

### Digital pen procedure

1. Surveyor name

1) Write surveyor name

2. Edit form

2) Mark the 'Edit form' box

Survey Number

3) Write unique survey number

3.

4) Code unique survey number

4.

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

<b>Year</b>	<b>Local Authority</b>			<b>Sample</b>				<b>Check Digit</b>	

**A. CONTACT INFORMATION**

1. Contact Record. Where undertaking an external plus survey please complete for all CADS arranged appointments. Where undertaking a full survey, please make at least 4 attempts including a weekday (morning, afternoon and evening) and a weekend.

Call No	Day of the week 1-7							Time of Day				Date		Surveyors Comments
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Morning	Early Afternoon	Late Afternoon	Evening	Day	Month	
1	1	2	3	4	5	6	7	1	2	3	4			
2	1	2	3	4	5	6	7	1	2	3	4			
3	1	2	3	4	5	6	7	1	2	3	4			
4	1	2	3	4	5	6	7	1	2	3	4			
5	1	2	3	4	5	6	7	1	2	3	4			
6	1	2	3	4	5	6	7	1	2	3	4			

2. Total number of calls

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3. Final Outcome

Other, (please specify in notes) 4	Contact & Refusal 3	No Contact 2	Contact 1
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4. Can recontact for revisit for future internal survey?

No 2	Yes 1
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5. Photographic Record

Full 4	Dwelling description 1	None / Add 0
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**B. TYPE OF SURVEY**

1. Extent of survey completed

External plus 2	Full survey all relevant sections 1
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2. Is the dwelling occupied?

No, requires repair 3	No, suitable for immediate use 2	Yes 1
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**C. BASE DATA**

1. Type of house

not house 8	enclosed mid 7	corner / enclosed end 6	detached 5	semi-detached 4	end terrace 3	terrace with passage 2	mid terrace 1
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2. Type of flat

not a flat 8	flat from converted house 4	tower / slab 3	4 in block type 2	tenement 1
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3. Quality assessment of dwelling

of superior quality 3	better than basic 2	basic 1
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4. Estimated year of construction

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5. Date of construction of dwelling

Post 2002 6	1983-2002 5	1965-1982 4	1945-1964 3	1919-1944 2	Pre 1919 1
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### D. DWELLING DESCRIPTION

1. Entry level of dwelling	unob. 9	basement 7	sixth plus 6	fifth 5	fourth 4	third 3	second 2	first 1	ground 0			
2. Wheelchair access to entrance door of dwelling or common block is..				unob. 9	n/a 8	loose/unsuitable surface 3	suitable width hard stand 2	inad.width hard stand 1				
3. Pathway from road and / or car spaces up to but not including the entrance door to the dwelling / common block are..				unob. 9	n/a 8	step free 3	potentially step free 2	step free not possible 1				
4. Number of access steps within the curtilage to the entrance door	unob. 9		over 10 steps 4	6-10 steps 3	3-5 steps 2	1-2 steps 1	no steps 0					
5. Is door bell / entry system to dwelling or common block accessible for wheelchair users?				unob. 9	n/a 8	yes 2	no 1					
6. Presence of Porch / Conservatory?	unob. 9		n/a 8	porch and conservatory 4	conservatory only 3	porch only 2	none 1					
7. Is dwelling suitable for solar panels or photovoltaics?	unob. 9	both already installed 6	PV already installed 5	SP already installed 4	yes solar panels 3	yes photovoltaics 2	no 1					
8. If photovoltaics installed, % of roof area (specify to nearest 10%)	unob. 99	n/a 88	10	09	08	07	06	05	04	03	02	01
9. If solar panels installed, % of roof area (specify to nearest 10%)	unob. 99	n/a 88	10	09	08	07	06	05	04	03	02	01
10. Parking provision	no parking provision 7	inadequate street 6	adequate street 5	space / garage elsewhere 4	space on plot 3	garage on plot 2	integral / attached garage 1					
11. Underground drainage				unob. 9	no drainage 4	other 3	septic tank, cesspool 2	public connection 1				

