



Department for Levelling Up,
Housing & Communities



2022/23

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

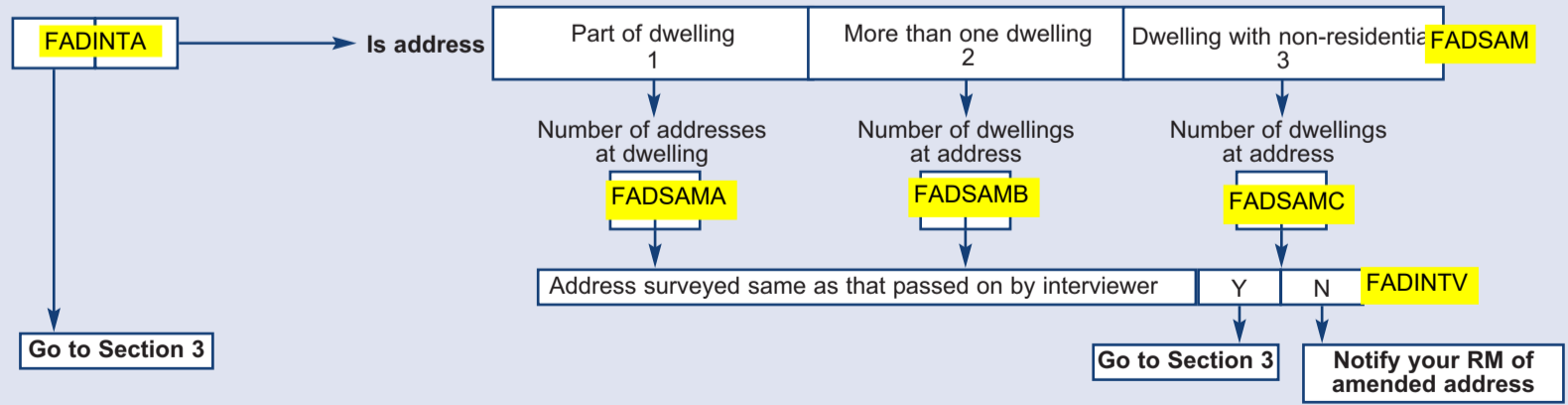
	FRECL1... Visit 1	FRECL2... Visit 2	FRECL3... Visit 3	FRECL4... Visit 4	FRECL5... Visit 5
Visit / telephone call made ...VM	Y N	Y N	Y N	Y N	Y N
Was this a booked appointment? ...AP	Y N	Y N	Y N	Y N	Y N
	Day Month	Day Month	Day Month	Day Month	Day Month
Record date of this call	...DY ...MT				
<i>(24 hour clock)</i>	Hr mm	Hr mm	Hr mm	Hr mm	Hr mm
Start time	...SH ...SM				
Finish time	...FH ...FM				
Outcome ...CO					
External plus survey (magenta boxes only)	0	0	0	0	0
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
	HMO premises: discuss with RM if necessary complete questions on page 8					

Dwelling type (clarify with household)

House/bungalow FODDTYPE						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

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 2011 13
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Estimate actual construction date **FODCONAC**

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

<p>If occupied: how long have the current occupants lived here?</p> <p>Years: FODLIVEY Months: FODLIVEM</p>	<p>If vacant: how long has the dwelling been vacant?</p> <p>Years: FODVACNY Months: FODVACNM</p>
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If occupants have moved in within the last 6 months, ask for date:-

