

FIRST ENVIRONMENT LIMITED

QUALITY MANUAL

Pre-Survey Questionnaire for Asbestos Survey	WO
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Part A: Information that is required with regard to the premises

Item	Description	Remarks
1	Type of property i.e. industrial, commercial, educational, retail, healthcare, domestic	Commercial – charitable organisation
2	Number of buildings on the site	1
3	Building type, age and construction, if known	Not known
4	Approximate floor area of each building	1000 sq.ft
5	Number of floors in each building	1
6	Number of rooms per building, or total number of rooms	Not known
7	Are there any unusual features, underground sections, etc?	No
8	Have the buildings been extended, adapted or refurbished?	No
9	If so, when was this work undertaken?	
10	Was any plant/equipment installed? If yes, what type?	
11	Is the building listed or within a conservation area?	No
12	Is there good access to the buildings? If so please specify what type.	Yes
13	Have there been any extensions to the buildings?	No
14	Give details of building(s) use, processes, hazards and any priority areas.	Scout Group HQ
15	Are any architects drawings available for proposed extensions / refurbishments?	No
16	Are positions of all mains services, heating and ventilation ducts, plant rooms, riser shafts and lift shafts to the site known?	No
17	Is there any information on possible ACM repairs/removals?	No
18	Are there any items of working machinery or plant (including lifts) to be made safe?	No
19	Who is responsible for isolation of mains services, plant and machinery?	N/A
20	Are there site specific hazards such as mechanical, electrical, chemical or biological?	No
21	Is there security on site and, if so, what are the contact details?	No – Access through scout group personnel
22	Name, telephone number and other details for site contact person	julian.crofton@kalulu.com johanne_taylor@hotmail.co.uk
23	Who is responsible for arrangement of access?	julian.crofton@kalulu.com johanne_taylor@hotmail.co.uk

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Part B: Information that is required with regard to the survey.

Item	Description	Remarks
1	The extent or scope of survey required	Management survey to all areas
2	Will any surrounding ground or associated buildings be included in the survey?	To boundary by visual examination
3	Are suitable current plans or drawings of the site and buildings available? If so, are these in paper or CAD format	No
4	Are the premises vacant or occupied at present? NB: Areas to be included for refurbishment and demolition survey works <u>must</u> be vacant.	Occupied
5	Are there any restrictions on access to any areas? If so, please specify	Visit when section meetings are not being run.
6	Are there any special requirements or instructions for working on the premises? For example CRB screening of personnel, etc.	CRB if section meetings in place (see above)
7	Will any specialist access equipment be required to conduct the survey? For example high-level access to roof or ceiling of buildings.	Not beyond standard survey ladders.
8	What is the approximate height of the building?	3m to eaves
9	Is adequate access available for MEWPs etc, if required?	N/A
10	Is electricity available on site?	Yes
11	Is adequate lighting available for carrying out inspections?	Yes
12	Are any specialist tools required to access fixtures and fittings such as security screwdrivers, keys, etc?	No
13	Are there any restrictions on taking photos of areas inspected/sampled?	Not expected but check with host.
14	Are there any restrictions on mobile phone use on site?	Not expected but check with host.
15	Are suitable welfare facilities available on or near site for washing, refreshment, etc?	Yes
16	Will clearance testing be required before survey areas are re-occupied?	No
17	Will the site need to be made secure after the survey?	No
18	Will there be any restrictions for times of working on site?	Arrange with host
19	Are any previous asbestos reports, current asbestos registers and any records of removals or repairs available?	No. Roof though to contain asbestos.
20	Site history - have any buildings been previously demolished and is there any evidence of underground ducts or shafts?	Not known

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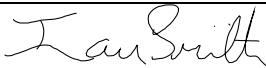
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Part B: Information that is required with regard to the survey.

Item	Description	Remarks
21	Any materials or decorations that cannot be disturbed? specify	No
22	Any fire alarm testing, special clothing areas (e.g. food production or clean rooms)?	No
23	Any furniture or fittings that may impede access?	No
24	To whom should the report be submitted?	johanne_taylor@hotmail.co.uk
25	In what format should the report be submitted? This will be electronic unless otherwise specified	.pdf
24	Is there any need for additional trades in order to carry out inspection e.g. Electrician, Lift Engineer, Asbestos Removal Contractor? Who is to arrange for this and be responsible for the cost?	No
24	Is access for investigation below any floor slabs required?	No
25	Are there any areas to be excluded from the survey? Specify	Not other than any reasonable 'no access areas' as per scope of a management survey

Please add any additional information you feel is relevant below

Form Completion Details for Parts A & B

Name	Signature	Date
Ian Smith		02.08.2016
Company/Organisation	First Environment Limited	

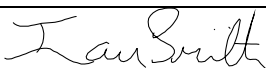
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Part C: For Completion by First Environment

Item	Description	Remarks
C1	Estimate of the number of bulk samples to be taken?	5
C2	Is any survey damage to be made good?	No
C3	Will a decontamination unit be required on site?	No
C4	Will licensed asbestos contractor services be required to assist with the survey?	No
C5	Will air clearance tests be required?	No
C6	Are any floor slabs required to be investigated below?	No
C7	Is there a requirement for additional equipment, attendance by special trades or similar?	No
C8	Is high level access equipment such as MEWP required?	No
C9	How have Part A and B been completed A) Completed by Client B) Completed by First Environment following site visit C) Completed by First Environment from information provided by Client, such as tender documentation, e-mail details or similar D) Completed by First Environment from telephone discussion or a meeting with the Client E) Other, Specify	D
C10	If an refurbishment and/or demolition survey is this considered 'complex'	N/A
C11	Have any personnel current or past connection with the organisations involved needing consideration in relation to the requirement for impartiality?	I Smith involvement with Scout Association though work is not competitive or considered commercial.

Any other factors of note in relation to providing the proposal costs
Form Completion Details for Part C

Name	Signature	Date
Ian Smith		02.08.2016
Company/Organisation	First Environment Limited Cannock Chase Enterprise Centre Walkers Rise Hednesford Staffordshire, WS12 0QU	