

Estates & Facilities

Building Decommissioning Inspection Report



Document Control

Date	Version	Status	Change Status	Author or Reviewer	Consultation and Approval	Owner
Sep 2025	0.1	Draft	New	Head of RQA	Decommissioning Review Group Key Stakeholders Approval via Security Committee E&F Policy Approval Group	Director of E&F
Dec 2025	1.0	Final	Approved	Head of RQA	As above	Director of E&F

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1.0 Introduction and Purpose

The purpose of this Standard Operating Procedure is to provide guidance on the requirements when decommissioning departments or buildings, or those awaiting disposal.

The circumstances that will determine the short or long-term temporary opening/closure of a ward or department and/or complete decommissioning can on most occasions be anticipated and may fall into one or more of the following categories:

- Capacity no longer required/service transferring
- Building no longer fit for purpose and requires vacating, selling or demolishing
- Upgrading of systems or refurbishment of department
- Emergency (not short term) repairs
- Routine maintenance
- Planned temporary closures
- Installation of equipment
- Flexible bed capacity / seasonal demand
- Emergency event i.e. major incident/outbreak of infection

2.0 Scope

This SOP will be relevant to all closed departments (whether permanent or temporary) and NHS Lothian property disposals whether for demolition, decommissioning without demolition, selling or hand back to landlord.

Note: please refer to the Appendices which are the required and approved documentation in support of this Standard Operating Procedure

3.0 Procedure

3.1 The planned procedure is as follows:

- Confirmation and approval of premises to be inspected and cleared
- Management lead appointed
- Task force appointed – relevant key membership to include:
 - Management Lead
 - Assurance Manager
 - Estates Manager
 - Clinical Representative
 - Information Governance Representative
 - Corporate Health and Safety Team Representative (as required)

- Tabletop planning exercise to determine the scale and any particular requirements such as PPE, surveys or plans required and access to keys and codes.
- Initial site visit to determine layout and any immediate access issues
- **Dynamic Risk Assessment** to be completed confirming access is safe or access cannot be approved on the grounds of safety
- Checklist to be completed (Assurance Team will lead) and all actions confirmed with roles and responsibilities clearly articulated
 - *At this point other key stakeholders may need to be involved depending on what has been found – such as Medical Physics, Manual Handling, Pharmacy, Fire Team, Land and Property Team, Information Governance, Environmental and Energy Team*
- Building or department closed and secured with shackleless locks and keys or codes restricted to minimal and approved individuals.
- Future access to any of the closed areas must be documented including the reason for requiring access.
- Second site visit to confirm areas are clear; and document.
- New, additional or ongoing security arrangements are confirmed.
- Third site visit to ensure area has not been used for storage in the intervening period; and document.
- Regular monitoring by Security to ensure building or department remains closed and secure.

Note: no area should be used for storage without the prior consent and approval from the Director of Estates and Facilities and the relevant Site Director.

3.2 Areas not accessible for inspection

- Areas not accessible due to environmental, health, safety or fire concerns should be documented and the Director of Estates and Facilities informed.
- Actions should be taken, if possible, to make the area safe and gain access for the inspection to take place; but only after sign-off from Estates and Fire Safety Colleagues.

3.3 Inspection(s) must include the identification and management of the following:

- **Documents and Records**
 - Patient identifiable information including x rays, case notes, appointment schedules, theatre or clinic lists.
 - Staff identifiable information
 - Financial records, invoices or order books, sales receipts and audit reports.
 - Site or floor plans, sketches or schematics
 - Files, Videos and Photographs

- **Furniture**
 - Broken furniture must be disposed of and any furniture in good condition should be retained or marked for ethical recycling. Estates and relevant department/site manager to lead.
 - Advice to be sought from the Sustainability Lead.
- **Laundry**
 - All linen must be returned to the Laundry for disposal
- **Waste**
 - All chemicals removed and disposed of in line with COSHH Policy and MDS's
 - Clinical waste and sharps containers are removed and disposed of as per Waste Policy
 - General waste disposed of as per site arrangements
 - Any 'special waste' such as radioactive materials must be left in situ until the appropriate subject matter expert has confirmed the disposal arrangements
- **Kitchen/Pantry Areas**
 - Pest control items removed
 - Kitchen areas cleared out and any food items disposed of
 - Fridges and freezers switched off emptied and cleaned out
 - All sundry items removed
 - Advice from Estates Colleagues on potential for isolating the water supply to prevent dead legs in the system
- **Environment and Wildlife**
 - Evidence of nesting to be reported to Estates Colleagues
 - Be alert for pests such as mice, rats, squirrels and fox intrusion
 - Be alert for evidence of Bats or other protected species such as Badger sets
 - Consider an external check (under Estates advisement) of the integrity of walls (supporting or otherwise) foliage and trees.
- **Staff information (must be removed)**
 - Name badges and uniforms
 - Documentation and records
 - Notice boards with identifiable information
- **Medicines and Medical Gases**
 - Drugs returned to pharmacy
 - Medical gas cylinders returned to storage

- Clinical staff to advise on the opening of drug cabinets or trolleys

- **Equipment**

- IT equipment - pc's, cow's, tablets, phone, printers, docking stations, screens, keyboards and other accessories. E Health to lead
- Manual Handling equipment – hoists, slings, stand aids, plinths and other related accessories. Manual Handling team to lead.
- Medical Equipment – any type of medical equipment. Medical Physics to lead.
- Beds and wheelchairs

- **Items of value**

Items of value must be identified, removed and relocated by the departing team.

Consider:

- Artworks
- Antiques
- Historical Plaques
- Religious artifacts

4.0 Appendices

Please find Appendices 1-4 on the following pages.

Dynamic Record of Safety Risk Assessment



ID:

Name of Assessor(s):		Date:	
Name of Information Governance Colleague(s) involved:			
Department or building being assessed:			

Dynamic risk assessment to be recorded before entering an empty building or department – consider:

- Safety of the ceilings and floorings (loose tiles, boards etc)
- Unstable walkways, slipping/tripping hazards, faulty banisters or guard rails
- Any plant rooms, boiler houses, switch rooms, confined spaces must be accompanied with a member of Estates and/or the relevant AP
- Water ingress
- Loose electrical wiring
- Uncontained clinical or hazardous waste
- Asbestos (information must be sought from Estates colleagues)
- Other obvious hazards or defects – walls, windows, sinks, toilets broken furniture

Is the overall area safe to enter?

Yes ☐

No ☐

If **yes**, then proceed and carry out the tasks signing off this assessment

If **no**, what are the hazards and issues noted?

*Attach photographs if helpful

Do you believe there is imminent danger from entering?

Yes ☐

No ☐

If **yes**, why?

Could the area be entered with additional controls, such as advice from APs, or with PPE? (Please detail below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Overall evaluation of the safety of the area to be entered		
RED: Unsafe to access. Area to be secured and taped up/marked up as such and report back	<input type="checkbox"/>	
AMBER: Safe with additional controls	<input type="checkbox"/>	
GREEN: Safe to access	<input type="checkbox"/>	
Sign off after task complete		
Was the task completed safely?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any comments?		
Are there any issues which need addressed post visit?		
Please provide details:		

Vacant Property Checklist – NHS Lothian Estates & Facilities

Name of Departing Service								
Name of person coordinating SOP implementation:				Name of Service Manager				
On completion, a copy of this form should be retained by the responsible manager and copied to local Hard and Soft FM Area Managers, Assurance Team, Information Governance and the NHS Lothian Security Lead.								
Utilities Meter Readings at point of Decommissioning								
Electricity	<i>Date/Reading/Supplier – Include photographs</i>							
Gas	<i>Date/Reading/Supplier – Include photographs</i>							
Water	<i>Date/Reading/Supplier – Include photographs</i>							
Clinical (Transfer of Service) / Medical Physics								
Task	Yes	No	Action	Action required?		By Whom	Date	Signature
				Yes	No			
Confirmation of Date of Transfer confirmed by Clinical								
Notification to patients								
Notification to Estates, Catering Domestics, Portering, Security, Transport, Laundry departments								
Ensure new location has been cleaned, sufficient IT and telecoms.								
Ensure sufficient keys available for incoming service								

Advise Medical Physics of equipment to be retained Consider any radiation protection issues, disposal of isotopes and signage to be installed or removed								
General/Services Management								
Task	Yes	No	Action	Action required?		By Whom	Date	Signature
				Yes	No			
Is there a plan controlling the closure/decommissioning?			If no – put a plan in place to cover the following points					
Does the business case (if applicable) have details around the provision of continued funding required to maintain the integrity, safety and security of the building?			If no (or unsure) – refer to HoS/SMT for review					
Have the building's insurers been notified?			If no – ensure that the insurers are aware of the building's status.					
Are routine inspections planned?			If no – prepare a regular inspection plan.					
Has a redirection of mail been set up?			If no – put arrangements in place.					
Have key holders been nominated?			If no – nominate a key holder					
Have local police been given key holder details?			If no – ensure police are notified.					
Has the local fire service been informed?			If no – contact the Fire Service HQ.					
Has the advice of the local police been sought?			If no – contact the local crime prevention office at the police station.					
Has the local planning authority been consulted?			If no – contact local authority re their policy on vacant property.					

Has a risk assessment been done?			If no – conduct a systematic assessment.					
Has the site been considered in the light of possible fly tipping or encampment by travellers?			If no – make an assessment and implement recommendations.					
Has a plan been prepared to indicate how the site is to be managed whilst it is vacant and who is to be responsible?			If no – prepare a plan and implement.					
Advise Estates Manager of equipment to be retained			If no – confirm if to be included in demolition					
Have other relevant areas been notified (NHS services, External bodies)			Please list					
Advise rates section of local authority			Include backup					
Removal of NHS Lothian signage required?								
Housekeeping and Health & Safety								
Task	Yes	No	Action	Action required?		By Whom	Date	Signature
				Yes	No			
Has ALL documentation been removed from the site?			If no – work with colleagues from Information Governance to determine ownership					
Has the health and safety of visitors been addressed?			If no – make an assessment and implement recommendations.					
Has the health and safety of security staff been addressed?			If no – make an assessment and implement recommendations.					
Has the health and safety of possible trespassers and children been assessed?			If no – make an assessment and implement recommendations.					

Has all refuse been removed from the interior?			If no – ensure all refuse is removed.					
Has all refuse been removed from the external site areas?			If no – ensure all refuse is removed.					
Has the site been checked for dangerous or potentially dangerous objects (inc. chemicals, syringes, medicines)?			If no – check the site					
Are there any unnecessary furnishings and furniture present?			If yes – remove all unnecessary items.					
Are there any skips or portable buildings present?			If yes – remove					
Have all non-essential services been disconnected? <ul style="list-style-type: none"> • Gas • Electrical • Water • Medical Gases • Radiology • IT 			If no – ensure disconnections are done, certified as appropriate and not easily reconnected.					
Are any essential water services to remain?			If yes – ensure that frost protection is in place.					
Is all water and heating to be shut off?			If yes – drain all systems completely					
Are there any flammable goods and/or hazardous substances present?			If yes – remove or dispose of safely or make safe on site.					
Are there any fuel tanks?			If yes – ensure tanks are empty and purged.					
Is there any evidence of spills?			If yes – can they be identified and are there records relating to the remedial action taken.					

Are there any: a. Biological Hazards b. Chemical Hazards c. Radiation Hazards d. Underground tanks e. Above ground storage tanks f. Sumps or soakaways g. Asbestos containing materials h. Transformers			If yes – are they decommissioned, empty, removed or made secure/safe					
Are there any records relating to permits or discharge consents for the site?			If yes – review and action as appropriate.					
Have any environmental assessments been made of the site?			If yes – review contents and action as appropriate					
Contract Management – Hard FM								
Identify and terminate all relevant service contracts	Yes	No	Action	Action required?		By Whom	Date	Signature
				Yes	No			
Agility/CAFM/EAMS/Asbestos								
Fire alarm/Intruder Alarm/CCTV								
Gas Boiler								
FGas Components								
Pest Control								
Fire Extinguishers								
Any other Contracts(please add details)								

Fire Safety								
Task	Yes	No	Action	Action required?		By Whom	Date	Signature
				Yes	No			
Is there an automatic sprinkler installation?			If yes – consider retaining with regular maintenance and frost protection					
Is there an automatic fire detection system?			If yes – consider retaining with regular maintenance.					
Are fire hoses installed?			If yes – consider retaining with regular maintenance and frost protection.					
Are there portable fire extinguishers?			If yes – assess need. If site infrequently visited removal may be appropriate.					
Is there a means of escape from or through adjacent property?			If yes – contact the local fire safety department for advice on retention					
Has the need for safety/warning signs been considered?			If no – make an assessment and implement where necessary.					
Security								
Task	Yes	No	Action	Action required?		By Whom	Date	Signature
				Yes	No			
Are there vulnerable access points?			If yes – consider upgrading physical security.					
Are all perimeter barriers in good repair?			If no – repair fences etc.					
Are existing doors and door hardware adequate?			If no – upgrade or consider security screens or doors					
Are letter flaps sealed?			If no – seal or box to prevent junk mail and flammable liquid introduction.					
Are accessible windows adequately protected?			If no – fit protection.					

Is there an intruder alarm installed?			If yes – consider retaining and upgrading. If no – consider install					
Is there a manned security presence			If yes – consider retaining					
Are all keys accounted for?			If no – change locks urgently.					
Is there perimeter lighting?			If yes – consider retaining.					
Is interior lighting in place?			If yes – consider retaining on a timed circuit.					
Is there a method of recording authorised visitors?			If no – instigate a system to record all visits by contractors, staff, visitors.					
e-Health								
Task	Yes	No	Action	Action required?		By Whom	Date	Signature
				Yes	No			
WAN - The incoming Fibre has been decommissioned								
LAN - Network switches decommissioned and removed								
Servers removed – Confidential								
IT Rooms Decommissioned								
IT Equipment Removal – Screens keyboards, printers								
IT Equipment - Contracts cancelled								
Telecoms - Advise Telecoms date of transfer								
Telecoms - Transfer of service telephone no								

Telecoms - Cease all telephone connections to building								
Telecoms - Remove any redundant equipment								
Art/Historical Items								
Task	Yes	No	Action	Action required?		By Whom	Date	Signature
				Yes	No			
Advise Arts Manager of date of closure to allow the removal of any artwork								
Advise Archivist of any items which may be of historic interest.								

Please use the space below to highlight any other issues found and resolution required.

ANY OTHER AREAS NOT COVERED ABOVE								
Task	Yes	No	Action	Action required?		By Whom	Date	Signature
				Yes	No			

Document Disposal Record

File Location	File Type	File Category	Dates	Owner	Action

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October 2025	1.0	Final	Version 1	K Fraser	Part of the SOP on same subject matter	M Campbell

1.0 Executive Summary

1.1 Background:

1.2 Site and premises inspected

1.3 Date of inspection:

1.4 Inspection team:

1.5 Dynamic Risk Assessment completed:

Access safe:

Access safe with conditions:

Access denied/unsafe:

PPE required:

Asbestos register checked:

1.6 Details of any area unable to be inspected and reasons why:

2.0 Detailed Assessment and Actions on each inspection topic

2.1 Area (including doors and windows) are secure, covered by CCTV:

2.2 Condition of building, room, walls etc:

2.3 Cleanliness:

2.4 Patient Identifiable Materials – including x rays, appointment books, clinic, procedure or theatre lists

2.5 Employee Identifiable Materials

2.6 Other records – paper or electronic including sketches, plans schematics, posters, photographs and notice boards

2.7 Items of value

2.8 Invoices or order books

2.9 Electronic equipment such as mobile phones, laptops, tablets, pc and accessories, pagers and televisions

2.10 Uniforms and/or ID badges/passes

2.11 Medication/Medication Cabinets

2.12 Clinical waste – including sharps

2.13 Linen

2.14 Other general waste including pest control, food removed from kitchens, fridges/freezers/store cupboards

2.15 Liquids, substances or other potentially hazardous substances

2.16 Medical gas or fire extinguishers

2.17 Furniture

3.0 Actions (detail actions planned or taken as a result of findings)

3.1 Immediately

3.2 Within 24-48 hours

3.3 Longer term

3.4 Points requiring escalation

4.0 Photos – provide text with photos to ensure reader is clear