



CORNERSTONE
BUILDING SURVEYORS

COMPANY PROFILE



EXPERIENCED.
REALISTIC.
PRAGMATIC.
PASSIONATE.
PROFESSIONAL.

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■ ABOUT

Founded in 2011, Cornerstone Building Surveyors (CBS) is a Chartered Building Surveying practice, dedicated to providing both corporate and private clients with commercial property services.

We are dedicated to providing you with professional advice in a sensible, realistic and pragmatic way. Managing projects and building work can be disruptive and time consuming for you. Our aim is to help make it easier and simpler for you by providing our clients with a service that is professional, yet friendly and informative. We won't bog you down with detail or technical jargon and we pride ourselves on offering a proper level of service – without the traditionally-associated large costs.



ROBERT JUPP

BSC (HONS) MSC MRICS MAPM
DIRECTOR



MIKE STUBBLES

BSC (HONS)
BUILDING SURVEYOR



JAY COLE

APPRENTICE SURVEYOR



EMMA JUPP

BA (HONS) ASSOCRICS
OFFICE MANAGER

OUR SERVICES

DILAPIDATIONS

At CBS we have a strong track record of handling dilapidations for both Tenants and Landlords. We strongly advise that parties obtain dilapidations advice early in the leasing process, as dilapidation bills can run into thousands of Pounds.

Regardless of whether we are acting on behalf of a Tenant or a Landlord, we always act in a fair and unbiased way, to ensure both parties are adhering to the liabilities and responsibilities of their lease agreement. We thoroughly inspect the property, assessing the level of work required in order to return the property to the condition it was in, prior to the commencement of the Lease.

We can prepare either a costed and or uncosted Schedule of Dilapidations, for budgeting purposes, in the case of a Tenant, or, in the case of a Landlord, for serving onto the Tenant prior to the end of the Lease.

All negotiations with the other party are carried out in a friend and efficient manner, to ensure settlement and/or rectification of the repairs as quickly as possible.



SCHEDULES OF CONDITION

We offer two different types of Schedules of Condition - Photographic or Descriptive. Photographic schedules will contain photographs of any issues, along with a short description of the condition/defect. A Descriptive Schedule of Condition will describe the condition/defect.

These Schedules can be used in lease negotiations and attached to a lease, or in party wall matters to record the condition of the property prior to works commencing.



REINSTATEMENT COST ASSESSMENTS

A Reinstatement Cost Assessment (RCA), sometimes known as a Building or Fire Insurance Valuation, is an assessment to determine how much it would cost to rebuild the property should it be destroyed by fire, collapse or other issues. The cost that is generated allows the Landlord or Tenant to ensure the building is insured for the correct amount.

In addition to obtaining and establishing the build cost, CBS will also review other items such as demolition costs, professional fees, statutory authority fees and issues or risks relating to the specific site. All of these matters will have an impact with regards to the insurance cost. The RCA should be undertaken at least once every three years, but this can be supported by annual desktop assessments, ensuring that prices are kept up to date with changes in tender costs.

COMMERCIAL BUILDING SURVEYS

When purchasing a property, hidden issues or defects can turn a purchase into a costly mistake. Regardless of whether the property being purchased is freehold or leasehold, for investment purposes or for your own use, it is crucial that any risks are minimised, by getting a thorough Survey of the property carried out prior to purchase.

At CBS we provide Building Surveys to cover the purchase of a commercial property, whether it be for investment purposes or for owner-occupier use.

We will thoroughly inspect the property, with the intention of assessing its condition, along with highlighting any issues or defects found. Our initial report is drafted and our findings discussed in detail with you, prior to our final report being issued.



CONTRACT ADMINISTRATION

When undertaking a refurbishment or new build project on a commercial property the financial and contractual aspects need to be considered and administered.

At CBS we offer a full remit of Contract Administration services, to help Developers and building owners with their CDM requirements. We will also advise you on the best way to undertake the works, in the most pragmatic and logical manner. We can go through the brief, review plans and come up with a programme of costings and requirements needed, to see a project through to completion. We can also take on the project management, if you require.

FROM THE PROJECT OUTSET, WE CAN:

- Undertake a Client's Brief for the project.
- Review the extent of the works and the budget requirements.
- Advise on the most suitable JCT Form of Contract to use for the project.
- Prepare the Specification and Schedule of Works, plus other tender documents.
- Advise on your requirements under the CDM (Design and Management) Regulations 2015.
- Undertake the tender process, including the negotiation of the contract.

- Advise on the appointment of Contractors and Consultants.
- Advise on when the works are completed (Practical Completion) and undertake snagging inspections.
- Agree the final account on completion and handover.

ONCE CONSTRUCTION HAS STARTED, WE CAN:

- Undertake regular inspections, to review the quality of the work.
- Review the programme with the Contractor.
- Issue Certificates of Payment and agreed Variations with the Client and Contractor.
- Chair progress meetings.
- Advise on when the works are completed (Practical Completion) and undertake snagging inspections.
- Agree the final account on completion and handover.

FEASIBILITY STUDIES

When looking to build or alter existing premises, regardless of whether you are the building owner, owner-occupier, Landlord or Tenant, CBS can carry out a Feasibility Study, to review and assess the likelihood of your proposals. Our Study and report will look at:

- Technical requirements
- Programming implications
- Procurement of works
- Budget restraints
- Proposed plans
- Health and Safety matters

We are able to draw upon our list of trusted professionals, to provide you with a holistic approach, one that ensures all implications are considered, and our end report will assist you in deciding how best to proceed.



PROJECT MONITORING

Project Monitoring is a service that protects Client's interest by identifying and advising on the risks associated with acquiring an interest on a development that is not under their direct control.

We have acted for both incoming Tenants and Funders, with regard to the review of the proposals. We can advise on the technical proposals, procurement, cost and budget for both the construction and the fees, along with contract provisions, insurances, statutory consents (including Building Regulations and Planning Approval) and commenting on the design team.

Our involvement is split between an Initial Report with detail on the proposals before they commence, and Drawdown Reports for when the construction works are underway.

PRE-PLANNED MAINTENANCE

At CBS we know that property maintenance can be expensive, especially if repairs or defects are not kept on top of. When maintenance is planned in advance, it not only enables the Landlord, building owner or Tenant to keep on top of repairs, but it also allows for improved financial planning. For Landlords, it allows for service charge rates to be set at a sufficient level.

Working with you, we tailor our report to your needs and required time frame (5 or 10-yearly plans are the most popular). We carry out an inspection of the property and draw up a schedule based on the advice and budget we have previously discussed with you and, taking the age and type of property into account. If required, we can also assist with instructing Contractors to carry out the works.

PARTY WALL SURVEYING

CBS has extensive experience in acting as Party Wall Surveyors for both Building Owners and Adjoining Owners, in party wall matters.

The Party Wall Etc. Act 1996 (Pyramus & Thisbe Club) provides a framework for parties undertaking works on the party wall line or foundations, that will affect adjacent properties. For Building Owners, appropriate Notices are required to be served on the Adjoining Owner and, for the Adjoining Owner, those Notices need to be responded to.

Whether we're appointed as the Building Owners' Surveyor or Agreed Surveyors, we have a large amount of experience in preparing the Awards and the required Schedules of Condition.





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