

Example survey

Schedule of Condition

2nd Floor, 18 Threadneedle Place, Manchester

REFERENCE	CLIENT
EXAMPLE-SOC-001	Example Client
INSPECTION DATE	SURVEYOR
12 May 2026	A. Surveyor MRICS
COMPANY	
SurveyorSuite Example Reports	

Contents

A Inspection Details

B Property & Lease Background

C Limitations & Definitions

D External Condition

E Internal Condition

F Building Services

G Summary

H Declaration

I Photographic Record

A Inspection Details

PREPARATION BASIS	Surveyor-prepared (independent professional record)
SURVEYOR NAME	A. Surveyor MRICS
COMPANY	SurveyorSuite Example Reports
QUALIFICATIONS	BSc (Hons) MRICS
DATE OF INSPECTION	12 May 2026
TIME OF INSPECTION (OPTIONAL)	10:00
REPORT REFERENCE	EXAMPLE-SOC-001
WEATHER CONDITIONS (OPTIONAL)	Overcast
INSPECTION LIMITATIONS / ACCESS NOTES (OPTIONAL)	Suspended ceiling tiles not lifted; raised access floor void not opened. Storage cupboards inspected from doorway only.
PERSONS PRESENT AT INSPECTION (OPTIONAL)	A. Surveyor MRICS (tenant's surveyor); incoming tenant's facilities manager.
CLIENT NAME	Argyll Marketing Limited
INSTRUCTED BY (OPTIONAL)	Argyll Marketing Limited via Gladstone Howe LLP
INSTRUCTION DATE (OPTIONAL)	28 April 2026

B Property & Lease Background

PROPERTY ADDRESS	2nd Floor, 18 Threadneedle Place Manchester, M2 4DP
INSTRUCTING PARTY	Tenant (protect against dilapidations claim)
LANDLORD	Threadneedle Estates Limited
LANDLORD'S SOLICITOR (OPTIONAL)	Partridge & Bay LLP
TENANT	Argyll Marketing Limited
TENANT'S SOLICITOR (OPTIONAL)	Gladstone Howe LLP

LEASE REFERENCE (OPTIONAL)	New lease dated [completion date] between Threadneedle Estates Limited (landlord) and Argyll Marketing Limited (tenant)
LEASE TERM (OPTIONAL)	10 years from completion
DEMISED PREMISES (OPTIONAL)	The whole of the 2nd floor of 18 Threadneedle Place comprising the open-plan office, two meeting rooms, tea-point, three WCs, and the lift lobby shown shaded on the attached lease plan.
RELEVANT REPAIRING COVENANTS (OPTIONAL)	Clause 4.1 — to keep the Demised Premises in good and substantial repair and condition (but no further or better than the condition recorded in the Schedule of Condition annexed hereto).
SOC LEASE INCORPORATION STATUS	Pre-signing — to be annexed on lease completion
LEASE CLAUSE QUALIFYING REPAIR COVENANT (OPTIONAL)	Clause 4.1.1 — "…but no further or better than the condition recorded in the Schedule of Condition annexed at Schedule 5 of this lease."
PURPOSE OF SCHEDULE	Prepared on behalf of the tenant to limit their repairing liability under the new 10-year FRI lease. To be annexed to the lease at Schedule 5 and expressly referenced in the repair covenant.
SOC CONTEXT	Pre-lease baseline (commencement of tenancy)
PROPERTY TYPE	Office
CONSTRUCTION TYPE (OPTIONAL)	Reinforced concrete frame with brick infill, flat felted roof
APPROXIMATE AGE (OPTIONAL)	1978 (refurbished 2018)
NUMBER OF STOREYS (OPTIONAL)	6 (this Schedule covers the 2nd floor only)
TOTAL AREA (OPTIONAL)	285
MEASUREMENT STANDARD (OPTIONAL)	NIA — Net Internal Area

C Limitations & Definitions

LIMITATIONS	This Schedule of Condition provides a photographic and written record of the condition of the accessible parts of the Demised Premises at the date of inspection. It is not a structural report. Areas concealed by furniture, stored items, suspended ceiling tiles, or the raised access floor have not been inspected. Mechanical and electrical services have been recorded visually only — no performance tests were carried out. Areas not part of the Demised Premises (common parts, lift lobby beyond the demise line, lift shaft, roof) have not been inspected.
DEFINITIONS	For the purposes of this Schedule: Good — as new or refurbished; Sound — no notable defects; Fair — minor wear consistent with age; Poor — significant deterioration requiring attention; Defective — failed or failing, remedial works needed; N/A — not part of the demise, not present, or excluded from inspection. Crack widths: Hairline (<0.1mm), Very slight (up to 1mm), Slight (up to 5mm), Moderate (5-15mm), Severe (>15mm).

D External Condition

Record the condition of all external elements. Where no comment is made for a particular area, no disrepair is evident.

ITEM 1 Roof (over demise) / Roof covering

LOCATION / ELEVATION	Roof (over demise)
ITEM	Roof covering
DESCRIPTION	Flat felted roof above 2nd floor — not directly part of the demise but observed from external context.
CONDITION	Not inspected. Roof falls outside the demised premises; condition not recorded in this Schedule.
SEVERITY	N/A — not part of demise / not present / excluded
ACCESS / VISIBILITY	Not accessible

ITEM 2 Front elevation — 2nd floor windows / Windows

SOUND

LOCATION / ELEVATION	Front elevation — 2nd floor windows
ITEM	Windows
DESCRIPTION	Aluminium-frame double-glazed windows, fixed and openable; 12 No. across the demise frontage. Original to 2018 refurbishment.
CONDITION	Frames and seals sound. Single fixing seal to window 4 (east) shows minor weathering. Internal-face glazing clean and clear.
SEVERITY	Sound — no notable defects
ACCESS / VISIBILITY	Fully visible / inspected

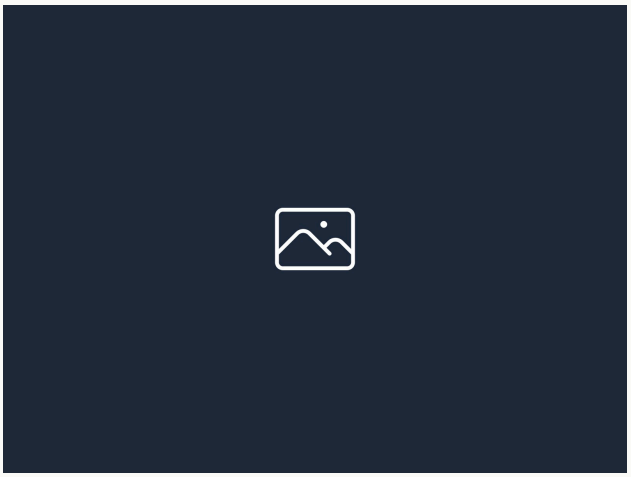


Fig. 1 — Front elevation windows — overall view

ITEM 3 Rear elevation — 2nd floor windows / Windows

SOUND

LOCATION / ELEVATION	Rear elevation — 2nd floor windows
ITEM	Windows
DESCRIPTION	Aluminium-frame double-glazed windows; 9 No. across the rear demise frontage.
CONDITION	All frames and seals sound. No defects observed.
SEVERITY	Sound — no notable defects
ACCESS / VISIBILITY	Fully visible / inspected

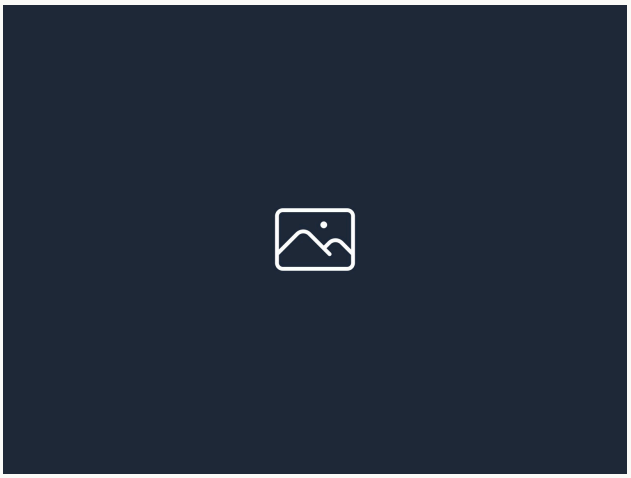


Fig. 2 — Rear elevation windows — overall view

E Internal Condition

Record the condition of all internal rooms and elements. Include walls, ceilings, floors, doors, windows, and fittings for each room.

ITEM 1 Ceiling

FAIR

ROOM / AREA	2nd floor — open-plan office
ITEM	Ceiling
DESCRIPTION	Suspended grid ceiling with 600×600 mineral fibre tiles; recessed LED light fittings.
CONDITION	Grid and tiles in good order. Two tiles in the north-east corner show minor edge-staining consistent with historic minor leak (now dry); marked but functional.
SEVERITY	Fair — minor wear consistent with age
ACCESS / VISIBILITY	Fully visible / inspected

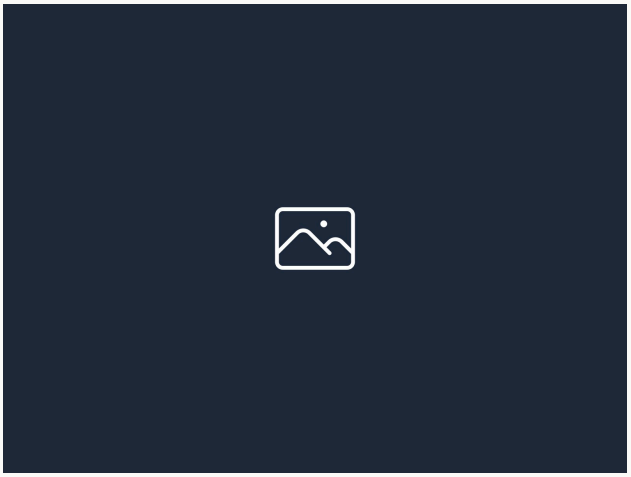


Fig. 3 — Open-plan ceiling — overall view

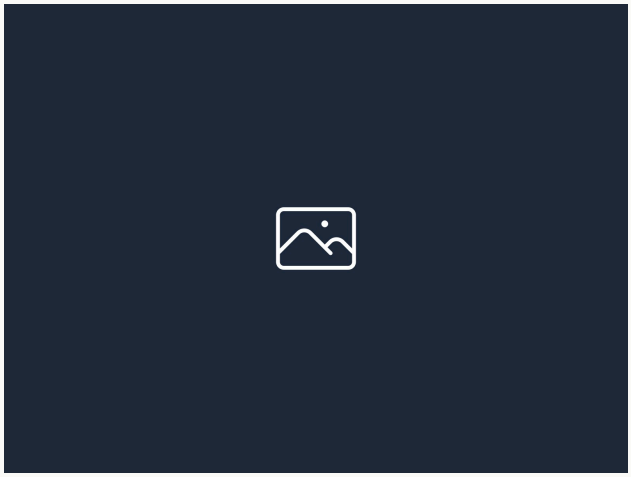


Fig. 4 — North-east stained tiles (recorded baseline)

ITEM 2 Walls

SOUND

ROOM / AREA	2nd floor — open-plan office
ITEM	Walls
DESCRIPTION	Plastered and painted plasterboard walls to perimeter, painted white throughout.

CONDITION	Sound and clean. Minor scuffing at workstation locations consistent with previous tenant use.
SEVERITY	Sound — no notable defects
ACCESS / VISIBILITY	Fully visible / inspected

ITEM 3 Floor

FAIR

ROOM / AREA	2nd floor — open-plan office
ITEM	Floor
DESCRIPTION	Bonded carpet tiles over raised access floor.
CONDITION	Carpet tiles in fair condition; uniform across the floor; no missing or lifted tiles observed. Some traffic-pattern shading visible in the principal routes.
SEVERITY	Fair — minor wear consistent with age
ACCESS / VISIBILITY	Fully visible / inspected

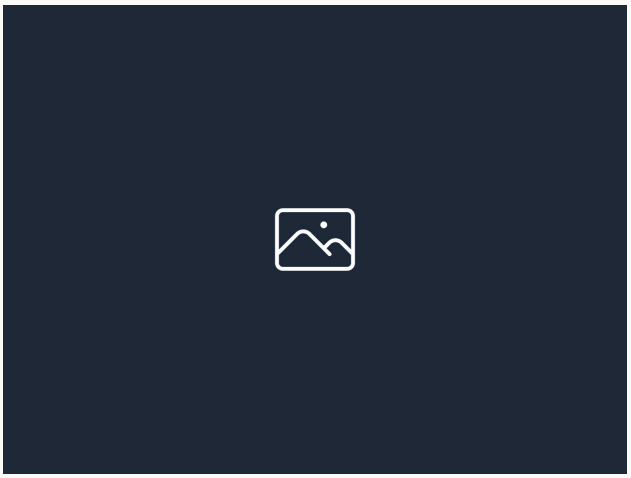


Fig. 5 — Open-plan carpet — traffic pattern in principal route

ITEM 4 Walls / glazed partition

ROOM / AREA	Meeting room 1
ITEM	Walls / glazed partition
DESCRIPTION	North wall full-height glazed partition (frameless glass on steel mullions); other walls plastered and painted.
CONDITION	Glazing intact. Door operates correctly. Paint finish good.
SEVERITY	Good — as new or refurbished

ACCESS / VISIBILITY	Fully visible / inspected

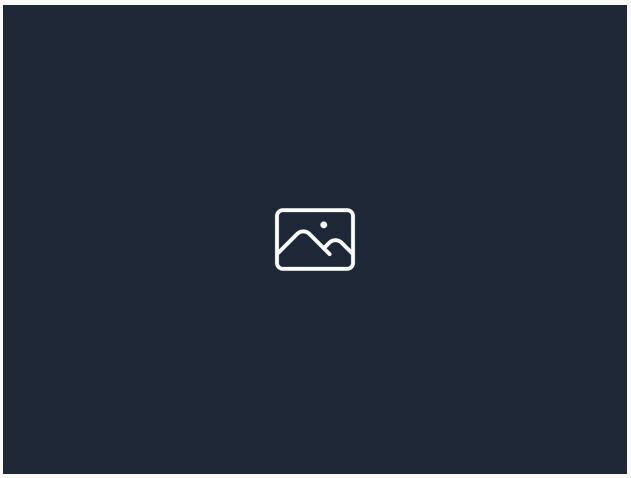


Fig. 6 — Meeting room 1 — glazed partition

ITEM 5 Walls / glazed partition

SOUND

ROOM / AREA	Meeting room 2
ITEM	Walls / glazed partition
DESCRIPTION	Similar specification to Meeting room 1.
CONDITION	All sound. Acoustic-seal strip at door head shows minor wear.
SEVERITY	Sound — no notable defects
ACCESS / VISIBILITY	Fully visible / inspected

ITEM 6 Kitchen fittings

ROOM / AREA	Tea-point
ITEM	Kitchen fittings
DESCRIPTION	Modern fitted base units, sink, plumbed-in dishwasher, two integrated fridges, laminate worktop.
CONDITION	Good order. All units operate; sealants intact.
SEVERITY	Good — as new or refurbished
ACCESS / VISIBILITY	Fully visible / inspected

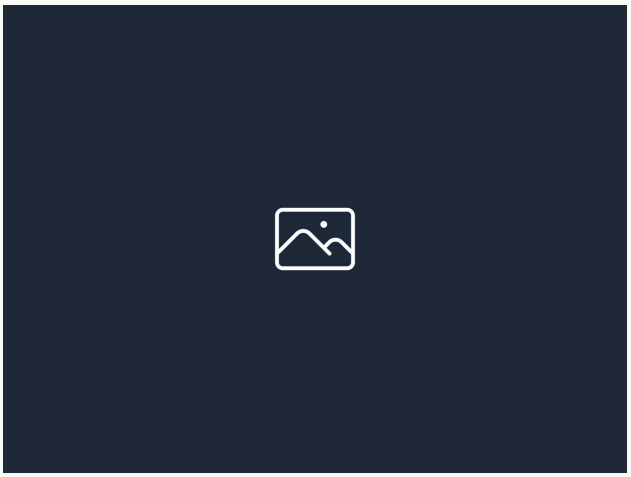


Fig. 7 — Tea-point fittings

ITEM 7 Sanitary ware + finishes

ROOM / AREA	WC 1 (accessible)
ITEM	Sanitary ware + finishes
DESCRIPTION	Ceramic close-coupled WC, basin, grab rails, painted plasterboard walls, vinyl flooring.
CONDITION	All sound. Sealant fresh.
SEVERITY	Good — as new or refurbished
ACCESS / VISIBILITY	Fully visible / inspected

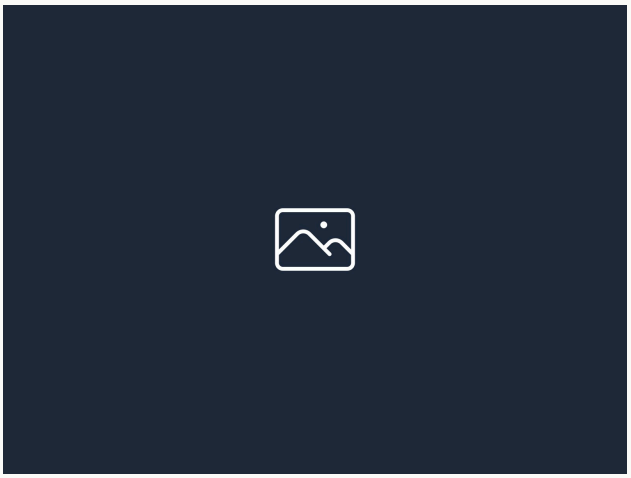


Fig. 8 — Accessible WC

ITEM 8 Sanitary ware + finishes

SOUND

ROOM / AREA	WC 2 + WC 3 (single cubicles)
ITEM	Sanitary ware + finishes
DESCRIPTION	Two single-cubicle WCs with basins; ceramic finishes.
CONDITION	Sound throughout; sealants intact.
SEVERITY	Sound — no notable defects
ACCESS / VISIBILITY	Fully visible / inspected

F Building Services

Record the condition of mechanical, electrical, and other building services. Note that services have not been tested for performance unless explicitly stated.

SERVICE 1 Plant room (common parts — visible from 2nd-floor cupboard riser)

SERVICE TYPE	Heating system
VISUAL CONDITION	Good — modern installation
DESCRIPTION / SPECIFICATION	Centralised gas-fired LPHW boiler (Vaillant Ecotec Plus 80, installed 2018 per visible label) serving radiators throughout the demise via 2nd floor distribution loop.
LAST CERTIFICATE / TEST DATE (OPTIONAL)	14 February 2026
NOTES	Annual Gas Safety certificate dated 14 February 2026 sighted at landlord's facilities desk. Boiler in plant room is not part of the demise but its 2nd-floor distribution is.

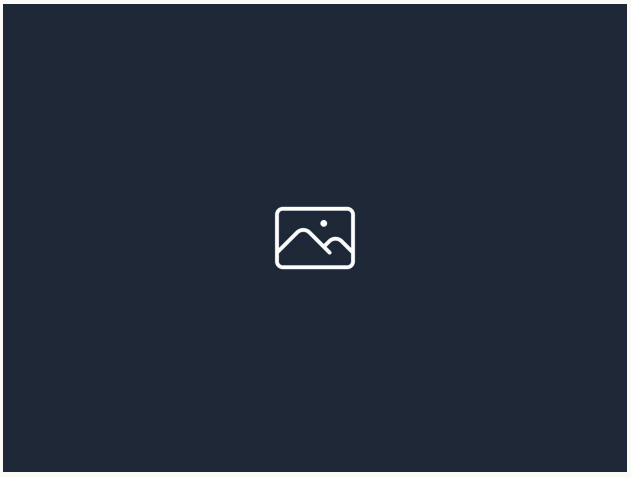


Fig. 9 — Boiler installation label (plant room riser)

SERVICE 2 Open-plan office — ceiling-mounted units

SERVICE TYPE	Cooling / Air conditioning
VISUAL CONDITION	Sound — functional
DESCRIPTION / SPECIFICATION	Four Mitsubishi Heavy Industries ceiling cassette VRF units, original to 2018 refurbishment.

NOTES	No performance test carried out. Filters appear clean on visual inspection.

SERVICE 3 Riser cupboard

SERVICE TYPE	Electrical installation
VISUAL CONDITION	Good — modern installation
DESCRIPTION / SPECIFICATION	Demise-distribution-board, 18th Edition compliant, RCBO-protected.
LAST CERTIFICATE / TEST DATE (OPTIONAL)	9 April 2025
NOTES	EICR dated 9 April 2025 sighted; certificate copy obtained for the Schedule appendix.

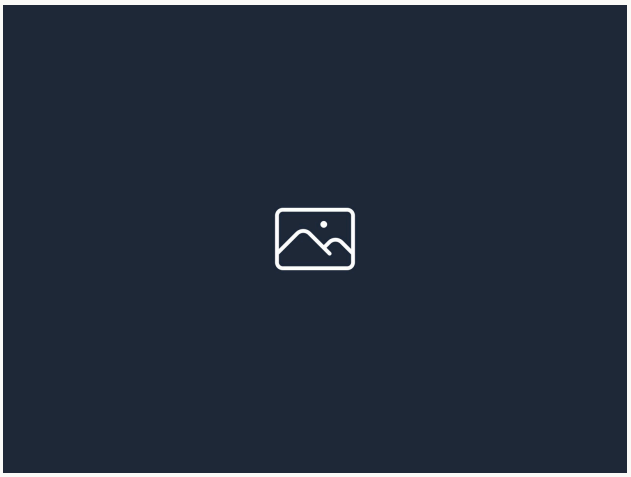


Fig. 10 — Distribution board — riser cupboard

SERVICE 4 Throughout

SERVICE TYPE	Fire alarm / detection
VISUAL CONDITION	Sound — functional
DESCRIPTION / SPECIFICATION	Addressable L1 fire alarm system, smoke and heat detectors at typical compartment density.
LAST CERTIFICATE / TEST DATE (OPTIONAL)	12 March 2026
NOTES	Weekly call-point test log evidenced. Annual maintenance certificate dated 12 March 2026.

G Summary

OVERALL SUMMARY	The 2nd floor of 18 Threadneedle Place is in good overall condition consistent with the 2018 refurbishment. Finishes are clean and serviceable, services are modern and certificated, and no significant deterioration is present. A small number of minor and cosmetic items have been recorded (carpet traffic patterns in the open-plan, two staining ceiling tiles in the north-east corner) but no items are rated Poor or Defective.
SIGNIFICANT FINDINGS (OPTIONAL)	No items rated Poor or Defective. Two minor items (E1 ceiling tiles, E3 carpet traffic patterns) are recorded as Fair condition as a baseline against which the tenant's liability under Clause 4.1 will be limited.
ITEMS RATED GOOD	5
ITEMS RATED SOUND	7
ITEMS RATED FAIR	2
ITEMS RATED POOR	0
ITEMS RATED DEFECTIVE	0

H Declaration

DECLARATION

We the undersigned confirm that this Schedule of Condition provides a factual record of the condition of the property at the date of inspection stated above. This Schedule is not a structural report and does not express opinion on causation, liability, or required remedial works. The photographs and written descriptions form an integral part of this record and must be read together. Areas not inspected, as listed in Section B, are not recorded and are therefore not protected by this Schedule.

WAS AI USED IN THIS REPORT?	Yes
DATE OF REPORT	15 May 2026
LANDLORD NAME (FOR SIGNING BLOCK)	For and on behalf of Threadneedle Estates Limited
LANDLORD — FOR AND ON BEHALF OF (OPTIONAL)	Threadneedle Estates Limited
TENANT NAME (FOR SIGNING BLOCK)	For and on behalf of Argyll Marketing Limited
TENANT — FOR AND ON BEHALF OF (OPTIONAL)	Argyll Marketing Limited

AI USE

The following AI tools were used in preparing this report: AI-generated text or descriptions.

RELIABILITY ATTESTATION

I have reviewed the AI-assisted sections of this report. Applying professional judgement, I consider the output suitable for its intended purpose.

SURVEYOR SIGNATURE



LANDLORD

For and on behalf of Threadneedle Estates Limited

For and on behalf of Threadneedle Estates Limited

Signed Date

To be completed by landlord on the printed copy of this Schedule of Condition.

TENANT

For and on behalf of Argyll Marketing Limited

For and on behalf of Argyll Marketing Limited

Signed

Date

To be completed by tenant on the printed copy of this Schedule of Condition.

Photographic Record

Item 2 — Front elevation — 2nd floor windows / Windows

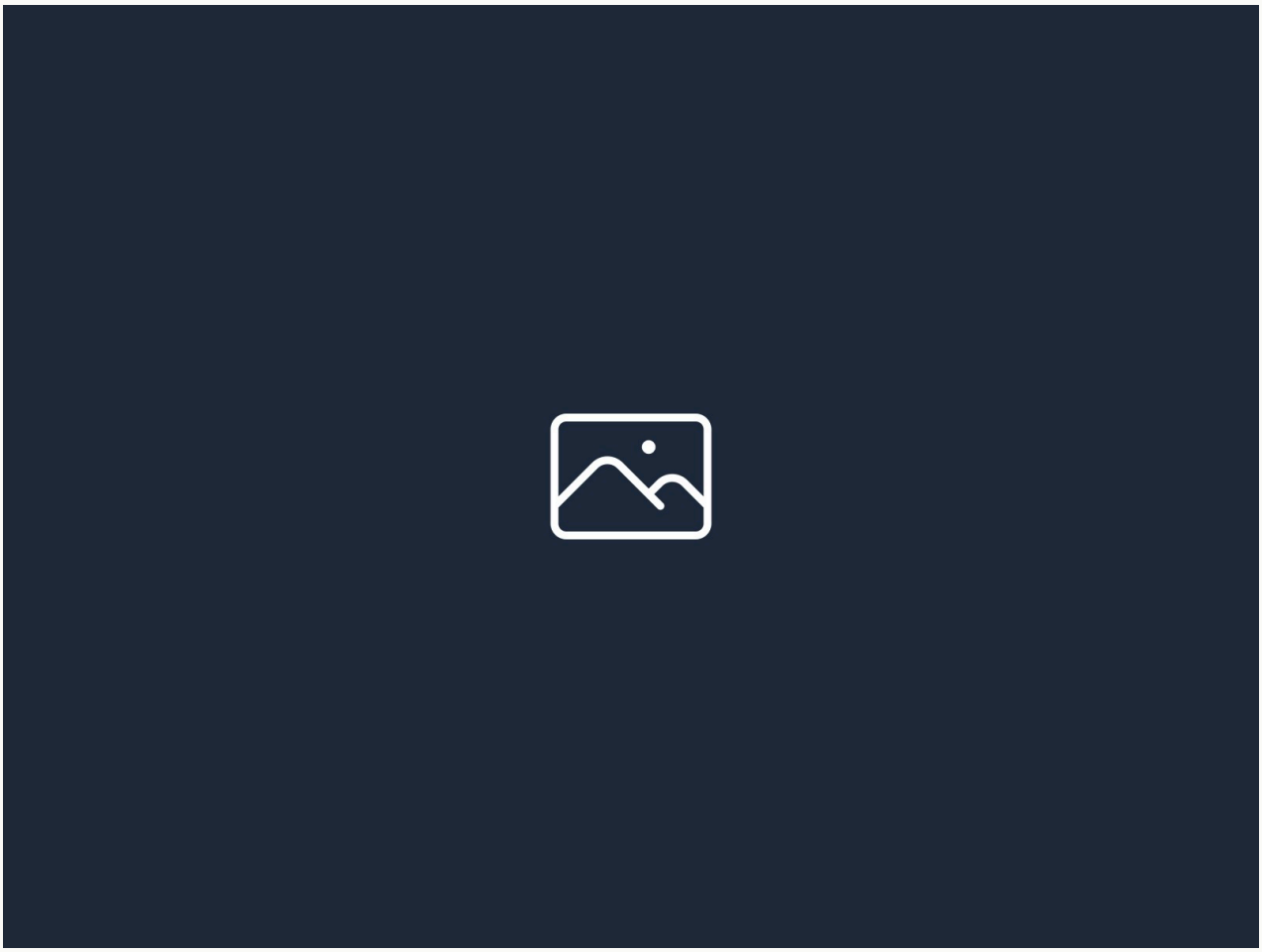


Fig. 1 — Front elevation windows — overall view

Item 3 — Rear elevation — 2nd floor windows / Windows

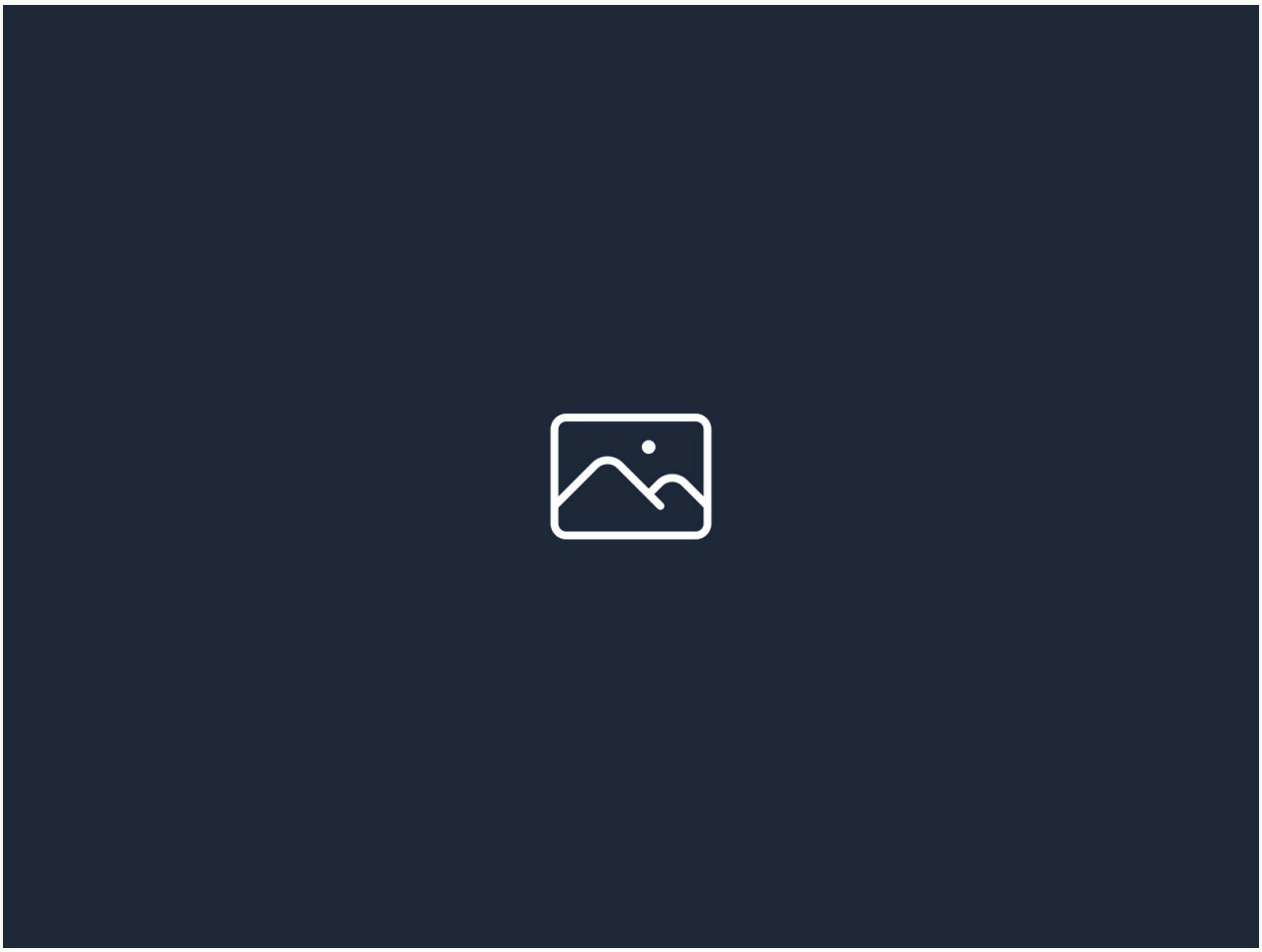


Fig. 2 — Rear elevation windows — overall view

Item 1 — Ceiling

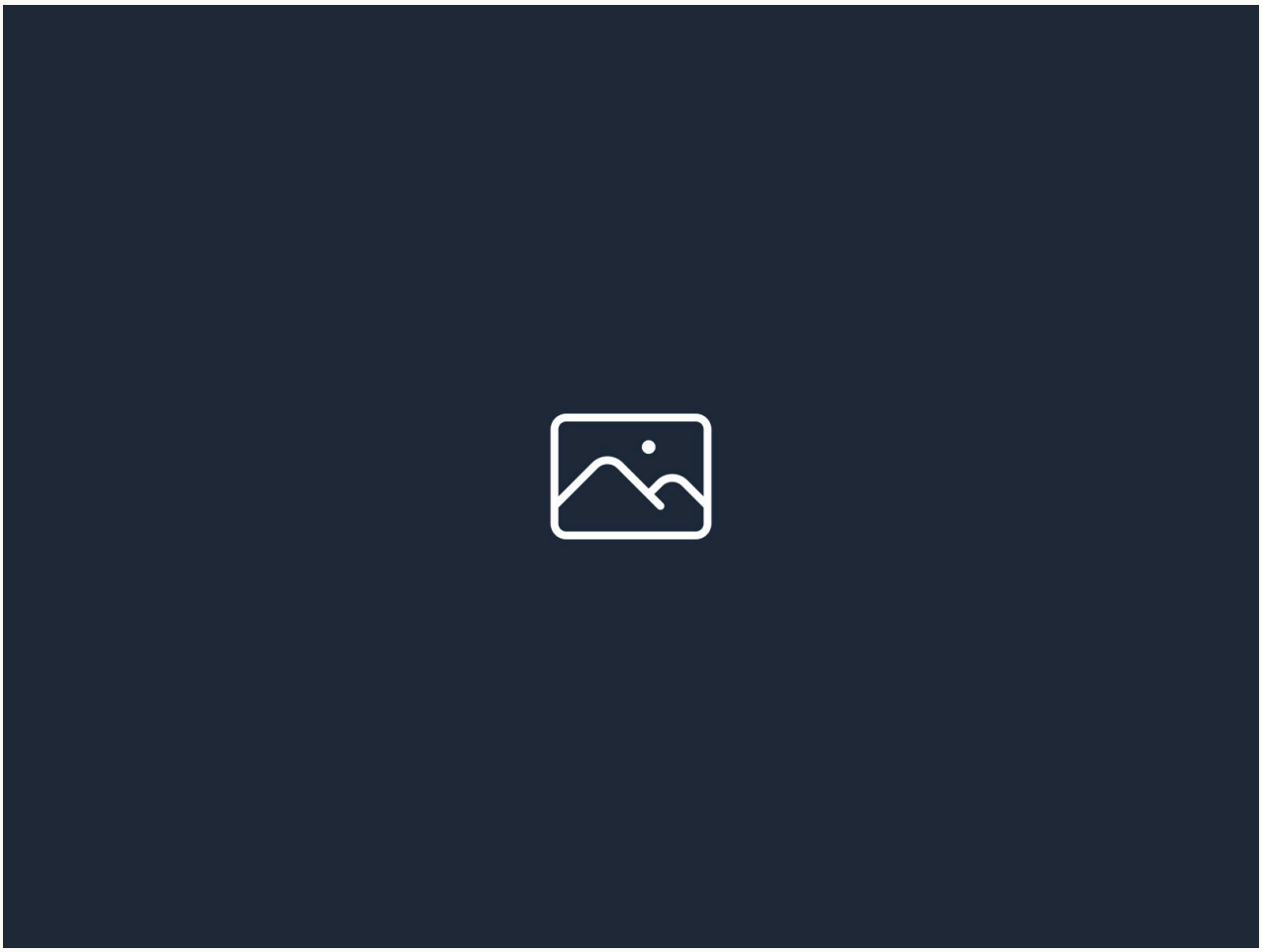


Fig. 3 — Open-plan ceiling — overall view

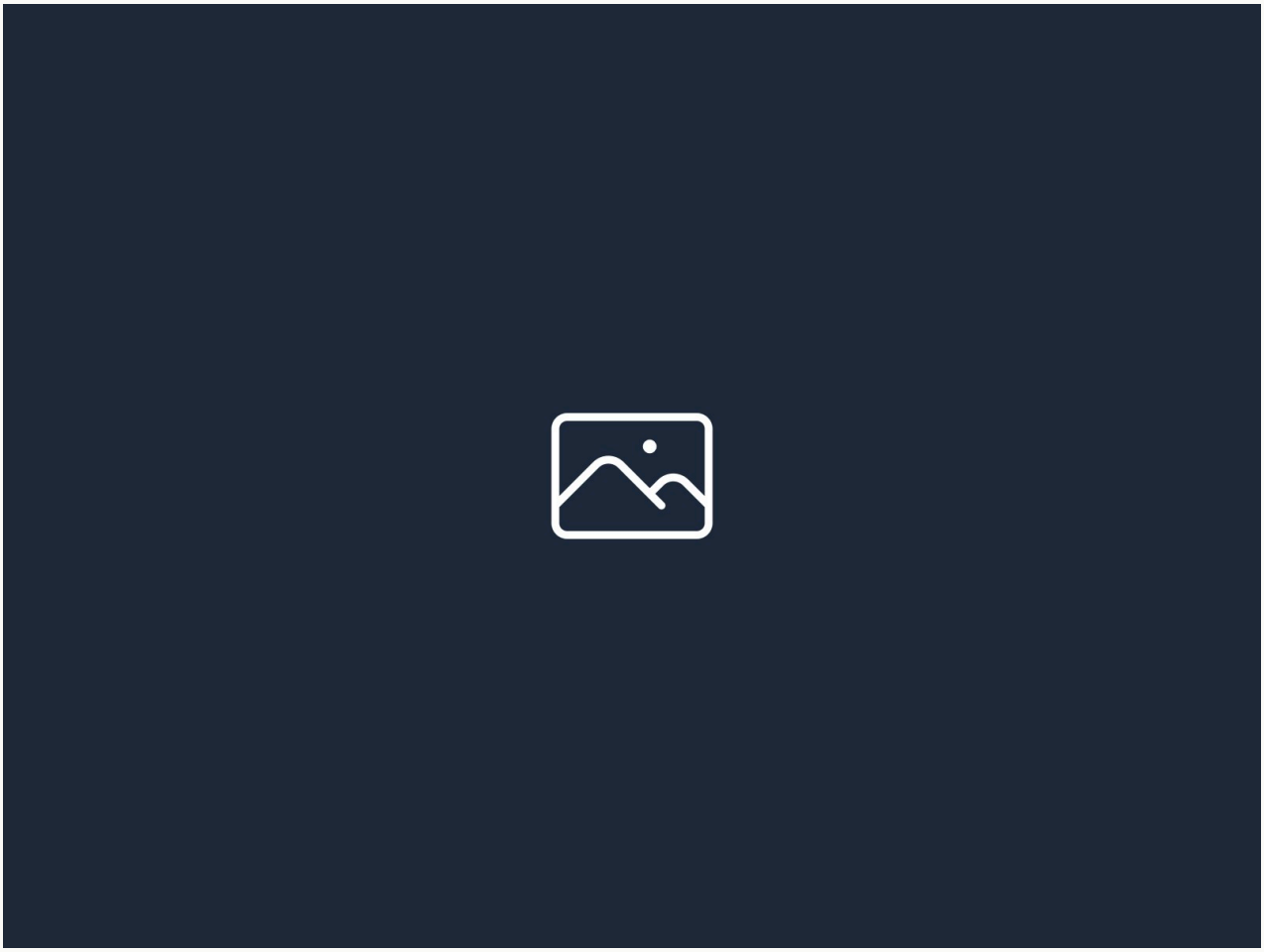


Fig. 4 — North-east stained tiles (recorded baseline)

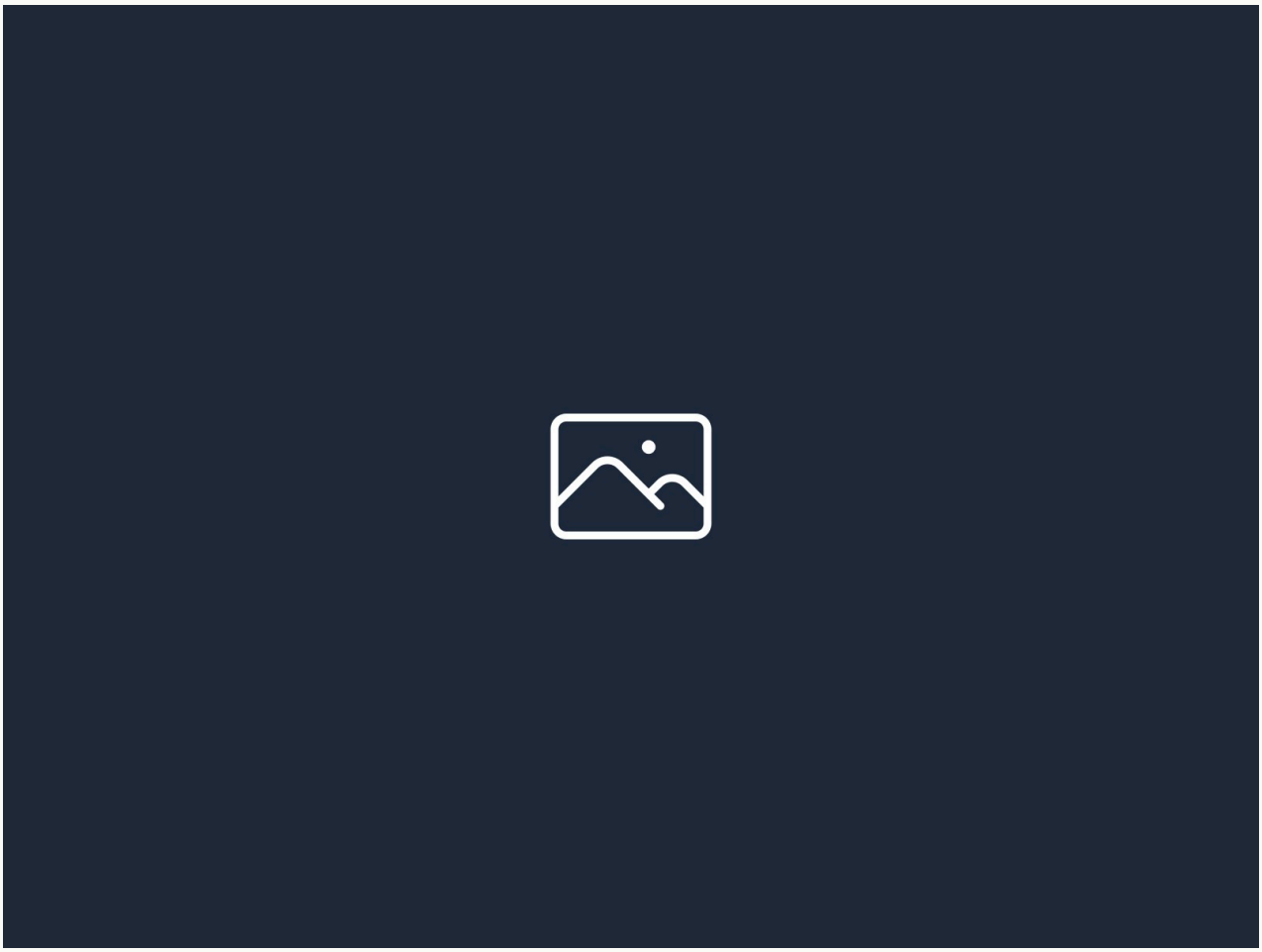


Fig. 5 — Open-plan carpet — traffic pattern in principal route

Item 4 — Walls / glazed partition

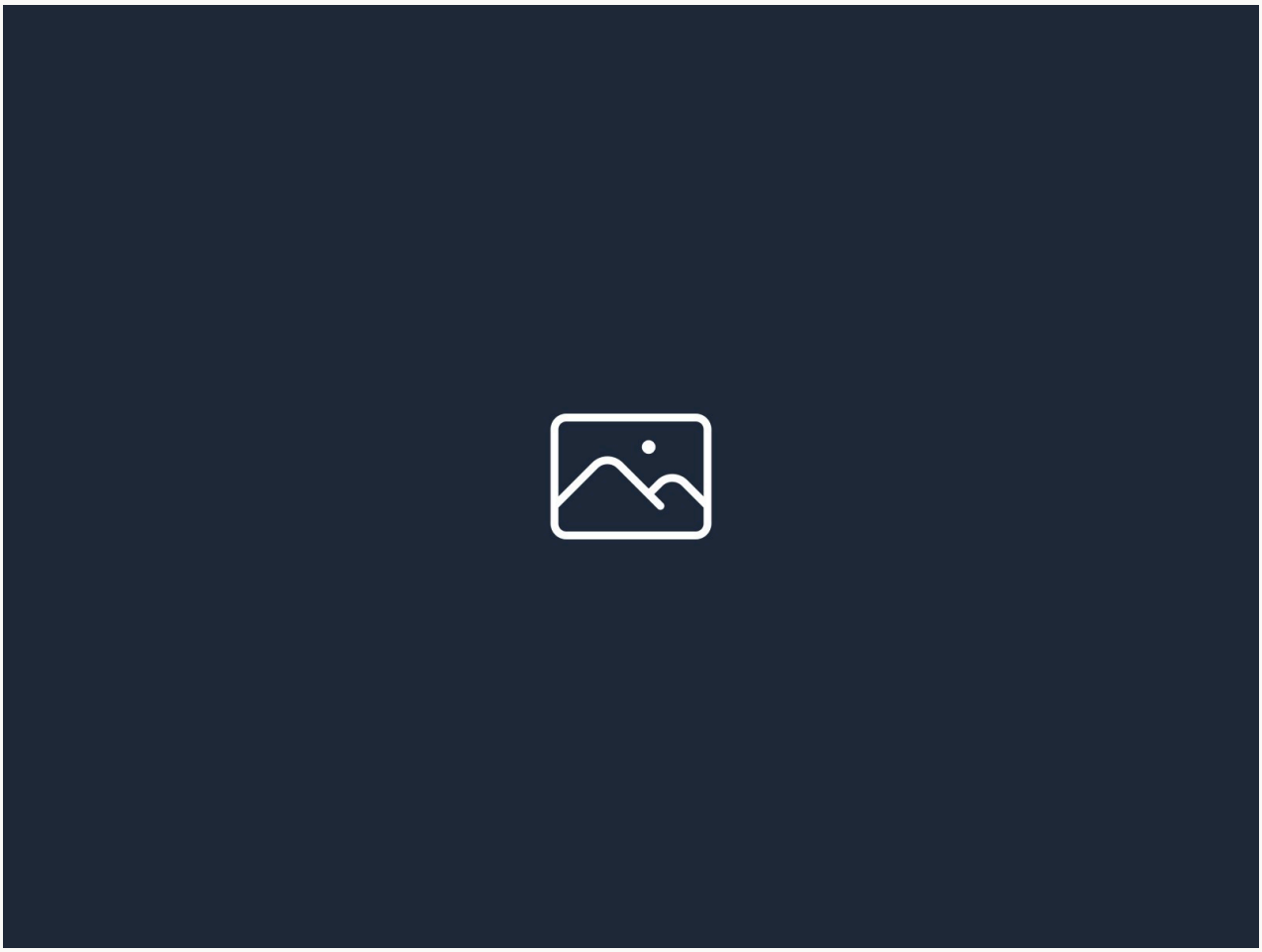


Fig. 6 — Meeting room 1 — glazed partition

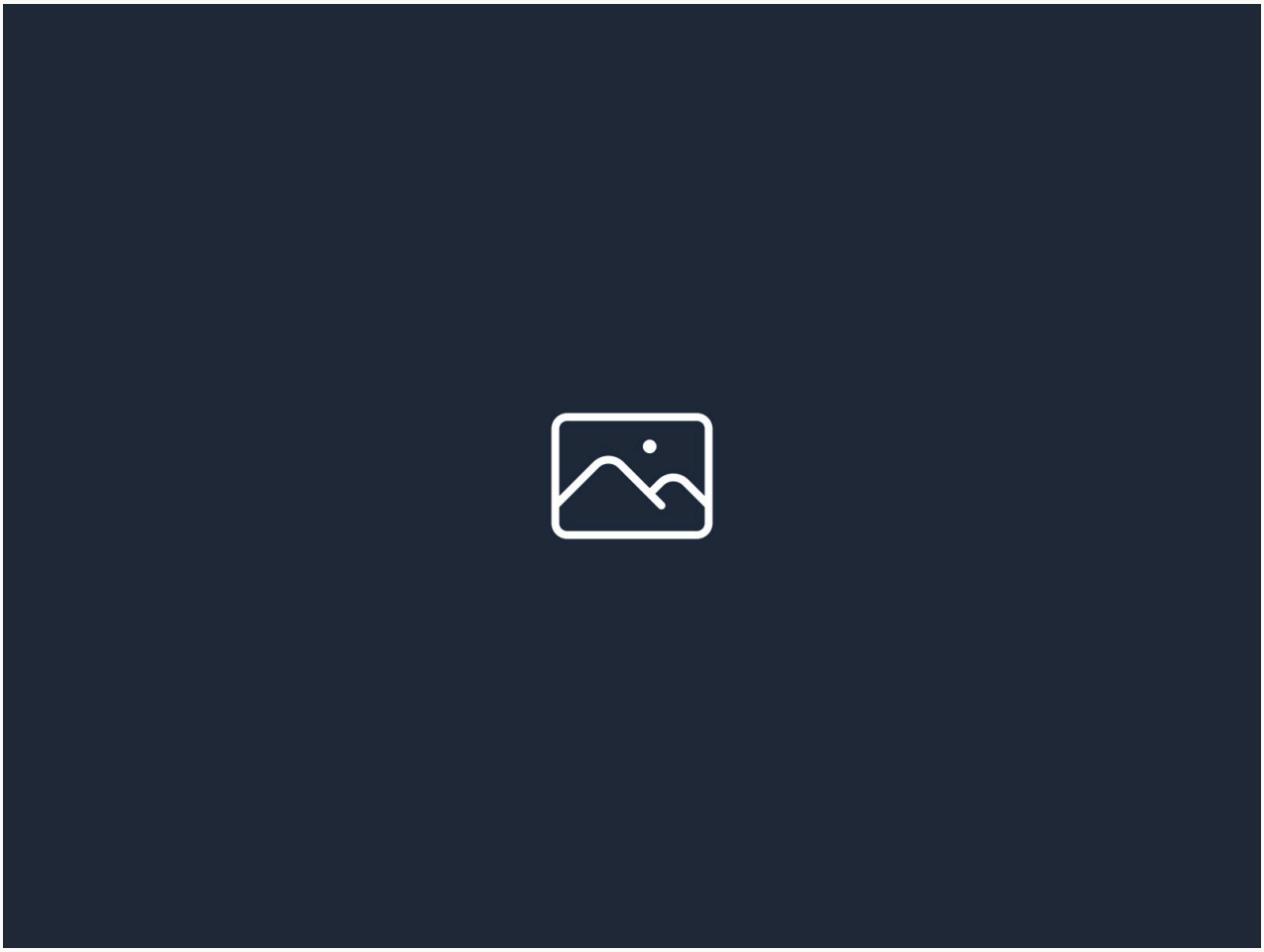


Fig. 7 — Tea-point fittings

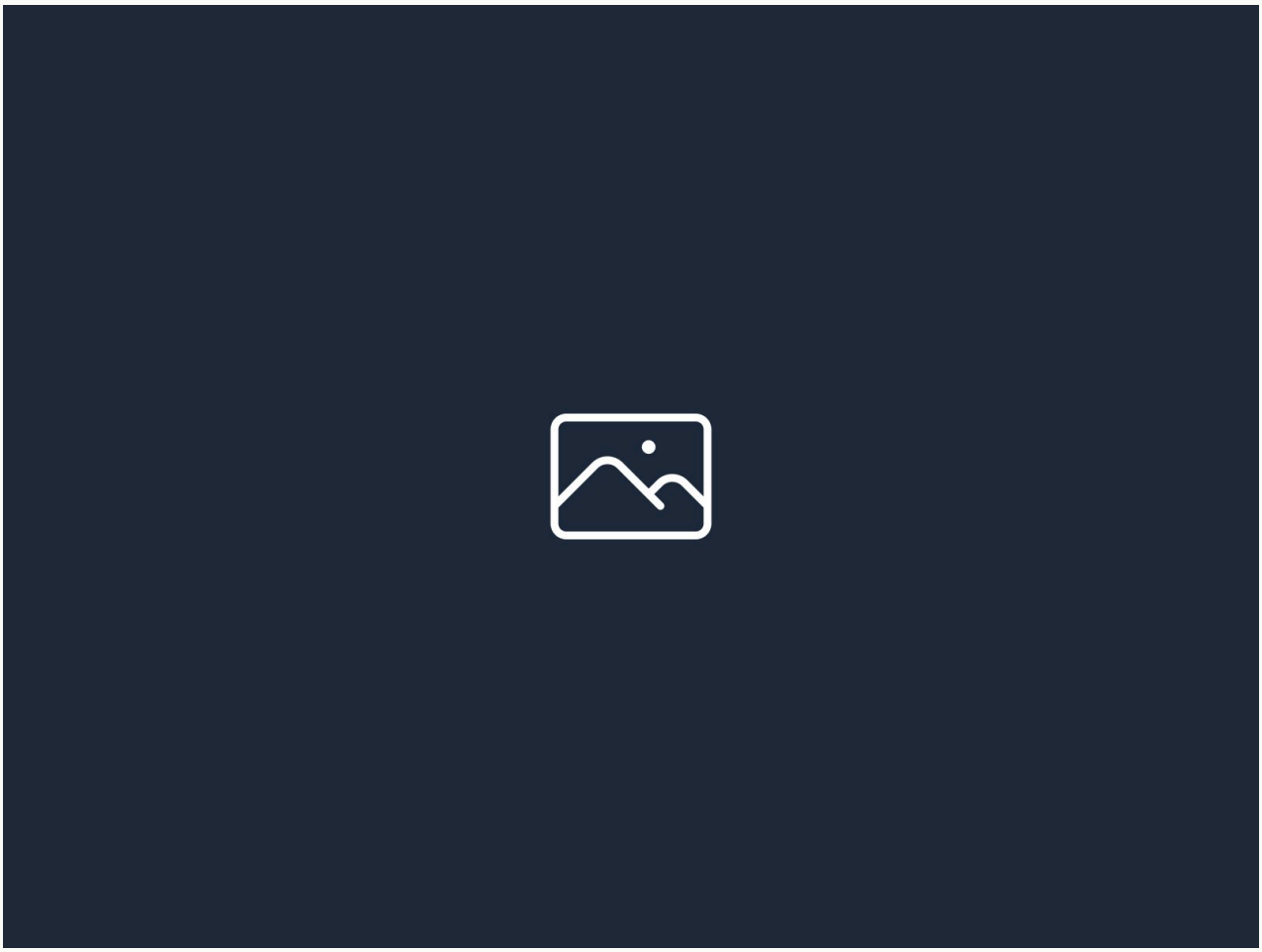


Fig. 8 — Accessible WC

Service 1 — Plant room (common parts — visible from 2nd-floor cupboard riser)

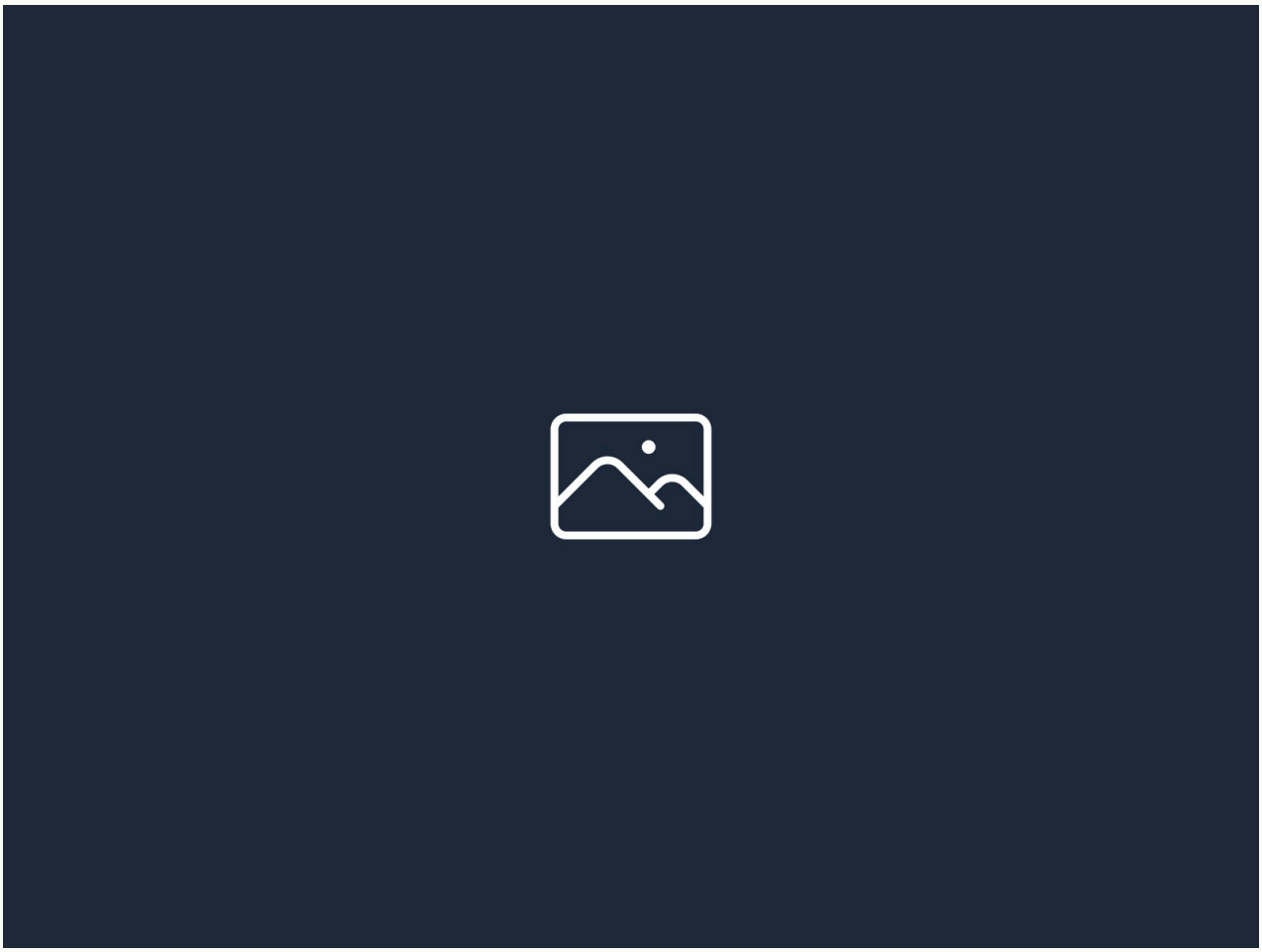


Fig. 9 — Boiler installation label (plant room riser)

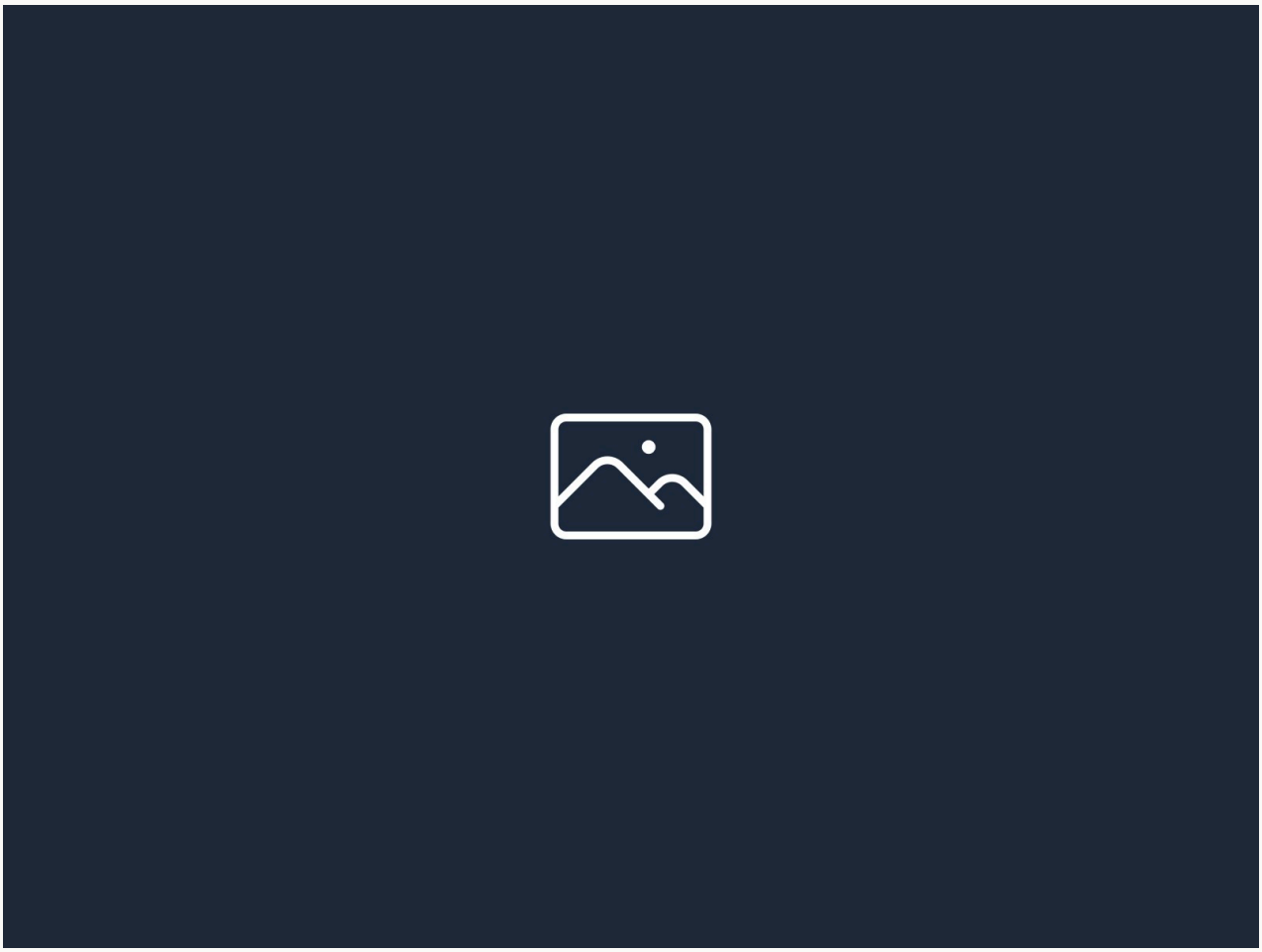


Fig. 10 — Distribution board — riser cupboard