

Foreward

ASBESTOS SURVEY REPORT FOR 4th FLOOR 240 HIGH STREET WEST, SUNDERLAND, SR1 3BN.

I have enclosed for your information and retention the most recent asbestos survey (Management) which applies to the property stated above. The purpose of the survey is to identify as far as possible, the materials containing asbestos fibres in your property.

The attached report is divided in sections so as to give as much information as possible, a basic reference section for use by premises managers and a more detailed report for use by contractors on site etc.

Plan of the Building and Sample Locations

This contains a plan of the building and identifies where asbestos samples have been taken from.

Photographs of Areas Sampled

This section contains photographs of all the areas where samples were taken. These photographs can be used when carrying out the periodic inspections to see if there has been any change or deterioration in its condition.

Survey Information

This section contains the survey information as printed from the central database held at Land and Property. It describes the type of asbestos present, its location, condition etc. Contractors should be shown this section along with the others when they are shown the register prior to starting any work.

Priority Risk Assessments

This section contains assessments which have been created using information from the survey and information on your property. This assessment helps to determine how often periodic checks on any asbestos need to be carried out by your Samo.

5 Simple Steps to Asbestos Management

This section details procedures for managing asbestos in your property. It gives guidance on the register, the inspections, any planned work and what to do when contractors arrive on site.

Commonly asked Questions

This section covers questions most commonly asked and can be referred to as/when the need arises.

The building has been surveyed as comprehensively as possible, all potentially fibrous materials have been examined and where necessary analysed by competent UKAS accredited analysts and the findings of both recorded in the report.

This report is an important document and must be referred to before any building works are carried out. The report must be kept with your handbook and the checklists completed on a regular basis. You will be reminded when your specific checklists are due for submission.

Information for Employees Working in Premises where Asbestos Containing Materials Exist.

Asbestos is made up of fibrous materials, which are flexible, mechanically strong and resistant to stretching, heat and chemicals. As a consequence asbestos has been used extensively in buildings. Examples of asbestos containing materials found in buildings include exterior asbestos cement cladding; gutters and pipes; fireproof sprays on structural steel joists; insulation boards in service ducts and wall partitions; ceiling and floor tiles and pipe and boiler lagging.

Asbestos containing products can produce very small fibrous dust particles, which can not be seen by the naked eye. It is only when these fibres become airborne, due to damage, deterioration, disturbance etc, that there is a risk to health.

If asbestos is maintained in good condition and is not disturbed or damaged it does not pose a health risk.

The authority has a management system for ensuring that you are not exposed to asbestos containing materials that are in poor condition and may pose a health risk. This system is based on sound principals laid down by legislation and associated codes of practice and guidance.

It is not appropriate simply to remove all asbestos containing materials in buildings. Asbestos materials that are sound, undamaged and not releasing dust should be left alone. Any disturbance to such materials, however carefully controlled, will release fibres and be counter-productive.

Within the building you occupy, your department has nominated a Site Asbestos Monitoring Officer (SAMO). This individual is responsible for inspecting the asbestos containing materials to ensure they are not in a dangerous condition. Should you have any concerns about suspect materials within your premises you should contact the SAMO.

Restrictions on use, distribution and publication of the report

We accept no responsibility or liability for the consequences of this document being used for purpose other than for which it was commissioned.

To the extent that the document is based on the information available at the time of writing, Sunderland City Council accepts no liability for any consequences should this report be used for any other purpose

If you require any further information regarding the report or its application please contact Caroline Bage, Asbestos Manager on Tel: 07557 938966.

Yours sincerely,

Paul Davies
Assistant Director of Assurance and Property Services

Sunderland
City Council

Sunderland City Council

*Control of Asbestos
Regulations 2012*

Asbestos Register for

4th Floor 240 High Street West, SR1 3BN



UPRN: - 21-33327

TF Ref:

Location of register:-

Premises Manager / Samo: - Tenant

Date: 27 November 2024

Contact Numbers List: -

Caroline Bage Asbestos Manager – 07557 938966

Contents

	<u>Section</u>
• Plan of building and sample locations	1
• Photographs of areas sampled	2
• Survey information	3
• Asbestos Management Plan, Priority Assessments,	4
• Contacts Form, Code of Practice	4
• 5 Simple Steps of Asbestos Management	5
• Commonly asked questions	6

Appendices

• Form 1 – Visitor Register	7
• Form 2 – Periodic Return Checklist and Schedule	8
• Form 3 – Works Notification Form	9
• Form 4 – Registration of All Disturbances	10
• Form 5 – Training Records	11

Plan of Building and Samples Location

Item No.	Sample Ref.	Area Sampled	Location Name	Inspection Frequency
1	21-33327-1	Window putty	Area 1/Landing and Stairs	No Risk
2	21-33327-2	Panel within lift motor room door	Area 1/Landing and Stairs	Low Risk
3	Presumed	Electrical Equipment	Area 1/Landing and Stairs	Low Risk
4	21-33327-4	Soil Pipe packing within flange	Area 1/Landing and Stairs	No Risk
5	21-33327-5	Floor tiles and adhesive	Area 1/Landing and Stairs	Low Risk
6	21-33327-6	Floor stair nosings	Area 1/Landing and Stairs	Very Low Risk
7	21-33327-8	Redundant cartridge fuses	Area 1/Landing and Stairs	Low Risk
8	21-33327-1	Window putty	Area 2/Generator Room	No Risk
9	Presumed	Electrical Equipment	Area 2/Generator Room	Very Low Risk
10	21-33327-11	Sealant to ducting	Area 2/Generator Room	No Risk
11	21-33327-12	Lining to redundant doors	Area 2/Generator Room	Very Low Risk
12	21-33327-5	Floor tiles and adhesive	Area 2/Generator Room	Very Low Risk
13	21-33327-7	Lining within door	Area 2/Generator Room	Low Risk
14	21-33327-9	Loose lying gasket	Area 2/Generator Room	Low Risk
15	21-33327-13	Pipe insulation	Area 4/Boiler Room	Low Risk
16	21-33327-13	Pipe insulation	Area 4/Boiler Room	Low Risk
17	21-33327-14	Gasket seal to ducting joint	Area 4/Boiler Room	No Risk
18	Presumed	Electrical Equipment	Area 4/Boiler Room	Very Low Risk
19	Presumed	Electrical Equipment	Area 4/Boiler Room	Very Low Risk
20	Presumed	Electrical Equipment	Area 4/Boiler Room	Very Low Risk
21	21-33327-16	Mastic sealant to ducting	Area 4/Boiler Room	No Risk
22	21-33327-17	Debris to central ducting	Area 4/Boiler Room	No Risk
23	21-33327-18	Lining to door to lobby	Area 4/ Boiler Room	Low Risk
24	21-33327-19	Residue to walls adjacent entrance door	Area 4/ Boiler Room	Low Risk
25	21-33327-19	Residue to walls adjacent lobby door	Area 4/ Boiler Room	Low Risk
26	21-33327-20	Debris to top of electric consumer box	Area 4/Boiler Room	No Risk

27	21-33327-21	21-33327-21 - Spatter to rear ventilation unit	Area 4/Boiler Room	Low Risk
28	21-33327-34	Debris to floor	Area 4/Boiler Room	Medium Risk
29	21-33327-13	Pipe insulation	Area 5/Store	Low Risk
30	21-33327-13	Pipe insulation	Area 6/Lobby	Low Risk
31	21-33327-16	Mastic sealant to ducting	Area 6/Lobby	No Risk
32	21-33327-16	Mastic sealant to ducting	Area 6/Lobby	No Risk
33	21-33327-18	Lining to x2 doors	Area 6/Lobby	Low Risk
34	21-33327-13	Pipe insulation	Area 7/Boiler Room	Low Risk
35	21-33327-22	Pipe Gaskets	Area 7/Boiler Room	Very Low Risk
36	21-33327-23	Strip to metal bracket on concrete plinth	Area 7/Boiler Room	Low Risk
37	21-33327-23	Strip to metal bracket on concrete plinth	Area 7/Boiler Room	Low Risk
38	21-33327-24	Infill panel to louvre window	Area 7/Boiler Room	Low Risk
39	21-33327-24	Debris to floor	Area 7/Boiler Room	Low Risk
40	21-33327-25	Loose lying gasket	Area 7/Boiler Room	Low Risk
41	21-33327-26	Internal gaskets to trane refrigeration unit	Area 7/Boiler Room	Very Low Risk
42	21-33327-27	Seal to front view panel on boiler	Area 7/Boiler Room	No Risk
43	21-33327-28	Gas inlet gasket to boiler	Area 7/Boiler Room	No Risk
44	21-33327-29	Debris to floor	Area 7/Boiler Room	Low Risk
45	21-33327-30	Residue to walls	Area 7/Boiler Room	Low Risk
46	21-33327-31	Debris to plant adjacent entrance door	Area 7/Boiler Room	No Risk
47	Presumed	Electrical equipment	Area 7/Boiler Room	Very Low Risk
48	21-33327-5	Floor tiles and adhesive	Area 8/Landing and Stairs	Very Low Risk
49	21-33327-6	Stair nosings	Area 8/Landing and Stairs	Very Low Risk
50	21-33327-11	Mastic sealant to ducting	Area 11/Motor Room	No Risk
51	21-33327-32	Brake lining to lift motor	Area 11/Lift Motor Room	Very Low Risk
52	21-33327-33	Mastic sealant to ducting	Area 13/Fourth floor roof	No Risk

53	OQ000561	Floor - Nosing to stairs	Ground Floor G/001 Staircase/Stairwell	No Risk
54	OQ000562	Wall - Panel	Ground Floor G/001 Staircase/Stairwell	Medium Risk
55	OQ000563	Column Cladding RHS damaged	Ground Floor G/001 Staircase/Stairwell	Medium Risk
56	OQ000564	Debris/Residue - damaged at column and wall covered by duct tape	Ground Floor G/001 Staircase/Stairwell	Medium Risk
57	OQ000567	Debris/Residue	Ground Floor G/001 Staircase/Stairwell	No Risk
58	As OQ000561	Floor - Nosing to stairs Top step	1st Floor 1/001 Landing	No Risk
59	As OQ000562	Wall - Panel	1st Floor 1/001 Landing	Medium Risk
60	OQ000565	Debris/Residue - damaged at column and wall covered by duct tape	1st Floor 1/001 Landing	Medium Risk
61	OQ000566	Floor - adhesive	1st Floor 1/001 Landing	No Risk
62	NZ002302	Ductwork - Joint(s) Red Mastic	1st Floor 1/001 Shop Floor	No Risk
63	NZ002303	Beam Cladding Within ceiling void	1st Floor 1/001 Shop Floor	No Risk
64	NZ002304	Bulkhead To lower compressed Cellulose tiles	1st Floor 1/001 Shop Floor	No Risk
65	NZ002305	Debris/Residue To top of compressed Cellulose tiles and within bulkhead	1st Floor 1/001 Shop Floor	Low Risk
66	NZ002306	Ceiling Tile - Solid Including lowered bulkhead to each side	1st Floor 1/001 Shop Floor	Medium Risk
67	NZ002307	Debris/Residue To floor from damaged ceiling also attached to flaking paint	1st Floor 1/001 Shop Floor	Low Risk
68	NZ002308	Ceiling Void - Ceiling Above	1st Floor 1/004 Changing Room Baby	Very Low Risk
69	NZ002309	Ceiling Tile - Solid	1st Floor 1/005 Kitchen Cafe	No Risk
70	Presumed	Electrical Services - Fuses/Flashguards Presumed to be present within round fuses damage limitation	1st Floor 1/005 Kitchen Cafe	Very Low Risk
71	NZ002310	Wall - Panel To drinks area	1st Floor 1/005 Kitchen Cafe	No Risk
72	NZ002311	Window Putty/seal to glass	1st Floor 1/005 Kitchen Cafe	No Risk

73	NZ002312	Window Putty/seal to glass on extraction unit	1st Floor 1/005 Kitchen Cafe	No Risk
74	As NZ002302	Ductwork - Joint(s) Red Mastic	1st Floor 1/007 Shop Floor Cafe	No Risk
75	As NZ002303	Beam Cladding Within ceiling void	1st Floor 1/007 Shop Floor Cafe	No Risk
76	As NZ002308	Ceiling Tile - Solid Within ceiling void to front section of cafe	1st Floor 1/007 Shop Floor Cafe	Low Risk
77	As NZ002311	Window Putty/seal to glass	1st Floor 1/007 Shop Floor Cafe	No Risk
78	As NZ002309	Ceiling Tile - Solid	1st Floor 1/008 Landing Fire escape	No Risk
79	NZ002314	Floor - Tile Including Skirting	1st Floor 1/009 Stairs/Hall/Landing Fire escape	No Risk
80	NZ002313	Ceiling Tile - Solid	1st Floor 1/009 Stairs/Hall/Landing Fire escape	Very Low Risk
81	NZ002315	Floor - Nosing to stairs to lower section of stairwell	1st Floor 1/009 Stairs/Hall/Landing Fire escape	Very Low Risk
82	NZ002316	Floor - Nosing to stairs to upper section of stairwell	1st Floor 1/009 Stairs/Hall/Landing Fire escape	Very Low Risk
83	NZ002317	Floor - Tile (with adhesive) to upper section of staircase	1st Floor 1/009 Stairs/Hall/Landing Fire escape	No Risk
84	NZ002318	Window Putty/seal to glass	1st Floor 1/009 Stairs/Hall/Landing Fire escape	No Risk
85	NZ002319	Ceiling Void - Ceiling Above	1st Floor 1/011 Toilet(s) - Female Including entrance	Low Risk
86	NZ002320	Debris/Residue to top of ceiling tiles, old grid and floor from removed and damaged tiles	1st Floor 1/011 Toilet(s) - Female Including entrance	Low Risk
87	NZ002321	Flue Pipe Redundant within ceiling void	1st Floor 1/011 Toilet(s) - Female Including entrance	Very Low Risk
88	As NZ002319	Ceiling Void - Ceiling Above	1st Floor 1/012 Toilet(s) - Male Including entrance	Low Risk
89	As NZ002320	Debris/Residue to top of ceiling tiles, old grid and floor from removed and damaged tiles	1st Floor 1/012 Toilet(s) - Male Including entrance	Low Risk
90	NZ002322	Floor - Nosing to stairs 2 per tread	1st Floor 1/015 Stairs/Hall/Landing	No Risk
91	Presumed	Wall - Panel To bottom section of stairwell L/H wall sample taken on	1st Floor 1/015 Stairs/Hall/Landing	Very Low Risk

		previous survey job number J265586		
92	As NZ002318	Window Putty/seal to glass	1st Floor 1/015 Stairs/Hall/Landing	No Risk
93	NZ002323	Floor - Tile (with adhesive) L/H side of shop floor	2nd Floor 2/001 Storeroom	Very Low Risk
94	NZ002324	Window Putty/seal to glass	2nd Floor 2/001 Storeroom	No Risk
95	NZ002325	Window Putty/seal to frame wall	2nd Floor 2/001 Storeroom	Very Low Risk
96	NZ002326	Boxing High level adjacent entrance	2nd Floor 2/001 Storeroom	Very Low Risk
97	NZ002327	Wall - Panel To riser adjacent lift L/H side of entrance	2nd Floor 2/001 Storeroom	Very Low Risk
98	As NZ002327	Debris/Residue Within riser broken access panel	2nd Floor 2/001 Storeroom	Very Low Risk
99	NZ002328	Soil Pipe - Horizontal Collar packing to joints	2nd Floor 2/001 Storeroom	No Risk
100	NZ002329	Wall - Wall top capping adjacent goods lift	2nd Floor 2/001 Storeroom	No Risk
101	NZ002330	Wall - Wall panel L/H side adjacent goods lift	2nd Floor 2/001 Storeroom	No Risk
102	As NZ002327	Wall - Panel to riser bottom of shop floor adjacent plant room	2nd Floor 2/001 Storeroom	Very Low Risk
103	NZ002331	Wall - Panel to riser end of shop floor adjacent fire exit corridor	2nd Floor 2/001 Storeroom	No Risk
104	As NZ002326	Boxing High level adjacent escape corridor bottom end of shop floor	2nd Floor 2/001 Storeroom	Very Low Risk
105	NZ002332	Boxing High level adjacent fire escape stairwell	2nd Floor 2/001 Storeroom	Very Low Risk
106	NZ002333	Debris/Residue to floor adjacent fire escape stairwell from damaged High level boxing	2nd Floor 2/001 Storeroom	Low Risk
107	NZ002334	Door - Firedoor, Inner Lining to fire escape stairwell	2nd Floor 2/001 Storeroom	Very Low Risk
108	NZ002335	Floor - Tile (with adhesive) R/H side of shop floor	2nd Floor 2/001 Storeroom	Very Low Risk
109	NZ002336	Flue Pipe Adjacent Electrical services	2nd Floor 2/001 Storeroom	Very Low Risk




		R/H side of shop floor entrance end		
110	As NZ002327	Wall - Panel To riser L/H side of goods lift R/H side of storeroom	2nd Floor 2/001 Storeroom	Very Low Risk
111	NZ002337	Wall - Panel	2nd Floor 2/004 Tank Room	Very Low Risk
112	As NZ002324	Window Putty/seal to glass	2nd Floor 2/004 Tank Room	No Risk
113	As NZ002325	Window Putty/seal to frame wall	2nd Floor 2/004 Tank Room	Very Low Risk
114	NZ002338	Pipework Gasket(s)	2nd Floor 2/004 Tank Room	No Risk
115	NZ002339	Door - Firedoor, Inner Lining	2nd Floor 2/005 Plant Room	Very Low Risk
116	NZ002341	Floor - Tile (with adhesive)	2nd Floor 2/006 Corridor	Very Low Risk
117	NZ002342	Window Putty/seal to glass	2nd Floor 2/006 Corridor	No Risk
118	NZ002343	Window Putty/seal to frame wall	2nd Floor 2/006 Corridor	No Risk
119	NZ002344	Beam Cladding Visible from damaged plaster	2nd Floor 2/006 Corridor	No Risk
120	As NZ002337	Wall - Panel	2nd Floor 2/006 Corridor	Very Low Risk
121	NZ002345	Boxing High level covered by masterboard	2nd Floor 2/006 Corridor	Very Low Risk
122	As NZ002313	Ceiling Tile - Solid	2nd Floor 2/009 Stairs/Hall/Landing Fire escape	Very Low Risk
123	As NZ002316	Floor - Nosing to stairs	2nd Floor 2/009 Stairs/Hall/Landing Fire escape	Very Low Risk
124	As NZ002317	Floor - Tile (with adhesive) Including staircase	2nd Floor 2/009 Stairs/Hall/Landing Fire escape	No Risk
125	As NZ002334	Door - Firedoor, Inner Lining to fire escape stairwell	2nd Floor 2/009 Stairs/Hall/Landing Fire escape	Very Low Risk
126	As NZ002341	Floor - Tile (with adhesive)	2nd Floor 2/010 Office	Very Low Risk
127	As NZ002342	Window Putty/seal to glass	2nd Floor 2/010 Office	No Risk
128	As NZ002343	Window Putty/seal to frame wall	2nd Floor 2/010 Office	No Risk
129	NZ002346	Door - Firedoor, Inner Lining	2nd Floor 2/010 Office	Low Risk
130	NZ002347	Ceiling Tile - Solid To escape corridor	2nd Floor 2/010 Office	Low Risk
131	NZ002348	Debris/Residue to escape corridor on flaking paint from ceiling tiles	2nd Floor 2/010 Office	Low Risk

132	NZ002349	Door - Firedoor, Inner Lining Sample taken from damaged area	2nd Floor 2/014 Storeroom	Very Low Risk
133	As NZ002341	Floor - Tile (with adhesive)	2nd Floor 2/014 Storeroom	Very Low Risk
134	As NZ002349	Door - Firedoor, Inner Lining	2nd Floor 2/015 Storeroom	Very Low Risk
135	As NZ002341	Floor - Tile (with adhesive)	2nd Floor 2/015 Storeroom	Very Low Risk
136	NZ002340	Floor - Tile (with adhesive)	Mezzanine MZ/001 Landing Above plant room 2/005	Very Low Risk

This boiler room has been locked. There should be no access until an environmental clean has been carried out.

Please note the survey carried out was non-intrusive and any areas not listed above may not have been accessed or had samples taken, should major refurbishment be planned for the property, further investigation will be required.




Photographs of Areas Sampled

1	21-33327-1	Window putty	Area 1/Landing and Stairs	Does not contain asbestos
				
2	21-33327-2	Panel within lift motor room door	Area 1/Landing and Stairs	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
3	Presumed	Electrical Equipment	Area 1/Landing and Stairs	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				

Photographs of Areas Sampled continued

4	21-33327-4	Soil Pipe packing within flange	Area 1/Landing and Stairs	Does not contain asbestos
				
5	21-33327-5	Floor tiles and adhesive	Area 1/Landing and Stairs	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
6	21-33327-6	Floor stair nosings	Area 1/Landing and Stairs	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				




Photographs of Areas Sampled continued

7	21-33327-8	Redundant cartridge fuses	Area 1/Landing and Stairs	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
8	21-33327-1	Window putty	Area 2/Generator Room	Does not contain asbestos
				
9	Presumed	Electrical Equipment	Area 2/Generator Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				

Photographs of Areas Sampled continued

10	21-33327-11	Sealant to ducting	Area 2/Generator Room	Does not contain asbestos
				
11	21-33327-12	Lining to redundant doors	Area 2/Generator Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
12	21-33327-5	Floor tiles and adhesive	Area 2/Generator Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				




Photographs of Areas Sampled continued

13	21-33327-7	Lining within door	Area 2/Generator Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
14	21-33327-9	Loose lying gasket	Area 2/Generator Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
15	21-33327-13	Pipe insulation	Area 4/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				

Photographs of Areas Sampled continued

16	21-33327-13	Pipe insulation	Area 4/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
17	21-33327-14	Gasket seal to ducting joint	Area 4/Boiler Room	Does not contain asbestos
				
