

Surveyor Name

Surveyor Number

Year

Local Authority

Sample

Check Digit

A. CONTACT INFORMATION

1. Contact Record **Make at least 4 attempts to obtain a full survey including a weekday (morning, afternoon and evening) and a weekend**

Call No.	Day(1-7)	Time (1-4)	Date (dd/mm)	Day 1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday 7 = Sunday Time 1 = Morning 2 = Early Afternoon 3 = Late Afternoon 4 = Evening	Surveyors Comments
1			/		
2			/		
3			/		
4			/		
5			/		
6			/		

2. Total number of calls

3. Time at Dwelling (minutes)

4. Final Outcome

property not usable as dwelling	5	property no longer used as dwelling	4	contact & refusal	3	no contact	2	contact	1
invalid dwelling type	9	withdrawn by Ipsos MORI	8	dwelling untraceable	7	dwelling demolished	6		

5. Refusal Information **If Final Outcome is Refusal, select a reason AND after T13 explain what the householder said**

worried about landlord	08	nothing wrong with my house	07	not interested	06	no reason for refusal	05	too busy	04	SHCS too intrusive	03	will take too long	02	never does surveys	01
not applicable	88	language difficulties	14	worried about safety / security	13	worried about confidentiality	12	waste of money	11	not council house	10	nothing in it for me	09		

6. Recontact by another surveyor?

no, (exceptional circumstances only)	2	yes	1
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7. Photographic Record

A Photograph 1

none	8	dwelling description	4	area	3	back	2	front	1
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B Photograph 2

none	8	area	3	back	2	front	1
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C Photograph 3

none	8	area	3	back	2	front	1
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D Photograph 4

none	8	area	3	back	2	front	1
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Essential Facts

Porch	Attached to and project from the house. Single storey. Enclosed weather protection to an entrance. Door between porch and house. Contain no room or WC.
Conservatory	If unheated, do not include in floor dimensions. If heated include in floor dimensions. 3/4 roof area and 1/2 external wall area glazed or translucent. Attached to dwelling. Provide enclosed weather protection. Accessible from inside the house. Need not have door into house. If all of the above then must be 8m ² otherwise = porch. If separated by door and unheated, do not include in floor dimensions. If heated, or not separated, include in floor dimensions. Floor area 4.65m ² Ceiling height 2m over at least half of this.
Habitable room	A basement is a storey which has it's lowest floor at least 1m below ground level. If retaining walls then basement if retaining walls are within 3m of edge of floor.
Basement	

Barrier Free

D8-D11	Same entrance assessed for D8, D9 & D10. D11 entrance is not necessarily the same entrance as D8, D9 & D10.
D8	Wheelchair access to entrance door of dwelling or common block is... To be suitable: Gates/Gaps min 850 wide, Surface Access material min 900 wide and of hard standing material.
D9	Pathways from road and/or car spaces up to but not including the entrance door to the dwelling or common block are... Max ramp gradient 1:12, min 1000mm wide with 1000mm platform at entrance level. If ramp longer than 10m and steeper than 1:15 an intermediate platform required.
D11	Is door bell/entry system to dwelling or common block accessible for wheelchair users? Assess changes in level, gates/gaps, paths, path gradients, level standing at entrance, accessibility of bells/knockers/entry systems.
D15	Is Dwelling suitable for Solar Panels or Photo Voltaics? Dwelling needs a suitable roof area larger than 8m ² . Sloping roof areas require to be between 15° - 21°. Both sloping & flat roof areas should not be over shaded.

B. TYPE OF SURVEY

1. Extent of survey completed	dwelling description sections A,B,D & E	3	external survey, sections A,B,D,E,O,P,Q,R,S,T1,T8,T10,T13	2	full survey all relevant sections	1	<input type="checkbox"/>				
2. Is the dwelling occupied?	no, requires repair, not being marketed	5	no, requires repair, being marketed	4	no, suitable for immediate use, not being marketed	3	no, suitable for immediate use, being marketed	2	Yes	1	<input type="checkbox"/>

