

Serial number label

Surveyor

Surveyor Number

1. Survey record

	Visit 1		Visit 2		Visit 3		Visit 4		Visit 5	
Visit made	Y	N	Y	N	Y	N	Y	N	Y	N
Was this a booked appointment?	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										
(24 hour clock)	Hr	mm	Hr	mm	Hr	mm	Hr	mm	Hr	mm
Start time										
Finish time										
Outcome										
Full/completed survey	1		1		1		1		1	
Partial survey/comeback to finish	2		2		2		2		2	
Partial survey then refusal	3		3		3		3		3	
Refusal on doorstep	4		4		4		4		4	
HQ refusal after surveyor visit			5		5		5		5	
Household missed appointment - no 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 contact	10		10		10		10		10	
Speculative call - appointment scheduled	11		11		11		11		11	
HMO referred to Regional Manager	12		12		12		12		12	
Address untraceable	13		13		13		13		13	
Dwelling derelict	14		14		14		14		14	
Dwelling demolished	15		15		15		15		15	
No longer usable as dwelling	16		16		16		16		16	
Other reason for non-survey	17		17		17		17		17	
HQ USE ONLY - Lost/written off	18		18		18		18		18	

2. Dwelling identification

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

 Y N

Is address

Part of dwelling
1

More than one dwelling
2

Dwelling with non-residential
3

Number of addresses
at dwelling

Number of dwellings
at address

Number of dwellings
at address

Address surveyed same as address printed in diary

 Y N

Go to Section 3

Go to Section 3

Notify MMBL
helpline of
amended
address

3. Dwelling description and occupancy

Type of occupancy
(clarify with household)

Single family
dwelling

Shared
house

Household with
lodgers

Bedsits or
flatlets

Purpose built
with shared
amenities

Hostel/B&B

Dwelling type

House/bungalow					Flat		
End terrace	Mid terrace	Semi detached	Detached	Temporary	Purpose built	Converted	Non residential plus flat
1	2	3	4	5	6	7	8

Tenure (clarify with household)

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

Construction date (clarify with household)

Pre 1850	1850-1899	1900-1918	1919-1944	1945-1964	1965-1974	1975-1980	1981-1990	Post 1990
1	2	3	4	5	6	7	8	9

Occupancy (ask where possible)

Occupied	Vacant						
1	Awaiting another owner	Awaiting another tenant	Awaiting demolition	Being modernised	New never occupied	Being used for other purpose	Other (specify)
	2	3	4	5	6	7	8

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

Years	Months

If vacant: how long has the dwelling been vacant?

Years	Months

Is the dwelling boarded up/secured? Y N

Permanent residence?

Yes	No - second home	No - holiday home
1	2	3

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

Day	Month	Year

Source of information on tenure and occupancy

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

IDENTIFY MODULE NOW

4. Module associated with the address surveyed

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

Have all the accommodation units exclusive use of key amenities?

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

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

Go to Section 5

Final
fitness
assessments

5. Interior – amenities

Drinking water supply pipework

Before stopcock?

After stopcock?

Pipework seen	Lead present	Mains
Y N	Y N	Y N
Y N	Y N	

Action

Kitchen amenities

Cold water drinking supply?

Hot water?

Sink?

Fixed waste?

Cooking provision?

Cupboards?

Worktop?

Extractor fan?

Present Working	None	Minor repair	Major repair	Replace	Install
Y N	Y N	1 2	3	4	5
Y N	Y N	1 2	3	4	5
Y N	Y N	1 2		4	5
Y N	Y N	1 2		4	5
Y N	Y N	1 2	3	4	5
Y N	Y N	1 2	3	4	5
Y N	Y N	1 2	3	4	5

Y N

Adequate cooker space?

Y N

Adequate cupboard units?

Under 1.5m

1.5-3m

Over 3m

Worktop (metres)

1

2

3

Final fitness assessment

	Unit	Defective	Acceptable	Satisfactory
Food preparation	1	2	3	4
Clear cut?	Y	N		

Safety and Hygiene

Space

Layout

Cleanability

Seriously defective	Defective	Acceptable	Satisfactory
1	2	3	4
1	2	3	4
1	2	3	4

Food preparation

Clear cut?

Unit

Defective

Acceptable

Satisfactory

1

2

3

4

Y

N

Original	Pre 1960	1960s	1970s	1980s	1990's +	In progress
7	1	2	3	4	5	6

Actual date of refurbishment (if known)

Adapted for disabled use?

Y N

Bathroom amenities

Bath/shower?

Wash hand basin?

Extractor fan?

Present Working	Hot & cold water	None	Minor repair	Major repair	Replace	Install	Floor	B B	G G
Y N	Y N	Y N	1 2		4	5	B B	G G	
Y N	Y N	Y N	1 2		4	5	B B	G G	
Y N	Y N								

Bodily located?

