

**STOCK CONDITION SURVEY  
SHQS REPORT  
AND 30 YEAR LCC COST REPORT**

**UNDERTAKEN BY  
BROWN + WALLACE**

**FOR**



**5 NOVEMBER 2021**

**V1.0**

## CONTENTS

- 1.00 INTRODUCTION
- 2.00 BASIS OF REPORT
- 3.00 BASIS OF 30 YEAR LIFE CYCLE COSTS
- 4.00 SHQS CRITERIA
- 5.00 ASSUMPTIONS
- 6.0 CONCLUSION/RECOMMENDATIONS
- 7.0 SUMMARY

## APPENDICES

- Appendix 1 - List of Addresses Surveyed
- Appendix 2 - 30 Year LCC Costs
- Appendix 3 - Instructions for use of the LCC Cost Model

## 1.00 INTRODUCTION

Brown + Wallace have been commissioned by Provanhall Housing Association Limited to undertake a stock condition survey to assess the properties against the requirements of the Scottish Government to meet the Scottish Housing Quality Standard. The purpose of the exercise was to identify areas of potential failures and to incorporate the remedial works within the appropriate timescales in the Life Cycle Costs to meet the requirements of the Scottish Government.

This report relates to Provanhall Housing Association's stock database of 391 rented properties. 150 properties have been inspected over 2 survey periods by Brown + Wallace, 26 July 2016 to 20 September 2016 (77 properties) and most recently, 31 August to 17 September 2021 (73 properties) and the data combined within the current report/life cycle cost model. The combined 150 properties from the total stock database of 391 properties were inspected internally and externally and provide a representative sample of properties (38%) for data collation. All Phases were proportionately represented within the sample inspected. The properties were selected to provide a true cross section of the stock profile as the data collected required to be reliably extrapolated across the database. The stock is divided into 13 Cost Centres CC001 to CC013 in the LCC Model.

This report is provided for the stated purpose only and for the sole use of the named Client. It is confidential to the Client and their professional advisors. Brown + Wallace accepts no responsibility whatsoever to any third party who, choosing to reply upon this report, will do so entirely at their own risk, including any such party who pays the Client for the report.

The report should be read as a whole so that no part may be taken out of context.

Reported: 

for

Brown + Wallace  
22 James Morrison Street  
Glasgow  
G1 5PE

Date: 5 November 2021

## 2.00 BASIS OF REPORT

This report is based on stock information provided by Provanhall Housing Association Limited together with data resulting from the Stock Condition Surveys.

Provanhall Housing Association Limited provided the following electronic/hard copy information relative to the stock:-

1. Stock Database
2. Major Repairs History

The Stock Condition Survey on which the condition report and SHQS data is based was undertaken by BW+ between 26 July 2016 and 20 September 2016 (77 properties) updated with the 73 surveys undertaken in August/September 2021.

### **3.00 BASIS OF 30 YEAR LIFE CYCLE COST**

#### **3.01 COST DATA SOURCES**

- 3.01.1 Rates and costs used within the 30 Year LCC were taken from several sources. Where feasible, the dates of fascia/gutter and window replacements were adjusted to coincide with major roof replacements in order that scaffolding costs may be shared between the works.
- 3.01.2 Where available, rates and replacement cycles for the replacement elements were based on currently tendered rates for works of a similar nature.
- 3.01.3 Rates were adjusted in accordance with costs provided by the Association within their Major Repairs history.

#### **3.02 STRUCTURAL WORKS/STONWORK REPAIRS**

- 3.02.1 Whilst structural surveys were not undertaken by Brown + Wallace, no issues of a structural nature noted during the inspections where we recommend further investigation is carried out by a Structural Engineer.

#### **3.03 EXTRAPOLATION OF DATA**

- 3.03.1 The size of the sample included inspecting each tenemental block with at least one of each property archetype was proportionately sampled giving a representative sample of 38% of the total stock over the past 5 years.
- 3.03.2 Replacements were calculated based on the stock condition survey findings in all uninspected properties within a block being based on the average condition of the units inspected within each block. Where no sample properties were inspected within any particular block, the estimated condition of the units within that block was based on the average of the neighbouring blocks of a similar archetype.

## 4.00 SHQS CRITERIA

The Report presents the data in the format of the Housing Quality Criteria contained in Appendix 1 of “The Scottish Housing Quality Standard: delivery plan guidance” as issued by Communities Scotland.

### 1. Compliant with the Tolerable Standard

1.1. No properties were found to fail this criterion.

### 2. Free from Serious Disrepair

#### 2.1. Primary Building Elements

2.1.1. No properties were found to fail these criteria.

#### 2.2. Secondary building elements

2.2.1. Roof Coverings/rainwater goods – No properties were found to fail these criteria based on the requirement for there to be multiple element failures greater than 20% of the element. Roof coverings are scheduled to be replaced from their end of life from 2044 onwards.

Gutters and downpipes – No properties currently failed the criteria. Whilst the majority of properties in Phases 8 to 12 required roofline and rainwater goods replacements from 2026 onwards.

### 3. Energy Efficient

3.1.1. Effective insulation – 0 Failures

All attics inspected had minimum 150mm insulation.

It is established that all properties excepting 16 to 32 Auchinlea Road have had insulated external wall insulation applied. The Auchinlea Road properties have had cavity fill.

3.1.2. Efficient Heating – 0 failures

All properties have gas central heating installed

3.1.3. Additional energy efficient measures – 0 Failures

3.1.3.1. RdSAP ratings were not instructed to be undertaken as part of the commission as it is understood that the Association undertakes their own EPCs on an ongoing basis.

### 4. Modern Facilities and Services

4.1.1. Bathroom Condition

4.1.1.1. No properties were found to fail this criterion. Bathrooms are next scheduled for replacement at end of 25 year life from 2021 onwards (Phases 1, 2, 3, 8 and 11). 49 bathrooms have been replaced since 2005 within these phases on an ad hoc basis. Whilst the majority of the bathrooms are only reaching their 25 year lifespan in 2021, their

replacement could be smoothed over two or three years as they are still functional though dated.

4.1.2. Kitchen condition – no current failures

4.1.2.1. 94 kitchens in Phases 5, 6 and 7 have exceeded their 15 year lifespan and are due for replacement in 2021.

4.1.3. Kitchen facilities – 2 Failures

4.1.3.1. The following 2 properties had kitchen storage capacities less than 1m3 with the potential to increase it:

UPRN	Address	Actual m3	Potential m3	Remedy
[REDACTED]	[REDACTED]	0.85	1.31	Space for additional units
[REDACTED]	[REDACTED]	0.93	1.02	Increase wall unit height to 900mm

It should be noted that kitchen sink units are not included in the calculation of storage space within kitchens.

4.1.3.2. The following 5 properties had kitchen storage capacities less than 1m3 without sufficient space to add further units. These are deemed exemptions under the SHQS criterion.

UPRN	Address	Actual m3	Potential m3
[REDACTED]	[REDACTED]	0.75	0.88
[REDACTED]	[REDACTED]	0.90	0.97
[REDACTED]	[REDACTED]	0.86	0.94
[REDACTED]	[REDACTED]	0.91	0.99
[REDACTED]	[REDACTED]	0.85	0.93

4.1.4. All properties met the minimum SHQS standard of 6 sockets.

## 5. Healthy Safe and Secure

5.1.1. Healthy – 0 failures

5.1.1.1. No properties were found to fail this criteria having condensation >5% without adequate natural or mechanical ventilation however please note 5.1.1.2 below.

5.1.1.2. Evidence of black spot mould caused by condensation in bedrooms will need to be managed where noted in the following properties. Replacement kitchen and bathroom extract fans should be provided where currently broken to prevent possible condensation build up. It is likely that the condensation is due to insufficient heating and ventilation of the spaces by the tenants or where extract fans are not currently working. It is recommended that further specialist surveys are undertaken should the dampness prove to be from an external source.

UPRN	Address	Comments
[REDACTED]	[REDACTED]	Bathroom ventilation fan requires to be replaced. No ventilation fan in kitchen.
[REDACTED]	[REDACTED]	Bathroom extract requires replacement.
[REDACTED]	[REDACTED]	Mould apparent in one bedroom cupboard, also on second bedroom wall.
[REDACTED]	[REDACTED]	Bathroom extract damaged. Considerable evidence of mould in bedroom. Bathroom ventilation fan requires to be replaced.
[REDACTED]	[REDACTED]	Bath extract not working. Black spot mould noted throughout house. Boiler broken at time of survey.
[REDACTED]	[REDACTED]	Black spot mould visible on walls and can be seen along lines of ceiling joists.
[REDACTED]	[REDACTED]	Both bathroom and kitchen ventilation fans do not function.
[REDACTED]	[REDACTED]	Dampness evident on rear wall.

5.1.2 Safe – 0 failures

5.1.2.1 All properties inspected had been upgraded with a Heat Detector and linked Smoke Detectors with the exception of the following four properties:

UPRN	Address	Comment
[REDACTED]	[REDACTED]	1 Smoke detector only. CO detector obsolete.
[REDACTED]	[REDACTED]	1 Heat Detector only
[REDACTED]	[REDACTED]	Kitchen Heat Detector has been removed
[REDACTED]	[REDACTED]	Tenant has removed hall smoke detector

It is possible the upgraded detectors have previously been fitted and removed by others.

5.1.3 Secure – 0 failures

All properties had secure front and rear doors and door entry systems.

5.1.4 External Noise Insulation – 0 failures

No properties failed this criteria.

With the exception of the failures and exemptions noted above, all other SHQS Criteria were met in all properties.

## 5.00 ASSUMPTIONS

The Report highlights the areas of improvement required to meet the SHQS criteria. Where proposed replacement dates have been indicated by the Housing Association, these have been used in the calculations.

All costs and data within the Report refer to tenanted properties only. Failures in common elements within a block (door entry systems, etc) have been taken to affect each tenanted property within that block.

## 6.00 CONCLUSION / RECOMMENDATIONS

The survey highlighted that the properties are generally in a good state of repair with a programme of replacement of major elements having been carried out when elements become life expired. The major areas of early expenditure are in boilers, kitchens, bathrooms and rewires all of which are reaching life expiry or exceeding it by 2021.

The roofline of the SST properties in Phases 8 to 12 will require replacement within the next 5 years and is included within the LCC for 2026 based on suitable maintenance being undertaken in the interim period.

The following table notes property specific findings on the survey which require attention and may be dealt with under the Association's reactive maintenance programme.

Comments from surveys:

UPRN	No.	Address	Flat Ref	Comments
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Shelf in bathroom requires to be repaired. Bathroom ventilation fan requires to be replaced. No ventilation fan in kitchen.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Bathroom extract requires replacement.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Mould apparent in one bedroom cupboard, also on second bedroom wall. Previous tenant has covered kitchen units in plastic - peeling off and bubbling.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Smoke detectors require upgrading. Carbon monoxide detector is obsolete. There appears to be a hole in floor under vinyl in kitchen, adjacent to washing machine.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Bathroom extract damaged. Considerable evidence of mould in bedroom. Kitchen and living room windows don't function properly. Bathroom ventilation fan requires to be replaced. Hall floorboard moves underfoot.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Window in living room won't open.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Bath extract not working. Evidence of damp noted throughout house. Boiler broken at time of survey.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Sink unit door hanging off. Some radiators not turning off according to tenant. Various windows not wind and watertight. Master bedroom window doesn't close. Small bedroom wind getting in through window seals..
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Dampness visible on walls and can be seen along ceiling joists.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Kitchen window cracked RHS. Lock on door doesn't line up properly.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Toilet pan lid and seat broken off. Door on 1000mm wall unit has broken off, as has door from cupboard at kitchen entrance.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	No access to electrical cupboard.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	No access to attic.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Door missing on sink base unit. Door missing

				on sink base unit. Kitchen window handle does not function properly. Back panel on 600mm kitchen base unit is damaged. Both ventilation fans do not function.
				No handles on kitchen units, damaged wall unit door, all units hand painted.
				Worktop worn in places. Kitchen heat detector has been removed. Boiler control cover is broken.
				Former tenant fitted kitchen, looks worn and some damage. Windows have poor gaskets - water ingress etc.
				Tenant has removed hall smoke detector. Windows have poor gaskets - water ingress etc.
				Bedroom window won't lock and blows open when windy according to tenant. Windows show water ingress and poor gaskets
				Windows have poor gaskets, some water ingress. Damage to bathroom ceiling. Tenant complains of SD in hall being adjacent to bathroom causing constant alarms.
				Kitchen extract faulty. Windows have poor gaskets, some water ingress. Front door handle not secure, fallen off several times according to tenant.
				Several windows do not function properly, they fully open when they should tilt.
				Windows have poor gaskets, some water ingress.
				Windows have poor gaskets, some water ingress.
				No bath panel. Tiles on close entrance wall missing.
				Dampness on rear wall.
				Brickwork at base of front fence flaking off.
				Door on base unit missing, drawer front missing, doors don't align, space where wall unit has previously been on wall.
				No bathroom toilet seat.

The findings of the survey were extrapolated across the stock profile to produce a 30 year Life Cycle Cost based on agreed replacement cycles.

Further to discussions with the Association, the year on year costs may be sensitized to reflect a more rationalised approach accounting for economies of scale and budgetary constraints.

Condensation and isolated areas of black spot mould was evident in a few properties as detailed above. Any condensation noted within the properties was generally attributed to the lifestyle of the tenants rather than any inherent defects within the properties.

We recommend that the attached 30 Year Life Cycle Costs are considered as a budgeting tool for future year replacements. They have been designed in their Excel format to be user friendly allowing the easy manipulation of data from a central source.

## 7.00 SUMMARY

The stock is generally well maintained with previous programmes of major replacements having been undertaken to the properties. These replacements in some instances are sporadic across Cost Centres resulting in a percentage of properties within a Cost Centre having, for example, new kitchens fitted whilst other properties within the same Cost Centre have older kitchens requiring replacement. The element replacement dates within the LCC are based on 3 sources of information as follows:

- 1 On Surveyed properties, the replacement date is that estimated by the surveyor and, if this accords with the planned replacement date based on the estimated lifespan of the element, the manual replacement date is left blank. Where the element is estimated to require replacement either before or after the calculated planned replacement date, the date of installation is adjusted to achieve the estimated replacement date. Where a manual replacement date is inserted, the installation date cell changes to yellow to highlight the manually adjusted replacements.
- 2 On Cloned properties, where actual installation dates for elements were provided by PHA, these have been used and replacement calculated on the standard life cycle from that date.
- 3 On Cloned properties where dates have not been provided by PHA, dates are estimated on date of refurbishment or cloned to match neighbouring inspected properties.

Previous major repairs programmes have sustained the properties in reasonable condition with kitchens reaching the end of their life from 2021. In order to meet SHQS criteria, additional kitchen units will require to be replaced/upgraded to meet storage standards in 2 properties as previously noted.

The only confirmed failures in respect of SHQS are in the 2 properties identified with kitchen storage less than 1m<sup>3</sup>. This can be achieved by fitting additional kitchen units.

## APPENDICES

**Appendix 1 - List of Addresses Surveyed**

APPENDIX 1 – LIST OF PROPERTIES INSPECTED

UPRN	No	Street	Flat	Date of survey	Scheme
BAL0270/1	27	Balfluig Street	0/1	02/09/21	Phase 1
BAL0271/1	27	Balfluig Street	1/1	02/09/21	Phase 1
BAL0350/2	35	Balfluig Street	0/2	03/09/21	Phase 1
CNR0530/1	53	Conisborough Road	0/1	03/09/21	Phase 1
CNR0550/1	55	Conisborough Road	0/1	31/08/21	Phase 1
CNR0612/2	61	Conisborough Road	2/2	01/09/21	Phase 1
BAL0250/1	25	Balfluig Street	0/1	02/09/21	Phase 2
CNR0631/2	63	Conisborough Road	1/2	01/09/21	Phase 2
CNR0651/1	65	Conisborough Road	1/1	01/09/21	Phase 2
CNR0652/2	65	Conisborough Road	2/2	01/09/21	Phase 2
CNR0691/1	69	Conisborough Road	1/1	01/09/21	Phase 2
CNR0692/1	69	Conisborough Road	2/1	01/09/21	Phase 2
CNR0730/1	73	Conisborough Road	0/1	01/09/21	Phase 2
CNR0732/2	73	Conisborough Road	2/2	01/09/21	Phase 2
BAL0170/3	17	Balfluig Street	0/3	02/09/21	Phase 3
BAL0190/2	19	Balfluig Street	0/2	02/09/21	Phase 3
CNP0031/2	3	Conisborough Path	1/2	03/09/21	Phase 3
CNP0042/1	4	Conisborough Path	2/1	03/09/21	Phase 3
CNR0752/1	75	Conisborough Road	2/1	17/09/21	Phase 3
CNR0771/1	77	Conisborough Road	1/1	03/09/21	Phase 3
BAL016	16	Balfluig Street		02/09/21	Phase 4
BAL034	34	Balfluig Street		03/09/21	Phase 4
WHP005	5	Whitslade Place		08/09/21	Phase 4
WHP010	10	Whitslade Place		08/09/21	Phase 4
WHP019	19	Whitslade Place		08/09/21	Phase 4
AUR0702/1	70	Auchinlea Road	2/1	07/09/21	Phase 5a
AUR0722/1	72	Auchinlea Road	2/1	07/09/21	Phase 5a
CNR0811/2	81	Conisborough Road	1/2	03/09/21	Phase 5a
CNR0832/1	83	Conisborough Road	2/1	03/09/21	Phase 5a
BAL0010/1	1A	Balfluig Street		02/09/21	Phase 5b
BAL0012/1	1	Balfluig Street	2/1	02/09/21	Phase 5b
BAL0022/3	2	Balfluig Street	2/3	02/09/21	Phase 5b
BAL006E	6E	Balfluig Street		02/09/21	Phase 5b
CNR079C	79C	Conisborough Road		17/09/21	Phase 5b
CNR079D	79D	Conisborough Road		17/09/21	Phase 5b
GAR006	6	Gardyne Street		08/09/21	Phase 6
CNC001	1	Conisborough Close		03/09/21	Phase 7
CNC010	10	Conisborough Close		03/09/21	Phase 7
CNC018	18	Conisborough Close		03/09/21	Phase 7
CNC023	23	Conisborough Close		03/09/21	Phase 7
CNC033	33	Conisborough Close		03/09/21	Phase 7
CNC045	45	Conisborough Close		03/09/21	Phase 7
CNC059	59	Conisborough Close		03/09/21	Phase 7
CNR019B	19B	Conisborough Road		31/08/21	Phase 7
CNR027D	27D	Conisborough Road		31/08/21	Phase 7
AUR0160/1	16	Auchinlea Road	0/1	02/09/21	Phase 8
AUR0162/1	16	Auchinlea Road	2/1	02/09/21	Phase 8
AUR0202/1	20	Auchinlea Road	2/1	02/09/21	Phase 8
AUR0220/2	22	Auchinlea Road	0/2	02/09/21	Phase 8
AUR0260/1	26	Auchinlea Road	0/1	02/09/21	Phase 8

AUR0262/2	26	Auchinlea Road	2/2	02/09/21	Phase 8
AUR0302/1	30	Auchinlea Road	2/1	02/09/21	Phase 8
AUR0361/1	36	Auchinlea Road	1/1	02/09/21	Phase 8
AUR0380/2	38	Auchinlea Road	0/2	02/09/21	Phase 8
AUR0400/1	40	Auchinlea Road	0/1	07/09/21	Phase 8
AUR0402/1	40	Auchinlea Road	2/1	07/09/21	Phase 8
AUR0420/1	42	Auchinlea Road	0/1	07/09/21	Phase 8
AUR0422/2	42	Auchinlea Road	2/2	07/09/21	Phase 8
BAR0161/1	16	Balcurvie Road	1/1	17/09/21	Phase 9
BAR0181/2	18	Balcurvie Road	1/2	03/09/21	Phase 9
CNR0032/2	3	Conisborough Road	2/2	31/08/21	Phase 10
CNR0462/1	46	Conisborough Road	2/1	17/09/21	Phase 10
CNR0481/2	48	Conisborough Road	1/2	31/08/21	Phase 10
CNR0502/1	50	Conisborough Road	2/1	31/08/21	Phase 10
CNR0520/1	52	Conisborough Road	0/1	31/08/21	Phase 10
CNR0540/2	54	Conisborough Road	0/2	31/08/21	Phase 10
DUF001	1	Duffus Street		03/09/21	Phase 11
DUF0032/2	3	Duffus Street	2/2	17/09/21	Phase 11
DUF0042/3	4	Duffus Street	2/3	08/09/21	Phase 11
WHS0111/2	11	Whitslade Street	1/2	08/09/21	Phase 12
WHS021	21	Whitslade Street		08/09/21	Phase 12
WHS0221/1	22	Whitslade Street	1/1	08/09/21	Phase 12
WHS0311/1	31	Whitslade Street	1/1	08/09/21	Phase 12

**Appendix 2 - 30 Year LCC Costs**



**Appendix 3 - Instructions for use of the LCC Cost Model**

## APPENDIX 3

### INSTRUCTIONS FOR USE OF THE LCC COST MODEL

- 1 The two LCC files should be copied onto your system **both into the same folder**. The LCC file will read from the DB file that it shares a folder with. You can have multiple versions of the LCC file reading from a single DB file.
- 2 The Files contained on the USB are as follows:
  - a. DB.xlsm – Main database file from which all replacement data is taken.
  - b. The LCC Output File. This can be renamed as required but we recommend a naming PHA LCC [Date] [Version].xls for example PHA LCC 051121 V4.xls. This shows spends per Cost Centre and also provides Summary breakdowns as selected by the Front Sheet.
  - c. Instructions for Use of database and LCC.doc (This document)
- 3 The DB.xlsm workbook is broken down into 3 tabbed worksheets as follows:
  - a. Matrix - This records dates of next projected replacement of the elements for each of the properties within the stock
  - b. DB Common Data – This records all rates and lifespans for each element
  - c. Cost Centre Data – This allocates a Rate Bank to each Cost Centre and matches the Cost Centres to their respective Cost Centre Code (CC001, CC002 etc).
  - d. Note: Do not change the names of the tabs
  - e. All cells apart from the Rose coloured cells in the Matrix worksheet are user editable
- 4 The LCC Workbook has a user editable Front Sheet and each time the “Update” button is clicked, it automatically recreates tabs with annual costs that correspond to the dates and rates input in the DB.xlsm file.
  - a. When working with the LCC it is best to open the DB.xlsm sheet at the same time
  - b. Any date or cost changes made to the DB.xlsm workbook are reflected in the LCC spreadsheet when you click on the “Press Here to Update Data” button on the Front Sheet of the LCC spreadsheet.
  - c. For scenario planning, you can have multiple copies of the LCC workbook saved with different names. Each one will read the DB workbook that is in the folder with the LCC workbook.
  - d. You can type comments below the left hand box to describe what DB it is linked to.
  - e. It is recommended that, prior to creating a new LCC Worksheet, you click “Delete all sheets” button in the left hand box. This will leave only the Front Sheet and updated tabs will be created when you click the Update button.
  - f. The following can be user selected in the left hand box on the Front Sheet:
    - 1 No. of years to calculate – The default is 30 but you can select any number.
    - 2 View Base Year – This will produce a view of LCC Summaries from the date inserted. Please note that changing this date only changes the first viewable date in the LCC outputs. This is useful when you want to print 10 year blocks at a time. Selecting a future “view base year” does not automatically roll up previous years’ expenditure into the new year 1. To do that, you need to also change the Year 1 date in the DB.xlsm Matrix tab (see 12 below).
    - 3 Financial year – Type in your financial year corresponding to Year 1
    - 4 VAT – Current VAT rate
    - 5 Planned Maintenance Fee – Defaults to 6% but you can change that to reflect Professional Fees for Planned Replacement works.
    - 6 Cyclical Maintenance Fee – Defaults to 0% as Professional Fees generally do not apply to cyclical Maintenance works but you can change it if fees do apply.
    - 7 5 Year Plan from – This selects the first year for the 5 Year Plan tab. Please note that this cannot be an earlier date than Year 1 on the DB.

- 8 No. of Summary Plans – The LCC outputs a year by year summary plan for all cost centres. You can decide how many years you want summarized. The default is 5.
  - 9 Future Value Multiplier – This is the percentage increase year on year to allow for inflation etc. Default is 0% but can be changed to any number. Putting 0% will give outputs without any Future Value totals.
  - g. If you want particular sheets included within a summary then type the name of the summary at the top of the right hand table on the front sheet. Put an x in the rows below the heading for each cost centre you want included within the summary. When you click update, the summary sheet will be created. For example, if you wanted a summary of Phases 5, 6 and 7 and call them “Post 2000 Build”, type “Post 2000 Build” in Cell P3 and put an x against Cost Centres CC05, CC06, CC07 and CC08 in Cells P8, P9, P10 and P11. When you click “Update”, it will create a new Summary Sheet called “Post 2000 Build” with the costs from these 4 Cost Centres summarised.
- 5 Using DB.xlsm to show Element Replacements for a particular year:
- a. Use data in the Rose coloured cells
  - b. Use the filters on each column in the Database Worksheet to select a particular address or element
    - i. Example 1: To find all the proposed replacement kitchens in 2021, filter Kitchen Replacement Column AU13 for 2021. This will show the 94 kitchens programmed for replacement in 2021 and the addresses appear in Columns B to E and the Cost Centres show in Columns K and L.
- 6 To update the database for future replacements:
- a. Use data in the sky blue coloured cells in the Matrix tab in DB.xlsm
  - b. Changing any of the “Installed” dates in the blue columns will automatically change the next replacement dates in the Rose Coloured columns and update the LCC based on the lifespans in the Rose coloured cells in Row 12 above each element which are determined by the lifespans entered in DB Common Data
  - c. When updating the actual installation dates of any element please ensure you delete any dates in the “Manual Input” columns associated with that element. It will be obvious that date has been manually input as the blue cell will turn yellow.
- 7 To change the replacement cycles globally:
- a. Click on DB Common data tab in DB.xls
  - b. Change the lifespan in Column C for any element.
  - c. Example: To change the window replacements lifespan from 30 years to 35 years, type 35 in Cell C8 on DB Common Data tab. The LCC will now show replacements based on windows lasting 35 Years from last replacement date.
- 8 To change the Standard and Rate Bank element rates:
- a. The “Standard” element rates can be shown in column D of the DB Common Data tab of the DB.xlsm workbook and can be user changed as required. They are linked to each individual Cost Centre LCC worksheet. Rates for Flats are shown in Column E and Houses in Column F. Changing the rates in the DB Common Data tab will change the general rates in all the cost centres.
  - b. Individual rates can be allocated separately to each cost centre using custom Rate Banks in Columns from column G onwards in DB Common Data.
  - c. You can have as many Rate Banks as you require by inserting columns to the left of the “Narrative” column and heading them up Rate Bank No. eg Rate Bank 3, etc.
  - d. This allows for rate adjustments between similar elements in different cost centres. You should copy and paste all the “Standard Rates” from Column D to your chosen Rate Bank and adjust the rates that are specific to that cost centre. You can type in the Narrative column the reason for the rate change.

- e. You then allocate that Rate Bank to the appropriate Cost Centre by typing in the corresponding Column letter of the Rate bank in the Cost Centre Data tab Column D against the Cost Centre it refers to.
- f. If a particular rate does not apply equally to every property in a cost centre, you can use weighted rates in a Rate Bank in order that the rate applied to all the properties gives the appropriate replacement total. For example you may have a cost centre that has 50% houses and 50% flats. The unit rate for the roof replacement would be different between these two property types therefore the Rate Bank Rate would be 50% of a Replacement roof to a flat plus 50% of the rate for a replacement roof to a house. This weighted rate would be applied to all the properties in that Cost Centre and the total roof replacement value would be correct. The Rate Banks tab on the Model indicates the methodology for applying the rate banks based on the number of each unit types in a Cost Centre.

9 To MANUALLY CHANGE future replacement dates

The LCC should be used as an indicator that elements are coming to or have reached their expected lifespan. To manually adjust any element, type in the proposed replacement date in the light green column. The “actual” installation date will turn yellow to show that you have manually adjusted it.

- 10 REMEMBER: Remove any manually input future dates of replacements in any element when you change the Installation Date in the Blue Cells for that element. Manual Inputted Dates supersede the calculated date based on the Installation Date plus the Lifespan. Manual dates will turn the Installation Input cell from blue to yellow.
- 11 Please note it is possible to delete data or corrupt formulae that will cause errors in the LCC. To avoid this, it is recommended that a backed up copy of the current DB is kept and a “working” copy is used for any updates or changes and only saved once it has been scrutinized for formula integrity or errors. It is important that the existing filename of the DB is not changed at any time.
- 12 To make Year 1 the current year and recalculate for the following 30 years, change the date in DB.xlsm Matrix tab Cell G9. You should also change Base Year in the LCC Front Sheet to the same year 1 (see 4.f.2 above). This automatically moves all replacements that were programmed to be replaced prior to that date to the current date. For example, if you had kitchens that were scheduled for replacement in 2017 as they had reached end of life but did not actually get replaced in 2017, by changing the Year 1 date on the DB Matrix tab to 2021, all these kitchens will be rescheduled for replacement in 2021.
- 13 5 Year Plan – use the drop downs to select any element to view the expenditure over 5 years for that element against the respective cost centres. You can open 4 separate drop downs to compare element replacements such as kitchens with bathrooms.
- 14 TO DELETE ANY PROPERTIES FROM THE DATABASE simply delete the rows those properties are on in Matrix tab of the DB.
- 15 TO ADD PROPERTIES OR NEW COST CENTRES it is recommended that you copy the last row of the Matrix worksheet down as far as you require and then change the details to the left to correspond with the new properties. Delete all dates for the new properties on the Matrix tab under the elements where you copied down the last row. Insert the new installation dates for the relevant elements. Copy the last Cost Centre row down on the Cost Centre Data tab and edit for the new Cost Centre details. Type in the new Cost Centre Name in Matrix Column K and it will automatically assign the correct CC Code. Add the new Cost Centre details to the right hand box on the Front Sheet of the LCC spreadsheet.
- 16 TO ADD ELEMENTS overwrite an “Unallocated” element in DB Common Data tab of the DB.xlsm workbook. Make sure you add the lifespan and associated rate(s). Space for an additional 2 Planned Elements (ELP) and 5 Cyclical Elements (ELC) have been included.

Currently the Unallocated Element columns are hidden on Matrix for ease of viewing and you will need to unhide the corresponding columns for any elements you add.

## TROUBLESHOOTING AND ERROR MESSAGES

### Points to note for the DB:

- 1 Only amend the blue coloured cells with the actual replacement date of that element, not future replacement dates. The exception to this is if you want to insert a new element and make the first replacement in the future. In those cases, put the planned future replacement year in the blue cell and force the replacement in that year by inserting the same manual replacement date in the light green cell. When the element is replaced in the future year, remove the manual date and it will show the next planned replacement.
- 2 Remember Planned Elements have a suffix ELP and Cyclical have ELC. Spare ELPs and ELCs are noted as “Unallocated” and can be overwritten with new elements.
- 3 Generally “Unallocated” columns are hidden on “Matrix” worksheet for convenience and you may have to unhide columns if adding Planned or Cyclical elements in order to see them.
- 4 If there is an error in any cell on the Matrix, you will get an error message when trying to update the LCC and it will give you the co-ordinates of the cell with the error
- 5 It is important that the DB and LCC workbooks are in the same folder. I recommend that you keep a master DB and LCC in a folder and copy the DB to a new folder with an LCC and update the DB in that new folder. When you are happy that the DB and LCC work as you expected them to, you can copy the new DB back into the Master Folder. This way you will always have a previous version of the DB that you can revert to.
- 6 Do NOT rename DB worksheet at any time. If you do, the LCC will not read it.
- 7 Cell G9 houses the date of the “Current Year”. This will be Year 1 for the LCC. This year can be incremented annually to give a new 30 year LCC for future years. All elements that were programmed or manually adjusted to be replaced in any year earlier than the year in G9 will automatically be incremented to the date in cell G9 if they have not been replaced by entering a new date in the blue columns.
- 8 You can't have symbols such as / \ \* [ ] : or ? in any of the Cost Centre names as they have to be able to produce tab names and Excel don't allow these symbols in tab names. For example, if you have a Cost Centre called “14/22 High Street” you can call it “14-22 High Street” and that will work. You will get an error message if you use a symbol. It is also recommended that Cost Centre names do not begin with a number.
- 9 Make sure there are no duplicate cost centre names and that the list of Cost Centre Names and Cost Centre Codes (CC001, CC002 etc) on the Front Sheet exactly matches the list of Cost Centre Names and Codes in the Cost Centre Data tab of the DB. This is especially true if you add or delete Cost Centres.

### Points to note for the LCC:

- 10 When updating the LCC you should click the “Delete All Sheets” button on the front sheet before clicking the “Update” button. All tabs will disappear and new tabs will be created with the new data from the DB.
- 11 There will be a delay between clicking the Update button and the data completing updating. Depending on the amount of data that has changed in the DB, this can be up to 60 seconds. When updating, the LCC worksheet may display “Not responding” in the top bar but this is perfectly normal. You will know when it has stopped updating when the new tabs appear and you can click anywhere on the front page again

- 12 The start date of the 5 year plan cannot be less than the current year (Year 1) as shown in cell G9 of the Matrix worksheet in DB.
- 13 This version has the facility to show future costs based on an annual percentage multiplier that can be entered on the front sheet.
- 14 This version also has the functionality to provide individual 30 year Life Cycle Costs by Property. Just click the LCC by Property button on the front sheet and it will provide all 30 year costs against each property and you can compare individual properties.
- 15 You will automatically get an All Property Summary tab so you don't need to create that summary on the Front Page using the "x"s in the table. Use the "x"s to create bespoke summary sheets comprising any combination of Cost Centres.
- 16 Before reporting any problems, please ensure that all User Input data is correct, particularly on the front sheet and that you don't have any dates in the LCC Report earlier than the Base Year date in cell G9 of the DB. You will not, for example, be able to produce a 30 year LCC from 2021 if the Base Year in the DB is set for 2022. You can, however, produce a 30 year LCC from previous years, say 2018, as long as the base year in the DB is set for 2015. Doing this will show you elements that were programmed to be replaced in 2018, 2019 and 2020 that would otherwise just be rolled up to 2021 if 2021 was selected as the base year. By this method, you will be able to identify elements that have exceeded their planned life and may be prioritized for replacement.

We are happy to provide a helpdesk for any issues pertaining to the LCCs which may become evident in use.

To this end we will maintain a "handover" copy of the files for reference.

Please contact [REDACTED] on [REDACTED] for any assistance.