



Ministry of Housing,
Communities &
Local Government

bre



2020/21

Digital pen procedure

1) Write surveyor name

1. Surveyor name

2) Mark the 'Edit form' box

2. Edit form

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
Record date of this call <i>(24 hour clock)</i>	Day Month	Day Month	Day Month	Day Month	Day Month
Start time	Hr mm	Hr mm	Hr mm	Hr mm	Hr mm
Finish time	Hr mm	Hr mm	Hr mm	Hr mm	Hr mm
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
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

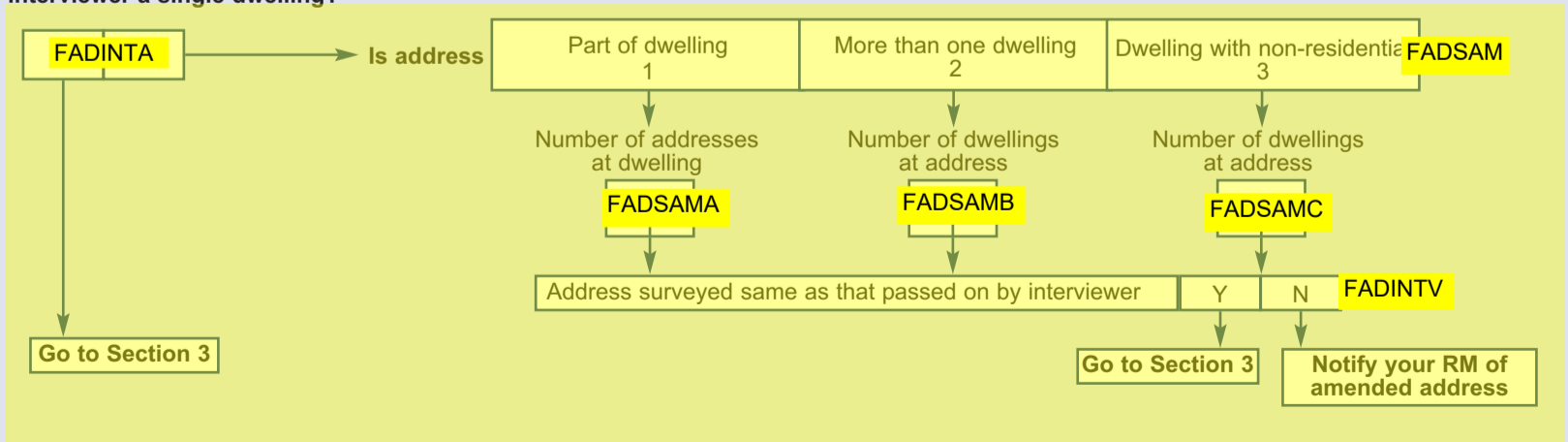
Reason for non survey:

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
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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	Park home 9	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	2003 - 2006 11	2007 - 2011 12	Post 2012 13
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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**

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
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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
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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
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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			
Does room exist?	FIN...EX		Y N		Y N		Y N		Y N		Y N		Y N		Y N		
Level (B, G, 1, 2, 3 etc)	FIN...LE																FINROOMS
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		i		i		i		i		i		i		i		
Width (metres)	FIN...WI		i		i		i		i		i		i		i		
Depth (metres)	FIN...DE		i		i		i		i		i		i		i		

Ceilings (answer in tenths)

	Living room	Kitchen	Bedroom	Bathroom	Circulation	Other rooms
Faults?	FINCLGFL		Y N		Y N	
Take down and re...	FINCLGRN					
Isolated repair, fill cracks	FINCLGRP					
Leave	FINCLGLV					

Floors (answer in tenths)

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

Walls (answer in tenths)

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

Doors (answer in numbers)

	Living room	Kitchen	Bedroom	Bathroom	Circulation	Other rooms
Faults?	FINDRSFL		Y N		Y N	
Renew	FINDRSRN					
Repair/rehang	FINDRSRP					

