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1 Purpose

The purpose of this Guidance document is to provide supporting information for inspections, to determine and report on the condition of Premises assets and to identify their maintenance requirements and to identify urgent or corrective requirements, so that they remain in operation, with minimal disruption to railway operations. The purpose of this Guidance document is to also describe the Inspection requirements for Premises assets required by current legislation, regulation and BS (ref: appendix 1).

2 Scope

This Guidance document applies to all London Underground maintained Premises; Stations, Depots and Lineside building assets.

Premises Assets consist of:

- Walls
- Roofs
- Glazing
- Ceilings
- Doors
- Floors
- Gates (including Manual, Turnstile and Bostwick Gates)
- Platform furniture (Benches, seating areas, etc)
- Sanitary Appliances (Showers, sinks and wash hand basins, w.c., urinals)
- Rainwater Goods (Manhole, gully, Rainwater pipe, gutters and hoppers, soil vent pipes, waste pipes)
- Platform surfaces and markings (White and yellow lines, nosings, tactile strips)
- Station signage
- Passive Fire Protection measures (JNP only – BCV/SSL these are Fire Safety assets)
- Stairs and Ramps
- External attributes (staff car parks, entrances, paths, walkways, canopies, non-lineside fencing)
- Cash coin handling equipment (Cash counters, safes)
- Balustrades, barriers & screens (except those managed by Prestige)
- CMS housing
- Roof Access systems (including Cat Ladders).

3 Inspection Strategy

3.1 Background

- 3.1.1 Engineering standard E3801A3 Condition Surveys of LUL property August 1999 was withdrawn at the commencement of shadow running prior to the management of the assets passing to Metronet Rail and Tube Lines. Although there is no Cat. 1 standard for Premises inspection frequencies, there is clear industry guidance on the subject, ref BS8210:2012 Guide to facilities maintenance management (section 8.3).

This Guidance document sets down the minimum requirements for such inspections taking into account the criticality and known condition of the assets and provides data to Asset Management systems and population of the Asset Condition Report (ACR).

BS8210:2012 Guide to facilities maintenance management (section 8.3) states that three levels of inspection are required; Routine, General and Detailed. This document describes inspections in LU, for the different Asset Performance (AP) groups BCV/SSL and JNP.

- 3.1.2 Following a year on year increase in reported incidents of falling premises infrastructure, trend analysis of fault reports has identified that a high frequency of incidents is associated with the following assets, particularly when associated with water ingress.

- Wall Tiles
- Suspended Ceiling Tiles (notably the “clip in” type)
- Loose concrete / plaster
- Signage and boards.

Surveyors and Inspectors should particularly note any concern, or degradation of an existing concern, especially where there is a risk that elements may fall into public or occupied spaces.

3.2 Routine Inspections

- 3.2.1 In Stations, Routine inspections are carried out as follows:

- Station Supervisor - Daily Inspection
- BCV/SSL Station Engagement team – 4 Weekly Inspections or JNP Station team (Ad hoc inspections).
- Inspection of nosing stones – consisting of:
 - a) External stations are inspected during extreme weather conditions by the contract supervisors looking for frost damage or thermal movement. This is condition based and can be as frequent as weekly.
 - b) Station Engagement / Station Teams undertaking Stations Inspections and noting asset defects, which include the platform nosings, white and yellow lines.

- 3.2.3 In Depots – Routine inspections are carried out by the Depot Management team PGIs.

- 3.2.4 In other Lineside Premises, Routine inspections are carried out by Local Manager / Occupant undertaking PGIs.

3.3 Annual General Inspections (Visual)

- 3.3.1 Refer to Section 10 - Tables 1, 3 and 5 for details of requirements on BCV/SSL and JNP Premises.
- 3.3.2 Due to their high risk to day to day operations, visual inspections of Critical Rooms (see 3.3.2) are required every 12 months unless a Detailed Inspection falls due. These inspections are intended to identify urgent works and raise faults.
- 3.3.3 Critical rooms and their priority in term of risk to rail operations are:

Critical Premises Assets – Room type	1 st priority Could close a whole line	2 nd Priority Could close part of a line	3 rd Priority Could close a station.	4 th Priority Could close part of a station
Communication Equipment rooms (CER'S)	X			
Signal Equipment rooms (SER's)	X			
Signal Relay Rooms	X			
Interlocking Machine Rooms (IMR's)		X		
UPS Room		X		
Telephone Exchanges			X	
Station Computer Rooms (SCR's)			X	
Switch Room / cupboard				X

Note 1: The following rooms, whilst considered as Critical assets, are inspected by their specific asset area competent personnel who raise any issues found.

- Transformer Rooms
- Substations
- Tunnel Telephone Relay Rooms
- Escalator Machine Rooms
- Lift Machine Rooms
- Pump rooms

3.4 Detailed Inspections

- 3.4.1 Refer to Section 10 - Tables 2, 4 and 6 for details of requirements on BCV/SSL and JNP Premises.