D. DWELLING DESCRIPTION Answer all questions in this section

1. Type of house	not a house	8	corner	6	detached	5	semi-detached	4	end terrace	3	terrace with passage	2	mid terrace	1	<input type="checkbox"/>				
2. Type of flat					not a flat	8	flat from converted house	4	tower/slab	3	4-in-block type	2	tenement	1	<input type="checkbox"/>				
3. If a flat, is located directly above shops, offices or other commercial premises?									not a flat	8	yes	2	no	1	<input type="checkbox"/>				
4. Flat only, floor exposure					not a flat	8	non heat loss floor	4	part exposed	3	exposed (above grd)	2	ground floor	1	<input type="checkbox"/>				
5. Flat only, roof exposure					not a flat	8	non heat loss roof	4	part exposed	3	flat roof	2	pitched roof	1	<input type="checkbox"/>				
6. Flat only, wall exposure	not a flat	8	4 walls exposed	7	3-4 walls exposed	6	3 walls exposed	5	2-3 walls exposed	4	2 walls exposed	3	1-2 walls exposed	2	1 wall exposed	1	<input type="checkbox"/>		
7. Entry level of dwelling	unob.	9	basement	7	six-plus	6	fifth	5	fourth	4	third	3	second	2	first	1	ground	0	<input type="checkbox"/>
8. Wheelchair access to entrance door of dwelling or common block is...									unob.	9	n/a	8	loose / unsuit surface	3	suit width. hard stand	2	inad. width hard stand	1	<input type="checkbox"/>
9. Pathways from road and/or car spaces up to but not including the entrance door to the dwelling or common block are...									unob.	9	n/a	8	step free	3	potentially step free	2	step free not poss.	1	<input type="checkbox"/>
10. Number of access steps within the curtilage to the entrance door					unob.	9	over 10 steps	4	6-10 steps	3	3-5 steps	2	1-2 steps	1	no steps	0		<input type="checkbox"/>	
11. Is door bell/entry system to dwelling or common block accessible for wheelchair users?									unob.	9	n/a	8	yes	2	no	1		<input type="checkbox"/>	
12. Quality assessment of dwelling													of superior quality	3	better than basic	2	basic	1	<input type="checkbox"/>
13. Date of construction of dwelling							Pre-1919	5	1919-1944	4	1945-1964	3	1965-1982	2	post 1982	1		<input type="checkbox"/>	
14. Presence of porch/conservatory					unob.	9	n/a	8	porch and conservatory	4	conservatory only	3	porch only	2	none	1		<input type="checkbox"/>	
15a. Is dwelling suitable for solar panels or photo voltaics?	unob	9	both already installed	6	pv already installed	5	sp already installed	4	yes, solar panels	3	yes, photo voltaics	2	no	1			<input type="checkbox"/>		
15b. If photo voltaics are installed? % of roof area									unob.	99	n/a	88	specify				<input type="checkbox"/>		
16. Provision for exclusive parking associated with dwelling?	no exclus. parking	8	space/gar elsewhere	4	space on plot	3	garage on plot	2	integral/attached garage	1							<input type="checkbox"/>		
17. Evidence of residential building activity	no adjacent dwelling	8	mixed activity	5	developing	4	demolishing	3	repairing or improving	2	no activity	1					<input type="checkbox"/>		
18. Parking provision									unob.	9	adequate	3	inadequate	2	no parking provision	1		<input type="checkbox"/>	

Essential Facts

Porch	<p>Attached to and project from the house. Single storey. Enclosed weather protection to an entrance. Door between porch and house. Contain no room or WC.</p>
Conservatory	<p>3/4 roof area and 1/2 external wall area glazed or translucent. Attached to dwelling. Provide enclosed weather protection. Accessible from inside the house. Need not have door into house. If all of the above then must be 8m² otherwise = porch. If separated by door and unheated, do not include in floor dimensions. If heated, or not separated, include in floor dimensions.</p>
Habitable room	<p>Floor area 4.65m² Ceiling height 2m over at least half of this.</p>
Basement	<p>A basement is a storey which has it's lowest floor at least 1m below ground level. If retaining walls then basement if retaining walls are within 3m of edge of floor.</p>

E. CHARACTERISTICS OF COMMON BLOCK

1. Is the dwelling part of a common block?

no - ignore section E	2	yes - complete section E	1
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2. Type of common block (or converted building)

corner	5	detached	4	semi-detached	3	end terrace	2	mid terrace	1
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3. Does the common block contain a non-residential use?

unob.	9	yes	2	no	1
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4. Is there a dwelling(s) or part dwelling(s) in the roof?

unob.	9	yes	2	no	1
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5. Is there a dwelling(s) or part dwelling(s) in the basement?

unob.	9	yes	3	no dwelling(s) or part dwelling(s) in basement	2	no basement	1
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6. Number of actual dwellings in the common block

unob. 999 specify

7. Estimate equivalent number of dwellings in the common block (floor area basis)

unob. 999 specify

8. Number of storeys in the common block

unob. 99 specify

9. Original tenure of common block

social rented	2	private	1
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10. Current tenure of common block

mixed	3	social rented	2	private	1
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F. ROOM BY ROOM RECORD

	Hall/ Landing	Kitchen	R1	R2	R3	R4	R5	Bathroom
1 Room level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Room type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 0 entry level
- 1 first level
- 2 second level
- 3 third or more
- 7 below entry level
- 8 no room
- 9 unob

