

ARG Surveys Ltd

Asbestos Survey for

Multibase Demonstrations

at

Marshgate Offices
High Road
London
E20 1AS



Project Number: T2ARG

Printed: 11/02/2009 By: ARG Surveys Ltd. Using Multibase software.



ARG Surveys Ltd

Names and Addresses

Client Name:

Multibase Demonstrations

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Upper Road
London
LL27 9SA

Contact: Mr L. S. White

Phone: 01328000000 Fax: 01328000001

Instructing Party:

Multibase Demonstrations

H.Q. House
Upper Road
London
LL27 9SA

Contact: Mr L. S. White

Phone: 01328000000 Fax: 01328000001

Site Full Name:

Marshgate Offices

High Road
London
E20 1AS

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Report Author:

ARG Surveys Ltd

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SECTION ONE

SITE DESCRIPTION

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Site Description

General Information:

Type 2 Survey

Area	Comments	Accessed
3rd Floor		Yes
Roof Space	Sample taken, asbestos materials present.	Yes
2No. Offices	No sample taken, no asbestos materials present.	Yes
Corridor	No sample taken, no asbestos materials present.	Yes
Ladies W.C.	No sample taken, no asbestos materials present.	Yes
Gents W.C.	No sample taken, no asbestos materials present.	Yes
Kitchen	No sample taken, no asbestos materials present.	Yes
Store Room	No sample taken, no asbestos materials present.	Yes
Staircase	No sample taken, no asbestos materials present.	Yes
2nd Floor	No sample taken, no asbestos materials present.	Yes
Corridor	Sample taken, no asbestos materials present.	Yes
Ladies W.C.	No sample taken, no asbestos materials present.	Yes
Gents W.C.	No sample taken, no asbestos materials present.	Yes
2No. Store Rooms	No sample taken, no asbestos materials present.	Yes
Kitchen	No sample taken, no asbestos materials present.	Yes
Staircase	No sample taken, no asbestos materials present.	Yes
1st Floor		Yes
Office	Sample taken, asbestos materials present.	Yes

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Corridor	No sample taken, no asbestos materials present.	Yes
Ladies W.C.	No sample taken, no asbestos materials present.	Yes
Gents W.C.	No sample taken, no asbestos materials present.	Yes
2No. Store Rooms	No sample taken, no asbestos materials present.	Yes
Kitchen	No sample taken, no asbestos materials present.	Yes
Staircase	No sample taken, no asbestos materials present.	Yes
Meeting Room	No sample taken, no asbestos materials present.	Yes
Ground Floor		Yes
3No. Offices	No sample taken, no asbestos materials present.	Yes
Corridor		Yes
Ladies W.C.	No sample taken, no asbestos materials present.	Yes
Gents W.C.	No sample taken, no asbestos materials present.	Yes
2No. Store Rooms	No sample taken, no asbestos materials present.	Yes
Kitchen	No sample taken, no asbestos materials present.	Yes
Stairs to Basement	No sample taken, no asbestos materials present.	Yes
Reception	Sample taken, asbestos materials present.	Yes
Basement		Yes
Staircase	No sample taken, no asbestos materials present.	Yes
Archeive Room	No sample taken, no asbestos materials present.	Yes
Electric Cupboard	Sample taken, asbestos materials present.	Yes

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SECTION TWO

SURVEY OBJECTIVES

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Survey Objectives

- 1 Produce a report, in a database format, indicating areas containing identified and suspected asbestos based materials, including photographic records of asbestos occurrences where possible.
- 2 To carry out a survey to ascertain the presence of asbestos based materials.
- 3 To include a risk assessment for each individual Sample.

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SECTION THREE

SURVEY TECHNIQUE

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Survey Technique

- 1 Materials of a similar type were only occasionally sampled and it was assumed that other surfaces identical to where the sample was taken, was of a similar composition.
- 2 Photographs were taken at all of the sample locations (unless otherwise stated).
- 3 Samples were returned to the UKAS Laboratory for analysis.
- 4 Asbestos Bulk Sample Analysis is conducted by using Polarised Light and Dispersion Staining Techniques. Dispersion Staining is used to describe the colour effects produced when a transparent colourless particle or fibre is immersed in a liquid having a refractive index near to that of the particle or fibre, and is viewed under a microscope using transmitted white light (based on HSE Publication MDHS 77).

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SECTION FOUR

SURVEY CAVEAT

Survey Caveat

1 SCOPE/ LIMITATIONS OF THE SURVEY

The scope and extent of the survey has been agreed with the client before it was carried out. Every effort has been made to identify all asbestos materials so far as was reasonably practical to do so within the scope of the survey.

Survey techniques used involves trained and experienced surveyors using the combined approach of visual examination and bulk sampling. It is always possible after a survey that asbestos based materials of one sort or another may remain undetected in the property, or area covered by that Survey. This could be due to various reasons as follows:

- Asbestos materials existing within areas not specifically covered by this report and are therefore outside the scope of the survey.
- Materials may be hidden or obscured by other items or cover finishes eg paint, over boarding, disguising etc. Where this is the case then its detection will be impaired.
- Asbestos may well be hidden as part of the structure to a building and not visible until the structure is dismantled at a later date.
- Debris from previous asbestos removal projects may well be present in some areas. General asbestos debris does not form part of this survey however every effort is made for its discovery.
- Where an area has been previously stripped of asbestos e.g. plant rooms, ducts etc., and new coverings added, it must be pointed out that asbestos removal techniques have improved steadily over the years. The Control of Asbestos Regulations 2006 or other similar Regulations lay down certain enforceable guidelines. Asbestos removal prior to these regulations may not be up to the standards currently in force and therefore debris may be present below new coverings.
- During the course of the survey access to certain areas may have been restricted. If so, such areas are defined within this report. Accordingly, no samples have been taken from restricted areas and asbestos should be presumed to be present until analysis proves otherwise.
- In the building where asbestos has been located and it is clear that not all areas have been investigated, any material that is found to be suspicious and not detailed as part of the survey should be treated with caution and sampled accordingly.
- Certain materials contain asbestos to varying degrees (Artex for example) and some may be less densely contaminated at certain locations. Where this is the case the sample taken may not be representative of the whole product throughout.

This survey has been carried out under the guidance/requirements of the owner of the property, or his representative, and the survey will be as per his instructions and guidance at that time. ARG Surveys Ltd cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some damage is unavoidable but will be limited to just that necessary for the taking of the sample.

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SECTION FIVE

SURVEY SUMMARY

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Survey Summary

- 1 For positive identification of asbestos bearing materials please refer to the individual sample data sheets.

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SECTION SIX

SURVEY RECOMMENDATIONS

Survey Recommendations

1 Material Assessment and Algorithm

The material assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way. This material assessment will give a good initial guide to the priority for management, as it will identify the materials, which will most readily release airborne fibres if disturbed. However, there are other factors to take into account when prioritising action.

MDHS100 recommends the use of an algorithm to carry out the material assessment, and contains an example. The algorithm is a numerical way of taking into account several influencing factors, giving each factor considered a score. These scores can then be totaled to give a material assessment score. The use of algorithms is not infallible, but the assessment process is clear for all to see, so if discrepancies arise, it should be possible to track back through the assessment process to find the root of the error. The algorithm shown in MDHS100 considers four parameters that determine the risk from ACM: that is the ability to release fibres if disturbed. These four parameters are:

Product type;
Extent of damage;
Surface treatment; and
Asbestos type

Each of the parameters is scored and added to give a total score between 2 and 12:

Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;

Those with a score between 7 and 9 are regarded as medium risk;

Materials with a score between 5 and 6 are low risk; and

Scores of 4 or less are very low risk.

PRIORITY ASSESSMENT AND ALGORITHM

The material assessment identifies the high-risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for remedial action. Management priority must be determined by carrying out a risk assessment which will also take into account factors such as:

Maintenance activity;
Occupant activity;
Likelihood of disturbance;
Human exposure potential.

THE RISK ASSESSMENT INCLUDES A MATERIAL ASSESSMENT AND A PRIORITY ASSESSMENT.

THE MATERIAL ASSESSMENT LOOKS AT THE TYPE AND CONDITION OF THE ACM AND THE EASE WITH WHICH IT WILL RELEASE FIBRES IF DISTURBED.

THE PRIORITY ASSESSMENT LOOKS AT THE LIKELIHOOD OF SOMEONE DISTURBING THE ACM.

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Survey Recommendations

The risk assessment can only be carried out with detailed knowledge of all the above. Although a surveyor may have some of the information which will contribute to the risk assessment and may be part of an assessment team, you, as the duty holder under CAW, are required to make the risk assessment, using the information given in the survey report and your detailed knowledge of the activities carried out within your premises. The risk assessment will form the basis of the management plan, so it is important that it is accurate.

MAINTENANCE ACTIVITY

The first and most important factor which must be taken into consideration is the level of maintenance activity likely to be taking place in an area. Maintenance trades such as plumbers and electricians are the group who the duty to manage is primarily trying to protect. There are two types of maintenance activity, planned and unplanned. Planned work can be assessed and carried out using procedures and controls to reduce exposure to asbestos. Unplanned work requires the situation to be dealt with as found and the controls that can be applied may be more limited. The frequency of maintenance activities also need to be taken into account in deciding what management action is appropriate.

OCCUPANT ACTIVITY

The activities carried out in an area will have an impact on the risk assessment. When carrying out a risk assessment the main type of use of an area and the activities taking place within it should be taken into account. For example a little used storeroom or an attic will rarely be accessed and so any asbestos is unlikely to be disturbed. At the other end of the scale, in a warehouse lined with asbestos insulating board panels, with frequent vehicular movements, the potential for disturbance of ACMs is reasonably high and this would be a significant factor in the risk assessment. As well as the normal everyday activities taking place in an area, any secondary activities will need to be taken into account.

LIKELIHOOD OF DISTURBANCE

The two factors that will determine the likelihood of disturbance are the extent or amount of the ACM and its accessibility/vulnerability. For example, asbestos soffits outdoors are generally inaccessible without the use of ladders or scaffolding, are unlikely to be disturbed. The asbestos cement roof of a hospital ward is also unlikely to be disturbed, but its extent would need to be taken into account in any risk assessment. However if the same ward had asbestos panels on the walls they would be much more likely to be disturbed by trolley/bed movements.

HUMAN EXPOSURE POTENTIAL

The human exposure potential depends on three factors: the number of occupants of an area, the frequency of use of the area, and the average time each area is in use. For example, a school boiler room is likely to be unoccupied, but may be visited daily for a few minutes. The potential for exposure is much less than say in a classroom lined with asbestos insulating board panelling, which is occupied daily for six hours by 30 pupils and a teacher.

PRIORITY ASSESSMENT ALGORITHMS

Taking all these factors into account in a logical, consistent manner is difficult. Using an algorithm will help you to produce priority assessments that have taken the factors into account in a consistent way. The number of factors relevant at any one site needs to be carefully considered, as the more factors included in an algorithm, the lower the influence of the most important risk factors becomes, and this may produce anomalies. For this reason it is recommended that the number of factors that are scored is limited to four, the same as the number of factors in the material assessment. There is no single set of factors that can be recommended that will apply equally to all types of premises. Therefore four general headings have been

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Survey Recommendations

used and one or more factors can be taken into account and averaged under each heading to suit the circumstances. If you choose to use more than one factor under a general heading, then average the scores under that heading, rounding up where necessary.

The scores from the material assessment (i.e. the condition of the ACM or presumed ACM) are added to the scores of the priority assessment (the likelihood of disturbance), to give the overall risk assessment. Risk assessment scores for different ACMs can then be compared to develop your action plan. In many circumstances the scores will be similar, making decisions more difficult. For example a boiler house with asbestos pipe work insulation in poor condition may get the same or similar risk assessment score to an office with asbestos insulating board in reasonably good condition. This is simply because the ACM in the boiler house received a higher score than the ACM in the office because the ACM in the boiler house was in poor condition. However, the priority assessment for the office will get a higher score than the boiler house since the office is occupied more often. Add the scores together for the material and priority assessments, and you get similar scores. If this is the case then you may decide that the office needs doing first because it is used daily. On the other hand you may decide that the poor condition of the ACM in the boiler house means that it should be done first. If the office was a classroom, the young age of the occupants may be a deciding factor. Algorithms are provided to help you, but they are best guesses and will often require you to make your own additional judgements.

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SECTION SEVEN

MATERIAL ASSESSMENT: SUMMARY BY AREA

Material Assessment: Summary by Area

Site Name: Marshgate Offices

Project Number: T2ARG

Area: Above Electric Cupboard Door

Sample Date	Location Ref	Location ID	Drawing Reference	Floor	Room	Asbestos Type	Product Name	Material Risk Score	Material Risk Band	Priority Risk Score	Comments	Action	Survey Type
15/10/08	T2ARG/BS05	205	T2ARG/DR W/05	Basement	Electrical cupboard	Amosite & Chrysotile	Panel	7	Medium Risk	3	Encapsulate, label and monitor for deterioration or remove under fully controlled conditions	Action required see comments	T 2

Material Assessment: Summary by Area

Site Name:

Marshgate Offices

Project Number:

T2ARG

Area: Boxing around Pipework

Sample Date	Location Ref	Location ID	Drawing Reference	Floor	Room	Asbestos Type	Product Name	Material Risk Score	Material Risk Band	Priority Risk Score	Comments	Action	Survey Type
15/10/08	T2ARG/BS02	202	T2/ARG/D RW02	Third floor	Ladies toilet	Amosite	Boxing	5	Low Risk	4	Label and monitor for deterioration or remove under fully controlled conditions - Similar material also present to boxing in Gents W.C.	Action required see comments	T 2

Material Assessment: Summary by Area

Site Name:

Marshgate Offices

 Project Number:

T2ARG

Area: Ceiling

Sample Date	Location Ref	Location ID	Drawing Reference	Floor	Room	Asbestos Type	Product Name	Material Risk Score	Material Risk Band	Priority Risk Score	Comments	Action	Survey Type
15/10/08	T2ARG/BS04	204	T2ARG/DR W/04	First floor	Office	Chrysotile	Panels	3	Very Low Risk	6		Monitor or remove under controlled conditions	T 2
15/10/08	T2ARG/BS06	206	T2ARG/DR W/06	Ground floor	Reception area	Chrysotile	Textured coating	2	Very Low Risk	6		Monitor or remove under controlled conditions	T 2

Material Assessment: Summary by Area

Site Name:

Marshgate Offices

Project Number:

T2ARG

Area: Floor

Sample Date	Location Ref	Location ID	Drawing Reference	Floor	Room	Asbestos Type	Product Name	Material Risk Score	Material Risk Band	Priority Risk Score	Comments	Action	Survey Type
15/10/08	T2ARG/BS03	203	N/A	Second floor	Corridor	NADIS	Floor tiles	0	NADIS	N/A	Floor tiles are beneath carpet	No Action Required	T 2

Material Assessment: Summary by Area

Site Name:

Marshgate Offices

 Project Number:

T2ARG

Area: Not Applicable

Sample Date	Location Ref	Location ID	Drawing Reference	Floor	Room	Asbestos Type	Product Name	Material Risk Score	Material Risk Band	Priority Risk Score	Comments	Action	Survey Type
15/10/07	T2ARG/BS01	201	T2ARG/DR W/01	Roof level	Roof space	Amosite & Chrysotile	Debris	10	High Risk	4	Remove debris and carry out environmental clean of roof space under fully controlled conditions	Action required see comments	T 2

SECTION EIGHT

PRIORITY ASSESSMENT RECORD

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Priority Assessment Record

Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:

Location Ref:

Product:

Area:

Floor:

Room:

Surveyor Name:

Drawing Ref:

Asbestos ?

Date:



Priority Comments:

Priority Assessment Algorithm			
Assessment factor	Variable(s) selected	Score for each variable	Overall score
Normal Occupant Activity:			
Main type of activity in area:	Periodic disturbance	2	average
Secondary activities for area:	Periodic disturbance	2	2
Likelihood Of Disturbance:			
Location:	Large rooms or well-ventilated areas	1	average
Accessibility:	Occasionally likely to be disturbed	1	
Extent/Amount:	<=10 m2 or <=10 m pipe run	1	
Human Exposure Potential:			
Number of occupants:	None	0	average
Frequency of use of area:	Infrequent	0	
Average time area is in use:	<1 hour	0	
Maintenance Activity:			
Type of maintenance activity:	Low disturbance	1	average
Frequency of maintenance activity	<=1 per year	1	1

Total Priority Assessment Score:		4
Material Assessment Score (supplied by surveyor):	High Risk	10
Total of Material and Priority Assessment Scores:		14



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Priority Assessment Record

Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:

Location Ref:

Product:

Area:

Floor:

Room:

Surveyor Name:

Drawing Ref:

Asbestos ?

Date:



Priority Comments:

Priority Assessment Algorithm			
Assessment factor	Variable(s) selected	Score for each variable	Overall score
Normal Occupant Activity:			
Main type of activity in area:	Rare disturbance	0	average
Secondary activities for area:	Rare disturbance	0	0
Likelihood Of Disturbance:			
Location:	Rooms up to 100 m2	2	
Accessibility:	Usually inaccessible or unlikely to be disturbed	0	average
Extent/Amount:	<=10 m2 or <=10 m pipe run	1	1
Human Exposure Potential:			
Number of occupants:	4 to 10	2	
Frequency of use of area:	Daily	3	average
Average time area is in use:	>1 to <3 hours	1	2
Maintenance Activity:			
Type of maintenance activity:	Minor disturbance	0	average
Frequency of maintenance activity	<=1 per year	1	1

Total Priority Assessment Score:		4
Material Assessment Score (supplied by surveyor):	Low Risk	5
Total of Material and Priority Assessment Scores:		9



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Priority Assessment Record

Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:

Location Ref:

Product:

Area:

Floor:

Room:

Surveyor Name:

Drawing Ref:

Asbestos ?

Date:



Priority Comments:

Priority Assessment Algorithm			
Assessment factor	Variable(s) selected	Score for each variable	Overall score
Normal Occupant Activity:			
Main type of activity in area:	Low disturbance	1	average 1
Secondary activities for area:	Low disturbance	1	
Likelihood Of Disturbance:			
Location:	Large rooms or well-ventilated areas	1	average 1
Accessibility:	Usually inaccessible or unlikely to be disturbed	0	
Extent/Amount:	>10 to <=50 (m2 or pipe run)	2	
Human Exposure Potential:			
Number of occupants:	>10	3	average 3
Frequency of use of area:	Daily	3	
Average time area is in use:	>6 hours	3	
Maintenance Activity:			
Type of maintenance activity:	Low disturbance	1	average 1
Frequency of maintenance activity	<=1 per year	1	

Total Priority Assessment Score:		6
Material Assessment Score (supplied by surveyor):	Very Low Risk	3
Total of Material and Priority Assessment Scores:		9



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Priority Assessment Record

Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:

Location Ref:

Product:

Area:

Floor:

Room:

Surveyor Name:

Drawing Ref:

Asbestos ?

Date:



Priority Comments:

Priority Assessment Algorithm			
Assessment factor	Variable(s) selected	Score for each variable	Overall score
Normal Occupant Activity:			
Main type of activity in area:	Low disturbance	1	average
Secondary activities for area:	Low disturbance	1	1
Likelihood Of Disturbance:			
Location:	Large rooms or well-ventilated areas	1	
Accessibility:	Occasionally likely to be disturbed	1	average
Extent/Amount:	<=10 m2 or <=10 m pipe run	1	1
Human Exposure Potential:			
Number of occupants:	1 to 3	1	
Frequency of use of area:	Infrequent	0	average
Average time area is in use:	<1 hour	0	0
Maintenance Activity:			
Type of maintenance activity:	Low disturbance	1	average
Frequency of maintenance activity	<=1 per year	1	1

Total Priority Assessment Score:	3
Material Assessment Score (supplied by surveyor):	Medium Risk 7
Total of Material and Priority Assessment Scores:	10



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Priority Assessment Record

Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:

Location Ref:

Product:

Area:

Floor:

Room:

Surveyor Name:

Drawing Ref:

Asbestos ?

Date:



Priority Comments:

Priority Assessment Algorithm			
Assessment factor	Variable(s) selected	Score for each variable	Overall score
Normal Occupant Activity:			
Main type of activity in area:	Low disturbance	1	average 1
Secondary activities for area:	Low disturbance	1	
Likelihood Of Disturbance:			
Location:	Rooms up to 100 m2	2	average 1
Accessibility:	Occasionally likely to be disturbed	1	
Extent/Amount:	<=10 m2 or <=10 m pipe run	1	
Human Exposure Potential:			
Number of occupants:	>10	3	average 3
Frequency of use of area:	Daily	3	
Average time area is in use:	>6 hours	3	
Maintenance Activity:			
Type of maintenance activity:	Low disturbance	1	average 1
Frequency of maintenance activity	<=1 per year	1	

Total Priority Assessment Score:		6
Material Assessment Score (supplied by surveyor):	Very Low Risk	2
Total of Material and Priority Assessment Scores:		8



SECTION NINE

BULK IDENTIFICATION REPORT

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BULK IDENTIFICATION REPORT

Client:	Multibase Demonstrations	Date Samples Received:	Between 15/10/2007 and 15/10/2008
Client Address:	H.Q. House, Upper Road, London, , LL27 9SA	Date Samples Analysed:	17/10/2006
Site Address:	Marshgate Offices, High Road, London, E20 1AS		
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METHOD USED:

Samples of material referenced below, have been examined to determine the presence of asbestos fibres, using a method of polarising light microscopy and centre stop dispersion staining, based on H.S.E,s MDHS 77. NOTE: We cannot be held responsible for the accuracy and competence of samples taken by third parties. Under these circumstances we cannot be held responsible for the interpretation of the results shown.

Location Ref	Location ID	Sample Location	Fibre Type-Quantity
T2ARG/B S01	201	Roof level, Roof space, Debris	Amosite & Chrysotile <2M2
T2ARG/B S02	202	Third floor, Ladies toilet, Boxing	Amosite 3M2
T2ARG/B S03	203	Second floor, Corridor, Floor tiles	NADIS
T2ARG/B S04	204	First floor, Office, Panels	Chrysotile 15M2
T2ARG/B S05	205	Basement, Electrical cupboard, Panel	Amosite & Chrysotile
T2ARG/B S06	206	Ground floor, Reception area, Textured coating	Chrysotile 10M2

REPORT RAISED BY:

Signed: Print: