



Department for
Communities and
Local Government

bre



2014/15

Please tick both boxes and scan barcode before editing the form

1. Edit form

2. Activate scan

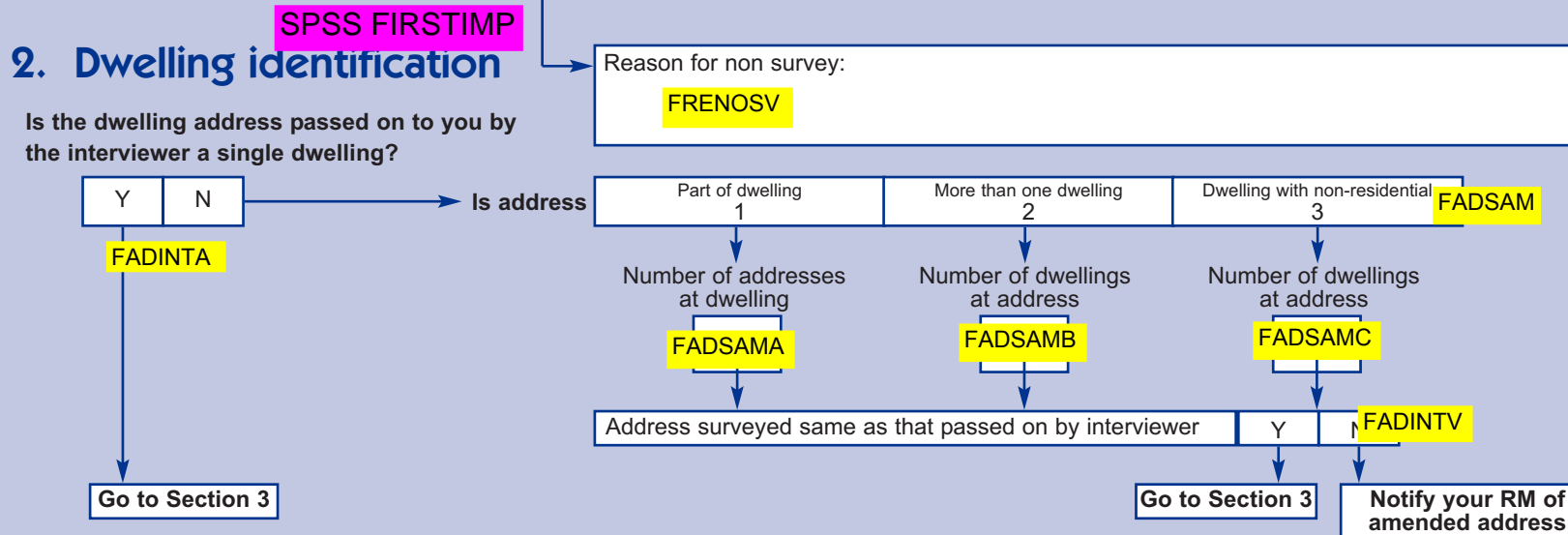
Barcode

3. Scan barcode

AREA ADDRESS

Surveyor

1. Survey record	SPSS FIRSTIMP	FRECL1... Visit 1	FRECL2... Visit 2	FRECL3... Visit 3	FRECL4... Visit 4	FRECL5... Visit 5
	Visit / telephone call made	...VM	Y N	Y N	Y N	Y N
Was this a booked appointment?	...AP	Y N	Y N	Y N	Y N	Y N
Record date of this call (24 hour clock)	...DY ...MT	Day Month	Day Month	Day Month	Day Month	Day Month
		Hr mm	Hr mm	Hr mm	Hr mm	Hr mm
Start time	...SH ...SM					
Finish time	...FH ...FM					
Outcome	...CO					
Full/completed survey		1	1	1	1	1
Partial survey/comeback to finish		2	2	2	2	2
Partial survey then refusal		3	3	3	3	3
Refusal on doorstep		4	4	4	4	4
HQ refusal after surveyor visit			5	5	5	5
Household missed appointment - no / unproductive contact		6	6	6	6	6
Household missed appointment - rescheduled		7	7	7	7	7
Surveyor missed appointment - no contact		8	8	8	8	8
Surveyor missed appointment - rescheduled		9	9	9	9	9
Speculative call - no / unproductive contact		10	10	10	10	10
Speculative call - appointment scheduled		11	11	11	11	11
HMO referred to Regional Manager		12	12	12	12	12
Address untraceable		13	13	13	13	13
Dwelling derelict		14	14	14	14	14
Dwelling demolished		15	15	15	15	15
No longer usable as dwelling		16	16	16	16	16
Other reason for non-survey		17	17	17	17	17
HQ USE ONLY - Lost/written off		18	18	18	18	18



3. Dwelling description and occupancy **SPSS FIRSTIMP**

Type of occupancy
(clarify with household)

FODISHMO

Single family dwelling 1	Shared house 2	Household with lodgers 3	Bedsits or flatlets 4	Purpose built with shared amenities 5	Hostel/ B&B 6
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HMO premises: discuss with RM if necessary
complete questions on page 8

Dwelling type (clarify with household) **FODDTYPE**

House/bungalow					Flat		
End terrace 1	Mid terrace 2	Semi detached 3	Detached 4	Temporary 5	Purpose built 6	Converted 7	Non residential plus flat 8

Tenure (clarify with household) **FODTENUR**

Owner occupied 1	Private rented 2	Local authority 3	Housing association (RSL) 4
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Construction date (clarify with household) **FODCONST**

Estimate actual construction date

FODCONAC

Pre 1850 1	1850-1899 2	1900-1918 3	1919-1944 4	1945-1964 5	1965-1974 6	1975-1980 7	1981-1990 8	1991-1995 9	1996-2002 10	Post 2002 11
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Occupancy (ask where possible) **FODOCCUP**

Occupied 1	Vacant						
	Awaiting another owner 2	Awaiting another tenant 3	Awaiting demolition 4	Being modernised 5	New never occupied 6	Being used for other purpose 7	Other (specify) 8
If occupied: how long have the current occupants lived here? Years: FODLIVEY Months: FODLIVEM				If vacant: how long has the dwelling been vacant? Years: FODVACNY Months: FODVACNM			

If occupants have moved in within the last 6 months, ask for date:-
 Day: **FODEXDAY** Month: **FODEXMON** Year: **FODEXYRS**

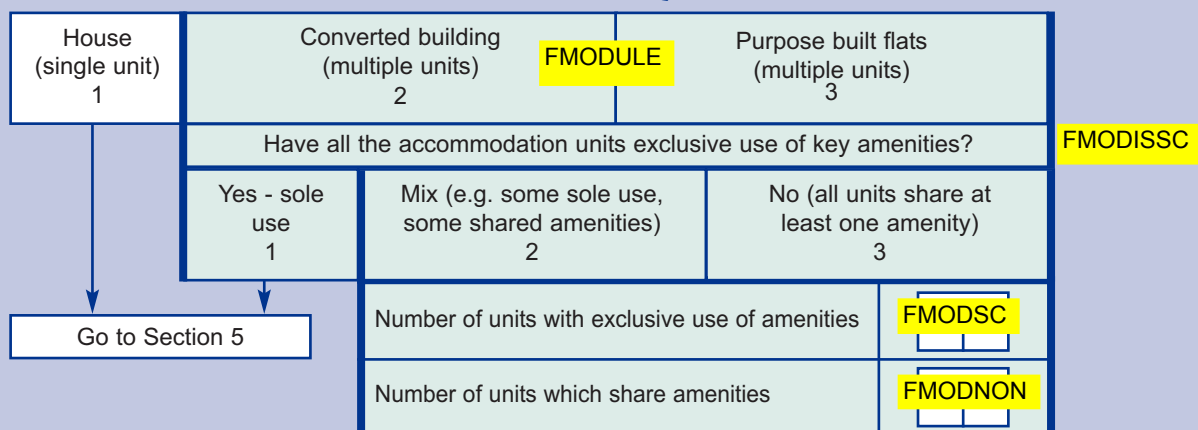
Source of information on tenure and occupancy **FODSORCE**

Occupant 1	Neighbour 2	Caretaker/ warden/agent 3	Estimate/ appearance 4	Other (specify): 5
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FODSOTH

IDENTIFY MODULE NOW **SPSS FIRSTIMP**

4. Module associated with the address surveyed



SPSS INTERIOR

5. Interior

	..LIV..	..KIT..	..BED..	..BAT..	..CIR..	..GAR..	..BAL..	..EX1..	..EX2..	..EX3..	..EX4..	..EX5..	..EX6..	..EX7..	Habitable rooms (specify No)
	Living room	Kitchen	Bedroom	Bathroom	Circulation	Integral garage	Integral balcony	Extra room 1	Extra room 2	Extra room 3	Extra room 4	Extra room 5	Extra room 6	Extra room 7	
Does room exist?	FIN...EX	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	FINROOMS
Level (B, G, 1, 2, 3 etc)	FIN...LE														
Function (L, K, S, T, D)	FIN...FU														
Room inspected?	FIN...IN	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Ceiling height (metres)	FIN...CL	·	·	·	·										
Width (metres)	FIN...WI	·	·	·											
Depth (metres)	FIN...DE	·	·	·											

Ceilings (answer in tenths)

	FINCLGFL	FINCLGRN	FINCLGRP	FINCLGLV
Faults?	Y N	Y N	Y N	Y N
Take down and rene				
Isolated repair, fill crac				
Leave				

Floors (answer in tenths)

