Refurbishment Survey (with MA + PA)

100-108 Montague Street Worthing
BN11 3HG



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1.0 Executive summary:

Asbestos containing materials have been identified during the Management Survey and the specific areas are categorized below in order according to the initial Material Risk Assessment made by Asbestos Gone.

HIGH RISK MATERIALS - Material Score 10 and above or Priority Score of 18-24

Asbestos in poor condition, or asbestos debris/contamination has been identified within the following areas listed in the table below. It is recommended that risk assessment (s) are undertaken to ensure that Regulation 4, Regulation 10, Regulation 11, and Regulation 16 of the Control of Asbestos Regulations 2012 are complied with.

Building	Floor	Room	Item	Material	Risk assessment Score	Recommendations
There were no results found.						

MEDIUM RISK MATERIALS - Material Score Between 7 and 9 or Priority Score of 12-17

Asbestos containing materials, which are unsealed or damaged, have been identified within the following areas listed in the table below. It is recommended that remedial work to seal or remove these materials is undertaken as a priority and that air monitoring is carried out within adjacent areas in order to assess airborne fibre levels.

Building	Floor	Room	Item	Material	Risk assessment Score	Recommendations
There were no results found.						

1.0 Executive summary:

LOW RISK MATERIALS - Material Score 6 and below or Priority Score of less than 11

Asbestos Containing Materials have been identified which are in good condition, A management policy and plan need to be implemented to manage these materials safely. The materials require labelling and the condition of these materials re-inspected at 24 monthly intervals.

Building	Floor	Room	Item	Material	Risk assessment Score	Recommendations
There were no results found.						

1.0 Executive summary:

PRESUMED ASBESTOS/NO ACCESS AREA

Asbestos Containing Materials have been presumed as being present to the following areas where access could not be gained. A management policy and plan needs to identify that these areas require inspection once access can be provided. These areas require re-inspection for accessibility at 24 monthly intervals.

Building	Floor	Room/Area	Recommendation
There were no results found.			

Building Notes:

Internal notes: N/A
External notes: N/A

2.0 Contract Review:

Name and address of site:	100-108 Montague Street Worthing		
Name and address of client:	Staac Ltd, 100-108 Montague Street Worthing		
Client contact:	Ivana		
Type of survey:	Refurbishment Survey (with MA + PA)		
Date of survey:	29 May 2024		
Report Revision Number:	2		
TEAMS internal job number:	J001638		
Lead surveyor[s]:	Matt Barden	Signature:	[redacted]
Technically reviewed by:	Lily-May Hackett	Signature:	[redacted]
Report issue date:	5 Jun 2024		

3.0 Introduction/Objectives:

Asbestos Gone received an order of confirmation to undertake a Management Survey from Staac Ltd. This order has been accepted on the basis of the original quotation and our terms and conditions of business.

The order relates to an 'Asbestos Management Survey' of:

100-108 Montague Street Worthing
BN11 3HG

The survey was carried out by Matt Barden.

The Type of survey selected / requested by the client was a Management survey.

The reason for selecting this survey is to enable the client to manage the risks from retained asbestos in their premesis.

The survey has included the completion of priority assessment in accordance with HSG227. This priority assessment was completed with input from the duty holder and his representatives.

This survey was carried out in accordance with documented in house procedures, which are based on the HSE Guidance document HSG 264.

3.1 Purpose of Survey

The purpose of this Management Survey is to help the duty holder manage asbestos in these premises. It provides sufficient information for an asbestos register to be generated in accordance with HSG 264 so that the duty holder can carry out a risk assessment and prepare a suitable management plan in accordance with regulation of the Control of Asbestos Regulations 2012 (CAR 2012).

3.2 Aim of Survey

The aim of the survey was to;

1. Locate and record the location, extent, and product type as far as reasonably practicable of known or presumed ACM’s.
2. Inspect and record information on the accessibility, condition and surface treatment of know or presumed ACM’s
3. Determine and record the asbestos type based on sampling or by making a presumption based on product type and appearance

3.0 Introduction/Objectives(Cont): - Type of Survey

3.3 Type of Survey – Management Survey

This management survey is required for the normal occupation and use of the building to ensure continued management of any ACM's in situ, and is the standard survey type.

Its purpose is to locate as far as is reasonably practicable, the presence and extent of any suspect ACM's in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation and to assess their condition.

All areas have been accessed as far as is reasonably practicable. Any areas that it was not possible to access have been presumed to contain asbestos and documented within this report. This survey involved sampling and analysis to comfirm the presence or absence of of asbestos containing materials, however presumptions may have also been used within this report to presume or strongly presume the presence of ACM's.

Management surveys will involve minor intrusive work and some disturbance. The extent of the intrusion will vary between premises and depend on what is reasonably practicable for individual properties eg type of building, nature of construction, etc.

The survey report can be used as a basis to start developing a management plan and prioritise actions, but in itself does not constitute a management plan as required under CAR 2012.

In order for the building occupier under regulation 4 of CAR 2012 they must implement a management policy and plan for confirmed or presumed asbestos containing materials.

This management survey includes a material assessment of the identified or presumed ACM's which relates to their condition and their potential to release fibres. This material assessment will provide the duty holder with an initial guide to the priority for managing ACM's as it will identify those ACM's which will most readily release fibres if they are disturbed.

4.0 Desk Top Review and Survey Planning:

Details of information requested from the Duty Holder by Asbestos Gone in order to carry out a desk top review and plan the survey in accordance with HSG 264 were recorded on our pre-survey questionnaire, along with details of all the information that were provided by Ivana on behalf of the client.

The Information provided was assessed during the desktop review and a survey plan, and risk assessment was produced for the survey of:

100-108 Montague Street Worthing
BN11 3HG

The 'Asbestos Management Survey' was carried out to

The following areas were excluded from the 'Asbestos Management Survey':

Where information was provided regarding the presence of known or presumed asbestos materials then this has been validated during the course of the survey, and recorded within this report.

Detailed drawing were not provided by the client at the time of the survey.

A decontamination unit was not needed onsite during the survey.

Utilities and services were still live at the time of the survey.

Access equipment for working at heights was not required.

The survey did not involve confined space working.

The client did not inform Asbestos Gone of any chemical / biological hazards.

An appropriate exchange of information has occured between Ivana and Asbestos Gone to enable survey planning in accordance with 'HSG264 Asbestos: The Survey Guide'.

5.0 Survey Method

5.1 This survey has been undertaken in accordance with HSG264 and Asbestos Gone in house procedures.

5.2 Clients of Asbestos Gone that have signed our terms and conditions are deemed to have agreed, and accepted, our surveying approach, our sampling strategy, and our standard planning, surveying and reporting format unless they have made specific requests to the contrary.

5.3 The information provided by the client or their representative are recorded in the planning document and has been used to define the scope of the survey.

5.4 Photographs of suspected ACM's will be taken at the time of the survey unless the client expressly requests otherwise. Sampling points and suspected ACM's will not be identified with labels unless the client expressly requests otherwise.

5.5 All fibrous materials and item will be included in the survey unless, in the surveyors professional opinion, these items can be excluded (eg. Wood, wallpaper, man-made mineral fibre). Samples of all thermoplastic floor coverings will be taken unless, in the surveyors professional opinion, such items can be excluded. All textured coatings and novel bituminous will be sampled.

5.6 Areas that could not be accessed were presumed to have ACM's present until proven otherwise. Each area requiring further inspection is documented within the Executive summary (Inaccessible areas). Inaccessible areas are also shown on the plan drawings (Appendix 5)

5.7 Materials that could not be accessed and in the surveyors opinion can be dismissed will be presumed to be ACM unless proven otherwise. Materials that are not sampled but, in the surveyors opinion, have a similar appearance, location and function as a previously sampled material will be strongly presumed to be similar to the sampled material.

5.8 The quantity of samples taken may have been minimised by using 'strongly presumed' as defined above. Materials that are 'strongly presumed' to be similar to a material that has already been sampled will be recorded in the comments section of the survey and referenced against the original sampled material.

5.9 Our surveyor has made every attempt to avoid causing damage during the management surveys whilst attempting to identify possible ACM's. Minor repairs will be made and any areas accessed will be left in a safe condition.