Windows/Frames

	Living room	Kitchen	Bedroom	Bathroom	Circulation	Other rooms
Faults?	FINWDFL		Y N		Y N	
Means of escape?	FINWNDES		Y N		Y N	
Secondary glazing for sound insulation?	FINWNDSI		Y N		Y N	
Trickle vents to room?	FINWNDTV		Y N		Y N	

Heating & Services

	Living room	Kitchen	Bedroom	Bathroom	Circulation	Other rooms
CH/prog. appliance?	FINHTGCH		Y N		Y N	
Fixed other heater?	FINHTGFX		Y N		Y N	

Defects FINDFX...

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

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	1	2	3	4	5
Other external doors	..OT	1	2	3	4	5
Accessible windows	..WN	1	2	3	4	5
Burglar alarm present?	..BA	Y	N			
Door viewer present?	..VV	Y	N			

Smoke detector(s)	..SM	Y	N
Carbon monoxide detector? Clarify with household	..CO	Y	N
Sprinkler / mister system present inside dwelling	..SS	Y	N

Adaptions and accessibility

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

Adaptations for disabled people

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

HHSRS FINHS...

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

If '3', score HHSRS in Section 22

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

Describe 'extreme risk' in Section 22

FINOT...	Other rooms
FINOTMIC	Y
FINOTRAT	Y

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	Badly located?	No. of external surfaces							
Bath/shower?	FINBAT...	Y	N	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					..IN	..WH	..BA	..EX
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		

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?

FINSWRLA	Basement	Floor	Ground	Specify
	BB	FINSWRLF		

Secondary amenities

	..PR		..WK		..HC		..FL			Floor		..ES	
	Present	Working	Hot & cold water	Basement	Ground	Specify	Basement	Ground	Specify	In bedroom/en-suite			
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	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

FINGASAC

Gas system

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

		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 FINHSEXP			
		1	2	3	4
		Describe 'extreme risk' in Section 22			

Electrical system

Present?	FINELEPR	Y	N	Normal mains supply?	FINELEMS	Y	N	Smart meter?	FINELETM	Y	N	U	Off-peak supply?	FINOPELE	N	7hr	10hr	18hr	24hr
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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 in 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

Type of Consumer unit	FINELETC	Metal	Plastic			Unknown
		1	2			5

Is there room to add additional circuits within the Consumer unit?	FINELEAD	Yes	No			Unknown
		1	2			5

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

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

% of fixed lighting that is low energy	FINLOWLI	00	10	20	30	40	50	60	70	80	90	100
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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	
	1	Intermittent fans	Individual fans	4	Without Heat Recovery	With Heat Recovery (MVHR)
		2	3		5	6

Total number of open fireplaces **FINNOFIR**

SPSS SERVICES

5. Interior – space heating

Primary heating

FINCHLOC
Location of system

Present? FINCHEAT	Main heat source in winter? (ask household) FINCHPHS	Individual 1	Communal system			If communal, number of dwellings served FINCHNOD
		Estate 2	Block 3	Group of dwellings 4		

If present:

Primary heating group

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

Radiators 1	Underfloor 2
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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	09	CHP/Waste heat 13	From boiler not Biomass 14	From boiler Biomass 15

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
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passive flue gas heat recovery

<input type="checkbox"/> Y FINPHHRD	<input type="checkbox"/> N
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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

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

Primary heating distribution

FINCHDAC 2	3	4	FINCHDAG
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If boiler (or heat pump) system:

Manufacturer name: **FINCHBMA**

Model name/number: **FINCHBMO**

Primary heating controls

Non storage heaters (answer all)

Boiler thermostat FINCHTHE	No	Yes		Unknown
Programmer FINCHPRO	No	One	More than 1	Unknown
Room thermostat FINCHROM	No	One	More than 1	Unknown
TRVs / appliance thermostat FINCHTRV	Some	All emitters		Unknown
Bypass FINCHBYP	No	Yes		Unknown
Weather compensator FINCHWCM	Yes			Unknown
Time and temperature zone control FINCHTZC	Yes			Unknown

