Community Ownership Support Service
Development Trusts Association Scotland

CAT Process Considerations

		Status / Comment
Fire Safety	Fire Risk Assessment	This should be in place if the building is in use. Ask for this.
Health and Safety	Legionella – water risk assessment and management plan	
	Asbestos register up to date and available to view	Ask for this from current owner.
Statutory Checks	Current Electrical Certificate	Should be in place. Lasts for 5 years then needs to be renewed.
	Gas Boiler Service plan	Check this
	PAT testing	Check this
Insurance	Public liability	
	Employers liability	
	Building and Contents	
	There may be other insurances relevant to your group and activities	
Building Structure	Building Condition Survey	They may provide one but an independent survey is recommended.
	Energy survey	Business Energy Scotland, and independent

Security and Access Arrangements	Access to the building.	Find out who owns this, who has responsibility for it
	Land around the building.	Find out who owns this, who has responsibility for it.
CAT Lite	Conditions of the lease.	What do these include, who has responsibility for what.
Procedures Manual	Manual	Is there one in place, who has responsibilty for what.
Utilities	You are clear how to isolate/turn off water/gas/electricity in the property	
	Cost of utilities	How much are they currently paying.
Costs	Running costs for the building	Try and get as much info as possible on current running costs. From this you can develop an accurate first year operations budget. (A one hall building with toilets can cost between £10,000 and £15,000 per annum t run. Can you cover this cost?)