**Community Asset Transfer Facilities Management Overview**

**When considering the asset transfer of a building in the community there are a number of things that a community group should consider in relation to the building. Below is a list of tasks a group should consider and information that should be requested from the current owner, be that the local authority, Church of Scotland or other organisation. By finding out this information and completing these tasks a community group will be better informed around the current status of the building and if taking on the asset is the right course of action.**

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|  | **Comment** | **Status** |
| **Fire Risk Assessment**<https://www.hse.gov.uk/fireandexplosion/fire-safety.htm>  | Every Commercial building must have a Fire Risk Assessment. The existing owners should have this in place.  | Request a copy of the Fire Risk Assessment from the current Owners.  |
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| **Asbestos register** <https://www.hse.gov.uk/asbestos/duty/index.htm>   | The person or group responsible for a building have a legal duty to manage Asbestos in a building and protect people from the risks of exposure to Asbestos.  | Request a copy of the Asbestos Register from the current owner. If there is not one then consider having an Asbestos Survey undertaken.  |
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|  **Building Condition Survey** | Condition Surveys are non-intrusive surveys carried out by suitably qualified professionals. They often cover 5 year planning periods for the purpose of strategic estate management. It is important for a Community Group to fully understand the state of the building before they take it over.  | Employ a surveyor to complete a Building Condition Survey. The current owner may provide one but it is recommended that the group get their own survey completed. Prices range from £1500 to £4000 depending on the size of the building. DTAS may be able to help with fundingg towards this cost.  |
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| **Electrical Inspection Condition Survey (EICR)** | Every commercial building must have an up to date EICR in place. These are valid for 5 years and must be completed by an EICR electrician.  | Request a copy of the current EICR to understand when the next one is due. Prices for an EICR can range from £300 to £3000 depending on the size of the building.  |
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| **Utility Costs** | It is good to understand the current running costs of the building to help the group develop a first year operational budget.  | Request up to date monthly utility costs for the building.  |
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| **Access to and from the building** | Often it is easy to get caught up on the building and what it needs but its important to understand the area around the building, in particular access to and from. Who owns this land/owns the access. I t a road or lane, who is responsible for its upkeep. With churches, for example, Church of Scotland may own the building and the land it sits on but the local authority may own the graveyard around the church and the road to it. Or the road may be privately owned.  | Find out as much as is possible about access to the building and the land around the building. And who has responsibility for its upkeep.  |
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| **Energy Provision** | How is the building heated, mains gas, fully electric, a mix of both. It is also good to understand the age and condition of this system and if it will need replacing in the near future. Or indeed, can it be replaced for more environmental options utilising CARES funding.  | Ask about the heating and lighting system. Consider having an energy system survey completed. DTAS may be able to provide funding to support this cost.  |
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| **Building Manual**  | Often a manual will exist for the building which includes everything you need to know about the building and how it operates. This is a useful document for new owners.  | Request the building manual, if it exists. Council buildings will often have this.  |
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| **Short, mid and long terms financial costs**  | How will the building cover its costs. There is lots of funding out there to support gaining ownership but a lack of funding for day to day costs. A single hall village will have running costs of around £10,000 to £15,000 per year so how will these be covered.  | Consider what the building will be used for and if this will generate enough income to cover the running costs. The FM advisor is able to support with developing a budget plan.  |