



**SITE AUDIT PACK**



# Office Clearance Inventory

**Prepared for Spirit Banking Group London**

SBGL, Oxford Street, London, W1A 1AB

# Office Clearance Inventory

Spirit Banking Group London

## Summary

### SITE ADDRESS

SBGL, Oxford Street, London, W1A 1AB

### AUDIT DATE

30 July 2026

### SURVEYOR

Chris Cassidy

### SITE CONTACT

John Smith

|                                     |             |     |
|-------------------------------------|-------------|-----|
| Uncategorised                       | <div></div> | x78 |
| Operator / task chairs              | <div></div> | x68 |
| Meeting & visitor chairs            | <div></div> | x33 |
| Soft seating & breakout             | <div></div> | x27 |
| Tables (meeting / canteen / coffee) | <div></div> | x22 |
| Other                               | <div></div> | x18 |
| Screens & acoustic panels           | <div></div> | x9  |
| Stools & benches                    | <div></div> | x8  |
| Cupboards & lockers                 | <div></div> | x7  |
| Pods & booths                       | <div></div> | x4  |
| Reception                           | <div></div> | x4  |
| Pedestals & filing                  | <div></div> | x2  |
| Desks & workstations                | <div></div> | x2  |
| Whiteboards & presentation          | <div></div> | x2  |

Remove 274

Relocate 0

Stay 0

★ Star · 2

### BY FLOOR

#### Basement

15 observations · 153 units

#### Ground

1 room · 25 observations · 36 units

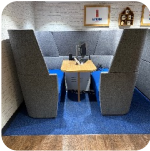
#### 1st Floor/ Mez

28 observations · 95 units

3 site videos are on the live link — video can't play in a PDF. Open the Beam link to watch.

# Observations

68 line observations · 284 units

| #        | PHOTO                                                                               | OBSERVATION              | DIMS | QTY | CONDITION | ACTION | COMMENTS |
|----------|-------------------------------------------------------------------------------------|--------------------------|------|-----|-----------|--------|----------|
| BASEMENT |                                                                                     |                          |      |     |           |        |          |
| 1        |    | 4 person booth           | —    | ×2  | Poor      | Remove |          |
| 2        |    | Arm chair<br>Orangebox   | —    | ×2  | Good      | Remove |          |
| 3        |   | Small round table        | —    | ×2  | Fair      | Remove |          |
| 4        |  | Arm chair<br>Boss        | —    | ×2  | Good      | Remove |          |
| 5        |  | Coffee table             | —    | ×1  | Good      | Remove |          |
| 6        |  | 3 seat sofa<br>Orangebox | —    | ×1  | Good      | Remove |          |

| #  | PHOTO                                                                               | OBSERVATION                           | DIMS | QTY | CONDITION | ACTION                 | COMMENTS |
|----|-------------------------------------------------------------------------------------|---------------------------------------|------|-----|-----------|------------------------|----------|
| 7  |    | <b>Credenza</b>                       | —    | ×1  | Good      | <a href="#">Remove</a> |          |
| 8  |    | <b>Elephant (Vitra)</b><br>Vitra      | —    | ×4  | Poor      | <a href="#">Remove</a> |          |
| 9  |    | <b>Office area</b>                    | —    | ×3  | Fair      | <a href="#">Remove</a> |          |
| 10 |  | <b>Stool</b><br>Boss                  | —    | ×2  | Good      | <a href="#">Remove</a> |          |
| 11 |  | <b>Staff room - no access to view</b> | —    | ×1  |           |                        |          |
| 12 |  | <b>Locker room - no access</b>        | —    | ×1  |           |                        |          |

| #             | PHOTO                                                                               | OBSERVATION                                   | DIMS     | QTY | CONDITION | ACTION | COMMENTS                        |
|---------------|-------------------------------------------------------------------------------------|-----------------------------------------------|----------|-----|-----------|--------|---------------------------------|
| 13            |    | <b>Office - no access</b>                     | —        | ×1  |           |        |                                 |
| 14            |    | ★ <b>Sit stand desk</b><br>Sedus              | 1600×800 | ×65 | Excellent | Remove |                                 |
| 15            |    | ★ <b>Herman Miller Aeron</b><br>Herman miller | —        | ×65 | Excellent | Remove |                                 |
| <b>GROUND</b> |                                                                                     |                                               |          |     |           |        |                                 |
| 16            |  | <b>Blue phone box</b>                         | —        | ×1  | Fair      | Remove |                                 |
| 17            |  | <b>Fitted reception counter</b>               | —        | ×2  | Poor      | Remove | Electrics built in - see images |
| 18            |  | <b>Stool</b><br>Orangebox                     | —        | ×2  | Fair      | Remove |                                 |

| #  | PHOTO                                                                               | OBSERVATION                           | DIMS | QTY | CONDITION | ACTION | COMMENTS           |
|----|-------------------------------------------------------------------------------------|---------------------------------------|------|-----|-----------|--------|--------------------|
| 19 |    | <b>"Breakout" sofa</b><br>Boss        | —    | ×4  | Fair      | Remove |                    |
| 20 |    | <b>Storage? Unknown use</b>           | —    | ×3  | Fair      | Remove |                    |
| 21 |    | <b>Office</b>                         | —    | ×1  | Fair      | Remove |                    |
| 22 |  | <b>Reception desk</b>                 | —    | ×1  | Fair      | Remove | Electrics built in |
| 23 |  | <b>Ops chair</b>                      | —    | ×1  | Fair      | Remove |                    |
| 24 |  | <b>Ops chair no arms</b><br>Orangebox | —    | ×2  | Poor      | Remove |                    |

| #  | PHOTO                                                                               | OBSERVATION                        | DIMS | QTY | CONDITION | ACTION | COMMENTS |
|----|-------------------------------------------------------------------------------------|------------------------------------|------|-----|-----------|--------|----------|
| 25 |    | <b>Stool</b><br>Boss               | —    | x1  | Good      | Remove |          |
| 26 |    | <b>Arm chair</b><br>Boss           | —    | x2  | Fair      | Remove |          |
| 27 |    | <b>Canteen table &amp; benches</b> | —    | x1  | Fair      | Remove |          |
| 28 |  | <b>2 stray booth</b>               | —    | x1  | Poor      | Remove |          |
| 29 |  | <b>2 seat booth</b>                | —    | x2  | Poor      | Remove |          |
| 30 |  | <b>Storage unit</b>                | —    | x1  | Fair      | Remove |          |

| #                            | PHOTO                                                                               | OBSERVATION          | DIMS | QTY | CONDITION | ACTION | COMMENTS |
|------------------------------|-------------------------------------------------------------------------------------|----------------------|------|-----|-----------|--------|----------|
| 31                           |    | Small coffee table   | —    | ×1  | Fair      | Remove |          |
| Back Office · 9 observations |                                                                                     |                      |      |     |           |        |          |
| 32                           |    | Large safe           | —    | ×1  | Poor      |        |          |
| 33                           |   | Medium safe          | —    | ×1  | Poor      |        |          |
| 34                           |  | Large safe           | —    | ×1  | Poor      |        |          |
| 35                           |  | Large metal cabinet  | —    | ×1  | Fair      | Remove |          |
| 36                           |  | Metal filing cabinet | —    | ×1  | Fair      | Remove |          |

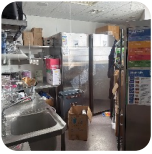


| #  | PHOTO                                                                               | OBSERVATION             | DIMS     | QTY | CONDITION | ACTION | COMMENTS                        |
|----|-------------------------------------------------------------------------------------|-------------------------|----------|-----|-----------|--------|---------------------------------|
| 37 |    | 4 draw filing cabinet   | —        | x1  | Poor      | Remove |                                 |
| 38 |    | Confidential waste bins | —        | x2  | Fair      | Remove |                                 |
| 39 |    | Work bench              | 3200x800 | x1  | Poor      | Remove | Built on top of metal pedestals |
| 40 |  | Small desk              | —        | x1  | Poor      | Remove |                                 |

