CONSULTANT'S REPORT

Guidance:

- Items 1 to 6 below must be addressed in any Consultant's Report.
- A full breakdown of all building costs, in sufficient detail that items can be identified and quantified, must be included in the consultant's report.
- Where the proposed works involve alterations/refurbishment within the existing building, the gross floor area of the portion of the building affected by the works must be stated.
- For applications in connection with mechanical, electrical and gas services the Consultant should consider all relevant building services Technical Guidance Documents (TGDs) and associated guidance documents and design notes as published on gov.ie. The report itself should comply with the guidance in TGD002, Sections 18.0, 18.1, 18.2 (Primary Schools) and TGD003, Sections 19.0, 19.1, 19.2 (Post Primary Schools).
- The Consultant's Report **must** be submitted in the format set out in the Template. Any variation may result in the school's on-line application being invalidated.
- The Consultant's Report **must** be provided to the school authority in word/PDF format in order to allow it to be downloaded as part of the on-line application.
- **Photographic evidence of the affected area is mandatory and must be included in the Consultant's report if applicable.**

1. School Details – the following information must be provided:

School Roll Number	**64510J**
School Name	**St Muredach's College**
School Address	**Sligo Road, Ballina, Co. Mayo**
Eircode	**F26 FF25**
Contact Name	**Wayne Walsh - Principal**
Contact Number	**096 21298**
Contact E-mail	**info@stmuredachscollege.ie**

2. Describe the part(s) of the building for which the proposed project is required. Include, if applicable, details of number of rooms affected and the gross floor area of the building or portion of the building affected.

Built in 1906, St Muredach's College was subsequently extended in the 1937, 1969, 1973 and 1991. This application refers to the upgrading works required to existing historical sash windows, insulation upgrades to the external walls and bike racks.

Following an inspection conducted in March 2025 we found several deficiencies relating to internal finishes, insulation and dilapidated windows, which pose serious health and wellbeing hazards for students and staff.

3. Provide a full explanation of the nature and extent of the defect(s) with supporting photographs, and floor plans (or site plan of school) with affected area highlighted. (See circular for more information)

The proposed works aim to improve the energy efficiency, reduce carbon footprint and improve comfort levels of these spaces. The external fabric u-values are insufficient compared to current standards, and in some cases no improvements since 1906.

All the sash windows are the original 1906 windows first installed and have never been upgraded. They are in a serious state of disrepair due to adverse weather and age and single glazed (not original glass) with minimal draught seals (air tightness). They need to be carefully refurbished and replace the single glazing with modern slimline double glazing suitable for sash windows.

Several windows and doors are timber single glazed units over 40 years old with no thermal insulation properties and very poor airtightness. All need to be replaced with modern thermally efficient windows and doors.

There appears to be no insulation on any of the walls to the majority of the school building, constructed from 1906 to 1973.

All the walls and ceilings of affected rooms should be made good and completely redecorated after works have been completed.

Refer to enclosed Photographic Survey.

4. When was the affected part(s) of the building last replaced and/or remedial works carried out? Where applicable, a description of previous remedial works should be included.

The main building is over 100 years old with extensions over 50 years old which have never been refurbished save for limited maintenance works / redecoration.

The poor heat retention in these rooms has been evident for a considerable time and has deteriorated over the years.

Refer to enclosed Photographic Survey.

5. What evidence is there of an effective maintenance programme for the affected area(s)?

Maintenance works are conducted on an ongoing basis. Repairs, where possible, have been carried out annually. Finishes and fittings have been utilised with care by staff and students over the years, however this project relates to elements which are now substandard and need upgrading.

5a. Please indicate below by ticking the box(es) relevant to your project if including a climate action element of works in the proposed project:

Attic Insulation	☐	**Cavity Wall Insulation**	X	**Bike Rack**	X
Air Tightness works	X	**LED lighting**	☐	**Heat Pumps**	☐

Electric Vehicle (EV) charging provision X

Category 7: Climate Action and Window Projects X

6. All proposed projects should include a breakdown of, including costs per m² of building area affected by the proposed works.

