



Department for
Communities and
Local Government

bre



2017/18

Digital pen procedure

1. Surveyor name

1) Write surveyor name

2. Edit form

2) Mark the 'Edit form' box

3) Write unique survey number (01-99)

Survey Code

3.

4) Code unique survey number

4.

SPSS FIRSTIMP

1. Survey record

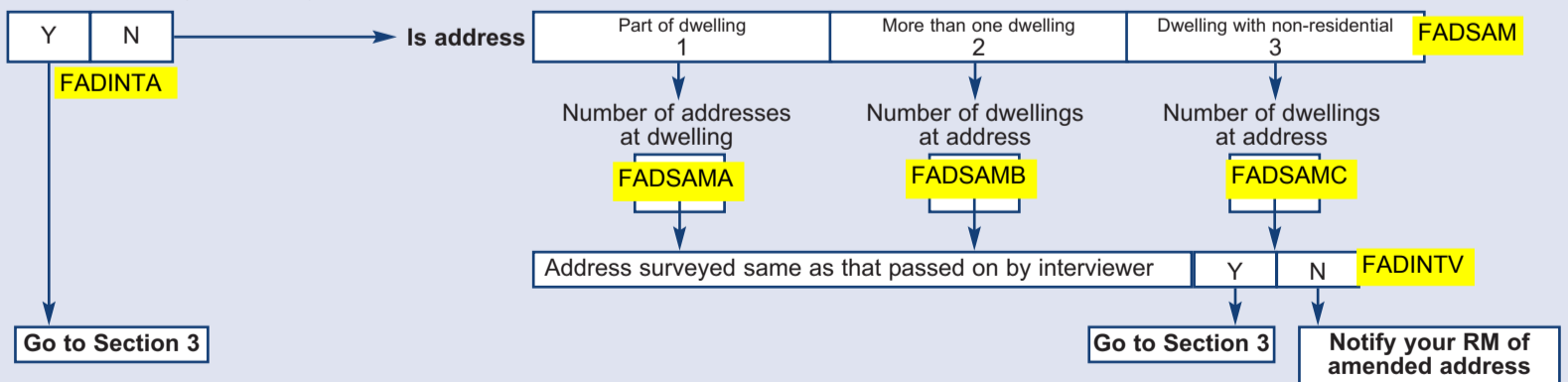
	FRECL1... Visit 1	FRECL2... Visit 2	FRECL3... Visit 3	FRECL4... Visit 4	FRECL5... Visit 5
Visit / telephone call made ...VM	Y N	Y N	Y N	Y N	Y N
Was this a booked appointment? ...AP	Y N	Y N	Y N	Y N	Y N
	Day Month	Day Month	Day Month	Day Month	Day Month
Record date of this call ...DY ...MT					
<i>(24 hour clock)</i>	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	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

Reason for non survey:
FRENOSV

SPSS FIRSTIMP

2. Dwelling identification

Is the dwelling address passed on to you by the interviewer a single dwelling?



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
-----------------------------	-------------------	-----------------------------	--------------------------	--	------------------

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
---------------------	---------------------	----------------------	--------------------------------

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
---------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	-----------------	-----------------

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**

FODOCOTH

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
---------------	----------------	------------------------------	---------------------------	-----------------------

FODSOTH

IDENTIFY MODULE NOW

4. Module associated with the address surveyed **SPSS FIRSTIMP**

House (single unit) 1	Converted building (multiple units) 2	Purpose built flats (multiple units) 3
--------------------------	--	---

FMODULE

Have all the accommodation units exclusive use of key amenities? **FMODISSC**

Yes - sole use 1	Mix (e.g. some sole use, some shared amenities) 2	No (all units share at least one amenity) 3
---------------------	--	--

Go to Section 5

Number of units with exclusive use of amenities	FMODSC
Number of units which share amenities	FMODNON

SPSS INTERIOR

5. Interior

	..LIV.. Living room	..KIT.. Kitchen	..BED.. Bedroom	..BAT.. Bathroom	..CIR.. Circulation	..GAR.. Integral garage	..BAL.. Integral balcony	..EX1.. Extra room 1	..EX2.. Extra room 2	..EX3.. Extra room 3	..EX4.. Extra room 4	..EX5.. Extra room 5	..EX6.. Extra room 6	..EX7.. Extra room 7	Habitable rooms (specify No)		
Does room exist?	FIN...EX		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	
Ceiling height (metres)	FIN...CL		·	·	·	·											
Width (metres)	FIN...WI		·	·	·	·											
Depth (metres)	FIN...DE		·	·	·	·											