Y N

No. of external surfaces

Safety and Hygiene

Space

Layout

Cleanability

Seriously defective	Defective	Acceptable	Satisfactory	Superior
1	2	3	4	5
1	2	3	4	
1	2	3	4	

Final fitness assessment

Bath/shower and wash hand basin	Unit	Defective	Acceptable	Satisfactory
	1	2	3	4
Clear cut?	Y	N		

Original	Pre 1960	1960s	1970s	1980s	1990's +	In progress
7	1	2	3	4	5	6

Actual date of refurbishment (if known)

Adapted for disabled use?

Y N

W.C. amenities

W.C.?

Action																		
Present Working		None	Minor repair	Major repair	Replace	Install	Floor			Internal?	Close to whb?	In bathroom?	If WC not in bathroom: Extractor fan?					
Y	N	Y	N	1	2	3	4	5	B	B	G	G	Y	N	Y	N	Y	N

Safety and Hygiene

Space

Layout

Cleanability

Location

Seriously defective	Defective	Acceptable	Satisfactory	Superior
1	2	3	4	5
1	2	3	4	
1	2	3	4	
1	2	3	4	

Final fitness assessment

	Unit	Defective	Acceptable	Satisfactory
W.C.	1	2	3	4
Clear cut?	Y	N		

Original	Pre 1960	1960s	1970s	1980s	1990's +	In progress
7	1	2	3	4	5	6

Actual date of refurbishment (if known)

Adapted for disabled use?

Y N

Secondary amenities

Second kitchen?

Second bath/shower?

Second wash hand basin?

Second W.C.?

Third bath/shower?

Third wash hand basin?

Third W.C.?

Present Working		Hot & cold water	None	Action				Floor	
				Minor repair	Major repair	Replace			
Y N		Y N	1	2	3	4	B B	G G	
Y N	Y N	Y N	1	2	3	4	B B	G G	
Y N	Y N	Y N	1	2	3	4	B B	G G	
Y N	Y N		1	2	3	4	B B	G G	
Y N									
Y N									
Y N									

Summary of internal drainage

In bedroom/en-suite

Y N

Y N

Y N

Y N

Y N

Y N

Y N

Internal?

Y N

Summary of internal drainage

Seriously defective	Defective	Acceptable	Satisfactory
1	2	3	4

5. Interior - Primary services

SPSS SERVICES

Gas system

Action **FINGASAC**

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

Electrical system

FINELEPR		FINELEMS		FINOPELE	
Present?	☐ Y ☐ N	Normal mains supply?	☐ Y ☐ N	Off-peak supply? ☐ Y ☐ N	

Location of meters

FINELEDC

Under stairs or on wall	Special cupboard	External access to meter	Mixture	Unknown
1	2	3	4	5

Type of wiring

FINELEWI

Lead or rubber covered	PVC sheathed		Mixture	Unknown
1	2		4	5

Earthing wires

FINELEEA

Unsheathed or green cover	Yellow and green sheath		Mixture	Unknown
1	2		4	5

Consumer unit arrangement

FINELECU

Separate fuse boxes for each circuit	One or two "covered boxes"	One or two "accessible boxes"	Mixture	Unknown
1	2	3	4	5

Overload protection

FINELEOP

Wire fuses	Cartridge fuses	MCBs	Mixture	Unknown
1	2	3	4	5

Personal protection

FINELEPP

No RCD's	RCD in consumer unit	Separate RCDs	Mixture	Unknown
1	2	3	4	5

Power sockets

FINELEPS

Round 2 or 3 pin	Square 3 pin		Mixture	Unknown
1	2		4	5

Lighting circuits

FINELELC

Wooden mounting blocks	Flush mounted switches or roses		Mixture	Unknown
1	2		4	5

Action

FINELEAC

None	Minor repair	Major repair	Replace	Install
1	2	3	4	5

5. Interior – space heating

Primary heating

Present?

Y N

If present:

Main heat source in winter? (ask household)

Y	N
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Location of system

If communal, number of dwellings served

Individual	Communal system		
	Estate	Block	Group of dwellings
1	2	3	4

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Primary heating group

If present:

Central heating (wet with rads)	Storage heaters	Warm air	Communal/ CHP	Electric ceiling/ underfloor	Room heaters
1	2	3	4	5	6

Primary heating fuel

Sl. No.	Gas		Oil	Solid fuel				Electricity				Communal	
	Bulk LPG	Bottled		Coal	Smokeless fuel	Anthracite	Wood	Standard	7 hr tariff	10 hr tariff	24 hr tariff	CHP/Waste heat	From boiler
01	02	03	04	05	06	07	08	09	10	11	12	13	14

Primary heating type

Standard	Back Boiler	Combination	Condensing	Condensing combi	Combined primary storage unit	No boiler	Unknown
			4	5	6	7	9

FROM TABLE

↓
Code

Action

Clarify with household

place Age

Primary heating appliance

Primary heating distribution

If boiler driven system:

Boller

Primary heating controls (non storage heaters)

Present?