Day: **FODEXDAY** Month: **FODEXMON** Year: **FODEXYRS**

Source of information on tenure and occupancy FODSORCE

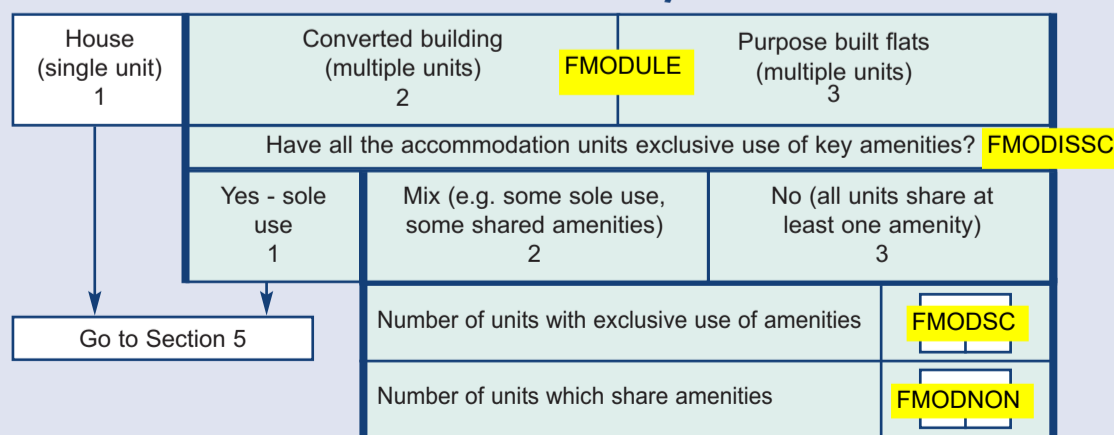
Occupant 1	Neighbour 2	Caretaker/ warden/agent 3	Estimate/ appearance 4	Other (specify): 5
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FODSOTH -----

IDENTIFY MODULE NOW

SPSS FIRSTIMP

4. Module associated with the address surveyed



SPSS INTERIOR

5. Interior

Table with columns for room types: ..LIV.., ..KIT.., ..BED.., ..BAT.., ..CIR.., ..GAR.., ..BAL.., ..EX1.., ..EX2.., ..EX3.., ..EX4.., ..EX5.., ..EX6.., ..EX7.. and rows for room existence, level, and function.

Table with columns for room types and rows for room inspected, ceiling height, width, and depth.

Ceilings (answer in tenths) SPSS INTROOMS

Table for ceiling faults: FINCLGFL, FINCLGRN, FINCLGRP, FINCLGLV.

Floors (answer in tenths)

Table for floor faults: FINFLRSF, FINFLRFL, FINFLRRN, FINFLRRP, FINFLRLV.

Walls (answer in tenths)

Table for wall faults: FINWLSFL, FINWLSRN, FINWLSPL, FINWLSRP, FINWLSLV, FINWLSDL, FINWLSII.

Doors (answer in numbers)

Table for door faults: FINDRSFL, FINDRSRN, FINDRSRP.

Windows/Frames

Table for window faults: FINWNDFL, FINWNDES, FINWNDSI, FINWNDTV.

Heating & Services

Table for heating: FINHTGCH, FINHTGFX.

Defects FINDFX...

Table for defects: Rising damp, Penetrating damp, Mould growth, Inadequate light/ventilation, Wood boring, Dry/wet rot, Evidence of mice/rats.

Stairs within dwelling FINSTR...

Table for stair faults: Present?, Open Plan?, Faults?, Replace structure, Replace treads, Replace balustrades, Repair/refix treads/balustrades.

Security of dwelling FINSEC...

Table for security: Main entrance door, Other external doors, Accessible windows, Burglar alarm present, Door viewer present, Smoke detector(s), Carbon monoxide detector, Sprinkler/mister system.

Adaptions and accessibility

Table for accessibility: Flush threshold, Room on entrance level suitable for bedroom, Bathroom at entrance level, WC at entrance level, Wheelchair accessible WC, Change in floor level, Doorsets and circulation, Straight stairs.

Adaptations for disabled people

Table for disabled adaptations: Ramps, Grab rails, Stair lift, Hoists, Electrical modifications.

HHSRS FINHS...

Table for HHSRS: Falling on stairs, Falling on level surfaces, Falling between levels, Fire, Flames, hot surfaces, Damp and mould growth.

FINOT...

Table for other rooms defects: ..RD, ..PD, ..MO, ..NL, ..AL, ..RV, ..VT, ..IN, ..RT, FINOTMIC, FINOTRAT.

Table for HHSRS continued: Entry by intruders, Noise, Collisions and entrapment, Excess heat, Lighting, Domestic hygiene, pests and refuse.

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	1	2	3	4	5		
Sink?	FINSNK...	Y	N	1	2		4	5		
Fixed waste?	FINWST...	Y	N	1	2		4	5		
Cooking provision?	FINCOK...	Y	N	1	2	3	4	5		
Cupboards?	FINCUP...	Y	N	1	2	3	4	5		
Worktop	FINWRK...	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	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	FININ	FINWH
Extractor fan in bathroom?	FINBXT...	Y	N	Y	N								FINBA	FINEX

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	In bedroom/en-suite						
Second kitchen?	FIN2KI...	Y	N	Y	N	BB	GG						
Second bath/shower?	FIN2BT...	Y	N	Y	N	BB	GG			Y	N		
Second wash hand basin?	FIN2WH...	Y	N	Y	N	BB	GG			Y	N	FININ	
Second W.C.?	FIN2LO...	Y	N	Y	N	BB	GG			Y	N	Internal?	

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

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

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

Electrical system

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

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

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

Housing Health and Safety Rating System (HHSRS)	FINHSELS	Electrical safety	Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
			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 Individual fans	Passive Stack	Centralised Distribution Systems	
	1	2	3	4	Without Heat Recovery	With Heat Recovery (MVHR)
					5	6

Total number of open fireplaces	FINNOFIR
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SPSS SERVICES

5. Interior – space heating

FINCHLOC
Location of system

Primary heating

Present? **FINCHEAT** present: **FINCHPHS** Main heat source in winter? (ask household)

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

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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FINMHBIT
Biomass type

Wood chips 1	Wood logs 2	Wood pellets 3	Gas 4	Oil 5
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passive flue gas heat recovery

Y	FINPHHRD	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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Clarify with household
Age

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	Y	FINCHMCC
Automatic charge control	Y	FINCHACC
Select type control	Y	FINCHCTC

Other heating

Present? **FINOHEAT**

Main heat source in winter? (ask household)

Y N **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	FINOHAEG	

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 **FINWHEAT**
 Y N

If present indicate all systems available **...MH**

...PR Main water heating system Present? Y N

...TY Fuel

	None	Action			Age
		Minor repair	Major repair	Replace	
Boiler with central heating FINWHC...					
Boiler (water heating only) FINWHO...	1	2	3	4	
Back boiler (water heating only) FINWHX...	1	2	3	4	
Single immersion heater FINWSI...	1	2	3	4	
Dual immersion heater FINWDI...	1	2	3	4	
Instantaneous Single Point FINWSP...	1	2	3	4	
Instantaneous Multi Point FINWMP...	1	2	3	4	
Instantaneous electric shower FINWES...	1	2	3	4	
Communal FINWHL...					
Other FINWOT...					

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?

Separate time control for water heating	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> U	FINWHCEN
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**

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

Questions asked?

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

Y	N	U	FHQFLINS
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4b. **Percentage of floors in contact with the ground with insulation present**

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

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

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

Y	N	U	FHQWASTE
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10. Does any part of your home get uncomfortably hot?

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

Y	N	U	FHQOHANY
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11. **If yes**, which rooms are particularly affected.

Bedrooms	Living rooms	Attic room	Conservatory
FHQOHBED	FHQOHLIV	FHQOHATT	FHQOHCON

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

Y	N	U	FHQSMART
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13. Do you have access to an electric vehicle charge point (tick all that apply)?

Where it applies state the number available

a. Attached to dwelling – for your exclusive use

FHQELEE	U	FHQELEN
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b. Communal charge point (for example in your block) for shared use by residents

FHQELEC	U	FHQELEC
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c. If you do not have access to a dedicated or communal charging point, is there an on-street point that you can use within 100 metres of your home?

