

Location and Description

Recommendations

ROOFS east wing continued

South west: Gutters either side of dormer, leadwork falling away to flashing corroded, deep upstand, split to north of dormer.

Slating generally firm but a few tabbed on corroded wires and a number loose. Flashband repair to north and missing slate high level.

Refix leadwork.

Valleys to dormer, bitumined to south, flashband repairs to north, loose soakers, flashings and slates rear of parapet. Corrosion to flashing onto north east bay roof parapet.

Overhaul. Resecure. Reslate in due course.



Flashing loose and falling away to south west gutter, some debris.

Refix; clear.



Lead dormer cheeks good, but fixings loose, copings open jointed. Eaves timbers to access dormer, paintwork poor.

Refix & repaint.

East Wing West Bay (to common room): Lead flat, to rear gutter, good, some debris, flashings rucked to east and splits developing, low to west, all splitting, copings open jointed, outlet very small, outlet clear.

Overhaul, patch.

Location and Description

Recommendations

ROOFS east wing continued

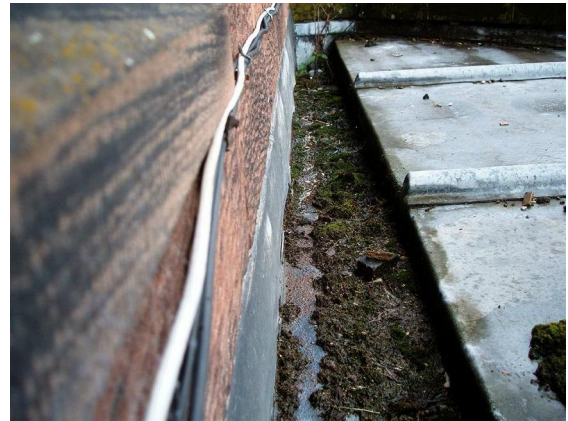
East: Slating generally firm, poor to areas and especially to eaves and loose.

Ditto, reslate in due course.



Leadwork as before, return of valleys corroded, flashings to central gable loose, firm to south. **Overhaul.**

Loose slates by fire escape landing cheeks. Timber dormers sound. Loose slates, north centre and missing to side, areas of moss growth.



East Bay Window: To former chapel, a leaded flat, firm but slightly rucked and possibly suspect to south end; much debris.

Monitor. Locally repoint to flashings. Clear debris.



Parapet flashings loose, corroded; copings, open jointed, split up to east wall; debris.

Location and Description

Recommendations

ROOFS continued

North east Wing

South: Return from last, -Veluxø patent roof lights. Slating generally sound,

Refix flashings and patch.



Flashings to east gable split, becoming loose high level.

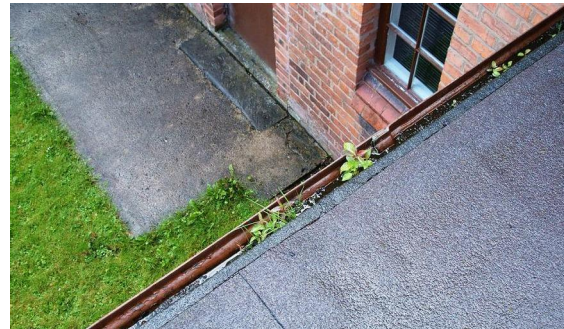
North east: Slating fair, a number tab fixed. Valley return flashband and bitumen, base, loose slates, corroded edges, flashing split. **Ditto.**

Lower flat roof to west, below last, asphalted, bitumen repairs ó as north east wing, splits to flashings, poor, overlaid within felt. Coping joints open to north. **Renew in due course.**



Dormer Roof: Above last, lead and mineral felt, bitumen to east, poor. Leaking. **Renew.**

Conference Room: Single storey extension to last, mineral felted, sound, pointing missing to section of flashing to east & south. Debris in east gutter. **Locally repoint, clear gutters.**



Chapel: Slated, sound.

Location and Description

Recommendations

ROOFS continued

North east Wing: Flat, asphalt onto concrete, centre chimney stump and mineral felted over previously noted.



Cracking north/south to north east and north west, general failure to parapets, loose, felt covers, pointing missing; coping joints all poor.

Monitor path. Renew in due course.



Drains through the parapet to south via weep holes to external iron gutter.

West Wing, the 'Annex'

Link: Single storey corridor from the library to the west annex.



Asphalt on concrete, split and patched adjacent to eaves gutter to north and parapet to south, poor. Felt patches to south west and splits adjacent to wing to north west. Coping joints cracked to south west.

Patch, renew in due course.

Location and Description

Recommendations

ROOFS continued

McLean Wing: To south end of the west range. Painted fibre glass onto timber, jointing peeling. Splits adjacent south and east parapets, loose and patching to west wing to north eaves gutter to west. Two patent roof lights, sound; vent to north west, top corroded.

Renew in due course.

Felted area to north, ponding.

Coping open jointed, flashing, pointing missing to north west loose north east.

Reset and repoint copings.



Archives: Asphalt on concrete, generally poor, extensive splitting, rucked to construction joint (?) to centre. Split and patched to parapets, flashband repairs ó large areas ponding to south of centre. Some coping joints open.

Patch, renew in due course.

Reset copings.

DRAINAGE

Generally: Not opened or tested; seems to be flowing (recent work confirmed).

Monitor.

Pipes & Eaves Gutters: Mostly of cast iron, square section to the main wings, round to the service areas; some p.v.c. replacements.

Repaint all.

No.1: Link north, a rather poor p.v.c. gutter containing debris & vegetation to square cast iron pipe, corroded to rear.

Renew.

No.2 & 3: Annex east, square cast iron pipe \varnothing corroded rear, shoe loose, lead outlet from parapet.

Refix shoe.

Location and Description

Recommendations

DRAINAGE continued

No.4 & 5: Annex west, round cast iron pipe and lead outlet, no hopper or gully to no.4, becoming corroded. Bottom fixing loose to 5.

No.6: a. McLean west, p.v.c. and gutter, p.v.c. s.v.p. to south. Debris in gutter. **Renew in due course.**

No.6: b. u.p.v.c. round section firm.

No.7: Library north west, p.v.c. painted, cast iron hopper firm.



No.8: Library north west, c.i.; collar centre fixings missing, corroded rear, tight to wall, leaking. **Refix/part renew?**



No.9: Library south west. o.k



No.10: Library south west, bottom collar broken

Ditto.

No.11: Library south east, bottom collar broken and fixings loose.

Ditto.

Location and Description

Recommendations

DRAINAGE continued

No.12 & 13: Library south east, sound.

No.14: West corner bay, ditto. Shoe split part missing; top collar loose.

Repair & refix.

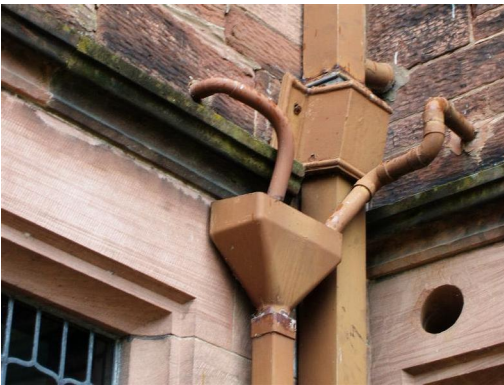


No.15: Centre block to west of porch, lower section splitting, top collar loose.

Renew part, refix.

No.16: Centre block to east of porch, good. Fixings missing high & low level.

Refix.



No.17: Centre block east, centre collar loose, shoe corroded, poor. P.v.c. waste pipe adjacent. **Resecure.**

No.18: East corner bay south, good, paint peeling high level, p.v.c. waste adjacent.

No.19: East wing south west, good, some fixings missing centre collar, loose?

Renew missing fixings.



No.20: East wing south east, round section cast iron and wastes adjacent. No shoe & lower part of the pipe broken away. p.v.c. s.v.p. to south, seems to be firm. Cast iron gutter to south repaired, corroded. Misaligned connection to p.v.c. pipe to main fall pipe, p.v.c. gutter to north. Horizontal over fire escape. **Refix, clear.**

Location and Description

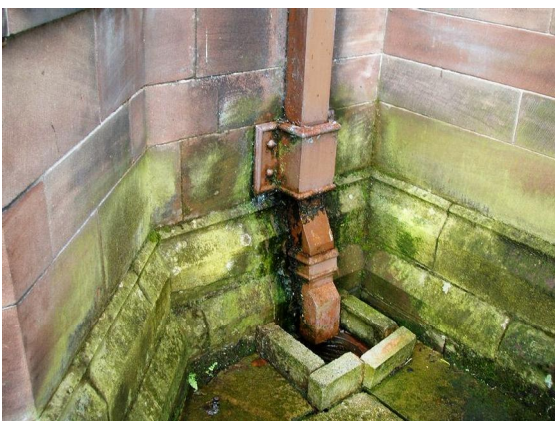
Recommendations

DRAINAGE continued

- No.21:** East wing east bay as last, lower collars split, poorly aligned to gulley. **Clear, part renew.**
- No.22:** East wing east, jointing broken low level, vegetation in hopper cast iron eaves gutter. Soil pipe and wastes to north and south good. **Overhaul.**
- No.23:** North east wing, south east, good hopper pulling away. Debris & vegation. Large cast iron eaves gutter. Wastes and soil pipes adjacent good. **Clear.**
- No.24:** North east wing, north west, damage centre. Hopper loose? **Clear, check, refix.**
- No.25:** a. b. & c. Conference room & chapel. c.i., new, sound.
- No.26:** East wing west onto adjacent roof, cast iron good.
- No.27:** Central block north to east below last, p.v.c. gutter cast iron pipe to p.v.c. pipe over roof to:-
- No.28:** Dining Room north east, p.v.c; cast iron hopper firm, small waste adjacent.
- No.29:** Dining Room south west, asbestos cement pipe, the original brackets, joints pulled, no shoe. **Refix.**



- No.30:** Central block north, lower pipe sheet metal, centre bracket broken. **Renew damage.**



- No.31:** Central block north, ditto, sound. Recent part renewed. Poor low level, wet on wall.

Location and Description

Recommendations

EXTERNAL DOORS

Door 1 Library West: Oak boarded, worn and peeling varnish, kick plate, ironwork corroding. **Refinish.**

Door 2 South Porch: Oak boarded and panelled worn; minor corrosion on ironwork, sound.

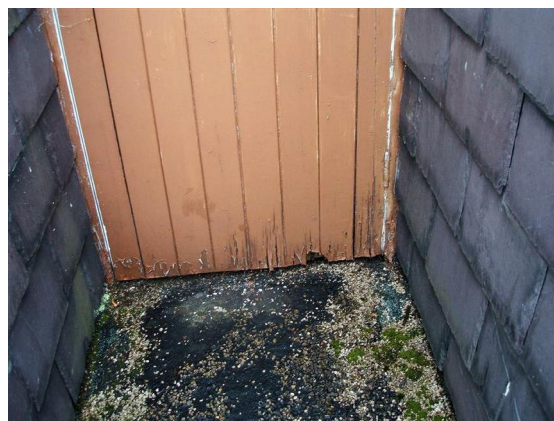
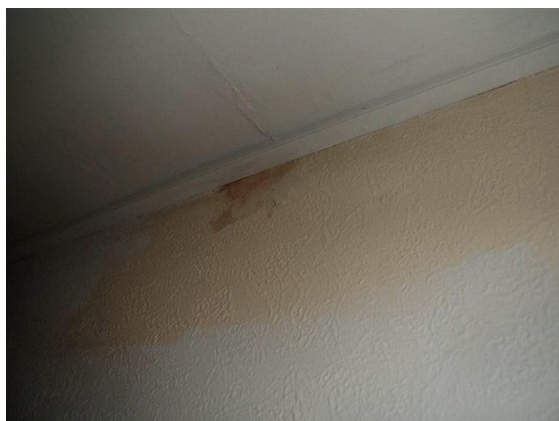
Door 3 South east Corner Bay: Good, little used.

Doors 4 & 5 East Wing East: Fire exits, boarded & plywood faced flush doors, peeling, paintwork poor, upper door decayed low level. **Renew.**

Door 6: As door D3, in good order.

Door 7: To east boiler, boarded, cut away for vent grilles decay at base. **Overhaul and repaint.**

Door 8 East Wing South: Boarded and painted, good, kitchen entrance. Outer upvc grille



Door 10 North east Wing South: Bedroom escape, sound. Paintwork poor. **Repaint.**

Door 12: East lavatory, good. Paintwork peeling as 10. Local decay at base.

Door 13 North east Wing South: As door D10. The upper reinforced with ply, poor. **Renew.**

Door 14 & 15: Fire doors, south west panelled and glazed, sound. Cloister west, sound, paintwork poor.

Door 16 North east Wing North: Ply flush, recent sound.

Door 17 Centre Block North: As door D3, good.

Door 18 West Annex Link North: Panelled oak, splits to head. **Local repair.**

Door 19 Annex East: Fire escape, flush, steel sheet fixings corroding. **Repaint.**

Door 20 Annex West: Boiler, boarded, hinges and hasp corroded. **Repaint.**

Door 21 McLean East: Glazed and framed, sound.

Door 22 Link South: As door D18, sound.

Location and Description

Recommendations

WINDOWS

Generally: The original are of leaded glazing with steel -Zø section opening lights, set onto stone frames and tracery; brick tracery to north east wing, some sheet glazed replacements. The paintwork is generally in poor condition and a number of the -double glazedø units have failed.

General overhaul, local repair and some renewals; repainting of all frames; renew leaded glazing where missing. Renew failed double glazing.

Main Block: West central, east and north west wings all original glazing and generally sound except to a number of opening lights which have corroded and become inoperable; several have broken lights.

Secondary glazing fitted internally in the library. Ventilation has been compromised.

Sheet replacements including to dining room, Wardenø office, and below, to a number of opening lights and to the frames of the centre block dormers.

East Wing: Generally sound, the timber framed dormers have been re-windowed with modern frames; the main frames retained, paintwork poor. Dormer window hopper to room no.27 wonø close.

Repaint.



Timber frames, paintwork poor.

A number of the second floor rooms have been fitted with -Veluxø type opening roof lights including in substitution for original iron frames and remain sound. An original roof light survives to the centre block north east corner.



North east Wing: Several of the opening lights very poor, to high level south and north. The second floor -linkø double glazing failed; Framing decayed to corner bay and adjacent.

Renew.

West Annex: Steel -Zø frames, sheet glazed, local corrosion but generally sound.

McLean Wing: Timber frames to west, sheet glazed, applied lead strips, sound. P.v.c. replacement to west.

Location and Description

Recommendations

INTERNALLY

West Annex: Note the secure north store room was not accessed.

Archive

Floor: Generally firm, but many of the wood blocks are loose.

Reset.

Walls: Brickwork, areas painted, sound, largely obscured.



Slight cracking in window reveals and over south door and adjacent.

Check and repair.

Ceiling: Rough plastered ceiling of crackling running north south possibly suspect corroded reinforcement or structure joints. Loose plaster adjacent to the walls.

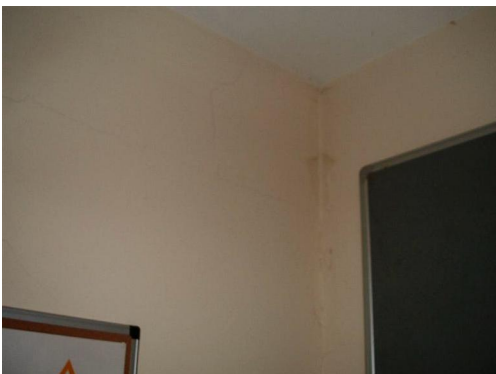
Link Corridor



Generally: All as last, severe distress on ceiling, lintol to door to library spalling.

Replaster, follow roof repair.

McLean Wing: Now offices in good order recent refurbishment.



Stains & cracking to high level north east corner (adjacent to well in the roof).

Location and Description

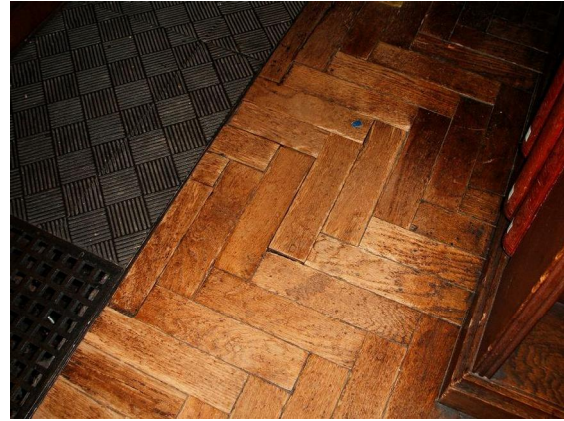
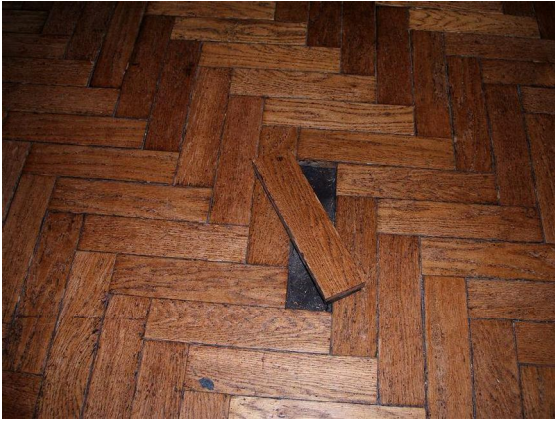
Recommendations

INTERNALLY continued

Library

Generally: In two sections -Theology to south -History to north, both are galleried on four sides, staircases to the south west and north east.

Floors: Wood block.



Sections uneven and loose, especially centre south & east; and locally to north & west, risen adjacent to grilles; some wide open joints many loose blocks. Areas worn.

Locally reset and generally refinish.

Grilles and ducts to heating, cast iron sound, the occasional edge a little proud, preventing a trip hazard.

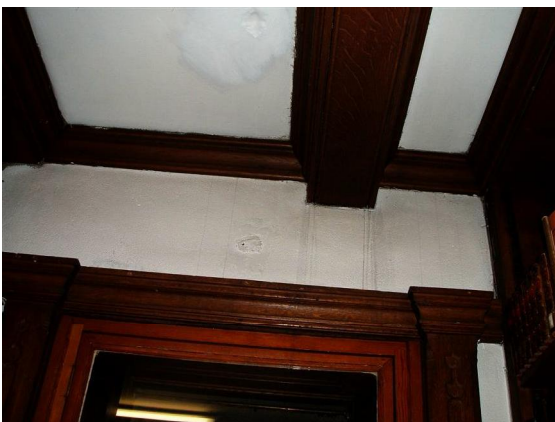
Walls: At low level, floor to ceiling bookcases. Exposed plaster to north east over dado, added and locally cracked adjacent to south door.

Local. Making good.

Water stains to west; centre dry; cracked and loose adjacent to west door.

Monitor.

Firm on west and east stairs. On -strapping adjacent north west door to annex. Water runs to north east over window.



Plastered to rear of and above bookcases. Locally damaged plaster over east entrance door at high level.

Location and Description

Recommendations

INTERNALLY continued



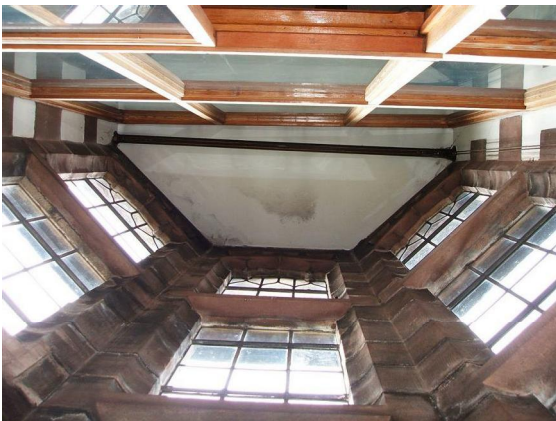
Water stains by and in dormers of west and east windows to north and south sections, appear to be dry. **Monitor.**



Suspect wet on west staircase west wall. Water ingress on west porch staircase, a bucket dry at time of inspection, added plaster and at first floor level. **Repair above & monitor.**

Cracked plaster in north bay east reveal. Damp on stonework; repaired mullion north section west oriel.

Ceiling: Plastered between ribs and trusses, underdrawn up to high level collars. Water staining at eaves and on timberwork (now dry). Structure seems to be o.k., mould growth at high level. **Clean off stains, monitor.**



Stains spallig on south oriel ceilings.

Monitor, clean & redecorate.

Location and Description

Recommendations

INTERNALLY main library continued

Gallery: Boarded and sound; balustrade weak to south side of north library.

Reinforce fixings.

Loose boards by east staircase and in south west & south east corners squeaky to north of south room.



Ceilings: Below the galleries, much patching to previous services locations; very uneven to west bays 2 & 3 from south. Local cracking adjacent south stair south door and to south east & south west corners.

Local repair.

Staircases: Sound but narrow rubber treads, handrails discontinuous.

Provide 'continuous' handrails.



Turret Stair: Water stains at high level north west. Damaged plaster to west.

Local repair & redecorate.

Central Block Ground Floor

Main Corridor & Stairs; Offices ranged to north side including strong room

Floor: Wood block, a number loose and slightly uneven especially to library door to west; centre step, worn, marker tape.

Re-level & reset where loose.

Walls: Plastered; panelled dado to west section, generally good.

Ceiling: Plastered, sound, minor cracking to east, the west section panelled.

Location and Description

Recommendations

INTERNALLY continued

Islamic Studies Room

Main Staircase: Generally in good order, carpeted (ceiling q.v. first floor).

Lavatories: To south west; in good order.



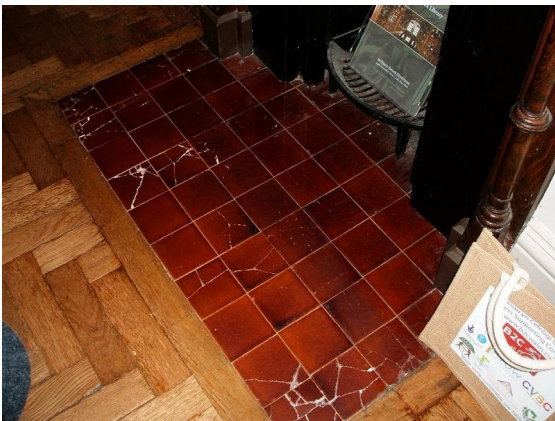
Floor: Wood block, sound. Damage to south west by leaking radiator connection and locally by west door.

Walls & Ceiling: Sound.

Store

Generally: Sound. Local damage to plaster ó old fixings.

Reception Office



Floor: Woodblock, worn, tiled hearth broken and loose.

Walls & Ceiling: Good.

Location and Description

Recommendations

INTERNALLY central block continued

South Porch

Floor: Tiled and recessed mat, firm.

Walls: Stonework sound, slight old settlement over south door crack ó qv. **Point up.** externally. Screen to north sound including glazing.

Ceiling: Panelled, stains do fixings firm.

Restain.

North Wing Corridor

Floor: Carpeted on boarding, threshold worn, new carpet to south.

Ease.

Walls: Plastered sound.

Ceiling: Good, shrinkage crack to cornice.

Fill and decorate.

Chapel

Floor: Boarded, slight shrinkage by south west doors.

Walls & Ceiling: Sound, minor shrinkage, cracking. Latch failed to vestry door.

Renew latch.

Glynne Room

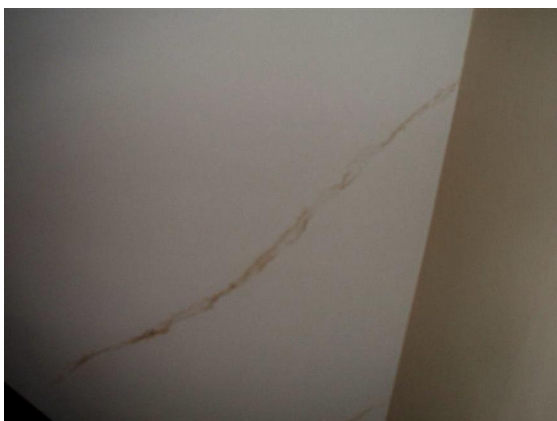
Floor: Sound.

Walls: Good, shrinkage up to cornice.

Fill & decorate.

Ceiling: Sound.

East Wing ground floor Corridor



Generally: Sound, peeling paint low level west return wall. Minor shrinkage to skirtings and impact damage; slight cracking to ceiling centre.

Wickham Room: Generally in good order.

Bedroom suites 1 & 2: Recently refurbished; grab rails becoming loose in both bathrooms & basin in 1.

Location and Description

Recommendations

INTERNALLY continued

East Wing Ground Floor

Corridors



Floor: Wood block to south, one loose. Stonework stained to south west door.

Reset and level.

Area carpeted to north (servery) firm. Quarry tiled to east, sound, mat worn and recessed, a possible hazard.

Walls: Plastered, sound, minor spalls to south below dado rail.

Local repair.

Ceiling: Plastered, minor cracking; old spalling to south west.

Ditto.

Common Room

Floor: Boarded, worn but generally firm, springy to north east and west bay traps to south east & south west firm.

Check.

Walls: Plastered, papered and sound. Stone bay window to south west, split transoms and cill to south & east bay; mullion feet and jointing eroded.

Monitor settlement.

Ceiling: Plastered; cracks to south and south east; crack to beam to south west bay. No recent movement.

Make good, monitor.

Lavatories

Generally: Sound, slightly loose basin to west, minor old spalling to glazed brickwork. Stained low level to centre partition (floor cleaning?)

Anwyl Room: Sound, previously refurbished.

Scullery, Kitchen & Store

Floors: Patent vynil, sound.

Walls: Plastered and stainless steel panelling in good order. Access problem to windows and cill to east of cookers.

Resolve, possible remote control to windows.

Ceilings: Plastered, old cracks in scullery to east, no recent movement.

Location and Description

Recommendations

INTERNALLY continued

Basements

North East: Store rooms below the back stairs and scullery.

Access: Staircase sound, the fire door at the lead does not close efficiently.

Floors: Carpet on solid, largely obscured firm where visible.



Walls: Painted brickwork, damp & spalling to west.

Ceilings: Plastered (board?) to centre and good, concrete to east, sound.

West Store rooms: Below the main stair office and corridor.

Access: Staircase below the main stair sound, poor handrail.

Improve.

Floors: Brick, firm, damp stained & debris ó in north & south areas.



Location and Description

Recommendations

INTERNALLY west basements continued

Walls: Brickwork, damp, local shaling. Loose high level east. Wet in north light well, loose brickwork.



Ceilings: Concrete; exposed steel joists. General corrosion in south light well and adjacent; undersides exposed and generally corroded.

Dining Room

Floor: Boarded and carpeted (not lifted) firm; slightly squeaky to north east.

Check.

Walls: As last, sound including panelled window board to north east loose.

Reset loose woodwork.



Water stains to west by beam end.

Repair.

Ceiling: Plastered, generally sound; continuing and previous leaking to west to end of beam; local cracking.

Investigate above, make good.

Location and Description

Recommendations

INTERNALLY continued

First Floor Central Block west

Corridor

Floor: Boarded and carpeted (not lifted) firm.

Walls: Plastered, sound.



Spalled stonework to south east window opener. Most of the mullion feet are eroded. Repaired loose plaster to staircase window west jamb.

Local stonework, repair and patching to plaster.

Ceiling: Plastered cracked and settled by west stairs, panelled (as below) over staircase and sound.



Central Block east

Floors: Carpeted and firm.

Walls: Plastered, good, erosion on window stonework and in good order. Cracked plaster to south porch of the north east; gap to cornice filled with paper. Repair.

Meeting Rooms

Floors: As last, sound.

Walls: Plastered, good; erosion and damp on north window cill; broken windows.

Ceilings: Sound.

Location and Description

Recommendations

INTERNALLY continued

East Wing First Floor

Floors: As before and sound.

Walls: Plastered, (note over the common room) the internal walls to the south are plastered stud partitions, these have settled. Slightly cracking remains, also to the wall over the west bay. South west window glazing damaged.

Fill and monitor.

Added plaster to north in bathroom. Cracking over south windows formerly damp over east door to corridor and slightly loose plaster.

Ceilings: Plastered, previous ingress below fire escape to north east; cracking to south bedrooms and rising from walls adjacent to east and west.

Repair above, fill and monitor.

Corridor

Generally: In good order, kitchen fan noise problems in 8 & 9.

Resolve.

Bedrooms 6, 8, 9, Linen Store and Bathrooms; Staff Flat to South

Floors: Carpeted, 'Altro' in baths, in good order.

Walls & Ceilings: Sound.

First Floor, North East Wing

Corridors

Floors: Carpeted and generally sound, carpeted, a little springy.

Check.

Walls & Ceilings: Plastered and in good order.

Rooms 13, 14, 15, 16 & 18 and Bathroom

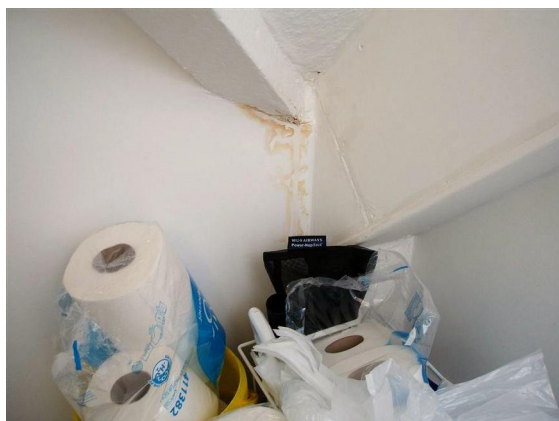
North Staircase

Generally: In good order, a little squeaky to a number of treads.

Back Stair: Generally sound, minor damage to north window to reveal paintwork.

Local repair.

Laundry Store: Peeling paint to ceiling and cracking adjacent.



Location and Description

Recommendations

INTERNALLY continued

Second Floor East Wing

Corridors

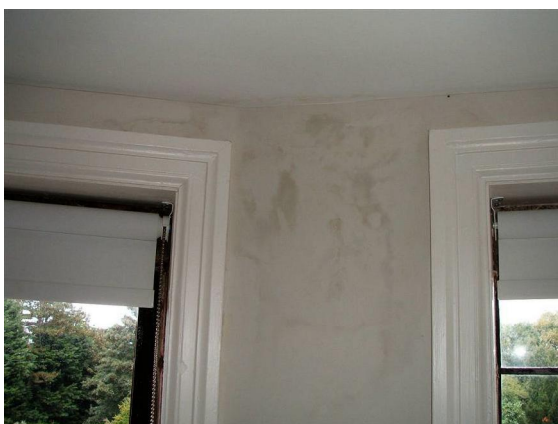
Generally: In good order; note hazardous roof truss!

Rooms 19-27 inc. & bathrooms

Floors: As before and appear to be sound.

Walls: Plastered; in 20 the south chimney breast is added; spalled mullion and cill in 19; poor partition 21 to adjacent bathroom.

Check, possible need to replaster.



Damp stains room 24 north of below gable.

Ceilings: Plastered, underdrawn to rafters and collars, generally good.

Central Block

Corridor

Generally: Good; spalls & stains in the east octagon.

Repair.

Rooms 30, 31, 32 & 33 and North East Bathroom

Floors & Walls: As last, good, general damp staining on windows especially cills.

Clean.

Ceilings: Underdrawn with mineral fibre tiles in grid, general slight bowing. Water stained central area see below.

Location and Description

Recommendations

INTERNALLY continued



Water stains in 31 & 32 and adjacent corridor (see concrete flat roof defects).

EXTERNAL AREAS

Boundary Walls: Described clockwise starting at:-

East Gate: To south east stonework sound but heavily over-pointed to south east and eroding the stonework, ivy growth and vegetation, some loose mortar. Loose copings to south and shaling. **Clear ivy, descale and repoint.**

South: To roadway and **South Gate** uncoursed sandstone, eroded and open jointed; **Ditto.** ivy growth.

Location and Description

Recommendations

EXTERNAL AREAS continued



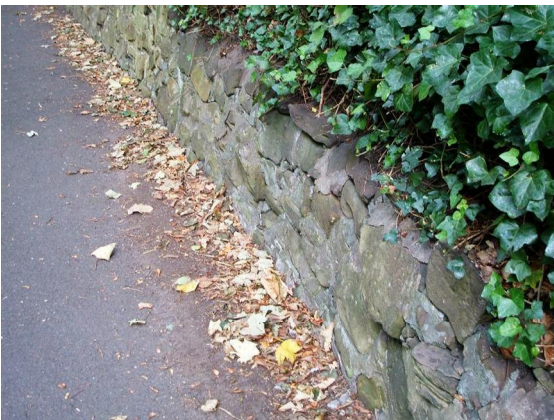
Loose stonework adjacent to the main central gate. -Pump recess sound, missing copings loose and falling away adjacent to west and by west gate.



South West Section: Onto Gladstone way, partly collapsed inward, loose mortar and to upper levels of stonework, severe erosion; -wall terminates to west. **Rebuilt and repoint.**

Overgrown mixed hedges, encroaching on footway.

Trim back.



West Gate: And pedestrian access, disused; gates sound some corrosion below paint. Mixed hedges continue, thence: **Repaint.**

Location and Description

Recommendations

EXTERNAL AREAS continued



West Wall: Retaining higher ground mostly obscured by ivy; a number of areas settled, repair to centre west much loose mortar ó hard, the stonework eroded. Loose stones low level north west (opposite south end of Masonic hall).

Check below ivy. Generally repoint. Ensure drainage holes at base. Reset all loose areas.

High section to north west, stable but deeply eroded, loose surface mortar to centre.

Descale and repoint.

North Path: Chain-link fence on concrete posts, local drainage and loose. Continues to the churchyard, thence hedges and to:

Minor repair.

North East Section: A low stone wall, retaining higher ground and hedge, overgrown to north east cover. Higher wall up to arched gateway, open jointed high level stonework eroded to south up to east gate, copings split and overgrown.

Repair and repoint, clear vegetation.

Sculptures: Gladstone memorial situated on the south lawn. Stone base and bronze sculpture. The stonework is stained and open jointed but otherwise not showing signs of distress. Recent sculpture on the north lawn, sound.

Point open joints.

Driveways: Tarmacadam principal entrance to the east, indulations but generally sound, continues to the:

Car Park: Areas have settled and ponding, a relief drain to the north, brick paving, weed growth and settled and out of level.

Relevel to drain efficiently.

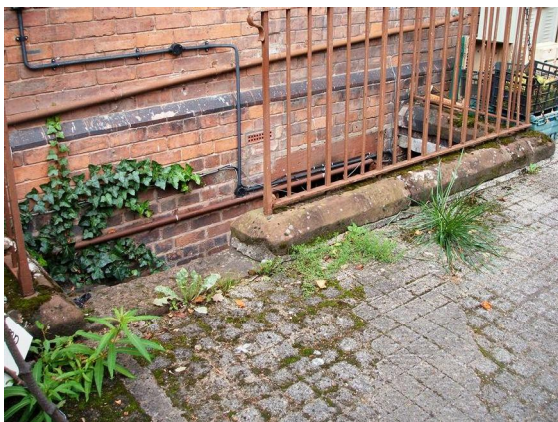


Kitchenyard, the tarmacadam approach has settled and is ponding; concrete area settled and cracked, poor. Loose brick to drain surround ó extensive patching.

Re-surface

Location and Description

EXTERNAL AREAS Kitchen yard continued



Vegetation adjacent to boiler access.

Ramps and paths adjacent to the north chapel corridor in good order. But the new path has not been finished up to this hazard. Vehicle damage to south, stones broken.



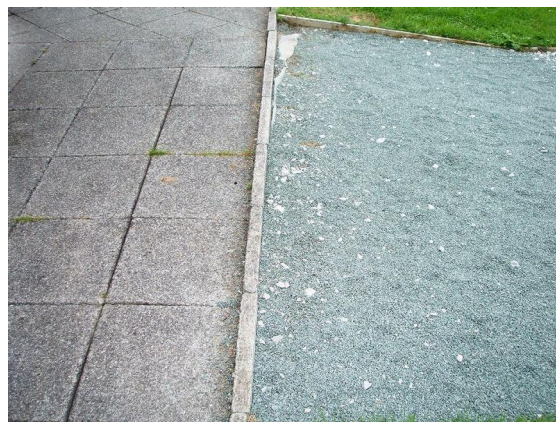
Paved path up to south door, recently relaid to give level entry; gravelled paths to south front either side of last.

Grounds: Generally, lawned areas well kept to north and south.

Neglected area to north east, overgrown.

North gate piers ivy covered.

Recommendations



Relay on concrete base.

Clear and maintain.

6. RECOMMENDED FURTHER INSPECTION

Note: The scope of this Report is limited; further areas of survey are necessary as itemised below. These should be carried out under the direction of the Architect or directly by the owner were noted * and the findings reported.

Mechanical Services

- 6.1.0 * A competent approved engineer should regularly inspect, test and report on the condition of:-
 - 6.1.1 Heating System
 - 6.1.2 Electrics and as last
 - 6.1.3 For any asbestos when opening up
 - 6.1.4 Fire fighting equipment, signage, escape routes, likely hazards.
 - 6.1.5 Fire separation in roof voids and in the cellars.
 - 6.1.6 Lightning protection system.

Structure

- 6.2.1 Monitor all areas of settlement following pointing up and repair of plasterwork.
- 6.2.2 Check for further areas of iron reinforcement especially at high levels and monitor known damage ó check safety of spalled stonework.
- 6.2.3 Open up to check suspect areas of roofing during works to walls and flooring internally to further prepared schedule.
- 6.2.4 Check ceilings below roof void insulation for safety, especially where noted cracked below.
- 6.2.5 Monitor for and record any evidence of water penetration internally;
- 6.2.6 Check all roof areas for defects.
- 6.2.7 Examine all closed spaces and roof areas when opened up for repair and maintenance.

Grounds

- 6.3.1* Arboricultural report on trees.
- 6.3.2* Investigate and test site damage.
- 6.3.3* Retaining bank to west ó monitor prior to conservation.
- 6.3.4 Further desk study of original garden and park layout to help plan conservation and re-planting.

Vehicular and Pedestrian Access

- 6.4.0 Further to comments in the general survey and previous reports assess general access needs:-
 - 6.4.1 Guest, visitor and staff parking.
 - 6.4.2 External seating and amenity areas.
 - 6.4.3 Disabled provision.
 - 6.4.4 Coach and large vehicle access turning.
 - 6.4.5 Deliveries.
 - 6.4.6 Maintenance.
 - 6.4.7 Fire fighting and general emergency access to the main building and especially to the north side presently of difficult access.

For Future Development

- 6.5.0 Assess and continue the policy of the Trust for:-
 - 6.5.1 Continued development of facilities for the collection and study.
 - 6.5.2 Accommodation and critical economic numbers of guests.

Continue Specialist Reports on Conservative of Books

- 6.6.0 Present and future needs and development.
 - 6.6.1 Overview of present cataloguing, storage, display and presentation.
 - 6.6.2 Conservation of rare items and general protection of use, book conservation.
 - 6.6.3 Impact of major repair works of protection of maintenance.
 - 6.6.4 Environment control of heating, ventilation.
 - 6.6.5 Security and fire protection; active and passive.
 - 6.6.6 First rescue policy for the collection.

Security & Safety

6.7.0 Assess all aspects of security for staff, guests, visitors and visiting maintenance.

6.7.1 External doors.

6.7.2 Internal doors ó controlled routes.

6.7.3 Suited locks to facilitate last.

6.7.4 Window locks ó ventilation.

6.7.5 Alarm systems ó monitoring, zoning.

6.7.6 Fire safety plan.

7. SUMMARY OF RECOMMENDED ACTION ON REPAIRS AND MAINTENANCE

Implementation Items marked thus * may be carried out without the need for further specification, but advice will be given if required. All other items are recommended to be done with the Architect's specification and direction.

This is **not** a specification or schedule of work and is not to be used as such.

Included are previous recommendations from the 2008 report.

Urgent & Immediate Work

- 7.1.1 Plan for a further scheme of fabric repairs in phases ó consider grant funding (see 7.3).
- 7.1.2 * Continued general maintenance as recommended in Appendix 8 of this report.
- 7.1.3 * Carry out surveys listed in Schedule 6 and take recommended action.
- 7.1.4 * Clear all gutters and gullies and ensure free flowing.
- 7.1.5 Repair damaged rainwater pipes and resecure where loose.
- 7.1.6 * Patch repair and clear eaves gutters and pipes noted defective.
- 7.1.7 * Replace loose, missing and damaged slates onto stout copper tabs. General local roof overhaul, include to:-
- 7.1.8 * Check for defects and further patch repair and re-secure leadwork.
- 7.1.9 Local repairs and repainting fire escapes.
- 7.1.10 Repair damaged glazing to windows; overhaul hoppers and ensure in working order.
- 7.1.11 * Provide for improved handrails to the library gallery staircases ó wall ropes.
- 7.1.12 * Reset all loose floor blocks.
- 7.1.13 Reset out of level pavings externally and renew where damaged.
- 7.1.14 * Any local safety improvements, recommended in the H&S report.
- 7.1.15 Repairs to boundary walls to south and west.

Principal Fabric Repairs

- 7.2.1 Provide a full schedule of repairs in phases (again ó see 7.3) to include:-
- 7.2.1 Complete the general re-roofing to the main block, east and west wings, north east and north west wings, link corridor, to include:-
- 7.2.2 Continued reconstruction of parapet gutters and flats to the centre and east wings to improved falls and with new leadwork to current accepted standards; reslating and renewal of valley and hip leadwork; introduction of safe overflows to outlets.
- 7.2.3 Recovering of the asphalt roofs to the north east wing and west annex, including repair of reinforced concrete structure or reconstructing with a pitched roof (q.v. development).
- 7.2.4 Reconstruction and recovering the dining room wing with longer-life material.
- 7.2.5 Restructuring the north east accommodation block roof (possibly with a pitched roof).
- 7.2.6 Include to provide insulation to all roof voids during working. And:
- 7.2.7 Introduction of controlled roof and gutter void ventilation and general improvement of ventilation to ceilings and services areas.
- 7.2.8 Improve roof access arrangements for safe maintenance and inspection; provide safety measures.
- 7.2.9 Renew all defective and plastic rainwater goods and service pipes with cast iron and rationalise where possible.
- 7.2.10 Continue previous scheme of repairs damaged stonework externally, and:
- 7.2.11 Ensure that all flues are ventilated and capped where not in use.
- 7.2.12 Major overhaul and renewal of defective windows during access and complete external redecoration, re-leading glazing where required and provision of improved ventilation.
- 7.2.13 Improve rear access ways, especially north east wing areas and escape routes.

Phasing of External Repair Programme

7.3.0 I recommend the following phased programme of external repair works, working logically from the top downwards and maximising use of scaffolding; to tackle the stonework, roofing, pipes and windows.

The order of works begins with the areas which remain most vulnerable.

7.3.1 East and north east wings with the flat roofed areas.

7.3.2 Central block reslating and leadwork.

7.3.3 North west annex wings and passages.

7.3.4 Library wing, reslating.

Internal Repairs, Improvements and Decoration

7.4.0 The further survey may highlight the need for internal repair. However, as renewals progress the following could be implemented in stages.

7.4.1 Re-plan and control the sales areas presently cluttering the entrance and reception halls. Consider a 'shop' area with limited display in the hall.

7.4.2 Continue to standardise the general signage.

7.4.3 Discuss with Fire Officer relocation of 'fire' exit with signs, alarms and service points off the main architectural details.

7.4.4 Restore original door furniture where missing.

7.4.5 Continue the redecoration of the principal rooms to a carefully considered scheme with respect to the historical setting.

Disabled Facilities

7.5.1 Following assessment; continue to improve level disabled access within the building, without compromising the historical character.

7.5.2 Ensure disabled persons general access and facilities are considered in any redevelopment.

7.5.3 Ensure that general public areas continue to be disabled person friendly.

7.5.4 Provide for designated disabled person parking externally.

7.5.5 Install a full passenger lift in any new development of more than one storey.

Park & Garden Restoration & Improvements

- 7.6.0 General maintenance and continue the general enhancement of the setting in conjunction with improved access and future development needs.
- 7.6.1 Implement general woodland management scheme.
- 7.6.2 Repair all paths locally and resurface sections, reset hazardous pavings and steps.
- 7.6.3 Improve surface drainage, reset potentially hazardous gullies.
- 7.6.4 Prepare scheme plan and clear self-sewn and overgrown shrubbery to re-open views.
- 7.6.5 Selected planting to provide green barriers and to screen service areas and parking and to enhance the prospects
- 7.6.6 Restore ironwork and gates to the access drive and principal front.
- 7.6.7 Maintain local screening to parking areas.
- 7.6.8 Repair stonework to boundary walls.

Vehicular & Pedestrian Access

- 7.7.0 Following detailed examination and in conjunction with proposals for development of areas of the site.
- 7.7.1 Rationalise existing parking arrangements; improve layout to maximise number of spaces.
- 7.7.2 Provide for large vehicle turning.
- 7.7.3 Ensure soft screening to as much of the parking as possible.
- 7.7.4 Discrete kerbs to prevent vehicles straying onto grass and for safety.
- 7.7.5 Materials are to be carefully chosen to be natural and consistent with the locality.
- 7.7.6 Consider reforming the existing approach to avoid views into the service yard.
- 7.7.7 Provide for vehicular access to the north areas and to the rear of the west and north east blocks for essential including for disabled persons and for fire fighting and safety, to existing and any proposed buildings.

Future Development

- 7.8.0 To allow the existing facilities to be improved and extended. There would seem to be a number of possibilities following precedents already set. Extensions should be designed to enhance the general appearance of the buildings and, at the same time, improve weathering and ease maintenance.
- 7.8.1 Any development should respect the existing qualities of the parkland and distant views of and from the site.
- 7.8.2 Materials should be natural and selected from a range traditional to the area.
- 7.8.3 Any new buildings should be as low as possible to minimise impact on the site and to be designed to compliment and complete the existing buildings and the east and west ranges which presently look unfinished
- 7.8.4 A formal layout may be suggested; all the existing buildings are formal and symmetrical in character.
- 7.8.5 The structure of the west annex has been assessed for extension, upwards for a first floor. The wing requires re-roofing and seems to have been intended for extension.
- 7.8.6 New accommodation should be to full environmental standards; accommodation should be ensuite and disabled user friendly.
- 7.8.7 Consider enclosing the fire escapes (it is doubtful that new internal staircases would be possible).

8. APPENDIX, NOTES ON MAINTENANCE & REPAIR

INTRODUCTION

Conservation and Repair: The conservation and repair of historic buildings is a specialised subject; great care is necessary to ensure that what is done is technically sound and aesthetically satisfactory. Money can be wasted by improper repairs. For all but the simplest work, detailed specifications must be drawn up, estimates obtained and directed and inspected by a suitably qualified and experienced Architect.

Costs and Instructions: The Quinquennial report and this guide is not a specification for the execution of the works and neither must not be used as such. The Architect has indicated in it such maintenance works, if any, which may be safely undertaken without professional supervision. This guide should be read in conjunction with the recommendations of the 'Report'.

When ready to proceed with any part of the recommended repairs, the Architect should be instructed to prepare specifications and schedules, and, after due consultation, arrange for the works to be carried out by approved contractors, under his direction.

Cost of much of the work of repair cannot be accurately estimated because the full extent of the damage is only revealed as work proceeds, but when the Architect has been instructed to prepare specifications, he can then obtain either firm prices or considered approximate estimates, as appropriate.

Between Inspections: It is recommended that the building is required to be inspected by an Architect every five years, but it should be realised that serious trouble may develop between surveys if minor defects such as displaced slates and leaking pipes are left unattended. It is recommended that the maintenance staff/wardens/trustees have a careful inspection of the fabric at least once a year and arrange for immediate attention to any minor defects.

Building Works Insurance: During repairs and alterations there is an increased risk of theft, fire, storm damage and accident during building work. Special Insurance is necessary in most cases as required by the form of contract used to cover existing structures and contents, the repair works or alterations and unfixed materials during the works.

The Building Insurers should be advised as soon as work is completed. The Owners must ascertain that the builders have effected and included for suitable insurances against Public Liability (Third Party) Risks and Employers Liability and that such insurance has been extended by specific reference to the works in hand to protect all relevant parties and the general public.

ADMINISTRATION

Fire Insurance: It is advised that the fire, contents & general buildings insurance cover should be periodically reviewed to keep pace with the rising cost of repairs.

At least one fire extinguisher should be kept in an easily accessible position at the entrances on the staircases and by the 'means of escape'.

Log Book & Records: A record of all alterations, additions, removals or repairs carried out should be kept in a book to be provided for the purpose together with copies of schedules of work specifications and drawings 'as built'.

Keeping a record is essential and useful for maintenance staff and Architect in the compilation of the Report and for future users, owners and historians. A standard loose leaf is desirable. The Log Book should be produced for reference during the Architect's inspection.

BUILDING SERVICES

Electrical Installation: Should be tested every quinquennium; older installations should be tested annually (or as recommended by this report) by a competent registered electrical engineer or the Electricity company. The insulation and earth continuity test reports should be kept with the Log Book.

If there is no recent report or certificate of inspection from a competent electrician (one who is on the Roll of Approved Contractors issued by the National Inspecting Council for Electrical Installation Contracting), the comments in the quinquennial report are based upon visual inspection made without instruments, of the main switchboard, and of sections of wiring selected at random.

Electrical Installation for lighting and heating and other electrical circuits should be installed and maintained in accordance with the current edition of the Institution of Electrical Engineers current rules and 'The Lighting & Wiring of Churches' current edition.

STRUCTURE

Rainwater Disposal System:

All eaves gutters and gutters to parapet and roof valleys together with rainwater heads, downpipes, rainwater gullies and surface water channels and drains should be cleaned regularly twice a year in late Spring and Autumn.

Lead lined gutters should be cleaned with a wooden shovel so as to avoid damage to the lead.

It is strongly advised that an annual contract is entered into with a local builder for cleaning out gutters and downpipes twice a year.

When repairs are being made to rainwater goods, cast-iron rainwater pipes should be fixed at least 2" clear of the wall on bobbins or holder-bats to enable future painting to be carried out. Sharp bends and offsets should be avoided whenever possible as these tend to choke easily.

Where rainwater pipes run straight into the ground or drains, proper checking and cleaning of the downpipes is impossible, and blockages in such pipes frequently cause damage to the buildings. In such cases the pipes should be provided with open rainwater shoes over the rainwater gullies, "back-inlet" gullies should be avoided.

Outside Painting:

The painting of outside timberwork and metal work should be regularly maintained, preferably on a five-year cycle, following each quinquennium inspection.

Cast-iron rainwater goods should be cleaned down and scraped free of rust and painted with one coat of red lead and two coats of paint of a neutral colour to harmonise with the walls of the Building.

Bituminous paint should be used in the cast-iron gutters.

All other wood and ironwork should be treated and painted every five years. Windows should be maintained openable and be overhauled annually.

Roof Coverings:

In repairs to roofs, any cracked, broken or missing slates or tiles should be replaced by slates in the same size and quality as the existing and it is most important that they should be of the same colour as the original so as to avoid patchings in roof slopes. At the same time ridges should be pointed where necessary and all the roof plumbing, flashings, aprons, soakers and valleys should be examined and repaired where necessary.

It is important that repairs to roof plumbing be made by lead burning, and **not** with bitumen or solder, and that they should be made by craftsmen skilled in lead burning techniques.

Solder does not bond properly with lead and therefore is unsuitable as a method of repair. Similarly the use of bituminous compounds are usually ineffective in making permanent repairs to leadwork and reduce the eventual scrap value.

Pointing to Masonry:

Where pointing to masonry or brickwork is required it is of prime importance that the correct mix and strength of lime mortar should be used, the joints being well rake out, and the mortar should be well pressed and finished just behind the surface. On no account must the mortar be spread over the surface of the walling. Pointing must only be carried out under the direction of the Architect as much harm can be done to the Building by incorrect use of materials and techniques.

ADMINISTRATION Fire Insurance:

It is advised that the fire insurance cover should be periodically reviewed to keep pace with the rising costs of repairs.

At least one fire extinguisher should be kept in an easily accessible position at the entrances and on the staircases by the "means of escape".

Log Book, Records of Work:

A record of all alterations, additions, removals or repairs carried out should be kept in a book to be provided for the purpose.

The keeping of such a record is essential and useful for maintenance staff and Architects in the compilation of their Reports and for future owners and historians. A standard loose leaf form is desirable. The Log Book should be produced for reference during the Architect's inspection.

RECOMMENDED MAINTENANCE ROUTINE

Ideally maintenance should be tackled as a routine of daily, weekly, monthly, quarterly, annual and with quadrennial or quinquennial inspections and reports; the following check list had indicated what might be done, but each historic building is a special case and needs its own schedule based upon a proper knowledge of the building and its problems.

DAILY ROUTINE

Generally: Cleaners to report any defects they note, i.e. broken windows or ironmongery, leaks in roof, falling pieces of masonry, tell-tale wood dust from beetle infestation, lime dust from spalling plaster. The cleaners' job takes them into odd corners, and their information is useful in spotting anything unusual which may indicate trouble in its early stages.

A good sense of smell is essential; someone on the staff to make a fire check in the morning and evening throughout the buildings. Daily checks of fire detection systems are essential to make sure that detectors are functioning properly. False alarms are all too frequent in fire detection and security installations and are counter-productive if they cry 'wolf' too often.

Check lavatories and cloakrooms and renew deficiencies in towels, soap, paper and cleaning materials. Report dripping taps.

Services: Check Heating Plant, Controls, Temperature and Humidity. A daily check on boilers is very important - and another check before leaving the building at night. The sound of boilers and pumps working sweetly must be made familiar to the ear, for when this sound changes it is an instant warning of something wrong. Always make a habit of feeling heating pipes and radiators on a tour of the building; a cold pipe can warn of an air lock or a leak. Fuel oil in tanks should be checked daily. Time spent removing airlocks can be quite costly if boilers are allowed to go out for lack of fuel. The feed tank should also be checked as running water here may indicate a pipe leak.

Change defective light bulbs and fuses and attend to minor faults in the electrical system. Switch off electric supply at night, but the caretaker should have a special circuit for his needs.

Security: Windows and doors should be checked for security each evening - in a building used by large numbers of people during the day one invariably finds doors and windows left open at night, often with good intent, but with a real risk to security. Keys borrowed by contractors and workmen must be returned each day. Security plant should be inspected to see that it has not been tampered with.

WEEKLY ROUTINE

Services: Change or clean air filters to heating or air conditioning plant or organ with humidifier.

Check top-up and clean batteries for emergency lighting, alarms and telephone etc. and check operation of changeover gear in event of power failures.

Check all thermographs, humidigraphs and other recording instruments, and change charts and study same.

Check loudspeaker and microphone units in P.A. equipment.

Check of clocks if electrically wound, check accuracy of clocks, including electric clocks.

Check all automatic fire alarm and security devices.

MONTHLY ROUTINE

Drainage: Check rainwater disposal outlets, gullies, etc.

Services: Lubricate and adjust all mechanical drives and bearings, e.g. pulley belts, flexible drives.

Records: Check all log books. Report to Fabric Committee or Technical Supervisor charged with responsibility for maintenance and other matters in respect of running of the building. This routine ensures adoption and implementation of the approved maintenance and preventive measures.

QUARTERLY ROUTINE

Structure: Check roofs (outside and inside), gutters, rainwater disposal outlets, gullies.

Check glazing, clean windows and painted surrounds.

Services: Overhaul humidifiers. Service sound reinforcement systems, tape machines and turntables, replacing worn drive belts, idlers, etc. Clean light fittings. Oil shock bearings. Check ropes and weights. Where applicable, oil bell bearings and check frames and ropes of bells.

Practice fire alarms and own fire-fighting exercises.

Report: Technical Supervisor's maintenance inspection of say, one third, a quarter or a fifth of the total fabric.

HALF-YEARLY ROUTINE

Roofs: Clean out all gutters and downpipes and rainwater drains, once in about November to remove the autumn fall of leaves, once in April or May to remove winter debris and leave all clear to handle the heavy storms of summer.

ANNUAL ROUTINE

Drainage: Once each year rod through all rainwater and soil drainage systems.

Services: Overhaul all electric plant. Change fuses, bulbs and tubes.

Inspect boilers and controls, overhaul boiler, clean main stack, renew firebricks.

Clean out ducts, fan-assisted heaters, etc.

Oil locks, hinges and replace defective ironmongery.

Service lifts.

Overhaul air conditioning plant.

Check lightning conductors and earth resistance if in an area prone to lightning.

Fire Precautions: Fire Brigade to test men and plant on mock fire fighting exercises.

Check problems of fire fighting access.

Test all fire extinguishers and refill if necessary.

Decorations Decorate and clean sections of the interior of the building.

Touch up poor spots in external decoration in autumn.

QUADRENNIAL OR QUINQUENNIAL ROUTINE

Inspection: Architect or Surveyor to make full Report - especially noting structural defects that should be kept under observation.

Clean out all voids and spaces and report any decay found.

Services: Specialists to clean out sanitary ware to avoid infections.

Change tap washers, as a matter of preventive maintenance.

Check lightning conductors. (Note this is minimum; on some buildings annual or biennial inspections are desirable.)

Inspect and test electric insulation and installation - check on mechanical wear, wear of electrical contacts, corrosion and any signs of abnormal deterioration.

Decoration Redecorate externally to a good specification.

IN THE LONGER TERM

Every thirty years, that is in one generation, it is desirable to clean, inspect and repair if necessary the major structural elements in a building. Such a programme enables the policy of not doing too much at a time to be followed conscientiously. A thirty year standard implies that there will be no need to carry out further remedial works for that period.

This thirty year period applies where erection of scaffolding, which dominates the economics of all structural maintenance work on historic buildings, are not to a very great height. Towers, which need much scaffolding, may be taken to require a sixty year standard, and spires a ninety year standard of durability; as the cost of reaching inaccessible parts of a building is great the higher standard of work is justified. Also it must be remembered that these parts are unlikely to receive routine minor repairs. These figures are fairly arbitrary of course but borne out by study of past record of repairs to historic buildings.

For good maintenance of the external fabric of a building, a 'rolling' programme based on a thirty year period ensures that each generation meets its responsibilities for the care of its cultural heritage, and 'staves off decay by daily care'.

The philosophy behind the scheme detailed above, is that preventive maintenance and preservation work is less expensive in every way than is a policy of hopeful neglect followed by extreme measures.