	FINFLRSF	FINFLRFL	FINFLRRN	FINFLRRP	FINFLRLV
Solid floors?	Y N	Y N	Y N	Y N	Y N
Faults?	Y N	Y N	Y N	Y N	Y N
Replace structure					
Replace only boards or screed					
Leave					

Walls (answer in tenths)

	FINWLSFL	FINWLSRN	FINWLSPL	FINWLSRP	FINWLSLV
Faults?	Y N	Y N	Y N	Y N	Y N
Rebuild partition wal					
Hack-off, replaste					
Isolated repair, fill crack					
Leave					

Dry lining present?	FINWLSDL	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Internal insulation	FINWLSII	Y N	Y N	Y N	Y N	Y N	Y N	Y N

Doors (answer in numbers)

	FINDRSFL	FINDRSRN	FINDRSRP
Faults?	Y N	Y N	Y N
Renew			
Repair/rehang			

Windows/Frames

	FINWNDFL	FINWNDES	FINWNDSI
Faults?	Y N	Y N	Y N
Means of escape?	Y N	Y N	Y N
Secondary glazing for sound insulat	Y N	Y N	Y N

Heating & Services

	FINHTGCH	FINHTGFX	FINHTGLG
CH/prog. appliance	Y N	Y N	Y N
Fixed other heater?	Y N	Y N	Y N
Fluorescent/low energy li	Y N	Y N	Y N

Defects

	FINDFX...	..RD	..PD	..MO	..NL	..AL	..RV	..VT	..IN	..RT	FINVERMS	FINVERAT
Rising (ground level) damp	Living room	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Penetrating (higher level) damp	Kitchen	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Serious condensation/mould growth	Bedroom	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Inadequate natural light	Bathroom	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Inadequate artificial light	Circulation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Inadequate room ventilatio	Other rooms	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Inadequate appliance ventilatio		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Wood boring insect attack		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Dry/wet rot		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Evidence of mice		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Evidence of rats		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Stairs within dwelling FINSTR...

Present?	...PR	Y N
Open Plan?	...OP	Y N
Faults?	...FL	Y N
Replace structure	...RN	Y
Replace treads	...TR	Y
Replace balustrades	...BL	Y
Repair/refix treads/balustrades	...RP	Y

Security of dwelling FINSEC...

	High	Fairly high	Fairly low	Low	Very low	Not Applic
Main entrance door	..ME	1	2	3	4	5
Other external door	..OT	1	2	3	4	5
Accessible window	..WN	1	2	3	4	5

Burglar alarm present?	..BA	Y N
Door viewer present?	..VW	Y N
Smoke detector(s)	..SM	Y N
Carbon monoxide detector? Clarify with house	..CO	Y N

Accessibility

FINFLUSH	Flush threshold <15mm?	Y N
FINBEDEN	Room on entrance level suitable for bedroom?	Y N
FINBATEN	Bathroom at entrance level?	Y N
FINWCEN	WC at entrance level?	Y N
FINWAWEN	Wheelchair accessible WC at entrance level?	Y N
FINTRPEN	Change in floor level/trip steps at entrance level?	Y N
FINCIRCU	Doorsets and circulation meet part M?	Y N
FINLANDS	Straight stairs with landings >900mm?	Y N

Adaptations for disabled people

Ramps?	FINRAMPS	Y N
Grab rails?	FINGRABR	Y N
Stair lift/through floor lift?	FINLIFTS	Y N
Hoists?	FINHOIST	Y N
Electrical modifications?	FINELECM	Y N

HHSRS

	FINHS...	Significantly lower risk than average	Average risk	Significantly higher risk than average
Falling on stairs etc	..STR	1	2	3
Falling on level surfaces	..LVL	1	2	3
Falling between levels	..BTW	1	2	3
Fire	..FIR	1	2	3
Flames, hot surfaces, et	..HOT	1	2	3
Damp and mould growth	..DAM		2	3

If '3', score HHSRS in Section 22

FINOT...

	FINHS...	Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
Entry by intruders	..ENT	1	2	3	4
Noise	..NOI	1	2	3	4
Collisions and entrapment	..CEN	1	2	3	4
Excess heat	..EXH	1	2	3	4
Lighting	..LIT	1	2	3	4
Domestic hygiene, pests and refuse	..DHY	1	2	3	4

Describe 'extreme risk' in Section 22

Pats and Mice

Traps seen?	FINTRAPS	Y N
Chemicals seen	FINCHEMS	N
Other visual evidence	FINVISUA	N
Told about it?	FINTOLDA	N

5. Interior – amenities SPSS AMENITY

Kitchen amenities

	..PR		..WK		..AC				
	Present	Working	None	Minor repair	Major repair	Replace	Install	Action	
Cold water drinking supply? FINCLD...	Y	N	Y	N	1	2	3	4	5
Hot water? FINHOT..	Y	N	Y	N	1	2	3	4	5
Sink? FINSNK...	Y	N	Y	N	1	2		4	5
Fixed waste? FINWST...	Y	N	Y	N	1	2		4	5
Cooking provision? FINCOK..	Y	N	Y	N	1	2	3	4	5
Cupboards? FINCUP...	Y	N	Y	N	1	2	3	4	5
Worktop FINWRK...	Y	N	Y	N	1	2	3	4	5
Extractor fan? FINKXT...	Y	N	Y	N					

Drinking water supply pipework

	Pipework seen	Lead present	Mains
Before stopcock? FINPIPEB	FINLEADB	FINMAINS	
After stopcock? FINPIPEA	FINLEADA		

Y	N	Adequate cooker space? FINCOOKR
Y	N	Adequate cupboard units? FINCUPUN
Under 1.5m	1.5 - 3m	Over 3m
1	2	3
Worktop (metres) FINWORKT		

Are there significant problems with: Space

FINKDFSP
--

Kitchen adapted for disabled use? FINKITDU

Layout

FINKDFLA
--

Cleanability

FINKDFCB
--

	Original	Pre 1960	1960's	1970's	1980's	1990's	2000's	2010's	In progress
Kitchen amenities last refurbished FINKITLR	9	1	2	3	4	5	6	7	8

Actual date of kitchen refurbishment (if known)

FINKITRE
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Bathroom amenities

	..PR		..WK		..HC		..AC					..FL				
	Present	Working	Hot & cold water	None	Minor repair	Major repair	Replace	Install	Basement	Floor	Ground	Specify	Badly located?	No. of external surfaces		
Bath/shower? FINBAT...	Y	N	Y	N	1	2		4	5	BB	GG		FINBADLO	FINSURFA		
Wash hand basin? FINWHB...	Y	N	Y	N	1	2		4	5	BB	GG					
W.C.? FINLOO...	Y	N	Y	N	1	2	3	4	5	BB	GG		Internal? FININ	Close to whb? FINWH	In bathroom? FINBA	If WC not in bathroom: Extractor fan? FINEX
Extractor fan in bathroom? FINBXT...	Y	N	Y	N												

Are there significant problems with: Space

FINBDFSP
--

Is any bathroom adapted for disabled use? FINBATDU

Layout

FINBDFLA
--

Cleanability

FINBDFCB
--

Is any bathroom wheelchair accessible? FINBATWA

Location

FINBDFLO
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	Original	Pre 1960	1960's	1970's	1980's	1990's	2000's	2010's	In progress
Bath/shower last refurbished FINBATLR	9	1	2	3	4	5	6	7	8

Actual date of bath/shower refurbishment (if known)

FINBATRE
--

Secondary amenities

	..PR		..WK		..HC		..FL			..ES	
	Present	Working	Hot & cold water	Basement	Floor	Ground	Specify	In bedroom/en-suite	Internal?		
Second kitchen? FIN2KI...	Y	N			Y	N	BB	GG			
Second bath/shower? FIN2BT...	Y	N	Y	N	Y	N	BB	GG		Y	N
Second wash hand basin? FIN2WH...	Y	N	Y	N	Y	N	BB	GG		Y	N
Second W.C.? FIN2LO...	Y	N	Y	N			BB	GG		Y	N

HHSRS - hazards relating to whole dwelling interior

Hazards that may pose an extreme risk

	Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
Falls associated with baths etc. FINHSFBA	1	2	3	4
Water Supply FINHSWAT	1	2	3	4
Food Safety FINHSFOD	1	2	3	4
Personal hygiene, sanitation and drainage FINHSPHY	1	2	3	4
Position and operability of amenities FINHSPOA	1	2	3	4

Describe 'extreme risk' in Section 22

SPSS SERVICES

5. Interior - Primary services

Gas system

		FINGASAC			
		Action			
		None	Minor Repair	Major Repair	Replace
Present?	FINGASPR	1	2	3	4
Mains supply?	FINGASMS				

Smart meter?	FINGASTM	Housing Health and Safety Rating System (HHSRS)				
			Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
		Uncombusted fuel gas Explosions	FINHSUNG	2	3	4
		FINHSEXP	1	2	3	4
Describe 'extreme risk' in Section 22						

Electrical system

Present?	FINELEPR	Normal mains supply?	FINELEMS	Smart meter?	FINELETM	Off-peak supply?	FINOPELE
	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U		<input type="checkbox"/> Y <input type="checkbox"/> N

Location of meters	FINELEDC	Under stairs or on wall	Special cupboard	External access to meter	Mixture	Unknown
		1	2	3	4	5

Type of wiring	FINELEWI	Lead or rubber covered	PVC sheathed		Mixture	Unknown
		1	2		4	5

Earthing wires	FINELEEA	Unsheathed or green cover	Yellow and green sheath		Mixture	Unknown
		1	2		4	5

