

Foreward

ASBESTOS SURVEY REPORT FOR 68-71 HIGH STREET WEST,
SUNDERLAND, SR1 3DW

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

68-71 High Street West, Sunderland



UPRN: - J233240

TF Ref:

Location of register:-

Premises Manager / Samo: - Tenant

Date: 01 October 2024

Contact Numbers List: -

Caroline Bage Asbestos Manager – 07557 938966

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Plan of Building and Samples Location

Item No.	Sample Ref.	Area Sampled	Location Name	Inspection Frequency
1	Presumed	Debris/Residue to pipework surfaces under fibre glass insulation	Boiler Room Z/001	Low Risk – 6 monthly Removed May 2024 awaiting wcn
2	QY000271	Pipework Gaskets	Boiler Room Z/001	Very Low Risk – 12 monthly
3	QY000272	Ductwork Joints	Boiler Room Z/001	Very Low Risk – 12 monthly
4	QY000273	Boiler Seal to pump, front of right hand boiler	Boiler Room Z/001	Very Low Risk – 12 monthly
5	QY000274	Boiler Seal to pump, front of left hand boiler	Boiler Room Z/001	Very Low Risk – 12 monthly
6	QY000275	Debris/Residue to walls behind pipes	Boiler Room Z/001	Low Risk – 6 monthly
7	QY000276	Debris/Residue to beams under pipes	Boiler Room Z/001	Low Risk – 6 monthly
8	QY000277	Debris/Residue to floor behind boilers	Boiler Room Z/001	Low Risk – 6 monthly Removed May 2024 awaiting wcn
9	QY000278	Debris/Residue to floor	Boiler Room Z/001	Low Risk – 6 monthly Removed May 2024 awaiting wcn
10	QY000279	Ductwork – joints to flue/ductwork hatch	Boiler Room Z/001	No Risk
11	QY000280	Electrical services – door seal/gasket seal to glass redundant light unit	Boiler Room Z/001	No Risk
12	QY000281	Debris/Residue in wall penetration through beam behind pipe	Boiler Room Z/001	Low Risk – 6 monthly
13	As QY000280	Electrical services – door seal/gasket seal to glass	Duct Z/002	No Risk
14	QY000282	Debris/Residue to wall behind pipes	Duct Z/002	Low Risk – 6 monthly
15	As QY000282	Debris/Residue in pipe penetrations	Duct Z/002	Low Risk – 6 monthly
16	QY000283	Damp proof course	Duct Z/002	Very Low Risk – 12 monthly
17	As QY000280	Electrical services – door seal/gasket seal to glass redundant duct light unit	Store Room Z/003	No Risk
18	QY000253	Door – window beading	Staircase/Stairwell G/001	No Risk
19	QY000254	Floor void/Duct	Cupboard – under	No Risk



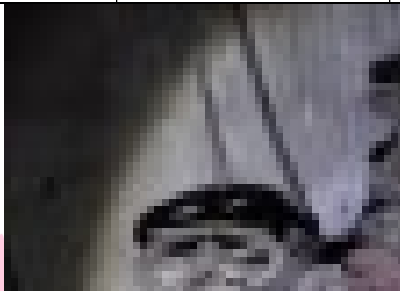
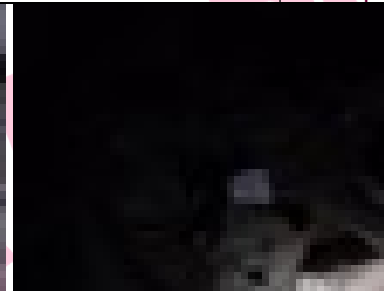


		debris	stairs G/002	
20	QY000255	Electrical services – fuses/flashguards in mem fuse box and redundant on conduits	Cupboard – under stairs G/002	Very Low Risk – 12 monthly
21	QY000256	Floor tile with adhesive	Storage Area G/004	Low Risk – 6 monthly
22	QY000257	Pipework Gaskets	Storage Area G/004	No Risk
23	QY000258	Electrical Services – Fuses/Flashguards in redundant fuses at bottom of box	Loading Bay G/005	Very Low Risk – 12 monthly
24	As QY000253	Door – window beading	Stairwell/Staircase G/007	No Risk
25	QY000259	Debris/Residue on floor behind gas meter	Oil Tank Room G/008	Very Low Risk – 12 monthly
26	QY000260	Electrical Services – mounting board redundant on tank top	Oil Tank Room G/008	Very Low Risk – 12 monthly
27	QY000261	Electrical services – door seal/gasket lamps, seal to glass	Oil Tank Room G/008	No Risk
28	QY000262	Floor tile	Office G/009	Very Low Risk – 12 monthly
29	QY000263	Wall coating	Stairwell/Staircase G/010	No Risk
30	As QY000263	Wall coating	Switch Room G/011	No Risk
31	As QY000253	Door – window beading	Hallway/Passageway G/015	No Risk
32	QY000264	Floor tile Grey	Corridor G/016	Very Low Risk – 12 monthly
33	QY000265	Floor tile Beige in narrow corridor	Corridor G/016	No Risk
34	QY000266	Ceiling Void Fire Breaks	Store Room G/018	No Risk
35	As QY000265	Floor tile Beige in narrow corridor	Store Room G/018	No Risk
36	QY000267	Ceiling Void – Fire Breaks	Shop Floor G/019	No Risk
37	QY000268	Ceiling Void - Debris	Shop Floor G/019	No Risk
38	QY000269	Ceiling Void – Fire Breaks	Shop Floor G/019	No Risk
39	As QY000265	Floor tile	Shop Floor G/019	No Risk
40	QY000270	Ceiling Void – Fire Breaks to outer wall of unit	Shop Floor G/019	No Risk
41	As QY000265	Floor tile Beige in narrow corridor	Store Room G/020	No Risk
42	As QY000265	Floor tile Beige in narrow corridor	Entrance Hall/Foyer/Lobby G/021	No Risk

43	As QY000265	Floor tile Beige under carpet	Office G/022	No Risk
44	QY000285	Floor tile to stairs	Stairwell Staircase G/026	Very Low Risk – 12 monthly
45	QY000286	Door header panel boxing	Stairwell Staircase G/026	No Risk
46	As QY000285	Floor tile to stairs	Landing 1/001	Very Low Risk – 12 monthly
47	As QY000286	Door header panel boxing	Landing 1/001	No Risk
48	QY000287	Floor tile under floor covering	Office 1/003	Low Risk – 6 monthly
49	As QY000287	Floor tile under floor covering	Office 1/004	Low Risk – 6 monthly
50	As QY000287	Floor tile under floor covering	Office Large 1/005	Low Risk – 6 monthly
51	QY000288	Wall coating	Office Large 1/005	No Risk
52	As QY000287	Floor tile under floor covering	Office 1/006	Low Risk – 6 monthly
53	As QY000288	Wall coating	Office 1/006	No Risk
54	QY000290	Floor tile under floor covering	Office 1/007	Low Risk – 6 monthly
55	As QY000288	Wall coating	Office 1/007	No Risk
56	QY000291	Floor adhesive residue	Office 1/008	Very Low Risk – 12 monthly
57	QY000292	Floor tile under floor covering	Wash Room 1/015	Very Low Risk – 12 monthly
58	As QY000287	Floor tile under floor covering	Office 1/019	Very Low Risk – 12 monthly
59	As QY000287	Floor tile under floor covering	Room Large 1/020	Very Low Risk – 12 monthly
60	QY000293	Wall Coating	Corridor 2/002	No Risk
61	As QY000293	Wall Coating	Office 2/003	No Risk
62	QY000295	Floor adhesive residue under carpet	Office 2/004	Very Low Risk – 12 monthly
63	As QY000295	Floor adhesive residue under carpet	Office 2/005	Very Low Risk – 12 monthly
64	QY000296	Under sink mat	Kitchen 2/006	Very Low Risk – 12 monthly
65	QY000297	Wall coating	Wash Room 2/007	No Risk
66	As QY000297	Wall coating	Toilets Female 2/008	No Risk
67	QY000298	Toilet cistern in fourth cubicle only	Toilets Female 2/008	Very Low Risk – 12 monthly
68	As QY000298	Toilet cistern	Toilets Female 2/008	Very Low Risk – 12 monthly
69	As QY000297	Wall coating	Wash Room 2/010	No Risk
70	As QY000297	Wall coating	Male Toilets 2/011	No Risk
71	As QY000298	Toilet cistern	Male Toilets 2/011	Very Low Risk – 12 monthly
72	As	Toilet seats	Male Toilets 2/011	Very Low Risk – 12

	QY000298			monthly
73	As QY000295	Floor adhesive residue under carpet	Office 2/012	Very Low Risk – 12 monthly
74	QY000299	Pipework gaskets vertical riser through building from basement	Duct 2/013	Very Low Risk – 12 monthly
75	QY000300	Debris/residue to walls behind pipes	Duct 2/013	No Risk
76	As QY000295	Floor adhesive residue under carpet	Office 2/014	Very Low Risk – 12 monthly
77	As QY000297	Wall coating including ductwork surfaces	Warehouse 2/015	No Risk
78	As QY000297	Wall coating including ductwork surfaces	Warehouse 2/018	No Risk
79	Presumed	Lift brakes/clutch	Lift machinery room 3/002	Very Low Risk – 12 monthly
80	QY000294	Window putty seal to metal framed windows	External E/001	No Risk
81	QY000301	Window beading to metal framed windows	External E/001	Very Low Risk – 12 monthly
82	QY000302	Damp proof course	External E/001	Very Low Risk – 12 monthly
83	QY000284	Electrical Services - Cable Braiding/ Insulation	Switchroom Z1/004	No Risk
84	CF011661	Electrics – screwcap putty	Cupboard understairs	No Risk

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	Presumed	Debris/Residue to pipework surfaces under fibre glass insulation	Boiler Room Z/001	Removed May 2024 awaiting wcn
				
2	QY000271	Pipework Gaskets	Boiler Room Z/001	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
3	QY000272	Ductwork Joints	Boiler Room Z/001	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				





Photographs of Areas Sampled

4	QY000273	Boiler Seal to pump, front of right hand boiler	Boiler Room Z/001	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
5	QY000274	Boiler Seal to pump, front of left hand boiler	Boiler Room Z/001	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
6	QY000275	Debris/Residue to walls behind pipes	Boiler Room Z/001	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				

Photographs of Areas Sampled

7	QY000276	Debris/Residue to beams under pipes	Boiler Room Z/001	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
8	QY000277	Debris/Residue to floor behind boilers	Boiler Room Z/001	Removed May 2024 awaiting wcn
				
9	QY000278	Debris/Residue to floor	Boiler Room Z/001	Removed May 2024 awaiting wcn
				

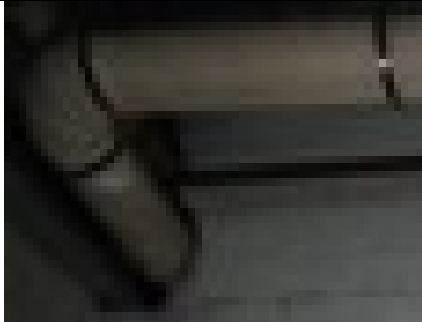
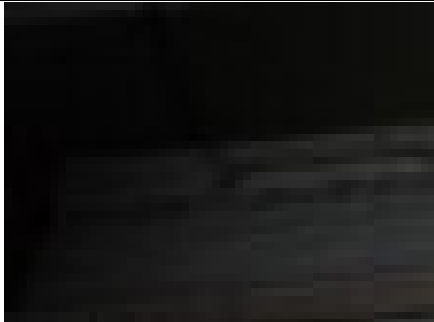


Photographs of Areas Sampled

10	QY000279	Ductwork – joints to flue/ductwork hatch	Boiler Room Z/001	Does not contain asbestos
				
11	QY000280	Electrical services – door seal/gasket seal to glass redundant light unit	Boiler Room Z/001	Does not contain asbestos
				
12	QY000281	Debris/Residue in wall penetration through beam behind pipe	Boiler Room Z/001	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				

Photographs of Areas Sampled

13	As QY000280	Electrical services – door seal/gasket seal to glass	Duct Z/002	Does not contain asbestos
				
14	QY000282	Debris/Residue to wall behind pipes	Duct Z/002	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
15	As QY000282	Debris/Residue in pipe penetrations	Duct Z/002	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				


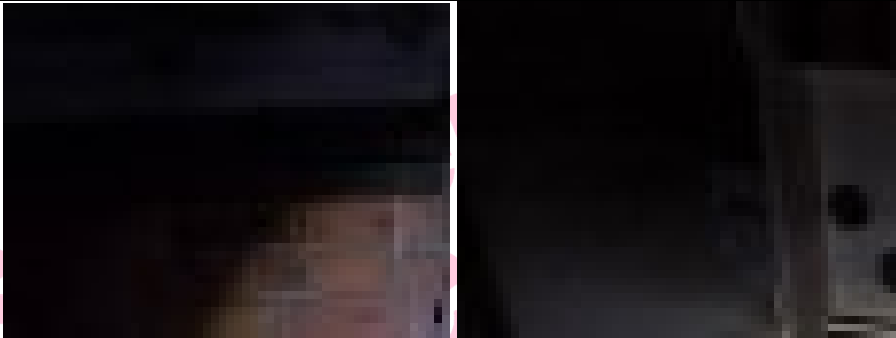

Photographs of Areas Sampled

16	QY000283	Damp proof course	Duct Z/002	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
17	As QY000280	Electrical services – door seal/gasket seal to glass redundant light unit	Store Room Z/003	Does not contain asbestos
				
18	QY000253	Door – window beading	Staircase/Stairwell G/001	Does not contain asbestos
				



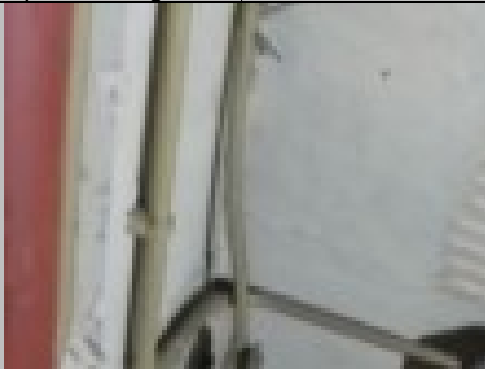
Photographs of Areas Sampled

19	QY000254	Floor void/Duct debris	Cupboard – under stairs G/002	Does not contain asbestos
				
20	QY000255	Electrical services – fuses/flashguards in mem fuse box and redundant on conduits	Cupboard – under stairs G/002	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
21	QY000256	Floor tile with adhesive	Storage Area G/004	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				

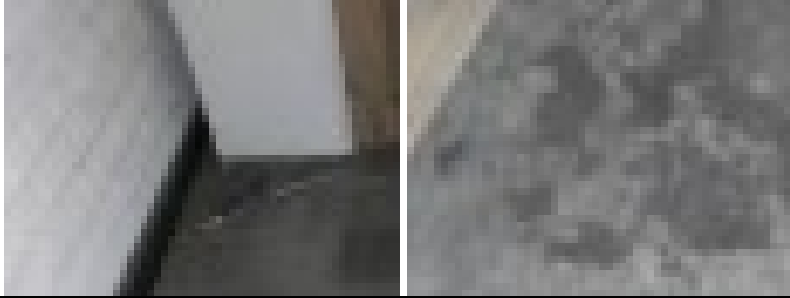

Photographs of Areas Sampled

22	QY000257	Pipework Gaskets	Storage Area G/004	Does not contain asbestos
				
23	QY000258	Electrical Services – Fuses/Flashguards in redundant fuses at bottom of box	Storage Area G/004	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
24	As QY000253	Door – window beading	Stairwell/Staircase G/007	Does not contain asbestos
				

Photographs of Areas Sampled

25	QY000259	Debris/Residue on floor behind gas meter	Oil Tank Room G/008	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
26	QY000260	Electrical Services – mounting board redundant on tank top	Oil Tank Room G/008	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
27	QY000261	Electrical services – door seal/gasket lamps, seal to glass	Oil Tank Room G/008	Does not contain asbestos
				

Photographs of Areas Sampled

28	QY000262	Floor tile	Office G/009	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
29	QY000263	Wall coating	Stairwell/Staircase G/010	Does not contain asbestos
				
30	As QY000263	Wall coating	Switch Room G/011	Does not contain asbestos
				

Photographs of Areas Sampled

31	As QY000253	Door – window beading	Hallway/Passageway G/015	Does not contain asbestos
				
32	QY000264	Floor tile Grey	Corridor G/016	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
33	QY000265	Floor tile Beige in narrow corridor	Corridor G/016	Does not contain asbestos
				

Photographs of Areas Sampled

34	QY000266	Ceiling Void Fire Breaks	Store Room G/018	Does not contain asbestos
				
35	As QY000265	Floor tile Beige in narrow corridor	Store Room G/018	Does not contain asbestos
				
36	QY000267	Ceiling Void – Fire Breaks	Shop Floor G/019	Does not contain asbestos
				




Photographs of Areas Sampled

37	QY000268	Ceiling Void - Debris	Shop Floor G/019	Does not contain asbestos
				
38	QY000269	Ceiling Void – Fire Breaks	Shop Floor G/019	Does not contain asbestos
				
39	As QY000265	Floor tile	Shop Floor G/019	Does not contain asbestos
				


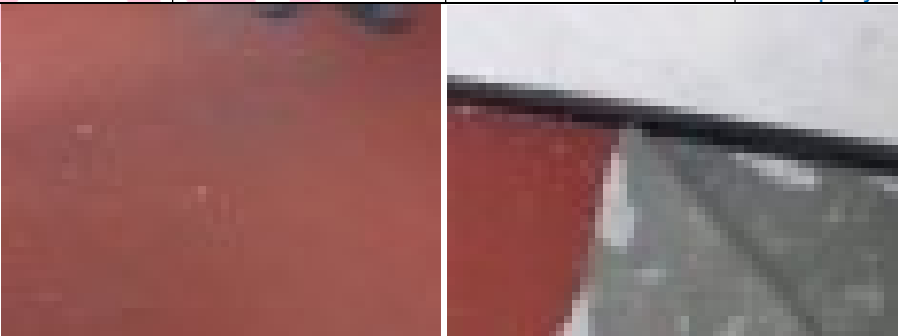
Photographs of Areas Sampled

40	QY000270	Ceiling Void – Fire Breaks to outer wall of unit	Shop Floor G/019	Does not contain asbestos
				
41	As QY000265	Floor tile Beige in narrow corridor	Store Room G/020	Does not contain asbestos
				
42	As QY000265	Floor tile Beige in narrow corridor	Entrance Hall/Foyer/Lobby G/021	Does not contain asbestos
				


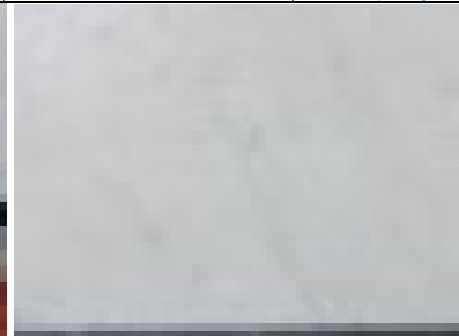



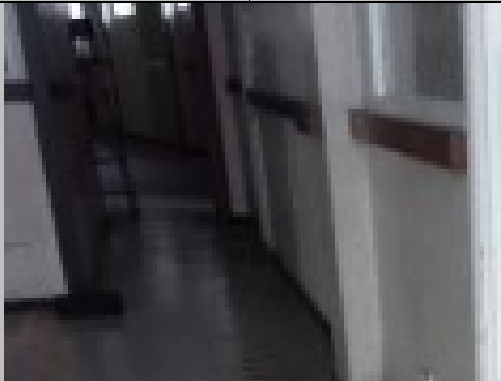
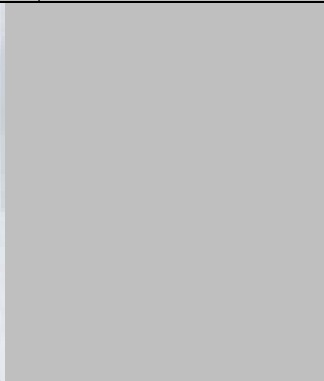
Photographs of Areas Sampled

43	As QY000265	Floor tile Beige under carpet	Office G/022	Does not contain asbestos
				
44	QY000285	Floor tile to stairs	Stairwell Staircase G/026	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
45	QY000286	Door header panel boxing	Stairwell Staircase G/026	Does not contain asbestos
				

Photographs of Areas Sampled

46	As QY000285	Floor tile to stairs	Landing 1/001	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
No Photographic Evidence Available				
47	As QY000286	Door header panel boxing	Landing 1/001	Does not contain asbestos
				
48	QY000287	Floor tile under floor covering	Office 1/003	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				


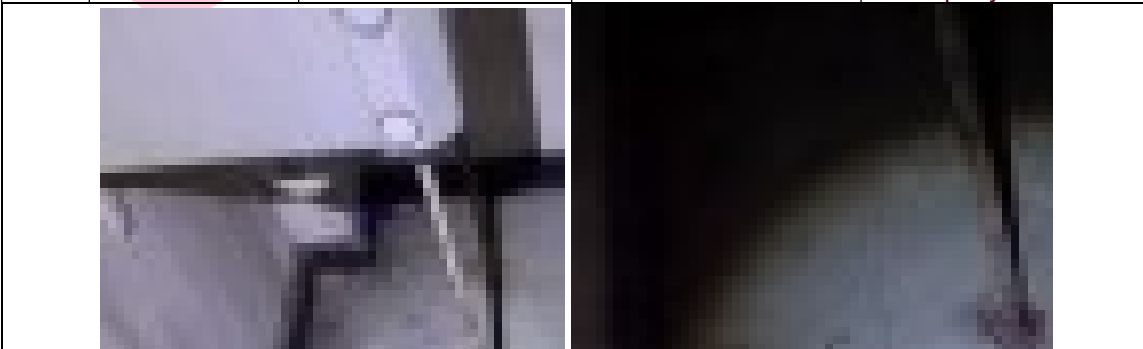
Photographs of Areas Sampled

49	As QY000287	Floor tile under floor covering	Office 1/004	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
50	As QY000287	Floor tile under floor covering	Office Large 1/005	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
51	QY000288	Wall coating	Office Large 1/005	Does not contain asbestos
				

Photographs of Areas Sampled

52	As QY000287	Floor tile under floor covering	Office 1/006	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
53	As QY000288	Wall coating	Office 1/006	Does not contain asbestos
				
54	QY000290	Floor tile under floor covering	Office 1/007	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				

Photographs of Areas Sampled

55	As QY000288	Wall coating	Office 1/007	Does not contain asbestos
				
56	QY000291	Floor adhesive residue	Office 1/008	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
57	QY000292	Floor tile under floor covering	Wash Room 1/015	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				




Photographs of Areas Sampled

58	As QY000287	Floor tile under floor covering	Office 1/019	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
59	As QY000287	Floor tile under floor covering	Room Large 1/020	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
60	QY000293	Wall Coating	Corridor 2/002	Does not contain asbestos
				

Photographs of Areas Sampled

61	As QY000293	Wall Coating	Office 2/003	Does not contain asbestos
				
62	QY000295	Floor adhesive residue under carpet	Office 2/004	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
63	As QY000295	Floor adhesive residue under carpet	Office 2/005	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				






Photographs of Areas Sampled

64	QY000296	Under sink mat	Kitchen 2/006	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
65	QY000297	Wall coating	Wash Room 2/007	Does not contain asbestos
				
66	As QY000297	Wall coating	Toilets Female 2/008	Does not contain asbestos
				

Photographs of Areas Sampled

67	QY000298	Toilet cistern in fourth cubicle only	Toilets Female 2/008	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
68	As QY000298	Toilet cistern	Toilets Female 2/008	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
69	As QY000297	Wall coating	Wash Room 2/010	Does not contain asbestos
				




Photographs of Areas Sampled

70	As QY000297	Wall coating	Male Toilets 2/011	Does not contain asbestos
				
71	As QY000298	Toilet cistern	Male Toilets 2/011	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
72	As QY000298	Toilet seats	Male Toilets 2/011	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				




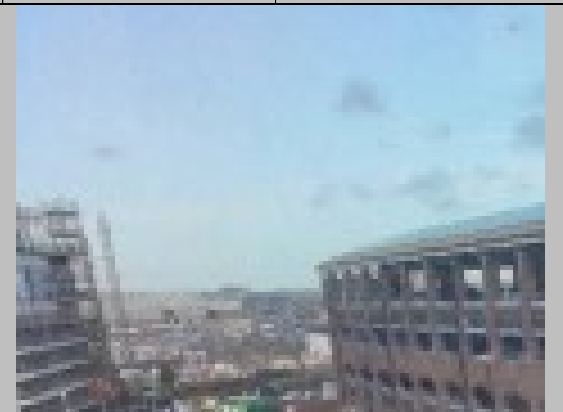

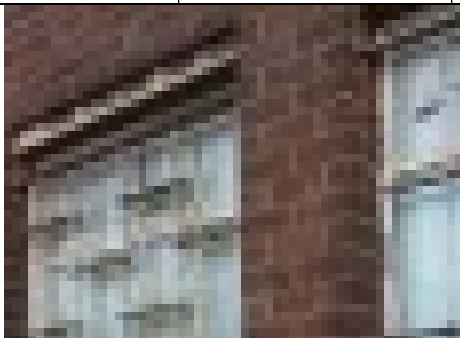
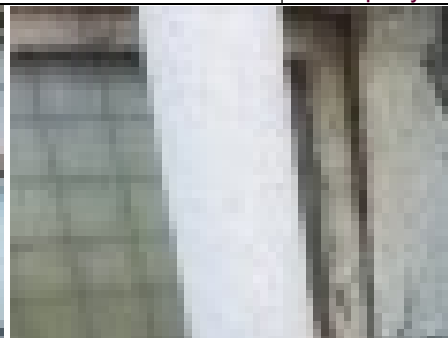
Photographs of Areas Sampled

73	As QY000295	Floor adhesive residue under carpet	Office 2/012	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
74	QY000299	Pipework gaskets vertical riser through building from basement	Duct 2/013	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
75	QY000300	Debris/residue to walls behind pipes	Duct 2/013	Does not contain asbestos
				





Photographs of Areas Sampled

76	As QY000295	Floor adhesive residue under carpet	Office 2/014	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
77	As QY000297	Wall coating including ductwork surfaces	Warehouse 2/015	Does not contain asbestos
				
78	As QY000297	Wall coating including ductwork surfaces	Warehouse 2/018	Does not contain asbestos
				

Photographs of Areas Sampled

79	Presumed	Lift brakes/clutch	Lift machinery room 3/002	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
80	QY000294	Window putty seal to metal framed windows	External E/001	Does not contain asbestos
				
81	QY000301	Window beading to metal framed windows	External E/001	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				

Photographs of Areas Sampled

82	QY000302	Damp proof course	External E/001	Contains asbestos - Any change in its appearance should be recorded and passed to Property Services.
				
83	QY000284	Electrical Services - Cable Braiding/ Insulation	Switchroom Z1/004	Does not contain asbestos
				
84	CF011661	Electrics – screwcap putty	Cupboard understairs	Does not contain asbestos
				

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 07557 938966 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	<i>Debris/Residue to pipework surfaces under fibre glass insulation</i>	<i>Boiler Room Z/001</i>	<i>Low Risk – 6 monthly</i>	<i>n/a</i>	<i>Removed May 2024 awaiting wcn</i>		
2	Pipework Gaskets	Boiler Room Z/001	Very Low Risk – 12 monthly	22/3/2025			
3	Ductwork Joints	Boiler Room Z/001	Very Low Risk – 12 monthly	22/3/2025			
4	Boiler Seal to pump, front of right hand boiler	Boiler Room Z/001	Very Low Risk – 12 monthly	22/3/2025			
5	Boiler Seal to pump, front of left hand boiler	Boiler Room Z/001	Very Low Risk – 12 monthly	22/3/2025			
6	Debris/Residue to walls behind pipes	Boiler Room Z/001	Low Risk – 6 monthly	22/3/2025			
7	Debris/Residue to beams under pipes	Boiler Room Z/001	Low Risk – 6 monthly	22/3/2025			
8	<i>Debris/Residue to floor behind boilers</i>	<i>Boiler Room Z/001</i>	<i>Low Risk – 6 monthly</i>	<i>n/a</i>	<i>Removed May 2024 awaiting wcn</i>		
9	<i>Debris/Residue to floor</i>	<i>Boiler Room Z/001</i>	<i>Low Risk – 6 monthly</i>	<i>n/a</i>	<i>Removed May 2024 awaiting wcn</i>		
10	Ductwork – joints to flue/ductwork hatch	Boiler Room Z/001	No Risk	N/A			
11	Electrical services – door seal/gasket seal to glass redundant light unit	Boiler Room Z/001	No Risk	N/A			
12	Debris/Residue in	Boiler Room Z/001	Low Risk – 6 monthly	22/3/2025			

	wall penetration through beam behind pipe						
13	Electrical services – door seal/gasket seal to glass	Duct Z/002	No Risk	N/A			
14	Debris/Residue to wall behind pipes	Duct Z/002	Low Risk – 6 monthly	22/3/2025			
15	Debris/Residue in pipe penetrations	Duct Z/002	Low Risk – 6 monthly	22/3/2025			
16	Damp proof course	Duct Z/002	Very Low Risk – 12 monthly	22/3/2025			
17	Electrical services – door seal/gasket seal to glass redundant light unit	Store Room Z/003	No Risk	N/A			
18	Door – window beading	Staircase/Stairwell G/001	No Risk	N/A			
19	Floor void/Duct debris	Cupboard – under stairs G/002	No Risk	N/A			
20	Electrical services – fuses/flashguards in mem fuse box and redundant on conduits	Cupboard – under stairs G/002	Very Low Risk – 12 monthly	22/3/2025			
21	Floor tile with adhesive	Storage Area G/004	Low Risk – 6 monthly	22/3/2025			
22	Pipework Gaskets	Storage Area G/004	No Risk	N/A			
23	Electrical Services – Fuses/Flashguards in redundant fuses at bottom of box	Storage Area G/004	Very Low Risk – 12 monthly	22/3/2025			
24	Door – window beading	Stairwell/Staircase G/007	No Risk	N/A			
25	Debris/Residue on floor behind gas	Oil Tank Room G/008	Very Low Risk – 12 monthly	22/3/2025			

	meter						
26	Electrical Services – mounting board redundant on tank top	Oil Tank Room G/008	Very Low Risk – 12 monthly	22/3/2025			
27	Electrical services – door seal/gasket lamps, seal to glass	Oil Tank Room G/008	No Risk	N/A			
28	Floor tile	Office G/009	Very Low Risk – 12 monthly	22/3/2025			
29	Wall coating	Stairwell/Staircase G/010	No Risk	N/A			
30	Wall coating	Switch Room G/011	No Risk	N/A			
31	Door – window beading	Hallway/Passageway G/015	No Risk	N/A			
32	Floor tile Grey	Corridor G/016	Very Low Risk – 12 monthly	22/3/2025			
33	Floor tile Beige in narrow corridor	Corridor G/016	No Risk	N/A			
34	Ceiling Void Fire Breaks	Store Room G/018	No Risk	N/A			
35	Floor tile Beige in narrow corridor	Store Room G/018	No Risk	N/A			
36	Ceiling Void – Fire Breaks	Shop Floor G/019	No Risk	N/A			
37	Ceiling Void - Debris	Shop Floor G/019	No Risk	N/A			
38	Ceiling Void – Fire Breaks	Shop Floor G/019	No Risk	N/A			
39	Floor tile	Shop Floor G/019	No Risk	N/A			
40	Ceiling Void – Fire Breaks to outer wall of unit	Shop Floor G/019	No Risk	N/A			
41	Floor tile Beige in narrow corridor	Store Room G/020	No Risk	N/A			
42	Floor tile Beige in	Entrance	No Risk	N/A			

	narrow corridor	Hall/Foyer/Lobby G/021					
43	Floor tile Beige under carpet	Office G/022	No Risk	N/A			
44	Floor tile to stairs	Stairwell Staircase G/026	Very Low Risk – 12 monthly	22/3/2025			
45	Door header panel boxing	Stairwell Staircase G/026	No Risk	N/A			
46	Floor tile to stairs	Landing 1/001	Very Low Risk – 12 monthly	22/3/2025			
47	Door header panel boxing	Landing 1/001	No Risk	N/A			
48	Floor tile under floor covering	Office 1/003	Low Risk – 6 monthly	22/3/2025			
49	Floor tile under floor covering	Office 1/004	Low Risk – 6 monthly	22/3/2025			
50	Floor tile under floor covering	Office Large 1/005	Low Risk – 6 monthly	22/3/2025			
51	Wall coating	Office Large 1/005	No Risk	N/A			
52	Floor tile under floor covering	Office 1/006	Low Risk – 6 monthly	22/3/2025			
53	Wall coating	Office 1/006	No Risk	N/A			
54	Floor tile under floor covering	Office 1/007	Low Risk – 6 monthly	22/3/2025			
55	Wall coating	Office 1/007	No Risk	N/A			
56	Floor adhesive residue	Office 1/008	Very Low Risk – 12 monthly	22/3/2025			
57	Floor tile under floor covering	Wash Room 1/015	Very Low Risk – 12 monthly	22/3/2025			
58	Floor tile under floor covering	Office 1/019	Very Low Risk – 12 monthly	22/3/2025			
59	Floor tile under floor covering	Room Large 1/020	Very Low Risk – 12 monthly	22/3/2025			
60	Wall Coating	Corridor 2/002	No Risk	N/A			
61	Wall Coating	Office 2/003	No Risk	N/A			
62	Floor adhesive residue under	Office 2/004	Very Low Risk – 12 monthly	22/3/2025			

	carpet						
63	Floor adhesive residue under carpet	Office 2/005	Very Low Risk – 12 monthly	22/3/2025			
64	Under sink mat	Kitchen 2/006	Very Low Risk – 12 monthly	22/3/2025			
65	Wall coating	Wash Room 2/007	No Risk	N/A			
66	Wall coating	Toilets Female 2/008	No Risk	N/A			
67	Toilet cistern in fourth cubicle only	Toilets Female 2/008	Very Low Risk – 12 monthly	22/3/2025			
68	Toilet cistern	Toilets Female 2/008	Very Low Risk – 12 monthly	22/3/2025			
69	Wall coating	Wash Room 2/010	No Risk	N/A			
70	Wall coating	Male Toilets 2/011	No Risk	N/A			
71	Toilet cistern	Male Toilets 2/011	Very Low Risk – 12 monthly	22/3/2025			
72	Toilet seats	Male Toilets 2/011	Very Low Risk – 12 monthly	22/3/2025			
73	Floor adhesive residue under carpet	Office 2/012	Very Low Risk – 12 monthly	22/3/2025			
74	Pipework gaskets vertical riser through building from basement	Duct 2/013	Very Low Risk – 12 monthly	22/3/2025			
75	Debris/residue to walls behind pipes	Duct 2/013	No Risk	N/A			
76	Floor adhesive residue under carpet	Office 2/014	Very Low Risk – 12 monthly	22/3/2025			
77	Wall coating including ductwork surfaces	Warehouse 2/015	No Risk	N/A			
78	Wall coating including ductwork surfaces	Warehouse 2/018	No Risk	N/A			

79	Lift brakes/clutch	Lift machinery room 3/002	Very Low Risk – 12 monthly	22/3/2025			
80	Window putty seal to metal framed windows	External E/001	No Risk	N/A			
81	Window beading to metal framed windows	External E/001	Very Low Risk – 12 monthly	22/3/2025			
82	Damp proof course	External E/001	Very Low Risk – 12 monthly	22/3/2025			
83	Electrical Services - Cable Braiding/ Insulation	Switchroom Z1/004	No Risk	N/A			
84	Electrics – screwcap putty	Cupboard understairs	No Risk	N/A			

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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:

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