G. ROOM REPAIRS ('00' no repairs; '55', '01' - '10' disrepair; '88' n/a; '99' unobtainable)

	Hall/ Landing	Kitchen	R1	R2	R3	R4	R5	Bathroom
1. Floor structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Floor finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Skirtings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Wall finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ceiling finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cornices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Doors and frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Fireplaces and flues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 1 kitchen only
- 2 living
- 3 other public
- 4 bed
- 5 bath and WC
- 6 bath only
- 7 WC only

H. TYPES OF DEFECT/CONDITION

1. Is access to room satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is arrangement of room or area satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the room structurally stable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is room free from dry/wet rot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has room satisfactory provision for natural light?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has room satisfactory provision for artificial light?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have all opening windows suitable window locks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has room satisfactory provision for ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Has room satisfactory provision for heating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is room free from rising damp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is room free from penetrating damp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is room free from condensation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is room free from mould?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 1 satisfactory
- 2 through another room
- 3 inadequate fixed access
- 4 off winder

- 1 satisfactory
- 2 inadequate space
- 3 unsuitable layout
- 4 space and layout

- 1 yes
- 2 no
- 8 n/a
- 9 unob

- 1 satisfactory natural
- 2 satisfactory mech.
- 3 satisfactory vent. from combination
- 4 unsatisfactory/ none

Whole dwelling

- 1 yes, central heating
- 2 yes, roomheater
- 3 yes socket
- 4 no

- 0 Yes, 0%
- 1 No, <2%
- 2 No, 2% <5%
- 3 No, 5% <10%
- 4 No, 10% <20%
- 5 No, 20% <30%
- 6 No, 30% <40%
- 7 No, over 40%

I. REPAIRS TO WHOLE DWELLING ('00' no repairs; '55', '01' - '10' disrepair; '88' n/a; '99' unobtainable)

1. Internal walls / partition(s)	<input type="checkbox"/>	<input type="checkbox"/>
2. Party wall(s)	<input type="checkbox"/>	<input type="checkbox"/>
3. Staircase(s)	<input type="checkbox"/>	<input type="checkbox"/>

J. ROOMS/FLOORS SUMMARY

1. Total number of habitable rooms plus kitchen	unob. <input type="checkbox"/>	<input type="checkbox"/>	specify:	<input type="checkbox"/>
2. Number of habitable floors in the dwelling (excluding the roof)	unob. <input type="checkbox"/>	<input type="checkbox"/>	specify:	<input type="checkbox"/>
3. Number of habitable rooms in the roof space	unob. <input type="checkbox"/>	<input type="checkbox"/>	specify:	<input type="checkbox"/>
4. Number of habitable rooms in the basement	unob. <input type="checkbox"/>	<input type="checkbox"/>	specify:	<input type="checkbox"/>
5. Does the dwelling have a non-residential use?	yes <input type="checkbox"/>	no <input type="checkbox"/>	2	1
6. Is the internal circulation barrier free?	unob. <input type="checkbox"/>	yes, full <input type="checkbox"/>	3	yes, ambulant <input type="checkbox"/>
			2	no <input type="checkbox"/>
			1	<input type="checkbox"/>

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Services	K17	<p>What extra kitchen storage provision is required? 1 or 2 person dwellings: 1.7m³; 3+ person dwellings: 2.3m³</p>	<p>500 deep Base Units</p> <p>600 unit 0.17m³ 1000 unit 0.28m³ 1200 unit 0.34m³</p> <p>600 deep Base Units</p> <p>600 unit 0.25m³ 1000 unit 0.41m³ 1200 unit 0.50m³</p> <p>600 high Wall Units</p> <p>600 unit 0.08m³ 1000 unit 0.27m³ 1200 unit 0.32m³</p> <p>900 high Wall Units</p> <p>600 unit 0.21m³ 1000 unit 0.27m³ 1200 unit 0.32m³</p>

K15	<p>Kitchen storage and worktops</p>	<p>Kitchen unit carcasses 30%</p> <p>Doors/drawers 30%</p> <p>Ironmongery 10%</p> <p>Work surfaces 30%</p>
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Repairs

K. AMENITIES

1. Where is the bathroom located?	unob. 9	no bathroom 8	shared bathroom 4	outside 3	in building 2	in dwelling 1	
2. Is the shortest dimension of the bathroom compartment...?	unob. 9	no bathroom 8	>=2400mm 3	>=2100mm 2	<2100mm 1		
3. Where is the main WC located?	unob. 9	no WC 8	shared WC 5	outside 4	in building 3	in dwelling 2	in bathroom 1
4. Is there a separate WC compartment, within the dwelling, suitable for use by a wheelchair user?	unob. 9	yes 1500x1800mm 3	no, too small 2	no, sep. WC comp 1			
5. Is the main WC located directly off kitchen?	unob. 9	no WC 3	yes 2	no 1			
6. Is wash-hand basin associated with main WC located with?	unob. 9	no WC 8	no wash-hand basin 3	elsewhere 2	WC 1		
7. Number of WC's within dwelling?							

