

## **Forward**

### ASBESTOS SURVEY REPORT FOR PARCELFORCE DEPOT, WASHINGTON

I have enclosed for your information and retention the most recent asbestos survey (type 2) 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: 07557938966.

Yours sincerely,

Paul Davies  
Assistant Director of Business and Property Services



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City Council

**Asbestos Register for**  
**PARCELFORCE DEPOT, WASHINGTON**



**UPRN: - 39099**

**Location of register:-**

**Premises Manager / Samo: - Tenant                      Date: 17 November 2022**

**Contact Numbers List: -**

**Caroline Bage - Asbestos Manager – 07557938966**

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## **Plan of Building and Samples Location**

As JJ0224/07 – Pipework (Room 0/52) (Item 1) No Risk  
JJ0210/07 – Stair nosing (Room 0/55) - Has been removed.  
JJ0339/07 – Vinyl flooring (Room 0/59) (Item 2) No Risk  
JJ0224/07 – Pipework (Room 0/59a) (Item 3) No Risk  
JJ0338/07 – Debris to floor (Room 0/60) (Item 4) No Risk  
JJ0211/07 – Pipework (Room 0/60) (Item 5) No Risk  
JJ0218/07 – Flue Pipe (Room 0/64) (Item 6) Very Low Risk  
JJ0225/07 – Pipework (Room 0/64) (Item 7) No Risk  
JJ0226/07 – Pipework (Room 0/64) (Item 8) No Risk  
JJ0222/07 – Pipework (Room 0/64) (Item 9) No Risk  
JJ0221/07 – Pipework (Room 0/64) (Item 10) No Risk  
JJ0220/07 – Pipework (Room 0/64) (Item 11) No Risk  
JJ0219/07 – Pipework (Room 0/64) (Item 12) No Risk  
JJ0212/07 – Vinyl flooring (Room 0/65) (Item 13) No Risk  
JJ0214/07 – Boxing (Room 0/66) (Item 14) No Risk  
JJ0213/07 – Boxing (Room 0/66) (Item 15) No Risk  
JJ0209/07 – Floor tile (Room 1/2) (Item 16) No Risk  
JJ0223/07 – Wall upper (Room 1/2) (Item 17) No Risk  
JJ0215/07 – Vinyl flooring (Room 1/5) (Item 18) No Risk  
JJ0216/07 – Vinyl flooring (Room 1/6) (Item 19) No Risk  
As JJ0216/07 – Vinyl flooring (Room 1/7) (Item 20) No Risk  
JJ0217/07 – Sink pad (Room 1/7) – Has been removed  
389139-3 – Beam Cladding (GF Stairwell - 0/68) (Item 21) No Risk  
389139-4 – Floor Tiles (GF Stairwell – 0/68) (Item 22) No Risk  
As 389139-3 – Boxing (GF Store Room Transport and Cupboard/Rm 0/073) (Item 23) – No Risk  
389139-23 – Boxing face panel (GF Store Room Transport and Cupboard/Rm 0/073) (Item 24) – No Risk  
As 389139-10 – Beam Cladding - upstand (Boiler Room) (Item 25) No Risk  
389139-10 – Beam Cladding – above doorway (Boiler Room) (Item 26) No Risk  
389139-17 – Lining to boiler (Boiler room) (Item 27) Very Low Risk  
389139-06 – Debris to floor (Boiler room) (Item 28) No Risk  
389139-18 – Debris to walls (Boiler room) (Item 29) No Risk  
389139-15 – Packing in boiler unit (Boiler room) (Item 30) Low Risk  
389139-16 – Jointing on flue pipe (Boiler room) (Item 31) Very Low Risk  
389139-2 – Header Panel (Garage) (Item 32) No Risk  
389139-1 – Window Putty (Garage) (Item 33) No Risk  
389139-22 – Skirting (Flr 1 Corridor – 1/083) (Item 34) No Risk  
Presumed – Cowl (External) (Item 35) Very Low Risk  
389139-05 – Damp Proof Course (External) (Item 36) Very Low Risk  
389139-20 – Roof Felt (External) (Item 37) No Risk  
389139-25 – Window Putty (External) (Item 38) No Risk  
389139-17 – Rope seal gasket to boiler joints (Boiler Room) (Item 39) – Low Risk

**Please note the survey carried out was non-intrusive. Should major refurbishment be planned for the property, further investigation will be required.**

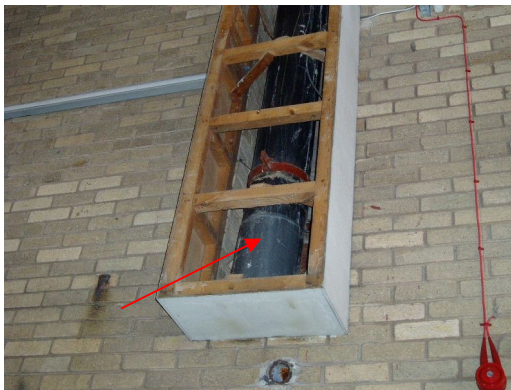


## Photographs of Areas Sampled



### **Item 2 - Ref: JJ0339/07**

The vinyl floor covering to the vertical stair rises (Room 0/59) does not contain asbestos.



### **Item 3 - Ref: JJ0224/07**

The vertical Pipework inside the boxing in mowers storage area (Room 0/59a) does not contain asbestos.

Similar pipework is located in room 0/52. **(Item 1)**



### **Item 4 - Ref: JJ0338//07**

The debris to the floor in storage area 2 (Room 0/60) does not contain asbestos.

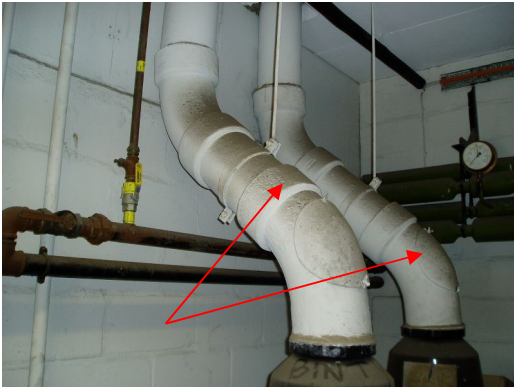


## Photographs of Areas Sampled (Cont)



### **Item 5 - Ref: JJ0211/07**

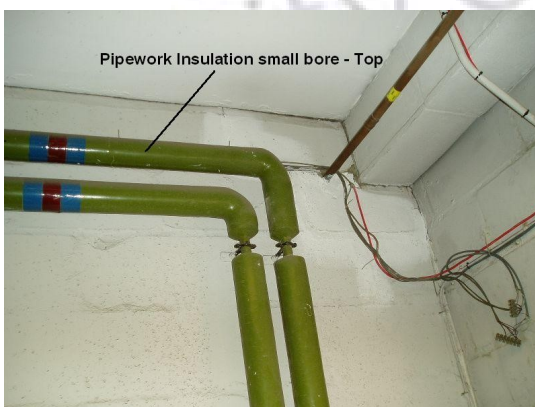
The black pipework in storage area 2 (Room 0/60) does not contain asbestos.



### **Item 6 - Ref: JJ0218/07**

The flue pipe in the boiler room (Room 0/64) contains asbestos.

Any change in its appearance should be recorded and passed to Property Services.



### **Item 7 - Ref: JJ0225/07**

The small bore insulation to the pipework in the boiler room (Room 0/64) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 8 - Ref: JG0226/07**

The small bore insulation to the pipework in the boiler room (Room 0/64) does not contain asbestos.



### **Item 9 – Ref: JJ0222/07**

The pipework next to the floor in the boiler room (Room 0/64) does not contain asbestos.



### **Item 10 - Ref: JJ0221/07**

The pipework (2<sup>nd</sup> up from floor) in the boiler room (Room 0/64) does not contain asbestos.

### Photographs of Areas Sampled (Cont)



#### **Item 11 - Ref: JJ0220/07**

The pipework (3rd from the floor) in the boiler room (Room 0/64) does not contain asbestos.



#### **Item 12 - Ref: JJ0219/07**

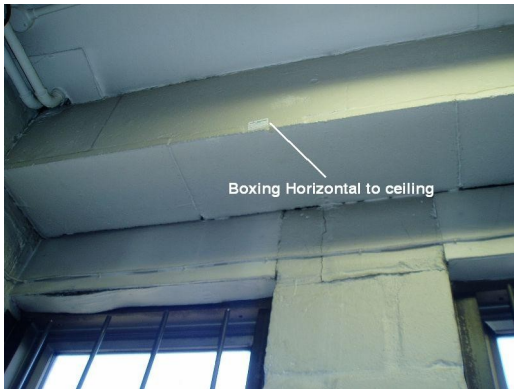
The pipework (4<sup>th</sup> from the floor) in the boiler room (Room 0/64) does not contain asbestos.



#### **Item 13 - Ref: JJ0212/07**

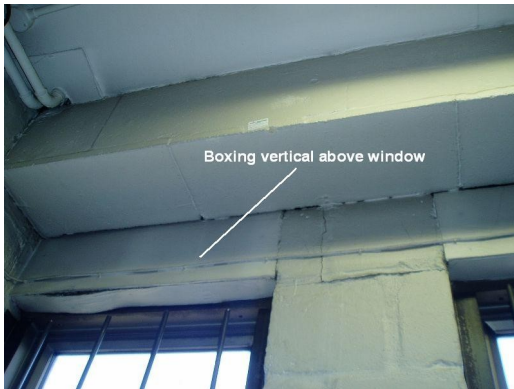
The covering lino to the stairs in the entrance hall (Room 0/65) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 14 - Ref: JJ0214/07**

The horizontal boxing to the ceiling in the workshop stores (Room 0/66) does not contain asbestos.



### **Item 15 - Ref: JJ0213/07**

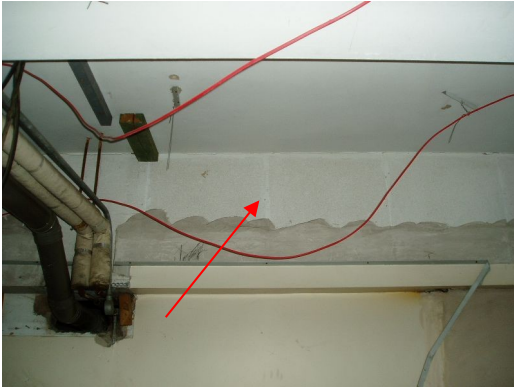
The horizontal boxing above the window in the workshop stores (Room 0/66) does not contain asbestos.



### **Item 16 - Ref: JJ0209/07**

The grey floor tiles to room 1/2 do not contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 17 - Ref: JJ0223/07**

The wall upper in Room 1/2 does not contain asbestos.



**Item 18 - Ref: JJ0215/07**

The cream floor covering to the lock room pool (Room 1/5) does not contain asbestos.



**Various - Ref: JJ0216/07**

The dark floor covering to the office (Room 1/6) does not contain asbestos. **(Item 19)**

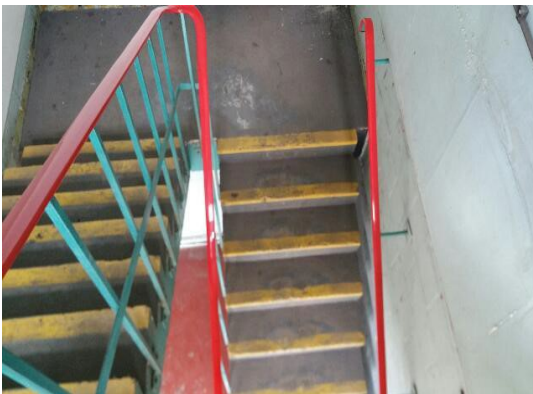
Similar flooring is located in room 1/7. **(Item 20)**

**Photographs of Areas Sampled (Cont)**



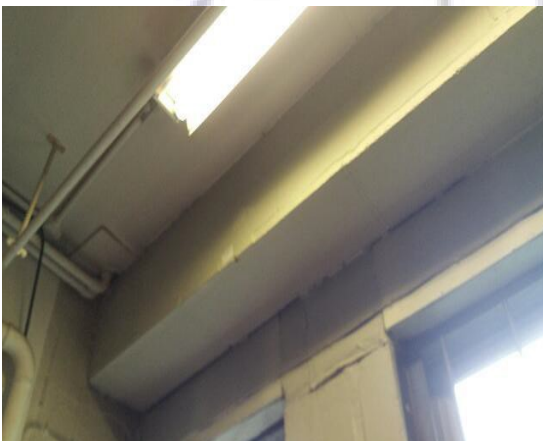
**Item 21 - Ref: 389139-03**

The beam cladding in ground floor stairwell (0/068) does not contain asbestos.



**Item 22 - Ref: 389139-04**

The grey tiles in ground floor stairwell (0/068) do not contain asbestos.



**Item 23 - Ref: As 389139-03**

The boxing in the store room transport and cupboard (Rm 0/073) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 24 - Ref: 389139-23**

The boxing in the store room transport and cupboard (Rm 0/073) does not contain asbestos.



**Item 25-Ref:As389139-10**

The beam cladding in boiler room (0/076) does not contain asbestos.



**Item 26 - Ref: 389139-10**

The beam cladding above doorway in boiler room (0/076) does not contain asbestos.

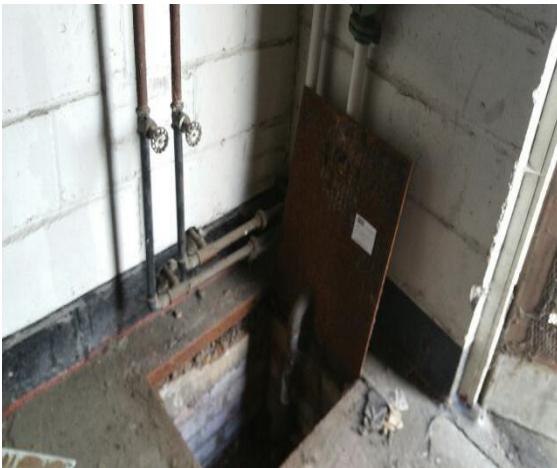
**Photographs of Areas Sampled (Cont)**



**Item 27 - Ref: 389139-17**

The boiler lining in boiler room (0/076) does contain asbestos.

Any change in its appearance should be recorded and passed to Property Services.



**Item 28 - Ref: 389139-06**

The debris to floor in boiler room (0/076) does not contain asbestos.



**Item 29 - Ref: 389139-18**

The debris to walls adj to pipes in boiler room (0/076) does not contain asbestos.



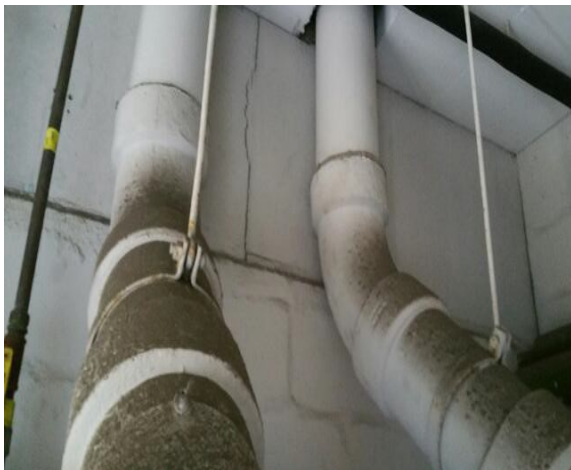
**Photographs of Areas Sampled (Cont)**



**Item 30 - Ref: 389139-15**

The boiler lining in boiler room (0/076) does contain asbestos.

Any change in its appearance should be recorded and passed to Property Services.



**Item 31 - Ref: 389139-16**

The joining on the flue pipe in boiler room (0/076) does contain asbestos.

Any change in its appearance should be recorded and passed to Property Services.



**Item 32 - Ref: 389139-16**

The door header panel in the garage (0/077) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 33 - Ref: 389139-01**

The mastic to the window in the garage (Rm 0/077) does not contain asbestos.



### **Item 34 - Ref: 389139-22**

The wall skirting (Black) in the corridor in the workshop /garage block (Rm 1/083) does not contain asbestos.



### **Item 35 - Ref: Presumed**

The cowl and flue pipe to the roof (external) is presumed to contain asbestos.  
(Asbestos confirmed in Survey 21-41309)

Any change in appearance should be reported to Property Services.

**Photographs of Areas Sampled (Cont)**



**Item 36 - Ref: 389139-05**

The damp proof course (externally) does contain asbestos.  
(Also extends around doors/windows in wall cavity)

Any change in appearance should be reported to Property Services.



**Item 37 - Ref: 389139-20**

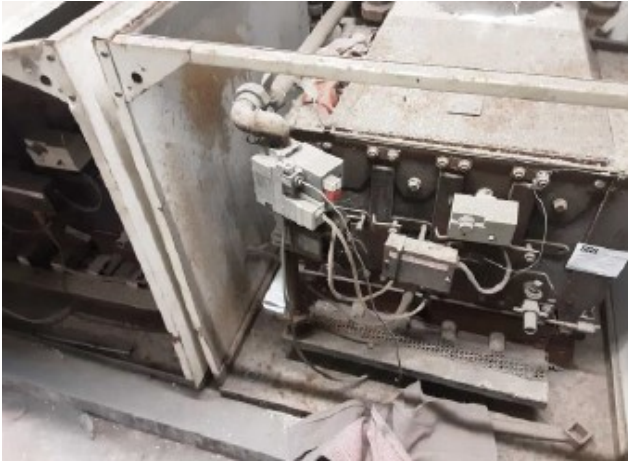
The roof felt (externally) does not contain asbestos.



**Item 38 - Ref: 389139-25**

The window putty seal – white (Externally) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 39 - Ref: 389139-17**

The vessel - rope seal gasket to boiler joints does contain asbestos.

Any change in appearance should be reported to Property Services.

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**Photographs of Areas Where Asbestos Removed**



**Ref: JJ0210/07**

*The nosing to the stairs on the stairwell to mezzanine (Room 0/55) contained asbestos. This has since been removed.*



**Ref: JJ0217/07**

*The sink pad in the rest room (Room 1/7) contained asbestos. This has since been removed.*

## 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 the site specific emergency procedure laid out in the Asbestos Management Plan. 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 07557938966 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 our General Office on 561 2663 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.



**Form 2**Inspection Schedule

Picture	Location	Risk	Inspection Frequency	Date of return
<i>Item 1</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 2</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 3</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 4</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 5</i>	<i>No asbestos</i>	<i>Is present</i>		
<b>Item 6</b>	<b>Flue – Room 0/64</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>03.10.2022</b>
<i>Item 7</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 8</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 9</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 10</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 11</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 12</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 13</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 14</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 15</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 16</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 17</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 18</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 19</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 20</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 21</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 22</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 23</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 24</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 25</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 26</i>	<i>No asbestos</i>	<i>Is present</i>		
<b>Item 27</b>	<b>Lining to boiler (Boiler room)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>03.10.2022</b>
<i>Item 28</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 29</i>	<i>No asbestos</i>	<i>Is present</i>		
<b>Item 30</b>	<b>Packing in boiler unit</b>	<b>Low</b>	<b>6 monthly</b>	<b>03.10.2022</b>
<b>Item 31</b>	<b>Jointing on flue pipe (Boiler room)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>03.10.2022</b>

<i>Item 32</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 33</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 34</i>	<i>No asbestos</i>	<i>Is present</i>		
<b>Item 35</b>	<b>Cowl (External)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>03.10.2022</b>
<b>Item 36</b>	<b>Damp Proof Course (External)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>03.10.2022</b>
<i>Item 37</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 38</i>	<i>No asbestos</i>	<i>Is present</i>		
<b>Item 39</b>	<b>Rope Seal Gasket to boiler joints (Boiler Room)</b>	<b>Low</b>	<b>6 monthly</b>	<b>03.10.2022</b>

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**Form 2**

Periodic Return

<b>Premises</b>	
<b>Date of Inspection</b>	
<b>Inspection By (signature)</b>	
<b>Print Name</b>	

**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 since the last inspection
- Replace missing/damaged asbestos labels/stickers

Ref:                      Condition                                      Action Required                                      Comments  
Same/change    Yes/No



**For Office Use Only**

<b>Actions Required</b>	
<b>Actions Completed</b>	
<b>Alterations to Register</b>	