

**REFER TO YOUR DIARY PAGE AND TAKE CARE TO STICK THE CORRECT SERIAL LABEL ON THE FORM****1. SURVEY RECORD****1.1.1-5**

Indicate if a visit was made and if it was a pre booked appointment, either by the ONS interviewer, by yourself or the MMBL helpline.

Give the date, start and finish times (*using the 24 hour clock*) of each visit made.

At the end of each visit you should indicate what the outcome was.

1. **Full/completed survey.** A full survey has been achieved, or a partial survey from a previous visit has been added to and completed.
2. **Partial survey/come back to finish.** A survey has been started and it is intended to come back and complete it at a later date.
3. **Partial survey then refusal.** A survey has been started, but has been terminated at the request of the household/owner. There will be no opportunity to come back and complete it.
4. **Refusal on doorstep,** regardless of whether or not an appointment was made.
5. **HQ refusal after surveyor visit.**
6. **Household missed appointment – no contact.** You arrive to complete a survey at a specified time, but there is nobody in or there is no adult to give access.
7. **Household missed appointment – rescheduled.** You arrive to complete a survey at a specified time, but it is not convenient and you re-arrange the appointment.
8. **Surveyor missed appointment – no contact.** You are too late/early for your specified appointment and there is nobody to let you in.
9. **Surveyor missed appointment – rescheduled.** You are too late/early for your appointment. It is not convenient and so you re-schedule the visit.
10. **Speculative call – no contact.** It has not been possible to arrange/re-arrange an appointment so you make a speculative call, but do not make contact.
11. **Speculative call – appointment scheduled.** Use this code if, on a speculative call, you are able to make an appointment to return at a later time to carry out a survey. This will typically occur following a broken appointment or when attempting to access a vacant property.
12. **HMO referred to Regional Manager.** Dwelling has been identified as an HMO (code 3,4 or 5) at Section 3 and is to be referred to RM to complete survey.
13. **Address untraceable.** Address not found despite searches. [Contact MMBL HQ].
14. **Dwelling derelict.** Dwelling is derelict and cannot be entered safely. YOU SHOULD COMPLETE AS MUCH OF THE FORM AS POSSIBLE.
15. **Dwelling demolished.** Dwelling has recently been demolished but there is clear evidence that it existed.
16. **No longer usable as dwelling.** Dwelling so structurally altered that it could not be used for residential accommodation.
17. **Other reason for non survey.** Write in reason.
18. **HQ use only – Lost/written off.** This code is to be used by MMBL Regional Manager or ONS coding staff only.

If you are likely to undertake more than five visits, do not complete the final visit column until you are sure that it is indeed to be the last visit. Any additional visits that cannot be accommodated on the form should be recorded separately on the continuation sheet and attached to the survey form.

**2 DWELLING IDENTIFICATION****Is the dwelling address passed on to you by the interviewer a single dwelling?****1.2.1**

If address is a single dwelling, ring **Yes** and go directly to Section 3.

If address is not a single dwelling, ring **No** and specify whether:

1. **The address referred by interviewer is only part of a dwelling.** Write in the number of addresses that combine to make a dwelling.
2. **The address referred by interviewer is more than one dwelling.** Write in the number of dwellings present at the address. If necessary select one dwelling from the KISH grid below.
3. **The address referred by interviewer includes some non-residential use.** [Confirm with MMBL if unsure]. Write in the number of dwellings at the address.

**Kish Grid**

		Number of dwellings at address								
		1	2	3	4	5	6	7	8	9
	0	1	1	2	1	3	6	5	4	7
	1	1	2	3	4	1	1	6	5	9
	2	1	1	1	3	4	3	3	1	4
Last	3	1	2	2	1	5	4	7	6	8
Digit	4	1	1	3	2	2	5	2	3	6
Of	5	1	2	1	4	3	2	1	7	2
Address	6	1	1	2	3	1	6	4	2	1
Number	7	1	2	3	1	4	1	5	8	3
	8	1	1	1	2	5	3	6	4	5
	9	1	2	2	4	2	4	3	5	7

**Address surveyed same as address printed in diary?****1.2.2**

If the address you will survey is the same as that listed in your diary, ring **Yes** and continue to Section 3.

If the address is not the same as that listed in your diary, ring **No** and notify the MMBL helpline of amended address.

**3 DWELLING DESCRIPTION AND OCCUPANCY****Type of occupancy****1.3.1**

1. **Single family dwelling.** One household, extended family or mortgage sharers.
2. **Shared house.** Typically students/others who club together to rent a house/flat as a group.
3. **Household with lodgers.** One or more paying lodgers.
4. **Bedsits or flatlets.** Dwelling converted to provide bedsits/flatlets/rooms occupied by separate households. Two or more households must share amenities.
5. **Purpose built with shared amenities.** Purpose built version of 4 above, often sheltered accommodation.
6. **Hostel/B&B.** Accommodation provided on a commercial basis.

To be counted as a household, a group of people must have a regular arrangement to share at least one meal a day and/or share at least one living room.

**If 4,5 or 6 are coded, you should close the survey with the household and refer the address to your Regional Manager.**

**REMEMBER YOU NEED TO COMPLETE PAGES 1 AND 2 OF THE SURVEY FORM FOR ALL ADDRESSES REFERRED TO YOU.**

### **3. DWELLING DESCRIPTION AND OCCUPANCY**

**1.3.1**

You should confirm the tenure, construction date and occupancy with the household (or neighbour if vacant). However, if you disagree with their views (i.e. on construction date) you should enter your own judgement.

#### **DWELLING TYPE**

**1.3.2**

5. Include prefabs, caravans, mobile homes, houseboats.
6. Originally constructed as flats; include flats above shops with separate access.
7. Converted to flats which have been defined as separate dwellings (if not separate dwellings, define building as appropriate house type).
8. Residents have to pass through non-residential to gain access to residential.

#### **TENURE**

**1.3.3**

Ask occupant, or neighbour if property vacant/access not gained.

1. Outright owners/buying with a mortgage/shared owners.
2. Renting from private landlord, private company/other organisation/relative/friend.
3. Renting from local authority.
4. Renting from a housing association(RSL)/co-operative/housing charitable trust.

#### **CONSTRUCTION DATE**

**1.3.4**

Record date of original construction. If a property has a large later extension or been partially rebuilt, record age of the oldest part even if accounts for less than half of the area of dwelling.

#### **OCCUPANCY**

**1.3.5**

##### **Whether Occupied**

1. Obvious signs of being inhabited.
2. Unoccupied sale/sold notice outside or information from neighbour.
3. Unoccupied and rental/to let signs or information from neighbour.
4. Part of a group in process of being demolished or demolition notice on dwelling.
5. Building work in progress.
6. Newly constructed dwelling or new conversion.
7. In non-residential use but could be converted back without undertaking major works.
8. Vacant for reason other than above.

Write in figures for year/months either occupied or vacant. If less than one month, round up to 01. If the occupants have lived at the address for 6 months or less, ask for the actual date they moved in and write the date in the relevant box. **1.3.6-7**

### **PERMANENT RESIDENCE**

**1.3.8**

Ask occupant or neighbour if property vacant/access cannot be obtained.

1. Household's only residence/main family residence.
2. Not main family home/dwelling used solely for holidays or weekends.
3. Let to different occupiers for holidays.

#### **SOURCE OF INFORMATION**

**1.3.9**

### **4. MODULE ASSOCIATED WITH ADDRESS**

**1.4**

This refers to the module or building associated with the address surveyed which may not be the same as the survey dwelling. **1.4.1**

1. Include all single family houses, shared houses and households with lodgers and houses with "granny annexes" and prefabs.
2. A building converted from a previous form which now contains more than one unit of accommodation.
3. A building containing more than one unit of accommodation and originally constructed as flats.

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

**1.4.2**

NB: Shared amenities means that the WC, bathroom and/or kitchen are used by more than one household.

1. All units have exclusive use of their own WC, bathroom and kitchen.
2. Some accommodation units have exclusive use of their own WC, bathroom or kitchen whilst others share these amenities with other households.
3. All the accommodation units share at least one WC, bathroom or kitchen with other households.

#### **Number of units with exclusive use of amenities**

Write in the number **1.4.3**

#### **Number of units with shared amenities**

**1.4.4**

Count the number of possible lettings which share WC, bathroom or kitchens in the whole module (i.e. not just the actual number that share a particular amenity) and write in.

## 5. INTERIOR 1.5

<b>LIVING ROOM</b>	<b>1.5.2</b>
<b>KITCHEN</b>	<b>1.5.2</b>
<b>BEDROOM</b>	<b>1.5.2</b>
<b>BATHROOM</b>	<b>1.5.2</b>
<b>CIRCULATION</b>	<b>1.5.2</b>
<b>INTEGRAL GARAGE</b>	<b>1.5.3</b>

Include if >5m<sup>2</sup> within dwelling floor area.

<b>INTEGRAL BALCONY</b>	<b>1.5.3</b>
-------------------------	--------------

Include if majority does not protrude from face of module, and will be included within dwelling measurements.

<b>EXTRA ROOMS</b>	<b>1.5.3</b>
--------------------	--------------

<b>HABITABLE ROOMS</b>	<b>1.5.4</b>
------------------------	--------------

Number which provide living accom. Include kitchen if space to provide a dining area (enough to accommodate table and chairs, typically an additional space 2m wide by 2m deep).

<b>SEPARABLE UNITS</b>	<b>1.5.5</b>
------------------------	--------------

Ring 'Y' where the dwelling you are surveying contains a separable unit i.e. some form of separate accommodation exists with its own amenities but it is not currently occupied by a separate household.

<b>DOES ROOM EXIST?</b>	<b>1.5.6</b>
-------------------------	--------------

If coded N leave rest of column blank.

<b>LEVEL</b>	<b>1.5.7</b>
--------------	--------------

<b>FUNCTION</b>	<b>1.5.8</b>
-----------------	--------------

Describes intended function (rather than current use, if different) **L** living rooms, studies, offices, playrooms; **K** kitchens; **S** single bedrooms; **T** twin/double bedrooms; **D** dining, living-dining, kitchen-dining rooms; **B** bathrooms; **U** utility rooms; **C** cupboards (at least 3m<sup>2</sup>), store rooms; **X** bedsits

In the specified living room column only record L, D or X; kitchen column only record K, D or X; bedroom column only record S, T or X.

If only one living room, code this as D providing sufficient space to include living and dining furniture. If more than one dining room only code one as D, code other(s) as L. Only one room can normally be coded as D unless there is also kitchen-diner.

Use table to decide whether bedrooms are single or twin/double, unless clear evidence to overrule this.

Width & depth (metres)	2.4 or less	2.5-2.9	3.0-3.4	3.5-3.9	4.0 & above
2.4 or less	S	S	S	S	T
2.5-2.9	S	S	S	T	T
3.0-3.4	S	S	T	T	T
3.5-3.9	S	T	T	T	T
4.0 & above	T	T	T	T	T

<b>ROOM INSPECTED</b>	<b>1.5.9</b>
-----------------------	--------------

**Y** complete column.

**N** go onto next column

<b>CEILING HEIGHT</b>	<b>1.5.10</b>
-----------------------	---------------

Measure to nearest 10cm (0.1m).

<b>WIDTH/DEPTH</b>	<b>1.5.11</b>
--------------------	---------------

Internal measurements. Follow 3 general principles:

- Nooks and crannies - do not measure into them
- L-shaped rooms & rooms with non-parallel walls - measure the largest rectangle
- Rooms with fitted cupboards/wardrobes - measure from wall to wall

<b>SERIOUS UNDERESTIMATE OF RM SIZE</b>	<b>1.5.12</b>
---	---------------

Record **Y** if width and depth measurements underestimate floor area of room by 25% or more.

## ELEMENT BY ELEMENT ASSESSMENT 1.5.13

**N** no faults, go to next element

**Y** faults, complete column.

Treatments in tenths of numbers.

MAKE SURE TREATMENTS ADD TO 10 OR NUMBERS ADD TO TOTAL UNITS

<b>CEILINGS</b>	<b>1.5.15</b>
-----------------	---------------

<b>FLOORS</b>	<b>1.5.16</b>
---------------	---------------

<b>WALLS</b>	<b>1.5.18</b>
--------------	---------------

<b>DOORS</b>	<b>1.5.19</b>
--------------	---------------

Count doors for room they open into. Doors to "outside" are external and not assessed here.

<b>WINDOWS/FRAMES</b>	<b>1.5.20</b>
-----------------------	---------------

If there is no window present circle N for Faults, Means of Escape, Secondary Glazing and Windows within 30 degrees of south

**Means of Escape**

Minimum size = 450m x 650mm

Secondary Glazing = sound insulation.	<b>1.5.21</b>
---------------------------------------	---------------

**Windows within 30 degrees of south**

Use compass to determine	<b>1.5.22</b>
--------------------------	---------------

<b>HEATING AND SERVICES</b>	<b>1.5.24-29</b>
-----------------------------	------------------

Record presence, not assessment of condition or whether working.

<b>DEFECTS</b>	<b>1.5.30-48</b>
----------------	------------------

Ring each one apparent. If none ring N at end of column.

<b>RATS AND MICE</b>	<b>1.5.49-50</b>
----------------------	------------------

Code evidence seen.

Told = would not have known if not for interview.

<b>STAIRS WITHIN DWELLING</b>	<b>1.5.51</b>
-------------------------------	---------------

<b>Faults</b> – relate to structure of staircase.	<b>1.5.54</b>
---	---------------

<b>INTERNAL DESIGN DEFECTS</b>	<b>1.5.55</b>
--------------------------------	---------------

**Unsafe staircase:** narrow, steep, winding staircase, no handrail, inadequate landings.

**Trip steps, hazards:** ill designed changes of floor level.

**Dangerous windows/landings/balconies.** Do they represent a fall hazard?

**Straight stairs with landings >900mm?** Code N if stairs are not straight (e.g. winders or spandrels) <900mm. Also code N if no stairs present e.g. bungalow.

<b>SECURITY OF DWELLING</b>	<b>1.5.56</b>
-----------------------------	---------------

**Entrance Door – High**

Solid/double glazed with auto deadlocks	<b>1.5.57</b>
---	---------------

**Accessible Windows – High**

Double glazed with key locks	<b>1.5.59</b>
------------------------------	---------------

<b>ACCESS FOR THE DISABLED</b>	<b>1.5.62</b>
--------------------------------	---------------

<b>Flush threshold</b> – no steps/cills	<b>1.5.63</b>
---	---------------

**Level access** – no more than two steps up or down to entrance to dwelling. **1.5.64**

**Doorsets/circulation >900mm** – Include living rooms, 1 bedroom, kitchen. Bathroom can be 800mm. **1.5.66**

<b>ADAPTATIONS FOR THE DISABLED</b>	<b>1.5.68</b>
-------------------------------------	---------------

<b>Ramps</b> – must not be steep.	<b>1.5.69</b>
-----------------------------------	---------------

<b>Grab rails</b> – at an appropriate height.	<b>1.5.70</b>
---	---------------

<b>Stair lift</b> – proprietary type.	<b>1.5.71</b>
---------------------------------------	---------------

<b>Hoists</b> – proprietary type	<b>1.5.72</b>
----------------------------------	---------------

**Electrical modifications** – power points at appropriate height. **1.5.73**

<b>SUMMARY OF INTERNAL COND. N.</b>	<b>1.5.74</b>
-------------------------------------	---------------

Assess for interior as a whole. Take into account all rooms even if not included in detailed inspection.

<b>FINAL FITNESS ASSESSMENTS</b>	<b>1.5.75-81</b>
----------------------------------	------------------

Assess for interior as a whole, judgements relate to interior only. Take into account all rooms seen even if not included in detailed inspection.

<b>5. INTERIOR - AMENITIES</b>	<b>1.5.82</b>	<b>SAFETY AND HYGIENE</b>	<b>1.5.102</b>
<b>DRINKING WATER SUPPLY PIPEWORK</b>	<b>1.5.89</b>	<b>FITNESS ASSESSMENT: Food preparation</b>	<b>1.5.103-104</b>
Indicate whether pipework seen before and after stopcock. If <u>seen</u> indicate whether lead present and on mains.			
<b>PRESENT</b>	<b>1.5.83</b>	<b>BATHROOM AMENITIES</b>	<b>1.5.106</b>
N even if had been present but now removed.		Assessed separately from WC.	
<b>WORKING</b>	<b>1.5.84</b>	<b>HOT AND COLD WATER</b>	<b>1.5.108</b>
Y even if minor repairs required.		Y If <u>both</u> present. Must be fixed supply.	
<b>ACTION</b>	<b>1.5.85</b>	<b>BATH/SHOWER</b>	<b>1.5.107-110</b>
Answer regardless of whether present or in working order. When not present and <u>never</u> been present, action is install. If present but cannot be used, action is replace.		<b>Present</b> = permanently connected to a waste water system. <b>Badly located</b> = If more than one bathroom, the only bath/shower is located in or accessed through a bedroom. <b>External wall surfaces</b> include walls, ceilings and floors. Y = more than 50% external.	
<b>SAFETY AND HYGIENE</b>	<b>1.5.87</b>	<b>FLOOR</b>	<b>1.5.86</b>
Assessment relates to FITNESS standard.		Where appropriate give location.	
1. Probably unfit on this aspect alone.		<b>WASH HAND BASIN</b>	<b>1.5.111</b>
2. Very poor, will contribute towards classifying amenity as unfit.		Kitchen sink does not count as WHB.	
3. Not good but no impact on fitness.		<b>EXTRACTOR FAN</b>	<b>1.5.112</b>
4. No problem.		As kitchen.	
<b>AMENITIES LAST REFURBISHED</b>	<b>1.5.88</b>	<b>SAFETY AND HYGIENE: SPACE</b>	<b>1.5.113</b>
Take majority situation.		<b>Superior</b> - Exceeds satisfactory by at least 25%. No impact on fitness.	
7. original, used in dwellings of all ages.		<b>FITNESS ASSESSMENT: Bathroom amenities</b>	<b>1.5.114-115</b>
<b>ACTUAL DATE OF REFURBISHMENT</b>	<b>1.5.88</b>	<b>WC AMENITIES</b>	<b>1.5.118</b>
Ask household if this is known. Leave blank if reliable information not available		Main WC if more than one. To be present, WC must be permanent. Chemical or earth closets do not count.	
<b>KITCHEN AMENITIES</b>	<b>1.5.90</b>	<b>INTERNAL</b>	<b>1.5.119</b>
If more than one kitchen, select main kitchen.		N to be external entrance door of WC is open to the outside air.	
<b>COLD WATER DRINKING SUPPLY</b>	<b>1.5.91</b>	<b>CLOSE TO WHB</b>	<b>1.5.120</b>
<b>Present</b> = include standpipe in the kitchen.		Y WHB in same room, next door or across hall.	
<b>FITNESS ASSESSMENT: Cold water supply</b>	<b>1.5.92-93</b>	<b>IN BATHROOM</b>	<b>1.5.121</b>
		Y WC in same room.	
<b>HOT WATER</b>	<b>1.5.94</b>	<b>EXTRACTOR FAN</b>	<b>1.5.123</b>
<b>Present</b> = fixed supply.		Complete only where WC not in bathroom	
<b>Working</b> = capable of supplying steady stream of hot water.		<b>SAFETY AND HYGIENE: Space</b>	<b>1.5.123</b>
<b>SINK</b>	<b>1.5.95</b>	<b>Superior</b> - Exceeds satisfactory by at least 25%. No impact on fitness.	
<b>Present</b> = fixed.		<b>FITNESS ASSESSMENT: WC</b>	<b>1.5.124-125</b>
<b>Working</b> = has draining board/second bowl; non-porous; connected to fixed waste.		<b>SECONDARY AMENITIES</b>	<b>1.5.128-129</b>
<b>FIXED WASTE</b>	<b>1.5.96</b>	Same principles employed above. <b>Third baths/showers, whb, wc</b> – information needed for housing quality indicators.	
<b>COOKING PROVISION</b>	<b>1.5.97</b>	<b>SUMMARY OF INTERNAL DRAINAGE</b>	<b>1.5.130</b>
<b>Present</b> = cooker point (30 AMP); gas outlet permanently piped; stove or range. <b>Adequate space</b> = 500mm.		Consider whether the dwelling could be deemed to be unfit on internal drainage alone.	
<b>CUPBOARDS</b>	<b>1.5.98-99</b>		
<b>Adequate</b> = sufficient storage space for dwelling. 1-2 person min = 1m high level and 1 m accessible base. 3+ person min. = 1.5m high level 1.5 accessible base.			
<b>WORKTOP</b>	<b>1.5.100</b>		
<b>Working</b> = permanent non-porous/min. 500mm deep. Measure only "working" worktop. Exclude draining board.			
<b>EXTRACTOR FAN</b>	<b>1.5.101</b>		
Must be electrically powered.			

## **5. INTERIOR – PRIMARY SERVICES 1.5.131**

### **GAS SYSTEM 1.5.134**

Include non-mains gas system e.g. Liquid Petroleum Gas (LPG).

**Action** - Code 'action' whether or not a system is currently present. When a system has been but is no longer present code 'Replace'. Only use 'repair' if there is definite evidence of a fault. Refer to Part 2 of the manual for examples of faults and treatments.

### **ELECTRICAL SYSTEM 1.5.136**

Include non-mains electrical system

**Off peak supply** – Check for existence of second meter or multi-tariff meter. Enquire from occupant if not seen.

### **DESCRIPTION OF THE ELECTRICAL SYSTEM 1.5.138**

Make observations:

at the meter,  
at the consumer unit and  
throughout the dwelling.

Information will give an indication of the age of the system, and identify hybrid systems.

Generally a code of 1 indicates an old component, codes of 2 or 3 more modern components, and code 4 is reserved for components of 'mixed' ages.

### **Location of meters – 1.5.139**

If there is external access to the meter you should record this, wherever the other components of distribution are situated.

### **Type of wiring – 1.5.140**

Look at the cabling from the input supply point, through the meters and consumer units and leading out into the dwelling.

### **Earthing wires – 1.5.141**

These are the relevant wires joining the components at the distribution centre, and possibly connecting with water or gas pipes.

### **Consumer unit arrangement 1.5.142**

*Separate fuse boxes for each circuit*

Switch and fuse boxes of heavy duty metal or bakelite construction, each serving an individual circuit.

*One or more 'covered boxes'*

More modern and smaller metal or plastic boxes containing wire fuses serving several circuits

*One or two 'accessible' boxes*

The present day the consumer unit with a more 'designed look'. They are generally of plastic, with an easily openable (often transparent) cover through which the MCBs and RCDs are accessible. The boxes are designed in a modular fashion to receive not only MCBs, and RCDs, but also various timers or off-peak supply controllers.

### **Overload protection 1.5.143**

*Wire fuses*

Wire, screwed between two terminals on the mounting, which melts when the current exceeds the set level. Older versions were mounted on porcelain plug-in components. Later plastic plug-in components coloured to indicate their current rating were used. They are always contained within a box, and cannot be seen without removing the box cover

*Cartridge fuses*

These are similar to the ones used in modern electrical plugs, and are simply thrown away and replaced if they 'blow'.

*Miniature circuit breakers (MCBs)*

They are only found in the modern type of consumer unit. They take up a single width of the modular slots, and are identifiable by the small 'handle' which is used to open or close the circuit manually, or which is 'tripped' automatically if the current exceeds the overload level printed on the front of the MCB (eg B6, B32, referring to 6A, 32A, etc.).

### **Personal protection 1.5.144**

*Residual current devices in the consumer unit*

If the consumer unit was originally provided as a 'ready wired' version with RCDs there will often be a label on the front of the unit indicating that the RCD should be tested quarterly to comply with wiring regulations of the given date. Individual RCDs may be identified by the button on the front marked 'test'; the limiting current printed on the front (normally 30mA or 100mA); and they are often 2 modules wide.

*Separate RCDs*

RCDs, intended to protect single circuits or sockets, and contained in special boxes, or within the body of a socket. Often separate RCDs are later addition to the system intended to protect supplies to a garden or garage.

### **Power sockets**

### **Lighting circuits**

**Action** - Refer to Part 2 of the manual for what constitutes major/minor repair for electrics.

### **2.9.1**

You should record only what you have evidence for, although you may infer, for example, that defective wiring at the distribution point is associated with defective wiring more generally. If you have no evidence for a fault, record 'no action' (code 1). You should not record action intended solely to modernise the system.

## 5. INTERIOR – SPACE HEATING

1.5.148

### Mixed Heating System

If a dwelling has, for example, 2 gas fires and 2 storage heaters the primary system is the one that is present in the main living area. If one system is predominant then that system should be coded as the primary system.

### Primary Heating codes

1.5.158-159

	Fuel	Description			Code	
CENTRAL HEATING WITH RADIATORS	Gas	With fan assisted flue or modern system	With electric ignition	Low thermal capacity	101	
				High or unknown thermal capacity	102	
			With permanent pilot light / unknown	Low thermal capacity	103	
				High or unknown thermal capacity	104	
		Balanced/ open flue	Wall mounted			105
			Floor mounted or back boiler			106
			Unknown			107
		Unknown flue type			108	
	Oil	All types			109	
	Solid fuel	Manual Feed	In heated space		110	
			In unheated space		111	
			Unknown		112	
		Auto Feed	In heated space		113	
			In unheated space		114	
			Unknown		115	
		Back boiler	Open fire		116	
			Closed fire		117	
			Unknown		118	
		Unknown			119	
	Electric	In heated space			120	
		In unheated space			121	
		Unknown			122	
	Heat pumps			123		
	Unknown			124		
STORAGE HEATERS	Electric	Old - Large volume			201	
		Modern slimline / convector			202	
		Modern slimline with fan			203	
		Unknown			204	
WARM AIR	Gas/Oil	With fan assisted flue	Ducted		301	
			Room heater, with in-floor ducts		302	
			Unknown		303	
		With balanced/ open flue	Ducted	On-off control		304
				Modulating control		305
				With heat recovery		306
				Unknown		307
			Stub ducted	No flue recovery		308
				With flue recovery		309
				Unknown		310
			Condensing		311	
			Unknown		312	
		Electricaire			313	
		Heat Pump			314	
		Unknown			315	

	Fuel	Description		Code		
4	COMMUNAL / CHP	Communal system	With dedicated boilers	401		
			With waste heat from power station	402		
			Unknown	403		
		CHP system			404	
		Micro/domestic CHP	warm air	406		
			wet with rads	407		
		Unknown			405	
5	ELECTRIC CEILING / UNDERFLOOR	Electric	Electric ceiling heating	501		
			Electric underfloor heating	502		
			Unknown	503		
6	ROOM HEATERS	Gas	Open flue		601	
			Balanced flue		602	
			Fan assisted flue		603	
			Condensing		604	
			Flush fitting live fuel effect gas fire	Sealed to chimney		605
				Fan assisted flue		606
			Decorative fuel effect gas fire, open to chimney		607	
			Flueless gas fire		608	
		Unknown		609		
		LPG	Fixed heaters		610	
		Electric (direct)	Panel, convector or radiant heaters		611	
			Portable electric heaters		612	
			Unknown		614	
		Solid fuel	Open fire	in grate		615
				in grate with throat restrictor		616
				With back boiler - no radiators		617
			Closed room heater	Only		618
				With back boiler – no radiators		619
		Unknown		620		
		Unknown		621		

## 5. INTERIOR - WATER HEATING

1.5.172

### HOT WATER SYSTEM

Code all systems, if present or not. If Y, code the appropriate fuel as detailed below.

Fuel		Description/identifier	Code
Gas	Mains gas	Mains gas meter present.	01
	Bulk LPG	Large "fixed" cylindrical storage tank outside. Tends to be used for central heating.	02
	Bottled gas	Smaller "portable" cylinder. Tends to be used for individual room/water heaters.	03
	Oil	Large metal cuboid or dark plastic storage tank outside.	04
Solid	House coal	Can be used in stoves/ open fires	05
	Smokeless	Can be used in stoves / open fires in "Smoke control areas" and in non-gravity fed boilers.	06
	Anthracite	Can be used in gravity fed boilers, stoves and in 'smoke control areas'.	07
	Wood	Can be used in stoves/open fires.	08
Electricity	Standard	Mains electricity supply and single tariff meter.	09
	7 hour tariff	Mains electricity supply with Economy 7 dual tariff meter.	10
	10 hour tariff	This tariff provides three periods of off peak electricity for space and water heating only. The meters can usually be identified by having at least two readings and a sticker or form of identification such as "heatwise". <u>This is only available in certain areas.</u>	11
	24 hour tariff	This tariff is used only with whole-house electric heating systems designed for about 60% storage and 40% direct-acting heaters. <u>This is only available in certain areas.</u>	12
Communal / CHP	CHP/ waste heat	This includes waste heat from power stations distributed through community heating schemes. The waste heat is the primary heat source - secondary boilers of conventional design are used when the available waste heat is insufficient to meet the instantaneous demand.	13
	From boiler	Heat produced by a dedicated boiler only.	14
Other	Solar	Solar panels on the roof.	15
	Other		16

### FUEL

For single and dual immersion heaters – only code 10 hour tariff or 24 hour tariff if these have been coded under primary heating fuel.

### ACTION

Coded regardless of whether present or not.

### AGE

If mixture of old and new, record the age of the oldest.

### CYLINDER

1.5.212-216

Code if present or not; if Y, code the appropriate size/volume, type of insulation, and thickness of insulation.

### WATER HEATING CONTROLS

1.5.217-219

Code if present or not.

## 6. LOFT SPACE

1.6

Inspect **ALL** houses and top floor flats where practical.

If no inspection possible, ask occupant loft questions.

### TYPE OF LOFT

1.6.2

If coded 4 go to next section.

### ROOF INSULATION ABOVE LIVING SPACE

1.6.3

### THICKNESS OF INSULATION

1.6.4

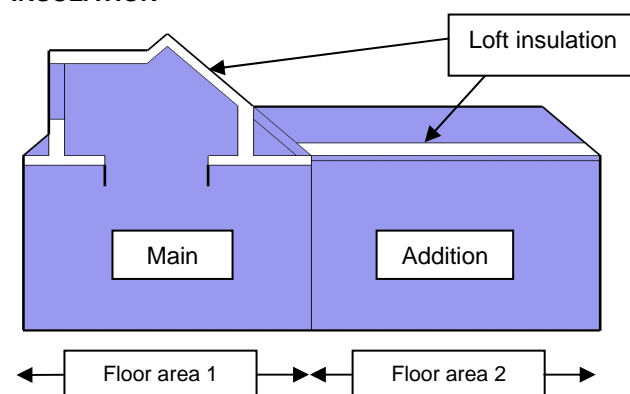
Record the 'average' thickness of the loft insulation.

### ANY ROOF STRUCTURE PROBLEMS

1.6.14

If yes, describe and also record work/action in section 18 and/or 21.

### DIAGRAM SHOWING LOCATION OF LOFT INSULATION



If the floor area of the addition (floor area 2) accounts for 40% or more of the total of floor area 1 + floor area 2, then record the roof insulation found in the addition for the dwelling. Otherwise, record the roof insulation found in the main part.

## **7. HOUSEHOLD QUESTIONNAIRE**

**1.7**

### **Cavity Wall Insulation**

**1.7.2**

Note the cross reference with section 16 and need to record information there.

### **Garage/Private Parking Space**

**1.7.2**

Note the cross reference to section 19 and the need to record information there

### **WASTE WATER DISPOSAL**

**1.7.3-8**

Note the cross reference with section 19 and need to record information there.

### **Flooded Drains**

**1.7.6**

This concerns drains not general or river flooding.

### **RATS AND MICE**

**1.7.9-15**

Information from this section should also be considered in sections 5, 9 and 19.

#### **Use the opportunity of the questionnaire to clarify with the household:**

- The tenure of the dwelling
- The age of the dwelling
- How long they have lived there
- The date of refurbishment of the kitchen, bathroom and WC
- The age of the CH boiler and other heating
- The primary heat source in winter



<b>8. DETAILS OF FLAT</b>	<b>1.8</b>	<b>WIDTH</b>	<b>1.8.12</b>
<b>PLAN OF FLAT</b>	<b>1.8.2</b>	Always measure width first. This is measured to nearest 10 centimetres (0.1m) across left to right of front or back. These are internal measurements.	
<b>LOCATE FLAT IN MODULE</b>	<b>1.8.3</b>	<b>DEPTH</b>	<b>1.8.13</b>
Draw a plan of module, then flat plan at appropriate location within it. Provide information about upper floor(s) of maisonette. Ensure orientations are correct. Show how actual plan has been rectangularised		Always measure depth second. Measure to nearest 10 centimetres (0.1m) from front to back taken down the side or through the centre.	
<b>TENTHS OF WALL EXPOSED</b>	<b>1.8.4</b>		
Indicate the proportion of the total wall (in tenths of overall area including windows) exposed to outside air, internal accessways and other flats. Walls adjacent to garages, refuse chutes or other unheated facilities are 'exposed' to outside air. Walls adjacent to internal corridors, stairwells or lobbies are 'exposed' to internal accessways.			
<b>ENTRY FLOOR TO DWELLING PROPER</b>	<b>1.8.5</b>		
Floor on which access is first gained to flat (and not module).			
<b>PRIVATE ENTRY STAIR</b>	<b>1.8.6</b>		
Internal or external staircase providing access to surveyed flat and no other.			
1. No entry staircase or staircase access shared with one or more flats. 2. Stair leads up to survey flat. 3. Stair leads down to survey flat.			
<b>DIMENSIONS OF FLAT</b>	<b>1.8.7</b>		
This <b>section</b> must be completed when access is gained to flat.			
Rectangularise any irregularities or extra parts.			
<b>NUMBER OF FLOORS IN FLAT</b>	<b>1.8.9</b>		
Ensure main floor and next floor are same as those referred to in "Wall area exposed". Enter total number of floors in flat, include habitable attics and basements.			
<b>DIMENSIONS SAME AS MODULE</b>	<b>1.8.10</b>		
If external dimensions are the same there is no need to measure internal dimensions of flat.			
<b>LEVEL</b>	<b>1.8.11</b>		
Enter appropriate code for floor measured. <b>NN</b> Code if this level does not exist. <b>BB</b> Code if this is the basement level. <b>GG</b> Code if this is the ground floor. <b>01,02 etc</b> Code if this is the first, second floor etc. Next floor does not need to be measured with a tape. Dimensions can be estimates with reference to main floor.			

<b>9. COMMON PARTS OF MODULE</b>	<b>1.9</b>	<b>BALUSTRADES</b>	<b>1.9.22</b>
<b>COMMON PARTS EXIST?</b>	<b>1.9.1</b>	Assess both internal and external face.	
If there are no common parts in the module in which the survey flat is located, ring No and continue to Section 10.		<b>DEFECTS</b>	<b>1.9.23</b>
		Y ring if problem is apparent.	
<b>DEFINITION OF ACCESSWAY</b>	<b>1.9.3</b>	<b>RATS AND MICE</b>	<b>1.9.24-25</b>
Collective term for all the circulation space within module accessway has three components:		<b>SECURITY OF MODULE</b>	<b>1.9.26-28</b>
<ul style="list-style-type: none"> <li>'horizontal' = flat door to vertical;</li> <li>'vertical' = stairs;</li> <li>'entrance' = hall/lobby on entrance level.</li> </ul>		A 'working' concierge system is one which is functioning for the purpose for which it was designed.	
<b>MAIN HORIZONTAL</b>	<b>1.9.4</b>	<b>FIRE SAFETY OF FLAT SURVEYED</b>	<b>1.9.29-30</b>
Horizontal component at chosen typical/upper level, include lift lobby unless included in stairwell.		Escape route from survey flat to nearest final exit from building. Ring first option which occurs.	
<b>STAIRWAY</b>	<b>1.9.5</b>	<b>FIRE PRECAUTIONS</b>	<b>1.9.31</b>
Main access stairway. Assess only part between chosen level and floor below.		Record items for that part of route which relates to surveyed flat.	
<b>MAIN ENTRANCE TO MODULE</b>	<b>1.9.6</b>	IF FIRE PRECAUTIONS DO NOT EXIST DO NOT SPECIFY ANY ACTION.	
Any separate area between outside of module and start of stairway/lift lobby/horizontal access to ground floor.		<b>FIRE SAFETY OF COMMON AREAS</b>	<b>1.9.32</b>
<b>LIFTS</b>	<b>1.9.7</b>	<b>Distance of travel</b> – one staircase distance in excess of 7.5m is unsatisfactory; two staircases a distance in excess of 30 metres is unsatisfactory.	
Choose lifts most likely to be used by flat, whether or not in module defined.		<b>State of repair</b> – must cause difficulties for escape.	
<b>REFUSE CHUTES</b>	<b>1.9.8</b>	<b>Type of finishes</b> –	
<b>DOES ACCESS/AREA EXIST</b>	<b>1.9.9</b>	1: conforms fully with regulations guidance.	
<b>TYPE OF ACCESS AREA</b>	<b>1.9.10</b>	2: partially complies or unsure.	
Code using first letter of appropriate type.		3: does not comply.	
<b>SIZE OF AREA</b>	<b>1.9.11</b>	<b>OVERALL ASSESSMENT OF FIRE SAFETY OF FLAT</b>	<b>1.9.33</b>
<b>ENCLOSED?</b>	<b>1.9.12</b>	Takes all matters into consideration, minor deficiencies in one aspect can be compensated for by higher standards in another.	
Y generally enclosed from elements		<b>CONTRIBUTION TO PROBLEMS</b>	<b>1.9.34</b>
<b>IN MODULE?</b>	<b>1.9.13</b>	1. No problems.	
N located in part of building which has not been defined as the module.		2. Minor problem/small impact.	
<b>WORKING?</b>	<b>1.9.14</b>	3. Major problem/very significant.	
<b>ELEMENT BY ELEMENT ASSESSMENT</b>	<b>1.9.15</b>	<b>FINAL FITNESS ASSESSMENT OF FLAT SURVEYED:</b>	
Record in square metres, metre lengths or numbers of element.		<b>Ventilation</b>	<b>1.9.35</b>
<b>FLOOR TREADS</b>	<b>1.9.16</b>	<b>SUMMARY OF CONDITION OF COMMON PARTS</b>	<b>1.9.36</b>
Include floor treads and risers when assessing stairway.		Relates to condition of common areas only but, in so far as affects flat surveyed.	
<b>WALLS</b>	<b>1.9.17</b>		
Exclude any wall which is part of elevation.			
<b>CEILING/SOFFITS</b>	<b>1.9.18</b>		
Include underside of access balconies/underside of stairs.			
<b>ACCESS DOORS/SCREENS</b>	<b>1.9.19</b>		
Count screens as equivalent of single doors.			
<b>ACCESSWAY WINDOWS</b>	<b>1.9.20</b>		
Only consider those which are part of accessway.			
<b>ACCESSWAY LIGHTING</b>	<b>1.9.21</b>		
Ignore missing/broken bulbs/tubes.			

## **10. NUMBER OF FLATS IN MODULE** **1.10**

It is very important that the number of flats is accurately produced and surveyors should carefully enter the correct number. **More than one method** should be used as a means of establishing that results are accurate. **Do not** rely on door numbers alone.

**Unknown** – if access has not been gained and no information outside which helps identify number.

**1.10.2**

### **LEVEL OF LOWEST FLAT** **1.10.3**

### **USE OF GROUND FLOOR/BASEMENT** **1.10.4**

Code use of ground floor and basement (if present).

### **NON-RESIDENTIAL USE** **1.10.5-6**

If either ground floor or basement includes non-residential use; specify percentage of floor area of whole module which is in non-residential use and describe type of non-residential use.

Code whether or not non-residential use is commercial food handling/processing.

### **OTHER FLATS IN MODULE** **1.10.8**

Code as appropriate.

Small – under 60 sq.m

Large – over 60 sq.m

### **APPROXIMATE NUMBER OF VACANT FLATS IN MODULE**

**1.10.9**

When counting the number of flats, you should establish approximately how many of these are vacant.

## 11. SHARED FACILITIES AND SERVICES

1.11

Shared facilities are those used by, or provided for, the occupants of more than one dwelling. The shared facilities to consider here are those which are available to be used by the occupants of the survey dwelling. **They can apply to houses as well as flats.**

### EXISTS

1.11.2

If Y, complete the whole of this section.

For large estates, you should only consider those facilities that are within 100 metres of the survey module.

### LOCATION

1.11.4

**Integral:** within a residential module, not necessarily module containing survey dwelling.

**Not integral:** in free standing block or building which may be attached to a residential module.

### ACTION

1.11.5

This section to be completed if the facility is present and has been seen.

**None:** No visible defects. Costs of any work <5% of total replacement costs.

**Minor:** Patch repairs – isolated renewal of about 15% of component parts.

**Major:** Renew about 60% of facility - include complete demolition and renewal.

### STORES AND COMMON ROOMS

1.11.6

### COMMUNAL PARKING FACILITIES

1.11.7

Exclude lay-byes.

### COMMON/ELECTRICAL SERVICES

1.11.8

Only those for communal use.

### SURFACES AND FENCES

1.11.9

Condition only.

### LANDSCAPING

1.11.10

Assess condition only here. Quality and design are considered later.

### CONTRIBUTION TO PROBLEMS

1.11.11

1. Either no problem or this is not one of the causes.
2. Makes a minor contribution to condition problems.
3. A major factor in condition problems.

### DESIGN OF LANDSCAPING

1.11.12

Only assess **design**, not condition. Only answer if shared landscaping present.

### PATHS

1.11.12

Consider complete length of paths within 100m of survey module.

#### Protected from adjacent drops?

**Yes** Handrail provided for all paths with a drop of 380mm or more adjacent to path.

**No** Handrail not provided for any paths with a drop of 380mm or more.

**N/A** No paths have adjacent drops, or all adjacent drops are less than 380mm or there are no paths.

### WALLS FENCES

1.11.12

## HARD LANDSCAPING

1.11.12

### Varied?

**Yes** Varied material, colour and texture.

**No** Generally uniform in material, colour and texture.

**N/A** No hard landscaping

### Cost effective to maintain?

Record **no** if at least 50% of the hard landscaping meets at least one of the following : material slippery, cracks easily, expensive or weeds can grow through it, maintenance would need more than 1 person or special equipment.

### GRASS/PLANTING

1.11.12

### Varied?

**Yes** Planting varied in height, colour or texture.

**No** Planting lacking in variety.

**N/A** No grass/planting.

### Cost effective to maintain?

Record **no** if at least 50% of grass/planting meets at least one of the following criteria: bedding plants, plants in containers, tall trees, awkward shaped lawns, manicured (rather than natural) style, maintenance would need special equipment.

### Distance from front/back door to grassy area

If several grassy areas within 100m of survey module, answer with reference to **closest**. Answer with reference to front or back door, whichever closer to grassy area. Record distance from door of house or module.

### Size of grassy area

If several grassy areas within 100m of survey module, answer with reference to **largest**.

## 12. HOUSE/MODULE SHAPE 1.12

### PLAN TYPE 1.12.1-3

Draw plan in space provided. Show how irregularities or complex plans have been rectangularised. Show where dwelling attached to neighbouring dwellings. Indicate front of building. Show upper floors if different from ground.

### LOCATION OF ADDITIONAL PART 1.12.4

Identify elevation of main part on which additional part is located. Describe location on that elevation. Only one code must be ringed. If additional part is attached to two elevations select the elevation which has greater length attached to additional part.

### ATTIC/BASEMENT 1.12.5

Attics and basements must have:

- fixed servicable stairs
- complete floors
- natural light
- have floors which are no more than 1m below eaves (attic) and at least 1m below ground (basement).

Include cellar if used as habitable room.

### ENTRY FLOOR TO HOUSE/MODULE 1.12.6

Floor on which main access to dwelling is located. Ring appropriate code:

- B** basement
- G** ground

Upper specify 1,2,3, etc.

## EXTERNAL DIMENSIONS OF HOUSE/MODULE 1.13

This section **MUST** be completed.

### MAIN STRUCTURE/ADDITIONAL PART 1.13.3

Take separate measurements for main structure and additional part. Rectangularise any irregularities or extra parts.

### NUMBER OF FLOORS 1.13.4

Enter total number of floors in dwelling for main structure and additional part separately, include attics and basements. If no additional part, code NN.

### LEVEL 1.13.5

Enter appropriate code for each floor measured.

- NN** level does not exist
- BB** basement
- GG** ground
- 01,02** etc above ground

Upper floors need not be measured with a tape – estimate dimensions with reference to lower floor.

### WIDTH 1.13.6

Always measure width first. This is measured to nearest 10 centimetres across left to right of front or back of main part, and left to right across from or back of additional part. These are **external** measurements, if they have to be taken internally, add on for wall thickness: where attached include half party wall.

### DEPTH 1.13.7

Always measure depth second. Measure to nearest 10 centimetres from front to back taken down the side or through the centre of the main part and down the side of the additional part.

## MATERIAL AND CONSTRUCTION OF HOUSE/MODULE 1.14

### CONSTRUCTION METHOD 1.14.2

- Boxwall** structure is rigid 'box'
- Crosswall** cross walls loadbearing
- Frame** skeleton is supporting structure

**Proprietary system** – see types in the manual Part 2, Annex B (Construction Methods)

## **IMPROVEMENTS/ALTERATIONS** 1.15

Record alterations since original construction. Clarify with household. 1.15.1-2

8. work currently in progress.

### **CONVERSION TO MORE THAN ONE DWELLING**

Large house divided.

### **CONVERSION TO HMO USE**

House converted and contains some bed-sits/B&B/similar units with shared facilities.

### **CONVERSION FROM NON-RESIDENTIAL USE**

e.g. barn, warehouse, etc. Converted into houses or flats.

### **TWO OR MORE DWELLINGS COMBINED**

e.g. two or more terraced houses 'knocked through' to provide single, larger house. Self-contained flats converted to single family houses.

### **COMPLETE REFURBISHMENT/ MODERNISATION**

Completely 'gutted.'

### **REARRANGEMENT OF INTERNAL SPACE**

Original partitions removed and/or new partitions constructed to create 2 or more rooms from original room.

### **EXTENSION ADDED FOR AMENITIES**

Must be permanent structure, attached to and accessed via main building.

### **EXTENSION ADDED FOR LIVING SPACE**

Include building over attached garages or other single storey additions. Do not include porches or sun lounges/conservatories less than 50ft<sup>2</sup>.

### **ALTERATION OF EXTERNAL APPEARANCE**

Window/door openings moved/enlarged/reduced, other changes to elevations.

### **OVER-ROOFING**

Originally had a flat roof; pitched roof constructed on top.

### **OVER-CLADDING**

Permanent cladding to exterior walls. Do not include render or other coatings.

### **STRUCTURE REPLACED**

Original main loadbearing structure replaced by other loadbearing components.

### **LOFT CONVERSION**

Made into room/useable space.

## **16 ELEVATION FEATURES** 1.16

Record in relation to all 4 faces of the house/module. 1.16.1

### **IS PART OF FACE UNATTACHED** 1.16.2

**Y** face is not fully attached

**N** face fully attached.

Record "numbers" or tenths as appropriate 16.3-10

### **FENESTRATION** 1.16.11

It is important to give accurate measurements of fenestration.

## **17. SPECIFICATION OF VIEWS** 1.17

i) Draw plan of dwelling on grid. Central square represents main part. Use surrounding squares to locate additional part. Front is towards bottom of page.

ii) Identify four 'faces' of dwelling.

iii) Collect faces into views. Side faces have to be allocated to either the front or back views.

iv) Record choice of views by ringing appropriate codes.

v) If dwelling is partially attached at one face to neighbouring building indicate that attachment. Write in box below view code proportion of face in tenths which is attached. No attachment enter 0.

**F** adjacent face put in front view.

**B** adjacent face put in back view.

**A** adjacent face fully attached to neighbouring dwelling.

**N** adjacent face cannot be seen clearly to make an assessment.

1.17.4

**18. EXTERIOR - OF HOUSE / MODULE 1.18**

Make separate assessments for front and back views. If material / component does not appear on schedule enter data in column which corresponds most closely in relation to costs of remedial work.

**1.18.1-3****AGE OF SEGMENT 1.18.5**

Record age of segment of element in years

**88.** segment is same age as original construction.

**SPECIFY FAULTS 1.18.6**

For certain elements ring **Y** if specified fault is present.

**URGENT 1.18.8**

If more than one treatment indicate urgency of treatment needed soonest.

**Y** treatment is required in next few months.

**N** work can wait for up to five years.

**REPLACEMENT PERIOD 1.18.9**

Enter number of years before major intervention required.

If part replaced in treatment then replacement period is related to that part of segment not replaced. Whether or not a fault is recorded, if no treatment then replacement period is time before major intervention is required on the segment.

**88.** if segment to be totally replaced during initial treatment.

**CHIMNEY STACKS 1.18.10-11**

Count stacks: 1 shared stack = 1

2 shared stacks, same view = 1

2 shared stacks, different view = 2

**Other** includes metal, asbestos etc

Do not double count stacks by including in both views.

**TREATMENTS 1.18.12**

Ignore chimney flashings.

**ROOF STRUCTURE 1.18.13**

Regard roof as 'in the view' if slope faces into view. Mono-pitched roofs should be shared between views.

Allocate flat roof to view into which slight slope faces, otherwise share between views.

A bay under hip or gable end of a full height extension of main roof is part of main roof, not part of bay.

**TREATMENT 1.18.14**

If roof type established but cannot be seen enough to determine condition enter 'U' under faults. Do not complete 'treatment' section.

**ROOF COVERING 1.18.15**

Materials - if covering not described choose closest in terms of costs of remedial works.

**TREATMENT 1.18.16**

Do not include valley gutters or flashings (which are included under roof features and drainage).

**ROOF FEATURES AND DRAINAGE 1.18.17-18**

**Fascias:** include soffits and barge boards. If these need complete repainting, this = 2/10 repair.

**Valley gutter/flashings:** include all types of flashing round chimney, dormers, bays etc.

**Gutters/downpipes:** include rainwater goods associated with attached garages or attached outbuildings. Do not include gullies or surface drainage channels.

**Stacks/wastes:** include all external waste pipes, soil stacks, vent pipes.

**Party parapet:** parapets to party walls projecting above roofline between adjacent properties.

**FAULTS 1.18.19**

If component not present ring **N**.

**TREATMENTS 1.18.20**

Record in tenths of overall length.

## **18. EXTERIOR - OF HOUSE / MODULE (contd)**

**1.18**

### **WALL STRUCTURE**

**1.18.22**

Massive component of wall.  
Exclude bays and porches.  
If wall finish covers structure, guess type of wall structure.

### **CONSTRUCTION METHOD AND MATERIAL**

**1.18.22**

**Masonry cavity:** all types of masonry leaf walling which include a cavity.

**Masonry single:** a single leaf of masonry less than 200mm.

**Masonry 9 ":** solid wall between 200mm and 300mm thick.

**Masonry > 9":** solid wall more than 300mm.

**In-situ concrete:** include exposed in-situ concrete frames if makes up 5% surface area.

**Concrete panels:** any type of pre-cast concrete panels and thick asbestos cement sheets.

**Timber panels:** any timber assembly used as structural component or infill for frame system.

**Metal sheet:** any type metal assembly used as structural component of infill or cladding for a frame system

### **TREATMENTS**

**1.18.23**

Consideration should be given to work on wall finish (eg treatment of badly spalling brick), as this might be better dealt with by rebuilding structure.

### **WALL FINISH**

**1.18.24**

Outer layer or skin of the material of wall structure or any coating applied to wall structure.

Do not include bays and porches.

### **MATERIALS**

**1.18.24**

**Masonry pointing:** pointing and outer 10mm of fair-faced brickwork or stonework. Include masonry painted with cement-based, bitumen-based or similar products.

**Non-masonry natural:** concrete panels, burnished steel or aluminium etc. Include painted panels.

**Rendered:** all cement renders, pebbledash and similar surface treatments.

**Shiplap timber:** all protective decorative timber.

**Tile hung:** tiles mechanically fixed to structure.

**Slip/tile faced:** concrete panels faced with brick slips or mosaic tiles.

**Wood/Metal/Plastics:** all laminates, thin metal sheets etc.

### **TREATMENTS**

**1.18.25**

If suggesting action on structure, consider consequent action to finish. Natural or usual finishes will have been included in the action to the structure, but renders and other applied surfaces should be included in wall finish.

### **DORMER AND BAYS**

**1.18.26-27**

Refers to the 'structure', ie 'wall' and 'roof ' but not windows and doors.  
Quantify components as numbers.

### **Bays**

Do not include Bow windows or Oriel windows.

**Single storey:** bay of single storey height at any level in the building

**Multi-storey:** bay of two or more storey height. Code one multi-storey bay with two bay windows as '2'.

### **Dormers**

Any structure with windows which protrudes from main roof line. Do not include 'Velux' roof lights in a pitched roof, or windows set into brickwork or external wall but projecting above eaves unless whole of the window is above eaves.

**Roof extension:** flat roof with area of at least one tenth of roof plan area in view.

**Standard dormer:** any other dormer.

### **Porches**

Must be fully enclosed and must project from main structure (ie not 'inset' porches).

### **Conservatories**

Must be fully enclosed and must project from the main structure.

### **Balconies**

These must be part of the individual dwelling and not shared within an apartment building.

### **DAMP PROOF COURSE**

**1.18.28-29**

**Physical barrier:** slate, blue brick, bituminous felt etc.

**Injection DPC:** chemical DPC.

**None:** no DPC.



## **18. EXTERIOR -OF SURVEY DWELLING 1.18**

### **WINDOWS/FRAMES TO DWELLING 1.18.30**

Record in numbers.

In a flat block these are the windows of the individual flat, not of the module.

A single window is a complete assembly supplied as one component. A 'bay window' or 'glazed wall' might consist of several assemblies, and be recorded as several windows.

Do not include 'French windows': do include 'patio doors'.  
A pair of sliding patio doors=2 windows

'Double glazed' refers only to factory made, sealed units.  
Refer to internal assessment (page 3) for notes on window faults.

### **TREATMENTS 1.18.31**

**'Repaint / reputty:** used for windows not subject to other treatments

### **DOORS/FRAMES TO DWELLING 1.18.32**

Record as number of doors

In a flat block these are the doors to the individual flat, not to the module. Where the entrance door is onto an internal corridor it can be entered in either front or rear view.

Do not include 'patio doors': do include 'French windows'.

### **TREATMENTS 1.18.33**

**Paint:** used for doors not subject to other treatments.

### **PLOT OF SURVEY DWELLING 1.18.34**

This section relates to private plots only. Shared plots are covered in section 11.

If feature 'Exists?', complete the relevant section.

### **PLOT DIMENSIONS 1.18.36**

Dimensions should be paced. 'Rectangularise' irregular plots.

### **WIDTH OF PLOT 1.18.36**

The measurement from left to right. If width varies, take average.

**88.** for plot same as dwelling.

**Tenths hard** concrete, tarmac, paving, gravel.

**Tenths soft** lawn, flowerbeds.

### **DEPTH OF PLOT 1.18.36**

Measure from rear of main part to back edge of plot.

### **PLOT LEVELS AND FALLS 1.18.39**

### **BOUNDARY WALLS 1.18.37-8**

Anything less than 500mm high is not recorded as a wall: high walls are over 1.5m.

## **DESIGN OF PATH TO ENTRANCE DOOR 1.18.42**

Answer if any stretch of hard surface (concrete, tarmac, paving, gravel, hogging) from boundary of plot to front door. This may be distinct path, whole plot or driveway.

### **Is entrance adequately lit?**

**Yes** if there is an external light at the entrance door.

**No** if there is no external light, even if there is a streetlight nearby.

Note: the entrance door may be in either view

## **19. AROUND THE HOUSE/MODULE** **1.19**

### **UNDERGROUND DRAINAGE** **1.19.2-6**

Refer back to household questionnaire, section 7

### **FAULTS** **1.19.4-6**

### **FINAL FITNESS ASSESSMENTS** **1.19.7-9**

Assessments should include evidence from both exterior and interior of dwelling.

### **CLEAR CUT** **1.19.10**

**Y** evidence unequivocal.

**N** difficulty in deciding.

Complete assessment even though all dwelling may not have been surveyed.

### **RATS AND MICE OUTSIDE** **1.19.11-12**

### **PETS/LIVESTOCK KEPT OUTSIDE** **1.19.13**

### **LITTER/RUBBISH ON PLOT** **1.19.14**

You should use the same codes as for litter/rubbish in common areas (Section 9) and litter/rubbish in shared facilities (Section 11), but this time it applies to private gardens and plots.

'Controlled' compost heaps and bin stores are not considered to be a health problem.

1. There is no litter/rubbish problem.
2. There is some litter/rubbish, but not enough to cause concern for the health of the occupants.
3. There is considerable litter/rubbish which affects the health and safety of the occupants of the survey dwelling.

### **PARKING PROVISION** **1.19.15-20**

Record number of parking spaces available to household (ask household).

Designated parking spaces includes drives.

### **WHO OWNS GARAGE/PARKING** **1.19.22**

Ask household.

When a garage or parking space is situated on the plot of an owner-occupied dwelling these questions should be obvious. However, for tenanted properties and garages/spaces situated off-plot you should obtain information on ownership from the household. Also, even owner-occupiers may have access to an off-plot space in addition to the one situated on their property.

Code all that apply:

1. if the garage/space is owned by the household.
2. if the garage/space is owned by the local authority.  
This may be on the plot of the survey dwelling for LA dwellings. It may also be that an owner-occupier rents the garage space from the council rather than owning it if it is off-plot.
3. if the garage/space belongs to the RSL or private landlord of the dwelling.
4. if the garage/space is owned by someone other than the household, the local authority or the landlord of the dwelling. This includes garages/spaces borrowed/rented from friends or relatives.

### **STREET PARKING** **1.19.21**

Code 'none' if not possible to park in the street on a permanent basis, as a visitor.

### **EXPOSURE** **1.19.23**

## **20. BLOCK** **1.20**

A block is a group of dwellings which are part of the same structure. **1.20.1**

### **NUMBER OF HOUSES/MODULES** **1.20.2**

### **APPROX. NUMBER OF SERIOUSLY DEFECTIVE DWELLINGS IN BLOCK** **1.20.3**

Impression from external inspection. Including the survey house/module, how many of those in the block look as if they may be unfit on grounds of disrepair from an external inspection.

### **SURVEY BLOCK/BUILDING IN CONTEXT WITH SURROUNDINGS** **1.20.4**

Consider design only, not condition. Take into account:

- form
- mass
- detail
- material
- height
- distance set back from road

**Y** block/building is in keeping with surroundings.

**N** block/building stands out.

### **SITUATION OF BLOCK** **1.20.5**

Indication of amount of through traffic.

### **ROAD HAS TRAFFIC CALMING MEASURES?** **1.20.6**

Record whether any traffic calming measures within 50m of survey dwelling. Count as traffic calming measures raised areas in the road that vehicles drive over (road humps, speed cushions and rumble devices) and curb extensions/islands that narrow the road or deflect traffic (buildouts, pinch points, chicanes and overrun areas).

**21. STRUCTURAL DEFECTS** **1.21**

If Y, complete the relevant parts of this section.  
**1.21.2**

Work across each row from left to right. **1.21.3**

If problem requires monitoring, assume progressive, to answer remaining questions. **1.21.5**

Whether action is or is not described elsewhere on form, consider whether additional action is required here. Review aggregate action to deal with the problem and change what has been recorded elsewhere if necessary.  
**1.21.7**

**DEFECTS/TREATMENTS** **1.21.8**

Use notes page on back of form if insufficient space for specifying extent of action required.

**FINAL FITNESS ASSESSMENT: Structural Stability**  
**1.21.9-11**

**CLEAR CUT** **1.21.12**

## 22. SUMMARY OF FITNESS

1.22

### HOW TO COMPLETE

1.22.1

Refer back to all fitness judgements and check interim assessments.

Ventilation )  
Lighting ) page 3  
Heating )

Water supply )  
Preparation and cooking of food ) page 4  
WC, washbasin, bath or shower )

Ventilation of common parts affecting flat) page 10

Drainage )  
Disrepair ) page 18  
Dampness )

Structural stability) page 19

### IS THE DWELLING UNFIT?

1.22.2

Complete all cases based on judgements which have been recorded

1. **Unfit** - Recorded unfit on any matter
2. **Defective** – NO unfit scores BUT recorded as defective on any matter.
3. **Acceptable** – NO unfit or defective scores but recorded as acceptable on any matter.
4. **Satisfactory** – on **all** unfitness matters, the dwelling has been recorded as satisfactory.

### IS THIS A CLEAR CUT DECISION?

1.22.3

Complete where the summary assessment is either unfit or defective.

**Y** evidence for unfit or defective is unequivocal. Unequivocal if, where recorded unfit in summary then **on at least one** of the individual fitness assessments decision was clear cut. Similarly if recorded defective in summary, then **on at least one** individual defective decision assessment was clear cut.

**N** **all** the decisions on the individual matters relating to the judgement recorded here were classed as not clear cut, if unfit.

### IF NOT CLEAR CUT, REASONS WHY?

1.22.4

If N above give the reasons why the decision was not clear cut for each of the individual matters covered by the overall assessment.

If the dwelling is defective (code 2) and not unfit on any matter, but this is not a clear cut decision, this should be recorded here also.

## IF DWELLING UNFIT, WHAT ARE REASONS? 1.22.5

Ring matters recorded as unfit on the rest of the form.

For each ringed, explain reasoning behind judgement. Describe the problems and their severity. If any mitigating circumstances explain here – at least identifying to which matter the mitigating circumstances relate.

### ANY MITIGATING CIRCUMSTANCES FOR UNFITNESS?

1.22.6

Only complete this section where summary assessment is unfit.

### WHAT IS THE MOST APPROPRIATE COURSE OF ACTION? 1.22.7

Complete for **all** dwellings whether or not unfit. Basis of action is that which would be undertaken by a local authority aiming to improve private housing conditions, or for their own stock the action would be that undertaken in their role as a landlord.

Consider only the condition of the dwelling and its neighbours. Do not consider the resources of the household to undertake any of the work identified.

1. **No action** – In acceptable condition.
2. **Repair/improve single dwelling** – code if the dwelling requires a significant amount of work and it makes both economic and environmental sense to retain the dwelling. Neighbouring dwellings should be generally OK.
3. **Repair/improve a block or group of dwellings** – code if dwelling requires a significant amount of work and it makes sense to retain it. Neighbouring dwellings should be in equally poor condition. Alternatively the survey dwelling is in reasonable condition but its neighbours are in poor condition and group repair would be sensible.
4. **Demolish/replace individual dwelling** – consider this option if the dwelling has been recorded as unfit. To demolish the dwelling it should be uneconomical to make it fit.
5. **Demolish block/replace block/group of dwellings** – code if the survey dwelling is in a group or area of dwellings most of which are unfit and it would be uneconomic to make the dwellings fit. The survey dwelling itself does not have to be unfit.

## **23. LOCAL AREA 1.23**

### **NATURE OF AREA 1.23.2**

'Area around the dwelling of which the dwelling seems to be part' likely to be defined by physical boundaries.

1. Around core of large cities.
2. Around core of towns, small cities, older urban areas incorporated in metropolis.
3. Outer area towns or cities.
4. Suburban areas of villages.
5. Traditional villages.
6. Isolated dwellings, small hamlets.

### **PREDOMINANT LAND USE OF AREA 1.23.3**

This relates to the majority of dwellings and need not include the surveyed dwelling.

1. Prime function residential.
2. Shopping/offices mixed with residential.
3. Heavy industrial predominates but some residential property.
4. Rural.
5. Farm.

### **NUMBER OF DWELLINGS IN AREA 1.23.4**

Estimate numbers.

7. Isolated.

Complete no more questions if Code 7 used.

### **PREDOMINANT AGE 1.23.5**

Majority of dwellings in area – not necessarily including surveyed dwelling.

### **PREDOMINANT RESIDENTIAL BUILDING TYPE**

**1.23.6**

Relates to original built form of dwellings. Does not necessarily include survey dwelling.

### **PREDOMINANT TENURE 1.23.7**

Tenure when built, not current ownership.

### **NUMBER OF DWELLING ON ESTATE .23.8**

In indicating size, count only those dwellings apparently built at same time.

1. area already defined is estate.

### **IF AREA IS LA ESTATE, % OF RTB DWELLINGS**

**1.23.9**

8. If the area is not a local authority estate.
1. If no dwellings appear to be RTB. These will usually be flatted blocks or non-traditional housing estates which are not usually bought by tenants. Often in unpopular areas.
- 2-6. According to the evidence around you. Remember that the percentage RTB will often be higher than the obvious signs would show (ie some homeowners improvements will be more discreet than others).
7. if all houses on a former LA estate now appear to be in private ownership.

### **REPAIR AND IMPROVEMENT ACTIVITY 1.23.10**

Valid for all dwellings 10 years+. Evidence of investment in area.

## **VISUAL QUALITY OF LOCAL AREA 1.23.11**

This is a national scale of visual attractiveness. Score between 1 and 7 with '1' being the best and '7' the worst. This is not a uniform distribution – most areas will be codes 3,4 or 5. You may not come across all codes within your allocation.

### **PROBLEMS IN LOCAL AREA 1.23.12**

Subjective scale, except for litter, graffiti and vandalism which are to be recorded as follows:

#### **Litter/rubbish/dumping**

Assessment to take into account quantity and size of litter. Make with reference to the vantage point from the front of the survey module. Large items are defined as larger than drink can size.

1. No litter.
2. Occasional litter. Less than 10 small items, no large items.
3. Moderate litter. Less than 10 small items plus fewer than 5 large items.
4. Excessive litter. More than 10 small items or more than 5 large items.
5. Major rubbish problems. More than 20 small items or more than 10 large items, or rubbish injurious to health (i.e. syringes).

#### **Graffiti**

You should consider any painting on outside surfaces visible from the vantage point. Presence should be measured as the percentage of vertical surfaces up to 3m high visible from the vantage point.

1. No graffiti
2. Occasional graffiti (up to 5%)
3. Moderate graffiti (5-25%)
4. Numerous graffiti (25-50%)
5. Major graffiti problems (over 50%)

#### **Vandalism**

You should look for evidence of deliberate damage to property.

1. No damage or missing items.
2. Equipment damaged, occasional broken glass.
3. Equipment broken, frequent broken glass.
4. Occasional fire damage/seriously damaged cars.
5. Major multiple fire damage/abandoned cars/absence of equipment.

Printed in the UK, February 2004 on paper comprising 100% post-consumer waste.

**NOTES:**

If found, this form should be returned to:  
ONS Coding Unit,  
Room 3015  
Segensworth Road  
Titchfield  
Fareham  
PO15 5RR