What repairs are required to the following exclusive amenities inside the dwelling

	unob. 9	no amenity 8	renew		medium		minor		small	no repair 0
			100% 4	60% 3	60% 3	25% 2	25% 2	5% 1	up to 5%	
8. Main WC	9	8	4	3	2	1	0			
9. Wash hand basin	9	8	4	3	2	1	0			
10. Hot and cold to wash hand basin	9	8	4	3	2	1	0			
11. Fixed bath/shower in bathroom	9	8	4	3	2	1	0			
12. Hot and cold to bath/shower	9	8	4	3	2	1	0			
13. Sink	9	8	4	3	2	1	0			
14. Hot and cold to sink	9	8	4	3	2	1	0			
15. Kitchen storage and worktops	9	8	4	3	2	1	0			
16. Is area in front of all kitchen worktops and fittings?	unob. 9	no kitchen worktops or fittings 8	>=1500mm 3	>=1200mm 2	<1200mm 1					
17. What extra kitchen storage provision is required?	unob. 9	100% 5	75% 4	50% 3	25% 2	0% 1				
18. Number of power sockets in kitchen?			unob. 9	n/a 8	specify:					
19. Is there a min of 1m ² food storage in the kitchen?	unob. 9	n/a 8	no 2	yes 1						
20. Is the kitchen working arrangement safe?	unob. 9	n/a 8	no 2	yes 1						
21. Is the area around the cooker safe?	unob. 9	n/a 8	no 2	yes 1						
22. Type of cooker	unob. 9	no cooker 8	kitchen range, SF 6	kitchen range, oil 5	kitchen range, gas 4	gas hob electric oven 3	electric cooker 2	gas cooker 1		

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Barrier Free	<p>L7 Power sockets require to be 450—1050mm above the floor. L8 Light switches and Heating controls require to be 900 — 1050mm above floor. M15 For L7 & L8 the kitchen, bathroom and two other rooms must comply with barrier free access available.</p>
Services	<p>L3 Is the Standard of the Electrical Power System satisfactory? Satisfactory = Kitchen 6 sockets, each apartment 4 sockets plus additional 4 sockets in dwelling (Twin = 2 sockets).</p>

L. SERVICES AND FITTINGS

1. What mains services does the dwelling have?	unob.	9	no services	8	gas only	3	electricity and gas	2	electricity only	1	<input type="checkbox"/>				
2. Does the dwelling have a privately generated power supply?	unob.	9	no power supply	8	yes, other	5	yes, hydro	4	yes, wind	3	yes, fuel generator	2	no	1	<input type="checkbox"/>
3. Is standard of electrical power system satisfactory?	unob.	9	no electrical power sys.	8	5/15 amp system	4	mixed system	3	adequate number of sockets	2	inadequate number of sockets	1	<input type="checkbox"/>		
4. Are there any power socket(s) in the conservatory?					unob.	9	no conservatory	8	yes	2	no	1	<input type="checkbox"/>		
5. Is the electrical power system dangerous?					unob.	9	no power system	8	yes	2	no	1	<input type="checkbox"/>		
6. Is the standard of the electrical lighting system satisfactory?	unob.	9	no electrical lighting system	8	no, dangerous	3	no	2	yes	1	<input type="checkbox"/>				
7. Are the location of power sockets barrier free?	unob.	9	n/a	8	yes	2	no	1	<input type="checkbox"/>						
8. Are the location of light switches barrier free?	unob.	9	n/a	8	yes	2	no	1	<input type="checkbox"/>						
9. Is the underground water main (or communal rising main to the flat) lead free?	unob.	9	no water main	8	no	2	yes	1	<input type="checkbox"/>						
10. Is the entire water distribution and storage system in the dwelling lead free?	unob.	9	no	8	yes	2	yes	1	<input type="checkbox"/>						
11. Is there a private water supply to the dwelling?	unob.	9	no water main	8	yes	2	no	1	<input type="checkbox"/>						
12. Are there smoke detectors in the dwelling?	unob.	9	no	8	more than 1 mixed	5	more than 1 mains powered	4	1 mains powered	3	more than 1 batt power	2	1 battery power	1	<input type="checkbox"/>
13. Do all external door(s) have adequate locks?	unob.	9	yes	2	no	1	<input type="checkbox"/>								
14. Door viewer and restrictor present on main entrance door?	unob.	9	both viewer & restrictor	4	restrictor only	3	viewer only	2	no	1	<input type="checkbox"/>				
What repairs are required to the following services and fittings?	unob.	no amenity	renew	medium	minor	small	no repair								
			100%	60%	60%	25%	25%	5%	up to 5%						
15. Cold water system	9	8	4	3	2	1	0	<input type="checkbox"/>							
16. Hot water system	9	8	4	3	2	1	0	<input type="checkbox"/>							
17. Electrical power system	9	8	4	3	2	1	0	<input type="checkbox"/>							
18. Electrical lighting system	9	8	4	3	2	1	0	<input type="checkbox"/>							
19. % age fixed light fitting with LEL? (valid values to nearest 10%)	unob.	99	n/a	88	specify:	<input type="checkbox"/>									
20. Number of extract fans? (valid values 0-7)	unob.	9	n/a	8	specify:	<input type="checkbox"/>									
21. Number of chimneys? (valid values 0-7)	unob.	9	n/a	8	specify:	<input type="checkbox"/>									
22. Number of flues? (valid values 0-7)	unob.	9	n/a	8	specify:	<input type="checkbox"/>									
23. Is there a loft hatch?	unob.	9	n/a, no loft	8	yes, draught-proofed	3	yes, not draught-proofed	2	no	1	<input type="checkbox"/>				