Consumer unit arrangement	FINELECU	Separate fuse boxes for each circuit	One or two "covered boxes"	One or two "accessible boxes"	Mixture	Unknown
		1	2	3	4	5

Overload protection	FINELEOP	Wire fuses	Cartridge fuses	MCB's	Mixture	Unknown
		1	2	3	4	5

Personal protection	FINELEPP	No RCD's	RCD in consumer unit	Separate RCD's	Mixture	Unknown
		1	2	3	4	5

Power sockets	FINELEPS	Round 2 or 3 pin	Square 3 pin		Mixture	Unknown
		1	2		4	5

Lighting circuits	FINELELC	Wooden mounting blocks	Flush mounted switches or roses		Mixture	Unknown
		1	2		4	5

		None	Minor Repair	Major Repair	Replace	Install
Action	FINELEAC	1	2	3	4	5

Housing Health and Safety Rating System (HHSRS)					
		Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
	Electrical safety	1	2	3	4
	FINHSELS	Describe 'extreme risk' in Section 22			

Cavity wall insulation

Is there any evidence of cavity wall insulation in/around the electricity or gas meters? **FINCWIME**

Y N

Ventilation

Total number of open fireplaces **FINNOFIR**

5. Interior – space heating

Primary heating

Present? **FINCHEAT** If present: **FINCHPHS**

Main heat source in winter? (ask household)

Individual 1	Communal system			If communal, number of dwellings served FINCHNOD
	Estate 2	Block 3	Group of dwellings 4	

Location of system **FINCHLOC**

If present:

Primary heating group

Central heating (wet) 1	Storage heaters 2	Warm air 3	Communal/CHP 4	Electric ceiling/underfloor 5	Room heaters 6
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Distribution type

Radiators 1 FINDISTY	Underfloor 2
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Type **FINCHTYP**

Primary heating fuel **FINMHFUE**

Gas			Oil	Solid fuel			Biomass	Electricity				Communal	
Mains 01	Bulk LPG 02	Bottled 03	04	Coal 05	Smokeless fuel 06	Anthracite 07	08	Standard 09	7 hr tariff 10	10 hr tariff 11	24 hr tariff 12	CHP/Waste heat 13	From boiler 14

Biomass type **FINMHBIT**

Wood chips 1	Wood logs 2	Wood pellets 3	Gas 4	Oil 5
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Primary heating type **FINMHBOI**

Standard (non condensing) 1	Back boiler 2	Combination (non condensing) 3	Condensing 4	Condensing Combi 5	Combined primary storage unit 6	No boiler 7	Unknown 9
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CRITICAL INFORMATION FROM TABLE

Primary heating appliance
First digit should match code for primary heating group

Code **FINCHBCD**

Clarify with household

Primary heating system working? **FINCHWRK**

Primary heating appliance FINCHBAC	Action				Age FINCHBAG
	None 1	Minor repair 2	Major repair 3	Replace 4	

Primary heating distributor FINCHDAC	Action				Age FINCHDAG
	None 1	Minor repair 2	Major repair 3	Replace 4	

If boiler (or heat pump) system:

Manufacturer name: **FINCHBMA**

Model name/number: **FINCHBMO**

Primary heating controls (non storage heaters)

Overall on/off	Present?	Y FINCHOFF	Radiator controls (manual)
Boiler thermostat	Present?	Y FINCHTHE	TRVs / appliance thermostat
Timer	Present?	Y FINCHTIM	Time and temperature zone control
Manual override on timer	Present?	Y FINCHOVE	Delayed start thermostat
Room thermostat	Present?	Y FINCHROM	

Primary heating controls (storage heaters)

Manual charge control	Present?	Y N U FINCHMCC
Automatic charge control	Present?	Y N U FINCHACC
Select type control	Present?	Y N U FINCHCTC

Other heating

Present? Main heat source in winter? (ask household)

FINOHEAT **FINOPHS**

Type of system **FINOHTYP**

Mains gas fires									LPG	Electric heaters			Solid fuel heaters		Paraffin	Other
Open flue 01	Balanced flue 02	Fan assisted 03	Condensing 04	Live effect - sealed to chimney 05	Live effect fan assisted flue 06	Decorative open to chimney 07	Flueless 08	Unknown 09	Fixed heaters 10	Panel, convector or radiant 11	Portable 12	Individual storage heater 13	Open fire 14	Stove/ space heater 15	Portable heaters 16	17

FINOHAET

None 1	Minor repair 2	Major repair 3	Replace 4	Age FINOHAGE
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HHSRS

Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
1	2	3	4

FINHSCO Carbon monoxide and fuel combustion products

Describe 'extreme risk' in Section 22

SPSS SERVICES

Hot water system

Present?

FINWHEAT

If present indicate all systems available

...AC
Action

...AG
Age

Present? **...PR**

Fuel **...TY**

None Minor repair Major repair Replace Age

	Y	N	Fuel								None	Minor repair	Major repair	Replace	Age
Boiler with central heating	FINWHC...														
Boiler (water heating only)	FINWHO...		Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Coal 05	Smokeless 06	Anthracite 07	Biomass 08	1	2	3	4	
Back boiler (water heating only)	FINWHX...		Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Coal 05	Smokeless 06	Anthracite 07	Biomass 08	1	2	3	4	
Single immersion heater	FINWSI...		Standard 09	7 hr tariff 10	10 hr tariff 11	24 hr tariff 12					1	2	3	4	
Dual immersion heater	FINWDI...			7 hr tariff 10	10 hr tariff 11	24 hr tariff 12					1	2	3	4	
Separate instantaneous heater (Single)	FINWSP...		Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Standard 09				1	2	3	4	
Separate instantaneous heater (Multi)	FINWMP...		Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Standard 09				1	2	3	4	
Communal	FINWHL...		CHP/waste 13	From boiler 14											
Other	FINWOT...		Specify:						Fuel from facing page	FINWOTFU					

Cylinder present?

FINWHCYL

Cylinder seen?

FINWHCSE

If cylinder seen:

Size/volume

450 x 900mm (110 l) 1	450 x 1050mm (140 l) 2	450 x 1500mm (210 l) 3	450 x 1650mm (245 l) 4
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FINWHSIZ

Cylinder insulation

Foam Factory insulated 1	Jacket Loose jacket 2	Other 3	None 4
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FINWHINS

Cylinder insulation thickness

0 1	12.5mm 2	25mm 3	38mm 4	50mm 5	80mm 6	100mm 7	150mm 8
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FINWHMMS

Water heating controls?

Present?

Time clock for water heating

Y	N	U
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FINWHCEN

Cylinder thermostat

Y	N	U
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FINWHTHE

6. Loft inspection

SPSS SERVICES

Inspect all houses and top floor flats

FINLOPOS

House/Bungalow 1	Top floor flat 2	Mid floor flat 3	Ground floor flat 4	Basement flat 5
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GO TO SECTION 7

Loft information from:

FLIINFOR

Inspection 1	Occupant 2	No loft (flat or very shallow pitched roof) 8	no information 9
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GO TO SECTION 7

Type of loft

FLITYPES

Fully boarded 1	No boarding or partial boarding 2	Room(s) with permanent stairs 3	Don't know 9
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Roof insulation above living space?

FLIINSUL

Yes 1	No 2	Don't know 9
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Type of loft Insulation

FININTYP

Mineral wool/fibre glass 1	Vermiculite beads 2	High performance quilt 3	Rigid foam board 4	Not applicable 8	Don't know 9
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Approximate thickness of loft insulation

FLITHICK

No insulation 00	25mm 01	50mm 02	75mm 03	100mm 04	125mm 05	150mm 06	200mm 07	250mm 08	300mm 09	>300mm 10	Don't know thickness 99
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Any roof structure problems seen?

FLIPROBS

Is there any evidence of cavity wall insulation in the loft?

FLICWIEV

If yes, describe and transfer to Section 21

FLIDESC

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7. Household questionnaire

Questions asked? **FHQASKED**

- Do you have **cavity wall insulation**?
Record in elevation features (section 16) if seen and complete wall insulation summary (section 19)
- Do you have **internal wall insulation**?
Record in walls (section 5) if seen and complete wall insulation summary (section 19)
- Do you have **external wall insulation**?
Record in elevation features (section 16) if seen and complete wall insulation summary (section 19)
- Do you have access to a **garage/private parking space**?
- Do you have a water meter?
- If **yes**, are you charged according to the amount you use?
- Are you directly connected to mains drainage operated by a water/sewage company?
- Do you have an 'in house' display which shows your property's energy consumption?
- Does any part of your home get uncomfortably hot?
(even when your heating is off and the windows are open)
- If **yes**, which rooms are particularly affected.

