



Department for Levelling Up,
Housing & Communities



2024/25

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.

0

0

1

1

2

2

3

3

4

4

5

5

6

6

7

7

8

8

9

9

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					
(24 hour clock)		Hr mm	Hr mm	Hr mm	Hr mm	Hr mm
Start time	...SH ...SM					
Finish time	...FH ...FM					
Outcome						
Full/completed survey	...CO	1	1	1	1	1
Partial survey/comeback to finish		2	2	2	2	2
Partial survey then refusal		3	3	3	3	3
Refusal on doorstep		4	4	4	4	4
HQ refusal after surveyor visit			5	5	5	5
Household missed appointment - no / unproductive contact		6	6	6	6	6
Household missed appointment - rescheduled		7	7	7	7	7
Surveyor missed appointment - no contact		8	8	8	8	8
Surveyor missed appointment - rescheduled		9	9	9	9	9
Speculative call - no / unproductive contact		10	10	10	10	10
Speculative call - appointment scheduled		11	11	11	11	11
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?

Y N FADINTA	Is address	Part of dwelling 1	More than one dwelling 2	Dwelling with non-residential 3	FADSAM
		Number of addresses at dwelling	Number of dwellings at address	Number of dwellings at address	
		FADSAMA	FADSAMB	FADSAMC	
		Address surveyed same as that passed on by interviewer			Y N FADINTV
Go to Section 3		Go to Section 3			Notify your RM of amended address

SPSS FIRSTIMP

3. Dwelling description and occupancy

Type of occupancy
(clarify with household)

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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FODISHMO

HMO premises: discuss with RM if necessary complete questions on page 8

Dwelling type (clarify with household)

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

FODDTYPE

Tenure (clarify with household)

Owner occupied 1	Private rented 2	Local authority 3	Housing association (RSL) 4
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FODTENUR

Construction date (clarify with household)

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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FODCONST

Estimate actual construction date

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FODCONAC

Occupancy (ask where possible)

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

FODOCCUP

If occupied: how long have the current occupants lived here?

Years	Months

FODLIVEY **FODLIVEM**

If vacant: how long has the dwelling been vacant?

Years	Months

FODVACNY **FODVACNM**

FODOCOTH

If occupants have moved in within the last 6 months, ask for date:-

Day	Month	Year

FODEXDAY **FODEXMON** **FODEXYRS**

Source of information on tenure and occupancy

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

FODSOTH

SPSS FIRSTIMP

IDENTIFY MODULE NOW

4. Module associated with the address surveyed

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	
Number of units which share amenities	

FMODSC **FMODNON**

SPSS INTERIOR

5. Interior

	..LIV..	..KIT..	..BED..	..BAT..	..CIR..
	Living room	Kitchen	Bedroom	Bathroom	Circulation
Does room exist? FIN...EX	Y N	Y N	Y N	Y N	Y N
Level (B, G, 1, 2, 3 etc) FIN...LE					
Function (L, K, S, T, D, B, U, C, X) FIN...FU					
Room inspected? FIN...IN	Y N	Y N	Y N	Y N	Y N
Ceiling height (metres) FIN...CL					
Width (metres) FIN...WI					
Depth (metres) FIN...DE					

Ceilings (answer in tenths)

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

Floors (answer in tenths)

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

Fitted carpets present?

	Y	N	Y	N	Y	N	Y	N	Y	N
FINFLRCP										

Flooring safe/suitable?

	Y	N	Y	N	Y	N	Y	N	Y	N
FINFLRFS										

Walls (answer in tenths)

	Y	N	Y	N	Y	N	Y	N	Y	N
Faults? FINWLSFL										
Rebuild partition wall FINWLSRN										
Hack-off, replaster FINWLSPL										
Isolated repair, fill cracks FINWLSRP										
Leave FINWLSLV										

Dry lining present?

	Y	N	Y	N	Y	N	Y	N	Y	N
FINWLSDL										

Internal insulation

	Y	N	Y	N	Y	N	Y	N	Y	N
FINWLSII										

Doors (answer in numbers)

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

Windows/Frames

	Y	N	Y	N	Y	N	Y	N	Y	N
Faults? FINWNDFL										
Means of escape? FINWNDES										
Secondary glazing? FINWNDSI										
Trickle vents to room? FINWNDTV										

Damp & Mould

	Y	N	Y	N	Y	N	Y	N	Y	N
Faults? FINDPMFL										
% of surface area FINDPMSA										

Defects **FINDEX...**

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

	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
..GAR..																		
..BAL..																		
..EX1..																		
..EX2..																		
..EX3..																		
..EX4..																		
..EX5..																		
..EX6..																		
..EX7..																		