FHQELOS	U
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No of EV charge points

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

FMOSHCWC



8. Details of flat

SPSS FLATDETS

Draw whole module and locate flat within it										Back	
										Front	

Tenths of wall exposed (Columns add up to 10)

	Front wall Fenestration area m ²		Back wall Fenestration area m ²		Left wall Fenestration area m ²		Right wall Fenestration area m ²	
To outside air	FDFFR0OA	FDFFR0FA	FDFBCKOA	FDFBCKFA	FDFLFTOA	FDFLFTFA	FDFRIGOA	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)

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

Dimensions of flat (internal and rectangularised)

No. of floors in flat	Level (B, G, 1, 2 etc)	External dimensions same as module		Width (metres)	Depth (metres)
FDFFL0OR	Main floor Ground GG	FDFMAINL	FDFMAINN	FDFMAINW	FDFMAIND
	Next floor Basement BB	FDFNEXTL	FDFNEXTN	FDFNEXTW	FDFNEXTD
			FDFSAMED	Same as above SSS	Same as above SSS

If yes, record at section 13



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? FCPENCL	Y	N	Y	N	Y	N
In module? FCPINMOD	Y	N	Y	N	Y	N

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	

SPSS COMMON

Security of module

FCPACCES
Type of access

Multiple access	Single access	Restricted access
1	2	3

...PR Present?
...WK Working?
...IN 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	Flat is final exit	Through another flat	Through another flat and common areas	Through common areas
FCPESCAP	1	2	3	4

Fire precautions

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

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 **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 style="width:20px; height:20px;" 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	Same as above SSS
		FDHMLEV3	None exists NN	Basement BB	Ground GG	Same as above SSS	Same as above SSS
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	Same as above SSS
		FDHALEV3	None exists NN	Basement BB	Ground GG	Same as above SSS	Same as above SSS

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													
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	Granite 1 sandstone 2 limestone 3											
11	Timber	Frame	Pre 1919	whin 4 other 5 unknown 9											
12	Timber	Frame	Post 1919	If other, specify: FMTOTHST											
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

Must add up to 10

Front face	Left face	Right face	Back face
Y N	Y N	Y N	Y N
	FELEXP.. 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
Window: ...FW, Void: ...FV, Wall: ...FN	Window: ...LW, Void: ...LV, Wall: ...LN	Window: ...RW, Void: ...RV, Wall: ...RN	Window: ...BW, Void: ...BV, Wall: ...BN

Must add up to 10

17. Specification of views

FVWSPEBF	Back view B	10/10 attached A	Not seen N
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Tenths attached: FVWTENBF

PV: FVWPVBF

BACK FACE

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

PV: FVWPVLF

LEFT FACE

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

PV: FVWPVRF

RIGHT FACE

MAIN PART

FRONT FACE

PV: FVWPVFF

Front view F

Tenths attached: FVWTENFF

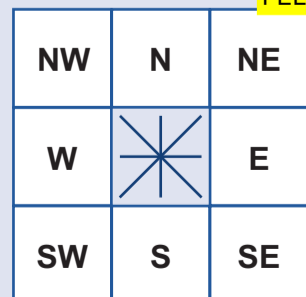
Is there any evidence from the air bricks of cavity wall insulation? FELCWIAB

Wind turbine present? FELWTUR

Roof Pitch (deg.) FELROOFP

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

Orientation of Front Face FELORIEN



18. Exterior – of house/module

SPSS CHIMNEY				Chimney stacks		BACK VIEW			
FEXCS1..				(Number)		FEXCS2..			
Masonry	Other			Present?	..PR	Masonry	Other		
Y	N	Y	N			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		FEXRS2..				
FEXRS1..				(Tenths of area)		Pitched	Mans	Chalet		
				Tenths of area	..TE					
				Age	..AG					
Y	N	Y	N	Faults?	..FL	Y	N	Y	N	
				Replace	..RN					
				Strengthen	..ST					
				Leave	..LV					
Y	N	Y	N	Urgent?	..UR	Y	N	Y	N	
				Replacement period	..TM					

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

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

SPSS WALLSTRU of house/module (continued)

FRONT VIEW FEXWS1..															Wall															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	(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	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	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	Y	N	Y	N	Y	N	Y	N																			
								Replacement period	..TM																																			

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

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

SPSS DAMPPC FEXDP1..															Damp proof course (Tenths of length)															FEXDP2..															SPSS INTERIOR conservatories														
Physical barrier	Injection DPC	None	Physical barrier	Injection DPC	None	Physical barrier	Injection DPC	None	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?																																														
			Tenths of length	..TE					FINCODOR																																																		
Y	N	Y	N	Y	N	Faults?	..FL	Y	N	Y	N	Y	N	FINCOSIZ																																													
			Replace/install	..RN					FINCOWIN																																																		
			Leave	..LV					FINCOROF																																																		
Y	N	Y	N	Y	N	Urgent?	..UR	Y	N	Y	N	Y	N	FINCORAD																																													
			Replacement period	..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	Wood casement	Wood sash	UPVC	Metal	Wood	UPVC	Wood casement	Wood sash	UPVC	Metal	Wood	UPVC	Wood casement	Wood sash	UPVC	Metal	Wood	UPVC												
FEXWN1..												FEXWN2..																							
Number (include Velux type roof light) ..NO																																			
Age ..AG																																			
Faults? ..FL												Y N Y N Y N Y N Y N Y N																							
Replace ..RN																																			
Repair/replace sash/member ..RP																																			
Ease sashes etc/reglaze ..EA																																			
Repaint/reputty ..PA																																			
Leave ..LV																																			
Urgent? ..UR												Y N Y N Y N Y N Y N Y N																							
Replacement period ..TM																																			

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

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

SPSS AROUND

Private plot exists 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
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	Tenths ha	SPSS PLOTLVL	
..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	1	2	3
Damp and mould growth ..DAM	2	3	

If '3', score HHSRS in Section 22

19. Around the house/module

SPSS AROUND

Underground drainage

Mains drainage present Y N **FCUDRAIN**

Faults to drains Y N **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

None	Minor	Major
1	2	3

..LITTR

Traps seen? Y N **..TRAPS**
Chemicals? Y N **..CHEMS**
Other visual evidence? Y N **..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: **FCWICH...**

- 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

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

Internal / external insulation summary

Evidence of internal / external insulation: **FSWIWINT** Internal wall insulation (P3)
FSWIOCCR Occupant response (P8)
FSWIWEXT External wall insulation (P14)

FSWIWPROP % of walls with internal / external insulation present

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

Exposure

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
<input type="checkbox"/>

FBLDEFEC

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					
									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	Y	N	Wall area	FSTBWREA					
Boundary wall - out of plumb	..BWP..	Y	Y	N	Y	N			Repair	FSTBWRP	Y	N	Wall area	FSTBWRPA					
Boundary wall - horizontal cracking	..BWC..	Y	Y	N	Y	N			Demolish	FSTBWDM	Y	N	Wall area	FSTBWDMA					
Unstable retaining wall	..RET..	Y	Y	N	Y	N	Y	N											
Any other problems	..OTH..	Y	Y	N	Y	N	Y	N	Specify	..ST				Specify	..SE				

HHSRS

FSTHSSCO Structural collapse
and falling elements

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

22. Housing Health and Safety Rating System 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

FHSSTWA
 Y N

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

FHSLVWA
 Y N

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

FHSBTWA
 Y N

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**

Average	Ave flat	5600	3200	1800	1000	560	320	180	100	56	32	18	6	2
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Likelihood of a fire occurring leading to harm if occupied by a person over 60

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 **FHSHSWA**

Average	1000	560	320	180	100	56	32	18	6	2
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FHSHS...	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

FHSHS...	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	560	320	180	100	56	32	18	6	2
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Likelihood of a person under 15 suffering illness

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