### E. CHARACTERISTICS OF COMMON BLOCK (Flats)

1. Is the dwelling part of a common block?			<b>no</b> (ignore section E) 2		<b>yes</b> (complete section E) 1			
2. Type of common block (or converted building)	enclosed mid 6	corner / enclosed end 5	detached 4	semi-detached 3	end terrace 2	mid terrace 1		
3. Does the common block contain a non-residential use?				unob. 9	yes 2	no 1		
4. Is flat located directly above shops, offices or other commercial premises?				unob. 9	yes 2	no 1		
5. Flat only, floor exposure	unob. 9		non heat loss floor 4	part exposed 3	exposed (above grd) 2	ground floor 1		
6. Flat only, roof exposure	unob. 9		non heat loss roof 4	part exposed 3	flat roof 2	pitched roof 1		
7. Flat only, wall exposure	unob. 9	4 walls exposed 7	3-4 walls exposed 6	3 walls exposed 5	2-3 walls exposed 4	2 walls exposed 3	1-2 walls exposed 2	1 wall exposed 1
8. Is any dwelling wall adjacent to corridor / close?				unob. 9	n/a, no corridor / close 3	heated corridor / close 2	unheated corridor / close 1	
9. Length of dwelling wall adjacent to corridor / close (to nearest metre)	unob. 999		n/a 888	Specify				
10. Number of actual dwellings in the common block	unob. 999		Specify					
11. Estimate equivalent number of dwellings in the common block (floor area basis)	unob. 999		Specify					
12. Number of storeys in the common block	unob. 99		Specify					

**F. ROOM BY ROOM RECORD**

	Hall/Landing	Kitchen	R1	R2	R3	R4	R5	Bathroom
1. Room level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Room type		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 0 entry level
- 1 first level
- 2 second level
- 3 third or more
- 7 below entry level
- 8 no room
- 9 unob

- 1 kitchen only
- 2 living
- 3 other public
- 4 bed
- 5 bath and WC
- 6 bath only
- 7 WC only

**G. ROOM REPAIRS ('00' no repairs; '55', '01'-'10' disrepair; '88' n/a; '99' unobtainable)**

1. Floor structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Floor finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Skirtings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Wall finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ceiling finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cornices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Doors and frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Fireplaces and flues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 1 satisfactory
- 2 through another room
- 3 inadequate fixed access
- 4 off winder

- 1 satisfactory
- 2 inadequate space
- 3 unsuitable layout
- 4 space and layout

**H. TYPES OF DEFECT / CONDITION**

1. Is access to room satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is arrangement of room or area satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the room structurally stable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the room free from dry/wet rot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has room satisfactory provision for natural light?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has room satisfactory provision for artificial light?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have all opening windows suitable window locks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has room satisfactory provision for ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Has room satisfactory provision for heating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is room free from rising damp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is room free from penetrating damp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is room free from condensation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is room free from mould?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 1 yes
- 2 no
- 8 n/a
- 9 unob

- 1 satisfactory natural
- 2 satisfactory mech.
- 3 satisfactory vent.
- 4 unsatisfactory / none from combination

Whole Dwelling

- 1 yes, central heating
- 2 yes, room heater
- 3 yes, socket
- 4 no

- 0 Yes, 0%
- 1 No <2%
- 2 No 2% - 5%
- 3 No 5% <10%
- 4 No 10% <20%
- 5 No 20% <30%
- 6 No 30% <40%
- 7 No over 40%

**I. REPAIRS TO WHOLE DWELLING ('00' no repairs; '55', '01'-'10' disrepair; '88' n/a; '99' unobtainable)**

1. Internal walls / partition(s)	<input type="checkbox"/>	2. Party wall(s)	<input type="checkbox"/>	3. Staircase(s)	<input type="checkbox"/>
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**J. ROOMS / FLOORS - SUMMARY**

1. Total number of habitable rooms plus kitchen	unob. 99	Specify	<input type="checkbox"/>
2. Number of habitable floors in the dwelling (excluding roof)	unob. 9	Specify	<input type="checkbox"/>
3. Number of habitable rooms in the roof space	unob. 99	n/a 88	Specify <input type="checkbox"/>
4. Number of habitable rooms in the basement	unob. 99	no basement 88	Specify <input type="checkbox"/>
5. Does the dwelling have a non-residential use?	yes 2	no 1	

**K. AMENITIES**

**Bathroom/WC Compartment**

1. Where is the bathroom located?	unob. 9	no bathroom 8	shared bathroom 4	outside 3	in building 2	in dwelling 1		
2. Where is the main WC located?	unob. 9	no WC 8	shared WC 5	outside 4	in building 3	in dwelling 2	in bathroom 1	
3. Is the main WC located directly off kitchen?				unob. 9	no WC 3	yes 2	no 1	
4. Is wash-hand basin associated with main WC located with..?				unob. 9	no WC 8	no wash hand basin 3	elsewhere 2	WC 1
5. Number of WC's within dwelling?	Specify							

