



CAPITAL ENVIRONMENTAL  
SERVICES

Form 23V2 2017

## GENERAL INSTRUCTION TO CARRY OUT WORK: SURVEY

Please return completed form and required documentation to CES Enquires@fibres.co.nz

### SECTION A: GENERAL

Requested by: \_\_\_\_\_ On: \_\_\_\_\_

Company Client Name: \_\_\_\_\_ Works Order/OP No: \_\_\_\_\_

Report to: \_\_\_\_\_ Invoice to: \_\_\_\_\_

Site Contact (Name & Tel No): \_\_\_\_\_

Site Address/Building: \_\_\_\_\_

Date work required: \_\_\_\_\_ Quote Ref: \_\_\_\_\_

CES CLIENT ACCOUNT FORM COMPLETED: DATE: \_\_\_\_\_ ☐ YES ☐ NO

### SECTION B: SURVEY

TYPE OF SURVEY SURVEY (Circle): Management / Refurbishment / Demolition / Sampling

Any information on asbestos materials used in the property will assist in carrying out the survey. Please provide the following information (tick boxes, as appropriate).

The property will be unoccupied during the time of survey: ☐ YES ☐ NO

Existing Plans of property provided ☐ YES ☐ NO

Existing Asbestos register or other information regarding asbestos provided: ☐ YES ☐ NO

Approximate Age of Property/ year constructed: \_\_\_\_\_ Approximate size: \_\_\_\_\_

Current use of building: \_\_\_\_\_

Previous uses of building: \_\_\_\_\_

Information from Architects, Surveyors and others with knowledge of asbestos materials present in the property provided: ☐ YES ☐ NO

Details: \_\_\_\_\_

Information on any significant alterations or refurbishments provided: ☐ YES ☐ NO

Details: \_\_\_\_\_

Any special instructions: \_\_\_\_\_

Please notify CES of other possible hazards present on your premises

- Confined spaces	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
- Heights / Fall Risks	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
- Methamphetamine contamination	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
- Other: _____			

### SECTION C: ACKNOWLEDGEMENT

I / We \_\_\_\_\_ (Name(s)) as an authorised representative of \_\_\_\_\_ (Company Name) have read and understood the above material, associated terms and conditions, any RFP / Quotes provided by CES in relation to this survey works, and the information provided on our website including the [General Information section](#).

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

#### NOTES:

- 7 The survey, sampling and analysis of suspect asbestos materials will be carried out in accordance to: HSE publications HSG248 and HSG264, WorkSafe guidance on Conducting Asbestos Surveys published October 2016.
- 8 The survey will locate the presence, extent and condition of any asbestos materials in the property, as far as is reasonably practicable. Please note that during Management Surveys intrusion works that would permanently damage assessed surface, are not carried out; therefore, if such intrusion is required a Refurbishment Survey is recommended.
- 9 Structures at heights greater than 4 metres will not be inspected unless suitable scaffolding is available. Electrical, mechanical, gas and pressure plant/machinery will not be inspected, unless supervision of competent person is provided.
- 10 The customer must ensure that the surveyor can gain entry to all areas of the property that is to be surveyed.
- 11 If suspect asbestos materials in poor condition are found in locations readily accessible to building users, air tests may be carried out at the discretion of the surveyor.
- 12 Capital Environmental Services will not commence the survey until the completed form and information requested has been returned.