

ARP_1137 | Whytrig Middle School FF&E Legacy Survey

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

The results,
made simple.

£77,047

Potential savings

98%

Suitable to repurposed

185

Items that need replacing

18

Unsuitable items

Loose FF&E Executive Report

[Loose FF&E Executive Report](#)[D&T Executive Report](#)[Existing Site Plan](#)

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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Whytrig Middle School

On the 28th October 2019 at 8:00pm the Arpenter representatives (Harry Littlewood, Tom Ainscough & Spike Dickson) attended Whytrig Middle 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 859 individual items that were surveyed, 15 items were considered to unsuitable to be re-purposed into a new site and in need of replacement. 184 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 loose furniture at Whytrig Middle School is of good quality, however dated. There is a mix match of chair styles and colours throughout the classrooms and table heights varied from 640mm to 710mm. Using the Arpenter legacy report, the school and design team can coordinate the legacy items to be flush throughout in the new areas. The school 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.

Office furniture is pristine throughout the Middle School office, however the classroom stools were dated in the workshop and we recommend replacing these prior to the move.

It will cost roughly £912 to replace the damaged items at Whytrig Middle 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.

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.

D&T Executive Report

Loose FF&E Executive Report

D&T Executive Report

Existing Site Plan

D&T 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.

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

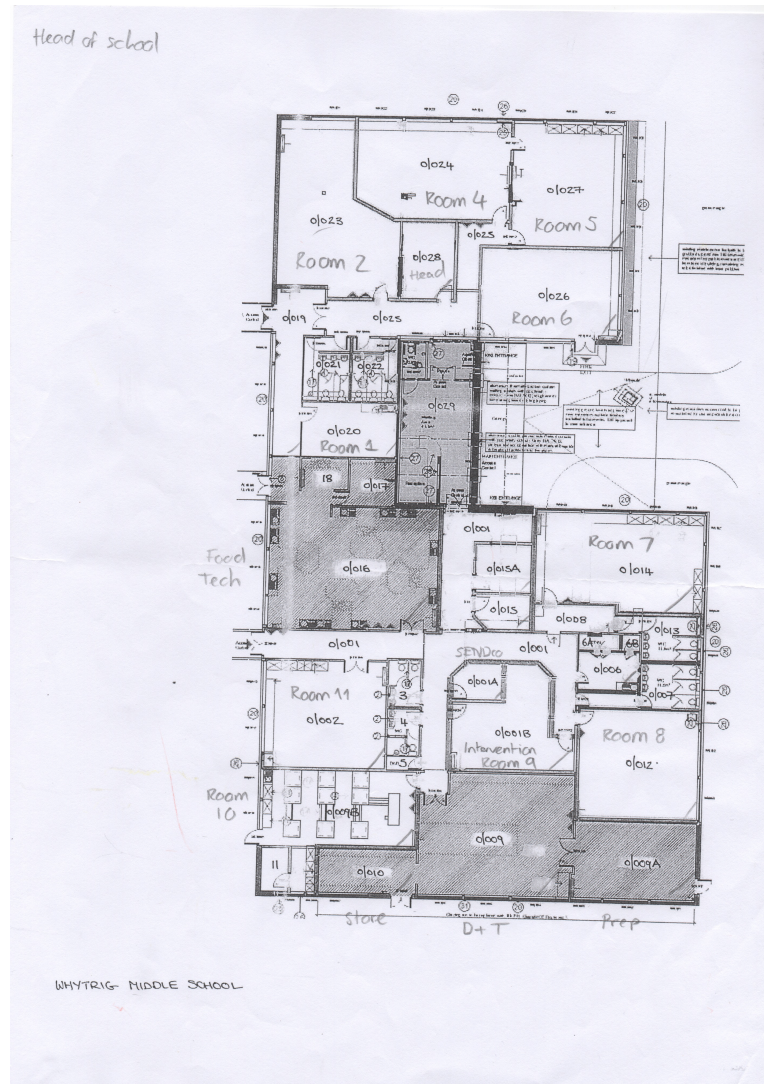
Following an assessment of the specialist equipment at Whytrig Middle High School on 28th October 2019 the school has a great selection of top quality machines and we would recommend re-purposing 98% of the equipment surveyed.

Out of the 21 items that were surveyed, 3 items were considered unsuitable to be re-purposed into a new site and in need of replacement. 1 item was considered to be reasonable condition but require upgrades to bring them up to current standards.

The rough cost to upgrade the items prior to transfer is £2825 and the rough cost to replace the damaged items prior to transfer is £17,079.

Existing Site Plan

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Thank you

If you have any further questions please contact:

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