Ceilings (answer in tenths)

	Living room	Kitchen	Bedroom	Bathroom	Circulation
Faults?	FINCLGFL				
Take down and re-	FINCLGRN				
Isolated repair, fill cracks	FINCLGRP				
Leave	FINCLGLV				

Floors (answer in tenths)

	Living room	Kitchen	Bedroom	Bathroom	Circulation
Solid floors?	FINFLRSF				
Faults?	FINFLRFL				
Replace structure	FINFLRRN				
Replace only boards or screed	FINFLRRP				
Leave	FINFLRLV				

Walls (answer in tenths)

	Living room	Kitchen	Bedroom	Bathroom	Circulation
Faults?	FINWLSFL				
Rebuild partition wall	FINWLSRN				
Hack-off, replaster	FINWLSPL				
Isolated repair, fill cracks	FINWLSRP				
Leave	FINWLSLV				
Dry lining present?	FINWLSDL				
Internal insulation	FINWLSII				

Doors (answer in numbers)

	Living room	Kitchen	Bedroom	Bathroom	Circulation
Faults?	FINDRSFL				
Renew	FINDRSRN				
Repair/rehang	FINDRSRP				

Windows/Frames

	Living room	Kitchen	Bedroom	Bathroom	Circulation
Faults?	FINWNDFL				
Means of escape?	FINWNDES				
Secondary glazing for sound insulation?	FINWNDSI				
Trickle vents to room?	FINWNDTV				

Heating & Services

	Living room	Kitchen	Bedroom	Bathroom	Circulation
CH/prog. appliance?	FINHTGCH				
Fixed other heater?	FINHTGFX				
Fluorescent/low energy lighting?	FINHTGLG				

Defects FINDFX...

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

SPSS INTROOMS

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	2	3	4	5	
Other external doors	..OT	2	3	4	5	8
Accessible windows	..WN	2	3	4	5	8

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

Adaptions and accessibility

Flush threshold <15mm?	Y	N	FINBEDEN
Room on entrance level suitable for bedroom?	Y	N	FINFLUSH
Bathroom at entrance level?	Y	N	FINBATEN
WC at entrance level?	Y	N	FINWCEN
Wheelchair accessible WC at entrance level?	Y	N	FINWAWEN
Change in floor level/trip steps at entrance level?	Y	N	FINTRPEN
Doorsets and circulation meet requirement M4(1)?	Y	N	FINCIRCU
Straight stairs with landings >900mm?	Y	N	FINLANDS

Adaptations for disabled people

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

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, etc	..HOT	1	2	3
Damp and mould growth	..DAM		2	3

If '3', score HHSRS in Section 22

FINOT...

	Other rooms
Y	
Y	
Y	
Y	
Y	
Y	
Y	
Y	
Y	
Y	
Y	
Y	
Y	
Y	
Y	
Y	
Y	
Y	
Y	

FINHS...

	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

Rats and Mice

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

SPSS AMENITY

5. Interior – amenities

Kitchen amenities

	..PR		..WK		..AC					
	Present	Working	None	Minor repair	Major repair	Replace	Install	Action		
Cold water drinking supply?	FINCLD...	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	Worktop (metres)
1	2	3	FINWORTK

Are there significant problems with:

Space	FINKDFSP	Kitchen adapted for disabled use?	FINKITDU
Layout	FINKDFLA		
Cleanability	FINKDFCB		

FINKITLR

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

Actual date of kitchen refurbishment (if known)

FINKITRE

Bathroom amenities

	..PR		..WK		..HC		..AC					Floor ..FL			
	Present	Working	Hot & cold water	None	Minor repair	Major repair	Replace	Install	Basement	Ground	Specify	Basement	Ground	Specify	
Bath/shower?	FINBAT...	Y	N	Y	N	Y	N	1	2		4	5	BB	GG	
Wash hand basin?	FINWHB...	Y	N	Y	N	Y	N	1	2		4	5	BB	GG	
W.C.?	FINLOO...	Y	N	Y	N			1	2	3	4	5	BB	GG	
Extractor fan in bathroom?	FINBXT...	Y	N	Y	N										

Badly located?	FINBADLO	No. of external surfaces	FINSURFA
Internal?	..IN	Close to whb?	..WH
In bathroom?	..BA	If WC not in bathroom: Extractor fan?	..EX

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		

FINBATLR

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

Actual date of bath/shower refurbishment (if known)

FINBATRE

Does any shower have level access?

Y	FINSWRLA	GG	FINSWRLF
---	----------	----	----------

Secondary amenities

	..PR		..WK		..HC		..FL			Floor		..ES	
	Present	Working	Hot & cold water	None	Minor repair	Major repair	Replace	Install	Basement	Ground	Specify	In bedroom/en-suite	Internal?
Second kitchen?	FIN2KI...	Y	N	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		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

FINGASAC

Gas system

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

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

Electrical system

Present?	FINELEPR	Normal mains supply?	FINELEMS	Smart meter?	FINELETM	Off-peak supply?	FINOPELE
----------	-----------------	----------------------	-----------------	--------------	-----------------	------------------	-----------------

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

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

Whole House Ventilation

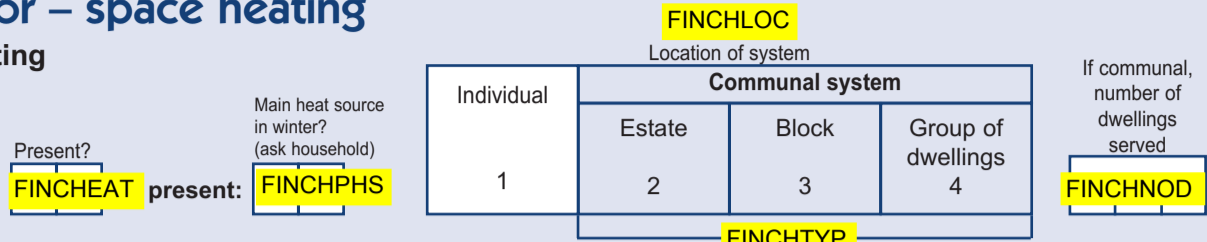
None / Windows	FINWHVEN	Continuous	Passive Stack	Centralised Distribution Systems	
		Intermittent fans		Individual fans	Without Heat Recovery
1	2	3	4	5	6

Total number of open fireplaces	FINNOFIR
---------------------------------	-----------------

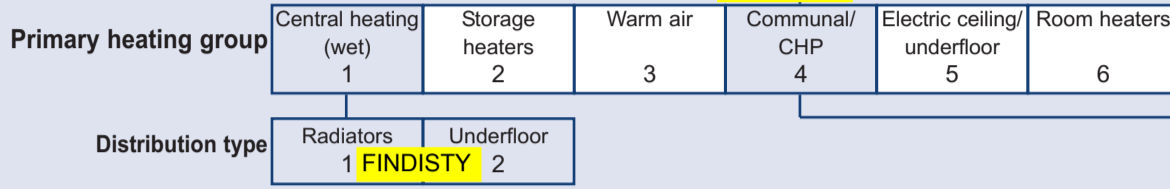
SPSS SERVICES

5. Interior – space heating

Primary heating



If present:



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 not Biomass 14	From boiler Biomass 15

FINMHBIT
Biomass type

Wood chips 1	Wood logs 2	Wood pellets 3	Gas 4	Oil 5
-----------------	----------------	-------------------	----------	----------

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	Heat pump 8	Unknown 9
--------------------------------	------------------	-----------------------------------	-----------------	-----------------------	------------------------------------	----------------	----------------	--------------

passive flue gas heat recovery

Y FINPHRD	N
------------------	---

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

None	Minor repair	Major repair	Replace	Age
FINCHBAC 2	3	4	FINCHBAG	

Primary heating distribution

FINCHDAC 2	3	4	FINCHDAG
-------------------	---	---	-----------------

If boiler (or heat pump) system:

Manufacturer name: **FINCHBMA**

Model name/number: **FINCHBMO**

Primary heating controls (non storage heaters)