Overall on/off	Y	N	U
Boiler thermostat	Y	N	U
Central timer	Y	N	U
Manual override on timer	Y	N	U
Room thermostat	Y	N	U
Radiator controls (manual)	Y	N	U
Thermostatic radiator valves (TRVs)	Y	N	U
Time and temperature zone control	Y	N	U
Delayed start thermostat	Y	N	U

Primary heating controls (storage heaters)

Present?

Manual charge control	Y	N	U
Automatic charge control	Y	N	U
Select type control	Y	N	U

Other heating

Present?

Y	N
---	---

Main heat source in winter? (ask household)

Y	N
---	---

Type of system

[illegible]

Action

None	Minor repair	Major repair	Replace	Age
1	2	3	4	5

Hot water system Present?
Y N

If present indicate all systems available

Boiler with central heating
Boiler (water heating only)
Back boiler (water heating only)
Single immersion heater
Dual immersion heater
Separate instantaneous heater (Single point)
Separate instantaneous heater (Multi point)
Communal
Other

Available		Fuel								Action				
Present?										None	Minor repair	Major repair	Replace	Age
Y	N													
Y	N	Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Coal 05	Smokeless 06	Anthracite 07	Wood 08	1	2	3	4	
Y	N	Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Coal 05	Smokeless 06	Anthracite 07	Wood 08	1	2	3	4	
Y	N	Standard 09	7 hr tariff 10	10 hr tariff 11	24 hr tariff 12					1	2	3	4	
Y	N		7 hr tariff 10	10 hr tariff 11	24 hr tariff 12					1	2	3	4	
Y	N	Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Standard 09				1	2	3	4	
Y	N	Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Standard 09				1	2	3	4	
Y	N	CHP/waste 13	From boiler 14											
Y	N	Specify:						Fuel from facing page						

Cylinder present? Y N

If cylinder:

Size/volume	450 x 900mm (110 l)	450 x 1050mm (140 l)	450 x 1500mm (210 l)	450 x 1650mm (245 l)			
	1	2	3	4			
Cylinder Insulation	Foam Factory Insulated	Jacket Loose jacket	Other	None			
	1	2	3	4			
Cylinder insulation thickness							
	0	12.5mm	38mm	50mm	80mm	100mm	150mm
	1	2	3	4	5	6	7

Water heating controls?

Time clock for water heating
Cylinder thermostat

Present?	Y	N	U
	Y	N	U

6. Loft inspection

Inspect all houses and top floor flats

House/Bungalow	Top Floor flat	Mid Floor flat	Ground floor flat	Basement Flat
1	2	3	4	5
GO TO SECTION 7				

Type of loft

Fully boarded	No boarding or partial boarding	Room(s) with permanent stairs	No loft (flat or very shallow pitched roof)
1	2	3	4
GO TO SECTION 7			

Roof insulation above living space?

Yes	No	Don't know
1	2	9

Type of loft insulation?

Mineral wool/Fibre glass	Vermiculite beads	High performance Quilt	Rigid foam board	Not Applicable	Don't know
1	2	3	4	8	9

Approximate thickness of loft insulation

No insulation	25mm	50mm	75mm	100mm	125mm	150mm	200mm	250mm	300mm	>300mm	Don't know thickness
00	01	02	03	04	05	06	07	08	09	10	99

Loft information from:

Inspection	Occupant	No information
1	2	9

Any roof structure problems seen?

Y N

If yes, describe and transfer to section 21

7. Household questionnaire

1. Do you have **cavity wall insulation**? **FHQCAVIT** ☐ Y ☐ N ☐ U

Record in elevation features (section 16)

2. Do you have access to a **garage/private parking space** **FHQGARAG** ☐ Y ☐ N ☐ U

If Yes, ask for type and ownership and record in section 19

Waste water disposal

3. Are you directly connected to mains drainage operated by a water/sewage company? **FHQWASTE** ☐ Y ☐ N ☐ U

If No, ask for type and record in section 19

4. Who do you pay for your waste water disposal?

Water/sewage company	Landlord - with rent	Other body	Don't know
1	2	3	9

5. (a) Have you had a problem with flooded drains since living here?

If Yes:

(b) Do you still have a problem?

(c) Where is it located?

