



1. DEFINITION AND SCOPE

- 1.1. This procedure is mandatory on all Estates projects that impact upon the condition of a building and its infrastructure including projects that alter signage and décor.
- 1.2. The procedure relates to the maintenance and use of the current ECS condition survey.
- 1.3. The purpose of this procedure is to enable work conducted across the University Estate, which alters the condition survey (from here on referred to as a 'relevant project'), to be captured and recorded in a reasonable timeframe following completion of the work. The condition survey is used to support maintenance budget forecasts, inform HESA reporting, alert high risk compliance and safety issues, and to inform the scope of work on maintenance and development projects.
- 1.4. It is the responsibility of the Project Manager to certify that the procedure is followed on any relevant project.

2. USE OF THE SURVEY

- 2.1. The current ECS Survey should be reviewed at the briefing stage of all relevant projects whether or not condition improvements have been instructed by the end user as part of the original brief. The Project Manager should obtain a copy of the Survey for the project works area from the [ECS Projects Officer](#).
- 2.2. As part of the design team appointment process, where applicable, Project Managers should make clear that the survey exists and will be provided for information and to support development of the scope of works. Design team members should be prepared to work with the survey report and interrogate it (on site via surveys, through liaison with ECS expertise, or via other methods of research) in order to justify, specify and cost the work that should be included within a project.
- 2.3. It is the Project Manager's responsibility, through liaison with the end user, AMC team, other internal stakeholders and the external design team (if appointed) to determine which elements of condition are to be addressed within the project and how they will be funded. The scope of works should be signed off by the end user and budget holder as part of the usual design progression of a project.

3. UPDATING PROCEDURE

- 3.1. The current condition survey should be updated during the handover phase of the project.
- 3.2. The Project Manager will work with the [ECS Projects Officer](#) to update the existing ECS condition survey.
- 3.3. A record of all changes in condition and changes in appraisal costs will be retained on the Project File.