Are TRVs networked? **FINCHNET**

Bypass in stat room? **FINCHBST**

Storage heaters (answer all)

Manual charge control	<input type="checkbox"/> Y FINCHMCC
Automatic charge control	<input type="checkbox"/> Y FINCHACC
Select type control	<input type="checkbox"/> Y FINCHCTC

Other heating

Present?
FINOHEAT

Main heat source in winter? (ask household)
FINOPHS

Type of system **FINOHTYP**

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
FINOHAET	3	4	FINOHAGE	

HHSRS **FINHSCO**

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

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

	...PR Present?	...MH Main water heating system	...TY Fuel	...AC Action				...AG Age								
				None	Minor repair	Major repair	Replace									
Boiler with central heating	FINWHC...	N	Y													
Boiler (water heating only)	FINWHO...	N	Y	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...	Y	Y	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...	N	Y					1	2	3	4					
Dual immersion heater	FINWDI...	Y	Y					1	2	3	4					
Instantaneous Single Point	FINWSP..	Y	Y	Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Electricity 09				1	2	3	4	
Instantaneous Multi Point	FINWMP..	N	Y	Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Electricity 09				1	2	3	4	
Instantaneous electric shower	FINWES...	N	Y					1	2	3	4					
Communal	FINWHL...	Y	Y	CHP/waste 13	From boiler 14											
Other	FINWOT...	Y	Y	Specify: _____ Fuel from facing page FINWOTFU												

Cylinder present?

FINWHCY
 Y N U

Cylinder seen?

FINWHCSN
 Y N

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?

Seperate time control for water heating **FINWHCEN** Y N U

Cylinder thermostat **FINWHTHE** Y N U

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
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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**

SPSS HQ

7. Household questionnaire

1. Do you have **cavity wall insulation**?

Record in elevation features (section 16) if seen and complete wall insulation summary (section 19)

2. Do you have **internal wall insulation**?

Record in walls (section 5) if seen and complete wall insulation summary (section 19)

3. Do you have **external wall insulation**?

Record in elevation features (section 16) if seen and complete wall insulation summary (section 19)

4a. Are any of your **floors in contact with the ground insulated**?

4b. **Percentage of floors in contact with the ground with insulation present**

5. Do you have a **working smoke detector on every floor of the dwelling**?

6. Do you have access to a **garage/private parking space**?

7. Do you have a water meter?

8. **If yes**, are you charged according to the amount you use?

9. Are you directly connected to mains drainage operated by a water/sewage company?

10. Does any part of your home get uncomfortably hot?

(even when your heating is off and the windows are open)

11. **If yes**, which rooms are particularly affected.

12. Do you have a smart room thermostat which you can control via your phone or tablet device?

Questions asked?

Y	N	FHQASKED
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Y	N	U	FHQCAVIT
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Y	N	U	FHQINSWI
---	---	---	----------

Y	N	U	FHQEXTWI
---	---	---	----------

Y	N	U	FHQFLINS
---	---	---	----------

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

Y	N	U	FHQSMOKE
---	---	---	----------

Y	N	U	FHQGARAG
---	---	---	----------

Y	N	U	FHQWAMET
---	---	---	----------

Y	N	U	FHQWMCH
---	---	---	---------

Y	N	U	FHQWASTE
---	---	---	----------

Y	N	U	FHQOHANY
---	---	---	----------

Bedrooms	Living rooms	Attic room	Conservatory
FHQOHBED	FHQOHLIV	FHQOHATT	FHQOHCON

Y	N	U	FHQSMART
---	---	---	----------

COMPLETE FOR HMO USE ONLY

Number of accommodation units in dwelling

FMONUMAC

Number of shared kitchens

FMOSHKIT

Number of households in dwelling/occupied units

FMONUMHH

Total number of WC's

FMOTOTWC

Total number of occupants in dwelling

FMONUMOC

Number of shared WC's

FMOSHWC



8. Details of flat

SPSS FLATDETS

	Draw whole module and locate flat within it																Back	
Left																		Right
																		Front

Tenths of wall exposed

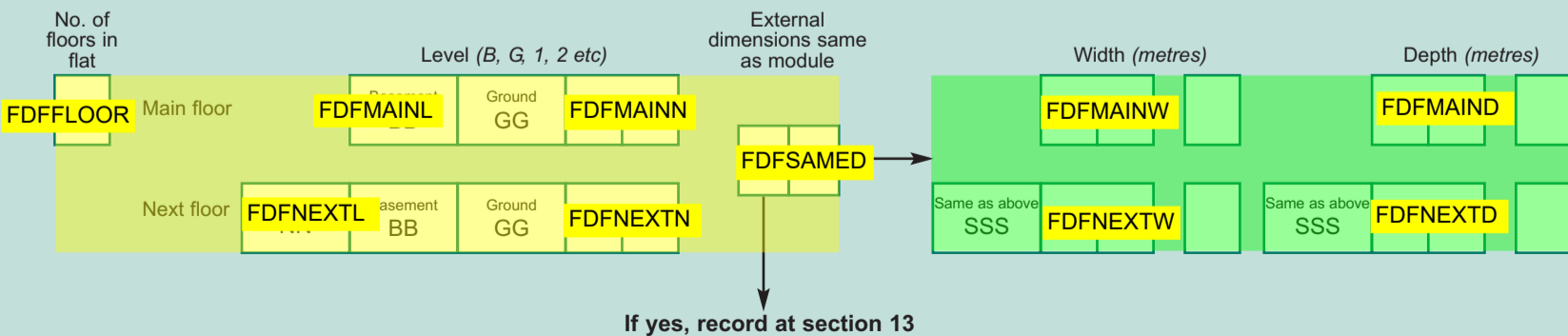
(Columns add up to 10)

	Front wall		Back wall		Left wall		Right wall	
	Fenestration area m ²		Fenestration area m ²		Fenestration area m ²		Fenestration area m ²	
To outside air	FDFFR00A	FDFFR0FA	FDFBCK0A	FDFBCKFA	FDFLFT0A	FDFLFTFA	FDFRIG0A	FDFRIGFA
To internal accessways	FDFFR0IA		FDFBCKIA		FDFLFTIA		FDFRIGIA	
To other flats	FDFFR0OF		FDFBCKOF		FDFLFTOF		FDFRIGOF	

(For Fenestration area, include windows and doors, use whole numbers only)

FDFENTRY	Basement	Ground	Specify	Unknown
Entry floor to dwelling proper (level of first actual accommodation)	BB	GG	FDFENTYN	99

Dimensions of flat (internal and rectangularised)



SPSS COMMAC

9. Common parts of module

Common parts exist

		Accessway					
		Main horizontal of typical/ upper level		Stairway on typical/ upper level		Main entrance to module	
FCPPRES NO, GO TO SECTION 10							
Does access/area exist? FCPEXIST	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Balcony/Deck/Corridor/Lobby FCPTYPES							
Spacious/Average/Tight FCPSIZES							
Enclosed? FCPENCL	Y N	Y N	Y N	Y N	Y N	Y N	Y N
In module? FCPINMOD	Y N	Y N	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/ treads (answer in m²)

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

Accessway windows (answer in numbers)

Faults? FCPAXWFL	Y N	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	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	Y N
Replace FCPBALRN					
Repair FCPBALRP					

SPSS COMMON

Security of module

FCPACCES	Type of access		
	Multiple access	Single access	Restricted 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	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
Sprinkler / mister sys FCPSPR...	Y N				

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	Unknown
	FNOFLATS	999

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

Level of lowest flat	Basement	Ground floor	Floor	Unknown
	B	G	<input type="text"/>	9

FNOLOWES

Use of ground floor	Dwelling only	Dwelling and services	Services only	Dwelling and non residential	Non residential only	Dwelling and void	Other
	FNOGRUSE	1	2	3	4	5	6

Use of basement	No basement	Dwelling only	Dwelling and services	Services only	Dwelling and non residential	Non residential only	Dwelling and void	Other
	FNOBSUSE	8	1	2	3	4	5	6

Non residential use	FNORESAR						
	No non residential					Specify %	Unknown
	88					<input type="text"/>	99
If any non residential use, % total floor area of module in non residential use	Shop/business	Office	Industrial/Institutional	Surgery	Public House	Hotel	Other
	1	FNOREUSE	3	4	5	6	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	Survey flat is only one in module	Mostly same as survey dwelling	Mostly small flats	Mostly large flats	Mixture of small/large flats	Mixture of flats/maisonettes	Unknown
	FNOOTHER	8	1	2	3	4	5

Approximate number of vacant flats in module	Survey flat is only one in module	Specify
	888	<input type="text"/>

FNOVACNT

SPSS SHARED

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

Do shared facilities/services exist **FFCSHARE** = NO, GO TO SECTION 12

Stores and common rooms	...PR		Location ...LO		Action ...AC		
	Present?		Integral?	Not Integral?	None	Minor	Major
	Y	N					
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
	Y	N			
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
	Y	N					
Garages FFCGAR...	Y	N	1	2	1	2	3
Multi storey parking FFCMUL...			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
	Y	N			
Drying areas FFCDAR..	Y	N	1	2	3
Children's play areas FFCPLA..			1	2	3
Unadopted estate roads FFCRDS..			1	2	3

If communal spaces are present how many are there? **FFCSPACE**

1-9	10 or more
<input type="text" value="1"/>	<input type="text" value="2"/>

Landscaping	...PR		Action ...AC		
	Present?		None	Minor	Major
	Y	N			
Paths FFCPAT..	Y	N	1	2	3
Walls/fences FFCWAL..	Y	N	1	2	3
Hard landscaping FFCHRD..			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="checkbox"/>					

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	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															
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		Type of stone? FMTTYPST											
04	Concrete	Boxwall	In-situ												
05	Concrete	Boxwall	Precast panel <1m wide	Proprietary system? FMTPROPS											
06	Concrete	Boxwall	Precast panel >1m wide	Granite 1 sandstone 2 limestone 3											
07	Concrete	Crosswall	In-situ												
08	Concrete	Crosswall	Precast panel	whin 4 other 5 unknown 9											
09	Concrete	Frame	In-situ	If other, specify:											
10	Concrete	Frame	Precast	FMTOTHST											
11	Timber	Frame	Pre 1919												
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 1964	1965-1984	1985-1995	1996-2002	2003-2011	2012-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-cladding	FALOCLAD	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

	...FF Front face		...LF Left face			...RF Right face		...BF Back face	
Is part of face unattached?	Y	N	Y	N	FELEXP..	Y	N	Y	N
Gables (tenths)					FELGAB..				
Parapets (tenths)					FELPAR..				
Mono supporting walls (tenths)					FELSUP..				
Base walls (tenths)					FELBAS..				
Main walls (tenths)					FELMAW..				
Valley gutters (number)					FELGUT..				
Solar water heating panels? PV m ²	Y	N			FELSOL..	Y	N	Y	N
Solar photovoltaic (PV)?	Y	N			FELPV..	Y	N	Y	N
Evidence of cavity wall insulation?	Y	N			FELCAV..	Y	N	Y	N
External insulation?	Y	N			FELEXT..	Y	N	Y	N
Fenestration (tenths)					FELFEN..				

Must add up to 10

Must add up to 10

...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

Tenths attached **FVWTENBF** PV **FVWPVBF**

BACK FACE

LEFT FACE

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

Tenths attached **FVWTENLF** PV **FVWPVLF**

MAIN PART

RIGHT FACE

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

Tenths attached **FVWTENRF** PV **FVWPVRF**

FRONT FACE

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

Tenths attached **FVWTENFF** PV **FVWPVFF**

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 FEXCS1..

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

Chimney stacks

(Number)

- Present?
- Number
- Age
- Faults?
- Rebuild
- Part rebuild
- Repoint/refix pot
- Leave
- Urgent?
- Replacement period

FEXCS2..

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

BACK VIEW

SPSS ROOFSTRUC FEXRS1..

Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N

Roof structure

(Tenths of area)

- Tenths of area
- Age
- Faults?
- Replace
- Strengthen
- Leave
- Urgent?
- Replacement period

FEXRS2..

Pitched	Mans	Chalet		
Y	N	Y	N	Y
Y	N	Y	N	Y

SPSS ROOFCOV FEXRC1..

Conc tile	Felt	Glass/ metal/ laminare	Thatch		
Y	N	Y	N	Y	N
Y	N	Y	N	Y	N

Roof covering

(Tenths of area)

- Tenths of area
- Age
- Faults?
- Renew
- Isolated repairs
- Leave
- Urgent?
- Replacement period

FEXRC2..

Natural slate/stone/ shingle	Man made slate	Clay tile	Conc tile	Felt	Glass/ metal/ laminare	Thatch		
Y	N	Y	N	Y	N	Y	N	Y
Y	N	Y	N	Y	N	Y	N	Y

SPSS ROOFFEAT FEXRF1..

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

Roof features and drainage

(Tenths of length)

- Present?
- Faults?
- Replace
- Repair
- Leave
- Urgent?
- Replacement period

FEXRF2..

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

SPSS WALLSTRU of house/module (continued)

FRONT VIEW FEXWS1..										BACK VIEW FEXWS2..									
Masonry cavity 1	Masonry cavity 2	Masonry single leaf	9" solid	>9" solid	In situ concrete	Concrete panels	Wood/metal/plastic panels	Wall (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 (cm)	..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	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	Faults?	..FL	Y	N	Y	N	Y	N	Y	N		
					Render	..RE													
					Renew/repoint	..RN													
					Isolated repairs	..RP													
					Paint	..PA													
					Leave	..LV													
Y	N	Y	N	Y	N	Y	N	Urgent?	..UR	Y	N	Y	N	Y	N	Y	N		
					Replacement period	..TM													

SPSS DORMERS FEXDB1..										Dormers and bays FEXDB2..									
Single storey	Multi storey	Standard	Roof extension	Porches	Conservatories (Survey dwelling)	Balconies	Bays		Single storey	Multi storey	Standard	Roof extension	Porches	Conservatories (Survey dwelling)	Balconies				
Y	N	Y	N	Y	N	Y	N	Present?	..PR	Y	N	Y	N	Y	N	Y	N		
								Number	..NO										
								Age	..AG										
Y	N	Y	N	Y	N	Y	N	Faults?	..FL	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	Urgent?	..UR	Y	N	Y	N	Y	N	Y	N		
								Replacement period	..TM										

SPSS DAMPPC FEXDP1..					Damp proof course FEXDP2..					SPSS INTERIOR conservatories					
Physical barrier	Injection DPC	None	Tenths of length		Physical barrier	Injection DPC	None	Tenths of length		Closable door between conservatory and dwelling	Footprint of conservatory (Sq m) (Whole numbers only)		Conservatory window type	Conservatory roof	Fixed radiator or other fixed heater present?
			..TE					..TE					..FINCOWIN	..FINCOROF	..FINCORAD
Y	N	Y	N	Y	N	..FL	Y	N	Y	N	Y	N	..FINCOSIZ		
			..RN					..RN							
			..LV					..LV							
Y	N	Y	N	Y	N	..UR	Y	N	Y	N	Y	N			
			..TM					..TM							

18. Exterior – of survey dwelling

SPSS WINDOWS FRONT VIEW								Windows/frames to survey dwelling (Number)		BACK VIEW							
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		
FEXWN1..								..NO	FEXWN2..								
Number (include Velux type roof light)								..AG	Age								
Age								..FL	Faults?								
Faults?								..RN	Replace								
Replace								..RP	Repair/replace sash/member								
Repair/replace sash/member								..EA	Ease sashes etc/reglaze								
Ease sashes etc/reglaze								..PA	Repaint/reputty								
Repaint/reputty								..LV	Leave								
Leave								..UR	Urgent?								
Urgent?								..TM	Replacement period								
Replacement period																	

SPSS DOORS				Doors/frames to survey dwelling (Number)		SPSS DOORS			
Wood	UPVC	Metal	Composite			Wood	UPVC	Metal	Composite
FEXDF1..				..NO	FEXDF2..				
Number				..AG	Age				
Age				..FL	Faults?				
Faults?				..RN	Replace				
Replace				..RP	Repair/glaze				
Repair/glaze				..EA	Ease/replace/adjust ironmongery				
Ease/replace/adjust ironmongery				..PA	Paint				
Paint				..LV	Leave				
Leave				..UR	Urgent?				
Urgent?				..TM	Replacement period				
Replacement period									

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	Front plot FEXPLOTF	Width of plot Width (m) Same as module FEXWIDTH	Rear plot FEXPLOTR	Exists
Depth (m)	FEXP1FDP		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	..STEP
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

SPSS PLOTLVL

FEXPF..	..TH	Tenths height	
..TS		Tenths 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	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: (inside and outside house / module)

Evidence of rats? **..VERAT**

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

Litter/rubbish around house/module **..LITTR**

Traps seen?	Chemicals?	Other visual evidence?
..TRAPS	..CHEMS	..VISUA

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 space?
Integral garage FCUINT...	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/>
Attached garage FCUATT..	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/>
Detached garage FCUDET..	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/>
Car port FCUPOR..	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/>
Designated parking space(s) FCUSPA..	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/>

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:	Y..ME Area around meters (P5)	Y..LS Loft space (P7)	Y..OR Occupant response (P8)	Y..EF Elevation features (P14)	Y..AB Air bricks (P14)	FCWIPROP	% of cavity walls with CWI present				
FCWICH...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		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				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		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="checkbox"/>	75

FBLBLOCK count number of houses or modules, not number of flats.

Approximate number of houses/modules in disrepair in block

Specify number	FBLDEFEC
<input type="checkbox"/>	

SPSS STRUCTURE

21. Structural defects

Any structural defects present? **FSTPRES** **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	N	Y	N	Y	N	Movement-joint	..MJ	N	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				m ²
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				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				m ²
									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				m ²
Boundary wall - out of plumb	..BWP..	Y	Y	N	Y	N			Repair	FSTBWRP			Wall area	FSTBWRPA				m ²
Boundary wall - horizontal cracking	..BWC..	Y	Y	N	Y	N			Demolish	FSTBWDM			Wall area	FSTBWDMA				m ²
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				

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 SPSS HHSRS

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	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)? FHSAHWA
 If **Yes**, describe below and score hazard on pages 21-22

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

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	} 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 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	} 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

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 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**

Likelihood of a fire occurring leading to harm if occupied by a <u>person over 60</u>	Average	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
..SCA	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**

Likelihood of a <u>child under 5</u> being burnt/scalded	Average					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**

Likelihood of a <u>person under 15</u> suffering illness	Average						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 SPSS AROUND

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

Nature of area	Urban			Rural					
FARNATUR	Commercial City/town centre 1	Urban 2	Suburban residential 3	Rural residential 4	Village centre 5	Rural 6			
Number of dwellings in area	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	Pre 1919 1	1919-1944 2	1945-1964 3	1965-1980 4	Post 1980 5	None 6			
Predominant residential building type	Houses				Flats				Mixed houses and flats 9
FARTYPES	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	Privately built 1	Local authority built 2	Housing association built 3	Mixed tenure 4	Impossible to ascertain 9				
Estate									
Number of dwellings on estate	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	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	
FARRTB									

	Best						Worst	
Visual quality of local area	FARQUALI	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	FARGRDN	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: