	✓											See Regulation / legislation section
Decorations	4.9.1	Painted ceilings, walls, doors/frames, handrails and joinery	Generally good	Redecorate on a cyclical basis			✓		10,000			10,000		20,000		
Joinery	4.10.1	Painted softwood skirtings, architraves etc	No obvious defects	Allow sum for replacing timber sections every 10 years			✓								15,000	
<b>Sub Total Internal - Core 2</b>									<b>30,450</b>	<b>22,300</b>	<b>14,300</b>	<b>26,800</b>	<b>14,300</b>	<b>107,200</b>		

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
<b>CORE 3 &amp; 4</b>															
<b>EXTERNALLY</b>															
<b>Roofs</b>	5.1.1	Fatrafol 810 single ply roof system	Moss growth to areas of shingle	Remove moss growth	✓				2,500		2,500	2,500	2,500	10,000	
	5.1.2		Bird faeces to areas of coping	Clean down areas of coping		✓			850	450	450	450	450	2,250	
	5.1.3	Ballast	No obvious defects	Remove ballasts, clean roof and reinstate every 5 years		✓				3,500				3,500	
<b>Rainwater goods</b>	5.2.1	Internal outlets	No obvious defects	Undertake annual inspection of roof during cyclical rainwater goods clearance works		✓			650	650	650	650	650	3,250	
<b>External Wall Claddings</b>	5.3.1	Elington Expomesh (Fibremesh) Insulation system	No obvious defects	Undertake visual inspection every 12 months		✓			850	850	850	850	850	4,250	
	5.3.2		Guarantee period	Allow for possible replacement of wall cladding when guarantee period expires		✓									Subject to further surveys at a later date
	5.3.3		Cleaning and redecoration periods	Undertake cyclical cleaning and redecoration		✓				25,000				25,000	Under a separate contract
<b>Windows and Doors</b>	5.4.1	Aluminium powder coated double-glazed units	No obvious defects	Undertake visual inspection every 12 months	✓				850	850	850	850	850	4,250	
	5.4.2		Dirt and dust build up	Undertake cyclical cleaning		✓			10,000	10,000	10,000	10,000	10,000	50,000	Under a separate
	5.4.3	Gaskets	No obvious defects	Allow for replacing gaskets every 5 years		✓				3,500				3,500	
	5.4.4	Furniture	No obvious defects	General overhaul of furniture every 3 years		✓			6,000			6,000		12,000	

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
Lighting	5.5.1	Spot lights	No obvious defects	Undertake local bulb replacement when necessary, continue to monitor and replace as and when required					450	450	450	450	450	2,250	
<b>Sub Total External - Core 3 &amp; 4</b>									<b>22,150</b>	<b>45,250</b>	<b>15,750</b>	<b>21,750</b>	<b>15,750</b>	<b>120,250</b>	

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
<b><u>INTERNALLY</u></b>	<b>6.0</b>														
<b>Common area - Corridors &amp; Staircases</b>															
<b>Ceilings</b>	6.1.1	Plastered ceilings with emulsion painted finish	Local areas of hairline / shrinkage cracking throughout	Undertake local repairs, prepare and redecorate to match sound existing. Continue to monitor / repair on a cyclical basis		✓			4,500		4,500		4,500		9,000
<b>Walls</b>	6.2.1	Plastered walls with emulsion finish	Local areas of hairline / shrinkage cracking throughout, especially above door heads	Undertake local repairs, prepare and redecorate to match sound existing. Continue to monitor / repair on a cyclical basis		✓			6,500		6,500		6,500		13,000
	6.2.2		Poor plaster to levels 1-3 to the front elevation. Plaster affected by damp	Undertake local repairs, prepare and redecorate to match sound existing. Continue to monitor on a cyclical basis											Remedial work ongoing at time of survey
<b>Doors</b>	6.3.1	Hardwood fire doors	Seal surrounding corridor door on level 4 has become loose	Remove seal and replace with new					75						
	6.3.2			Ease and adjust doors and undertake a general overhaul inc. furniture and closers every 3 years		✓			5,000				5,000		10,000
<b>Floors</b>	6.4.1	Hard wearing carpet	Stains evident in places and local wear and tear.	Undertake local areas of cleaning where staining evident, continue to monitor and clean as and when necessary		✓			250		250		250		1,000
	6.4.2		Carpet has suffered water damage to levels 1-3 to the front of the building	Replace carpet with new to match sound existing											Remedial work ongoing at time of survey

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
Stairs	6.4.3			Undertake complete cleaning of carpet every 12 months		✓			7,000		7,000	7,000	7,000	28,000	
	6.4.4			Replace carpet to match sound existing on a five year cycle		✓				20,000				20,000	
	6.5.1	Hard wearing carpet	Stains evident in places and general wear and tear	Undertake local areas of cleaning where staining evident, continue to monitor and clean as and when necessary		✓			350		350	350	350	1,400	
	6.5.2			Undertake complete cleaning of carpet every 12 months		✓			7,000		7,000	7,000	7,000	28,000	
	6.5.3			Replace carpet inc nosings to match sound existing on a five year cycle		✓				20,000				20,000	
Lighting	6.6.1	Wall lights	Bulbs not working to some areas	Undertake cyclical re-bulb. Replace bulbs in full every 6 months		✓			500	500	500	500	500	2,500	
	6.6.2		To the car park entrance internally on levels 1-3 there are a number of casings missing to the lights	Supply and fit new light casings to match the sound existing				✓	150						
Handrails / balustrade	6.7.1	Painted finish	No obvious defects	None		✓									Decoration included
Signage	6.8.1	Floor level and fire escape	No obvious defects	Update when required to comply with new/changed building regulations		✓									See Regulation / legislation section
Decorations	6.9.1	Painted ceilings, walls, doors/frames, handrails and joinery	Generally good	Redecorate on a cyclical basis		✓			20,000			20,000		40,000	
Joinery	6.10.1	Painted softwood skirtings, architraves etc	No obvious defects	Allow for replacing timber sections every 10 years		✓								25,000	

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
Sub Total Internal - Core 3 & 4									51,325	40,500	26,100	40,100	26,100	197,900	

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<b>CAR PARK</b>															
<b>LEVEL 4</b>	<b>7.0</b>														
<b>Walls</b>	7.1.1	Rendered block walls	Poor decoration	Clean down stained areas and redecorate to match sound existing			✓		750		750	750	750		3,000
	7.1.2			Undertake cyclical redecoration to all areas		✓				2,500					2,500
<b>Safety Barriers</b>	7.2.1	Metal barriers to all external edges and car park bays	Dirty and stained in places	Clean down areas of dirt			✓		500	500	500	500	500		2,500
	7.2.2			Undertake cyclical visual inspection, service and repair of barriers		✓			1,250	1,250	1,250	1,250	1,250		6,250
	7.2.3			Undertake complete replacement of safety barriers in year 10		✓									12,000
	7.2.4		Broken and loose sections	Repair / replace broken and loose sections as and where necessary			✓								See item no. 7.2.2
<b>Floor</b>	7.3.1	Mastic asphalt	Uneven and cracked in places	Take up defective areas and relay to match sound existing on a cyclical basis			✓		6,000						6,000
	7.3.2		Car park bay and directional markings have faded	Repaint markings on a cyclical basis			✓		1,500			1,500			3,000
<b>Lighting</b>	7.4.1	Wall lights	No obvious defects	Undertake cyclical re-bulb. Replace bulbs in full every 6 months		✓			500	500	500	500	500		2,500
<b>Access Doors</b>	7.5.1	Fire doors to stairwell	Quick release metal handle has rusted	Ease and adjust doors and undertake general overhaul inc. furniture and closers every 3 years			✓		700			700			1,400

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**Property:** Landmark Place, Churchill Way, Cardiff