**What repairs are required to the following exclusive bathroom amenities inside the dwelling**

	unob.	no amenity	renew	medium	minor	small	no repair
			100% 60%	60% 25%	25% 5%	Up to 5%	
6. Main WC	9	8	4	3	2	1	0
7. Wash hand basin	9	8	4	3	2	1	0
8. Hot and cold to wash hand basin	9	8	4	3	2	1	0
9. Fixed bath / shower in bathroom	9	8	4	3	2	1	0
10. Hot and cold to bath / shower	9	8	4	3	2	1	0

**Barrier Free**

11. Is the internal circulation barrier free?				unob. 9	yes full 3	yes ambulant 2	no 1
12. Is the shortest dimension of the bathroom compartment..?	unob. 9	no bathroom 8		>=2400mm 3	>=2100mm 2	<2100mm 1	
13. Is there a separate WC compartment within the dwelling suitable for use by a wheelchair user?	unob. 9	yes 1500 x 1800mm 4		no, too small 3	no, not suitably located 2	no sep. WC comp 1	
14. Are the location of power sockets barrier free?				unob. 9	n/a 8	yes 2	no 1
15. Are the location of light switches barrier free?				unob. 9	n/a 8	yes 2	no 1
16. Are all the primary heating controls accessible for wheelchair users?			unob. 9	n/a 8	all 3	some 2	none 1
17. Is area in front of all kitchen worktops fittings?	unob. 9		no kitchen worktops or fittings 8		>=1500mm 3	>=1200mm 2	<1200mm 1

**Kitchen**

18. What extra kitchen storage provision is required?	unob. 9	100% 5	75% 4	50% 3	25% 2	0% 1		
19. Number of power sockets in kitchen?				unob. 99	n/a 88	Specify		
20. Is there a min of 1m <sup>3</sup> food storage in the kitchen?				unob. 9	n/a 8	no 2	yes 1	
21. Is the kitchen working arrangement safe?				unob. 9	n/a 8	no 2	yes 1	
22. Is the area around the cooker safe?				unob. 9	n/a 8	no 2	yes 1	
23. Type of cooker	unob. 9	no cooker 8	kitchen range SF 6	kitchen range oil 5	kitchen range gas 4	gas hob electric oven 3	electric cooker 2	gas cooker 1

**What repairs are required to the following exclusive kitchen amenities inside the dwelling**

	unob.	no amenity	renew	medium	minor	small	no repair
			100% 60%	60% 25%	25% 5%	Up to 5%	
24. Sink	9	8	4	3	2	1	0
25. Hot and cold to sink	9	8	4	3	2	1	0
26. Kitchen storage and worktops	9	8	4	3	2	1	0

**L. SERVICES AND FITTINGS**

1. What mains services does the dwelling have?	unob. 9	no services 8	gas only 3	electricity and gas 2	electricity only 1		
2. Is a prepayment meter present?	unob. 9	no 4	gas only 3	electricity and gas 2	electricity only 1		
2a. Is a Smart meter present?	unob. 9	no 4	gas only 3	electricity and gas 2	electricity only 1		
3. Type of electric meter?	unob. 9	n/a 8	24 hour 4	18 hour 3	dual 2	single 1	
4. Does the dwelling have a privately generated power supply?	unob. 9	n/a 8	yes, other surv. notes 5	yes, hydro 4	yes, wind 3	yes, fuel generator 2	no 1
5. Is standard of electrical power system satisfactory?	unob. 9	no electrical power system 8	5/15 amp system 4	mixed system 3	adequate number of sockets 2	inadequate number of sockets 1	
6. Are there any power sockets in the conservatory?			unob. 9	no conservatory 8	yes 2	no 1	
7. Is the electrical power system dangerous?			unob. 9	no power system 8	yes 2	no 1	
8. Is the standard of the electrical lighting system satisfactory?			unob. 9	no electrical lighting system 8	no, dangerous 3	no 2	yes 1
9. Is the underground water main (or communal rising main to the flat) lead free?				unob. 9	no water main 8	no 2	yes 1
10. Is the entire water distribution and storage system in the dwelling lead free?					unob. 9	no 2	yes 1
11. Is there a private water supply to the dwelling?				unob. 9	no water main 8	yes 2	no 1
12. Are there smoke detectors in the dwelling?	unob. 9	no 8	more than 1 mixed 5	more than 1 mains powered 4	1 mains powered 3	more than 1 battery power 2	1 battery power 1
13. Do all external doors to dwelling have adequate locks?					unob. 9	no 2	yes 1
14. Door viewer and restrictor present on main entrance door to dwelling?			unob. 9	both viewer & restrictor 4	restrictor only 3	viewer only 2	no 1

