



Education  
Funding  
Agency

# Condition Data Collection

Guide for schools

January 2017

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## **Introduction**

### **Investing in school buildings**

Between 2010 and 2015 the coalition government spent almost £18 billion on school buildings. The government will invest a further £23 billion in the school estate over this parliament, including £4 billion to fund condition improvement and maintenance in our schools between 2015 and 2018. This investment will help us ensure that children can learn in the best environment possible, helping them to achieve their full potential.

It's important that investment is directed towards the areas that need it most. The EFA collect information on the condition of the school estate to help make sure this happens. Between 2012 and 2014, the EFA commissioned the Property Data Survey (PDS) which inspected a total of 18,830 schools. The DfE was able to use this data to support the case for capital funding for school condition, to inform future allocations and to identify schools for inclusion in the second phase of the Priority School Building Programme.

### **About the Condition Data Collection**

The Condition Data Collection (CDC) is the new programme through which the EFA will collect condition data about the school estate. It will run for three years between 2017 and 2019. The CDC is one of the biggest exercises in condition data collection in the UK public sector, as it will affect all schools in England that are funded by the Government.

It is a high level data collection and is not intended to replace the existing work undertaken by schools and responsible bodies to collect their own, more detailed, condition data.

### **About this document**

This document explains how the CDC programme will be delivered over the next three years. It is intended as a guide for schools and the other educational establishments that are involved in the CDC programme, and provides details on what schools will need to do during the programme.

The document contains four sections. The first section provides background to the CDC programme. The second section explains roles and responsibilities. The third section describes how the CDC works in practice,

and the final section explains how condition is measured. Annex A contains a single page diagram of the CDC process, and Annex B summarises the school actions required under each process stage. Schools may find these useful to print out and refer to throughout the programme. A sample 'pre-data collection' meeting agenda is provided in Annex C. A list of frequently asked questions (FAQs) is provided in Annex D.

Throughout this document, the words '**school**' and '**schools**' are used as generic terms which refer to all educational establishments which will be involved in the CDC (these are listed on page 9).

## How schools can help

This document explains what schools will need to do, and when. In summary, as well as providing access to their site for surveyors, schools are asked to complete an online school questionnaire before the site visit, and to discuss their site with the surveyors on the day of the visit. Schools know their sites well, so their input is important. Input from schools will help make sure the information collected during the CDC programme is accurate and of high quality, and in turn will make the CDC condition data more useful to schools when managing their buildings.

## Other useful documents

The CDC Guide for Schools is supported by information in a number of additional documents, which are available on the gov.uk [webpage](#).

- CDC Programme Guide
- CDC Guide to Completing the School Questionnaire
- CDC Technical Reference Manual Parts 1 & 2

In addition, the EFA document '[Essential School Maintenance: A Guide for Schools](#)' was published in January 2016. It provides useful guidance for schools on effective planning and responsibilities for maintenance of school buildings.

# Executive Summary

## Involvement of schools

Schools and their knowledge of their sites are central to the success of the CDC programme. Schools are therefore asked to:

- Verify and complete the online school questionnaire, issued before the school visits, at least 14 days prior to the planned site visit date. This will help reduce the amount of time the surveyors spend on site
- Choose a school contact, who will be the school's first point of contact for the CDC programme
- Agree a date for the site visit with the surveying organisation
- Meet with the visiting surveyors on the day of the site visit. This meeting is used to discuss the wider site context and to verify building compliance documentation. This will help the surveyors collect better data and reduce the amount of time they need to spend on site
- Ensure safe access to all areas of the school site and buildings on the day of the site visit

## Surveying organisations

Four surveying organisations (Faithful + Gould, Capita, Aecom and Rider Levett Bucknall) are working with the EFA to undertake site visits and collect data. They will:

- Nominate surveyors to visit each site
- Send a letter of introduction at least 35 days before a proposed site visit date
- Agree a suitable time for the site visit with the school
- Visit the site, meet with the school and undertake data collection
- Notify the school whilst on site of any health and safety concerns which require the school's immediate attention

- Undertake checks of all data collected

## **Accessing CDC data**

Once data collection has been completed and the data has been checked, schools will be able to access their CDC data online via the CDC Portal. Schools will be given access to the CDC Portal for this purpose.

## **Section 1: The Condition Data Collection**

### **What is the Condition Data Collection?**

The Condition Data Collection (CDC) is the successor to the Property Data Survey (PDS), which was undertaken between 2012 and 2014. The methodology for the CDC has been developed to take into account the feedback received following the PDS, as well as from stakeholder engagement and a number of pilot data collections in early 2016.

The CDC collects building condition, asset and management information on the maintained school estate. The data collected through this programme builds on the information obtained during the PDS.

The EFA is working with several organisations to undertake the CDC programme, which will run for three years between 2017 and 2019. Over this period, surveyors and engineers will visit every government funded educational establishment in England. Around one third of all 22,000 establishments will be surveyed every year, with the first site visits expected to take place in early 2017. During peak periods, the CDC programme will visit up to 1200 schools per month.

### **The importance of the CDC programme**

£23 billion will be invested in the maintained school estate over the lifetime of this parliament. The CDC will provide the EFA with an improved and up to date evidence base which will help inform future funding allocations and help direct investment to the areas with the greatest condition need. It will also help identify school buildings for inclusion in future rebuilding programmes and help those responsible for maintaining buildings develop their building management data.

### **Schools and establishments included in the CDC programme**

Surveyors will visit all government funded educational establishments providing nursery, primary, secondary phase education during the CDC programme, with the exception of privately owned and operated nursery schools that do not share their accommodation with schools.

This includes infant, junior and middle deemed primary schools, secondary schools, middle deemed secondary schools, sixth form centres, sixth form colleges, short stay / pupil referral units, special schools and special colleges.

All of the establishment types in the table below will be involved in the CDC, regardless of age or condition. This includes Private Finance Initiative (PFI) schools, and those schools that are new or have been recently refurbished.

Establishment type	Responsible body
Community schools	Local authority
Foundation and trust schools	Local authority
Voluntary-aided schools	Governing body and charitable trust (relevant diocese for faith schools)
Voluntary-controlled schools	Local Authority
Academies – multi-academy trust (MAT)	MAT
Academies – single-academy trust (SAT)	SAT
City technology colleges	Trust
Nursery Schools (not privately owned)	Local Authority
Non-maintained special schools (NMSS)	Governing body
Free schools, studio schools	MAT or SAT
University technology colleges (UTCs)	Trust

**Table 1: Establishment types included in the CDC programme**

## Buildings included in the CDC programme

Not all buildings on school sites will be subject to a full condition data collection. Standalone buildings that are not maintained by the school (and which are not primarily used for educational purposes) will only have high level descriptive and contextual data collected (such as a photo and number of storeys; see [Asset / Contextual data](#) on page 12 for further details). Buildings which fall into these categories are classed as ‘ancillary’ and include:

- Privately owned or occupied domestic properties on the school site (e.g. caretaker’s bungalows)
- Observatories
- Storage sheds
- Externally funded leisure facilities

- Secure children's homes

Standalone buildings which are classified as non-educational use **will** have full condition data collected **if** the school retains maintenance responsibilities for the building. Examples of this are dedicated children's centre buildings or dedicated private nursery buildings on the school site which the school leases to the occupying group.

## **Shared buildings and leased rooms**

Some school buildings will reflect a mixture of educational use and non-educational use. A school may lease part of its main building to a children's centre or a classroom to a private afterschool club, for example. Where this is the case, the block (or building) will still have a full condition assessment undertaken as part of the CDC process. Surveyors will need access to these areas irrespective of use by external users, so schools will need to agree this with the groups or organisations occupying space within their building before the data collection takes place.

## **Schools and establishments NOT included in the CDC programme**

The following education establishments are not covered by the CDC programme, and will not be visited (nor have block summary data collected):

- Privately owned nurseries (unless leasing premises on a school's site)
- Schools that are owned and operated in perpetuity by a third party (such as hospital schools)
- Independent specialist providers
- Specialist post-16 institutions
- Further education colleges
- Off-site children's centres
- Off-site secure children's homes (irrespective of ownership)
- Off-site caretakers houses (irrespective of ownership)
- Off-site privately funded nurseries (irrespective of ownership)
- Sure-start centres

## Development of the CDC programme

The CDC programme will continue to provide condition data at the level of individual 'blocks' that were identified under the PDS (which will be updated where needed). This will help the EFA analyse changes in the condition of blocks over time. The CDC will continue to use the 'A to D' condition grading scheme used in the PDS, although surveyors will now be able to apply these grades in a more flexible manner.

For the first time, the CDC will also record information on the availability of each school's building management and compliance documentation. This information is described in more detail in the [CDC guide to completing the school questionnaire](#).

The PDS provided a consistent measure of condition across the school estate, but the feedback received from schools and responsible bodies indicated that there were several aspects that could be improved upon. The CDC methodology has been re-designed with this feedback in mind, and includes:

- Improved communication with schools and responsible bodies before, during and after the school visit
- Greater consideration of local knowledge about buildings and condition to help provide context for surveyors as they collect condition data
- A more thorough and immediate quality assurance (QA) process for the data collected
- Quicker release of information following completion of data collection and QA processes, and the ability to use that information more flexibly (by importing into spreadsheet software, for example)
- Improved methodologies and data structures for hidden and hard to access parts of buildings, such as drainage elements and mechanical and electrical (M&E) services
- An increased requirement for surveyors to provide supporting information for their assessment of roof condition (such as photos)

## Use of CDC data by schools and responsible bodies

The EFA hope that data collected during the CDC programme is helpful to schools and responsible bodies. However, CDC data should not be used in isolation to develop local maintenance programmes because it is less detailed than condition data held by schools or responsible bodies. The CDC surveyors will undertake a visual inspection only and so will not access roof voids, remove ceiling tiles or test any 'plant' equipment such as boilers and heaters.

For example, the CDC data won't identify individual areas of a roof that require replacement. Nor will it collect any cost estimate data relating to repair or replacement. This means that schools and responsible bodies should continue to collect and use their own condition data and intelligence to inform their capital maintenance programmes.

### **CDC data does not replace locally held condition surveys**

The information collected during the CDC programme does not and is not intended to replace any of the current arrangements that exist at responsible body or school level to gather detailed building condition survey data.

## **Data collected by the CDC programme**

The CDC programme focuses on collecting:

- High level contextual data about the school, the site(s) and the buildings within it
- Condition data for each building, or 'block' on the site
- Information about key building management and compliance documentation that is available on site

### **Asset / contextual data**

This is summary data which describes the estate and the buildings within it including size, construction type and contextual information (such as listed building status or being located in a flood plain, for example). Schools and other establishments will be asked to provide some contextual information about their site via the school questionnaire, prior to the site visit by surveyors. Further detail on the school questionnaire is contained in the [CDC guide to completing the school questionnaire](#).

### **Condition data**

Condition data describes, at a high level, the condition of a building or 'block'. Condition grades "A" to "D" are used to denote condition. Priority grades "1" to "4" are used to denote the priority of remedial action.

This data is collected by surveyors when visiting the school site. Schools will be able to inform surveyors of any known condition issues during the 'pre data collection meeting'. The pre data collection meeting takes place before the surveyors begin assessing condition of the school buildings.

See the [How Condition is Measured](#) section on page 27 of this document and the [CDC Technical Reference Manual Part 1](#) for more detail on how condition will be assessed.

## Compliance / Management data

Compliance and building management data refers to the certificates and reports which should be present on each school's site. These include asbestos registers, electrical and fixed wiring test certificates and fire risk assessments. Surveyors will check to see if compliance documentation exists when they visit the site, during the pre-data collection meeting. However, they will not audit the content of the documents.

The [CDC guide to completing the school questionnaire](#) contains details and examples of the types of documentation schools are asked to verify.

## Data not collected by the CDC

The CDC process will not collect certain types of information. Information that will not be collected by the CDC includes:

- Detailed energy efficiency and building performance data
- Detailed maintenance requirements or plans
- Asset Management Plan (AMP) suitability data
- Sufficiency / Net Capacity data

Surveyors will not test plant or mechanical equipment (such as boilers and air conditioning units). However, the existence of any required test certification ('management data') for these items of equipment will be verified by the surveyors, and may inform their assessment of condition.

## Accessing CDC data

Data that has passed the quality assurance process will be made available to schools and responsible bodies via the CDC Portal. Data will be downloadable to allow for subsequent analysis. Traditional PDF reports including site plans and block photographs will also be available, as they were under the PDS.

## Who to contact

Schools should direct all queries to their surveying organisation in the first instance. Contact details for your surveying organisation will be provided in the introductory letter sent to schools. General queries and feedback about the CDC programme should be made via the EFA enquiries [online contact form](#).

General communication about the CDC programme will take place at regular intervals via the EFA e-bulletin. Your responsible body will be aware of the CDC programme and will be able to check which of their schools are scheduled for inclusion by accessing the CDC Portal.

## Section 2: Roles and responsibilities

### The role of schools during the CDC

Schools have a critical role to play in the delivery of the CDC programme.

Full details of what is required from schools and when, is given within the [How the CDC process works in practice](#) section of this document.

However, in summary, schools are asked to:

- Agree a date for the site visit by surveyors, which will last for up to a day
- Confirm any specific safeguarding requirements with the surveying organisation, before they visit.
- Confirm user details for access to the online CDC Portal
- Complete the online school questionnaire before the site visit, which will collect contextual information about the school and the site
- Ensure building management and compliance documentation is available for surveyors to check during the pre-data collection meeting
- Meet with the surveyors on the day of the site visit to discuss the site and the information provided in the school questionnaire
- Ensure surveyors have full access to all areas of the site when they are collecting condition data

### The role of surveying organisations

The EFA have contracted four surveying organisations to collect condition data about each site. The surveying organisations will work nationally to collect data to help ensure consistency. They will:

- Provide surveyors for each site visit
- Arrange the site visits with schools
- Undertake the CDC site visits and collect condition data for each site
- Notify schools of any Health and Safety concerns which require the immediate attention of the school

The surveying organisation is the main point of contact for schools in relation to the CDC school visit and the pre-visit questionnaire.

A further organisation will work along-side the four surveying organisations and the EFA to undertake quality assurance and programme management functions across the programme. This organisation is known as the 'Technical Services Management' organisation, or TSM.

## **The role of the surveyors**

Each site will be visited by surveyors (or a surveyor) with appropriate experience of buildings and of mechanical and electrical installations. Supervision support for surveyors will be provided by the surveying organisation. The surveyors will adhere to your school's safeguarding policy whilst on site, so you must provide details of this at the same time that you agree the site visit date. This includes any requirement for DBS clearance, should your safeguarding policy require it.

The surveyors will:

- Visit your site at the agreed time and date
- Meet with you to discuss your completed school questionnaire and other items on the pre-data collection meeting agenda
- Request to see all building management documentation and compliance certification which you hold (this will need to be prepared by you in advance of the meeting)
- Undertake a block-by-block walk round of the school to collect condition data

## **The role of the Education Funding Agency**

The EFA will contract with the surveying organisations and the TSM, and will monitor their performance as the programme progresses. The EFA will make sure that information about the programme is communicated effectively to all schools and responsible bodies involved in the programme. The EFA will also run a number of feedback workshops with schools and responsible bodies throughout the programme.

## **The role of responsible bodies**

Responsible bodies include local authorities, multi academy trusts, charitable trusts and foundations, and dioceses (see Table 1 on page 9 for responsible bodies for each establishment type). Although responsible bodies will not be asked by the surveying organisations to supply information during the CDC programme, schools are encouraged to

contact their responsible body if they are unsure about any of the information requested via the School Questionnaire.

Responsible bodies will be made aware of the planned of CDC visits to any of their schools over the following 6 months, every six months.

## Section 3: How the CDC works in practice

### Selection of schools for visits

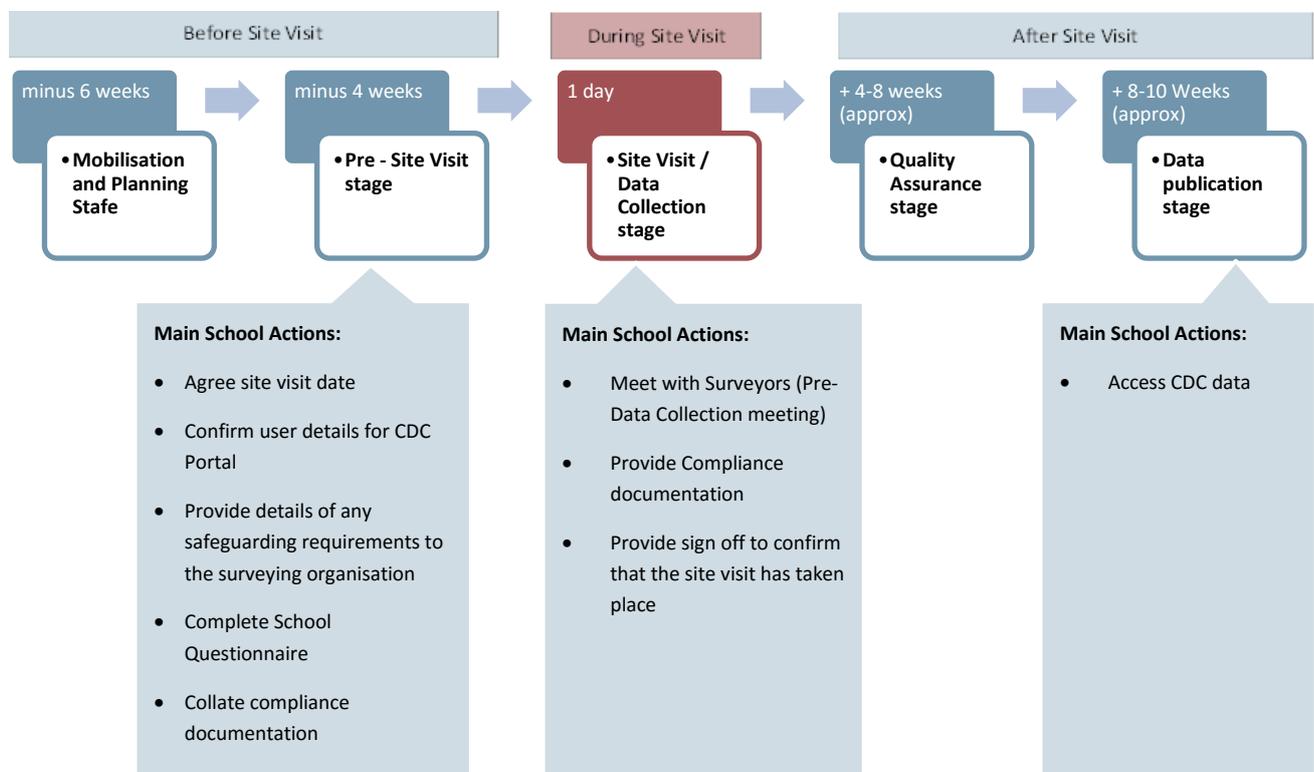
The EFA will identify schools for site visits in 6 month batches. However, the timing of each school's visit within this six-month period is determined by the surveying organisation. The schools within each batch are selected by the EFA so that they are representative of all schools that will be visited under the CDC programme.

You will be contacted by email and post at least 35 days before the intended site visit date, and asked to confirm the date.

The surveyor's visit will usually take between half a day and a full day depending on the size and complexity of your site. The data gathered will be shared with you within around 8-10 weeks, following quality assurance (although this may take longer during the initial months of the programme).

### Headline CDC process summary

The CDC process will follow five basic stages. These stages can be split into 'before' 'during' and 'after' the Site Visit stage itself.



The sections below explain, in order, what will occur and what actions you will need to take in each stage.

## 1. Mobilisation and planning stage

Once a school has been selected for a CDC visit, the surveying organisation (SO) will check for any data made available to them by the EFA that was collected during the PDS programme. The surveying organisation will then carry out desk based work required before the site visit, and will appoint surveyors to visit the school.

1. Mobilisation and planning stage School actions summary	Comments
None.	Await letter of introduction from SO.

Table 2: School actions required during mobilisation and planning stage

## 2. Pre-site visit stage

A letter of introduction will be sent to schools via post and email **at least 35 days before the intended site visit**. The letter will provide details of the intended date of the school visit, and the names of the surveyors who will attend. The letter will also ask schools to provide name and email contact details for their preferred CDC Portal user. The CDC Portal hosts the school questionnaire, which schools will need to complete at least 10 days before the site visit.

During the 35 days before the site visit, the SO will contact the school to check the proposed date is still convenient for the school, and to check on progress with the questionnaire.

You will need to make sure you agree your safeguarding requirements (including the documentation you will need to see) with the surveying organisation before they visit.

### 2.1 Quality assurance: shadow visits

A small number of schools will be selected for 'Shadow Visits' as part of the CDC programme's QA measures. You will be notified **at least 21 days** before the intended site visit if your school has been selected for a shadow visit. On the day of the site visit, an additional surveyor will be present on site to 'shadow' the main surveyors in their data collection activities, and will discuss the performance and behaviour of the main surveyors with you.

### 2.2 Agreeing a date for the site visit

Schools are encouraged to make all reasonable efforts to accommodate the site visit in order to support the EFA in maximising the value for money of the CDC programme. This means that you may be asked to accommodate a site visit outside of term time (including summer holiday periods).

If, due to exceptional circumstances, you are unable to accommodate the visit on the suggested date, you will need to contact your Surveying Organisation as soon as possible.

Once a date has been confirmed, you should ensure that you brief any other organisations such as nurseries or children's centres which have the use of any part of the site, as surveyors will need to be able to access the majority of these areas to assess condition when they visit (see [Buildings Included in CDC](#) section, above, for details of which buildings will be assessed).

If surveyors are unable to access areas of the site on the day of the site visit, they will not be able to return to collect this information at a later date. This might mean that the information collected does not provide an accurate assessment of the condition of your school.

In some cases (such as with large or complex school sites), surveyors may need more than one day to collect CDC data. Your surveying organisation will inform you whether additional time on site is required when they make contact with you.

### **2.3 Choosing the school contact for the CDC**

It's vitally important that you nominate somebody to be your main point of contact for the CDC process. The school contact does not necessarily need to be the head teacher or principal, although this may be appropriate for smaller sites without a dedicated site manager. Your nominated contact does not have to be the same person as your CDC Portal user. The school contact must be someone who:

- Knows and understand your school site and its buildings
- Has knowledge of your ongoing maintenance / condition issues
- Has access to building management and compliance documentation
- Is able to meet with the surveyors for up to an hour on the day of the site visit, before the main site data collection takes place

### **2.4 Pre-visit school questionnaire**

Schools will be asked to complete a web-based questionnaire before the site visit can take place. The questionnaire asks schools for general contextual site information and to confirm the existence of certain building compliance / management documentation. The school questionnaire needs completing at least 10 days before the site visit date you have agreed. A list of the data requested via the school questionnaire is contained in the [CDC guide to completing the school questionnaire](#). The questionnaire is accessed via the CDC Portal, and will:

- Confirm your 'nominated CDC contact' details with the surveying organisation

- Help the visiting surveyors familiarise themselves with the site before they visit
- Provide useful information about each establishment and its site to the EFA
- Enable schools to indicate the existence of mandatory compliance documents that are held on site

Instructions for accessing the CDC Portal and the School Questionnaire will be provided to schools by the Surveying Organisation in their letter of introduction to the school.

## 2.5 Brief other building users about the CDC site visit

Schools may not have regular access to some areas within buildings which are leased to other organisations, such as children’s centres. However, surveyors will need access to all areas when they visit the site (as described in the [Shared buildings and leased rooms](#) section on page 10), so it’s important that any access arrangements for these areas are put in place before the day of the site visit.

When a date has been agreed with the surveying organisation, schools will need to ensure that the date is communicated to any other groups or organisations which use buildings or areas of buildings on the site so that they can brief their own staff and ensure that surveyors can access their areas when walking the site.

3. Pre-site visit stage School actions summary	Comments
<ul style="list-style-type: none"> <li>• Agree date of site visit with surveying organisation.</li> </ul>	The site visit date may not be in term time.
<ul style="list-style-type: none"> <li>• Confirm user details for CDC Portal and complete account set up.</li> </ul>	You will need to supply the name and contact details of the person who you want to be able to access the CDC Portal. This person will access the CDC Portal in order to complete the School Questionnaire and will be able to download completed condition reports once they have been made available.
<ul style="list-style-type: none"> <li>• Complete online School Questionnaire.</li> </ul>	<p>The School Questionnaire will be accessed via the CDC Portal.</p> <p>Your responsible body should be able to help if you are unsure about any of the information requested in the questionnaire.</p>

<b>3. Pre-site visit stage</b> School actions summary	<b>Comments</b>
	Further details on the information schools will be asked to supply are contained in the <a href="#">CDC guide to completing the school questionnaire</a>
<ul style="list-style-type: none"> <li>Nominate a representative for your school during the CDC (the 'school contact').</li> </ul>	This will be the main point of contact at the school for surveyors, and will attend the pre-data collection meeting.
<ul style="list-style-type: none"> <li>Make surveying organisation aware of your safeguarding policy at the same time that you agree the date of the site visit.</li> </ul>	Crucially, the surveyors will need to know about any specific documentation you will need to see when they arrive on site (such as DBS certification, if required by your safeguarding policy).
<ul style="list-style-type: none"> <li>Begin preparing compliance and building management documentation.</li> </ul>	The surveyors will ask to see this documentation during the site visit meeting.
<ul style="list-style-type: none"> <li>Tell any non-school groups or organisations that share the use of buildings or parts of buildings on your site about the scheduled CDC site visit.</li> </ul>	Independent organisations such as children's centres will need to be aware that surveyors will be visiting (and will require access to the areas they occupy) so that they can brief their own staff and make any arrangements necessary.
<ul style="list-style-type: none"> <li>Schedule a meeting between the school contact and the surveyors.</li> </ul>	<p>This meeting is a vital part of the CDC and will need to take place <b>as soon as the surveyors arrive and have signed in</b>. This is likely to be early in the morning for most schools, although for smaller schools it may be in the middle of the day.</p> <p>This will ensure the surveyors have time to meet with you and complete the walk-around data collection within one day.</p> <p>A detailed description of set discussion items for this meeting is given Annex C and in the 'site visit and data collection' section below.</p>

**Table 3: School actions required during Pre-Site Visit stage**

### 3. Site visit and data collection stage

#### **Requested compliance documentation**

The CDC programme asks schools to confirm the existence of ten key building compliance documents, and the date of these documents if they exist. Schools need to have these documents ready on the day of the visit:

- Electrical test certificate (5 year fixed wiring test)
- Emergency lighting inspection certificate
- Fire alarm inspection certificate
- Fire risk assessments
- Water safety, hygiene and legionella documentation
- Gas safety test report (if applicable)
- Asbestos register
- Asbestos management plan
- Lift and hoist certificates (if applicable)
- Passenger lift insurance inspection certificate (if applicable)

Descriptions and some examples of these documents are contained in the [CDC guide to completing the school questionnaire](#) document.

#### 3.1 Sign in

The surveyors will attend at the agreed time and date and will follow all school site signing in requirements.

#### 3.2 Pre-data collection meeting

The school contact will need to meet with the visiting surveyors on the day of the visit, before they begin walking the site to collect condition data. This meeting is a critical part of the CDC process and serves several main purposes. The meeting lasts no longer than an hour and follows a set agenda (reproduced in [Annex C](#)).

Schools should use this meeting to:

- Confirm any site induction procedures
- Confirm safeguarding arrangements
- Confirm policy on taking photographs on the school site
- Inform surveyors of any condition or health and safety related issues / or areas of concern

The Surveyor will use this meeting to:

- Discuss the results of the completed school questionnaire
- Familiarise themselves with the site and any known condition issues before beginning the main data collection for each block
- Confirm the existence of required building management / compliance documentation on site

### **3.3 Block by block data collection**

After the pre-data collection meeting, the surveyors will assess each block on the school's site. They will need access to all areas, including those areas that are restricted. It may be appropriate for a caretaker to open up locked and / or restricted areas as required.

The surveyors will adhere to your safeguarding policy at all times. You should ensure you have discussed this with them before the pre-site visit takes place. If your safeguarding policy requires that surveyors should be accompanied on site, then you will need to arrange this in advance of the site visit. The surveyors will take a photograph of every block that they inspect, and will adhere to any policy you have in place relating to taking of photographs.

The [How Condition is Measured](#) section of this document describes how condition issues will be recorded by the surveyors.

### **3.4 Notification of health and safety risks**

If, during the site visit, the surveyors notice any major and immediate health and safety risks and / or risks to life of the building occupants which require your immediate attention, they will notify you before they leave the site. Examples of these risks include:

- Risk of collapse
- Risk of falling object
- Risk of falls from height
- Risk of exposure to hazardous materials
- Risk of electrocution
- Gas safety related risk
- Risk of carbon monoxide poisoning

Minor risks such as trip hazards (raised carpet tiles, for example) will not be reported.

### 3.5 Sign out

The Surveyors will leave site adhering to any signing out procedures.

3. Site visit and data collection School actions summary	Comments
<ul style="list-style-type: none"> <li>• Meet with visiting surveyors (the “Pre-data collection” meeting)</li> </ul>	<p>The meeting will last up to an hour.</p> <p>See <a href="#">Pre-data collection meeting</a> section and <a href="#">Annex C</a> of this document for more details.</p>
<ul style="list-style-type: none"> <li>• Pre-data collection meeting:               <ul style="list-style-type: none"> <li>○ Provide surveyors with a floor plan if required</li> </ul> </li> </ul>	<p>It’s important that the surveyors have an up to date floor plan to help familiarise themselves with the site as they collect data.</p> <p>If you don’t have a floor plan available, you may be able to obtain one from your responsible body.</p> <p>If no floor plan is available from your responsible body, a photocopy of a fire plan is also acceptable provided it is fully up to date.</p>
<ul style="list-style-type: none"> <li>• Pre-data collection meeting:               <ul style="list-style-type: none"> <li>○ Share all building compliance certificates and documentation with surveyors</li> </ul> </li> </ul>	<p>See <a href="#">CDC guide to completing the school questionnaire</a> for further details of these documents.</p>
<ul style="list-style-type: none"> <li>• Ensure surveyors can access all areas required.</li> </ul>	<p>It may be appropriate for the site manager or caretaker to accompany the Surveyors to open up any restricted areas.</p>
<ul style="list-style-type: none"> <li>• Confirm that the surveyors have visited all blocks and buildings on the site.</li> </ul>	<p>At the end of the site visit, the school contact will be asked to confirm that the surveyors have visited all areas of the school site.</p>

**Table 4: School actions required during site visit and data collection stage**

## 4. Quality assurance stage

Once all the data has been collected by surveyors during the site-visit, the data will be checked and validated by the surveying organisation and the technical services management organisation contracted by the EFA. This will make sure that the data is accurate. As a rough guide, this process is expected to take between eight and ten weeks, depending on the

size and complexity of your school. The process may take longer during the initial months of the programme. There is no school involvement during this stage unless your school has been selected for a repeat site visit as part of the quality assurance processes.

#### 4.1 Quality assurance: repeat site visits

A small number of schools will be selected for repeat site visit on a separate day to help make sure that high quality and consistent data is gathered during the programme. These will be arranged with you and undertaken in the same way as the main site visit. If you are selected for a repeat visit, you will be contacted by another surveying organisation. The process will be similar to that described above.

4. Quality assurance stage School actions summary	Comments
None, unless school is selected for repeat site visit for QA purposes. If selected, the standard site visit process will be followed (see Table 4, above).	

**Table 5: School actions required during quality assurance stage**

### 5. Data release stage

Once it has been collected and quality assured, the CDC data will be made available to both your school and your responsible body via the CDC Portal. Separate guidance will be provided on how to access the data.

Schools will only be able to view and download their own data, and will not be able to access data relating to other schools. Responsible bodies will be able to access the data relating to all the schools under their remit.

5. Data release stage School actions required	Comments
<ul style="list-style-type: none"> <li>Access completed CDC data via the CDC Portal</li> </ul>	Your CDC Portal user will be able to download CDC data when it has been made available. Separate guidance will be provided to schools and responsible bodies covering how to access the CDC data for their schools.

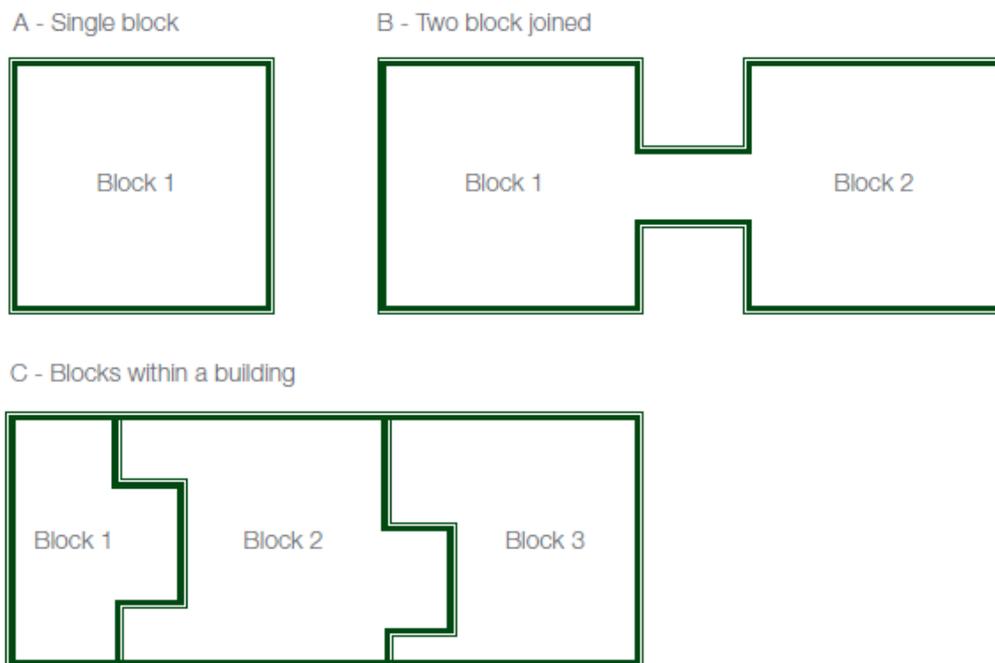
**Table 6: School actions required during data release stage**

## Section 4: How condition is measured

### Blocks

Blocks are individual buildings or parts of buildings. A single school or an establishment will sometimes contain several blocks, although some may comprise a single block only. Surveyors will collect condition data for each of the blocks that are identified.

A block may not be an individual building in isolation; sometimes a single building will contain many blocks. Blocks will generally refer to individual buildings or parts of buildings that are of a particular age or of a particular construction type. External areas are also a 'Block' for the purposes of the CDC programme.



**Figure 1: Example block referencing in relation to buildings**

Block references created during the PDS will be verified by the surveyors when on site. Where new buildings have been constructed or demolished since the PDS (or if your site was not included in the PDS), new block references will be created or deleted by the surveying organisation as required.

## Condition grades and priority ratings

The surveyors will assign condition grades and priority ratings to form the assessment of "condition need" for each element of each block during the site visit. Elements are the components that make up each block, such as roofs, windows, walls and so on. The condition grade will reflect the physical condition of the block element, and the priority rating describes when that element is likely to require remedial action. The condition grades and priority ratings are outlined in the table below.

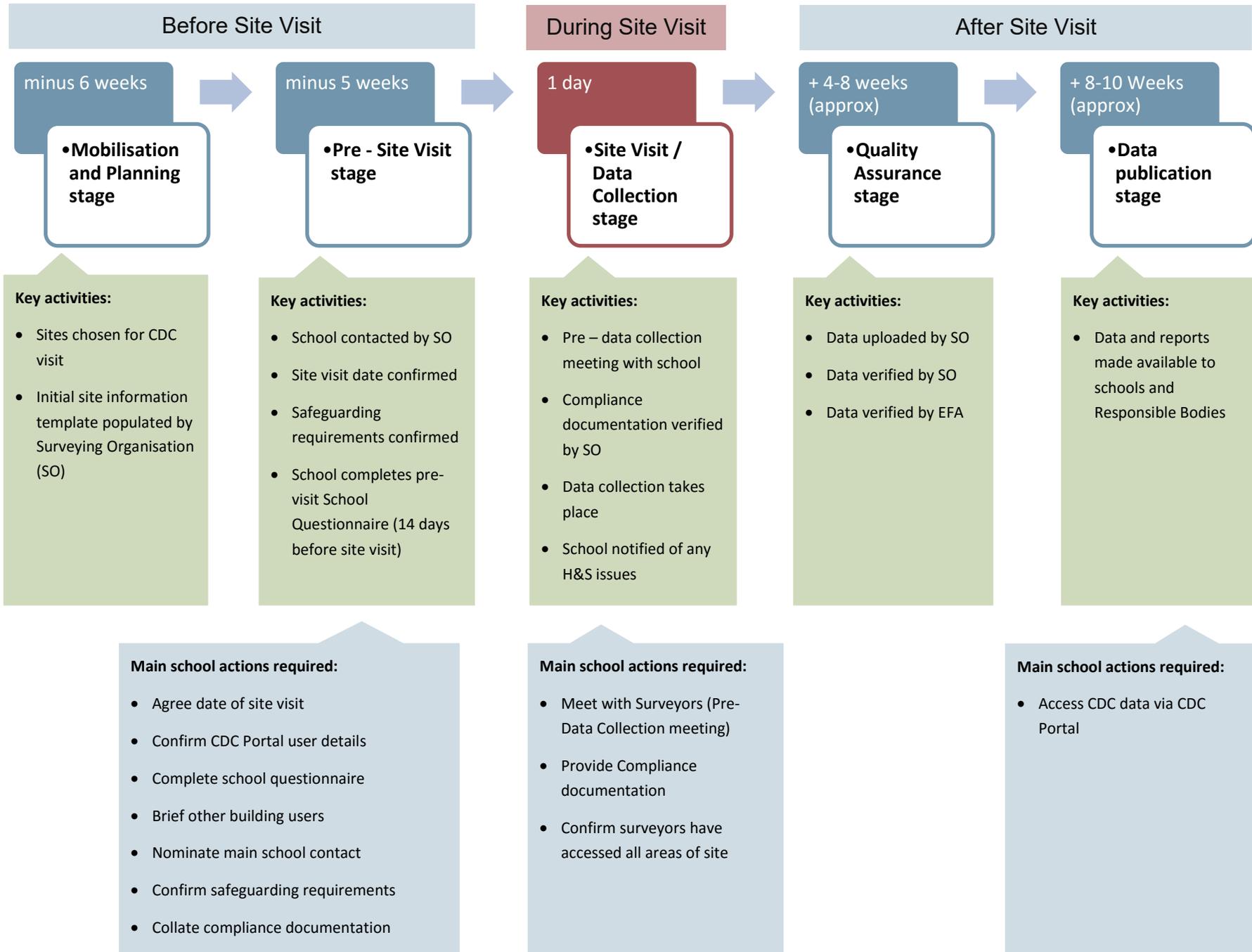
A complete list of the construction elements is contained in the [CDC Technical Reference Manual Part 1](#).

Condition Grade		Priority Grade	
<b>A</b>	<b>Good</b> – Performing as intended.	<b>4</b>	<b>More than 5 years</b> before remedial action required (default priority for Condition Grade A).
<b>B</b>	<b>Satisfactory</b> – Performing as intended, but exhibiting minor deterioration.	<b>3</b>	Remedial action required <b>within 3-5 years</b> .
<b>C</b>	<b>Poor</b> – Exhibiting major defects and/or not operating as intended.	<b>2</b>	Remedial action required <b>within 1-2 years</b> .
<b>D</b>	<b>Bad</b> – Life expired and/or serious risk of imminent failure.	<b>1</b>	<b>Immediate remedial action</b> or replacement required (default priority for Condition Grade D).
<b>X</b>	Supplementary grading assigned in addition to 'B' and 'C' to indicate where repair is impossible and complete replacement will be required.		

The surveyors will consider whether a single condition grade is appropriate for each element, or if there is evidence of a range of different condition grades. If a range of Condition Grades is appropriate, the element will be recorded with a % proportion for each relevant grade (A, B, C or D). For example, surveyors may assess the condition of the 'windows' element in a block to be 20% "C" and 80% "B".

In addition, the 'X' condition grade will be added to an A-D grade where the surveyors are of the view that it will not be possible to repair the assessed building element and a complete replacement is required. For example, a boiler may be assessed as "C-X" if the surveyor judges it to be in poor condition but is aware that it is obsolete and that it will no longer be possible to get the necessary spare parts due to its age.

# Annex A – CDC programme process outline



## Annex B – CDC programme school actions required

CDC Stage	School Actions Required	When
1. <a href="#">Mobilisation and planning stage</a>	<a href="#">Await letter of introduction from surveying organisation.</a>	At least 4 weeks before proposed site visit.
2. <a href="#">Pre-site visit stage</a>	<a href="#">Agree date of site visit with surveying organisation.</a>	Within 1 week of receipt of introductory letter.
	<a href="#">Confirm CDC Portal user details.</a>	Within 1 week of receipt of introductory letter.
	<a href="#">Complete online school questionnaire.</a>	No later than 10 days before agreed site visit date.
	<a href="#">Nominate an appropriate school contact for CDC.</a>	Before site visit.
	<a href="#">Collate compliance and building management documentation.</a>	Before site visit.
	<a href="#">Brief other building users about CDC site visit.</a>	Before site visit (with a good amount of notice if possible).
	<a href="#">Schedule a meeting between the school contact and the Surveyors for early on the day of the site visit.</a>	Before site visit.
3. <a href="#">Site visit / data collection stage</a>	<a href="#">Meet with visiting surveyors (the “pre-data collection” meeting).</a>	Immediately after the surveyors have signed in.
	Provide surveyors with a floor plan if required.	During pre-data collection meeting.
	Share all building compliance certificates and documentation with Surveyors.	During pre-data collection meeting.
	Ensure surveyors can access all areas required whilst on site.	Following pre-data collection meeting.
	Confirm surveyors have visited all areas of the school site.	At the end of the site visit.
4. <a href="#">Quality assurance stage</a>	None.	
5. <a href="#">Data release stage</a>	Access completed CDC data via the CDC Portal.	Usually between eight and ten weeks following the site visit.

## **Annex C – Pre-data collection meeting agenda**

The Pre-data collection meeting takes place at the school on the day of the site visit, and takes no more than one hour. It follows a predetermined list of topics for discussion, described below:

### **1. Introduction to the CDC**

- Confirmation of the purpose of the pre-data collection meeting
- Provision of a brief scope outline of the CDC, confirming that it is capture of high level data, is non-intrusive and that there is no testing of systems or plant
- Confirmation of the proposed data capture approach that will be followed
- Advice on the anticipated data capture timing
- Confirmation/agreement of photograph taking protocol

### **2. Health & Safety**

- Confirmation of any site induction procedures that need to be followed with regards to Health & Safety
- Establish if there are any hazardous areas or areas which may require a permit to work
- Review of the asbestos information available on site, identifying any areas that contain asbestos
- Establish if there are any current areas of concern with regards to Health and Safety
- Establish if any maintenance or other works are occurring which may impede data collection

# Annex C – Pre-data collection meeting agenda

## 3. Maintenance Information

- Identification of whether or not there are any re-occurring maintenance problems
- Establish if there is any specialist maintenance required at the site which needs to be considered
- Review of any building management and maintenance documentation available (inspection and test certificates, etc)
- Establish if the school operates a planned or reactive maintenance programme

## 4. Capital Expenditure

- Establish whether there has been any capital expenditure or new blocks added to the site (or demolished) in the past 5 years

## 5. School Site Operations

- Confirmation of access arrangements, where the surveyors may need to be accompanied and any restrictions, e.g. sensitive areas such as toilets, examinations in progress, plant rooms, locked rooms, rooms with access controls, etc.
- Confirmation of the welfare situation, i.e. which toilets can be used and where the surveyors can have lunch or breaks
- Confirmation of emergency arrangements; i.e. dedicated fire assembly point and whether there is any planned alarm test during the day
- Confirmation of emergency contact on site
- Confirmation of school timetable, i.e. start time, breaks and finish time (including any after school clubs)

## 6. Other Useful Information

## **Annex C – Pre-data collection meeting agenda**

- Discussion of any block referencing queries
- Age of blocks
- Any known buildings or parts of buildings that are listed

# Annex D – Frequently Asked Questions

## About the CDC

### **Will future condition allocations be based on the results of the CDC?**

Condition allocations beyond the 17-18 financial year are yet to be determined but, yes, the purpose of the CDC is to collect data on the condition of all school buildings, their construction type and further contextual information about the site to help inform future capital allocations. Condition allocations announced in early 2017 will not be based on CDC data.

### **My school's premises are brand new. Will we be visited under the CDC, and if so what's in it for us?**

Yes. The CDC records construction type and contextual information about each site as well as condition. All of this information is useful and can help inform future funding allocations.

### **How are the EFA making sure that the data collected under the CDC programme is of high quality?**

There are a number of quality assurance (QA) measures included within the CDC methodology:

#### **Qualifications**

All surveyors engaged in the delivering the CDC programme will have a minimum of 3 years' experience assessing building and building services condition. They must also:

- have a relevant degree or equivalent qualification
- have a good level of IT literacy

Every surveying organisation will have a number of lead surveyors who are responsible for managing the surveyors and engineers that visit school sites. The lead surveyors will have full professional membership of the Royal Institution of Chartered Surveyors (RICS).

#### **Automated validation of data**

The software that surveyors will use to collect data has been designed to help minimise input of invalid data, and requests surveyors double check their entry if the information entered is unusual.

## **Annex D – Frequently Asked Questions**

### **Quality assurance audits**

Some sites will also be selected for QA audits, involving double checking of all data collected via repeat site visits, and in some cases a 'shadow audit', where the surveyors are shadowed by other surveyors on site to check that the CDC methodology is being followed correctly.

### **Why don't the EFA use condition data that is already held by schools, local authorities and MATs instead of undertaking the CDC?**

The EFA and DfE require a consistent picture of school condition need across the education estate. Data and information held by individual schools and responsible bodies will have been collected using different methodologies and approaches, and could not therefore be considered as a whole. Also, in some cases, no recent data exists at local level.

The CDC will collect data about all schools using a standardised approach so that the data collected is consistent for all schools.

### **Why aren't the EFA collecting suitability, asbestos or net capacity data as part of the CDC?**

Collecting suitability and / or asbestos data is beyond the scope of the CDC, which is intended to measure the physical condition of the school estate only. It would require surveyors to have an entirely different set of key competencies and skill sets than those required for the CDC.

Net Capacity information is currently collected from local authorities via the annual School Capacity (SCAP) return.

### **What are the EFA using the School Questionnaire information for?**

The School Questionnaire information serves several purposes. It helps the surveying organisation to learn important details about the school's site and its context before they visit, and asks the school to confirm that they have the appropriate building management documentation and compliance certificates. This reduces the amount of time surveyors need to spend on site. It also provides the EFA with useful information about the usage of school sites by third parties and whether any future support may be required to help schools manage their sites effectively.

## **Annex D – Frequently Asked Questions**

### **To whom at my school will letters and communications about the CDC be addressed?**

The initial letter of introduction will be addressed to the headteacher or principal using contact details obtained from Edubase. A copy will be sent via email and by post. Please ensure that your school's Edubase details are up to date throughout the duration of the CDC programme.

### **Site visits**

#### **When will my school be visited?**

Your school will be visited at some point between February 2017 and September 2019.

The EFA will supply a list of schools to be visited in each 6-month period to the technical services management organisation who will allocate those schools to each surveying organisation. The surveying organisation themselves will be responsible for scheduling visits to the schools they have been allocated within each 6-month period, and will be responsible for arranging visits directly with schools. The EFA are not involved in this process so any queries about scheduling need to be raised with the surveying organisation. This list will be published on gov.uk at the beginning of each 6 month period.

You will be contacted by one of the surveying organisations at least 35 calendar days before they plan to visit your site, and they will contact you again before the agreed site visit date to confirm details.

#### **How long is my site visit likely to take?**

It will vary depending on the size and complexity of your site, but we would expect small primary schools to be completed in up to half a day, and larger sites (including secondary schools) to take up to a full day. Site visits may take longer during the early months of the programme.

#### **Can my school be scheduled early / late in the programme / in time for the next CIF bidding round?**

No. The schools within each 6-month batch are selected by the EFA/DfE so that they are representative of schools across the entire school building

## **Annex D – Frequently Asked Questions**

estate. This will allow conclusions to be drawn from the data obtained before the whole CDC programme has been completed.

The surveying organisations are responsible for arranging the specific dates for schools within each 6-month period.

### **Under what circumstances can we ask to reschedule the CDC site visit?**

We ask that schools make every effort to accommodate the visit by surveyors on the initially suggested date, but recognise that there may be some situations where it makes more sense to rearrange.

If you are about to move out of your existing accommodation and into new premises, for example, it is better to reschedule the CDC until after you have begun operation within the new accommodation. Similarly, if there are significant areas of the school in use for exam purposes, it may be sensible to suggest an alternative date upon which those areas are more easily accessible.

### **Will our school be expected to host a site visit during school holiday periods?**

Yes. Some visits will need to be undertaken during school holiday periods in order to complete all schools within the three-year programme timeframe.

### **Will the EFA pay for our caretaker / site manager / FM provider to open up the school during holiday periods?**

No. Schools will need to make all necessary arrangements themselves for opening up during holiday periods.

### **Will visiting surveyors carry DBS clearance?**

Yes, where required by your school's safeguarding policy. All surveyors visiting your site will be expected to adhere to your school's safeguarding policy. Your surveying organisation will contact you to confirm your safeguarding requirements before the site visit.

### **Can we use our own surveyors to undertake the CDC?**

No. The EFA has contracted four surveying organisations who will provide professionally qualified surveyors to undertake the data collection and quality

## **Annex D – Frequently Asked Questions**

assurance activities. All of these surveyors have received extensive training in the CDC methodology and use of the CDC data collection software to ensure a consistent approach to condition assessment and data collection.

### **Pre-visit School Questionnaire**

#### **Where do I complete my school questionnaire?**

It is completed online via the CDC Portal. Instructions on how to access the CDC Portal will be provided in the initial letter of introduction issued to schools by the surveying organisation.

#### **I don't know the answer to some of the questions in the School Questionnaire. Who can I go to for help?**

Your responsible body (local authority, MAT, SAT, diocese or governing body) will likely be able to help with some of the questions. Responsible bodies will be aware that your school is due to be visited under the CDC programme.

#### **Can my Responsible Body complete my School Questionnaire for me?**

No, this responsibility lies with schools as a lot of the information requested (especially the questions around shared usage of the site and buildings) will only be known by the schools themselves.

### **Data collection process**

#### **I have a children's centre, nursery, or a non-school use building on my site. Will the surveyors need to collect data about this building?**

It depends on whether you retain overall responsibility for the building. Generally speaking, if you retain responsibility for a building on your site which is occupied or leased to another group or organisation, then that building will be subject to the same data collection processes as other parts of your school.

However, if you have a building on your school site which you are not responsible for maintaining, then the visiting surveyors will only capture high

## **Annex D – Frequently Asked Questions**

level data only for that building (such as block image - photograph). They will not collect condition data.

### **How can I tell the visiting surveyors about known condition issues on my site?**

Schools will be able to do this during the pre-data collection meeting, on the day of the site visit.

## **Access to CDC data**

### **Will we receive printed hard copies of the CDC data and reports?**

No, neither the EFA or the surveying organisations will be able to provide hard copies. Schools and responsible bodies will be able to download their CDC data from the CDC Portal once it has been quality assured.

### **How do I access my school's CDC data?**

Data will be made available to schools and responsible bodies on a rolling basis, once it has been quality assured, rather than waiting until the end of the Programme.

The data will be accessible via the online CDC Portal. Schools and responsible bodies will be provided with instructions for setting up their CDC Portal account in order to access the data.

### **How long will it take for my school's CDC data to become available after the site visit?**

This depends on the size of your site and whether any quality / accuracy details are identified during the QA process. We would expect data to become available for most schools between 8 to 10 weeks after the site visit, although it may take longer during the early months of the programme.

## Annex D – Frequently Asked Questions

### Further enquiries

#### **I have a query that the guidance documents on GOV.UK do not answer. Who can I contact?**

Enquiries about the site visit scheduling, the practical process of data collection during the site visit and access to data should be directed to your surveying organisation. Other general enquiries should be made via the EFA enquiries [online contact form](#). These will be responded to as soon as possible.



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