



**Building
Surveyors**

Heritage & Design Ltd

BACKGROUND

of

Heritage and Design Ltd

Work Based Project

Alison Durie

1803847

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Work Based Project – ACBA 5009

Background – Heritage and Design Ltd

Heritage and Design Ltd is a building surveying company set up by Mr John Durie and Mrs Alison Durie. John was the sole director until 29 October 2019, when Alison, the company secretary until then, was also made a director. The company was incorporated in 2005 and registered in Scotland initially under the name of Strathaven Design Limited, where the company was originally based. Work undertaken in the early stages was mainly building design for clients wishing to obtain planning and building warrant permissions for alterations to mostly domestic properties. John was also working in the wider industry, with national building consultancies then focusing on conservation, while working for the National Trust for Scotland. During this time while developing his own knowledge in conservation the newer company emerged currently known as Heritage & Design Ltd. As a wider knowledge developed in terms of all things conservation which allowed a shift of focus for the company and of the work undertaken, moving away from design, planning and building warrants to more specialist services in building pathology and the use of traditional materials. The company currently offers a range of services including consultancy work, dampness and timber surveys to full building/structural surveys, boundary and party wall disputes and expert witness work. The work-based project to be undertaken will involve several elements the company regularly undertakes and will be overseen by John Durie.

As the company only employs two staff there is no legal requirement to have a formal Health and Safety policy, however health and safety procedures are followed where possible. There is an agreement by the directors that working at height and in confined spaces will be necessary in some cases, and when these activities are carried out work is always done in pairs, with a verbal risk assessment discussed prior to activity. Equipment is provided by the company to ensure all work carried out can be done in line with Health and Safety procedures as far as reasonably practicable (*HSAWA, 1974*). A range of personal protective equipment is provided for additional protection when working, for example dust masks, latex gloves, safety glasses and shoe covers.

Time management is key within the company currently as the Director, John Durie, is studying an MSc in the Conservation of Historic Buildings at the University of Bath. This means John is away from home Wednesday to Friday and therefore access to him is limited. On-site work for the work-based project needs to be carried out early in the week, with any professional conversations either at the survey or in the evenings. Paid work for the company is currently carried out during the weekends, with reports written generally Sunday and Monday, this does impact on all other study time, so organisational skills is key. Students will have a degree of autonomy and responsibility to ensure they complete their work within the timescales agreed and outlined within the learning contract.

The work-based project will be reviewed by the director and the client on occasional site visits and discussions thereafter. The university mentor assigned, Gavin Traylor, will also be involved on a regular basis with the student and the workplace mentor providing guidance throughout the project. The company is linked to various professional social media sites, in particular LinkedIn, where posts are made on a regular basis provoking professional discussion and comment. There is also a professionally built website that has regular updates and case studies and current/up to date work undertaken by the company. It is a possibility that the work-based project completed by the student(s), will be included in the wider marketing material as a published piece of work on this website, as will some detail about the company's involvement with UWTSD in shaping the workforce of the future.

The company is home based, software used is Microsoft office suite, including word, excel and PowerPoint and AutoCAD when required. AutoCAD and Revit are available via the University as a student membership. Printers, laminators and binders will all be at student disposal as will the equipment used on site. Students will be issued with the following equipment to help them complete the work-based project:

- Cameras – pocket and super-zoom
- Torches
- Surveying ladders
- Manhole keys
- Spirit levels

- Head torch
- Paper (including waterproof) for when recording outside in the rain, pens, pencils
- PPE

A range of electronic equipment will be available to use under supervision:

- Moisture meters that read relative humidity levels, flat plane surfaces to a depth of 19mm, spot temperature, condensation risk and moisture levels within timber
- Thermal imaging camera
- Borescope
- Binoculars
- Oscillating multi tool (to form floor access if allowed)
- Calcium carbide (Speedy) meter
- Digital laser measure

These are only tools to help determine issues that are present. It is important that the information gathered during the use of the equipment is interpreted correctly, so discussion will take place on site about the equipment and its limitations when determined defects and possible solutions, to ensure students understanding.

Stage 1 – completion date 30 December 2019

The first stage of the work-based project will take place Tuesday 12 November 2019, with a full measured survey of the property and garden, under the supervision of John Durie. Arrangements with the owner and tenant will take place prior to this with estimated time on site also being confirmed 10.30-16.30. It is hoped that all the relevant information will be gathered during the survey, however if additional site visits are required access will be made available by prior arrangement. It is agreed between the student and mentor, that work on the project will be undertaken by the student weekly as the survey and report is progressed. Professional discussions will take place based on Q&A's from the students and when the work is reviewed by the mentor. Once the report is produced the client will have time to read and digest all information before making an informed decision about the property.

Stage 2 – Drawings of site and proposals completion date 28 February 2020

Obtain location and block plan of the property. Complete AutoCAD layout and elevation drawings of existing and proposed outline planning for additional dwelling.

Stage 3 – Planning applications and cover letter to client completion 30 March 2020

The final stage of the project will be to complete a planning application and compose a letter to the client confirming all work is complete and submission of application is ready. Any correspondence from the Local Authority regarding the application will be directed to the client.

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