What repairs are required to the following services and fittings?	unob.	no amenity	renew	medium	minor	small	no repair		
			100%	60%	60%	25%	25%	5%	Up to 5%
15. Cold water system	9	8	4	3	2	1	0		
16. Hot water system	9	8	4	3	2	1	0		
17. Electrical power system (L7)	9	8	4	3	2	1	0		
18. Electrical lighting system (L8)	9	8	4	3	2	1	0		

19. % age fixed light fitting with LEL? (specify to nearest 10%)	unob. 99	n/a 88	10	09	08	07	06	05	04	03	02	01	00
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20. Is there a mechanical ventilation system?	unob. 9	yes, MVHR 3	yes, MVS 2	no 1
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21. Number of extract fans? [H8 - kit/bat]	09	08	07	06	05	04	03	02	01	00
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22. Number of large vents (open chimneys)?	09	08	07	06	05	04	03	02	01	00
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23. Number of small vents?	09	08	07	06	05	04	03	02	01	00
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**M. HEATING AND INSULATION**

1. NHER age category (check C4)	1976 - 1983		1965 - 1975	1950 - 1964	1930 - 1949	1919 - 1929	pre 1919			
	2012 onwards		2008 - 2011	2003 - 2007	1999 - 2002	1992 - 1998	1984 - 1991			
2. What is the main form of heating in the dwelling?	room heater (bb no rads) 8	heat pump with MCS certificate 7	heat pump 6	warm air system 5	room heater 4	storage heating 3	community heating 2	boiler 1		
3. Heat emitters	n/a 8		other surv. notes 5		ceiling 4	underfloor 3	appliance 2	radiators 1		
4. Extent of heating system					unob. 9	no central heating 8	partial 2	full 1		
5. Main heating fuel	wood chips 8	anthracite 7	smokeless 6	house coal 5	oil 4	bottled gas 3	LPG 2	gas (mains) 1		
	unob. 99	n/a 88	other surv,notes 17	dual fuel 16	biogas (landfill) 15	comm. heat with CHP 14	comm. heat no CHP 13	off peak electric 12	peak electric 11	wood pellets 10
6. Main Heating System (MHS) age				n/a 8	other surv. notes 4	old system 3	pre 1998 2	1998 + 1		
7. MHS boiler type	n/a 8	range cooker 7	CPSU 6	back boiler 5	condensing combi 4	condensing standard 3	combi 2	standard 1		
8. MHS boiler flue type			n/a 8	FGHRS 4	open flue 3	balanced flue 2	fan assisted 1			
9. Is MHS boiler in heated space?						n/a 8	no 2	yes 1		
10a. MHS manufacturer					10b. Model number/ID					
11. Heat pumps	n/a 8	air to air 7	water to air 6	ground to air / aux heat 5	ground to air 4	air to water 3	water to water 2	ground to water / aux heater 1	ground to water 0	
12. Warm air system			n/a 8	electricaire 6	condensing 5	flue recovery 4	modulating 3	stub ducted on/off 2	ducted on/off 1	
13. Electric boiler system					n/a 8	dry core 3	storage 2	direct entry 1		
14. Gas room heaters	n/a 8	condensing 7	flueless 6	closed 5	balanced 4	decorative 3	coal effect flued 2	gas fire 1		
15. Solid fuel room heaters / boilers			n/a 8	auto feed boiler 6	man. feed boiler 5	range cooker (with oven) 4	range cooker (no oven) 3	closed fire 2	open fire 1	
16. Electric storage system			n/a 8	high heat retention 6	underfloor 5	integrated storage / direct 4	old style 3	fan assisted 2	new style 1	
17. Principal hot water heating source	n/a 8	other system 7	kitchen range 6	room heater BB 5	Instant multi point 4	Instant single point 3	electric immersion 2	main heating 1		
18. What is the water heating fuel?	wood chips 8	anthracite 7	smokeless 6	house coal 5	oil 4	bottled gas 3	LPG 2	gas (mains) 1		
	unob. 99	n/a 88	other surv,notes 17	dual fuel 16	biogas landfill 15	comm heat with CHP 14	comm heat no CHP 13	off peak electric 12	peak electric 11	wood pellets 10