FHQCAVIT

FHQINSWI

FHQEXTWI

FHQGARAG

FHQWAMET Y N U

FHQWMCH Y N U

FHQWASTE Y N U

FHQINHOS Y N U

FHQOHANY Y N U

Bedrooms **FHQOHBED** Living rooms **FHQOHLIV** Attic room **FHQOHATT** Conservatory **FHQOHCON**

Rats and mice

- (a) Have you had problems with rats or mice over the last 12 months?
If **yes to either**:
(b) Do you still have a problem with rats **FRARAT...** Rats
(c) Where is the problem with the rats **FRARAT...** Rats located? **Code all that apply**

(a) Problem ...PR	(b) Current problem ...CP				(c) Location of problem				
	Current	Not current		Unknown	Home ...HO	Garden ...GD	Common areas ...CA		
Y N	1	2		9	Y N	Y N	Y N	Y N	
Y N	1	2		9	Y N	Y N	Y N	Y N	

If **current** problem with **Rats or Mice**, ask to see evidence and record on form (section 5: rats and mice, section 19: rats and mice)

Surveyor check:

Have you clarified with the household:

page 2: Tenure, age, length of residence

page 4: Date of refurbishment of kitchen, bathroom and WC?

page 6/7: Age of boiler and heating systems, Is boiler working, Primary winter heat source?

page 14: Date of improvements/alterations to dwelling

FCHTEN Y N
FCHREE Y N
FCHBOH Y N
FCHALT Y N

COMPLETE FOR HMO USE ONLY

Number of accommodation units in dwelling **FMONUMAC**

Number of households in dwelling/occupied units **FMONUMHH**

Total number of occupants in dwelling **FMONUMOC**

Number of shared kitchens **FMOSHKIT**

Total number of WC's **FMOTOTWC**

Number of shared WC's **FMOSHWC**

9. Common parts of module.

Common parts exist

FCPPRES IF NO, GO TO SECTION 10

	Accessway					
	Main horizontal of typical/ upper level		Stairway on typical/ upper level		Main entrance to module	
Does access/area exist?	FCPEXIST	Y N	Y N	Y N	Y N	Y N
Balcony/Deck/Corridor/Lobby	FCPTYPES					
Spacious/Average/Tight	FCPSIZES					
Enclosed?	FCPENCLC	Y N	Y N	Y N	Y N	Y N
In module?	FCPINMOD	Y N	Y N	Y N	Y N	Y N
Working?						

Lift controls accessible to wheelchair user?
Lift controls accessible to a visually impaired person?

Lifts
FCPLFTEX
FCPLFTSZ
FCPLFTIN
FCPLFTWK
FCPLFTWU
FCPLFTVP

Floors/ treas (answer in m²)

Faults?	FCPFLRFL	Y N	Y N	Y N	Y N
Modify structure	FCPFLRMO				
Renew surface	FCPFLRRN				
Repair surface	FCPFLRRP				

Walls (answer in m²)

Faults?	FCPWLSFL	Y N	Y N	Y N	Y N
Modify structure	FCPWLSMO				
Renew surface	FCPWLSRN				
Repair surface	FCPWLSRP				
Repaint surface	FCPWLSPA				

Ceilings/soffits (answer in m²)

Faults?	FCPCLNFL	Y N	Y N	Y N	Y N
Modify structure	FCPCLNMO				
Renew surface	FCPCLNRN				
Repair surface	FCPCLNRP				
Repaint surface	FCPCLNPA				

Access doors/screens (answer in numbers)

Faults?	FCPAXDFL	Y N	Y N	Y N	Y N
Replace	FCPAXDRN				
Repair/rehang	FCPAXDRP				
Repaint	FCPAXDPA				

Accessway windows (answer in numbers)

Faults?	FCPAXWFL	Y N	Y N	Y N	Y N
Replace	FCPAXWRN				
Repair	FCPAXWRP				
Repaint	FCPAXWPA				

Accessway lighting (answer in numbers)

Faults?	FCPAXLFL	Y N	Y N	Y N	Y N
Replace light fittings	FCPAXLFT				
Replace light switches	FCPAXLSW				

Balustrades (answer in metre lengths)

Faults?	FCPBALFL	Y N	Y N	Y N	Y N
Replace	FCPBALRN				
Repair	FCPBALRP				

Security of module

FCPACCES

Type of access

Multiple access	Single access	Restricted access
...PR	...WK	...IN

FCPCON... Concierge system

FCPENT... Door entry system

	Present?		Working?		In module?	
FCPCON...	Y	N	Y	N	Y	N
FCPENT...	Y	N	Y	N	Y	N

Fire safety of flat surveyed

Escape route from flat surveyed to final exit from building

FCPESCAP

Flat is final exit	Through another flat	Through another flat and common areas	Through common areas
1	2	3	4

Fire precautions

	Present	Action			
		None	Minor	Major	Renew
Protection to stairs/lobbies?	FCPPRO...	1	2	3	4
Self closing fire doors?	FCPCLO...	1	2	3	4
Fire extinguishers?	FCPEXT	1	2	3	4
Emergency lighting?	FCPEML...	1	2	3	4
Sign posting?	FCPSGN...	1			4
Safe practices?	FCPSAF...				
Alternative route?	FCPALT...				
Alarm system?	FCPALM...	1	2	3	4

Contribution to problems (within survey module)

	None	Minor	Major	
Vandalism	FCPVANDA	1	2	3
Graffiti	FCPGRAFF	1	2	3
Litter/rubb	FCPLITTR	1	2	3

HHSRS - common areas (affecting flat surveyed)

	Significantly lower risk than average	Average risk	Significantly higher risk than average
FCPHSSTR Falling on stairs etc	1	2	3
FCPHSLVL Falling on level surfaces	1	2	3
FCPHSBTW Falling between levels	1	2	3
FCPHSFIR Fire	1	2	3
FCPHSHOT Flames, hot surfaces, etc	1	2	3
FCPHSDAM Damp and mould growth		2	3

If '3', score HHSRS in Section 22

10. Number of flats in module SPSS NUMFLATS

This section is critical. Make every attempt to record correct number of flats in module

Number of flats in module

Specify FNOFLATS	Unknown 999
----------------------------	----------------

DOUBLE CHECK the number of flats against what you have defined as your module in **Section 8** before continuing

Level of lowest flat

FNOLOWES

Basement B	Ground floor G	Floor <input type="text"/>	Unknown 9
---------------	-------------------	-------------------------------	--------------

Use of ground floor

FNOGRUSE

Dwelling only 1	Dwelling and services 2	Services only 3	Dwelling and non residential 4	Non residential only 5	Dwelling and void 6	Other 7
--------------------	----------------------------	--------------------	-----------------------------------	---------------------------	------------------------	------------

Use of basement

FNOBSUSE

No basement 8	Dwelling only 1	Dwelling and services 2	Services only 3	Dwelling and non residential 4	Non residential only 5	Dwelling and void 6	Other 7
------------------	--------------------	----------------------------	--------------------	-----------------------------------	---------------------------	------------------------	------------

Non residential use

FNORESAR

If any non residential use, % total floor area of module in non residential use

No non residential 88		Specify % <input type="text"/>	Unknown 99
--------------------------	--	-----------------------------------	---------------

If 'dwelling with non residential': non residential use

Not 'dwelling with non residential' 8	Shop/business 1	Office FNOREUSE	Industrial/Institutional 3	Surgery 4	Public House 5	Hotel 6	Other 7 FNOREOTH
--	--------------------	---------------------------	-------------------------------	--------------	-------------------	------------	----------------------------

If 'dwelling with non residential':

Does the non-residential use include the handling/processing of food for commercial purposes? **FNORESFD**

Other flats in module

Are they?

FNOOTHER

Survey flat is only one in module 8	Mostly same as survey dwelling 1	Mostly small flats 2	Mostly large flats 3	Mixture of small/large flats 4	Mixture of flats/maisonettes 5	Unknown 9
--	-------------------------------------	-------------------------	-------------------------	-----------------------------------	-----------------------------------	--------------

Approximate number of vacant flats in module

FNOVACNT

Survey flat is only one in module 888	Specify <input type="text"/>
--	---------------------------------

11. Shared facilities and services (within 100m of survey dwelling)

SPSS SHARED

Do shared facilities/services exist? Y N IF NO, GO TO SECTION 12

FFCSHARE

Stores and common rooms

	...PR		Location ...LO			Action ...AC		
	Present?		Integral?	Not Integral?	None	Minor	Major	
Tenant stores	FFCTEN...	Y N	1	2	1	2	3	
Bin stores	FFCBIN...	Y N	1	2	1	2	3	
Paladin stores	FFCPAL...	Y N	1	2	1	2	3	
Laundry	FFCLAU...	Y N	1	2	1	2	3	
Drying room	FFCDRY...	Y N	1	2	1	2	3	
Community room	FFCCOM..	N	1	2	1	2	3	
Warden caretaker office	FFCWAR..	Y N	1	2	1	2	3	

Common/electrical services

	...PR		Action ...AC		
	Present?		None	Minor	Major
CCTV	FFCCT..	Y N	1	2	3
TV reception	FFCTVR...	Y N	1	2	3
Lightning conductor	FFCHTG..	N	1	2	3
Communal heating	FFCHEA..	N	1	2	3
Burglar alarm system	FFCBUR..	N	1	2	3
External lighting	FFCLIT...	Y N	1	2	3

Communal parking facilities

	...PR		Location ...LO			Action ...AC		
	Present?		Integral?	Not Integral?	None	Minor	Major	
Garages	FFCGAR...	Y N	1	2	1	2	3	
Multi storey parking	FFCMUL...	Y N	1	2	1	2	3	
Underground parking	FFCUND...	Y N	1	2	1	2	3	
Roof parking	FFCROO...	Y N	1	2	1	2	3	
Other covered parking	FFCCOV..	Y N	1	2	1	2	3	
Open air parking bays	FFCAIR...	Y N			1	2	3	

Surfaces and fences

	...PR		Action ...AC		
	Present?		None	Minor	Major
Drying areas	FFCDAR..	Y N	1	2	3
Children's play	FFCPLA..	Y N	1	2	3
Unadopted estate roads	FFCRDS..	Y N	1	2	3

Landscaping

	...PR		Action ...AC		
	Present?		None	Minor	Major
Paths	FFCPAT..	Y N	1	2	3
Walls/fences	FFCWAL..	Y N	1	2	3
Hard landscaping	FFCHRD..	Y N	1	2	3
Grass/planting	FFCGRA..	Y N	1	2	3