All proposed projects should be fully itemised and costs broken down, as follows: -

Item	Description	Quantity	Unit	Rate €	Total €
1	Preliminaries, including PSCS	-	item		
2	Demolition works, removal and disposal of all items indicated for replacement, including finishes, fittings, M&E, doors, etc.	-	item		
3	Allow for removal of all existing timber sash windows, full refurbishment including replacing decayed sections, cords, pulleys, ironmongery, etc. and replace single glazing with 14mm double-glazed units with a u-value of 1.2 or better.		No.		
4	Replacement of all old timber single glazed windows with new thermally efficient windows with a u-value of 1.2 or better.		No.		
5	Localised repairs to existing plasterwork due to window installation.		m2		
6	Redecoration of rooms affected by window installation.		m2		
	Replacement of old external doors with new thermally efficient aluminum doors		No		
	Install new automatic door to create a draught lobby at the main entrance doors		No		
Construction Sub Total					
VAT @ 13.5%					
Total Construction Cost					
Professional Fees					
VAT @ 23%					
Total Professional Fees					
Overall Total (Construction & Fees)					

Note: the upgrading of the windows, doors and ancillaries is a Climate Action Improvement.

All proposed Climate action aspects of projects should be fully itemised and costs broken down, as follows: -

Item	Description	Quantity	Unit	Rate	Total €
1	Cavity Wall Insulation		m2		
2	Bike Racks and Shelter		m2		
3	Electric EV Charger		No.		
4	Air Tightness works to existing PVC windows		Item		
5					
				Construction Sub Total	
				VAT @ 13.5%	
				Total Climate Action Element Construction Cost	
				Professional Fees Relation to Climate Element of works	
				VAT @ 23%	
				Total Professional Fees for **Climate Element**	
				Climate Element Total (Construction & Fees)	

Consultants Details

IT IS IMPERATIVE THAT THIS SEGMENT IS COMPLETED. IF IT IS NOT COMPLETED CORRECTLY THE SCHOOL WILL NOT BE CONSIDERED FOR FUNDING.

Consultant Disciplines

The Consultant disciplines set out below are appropriate to the Climate Action Summer Works Scheme in respect of engaging professional advice to prepare a technical report. Consultants completing reports must be satisfied that they comply with the qualification requirements as set out below. Failure to comply with the qualification requirements, including the carrying of adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the application being invalidated and therefore not being considered for funding.

Please also refer to the Guidance on Procuring Consultants for Small Works (4th edition October 2021).

Consultant discipline	Proposed scope of works >€500,000	Proposed scope of works <€500,000
	Category	Category
Registered Architect	2, 5, 6, 7, 8, 9, 10	2, 5, 6, 7, 8, 9, 10
Chartered Civil/Structural Engineer	9, 10	2, 5, 6, 7, 8, 9, 10
Chartered Building Services (Electrical) Engineer	1, 3	1, 3
Chartered Building Services (Mechanical) Engineer	4	4
Registered Building Surveyor	2, 5, 6, 7, 8, 9, 10	2, 5, 6, 7, 8, 9, 10

In the case of multi-disciplinary practices the firm must have a principal (i.e. director or partner) who meets the qualification requirements for the category of works being applied for.

Consultant Details:

Consultants First Name: _____

Consultant's Surname: _____

Consultant discipline: _____

Firm Name: _____

Firm Address: _____

_____

_____

Firm Telephone: _____

Firm email address: _____

Professional Membership Body: _____

Membership No/Registration No: _____

Conflicts of Interest

The concept of conflicts of interest shall at least cover any situation where staff members of a contracting authority, or of a service provider acting on behalf of a contracting authority, who are involved in the conduct of a procurement procedure or may influence the outcome of that procedure have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. In this context, a shareholding, equity or financial interest in a construction industry related contracting or supply company by an Applicant must be disclosed as part of this submission and, unless the Applicant can demonstrate that no conflict of interest exists, will be grounds for exclusion. Failure to disclose a potential conflict of interest which subsequently becomes apparent may be grounds for exclusion from further competitions for the provision of services.

Declaration

I confirm that I understand that failure to comply with the Consultant qualification requirements, including having adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the school's application being invalidated and therefore being excluded from consideration for funding. Please also refer to the Guidance on Procuring Consultants for Small Works (4th edition October 2021).

_____ _____

Signature of Consultant **Signature of Chairperson/Patron/ETB**

If you have any doubts in relation to the suitability of a proposed Consultant, please contact your school management body. The Department's decision will be final as to whether or not a Consultant is appropriately qualified for the purpose of this Scheme.

Consultant Insurance Details

IT IS IMPERATIVE THAT THIS SEGMENT IS COMPLETED. IF IT IS NOT COMPLETED CORRECTLY THE SCHOOL WILL NOT BE CONSIDERED FOR FUNDING.

Professional Indemnity Limit _____

Name of Insurer:_____

_____

_____

Public Liability Indemnity Limit_____

Name of Insurer:_____

_____

_____

Employers Liability Indemnity Limit _____

Name of Insurer_____

_____

_____

Please Note:

Where you are a Consultant who is registered as a Sole Trader, you may not be able to complete the Employers Liability Limit insurance details above. Please ensure that you put 'N/A' in the Employers Liability Indemnity Limit.

Are you a Sole Trader* Yes/No

***Please see definition of Sole Trader below**

Definition of a Sole Trader

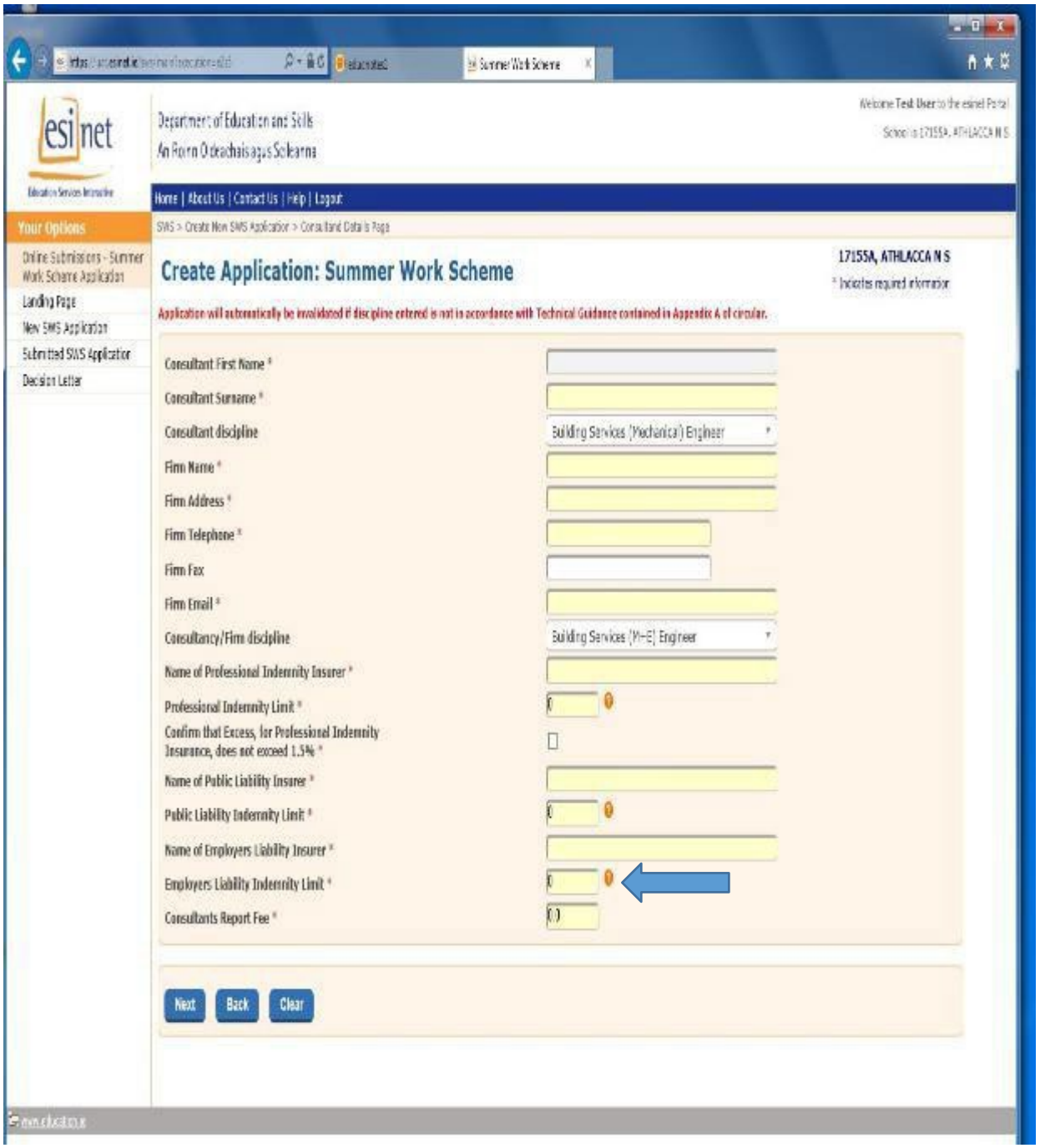
Sole Traders are perhaps the most straightforward group of business organisations under Irish law and, as such, are fairly lightly regulated. In contrast to the other forms of business, sole traders are not incorporated nor do they possess limited liability and makes the sole trader liable for all the assets and debts of their business. *The Registration of Business Names Ac*t 1963 requires Sole Traders to register their business name if it is different from their given name, with the Companies Registration Office and they must also register with the Revenue Commissioners as a self-employed person. A Sole Trader ceases to operate on the decision of the Sole Trader, although they remain liable for any liabilities that have been incurred when operating.

FOR SCHOOL PURPOSES

Where the Consultant states that he/she is a **Sole Trader** and has inserted 'N/A' for Employers Liability Indemnity Limit, you as the school authority, completing the application will need to do the following to be

in a position to submit the application for consideration. This is ONLY where your Consultant is a **Sole Trader**, for the purposes of preparing the Consultant's Report only.

Below is a Screenshot of the final page of the On-Line CASWS Application. This requires you, the school authority, to input Consultant's details. A Sole Trader may not have Employers Liability Insurance but must have all other Insurances. You will be unable to submit the application if the correct Indemnity Limit is not input. In the case where your Consultant is a Sole Trader, you will be required to put in block capitals the word SOLE TRADER in box entitled Name of Employers Liability Insurer. You will also be required to input the minimum Indemnity Limit for the purposes of this exercise.



Please insert photographs here:

CLIMATE ACTION SUMMER WORKS SCHEME 2025
APPLICATION FOR WINDOWS AND INSULATION UPGRADES
AT ST MUREDACH'S COLLEGE, BALLINA, CO MAYO – RN 64510J

Photographic Evidence





1906 Single Glazed Sash Windows:

Window box cill, lead water bar, decayed section of timber sash frame and rotten mullions all to be replaced. Replace all window cords, all cast brass pully wheels, all brass window latches and brass hinges. Single glazing to be replaced with slimline double glazed units.



1970s Single Glazed Timber Windows:

Replace all the old timber single glazed windows with new thermally efficient windows with a u-value of 1.2 or better.

Windows are over 50 years old with no thermal properties and no airtightness. These windows are at their “end of life”.



1970s Timber Doors:

Replace all the old external doors with new thermally efficient aluminum doors. These doors are beyond end of life and are no longer fit for purpose due to wear and tear and age.

There are no thermal properties or any degree of airtightness