Overall on/off	FINCHOFF	Present?	Y	N	U
Boiler thermostat	FINCHTHE	Y	N	U	
Mechanical time control	FINCHMTC	N	U		
Digital time control	FINCHDTC	Y	N	U	
Weather compensator	FINCHWCM	N	U		
Time and temperature zone control	FINCHTZC				
Radiator controls (manual)	FINCHCON				U

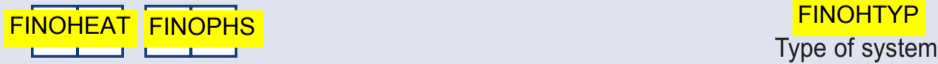
Primary heating controls (storage heaters)

TRV / appliance thermostat	FINCHTRV	Present?	U		
Mechanical room thermostat	FINCHMRC	U	FINCHMNO		
Digital room thermostat	FINCHDRT	N	U	FINCHDNO	
Smart room thermostat	FINCHSRT	N	U	FINCHSNO	
TPI Thermostat	FINCHTPI	Y	N	U	FINCHTNO
Programmable thermostat	FINCHPTT	N	U		
Modulating thermostat	FINCHMTT	N	U		

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

Other heating

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



Mains gas fires									LPG	Electric heaters			Solid fuel heaters		Heat pumps	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	Heat pumps 16	17

Action

None	Minor repair	Major repair	Replace	Age
FINOHACT	3	4	FINOHAGE	

HHSRS **FINHSCO**

Carbon monoxide and fuel combustion products	Significantly lower risk than average 1	Average risk 2	Significantly higher risk than average 3	Extreme risk 4
--	--	-------------------	---	-------------------

Describe 'extreme risk' in Section 22

SPSS SERVICES

Hot water system

Present?
 Y N
FINWHEAT

If present indicate all systems available

	Present?	...PR	Fuel								Action				...AG	
			...TY								None	Minor repair	Major repair	Replace		Age
Boiler with central heating	<input type="checkbox"/> Y <input type="checkbox"/> N															
Boiler (water heating only)	<input type="checkbox"/> Y <input type="checkbox"/> N		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)	<input type="checkbox"/> Y <input type="checkbox"/> N		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	<input type="checkbox"/> Y <input type="checkbox"/> N		Standard 09	7 hr tariff 10	10 hr tariff 11	24 hr tariff 12					1	2	3	4		
Dual immersion heater	<input type="checkbox"/> Y <input type="checkbox"/> N		Standard 09	7 hr tariff 10	10 hr tariff 11	24 hr tariff 12					1	2	3	4		
Separate instantaneous heater (Single point)	<input type="checkbox"/> Y <input type="checkbox"/> N		Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Standard 09					1	2	3	4	
Separate instantaneous heater (Multi point)	<input type="checkbox"/> Y <input type="checkbox"/> N		Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Standard 09					1	2	3	4	
Communal	<input type="checkbox"/> Y <input type="checkbox"/> N		CHP/waste 13	From boiler 14												
Other	<input type="checkbox"/> Y <input type="checkbox"/> N		Specify:						Fuel from facing page	FINWOTFU						

Cylinder present?

Y N
FINWHCYL

Cylinder seen?

Y N
FINWHCSN

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	FINWHSIZ				
Cylinder insulation	Foam Factory insulated 1	Jacket Loose jacket 2	Other 3	None 4	FINWHINS				
Cylinder insulation thickness	0 1	12.5mm 2	25mm 3	38mm 4	50mm 5	80mm 6	100mm 7	150mm 8	FINWHMMS

Water heating controls?

Present?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U	FINWHCEN
Separate time control for water heating	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U	FINWHTHE
Cylinder thermostat	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U	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
---------------------	---------------------	---------------------	------------------------	--------------------

GO TO SECTION 7 →

Loft information from:

FLIINFOR

Inspection 1	Occupant 2	No loft (flat or very shallow pitched roof) 8	no information 9
-----------------	---------------	--	---------------------

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
--------------------	--------------------------------------	------------------------------------	-----------------

Roof insulation above living space?

FLIINSUL

Yes 1	No 2	Don't know 9
----------	---------	-----------------

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
-------------------------------	------------------------	-----------------------------	-----------------------	---------------------	-----------------

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
---------------------	------------	------------	------------	-------------	-------------	-------------	-------------	-------------	-------------	--------------	----------------------------

Any roof structure problems seen? **FLIPROBS** Y N

Is there any evidence of cavity wall insulation in the loft? **FLICWIEV** Y N

If **yes**, describe and transfer to Section 21

FLIDESC

SPSS HQ

7. Household questionnaire

- Questions asked? Y N U **FHQASKED**
1. Do you have **cavity wall insulation**?
Record in elevation features (section 16) if seen and complete wall insulation summary (section 19)
 Y N U **FHQCAVIT**
 2. Do you have **internal wall insulation**?
Record in walls (section 5) if seen and complete wall insulation summary (section 19)
 Y N U **FHQINSWI**
 3. Do you have **external wall insulation**?
Record in elevation features (section 16) if seen and complete wall insulation summary (section 19)
 Y N U **FHQEXTWI**
 - 4a. Are any of your **floors in contact with the ground insulated**?
 Y N U **FHQFLINS**
 - 4b. **Percentage of floors in contact with the ground with insulation present**

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

FHQPERCE
 5. Do you have a **working smoke detector on every floor of the dwelling**?
 Y N U **FHQSMOKE**
 6. Do you have access to a **garage/private parking space**?
 Y N U **FHQGARAG**
 7. Do you have a water meter?
 Y N U **FHQWAMET**
 8. **If yes**, are you charged according to the amount you use?
 Y N U **FHQWMCH**
 9. Are you directly connected to mains drainage operated by a water/sewage company?
 Y N U **FHQWASTE**
 10. Do you have an 'in house' display which shows your property's energy consumption?
 Y N U **FHQINHOS**
 11. Does any part of your home get uncomfortably hot?
(even when your heating is off and the windows are open)
 Y N U **FHQOHANY**
 12. **If yes**, which rooms are particularly affected.

Bedrooms	Living rooms	Attic room	Conservatory
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U FHQOHBED	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U FHQOHLIV	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U FHQOHATT	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U FHQOHCON

Rats and mice

13. (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 or mice **FRAMIC...** Mice
- (c) Where is the problem with the rats or mice located? **Code all that apply**

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

COMPLETE FOR HMO USE ONLY

- | | | | | | |
|---|--|-----------------|---------------------------|--|-----------------|
| Number of accommodation units in dwelling | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U | FMONUMAC | Number of shared kitchens | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U | FMOSHKIT |
| Number of households in dwelling/occupied units | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U | FMONUMHH | Total number of WC's | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U | FMOTOTWC |
| Total number of occupants in dwelling | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U | FMONUMOC | Number of shared WC's | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U | FMOSHWOC |

SPSS COMMAC

9. Common parts of module.

Common parts exist

FCPPRES 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
Balcony/Deck/Corridor/Lobby FCPTYPES						
Spacious/Average/Tight FCPSIZES						
Enclosed? FCPENCLC	Y	N	Y	N	Y	N
In module? FCPINMOD	Y	N	Y	N	Y	N
Working?						

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

Floors/ treads (answer in m²)

Faults? FCPFLRFL	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
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
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
Replace FCPAXDRN						
Repair/rehang FCPAXDRP						
Repaint FCPAXDPA						

Accessway windows (answer in numbers)

Faults? FCPAXWFL	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
Replace light fittings FCPAXLFT						
Replace light switches FCPAXLSW						

Balustrades (answer in metre lengths)

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

Lifts
FCPLFTEX
FCPLFTSZ
FCPLFTIN
FCPLFTWK
FCPLFTWU
FCPLFTVP

Security of module

FCPACCES	Multiple access	Single access	Restricted access			
Type of access	1	2	3			
...PR	...WK	...IN				
	Present?	Working?	In module?			
FCPCON... Concierge system	Y	N	Y	N	Y	N
FCPENT... Door entry system	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

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

Contribution to problems (within survey module)

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

SPSS NUMFLATS

10. Number of flats in module

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"/>
--	---------------------------------

SPSS SHARED

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

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...	Y	N	1	2	1	2	3	
Warden caretaker office FFCWAR...			1	2	1	2	3	

Common/electrical services

	...PR		Action ...AC		
	Present?		None	Minor	Major
CCTV FFCCCT...	Y	N	1	2	3
TV reception FFCTVR...	Y	N	1	2	3
Lightning conductors FFCHTG...			1	2	3
Communal heating FFCHEA...	N		1	2	3
Burglar alarm system FFCBUR...			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...	N		1	2	1	2	3	
Underground parking FFCUND...			1	2	1	2	3	
Roof parking FFCROO...	Y	N	1	2	1	2	3	
Other covered parking FFCCOV...			1	2	1	2	3	
Open air parking bays FFCAIR...					1	2	3	

Surfaces and fences

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

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	FFCARAMP
Is path firm and even? FFCAFIRM				
Is entrance adequately lit? FFCALIT				
Is entrance covered? FFCACOVR				

HHSRS - shared areas

(affecting dwelling surveyed)

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

If '3', score HHSRS in Section 22

SPSS SHAPE

12. House/module 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 type="text"/>					

13. External dimensions of house/module

Main structure	No. of floors	FDHMFLRS	Level (B, G, 1, 2 etc)			Width (metres)				Depth (metres)			
		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	No. of floors	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				If external wall is stone, what is the proportion (tenths) of wall that is stone?																
Code	Material	Construction	Type	N/A	1	2	3	4	5	6	7	8	9	10						
01	Masonry	Boxwall	Solid	FMTPROST																
02	Masonry	Boxwall	Cavity	FMTPROST																
03	Masonry	Crosswall		FMTPROST																
04	Concrete	Boxwall	In-situ	Proprietary system? FMTPROPS																
05	Concrete	Boxwall	Precast panel <1m wide																	
06	Concrete	Boxwall	Precast panel >1m wide	If Yes, name: FMTDESCR																
07	Concrete	Crosswall	In-situ																	
08	Concrete	Crosswall	Precast panel	Type of stone? FMTTYPST																
09	Concrete	Frame	In-situ																	
10	Concrete	Frame	Precast	<table border="1" style="width:100%; text-align: center;"> <tr> <td>Granite 1</td> <td>sandstone 2</td> <td>limestone 3</td> </tr> <tr> <td>whin 4</td> <td>other 5</td> <td>unknown 9</td> </tr> </table>											Granite 1	sandstone 2	limestone 3	whin 4	other 5	unknown 9
Granite 1	sandstone 2	limestone 3																		
whin 4	other 5	unknown 9																		
11	Timber	Frame	Pre 1919	If other, specify: FMTOTHST																
12	Timber	Frame	Post 1919																	
13	Metal	Frame																		
14	Other, please specify if known FMTCOOTH																			

SPSS SHAPE

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
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
Complete refurbishment/modernisation	FALREFUR	2	3	4	5	6	7	8
Rearrangement of internal space	FALSPACE	2	3	4	5	6	7	8
Extension added for amenities	FALEXTAM	1	2	3	4	5	6	7
Extension added for living space	FALEXLIV	1	2	3	4	5	6	7
Alteration of external appearance	FALAPEAR	2	3	4	5	6	7	8
Over-roofing	FALOROOF	1	2	3	4	5	6	7
Over-cladding	FALOCLAD	1	2	3	4	5	6	7
Structure replaced	FALSTRUC	1	2	3	4	5	6	7
Loft conversion	FALLOFTS	1	2	3	4	5	6	7
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
	FELXP.. Is part of face unattached?		
	FELGAB.. Gables (<i>tenths</i>)		
	FELPAR.. Parapets (<i>tenths</i>)		
	FELSUP.. Mono supporting walls (<i>tenths</i>)		
	FELBAS.. Base walls (<i>tenths</i>)		
	FELMAW.. Main walls (<i>tenths</i>)		
	FELGUT.. Valley gutters (<i>number</i>)		
Y N PV m ²	FELSOL.. PV m ² Solar water heating panels?	Y N PV m ²	Y N PV m ²
Y N	FELPV.. FELPVM.. 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
Y N	FELFEN.. Fenestration (<i>tenths</i>)	Y N	Y N
Y N		Y N	Y N

Must add up to 10

Must add up to 10

Window void wall

...FW ...FV ...FN **...LW ...LV ...LN** **...RW ...RV ...RN** **...BW ...BV ...BN**

17. Specification of views

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

FVWTENBF Tenths attached

FVWPVBF PV

BACK FACE

FVWSPELF Front view F Back view B 10/10 attached A Not seen N

FVWTENLF Tenths attached

FVWPVLF PV

LEFT FACE

MAIN PART

RIGHT FACE **FVWSPERF** Front view F Back view B 10/10 attached A Not seen N

FVWPVRF Tenths attached

FVWPVSRF PV

FRONT FACE

FVWSPEFF Front view F 10/10 attached A Not seen N

FVWPVFF PV

FVWTENFF Tenths attached

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**

NW	N	NE
W	⊗	E
SW	S	SE

18. Exterior – of house/module

SPSS CHIMNEY				Chimney stacks				BACK VIEW			
FEXCS1..				FEXCS2..							
Masonry		Other		Masonry		Other		Masonry		Other	
Y	N	Y	N	Present?	..PR	Y	N	Y	N		
				Number	..NO						
				Age	..AG						
Y	N	Y	N	Faults?	..FL	Y	N	Y	N		
				Rebuild	..RN						
				Part rebuild	..PT						
				Repoint/refix pot	..RE						
				Leave	..LV						
Y	N	Y	N	Urgent?	..UR	Y	N	Y	N		
				Replacement period	..TM						

SPSS ROOFSTRUC				Roof structure				BACK VIEW			
FEXRS1..				FEXRS2..							
Pitched	Mansard	Flat	Chalet	Pitched	Mansard	Flat	Chalet	Pitched	Mansard	Flat	Chalet
				Tenths of area	..TE						
				Age	..AG						
Y	N	Y	N	Faults?	..FL	Y	N	Y	N	Y	N
				Replace	..RN						
				Strengthen	..ST						
				Leave	..LV						
Y	N	Y	N	Urgent?	..UR	Y	N	Y	N	Y	N
				Replacement period	..TM						

SPSS ROOFCOV								Roof covering								BACK VIEW							
FEXRC1..								FEXRC2..															
Natural slate/stone/shingle	Man made slate	Clay tile	Concrete tile	Asphalt shingle	Felt	Glass/metal/laminate	Thatch	Natural slate/stone/shingle	Man made slate	Clay tile	Concrete tile	Asphalt shingle	Felt	Glass/metal/laminate	Thatch	Natural slate/stone/shingle	Man made slate	Clay tile	Concrete tile	Asphalt shingle	Felt	Glass/metal/laminate	Thatch
								Tenths of area	..TE														
								Age	..AG														
Y	N	Y	N	Y	N	Y	N	Faults?	..FL	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
								Renew	..RN														
								Isolated repairs	..IS														
								Leave	..LV														
Y	N	Y	N	Y	N	Y	N	Urgent?	..UR	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
								Replacement period	..TM														

SPSS ROOFFEAT					Roof features and drainage					BACK VIEW					
FEXRF1..					FEXRF2..										
Fascias	Valley gutters/flashings	Gutters/down-pipes	Stacks/wastes	Party parapets	Fascias	Valley gutters/flashings	Gutters/down-pipes	Stacks/wastes	Party parapets	Fascias	Valley gutters/flashings	Gutters/down-pipes	Stacks/wastes	Party parapets	
Y	N	Y	N	Y	N	Y	N	Y	N	Present?	..PR	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N	Faults?	..FL	Y	N	Y	N
										Replace	..RN				
										Repair	..RP				
										Leave	..LV				
Y	N	Y	N	Y	N	Y	N	Y	N	Urgent?	..UR	Y	N	Y	N
										Replacement period	..TM				

SPSS WINDOWS of survey dwelling

FRONT VIEW **FEXWN1..**

Single-glazed				Double-glazed			
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

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**

BACK VIEW **FEXWN2..**

Single-glazed				Double-glazed			
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

SPSS DOORS

FEXDF1..

Wood	UPVC	Metal	Composite
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**

FEXDF2..

Wood	UPVC	Metal	Composite
Y	N	Y	N
Y	N	Y	N

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

SPSS AROUND

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

Exists **FEXPLOTF** Front plot Width (m) Same as module **FEXPLOTR** Rear plot Exists

Depth (m) **FEXP1FDP** **FEXWIDTH** 38 **FEXP2FDP** Depth (m)

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 **..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**

FEXPF... ..TH Tenthhs h... SPSS PLOTLVL

		..TS Tenthhs soft	
Y	N	..FL Faults?	Y N
Y		..BD Bridged DPC	Y
Y		..IN Inadequate/reverse falls	Y
		..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	1	2	3
Damp and mould growth ..DAM		2	3

If '3', score HHSRS in Section 22

SPSS AROUND

19. Around the house/module

Underground drainage

Mains drainage present Y N **FCUDRAIN**

Faults to drains Y N **FCUFAUL**

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: **..TRAPS** **..CHEMS** **..VISUA** **..TOLDA**

Evidence of rats? **..VERAT**

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

Litter/rubbish around house/module
None Minor Major
1 2 3 **..LITTR**

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?	Car spaces ..SP	
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** **FSWIOCCR** **FSWIWEXT**

FSWIWINT	Internal wall insulation (P3)
FSWIOCCR	Occupant response (P8)
FSWIWEXT	External wall insulation (P14)

FSWIPROP } % of walls with internal / external insulation present

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

Exposure

Is the dwelling in an exposed position? **FCUEXPOS**

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

SPSS STRUCTURE

21. Structural defects

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				
									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	N	Y	N	Y	N	Movement-joint	..MJ	N	N	Linear metres	..LM					
								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				
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	N	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				
									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				
									Replace frame	..RN	Y	N						
Integrity of wall panels	..IWP..	Y	Y	N	Y	N	Y	N	Replace fixings	..RN	N	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				
Boundary wall - out of plumb	..BWP..	Y	Y	N	Y	N			Repair	FSTBWRP			Wall area	FSTBWRPA				
Boundary wall - horizontal cracking	..BWC..	Y	N	Y	Y	N			Demolish	FSTBWDM			Wall area	FSTBWDMA				
Unstable retaining wall	..RET..	Y	Y	N	Y	N	Y	N										
Any other problems	..OTH..	Y	N	Y	N	Y	N	Specify	..ST				Specify	..SE				

HHSRS			
Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
1	2	3	4
Describe 'extreme risk' in Section 22			

FSTHSSCO Structural collapse and falling elements

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	FHS...	Review whole survey form, especially:	Significantly lower risk than average	Average risk	Significantly higher risk than average
Falling on stairs etc	..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	FHSAHWA 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
---	---

FHSMEAS

OTHER HAZARDS IDENTIFIED AS POSING AN EXTREME RISK

Hazard	FHS...	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

SPSS HHSRS

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		
	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

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 condition)	..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	0.1	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

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	
	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

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

SPSS HHSRS

Fire

Significantly higher than average

Y N

FHSFRWA

Average Ave flat

Likelihood of a fire occurring leading to harm if occupied by a <u>person over 60</u>	5600	3200	1800	1000	560	320	180	100	56	32	18	6	2
---	------	------	------	------	-----	-----	-----	-----	----	----	----	---	---

Likely outcome if occupied by a <u>person over 60</u>	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 N	Number: ..HTQ
..RCA	Y	Relocate cooker	..RCD N	Number: ..RCQ
..RKA	Y	Re-fit, extend, re-site kitchen (S5)	..RKD Y N	Number: ..RKQ
..CAA	Y	Repair/Install precautions to common areas (S9)	..CAD Y N	Sq m: ..CAQ
..PSA	Y	Replace non fire resistant/smoke permeable structure/poly. tiles	..PSD Y N	Sq m: ..PSQ
..USA	Y	Upgrade stairway to protected route	..USD Y N	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 N	Number: ..SCQ
..IDA	Y	Install smoke detection measures	..IDD Y N	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.

Significantly higher than average

Y N

FHSWSWA

Average

Likelihood of a <u>child under 5</u> being burnt/scalded	..LIK				1000	560	320	180	100	56	32	18	6	2
--	--------------	--	--	--	------	-----	-----	-----	-----	----	----	----	---	---

Likely outcome if a <u>child under 5</u> 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

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

Damp and Mould Growth

Significantly higher than average

Y N

FHSDAWA

Average

Likelihood of a <u>person under 15</u> 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 N	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 N	Number: ..WIQ
..HTA	Y	Repair/replace/improve heating system (S5)	..HTD Y N	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

FARRTB

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		2	3	4	5

Notes: