

ARP_1137 | Astley Community High School FF&E Legacy Survey

Survey Date: 28.10.19 Author: H.Littlewood Rev: A1

The results,
made simple.

£288,645

Potential savings

98%

Suitable to be repurposed

926

Items that need replacing

109

Unsuitable items

Loose FF&E Executive Report

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A Detailed FF&E Legacy Survey looks at every available item of loose furniture within the existing building/s. A comprehensive report is created allowing individual products to be tracked from their original space to their destination position. Undertaking this detailed survey offers much more opportunity to re-purpose existing furniture and equipment meaning this solution is extremely cost effective.

Each item is photographed, assessed and catalogued using our iPad based bespoke, which allows us to create an accurate and detailed report. It is a full survey of every space detailing the location, quantity, colour, dimensions, make/model and condition of each product.

Conditions criteria comprise;

- A - Suitable for transfer (Brand new or pristine condition) e.g. new or pristine
- B - Minor Damage (Suitable for transfer within the next two years) e.g. scuffs or marks
- C - Medium Damage (Suitable for transfer within the next year) e.g. Item beginning to wear
- D - Heavy Damage (Not recommended for transfer but could be used if necessary) e.g. well worn
- E - Unsuitable (Not suitable for transfer) e.g. broken or unsafe
- F - Specialist Required (Item requires specialist survey to ensure its safe to transfer to a new area) e.g. Metal Lathe

For every room type there is a record for every product, this is formatted into a detailed condition survey spreadsheet. Each product is individually identified with a unique legacy code. Each item was not physically marked on site but given an identity e.g. LEG0001.

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If the survey team entered a room where items had been stacked/piled, they will not have moved the items to gain better photographs or an accurate quantity. Therefore, it is the schools responsibility to make such items accessible. Again, it also the responsibility of the school to check the schedule issued and advise of any additional items that were hidden in stacks. Arpenter will not have entered any changing room facilities unless there was a site representative present.

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Astley Community High School

On the 28th October 2019 at 8:00pm the Arpenter representatives (Harry Littlewood, Tom Ainscough & Spike Dickson) attended Astley Community High School in Seaton, to conduct a FF&E Legacy Survey. Arpenter met with the site representative at reception and was granted access to every accessible room within the existing buildings.

Out of items 4126 individual items that were surveyed, 101 items were considered to unsuitable to be re-purposed into a new site and in need of replacement. 926 items were considered to be reasonable condition but likely to need replacing within the next three years or prior to transfer.

From studying the data collected from our survey, 98% of the existing furniture can be re-purposed - within the next two/three years.

The overall quality of FF&E at Astley Community High School was good, however some items were dated. There is a mix match of chair styles and colours throughout a handful of classrooms on the ground floor, however using this legacy report the school and design team can co-ordinate the chairs to be flush throughout the new areas. Upstairs general classrooms tables sturdy and aesthetically great with a welded frame

Office furniture was pristine and well looked after throughout the existing building. Two science classrooms on the first floor were recently refurbished and featured great quality trespa top tables and practical stools, we would definitely recommend repurposing these items. Astley is also is currently using static height classroom chairs against computer work stations, we would advise in using height adjustable chairs to ensure all pupils can sit comfortably and correctly at desks.

It will cost roughly £XXX to replace the damaged items at Astley Community High School. Item life expectancy is based current average usage.

Item cost is based on the current market average and buying items in bulk may reduce the price of certain products.

The Arpenter representatives gained access to every room. In order for the survey to remain effective, the loose furniture surveyed must remain in the same room. Loose furniture is mobile and staff within the building may move it from the room once the survey has been completed. Items are not individually traced.