Contribution to problems in condition (outside survey module)

	None	Minor	Major	
Vandalism	FFCVAND	1	2	3
Graffiti	FFCGRAFF	1	2	3
Litter/rubbish	FFCLITTR	1	2	3

Design of paths

ANSWER IF PATHS PRESENT

('Y' IN BOX ABOVE)

Paths	Yes	No	Not applicable	
At least 900mm wide?	FFCPAT90	1	2	3
Gradient gentler than 1 in 12?	FFCPATGR	2	3	
Protected from adjacent drops?	FFCPATAD	2	3	

Accessibility

Number of steps from pavement to entrance of module FFCSTEP

Level Access	No step but slope > 1:20	1 step	2 step	3 or more steps
8	7	1	2	3
Space for ramp				
Not applicable	8	Yes 1	No 2	
Is path firm and even?	Y N	FFCAFIRM		
Is entrance adequately lit?	Y N	FFCALIT		
Is entrance covered?	Y N	FFCACOVR		

HHSRS - shared areas

(affecting dwelling surveyed)

	Significantly lower risk than average	Average risk	Significantly higher risk than average	
FFCHSSTR	Falling on stairs etc	1	2	3
FFCHSLVL	Falling on level surfaces	1	2	3
FFCHSBTW	Falling between levels	1	2	3

If '3', score HHSRS in Section 22

12. House/module shape SPSS SHAPE

Draw plan													Back
Left													Right
													Front

Location of additional part FSHADDIT	No additional part 77	Front elevation			Back elevation			Left elevation			Right elevation		
		Left 01	Centre 02	Right 03	Left 04	Centre 05	Right 06	Front 07	Centre 08	Back 09	Front 10	Centre 11	Back 12
Attic/basement in house/module FSHATTIC	Attic only 1			Basement only 2			Both 3			Neither 4			
Entry floor to house/module FSHENTR	Basement B			Ground G			Floor <input style="width: 20px; height: 20px;" type="text"/>						

13. External dimensions of house/module

	No. of floors	Level (B, G, 1, 2 etc)	Width (metres)	Depth (metres)				
Main structure	FDHMFLRS	FDHMLEV1	Basement BB	Ground GG	FDHMWID1	FDHMDEP1		
	FDHMLEV2	None exists NN	Basement BB	Ground GG	Same as above SSS	FDHMWID2	Same as above SSS	FDHMDEP2
	FDHMLEV3	None exists NN	Basement BB	Ground GG	Same as above SSS	FDHMWID3	Same as above SSS	FDHMDEP3
Additional part	FDHAFLRS	FDHALEV1	Basement BB	Ground GG	FDHAWID1	FDHADEP1		
	FDHALEV2	None exists NN	Basement BB	Ground GG	Same as above SSS	FDHAWID2	Same as above SSS	FDHADEP2
	FDHALEV3	None exists NN	Basement BB	Ground GG	Same as above SSS	FDHAWID3	Same as above SSS	FDHADEP3

14. Material and construction of house/module (code one type only)

FMTCONST	Code	Material	Construction	Type	If external wall is stone, what is the proportion (tenths) of wall that is stone?										
	01	Masonry	Boxwall	Solid	N/A	1	2	3	4	5	6	7	8	9	10
	02	Masonry	Boxwall	Cavity	FMTPROST										
	03	Masonry	Crosswall		Proprietary system? <input type="text" value="Y"/> <input type="text" value="N"/> <input type="text" value="U"/>										
	04	Concrete	Boxwall	In-situ	FMTPROPS										
	05	Concrete	Boxwall	Precast panel <1m wide	If Yes, name: FMTDESCR										
	06	Concrete	Boxwall	Precast panel >1m wide	Type of stone? FMTTYPST										
	07	Concrete	Crosswall	In-situ											
	08	Concrete	Crosswall	Precast panel	Granite 1			sandstone 2			limestone 3				
	09	Concrete	Frame	In-situ	whin 4			other 5			unknown 9				
	10	Concrete	Frame	Precast	If other, specify: FMTOTHST										
	11	Timber	Frame	Pre 1919	<input style="width: 100%;" type="text"/>										
	12	Timber	Frame	Post 1919	<input style="width: 100%;" type="text"/>										
	13	Metal	Frame		<input style="width: 100%;" type="text"/>										
	14	Other, please specify if known		FMTCOOTH	<input style="width: 100%;" type="text"/>										

15. Improvements/alterations (to the house/module since original construction) Code most recent (or most significant)

Clarify with Household

	None	Pre 1945	1945-1964	1965-1984	1985-1990	1991-1995	1996-present	In progress	
Conversion to more than one dwelling	FALMORED	2	3	4	5	6	7	8	
Conversion to HMO use	FALHMOED	1	2	3	4	5	6	7	8
Conversion from non-residential use	FALNORES	2	3	4	5	6	7	8	
Two or more dwellings combined	FALCOMBI	1	2	3	4	5	6	7	8
Complete refurbishment/modernisation	FALREFUR	2	3	4	5	6	7	8	
Rearrangement of internal space	FALSPACE	1	2	3	4	5	6	7	8
Extension added for amenities	FALEXTAM	1	2	3	4	5	6	7	8
Extension added for living space	FALEXLIV	1	2	3	4	5	6	7	8
Alteration of external appearance	FALAPEAR	1	2	3	4	5	6	7	8
Over-roofing	FALOROOF	1	2	3	4	5	6	7	8
Over-cladding	FALOCLAD	1	2	3	4	5	6	7	8
Structure replaced	FALSTRUC	1	2	3	4	5	6	7	8
Loft conversion	FALLOFTS	1	2	3	4	5	6	7	8
Radon remedial works (check postcode)	FALLRAD	2	3	4	5	6	7	8	

ASK HOUSEHOLD
Exact year of
loft conversion

FALYELCO

16. Elevation features

SPSS ELEVATE

Front face	Left face	Right face	Back face
Y N	Y N	Y N	Y N
	FELEXP.. Is part of face unattached?		
	FELGAB.. Gables (tenths)		
	FELPAR.. Parapets (tenths)		
	FELSUP.. Mono supporting walls (tenths)		
	FELBAS.. Base walls (tenths)		
	FELMAW.. Main walls (tenths)		
	FELGUT.. Valley gutters (number)		
Y N PV m ²	FELSOL.. Solar water heating panels?	Y N PV m ²	Y N PV m ²
Y N	FELPV.. Solar photovoltaic (PV)?	Y N	Y N
Y N	FELCAV.. Evidence of cavity wall insulation?	Y N	Y N
Y N	FELEXT.. External insulation?	Y N	Y N
Window void wall	Window void wall	Window void wall	Window void wall
...FW ...FV ...FN	...LW ...LV ...LN	...RW ...RV ...RN	...BW ...BV ...BN
	FELFEN.. Fenestration (tenths)		

17. Specification of views

Back view attached B, 10/10 attached A, Not seen N

Tenths attached

BACK FACE

MAIN PART

FRONT FACE

LEFT FACE

RIGHT FACE

Orientation of Front Face

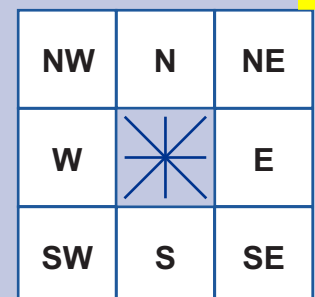
Is there any evidence from the air bricks of cavity wall insulation? FELCWIAB

Wind turbine present? FELWTUR

Roof Pitch (deg.) FELROOFP

Flat -15	16 - 26	27 - 39	40 - 50	50+
1	2	3	4	5

Orientation of Front Face FELORIEN



18. Exterior – of house/module

SPSS CHIMNEY FRONT VIEW FEXCS1..

Masonry		Other	
Y	N	Y	N
Y	N	Y	N
Y	N	Y	N

Chimney stacks

(Number)

Present? ..PR

Number ..NO

Age ..AG

Faults? ..FL

Rebuild ..RN

Part rebuild ..PT

Repoint/refix pot ..RE

Leave ..LV

Urgent? ..UR

Replacement period ..TM

FEXCS2.. BACK VIEW

Masonry		Other	
Y	N	Y	N
Y	N	Y	N
Y	N	Y	N

SPSS ROOFSTRUC FEXRS1..

Pitched		Mansard		Flat		Chalet	
Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N

Roof structure

(Tenths of area)

Tenths of area ..TE

Age ..AG

Faults? ..FL

Replace ..RN

Strengthen ..ST

Leave ..LV

Urgent? ..UR

Replacement period ..TM

FEXRS2..

Pitched		Mansard		Flat		Chalet	
Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N

SPSS ROOFCOV FEXRC1..

Natural slate/stone/shingle		Man made slate		Clay tile		Concrete tile		Asphalt		Felt		Glass/metal/laminate		Thatch	
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

Roof covering

(Tenths of area)

Tenths of area ..TE

Age ..AG

Faults? ..FL

Renew ..RN

Isolated re ..IS

Leave ..LV

Urgent? ..UR

Replacement period ..TM

FEXRC2..

Natural slate/stone/shingle		Man made slate		Clay tile		Concrete tile		Asphalt		Felt		Glass/metal/laminate		Thatch	
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

SPSS ROOFFEAT FEXRF1..

Fascias		Valley gutters/flashings		Gutters/down-pipes		Stacks/wastes		Party parapets	
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N

Roof features and drainage

(Tenths of length)

Present? ..PR

Faults? ..FL

Replace ..RN

Repair ..RP

Leave ..LV

Urgent? ..UR

Replacement period ..TM

FEXRF2..

