

# Desk Top *Audit*

*A detailed and comprehensive audit to assist with estates strategy*



Do you need to prepare an estates strategy? You might have a mass of historic data but still be unsure how much useful and current information you actually have.

**Then let us help.**

We can provide a 'desk top' audit of all estates data to determine :-

- Completeness of information
- Quality of information
- Validity of information

**The Report**

We produce a full report with an analysis of each aspect and identify the cost of collecting missing or partial information to assist with future findings.

Information is graded as "essential", "desirable" and "long term" so that a phased implementation plan can be set in place to move the strategy forward.



To find out how mass can help you, or to make a general enquiry, please contact us on 01344 304000 or email [info@mass-services.com](mailto:info@mass-services.com)



**A Desk Top Audit Considers**

- Physical Condition Audit
- Statutory Compliance Audit
- Health, Safety & Welfare at Work
- Fire Precautions Compliance
- Disability Discrimination Act Audit
- COSHH
- Noise
- Work Equipment
- Working in Confined Spaces
- Pressure Systems
- Heat Emitting Devices
- Control of Legionella
- Environmental Management Audit
- Space Utilisation Audit
- Functional Suitability Audit
- Quality Audit
- Controls Assurance Review
- Environmental Impact Assessment
- Estate Revenue Costs (Hard FM)
- Occupancy Costs (inc Capital Charges, Rates)
- Current Estate Value (DV Valuation)
- Customer Perceptions/ Quality Assurance
- Modelling
- Income to Estate Size Ratio - Benchmarked
- Local Authority Plan
- CAD Drawings of Buildings

And more.....





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