Completing Section M

<p>M1 Primary Heating Conventions 1 Only fixed systems/appliances. Ignore portable heaters. 2 System/appliances that heats most rooms and hot water preferably (M1 code 1, 2, 3, 5 or 6). 3 If choice between system and room heaters: system (inc. storage heaters) is primary. Room heaters are secondary. 4 If choice between room heaters, one that heats lounge is primary (M1 code 4). 5 Back boiler with no radiators = room heater (M1 code 4): back boiler with radiators = boiler system (M1 code 1).</p>	<p>M1 Code 1 (boiler): M5 or M6 Select type of boiler as appropriate; M7, M8, M9 = Not applicable code 8). M1 Code 2: (community Heating): M5, M6, M7, M8, M9 = Not applicable (code 8) M1 Code 3 (storage heating): M5, M6, M7, M8 = Not applicable (code 8); M9 Select type of electric storage heating. M1 Code 4 (room heater): M5, M6, M9 = Not applicable (code 8); M7 or M8 Select type of room heater as appropriate. M1 Code 5 (warm air system): M5, M6, M7, M8, M9 = Not applicable (code 8). M1 Code 6 (heat pump): M5, M6, M7, M8, M9 = Not applicable (code 8). M4 Fuel will be either code 11 peak electric or code 12 off peak electric</p>	<p>M14 Code 11 ScottishPower's Radio Teleswitch Group Codes for auto charge control on night storage heaters are: 97, 98, 99, 100, 101, 102, 103, 104 & 105. All other Group Codes are 'Manual charge control'. In Scottish Hydro area: Total Heating Total Control (THTC) tariff is Auto Charge Control.</p>	<p>M16 Secondary Heating Conventions 1 Room heaters that heat most rooms + has towards lounge. 2 Upper floor open fires can be ignored as secondary heating.</p>
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 UNICOP 12941-1481

M. HEATING AND INSULATION

0.. NHER age category	pre-1919	9	1919-1929	8	1930-1949	7	1950-1964	6	1965-1974	5	1975-1982	4	1983-1990	3	1991-1997	2	post 1997	1	<input type="checkbox"/>
1. What is the primary source of heating in the dwelling?	heat pump	6	warm air system	5	room heater	4	storage heating	3	community heating	2	boiler	1	<input type="checkbox"/>						
2. Primary wet system heat emitters?	unob.	9	no wet system	8	under floor chip. floor	3	under floor conc. floor	2	radiators	1	<input type="checkbox"/>								
3. Extent of central heating system?	unob.	9	no central heating	8	partial	2	full	1	<input type="checkbox"/>										

4. Primary heating fuel?	anthracite nuts	08	smokeless fuel	07	house coal	06	oil (28sec/ kero/C1)	05	oil (35sec/ diesel/D1)	04	bottled gas	03	bulk LPG	02	gas (mains)	01	<input type="checkbox"/>
	unob.	99	n/a	88	comm.heat with CHP	14	comm heat with no CHP	13	off peak elec	12	peak electric	11	wood/peat	10	anthracite grains	09	<input type="checkbox"/>

Primary appliance type:

5. Gas central heating	n/a	8	back boiler	6	condensing combi	5	combi	4	pre 79	3	condensing	2	standard	1	<input type="checkbox"/>
6. Oil central heating	n/a	8	condensing combi	5	combi	4	pre 85	3	condensing	2	standard	1	<input type="checkbox"/>		
7. Gas room heaters	n/a	8	pre 60	5	condensing	4	gas, coal effect fire, open	3	gas, coal effect fire, flues	2	post 60	1	<input type="checkbox"/>		
8. Solid fuel room heaters/boilers	n/a	8	auto feed	6	man. feed	5	closed fire with back boiler	4	open fire with back boiler	3	closed fire	2	open fire	1	<input type="checkbox"/>
9. Electric storage heating	n/a	8	under floor	4	old style	3	fan assisted	2	new style	1	<input type="checkbox"/>				
10. Principal hot water heating source	kitchen range	07	gas instant (multi point)	06	gas instant (single point)	05	electric instantaneous	04	electric single immersion	03	electric dual immersion	02	pri. heating source	01	<input type="checkbox"/>
	unob.	99	n/a	88	water boiler	10	sep. back boiler	09	gas circulator	08	<input type="checkbox"/>				

11. What is the water heating fuel?	anthracite nuts	08	smokeless fuel	07	house coal	06	oil (28sec/ kero/C1)	05	oil (35sec/ diesel/D1)	04	bottled gas	03	bulk LPG	02	gas (mains)	01	<input type="checkbox"/>
	unob.	99	n/a	88	comm.heat with CHP	14	comm.heat with no CHP	13	off peak elec	12	peak electric	11	wood/peat	10	anthracite grains	09	<input type="checkbox"/>

What repairs are required to the central heating system?

	unob.	9	no amenity	8	renew	4	medium	3	minor	2	small	1	no repair	0	<input type="checkbox"/>
12. Central heating source?	9	8	4	3	2	1	0	<input type="checkbox"/>							
13. Central heating distribution?	9	8	4	3	2	1	0	<input type="checkbox"/>							

14. Heating controls for primary heating?	TRV only	07	programmer & TRV	06	programmer, room stat & TRV	05	programmer & room stat	04	room stat only	03	programmer only	02	no controls	01	<input type="checkbox"/>
	unob.	99	Boiler energy manager	12	SHtr auto charge control	11	SHtr manual charge control	10	RHtr appliance stat & prog	09	RHtr appliance stat	08	<input type="checkbox"/>		

15. Are all the primary heating controls accessible for wheelchair users?	unob.	9	n/a	8	All	3	Some	2	None	1	<input type="checkbox"/>
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16. What is the secondary heating, if any? (room heaters only)	open solid fuel fire	4	pre 1960 gas fire	3	post 1960 gas fire	2	gas, coal effect fire	1	no secondary system	0	<input type="checkbox"/>
	unob.	9	other	7	electric room heaters	6	closed solid fuel fire	5	<input type="checkbox"/>		

17. Is the loft space insulated?	100mm	4	75mm	3	50mm	2	25mm	1	none	0	<input type="checkbox"/>
	unob.	9	n/a	8	>200mm	7	200mm	6	150mm	5	<input type="checkbox"/>

18a. Size of HW Cylinder (litres)	unob.	9	no hw storage	8	Large (>170L)	4	Medium (130-170L)	3	Normal (90-130L)	2	Small (<90L)	1	<input type="checkbox"/>
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18b. Type of insulation to hot water cylinder?	unob.	9	no hw storage	8	no insulation	3	jacket	2	sprayed	1	<input type="checkbox"/>
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19. Thickness of insulation to hot water cylinder? (mm)	unob.	999	no hw storage	888	specify:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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20. Is insulation to own tanks and pipes in loft satisfactory?	unob.	9	n/a	8	no loft space	4	no insulation	3	no	2	yes	1	<input type="checkbox"/>
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21. Heating in conservatory	unob.	9	no conservatory	8	portable heater	4	fixed heater	3	direct from pri. System	2	no heating	1	<input type="checkbox"/>
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22. Is there a door separating the dwelling from the conservatory?	unob.	9	no conservatory	8	yes	2	no	1	<input type="checkbox"/>
23. Is the gas/oil heating system safe?	unob.	9	n/a	8	no	2	yes	1	<input type="checkbox"/>

Essential Facts

Porch	Attached to and project from the house.
Conservatory	Single storey. Enclosed weather protection to an entrance. Door between porch and house. Contain no room or WC. If unheated, do not include in floor dimensions. If heated include in floor dimensions.
Habitable room	3/4 roof area and 1/2 external wall area glazed or translucent. Attached to dwelling. Provide enclosed weather protection. Accessible from inside the house. Need not have door into house. If all of the above then must be 8m ² otherwise = porch. If separated by door and unheated, do not include in floor dimensions. If heated, or not separated, include in floor dimensions. Floor area 4.65m ² Ceiling height 2m over at least half of this. A basement is a storey which has it's lowest floor at least 1m below ground level. If retaining walls then basement if retaining walls are within 3m of edge of floor. Is the common circulation area barrier free? For req. dimensions see J6. A change in level greater than 20mm renders common circulation are unsuitable.
06	

Repairs

P7	Lifts	Lift call panel 10%
		Lift control panel 10%
		Lift car 60%
		Lift doors 20%
P12	Refuse Chutes	Refuse Chutes 60%
		Chutes and Linings 10%
		Hoppers 20%
		Chambers 10%
P13	Bin	Structure of bin 10%
		store stores 40%
		Doors 30%
		Ironmongery 20%
		Drainage to stores 10%

N. DWELLING MEASUREMENTS

	area (m ²)	measurement type (area)	height (m)	exposed perimeter (m)	Area/Perimeter 888 = not applicable 999 = unobtainable Measurement Type (area) 1 = External 2 = Internal 8 = not applicable 9 = unobtainable Height 8.8 = not applicable 9.9 = unobtainable
1. Ground / lowest floor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2. First floor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3. Second floor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4. Third Floor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5. Fourth Floor and above	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Surveyors working space for calculating floor areas

O. CHARACTERISTICS OF COMMON ELEMENTS

1. Is the dwelling part of a block with common access?	no- ignore O & P		2		yes- complete O & P		1		<input type="checkbox"/>											
2. Type of common access in the block	other	7	gallery	6	balcony	5	deck	4	passage	3	landing	2	ground only	1	<input type="checkbox"/>					
3. Number of staircases in the block	unob.		9		no staircases		8		specify:											
4. Number of lifts in the block	unob.		9		no lifts		8		specify:											
5. Are lifts suitable for wheelchair users?	unob.		9		no lifts		8		yes		2		no		1					
6. Is the common circulation area barrier free?	unob.		9		yes, full		3		yes, ambulant		2		no		1					
7. Is there an entry system?	unob.		9		no		4		yes, concierge		3		yes, entry phone		2		yes, bell to each flat		1	
8. Is front access to common block secure?	unob.		9		n/a		8		yes		2		no		1		<input type="checkbox"/>			
9. Is rear access to common block secure?	unob.		9		n/a		8		yes		2		no		1		<input type="checkbox"/>			

P. REPAIRS TO COMMON ELEMENTS

What repairs are required to the following common elements?	Repair assessment: 00 = no repairs 55, 01-10 = disrepair 88 = n/a 99 = unob	Is the repair urgent? 1 = yes 2 = no 8 = n/a 9 = unob	Residual life after repair for whole element: 1 = 1-5 years 2 = 6-10 years 3 = 11-30 years 4 = 30+ years 8 = n/a 9 = unob
1. Stairs, landings and balustrades (O3)	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Access balcony / gallery / decks and balustrades	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Halls and passages	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Wall finishes	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Ceiling and soffit finishes	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Doors, screens, windows and rooflights	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Lifts (O4)	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Decorations	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Service mains	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Public lighting to common areas	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Communal security systems	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Refuse chutes / chambers	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. Bin Stores	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Repairs	
R5	Chimney Stacks Cope Structure of bin store Finish Pots 10% 60% 15% 15%
R15	External doors to dwelling Doors Frame Ironmongery 30% 50% 20%
R16	Windows to Dwelling Frame Glazing Ironmongery 50% 30% 20%

Q. EXTERNAL CONSTRUCTION / MATERIALS

1. Is more than two thirds of the attached flank wall(s) exposed?	unob.	9	detached	4	yes, both flanks	3	yes, one flank	2	no	1									
2. External wall construction			unob.	9	other	3	cavity	2	solid	1									
3. External wall construction material	unob.	9	other	8	metal	7	concrete	6	timber	5	blockwork	4	brick	3	whin/granite	2	sandstone	1	
4. Principal external wall finish			other	8	metal	7	concrete panel	6	concrete block	5	timber	4	brick	3	stone	2	render	1	
5. External wall thickness											unob.	9	>750mm	3	450 - 750mm	2	<450mm	1	
6. Has additional insulation been added to the external walls since built?			100mm int. or ext.	7	75mm int. or ext.	6	50mm int. or ext.	5	25mm int. or ext.	4	filled 75mm cavity	3	filled 50mm cavity	2	none/partial	1			
7. Principal roof type			unob.	9	half mansard	5	mansard	4	mono	3	flat	2	pitched	1					
8. Extent of principal roof type											unob.	9	9						
9. Principal roof cover			unob.	9	other	7	metal	6	asbestos	5	asphalt	4	felt	3	tiles	2	slates	1	
10. Cover to secondary roof type	unob.	9	no secondary roof	8	other	7	metal	6	asbestos	5	asphalt	4	felt	3	tiles	2	slates	1	
11. Underground drainage			unob.	9	no drainage	4	other	3	septic tank	2	cesspool	2	public connection	1					

Dwelling only

12. Principal window type to dwelling	unob.	9	other/mixed	5	pivot	4	tilt & turn	3	casement	2	sash & case	1
13. Window frames	u.p.v.c.	4	metal (no thermal break)	3	metal (thermal break)	2	wood	1				
14. Glazing (if some single & some double select largest area)	unob.	9	double with low-e glass	4	triple	3	double	2	single	1		
15. Type of double glazing	unob.	9	no double glazing	5	part only	4	mixed	3	yes, secondary	2	yes, sealed units	1

R. EXTERNAL REPAIRS

What repairs are required to the following elements of the dwelling or common block?	front only =		back only =		5		4		6		Is the repair urgent?	Residual life	Repair score
	1	2	4	5	DWELLING / BLOCK								
	front with right =	front with left =	back with left =	back with right =	3		1		2				
	3	9	6	9	VIEWPOINT 1		VIEWPOINT 2						
1. Principal roof structure													
2. Principal roof covering													
3. Secondary roof structure													
4. Secondary roof covering													
5. Chimney stacks													
6. Flashings													
7. Roof gutters and downpipes													
8. Soil waste and vent pipes													
9. Wall structure (Q2/Q3)													
10. Wall finish													
11. Foundations													
12. DPC													
13. Underground drainage													
What repairs are required to the following elements of the dwelling only?													
14. Private balcony to dwelling													
15. External doors to dwelling													
16. Windows to dwelling													
17. External paint to dwelling													
18. External stairs to own door (4-in-block & converted houses only)													

Repair score
 00 = no repair
 55, 01 - 10 = disrepair
 88 = n/a
 99 = unobtainable

Is the repair urgent?
 1 = yes
 2 = no
 8 = n/a
 9 = unob

Residual life for whole element after repair
 1 = 1-5 years
 2 = 6-10 years
 3 = 11-30 years
 4 = 30+ years
 8 = n/a
 9 = unob

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Repairs	
S5	Attached Garage
	Roof 45%
	Walls 45%
	Doors/Windows 10%

S. EXTERNAL AND OTHER FEATURES

What repairs are required to the following external elements?

- 1. Fences, walls and gates ('00' no repairs, '55', '01'-'10' disrepair; '88' n/a; '99' unobtainable)
- 2. Paths, paved areas, ramps ('00' no repairs, '55', '01'-'10' disrepair; '88' n/a; '99' unobtainable)
- 5. Attached garage ('00' no repairs, '55', '01'-'10' disrepair; '88' n/a; '99' unobtainable)

	unob.	no amenity	renew		medium		minor		small up to 5%	no repair	
			100%	60%	60%	25%	25%	5%			
3. Steps and plats	9	8	4		3		2		1	0	<input type="checkbox"/>
4. Surface drainage	9	8	4		3		2		1	0	<input type="checkbox"/>

T. TOLERABLE STANDARD - STATUTORY ACTION

For a Full Survey (B1) answer all questions in this section, for an External Survey (B1) answer T1, T8, T10 & T13.

	unob.	no (BTS)	yes			
1. Is the dwelling structurally stable?	9	2	1	<input type="checkbox"/>		
2. Is the dwelling substantially free from rising or penetrating damp?	9	2	1	<input type="checkbox"/>		
3. Has the dwelling satisfactory provision for natural and artificial light, for ventilation and for heating?	9	2	1	<input type="checkbox"/>		
4. Has the dwelling an adequate piped supply of wholesome water within the house?	9	2	1	<input type="checkbox"/>		
5. Has the dwelling a sink provided with a satisfactory supply of both hot and cold water within the house?	9	2	1	<input type="checkbox"/>		
6. Has the dwelling a water closet available for the exclusive use of the occupants of the house suitably located within the house?	9	2	1	<input type="checkbox"/>		
7. Has the dwelling a fixed bath/shower and a wash-hand basin all with a satisfactory supply of hot and cold water suitably located within the house?	9	2	1	<input type="checkbox"/>		
8. Has the dwelling an effective system for the drainage and disposal of foul and surface water?	9	2	1	<input type="checkbox"/>		
9. Has the dwelling satisfactory facilities for the cooking of food within the dwelling?	9	2	1	<input type="checkbox"/>		
10. Is there satisfactory access to all external doors and outbuildings?	9	2	1	<input type="checkbox"/>		
11. Would you expect action to be taken on this dwelling under the Housing Acts?	unob. 9	close or demolish 4	improvement order 3	repair notice 2	no action 1	<input type="checkbox"/>
12. Would you expect the common parts to be subject to a repairs notice?	unob. 9	no common parts	3	action 2	no action 1	<input type="checkbox"/>

13. Write in reason for each BTS failure, at 1 - 10 (above)

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Surveyors notes box to assist data validation team (including reason for refusal)

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