

# 2022-2023 Annual Property Return

<b>PREMISES NAME</b>	Stroud Library
<b>ADDRESS</b>	Lansdown, Stroud, Glos .GL51 1BB
<b>TF CODE (6 digit UPRN)</b>	081101
<b>TYPE</b>	Libraries
<b>Date of completion of form</b>	21/12/2022
<b>Premises Managed by</b>	CORPORATE –AMPS Managed
<b>Delivery Surveyor</b>	Richard Hitchins
<b>TF Login Name</b>	-
<b>TF Link</b>	<a href="https://property.gloucestershire.gov.uk">https://property.gloucestershire.gov.uk</a>
<b>TF Password</b>	-

<b>Annual Competency-Site Managed</b>	<b>Yes/No</b>	<b>Observations</b>	<b>Responsibility</b>
Use of the Asbestos Register and Asbestos Management plan ,Manage the outcomes of the survey and implementation.	Yes		Site Responsible Person
Buildings Health & Safety Inspections Routine Health & Safety checks carried out within the last 12 months.	Yes		Site Responsible Person
<b>Hazards</b>			
Do the Site Responsible Person (s) key premises users know how to access the GCC Asbestos Policy.	Yes		Site Responsible Person
Does the premises have an Asbestos Register (Asbestos Management Survey) recorded in Technology Forge or equivalent .	Yes	Expired Asbestos Management Survey Dated 24/09/2022 New Asbestos Management Report on Hold –Building future under review –Move out date given August 2022 ,revised date March2023	AMPS

Is there a hard copy of the Asbestos Management Survey in the Premises Log book ?	Yes		AMPS
Is the Asbestos Register (Asbestos Management Survey ) up to date ?	Yes	Expired date 24/09/2022-CWE Services Ltd	AMPS
Has the Asbestos Management Survey) been reviewed regularly updated to reflect changes .	Yes		AMPS
Have actions arising been carried out appropriately.	Yes		AMPS
Does the premises have an Asbestos Management Plan Centrally recorded (In Techforge or equivalent)?	Yes	21/12/2022	AMPS
Is there a hard copy of the Asbestos Management Plan in the Premises Log book ?	Yes	21/12/2022	AMPS
Is the Asbestos Management Plan up to date ?	Yes		AMPS
Is the Responsibilities section of the Asbestos Management Plan completed and up to date including duty holder?	Yes		AMPS
Has the Asbestos Management Plan been reviewed regularly and appropriately and updated to reflect changes?	Yes		AMPS
Have actions arising been carried out appropriately ?	Yes		AMPS
<b>Fire Risk Assessment</b>			
Do the Site Responsible Person/key premises users know how to access the GCC fire Risk Assessment Policy.	Yes		Site Responsible Person
Does the premises have a Fire Risk Assessment centrally recorded (In Techforge or equivalent).	Yes	07/06/2022 Keloscape Fire Consultants	AMPS

Is there a hard copy of the Fire Risk Assessment in the Premises Logbook ?	Yes	07/06/2022 Keloscape Fire Consultants	AMPS
Has the Fire Risk Assessment been reviewed and updated within the last 12 months ?	Yes		AMPS
Have actions arising been carried out appropriately ?	Yes	All works currently on Hold –Service due to vacate March 2023	AMPS
<b>Fire Safety</b>			
Fire Risk Assessment have been instructed within the last 2 years (Residential only) or 3 years by Competent person/AMPS	Yes		AMPS
Fire doors have been inspected within last week by Site Responsible Person or competent person.	Yes		Site Responsible Person
All actions arising from the fire doors inspection have been actioned and recorded in the Premises Log book .	Yes		Site Responsible Person
<b>Building Related Items</b>			
Safety eye bolts/cradles have been inspected and tested within the last 12 months by a competent contractor.	N/A		N/A
Fixed playground and gym equipment has been inspected/tested in the last 12 months by competent contractor.	N/A		N/A
Trees have been visually checked within the last 12 months.	Yes	04/11/2021 Report now due	AMPS
Mobile/temporary structures have been inspected within the last 12 months.	N/A		N/A

Car Parking and pedestrian segregation Risk Assessment carried out? Are relevant and available .	Yes	Off road parking under library –Visual inspection carried out only no issues.	AMPS
Risk Assessment for joint use of the building has been reviewed within the last 12 months by Site Responsible Person .	N/A		N/A
Safety Glazing has been reviewed in accordance with Regulation 14 and current survey in TF or equivalent .	Yes	15/09/2016 Applied Products Ltd	AMPS
All actions arising from Safety Glazing inspection/survey have been completed.	Yes		AMPS
Chimneys have been visually inspected within the last 12 months any items arising have been dealt with.	Yes		AMPS
Latest report for Lath & plaster has been reviewed.	N/A		N/A
Latest Equalities Act 2010 (Former DDA) report has been checked and reviewed	No	Survey to be carried out by AMPS –external consultants awaiting date	AMPS
Actions arising from the Equalities Act 2010 (Formerly DDA) inspections by AMPS have been completed, as appropriate.	No	Survey not carried out yet	AMPS
Site Security Assessment has been completed in the last 3 years.	Yes	Survey carried by Building Surveyor during Annual Inspection 21/12/2022	AMPS
Actions arising from the site Security Assessment have been completed and recorded.	No	Recommendations made all works on Hold future of buildings currently under review	AMPS
Annual Health & Safety check has been carried out within the last 12 months.	Yes		Site Responsible Person

Surveyors Check List	Satisfactory/ unsatisfactory	
Roof	Satisfactory	a) Evidence of tile slippage Spiritual Church pitched roof rear elevation
Floor and stairs	Satisfactory	
Ceiling	Satisfactory	
External walls/windows/doors	Satisfactory	
Internal walls & doors	Satisfactory	a) Internal down pipe water damage internal partition Main library
Sanitary Services	Satisfactory	
Redecoration	Satisfactory	
Fixture & Fittings	Satisfactory	
External area	Satisfactory	
Other	Non Satisfactory	a) Gutters- Spiritual Church full of vegetation, Ivy growth front elevation Spiritual Church around windows, flat roof rear of Library covered in leaves
<b>Recommendations</b>		
1) New Asbestos Management Survey –Expired 24/09/2012 –Commissioning of new report on Hold due to Future of building under review		
2) Security Survey-Recommendations Made –All works on Hold –Future of building under review.		
3) Gutter cleaning –Add Annual guttering and cleaning off of flat roof to cleaning schedule -RLH		
4) Removal of Ivy from walls of Spiritual Church-On Hold		
5) Day to Day-Site advised to contact Help Desk to make safe loose ceiling plaster in cleaners store.-Site to action		
6) Capital Maintenance Bid 23/24-On Hold all works		

### Declaration/Signoff Note

The information is deemed to be correct and true record completed in the presence of and acceptance by the Site Representative unless formal notification to the contrary is received within 10 working days of the date inspected at  
amps.inspections@gloucestershire.gov.uk

Signed by	Richard Hitchins
Date	21/12/2022