Catering Executive Report

Catering Equipment Survey

Purpose: To undertake a Health & Safety condition survey of existing machinery in the Design Technology Department and provide advice regarding any issues and residual risks which require addressing prior to transferring machines to a new area/refurbishment. The survey was carried out to review the overall condition and present operation of machines and related equipment within the Technology Department. This includes the identification of any areas of non-compliance with current legislative and best practice guidance for the use and installation of machinery in school workshops. The relevant documents are:

1. Health and Safety at Work Act 1974
2. The Management of Health and Safety at Work Regulations 1999
3. Provision and Use of Work Equipment Regulations(PUWER)
4. The content of the Approved Code of Practice BS4163:2014 Health and Safety for Design and Technology in Schools and similar establishments

Any machine or process such as cutting, sawing, grinding, brazing, welding that generates dust, particles, metal particles or fumes must meet the recommended workplace exposure limits as defined under COSHH. The relevant document is:

Health and Safety Guidance HSG258 (3rd edition 2017) Controlling airborne contaminants at work

The COSHH Regulations 2002 (as amended) require employers to prevent, or to adequately control, exposure by inhalation to airborne particles such as fumes, vapours and wood dust. Dust from all types of wood, hardwood, softwood and composite materials such as medium density fibreboard (MDF) have been assigned a workplace exposure limit (WEL) of 5 mg.m-3. This is a time weighted average over an eight-hour period. For both hardwood and softwood dusts the COSHH Regulations require employers to ensure that exposure by inhalation is reduced as far as reasonably practicable and in any case to below the WEL.

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Conditions criteria comprise;

A - Good condition, no works required, maybe just recommendations

B - Compliant in most areas, some works may be needed but within a margin that does not cost more than the machine.

C - Machine may be in poor condition, or requires works to make it compliant but is beyond economical repair or indeed spares unavailable.

Summary

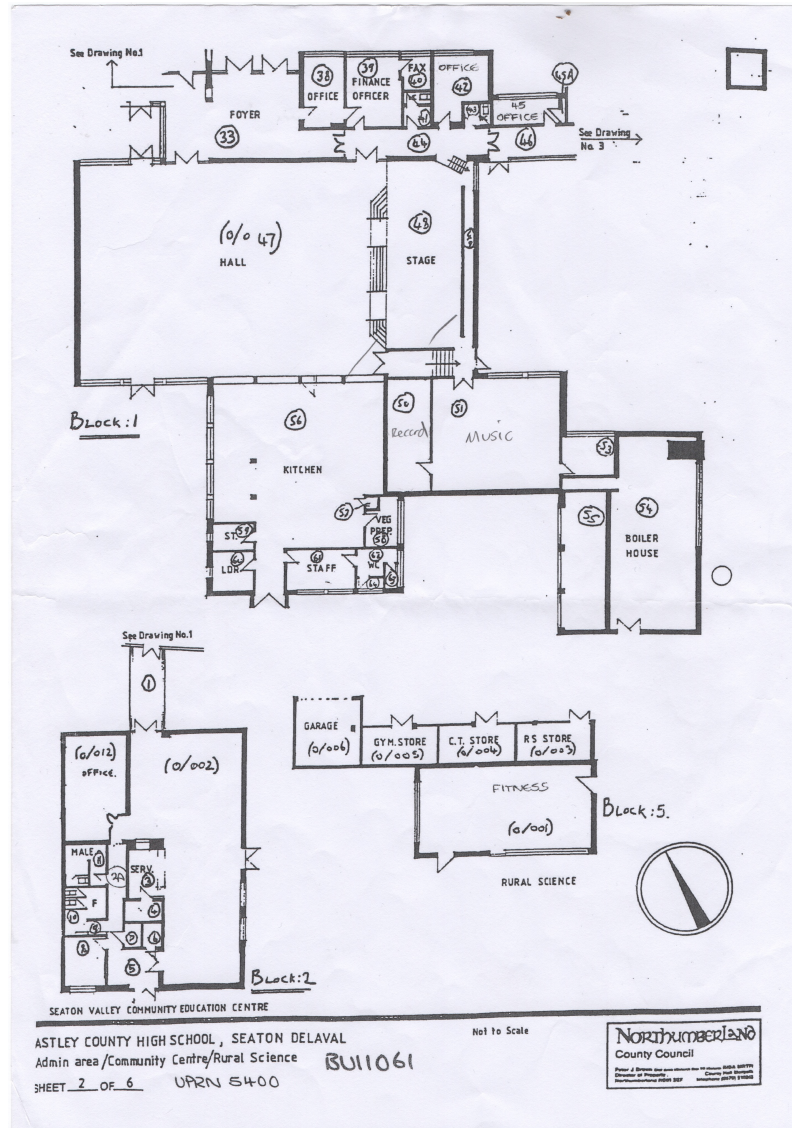
Following an assessment of the specialist equipment at Astley Community High School on 28th October 2019 the school has a great selection of top quality machines and we would recommend re-purposing 72% of the equipment surveyed.