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**Surveyor:** Lee Phillips

ELEMENT	ITEM No.	DESCRIPTION/ LOCATION	DEFECT	REMEDIAL ACTION REQUIRED	CONDITION				BUDGET COST (£)						COMMENTS	
					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10		
<b>LEVEL 3</b>	<b>8.0</b>															
<b>Soffit</b>	8.1.1	Profiled steel sheeting with services running below	No obvious defects	None		✓										No remedial work rec
	8.1.2	Concrete panelling to areas of undercroft	No obvious defects	None		✓										No remedial work rec
	8.1.3			Undertake a visual cyclical inspection		✓			400	400	400	400	400	2,000		
<b>Walls</b>	8.2.1	Rendered block walls to ramped areas	Poor decoration	Clean down stained areas and redecorate to match sound existing			✓		1,250		1,250	1,250	1,250	5,000		
	8.2.2			Undertake cyclical redecoration to all areas		✓				4,500				4,500		
	8.2.3	Fairface blockwork to external walls of building	No obvious defects	None		✓									No remedial work rec	
<b>Structural Beams</b>	8.3.1	Structural beams cased in fire protection boards	Damaged in places	Undertake local repairs on a cyclical basis to match sound existing		✓			1,000		1,000		1,000	2,000		
	8.3.2			Undertake visual inspection every 12 months					350	350	350	350	350	1,750		
<b>Safety Barriers</b>	8.4.1	Metal barriers to all external edges and parking bays	Dirty and stained in places	Clean down areas of dirt			✓		850	850	850	850	850	4,250		
	8.4.2			Undertake cyclical visual inspection, service and repair of barriers		✓			2,250	2,250	2,250	2,250	2,250	11,250		
	8.4.3			Undertake complete replacement of safety barriers in year 10		✓								20,000		

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10			
Floor	8.4.4		Broken and loose sections	Repair / replace broken and loose sections as and where required			✓									See item no. 8.4.2	
	8.5.1	Mastic asphalt	Uneven and cracked in places	Take up defective areas and relay to match sound existing on a cyclical basis		✓			10,000							10,000	
	8.5.2		Car park bays and directional markings have faded	Repaint markings on a cyclical basis			✓		3,500			3,500				7,000	
Lighting	8.6.1	Fluorescent lights	Bulbs not working to local areas	Undertake cyclical re-bulb. Replace bulbs in full every month			✓		850	850	850	850	850		4,250		
	8.6.2	Emergency lights	No obvious defects	Undertake test of emergency lighting every 12 months		✓											See Regulation / legislation section
Access Doors	8.3.1	Fire doors to stairwell	No obvious defects	Ease and adjust doors and undertake general overhaul inc. furniture and closers every 3 years			✓		1,000			1,000			2,000		
LEVEL 2	9.0																
Soffit	9.1.1	Profiled steel sheeting with services running below	No obvious defects	None	✓												No remedial work rec
	9.1.2	Concrete panelling to areas of undercroft	No obvious defects	None	✓												No remedial work rec
Walls	9.1.3			Undertake a visual cyclical inspection		✓			400	400	400	400	400		2,000		
	9.2.1	Rendered block walls to ramped areas	Poor decoration	Clean down stained areas and redecorate to match sound existing		✓			1,250		1,250	1,250	1,250		5,000		
	9.2.2			Undertake cyclical redecoration to all areas		✓				4,500					4,500		

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ELEMENT	ITEM No.	DESCRIPTION/ LOCATION	DEFECT	REMEDIAL ACTION REQUIRED	CONDITION				BUDGET COST (£)						COMMENTS	
					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10		
Structural Beams	9.2.3	Fairface blockwork to external walls of the building	No obvious defects	None		✓										No remedial work rec
	9.3.1	Structural beams cased in fire protection boards	Damaged in places	Undertake local repairs on a cyclical basis to match sound existing		✓			1,000		1,000		1,000		2,000	
Safety Barriers	9.3.2			Undertake visual inspection every 12 months		✓			350	350	350	350	350		1,750	
	9.3.3	Metal barriers to all external edges and parking bays	Dirty and stained in places	Clean down areas of dirt		✓			850	850	850	850	850		4,250	
	9.3.4			Undertake cyclical visual inspection, service and repair of barriers		✓			2,250	2,250	2,250	2,250	2,250		11,250	
	9.3.5		Broken and loose sections	Repair / replace broken and loose sections as and where required			✓									See item no. 9.3.4
Floors	9.3.6	Metal bike rack	Not fixed into position	Fix bike rack into original position to match sound existing			✓		50							
	9.4.1	Mastic asphalt	Uneven and cracked in places	Take up defective areas and relay to match sound existing on a cyclical basis		✓			10,000						10,000	
	9.4.2		Car park bays and directional markings have faded	Repaint markings on a cyclical basis		✓			3,500			3,500			7,000	
Lighting	9.5.1	Fluorescent lights	Bulbs not working to local areas	Undertake cyclical re-bulb. Replace bulbs in full every 6 months		✓			850	850	850	850	850		4,250	
	9.5.2	Emergency lights	No obvious defects	Undertake test of emergency lighting every 12 months		✓										See Regulation / legislation section
Access Doors	9.6.1	Fire doors to stairwell	No obvious defects	Ease and adjust doors and undertake general overhaul inc. furniture and closers every 3 years		✓			1,000			1,000		2,000		

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10		
<b>LEVEL 1</b>	<b>10.0</b>															
<b>Soffit</b>	10.1.1	Profiled steel sheeting with services running below	No obvious defects	None	✓											No remedial work rec
	10.1.2	Concrete panelling to areas of undercroft	No obvious defects	None	✓											No remedial work rec
	10.1.3			Undertake a visual cyclical inspection		✓			400	400	400	400	400	2,000		
<b>Walls</b>	10.2.1	Rendered block walls to ramped areas	Dirty and stained in places	Clean down stained areas and redecorate to match sound existing		✓			1,250		1,250	1,250	1,250	5,000		
	10.2.2			Undertake cyclical redecorations to all areas		✓				4,500				4,500		
	10.2.3	Fairface blockwork to external walls of the building	No obvious defects	None		✓										No remedial work rec
<b>Structural Beams</b>	10.3.1	Structural beams cased in fire protection boards	Damaged in places	Undertake local repairs and finish to match sound existing on a cyclical basis		✓			1,000		1,000		1,000	2,000		
	10.3.2			Undertake visual inspection every 12 months		✓			350	350	350	350	350	1,750		
<b>Safety Barriers</b>	10.4.1	Metal barriers to all external edges and parking bays	Dirty and stained in places	Clean down areas of dirt		✓			850	850	850	850	850	4,250		
	10.4.2			Undertake cyclical visual inspection, service and repair of barriers		✓			2,250	2,250	2,250	2,250	2,250	11,250		
	10.4.4		Broken and loose sections	Repair / replace broken and loose sections as and where required			✓									See item 10.4.2
<b>Floors</b>	10.5.1	Mastic asphalt	Uneven and cracked in places	Take up defective areas and relay to match sound existing on a cyclical basis		✓			10,000					10,000		

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ELEMENT	ITEM No.	DESCRIPTION/ LOCATION	DEFECT	REMEDIAL ACTION REQUIRED	CONDITION				BUDGET COST (£)						COMMENTS
					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
Lighting	10.5.2		Car park bays and directional markings have faded	Repaint markings on a cyclical basis			✓		3,500			3,500		7,000	
	10.6.1	Fluorescent lights	Bulbs not working to local areas	Undertake cyclical re-bulb. Replace bulbs in full every 6 months			✓		850	850	850	850	850	4,250	
	10.6.2	Emergency lights	No obvious defects	Undertake test of emergency lighting every 12 months			✓								See Regulation / legislation section
Access Doors	10.7.1	Fire doors to stairwell	No obvious defects	Ease and adjust doors and undertake general overhaul inc. furniture and closers every 3 years			✓		1,000			1,000		2,000	
LEVEL 0	11.0														
Undercroft	11.1.1	Profiled steel sheeting with services running below	No obvious defects	None	✓										No remedial work rec
	11.1.2	Concrete panelling to areas of undercroft	No obvious defects	None			✓								No remedial work rec
	11.1.3			Undertake a visual cyclical inspection			✓		400	400	400	400	400	2,000	
Walls	11.2.1	Rendered blockwork to ramped areas	Dirty and stained in places	Clean down stained areas and redecorate to match sound existing			✓		1,250		1,250	1,250	1,250	5,000	
	11.2.2			Undertake cyclical redecoration to all areas			✓			4,500				4,500	
	11.2.3	Fair face blockwork to external walls of the building	No obvious defects	None			✓								No remedial work rec
Structural Beams	11.3.1	Structural beams cased in fire protection boards	Damaged in places	Undertake local repairs and finish to match sound existing on a cyclical basis			✓		1,000		1,000		1,000	2,000	

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
Safety Barriers	11.3.2			Undertake visual inspection every 12 months		✓			350	350	350	350	350	1,750	
	11.4.1	Metal barriers to all external edges and parking bays	Dirty and stained in places	Clean down areas of dirt			✓		850	850	850	850	850	4,250	
	11.4.2			Undertake cyclical visual inspection, service and repairs of barriers		✓			2,250	2,250	2,250	2,250	2,250	11,250	
Floors	11.4.4		Broken and loose sections	Repair / replace broken and loose sections as and where required			✓								See item 11.4.2
	11.5.1	Mastic asphalt	Uneven and cracked in places	Take up defective areas and relay to match sound existing on a cyclical basis			✓		10,000					10,000	
	11.5.2		Car park bays and directional markings have faded	Repaint markings on a cyclical basis			✓		3,500			3,500		7,000	
Lighting	11.5.3	Crazy paving in front of entrance gates to car park	No obvious defects	None		✓									No remedial work required
	11.6.1	Fluorescent lights	Bulbs not working to local areas	Undertake cyclical re-bulb. Replace bulbs in full every 6 months					850	850	850	850	850	4,250	
	11.6.2	Emergency lights	No obvious defects	Undertake test of emergency lighting every 12 months		✓									See Regulation / legislation section
Access Doors	11.7.1	Fire doors to stairwell	No obvious defects	Ease and adjust doors and undertake general overhaul inc. furniture and closers every 3 years		✓			1,000			1,000		2,000	
Entrance Gates	11.7.2	Automatic metal entrance gates to car park	No obvious defects	Undertake periodic visual inspection		✓			150	150	150	150	150	750	
	11.7.3			Undertake complete oil change to gate operations every 2-4 years depending on use		✓			5,000		500		500	1,000	

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
Sub Total - Car Park									102,200	41,700	31,450	47,150	31,450	276,900	

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10		
<u>RECEPTION / FOYER</u>																
<u>EXTERNALLY</u>	12.0															
<b>Roofs</b>	12.1.1	Fatrafol 810 single ply roof system	Moss growth to areas of shingle	Remove moss growth		✓			1,500		1,500	1,500	1,500		6,000	
	12.1.2		Bird faeces to areas of coping	Clean down areas of coping			✓		500	250	250	250	250		1,250	
	12.1.3	Ballast	No obvious defects	Remove ballasts, clean roof and reinstate every 5 years		✓				2,000					2,000	
<b>Rainwater Goods</b>	12.2.1	Internal outlets	No obvious defects	Undertake annual inspection during cyclical rainwater goods clearance works		✓			350	350	350	350	350		1,750	
<b>External Wall Claddings</b>	12.3.1	Elington Expomesh (Fibremesh) Insulation system	No obvious defects	Undertake visual inspection every 12 months		✓			500	500	500	500	500		500	
	12.3.2		Guarantee period	Allow for possible replacement of wall cladding when guarantee period expires		✓										Subject to further surveys at a later date
	12.3.3		Cleaning and redecoration period	Undertake cyclical cleaning and redecoration		✓				15,000					15,000	Under a separate contract
	12.3.4	Glazed curtain walling	Cleaning periods	Undertake cyclical cleaning		✓			1,500	1,500	1,500	1,500	1,500		3,000	
	12.3.5	Glass block walling	No obvious defects	Undertake visual inspection every 12 months		✓			100	100	100	100	100		500	
	12.3.6		Cleaning periods	Undertake cyclical cleaning		✓			250	250	250	250	250		1,250	Under a separate
<b>Windows &amp; Doors</b>	12.4.1	Aluminium powder coated double-glazed units	No obvious defects	Undertake visual inspection every 12 months		✓			500	500	500	500	500		2,500	
	12.4.2	Rotating entrance doors	No obvious defects	Undertake visual and practical inspection every 12 months		✓			200	200	200	200	200		1,000	

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10		
Lighting	12.4.3			Allow for possible replacement of doors in long term		✓									15,000	Under a separate
	12.4.4		Dirt and dust build up	Undertake cyclical cleaning		✓			6,000	6,000	6,000	6,000	6,000		24,000	
	12.4.5	Gaskets	No obvious defects	Allow for replacing gaskets every 5 years		✓				2,000					2,000	
	12.4.6	Furniture	No obvious defects	General overhaul of furniture every 3 years		✓			3,500			3,500			7,000	
	12.4.7	Intercom	No obvious defects	Undertake maintenance on an annual basis		✓			250	250	250	250	250		1,250	
	12.4.8			Allow for replacement in year 7		✓									1,500	
	12.5.1	Spot lights	No obvious defects	Undertake local bulb replacement when necessary, continue to monitor and replace as and when required		✓			250	250	250	250	250		1,250	
<b>Sub Total External - Reception / Foyer</b>									<b>15,400</b>	<b>29,150</b>	<b>11,650</b>	<b>15,150</b>	<b>11,650</b>	<b>86,750</b>		

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
<b><u>INTERNALLY</u></b>	<b>13.0</b>														
<b>Ceilings</b>	13.1.1	Plastered ceilings with painted emulsion finish	Local areas of hairline / shrinkage cracking	Undertake local repairs, prepare and redecorate to match sound existing. Continue to monitor / repair on a cyclical basis		✓			2,500		2,500		2,500		5,000
<b>Walls &amp; Columns</b>	13.2.1	Plastered walls with painted emulsion finish	Local areas of hairline / shrinkage cracking	Undertake local repairs, prepare and redecorate to match sound existing. Continue to monitor / repair on a cyclical basis		✓			3,500		3,500		3,500		7,000
	13.2.2	Internal partitioning plastered with painted emulsion finish	No obvious defects	Continue to monitor / repair on a cyclical basis		✓				1,000					1,000
<b>Doors</b>	13.3.1	Hardwood fire doors	No obvious defects	Ease and adjust doors and undertake a general overhaul inc. furniture and closers every 3 years		✓			1,500			1,500			3,000
<b>Floors</b>	13.4.1	Hard wearing carpet	Local areas of wear and tear	Replace carpet to match sound existing on a five year cycle		✓				2,500					2,500
	13.4.2			Undertake complete cleaning of carpet every 12 months		✓			500	500	500	500	500		2,500
	13.4.3	Ceramic tiles	No obvious defects	Undertake complete cleaning of tiles every 6 months.		✓			350	350	350	350	350		1,750
	13.4.4			Replace tiles to match sound existing on a five year cycle		✓				2,000					2,000
<b>Reception Desk</b>	13.5.1	Oval shaped reception desk to centre of lobby	No obvious defects	Allow for replacement of reception desk in the tenth year		✓									5,000
<b>Seating</b>	13.6.1	Settees to recetion area	No obvious defects	Allow for replacement of seating on a 5 year cycle		✓				5,000					5,000

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
<b>Lighting</b>	13.7.1	Wall lights	No obvious defects	Undertake cyclical re-bulb. Replace bulbs in full every 6 months		✓			300	300	300	300	300	1,200	See Regulation / legislation section
	13.7.2	Spot lights	No obvious defects	Undertake local bulb replacement when necessary, continue to monitor and replace as and when required		✓			150	150	150	150	150	750	
<b>Signage</b>	13.8.1	Floor level and fire escape	No obvious defects	Update when required to comply with new/changed building regulations		✓									
<b>Decorations</b>	13.9.1	Painted ceilings, walls, doors / frames and joinery	Generally good	Redecorate on a cyclical basis		✓			10,000			10,000		10,000	
<b>Joinery</b>	13.10.1	Painted softwood skirtings, architraves etc	No obvious defects	Allow for replacing timber sections every 10 years		✓								5,000	
<b>Sub Total Internal - Reception / Foyer</b>									<b>18,800</b>	<b>11,800</b>	<b>7,300</b>	<b>12,800</b>	<b>7,300</b>	<b>51,700</b>	

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10			
<b>EXTERNALLY</b>	<b>14.0</b>																
<b>Dwarf wall</b>	14.1.1	Rendered block wall to perimeter of building	No obvious defects	Allow for redecoration on a cyclical basis		✓						3,500				3,500	
	14.1.2	Rendered block flower beds	Dirt and grime build up	Clean down stained areas and redecorate to match sound existing			✓					500					
	14.1.3			Allow for redecoration on a cyclical basis		✓						500				500	
<b>Steps / paving</b>	14.2.1	Brick paving to front of building	No obvious defects	Clean areas of paving and steps on a cyclical basis		✓						3,500	3,500	3,500	3,500	3,500	17,500
	14.2.2		Uneven in places with ponding water	Undertake cyclical repair work to all cracked / broken / uneven brick pavings			✓					2,000		2,000		2,000	2,000
	14.2.3			Remove and replace in tenth year including damp-proofing		✓											25,000
<b>Handrails / balustrade</b>	14.3.1	Metal handrails to external steps	No obvious defects	Clean on a cyclical basis		✓						150	150	150	150	150	750
<b>Lighting</b>	14.4.1	Spot lights	No obvious defects	Undertake local bulb replacement when necessary, continue to monitor and replace as and when required		✓						100	100	100	100	100	500
	14.4.2	Decorative street lampposts	No obvious defects	Undertake cyclical re-bulb. Replace bulbs in full every 6 months		✓						350	350	350	350	350	1,750
<b>External furniture</b>	14.5.1	Timber seating built into brick walls	No obvious defects	Undertake cyclical redecoration on all timber sections		✓						500					500
	14.5.2			Allow for full replacement of timber members in year 5		✓							2,000				

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					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10	
Drainage	14.5.3	Metal bike racks	No obvious defects	Undertake cyclical visual inspection, service and repair of bike racks		✓			150	150	150	150	150	750	
	14.5.4	Ornamental metal sails to flower beds	No obvious defects	Undertake cyclical redecoration		✓			500			500		1,000	
	14.5.5	Flower beds	No obvious defects	Maintain flowers on a cyclical basis		✓			200	200	200	200	200	1,000	
	14.5.6			Allow for full replacement of flowers on an annual basis		✓			750	750	750	750	750	3,750	
	14.5.7	Drainage channels to front of building	No obvious defects	Allow for a professional to undertake drainage survey / cleaning on a cyclical basis		✓				5,000					5,000
<b>Sub Total External - Entrance Area</b>									<b>8,700</b>	<b>16,200</b>	<b>7,200</b>	<b>5,700</b>	<b>7,200</b>	<b>63,500</b>	

**Planned Maintenance Survey**

**Property:** Landmark Place, Churchill Way, Cardiff

**Date of Survey:** January - April 2007

**Surveyor:** Lee Phillips

ELEMENT	ITEM No.	DESCRIPTION/ LOCATION	DEFECT	REMEDIAL ACTION REQUIRED	CONDITION				BUDGET COST (£)						COMMENTS	
					VG	G	P	VP	Year 1 (2008)	Year 2 (2009)	Year 3 (2010)	Year 4 (2011)	Year 5 (2012)	Years 6-10		
LEGISLATION / REGULATION	15.0															
	15.1.1	Fire detection - alarm, signage, emergency lighting	No obvious defects	Undertake a routine check on all fire detection systems / equipment by a qualified person		✓			2,500	2,500	2,500	2,500	2,500	7,500		
	15.1.2			Allow provisional sum on a cyclical basis to update / upgrade building to comply with changing regulations / legislation		✓				5,000				5,000		
	15.1.3	Disability Discrimination Act	No obvious defects	Allow a provisional sum on a cyclical basis to update / upgrade building to comply with changing regulations / legislation		✓				10,000				10,000		
	15.1.4	Health and Safety	Damp affected walls to core's 3 & 4 at levels 1-3	Action currently ongoing at time of survey, continue to monitor after completion of remedial works				✓								Remedial work being undertaken at time of survey
	15.1.5			Allow provisional sum on a cyclical basis to update / upgrade building to comply with changing legislation		✓				2,500				2,500		
<b>Sub Total - Legislation / regulation</b>									<b>2,500</b>	<b>20,000</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>25,000</b>		
<b>TOTAL</b>									<b>304,610</b>	<b>302,950</b>	<b>149,300</b>	<b>218,500</b>	<b>149,120</b>	<b>1,161,150</b>		