FHQFLD

Flooded drains

(a) Problem	(b) Current problem					(c) Location of problem		
	Current	Within 1 year	1-5 years	Over 5 years	Unknown	Home	Garden	Common areas
Y N	1	2	3	4	9	Y N	Y N	Y N

Rats and mice

6. (a) Have you had problems with rats or mice over the last 12 months?

If Yes to either:

(b) Do you still have a problem with rats or mice?

(c) Where is the problem with the rats or mice located? **Code all that apply**

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

If **current** problem with **rats or mice**, ask to see evidence and record on form (section 5: rats and mice, section 9: rats and mice, section 19: rats and mice)

Has anyone treated the rats/mice problem? **FRANYONE** ☐ Y ☐ N

If Yes, how was it treated and by whom?

	...POI	TRA	OTH
Non-professional (eg occupier or private landlord)	Y N	Y N	Y N
Professional (eg local council or pest control company)	Y N	Y N	Y N

Is anything currently being done to stop or control the rats/mice problem? **FRADOING** ☐ Y ☐ N

Surveyor check:

Have you clarified with the household:

page 2: Tenure, age, length of residence **FCHTEN** ☐ Y ☐ N

page 4: Date of refurbishment of kitchen, bathroom and WC? **FCHREE** ☐ Y ☐ N

page 6/7: Age of boiler and heating systems, primary heat source in winter? **FCHBOI** ☐ Y ☐ N

page 14: Date of improvements/alterations to dwelling **FCHALT** ☐ Y ☐ N

8. Details of flat

Plan of flat

Draw plan of flat within module and show if measurements have been rectangularised

Locate flat in module

Back

Left

Right

Front

Tenths of wall exposed

(Columns add up to 10)

- To outside air
- To internal accessways
- To other flats

Front face	Back face	Left face	Right face
FDDFFROOA	FDFBCKOA	FDFLFTOA	FDFRIGOA
FDDFFROIA	FDFBCKIA	FDFLFTIA	FDFRIGIA
FDDFFROOF	FDFBCKOF	FDFLFTOF	FDFRIGOF

Entry floor to dwelling proper

Basement	Ground	Specify	Unknown
B B	G G	FDFENTRY	99

Private entry stair

None	Up	Down
1	2	3

FDFPRIVT

Dimensions of flat (rectangularised)

No. of floors in flat

FDDFFLOOR

Dimensions same as module

FDFSAMED

Y N

If yes, record at section 13

Main floor

Next floor

Level (B, G, 1, 2 etc)

FDFMAINL

B B

G G

FDFNEXTL

Width (metres)

FDFMAINW

S S S

FDFNEXTW

Depth (metres)

FDFMAIND

S S S

FDFNEXTD

9. Common parts of module.

Common parts exist

Y N IF NO, GO TO SECTION 10

Does access/area exist?

Balcony/Deck/Corridor/Lobby

Spacious/Average/Tight

Enclosed?

In module?

Working?

Floors/ treads (answer in sq m)

Faults?

Modify structure

Renew surface

Repair surface

Walls (answer in sq m)

Faults?

Modify structure

Renew surface

Repair surface

Repaint surface

Ceilings/soffits (answer in sq m)

Faults?

Modify structure

Renew surface

Repair surface

Repaint surface

Access doors/screens (answer in numbers)

Faults?

Replace

Repair/rehang

Repaint

Accessway windows (answer in numbers)

Faults?

Replace

Repair

Repaint

Accessway lighting (answer in numbers)

Faults?

Replace light fittings

Replace light switches

Balustrades (answer in metre lengths)

Faults?

Replace

Repair

Defects

Ventilation

Disrepair

Structural stability

Damp

Drainage

Artificial lighting

Rats and Mice

Evidence of mice

Evidence of rats

Accessway		
Main horizontal of hydraulic level	Stairway on hydraulic level	Main entrance to module
Y N	Y N	Y N
Y N	Y N	Y N
Y N	Y N	Y N

Lifts	Refuse chutes
Y N	Y N
Y N	Y N
Y N	Y N

Security of module

Type of access

Multiple access	Single access	Restricted access
1	2	3

Concierge system

Door entry system

Present?	Working?	In module?
Y N	Y N	Y N
Y N	Y N	Y N

Fire safety of flat surveyed

Escape route from flat surveyed to final exit from building

Flat is final exit	Through another flat	Through another flat and common areas	Through common areas
1	2	3	4

Fire precautions

Protection to stairs/lobbies?

Self closing fire doors?

Fire extinguishers?

Emergency lighting?

Sign posting?

Safe practices?

Alternative route?

Alarm system?

Present	Action			
	None	Minor	Major	Renew
Y N	1	2	3	4
Y N	1	2	3	4
Y N	1	2	3	4
Y N	1	2	3	4
Y N	1			4
Y N				
Y N				
Y N	1	2	3	4

Fire safety of common areas

Distance of travel

state of repair

Type of finishes

Seriously defective	Defective	Acceptable	Satisfactory
1	2	3	4
1	2	3	4
1	2	3	4

Overall assessment of fire safety of flat

(Include internal assessment)

Fire safety

Seriously defective	Defective	Acceptable	Satisfactory
1	2	3	4

Contribution to problems (within survey module)

	None	Minor	Major
Normal wear and tear	1	2	3
Inadequate maintenance	1	2	3
Inappropriate use	1	2	3
Poor design/specification	1	2	3
Vandalism	1	2	3
Graffiti	1	2	3
Litter/rubbish	1	2	3

Final fitness assessment (of common parts affecting flat surveyed)

	Unfit	Defective	Acceptable	Satisfactory
Ventilation	1	2	3	4
Clear cut?	Y	N		

Summary of condition of common parts (affecting flat surveyed)

	Seriously defective	Defective	Acceptable	Satisfactory
Repair	1	2	3	4
Stability	1	2	3	4
Dampness	1	2	3	4
Drainage	1	2	3	4
Lighting		2	3	4

Other location

Type of evidence: Traps seen?

Y N

Chemicals seen?

Y N

10. Number of flats in module

This section is critical. Make every attempt to record correct number of flats in module

Number of flats
in module

Specify	Unknown
	999

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

Level of lowest flat

Basement	Ground Floor	Floor	Unknown
B	G		9

Use of ground floor

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

No basement
8

Non residential use

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

No non residential
88

If 'dwelling with non residential': non residential use

Not 'dwelling with non residential'
8

			Specify %	Unknown		
				99		
Shop/business	Office	Industrial/Institutional	Surgery	Public house	Hotel	Other (specify):
1	2	3	4	5	6	7

If 'dwelling with non residential':

Does the non-residential use include the handling/processing of food for commercial purposes?

Y N U

Other flats in module

Are they?

Survey flat is only one in module	Mostly same as survey dwelling	Mostly small flats	Mostly large flats	Mixture of small/large flats	Mixture of flats/maisonettes	Unknown
8	1	2	3	4	5	9

Approximate number of vacant flats in module

Survey flat is only one in module	Specify	Unknown
888		999

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

FFCSHARE

SPSS
SHARED

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

Stores and common rooms

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

FFCWAR...

Communal parking facilities

	FFC...	...PR	Location		None	Minor	Major
			Present?	Not			
			Integral	Integral			
Garages	GAR	Y N	1	2	1	2	3
Multi storey parking	MUL	Y N	1	2	1	2	3
Underground parking	UND	Y N	1	2	1	2	3
Roof parking	ROO	Y N	1	2	1	2	3
Other covered parking	COV	Y N	1	2	1	2	3
Open air parking bays	AIR	Y N			1	2	3

Contribution to problems in condition (outside survey module) FFC...

	None	Minor	Major
Normal wear and tear	1	WEART	3
Inadequate maintenance	1	INADM	3
Inappropriate use	1	INAPP	3
Poor design/specification	1	DESIG	3
Vandalism	1	VAND	3
Graffiti	1	GRAFF	3
Litter/rubbish	1	LITTR	3

Common/electrical services FFC...

	FFC...	...PR	Location		None	Minor	Major
			Present?	Not			
			Integral	Integral			
CCTV	CCT	Y N	1	2	3		
TV reception	TVR	Y N	1	2	3		
Lightning conductors	HTG	Y N	1	2	3		
Communal heating	HEA	Y N	1	2	3		
Burglar alarm system	BUR	Y N	1	2	3		
External lighting	LIT	Y N	1	2	3		

Surfaces and fences

	FFC...	...PR	Location		None	Minor	Major
			Present?	Not			
			Integral	Integral			
Drying areas	DAR	Y N	1	2	3		
Children's play areas	PLA	Y N	1	2	3		
Unadopted estate roads	RDS	Y N	1	2	3		

Landscaping

	FFC...	...PR	Location		None	Minor	Major
			Present?	Not			
			Integral	Integral			
Paths	PAT	Y N	1	2	3		
Walls/fences	WAL	Y N	1	2	3		
Hard landscaping	HRD	Y N	1	2	3		
Grass/planting	GRA	Y N	1	2	3		

Design of landscaping FFC...

ANSWER IF SHARED LANDSCAPING PRESENT (Y IN ANY OF 4 BOXES ABOVE)

	Yes	No	Not applicable		
Paths					
At least 900mm wide?	1 PAT90	2	8		
Gradient gentler than 1 in 12?	1 PATGR		8		
Protected from adjacent drops?	1 PATAD		8		
Walls/fences					
Conceal bins and/or parking?	1 WALSC		8		
Hard landscaping					
Varied?	1 HRSVA		8		
Conceals bins and/or parking?	1 HRSSC		8		
Cost effective to maintain?	1 HRSCE		8		
Grass/planting					
Varied?	1 GRAVA		8		
Conceals bins and/or parking?	1 GRASC		8		
Cost effective to maintain?	1 GRACE		8		
Includes trees?	1 GRATR		8		
Distance from front/back door to grassy area	8	GRADI	2		
Size of grassy area	8	1	GRASZ	3	4

12. House/module shape

Draw plan
Back

Left
Right
Front

Location of additional part

No additional part	Front elevation			Back elevation			Left elevation			Right elevation			Unknown
	Left	Centre	Right	Left	Centre	Right	Front	Centre	Back	Front	Centre	Back	
77	01	02	03	04	05	06	07	08	09	10	11	12	99

Attic/basement in house/module

Attic only 1	Basement only 2	Both 3	Neither 4	Unknown 9
-----------------	--------------------	-----------	--------------	--------------

Entry floor to house/module

Basement B	Ground G	Specify 	Unknown 9
---------------	-------------	--	--------------

13. External dimensions of house/module

No. of floors

Level (B, G, 1, 2 etc)

B B
G G

Width (metres)

Depth (metres)

Main structure

N N
B B
G G

N N
B B
G G

S S S

S S S

Additional part

N N

N N
B B
G G

S S S

S S S

14. Material and construction of house/module (code one type only)

Code	Material	Construction	Type
01	Masonry	Boxwall	Solid
02	Masonry	Boxwall	Cavity
03	Masonry	Crosswall	
04	Concrete	Boxwall	In-situ
05	Concrete	Boxwall	Precast panel <1m wide
06	Concrete	Boxwall	Precast panel >1m wide
07	Concrete	Crosswall	In-situ
08	Concrete	Crosswall	Precast panel
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		

Proprietary system?

If Yes, name: _____

15. Improvements/alterations
(to the house/module since original construction)
Code most recent (or most significant)

Clarify with Household

	None	Pre 1945	1945-1964	1965-1984	1985-1990	1991-1995	1996-2001	In progress
Conversion to more than one dwelling	1	2	3	4	5	6	7	8
Conversion to HMO use	1	2	3	4	5	6	7	8
Conversion from non-residential use	1	2	3	4	5	6	7	8
Two or more dwellings combined	1	2	3	4	5	6	7	8
Complete refurbishment/modernisation	1	2	3	4	5	6	7	8
Rearrangement of internal space	1	2	3	4	5	6	7	8
Extension added for amenities	1	2	3	4	5	6	7	8
Extension added for living space	1	2	3	4	5	6	7	8
Alteration of external appearance	1	2	3	4	5	6	7	8
Over-roofing	1	2	3	4	5	6	7	8
Over-cladding	1	2	3	4	5	6	7	8
Structure replaced	1	2	3	4	5	6	7	8
Loft conversion	1	2	3	4	5	6	7	8

16. Elevation features

Front face				Left face				Right face				Back face		
Y	N			Y	N			Y	N			Y	N	
Y	N			Y	N			Y	N			Y	N	
Y	N			Y	N			Y	N			Y	N	
Is part of face unattached?				Solar panels (<i>number</i>)				Valley gutters (<i>number</i>)				Gables (<i>tenths</i>)		
				Parapets (<i>tenths</i>)				Mono supporting walls (<i>tenths</i>)				Base walls (<i>tenths</i>)		
				Cavity wall insulation?				External insulation?						
				Fenestration (<i>tenths</i>)										
window	void	wall		window	void	wall		window	void	wall		window	void	wall

17. Specification of views

17. Specification of views

Back view **10/10 attached** **Not seen**

B **A** **N**

BACK FACE

LEFT FACE

Front view **Back view** **10/10 attached** **Not seen**

F **B** **A** **N**

Tenths attached

RIGHT FACE

Front view **Back view** **10/10 attached** **Not seen**

F **B** **A** **N**

Tenths attached

MAIN PART

FRONT FACE

Front view

attached

18. Exterior – of house/module

FRONT VIEW

Chimney stacks (Number)

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

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

BACK VIEW

Roof structure (Tenths of area)

Pitched	Mansard	Flat	Chalet
Y N U	Y N U	Y N U	Y N U
Y N	Y N	Y N	Y N

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

Pitched	Mansard	Flat	Chalet
Y N U	Y N U	Y N U	Y N U
Y N	Y N	Y N	Y N

Roof covering (Tenths of area)

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

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

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

Roof features and drainage (Tenths of length)

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

Present?	
Faults?	
Replace	
Repair	
Leave	
Urgent?	
Replacement period	

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

18. Exterior – of house/module (continued)

FRONT VIEW

FEXWS1...

Masonry cavity

Masonry single leaf

9" solid

>9" solid

In situ concrete

Concrete panels

Timber panels

Metal sheet

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

Wall structure

(Tenths of area)

...TE

Net tenths of area

Age

Faults?

Rebuild/renew

Repair

Leave

Urgent?

Replacement period

Masonry cavity

Masonry single leaf

9" solid

>9" solid

In situ concrete

Concrete panels

Timber panels

Metal sheet

Y N

Y N

Y N

Y N

Y N

Y N

Y N

Y N

BACK VIEW

FEXWS2...

Masonry cavity

Masonry single leaf

9" solid

>9" solid

In situ concrete

Concrete panels

Timber panels

Metal sheet

Y N

Y N

Y N

Y N

Y N

Y N

Y N

Y N

FEXWF1...

Masonry pointing

Non-masonry natural

Rendered

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

Y N

Y N

Wall finish

(Tenths of area)

...TE

Net tenths of area

Age

Faults?

Render

Renew/repoint

Isolated repairs

Paint

Leave

Urgent?

Replacement period

Masonry pointing

Non-masonry natural

Rendered

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

SPSS WALLFIN

Masonry pointing

Non-masonry natural

Rendered

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

FEXDB1...

Bays

Dormers

Porches

Conservatories

Balconies

Single storey

Multi storey

Standard

Roof extension

(Survey dwelling)

(Survey dwelling)

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

Dormers and bays

(Number)

...PR

Present?

Number

Age

Faults?

Rebuild roof and walls

Rebuild roof only

Rebuild wall only

Major repairs

Minor repairs

Demolish

Leave

Urgent?

Replacement period

Single storey

Multi storey

Standard

Roof extension

Porches

Conservatories

Balconies

Y N

Y N

Y N

Y N

Y N

Y N

Y N

Y N

SPSS DORMERS

Single storey

Multi storey

Standard

Roof extension

Porches

Conservatories

Balconies

Y N

Y N

Y N

Y N

Y N

Y N

Y N

Y N

FEXDP1...

Physical barrier

Injection DPC

None

Y N U

Y N U

Y N U

Y N U

Y N U

Y N U

Y N U

Y N U

Y N

Y N

Y N

Y N

Y N

Y N

Y N

Y N

Damp proof course

(Tenths of length)

...TE

Tenths of length

Faults?

Replace/install

Leave

Urgent?

Replacement period

Physical barrier

Injection DPC

None

Y N U

Y N U

Y N U

Y N U

Y N U

Y N U

Y N U

Y N U

SPSS DAMPPC

Physical barrier

Injection DPC

None

Y N U

Y N U

Y N U

Y N U

Y N U

Y N U

Y N U

Y N U

19. Around the house/module

Underground drainage

Drainage system	Mains	Septic tank	Cess pool	Private sewage system	Unknown
	1	2	3	4	9

Faults?	Y N
Blockage	Y
Other (specify)	Y

	Unfit	Defective	Acceptable	Satisfactory
Drainage (interior & exterior)	1	2	3	4
Clear cut?	Y N			
Disrepair (interior and exterior)	1	2	3	4
Clear cut?	Y N			
Dampness (interior & exterior)	1	2	3	4
Clear cut?	Y N			

Final fitness assessments

(Refer back to pages 3, 4 and 10 for interim assessments including common parts for flats)

Rats and mice outside house/module

Evidence of mice?	Y N	Type of evidence:	Traps seen?	Chemicals?	Other visual evidence?	Told about it?
Evidence of rats?	Y N		Y N	Y N	Y N	Y N
Pets/livestock kept outside?	Y N					
Litter/rubbish around house/module	None	Minor	Major			
	1	2	3			

Parking provision of survey dwelling

ASK HOUSEHOLD

ASK HOUSEHOLD	Action								Who owns garage/parking?				
	Present?		On plot?	Car spaces	None	Minor	Major	Renew	Demolish	Household	Local authority	Other landlord	Other
	Y	N	Y	N									
Integral garage	Y	N	Y	N	1	2	3	4		1	2	3	4
Attached garage	Y	N	Y	N	1	2	3	4	5	1	2	3	4
Detached garage	Y	N	Y	N	1	2	3	4	5	1	2	3	4
Car port	Y	N	Y	N	1	2	3	4	5	1	2	3	4
Designated parking space(s)	Y	N	Y	N	1	2	3	4	5	1	2	3	4

Street parking	Adequate	Inadequate	None
	1	2	3

Exposure

Is the dwelling in an exposed position	Not exposed	Slightly exposed	Exposed	Very exposed
	1	2	3	4

20. Block

Number of houses/modules in block

Detached house/module	Specify number	More than 50
01	1	75

Approximate number of seriously defective houses/modules in block

House/module is block	Specify number
88	1

Survey block/building in context with surroundings

Y N

Situation of block

Major trunk road	Main road	Side road	Cul de sac/crescent	Private road	Unmade/no road
1	2	3	4	5	6

Road has traffic calming measures?

Y N

21. Structural defects

Any structural defects present? ☐ Y ☐ N IF YES, DESCRIBE BELOW

IF NO, GO TO FINAL FITNESS ASSESSMENT AT BOTTOM OF PAGE

Defect	Action required?	Monitor/ examine further?	Action described elsewhere on form?	Action required on assumption problem is progressive							
				Any additional action required that is not accounted for elsewhere							
				Treatment?		Extent					
Roof sagging	Y	Y N	Y N	Y N							
Roof humping	Y	Y N	Y N	Y N							
Roof spreading	Y	Y N	Y N	Y N	Tie-ing	Y N	Number:				
					Other	Y N	Specify				
Sulphate attack	Y	Y N	Y N	Y N	Chimney-liner	Y N	Linear Metres: m				
					Other	Y N	Specify				
Unstable parapets	Y	Y N	Y N	Y N							
Wall bulging	Y	Y N	Y N	Y N	Tie rods	Y N	Number:				
					Strapping	Y N	Number:				
					Other	Y N	Specify				
Differential Movement	Y	Y N	Y N	Y N	Movement-joint	Y N	Linear Metres: m				
					Other	Y N	Specify				
Lintel failure	Y	Y N	Y N	Y N	Replace lintels	Y N	Number:				
Wall tie failure	Y	Y N	Y N	Y N	Insert wall ties	Y N	Wall area: m ²				
Unstable floors, stairs or ceilings	Y	Y N	Y N	Y N							
Dry rot/Wet rot	Y	Y N	Y N	Y N	Wall & timber treatment	Y N	Basement 1	One room 2	One floor 3	Loft 4	Most Building 5
Wood-borer infestation	Y	Y N	Y N	Y N	Timber treatment	Y N	Basement 1	One room 2	One floor 3	Loft 4	Most Building 5
Adequacy of balconies/ projections	Y	Y N	Y N	Y N	Replace fixings	Y N	Total number:				
					Other	Y N	Specify				
Foundation settlement	Y	Y N	Y N	Y N	Underpin	Y N	Linear Metres: m				
					Other	Y N	Specify				
Integrity of structural frame	Y	Y N	Y N	Y N	Making-good	Y N	Wall area: m ²				
					Replace frame	Y N					
Integrity of wall panels	Y	Y N	Y N	Y N	Replace fixings	Y N	Total number:				
					Other	Y N	Specify				
Boundary wall - unsafe height	Y	Y N	Y N	Y N							
Boundary wall - out of plumb	Y	Y N	Y N	Y N							
Boundary wall - horizontal cracking	Y	Y N	Y N	Y N							
Unstable retaining wall	Y	Y N	Y N	Y N							
Any other problems	Y	Y N	Y N	Y N	Specify		Specify				

Refer back to page 3 (and page 10 if flat) for interim assessments

Final fitness assessment

	Unfit	Defective	Acceptable	Satisfactory
Structural stability	1	2	3	4
Clear cut?	Y	N		

22. Summary of fitness

Refer back to all final fitness assessments and confirm

FFFUNFFA	Unfit	Defective	Acceptable	Satisfactory
Is the dwelling unfit?	1	2	3	4
Is this a clear cut decision?	Y	N	FFFUNFCC	

If not clear cut, give reasons why:

FFRSNCC

If dwelling is unfit, give detailed description below:-

Ring all grounds for unfitness and describe problems in detail: FFF...

1. Structural stability	☒	
STRUC		
2. Disrepair	☒	
REPAR		
3. Dampness	☒	
DAMP		
4. Lighting	☒	
LIGHT		
5. Heating	☒	
HEAT		
6. Ventilation	☒	
VENT		
7. Water supply	☒	
WATER		
8. Food preparation	☒	
FOOD		
9. WC	☒	
WC		
10. Bath/shower/WHB	☒	
BATH		
11. Drainage	☒	
DRAIN		

If unfit:

Are there any mitigating circumstances for unfitness decision?

None	FFFMITIG	Short-term refurbishment	Being made fit
1		2	3

If unfit or fit:

What is the most appropriate course of action?

	RETAIN	FFFACTIN	DO NOT RETAIN	
No action	Repair/improve single dwelling	Repair/improve block/group of dwellings	Demolish/replace individual dwelling	Demolish/replace block/group of dwellings
1	2	3	4	5