What repairs are required to the central heating system?		unob.	no amenity	renew	medium	minor	small	no repair
				100%	60%	60%	25%	25%
19. Central heating source?		9	8	4	3	2	1	0
20. Central heating distribution?		9	8	4	3	2	1	0
21. Heating controls for primary heating?	TRV only 8	boiler manager 7	programmer & TRV 6	programmer room stat & TRV 5	programmer & room stat 4	room stat only 3	programmer only 2	no controls 1
	other surv. notes 16	programmer 2 stats 15	time / temp zone control 14	> 1 stat 13	auto charge control 12	manual charge control 11	appliance stat & programmer 10	appliance stat 9
21a. Does the dwelling have another heating system installed? (If yes provide details in notes on page 13)					unob. 9	n/a 8	yes 2	no 1
22. Are any other fixed room heaters present?	other surv. notes 7	electric room heater 6	closed solid fuel fire 5	open solid fuel fire 4	pre 1980 gas fire 3	post 1980 gas fire 2	gas / coal effect fire 1	no other room heaters 0
23. Heating in conservatory?			unob. 9	no conservatory 8	portable heater 4	fixed heater 3	direct from heating system 2	no heating 1
24. Is there a door separating the dwelling from the conservatory?					unob. 9	no conservatory 8	yes 2	no 1
25. Is the gas/oil heating system safe?					unob. 9	n/a 8	no 2	yes 1

**M. HEATING AND INSULATION continued**

26. Average depth of roof / loft insulation to original dwelling	200mm	150mm	100mm	75mm	50mm	25mm	12mm	none
	7	6	5	4	3	2	1	0
	unob.	n/a nhl roof	flat /sloping roof unmeasured	400mm or more	350mm	300mm	270mm	250mm
	99	88	13	12	11	10	9	8
27. Insulation location			unob.	n/a	both (joists and rafters)	flat roof	joists	rafters
			9	8	4	3	2	1
28. Is there a loft hatch?			unob.	n/a no loft	eaves door	yes draught proof	yes not draught proof	no
			9	8	4	3	2	1
29. Size of hot water cylinder (litres)			unob.	no hw storage	large (>170L)	medium (130-170L)	normal (90-130L)	small (<90L)
			9	8	4	3	2	1
30. Type of insulation to hot water cylinder	unob.	no hw storage	no insulation	both (jacket and sprayed)	encapsulated	jacket	sprayed	
	9	8	5	4	3	2	1	
31. Thickness of insulation to hot water cylinder (mm)			unob.	no hw storage	Specify			
			999	888				
32. Is there a cylinder thermostat?					unob.	n/a	no	yes
					9	8	2	1
33. Is insulation to hot water pipes in loft satisfactory?			unob.	n/a no loft	no hw pipes in loft	no insulation	no	yes
			9	8	4	3	2	1
34. Is insulation to c/w tanks and pipes in loft satisfactory?			unob.	n/a no loft	no cw pipes tanks in loft	no insulation	no	yes
			9	8	4	3	2	1

**N. DWELLING MEASUREMENTS FOR ENERGY ASSESSMENT**

	area (m <sup>2</sup> )	measurement type (area)	height (m)	exposed perimeter (m)	party wall length (m)	floor construction	floor insulation	
1. Ground / lowest floor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2. First / next floor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3. Second / next floor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4. Third / next floor and above	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5. Rooms in roof	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
6. Extension 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Type of extension
7. Extension 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<b>Area / Perimeter</b> 888 = not applicable 999 = unobtainable	<b>Measurement Type (area)</b> 1 = External 2 = Internal 8 = Not applicable 9 = Unobtainable	<b>Height</b> 8.8 = not applicable 9.9 = unobtainable  <b>Party wall</b> 88 = not applicable 99 = unobtainable	<b>Construction</b> 1 = solid 2 = suspended not timber 3 = suspended timber 8 = n/a 9 = unobtainable	<b>Insulation</b> 1 = as built 2 = retro-fitted 9 = unobtainable	<b>Extension</b> 1 = horizontal 2 = non-separated conservatory 3 = vertical		

**Surveyors working space for calculating floor areas**



**O. CHARACTERISTICS OF COMMON ELEMENTS**

1. Is the dwelling part of a block with common access?			No ignore O and P 2		Yes complete O and P 1	
2. Type of common access in the block?	other 7	gallery 6	balcony 5	deck 4	passage 3	landing 2
3. Number of staircases in the block?			unob. 9	no staircases 8	Specify	
4. Number of domestic lifts in block?			unob. 9	n/a, no lifts 8	Specify	
5. Are domestic lifts suitable for wheelchair users?			unob. 9	n/a, no lifts 8	yes 2	no 1
6. Is the common circulation area barrier free?			unob. 9	yes, full 3	yes, entry ambulant 2	no 1
7. Is there an entry system?	unob. 9		no 4	yes, concierge 3	yes, entry phone 2	yes, bell to each flat 1
8. Is front access to common block secure?			unob. 9	n/a 8	no 2	yes 1
9. Is rear access to common block secure?			unob. 9	n/a 8	no 2	yes 1

**P. REPAIRS TO COMMON ELEMENTS**

**What repairs are required to the following common elements?**

**Repair assessment:**  
00 = no repairs  
55, 01-10 = disrepair  
88 = n/a  
99 = unobtainable

**Is the repair urgent?**  
REPAIR  
1 = urgent  
2 = not urgent  
NO REPAIR  
3 = urgent maintenance required  
4 = normal maintenance  
NO ELEMENT  
8 = n/a  
9 = unobtainable

**Residual life for whole element (after repair if repair needed):**  
1 = 1 - 5 years  
2 = 6 - 10 years  
3 = 11 - 30 years  
4 = 30+ years  
8 = n/a  
9 = unobtainable

1. Stairs, landings and balustrades	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Access balcony / gallery / decks & balustrades	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Halls and passages	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Wall finishes	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Ceilings and soffit finishes	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Doors, screens, windows and rooflights	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Lifts	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Decorations	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Service mains	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Public lighting to common area	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Communal security systems	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Refuse chutes / chambers	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. Bin stores	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Q. EXTERNAL CONSTRUCTION / MATERIALS**

1. Is more than two thirds of the attached flank wall(s) exposed?	unob. 9	detached 4	yes, both flanks 3	yes, one flank 2	no 1
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**Principal external wall of original dwelling (c4)**

2. Principal external wall construction (largest wall area)					unob. 9	other 3	cavity 2	solid 1			
3. Principal external wall construction material	unob. 9	other surveyor notes 8	metal 7	concrete 6	timber 5	blockwork 4	brick 3	clay / earth 2	stone 1		
4. Principal external wall finish		other surveyor notes 8	metal 7	concrete panel 6	concrete block 5	timber 4	brick 3	stone 2	render 1		
5. If stone, stone type			unob. 9	n/a not stone 8	other local stone surveyor notes 4		sandstone 3	whin 2	granite 1		
6. Type of stone coursing				n/a not stone 8	random rubble. 4	random squared 3	coursed squared 2	ashlar 1			
7. Primary external wall thickness					unob. 9	>750mm 3	450-750mm 2	<450mm 1			
8. Has additional insulation been added to principal external walls since built?			internal and external 7	cavity and external 6	cavity and internal 5	external 4	internal 3	cavity 2	none 1		
9. Thickness of insulation added to primary external walls (mm)					unob. 999	Specify					
10. Extent of principal external wall (specify to nearest 10%)	unob. 99	10	09	08	07	06	05	04	03	02	01

**Secondary external wall of original dwelling (c4)**

11. Secondary external wall construction?					unob. 9	n/a 8	other 3	cavity 2	solid 1
12. Secondary external wall construction material	unob. 9	other surveyor notes 8	metal 7	concrete 6	timber 5	blockwork 4	brick 3	clay / earth 2	stone 1
13. Secondary external wall finish		other surveyor notes 8	metal 7	concrete panel 6	concrete block 5	timber 4	brick 3	stone 2	render 1
14. If stone, stone type			unob. 9	n/a not stone 8	other local stone surveyor notes 4		sandstone 3	whin 2	granite 1
15. Type of stone coursing				n/a not stone 8	random rubble. 4	random squared 3	coursed squared 2	ashlar 1	
16. Secondary external wall thickness					unob. 9	>750mm 3	450-750mm 2	<450mm 1	
17. Has additional insulation been added to secondary external walls since built?			internal and external 7	cavity and external 6	cavity and internal 5	external 4	internal 3	cavity 2	none 1
18. Thickness of insulation added to secondary external walls (mm)					unob. 999	Specify			

**Principal roof type of whole dwelling**

19. Principal roof type	unob. 9	vaulted ceiling 6	half mansard 5	mansard 4	mono 3	flat 2	pitched 1				
20. Extent of principal roof type	unob. 99	10	09	08	07	06	05	04	03	02	01
21. Principal roof cover	unob. 9	other, specify in notes 7	metal 6	asbestos 5	asphalt 4	felt 3	tiles 2	slates 1			
22. If principal roof cover is slates or tiles	unob. 9	n/a 8	other tiles 5	rosemarys 4	pantiles 3	all other slate 2	scots slate 1				