5.10 Intrusive damage that is required to gain access to an area/location that is within the scope of the survey has been agreed with the client or the clients representative. Any remedial action will be put in place before such action is attempted. If remedial action cannot be arranged, no attempt to access the area will be made and the reasons recorded. The area/locationwill be presumed to have ACM's present until proven otherwise.

5.11 Non fibrous materials and item known not to contain asbestos (eg Breeze block, plaster, plasterboard plastics and non textured paints) will be excluded from the survey unless the surveyor suspects that these materials have been contaminated with asbestos from other sources or specifically requested by the client.

5.12 Older electrical equipment, which cannot be shown to contain ACM's, has been presumed to have ACM's present unless, in the surveyors professional opinion, such items can be excluded.

6.0 Exclusions and Caveats:

6.1 For safety reasons it is not possible to inspect internal areas of plant and machinery.

Access to internal wall linings and general cavities was restricted to avoid excessive damage to surface finishes.

Where areas have been designated as ‘no access’ or ‘restricted access’, unless further inspection/sampling proves otherwise, the presumption has been made that these structures/areas contain asbestos materials.

During the course of the survey it may not have been possible to access all areas of the site. Details of areas requiring further access are identified within the Data Sheets of this report. In accordance with HSG 264, asbestos is presumed to be present within these areas and should be treated accordingly until further inspection and analysis of building fabric and services proves otherwise.

It is recommended that further intrusive inspection and sampling be carried out where site refurbishment, maintenance, or similar may disturb Asbestos Containing Materials that have remained inaccessible during this survey, this should be a refurbishment/demolition survey as described in HSG 264.

Residual asbestos material may be present beneath re-lagged services and cannot be detected unless the re-lagging is systematically removed. Caution should therefore be taken when working on such materials for the potential presence of asbestos residue.

Textured Coatings such as “Artex” may contain a trace quantity of Chrysotile asbestos. Due to this low asbestos content, applications of this product may be non-homogenous and may elicit both positive and negative samples. Where both positive and negative samples are obtained the client should presume that the textured coating contains Chrysotile throughout even though a non-detected result has been obtained.

This report does not include investigations into land contamination associated with asbestos or any other contaminant.

6.2 Specific caveats

It was agreed with the client that access above or behind known ACM's was not required within the survey.

Underground services were not included in the survey.

It has been agreed with Staac Ltd that there was not any unsafe structures on site.

7.0 Sampling and Analysis:

7.1 The object of bulk sampling is to identify the nature and extent of any visible ACM.

7.2 Bulk sampling is undertaken inline with the recognised safe procedures in order to cause minimal possible nuisance and potential risk to health of the building occupants and visitors. Bulk samples are taken in accordance with documented in house procedures, following guidelines detailed in HSG264 'The Survey Guide' and HSG248 'The Analyst Guide'. The quantity of samples taken will be minimised by using 'strongly presumed'. Materials that are 'strongly presumed ‘to be similar to a material that has already been sampled will be recorded in the comments section of the survey record and referenced against the original sampled material.

7.3 Bulk samples are returned to the appointed bulk analysis laboratory with the appropriate sample / report reference number. Where appropriate; a label will be left on site adjacent to the sample location.

7.4 The label will indicate the sample number and the date taken. This label can be used along with the report for cross reference purposes.

7.5 Bulk sample analysis is carried out in accordance with HSE document HSG 248 ‘The Analysts Guide’ and Asbestos Gone documented in-house methods. Samples are examined under a low magnification stereomicroscope and the fibres teased apart. The fibres are then mounted in liquids of known refractive indices and examined under high magnification using polarised light and dispersion staining in accordance with HSG 248 ‘The Analysts Guide’.

7.6 The bulk sample description and analysis results can be found in Appendix 4 of this report – The analysis certificate.

Key to Analysis Results:

Chrysotile - White Asbestos

Amosite - Brown Asbestos

Crocidolite - Blue Asbestos

Tremolite - Rare Asbestos

Actinolite - Rare Asbestos

Anthophyllite - Rare Asbestos

8.0 Survey Results - Interpretation:

Survey Results

8.1 The results of the survey inspections and sampling undertaken are recorded on the enclosed Survey Data Sheets (appendix 2), Asbestos Register (appendix 1) and Non-Asbestos Material Register (appendix 3). Where asbestos containing material have been identified or presumed to be present then a Material Assessment Algorithm has been calculated as detailed in HSG 264 and reproduced in the table below:

8.2 Within the survey data sheets the individual scores in brackets, for each sample variable, are added together to form the final material/priority risk assessment algorithm score.

