

The Community Asset Transfer Diagnostic

The Building



In this document, we use trustee to describe the group of people legally responsible for the organisation. You may call this group of people trustees, management committee members or another name

Where possible it is important that this document is completed by a number of people involved in your building, usually trustees, but not always. Please answer all questions as fully as possible, but if you are not sure of how to respond to any question just leave it blank.

This document will form the basis of further work and support from the Open Doors Consortium. Combined with the responses from the other two questionnaires (related to your building and your activities) this will give a full picture of how you might proceed with the options around Community Asset Transfer and the type of support your organisation will need.

Please make a note below of the people who have been involved in completing this questionnaire:

	Your notes and evidence	We know we need help with this
1. Trustees/ Board members have a copy of the current lease <input type="checkbox"/> a) Yes <input type="checkbox"/> b) No	If you know, please state when your current lease runs out.	<input type="checkbox"/>
2. Trustees/Board members ensure requirements of the existing lease are met <input type="checkbox"/> a) Yes <input type="checkbox"/> b) No		<input type="checkbox"/>

3. Are there any restrictions on the use of the building?

- a) Yes
- b) No
- c) Don't know

If yes, please give details:

4. Are there any other issues that you consider to be relevant to CAT, specific to this building or other buildings on the site?

- a) Yes
- b) No
- c) Don't know

If yes, please give details:

5. We know who currently owns the land and the buildings

- a) Yes
- b) No

If yes, please give details:

6. Our building insurance is up to date

- a) Yes
- b) No
- c) Don't know

7. The structural condition of the building is

- a) Good
- b) In need of minor improvements
- c) Poor, in need of major work

8. We have had a condition survey on the building in the last five years

- a) Yes
- b) No
- c) Don't know

9. We have a maintenance plan

- a) Yes
- b) No

10. We know how much it will cost us to maintain this building

- a) In a lot of detail
- b) Approximately
- c) Not really

11. We know what tests we need to undertake to keep the building safe (eg. Fire alarm, PAT, etc.)

- a) Yes (please detail opposite)
- b) No
- c) Don't know

12. We have a Display Energy Certificate

- a) Yes
- b) No
- c) Don't know

13. We have an asbestos report

- a) Yes
- b) No
- c) Don't know

14. We have a Fire Risk assessment

- a) Yes
- b) No
- c) Don't know

15. We have an Access Audit and Management Plan

- a) Yes
- b) No
- c) Don't know

16. We have an annual building risk assessment

- a) Yes
- b) No
- c) Don't know

17. We pay for our gas/electric supply

- a) Direct with the supplier
- b) Through Newcastle City
- c) Don't know
- d) Other

18. The building has problems with

- a) access
- b) natural light
- c) temperature
- d) other, please specify

19. Our building currently meets our needs

- a) Yes
- b) Partially
- c) No

20. There are problems with using the building due to (for example)

- a) Planning restrictions on use
- b) Car Parking problems
- c) Disturbance to neighbours
- d) Other, please specify
- e) No problems

21. We have a named person/people responsible for building security, opening and closing

- a) Yes
- b) No

22. Our key holder policy is understood and implemented

- a) Yes
- b) No
- c) Don't know

23. We have an identified person with clear responsibilities to undertake cleaning and / or caretaking

- a) yes
 b) no

If yes, please give details of who employs this person(s) or whether they are volunteers.

24. We have a named person/people responsible for health and safety

- a) Yes
 b) No

25. We understand and meet the regulations covering

- a) Playing of live and recorded music
 b) Sale of alcohol
 c) Food hygiene
 d) Gambling and other regulated activities

The Open Doors Consortium is made up of the following organisations:

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Locality and Boxx Consultants

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