

# Building Information Pack

## Blagreaves Library



Issue date 29/03/2023 v1



Derby City Council

## Table of Contents

Background to the Expression of Interest Process	1
Introduction	2
Current building operations	4
Current running costs	6
Current building information	8
Equipment and furniture	10
Appendix 1 – Location	12
Appendix 2 – Proposed site	13
Appendices 3 and 4 – Site floor plans and room data	14
Appendix 5 - Draft Heads of Terms & maintenance liability table	17
Appendix 6 – Energy Performance Certificate	32

## **Background to the Expression of Interest (Eol) Process**

If you are planning to submit an Expression of Interest, you need to read the following two documents:

- A Building Information Pack (the document you are reading now) for each site.
- The Application Pack containing information on the Eol process, including the time scale, and the application form.

If you require paper copies, including large print, then please phone 01332 640761 or email [libraries@derby.gov.uk](mailto:libraries@derby.gov.uk).

## **Introduction**

### **The purpose of this Building Information Pack**

This Building Information Pack is intended to provide background information about this site. It gives details of the building, its estimated current running costs, the resources, some examples of activities it currently provides and the use that is made of it.

To help you complete your application, the Council provides information about Derby and its population, please use the links below.

[Neighbourhood profiles - Derby City Council](#)  
[Info4Derby – Welcome to Info4Derby](#)

This document should be read in conjunction with the Application Pack, which provides details of the Expression of Interest process, and includes forms to register an interest and to submit a full Application.

### **Introducing The Site**

The proposed site forms part of a larger building and is on the ground and first floors at the northwest corner. The remainder of the building is used by the Council's library service as the base for a variety of city-wide services, and for the storage of library books. The Council will continue to operate out of this area of the building.

The site is fully accessible with level access and an automatic opening door to the front entrance; free parking is available in the customer car park accessed from Blagreaves Lane.

The area of the building that will be available has 1 toilet with disabled access. This is on the ground floor, accessed from the main area through a corridor.

The main area has some moveable shelving allowing the space to be used for events and activities. The children's area is on a mezzanine floor; there is a staircase and a small customer lift.

There is a large meeting room on the first floor which has tables, and seating; there is a separate kitchen area off with cupboards.

Plans are attached as follows:

- Appendix 1 – Location
- Appendix 2 – Proposed site
- Appendices 3 and 4 – Library floor plans and room data

Should the Council appoint an appropriate organisation to run the facility a draft Heads of Terms for a new lease are included in Appendix 5.

### **Arranging a viewing**

To arrange a viewing of the whole building please email [libraries@derby.gov.uk](mailto:libraries@derby.gov.uk)  
We will invite you to an Open Day.

You are welcome to visit the library when its open to the public, but please don't expect to see backroom / staff areas or to be able to question volunteers or local staff about building matters.

## 1) CURRENT BUILDING OPERATIONS

The current operator has supplied the opening hours below

### Current Opening Hours

The opening pattern is as follows:

Monday	Closed
Tuesday	Closed
Wednesday	10am - 3pm
Thursday	10am - 3pm
Friday	10am - 1pm
Saturday	Closed

### Current Books and Other Materials (estimates)

	On Shelf	On Loan (Estimates)	Total
Adult Fiction	4,426	294	4,720
Adult Non-Fiction	2,882	123	3,005
Children's Fiction	3,451	253	3,704
Children's Non-Fiction	1,397	51	1,448
Non book stock – This includes audiobooks and magazines	707	28	735

### Current Performance Data

From April 2021 to the end of March 2022:

5,742 items were loaned  
2,907 user visits were recorded

### **Current ICT Usage**

During 2021/22, take-up of the public computers amounted to 245 sessions (30 minutes duration each). Currently the library has 5 computers for public internet access. Currently there is 1 public printer.

### **Activities Run at Site**

There is variation in what is offered at each site, but they tend to offer sessions that promote literacy for children and adults, digital literacy and access, and wellbeing.

Some examples of activities may include:

- Rhymetimes for children
- Adult literacy sessions
- Reading groups
- Knit and natter to encourage wellbeing
- Advice and help sessions from external agencies
- Internet taster sessions

### **External Groups using the Building**

The Council would like to see this space being fully utilised so we assume your expression of interest will include partners who will operate from the main library space.

### **Staffing Resources**

Please be aware that there are employees at these libraries and – if the legal criteria are met – it is possible that those employees could become your employees if the Transfer of Undertakings (Protection of Employment) Regulations apply to any transfer of the libraries to you. Derby City Council cannot advise you on this point; you would need to take your own, independent advice

## 2) CURRENT RUNNING COSTS

### National Non-Domestic Rates

The 2023 rateable value for this library is £15,500.

National non-domestic rates are calculated by multiplying the rateable value of a property by a national non-domestic rating multiplier which is set by the government. Below are the multipliers for the last 3 years.

<u>Year</u>	<u>Standard multiplier</u>	<u>Small business multiplier</u>
2022 to 2023	51.2p	49.9p
2021 to 2022	51.2p	49.9p
2020 to 2021	51.2p	49.9p

**Rates payable 2023/24:** £7,406

Further information is available at: [Business rates - Derby City Council](#)

Rate relief may be applicable depending on the specific circumstances of your community group.

### Utilities & Other Charges

The service charge for the area to be occupied is £5,653, based on 2022/23 costs. This is based on 26% of the total building running costs, but excludes any allowance for cleaning.

The service charge is made up of the following elements: alarms repairs and maintenance (including key holding), electricity, gas, water and effluent, refuse, telephones, window cleaning, and hygiene.

The figures reflect current corporate contracts and are therefore for guidance only. It will be the responsibility of the Council as lead building operator to arrange contracts for the supply of these utilities and services.

### Energy Performance Certificate

Please see Appendix 6 for the energy performance certificate for this building, which was completed in 2017.



### **Current Security**

Further discussions will be required on security arrangements for this joint use building, and any additional costs will be included in the service charge for example any out of hours operations you may undertake.

### **Current Cleaning**

Currently the building is cleaned by the Council's Facilities Management service. This operation will cease at handover, when the successful applicant will be responsible for making its own arrangement to clean this proportion of the building. Window cleaning is included in the service charge.

If the successful applicant wishes the Council to continue cleaning the library, costs will be passed on through the service charge.

### **Current Insurance**

The Council will continue to insure the fabric of the building. The organisation operating this site will be responsible for taking out its own public liability insurance and any other relevant insurance.

The council will consider any request from successful applicants to support in the arrangement of required insurance.

### 3) CURRENT BUILDING INFORMATION

#### Address & Location

**Address:** Blagreaves Library  
 Blagreaves Lane  
 Littleover  
 Derby, DE23 1PT

**Location Map:** please see Appendix 1

The building within which the library is located at the southern end of Blagreaves Lane, close to the junction with Stenson Road. This is primarily a residential area with a parade of local shops on Stenson Road very close by.

The site forms part of a larger building and is on the ground and first floors of the northwest corner. The remainder of the building is used by Derby City Council's library services as offices and for the storage of library books.

#### Proposed Site and Room Layout Plans

Please see Appendices 2, 3 & 4

#### Construction

The building was constructed in 1973. It is two storeys, has a steel frame and brick cladding, with a flat roof.

#### Restrictions

Type of Restriction	Comments
<b>Access</b>	The site has its own entrance to the side of the building. Access to the first floor is via a staircase and lift.
<b>Listed Building/Conservation</b>	It is not a listed building nor is it situated in a Conservation Area

<p><b>Planning</b></p> <p>Please note that any proposals to make any changes to the use of the building, or make alterations to the building itself, may require planning and/or building regulation approval. It is important that prior discussions should take place with Derby City Council's Development Control section.</p>	<p>Public libraries fall within Use Class (F1) of the Town &amp; Country Planning (Use Classes) Order 1987 (as amended).</p>
<p><b>Covenants</b></p>	<p>There are no restrictive covenants on the Council's registered title that will affect this proposal.</p> <p>No alcohol may be sold, stored or consumed on these premises.</p>
<p><b>Other Legal Restrictions</b></p>	<p>None – other than contained within the proposed lease terms</p>

**Accessibility Aids**

The building has:

- Level access
- Automatic doors
- Wheelchair friendly counters
- Large print books and audio books
- Counter induction loop

**Current Sub Lets/Tenants/Occupiers**

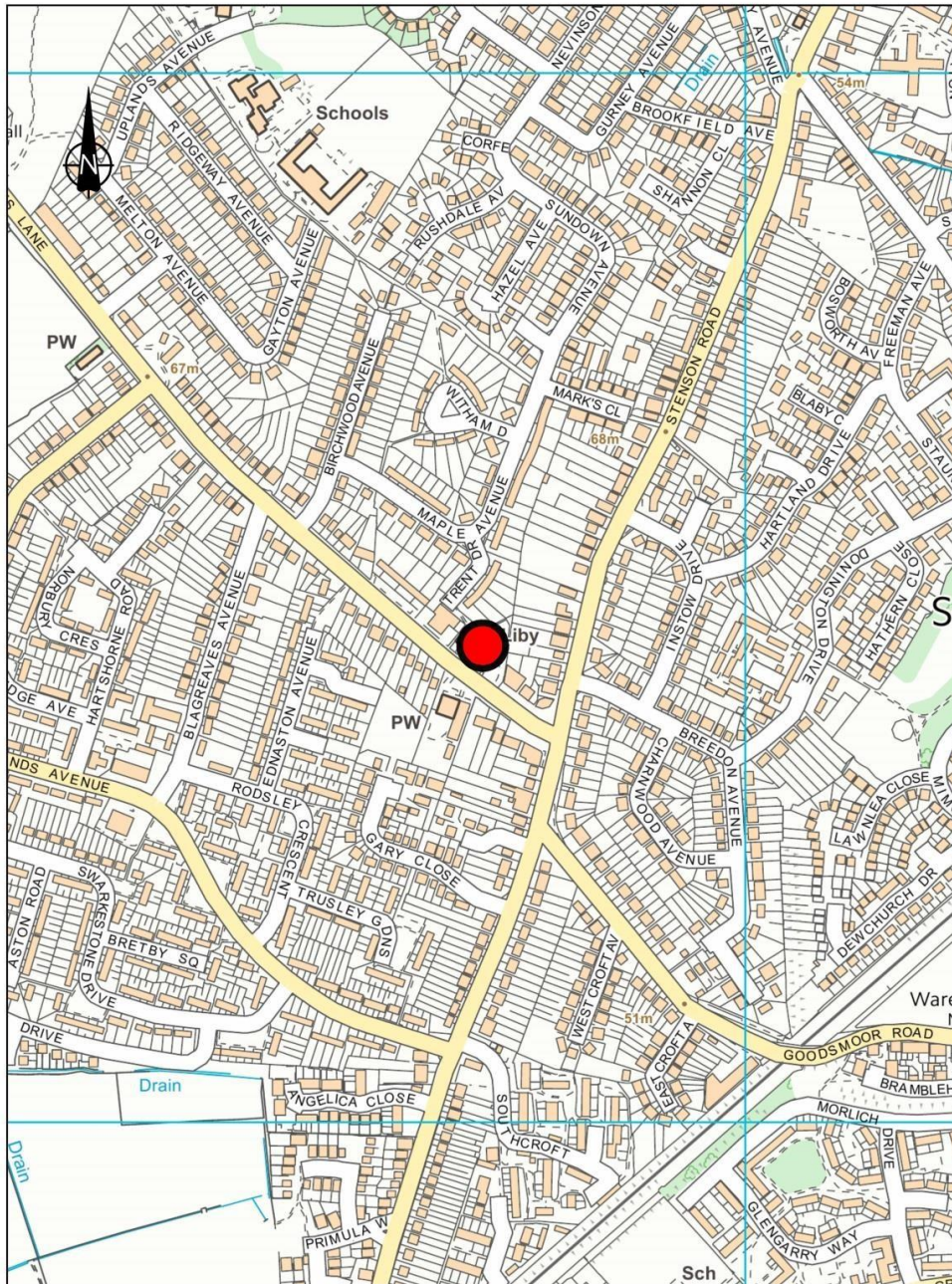
There are no sub-tenants or occupiers.


## 4) EQUIPMENT & FURNITURE

Item	Notes
Books and audio books	<p>Some applicants are intending to run these sites as libraries. Currently the Council's intention is to transfer stock held at the site to the successful applicant. It will be the organisation's responsibility to purchase new book stocks.</p> <p>The Council remains open however to negotiation around access to the Library Management System and stock circulation, where appropriate. If no agreement is met, the stock circulation from Derby City Council libraries will cease.</p> <p>If you intend to use the building for other purposes, the Council will arrange for the stock to be removed.</p>
Fixtures, fittings, and furnishings, including but not limited to shelving, blinds, tables, chairs, counters, cupboards and filing cabinets	<p>There will need to be a conversation with the successful applicant about fixtures and fittings. Any fittings and furniture that are attached to the building will not be removed and ownership transferred to the site operator. Any free-standing furniture can be left or removed subject to negotiation. The maintenance, repair, replacement, and disposal of the items left in the building will be the responsibility of the successful applicant at their own cost.</p>
IT.	<p>There will need to be a discussion between the Council and successful operator around site connectivity, hardware and software, dependant on expressions received and the requirements.</p> <p>All current CML sites are configured with DCC connectivity, hardware and software which, as part of service transition to the new incumbent, may see the network decommissioned and equipment removed.</p> <p>An exception would be some form of connectivity to enable buildings to be maintained/supported e.g., alarm systems.</p>

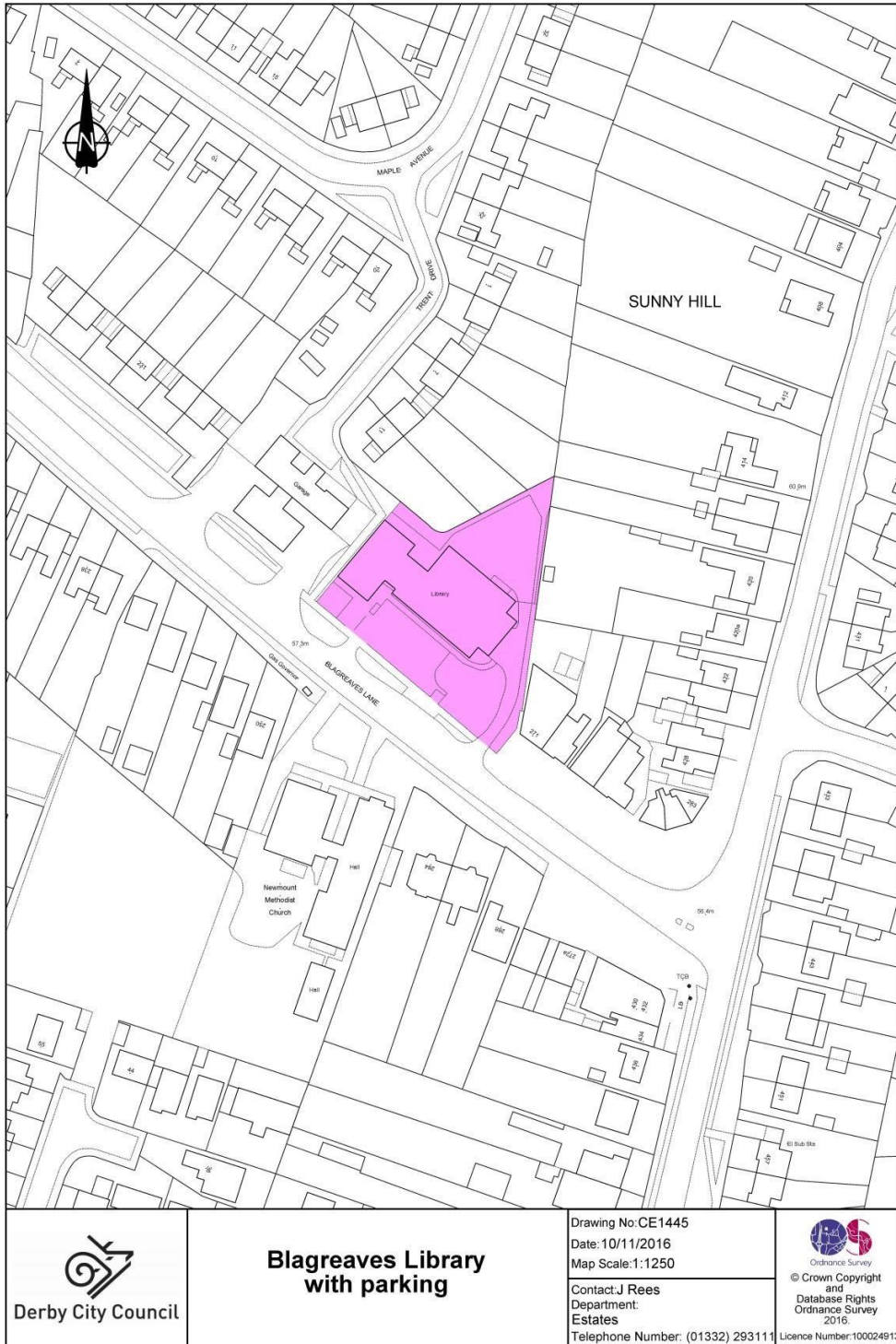
	The Council may be willing to negotiate depending on the proposal received.
Safe	There is no safe at this site.
CCTV	There is no CCTV at this site
Telephony	A phone line will be maintained by the Council to support the intruder alarm system. The lines into the building are currently analogue lines and are in the process of being replaced. Currently the Council intends to remove its phone lines/equipment and the new operator will need to install its own telephony, which may mean new telephone numbers. This cost is not included in the Utilities and Charges table in section 2. The Council may be prepared to negotiate on telephony depending on the nature of the Expression of Interest.
Grounds maintenance equipment and materials	N/A

# Appendix 1

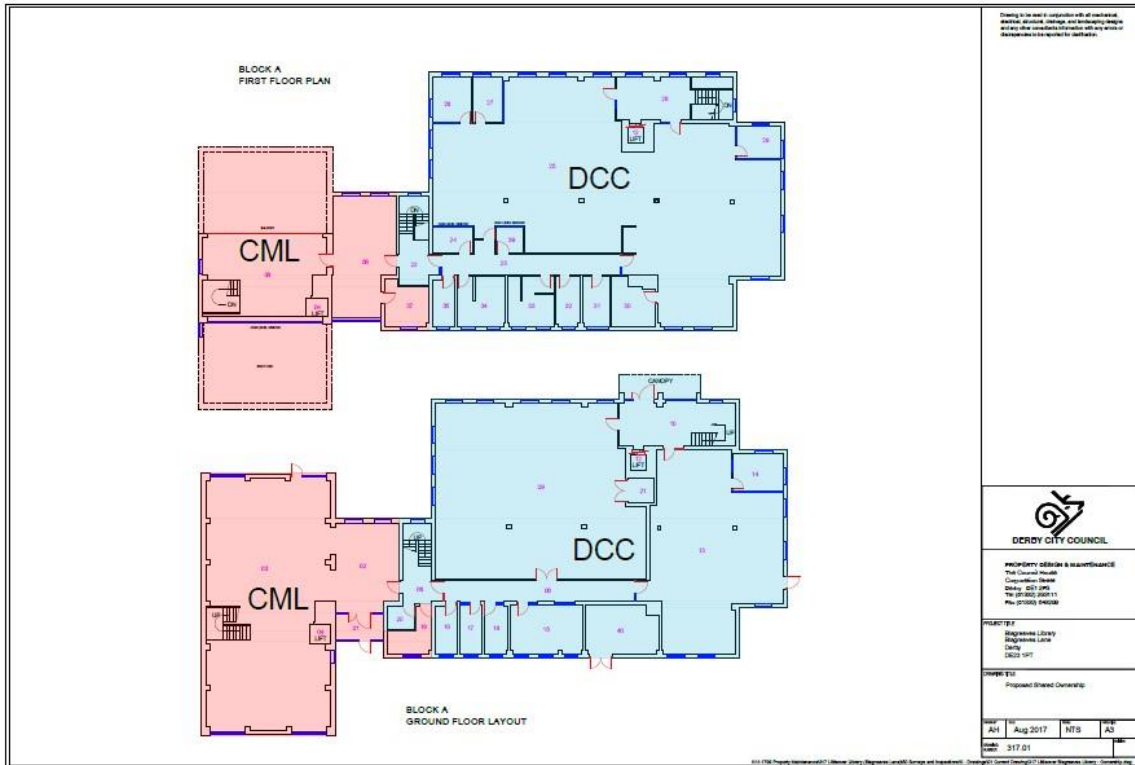


 <p>Derby City Council</p>	<p><b>Blagreaves Library</b></p>	<p>Drawing No: CE1445/1          Date: 10/11/2016          Map Scale: 1:5000          Contact: J Rees          Department:          Estates          Telephone Number: (01332) 293111</p>	 <p>© Crown Copyright and Database Rights Ordnance Survey 2016          Licence Number: 100024913</p>
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Appendix 2



# Appendix 3



## Appendix 4

### Floor Plan Key

Rooms that are proposed as part of the site are highlighted in yellow.

Floor Level	Room	Type	Known As	Width	Length	Area	Perimeter	F/Clg
0.0	1	Entrance Area		1.80	3.5	6.30	10.60	2.65
0.0	2	Reception				28.50	22.03	2.65
0.0	3	Library				155.80	57.00	4.70
0.0	4	Lift		1.50	1.3	1.95	5.60	5.16
0.0	5	Archived						
0.0	6	Circulation				13.39	17.36	5.60
0.0	7	Archived						
0.0	8	Circulation		13.69	1.49	20.40	30.36	2.68
0.0	9	Store	Fiction Store Room			178.34	56.48	2.68
0.0	10	Circulation		8.34	3.12	26.02	22.92	5.60
0.0	11	Archived						
0.0	12	Lift		1.12	1.10	1.23	4.43	5.16
0.0	13	Office	Acquisition Unit			112.51	48.38	2.69
0.0	14	Office	Remote Working Office	3.63	2.73	9.91	12.72	2.69
0.0	15	Staff Room		5.16	3.48	17.96	17.28	2.69
0.0	16	Office	Multipurpose Room	1.68	3.48	5.85	10.32	2.69
0.0	17	Store		1.55	3.48	5.39	10.06	2.69
0.0	18	Office	Library Staff Work Office	1.57	3.48	5.46	10.10	2.69
0.0	19	Toilets/Mixed	Public Mixed Toilets			7.09	13.12	2.69
0.0	20	Service	Alarm Room	1.94	1.60	3.10	7.08	2.69
0.0	21	Lift Plant		1.85	1.80	3.33	7.30	2.69
1.0	22	Circulation				14.55	18.44	2.69
1.0	23	Circulation				21.02	30.88	2.69
1.0	24	Store		2.9	1.8	5.22	9.40	2.69

1.0	25	Office	Adult Services Resources Centre & Childrens Team Office			272.32	90.38	2.69
1.0	26	Office	Managers Office	2.83	3.31	9.37	12.28	2.69
1.0	27	Office	Line Managers Office	2.11	3.31	6.98	10.84	2.69
1.0	28	Circulation		8.34	3.12	26.02	22.92	2.69
1.0	29	Office		3.17	2.29	7.26	10.92	2.69
1.0	30	Store				9.70	13.42	2.69
1.0	31	Store		1.90	3.59	6.82	10.98	2.69
1.0	32	Store	Caretakers Store	1.72	3.59	6.17	10.62	2.69
1.0	33	Toilets/Male		3.32	3.59	11.92	13.82	2.69
1.0	34	Toilets/Female		3.38	3.59	12.13	13.94	2.69
1.0	35	Store		1.57	3.59	5.64	10.32	2.69
1.0	36	Meeting Room	Large Meeting Room			36.52	26.60	2.69
1.0	37	Kitchen				9.55	13.20	2.69
1.0	38	Childrens Library				46.57	29.13	2.69
1.0	39	Store		1.88	1.80	3.38	7.36	2.69
0.0	40	Boiler Room				17.47	17.36	2.68

<p><b>Net Internal Floor Area = 1131.15 m<sup>2</sup></b></p> <p><b>Gross Internal Area = 1189.47 m<sup>2</sup></b></p> <p><b>Gross External Area = 1274.41 m<sup>2</sup></b></p>
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**Draft Heads of Terms & maintenance liability table**

**Estates and Property Review**



**Derby City Council  
Heads of Terms  
for a new lease**

**Asset Address:**

Blagreaves Library  
253 Blagreaves Lane  
Littleover  
Derby  
DE23 1PT

**Subject to Contract**

**Date:** 12 March 2023

<b>Asset Number</b>	00317
<b>Premises address</b>	Blagreaves Library 253 Blagreaves Lane Littleover Derby DE23 1PT
<b>Landlord</b>	Derby City Council The Council House Corporation Street Derby DE1 2FS
<b>Tenant</b>	TBA
<b>The Building</b>	‘The Building’ shall mean the building known as Blagreaves Library, Blagreaves Lane, Littleover, Derby DE23 1PT shown coloured pink on Plan 1 including; (a) all walls' pillars floors and ceilings thereof which are not party structures. (b) one undivided half part of any party structures and; (c) all landlord's fixtures and fittings therein.

<b>Common Areas</b>	'The Common Areas' shall mean all the areas coloured yellow on Plan 2
<b>Access Rights</b>	Access always and for all purposes over and along the area shown coloured pink and hatched black on Plan 2.
<b>Plan 1</b>	'Plan 1' means Drawing Number CE1728/2 annexed hereto
<b>Plan 2</b>	'Plan 2' means Drawing Number CE1728/1 annexed hereto
<b>The Premises</b>	'The Premises' means those parts of Blagreaves Library, Blagreaves Lane, Littleover, Derby DE23 1PT comprised within the building and shown coloured pink on the Plan 2.
<b>Rent</b>	TBA - The rent is subject to negotiation, with the council being able to let the facilities at a peppercorn, which means zero rent, if sufficient community benefit can be demonstrated and sustained.
<b>Estimated Service Charge</b>	'Estimated Service Charge means the sum assessed by the Landlord or the Agent as being a fair and reasonable estimate of the Service Charge year.
<b>Service Charge Year</b>	'Service Charge Year' means the annual accounting period ending 31 <sup>st</sup> March.
<b>Service Charge Contribution</b>	The Service Charge will be 26% of all reasonable and proper costs incurred for providing the following services; <ul style="list-style-type: none"> <li>• Intruder alarm repairs and maintenance</li> <li>• Fire alarm repairs and maintenance (including keyholding charge)</li> <li>• Electricity</li> <li>• Gas</li> <li>• Water and Effluent</li> <li>• Window cleaning</li> </ul>

<p><b>Service Charge Payment</b></p>	<ul style="list-style-type: none"> <li>• Hygiene</li> <li>• Laundry</li> <li>• Refuse</li> <li>• Telephones</li> <li>• Any other expenses incurred by the Council in operating the building as approved by the Head of Estates.</li> </ul> <p>Service Charge is payable quarterly in advance during that Service Charge year on receipt of estimated invoices from Landlord</p> <p>Landlord will produce a summary of the actual charges for each quarter. Any balance payment either way is to be repaid within 3 months of demand.</p>
<p><b>Type of agreement</b></p>	<p>Lease.</p>
<p><b>Term</b></p>	<p>TBA</p>
<p><b>Lease commencement date</b></p>	<p>TBA</p>
<p><b>Lease expiry</b></p>	<p>TBA</p>
<p><b>1954 Act protection</b></p>	<p>The lease will exclude the protection provided under section 24 – 28 of the Landlord &amp; Tenant Act 1954.</p>
<p><b>Break clause</b></p>	<p>Mutual on six months prior written notice.</p>
<p><b>Rights reserved to Landlord</b></p>	<p>For access to the premises for the purposes of inspection.</p>
<p><b>Permitted Use</b></p>	<p>Means the use of the Premises for community use which may or may not include the provision of Library Services.</p>
<p><b>Landlord Use</b></p>	<p>To make the premises available for use by the Landlord as a polling station and during hours when not in use by the Tenant, subject to the Landlord giving the Tenant suitable written notice of its requirements.</p>

<b>Assignment and Subletting</b>	The Tenant will not assign or sublet whole or part of the Premises without the prior written consent of the Landlord.
<b>Payment of outgoings</b>	The Tenant shall pay all present and future Rates and Taxes and other impositions (save those of a capital nature) payable in respect of the occupation.
<b>Alterations</b>	<p>Not to erect any structures or make any structural alterations or any external alterations or additions whatsoever to the Premises without first obtaining the prior formal written approval of the Landlord.</p> <p>Not to make any internal non-structural alterations to the Premises without first obtaining the prior formal written approval of the Landlord.</p> <p>The Tenant shall act as the Client for all maintenance and construction work that falls under the provisions of the Construction Design and Management Regulations 2015 and for which they are responsible under the terms of the Lease (Please see the Maintenance Responsibilities schedule attached to these Heads of Terms). They will ensure all applicable Building Regulations, Permissions and other statutory provisions are complied with.</p>
<b>Maintenance</b>	Maintain, repair, renew, cleanse, decorate and keep the Premises in a good state of repair condition and any other item listed on the Maintenance Responsibility schedule attached hereto <i>(to be annexed to the lease)</i>
<b>Insurance</b>	The Tenant shall hold the following levels of cover in respect of: a. Public Liability - £5 million (five million pounds)

	b. Employers Liability - £5 million (five million pounds)
<b>Management Agreement</b>	The Tenant will comply with the provisions of the Management Agreement.
<b>Landlords option to determine</b>	If the Management Agreement is ended or determined the Landlord shall be entitled to give the Tenant 30 days' notice to determine the lease.
<b>Authorised Opening Times</b>	07.00 hrs to 22.00 hrs Monday to Sunday inclusive.
<b>External Areas</b>	Keep any external areas including footpaths and slabs of the Premises in clean and tidy condition and free from rubbish to the reasonable satisfaction of the Landlord and not to display goods outside the Premises.
<b>Dilapidations</b>	The tenant is to return the premises to the Council at the end of the lease, in good repair and condition, commensurate with the repairing covenants in the lease fair wear and tear excepted.
<b>Auctions trades and immoral purposes</b>	Not to use the Premises or any part for any auction sale or dangerous, noxious, noisy, or offensive trade, business or manufacture or occupation or any illegal or immoral act or purpose.
<b>Health and Safety</b>	<p>The Tenant shall comply with the requirements of the Health and Safety at Work Act 1974 and any other acts, orders, regulations, and codes of practice relating to health and safety.</p> <p>The Tenant shall ensure that its health and safety policy statement is made available to the Landlord on request</p>

<b>Risk Assessments</b>	The Tenant is to ensure risk assessments have been undertaken and any necessary remedial action carried out.
<b>Health &amp; Safety</b>	The Tenant to ensure that all appropriate health & safety regulations are complied with.
<b>Water Hygiene</b>	The Tenant is responsible for ensuring water hygiene legislation is complied with.
<b>Portable Appliance Testing</b>	The Tenant is to ensure that Portable Appliance Testing is carried out within 3 months of the Commencement Date and annually thereafter.
<b>Fire Risk Assessment</b>	The Tenant is to ensure a Fire Risk Assessment is carried out by a competent contractor.
<b>Gas and Electrical Testing</b>	The Tenant is to ensure periodic maintenance and testing of the gas (if any) and the electrical installations are carried out.
<b>Rates and Utilities</b>	Payable by the Tenant direct to the supplier.
<b>Legal Costs</b>	Each party to be responsible for their own legal costs.
<b>Conditions</b>	Subject to Contract and Formal Council approval.
<b>Terms</b>	All other terms to be as normally included by the Council in a Lease of this nature.
<b>Landlord's Solicitors</b>	The Council's Legal Services section.
<b>Tenant's Solicitors</b>	TBA

<b>Expected date of completion</b>	TBA
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I agree to the above terms and conditions

Signed: .....

Dated: .....

## Repairing Responsibilities Schedule – Blagreaves Library

### External Fabric and Structural

Item	Council	Tenant	Comments
<i>Foundations</i>	Yes	No	
<i>Floor slab</i>	Yes	No	
<i>External walls</i>	Yes	No	
<i>Internal load bearing walls inc skirting boards</i>	Yes	No	
<i>Internal non load bearing partition walls including skirting boards</i>	Yes	No	
<i>Floorboards</i>	No	Yes	
<i>Floor Coverings</i>	No	Yes	
<i>Roof Structure</i>	Yes	No	
<i>Roof covering</i>	Yes	No	
<i>Service Yard</i>	Yes	No	
<i>Car Park</i>	Yes	No	
<i>Footpaths</i>	Yes	No	
<i>Litter immediately in front of Library</i>	No	Yes	
<i>Grounds Maintenance including trees</i>	Yes	No	
<i>Access Roads</i>	Yes	No	
<i>Boundary walls and fences</i>	Yes	No	
<i>Guttering – repair and replacement</i>	Yes	No	
<i>Guttering -periodic clearing</i>	Yes	No	

### Services

Item	Council	Tenant	Comments
<i>Electrical supply and wiring including sockets, light fixtures, external lights, and fittings</i>	Yes	No	
<i>Lamp and bulb replacement</i>	Yes	No	
<i>Light switches, fittings, and sockets</i>	Yes	No	
<i>Hot water heaters</i>	Yes	No	

<b>Item</b>	<b>Council</b>	<b>Tenant</b>	<b>Comments</b>
<i>Radiators – if any</i>	Yes	No	
<i>Boiler plant and associated equipment</i>	Yes	No	
<i>Electrical testing periodic</i>	Yes	No	
<i>Void inspections/servicing</i>	No	Yes	
<i>Water supply including hot and cold systems up to the sanitary fittings and soil and waste systems</i>	Yes	No	
<i>Below ground drainage pipework (excluding blockages)</i>	Yes	No	
<i>Storage and water heaters</i>	Yes	No	
<i>Internal water pipes</i>	Yes	No	
<i>Blocked drains</i>	No	Yes	
<i>Water Storage tanks</i>	Yes	No	
<i>Taps</i>	Yes	No	
<i>Sanitary fittings inc WC's sinks, showers etc – Repairs</i>	Yes	No	
<i>Sanitary fittings inc WC's sinks, showers etc – Replacement</i>	Yes	No	
<i>Ventilation fans/systems - if fitted</i>	No	Yes	
<i>Dry and wet risers (where applicable)</i>	Yes	No	
<i>Smoke detectors – if fitted</i>	Yes	No	
<i>Fire Alarm and detection system</i>	Yes	No	
<i>Sprinkler system</i>	Yes	No	
<i>Fire safety signs</i>	Yes	No	
<i>Fire evacuation equipment i.e., EVAC chairs</i>	Yes	No	
<i>Emergency lighting</i>	Yes	No	
<i>Fire-fighting equipment including door guards, fire extinguishers and fire blankets</i>	Yes	No	

## Fittings

Item	Council	Tenant	Comments
<i>Window Frames</i>	Yes	No	
<i>Window locks and fittings</i>	Yes	No	
<i>Glazing</i>	Yes	No	
<i>Vandalism damage to glazing</i>	Yes	No	
<i>Door frames – External</i>	Yes	No	
<i>Doors - External</i>	Yes	No	
<i>Door frames - internal</i>	Yes	No	
<i>Doors – internal</i>	Yes	No	
<i>Door furniture</i>	Yes	No	
<i>Security shutters and mechanisms to doors and windows</i>	Yes	No	
<i>Security entrance barriers</i>	Yes	No	
<i>Door access systems, locks, and intercoms</i>	Yes	No	
<i>Kitchen units - repairs</i>	Yes	No	
<i>Kitchen units - replacement</i>	Yes	No	
<i>Kitchen appliances</i>	Yes	No	
<i>Air and cooling comfort systems</i>	Yes	No	
<i>Extraction fans</i>	Yes	No	
<i>Internal decoration</i>	No	Yes	
<i>External decoration</i>	Yes	No	
<i>Intruder alarm – if fitted</i>	Yes	No	
<i>Induction loops</i>	Yes	No	
<i>Bookshelves – if retained</i>	No	Yes	
<i>Racking – if retained</i>	No	Yes	
<i>Stair lifts – if applicable</i>	Yes	No	
<i>Hoists and lifting equipment including pallet trucks etc</i>	No	Yes	
<i>Passenger or service lifts – if applicable</i>	Yes	No	
<i>Lightning conductor</i>	Yes	No	

<b>Item</b>	<b>Council</b>	<b>Tenant</b>	<b>Comments</b>
<i>Baby change</i>	Yes	No	
<i>Internal wayfinding signage</i>	No	Yes	
<i>External wayfinding signage</i>	No	Yes	

### **Compliance Liability**

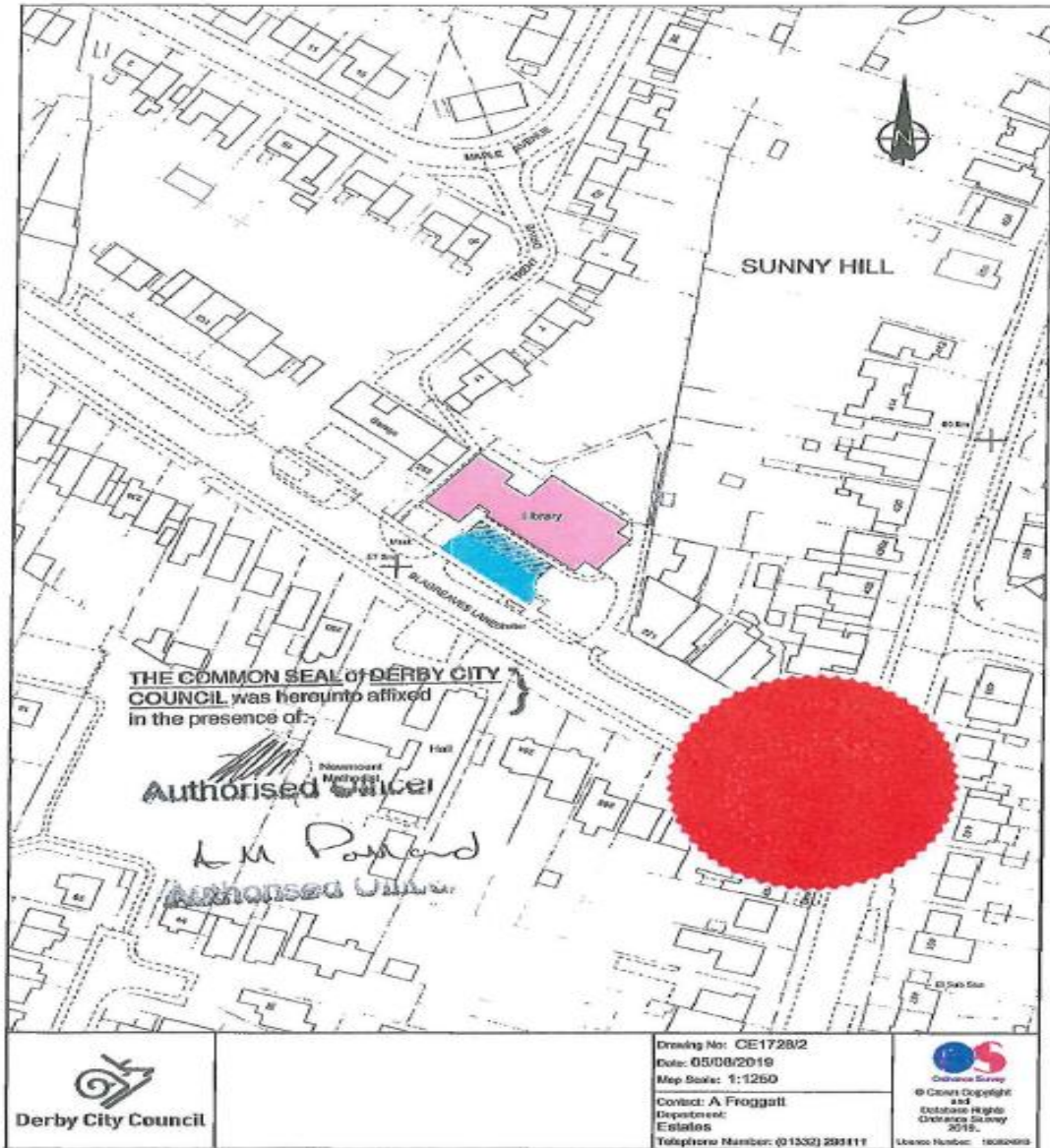
<b>Item</b>	<b>Council</b>	<b>Tenant</b>	<b>Comments</b>
<i>Fire risk assessment</i>	No	Yes	Fire risk assessments are to be arranged and funded by the Tenant using an approved consultant. All work identified by the risk assessment to be funded by Tenant to ensure compliance of the Regulatory Reform (Fire Safety) Order 2005
<i>Fire risk assessment (Management actions)</i>	No	Yes	
<i>Fire evacuation plan</i>	No	Yes	
<i>Testing electrical portable appliances</i>	No	Yes	
<i>Fire safety equipment – Daily inspections and testing (including fire alarm and emergency lighting)</i>	No	Yes	
<i>Fire safety equipment – Weekly inspections and testing (including fire alarm and emergency lighting)</i>	Yes	No	
<i>Water system/hygiene Risk assessment</i>	Yes	No	Water system risk assessment are to be arranged and funded by the Tenant using an approved consultant. All work identified by the risk assessment are to be funded by the Tenant to ensure compliance with the Control of Substances Hazardous to Health Regulations (2002)
<i>Weekly and monthly water hygiene housekeeping</i>	Yes	No	
<i>Red box (DCC (Derby City Council) to ensure information is stored within during monthly checks)</i>	Yes	No	
<i>COSHH storage and risk assessments and policies</i>	No	Yes	

<b>Item</b>	<b>Council</b>	<b>Tenant</b>	<b>Comments</b>
<i>Ladders including risk assessment and training</i>	No	Yes	
<i>Gas safety checks</i>	Yes	No	
<i>Gas pipework's/fittings/valves/etc</i>	Yes	No	
<i>Condition Surveys</i>	Yes	No	
<i>Display energy certificates (EPC (Energy Performance Certificate))</i>	Yes	No	
<i>Snow and grit risk assessment and procedures</i>	Yes	No	
<i>Spiked fence risk assessment</i>	Yes	No	
<i>Boundary Wall (lay survey only)</i>	Yes	No	
<i>Passenger entrapment (lifts) policy</i>	Yes	No	
<i>Competent person inspections, lift, and pressure vessels</i>	Yes	No	
<i>Asbestos weekly inspection</i>	No	Yes	<i>Day to day management of asbestos will be the responsibility of the tenant. The Council needs to be notified of any damage to areas containing asbestos. The tenant must ensure that all workers are shown the asbestos register (which will be provided to the tenant) before carrying out work on the premises.</i>
<i>Asbestos annual inspection</i>	Yes	No	
<i>Asbestos management in accordance with Council policy – copy of register provided</i>	No	Yes	
<i>Emergency call system - if fitted</i>	No	Yes	
<i>Testing electrical portable appliances</i>	No	Yes	

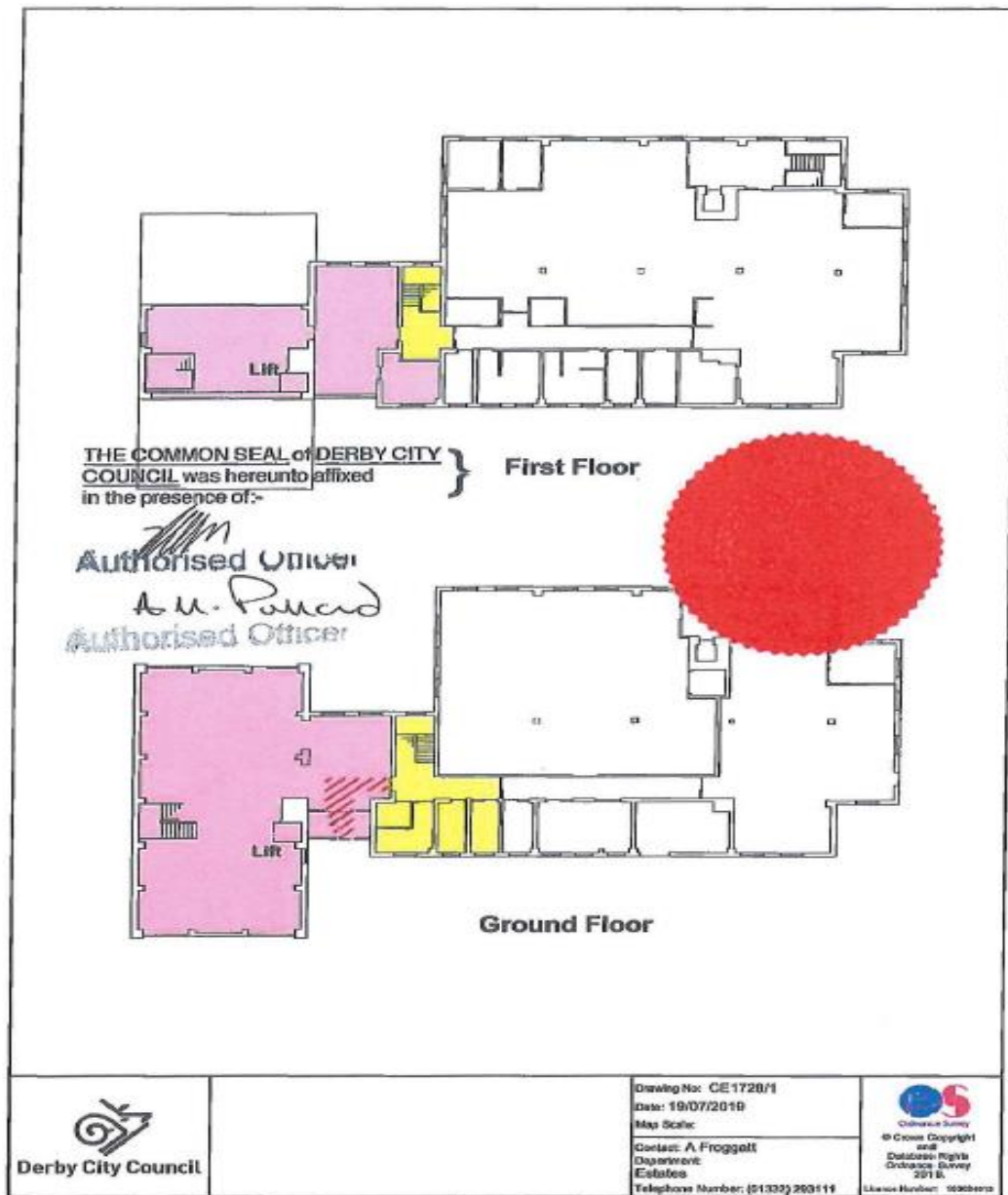
**Miscellaneous**

<b>Item</b>	<b>Council</b>	<b>Tenant</b>	<b>Comments</b>
TV Licence, PRS Licence	No	Yes	
Keys including Key holding service	Yes	No	
TV and Radio equipment	No	Yes	
Furniture (Tenant to advise if damaged and a replacement policy to be adhered to).	No	Yes	
Providing grit and grit storage	Yes	No	
Daily sundries and sanitary including disposal	Yes	No	
Trade Waste including providing bins	Yes	No	
Cleaning equipment and supplies belonging to Tenant	No	Yes	
Cleaning equipment and supplies belonging to DCC	Yes	No	


Plan 1 – CE1728/2



Plan 2 – CE1728/1



Energy Performance Certificate

**Energy Performance Certificate**  HM Government  
**Non-Domestic Building**

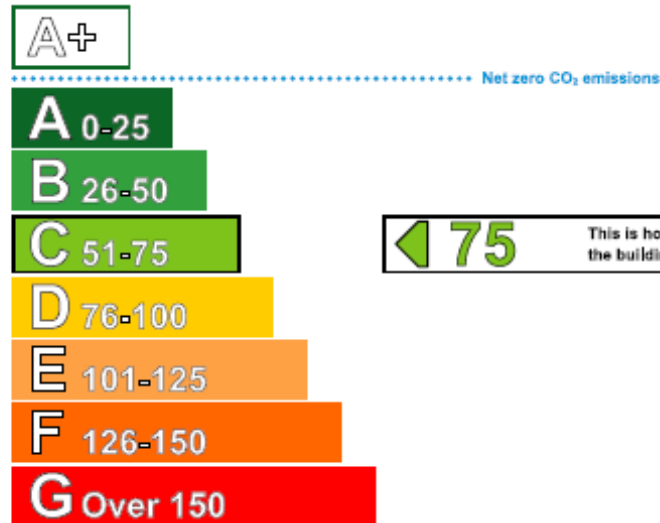
Derby City Council  
 Blagreaves Lane Library, Blagreaves Lane  
 Littleover  
 DERBY  
 DE23 1PT

**Certificate Reference Number:**  
 0010-1939-0313-7870-5034

This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for existing buildings. There is more advice on how to interpret this information in the guidance document *Energy Performance Certificates for the construction, sale and let of non-dwellings* available on the Government's website at [www.gov.uk/government/collections/energy-performance-certificates](http://www.gov.uk/government/collections/energy-performance-certificates).

**Energy Performance Asset Rating**

More energy efficient



Less energy efficient

**Technical Information**

Main heating fuel:	Natural Gas
Building environment:	Heating and Natural Ventilation
Total useful floor area (m <sup>2</sup> ):	1319
Building complexity (NOS level):	3
Building emission rate (kgCO <sub>2</sub> /m <sup>2</sup> per year):	65.16
Primary energy use (kWh/m <sup>2</sup> per year):	369.69

**Benchmarks**

Buildings similar to this one could have ratings as follows:

24 If newly built  
 72 If typical of the existing stock