Out of the 28 items that were surveyed, 8 items were considered unsuitable to be re-purposed into a new site and in need of replacement.

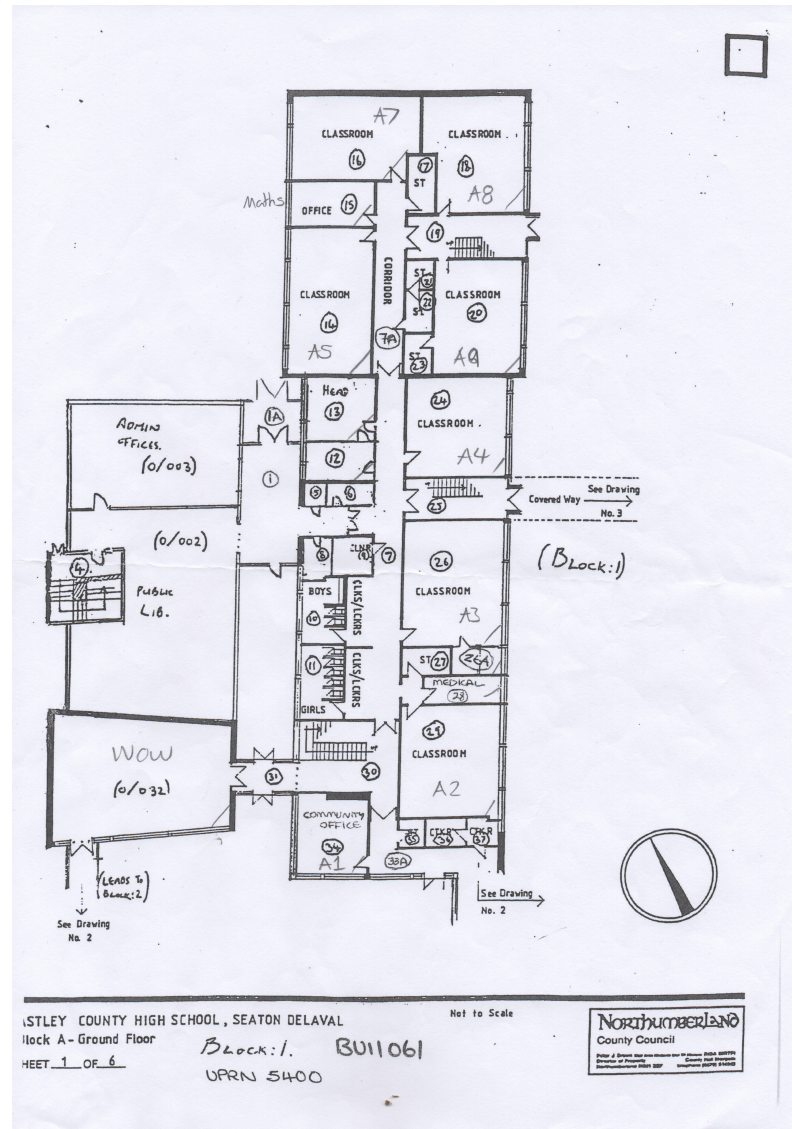
We recommend spending approximately £15,961 to replace the old items that are not suitable to transfer into a new area.

Existing Site Plan

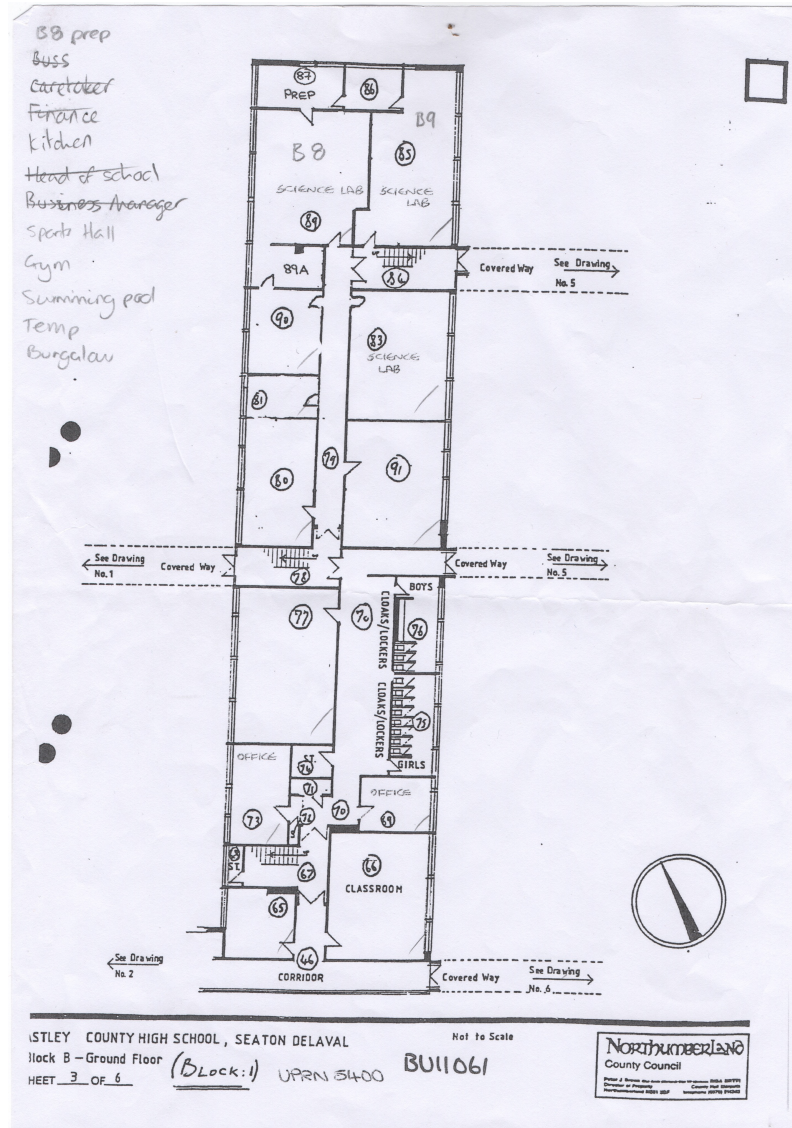
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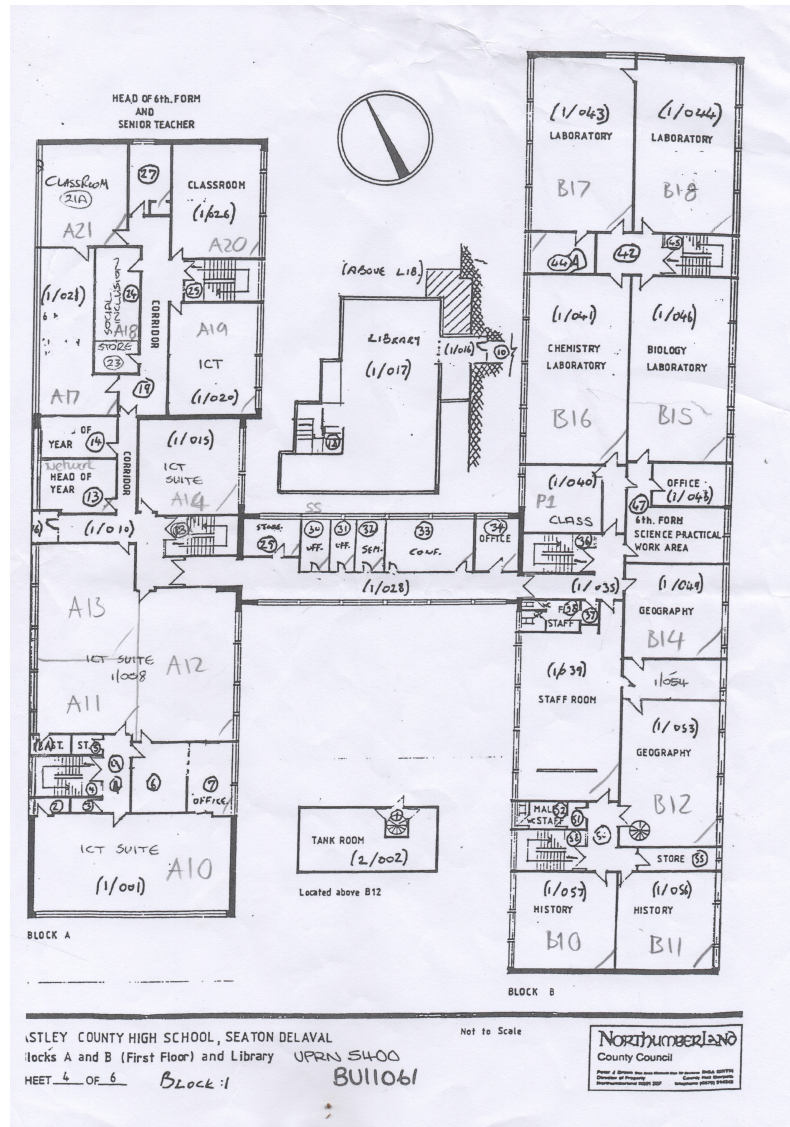
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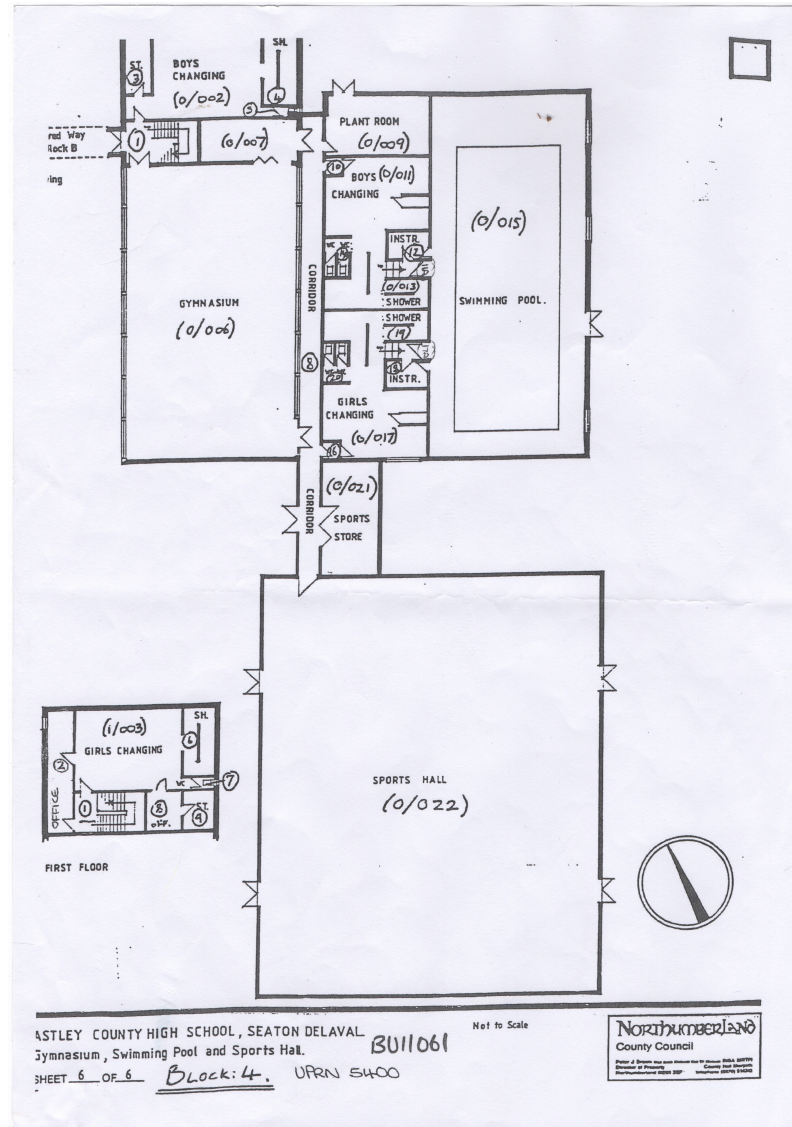
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Thank you

If you have any further questions please contact:

Harry Littlewood
Managing Director

Harry.littlewood@arpenter.co.uk

M: +44 (0) 7525 443 392

www.arpenter.co.uk