



Education  
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# Condition Data Collection

Programme guide

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. This will include £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, and will help them achieve their full potential.

## About the Condition Data Collection

The Condition Data Collection (CDC) programme is the successor to the Property Data Survey (PDS), which ran between 2012 and 2014. It collects detailed condition, contextual and building management data for every state maintained school in England. The CDC will provide an evidence base which will support delivery of successful education capital policy.

The CDC is one of the biggest condition data collection exercises in the UK public sector and will collect data on 22,000 educational establishments between 2017 and 2019.

## About this document

This document provides a high level overview of the CDC and how it will be delivered over the next three years. It is intended as a general guide to the CDC Programme for the public, responsible bodies, and all other interested parties.

Throughout this document, the words 'school' and 'schools' refer to all educational establishments covered by the CDC including academies, free Schools, university technical colleges.

## Other useful documents

The CDC Programme Guide is part of a suite of supporting documents that have been produced for the CDC programme. The other documents relating to the CDC programme are available on the gov.uk [webpage](#).

- CDC Guide for Schools
- CDC Guide to completing the School Questionnaire

- CDC Technical Reference Manual Part 1 and Part 2

## Executive summary

The CDC Programme will:

- Visit every government funded educational establishment in England to collect condition, site context and management data
- Help the EFA prioritise future funding of the maintained school estate
- Run for three years between 2017 to 2019

The Condition Data Collection Programme will not:

- Replace any condition survey data held by schools or responsible bodies
- Collect detailed planned maintenance requirements
- Collect data on schools' Asset Management Plan (AMP) data, including Net Capacity, Suitability, or energy efficiency

## CDC data collected

Surveyors will collect the following categories of data:

- Asset / contextual site data
- Condition data
- Compliance / site management data

The condition data will:

- Show condition and priority grades for all blocks identified within a school site
- Use the same condition and priority grades (A-D, 1-4) as the PDS

## CDC contracted organisations

The EFA have contracted several organisations to help deliver the CDC programme. Contracts have been awarded for:

- Carrying out school visits to collect data
- Technical services management, to maintain standards and quality throughout the CDC

- An IT solution to provide a platform for data collection, storage and analysis of CDC data

## **Involvement of schools**

Schools are required to:

- Provide contextual information about their site(s) by completing the School Questionnaire before the site visit
- Provide evidence of key building management and compliance documentation relating to their site(s)
- Meet with surveyors when they visit
- Provide full access to their site when surveyors visit

## **Access to CDC data**

CDC data will be available online for schools and responsible bodies via the CDC Portal once all checking and validation of data has taken place.

# The Condition Data Collection

## What is the Condition Data Collection?

The CDC is the successor to the Property Data Survey, 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 exercises and pilot data collections in early 2016.

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

## The importance of the CDC programme

£23 billion will be invested in the maintained school estate over this parliament. The CDC programme will provide the EFA with an improved and up to date evidence base which will help inform future funding allocations over this period, and help prioritise investment for the areas and establishments 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.

## Development of the CDC programme

In 2011, the James Review of Education Capital recommended an independent review of school estate condition. Between 2012 and 2014, the EFA commissioned the 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 (PSBP2).

In 2015, Ministerial approval was given to develop a successor to the PDS. The EFA has engaged with other sectors, data experts and key stakeholders (including the Royal Institute of Chartered Surveyors, schools and responsible bodies) to create an improved data collection methodology and approach for the CDC programme.

The CDC programme will continue to provide condition data at the level of individual 'blocks' that were identified under PDS. This will help the EFA analyse changes in the condition of blocks over time.

For the first time, the CDC will also record information on the availability of each school's building management and compliance documentation (see *Data collected by the CDC programme* section on page 12).

The PDS provided a consistent measure of condition across the educational establishment estate, yet the feedback received indicated that there were several aspects that could be improved upon. The CDC methodology has been re-designed with this feedback in mind, and will feature:

- Improved communication with schools and responsible bodies before, during and after the CDC process
- 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).

## Comparison to locally held condition data

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

The information obtained 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.

CDC data will be less detailed than condition data held by schools or responsible bodies. CDC does not involve an intrusive survey. This means that surveyors will undertake a visual inspection only and will not access roof voids, remove ceiling tiles or test any 'plant' equipment such as boilers and heaters whilst on site.

However, data collected during the CDC may be a useful supplement to locally held condition data, and be helpful as a starting point for the development of local maintenance programmes. It should not be viewed as a replacement.