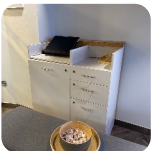
## 1ST FLOOR/ MEZ

|    |                                                                                     |              |   |    |      |        |                                        |
|----|-------------------------------------------------------------------------------------|--------------|---|----|------|--------|----------------------------------------|
| 41 |  | Dining table | — | x3 | Good | Remove | Wireless charging points (not working) |
| 42 |  | Credenza     | — | x1 | Good | Remove |                                        |

| #  | PHOTO                                                                               | OBSERVATION                          | DIMS | QTY | CONDITION | ACTION                 | COMMENTS |
|----|-------------------------------------------------------------------------------------|--------------------------------------|------|-----|-----------|------------------------|----------|
| 43 |    | <b>DSR Dining chair</b><br>Vitra     | —    | x11 | Fair      | <a href="#">Remove</a> |          |
| 44 |    | <b>DWR Dining chair</b>              | —    | x4  | Fair      | <a href="#">Remove</a> |          |
| 45 |    | <b>3 piece breakout sofa</b><br>Boss | —    | x1  | Fair      | <a href="#">Remove</a> |          |
| 46 |  | <b>Bench</b>                         | —    | x1  | Poor      | <a href="#">Remove</a> |          |
| 47 |  | <b>Office - no access</b>            | —    | x1  | Fair      | <a href="#">Remove</a> |          |
| 48 |  | <b>Stool</b>                         | —    | x1  | Good      | <a href="#">Remove</a> |          |

| #  | PHOTO                                                                               | OBSERVATION          | DIMS | QTY | CONDITION | ACTION | COMMENTS |
|----|-------------------------------------------------------------------------------------|----------------------|------|-----|-----------|--------|----------|
| 49 |    | Kitchen - no access  | —    | x1  |           |        |          |
| 50 |    | Bar area             | —    | x1  | Fair      | Remove |          |
| 51 |    | Wooden bench         | —    | x1  | Fair      | Remove |          |
| 52 |  | Whiteboard on wheels | —    | x2  | Good      | Remove |          |
| 53 |  | Flip top table       | —    | x1  | Fair      | Remove |          |
| 54 |  | Acoustic panel       | —    | x9  | Good      | Remove |          |

| #  | PHOTO                                                                               | OBSERVATION                        | DIMS | QTY | CONDITION | ACTION | COMMENTS |
|----|-------------------------------------------------------------------------------------|------------------------------------|------|-----|-----------|--------|----------|
| 55 |    | <b>Flipped table</b>               | —    | x8  | Good      | Remove |          |
| 56 |    | <b>Observation 56</b><br>Orangebox | —    | x18 | Good      | Remove |          |
| 57 |    | <b>Breakout pod</b>                | —    | x2  | Fair      | Remove |          |
| 58 |  | <b>Small coffee table</b>          | —    | x2  | Good      | Remove |          |
| 59 |  | <b>Bench</b>                       | —    | x2  | Fair      | Remove |          |
| 60 |  | <b>Arm chair</b>                   | —    | x7  | Fair      | Remove |          |

| #  | PHOTO                                                                               | OBSERVATION                        | DIMS | QTY | CONDITION | ACTION                 | COMMENTS           |
|----|-------------------------------------------------------------------------------------|------------------------------------|------|-----|-----------|------------------------|--------------------|
| 61 |    | <b>Observation 61</b><br>Orangebox | —    | ×3  | Poor      | <a href="#">Remove</a> |                    |
| 62 |    | <b>Laptop table</b>                | —    | ×2  | Fair      | <a href="#">Remove</a> |                    |
| 63 |    | <b>Built in bench</b>              | —    | ×8  | Good      | <a href="#">Remove</a> | 8 pieces           |
| 64 |  | <b>Reception counter</b>           | —    | ×1  | Fair      | <a href="#">Remove</a> | Electrics built in |
| 65 |  | <b>Office</b>                      | —    | ×1  |           |                        |                    |
| 66 |  | <b>Office</b>                      | —    | ×1  |           |                        |                    |

| #      | PHOTO                                                                               | OBSERVATION            | DIMS | QTY | CONDITION | ACTION | COMMENTS |
|--------|-------------------------------------------------------------------------------------|------------------------|------|-----|-----------|--------|----------|
| 67     |    | Office                 | —    | ×1  |           |        |          |
| 68     |    | Work bench             | —    | ×1  | Fair      | Remove |          |
| ACCESS |                                                                                     |                        |      |     |           |        |          |
| 69     |   | Front access<br>Access | —    |     |           |        |          |
| 70     |  | Parking<br>Access      | —    |     |           |        |          |
| 71     |  | Parking<br>Access      | —    |     |           |        |          |

Total: 68 observations (284 units)

Remove 274

★ Star · 2

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SURVEYED BY



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**Chris Cassidy**  
3 August 2026