Stairs within dwelling **FINSTR...**

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

Security of dwelling **FINSEC...**

	High	Fairly high	Fairly low	Low	Very low	Not Applicable
Main entrance door ..ME	1	2	3	4	5	
Other external doors ..OT	1	2	3	4	5	8
Accessible windows ..WN	1	2	3	4	5	8
Burglar alarm present? ..BA	Y	N				
Door viewer present? ..VW	Y	N				

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

Adaptions and accessibility

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

Adaptations for disabled people

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

HHSRS **FINHS...**

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

If '3', score HHSRS in Section 22

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

Describe 'extreme risk' in Section 22

5. Interior – amenities

Kitchen amenities

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

Drinking water supply pipework

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

Cooking Fuel?	Gas	Electric	Elec oven / Gas hob	Other	FINCOKFU
Cooker size?	Normal	Large	AGA		FINCOKSIZ
Worktop (metres)	Over 3m	Cooker freestanding?	Y	N	FINCOKSTA

Are there significant problems with: Space

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

FINKITLR										
Kitchen amenities last refurbished	Original	Pre 1960	1960s	1970s	1980s	1990s	2000s	2010s	2020s	In progress

Actual date of kitchen
refurbishment (if known)

FINKITRE

Bathroom amenities

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

Are there significant problems with:

Space	Y	FINBDFSP	Is any bathroom adapted for disabled use?	Y	N	FINBATDU
Layout	Y	N	FINBDFLA			
Cleanability	Y	FINBDFCB	Is any bathroom wheelchair accessible?	Y	N	FINBATWA
Location	Y	N	FINBDFLO			

[illegible]

Actual date of bath/shower refurbishment (if known)

FINBATRE

Does any shower have level access?

		Floor		Specify
		Basement	Ground	
Y	N	BB	GG	
FINSWRLA		FINSWRLF		

Secondary amenities

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

Whole House assessment

Total no. of baths? FINBATNO

Total no. of mixer showers? FINSWRNO

HHSRS - hazards relating to whole dwelling interior

Hazards that may pose an extreme risk

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

Describe 'extreme risk' in Section 22

5. Interior - Primary services

Action

Present?	Y	N	Mains supply?	Y	N	None	Minor Repair	Major Repair	Replace
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Smart meter?	FINGASTM			Housing Health and Safety Rating System (HHSRS) Uncombusted fuel gas Explosions	Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk	
	Y	N	U		1	2	3	4	FINHsung
	1	2	3		4	FINHseXP			
					Describe 'extreme risk' in Section 22				

FINGASLOC						
Location of gas meter	Under stairs	Hallway	External access to meter	Garage	Other	Unknown

FINOPELE

[illegible]

Location of meter	FINELEDC	Under stairs or on wall	Special cupboard	External access to meter	Mixture	Unknown
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Type of wiring	FINELEWI	Lead or rubber covered	PVC sheathed		Mixture	Unknown
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Earthing wires	FINELEEA	Unsheathed or green cover	Yellow and green sheath		Mixture	Unknown
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Consumer unit arrangement	FINELECU	Separate fuse boxes for each circuit	One or two "covered boxes"	One or two "accessible boxes"	Mixture	Unknown
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Overload protection	FINELEOP	Wire fuses	Cartridge fuses	MCB's	Mixture	Unknown
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Personal protection	FINELEPP	No RCD's	RCD in consumer unit	Separate RCD's	Mixture	Unknown
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Type of consumer unit	Metal	Plastic			Unknown
FINELETC					

FINELEAD					
Is there room to add additional circuits within the consumer unit?	Yes	No			Unknown

Action	FINELEAC	None	Minor Repair	Major Repair	Replace	Install
--------	----------	------	--------------	--------------	---------	---------

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

% of fixed lighting that is low energy

00	10	20	30	40	50	60	70	80	90	100	FINLOWLI
----	----	----	----	----	----	----	----	----	----	-----	----------

Cavity wall insulation		Y	N	FINCWIM
Is there any evidence of cavity wall insulation in/around the electricity or gas meters?				