## Quality assurance

The CDC programme includes many Quality Assurance (QA) measures. These help ensure that the programme runs as intended and that the quality of the collected data is of a high standard. QA measures include:

- Independent desktop audits by both the EFA and the Technical Services Management organisation (TSM)
- Shadowing of main site visits by additional surveyors for a small number of sites
- Validation of surveyor data by the surveying organisation
- Selection of a small number of sites for repeat surveys

## Access to CDC data

Once data has been quality assured, it will be made available for download by schools and responsible bodies via the CDC IT Portal. Data will be downloadable in spreadsheet form to allow analysis by schools and responsible bodies.

## CDC programme scope

### Schools and establishments included in the CDC programme

All government funded educational establishments providing nursery, primary and secondary phase education will be visited by Surveyors during the CDC Programme, except for privately owned and operated nursery schools that do not share their buildings 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.

Table 1: Educational establishments included in the CDC, and their responsible bodies:

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

The CDC programme will not involve:

- Schools that are owned and operated in perpetuity by a third party (eg: 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 caretaker's houses (irrespective of ownership)
- Off-site privately funded nurseries (irrespective of ownership)
- Sure-start centres

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

The CDC programme will collect three types of data. The data collected will focus on establishment, site, and block element levels and will collect varying levels of data for each. These are described below.

### **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 status, location in flood plains, and so on). Schools and other establishments need to supply this data using the online School Questionnaire, accessed via the CDC Portal. The School Questionnaire will need to be completed before the site visit by surveyors.

### **Condition data**

Condition data describes, at a high level, the condition of a building or 'block'.

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.

## Compliance/ management data

Compliance and building management data concerns 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. The CDC will only check to see if compliance documentation exists. It will not audit the content.

## Data not collected by the CDC

Certain types of information will not be collected by the CDC. Information that will not be collected includes:

- Detailed energy efficiency and building performance data
- Detailed maintenance requirements
- Asset Management Plan (AMP) suitability data
- Sufficiency / net capacity data

In addition, surveyors will not test plant or mechanical equipment whilst on site. This means that boilers and air conditioning units, for example, will not be tested.

### **The CDC is not an 'intrusive condition survey'**

The surveyors will undertake a visual inspection only and will not access roof voids, remove ceiling tiles or test any mechanical or electrical equipment.

# Delivery of the CDC programme

## Pace of delivery

Surveyors and engineers will visit every school in England over a three-year period between 2017 and 2019. Around one third of all circa 22,000 establishments will be surveyed each year. A small number of initial site visits are expected to take place in early 2017 before the pace of delivery increases.

Once the programme is operating fully, it is expected that between 700 and 1200 schools will be visited by surveyors every month.

## Selection of schools for visits

The EFA will choose schools for site visits in 6-month batches. However, the timing of each school's visit within this 6-month period is determined by the surveying organisation.

Schools will be contacted by post and email at least 35 days before the intended site visit date, and asked to confirm the date. Responsible bodies will be able to check which of their schools are scheduled for inclusion in the programme by accessing the CDC Portal.

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

## Procurement approach

Several contracts have been procured via open tender to deliver the CDC programme. These contracts cover different aspects of the programme, as follows:

### Data collection

Following completion of an OJEU (Official Journal of the European Union) procurement exercise, the EFA has contracted four organisations to undertake the data collection aspects of the CDC. These organisations will be responsible for providing the surveyors and engineers to undertake the site visits and collect data about the school estate.

### Technical services management

The EFA has also appointed an organisation to provide technical services management (TSM) for the duration of the CDC programme. The TSM organisation will undertake

quality assurance, provide technical leadership and maintain standards of delivery across the programme. They will work closely with the EFA whilst the programme is undertaken.

## **IT solution**

The EFA have appointed KyKloud to provide the IT solution for the CDC programme. This will provide the data collection, storage and reporting platform across the CDC programme.

## **The role of schools during the CDC programme**

Schools and other educational establishments have an important role to play in the delivery of the CDC programme. Schools will need to provide surveyors access to their site for up to a day depending on the size of the site. They will have to complete the online School Questionnaire before the day of the site visit. Finally, they will have to meet with visiting surveyors to discuss the site during the site visit.

## **The role of the EFA**

The EFA will act as client to 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 involved. The EFA will also collect feedback from stakeholders throughout the programme.

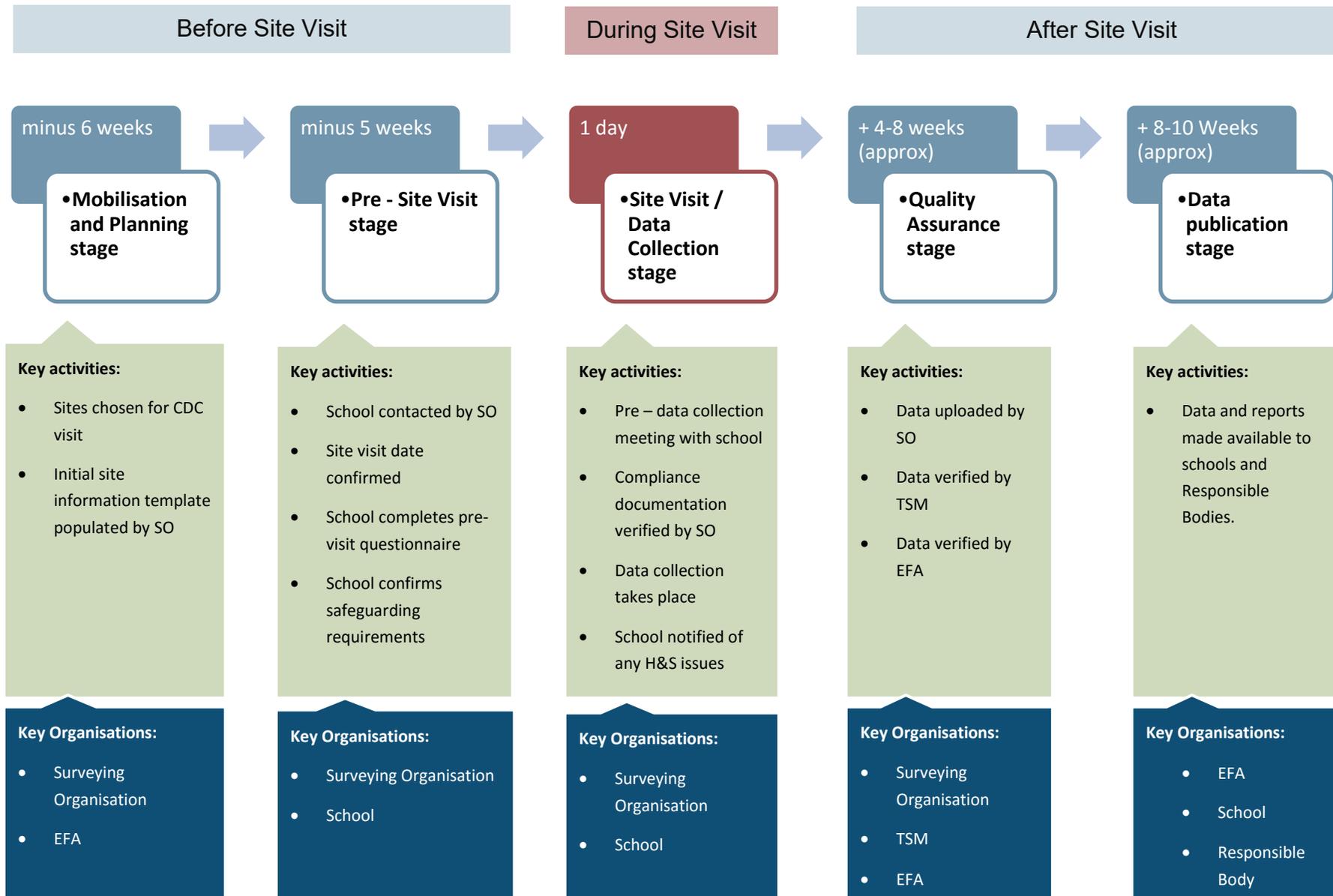
## **The role of responsible bodies**

Responsible bodies include local authorities, multi-academy trusts, charitable foundations and dioceses. They will not be asked by the surveying organisations to supply information during the CDC Programme. However, 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 able to log in to the CDC Portal at any point to check which of their schools are scheduled for CDC site visits over the coming months.

# Headline CDC Process

The CDC process will follow five basic stages. Broadly, these stages are split into 'before', 'during' and 'after' the main site visit stage itself.



## 1. Mobilisation and planning stage

Once a school has been selected for a CDC visit, the surveying organisation makes initial checks on the data already held by the EFA as a result of the previous PDS survey, and undertakes any desk based work required before the site visit. They also select the surveyors that will visit the school.

Schools that are split across more than one site will have a site visit scheduled for each site.

## 2. Pre-site visit stage

### 2.1 Letter of introduction

A letter of introduction will be issued to schools by post and email **at least 35 days before the intended site visit**. The letter provides details of the intended date of the site visit, and informs the school of 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 before the site visit.

During the 28 days before the site visit, the surveying organisation will contact the school to check the proposed date is still convenient for the school, and to check on progress with the questionnaire.

### 2.2 Quality assurance: shadow visits

A small number of sites will be selected for 'Shadow Visits' as part of the CDC Programme quality assurance measures. Schools will be notified at least 21 days before the intended site visit if 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. When the data collection is complete, they will discuss the performance and behaviour of the main surveyors with the school.

### 2.3 Pre-visit school questionnaire

Schools will need to complete the online School Questionnaire at least 10 days before the site visit. The site visit cannot take place unless the School Questionnaire has been completed. The School Questionnaire is accessed via the CDC Portal, and once completed:

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

A full list of the information requested from schools is contained in the [CDC guide to completing the school questionnaire](#).

### **Requested compliance documentation**

The CDC Programme asks schools to confirm the existence of around ten key building management and compliance documents, and the date of these documents if they exist. The existence of these documents is confirmed by surveyors when they visit the school.

- 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)

## **3. Site visit and data collection Stage**

### **3.1 Pre-CDC meeting**

This meeting takes place between the visiting surveyors and the school's chosen representative before the main data collection activities take place, and is a critical part of the CDC process. It serves several main purposes.

Schools will use this meeting to:

- Confirm any site induction procedures
- Confirm on-site safeguarding arrangements

- Confirm policy on taking photographs on the school site
- Tell the surveyors of any condition or health and safety related issues / areas of concern and about which they need to be made aware
- Tell the surveyors about any condition issues on their site that the school is aware of

The surveyors will use this meeting to:

- Discuss the results of the completed school questionnaire
- Help familiarise themselves with the site before beginning the main data collection for each block
- Confirm the existence of required compliance certification on site

The pre-data collection meeting follows a set agenda, which is reproduced in Annex C of the [CDC Guide for schools](#).

### **3.2 Block by block data collection**

Following the pre data collection meeting, the surveyors walk the site and assess each block on the school's site that is within scope. The surveyors will adhere to schools' safeguarding policies whilst they are on site.

For most blocks, the surveyors will collect three categories of data:

- Block summary data (number of storeys, age, etc)
- Condition data for each element (A-D; the physical condition)
- Priority data for each element (1-4; the urgency of remedial action)

The [CDC Technical Reference Manual Part 1](#) contains a list of all building construction elements that will be assessed.

### **3.3 Notification of Health and Safety Issues**

If the surveyors notice any major health and safety issues (such as risk of collapse, risk of falls from height) whilst walking the site, the school will be notified before the surveyors leave. Minor issues such as trip hazards will not be reported.

### **3.4 Quality assurance stage**

After the surveyors have visited the site and collected data, it will be checked and validated. This is a two stage process that is initially undertaken by the TSMO and then passed to the EFA for further desktop audits. As a rough guide, this process is expected to take between four and eight weeks, depending on the size and complexity of the site. There is no school involvement during this stage.

#### **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 by the programme. These will be arranged with schools and undertaken in the same way as the main site visit. The process will be similar to that described above.

#### **4.2 Data release stage**

Once the collected CDC data has been fully cleared for release, schools and responsible bodies will be able to download their data from the CDC Portal.

Schools will only be able to view and download their own data, not data relating to other schools. Responsible bodies will be able to access all the data relating to the schools that they are responsible for via the same system.

## **ANNEX A: Frequently Asked Questions**

### **What processes have the EFA put in place to ensure that the data collected is good quality?**

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

#### **Qualifications**

All building surveyors engaged in 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.

#### **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 data that is available from schools, local authorities and academy trusts 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. Also, in some cases, no recent data exists at local level. The

## **ANNEX A: Frequently Asked Questions**

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

### **How are schools prioritised for site visits?**

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 estate. This will allow analysis of the data 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.

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

Condition allocations beyond 17-18 have not been decided but, yes, the purpose of the CDC is to collect data on the condition of all school buildings to help inform future capital allocations. Condition allocations announced in early 2017 will not be based on CDC data.

### **My query isn't covered in the guidance or the FAQs listed here. Where can I go for an answer?**

For questions concerning the scheduling of site visits and the site visit itself, schools should contact their surveying organisation, whose contact details will be contained in the initial letter of introduction.

For all questions and correspondence about the use of data, comments and general feedback, schools should use the EFA enquiries [online contact form](#).



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