

# NOTTINGHAMSHIRE COUNTY COUNCIL CORPORATE SUITABILITY AND SUFFICIENCY ASSESSMENT

Property name: Number: Street: UPRN: Service Area/s: Purpose of the Building: Service Dept/s: Contact Details of Nominated Property Officer: Ward: Names of County Councillors:		DRAFT			
<b>Rating</b> 1 Good 2 Satisfactory 3 Fair 4 Poor	<b>Results of Score</b> 1 Suitability for Current Service Good 2 Suitability for Current Service Satisfactory - may require minor works/alterations 3 Suitability for Current Service Not Satisfactory 4 Suitability for Current Service Poor				
Heading	Aspect	Score Achieved	Average Score	Total Average Score	Comments / Problems / Solutions
Location	1 Is the building in the right location for those who need to access the current service use	1			
		1	1.00		
Accessibility	1 Is the property DDA compliant?				
	2 Is car parking for the public adequate for current use				
	3 Is car parking for staff adequate for current use	1			
	4 Is the property accessible by public transport				
	5 How accessible is the site for pedestrians and / or cyclists				
	6 Are the routes from car park and public transport drop off points safe and well lit?				
	7 Is Internal signage and External signage adequate	1	1.00		
Security & Safety	1 External				
	2 Internal staff security				
	3 Internal customer security				
	4 To protect equipment, data & building	1			
		1	1.00		
Building / Site	1 Right configuration for service delivery	4			
	2 Is the property flexible / adaptable?				
	3 Suitability of fixtures and fittings				
	4 Are the number, size & location of interview & meeting rooms adequate?				
	5 Storage facilities				
	6 Are external areas adequate for service delivery? (outdoor play areas / garden etc.)				
	7 Is the site layout suitable for service delivery (access/ deliveries etc.)?	4	4.00		
Environment	1 Lighting, incl emergency lighting				
	2 Temperature				
	3 Ventilation				
	4 Acoustics				
	5 Internal Décor				
	6 Power / IT / telephone points	2			
	7 Does the building have any sustainability features?	2	2.00		
Staff / Support Facilities	1 Touchdown facilities				
	2 Personal staff storage	2			
	3 Toilets and washing facilities	2			
	6 Rest area / eating area	2	2.00		
Customer Facilities	1 Does the property adequately satisfy customer needs?				
	2 Reception				
	3 Does the property have a hearing loop system?				
	4 Kitchen	4			
	5 Laundry				
	6 Are rooms available for quiet reflection?	2			
	6 Nursing Mother's room / baby changing / Changing Places Toilets	6	3.00		
Image	1 Standard and general appearance of accommodation	1			
	2 Is the appearance appropriate having regard to current use?	1	1.00		
		15.00	1.88		

Overall Assessment

2.00

## To Be Completed by Property From Condition Survey

Repair / Condition	Estimated Cost	Condition Grade	Notable expenditure over last three years
Priority 1			
Priority 2			
Priority 3			
Priority 4			
	<b>Total P1-P4</b>	0	
		3.00	

Overall Assessment

3.00

Sufficiency / Utilisation	Rating	Enter Relevant Rating	Comments / Problems / Solutions
Sufficiency	Existing building has sufficient space for the current or anticipated (within 2 years) need	1	
	Existing building is bigger than required for the current or anticipated (within 2 years) need	2	2
	Existing building is too small for the current or anticipated (within 2 years) need	3	
Utilisation	1 How many days per week is the property used. Please state which days the property is open on in comments box.		
	2 How many hours per day is the property open / used. Please set out opening times in comments box		
	3 Is the space fully utilised		
	4 Are the premises shared, if so who with		
	5 Could surplus space be shared - Yes/No		
	6 Is the building used by the local community? Yes/No If yes how important is this to your service?		
	7 Is the building adjacent to other services or partner agencies? Yes/No If yes how important is this to your service?		

Overall Assessment

7.00

Cumulative Suitability Condition and Sufficiency

Results of Score

3 to 5 Good