8.0 Survey Results - Interpretation (cont):

Material Risk Assessment Algorithm

Product type [or debris from product]

Score	Examples of scores
1	Asbestos reinforced composites [plastics, resins, mastics, roofing felts, vinyl floor tiles, semi- rigid paint, decorative finishes and asbestos cement etc]
2	Asbestos insulating board, mill boards, other low-density boards, textiles, gaskets, ropes and woven materials and asbestos paper.
3	Thermal insulation [e.g. pipe and boiler lagging], sprayed asbestos, loose asbestos, asbestos mattresses and packing.

Extent of damage/deterioration

Score	Examples of scores
0	Good condition: no visible damage
1	Low damage: a few scratches or surface marks, broken edges on boards or tiles, etc.
2	Moderate damage: significant breakage of materials or several small areas where material has been damaged exposing fibrous edges.
3	High damage or deterioration of materials, sprays and thermal insulation. Visible asbestos contamination by debris or residues.

Surface treatment

Score	Examples of scores
0	Composite materials containing asbestos, reinforced plastics, resins, vinyl tiles
1	Enclosed sprays or insulation, AIB [with exposed face encapsulated], cement sheets, etc.
2	Unsealed AIB, encapsulated insulation and sprays.
3	Unsealed insulation and sprays.

Asbestos Type

Score	Examples of scores
1	Chrysotile
2	Amphibole asbestos (excluding Crocidolite)
3	Crocidolite

Priority Risk Assessment Algorithm

Assessment Factor		Score	Examples of score variables
Normal occupant activity	Main type of activity in area	0	Rare disturbance activity (e.g. little used store room)
		1	Low disturbance activities (e.g. office type activity)
		2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs)
		3	High levels of disturbance, (e.g. fire door with asbestos insulating board sheet in constant use)
	Secondary activities for area	As above	As above
Likelihood of disturbance	Location	0	Outdoors
		1	Large rooms or well ventilated areas
		2	Rooms up to 100m2
		3	Confined spaces
	Accessibility	0	Usually inaccessible or unlikely to be disturbed
		1	Occasionally likely to be disturbed
		2	Easily disturbed
		3	Routinely disturbed
	Extent/amount	0	Small amounts or items (e.g. strings, gaskets)
		1	≤10m2 or ≤10m pipe run
		2	>10m2 to ≤50m2 or >10m to ≤50m pipe run
		3	>50m2 or >50m pipe run
Human exposure potential	Number of occupants	0	None
		1	1 to 3
		2	4 to 10
		3	>10
	Frequency of use of area	0	Infrequent
		1	Monthly
		2	Weekly
		3	Daily
	Average time area is in use	0	<1 hour
		1	>1 to <3 hours
		2	>3 to <6 hours
		3	>6 hours
Maintenance activity	Type of maintenance activity	0	Minor disturbance (e.g. possibility of contact when gaining access)
		1	Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling)
		2	Medium disturbance (e.g. lifting one or two asbestos insulating board ceiling tiles to access a valve)
		3	High disturbance (e.g. removing a number of asbestos insulating board ceiling tiles to replace a valve or for re-cabling)
	Frequency of maintenance activity	0	ACM unlikely to be disturbed for maintenance
		1	≤1 per year
		2	>1 per year
		3	>1 per month

Material Risk Assessment Score

Risk Category	Risk	Score Range	Fibre release potential
A	HIGH	Material Score 10 and above or Priority Score of 18-24	High risk with a high potential to release fibres if disturbed
B	MEDIUM	Material Score Between 7 and 9 or Priority Score of 12-17	Medium risk with a medium potential to release fibres if disturbed
C	LOW	Material Score Between 5 and 6 or Priority score of 9-11	Low risk with and having low potential to release fibres if disturbed
D	VERY LOW	Material Score 4 and below or Priority Score of less than 8	Very low risk with and having very low potential to release fibres if disturbed

9.0 Recommendations:

9.1 To comply with and ensure that the requirements of section 2 & 3 of the Health and Safety at Work Act (as amended) 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and the Control of Substances Hazardous to Health 2002 are met, the following recommendations should be implemented:

9.2 Undertake suitable and sufficient Risk Assessments of identified asbestos containing materials against normal occupation and maintenance operations, in compliance with Regulations 3 of the Management of Health & Safety at Work Regulations 1999 and Regulation 6 of the Control of Asbestos Regulations 2012.