Whole House Ventilation	Decentralised Distribution Systems				Centralised Distribution Systems		FINWHVEN
	None / Windows	Intermittent fans	Continuous Individual fans	Passive Stack	Without Heat Recovery	With Heat Recovery (MVHR)	

Total number of open fireplaces	FINNOFIR
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SPSS SERVICES

5. Interior – space heating

Primary heating

FINCHEAT

Present?

Y

N

If present:

FINCHPHS

Main heat source in winter?
(ask household)

Y

N

FINCHLOC

Location of system

Individual

1

Communal system

Estate

2

Block

3

Group of dwellings

4

If communal, number of dwellings served

FINCHNOD

If present:

Primary heating group

Central heating (wet)

1

Storage heaters

2

Warm air

3

Communal/CHP

4

Electric ceiling/underfloor

5

Room heaters

6

Distribution type

Radiators

1

Underfloor

2

Mixed

3

Primary heating fuel

FINMHFUE

Gas

Mains

01

Bulk LPG

02

Bottled

03

Oil

04

Solid fuel

Coal

05

Smokeless fuel

06

Anthracite

07

Biomass

08

Electricity

09

Communal

CHP/Waste heat

13

From boiler not Biomass

14

From boiler Biomass

15

FINDISTY

passive flue gas heat recovery device

Y

N

FINPHHRD

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

FINCHBLOC

Boiler location

Kitchen

01

Utility Room

02

Bathroom

03

Bedroom

04

Hall

05

Living Room

06

Landing

07

Landing cupboard

08

Loft / Attic

09

Garage

10

Elsewhere

11

Clarify with household

Age

None

1

Minor repair

2

Major repair

3

Replace

4

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?

Y

N

FINCHWRK

Primary heating appliance

FINCHBAC

1

2

3

4

FINCHBAG

Primary heating distribution

FINCHDAC

1

2

3

4

FINCHDAG

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

No

Some

All emitters

Unknown

Bypass

FINCHBYP

No

Yes

Unknown

Weather compensator

FINCHWCM

Yes

Unknown

Time and temperature zone control

FINCHTZC

No

Yes

Unknown

Storage heaters (answer all)

Manual charge control

FINCHMCC

Y

N

U

Automatic charge control

FINCHACC

Y

N

U

Elect type control

FINCHCTC

Y

N

U

Are TRVs networked?

FINCHNET

Y

N

U

Bypass in stat room?

FINCHBST

Y

N

U

Other heating

FINOHEAT

Present?

Y

N

Main heat source in winter?
(ask household)

FINOPHS

Y

N

FINOHTYP

Type of system

Mains gas fires

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

LPG

10

Electric heaters

Panel, convector or radiant

11

Portable

12

Individual storage heater

13

Solid fuel heaters

Open fire

14

Stove/ space heater

15

Heat pumps

16

Other

17

Action

None

1

Minor repair

2

Major repair

3

Replace

4

Age

FINOHAGE

FINOHACT

HHSRS

Carbon monoxide and fuel combustion products

Significantly lower risk than average

1

Average risk

2

Significantly higher risk than average

3

Extreme risk

4

FINHSCO

Describe 'extreme risk' in Section 22

ENABLING *Anet* FUNCTIONALITY

6

SPSS SERVICES

Hot water system

Present?

Y N

FINWHEAT

If present indicate all systems available

	...PR Present?	Main water heating system	...MH	...TY Fuel	...AC Action				...AG Age	Number
					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	N	Y		1	2	3	4	
Instantaneous Single Point	FINWSP..	Y	N	Y	Mains gas 01 Bulk LPG 02 Bottled gas 03 Oil 04 Electricity 09	1	2	3	4	
Instantaneous Multi Point	FINWMP..	Y	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		FINWESNO
Communal	FINWHL...	Y	N	Y	CHP/waste 13 From boiler 14					
Other	FINWOT...	Y	N	Y	Specify: Fuel from facing page	FINWOTFU				

Cylinder present?

FINWHCYL

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
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FINWHSIZ

Cylinder insulation

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

Cylinder insulation thickness

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

Is a cupboard present that could accommodate a hot water cylinder?

FINCYLCU

Y N

Water heating controls?

Present?

Separate time control for water heating

Y N U

FINWHCEN

Cylinder thermostat

Y N U

FINWHTHE

6. Loft inspection SPSS SERVICES

Inspect all houses and top floor flats

FINLOPOS	House/Bungalow 1	Top floor flat 2	Mid floor flat 3	Ground floor flat 4	Basement flat 5								
GO TO SECTION 7													
Loft information from:	FLIINFOR	Inspection 1	Occupant 2	No loft (flat or very shallow pitched roof) 8	No information 9								
GO TO SECTION 7													
Type of loft	FLITYPES	Fully boarded 1	No boarding or partial boarding 2	Room(s) with permanent stairs 3	Don't know 9								
Roof insulation above living space?	FLIINSUL	Yes 1	No 2	Don't know 9									
Type of loft insulation	FININTYP	Mineral wool/fibre glass 1	Vermiculite beads 2	High performance quilt 3	Rigid foam board 4	Not applicable 8	Don't know 9						
Approximate thickness of loft insulation	FLITHICK	No insulation 00	25mm 01	50mm 02	75mm 03	100mm 04	125mm 05	150mm 06	200mm 07	250mm 08	300mm 09	>300mm 10	Don't know thickness 99
Any roof structure problems seen?	FLIPROBS	Y N	Spray foam present?	Y N	Evidence of cavity wall insulation in the loft?	Y N							
If yes, describe and transfer to Section 21	FLIDESC												

SPSS HQ

7. Household questionnaire

Questions asked?

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

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

Y N **FHQASKED**2. Do you have **internal wall insulation**?

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

Y N U **FHQCAVIT**Y N U **FHQINSWI**3. Do you have **external wall insulation**?

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

Y N U **FHQEXTWI**4a. Are any of your **floors in contact with the ground insulated**?Y N U **FHQFLINS**4b. **Percentage of floors in contact with the ground with insulation present**

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

5. Do you have a **working smoke detector on every floor of the dwelling**?Y N U **FHQSMOKE**6. Do you have access to a **garage/private parking space**?Y N U **FHQGARAG**

7. Do you have a water meter?

Y N U **FHQWAMET**8. **If yes**, are you charged according to the amount you use?Y N U **FHQWMCH**

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

Y N U **FHQWASTE**

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

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

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

Bedrooms		Living rooms		Attic room		Conservatory	
Y	N	Y	N	Y	N	Y	N
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**

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

FHQELEEU			No of EV charge points	FHQELEEN
Y	N	U		

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

FHQELECU			No of EV charge points	FHQELECN
Y	N	U		

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?

Y N U **FHQELEOS**

14a. Do you have a battery linked to Solar PV panels?

Y N U **FHQSOOLPR**14b. **If yes**, where is this located?**FHQSOLOC**

15a. Does the household typically use the conservatory for everyday activities?

Y N U **FHQCONUSE**15b. **If yes**, is it used as any of the following? a bedroom?Y N **FHQCONBED**

a living room?

Y N **FHQCONLIV**

other activities?

Y N **FHQCONOTH**

COMPLETE FOR HMO USE ONLY

Number of accommodation units in dwelling **FMONUMAC**Number of households in dwelling/occupied units **FMONUMHH**Total number of occupants in dwelling **FMONUMOC**Number of shared kitchens **FMOSHKIT**Total number of WC's **FMOTOTWC**Number of shared WC's **FMOSHCWC**

8. Details of flat

(Columns add up to 10)

Entry floor to dwelling proper
(level of first actual accommodation)

Dimensions of flat (internal and rectangularised)

ENABLING *Anoto* FUNCTIONALITY

SPSS COMMAC

9. Common parts of module

Common parts exist

Y N IF NO, GO TO SECTION 10

FCPPRES

Does access/area exist?

Balcony/Deck/Corridor/Lobby FCPTYPES

Spacious/Average/Tight FCPSIZES

Enclosed? FCPENCLO

In module? FCPINMOD

Working?

Lift controls accessible to wheelchair user?

Lift controls accessible to a visually impaired person?

Floors/treads (answer in m²)

Faults? FCPFLRFL Y N Y N Y N

Modify structure FCPFLRMO

Renew surface FCPFLRRN

Repair surface FCPFLRRP

Walls (answer in m²)

Faults? FCPWLSFL Y N Y N Y N

Modify structure FCPWLSMO

Renew surface FCPWLSRN

Repair surface FCPWLSRP

Repaint surface FCPWLSPA

Ceilings/soffits (answer in m²)

Faults? FCPCLNFL Y N Y N Y N

Modify structure FCPCLNMO

Renew surface FCPCLNRN

Repair surface FCPCLNRP

Repaint surface FCPCLNPA

Access doors/screens (answer in numbers)

Faults? FCPAXDFL Y N Y N Y N

Replace FCPAXDRN

Repair/rehang FCPAXDRP

Repaint FCPAXDPA

Accessway windows (answer in numbers)

Faults? FCPAXWFL Y N Y N Y N

Replace FCPAXWRN

Repair FCPAXWRP

Repaint FCPAXWPA

Accessway lighting (answer in numbers)

Faults? FCPAXLFL Y N Y N Y N

Replace light fittings FCPAXLFT

Replace light switches FCPAXLSW

Balustrades (answer in metre lengths)

Faults? FCPBALFL Y N Y N Y N

Replace FCPBALRN

Repair FCPBALRP

Accessway					
Main horizontal of typical/upper level		Stairway on typical/upper level		Main entrance to module	
Y	N	Y	N	Y	N
Y	N	Y	N	Y	N
Y	N	Y	N	Y	N
Y	N	Y	N	Y	N

Lifts	
Y	N
Y	N
Y	N
Y	N
Y	N
Y	N
Y	N
Y	N
Y	N

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

FCPENT... Door entry system

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

Fire safety of flat surveyed

FCPESCAP

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
1	2	3	4
1	2	3	4

Fire precautions

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

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

FNOFLATS

Specify

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

Ground floor

Floor

Unknown

B

G

9

Use of ground floor

FNOGRUSE

Dwelling only

Dwelling and services

Services only

Dwelling and non residential

Non residential only

Dwelling and void

Other

1

2

3

4

5

6

7

Use of basement

FNOBSUSE

No basement

Dwelling only

Dwelling and services

Services only

Dwelling and non residential

Non residential only

Dwelling and void

Other

8

1

2

3

4

5

6

7

Non residential use

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

No non residential

88

Specify %

Unknown

FNORESAR

99

If 'dwelling with non residential': non residential use

Not 'dwelling with non residential'

8

Shop/ business

Office

Industrial/ institutional

Surgery

Public House

Hotel

Other

1

2

3

4

5

6

7

FNOREUSE

FNOREOTH

If 'dwelling with non residential': Does the non-residential use include the handling/processing of food for commercial purposes?

Y

N

U

FNORESFD

Other flats in module

Are they?

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

FNOOTHER

Approximate number of vacant flats in module

Survey flat is only one in module

888

Specify

FNOVACNT

ENABLING *Anet* FUNCTIONALITY

11

SPSS SHARED

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

FFCSHARE

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

Stores and common rooms

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

Common/electrical services

	...PR Present?	Action ...AC None Minor Major
CCTV FFCCT...	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...	N	1 2 3
External lighting FFCLIT...	Y N	1 2 3

Communal parking facilities

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

If communal spaces are present how many are there?

1-9

10 or more

1

2

FFCSPACE

Surfaces and fences

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

Landscaping

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

Contribution to problems in condition (outside survey module)

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

Design of paths

ANSWER IF PATHS PRESENT

('Y' IN BOX ABOVE)

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

Accessibility

Number of steps from pavement to entrance of module

Level Access	No step but slope > 1:20	1 step FFCSTEP	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	Y N
Is entrance adequately lit? FFCALIT	N
Is entrance covered? FFCACOV	Y N

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	No additional part 77	Front elevation			Back elevation			Left elevation			Right elevation			FSHADDIT
		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				Attic only 1		Basement only 2		Both 3		Neither 4		FSHATTIC		
Entry floor to house/module				Basement B		Ground G		Floor		FSHENTRY				

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

None exists
NN

FDHMLEV2

Basement
BB

Ground
GG

Same as above
SSS

FDHMWID2

Same as above
SSS

FDHMDEP2

None exists
NN

FDHMLEV3

Basement
BB

Ground
GG

Same as above
SSS

FDHMWID3

Same as above
SSS

FDHMDEP3

Additional part

No. of floors

None exists
NN

FDHAFLRS

FDHALEV1

Basement
BB

Ground
GG

FDHAWID1

FDHADEP1

None exists
NN

FDHALEV2

Basement
BB

Ground
GG

Same as above
SSS

FDHAWID2

Same as above
SSS

FDHADEP2

None exists
NN

FDHALEV3

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? FMTPROST										
	01	Masonry	Boxwall	Solid	N/A	1	2	3	4	5	6	7	8	9	10
	02	Masonry	Boxwall	Cavity											
	03	Masonry	Crosswall												
	04	Concrete	Boxwall	In-situ	Proprietary system? FMTPROPS Y N U If Yes, name: FMTDESCR										
	05	Concrete	Boxwall	Precast panel <1m wide											
	06	Concrete	Boxwall	Precast panel >1m wide											
	07	Concrete	Crosswall	In-situ											
	08	Concrete	Crosswall	Precast panel	Type of stone? FMTTYPST Granite 1 Sandstone 2 Limestone 3 Whin 4 Other 5 Unknown 9 If other, specify: FMTOTHST										
	09	Concrete	Frame	In-situ											
	10	Concrete	Frame	Precast											
	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	2012-2019	2020-present	In progress
Conversion to more than one dwelling	FALMORED	2	3	4	5	6	7	9	8
Conversion to HMO use	FALHMOED	1	2	3	4	5	6	7	9
Conversion from non-residential use	FALNORES	2	3	4	5	6	7	9	8
Two or more dwellings combined	FALCOMBI	2	3	4	5	6	7	9	8
Complete refurbishment/modernisation	FALREFUR	2	3	4	5	6	7	9	8
Rearrangement of internal space	FALSPACE	2	3	4	5	6	7	9	8
Extension added for amenities	FALEXTAM	2	3	4	5	6	7	9	8
Extension added for living space	FALEXLIV	2	3	4	5	6	7	9	8
Alteration of external appearance	FALAPEAR	2	3	4	5	6	7	9	8
Over-cladding	FALOCLAD	1	2	3	4	5	6	7	9
Loft conversion	FALLOFTS	1	2	3	4	5	6	7	9
Radon remedial works (check postcode)	FALLRAD	2	3	4	5	6	7	9	8

ASK HOUSEHOLD

Exact year of
loft conversion

FALYELCO

16. Elevation features

SPSS ELEVATE

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

17. Specification of views

Back view B				10/10 attached A				Not seen N			
Tenths attached				PV				FVWSPEBF			
FVWTENBF				Y N				FVWPVBF			
BACK FACE				MAIN PART				RIGHT FACE			
FVWSPELF				FVWTENLF				FVWSPERF			
PV				PV				PV			
Y N				Y N				Y N			
FVWPVLF				FVWPVRF				FVWPVFF			
FVWSPEFF				FVWTENFF				FVWSPEFF			
FVWTENFF				FVWTENFF				FVWSPEFF			
FVWTENFF				FVWTENFF				FVWSPEFF			

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

Wind turbine present? Y N 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

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

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

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

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

SPSS WALLSTRU

18. Exterior – of house/module (continued)

FEXWS1.. FRONT VIEW

	Masonry cavity 1	Masonry cavity 2	Masonry single leaf	9" solid	>9" solid	In situ concrete	Concrete panels	Wood/metal/plastic panels
..TE								
..AG								
..WT								
..FL	Y	N	Y	N	Y	N	Y	N
..RN								
..RP								
..LV								
..UR	Y	N	Y	N	Y	N	Y	N
..TM								

Wall
(Tenths of area)

Net tenths of area	
Age	
Wall thickness (cm)	
Faults?	
Rebuild/renew	
Repair	
Leave	
Urgent?	
Replacement period	

FEXWS2..

BACK VIEW

	Masonry cavity 1	Masonry cavity 2	Masonry single leaf	9" solid	>9" solid	In situ concrete	Concrete panels	Wood/metal/plastic panels
Net tenths of area								
Age								
Wall thickness (cm)								
Faults?	Y	N	Y	N	Y	N	Y	N
Rebuild/renew								
Repair								
Leave								
Urgent?	Y	N	Y	N	Y	N	Y	N
Replacement period								

SPSS WALLFIN

Masonry pointing		Non-masonry natural		Rendered FEXWF1..		Shiplap timber		Tile hung		Slip/tile faced		Wood/metal/plastic panels	
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

Wall finish
(Tenths of area)

Net tenths of area	
Age	
Faults?	
Render	
Renew/repoint	
Isolated repairs	
Paint	
Leave	
Urgent?	
Replacement period	

FEXWF2..

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

SPSS DORMERS

RS	Bays		Dormers		Porches	Conservatories		Balconies				
	Single storey	Multi storey	Standard	Roof extension		(Survey dwelling)						
	Y	N	Y	N	FEXDB1..	N	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
									</			

Dormers and bays
(Number)

Present?	
Number	
Age	
Faults?	
Rebuild roof and walls	
Rebuild roof only	
Rebuild wall only	
Major repairs	
Minor repairs	
Demolish	
Leave	
Urgent?	
Replacement period	

Bays				Dormers		Porches		Conservatories		Balconies			
Single storey		Multi storey		Standard		Roof extension				(Survey dwelling)			
Y	N	Y	N	Y	FEXDB2..	N	Y	N	Y	N	Y	N	
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

SPSS DAMPPC

FEXDP1..

Damp proof course

FEXDP2..

	Physical barrier		Injection DPC		None	
..TE						
..FL	Y	N	Y	N	Y	N
..RN						
..LV						
..UR	Y	N	Y	N	Y	N
..TM						

Tenths of length	
Faults?	
Replace/install	
Leave	
Urgent?	
Replacement period	

	Physical barrier		Injection DPC		None	
	Y	N	Y	N	Y	N
	Y	N	Y	N	Y	N

For all conservatories SPSS INTERIOR

Closable door between conservatory and dwelling	Y	N	FINCOTOR	
Footprint of conservatory (m^2) (Whole numbers only)			FINCOSIZ	
Conservatory window type	SG	DG	FINCOWIN	
Conservatory roof	Glass	Poly	Solid	FINCOROF
Fixed radiator or other fixed heater present?	Y	N	FINCORAD	

FRONT VIEW

Window													
Wood / UPVC		Single-glazed		Metal		Wood		Double-glazed		Metal		Triple-glazed	
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
						Wood 1	UPVC 2	Metal 3	Composite 4				

Wood		UPVC		Metal		Composites	
Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N

SPSS AROUND

19. Around the house/module

Underground drainage

Mains drainage present ☐ Y ☐ N **FCUDRAIN**Faults to drains ☐ Y ☐ N **FCUFAULT**

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

Rats and mice outside house/module **FCU...**Evidence of mice? **..VERMC** ☐ Y ☐ N Type of evidence: (inside and outside house / module)Evidence of rats? **..VERAT** ☐ Y ☐ NPets/livestock kept outside? ☐ Y ☐ N **..PETSL**Litter/rubbish around house/module

None	Minor	Major
1	2	3 ..LITTR

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

Parking provision of survey dwelling

ASK HOUSEHOLD

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

Street parking	FCUSTR
Adequate	Inadequate
1	2
	None
	3

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

Cavity wall insulation summary

FCWICH...	..ME	..LS	..OR	..EF	..AB	
	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	Area around meters (P5)
		☐ Y ☐ N				Loft space (P7)
Evidence of cavity wall insulation:		☐ Y ☐ N				Occupant response (P8)
		☐ Y ☐ N				Elevation features (P14)
			☐ Y ☐ N			Air bricks (P14)

% of cavity walls with CWI present

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

Internal / external insulation summary

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

% of walls with internal / external insulation present

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

Exposure

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

FCUEXPOS
Not exposed
1
Slightly exposed
2
Exposed
3
Very exposed
4

How many faces of the **dwelling** are sheltered?

FCUSHEL
0
1
2
3
4

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

FCUOSDW
None or very little
1
Modest
2
Significant
3
Heavy
4

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

FCUOSMR
None or very little
1
Modest
2
Significant
3
Heavy
4

20. Block SPSS AROUND

Number of houses/modules in block

Detached house/module	Specify number	More than 50
01		75 FBLBLOCK

Please note, count number of houses or modules, not number of flats.

Approximate number of houses/modules in disrepair in block

Specify number
FBLDEFEC

SPSS STRUCTURE

21. Structural defects

Any structural defects present?

Y N

IF YES, DESCRIBE BELOW

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

FST...	Defect ..DE	FSTPRES				Monitor/ examine further? ..MN		Action described elsewhere on form? ..EL		Action required on assumption problem is progressive							
		Action required? ..AC								Any additional action required that is not accounted for elsewhere							
										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	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	Y	N	Chimney-liner ..CL	Y	N	Linear metres			m ..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	Y	N	Tie rods ..TR	Y	N	Number:			..TN	
										Strapping ..ST	Y	N	Number:			..SN	
										Other ..OT	Y	N	Specify	..SP			
Differential movement ..MOV..	Y	Y	N	Y	N	Y	N	Y	N	Movement-joint ..MJ	Y	N	Linear metres			m ..LM	
										Other ..OT	Y	N	Specify	..SP			
Lintel failure ..LIN..	Y	Y	N	Y	N	Y	N	Y	N	Replace lintels ..RN	Y	N	Number:			..NO	
Wall tie failure ..TIE..	Y	Y	N	Y	N	Y	N	Y	N	Insert wall ties ..IN	Y	N	Wall area:			m² ..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	Y	N	Wall & timber treatment ..TR	Y	N	Basement 1	One room 2	One floor 3	Loft 4	Most of building 5 ..EX
Wood-borer infestation ..BOR..	Y	Y	N	Y	N	Y	N	Y	N	Timber treatment ..TR	Y	N	Basement 1	One room 2	One floor 3	Loft 4	Most of building 5 ..EX
Adequacy of balconies / projections ..BAL..	Y	Y	N	Y	N	Y	N	Y	N	Replace fixings ..RN	Y	N	Total number:			..NO	
										Other ..OT	Y	N	Specify	..SP			
Foundation settlement ..FOU..	Y	Y	N	Y	N	Y	N	Y	N	Underpin ..UN	Y	N	Linear metres			m ..LM	
										Other ..OT	Y	N	Specify	..SP			
Integrity of structural frame ..ISF..	Y	Y	N	Y	N	Y	N	Y	N	Making-good ..MG	Y	N	Wall area			m² ..WA	
										Replace frame ..RN	Y	N					
Integrity of wall panels ..IWP..	Y	Y	N	Y	N	Y	N	Y	N	Replace fixings ..RN	Y	N	Total number:			..NO	
										Other ..OT	Y	N	Specify	..SP			
Boundary wall - unsafe height ..BWH..	Y	Y	N	Y	N		N	}	Replace	Y	N	Wall area			m² FSTBWREA		
Boundary wall - out of plumb ..BWP..	Y	Y	N	Y	N		N		Repair	FSTBWRE	FSTBWRP	Wall area			m² FSTBWRPA		
Boundary wall - horizontal cracking ..BWC..	Y	N	Y	N		N	Demolish		Y	N	Wall area			m² 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

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			

FSTHSSC
O

SPSS HHSRS

22. Housing Health and Safety Rating System

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

HAZARDS WHICH MAY REQUIRE SCORING

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

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

Y

N

FHSAHWA

FHSMEAS

OTHER HAZARDS IDENTIFIED AS POSING AN EXTREME RISK

Hazard		Review whole survey form, especially:	Extreme risk?
Falls associated with baths etc	FHSFBATH	Check flag on page 4	Y
Entry by intruders	FHSEENTRY	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

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		

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

		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		

FHSBT...

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

SPSS HHSRS

Fire

Significantly higher
than average

Y N

FHSFRWA

Likelihood of a fire occurring leading to harm if occupied by a person over 60	..LIK	5600	3200	1800	1000	560	320	180	100	56	32	18	6	2
Likely outcome if occupied by a person over 60	Class 1 Extreme %	..EX	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100	
	Class 2 Severe %	..SV	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100	
	Class 3 Serious %	..SR	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100	

Must not
add up to
>100.2%

Action required

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

Flames, hot surfaces etc.

Significantly higher
than average

Y N

FHSHWSA

Likelihood of a child under 5 being burnt/scalded	..LIK				1000	560	320	180	100	56	32	18	6	2
Likely outcome if a child under 5 is burnt/scalded	Class 1 Extreme %	..EX	<0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100	
	Class 2 Severe %	..SV	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100	
	Class 3 Serious %	..SR	0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100	

Must not
add up to
>100.2%

FHSHS... 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	Number: ..RKQ
..ROA	Y	Remove obstacle	..ROD N	Number: ..ROQ

Damp and Mould Growth

Significantly higher
than average

Y N

FHSDAWA

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

Action required

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

SPSS AROUND

24. Local area

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

Nature of area

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

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

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

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

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

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

Not on L.A. estate 8	None (0%) 1	1-10% 2	11-25% 3	26-50% 4	51-75% 5	76-99% 6	100% 7
-------------------------	----------------	------------	-------------	-------------	-------------	-------------	-----------

Visual quality of local area

Best						Worst
1	2	3	4	5	6	7

Problems in local area

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

Notes: