

## Development Stage 2 – Design and Planning HAI – SCRIBE SIGN OFF



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<b>HAI Scribe date</b>	<b>22/08/19</b>	
<b>Description of works</b>	<b>Phase 2 Hospital Expansion- Orthopaedic Theatres (Level3)</b>	
<b>HAI-SCRIBE review team</b>	<p><b>‘Healthcare Associated Infection System for Controlling Risk in the Built Environment’ (HAI-SCRIBE, Version 2), ‘HAI-SCRIBE Implementation Strategy’ and ‘Scottish Health Facilities Note 30: Version 3’.</b></p> <p><b>Declaration:</b> We hereby certify that we have cooperated in the application of and where applicable to the aforesaid documentation.</p>	
<b>Name</b>	<b>Designation / Company</b>	<b>Contact details</b>
Development and review of 1:50 plans have not had oversight of an ICD.		
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## DEVELOPMENT STAGE 2 : HAI-SCRIBE applied to the design and planning stage of the development

Issues to be considered at the design and planning stage of the development will include an overall assessment of the project and any infection spread risk from the design and layout of the facility. An assessment of infection risk from detailed engineering and building features should also be undertaken.

Issues to be considered include (but are not limited to) the following:

- The design and layout of the healthcare facility should not encourage the spread of infection
- The design and layout of the healthcare facility should take account of the healthcare procedures and services to be provided and the appropriate management of risk required for the range of population groups (reference Development stage 4 verification of work carried out)
- Finishes and floors, walls, ceilings, doors, windows, fixtures and fittings
- Space around beds
- Isolation rooms
- Provision of hand-wash basins, liquid soap dispensers, paper towel and alcohol hand rub dispensers.
- Provision of sinks for decontamination purposes
- Engineering services
- Storage facilities
- Laundry and linen services

It should be noted that this document can be used for clinical and non-clinical areas and some of the questions in the checklist may not apply e.g. building external plant rooms, car parking facilities. In these cases, other issues may require to be addressed and the project team should consider these. All additional information should be added to the appropriate section of this document.

**Design and Planning: Checklist to ensure all aspects have been addressed**

2.a	Brief description of the proposed development project and the planned development site.	Phase 2 Hospital Expansion- Development of 5 Orthopaedic theatres and associated supporting accommodation	
2.b	Identify any potential hazards associated with the design and/or proposed site.	<ol style="list-style-type: none"> <li>1. Site has been identified as a medium risk UXO location due to WW2 bombing.</li> <li>2. Site adjacency to existing live hospital services</li> </ol>	
2.c	Identify any risks associated with the hazards above.	<ol style="list-style-type: none"> <li>1. Site disruption in the event unexploded bomb neutralisation is required.</li> <li>2. The risk of infection associated with construction</li> </ol>	
2.d	Outline the control measures that require to be implemented to eliminate or mitigate the identified risks. Ensure these are entered on the project risk register.  <b>Control Measures</b> <ol style="list-style-type: none"> <li>1. Desktop UXO study completed. Ground penetrating radar survey undertaken. UXO monitoring undertaken during all intrusive excavation works.</li> <li>2. Detailed site logistics planning to take place and staging of breakthrough associated HAI SCRIBE and Transplant Risk Assessment.</li> </ol>		
2.e	<p><b>Unintended consequences</b> It has been recognised that control measures identified to address the project risk may have unintended consequences e.g. closure of windows can lead to increased temperatures in some areas. Such issues should be considered at this point, they should be noted and action to address these taken.</p> <p><b>Potential Problems</b> Nil noted</p> <p><b>Control Measures</b> NA</p>		
2.f	<b>Actions to be addressed</b>  NIL	<b>By whom</b>	<b>By When</b>



3	<p><b>Waste</b></p> <p>Are designed waste management facilities and systems robust and fit for purpose? Consider:</p> <ul style="list-style-type: none"> <li>▪ Local and central storage</li> <li>▪ Systems for handling and compaction of waste</li> </ul> <p>Systems for separation and security of waste (especially healthcare and clinical waste)</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comments:</p> <p>Disposal hold adjacent to FM lifts provided; this is designed to fit 4x 770 litre Eurobins each and 2 x Used linen cage. Type &amp; volume of waste segregation to be defined locally. As a result of the disposal room size, regular waste/used linen uplifts will be required throughout the day.</p> <p>Rooms specific waste bins are defined on 1:50 plan and equipment lists. Dirty Utility rooms are adjacent to all theatres. One dirty utility will have a macerator.</p>
		<p>Have these issues and actions to be taken been noted above?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comments:</p>

DEVELOPMENT STAGE 2: HAI-SCRIBE applied to the design and planning stage of the development		Mark 'X' in the appropriate box			
General Overview		Yes	No	N/A	
4	<p><b>Laundry</b></p> <p>Are there satisfactory arrangements for effective management of laundry? Consider:</p> <ul style="list-style-type: none"> <li>▪ Local and central storage</li> <li>▪ Systems for movement of laundry to central storage</li> <li>▪ Systems for handling laundry</li> <li>▪ Systems for separation and security of laundry, especially infected laundry</li> </ul>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• Main linen store 8.8m2 area located within the FM area to serve 5 theatres. This area will hold 6-7 clean linen cages.</li> <li>• Scrub pick up area This designated area is adjacent to staff changing. Work is underway to review the use of scrub vending machines. In the event this is not an option this area is capable of holding 3 scrub trolleys</li> <li>• Linen requirements theatre Minimal linen requirements in theatre. A small linen cupboard has been provided in the exit bag to store linen for each day.</li> <li>• Used linen Used linen will disposed of after each case into a red alginate bag ( if contaminated) then clear bag and taken to disposal hold.</li> </ul>			

	Have these issues and actions to be taken been noted above?	Comments:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5	<p><b>Housekeeping</b></p> <p>Are there sufficient facilities and space for the cleaning and storage of equipment used by hotel services staff and estates staff?</p> <p>Have these issues and actions to be taken been noted above?</p>	<p>Comments:</p> <p>8.8 m2 DSR located within the FM area, containing janitorial sinks and enclosed storage. Ideally this should be 10m2 in size, however a further DSR is planned within refurb area of theatre.</p> <p>Comments:</p>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6	<p><b>Staff Changing</b></p> <p>Are staff changing and showering facilities suitably sited and readily accessible for use, particularly in the event of contamination incidents?</p> <p>Have these issues and actions to be taken been noted above?</p>	<p>Comments:</p> <p>Staff changing &amp; showers provided.</p> <ul style="list-style-type: none"> <li>Female changing designed to hold 78 lockers/2 showers &amp; 5 WCs. This space can also accommodate staff from Endoscopy/SARU if required.</li> <li>Male changing designed to hold 30 lockers/2 showers/2 wcs and urinals.</li> </ul> <p>Comments:</p>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

DEVELOPMENT STAGE 2: HAI-SCRIBE applied to the design and planning stage of the development General Overview		Mark 'X' in the appropriate box					
7	Does each ward allow sufficient single room accommodation and space between beds to comply with the current guidance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	Have these issues and actions to be taken been noted above?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Comments:							
8	Are there sufficient single rooms to accommodate patients' known/potential risk of infection? Is there satisfactory provision of isolation facilities for infectious and potentially infectious patients?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	Have these issues and actions to be taken been noted above?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Comments:							
9	Are all planned surfaces, fixtures and fittings designed to be easily cleaned and maintained in a clean condition? Included (but not limited to):	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Floors</li> <li>▪ Walls</li> <li>▪ Ceilings</li> <li>▪ Doors</li> <li>▪ Windows</li> <li>▪ Fixtures and fittings and soft furnishings</li> <li>▪ Curtain Rails and curtains</li> <li>▪ Lighting</li> <li>▪ Toilets, baths, showers etc.</li> <li>▪ Concealed service ducting</li> <li>▪ Anything else of note</li> </ul>	Comments: All fixtures and fittings have been requested to be compliant with SHFN 30 Part A & withstand decontamination in accordance with the National Infection Prevention and Control Manual.					
Have these issues and actions to be taken been noted above?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Comments:							

DEVELOPMENT STAGE 2: HAI-SCRIBE applied to the design and planning stage of the development General Overview		Mark 'X' in the appropriate box					
10	Are soft furnishings covered with impervious material and are curtains able to withstand washing at disinfection temperatures?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Comments:		Any soft furnishings detailed in equipment lists must be impervious and wipeable. In particular rest room furniture.					
11	Is the toilet, bath and shower accommodation conveniently sited in relation to the ward and, where possible, is this accommodation en-suite?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Comments:							
	Have these issues and actions to be taken been noted above?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Comments:							
12	Are bathrooms/toilet facilities easy to clean?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Comments:		All sanitary fittings requested to be compliant with SHFN 30/SHTM 64.					
13	Where required are there sufficient en suite single rooms with negative/positive pressure ventilation to minimise the risk of infection?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Comments:							
14	<b>Hand Hygiene</b> Does each single room have clinical hand-wash basin, liquid soap dispenser, paper towels, and alcohol rub dispenser in addition to the hand-wash basin in the en-suite facility?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Comments:							
15	Do intensive care and high dependency units have sufficient clinical hand-wash basins, liquid soap dispensers, paper towels, and alcohol rub dispensers conveniently accessible to ensure the practice of good hand hygiene? An assessment should be made, however, to ensure that there is not an over-provision of hand-wash basins resulting in under-use.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Comments:							



DEVELOPMENT STAGE 2: HAI-SCRIBE applied to the design and planning stage of the development General Overview		Mark 'X' in the appropriate box					
16	Is there provision of clinical hand-wash basins, liquid soap dispensers, paper towels, and alcohol rub dispensers in lower dependency settings like mental health units, acute, elderly and long term care settings appropriate to the situation with a ratio of one basin/dispenser to four to six beds?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
17	Do out-patient areas and primary care settings have a clinical hand-wash basin close to where clinical procedures are carried out?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
18	Do all toilets have a hand-wash basin, liquid soap dispenser and paper towels?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
19	Are all clinical hand-wash basins exclusively for hand hygiene purposes?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
20	Does each clinical hand-wash basin have wall mounted liquid soap dispenser, paper towel dispenser?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
21	Does each clinical hand-wash basin satisfy the requirement not to be fitted with a plug?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
22	Are elbow-operated or other non-touch mixer taps	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

	provided in clinical areas?	Comments: Lever/Elbow operated Elbow operated scrub taps/not automatic
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<b>DEVELOPMENT STAGE 2: HAI-SCRIBE applied to the design and planning stage of the development</b> <b>General Overview</b>		<b>Mark 'X' in the appropriate box</b>						
23	Does each hand-wash basin have a waterproof splash back surface?	Comments: Integral IPS panel detailed within 1:50, all sanitary fittings requested to be compliant with SHFN 30.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
24	Is each hand-wash basin provided with an appropriate waste bin for used hand towels?	Comments: Detailed within 1:50 equipment list.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
25	<b>Decontamination Facilities</b> Are separate, appropriately sized sinks provided locally, where required, for decontamination? (The sinks should be large enough to immerse the largest piece of equipment and there should be twin sinks, one for washing and one for rinsing. A clinical hand-wash basin should be provided close to the twin sinks).	Comments: No local decontamination	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
26	Are appropriate decontamination facilities provided centrally for sterilisation of specialist equipment?	Comments:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
27	Is there adequate provision in terms of transport, storage, etc. to ensure separation of clean and used equipment and to prevent any risk of contamination of cleaned equipment?	Comments: <ul style="list-style-type: none"> <li>• Sterile Instruments Sterile instruments will be stored in the clean cart room; this is capable of holding 10 carts. Supplementary instruments will be stored in the designated Instrument store (51.6m<sup>2</sup>). This should be compliant with HFS publication GUID 5010: 2014 Part A.</li> <li>• Used Instruments Used instruments ready for decontamination will be held in the designated Dirty Cart Store, this is capable of holding 9 carts.</li> </ul>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

28	Does the system in operation comply with the current guidance on decontamination facilities and procedures?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments:					

DEVELOPMENT STAGE 2: HAI-SCRIBE applied to the design and planning stage of the development General Overview		Mark 'X' in the appropriate box					
29	<p><b>Storage</b></p> <p>Is there suitable and sufficient storage accommodation provided in each area of the healthcare facility? Consider:</p> <ul style="list-style-type: none"> <li>▪ Patient care equipment</li> <li>▪ Mobile equipment which is not in constant use</li> <li>▪ Cleaning equipment</li> <li>▪ Domestic Services Room</li> <li>▪ Sterile and non-sterile items</li> <li>▪ Medications and solutions</li> <li>▪ Linen and waste</li> <li>▪ Stationery and patient records</li> <li>▪ Patient clothes</li> </ul>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments					
		Patient care equipment	Designated store for robotic equipment				
		Mobile equipment which is not in constant use	Designated large equipment store				
		Domestic Services Room	Provided in FM area				
		Sterile and non-sterile items	Designated Implant store Designated instrument store Clean cart rooms Dirty cart rooms Within theatre- items will be stored in mobile enclosed trolleys General equipment store shared between paired theatres				
		Medications and solutions	Pharmacy store provided				
		Linen and waste	As section 3&4				
		Stationery and patient records	No requirement for record storage				
		Patient clothes	NA				
30	Is there separate suitable storage for contaminated material and clean material to prevent the risk of contamination?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments: See section 27					

DEVELOPMENT STAGE 2: HAI -SCRIBE applied to the design and planning stage of the development Engineering		Mark 'X' in the appropriate box					
31	Are heat emitters, including low surface temperature radiators designed, installed and maintained in a manner that prevents build-up of dust and contaminants and are they easy to clean?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments: Heating design will be in compliance with all relevant SHTM guidance. Use of radiators will be limited to stairwells and radiant panels will generally be utilised.					
32	Is the ventilation system designed in accordance with SHTM 03-01?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments: Ventilation design will be in compliance with all relevant SHTM guidance. Separate AHU for each theatre.  Derogations from guidance include- <ul style="list-style-type: none"> <li>• Size of anaesthetic room from 19m<sup>2</sup> to 17m<sup>2</sup> as a result of spinal as opposed to general anaesthesia.</li> <li>• Ventilation parameters &amp; practice issues required for lay-up prep are currently under discussion with HFS.</li> </ul>					
33	Is the ventilation system designed so that it does not contribute to the spread of infection within the healthcare facility?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments: Ventilation design will be in compliance with all relevant SHTM guidance					
34	Are the ventilation system components e.g. air handling, ductwork, grilles and diffusers designed for ease of cleaning?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments:  Ventilation design will be in compliance with all relevant SHTM guidance. All relevant access facilities for maintenance will be provided including access ports to allow access for cleaning and fire dampers being accessible for testing.					
35	Are ventilation discharges located a suitable distance from intakes to prevent risk of contamination?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments: Ventilation design will be in compliance with all relevant SHTM guidance. Ductwork will be sited accordingly.					
36	Does the design and operation of re circulation air	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

	systems take into account of dilution of contaminants and space to be served? (UCV)	Comments: Ventilation design will be in compliance with all relevant SHTM guidance in terms of air changes and filter requirement.
37	Is the ventilation of theatres and isolation rooms in accordance with current guidance?	<p style="text-align: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comments: Ventilation design will be in compliance with all relevant SHTM guidance.</p>

DEVELOPMENT STAGE 2: HAI-SCRIBE applied to the design and planning stage of the development Engineering		Mark 'X' in the appropriate box
38	Do means of control of pathogens consider whether dilution or entrainment is more appropriate for particular situations?	<p style="text-align: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comments: Ventilation design will be in compliance with all relevant SHTM guidance and entrainment is utilised where directed.</p>
39	Where the ventilation systems are used for removal of pathogens does their design and operation take account of infection risk associated with maintenance of the system?	<p style="text-align: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comments: Ventilation design will be in compliance with all relevant SHTM guidance</p>
40	Are specialised ventilation systems such as fume cupboards installed and maintained in accordance with manufacturer's instructions?	<p style="text-align: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comments: N/A</p>
41	<b>Lighting</b> Is the lighting designed so that lamps can be easily cleaned with minimal opportunity for dust to collect?	<p style="text-align: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comments: Luminaires have been specifically selected to suit the room type and functionality with IP ratings assigned to suit the environment.</p>
42	<b>Water Services</b> Are water systems designed, installed and maintained in accordance with current guidance?	<p style="text-align: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comments: Water systems to be designed/installed in accordance with SHTM 04-01.</p>

		A water safety plan is required to be developed by Kier and submitted to the GJNH Water Safety Group.						
43	Are facilities available to enable special interventions for <i>Legionella</i> ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments: Water systems to be designed/installed in accordance with SHTM 04-01.						
44	Is the drainage system design, especially within the healthcare facility building, fit for purpose with access points for maintenance carefully sited to minimise HAI risk?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments: Water systems to be designed/installed in accordance with SHTM 04-01.						
<b>DEVELOPMENT STAGE 2: HAI-SCRIBE applied to the design and planning stage of the development Engineering</b>		<b>Mark 'X' in the appropriate box</b>						
45	Are surface mounted services avoided and services concealed with sufficient access points appropriately sited to ease maintenance and cleaning? (These services would include water, drainage, heating, medical gas, wiring, alarm system, telecoms, equipment such as light fittings, bedhead services, heat emitters.)		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments: All compliant to design guidance and best practice/mandatory requirements						
46	<b>Pest Control</b> Is the concealed service ducting designed, installed and maintained to minimise risk of pest infestation?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments: Consideration is required re measures to minimise infestation of plant space.						
47	<b>Maintenance Access</b> Does the design and build of the facility allow programmed maintenance of the fabric to ensure the integrity of the structure and particularly the prevention of water ingress and leaks and prevention of pigeon and other bird access?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
		Comments:						