9.3 The findings of the survey be brought to the attention of those persons who are likely to come in contact with asbestos, in compliance with Section 2 and 3 of the Health and Safety at Work Act (as amended) 1974 and Regulation 10 of the Control of Asbestos Regulations 2012.

9.4 Implement an Asbestos Management Policy, Plan and review process in compliance Regulation 4 of the Control of Asbestos Regulations 2012.

9.5 Instigate regular inspections, to record and update details of retained asbestos containing materials.

9.6 Review the arrangement under the management plan in accordance with regulation 4of the CAR 2012.

9.7 During the course of the survey it may not have been possible to access all areas of the site. Details of areas requiring further access are identified within the Data Sheets of this report. In accordance with HSG 264, asbestos has been presumed to be present within these areas and should be treated accordingly until further inspection and analysis of building fabric and services proves otherwise.

9.8 Where asbestos debris or asbestos in poor condition has been found it is recommended that access is restricted and or controlled to these areas in accordance with Regulation 11 and Regulation 16 of the Control of Asbestos Regulations 2012.

9.9 If we have identified asbestos materials in poor condition, it is recommended that air monitoring is carried out within a number of areas where asbestos materials have been identified in order to assess airborne fibre levels within adjacent occupied areas in relation to the clearance indicator, as documented by HSG 248 the Analyst Guide.

9.10 All identified asbestos to be appropriately identified and subject to risk assessment, management, and re-inspection.

9.11 Site specific recommendations in respect to the location and condition of asbestos materials identified during the course of this inspection are detailed in the Survey Data Sheets and Asbestos register. In considering the management of asbestos materials identified to date, these recommendations should be taken into consideration.

9.12 In accordance with the Control of Asbestos Regulations 2012 the removal of ACM's fall into one of the three categories below:

Licensed Asbestos Removal
Is defined as any work, which is undertaken on a friable asbestos product or which is likely to exceed the control limit of 0.1f/cm3. A licensed asbestos removal contractor must undertake this work and a 14-day notice must be given to the HSE prior to the commencement of the work.

Notifiable Non Licensed Works
If work on an ACM causes the deterioration of the matrix material in which the asbestos fibres are firmly linked, then these works are Notifiable Non Licensed Work (NNLW). Work of this type does not require an asbestos removal licence, but the company undertaking the work must have the following:
-Notification of the work to the relevant enforcing authority prior to the work commencing.
-Medical examinations to assess each worker’s state of health to be carried out, before any possible – exposure to asbestos. Then re-examinations every three years.
-Insurance for working with asbestos containing materials.
-A register of work to be kept by the employer for each employee exposed to asbestos.

Non Notifiable Non Licensed work
-Non-Licensed Works Is defined as any work, which involves short, non-continuous maintenance activities, during which only nonfriable materials are removed. It can also involve the removal of non-friable materials for refurbishment purposes. However, work of this type is only applicable where the matrix material in which the asbestos fibres are firmly linked remains intact.
-If a non-licensed contractor is appointed to undertake the removal works on the above materials, the following points must be adhered to:
-All operatives undertaking work on the material must have asbestos awareness training and practical asbestos training.

9.13 It is recommended that further intrusive investigations and sampling be carried out in accordance with HSG.264, where any major refurbishment, maintenance, installation or similar activity may expose asbestos materials that have remained inaccessible during the survey. This should be as a refurbishment/demolition survey as documented in HSG264.

9.14 The findings of this report should not be solely relied upon in obtaining costs for proposed asbestos abatement work. Any proposed abatement/removal of the asbestos should be undertaken against a detailed specification.

Appendix 1 - Asbestos Register

Building	Floor	Location /Room	S,P,SP,AS Sample No	Product Type	Condition	Surface Treatment	Asbestos Type	Quantity	Accessibility	Material Score	Priority Score	Total PA risk assessment score	Recommendation
There were no results found.													

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Appendix 2 – Survey Data Sheets

Service Type	**Refurbishment Survey**		
Report Revision Number	**2**	**Surveyors**	**Matt Barden**
TEAMS Job Number	**J001638**	**Survey Date**	**29 May 2024**
Site Address:	**100-108 Montague Street Worthing BN11 3HG**	**Bulk Analysis Laboratory**	
		Sample Analysis Date	**N/A**

Survey Data Sheets



Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
29 May 2024	Matt Barden	Refurbishment Survey	2nd Floor	N/A
Building	**Room**	**Item**	**Quantity**	
Main	Room 1 201	No suspect materials found	N/A	
Sample No (S,SP,P,As)	**Product Type**	**Surface Treatment**	**Condition**	**Accessibility**
Visual (P)	N/A	N/A	N/A	N/A

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
29 May 2024	Matt Barden	Refurbishment Survey	2nd Floor	N/A
Building	**Room**	**Item**	**Quantity**	
Main	Room 2 202	No suspect materials found	N/A	
Sample No (S,SP,P,As)	**Product Type**	**Surface Treatment**	**Condition**	**Accessibility**
Visual (P)	N/A	N/A	N/A	N/A

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
29 May 2024	Matt Barden	Refurbishment Survey	2nd Floor	N/A
Building	**Room**	**Item**	**Quantity**	
Main	Room 3 203	No suspect materials found	N/A	
Sample No (S,SP,P,As)	**Product Type**	**Surface Treatment**	**Condition**	**Accessibility**
Visual (P)	N/A	N/A	N/A	N/A

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
29 May 2024	Matt Barden	Refurbishment Survey	Roof Void	N/A
Building	**Room**	**Item**	**Quantity**	
Main	Roof void R01	No suspect materials found	N/A	
Sample No (S,SP,P,As)	**Product Type**	**Surface Treatment**	**Condition**	**Accessibility**
Visual (P)	N/A	N/A	N/A	N/A

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
29 May 2024	Matt Barden	Refurbishment Survey	1st Floor	N/A
Building	**Room**	**Item**	**Quantity**	
Main	Room 1 101	No suspect materials found	N/A	
Sample No (S,SP,P,As)	**Product Type**	**Surface Treatment**	**Condition**	**Accessibility**
Visual (P)	N/A	N/A	N/A	N/A

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
29 May 2024	Matt Barden	Refurbishment Survey	1st Floor	N/A
Building	**Room**	**Item**	**Quantity**	
Main	Room 2 102	No suspect materials found	N/A	
Sample No (S,SP,P,As)	**Product Type**	**Surface Treatment**	**Condition**	**Accessibility**
Visual (P)	N/A	N/A	N/A	N/A

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
29 May 2024	Matt Barden	Refurbishment Survey	1st Floor	N/A
Building	**Room**	**Item**	**Quantity**	
Main	Room 3 103	No suspect materials found	N/A	
Sample No (S,SP,P,As)	**Product Type**	**Surface Treatment**	**Condition**	**Accessibility**
Visual (P)	N/A	N/A	N/A	N/A

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
29 May 2024	Matt Barden	Refurbishment Survey	Ground Floor	N/A
Building	**Room**	**Item**	**Quantity**	
Main	Room 1 G01	No suspect materials found	N/A	
Sample No (S,SP,P,As)	**Product Type**	**Surface Treatment**	**Condition**	**Accessibility**
Visual (P)	N/A	N/A	N/A	N/A

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
29 May 2024	Matt Barden	Refurbishment Survey	Ground Floor	N/A
Building	**Room**	**Item**	**Quantity**	
Main	Store G02	No suspect materials found	N/A	
Sample No (S,SP,P,As)	**Product Type**	**Surface Treatment**	**Condition**	**Accessibility**
Visual (P)	N/A	N/A	N/A	N/A

Normal Occupancy	Score	Likelihood of disturbance	Score	Exposure Potential	Score	Maintenance Activity	Score
Main type of activity	N/A	Location	N/A	Number of occupants	N/A	Type of Maintenance	N/A
		Accessibility	N/A	Frequency of use	N/A	Frequency of maintenance	N/A
		Amount	N/A	Average Time	N/A		
Average Score	N/A	Average Score	N/A	Average Score	N/A	Average Score	N/A
Average of Priority	N/A						
Material Assessment Score	N/A						
Recommendation	No further action required						

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

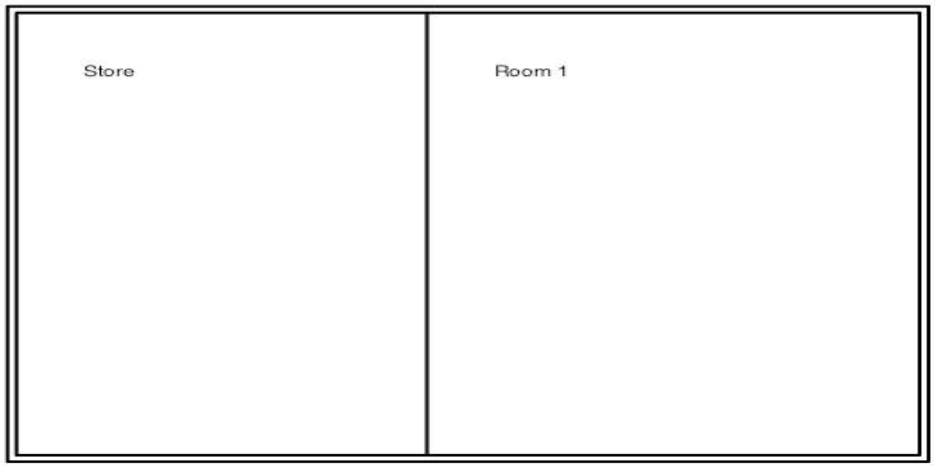
Appendix 3 - Areas Surveyed

Building	Floor	Room No:	Room Type	Item
Main	Ground Floor	G01	Room 1	Wood/metal to ceiling, plaster to walls, wood to floor
Main	Ground Floor	G02	Store	Wood/metal to ceiling, plaster to walls, wood to floor
Main	1st Floor	101	Room 1	Wood/metal to ceiling, plaster to walls, wood to floor
Main	1st Floor	102	Room 2	Wood/metal to ceiling, plaster to walls, wood to floor
Main	1st Floor	103	Room 3	Wood/metal to ceiling, plaster to walls, wood to floor
Main	2nd Floor	201	Room 1	Wood/metal to ceiling, plaster to walls, wood to floor
Main	2nd Floor	202	Room 2	Wood/metal to ceiling, plaster to walls, wood to floor
Main	2nd Floor	203	Room 3	Wood/metal to ceiling, plaster to walls, wood to floor
Main	Roof Void	R01	Roof void	New felt to wood, brick to walls, wood to floor

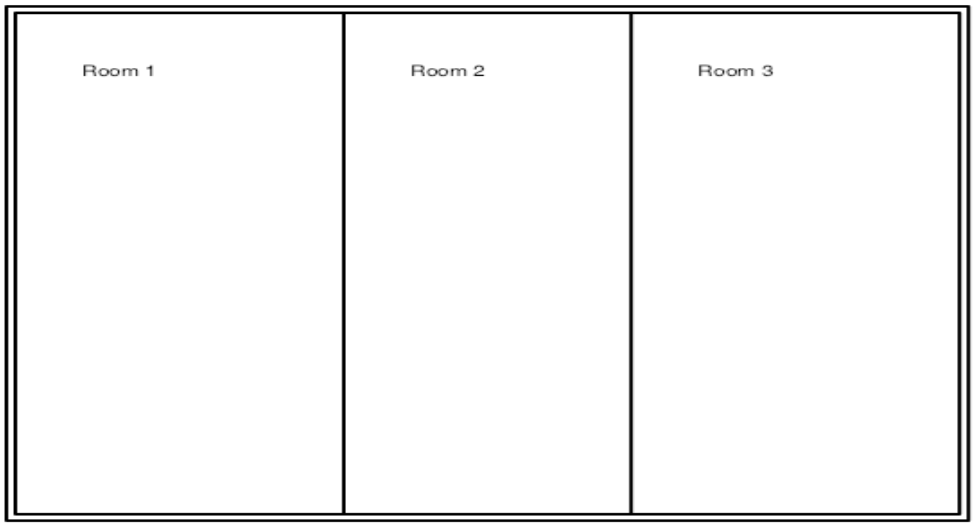
Appendix 4 – Analysis Certificates

No samples were taken during the course of this survey.

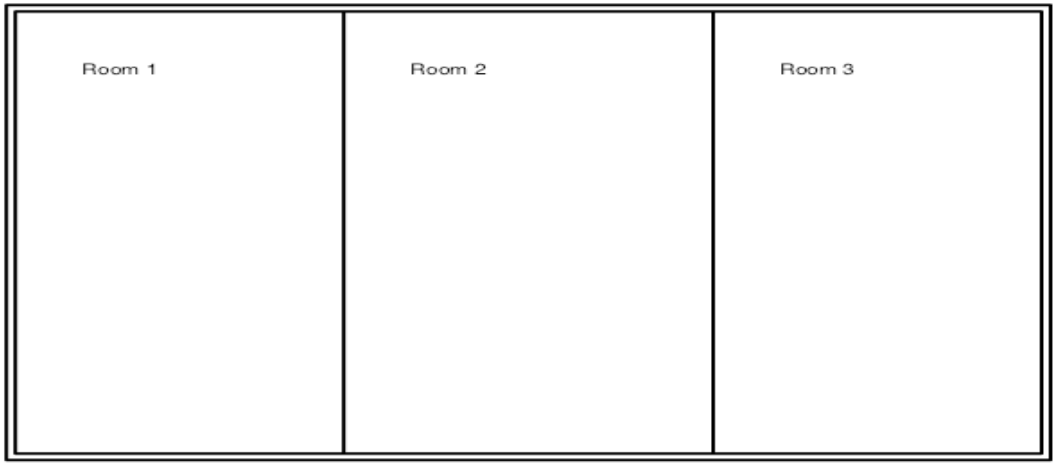
Appendix 5 – Plans



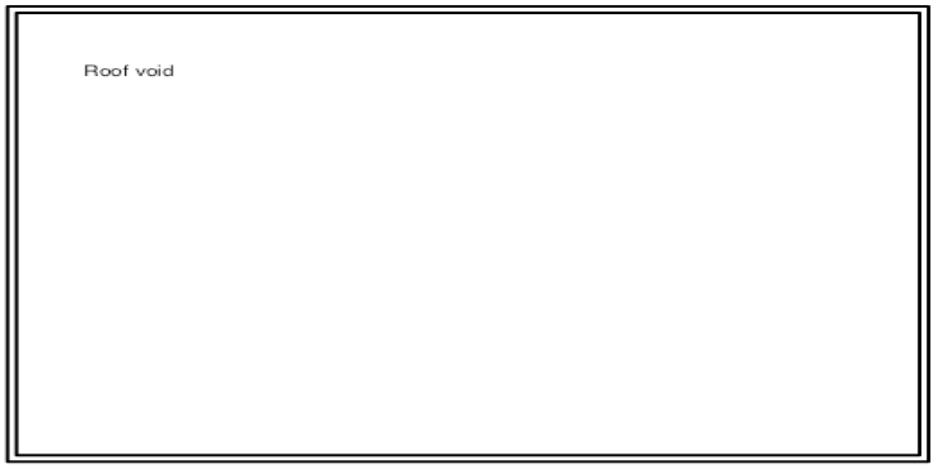
Client: Staac Ltd
Site: 100-108 Montague Street Worthing
Floor: Ground Floor
UPRN No: N/A



Client: Staac Ltd
Site: 100-108 Montague Street Worthing
Floor: 1st Floor
UPRN No: N/A



Client: Staac Ltd
Site: 100-108 Montague Street Worthing
Floor: 2nd Floor
UPRN No: N/A



Client: Staac Ltd
Site: 100-108 Montague Street Worthing
Floor: Roof Void
UPRN No: N/A