18	Presumed	Electrical Equipment	Area 4/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				




Photographs of Areas Sampled continued

19	Presumed	Electrical Equipment	Area 4/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
20	Presumed	Electrical Equipment	Area 4/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
21	21-33327-16	Mastic sealant to ducting	Area 4/Boiler Room	Does not contain asbestos
				




Photographs of Areas Sampled continued

22	21-33327-17	Debris to central ducting	Area 4/Boiler Room	Does not contain asbestos
				
23	21-33327-18	Lining to door to lobby	Area 4/ Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
24	21-33327-19	Residue to walls adjacent entrance door	Area 4/ Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				




Photographs of Areas Sampled continued

25	21-33327-19	Residue to walls adjacent lobby door	Area 4/ Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
26	21-33327-20	Debris to top of electric consumer box	Area 4/Boiler Room	Does not contain asbestos
				
27	21-33327-21	21-33327-21 - Spatter to rear ventilation unit	Area 4/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				

Photographs of Areas Sampled continued

28	21-33327-34	Debris to floor	Area 4/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
29	21-33327-13	Pipe insulation	Area 5/Store	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
30	21-33327-13	Pipe insulation	Area 6/Lobby	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				

Photographs of Areas Sampled continued

31	21-33327-16	Mastic sealant to ducting	Area 6/Lobby	Does not contain asbestos
				
32	21-33327-16	Mastic sealant to ducting	Area 6/Lobby	Does not contain asbestos
				
33	21-33327-18	Lining to x2 doors	Area 6/Lobby	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				

Photographs of Areas Sampled continued

34	21-33327-13	Pipe insulation	Area 7/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
35	21-33327-22	Pipe Gaskets	Area 7/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
36	21-33327-23	Strip to metal bracket on concrete plinth	Area 7/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				




Photographs of Areas Sampled continued

37	21-33327-23	Strip to metal bracket on concrete plinth	Area 7/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
38	21-33327-24	Infill panel to louvre window	Area 7/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
39	21-33327-24	Debris to floor	Area 7/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				

Photographs of Areas Sampled continued

40	21-33327-25	Loose lying gasket	Area 7/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
41	21-33327-26	Internal gaskets to trane refrigeration unit	Area 7/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
42	21-33327-27	Seal to front view panel on boiler	Area 7/Boiler Room	Does not contain asbestos
				

Photographs of Areas Sampled continued

43	21-33327-28	Gas inlet gasket to boiler	Area 7/Boiler Room	Does not contain asbestos
				
44	21-33327-29	Debris to floor	Area 7/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
45	21-33327-30	Residue to walls	Area 7/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				

Photographs of Areas Sampled continued

46	21-33327-31	Debris to plant adjacent entrance door	Area 7/Boiler Room	Does not contain asbestos
				
47	Presumed	Electrical equipment	Area 7/Boiler Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
48	21-33327-5	Floor tiles and adhesive	Area 8/Landing and Stairs	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				

Photographs of Areas Sampled continued

49	21-33327-6	Stair nosings	Area 8/Landing and Stairs	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
50	21-33327-11	Mastic sealant to ducting	Area 11/Motor Room	Does not contain asbestos
				
51	21-33327-32	Brake lining to lift motor	Area 11/Lift Motor Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				

Photographs of Areas Sampled continued

52	21-33327-33	Mastic sealant to ducting	Area 13/Fourth floor roof	Does not contain asbestos
				
53	OQ000561	Floor - Nosing to stairs	Ground Floor G/001 Staircase/Stairwell	Does not contain asbestos
				
54	OQ000562	Wall - Panel	Ground Floor G/001 Staircase/Stairwell	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				

Photographs of Areas Sampled continued

55	OQ000563	Column Cladding RHS damaged	Ground Floor G/001 Staircase/Stairwell	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
56	OQ000564	Debris/Residue - damaged at column and wall covered by duct tape	Ground Floor G/001 Staircase/Stairwell	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
57	OQ000567	Debris/Residue	Ground Floor G/001 Staircase/Stairwell	Does not contain asbestos
				


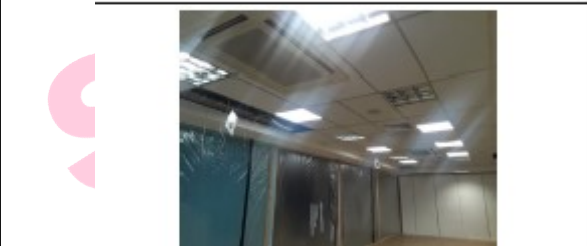



Photographs of Areas Sampled continued

58	As OQ000561	Floor - Nosing to stairs Top step	1st Floor 1/001 Landing	Does not contain asbestos
				
59	As OQ000562	Wall - Panel	1st Floor 1/001 Landing	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
60	OQ000565	Debris/Residue - damaged at column and wall covered by duct tape	1st Floor 1/001 Landing	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				






Photographs of Areas Sampled continued

61	OQ000566	Floor - adhesive	1st Floor 1/001 Landing	Does not contain asbestos
				
62	NZ002302	Ductwork - Joint(s) Red Mastic	1st Floor 1/001 Shop Floor	Does not contain asbestos
				
63	NZ002303	Beam Cladding Within ceiling void	1st Floor 1/001 Shop Floor	Does not contain asbestos
				

Photographs of Areas Sampled continued

64	NZ002304	Bulkhead to lower compressed Cellulose tiles	1st Floor 1/001 Shop Floor	Does not contain asbestos
				
65	NZ002305	Debris/Residue to top of compressed Cellulose tiles and within bulkhead	1st Floor 1/001 Shop Floor	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
66	NZ002306	Ceiling Tile - Solid Including lowered bulkhead to each side	1st Floor 1/001 Shop Floor	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				

Photographs of Areas Sampled continued

67	NZ002307	Debris/Residue to floor from damaged ceiling also attached to flaking paint	1st Floor 1/001 Shop Floor	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle		Photo 2: Close-up		
				
68	NZ002308	Ceiling Void - Ceiling Above	1st Floor 1/004 Changing Room Baby	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle		Photo 2: Close-up		
				
69	NZ002309	Ceiling Tile - Solid	1st Floor 1/005 Kitchen Cafe	Does not contain asbestos
				

Photographs of Areas Sampled continued

70	Presumed	Electrical Services - Fuses/Flashguards Presumed to be present within round fuses damage limitation	1st Floor 1/005 Kitchen Cafe	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
71	NZ002310	Wall - Panel to drinks area	1st Floor 1/005 Kitchen Cafe	Does not contain asbestos
				
72	NZ002311	Window Putty/seal to glass	1st Floor 1/005 Kitchen Cafe	Does not contain asbestos
				





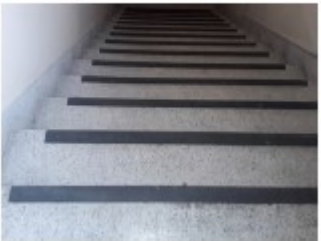
Photographs of Areas Sampled continued

73	NZ002312	Window Putty/seal to glass on extraction unit	1st Floor 1/005 Kitchen Cafe	Does not contain asbestos
				
74	As NZ002302	Ductwork - Joint(s) Red Mastic	1st Floor 1/007 Shop Floor Cafe	Does not contain asbestos
				
75	As NZ002303	Beam Cladding Within ceiling void	1st Floor 1/007 Shop Floor Cafe	Does not contain asbestos
				




Photographs of Areas Sampled continued

76	As NZ002308	Ceiling Tile - Solid Within ceiling void to front section of cafe	1st Floor 1/007 Shop Floor Cafe	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
77	As NZ002311	Window Putty/seal to glass	1st Floor 1/007 Shop Floor Cafe	Does not contain asbestos
				
78	As NZ002309	Ceiling Tile - Solid	1st Floor 1/008 Landing Fire escape	Does not contain asbestos
				







Photographs of Areas Sampled continued

79	NZ002314	Floor - Tile Including Skirting	1st Floor 1/009 Stairs/Hall/Landing Fire escape	Does not contain asbestos
				
80	NZ002313	Ceiling Tile - Solid	1st Floor 1/009 Stairs/Hall/Landing Fire escape	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
<p>Photo 1: Wide Angle</p> 			<p>Photo 2: Close-up</p> 	
81	NZ002315	Floor - Nosing to stairs to lower section of stairwell	1st Floor 1/009 Stairs/Hall/Landing Fire escape	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
<p>Photo 1: Wide Angle</p> 			<p>Photo 2: Close-up</p> 	






Photographs of Areas Sampled continued

82	NZ002316	Floor - Nosing to stairs to upper section of stairwell	1st Floor 1/009 Stairs/Hall/Landing Fire escape	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
83	NZ002317	Floor - Tile (with adhesive) to upper section of staircase	1st Floor 1/009 Stairs/Hall/Landing Fire escape	Does not contain asbestos
				
84	NZ002318	Window Putty/seal to glass	1st Floor 1/009 Stairs/Hall/Landing Fire escape	Does not contain asbestos
				







Photographs of Areas Sampled continued

85	NZ002319	Ceiling Void - Ceiling Above	1st Floor 1/011 Toilet(s) - Female Including entrance	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
86	NZ002320	Debris/Residue to top of ceiling tiles, old grid and floor from removed and damaged tiles	1st Floor 1/011 Toilet(s) - Female Including entrance	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
87	NZ002321	Flue Pipe Redundant within ceiling void	1st Floor 1/011 Toilet(s) - Female Including entrance	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				






Photographs of Areas Sampled continued

88	As NZ002319	Ceiling Void - Ceiling Above	1st Floor 1/012 Toilet(s) - Male Including entrance	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
89	As NZ002320	Debris/Residue to top of ceiling tiles, old grid and floor from removed and damaged tiles	1st Floor 1/012 Toilet(s) - Male Including entrance	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
90	NZ002322	Floor - Nosing to stairs 2 per tread	1st Floor 1/015 Stairs/Hall/Landing	Does not contain asbestos
				






Photographs of Areas Sampled continued

91	Presumed	Wall - Panel to bottom section of stairwell L/H wall sample taken on previous survey job number J265586	1st Floor 1/015 Stairs/Hall/Landing	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle		Photo 2: Close-up		
				
92	As NZ002318	Window Putty/seal to glass	1st Floor 1/015 Stairs/Hall/Landing	Does not contain asbestos
				
93	NZ002323	Floor - Tile (with adhesive) L/H side of shop floor	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle		Photo 2: Close-up		
				

Photographs of Areas Sampled continued

94	NZ002324	Window Putty/seal to glass	2nd Floor 2/001 Storeroom	Does not contain asbestos
				
95	NZ002325	Window Putty/seal to frame wall	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
96	NZ002326	Boxing High level adjacent entrance	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				






Photographs of Areas Sampled continued

97	NZ002327	Wall - Panel to riser adjacent lift L/H side of entrance	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
98	As NZ002327	Debris/Residue Within riser broken access panel	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
99	NZ002328	Soil Pipe - Horizontal Collar packing to joints	2nd Floor 2/001 Storeroom	Does not contain asbestos
				







Photographs of Areas Sampled continued

100	NZ002329	Wall - Wall top capping adjacent goods lift	2nd Floor 2/001 Storeroom	Does not contain asbestos
				
101	NZ002330	Wall - Wall panel L/H side adjacent goods lift	2nd Floor 2/001 Storeroom	Does not contain asbestos
				
102	As NZ002327	Wall - Panel to riser bottom of shop floor adjacent plant room	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				







Photographs of Areas Sampled continued

103	NZ002331	Wall - Panel to riser end of shop floor adjacent fire exit corridor	2nd Floor 2/001 Storeroom	Does not contain asbestos
				
104	As NZ002326	Boxing High level adjacent escape corridor bottom end of shop floor	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
<p>Photo 1: Wide Angle</p> <hr/> 			<p>Photo 2: Close-up</p> <hr/> 	
105	NZ002332	Boxing High level adjacent fire escape stairwell	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
<p>Photo 1: Wide Angle</p> <hr/> 			<p>Photo 2: Close-up</p> <hr/> 	






Photographs of Areas Sampled continued

106	NZ002333	Debris/Residue to floor adjacent fire escape stairwell from damaged High level boxing	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
107	NZ002334	Door - Fire door, Inner Lining to fire escape stairwell	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
108	NZ002335	Floor - Tile (with adhesive) R/H side of shop floor	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				






Photographs of Areas Sampled continued

109	NZ002336	Flue Pipe Adjacent Electrical services R/H side of shop floor entrance end	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle		Photo 2: Close-up		
				
110	As NZ002327	Wall - Panel to riser L/H side of goods lift R/H side of storeroom	2nd Floor 2/001 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle		Photo 2: Close-up		
				
111	NZ002337	Wall - Panel	2nd Floor 2/004 Tank Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle		Photo 2: Close-up		
				


Photographs of Areas Sampled continued

112	As NZ002324	Window Putty/seal to glass	2nd Floor 2/004 Tank Room	Does not contain asbestos
				
113	As NZ002325	Window Putty/seal to frame wall	2nd Floor 2/004 Tank Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
Photo 1: Wide Angle		Photo 2: Close-up		
				
114	NZ002338	Pipework Gasket(s)	2nd Floor 2/004 Tank Room	Does not contain asbestos
				

Photographs of Areas Sampled continued

115	NZ002339	Door - Firedoor, Inner Lining	2nd Floor 2/005 Plant Room	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle		Photo 2: Close-up		
				
116	NZ002341	Floor - Tile (with adhesive)	2nd Floor 2/006 Corridor	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle		Photo 2: Close-up		
				
117	NZ002342	Window Putty/seal to glass	2nd Floor 2/006 Corridor	Does not contain asbestos
				






Photographs of Areas Sampled continued

118	NZ002343	Window Putty/seal to frame wall	2nd Floor 2/006 Corridor	Does not contain asbestos
				
119	NZ002344	Beam Cladding Visible from damaged plaster	2nd Floor 2/006 Corridor	Does not contain asbestos
				
120	As NZ002337	Wall - Panel	2nd Floor 2/006 Corridor	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				

Photographs of Areas Sampled continued

121	NZ002345	Boxing High level covered by masterboard	2nd Floor 2/006 Corridor	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
122	As NZ002313	Ceiling Tile - Solid	2nd Floor 2/009 Stairs/Hall/Landing Fire escape	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
123	As NZ002316	Floor - Nosing to stairs	2nd Floor 2/009 Stairs/Hall/Landing Fire escape	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				






Photographs of Areas Sampled continued

124	As NZ002317	Floor - Tile (with adhesive) Including staircase	2nd Floor 2/009 Stairs/Hall/Landing Fire escape	Does not contain asbestos
				
125	As NZ002334	Door - Fire door, Inner Lining to fire escape stairwell	2nd Floor 2/009 Stairs/Hall/Landing Fire escape	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle 			Photo 2: Close-up 	
126	As NZ002341	Floor - Tile (with adhesive)	2nd Floor 2/010 Office	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle 			Photo 2: Close-up 	







Photographs of Areas Sampled continued

127	As NZ002342	Window Putty/seal to glass	2nd Floor 2/010 Office	Does not contain asbestos
				
128	As NZ002343	Window Putty/seal to frame wall	2nd Floor 2/010 Office	Does not contain asbestos
				
129	NZ002346	Door - Firedoor, Inner Lining	2nd Floor 2/010 Office	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				

Photographs of Areas Sampled continued

130	NZ002347	Ceiling Tile - Solid To escape corridor	2nd Floor 2/010 Office	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
				
131	NZ002348	Debris/Residue to escape corridor on flaking paint from ceiling tiles	2nd Floor 2/010 Office	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
132	NZ002349	Door - Firedoor, Inner Lining Sample taken from damaged area	2nd Floor 2/014 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				

Photographs of Areas Sampled continued

133	As NZ002341	Floor - Tile (with adhesive)	2nd Floor 2/014 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
134	As NZ002349	Door - Fire door, Inner Lining	2nd Floor 2/015 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				
135	As NZ002341	Floor - Tile (with adhesive)	2nd Floor 2/015 Storeroom	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle			Photo 2: Close-up	
				

Photographs of Areas Sampled continued

136	NZ002340	Floor - Tile (with adhesive)	Mezzanine MZ/001 Landing Above plant room 2/005	Contains Asbestos Any change in appearance should be recorded and passed to Property Services
Photo 1: Wide Angle		Photo 2: Close-up		
				

Sunderland
City Council

Five Simple Steps to Asbestos Management

Each property has a nominated site asbestos monitoring officer (SAMO). The SAMO is responsible for maintaining this register and ensuring all necessary personnel are aware of the register including all maintenance, construction and service installers; undertaking periodic inspections and liaising with the Departmental Asbestos Co-ordinator and the Asbestos Manager in Property Services as necessary.

The SAMO's role is very important but this guide is hoped to ensure the requirements are easy and simple to follow.

Step 1 – Receiving the Register

The SAMO is the tenant.

And the person is responsible for the register, where it is located and that it is kept up to date.

The register contains a plan of the premises and a photographic schedule of where the asbestos is and what risk is associated.

The SAMO must make all employees aware of the locations and should let any contractors entering the building view the register before any work is started.

Step 2 – Periodic Inspections

The SAMO must look at the locations photographed and compare the asbestos now to when the photograph was taken and complete the checklist attached (Form 2).

The checklists are to be completed periodically in accordance with the schedule attached.

Should the SAMO come across some asbestos which has been disturbed, whether during refurbishment works or during the normal course of wear and tear, they should complete Form 4 as far as possible and contact Property Services for advice and remedial action.

In the meantime, they should ensure that access to the area containing the disturbed or damaged asbestos is prohibited until Property Services has made recommendations.

Step 3 – Planned Work

All planned works that may disturb or danger any asbestos indicated, should be reported to Property Services using form 3 at least 21 days before the work is due to commence.

Step 4 – Contractors on Site

If a contractor arrives on site, the SAMO must :

- a. Make sure they read/view the register
- b. Get contractor to sign register to say he has read it (Form1).
- c. Get confirmation from the contractor that proposed works will not disturb any asbestos areas.
- d. If area is disturbed that was not identified in Register, advise Property Services immediately and complete Form 4.

Step 5 – Monitoring the Register

On completion of work get contractor to sign to say they didn't disturb any areas.

If alterations have occurred details should be forwarded to Property Services.

If you, as SAMO, are to leave your post, please notify your Departmental Co-ordinator to appoint another person and notify Property Services and the front of your register.

In the event of an exposure of asbestos, please refer to your site specific emergency procedures. However, as a minimum:

- Seal the area off completely. (Lock the area off if possible and post a notice on the door, "No access - Contact ")
- If there is any air movement systems within the premises, shut it off.
- Contact the Asbestos Manager on 0191 561 2686 immediately. Who will arrange for any remedial works / air monitoring.
- Start to complete the "Registration of Disturbances" form, which is in your register (Section 10 in the new style register).

Once the remedial works have been carried out and a clear air test certificate has been issued. Access to the area can be re-opened.

In the event that you are unable to contact the Asbestos Manager, please contact the Civic Centre on 520 5555 and ask for assistance from a building surveyor. Out of hours ring the City Alarm and Emergency Control room on 553 1999.

Central Safety can be contacted on 561 2311.

In the event of a fire (or drill), the asbestos register must be taken outside to show the emergency services.

Commonly Asked Questions.

- **How often should SAMO's undertake inspections of asbestos containing materials?**
The Asbestos Manager will inform the SAMO of how often the inspections should be undertaken.
- **What should a SAMO do if the asbestos containing materials are disturbed or damaged?**
The SAMO should prohibit access to the areas until the Asbestos Manager in Property Services has been contacted and given recommendations.
- **Can employees put up decorations onto asbestos containing materials?**
No decorations should be attached to asbestos containing materials. However, it is understood that some decoration is already attached to asbestos containing materials and these should be left in place.
- **Can a room with asbestos containing materials in the ceiling and wall be painted?**
Yes, as long as the material is not rubbed or sanded down, as this may result in the release of asbestos fibres.
- **Why isn't all asbestos containing materials removed from buildings?**
Because it is safer to leave asbestos containing materials in good condition in buildings. Removing the materials will result in a greater risk to health because of the consequential release of fibres.
- **When will asbestos containing material be removed from my building?**
Asbestos containing materials will be removed if work involves the disturbance of the material e.g. during the refurbishment or dismantling of part of the building or structure.
- **What should a SAMO do if he/she has had no training in use of the register?**
The SAMO should ring the Departmental Co-ordinator who will arrange training.

INSPECTION SCHEDULE

FORM 2

Item No.	Area Sampled	Location Name	Inspection Frequency	Date of Return	Condition Same/change	Action Required Y/N	Comments
1	Window putty	Area 1/Landing and Stairs	N/A	N/A	N/A	N/A	
2	Panel within lift motor room door	Area 1/Landing and Stairs	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
3	Electrical Equipment	Area 1/Landing and Stairs	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
4	Soil Pipe packing within flange	Area 1/Landing and Stairs	N/A	N/A	N/A	N/A	
5	Floor tiles and adhesive	Area 1/Landing and Stairs	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
6	Floor stair nosings	Area 1/Landing and Stairs	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
7	Redundant cartridge fuses	Area 1/Landing and Stairs	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
8	Window putty	Area 2/Generator Room	N/A	N/A	N/A	N/A	
9	Electrical Equipment	Area 2/Generator Room	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
10	Sealant to ducting	Area 2/Generator Room	N/A	N/A	N/A	N/A	
11	Lining to redundant doors	Area 2/Generator Room	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
12	Floor tiles and adhesive	Area 2/Generator Room	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
13	Lining within door	Area 2/Generator Room	Low Risk/6 months	N/A			Do not inspect until

							tender is drawn and work is completed
14	Loose lying gasket	Area 2/Generator Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
15	Pipe insulation	Area 4/Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
16	Pipe insulation	Area 4/Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
17	Gasket seal to ducting joint	Area 4/Boiler Room	N/A	N/A	N/A	N/A	
18	Electrical Equipment	Area 4/Boiler Room	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
19	Electrical Equipment	Area 4/Boiler Room	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
20	Electrical Equipment	Area 4/Boiler Room	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
21	Mastic sealant to ducting	Area 4/Boiler Room	N/A	N/A	N/A	N/A	
22	Debris to central ducting	Area 4/Boiler Room	N/A	N/A	N/A	N/A	
23	Lining to door to lobby	Area 4/ Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
24	Residue to walls adjacent entrance door	Area 4/ Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
25	Residue to walls adjacent lobby door	Area 4/ Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
26	Debris to top of electric consumer box	Area 4/Boiler Room	N/A	N/A	N/A	N/A	
27	21-33327-21 - Spatter to	Area 4/Boiler Room	Low Risk/6 months	N/A			Do not inspect until

	rear ventilation unit						tender is drawn and work is completed
28	Debris to floor	Area 4/Boiler Room	Medium Risk/3 months	N/A			Do not inspect until tender is drawn and work is completed
29	Pipe insulation	Area 5/Store	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
30	Pipe insulation	Area 6/Lobby	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
31	Mastic sealant to ducting	Area 6/Lobby	N/A	N/A	N/A	N/A	
32	Mastic sealant to ducting	Area 6/Lobby	N/A	N/A	N/A	N/A	
33	Lining to x2 doors	Area 6/Lobby	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
34	Pipe insulation	Area 7/Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
35	Pipe Gaskets	Area 7/Boiler Room	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
36	Strip to metal bracket on concrete plinth	Area 7/Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
37	Strip to metal bracket on concrete plinth	Area 7/Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
38	Infill panel to louvre window	Area 7/Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
39	Debris to floor	Area 7/Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
40	Loose lying gasket	Area 7/Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and

							work is completed
41	Internal gaskets to trane refrigeration unit	Area 7/Boiler Room	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
42	Seal to front view panel on boiler	Area 7/Boiler Room	N/A	N/A	N/A	N/A	
43	Gas inlet gasket to boiler	Area 7/Boiler Room	N/A	N/A	N/A	N/A	
44	Debris to floor	Area 7/Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
45	Residue to walls	Area 7/Boiler Room	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
46	Debris to plant adjacent entrance door	Area 7/Boiler Room	N/A	N/A	N/A	N/A	
47	Electrical equipment	Area 7/Boiler Room	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
48	Floor tiles and adhesive	Area 8/Landing and Stairs	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
49	Stair nosings	Area 8/Landing and Stairs	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
50	Mastic sealant to ducting	Area 11/Motor Room	N/A	N/A	N/A	N/A	
51	Brake lining to lift motor	Area 11/Lift Motor Room	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
52	Mastic sealant to ducting	Area 13/Fourth floor roof	N/A	N/A	N/A	N/A	
53	Floor - Nosing to stairs	Ground Floor G/001 Staircase/Stairwell	N/A	N/A	N/A	N/A	
54	Wall - Panel	Ground Floor G/001 Staircase/Stairwell	Medium Risk/3 months	N/A			Do not inspect until tender is drawn and work is completed
55	Column Cladding RHS damaged	Ground Floor G/001 Staircase/Stairwell	Medium Risk/3 months	N/A			Do not inspect until tender is drawn and

							work is completed
56	Debris/Residue - damaged at column and wall covered by duct tape	Ground Floor G/001 Staircase/Stairwell	Medium Risk/3 months	N/A			Do not inspect until tender is drawn and work is completed
57	Debris/Residue	Ground Floor G/001 Staircase/Stairwell	N/A	N/A	N/A	N/A	
58	Floor - Nosing to stairs Top step	1st Floor 1/001 Landing	N/A	N/A	N/A	N/A	
59	Wall - Panel	1st Floor 1/001 Landing	Medium Risk/3 months	N/A			Do not inspect until tender is drawn and work is completed
60	Debris/Residue - damaged at column and wall covered by duct tape	1st Floor 1/001 Landing	Medium Risk/3 months	N/A			Do not inspect until tender is drawn and work is completed
61	Floor - adhesive	1st Floor 1/001 Landing	N/A	N/A	N/A	N/A	
62	Ductwork - Joint(s) Red Mastic	1st Floor 1/001 Shop Floor	N/A	N/A	N/A	N/A	
63	Beam Cladding Within ceiling void	1st Floor 1/001 Shop Floor	N/A	N/A	N/A	N/A	
64	Bulkhead to lower compressed Cellulose Tiles	1st Floor 1/001 Shop Floor	N/A	N/A	N/A	N/A	
65	Debris/Residue to top of compressed Cellulose tiles and within bulkhead	1st Floor 1/001 Shop Floor	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
66	Ceiling Tile - Solid Including lowered bulkhead to each side	1st Floor 1/001 Shop Floor	Medium Risk/3 months	N/A			Do not inspect until tender is drawn and work is completed
67	Debris/Residue to floor from damaged ceiling also attached to flaking paint	1st Floor 1/001 Shop Floor	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
68	Ceiling Void - Ceiling Above	1st Floor 1/004 Changing Room Baby	Very Low Risk/12 months	26/11/2025			

69	Ceiling Tile - Solid	1st Floor 1/005 Kitchen Cafe	N/A	N/A	N/A	N/A	
70	Electrical Services - Fuses/Flashguards Presumed to be present within round fuses damage limitation	1st Floor 1/005 Kitchen Cafe	Very Low Risk/12 months	26/11/2025			
71	Wall - Panel to drinks area	1st Floor 1/005 Kitchen Cafe	N/A	N/A	N/A	N/A	
72	Window Putty/seal to glass	1st Floor 1/005 Kitchen Cafe	N/A	N/A	N/A	N/A	
73	Window Putty/seal to glass on extraction unit	1st Floor 1/005 Kitchen Cafe	N/A	N/A	N/A	N/A	
74	Ductwork - Joint(s) Red Mastic	1st Floor 1/007 Shop Floor Cafe	N/A	N/A	N/A	N/A	
75	Beam Cladding Within ceiling void	1st Floor 1/007 Shop Floor Cafe	N/A	N/A	N/A	N/A	
76	Ceiling Tile - Solid Within ceiling void to front section of cafe	1st Floor 1/007 Shop Floor Cafe	Low Risk/6 months	26/05/2025			
77	Window Putty/seal to glass	1st Floor 1/007 Shop Floor Cafe	N/A	N/A	N/A	N/A	
78	Ceiling Tile - Solid	1st Floor 1/008 Landing Fire escape	N/A	N/A	N/A	N/A	
79	Floor - Tile Including Skirting	1st Floor 1/009 Stairs/Hall/Landing Fire escape	N/A	N/A	N/A	N/A	
80	Ceiling Tile - Solid	1st Floor 1/009 Stairs/Hall/Landing Fire escape	Very Low Risk/12 months	26/11/2025			
81	Floor - Nosing to stairs to lower section of stairwell	1st Floor 1/009 Stairs/Hall/Landing Fire escape	Very Low Risk/12 months	26/11/2025			
82	Floor - Nosing to stairs to upper section of stairwell	1st Floor 1/009 Stairs/Hall/Landing Fire escape	Very Low Risk/12 months	26/11/2025			

83	Floor - Tile (with adhesive) To upper section of staircase	1st Floor 1/009 Stairs/Hall/Landing Fire escape	N/A	N/A	N/A	N/A	
84	Window Putty/seal to glass	1st Floor 1/009 Stairs/Hall/Landing Fire escape	N/A	N/A	N/A	N/A	
85	Ceiling Void - Ceiling Above	1st Floor 1/011 Toilet(s) - Female Including entrance	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
86	Debris/Residue to top of ceiling tiles, old grid and floor from removed and damaged tiles	1st Floor 1/011 Toilet(s) - Female Including entrance	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
87	Flue Pipe Redundant within ceiling void	1st Floor 1/011 Toilet(s) - Female Including entrance	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
88	Ceiling Void - Ceiling Above	1st Floor 1/012 Toilet(s) - Male Including entrance	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
89	Debris/Residue to top of ceiling tiles, old grid and floor from removed and damaged tiles	1st Floor 1/012 Toilet(s) - Male Including entrance	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
90	Floor - Nosing to stairs 2 per tread	1st Floor 1/015 Stairs/Hall/Landing	N/A	N/A	N/A	N/A	
91	Wall - Panel to bottom section of stairwell L/H wall sample taken on previous survey job number J265586	1st Floor 1/015 Stairs/Hall/Landing	Very Low Risk/12 months	26/11/2025			
92	Window Putty/seal to glass	1st Floor 1/015 Stairs/Hall/Landing	N/A	N/A	N/A	N/A	
93	Floor - Tile (with adhesive) L/H side of shop floor	2nd Floor 2/001 Storeroom	Very Low Risk/12 months	26/11/2025			
94	Window Putty/seal to glass	2nd Floor 2/001 Storeroom	N/A	N/A	N/A	N/A	

95	Window Putty/seal to frame wall	2nd Floor 2/001 Storeroom	Very Low Risk/12 months	26/11/2025			
96	Boxing High level adjacent entrance	2nd Floor 2/001 Storeroom	Very Low Risk/12 months	26/11/2025			
97	Wall - Panel to riser adjacent lift L/H side of entrance	2nd Floor 2/001 Storeroom	Very Low Risk/12 months	26/11/2025			
98	Debris/Residue Within riser broken access panel	2nd Floor 2/001 Storeroom	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
99	Soil Pipe - Horizontal Collar packing to joints	2nd Floor 2/001 Storeroom	N/A	N/A	N/A	N/A	
100	Wall - Wall top capping adjacent goods lift	2nd Floor 2/001 Storeroom	N/A	N/A	N/A	N/A	
101	Wall - Wall panel L/H side adjacent goods lift	2nd Floor 2/001 Storeroom	N/A	N/A	N/A	N/A	
102	Wall - Panel to riser bottom of shop floor adjacent plant room	2nd Floor 2/001 Storeroom	Very Low Risk/12 months	26/11/2025			
103	Wall - Panel to riser end of shop floor adjacent fire exit corridor	2nd Floor 2/001 Storeroom	N/A	N/A	N/A	N/A	
104	Boxing High level adjacent escape corridor bottom end of shop floor	2nd Floor 2/001 Storeroom	Very Low Risk/12 months	26/11/2025			
105	Boxing High level adjacent fire escape stairwell	2nd Floor 2/001 Storeroom	Very Low Risk/12 months	N/A			Do not inspect until tender is drawn and work is completed
106	Debris/Residue to floor adjacent fire escape stairwell from damaged High level boxing	2nd Floor 2/001 Storeroom	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
107	Door - Firedoor, Inner Lining To fire escape stairwell	2nd Floor 2/001 Storeroom	Very Low Risk/12 months	26/11/2025			
108	Floor - Tile (with	2nd Floor 2/001	Very Low Risk/12	26/11/2025			

	adhesive) R/H side of shop floor	Storeroom	months				
109	Flue Pipe Adjacent Electrical services R/H side of shop floor entrance end	2nd Floor 2/001 Storeroom	Very Low Risk/12 months	26/11/2025			
110	Wall - Panel to riser L/H side of goods lift R/H side of storeroom	2nd Floor 2/001 Storeroom	Very Low Risk/12 months	26/11/2025			
111	Wall - Panel	2nd Floor 2/004 Tank Room	Very Low Risk/12 months	26/11/2025			
112	Window Putty/seal to glass	2nd Floor 2/004 Tank Room	N/A	N/A	N/A	N/A	
113	Window Putty/seal to frame wall	2nd Floor 2/004 Tank Room	Very Low Risk/12 months	26/11/2025			
114	Pipework Gasket(s)	2nd Floor 2/004 Tank Room	N/A	N/A	N/A	N/A	
115	Door - Firedoor, Inner Lining	2nd Floor 2/005 Plant Room	Very Low Risk/12 months	26/11/2025			
116	Floor - Tile (with adhesive)	2nd Floor 2/006 Corridor	Very Low Risk/12 months	26/11/2025			
117	Window Putty/seal to glass	2nd Floor 2/006 Corridor	N/A	N/A	N/A	N/A	
118	Window Putty/seal to frame wall	2nd Floor 2/006 Corridor	N/A	N/A	N/A	N/A	
119	Beam Cladding Visible from damaged plaster	2nd Floor 2/006 Corridor	N/A	N/A	N/A	N/A	
120	Wall - Panel	2nd Floor 2/006 Corridor	Very Low Risk/12 months	26/11/2025			
121	Boxing High level covered by masterboard	2nd Floor 2/006 Corridor	Very Low Risk/12 months	26/11/2025			
122	Ceiling Tile - Solid	2nd Floor 2/009 Stairs/Hall/Landing Fire escape	Very Low Risk/12 months	26/11/2025			
123	Floor - Nosing to stairs	2nd Floor 2/009 Stairs/Hall/Landing Fire	Very Low Risk/12 months	26/11/2025			

		escape					
124	Floor - Tile (with adhesive) Including staircase	2nd Floor 2/009 Stairs/Hall/Landing Fire escape	N/A	N/A	N/A	N/A	
125	Door - Firedoor, Inner Lining To fire escape stairwell	2nd Floor 2/009 Stairs/Hall/Landing Fire escape	Very Low Risk/12 months	26/11/2025			
126	Floor - Tile (with adhesive)	2nd Floor 2/010 Office	Very Low Risk/12 months	26/11/2025			
127	Window Putty/seal to glass	2nd Floor 2/010 Office	N/A	N/A	N/A	N/A	
128	Window Putty/seal to frame wall	2nd Floor 2/010 Office	N/A	N/A	N/A	N/A	
129	Door - Firedoor, Inner Lining	2nd Floor 2/010 Office	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
130	Ceiling Tile - Solid to escape corridor	2nd Floor 2/010 Office	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
131	Debris/Residue to escape corridor on flaking paint from ceiling tiles	2nd Floor 2/010 Office	Low Risk/6 months	N/A			Do not inspect until tender is drawn and work is completed
132	Door - Firedoor, Inner Lining Sample taken from damaged area	2nd Floor 2/014 Storeroom	Very Low Risk/12 months	26/11/2025			
133	Floor - Tile (with adhesive)	2nd Floor 2/014 Storeroom	Very Low Risk/12 months	26/11/2025			
134	Door - Firedoor, Inner Lining	2nd Floor 2/015 Storeroom	Very Low Risk/12 months	26/11/2025			
135	Floor - Tile (with adhesive)	2nd Floor 2/015 Storeroom	Very Low Risk/12 months	26/11/2025			
136	Floor - Tile (with adhesive)	Mezzanine MZ/001 Landing Above plant room 2/005	Very Low Risk/12 months	26/11/2025			

Good Practice Guidance:

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration the last inspection
- Replace missing/damaged asbestos labels/stickers

Comments:

Sunderland
City Council

School/Site:	
Date of inspection:	
Inspected by (signature):	
Print Name:	