



## Planned Preventative Maintenance Schedules & Condition Surveys

**ALLCOTT**  
C O M M E R C I A L



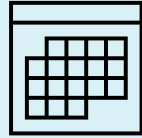
The Institution of  
**Structural Engineers**



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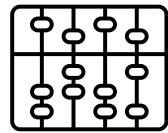
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# PLANNED PREVENTATIVE MAINTENANCE SCHEDULES



## SCHEDULES

Our Condition Surveys with Planned Preventative Maintenance Schedules (PPMs) will identify major items of work anticipated within a set period. This is often the next 5, 10 or 20 years, but can be over different timescales.



## BUDGETING ADVICE

A PPM allows you to budget for expenditure on repairs and maintenance over the coming years. It provides details on which items are most urgent, such as those that are trading-critical or are potential health and safety risks. Our experts can suggest schedules of work that will spread costs over the entire period of the PPM, to aid budgeting.



## OUTPUT

Our output is tailored to each client's needs. We can provide detailed condition reports with precise costs when required, and approximate estimates where that approach is more appropriate.

## OUR PROCESS



### PROFESSIONAL STANDARDS

All of our work is carried out in accordance with RICS, BCIS and the current version of the NRM. Our PPMs are carried out in line with the new RICS guidance note “Planned Preventative Maintenance of Commercial and Residential Property” (February 2022). Furthermore, Allcott Associates LLP is an RICS regulated practice (firm number: 720773).



### THOROUGH INSPECTIONS

Our condition surveys comprise detailed inspections of building extent, construction and location, and detailed assessments of the internal and external condition and structure of the property, along with comprehensive photographs. We have the use of a rising camera pole extending to 8m and where possible, we will utilize a drone for high level inspections.

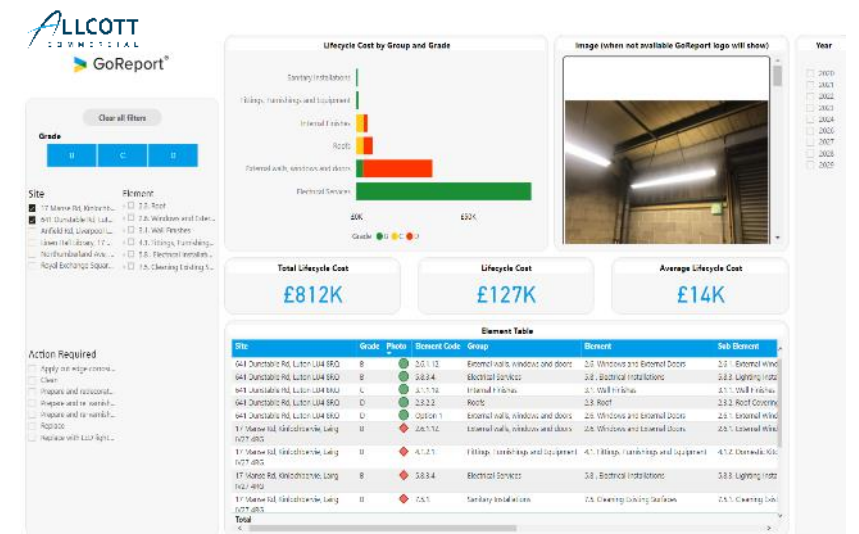
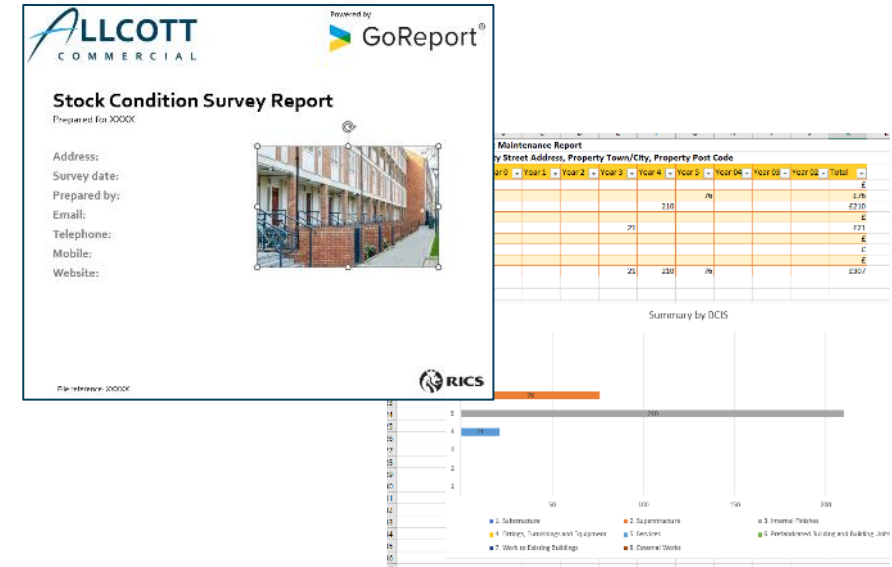


### ADDITIONAL ADVICE

We can also provide reinstatement cost assessments (RCAs) are carried out according to the RICS Guide ‘Reinstatement Cost of Buildings’. Our RCAs are performed on a building-by-building basis, with reviews by specialist surveyors with experience in valuing buildings from the same sector and period.

# REPORTS

- Our reports are powered by GoReport software and are produced as PDFs, Excel and/or CSV files.
  - The report will be presented so that it is easy to view costs by year and by severity.
  - Our templates are tailored to each project and client.
- The report will include an introductory section which provides description of the building and summary of the building's condition. Each major element will have its own summary giving the overall conclusion as to that elements condition and any major items of concern.
- The main body of the report will break the building down into its individual elements, make comment on their condition, the remedial works required.
  - We then allocate urgency and a budget figure for that element of work.
- Interactive dashboards allow users to log in and interact with their own data.
  - Data can be viewed for individual sites or grouped, and can be filtered by functions such as grade, element, year and action required.



• Please [follow this link](#) for an example.

## RECENT EXPERIENCE



- Planned preventative maintenance (PPM) schedules are among our core deliverables.
- We are experienced in both nationwide PPM and condition survey series and one-off PPM requests.
  - We spend time getting to know our clients' requirements, and we tailor the cost schedule to their needs.
  - We frequently help clients spread costs by prioritising the most urgent works and understanding what can be repaired at a later date. We also explain the implications of immediate works versus delays when relevant.

### Recent PPM projects include:

- A series of 100 members clubs across the UK, from Shetland to Cornwall.
  - Our nationwide team worked together, carrying out condition surveys for each property and providing estimated costs and prioritization of works, along with a summary of total works required across the property portfolio.
- A condition survey and budget for a university college building and chapel in Oxford.
  - This was instructed to identify any issues with the properties and obtain a budget for required repairs and maintenance over the next 20 years.
- A 10-year PPM and accompanying M&E report for 98 apartments in a converted foundry in central Birmingham.
- Inspection and 10-year PPM for a grade 2 listed office building in Reading.
- A 10-year PPM schedules for a purpose-built modern children's home in Selly Oak, and another for a 19th century property in Leamington Spa.
- A 10-year PPM for an apartment block in Felixstowe.

**BRIEF:** To prepare a 10-year planned preventative maintenance (PPM) schedule of the school's heritage buildings and modern teaching block.

**PROPERTIES:** Grade 2\* listed school buildings, built in the late 1600s and designed by Sir Christopher Wren, and a 20th century theatre.

**INSTRUCTED BY:** Head of Estates.

## PROJECT SPECIFICATION

- We were asked to inspect the school buildings and produce a 10-year PPM schedule relating to the fabric and structure of the properties.
- PPM reporting was completed in accordance with the current industry practice, including the RICS guidance note: Planned Preventative Maintenance of Commercial & Residential Property.
  - Given the historical nature of the buildings, the need for conservation repair was included alongside consideration of when items will need replacement or renewal.
- The buildings included:
  - A large mansion building, built around 1682, consisting of red brick with lavish stone dressings and slated Mansard roofs
  - A brick clockhouse, dating from 1709. Both of these buildings were Grade 2\* listed
  - The school's theatre block, which was built in the late 20th century.

## KEY POINTS

- Our report incorporated an overview of the historic significance of the listed properties, the survey records, and the PPM schedules.
- We made several recommendations, including some urgent structural works that, if left unresolved, could cause considerable damage.
- Costs for items of repair ranged from £50 to approximated £30,000.
- Although the total expenditure required to restore the properties and maintain them was over half a million, we were able to advise on how those costs could be spread over the 10-year PPM period.
- Costs were categorised according to the risk priority and urgency to aid planning and decision making.

## Case Study

### Planned Preventative Maintenance Schedules: independent boarding school

#### SIGNIFICANT DISPLACEMENT TO CHIMNEY STONEMASON REQUIRING STONEMASON INSPECTION



#### MOVEMENT NOTED TO STAIR BALUSTRADING



#### A LARGE NUMBER OF SLATES HAD SLIPPED



**BRIEF:** Our client required a comprehensive pre-acquisition survey, which would highlight any major defects. This should include a summary of any ongoing maintenance, including budgets and timelines, covering the next 10-15 years.

**PROPERTY:** A two-storey detached former church, now used as a community centre, in the Birmingham region.

**INSTRUCTED BY:** CEO of the community association.

### PROJECT SPECIFICATION

- The building was a former church, dating from around 1905. There had been several later additions and extensions. Around the time of the survey, the property was being used as a community centre.
- This was a brick-built building of traditional construction. Inside, the first floor comprised a main hall with offices, storage and toilet facilities. The ground floor had a similar layout, and also had a kitchen.
- The inspection was carried out over 2 days and the report was delivered 3 days later.

### KEY SURVEY FINDINGS

- Overall, the condition of the property was satisfactory, with no significant structural defects. However, various items required repairs and attention. These were highlighted in the report and also scheduled and budgeted for in the PPM.
- Several repairs were required in the immediate term. These included:
  - repairs and repointing to external elevations brickwork and stonework to prevent masonry coming loose and posing a danger
  - external decoration to prevent timber decay
  - removal of debris from flat roof areas to prevent water pooling
  - replacement of fire doors.
- Given the age of the property, our surveyor suspected that asbestos could be present; fortunately, the client had already instructed an asbestos survey.
- The 10-year PPM schedule allowed our client to budget for repairs and maintenance over the coming decade.

## Case Study Condition Survey and PPM Schedule: community centre

WE CARRIED OUT A BUILDING SURVEY AND PRODUCED A PLANNED PREVENTATIVE MAINTENANCE SCHEDULE FOR A MIDLANDS COMMUNITY CENTRE



THE SCHEDULE IDENTIFIED ITEMS OF WORK REQUIRED OVER THE NEXT 10 YEARS

Ref	Location	Defect	Priority	Estimated Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
101	External Brickwork	Repointing required to prevent masonry coming loose and posing a danger	High	£10,000	1									
102	External Brickwork	External decoration to prevent timber decay	Medium	£5,000		1								
103	Roof	Removal of debris from flat roof areas to prevent water pooling	Medium	£2,000		1								
104	Roof	Replacement of fire doors	High	£3,000			1							
105	Internal	Various internal repairs and maintenance items	Low	£1,000				1						

SIGNIFICANT REPAIRS WERE REQUIRED TO THE ROOFING





**BRIEF:** Carry out a full condition survey of three campus buildings in Oxfordshire.

**PROPERTY:** A three-storey Victorian campus building, a two-storey detached office and training facility, and an old dairy, now used as an office and meeting room facility.

**INSTRUCTED BY:** Professor at the campus.

## PROJECT SPECIFICATION

- The properties were built around 1880 and had since been extended, altered and updated through successive phases of development, with works taking place up to the present time.
- The site comprised a principal accommodation building and two office buildings. It had significant landscaped grounds containing further utilitarian structures.
- Three of our surveyors worked together. Between them, they held RICS Certified Historic Building Professional qualifications, had expert technical knowledge of modern construction, had extensive experience in surveying educational buildings, and had decades of specialist knowledge on period properties in the local area.

## KEY SURVEY FINDINGS

- Fortunately, the properties were in good condition, although there was evidence of wear and tear, in line with the age and location of the property.
- While there was no evidence of significant defects, our client was interested in understanding the minor defects that were present. This would help them accurately forecast the maintenance budgets that would be required over the following years.
- We found 20 items that would benefit from attention in the short term, including gutter repairs and maintenance, repairing rot and decay in the timber windows, and repair of glazed doors to prevent the contravention of regulations and bring them up to current safety standards.
- A further 20 recommendations were made for works to be carried out within the next 1–3 years, and 10 recommendations were included for repairs that would be needed within the next decade, including renewing the flat roof and repointing of chimneystacks and ridge tiles.
- We also noted some structural movement in several areas of the property, but the evidence we found on site suggested that this was historic and not likely to cause further problems.

# Case Study

## Full Building Condition Survey of Campus Buildings

### THREE OF OUR SURVEYORS CARRIED OUT A FULL BUILDING CONDITION SURVEY ON UNIVERSITY CAMPUS BUILDINGS



**STEPS AND BALUSTRADING SHOWED SIGNIFICANT DISTORTION, INDICATING HISTORIC MOVEMENT**



**GUTTERS NEEDED TO BE REPAIRED. LEAKING FROM RAINWATER GOODS CAUSING INTERNAL DAMP STAINING**



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## ABOUT ALLCOTT COMMERCIAL

- An independently owned building consultancy, founded in 1999.
  - 14 offices and 22 surveyors and structural engineers across the country, with a 14-strong administration team based at our head office in Leamington Spa.
- Over 2 decades of experience in the industry.
  - Proven track record in delivering commercial surveying services and structural engineering services at the highest standards to tight timelines.
- Working closely with investors, developers, housing associations and local authorities across the country, our practice has flourished through client recommendation and reputation.
  - Testament to our professional, high-quality approach.
- Projects are delivered by chartered surveyors (RICS/CIOB). Surveyors have DBS clearance and are trained in working with vulnerable people.
- RICS regulated practice (firm number: 720773).



# PARTNERS

Partner



Matthew Baker MRICS  
MCABE

- Managing Partner of Allcott Commercial.
- Over 17 years of experience in surveying all types of property, from small residential houses to large commercial premises.
- Decade-long relationships with retail clients and extensive experience in delivering a variety of commercial surveying services to high-street firms.

Partner



Timothy Allcott MRICS,  
MCIQB, FCABE

- Vast experience of PPM surveys, working with clients across the UK.
- Led multiple large condition survey projects for national clients.
- Expertise in period and post-war buildings.

Partner



James Bodicoat MEng,  
CEng, MICE, MStructE

- Over 2 decades of commercial structural engineering experience.
- Highly experienced in assessing structural defects and advising commercial clients on prioritisation of works.
- Extensive knowledge of all major materials, working on listed buildings and structural refurbishment.

For detailed biographies and a full list of our surveying team, visit

<https://allcottcommercial.co.uk/about/partners/>

## BREADTH OF IN- HOUSE EXPERTISE

### WHY ALLCOTT COMMERCIAL?

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- We have a strong team offering a **breadth of in-house technical expertise.**
- We deliver a wide range of commercial structural engineering, project management, building surveying, architectural, heritage and contract administration services to property developers, councils, retail firms and investors throughout the UK.
  - Our projects are delivered by **chartered surveyors** (RICS/CIOB) and **chartered structural engineers** (IStructE/ICE) .
- By combining experience from our core disciplines – structural engineering and commercial surveying – we provide **comprehensive building advice unrivalled by similar building consultancies.**

## A PERSONAL, FLEXIBLE APPROACH

### WHY ALLCOTT COMMERCIAL?

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- We are proud of our **personal approach**. From conception and design, through to construction and completion, there will always be the same consultant heading up your project.
  - Our clients benefit from having the **same project team from start to finish**. The strong relationships we develop with our clients give us a thorough understanding of their objectives and requirements.
- Your dedicated team provide **quick turnarounds** and readily available advice from the building professionals working on your project.
- We understand that project specifications and processes can change .
  - We ensure that **we have the ability to flex** to meet new challenges that may occur mid-project.
  - Our **dedicated project managers** keep your projects on track and on budget.

A SELECTION OF  
OUR CLIENTS

**WHY ALLCOTT COMMERCIAL?**



All together better



ADDITIONAL  
SERVICES

## WHY ALLCOTT COMMERCIAL?

Allcott Commercial's surveyors and structural engineers provide services across all types of commercial buildings.



Structural calculations & design



Roof load calculations



Structural design review



Contract administration



Specific defect surveys



Structural feasibility assessments

## FURTHER INFORMATION

Matthew Baker

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## WHY ALLCOTT COMMERCIAL?

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- Specialist commercial building practice
- Established heritage in commercial surveying
- Trusted long-term client and external partnerships
- Flexible, tailored approach

*In-depth technical insight and exceptional service.  
On every project. For every client.*