**Secondary roof type of whole dwelling**

23. Secondary roof type	unob. 9	no secondary roof 8	vaulted ceiling 6	half mansard 5	mansard 4	mono 3	flat 2	pitched 1	
24. Cover to secondary roof type?	unob. 9	no secondary roof 8	other, specify in notes 7	metal 6	asbestos 5	asphalt 4	felt 3	tiles 2	slates 1
25. If secondary roof cover is slates or tiles	unob. 9	n/a 8	other tiles 5	rosemarys 4	pantiles 3	all other slate 2	scots slate 1		

**Q. EXTERNAL CONSTRUCTION / MATERIALS continued**

**Extension 1**

26. Extension 1 NHER age category	1984-1991	1976-1983	1965-1975	1950-1964	1930-1949	1919-1929	pre 1919		
	7	6	5	4	3	2	1		
27. Extension 1 external wall construction	n/a		2012 onwards	2008-2011	2003-2007	1999-2002	1992-1998		
	88		12	11	10	9	8		
28. Extension 1 External wall construction material	unob.	other surv. notes	metal	concrete	timber	blockwork	brick	clay / earth	stone
	9	8	7	6	5	4	3	2	1
29. Extension 1 external wall finish	other surv. notes		metal	concrete panel	concrete block	timber	brick	stone	render
	8		7	6	5	4	3	2	1
30. Type of stone coursing to extension 1	n/a, not stone			random rubble	random squared	coursed squared	ashlar		
	8			4	3	2	1		
31. Has additional insulation been added to extension 1 external walls since built?	n/a.	internal & external	cavity & external	cavity & internal	external	internal	cavity	none	
	8	7	6	5	4	3	2	1	
32. Thickness of insulation added to extension 1 external walls (mm)	unob.				Specify				
	999								
33. Average depth of roof / loft insulation to extension 1	200mm	150mm	100mm	75mm	50mm	25mm	12mm	none	
	7	6	5	4	3	2	1	0	
34. Insulation location	unob.	n/a nhl roof	flat / sloping roof unmeasured	400mm or more	350mm	300mm	270mm	250mm	
	99	88	13	12	11	10	9	8	

**Extension 2**

35. Extension 2 NHER age category	1984-1991	1976-1983	1965-1975	1950-1964	1930-1949	1919-1929	pre 1919		
	7	6	5	4	3	2	1		
36. Extension 2 external wall construction	n/a		2012 onwards	2008-2011	2003-2007	1999-2002	1992-1998		
	88		12	11	10	9	8		
37. Extension 2 External wall construction material	unob.	other surv. notes	metal	concrete	timber	blockwork	brick	clay / earth	stone
	9	8	7	6	5	4	3	2	1
38. Extension 2 external wall finish	other surv. notes		metal	concrete panel	concrete block	timber	brick	stone	render
	8		7	6	5	4	3	2	1
39. Type of stone coursing to extension 2	n/a, not stone			random rubble	random squared	coursed squared	ashlar		
	8			4	3	2	1		
40. Has additional insulation been added to extension 2 external walls since built?	n/a.	internal & external	cavity & external	cavity & internal	external	internal	cavity	none	
	8	7	6	5	4	3	2	1	
41. Thickness of insulation added to extension 2 external walls (mm)	unob.				Specify				
	999								
42. Average depth of roof / loft insulation to extension 2	200mm	150mm	100mm	75mm	50mm	25mm	12mm	none	
	7	6	5	4	3	2	1	0	
43. Insulation location	unob.	n/a nhl roof	flat / sloping roof unmeasured	400mm or more	350mm	300mm	270mm	250mm	
	99	88	13	12	11	10	9	8	

**Whole dwelling**

44. Principal window type to dwelling	unob.	other / mixed	pivot	tilt & turn	casement	sash & case						
	9	5	4	3	2	1						
45. Window frames	u.p.v.c 16mm or more	u.p.v.c 12mm gap	u.p.v.c 6mm gap	u.p.v.c.	metal no thermal break	metal thermal break	wood					
	7	6	5	4	3	2	1					
46. Type of glazing	unob.	double secondary	triple	double unknown	double post 2003	double pre 2003	single					
	9	6	5	4	3	2	1					
47. Extent of double glazing (specify to nearest 10%)	n/a	10	09	08	07	06	05	04	03	02	01	00
	88											
48. Extent of leaded / stained windows (specify to nearest 10%)	n/a	10	09	08	07	06	05	04	03	02	01	00
	88											
49. Internal window shutters	unob.	all windows	more than 50%	less than 50%	none							
	9	4	3	2	1							
50. Is glazing area typical of dwelling?	unob.	much less than	much more than	less than (-25%)	more than(+25%)	yes						
	9	8	4	3	2	1						

**R. EXTERNAL REPAIRS**

front only = 1	back only = 4	<table border="1"> <tr> <td>5</td> <td>4</td> <td>6</td> </tr> <tr> <td colspan="3" style="text-align: center;"><b>DWELLING / BLOCK</b></td> </tr> <tr> <td>3</td> <td>1</td> <td>2</td> </tr> </table>	5	4	6	<b>DWELLING / BLOCK</b>			3	1	2
5	4		6								
<b>DWELLING / BLOCK</b>											
3	1		2								
front with right = 2	back with left = 5										
front with left = 3	back with right = 6										
unobtainable = 9	unobtainable = 9										
	not applicable = 8										

**VIEWPOINT**

Vpt. 1  Vpt. 2

**What repairs are required to the following elements of the dwelling or common block?**

	Repair Scores	Repair Scores	Urgency	Residual life
1. Principal roof structure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Principal roof covering	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Secondary roof structure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Secondary roof covering	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Chimney stacks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Flashings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Roof gutters and downpipes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Soil waste and vent pipes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Wall structure (Q2 / Q3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Wall finish	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Foundations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. DPC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. Underground drainage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Repair score:**  
 00 = no repairs  
 55, 01-10 = disrepair  
 88 = n/a  
 99 = unobtainable

**Is the repair urgent?**  
 REPAIR  
 1 = urgent  
 2 = not urgent  
 NO REPAIR  
 3 = urgent maintenance required  
 4 = normal maintenance  
 NO ELEMENT  
 8 = n/a  
 9 = unobtainable

**Residual life for whole element (after repair if repair needed):**  
 1 = 1 - 5 years  
 2 = 6 - 10 years  
 3 = 11 - 30 years  
 4 = 30+ years  
 8 = n/a  
 9 = unobtainable

**What repairs are required to the following elements of the dwelling only?**

14. Private balcony to dwelling	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. External doors to dwelling	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16. Windows to dwelling	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17. External paint to dwelling	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. External stairs to own door (4 in block & converted houses only)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**What repairs are required to the following external elements?**

19. Boundary fences, walls and gates	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. Paths, paved areas, ramps	<input type="text"/>	<input type="text"/>	<input type="text"/>
21. Attached garage	<input type="text"/>	<input type="text"/>	<input type="text"/>
22. Steps and plats	<input type="text"/>	<input type="text"/>	<input type="text"/>
23. Surface drainage	<input type="text"/>	<input type="text"/>	<input type="text"/>

**T. TOLERABLE STANDARD - STATUTORY ACTION**

Answer all questions

		unob.	no (fail)	yes (pass)	
1. Is the dwelling structurally stable?		9	2	1	
2. Is the dwelling substantially free from rising or penetrating damp?		9	2	1	
3. Has the dwelling satisfactory provision for natural and artificial light, for ventilation and for heating?		9	2	1	
4. Has the dwelling an adequate piped supply of wholesome water within the house?		9	2	1	
5. Has the dwelling a sink provided with satisfactory supply of both hot and cold water within the house?		9	2	1	
6. Has the dwelling a water closet available for the exclusive use of the occupants of the house suitably located within the house?		9	2	1	
7. Has the dwelling a fixed bath / shower and a wash hand basin all with a satisfactory supply of hot and cold water suitably located within the house?		9	2	1	
8. Has the dwelling an effective system for the drainage and disposal of foul and surface water?		9	2	1	
9. Has the dwelling satisfactory facilities for the cooking of food within the dwelling?		9	2	1	
10. Is there satisfactory access to all external doors and outbuildings?		9	2	1	
11. Are electrical systems within the dwelling safe? (L7 and L8)		9	2	1	
12. Is the dwelling satisfactorily insulated? (M26, Q33 and Q42)		9	2	1	
13. Has the dwelling satisfactory equipment for detecting fire and giving warning in the event of fire or suspected fire?		9	2	1	
14. Has the dwelling satisfactory equipment for giving warning if carbon monoxide is present in a concentration that is hazardous to health?		9	2	1	
15. Would you expect action to be taken on this dwelling under the Housing Acts?	unob. 9	close or demolish 4	improvement order 3	repair notice 2	no action 1
16. Would you expect the common parts to be subject to a repairs notice?		unob. 9	n/a no common parts 8	action 2	no action 1

17. Write in reason for each BTS failure, at 1-12 above

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**NOTES:**

**If you recorded second main heating system at M21a, please describe the type of heating system, fuel, extent, and boiler and radiator/heater type (if applicable).**

**Surveyors notes box to assist data validation (including refusal).**