Fascias		Valley gutters/flashings		Gutters/down-pipes		Stacks/wastes		Party parapets	
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N

SPSS WALLSTRU – of house/module (continued)

FRONT VIEW FEXWS1..												Wall structure FEXWS2.. BACK VIEW											
Masonry cavity 1	Masonry cavity 2	Masonry single leaf	9" solid	>9" solid	In situ concrete	Concrete panels	Wood/metal/plastic panels	(Tenths of area)	Masonry cavity 1	Masonry cavity 2	Masonry single leaf	9" solid	>9" solid	In situ concrete	Concrete panels	Wood/metal/plastic panels							
								Net tenths of area	..TE														
								Age	..AG														
								Wall thickness	..WT														
Y	N	Y	N	Y	N	Y	N	Faults?	..FL	Y	N	Y	N	Y	N	Y	N						
								Rebuild/renew	..RN														
								Repair	..RP														
								Leave	..LV														
Y	N	Y	N	Y	N	Y	N	Urgent?	..UR	Y	N	Y	N	Y	N	Y	N						
								Replacement period	..TM														

SPSS WALLFIN FEXWF1..												Wall finish FEXWF2..													
Rendered natural	Shiplap timber	Tile hung	Slip/tile faced	Wood/metal/plastic panels	(Tenths of area)	Masonry pointing	Non-masonry natural	Rendered	Shiplap timber	Tile hung	Slip/tile faced	Wood/metal/plastic panels													
					Net tenths of area	..TE																			
					Age	..AG																			
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Faults?	..FL	Y	N	Y	N	Y	N	Y	N	Y	N
					Render	..RE																			
					Renew/repair	..RN																			
					Isolated repair	..RP																			
					Paint	..PA																			
					Leave	..LV																			
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Urgent?	..UR	Y	N	Y	N	Y	N	Y	N	Y	N
					Replacement period	..TM																			

SPSS DORMERS FEXDB1..												Dormers and bays FEXDB2..															
Bays	Dormers Standard	Roof dormer	Porches	Conservatories	Balconies	(Number)	Bays Single storey	Bays Multi storey	Dormers Standard	Roof dormer	Porches	Conservatories	Balconies														
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Present?	..PR	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
						Number	..NO																				
						Age	..AG																				
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Faults?	..FL	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
						Rebuild roof and walls	..RW																				
						Rebuild roof only	..RO																				
						Rebuild wall only	..WO																				
						Major repairs	..MJ																				
						Minor repairs	..MN																				
						Demolish	..DE																				
						Leave	..LV																				
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Urgent?	..UR	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
						Replacement period	..TM																				

SPSS DAMPPC FEXDP1..						Damp proof course FEXDP2..							
Physical barrier	Injection DPC	None	(Tenths of length)	Physical barrier	Injection DPC	None							
			Tenths of length	..TE									
Y	N	Y	N	Y	N	Faults?	..FL	Y	N	Y	N	Y	N
			Replace/install	..RN									
			Leave	..LV									
Y	N	Y	N	Y	N	Urgent?	..UR	Y	N	Y	N	Y	N
			Replacement period	..TM									

For all conservatories SPSS INTERIOR	
Closable door between conservatory and dwelling	FINCODOR
Footprint of conservatory (Sq. Feet) (Whole numbers only)	FINCOSIZ
Conservatory window type	FINCOWIN
Conservatory roof	FINCOROF
Fixed radiator or other fixed heater present?	FINCORAD

18. Exterior – of survey dwelling

FRONT VIEW SPSS WINDOWS												BACK VIEW SPSS WINDOWS																							
Single-glazed						Double-glazed						Single-glazed						Double-glazed																	
Wood casement	Wood sash	UPVC	Metal	Wood	UPVC	Metal	Wood casement	Wood sash	UPVC	Metal	Wood	UPVC	Metal	Wood casement	Wood sash	UPVC	Metal	Wood	UPVC	Metal	Wood casement	Wood sash	UPVC	Metal	Wood	UPVC	Metal								
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

Windows/frames to survey dwelling (Number)		
Number	..NO	
Age	..AG	
Faults?	..FL	
Replace	..RN	
Repair/replace sash/member	..RP	
Ease sashes etc/reglaze	..EA	
Repaint/reputty	..PA	
Leave	..LV	
Urgent?	..UR	
Replacement period	..TM	

FRONT VIEW SPSS DOORS						BACK VIEW SPSS DOORS					
Wood	UPVC	Metal	Wood	UPVC	Metal						
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

Doors/frames to survey dwelling (Number)		
Number	..NO	
Age	..AG	
Faults?	..FL	
Replace	..RN	
Repair/glaze	..RP	
Ease/replace/adjust ironmongery	..EA	
Paint	..PA	
Leave	..LV	
Urgent?	..UR	
Replacement period	..TM	

18. Exterior – plot of survey dwelling (Not shared plots)

SPSS AROUND

Private plot exists	No private or shared plot	Shared plot / facilities only
Complete all this section	Complete accessibility + HHSRS	Complete section 11 only
1	FEXPLTYP	3

Front plot	Width of plot	Rear plot
Exists	Width (m) Same as module	Exists
FEXPLOT	FEXWIDTH	FEXPLOTR
Depth (m)		Depth (m)
FEXP1FDP		FEXP2FDP

Accessibility FEXD...

Number of steps from gate/pavement to entrance
note: entrance maybe in either view

Level Access	No step but slope > 1:20	1 step	2 step	3 or more steps
8	7	1	2	3
Space for ramp				
Not applicable 8		Yes 1	No 2	
Is path firm and even?	Y N	...FIRM		
Is path at least 900mm wide?	Y N	...ESWI		
Is gradient less than 1:12?	Y N	...ESGR		
Is entrance adequately lit?	Y N	...ESFE		
Is entrance covered?	Y N	...COVR		

SPSS PLOTLVL		Tenths ..TH
Y	N	..TS
		Tenths soft
Y	N	..FL
		Faults?
Y	N	..BD
		Bridged DPC
Y	N	..IN
		Inadequate/reverse falls
		..EX
		Excavation (m ³)
		..TA
		Internal tanking (m ²)
		..RN
		Repair/renew paving (m ²)
		..RW
		Repair/renew retaining wall (m)
		..RP
		Repair/renew steps (no.)
Y	N	..GU
		Install gully?
Y	N	

HHSRS - of plot

note: include front and rear plots

FEXHS...	Significantly lower risk than average	Average risk	Significantly higher risk than average
Falling on stairs etc	..STR 1	2	3
Falling on level	..LVL 1	2	3
Falling between levels	..BTW 2	3	
Damp and mould growth	..DAM 2	3	

If '3', score HHSRS in Section 22

19. Around the house/module SPSS AROUND

Underground drainage

Mains drainage present Y N **FCUDRAIN**

Faults to drains Y N **FCUFAULT**

HHSRS	Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
FEXHSPHY Personal hygiene, sanitation and drainage	1	2	3	4
Describe 'extreme risk' in Section 22				

Rats and mice outside house/module **FCU...**

Evidence of mice? **..VERMC** Type of evidence

Evidence of rats? **..VERAT**

Pets/livestock kept outside? **..PETSLS**

Litter/rubbish around house/module

None	Minor	Major
1	2	3

..LITTR

Traps seen? **..TRAPS** Chemicals? **..CHEMS** Other visual evidence? **..VISUA** Told about it? **..TOLDA**

HHSRS	Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
FEXHSDHY Domestic hygiene, pests and refuse	1	2	3	4
Describe 'extreme risk' in Section 22				

Parking provision of survey dwelling

ASK HOUSEHOLD

	..PR Present?	..LO On plot?	..SP Car spaces
Integral garage FCUINT...	Y N	Y N	
Attached garage FCUATT..	Y N	Y N	
Detached garage FCUDET..	Y N	Y N	
Car port FCUPOR..	Y N	Y N	
Designated parking space(s) FCUSPA..	Y N	Y N	

Street parking **FCUSTR**

Adequate	Inadequate	None
1	2	3

Is there any off-plot parking located within 30 meters of the entrance to dwelling/module, with an even access route of less than 1:12 gradient? **FCUOPP**

Cavity wall insulation summary

Evidence of cavity wall insulation: **FCWICH...**

- ..ME** Area around meters (P5)
- ..LS** Loft space (P7)
- ..OR** Occupant response (P8)
- ..EF** Elevation features (P14)
- ..AB** Air bricks (P14)

FCWIPROP % of cavity walls with CWI present

0%	25%	50%	75%	100%
0	1	2	3	4

Internal / external insulation summary

Evidence of internal / external insulation: **FSWIWINT** Internal wall insulation (P3)

FSWIOCCR Occupant response (P8)

FSWIWEXT External wall insulation (P14)

FSWIWPROP % of walls with internal / external insulation present

0%	25%	50%	75%	100%
0	1	2	3	4

Exposure **FCUEXPOS**

Is the dwelling in an exposed position?

Not exposed	Slightly exposed	Exposed	Very exposed
1	2	3	4

What is the average level of overshadowing of the dwelling windows? **FCUOSDW**

None or very little	Modest	Significant	Heavy
1	2	3	4

What is the level of overshadowing to the module roof? **FCUOSMR**

None or very little	Modest	Significant	Heavy
1	2	3	4

20. Block SPSS AROUND

Number of houses/modules in block

Detached house/module	Specify number	More than 50
01	<input type="text"/>	75

FBLBLOCK

Approximate number of houses/modules in disrepair in block

Specify number
<input type="text"/>

FBLDEFEC

21. Structural defects SPSS STRUCTURE

Any structural defects present? Y N

IF YES, DESCRIBE BELOW

IF YES OR NO, COMPLETE HHSRS ASSESSMENT AT BOTTOM OF PAGE

FST...	Defect ..DE	Action required?			Monitor/ examine further?		Action described elsewhere on form?		Action required on assumption problem is progressive														
		..AC			..MN		..EL		Any additional action required that is not accounted for elsewhere														
		Y	Y	N	Y	N	Y	N	Treatment?			Extent											
Roof sagging	..SAG..	Y	Y	N	Y	N	Y	N															
Roof humping	..HUM..	Y	Y	N	Y	N	Y	N															
Roof spreading	..SPR..	Y	Y	N	Y	N	Y	N	Tie-ing	..TI	Y	N	Number:	..NO	[]								
									Other	..OT	Y	N	Specify	..SP	[]								
Sulphate attack	..SUL..	Y	Y	N	Y	N	Y	N	Chimney-liner	..CL	Y	N	Linear metres	..LM	[] m								
									Other	..OT	Y	N	Specify	..SP	[]								
Unstable parapets	..PAR..	Y	Y	N	Y	N	Y	N															
Wall bulging	..BUL..	Y	Y	N	Y	N	Y	N	Tie rods	..TR	Y	N	Number:	..TN	[]								
									Strapping	..ST	Y	N	Number:	..SN	[]								
									Other	..OT	Y	N	Specify	..SP	[]								
Differential movement	..MOV..	Y	Y	N	Y	N	Y	N	Movement-joint	..MJ	Y	N	Linear metres	..LM	[] m								
									Other	..OT	Y	N	Specify	..SP	[]								
Lintel failure	..LIN..	Y	Y	N	Y	N	Y	N	Replace lintels	..RN	Y	N	Number:	..NO	[]								
Wall tie failure	..TIE..	Y	Y	N	Y	N	Y	N	Insert wall ties	..IN	Y	N	Wall area:	..WA	[] m²								
Unstable floors, stairs or ceilings	..UNS..	Y	Y	N	Y	N	Y	N															
Dry rot/Wet rot	..ROT..	Y	Y	N	Y	N	Y	N	Wall & timber treatment	..TR	Y	N	Basement	1	One room	2	One floor	3	..EX	Loft	4	Most of building	5
Wood-borer infestation	..BOR..	Y	Y	N	Y	N	Y	N	Timber treatment	..TR	Y	N	Basement	1	One room	2	One floor	3	..EX	Loft	4	Most of building	5
Adequacy of balconies / projections	..BAL..	Y	Y	N	Y	N	Y	N	Replace fixings	..RN	Y	N	Total number:	..NO	[]								
									Other	..OT	Y	N	Specify	..SP	[]								
Foundation settlement	..FOU..	Y	Y	N	Y	N	Y	N	Underpin	..UN	Y	N	Linear metres	..LM	[] m								
									Other	..OT	Y	N	Specify	..SP	[]								
Integrity of structural frame	..ISF..	Y	Y	N	Y	N	Y	N	Making-good	..MG	Y	N	Wall area	..WA	[] m²								
									Replace frame	..RN	Y	N											
Integrity of wall panels	..IWP..	Y	Y	N	Y	N	Y	N	Replace fixings	..RN	Y	N	Total number:	..NO	[]								
									Other	..OT	Y	N	Specify	..SP	[]								
Boundary wall - unsafe height	..BWH..	Y	Y	N	Y	N			Replace	FSTBWRE			Wall area	FSTBWREA	m²								
Boundary wall - out of plumb	..BWP..	Y	Y	N	Y	N			Repair	FSTBWRP			Wall area	FSTBWRPA	m²								
Boundary wall - horizontal cracking	..BWC..	Y	Y	N	Y	N			Demolish	FSTBWDM			Wall area	FSTBWDMA	m²								
Unstable retaining wall	..RET..	Y	Y	N	Y	N	Y	N															
Any other problems	..OTH..	Y	Y	N	Y	N	Y	N	Specify	..ST			Specify	..SE	[]								

HHSRS	FSTHSSCO Structural collapse and falling elements	Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
		1	2	3	4
		Describe 'extreme risk' in Section 22			

22. Housing Health and Safety Rating System

Refer back to all the HHSRS flags. Consider each of the following hazards in turn in relation to the dwelling as a whole. Decide whether any hazards are significantly worse than average and need to be scored individually on pages 21 - 22. Decide if there are any other hazards listed below which represent an extreme risk. If yes, indicate below and describe risk. If there are no hazards to score move to the Local Area section on page 23.

HAZARDS WHICH MAY REQUIRE SCORING

Hazard	Review whole survey form, especially:	Significantly lower risk than average	Average risk	Significantly higher risk than average
Falling on stairs etc FHS... ..STAIR	Check flags on pages 3, 10, 12, 17	1	2	3
Falling on level surfaces ..ONLEV	Check flags on pages 3, 10, 12, 17	1	2	3
Falling between levels ..BTLEV	Check flags on pages 3, 10, 12, 17	1	2	3
Fire ..FIRE	Check flags on pages 3, 10	1	2	3
Flames, hot surfaces, etc ..HOTSF	Check flags on pages 3, 10	1	2	3
Damp and mould growth ..DAMP	Check flags on pages 3, 10, 17		2	3

Are any hazards significantly higher than average (code 3)?
If **Yes**, describe below and score hazard on pages 21-22

Y N **FHSAHWA**

FHSMEAS

OTHER HAZARDS IDENTIFIED AS POSING AN EXTREME RISK

Hazard	Review whole survey form, especially:	Extreme risk?
Falls associated with baths etc FHSFBATH	Check flag on page 4	Y
Entry by intruders FHSENTRY	Check flag on page 3	Y
Noise FHSNOISE	Check flag on page 3	Y
Collision and entrapment FHSCENT	Check flag on page 3	Y
Excess heat FHSEXHT	Check flag on page 3	Y
Lighting FHSLIGHT	Check flag on page 3	Y
Water supply for domestic purposes FHSWATER	Check flag on page 4	Y
Food safety FHSFOOD	Check flag on page 4	Y
Personal hygiene, sanitation and drainage FHSPHYG	Check flags on pages 4, 18	Y
Position and operability of amenities FHSPOA	Check flag on page 4	Y
Uncombusted fuel gas FHSUNGAS	Check flag on page 5	Y
Explosions FHSEXPLO	Check flag on page 5	Y
Electrical safety FHSELS	Check flag on page 5	Y
Carbon monoxide and fuel combustion products FHSCO	Check flag on page 6	Y
Domestic hygiene, pests and refuse FHSDHYG	Check flags on pages 3, 18	Y
Structural collapse and falling elements FHSSCOLL	Check flag on page 19	Y

If **Yes**, to any of the above, describe extreme risk below and specify treatment

FHSXRISK

Falling on stairs etc.

FHSST...

Significantly higher than average

Y N

FHSSTWA

Average Pre 1919

Likelihood of a <u>person over 60</u> having a fall leading to harm	..LIK				1800	1000	560	320	180	100	56	32	18	6	2
Likely outcome if a <u>person over 60</u> should fall	Class 1 Extreme % ..EX	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100	} Must not add up to >100.2%		
	Class 2 Severe % ..SV	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100			
	Class 3 Serious % ..SR	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100			

Action required

FHSST...	Action required?	Action	Coded elsewhere?	Quantity
..IHA	Y	Install handrail	..IHD Y N	Metres: ..IHQ
..IBA	Y	Install balustrade	..IBD Y N	Metres: ..IBQ
..CVA	Y	Cover dangerous balustrade/guarding	..CVD Y N	Metres: ..CVQ
..RPA	Y	Repair/replace internal staircase (S5)	..RPD Y	
..RDA	Y	Redesign internal, common or external staircase (design, not cond	..RDD N	Number: ..RDQ
..COA	Y	Repair/replace external/common staircase (S9)	..COD Y	
..EXA	Y	Repair/replace external steps (S11, S18)	..EXD Y N	Number: ..EXQ
..CSA	Y	Cover slippery stairs	..CSD Y N	Flights: ..CSQ
..LIA	Y	Repair/replace/provide additional lighting (S5, S9, S11)	..LID Y N	Number: ..LIQ
..ROA	Y	Remove obstacle	..ROD N	Number: ..ROQ

Falling on level surfaces etc.

FHSLV...

Significantly higher than average

Y N

FHSLVWA

Average

Likelihood of a <u>person over 60</u> having a fall leading to harm	..LIK				1000	560	320	180	100	56	32	18	6	2
Likely outcome if a <u>person over 60</u> should fall	Class 1 Extreme % ..EX	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100	} Must not add up to >100.2%		
	Class 2 Severe % ..SV	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100			
	Class 3 Serious % ..SR	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100			

Action required

FHSLV...	Action required?	Action	Coded elsewhere?	Quantity
..RFA	Y	Repair floors (S5, S9)	..RFD Y	
..RPA	Y	Repair paths/external surfaces (S11, S18)	..RPD Y	
..RTA	Y	Remove trip steps (S5, S9)	..RTD N	Number: ..RTQ
..RDA	Y	Redesign external pathways (S11, S18)	..RDD N	Metres: ..RDQ
..CVA	Y	Cover slippery surfaces	..CVD Y N	Sq m: ..CVQ
..LIA	Y	Repair/replace/provide additional lighting (S5, S9, S11)	..LID Y N	Number: ..LIQ
..ROA	Y	Remove obstacle	..ROD N	Number: ..ROQ

Falling between levels

FHSBT...

Significantly higher than average

Y N

FHSBTWA

Average

Likelihood of a <u>child under 5</u> having a fall leading to harm	..LIK	5600	3200	1800	1000	560	320	180	100	56	32	18	6	2
Likely outcome if a <u>child under 5</u> should fall	Class 1 Extreme % ..EX	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100	} Must not add up to >100.2%	
	Class 2 Severe % ..SV	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100		
	Class 3 Serious % ..SR	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100		

Action required

FHSBT...	Action required?	Action	Coded elsewhere?	Quantity
..WCA	Y	Install window safety catches	..WCD Y N	Number: ..WCQ
..LIA	Y	Repair/replace/provide additional lighting (S5, S9, S11)	..LID Y N	Number: ..LIQ
..BUA	Y	Brick-up dangerous opening / raise cill height	..BUD N	Number: ..BUQ
..BAA	Y	Repair/replace balconies (S9, S18)	..BAD Y	
..PLA	Y	Repairs to plot (S11, S18)	..PLD Y	
..GBA	Y	Repair/replace existing guarding/balustrading (S5, S9, S11, S18)	..GBD Y	
..GIA	Y	Install new guarding/balustrading/cover	..GID N	Metres: ..GIQ
..ROA	Y	Remove obstacle	..ROD N	Number: ..ROQ

SPSS HHSRS

Fire

FHSFR...

Significantly higher than average
Average Ave flat

Y N FHSFRWA

Likelihood of a fire occurring leading to harm if occupied by a person over 60

5600	3200	1800	1000	560	320	180	100	56	32	18	6	2
------	------	------	------	-----	-----	-----	-----	----	----	----	---	---

Likely outcome if occupied by a person over 60

Class 1 Extreme %	..EX	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
Class 2 Severe %	..SV	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
Class 3 Serious %	..SR	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100

Must not add up to >100.2%

Action required

FHSFR...	Action required?	Action	Coded elsewhere?	Quantity
..ELA	Y	Repair/replace electrical system (S5)	..ELD Y	
..SOA	Y	Provide additional sockets	..SOD N	Number: ..SOQ
..HTA	Y	Repair/replace or reposition heater (S5)	..HTD Y	Number: ..HTQ
..RCA	Y	Relocate cooker	..RCD N	Number: ..RCQ
..RKA	Y	Re-fit, extend, re-site kitchen (S5)	..RKD Y	Number: ..RKQ
..CAA	Y	Repair/Install precautions to common areas (S9)	..CAD Y	Sq m: ..CAQ
..PSA	Y	Replace non fire resistant/smoke permeable structure/poly. tiles	..PSD Y	Sq m: ..PSQ
..USA	Y	Upgrade stairway to protected route	..USD Y	Flights: ..USQ
..HSA	Y	Replace inadequate heating system	..HSD N	
..FWA	Y	Provide fire stop wall to loft space	..FWD N	Number: ..FWQ
	Y	Provide self-closing doors	..SCD Y	Number: ..SCQ
..IDA	Y	Install smoke detection measures	..IDD Y	Number: ..IDQ
..OWA	Y	Provide suitable openable windows/doors for MOE (S5, S9)	..OWD N	Number: ..OWQ
..FEA	Y	Provide fire escape	..FED N	Flights: ..FEQ
..ROA	Y	Remove obstacle	..ROD N	Number: ..ROQ

Flames, hot surfaces etc.

FHSHS...

Significantly higher than average

Y N FHSHSWA

Likelihood of a child under 5 being burnt/scalded

..LIK				1000	560	320	180	100	56	32	18	6	2
-------	--	--	--	------	-----	-----	-----	-----	----	----	----	---	---

Likely outcome if a child under 5 is burnt/scalded

Class 1 Extreme %	..EX	<0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
Class 2 Severe %	..SV	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
Class 3 Serious %	..SR	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100

Must not add up to >100.2%

Action required

FHSHS...	Action required?	Action	Coded elsewhere?	Quantity
..RHA	Y	Repair, replace or reposition heater, heating or hot water pipes, or cov	..RHD Y	Number: ..RHQ
..RCA	Y	Relocate cooker	..RCD N	Number: ..RCQ
..RKA	Y	Re-fit, extend, re-site kitchen (S5)	..RKD Y	Number: ..RKQ
..ROA	Y	Remove obstacle	..ROD N	Number: ..ROQ

Damp and Mould Growth

FHSDA...

Significantly higher than average

Y N FHSDAWA

Likelihood of a person under 15 suffering illness

..LIK					560	320	180	100	56	32	18	6	2
-------	--	--	--	--	-----	-----	-----	-----	----	----	----	---	---

Action required

FHSDA...	Action required?	Action	Coded elsewhere?	Quantity
..RDA	Y	Treat rising damp (S5, S18)	..RDD Y	
..PDA	Y	Treat penetrating damp, leaking pipes and services (S5, S18)	..PDD Y	Number: ..PDQ
..EXA	Y	Condensation - extractor fans to install/repair (S5)	..EXD N	Number: ..EXQ
..WIA	Y	Condensation - repair/provide opening window (S9, S18)	..WID Y	Number: ..WIQ
..HTA	Y	Repair/replace/improve heating system (S5)	..HTD Y	Number: ..HTQ
..INA	Y	Improve Insulation (S5, S6, S16, S18)	..IND Y	

24. Local area

Clearly define an area of manageable size before completing this page.

Nature of area FARNATUR	Urban			Rural		
	Commercial City/town centre 1	Urban 2	Suburban residential 3	Rural residential 4	Village centre 5	Rural 6

Number of dwellings in area FARDWELL	Under 25 1	25-49 2	50-99 3	100-299 4	300-499 5	500+ 6	Isolated 7	If isolated go to visual quality
--	---------------	------------	------------	--------------	--------------	-----------	---------------	----------------------------------

Predominant age FARPRAGE	Pre 1919 1	1919-1944 2	1945-1964 3	1965-1980 4	Post 1980 5	None 6
------------------------------------	---------------	----------------	----------------	----------------	----------------	-----------

Predominant residential building type FARTYPES	Houses				Flats				Mixed houses and flats 9
	Terraced 1	Semi-detached 2	Detached 3	Mixed houses 4	Converted flats 5	Low rise flats 6	High rise flats 7	Mixed flats 8	

Predominant tenure as built FARTENUR	Privately built 1	Local authority built 2	Housing association built 3	Mixed tenure 4	Impossible to ascertain 9
--	----------------------	----------------------------	--------------------------------	-------------------	------------------------------

Estate

Number of dwellings on estate FARESTAT	Not on estate 8	Same as area 1	Under 25 2	25-49 3	50-99 4	100-299 5	300-499 6	500+ 7
--	--------------------	-------------------	---------------	------------	------------	--------------	--------------	-----------

If area is L.A. estate, % of RTB dwellings FARTTB	Not on L.A. estate 8	None (0%) 1	1-10% 2	11-25% 3	26-50% 4	51-75% 5	76-99% 6	100% 7
---	-------------------------	----------------	------------	-------------	-------------	-------------	-------------	-----------

Visual quality of local area FARQUALI	Best			Worst			
	1	2	3	4	5	6	7

Problems in local area

		No problems			Major problems	
Litter/rubbish/dumping	FARLITTR	1	2	3	4	5
Graffiti	FARGRAFF	1	2	3	4	5
Vandalism	FARVANDA	1	2	3	4	5
Dog/other excrement	FAREXCRE	1	2	3	4	5
Condition of dwellings	FARCOND	1	2	3	4	5
Vacant sites	FARSITES	1	2	3	4	5
Intrusive industry	FARINDUS	1	2	3	4	5
Non-conforming uses	FARNOCON	1	2	3	4	5
Vacant/boarded-up buildings	FARVACNT	1	2	3	4	5
Ambient air quality	FARAIRQU	1	2	3	4	5
Heavy traffic	FARTRAFF	1	2	3	4	5
Intrusion from motorways/main roads	FARMOTOR	1	2	3	4	5
Railway/aircraft noise	FARRAILS	1	2	3	4	5
Nuisance from street parking	FARPARKS	1	2	3	4	5
Scruffy gardens/landscaping	FARGRDNS	1	2	3	4	5
Scruffy/neglected buildings	FARBLDGS	1	2	3	4	5
Condition of road, pavements and street furniture	FARROADS	1	2	3	4	5

English Housing Survey - Backup Sheet

Only use the backup sheet when the normal label barcode will not work or for additional surveys where the barcode is not available.

- 1) **Mark the 'Edit form' box on page one of the survey form, but do not mark 'Activate scan' box**
- 2) Write the correct barcode in the blank boxes at the top of the grid [this is for your reference only]
- 3) Put a mark into the corresponding blue [numbers] active boxes
- 4) If the green light appears the pen should now be ready for use. Please note the pen will not buzz 3 times as it would when normally scanning the barcode.

If the red light shows, the procedure must be repeated from 1) again.

Finally please **do not** forget to enter any leading zeros in the survey number boxes.

Please mark Surveyor ID followed by Survey Code in the relevant box below the written number	Surveyor ID			Survey Code		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>
	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>
	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>
	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>
	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/>
	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/>
	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>
	<input type="text" value="9"/>	<input type="text" value="9"/>	<input type="text" value="9"/>	<input type="text" value="9"/>	<input type="text" value="9"/>	<input type="text" value="9"/>

Mark the 'Edit form' box on page one of the survey form, but do not mark 'Activate scan' box

Notes: