



bre

Arolwg Cyflwr Tai Cymru

Welsh Housing Conditions Survey

2017/18

CHOOSE A NEW BARCODE FOR EACH SURVEY.

DIGITAL PEN PROCEDURE

1.0.10

- Ensure pen is charged
1. Mark Edit Form
 2. Mark Activate Scan
 3. Scan Barcode

If the barcode will not work or is not available, use the Backup Sheet on page 24.

1. SURVEY RECORD

1.1

Indicate if a visit was made and if it was a pre booked appointment.

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 – after the surveyor visit the respondent contacts either BRE or the surveyor direct to refuse a survey.**
6. **Household missed appointment – no/unproductive contact.** You arrive to complete a survey at a specified time, but there is nobody in or contact is made but no access achieved and no future appointment agreed
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/unproductive contact.** It has not been possible to arrange/re-arrange an appointment so you make a speculative call, but do not make contact or contact is made but no access achieved and no future appointment agreed..
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 4, 5 or 6) at Section 3 and is a complex HMO that needs to be referred to RM to complete survey.
13. **Address untraceable.** Address not found despite searches. [Contact BRE 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 on notes page of form. If ringed, category will then be recorded as a final outcome. Use this only if the reason for the non survey cannot reasonably be recorded under the other available options. Use this code if you determine that the address is a second home or holiday home.

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.

Remember, you need to complete the relevant parts of pages 1 and 2 of the survey form for all addresses referred to you where you have made at least 1 visit. – Please refer to the manual for exceptions e.g. dwellings demolished.

2. DWELLING IDENTIFICATION

1.2

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

1.2.2

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. Select one dwelling from the KISH grid below.
3. **The address referred by interviewer includes some non-residential use.** [Confirm with BRE if unsure]. Write in the number of dwellings at the address. 'Use KISH grid below to select 1 dwelling if necessary'.

Kish Grid

Remember to ring your RM to obtain the address ID. Please note (This is NOT the survey case number or the number that appears on the bar code label).

		NUMBER OF DWELLINGS AT ADDRESS														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ADDRESS ID	01	1	1	1	2	3	4	5	5	5	5	5	5	6	6	6
	02	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	03	1	2	2	3	4	5	6	7	8	9	10	11	12	13	14
	04	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2
	05	1	2	3	3	2	3	4	4	4	4	4	4	5	5	5
	06	1	1	2	1	1	2	2	2	2	2	2	2	3	3	3
	07	1	1	1	2	2	1	3	3	3	3	3	3	4	4	4
	08	1	2	3	4	5	6	7	6	7	8	9	10	11	12	13
	09	1	2	2	3	4	4	5	6	6	7	7	8	9	10	11
	10	1	1	2	2	3	3	4	5	5	6	6	7	8	9	10
	11	1	2	3	4	5	5	6	8	9	8	8	9	10	11	12
	12	1	1	1	1	3	2	2	3	3	3	3	6	7	7	8
	13	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	14	1	2	3	3	4	3	3	4	4	4	4	3	3	8	9
	15	1	1	2	2	2	2	1	2	2	2	2	2	1	1	7
	16	1	2	3	4	3	6	4	7	8	7	8	7	7	7	7
	17	1	1	1	1	1	4	2	2	6	5	6	5	5	5	5
	18	1	2	2	2	2	5	3	3	7	6	7	6	6	6	6
	19	1	2	3	4	5	4	7	6	7	10	11	10	11	12	12
	20	1	1	2	3	4	3	6	5	5	9	10	9	9	9	9
	21	1	2	1	2	3	2	5	4	4	5	9	8	8	8	8
	22	1	1	1	1	2	1	3	1	3	3	5	4	4	4	3
	23	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	24	1	1	2	3	4	5	6	7	8	8	9	11	12	13	13
	25	1	1	1	1	1	1	1	1	1	1	2	3	2	2	1
	26	1	2	3	3	3	4	4	4	6	6	5	7	10	10	10
	27	1	1	2	2	1	2	2	2	2	2	3	4	5	3	2
	28	1	2	2	4	4	5	5	6	6	7	7	9	10	11	11
	29	1	2	3	4	5	6	6	8	8	9	10	11	12	13	14
	30	1	1	1	1	2	3	2	3	3	4	4	5	6	6	4

Address surveyed same as address referred to by interviewer?

1.2.2

If the address of the dwelling you will survey is the same as the address passed on by the interviewer, ring **yes** and continue to Section 3. If the address is not the same as that referred by Interviewer, ring **No** and notify your regional manager of amended address.

Please tick both boxes and scan
barcode before editing the form

1. Edit form

2. Activate scan

Barcode

3. Scan barcode

Surveyor

1. Survey record

	Visit 1		Visit 2		Visit 3		Visit 4		Visit 5	
Visit / telephone call 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										
Household missed appointment - no / unproductive contact	6		6		6		6		6	
Household missed appointment - rescheduled	7		7		7		7		7	
Surveyor missed appointment - no contact	8		8		8		8		8	
Surveyor missed appointment - rescheduled	9		9		9		9		9	
Speculative call - no / unproductive contact	10		10		10		10		10	
Speculative call - appointment scheduled	11		11		11		11		11	
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	

2. Dwelling identification

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

Y	N
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Is address

Part of dwelling 1	More than one dwelling 2	Dwelling with non-residential 3
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Number of addresses
at dwelling

Number of dwellings
at address

Number of dwellings
at address

Address surveyed same as that passed on by interviewer

Y	N
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Go to Section 3

Go to Section 3

Notify your supervisor
of amended address

3. DWELLING DESCRIPTION AND OCCUPANCY

1.3

Type of occupancy

1.3.1

Single family dwelling. One household, extended family or mortgage sharers.

Shared house. Typically students/others who club together to rent a house/flat as a group.

Household with lodgers. One or more paying lodgers.

Bedsits or flatlets. Dwelling converted to provide bedsits/flatlets/rooms occupied by separate households. Two or more households must share amenities.

Purpose built with shared amenities. Purpose built version of 4 above, often sheltered accommodation.

Hostel/B&B. Accommodation provided on a commercial basis.

For the purposes of the WHCS, an HMO is defined as a dwelling where households share one or more key amenities with other households.

A household is one person living alone, or a group of people, who may or may not be related, living at the same dwelling, who share at least one living or sitting room and/or have a regular arrangement to share at least one meal a day.

If codes 4, 5 or 6 are used, these dwellings are defined as HMOs.

N.B the HMO definition is for WHCS purposes only and is not the definition found under the current Housing Acts.

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

1.3.3

1. Include prefabs, caravans, mobile homes, houseboats.
2. A 'park home' is a temporary dwelling which is located on a managed site, alongside other similar homes.
3. Originally constructed as flats; include flats above shops with separate access.
4. Converted to flats which have been defined as separate dwellings (if not separate dwellings, define building as appropriate house type).
5. Residents have to pass through non-residential to gain access to residential.

TENURE

1.3.4

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

1.3.5

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 it accounts for less than half of the area of dwelling. In all cases, you need to enter the actual construction date within the overall age band chosen. If possible, use any definite information available e.g. Date from wall plaque, reliable owner information. If there is no clear indication of an exact date, enter your best guess based on your own judgement. The purpose of this information is to give more accurate dates within the date bands for dwelling identification and to be able to link dwellings to the building regulations implementation for insulation purposes.

If the dwelling has been converted from original use e.g. from a barn or warehouse then the construction date of the barn or warehouse should be recorded here. The date of conversion from *non-residential use* is then recorded in Section 15.

OCCUPANCY

1.3.6

Whether Occupied

1.3.7

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.

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 converted building 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

1.4.3

Write in the number.

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.

3. Dwelling description and occupancy

Type of occupancy
(clarify with household)

Single family dwelling 1	Shared house 2	Household with lodgers 3	Bedsits or flatlets 4	Purpose built with shared amenities 5	Hostel/ B&B 6
HMO premises: discuss with supervisor if necessary complete questions on page 25					

Dwelling type (clarify with household)

House/bungalow						Flat		
End terrace 1	Mid terrace 2	Semi detached 3	Detached 4	Temporary 5	Park home 9	Purpose built 6	Converted 7	Non residential plus flat 8

Tenure (clarify with household)

Owner occupied 1	Private rented 2	Local authority 3	Housing association (RSL) 4
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Construction date (clarify with household)

Estimate actual construction date										
Pre 1850 1	1850-1899 2	1900-1918 3	1919-1944 4	1945-1964 5	1965-1974 6	1975-1980 7	1981-1990 8	1991-1995 9	1996-2002 10	Post 2002 11

Occupancy (ask where possible)

Occupied 1	Vacant						
	Awaiting another owner 2	Awaiting another tenant 3	Awaiting demolition 4	Being modernised 5	New never occupied 6	Being used for other purpose 7	Other (specify) 8
If occupied: how long have the current occupants lived here? Years <input type="text"/> Months <input type="text"/>				If vacant: how long has the dwelling been vacant? Years <input type="text"/> Months <input type="text"/>			
If occupants have moved in within the last 6 months, ask for date:- Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>							

Source of information on tenure and occupancy

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

4. Module associated with the address surveyed

House (single unit) 1	Converted building (multiple units) 2	Purpose built flats (multiple units) 3
Have all the accommodation units exclusive use of key amenities?		
Yes - sole use 1	Mix (e.g. some sole use, some shared amenities) 2	No (all units share at least one amenity) 3
Number of units with exclusive use of amenities		<input type="text"/>
Number of units which share amenities		<input type="text"/>

Go to Section 5

5. INTERIOR	1.5	DEFECTS	1.5.28
INTEGRAL GARAGE	1.5.3	Record any significant problems that will impact on your HHSRS assessments. Include any problems you may have found in other rooms which are not required to be surveyed in detail.	
Include if >5m ² within dwelling floor area.			
INTEGRAL BALCONY	1.5.3	RATS AND MICE	1.5.38
Include if majority does not protrude from face of module. Integral balconies are included in the measurements of the house/module on page 13. If present within flats they are not included in the measurements on page 9.		Code evidence seen.	
		Told = would not have known if not for interview.	
HABITABLE ROOMS	1.5.4	STAIRS WITHIN DWELLING	1.5.40
Number which provide living accommodation. Include kitchen if space to provide a dining area (enough to accommodate table and chairs, typically an additional space 2m wide by 2m deep).		Faults – relate to condition of structure of staircase, not design	1.5.43
DOES ROOM EXIST?	1.5.6	SECURITY OF DWELLING	1.5.44
If coded N leave rest of column blank.		Entrance Door – High	1.5.45
		Solid/double glazed with auto deadlocks	
LEVEL	1.5.7	Accessible Windows – High	1.5.47
Code the level in relation to the ground floor of the module.		Double glazed with key locks	
FUNCTION	1.5.8	Burglar alarms / smoke detectors / Carbon monoxide	1.5.50
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 ²), store rooms; X bedsits.		Do not test. Record yes if present.	
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.		Record no if not present.	
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.		Record whether they are working or not.	
WHQS bedrooms are defined as;			
• Cupboard (C) = less than 6m ² ;		ADAPTIONS AND ACCESSIBILITY	1.5.55
• Singles (S) = between 6-10m ² ; and		Is the dwelling accessible to wheelchair users?	
• Twin / Double (T) = more than 10m ²		Flush threshold – no obstruction>15mm	1.5.56
CEILING HEIGHT	1.5.10	Room on entry floor suitable for bedroom	1.5.57
Measure to nearest 10cm (0.1m).		Large enough to accommodate single bed, provide privacy and be heated. Not main living room, kitchen, bathroom.	
WIDTH/DEPTH	1.5.11	Bathroom at entrance level	1.5.58
Internal measurements. Follow 3 general principles:		WC at entrance level (internal)	1.5.59
i) Nooks and crannies - do not measure into them		Wheelchair accessible WC at entrance level	1.5.60
ii) L-shaped rooms & rooms with non-parallel walls - measure the largest rectangle		WC with minimum 750mm outwards opening door, 450mm from centre of cistern to wall at each side of WC compartment, 750mm in front of WC. Wheelchair user able to enter amenities unaided. WC at entrance or principal storey of dwelling.	
iii) Rooms with fitted cupboards/wardrobes - measure from wall to wall		Changes in floor level/trip steps at entrance level within the dwelling	1.5.61
ELEMENT BY ELEMENT ASSESSMENT	1.5.12	Doorsets and circulation meet Part M4(1)	1.5.62
N no faults, go to next element		Record Yes if the doors and circulation space serving habitable rooms + kitchen, bathroom and WC comply with Part M4(1) regs, as follows:	
Y faults, complete column.		Minimum widths of corridors and passageways for a range of doorway widths	
Treatments in tenths of numbers must add up to 10.			
WALLS: Internal insulation = could be mineral wool between studs, insulated plaster board. <u>Clarify with householder</u>	1.5.17		
Dry lining The presence of dry lining does not automatically indicate the presence of insulation. If both are present record each individually.			
DOORS - Count doors for room they open into. Doors to "outside" are external and not assessed here.	1.5.18	Straight stairs with landings>900mm	1.5.63
WINDOWS/FRAMES	1.5.19	ADAPTATIONS FOR DISABLED PEOPLE	1.5.64
If no window present circle N for Faults, Means of Esc, Sec Glazing		Ramps – must not be steep.	1.5.65
MEANS OF ESCAPE	1.5.20	Grab rails – at an appropriate height.	1.5.66
Minimum size = 450m x 650mm		Stair lift/through floor lift – proprietary type.	1.5.67
Secondary Glazing = sound insulation.		Hoists – proprietary type.	1.5.68
TRICKLE VENTS TO ROOM	1.5.23	Electrical modifications – power points at appropriate height.	1.5.69
Record 'Y' if a trickle vent is present in any door or window in that room.		Adequate internal storage	1.5.71
HEATING AND SERVICES	1.5.24	To meet the WHQS, a dwelling should have:	
Record presence, not condition.		• A tall cupboard suitable for storage of brooms etc;	
		• High level shelving for storage of cleaning materials.	
		HHSRS	1.5.72
		Average risk = average for age and type of dwelling. Significantly higher than average risks will advertise themselves to you. If significantly worse than average score in Section 22. Extreme risk – only code 4 in very unusual circumstances, describe in Section 22.	

5. Interior

Does room exist?

Living room	Kitchen	Bedroom	Bathroom	Circulation
Y N	Y N	Y N	Y N	Y N

Level (B, G, 1, 2, 3 etc)

Function (L, K, S, T, D, B, U, C, X)

Room inspected?

Ceiling height (metres)

Width (metres)

Depth (metres)

Ceilings (answer in tenths)

Faults?

Take down and renew

Isolated repair, fill cracks

Leave

Floors (answer in tenths)

Solid floors?

Faults?

Replace structure

Replace only boards or screed

Leave

Walls (answer in tenths)

Faults?

Rebuild partition wall

Hack-off, replaster

Isolated repair, fill cracks

Leave

Dry lining present?

Internal insulation

Doors (answer in numbers)

Faults?

Renew

Repair/rehang

Windows/Frames

Faults?

Means of escape?

Secondary glazing for sound insulation?

Draught proofed?

Trickle vents to room?

Heating & Services

CH/prog. appliance?

Fixed other heater?

Fluorescent/low energy lighting?

Defects

Rising (ground level) damp

Penetrating (higher level) damp

Serious condensation/mould growth

Inadequate natural light

Inadequate artificial light

Inadequate room ventilation

Inadequate appliance ventilation

Wood boring insect attack

Dry/wet rot

Evidence of mice

Evidence of rats

Living room	Kitchen	Bedroom	Bathroom	Circulation	Other rooms
Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y

Integral garage	Integral balcony	Extra room 1	Extra room 2	Extra room 3	Extra room 4	Extra room 5	Extra room 6	Extra room 7	Habitable rooms (specify No)
Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	

Stairs within dwelling

Present?

Open Plan?

Faults?

Replace structure

Replace treads

Replace balustrades

Repair/refix treads/balustrades

Y	N
Y	N
Y	N
Y	
Y	
Y	
Y	

Security of dwelling

Main entrance door

Other external doors

Accessible windows

High	Fairly high	Fairly low	Low	Very low	Not Applicable
1	2	3	4	5	
1	2	3	4	5	8
1	2	3	4	5	8

Burglar alarm present?

Door viewer present?

Smoke detector on each floor mains? Y N battery?

Carbon monoxide detector? Clarify with household

Entrance door leads directly into living room?

Y	N	working?
Y	N	Y N
Y	N	Y N
Y	N	Y N
Y	N	Y N

Escape route from bedrooms to exit of dwelling

Protected route 1	Enclosed hall 2	Enclosed stair to living 3	Open plan stairs 4	Bedroom off part of living room 5

Adaptions and accessibility

Flush threshold <15mm?

Room on entrance level suitable for bedroom?

Bathroom at entrance level?

WC at entrance level?

Wheelchair accessible WC at entrance level?

Change in floor level/trip steps at entrance level?

Doorsets and circulation meet part M4(1)?

Straight stairs with landings >900mm?

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

Adaptations for disabled people

Ramps?

Grab rails?

Stair lift/through floor lift?

Hoists?

Electrical modifications?

Y	N	working?
Y	N	Y N
Y	N	Y N
Y	N	Y N
Y	N	Y N

Storage

Adequate internal storage space?

Y	N
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HHSRS

Falling on stairs etc

Falling on level surfaces

Falling between levels

Fire

Flames, hot surfaces, etc

Damp and mould growth

Significantly lower risk than average

Average risk

Significantly higher risk than average

1	2	3
1	2	3
1	2	3
1	2	3
1	2	3
	2	3

If '3', score HHSRS in Section 22

Significantly lower risk than average

Average risk

Significantly higher risk than average

Extreme risk

1	2	3	4
1	2	3	4
1	2	3	4
1	2	3	4
1	2	3	4
1	2	3	4

Describe 'extreme risk' in Section 22

Entry by intruders

Noise

Collisions and entrapment

Excess heat

Lighting

Domestic hygiene, pests and refuse

Rats and Mice

Type of evidence

Traps seen?

Chemicals seen?

Other visual evidence?

Told about it?

Y	N
Y	N
Y	N
Y	N

5. INTERIOR – AMENITIES	1.5.73	information not available.	
DRINKING WATER SUPPLY PIPEWORK Indicate whether pipework seen before and after stopcock. If <u>seen</u> indicate whether lead present.	1.5.74	BATHROOM AMENITIES Include main WC.	1.5.99
AMENITIES GENERAL	1.5.75	BATH/SHOWER Present = permanently connected to a waste water system.	1.5.100
PRESENT Y even if had been present but now removed.	1.5.76	HOT AND COLD WATER Y If <u>both</u> present. Must be fixed supply.	1.5.104
WORKING Y even if minor repairs required.	1.5.77	FLOOR Where appropriate give location. Badly located = the only bath/shower is located in or accessed through a bedroom.	1.5.106
ACTION 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.	1.5.78	External wall surfaces include walls, ceilings and floors if more than 50% exposed externally.	1.5.107
KITCHEN AMENITIES If more than one kitchen, select main kitchen.	1.5.79	WASH HAND BASIN Kitchen sink does not count as WHB.	1.5.109
COLD WATER DRINKING SUPPLY Present = include even if only a standpipe in the kitchen.	1.5.80	WC INTERNAL N to be external, the entrance door of WC will be open to the outside air.	1.5.111
HOT WATER Present = fixed supply. Working = capable of supplying steady stream of hot water.	1.5.81	WC CLOSE TO WHB Y WHB in same room, next door or across hall.	1.5.112
SINK Present = fixed. Working = has draining board/second bowl; non-porous; connected to fixed waste.	1.5.82	WC IN BATHROOM Y WC in same room.	1.5.113
FIXED WASTE	1.5.83	WC EXTRACTOR FAN Complete only where WC not in bathroom	1.5.114
COOKING PROVISION Present = cooker point (30 AMP); gas outlet permanently piped; stove or range. Adequate space = 500mm.	1.5.84	EXTRACTOR FAN IN BATHROOM Must be electrically powered.	1.5.115
CUPBOARDS Adequate = 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.	1.5.85	ARE THERE SIGNIFICANT PROBLEMS WITH: These are flags which inform the HHSRS. Code 'Y' if significantly worse than average.	1.5.116
NUMBER OF HIGH / BASE LEVEL UNITS Counted in standard sizes (500mm wide, 600mm deep for base level and 500mm wide, 300mm deep for High level) by the number of doors, i.e. double door units count as 2.	1.5.87	For Bathrooms assess space, layout, cleanability and location.	
WORKTOP Working = permanent non-porous/min. 500mm deep with 800mm frontage width, 1000mm if 'L' shaped. Measure only "working" worktop. Exclude draining board.	1.5.89	ANY BATHROOM ADAPTED FOR DISABLED USE Code 'Y' if there are special adaptations such as hoists, door entry baths, grab rails etc, present in any bathroom.	1.5.117
EXTRACTOR FAN – must be electrically powered	1.5.90	ANY BATHROOM WHEELCHAIR ACCESSIBLE To record Yes to this question, the bathroom should be designed for ease of access for a wheelchair user to the bath, WC and wash hand basin and incorporate:- <ul style="list-style-type: none">Turning circle of minimum 1500mm diameter within the bathroom allowing sufficient space for a wheelchair user to access the amenities.750mm space adjacent to the WC to provide sufficient space for side access to the WC.700mm x 1100mm space adjacent to the bath preferably at the tap end, to provide sufficient space for access to the bath.700mm x 1100mm space adjacent to the wash hand basin to provide sufficient space for access.	1.5.118
WASHING MACHINE / TUMBLE DRYER / REFRIGERATOR The dwelling should have space (600mm min, plus 1000mm clear space in front of the appliance), power and plumbing connections for a washing machine, venting provision for a tumble dryer. The washing machine or tumble dryer could be in a utility room or garage (if accessed without leaving the dwelling).		DOES ANY SHOWER HAVE LEVEL ACCESS Record the presence and floor location of <u>any</u> shower in the dwelling which has level access. To record 'Y' there must be no lip present.	1.5.119
NUMBER OF CONVENIENT POWER SOCKETS Count double sockets as 2.	1.5.94	SECONDARY AMENITIES Same principles employed above.	1.5.122
ARE THERE SIGNIFICANT PROBLEMS WITH: These are flags which inform the HHSRS. Code 'Y' if significantly worse than average. For Kitchens assess space, layout and cleanability.	1.5.95	EXTREME RISKS Falls associated with baths. Extreme risks – only code 4 in very unusual circumstances. Describe in Section 22.	1.5.124
KITCHEN ADAPTED FOR DISABLED USE Code 'Y' if special taps, low work surfaces etc.	1.5.96		
AMENITIES LAST REFURBISHED Take majority situation, for kitchens. For bathrooms, take age of bath / shower. Code 9 - original, used in dwellings of all ages.	1.5.97		
ACTUAL DATE OF REFURBISHMENT Ask household if this is known. Leave blank if reliable	1.5.98		

5. Interior – amenities

Kitchen amenities

	Present		Working		None	Action			
	Y	N	Y	N		Minor repair	Major repair	Replace	Install
Cold water drinking supply?	Y	N	Y	N	1	2	3	4	5
Hot water?	Y	N	Y	N	1	2	3	4	5
Sink?	Y	N	Y	N	1	2		4	5
Fixed waste?	Y	N	Y	N	1	2		4	5
Cooking provision?	Y	N	Y	N	1	2	3	4	5
Cupboards?	Y	N	Y	N	1	2	3	4	5
Worktop	Y	N	Y	N	1	2	3	4	5
Extractor fan?	Y	N	Y	N	clear space?				
Washing machine provision	Y	N	Y	N	Y	N			
Tumble drier provision	Y	N	Y	N	Y	N			
Refrigerator provision	Y	N	Y	N	Y	N			

Drinking water supply pipework

	Pipework seen	Lead present	Mains
Before stopcock?	Y	N	Y
After stopcock?	Y	N	

Y	N
Y	N

Adequate cooker space?

Adequate cupboard units?

length of worktop (m)

.

No of high level units?

--

No of base level units?

--

L-shaped?

Y	N
---	---

number of convenient power sockets

--

Are there significant problems with: Space

Y	N
---	---

Layout

Y	N
---	---

Cleanability

Y	N
---	---

Kitchen adapted for disabled use?

Y	N
---	---

	Original	Pre 1960	1960's	1970's	1980's	1990's	2000's	2010's	In progress
Kitchen amenities last refurbished	9	1	2	3	4	5	6	7	8

Actual date of kitchen refurbishment (if known)

--	--	--	--

Bathroom amenities

	Present		Working		Hot & cold water	None	Action				Basement	Floor Ground	Specify	
	Y	N	Y	N			Minor repair	Major repair	Replace	Install				
Bath?	Y	N	Y	N	Y	N	1	2		4	5	BB	GG	
Shower in bathroom?	Y	N	Y	N	Y	N	1	2		4	5	BB	GG	
Wash hand basin?	Y	N	Y	N	Y	N	1	2		4	5	BB	GG	
W.C.?	Y	N	Y	N			1	2	3	4	5	BB	GG	
Extractor fan in bathroom?	Y	N	Y	N										

Are there significant problems with: Space

Y	N
---	---

Layout

Y	N
---	---

Cleanability

Y	N
---	---

Location

Y	N
---	---

Badly located?

Y	N
---	---

Separate cubicle?

Y	N
---	---

No. of external surfaces

--

Internal?

Y	N
---	---

Close to whb?

Y	N
---	---

In bathroom?

Y	N
---	---

If WC not in bathroom: Extractor fan?

Y	N
---	---

	Original	Pre 1960	1960's	1970's	1980's	1990's	2000's	2010's	In progress
Bath/shower last refurbished	9	1	2	3	4	5	6	7	8

Actual date of bath/shower refurbishment (if known)

--	--	--	--

Does any shower have level access?

	Basement	Floor Ground	Specify
Y	N	BB	GG

Secondary amenities

	Present		Working		Hot & cold water	Basement	Floor Ground	Specify	In bedroom/en-suite
	Y	N	Y	N					
Second kitchen?	Y	N			Y	N	BB	GG	
Second bath?	Y	N	Y	N	Y	N	BB	GG	
Second shower?	Y	N	Y	N	Y	N	BB	GG	
Second wash hand basin?	Y	N	Y	N	Y	N	BB	GG	
Second W.C.?	Y	N	Y	N			BB	GG	

Separate cubicle?

Y	N
---	---

Internal?

Y	N
---	---

HHSRS - hazards relating to whole dwelling interior

Hazards that may pose an extreme risk

Falls associated with baths etc.
Water Supply
Food Safety
Personal hygiene, sanitation and drainage
Position and operability of amenities

Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
1	2	3	4
1	2	3	4
1	2	3	4
1	2	3	4
1	2	3	4

Describe 'extreme risk' in Section 22

5. INTERIOR – PRIMARY SERVICES	1.5.125	
GAS SYSTEM	1.5.128	Overload protection 1.5.140
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.		
HHSRS	1.5.130	Wire fuses
Uncombusted fuel gas, explosions Extreme risks – only code 4 in very unusual circumstances.		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
ELECTRICAL SYSTEM	1.5.133	Cartridge fuses
Include non-mains electrical system		These are similar to the ones used in modern electrical plugs, and are simply thrown away and replaced if they 'blow'.
SMART METERS		Miniature circuit breakers (MCBs)
This question is asked separately of both gas and electricity meters (if present).		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 (e.g. B6, B32, referring to 6A, 32A, etc.).
Record 'Y' if the meter found is a new 'smart' meter. Record 'N' if the meter is a standard non-smart meter and ONLY record 'U' (unknown) if you are unable to gain access to the meter.		Personal protection 1.5.141
Off peak supply – Check for existence of second meter or multi-tariff meter. Enquire from occupant if not seen.		Residual current devices in the consumer unit
DESCRIPTION OF THE ELECTRICAL SYSTEM	1.5.135	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.
Make observations:		Separate RCDs
at the meter, at the consumer unit and throughout the dwelling.		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.
Information will give an indication of the age of the system, and identify hybrid systems.		Power sockets 1.5.142
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.		During the survey consider type, age and condition of the sockets and how this relates to your response for HHSRS Electrical Safety and 'construction date'.
Location of meters	1.5.136	Lighting circuits 1.5.143
If there is external access to the meter you should record this, wherever the other components of distribution are situated.		Action - Refer to Part 2 of the manual for what constitutes major/minor repair for electricians. 1.5.144
Type of wiring	1.5.137	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.
Look at the cabling from the input supply point, through the meters and consumer units and leading out into the dwelling.		
Earthing wires	1.5.138	HHSRS 1.5.145
These are the relevant wires joining the components at the distribution centre, and possibly connecting with water or gas pipes.		Electrical safety. Extreme risk – only code 4 in very unusual circumstances.
Consumer unit arrangement	1.5.139	EVIDENCE OF CAVITY WALL INSULATION 1.5.146
<i>Separate fuse boxes for each circuit</i> Switch and fuse boxes of heavy duty metal or bakelite construction, each serving an individual circuit.		Check in and around the gas/electricity pipes and meters to look for evidence of cavity wall insulation.
<i>One or more 'covered boxes'</i> More modern and smaller metal or plastic boxes. containing wire fuses serving several circuits		VENTILATION 1.5.147
<i>One or two 'accessible' boxes</i> 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.		Whole house ventilation
		Please record the appropriate system. To be considered 'whole house' and therefore selected here the system would need to be present in at least 75% of the rooms. If in less than 75% of rooms please record option 1 'none / windows' .
		Open fireplaces
		Total number of open fireplaces in dwelling, do not include any fireplaces which have been boarded up.

5. Interior - Primary services

Gas system

Present? Mains supply? Smart meter? Prepayment meter? Gas safety certificate displayed?

Action

None Minor Repair Major Repair Replace

1 2 3 4

(HHSRS)

Uncombusted fuel gas
Explosions

Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
1	2	3	4
1	2	3	4

Describe 'extreme risk' in Section 22

Electrical system

Present? Normal mains supply? Smart meter? Off-peak supply? Electrical safety certificate displayed? Prepayment meter?

Location of meters

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

Type of wiring

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

Earthing wires

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

Consumer unit arrangement

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

Wire fuses	Cartridge fuses	MCB's	Mixture	Unknown
1	2	3	4	5

Personal protection

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

Power sockets

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

Lighting circuits

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

Action

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

Housing Health and Safety Rating System (HHSRS)

Electrical safety

Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
1	2	3	4

Describe 'extreme risk' in Section 22

Cavity wall insulation

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

Whole House Ventilation

None / Windows	Intermittent fans	Continuous Individual fans	Passive Stack	Centralised Distribution Systems	
1	2	3	4	Without Heat Recovery 5	With Heat Recovery (MVHR) 6

Total number of open fireplaces

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

CLASSIFICATION OF PRIMARY HEATING SYSTEMS

1.5.159

High thermal capacity boilers (codes 102 & 104) are heavier than low thermal capacity boilers and more likely to be floor mounted.

Low thermal capacity boilers (codes 101 & 103) are likely to be smaller, wall hung and more modern (less than 15 years old).

	Fuel	Description			Code	
1	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		
	Elect	In heated space			120	
		In unheated space			121	
		Unknown			122	
		Heat pumps		Ground Source	123	
			Water Source	124		
			Air Source	125		
	Unknown			129		
2	Electric	Old - Large volume			201	
		Modern slimline / convector			202	
		Modern slimline with fan			203	
		Unknown			204	
3	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	Ground source		314	
			Water source		315	
			Air source		316	
	Unknown			319		

HHSRS

Carbon Monoxide and fuel combustion products.
Extreme risks – only code 4 in very unusual circumstances

1.5.171

	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	Gas / LPG	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	
	OIL	Fixed heaters		610	
	Electric (direct)	Panel, convector or radiant heaters		611	
		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		

Passive Flue Gas Heat Recovery

This is usually a second additional box that matches the boilers cover and sits on top of the actual boiler.

5. Interior – space heating

Primary heating

Present?		Main heat source in winter? (ask household)		Location of system			If communal, number of dwellings served
Y	N	If present:	Y	N	Individual 1	Communal system Estate 2 Block 3 Group of dwellings 4	

If present:

Primary heating group

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

Radiators 1	Underfloor 2
----------------	-----------------

Primary heating fuel

Gas			Oil	Solid fuel			Biomass	Electricity				Communal		
Mains 01	Bulk LPG 02	Bottled 03	04	Coal 05	Smokeless fuel 06	Anthracite 07	08	Standard 09	7 hr tariff 10	10 hr tariff 11	24 hr tariff 12	CHP/Waste heat 13	From boiler not Biomass 14	From boiler Biomass 15

Biomass type

Wood chips 1	Wood logs 2	Wood pellets 3	Gas 4	Oil 5
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Primary heating type

Standard (non condensing) 1	Back boiler 2	Combination (non condensing) 3	Condensing 4	Condensing Combi 5	Combined primary storage unit 6	No boiler 7	Heat pump 8	Unknown 9
--------------------------------	------------------	-----------------------------------	-----------------	-----------------------	------------------------------------	----------------	----------------	--------------

passive flue gas heat recovery device
Y N

CRITICAL INFORMATION

Primary heating appliance

First digit should match code for primary heating group

FROM TABLE

Code

--	--

Clarify with household
Primary heating system working?
Y N

Primary heating appliance

Primary heating distribution

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

Clarify with household
↓
Age

If boiler (or heat pump) system:

Manufacturer name:	
Model name/number:	

Primary heating controls (non storage heaters)

	Present?				Present?		
Overall on/off	Y	N	U	TRV / appliance thermostat	Y	N	U
Boiler thermostat	Y	N	U	Mechanical room thermostat	Y	N	U
Mechanical time control	Y	N	U	Digital room thermostat	Y	N	U
Digital time control	Y	N	U	Smart room thermostat	Y	N	U
Weather compensator	Y	N	U	TPI Thermostat	Y	N	U
Time and temperature zone control	Y	N	U	Programmable thermostat	Y	N	U
Radiator controls (manual)	Y	N	U	Modulating 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? Main heat source in winter? (ask household)

Y	N	Y	N
---	---	---	---

Type of system

Mains gas fires									LPG	Electric heaters			Solid fuel heaters		Heat pumps	Other renewable
Open flue 01	Balanced flue 02	Fan assisted 03	Condensing 04	Live effect - sealed to chimney 05	Live effect fan assisted flue 06	Decorative open to chimney 07	Flueless 08	Unknown 09	Fixed heaters 10	Panel, convector or radiant 11	Portable 12	Individual storage heater 13	Open fire 14	Stove/space heater 15	Heat pumps 16	

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

HHSRS

Carbon monoxide and fuel combustion products

Significantly lower risk than average	Average risk	Significantly higher risk than average	Extreme risk
1	2	3	4

Describe 'extreme risk' in Section 22

Describe other renewable heating:

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
	Biomass	Can be used in boilers or 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". This is only available in certain areas.	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. This is only available in certain areas.	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
	Heat Pump		16
	Other		19

FUEL

1.5.165

If primary heating fuel is 10 or 24hr tariff, any electric water heating should use the same tariff.

ACTION

1.5.170

Code for each hot water system present.

AGE

1.5.171

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

CYLINDER

1.5.172-175

Code if present or not and if physically seen. If a cylinder has been seen then go on to record the size / volume and cylinder insulation type and thickness. If the cylinder cannot be

seen e.g. it is in a locked cupboard or in an inaccessible roof space then record 'Y' for cylinder present and 'N' for cylinder not seen. You should still attempt to answer the size / volume and cylinder insulation type using information from the occupant

WATER HEATING CONTROLS

1.5.192

Code if present or not.

6. LOFT SPACE

1.6

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

If an inspection is not possible, ask the occupant the loft questions and obtain the best answers that you can. If the occupant does not know, indicate using the appropriate codes.

TYPE OF LOFT

1.6.3

Code the most appropriate from a physical inspection or from asking the occupant.

ROOF INSULATION ABOVE LIVING SPACE

1.6.4

Code 'Y' if there is roof insulation present and it is above the majority of the living space.

Code 'N' if there is no roof insulation present or there is some but it only covers a small area above the living space.

If the responses are from the occupant and they are unsure code 'Don't know'.

THICKNESS OF INSULATION

1.6.5

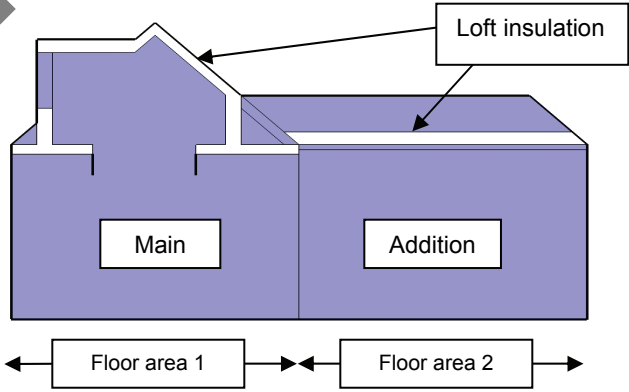
Record the 'average' thickness of the loft insulation.

ANY ROOF STRUCTURE PROBLEMS

1.6.6

If yes, describe and also record work/action in section 18 and/or 21. If you can't gain access to the loft space please record 'N'.

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.

EVIDENCE OF CAVITY WALL INSULATION IN THE LOFT?

1.6.7

Look in loft at gable end walls and junction of main walls and roof for evidence of cavity wall insulation. If you can't gain access to the loft space please record 'N'

Hot water system

Present?

Y	N
---	---

If present indicate all systems available

	Present?		Fuel								Action					Age
	Y	N	Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Coal 05	Smokeless 06	Anthracite 07	Biomass 08	None 1	Minor repair 2	Major repair 3	Replace 4		
Boiler with central heating	Y	N														
Boiler (water heating only)	Y	N	Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Coal 05	Smokeless 06	Anthracite 07	Biomass 08	1	2	3	4		
Back boiler (water heating only)	Y	N	Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Coal 05	Smokeless 06	Anthracite 07	Biomass 08	1	2	3	4		
Single immersion heater	Y	N	Standard 09	7 hr tariff 10	10 hr tariff 11	24 hr tariff 12					1	2	3	4		
Dual immersion heater	Y	N	Standard 09	7 hr tariff 10	10 hr tariff 11	24 hr tariff 12					1	2	3	4		
Separate instantaneous heater (Single point)	Y	N	Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Standard 09				1	2	3	4		
Separate instantaneous heater (Multi point)	Y	N	Mains gas 01	Bulk LPG 02	Bottled gas 03	Oil 04	Standard 09				1	2	3	4		
Communal	Y	N	CHP/waste 13	From boiler 14												
Other	Y	N	Specify:						Fuel from facing page							

Cylinder present?

Y	N	U
---	---	---

Cylinder seen?

Y	N
---	---

If cylinder seen:

Size/volume	450 x 900mm (110 l) 1	450 x 1050mm (140 l) 2	450 x 1500mm (210 l) 3	450 x 1650mm (245 l) 4				
Cylinder insulation	Foam Factory insulated 1	Jacket Loose jacket 2	Other 3	None 4				
Cylinder insulation thickness	0 1	12.5mm 2	25mm 3	38mm 4	50mm 5	80mm 6	100mm 7	150mm 8

Water heating controls?

Present?

Time clock for water heating

Y	N	U
---	---	---

Cylinder thermostat

Y	N	U
---	---	---

Airing Cupboard

Present?

Y	N
---	---

Sufficient shelving?

Y	N
---	---

6. Loft inspection**Inspect all houses and top floor flats**

	House/ Bungalow 1	Top floor flat 2	Mid floor flat 3	Ground floor flat 4	Basement flat 5							
	GO TO SECTION 7											
Loft information from:	Inspection 1	Occupant 2	No loft (flat or very shallow pitched roof) 8	no information 9								
	GO TO SECTION 7											
Type of loft	Fully boarded 1	No boarding or partial boarding 2	Room(s) with permanent stairs 3	Don't know 9								
Roof insulation above living space?	Yes 1	No 2	Don't know 9									
Type of loft Insulation	Mineral wool/ fibre glass 1	Vermiculite beads 2	High performance quilt 3	Rigid foam board 4	Not applicable 8	Don't know 9						
Approximate thickness of loft insulation	No insulation 00	25mm 01	50mm 02	75mm 03	100mm 04	125mm 05	150mm 06	200mm 07	250mm 08	300mm 09	>300mm 10	Don't know thickness 99
Any roof structure problems seen?	Y	N	Is there any evidence of cavity wall insulation in the loft?					Y	N			
If yes , describe and transfer to Section 21	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>											

7. HOUSEHOLD QUESTIONNAIRE	1.7	CAUSE OF FLOODING	1.7.12
QUESTION ASKED Y, N	1.7.2	Plumbing – includes flooding problems caused by overflowing baths and sinks, washing machines, dishwashers etc. Also leaking and burst pipes, particularly following a cold spell.	
If the dwelling is occupied, ask all questions and code Y. If the dwelling is vacant, or if the household refuses to answer the questions, code N and skip to next relevant section.		Storm damage – includes the direct result of heavy rain and snow, particularly where roofs, windows and drainage has been damaged as the result of a heavy storm.	
CAVITY WALL INSULATION	1.7.3	Drains – includes blocked or damaged drains backing up into the home or plot.	
Note the cross reference with section 16 (elevation features) and section 19 (cavity wall insulation summary) and the need to record information there.		Ground water – includes water coming up from the water table following ground saturation.	
INTERNAL AND EXTERNAL INSULATION		River/lake overflow – includes rivers bursting their banks, flash floods, tidal surges etc.	
Note the cross reference with section 16 (elevation features), section 5 (Wall Interior) and section 19 (Internal / external insulation summary) and the need to record information there.		DO YOU STILL HAVE A PROBLEM WITH FLOODING	1.7.13
ARE ANY OF YOUR FLOORS IN CONTACT WITH THE GROUND INSULATED?	1.7.4	If there has been a flood within the last five years, households are to be asked what remedial action was taken and what was the cost (estimate). This should be written in the box provided for later coding.	
Answer Y if any of the floors in contact with the ground are insulated.		WHCS CONSENT QUESTION	1.7.14
PERCENTAGE OF FLOORS IN CONTACT WITH GROUND THAT ARE INSULATED		The Welsh Government may want to carry out follow up research using the data collected at individual properties. For this reason we need to know if the occupant is happy to be re-contacted for any future work.	
From the floors that are in contact with the ground record the % area that is insulated.		This should be the last question asked of the occupant as you're leaving the inside of the dwelling to start surveying the exterior.	
DO YOU HAVE A WATER METER?	1.7.6		
Answer Y if the occupants have a water meter, answer N if they do not, and U if unknown.			
ARE YOU CHARGED ACCORDING TO THE AMOUNT YOU USE?	1.7.7		
For those households who confirm they have a water meter ask if they pay on the basis of how much water they actually use. Code Y if they do pay according to how much water they use; N if they pay on a fixed price basis and U if unknown.			
WASTE WATER DISPOSAL	1.7.8		
Note the cross reference with section 19 and the need to record information there.			
DO YOU HAVE A HOME MANAGEMENT SYSTEM?	1.7.9		
Record ' Y ' if a 'home management system' is present at the dwelling. This is a device which allows the occupant to control their heating remotely using an app or smart phone. Devices such as 'Nest' and 'Hive' would qualify.			
DOES ANY PART OF YOUR HOME GET UNCOMFORTABLY HOT?	1.7.10		
Record ' Y ' if the occupant reports that at any time of the year any part of the home gets uncomfortably hot even when the heating is off and the windows are open. In other words they are unable to cool it down.			
If ' Yes ' then please record which rooms of the house are particularly affected by the overheating, more than one room can be affected therefore tick all that apply.			
FLOODING	1.7.11		
You should ask all households if they have ever had a problem with flooding since living there.			
If the answer is Yes, you should ask what the flooding problem was, when it was and where it was, and fill in the attached section.			

7. Household questionnaire

Questions asked? ☐ Y ☐ N1. Do you have **cavity wall insulation**?

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

☐ Y ☐ N ☐ U2. Do you have **internal wall insulation**?

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

☐ Y ☐ N ☐ U3. Do you have **external wall insulation**?

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

☐ Y ☐ N ☐ U4a. Are any of your **floors in contact with the ground insulated**?☐ Y ☐ N ☐ U4b. **Percentage of floors in contact with the ground with insulation present**

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

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

6. Do you have a water meter?

☐ Y ☐ N ☐ U7. **If yes**, are you charged according to the amount you use?☐ Y ☐ N ☐ U

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

☐ Y ☐ N ☐ U

9. Do you have a home management system that controls your heating? e.g Nest, Hive etc

☐ Y ☐ N ☐ U

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

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

☐ Y ☐ N ☐ U11. **If yes**, which rooms are particularly affected.

Bedrooms

☐ Y ☐ N

Living rooms

☐ Y ☐ N

Attic room

☐ Y ☐ N

Conservatory

☐ Y ☐ N

Flooding

12. (a) Have you ever had a problem with flooding since living here?

If yes to any:

(b) Do you still have a problem with flooding?

(c) Where is the problem with flooding?

Code all that apply

Cause of flooding	(a) Problem	(b) Current problem					(c) Location of problem					
		Current	Within 1 year	1-5 years	Over 5 years	Unknown	Home	Garden	Common areas			
Plumbing Problem	<input type="checkbox"/> Y <input type="checkbox"/> N	1	2	3	4	9	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Storm damage	<input type="checkbox"/> Y <input type="checkbox"/> N	1	2	3	4	9	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Drains	<input type="checkbox"/> Y <input type="checkbox"/> N	1	2	3	4	9	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Ground water	<input type="checkbox"/> Y <input type="checkbox"/> N	1	2	3	4	9	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
River / lake overflow	<input type="checkbox"/> Y <input type="checkbox"/> N	1	2	3	4	9	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

(d) What remedial action did you take following flooding? What was the cost?

WHCS 2017-18 consent question

The Welsh Government or a research company employed by them, may invite you to take part in further research based on the survey carried out today. This would involve passing your details to the Welsh Government together with your survey results. Your details will only be used for research purposes and your personal details will be kept completely confidential.

If you are re-contacted, there will be no obligation to take part. Would you be willing to be re-contacted?

☐ Y ☐ N

* Before leaving the inside please ensure you have asked the occupant about the improvement history of the dwelling, measured the wall thickness and passed on the information leaflet about relevant grants and schemes in the area.

8. DETAILS OF FLAT

1.8

PLAN OF FLAT

1.8.2

The shape of the flat is treated in a similar way to the shape of the house or module, but the plan form is described as one rectangle only. Any irregularities in the plan form or any supplementary rectangles should be subsumed within a simple rectangle.

LOCATE FLAT IN MODULE

1.8.3

Indicate the location of the flat within the module. First draw a rough plan of the module, and then the flat plan at the appropriate location within it indicating the position of any adjoining dwellings and accessways. Provide information about the upper floor(s) of a maisonette if different to the lower floor. Take care to get the orientations correct, the front of the module and the front of the flat must always have the same orientation.

If the plan type is complex, indicate how it is to be 'remodelled' into a 'rectangle' form for the measurement of the dimensions.

TENTHS OF WALL EXPOSED

1.8.4

For each wall of the main part indicate the proportion of the total wall (in tenths of overall area including windows) which is exposed to the outside air. Each column should add up to 10.

Record the tenths of the total area of walls enclosing the flat including the windows, doors, etc.

To outside air – walls adjacent to garages, refuse chutes or other unheated facilities should be regarded as exposed walls. Do not treat walls adjacent to internal corridors, stairwells or lobbies as exposed.

To internal accessways – walls adjacent to internal corridors, stairwells or entrance halls should be recorded here.

To other flats – walls which are adjacent to other flats or houses should be recorded here.

Area of fenestration exposed to outside air – record in m² the fenestration area exposed to outside air for each face (consider the hole left in the wall if the window / door was removed). Include the frames in your measurement.

Include doors (though not garage doors) as well as all forms of windows. For conservatories, consider the hole left in the wall if the conservatory was removed. Dormer and roof windows **to the survey dwelling** should also be considered. Use whole numbers only.

ENTRY FLOOR TO DWELLING PROPER

1.8.5

Floor on which access is first gained to habitable accommodation of the survey dwelling.

DIMENSIONS OF FLAT

1.8.6

This **section** must be completed when access is gained to flat. Rectangularise any irregularities or extra parts into one simple rectangle.

NUMBER OF FLOORS IN FLAT

1.8.8

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.

LEVEL

1.8.9

Enter appropriate code for floor measured.

NN Code if this level does not exist.
BB Code if this is the basement level.

GG Code if this is the ground floor.
01, 02 etc 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.

DIMENSIONS SAME AS MODULE

1.8.10

If external dimensions are the same there is no need to measure internal dimensions of flat.

WIDTH

1.8.11

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.

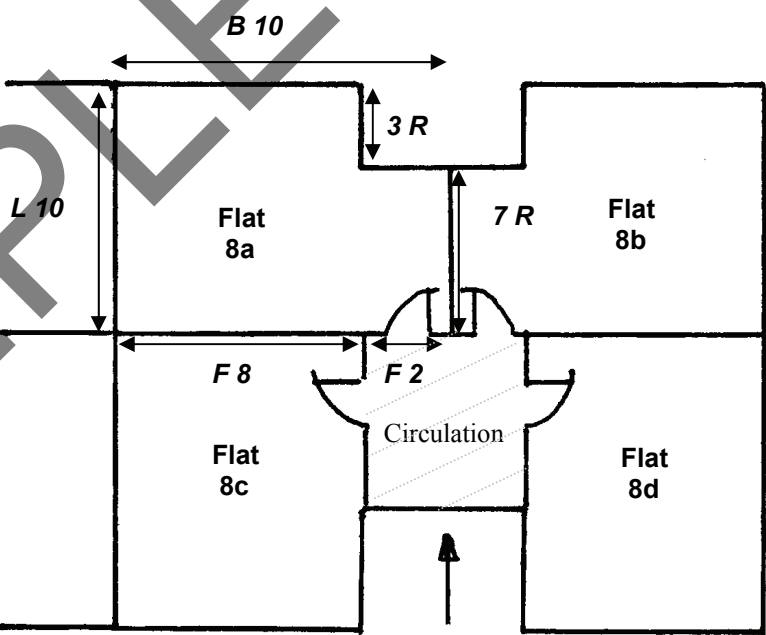
DEPTH

1.8.12

Always measure depth second. Measure to nearest 10 centimetres (0.1m) from front to back taken down the side or through the centre.

TENTHS OF WALL EXPOSED EXAMPLE

8a, Eighth floor flat in a high slab block served by three staircases / lift shafts.



Our flat 8a is at the back of the block. The 'front' of the flat is therefore the wall which faces into the building.

Tenths of wall exposed	Front wall	Back wall	Left wall	Right wall
(Columns add up to 10)				
To outside air	0 1 0	1 1 0	0 1 0	0 1 3
To internal accessways	0 1 2	0 1 0	0 1 0	0 1 0
To other flats	0 1 8	0 1 0	1 1 0	0 1 7

Plan of flat	Draw plan of module and locate flat within it. Show if measurements have been rectangularised

Diagram illustrating the calculation of fenestration area for a building facade, showing three views: Front, Back wall, and Left wall. Each view includes a table for recording fenestration area in square meters (m^2).

Front

Fenestration area m^2	

Back wall

Fenestration area m^2	

Left wall

Fenestration area m^2	

(Columns add up to 10)

(For Fenestration area use whole numbers only)

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

No. of floors in flat

Main floor

Next floor

Level (B, G, 1, 2 etc)

Basement BB

Ground GG

Width (metres)

Depth (metres)

External dimensions same as module

Y N

Same as above SSS

Same as above SSS

If yes, record at section 13

9. COMMON PARTS OF MODULE	1.9		
COMMON PARTS EXIST?	1.9.1	ENCLOSED?	1.9.11
If there are no common parts in the module in which the survey flat is located, ring No and continue to Section 10.		Y generally enclosed from elements	
NEED FOR INFORMATION	1.9.2	IN MODULE?	1.9.12
If access to the common parts cannot be gained then complete all questions using your professional judgement based upon the general observed condition of the dwelling and the exterior of the module.		N located in part of building which has not been defined as the module.	
DEFINITION OF ACCESSWAY	1.9.3	WORKING?	1.9.13
Collective term for all the circulation space within module accessway has three components:			
<ul style="list-style-type: none"> 'horizontal' = flat door to vertical; 'vertical' = stairs; 'entrance' = hall/lobby on entrance level. 		ELEMENT BY ELEMENT ASSESSMENT	1.9.14
		Record in square metres, metre lengths or numbers of element.	
MAIN HORIZONTAL	1.9.4	FLOOR TREADS	1.9.15
Horizontal component at chosen typical/upper level, include lift lobby unless included in stairwell.		Include floor treads and risers when assessing stairway.	
STAIRWAY	1.9.5	WALLS	1.9.16
Main access stairway. Assess only part between chosen level and floor below.		Exclude any wall which is part of elevation.	
MAIN ENTRANCE TO MODULE	1.9.6	CEILING/SOFFITS	1.9.17
Any separate area between outside of module and start of stairway/lift lobby/horizontal access to ground floor.		Include underside of access balconies/underside of stairs.	
LIFTS	1.9.7	ACCESS DOORS/SCREENS	1.9.18
Choose lifts most likely to be used by flat, whether or not in module defined.		Count screens as equivalent of single doors.	
LIFT CONTROLS ACCESSIBLE TO A WHEELCHAIR USER	1.9.7	ACCESSWAY WINDOWS	1.9.19
To record Yes the landing and car controls should be:		Only consider those which are part of accessway.	
Positioned at a height of not less than 900mm and not more than 1200 above the landing and the car floor and at a distance of at least 400mm from the front internal wall of the lift.		ACCESSWAY LIGHTING	1.9.20
LIFT CONTROLS ACCESSIBLE TO A VISUALLY IMPAIRED PERSON	1.9.7	Ignore missing/broken bulbs/tubes.	
To record Yes they should incorporate the following:		BALUSTRADES	1.9.21
Suitable tactile indication on the landing and adjacent to the lift call button to identify the storey in question.		Assess both internal and external face.	
Suitable tactile indication on or adjacent to the lift buttons within the car to confirm the floor selected.		SECURITY OF MODULE	1.9.22
A signalling system which gives visual notification that the lift is answering a landing call and a 'dwell time' of five seconds before its doors begin to close after they are fully open.		A 'working' concierge system is one which is functioning for the purpose for which it was designed.	
When the lift serves more than three storeys, visual and audible indications of the floor reached.		FIRE SAFETY OF FLAT SURVEYED	1.9.25
DOES ACCESS/AREA EXIST	1.9.8	Escape route from survey flat to nearest final exit from building. Ring first option which occurs.	
Indicate for each of the components described above whether they are present:		FIRE PRECAUTIONS	1.9.27
TYPE OF ACCESS AREA	1.9.9	Record items for that part of route which relates to surveyed flat.	
Code using first letter of appropriate type.		IF FIRE PRECAUTIONS DO NOT EXIST DO NOT SPECIFY ANY ACTION.	
SIZE OF AREA	1.9.10	CONTRIBUTION TO PROBLEMS	1.9.28
S Spacious - code if it is easy to manoeuvre bulky loads through the accessway which would be necessary during house removal. There should be room for the easy passage of two buggies or wheelchairs.		1. No problems.	
A Average - code if bulky loads could be moved through the accessway but with difficulty. There is just sufficient room for two buggies or wheelchairs to pass.		2. Minor problem/small impact.	
T Tight - code if bulky loads could not be moved through the accessway. Two buggies or wheelchairs could not pass each other.		3. Major problem/very significant.	
		HHSRS OF COMMON AREAS	1.9.29
		Only consider risks as they impact on the survey dwelling. You should restrict your assessments to the main routes to the front and rear of the dwelling and not to the whole accessway system of the module.	
		Average risk = average for age and type of dwelling. Significantly higher than average risks will advertise themselves to you. If significantly worse than average score in Section 22.	
		When assessing fire risk, consider (as well as relevant fire precautions above):	
		Distance of travel – one staircase distance in excess of 7.5m is unsatisfactory; two staircases a distance in excess of 30 metres is unsatisfactory.	
		State of repair – must cause difficulties for escape to represent significant risk.	
		Type of finishes – might cause significant risk if does not comply with regulations guidance.	

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?

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

Lifts	
Y	N
Y	N
Y	N
Y	N

Lift controls accessible to wheelchair user?

Lift controls accessible to a visually impaired person?

Floors/ treads (answer in m²)

Faults?

Modify structure

Renew surface

Repair surface

Y	N	Y	N	Y	N

Walls (answer in m²)

Faults?

Modify structure

Renew surface

Repair surface

Repaint surface

Y	N	Y	N	Y	N

Ceilings/soffits (answer in m²)

Faults?

Modify structure

Renew surface

Repair surface

Repaint surface

Y	N	Y	N	Y	N

Access doors/screens (answer in numbers)

Faults?

Replace

Repair/rehang

Repaint

Y	N	Y	N	Y	N

Accessway windows (answer in numbers)

Faults?

Replace

Repair

Repaint

Y	N	Y	N	Y	N

Accessway lighting (answer in numbers)

Faults?

Replace light fittings

Replace light switches

Y	N	Y	N	Y	N

Balustrades (answer in metre lengths)

Faults?

Replace

Repair

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			
Y	N	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

Contribution to problems (within survey module)

	None	Minor	Major
Vandalism	1	2	3
Graffiti	1	2	3
Litter/rubbish	1	2	3

HHSRS - common areas (affecting flat surveyed)

	Significantly lower risk than average	Average risk	Significantly higher risk than average
Falling on stairs etc	1	2	3
Falling on level surfaces	1	2	3
Falling between levels	1	2	3
Fire	1	2	3
Flames, hot surfaces, etc	1	2	3
Damp and mould growth		2	3

If '3', score HHSRS in Section 22

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.

NUMBER OF FLATS IN MODULE 1.10.2

Try to obtain accurate information as to the number of flats in the module. Ask the warden or concierge if necessary.

LEVEL OF LOWEST FLAT 1.10.3

Record the floor on which the lowest flat is situated.

9 **Unknown** - code if it is impossible to ascertain which floor the lowest flat is on.

USE OF GROUND FLOOR/BASEMENT 1.10.4

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

PERCENTAGE OF FLOOR AREA OF MODULE IN NON - RESIDENTIAL USE 1.10.5

If there is any non-residential use in the module, record the percentage of floor area of the module (not just the ground floor area) occupied by the non-residential use(s). This cannot be 100%.

88 **No non-residential use**
99 **Unknown** - if there is non-residential use but the area is unknown

NON-RESIDENTIAL USE 1.10.6

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.

NON-RESIDENTIAL WITH COMMERCIAL FOOD HANDLING / PROCESSING 1.10.7

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

Y if present,
N if not a food business.

U **Unknown** - code only if it is impossible to ascertain whether the non-residential use includes the handling/processing of food.

This information is required by DEFRA. Food processing is likely to attract rats and mice.

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.

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 <div><div></div><div></div><div></div></div>	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 B	Ground floor G	Floor <div><div></div><div></div><div></div></div>	Unknown 9
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Use of ground floor

Dwelling only 1	Dwelling and services 2	Services only 3	Dwelling and non residential 4	Non residential only 5	Dwelling and void 6	Other 7
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Use of basement

No basement 8	Dwelling only 1	Dwelling and services 2	Services only 3	Dwelling and non residential 4	Non residential only 5	Dwelling and void 6	Other 7
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Non residential use

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

If 'dwelling with non residential': non residential use

No non residential 88				Specify % <div><div></div><div></div><div></div></div>	Unknown 99		
Not 'dwelling with non residential' 8	Shop/business 1	Office 2	Industrial/Institutional 3	Surgery 4	Public House 5	Hotel 6	Other 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 8	Mostly same as survey dwelling 1	Mostly small flats 2	Mostly large flats 3	Mixture of small/large flats 4	Mixture of flats/maisonettes 5	Unknown 9
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Approximate number of vacant flats in module

Survey flat is only one in module 888	Specify <div><div></div><div></div><div></div></div>
--	---

11. SHARED FACILITIES AND SERVICES

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.**

Where paths, driveways and lawns etc. are shared by two (or a few) survey dwellings, they are more convenient to not count as shared facilities. You should proportion them between the dwellings that share them and include in (section 18), plot of survey dwelling. When in doubt do not double count.

EXISTS

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

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

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

COMMUNAL PARKING FACILITIES

Exclude lay-bys.

COMMON/ELECTRICAL SERVICES

Only those for communal use.

SURFACES AND FENCES

Condition only.

LANDSCAPING

Assess condition only here. Quality and design of path is considered later.

CONTRIBUTION TO PROBLEMS

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 PATHS

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

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.

1.11

GRASS

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**.

ACCESSIBILITY

Accessibility for a wheelchair user.

Entrance = entrance used to access dwelling.

Number of steps from pavement to entrance of module.

A step will be any planned change in level, other than the width of the sill at the bottom of the door.

8. Level access = No steps between pavement and entrance door for a wheelchair to negotiate.

7. No step but slope >1:20. = No steps but the slope is too steep for comfortable wheelchair access.

Space for ramp?

8. Not applicable = No steps to replace with ramp.

Yes = There are steps but a ramp could be installed.

No = There are steps, but no space for a permanent ramp of 1 in 20 or shallower.

Is path firm and even?

Yes = Firm, even concrete, paving, or tarmac suitable for a wheelchair.

No = Loose gravel, grass or poor condition surface unsuitable for wheelchair access.

Is entrance adequately lit?

Yes = There is an external light at the entrance door.

No = There is no external light (even if there is a streetlight nearby).

Is entrance covered?

Yes = Space undercover for a wheelchair user to shelter. Does not need to be fully enclosed.

No = Even if there is cover, it must be accessible to a wheelchair user.

HHSRS OF SHARED AREAS

Only consider risks as they impact on the survey dwelling. You should restrict your assessments to the main routes to the front and rear of the module and not to the wider plot.

Average risk = average for age and type of dwelling. Significantly higher than average risks will advertise themselves to you.

If significantly worse than average score in Section 22.

1.11.13

1.11.2

1.11.4

1.11.5

1.11.6

1.11.7

1.11.8

1.11.9

1.11.10

1.11.11

1.11.12

1.11.14

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

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

Stores and common rooms

	Present?		Location			Action	
			Integral?	Not Integral?	None		
Tenant stores	Y	N	1	2	1	2	3
Bin stores	Y	N	1	2	1	2	3
Paladin stores	Y	N	1	2	1	2	3
Laundry	Y	N	1	2	1	2	3
Drying room	Y	N	1	2	1	2	3
Community room	Y	N	1	2	1	2	3
Warden caretaker office	Y	N	1	2	1	2	3

Communal parking facilities

	Present?		Location			Action	
			Integral?	Not Integral?	None		
Garages	Y	N	1	2	1	2	3
Multi storey parking	Y	N	1	2	1	2	3
Underground parking	Y	N	1	2	1	2	3
Roof parking	Y	N	1	2	1	2	3
Other covered parking	Y	N	1	2	1	2	3
Open air parking bays	Y	N			1	2	3

Contribution to problems in condition *(outside survey module)*

	None	Minor	Major
Vandalism	1	2	3
Graffiti	1	2	3
Litter/rubbish	1	2	3

Accessibility

Number of steps from pavement to entrance of module

Level Access	No step but slope > 1:20	1 step	2 step	3 or more steps	
8	7	1	2	3	
Space for ramp					
Not applicable	8	Yes	1	No	2
Is path firm and even?					
				Y	N
Is entrance adequately lit?					
				Y	N
Is entrance covered?					
				Y	N

Common/electrical services

	Present?		Action		
			None	Minor	Major
CCTV	Y	N	1	2	3
TV reception	Y	N	1	2	3
Lightning conductors	Y	N	1	2	3
Communal heating	Y	N	1	2	3
Burglar alarm system	Y	N	1	2	3
External lighting	Y	N	1	2	3

Surfaces and fences

	Present?		Action		
			None	Minor	Major
Drying areas	Y	N	1	2	3
Children's play areas	Y	N	1	2	3
Unadopted estate roads	Y	N	1	2	3

Landscaping

	Present?		Action		
			None	Minor	Major
Paths	Y	N	1	2	3
Walls/fences	Y	N	1	2	3
Hard landscaping	Y	N	1	2	3
Grass/planting	Y	N	1	2	3

Design of paths

ANSWER IF PATHS PRESENT ('Y' IN BOX ABOVE)

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

Grassy areas

	No grassy area		Within 10m	Further than 10m
Distance from front / back door to grassy area?	8		1	2
Size of grassy area?	No grassy area	Less than 5m ²	5 - 199 m ²	200 - 600 m ²
				More than 600m ²
	8	1	2	3
				4

HHSRS - shared areas *(affecting dwelling surveyed)*

	Significantly lower risk than average	Average risk	Significantly higher risk than average
Falling on stairs etc	1	2	3
Falling on level surfaces	1	2	3
Falling between levels	1	2	3

If '3', score HHSRS in Section 22

12. HOUSE/MODULE SHAPE	1.12		
PLAN TYPE 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.	1.12.2	3 Both – use this code if both are present. 4 Neither - use this code if neither are present. 9 Unknown - use this code if internal access cannot be gained to the module/dwelling, or if is not possible to assess whether the criteria which define an attic or basement are met.	
THE BUILT FORM You may subsume any parts of the building which project less than 1.5m from the main structure.	1.12.3	Lofts and cellars refer to areas where no habitable space is provided and should not be coded in this section.	
LOCATION OF ADDITIONAL PART 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.	1.12.4	ENTRY FLOOR TO HOUSE/MODULE Floor on which main access to dwelling is located. Ring appropriate code: B basement G ground Upper specify 1, 2, 3, etc.	1.12.6
ATTIC/BASEMENT – HABITABLE SPACE / LIVING ACCOMMODATION Attic- An attic is a room in the roof with a floor which must be no more than one metre below eaves level. To be classed as an attic it must have, regardless of condition: <ul style="list-style-type: none">- fixed serviceable stairs;- a permanent floor over the whole of the useable area;- natural light consistent with its use as a habitable room. The space within a mansard roof should not be described as an attic as the primary function of this question is to indicate that the top floor of the house will have significantly smaller dimensions than the lower floors, whereas this will not usually be the case with mansard roofs. Basement - A basement is normally characterised by having a floor that is one metre or more below ground level. Record the presence of a basement in the module if either: <ul style="list-style-type: none">- In the case of a module that is a house, one or more rooms (which may include an integral garage) has/have been recorded as being at basement level in section 5 (Interior, page 3)- In the case of a module that contains one or more flats, including the survey dwelling, a basement has been recorded as being present in section 10 (Number of flats in module, page 11). This includes basements that are not used for residential purposes or basements that are wholly or partly occupied by services connected with a residential use elsewhere in the module. Where a basement is recorded as being present within the module in section 12, the dimensions of this basement must always be recorded on the first line of the dimensions grid in section 13 (main structure and/or additional part). Where a basement is present within the survey dwelling (flat or house) it is important to distinguish between cellars and basements. Normally, basements are characterised by: <ul style="list-style-type: none">- fixed serviceable stairs (where the dwelling extends over two or more storey's)- a complete floor- natural lighting (except in non-habitable rooms, kitchens, bathrooms, integral garages - all of which can be found in basements and would be recorded as a basement level) A cellar must not be classed as a basement unless it is being used as habitable space. A basement is counted regardless of whether its entrance is inside or outside the house/module.	1.12.5	13. EXTERNAL DIMENSIONS OF HOUSE/MODULE This section MUST be completed. MAIN STRUCTURE/ADDITIONAL PART Take separate measurements for main structure and additional part. Rectangularise any irregularities or extra parts. NUMBER OF FLOORS 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 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.	1.13
		WIDTH Always measure width first. This is measured to the 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.	1.13.3
		DEPTH 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.	1.13.4
		14. MATERIAL AND CONSTRUCTION OF HOUSE/MODULE	1.13.5
		CONSTRUCTION METHOD 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) IF WALL IS STONE, WHAT IS THE PROPORTION THAT IS STONE? If the construction of the dwelling is Masonry or timber frame then please record the proportion in tenths that is stone. If the property is purely brick or block then please record 'n/a'. For cavity wall dwellings we are only interested in the external leaf, do not try and guess if the inner leaf is built of stone. TYPE OF STONE? If you recorded that stone is present in the construction of the dwelling then please record the stone type. If there is no stone present then you do not need to answer this question. If more than one type of stone is present then please record the most dominant type.	1.13.6
1 Attic only - use this code if an attic is present but no basement.			1.13.7
2 Basement only - use this code if a basement is present but there is no attic.			

12. House/module shape

Draw plan									Back									
Left																		Right
									Front									

Location of additional part	No additional part 77	Front elevation			Back elevation			Left elevation			Right elevation		
		Left 01	Centre 02	Right 03	Left 04	Centre 05	Right 06	Front 07	Centre 08	Back 09	Front 10	Centre 11	Back 12
Attic/basement in house/module								Attic only 1	Basement only 2	Both 3		Neither 4	
Entry floor to house/module								Basement B	Ground G	Floor F			

13. External dimensions of house/module

No. of floors		Level (B, G, 1, 2 etc)				Width (metres)		Depth (metres)	
Main structure		Basement BB	Ground GG						
	None exists NN	Basement BB	Ground GG		Same as above SSS			Same as above SSS	
	None exists NN	Basement BB	Ground GG		Same as above SSS			Same as above SSS	
Additional part	No. of floors								
	None exists NN	None exists NN	Basement BB	Ground GG					
		None exists NN	Basement BB	Ground GG		Same as above SSS		Same as above SSS	
		None exists NN	Basement BB	Ground GG		Same as above SSS		Same as above SSS	

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

Code	Material	Construction	Type	If external wall is stone, what is the proportion (tenths) of wall that is stone?										
01	Masonry	Boxwall	Solid	N/A	1	2	3	4	5	6	7	8	9	10
02	Masonry	Boxwall	Cavity											
03	Masonry	Crosswall		<div> Proprietary system? <div>Y</div> <div>N</div> <div>U</div> </div> <div> If Yes, name: <div></div> </div>										
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	<div>Type of stone?</div> <div> <div>Granite 1</div> <div>sandstone 2</div> <div>limestone 3</div> <div>whin 4</div> <div>other 5</div> <div>unknown 9</div> </div> <div>If other, specify:</div> <div></div>										
11	Timber	Frame	Pre 1919											
12	Timber	Frame	Post 1919											
13	Metal	Frame												
14	Other, please specify if known													

15. IMPROVEMENTS/ALTERATIONS

THE ALTERATIONS

Record alterations since original construction.

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 and Conservatories less than 5sqm in area.

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 habitable room. Ask household exact year of loft conversion, the data will help to give a more accurate indication of the insulation levels. If the householder does not know the exact year of the loft conversion then enter your best guess.

RADON REMEDIAL WORKS

This question need only be completed for older dwellings (pre 1991) in areas in which 30% of homes contain radon levels above the Action Level of 200 Bqm⁻³. A map is provided for surveyors working in these areas. Dwellings in the following postcodes in Devon and Cornwall are most at risk; PL14, PL25, PL26, TQ7, TR13, TR14, TR15, TR16.

16. ELEVATION FEATURES

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

IS PART OF FACE UNATTACHED

Y face is not fully attached

N face fully attached.

Record "numbers" or tenths, as appropriate, of the unattached portion of wall, state in 10th's how much is gables, parapets, mono supporting walls, base walls and main walls. This section must add up to 10. If the face is not fully attached but cannot be seen then complete as best you can using your professional judgement and knowledge gained of the rest of the survey dwelling. **Do not leave blank.**

SOLAR WATER HEATING PANELS

Record **Yes** if there are solar panels installed for water heating purposes. If they are on the roof record their presence on the face into which the roof slopes. **Note. If solar panels are found record in hot water system "other" fuel, code 15.**

1.15

1.15.1

SOLAR PHOTOVOLTAIC (PV) PANELS

1.16.10

Record **Yes** if there are PV panels present on any face of the dwelling or module and record the size of each in whole m². If on the roof, record their presence on the face into which the roof slopes.

If PV or Solar panels are found on the plot or on garages or outbuildings associated with the dwelling and they supply directly to the dwelling, record on the corresponding face of the dwelling. If that face is completely attached record their presence on the most appropriate unattached face. East and West orientations are equivalent, otherwise choose the nearest more southerly face.

FENESTRATION

1.16.13

It is important to give accurate measurements of fenestration. Include integral garages but not dormer windows or roof lights.

EVIDENCE FROM AIR BRICKS OF CAVITY WALL INSULATION

1.16.14

Answer **Y** if there is evidence of cavity wall insulation in or around the air bricks, or the airbricks are newly installed / replaced as part of the cavity wall treatment.

If there is no evidence of cavity wall insulation in or around the air bricks, even though the walls have been insulated, you should still code **N**.

WIND TURBINES PRESENT?

1.16.15

Record **Yes** if there is a wind turbine located within the curtilage of the dwelling. It will usually be attached to the wall or chimney stack. Free-standing turbines supplying power directly to the dwelling / module should also be included.

ROOF PITCH

1.16.16

Record the angle of roof pitch. If multiple pitches exist then see decision tree in manual for guidance on pitch selection.

ORIENTATION OF FRONT FACE

1.16.17

Code the direction of the front face of the house / module. This is the direction you are looking as you stand with your back to the front face of the house / module.

17. SPECIFICATION OF VIEWS

1.17

- Draw plan of module or dwelling on grid. Central square represents main part. Use surrounding squares to locate additional part. Front is towards bottom of page.
- Identify four 'faces' of module or dwelling.
- Collect faces into views. Side faces have to be allocated to either the front or back views if they are fully or partly exposed.
- Record choice of views by ringing appropriate codes.
- If module or 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 module or dwelling.

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

SUITABILITY OF ROOF SLOPE FOR PV INSTALLATION

1.17.5

Mark '**Y**' for each roof slope orientation that could accommodate a solar panel *in addition* to what already exists. The important information here is the direction that the solar panel would face were it to be installed. With this in mind the '**Y**' should always be recorded in the direction into which the roof slopes. It is important to note that this may differ from the face into which the roof under consideration is sloping. For the roof slope under consideration to be considered suitable it must:

- have enough surface area to fit a 6m² panel. E.g. 3m x 2m.
- be in a good state of repair and strong enough to take the weight of any installation. Note that thatch is not considered suitable for photovoltaic installation.
- be clear from excessive protrusions (such as flues and vents) or roof features (such as roof lights, satellite dishes, dormer windows, chimneys and existing solar panels / photovoltaic's).

Where a roof slope is not suitable please mark an '**N**'. Where a module has only flat roofs present, do not complete the PV questions; these are to capture PV potential for sloping roofs only.

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-present	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
Radon remedial works (check postcode)	1	2	3	4	5	6	7	8

ASK HOUSEHOLD

Exact year of
loft conversion

16. Elevation features

Front face	Left face	Is part of face unattached?	Right face	Back face
Y N	Y N		Y N	Y N
		Gables (<i>tenths</i>)		
		Parapets (<i>tenths</i>)		
		Mono supporting walls (<i>tenths</i>)		
		Base walls (<i>tenths</i>)		
		Main walls (<i>tenths</i>)		
		Valley gutters (<i>number</i>)		
Y N PV m ²	Y N PV m ²	Solar water heating panels?	Y N PV m ²	Y N PV m ²
Y N	Y N	Solar photovoltaic (PV)?	Y N	Y N
Y N	Y N	Evidence of cavity wall insulation?	Y N	Y N
Y N	Y N	External insulation?	Y N	Y N
window void wall	window void wall	Fenestration (<i>tenths</i>)	window void wall	window void wall

Must add up to 10

17. Specification of views

Back view B	10/10 attached A	Not seen N
Tenths attached		
PV	Y N	
BACK FACE		
MAIN PART		
FRONT FACE		
Front view F	Back view B	10/10 attached A
Tenths attached		
PV	Y N	
Front view F	Back view B	10/10 attached A
Tenths attached		
PV	Y N	

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

Y N

Wind turbine present?

Y N

Roof Pitch (deg.)

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

Orientation of Front Face

NW	N	NE
W		E
SW	S	SE

18. EXTERIOR - OF HOUSE / MODULE	1.18
ASSESSMENT OF EXTERNAL CONDITION	1.18.1
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.	
AGE OF ELEMENT	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 within 1 year.	
N work needed between 1 and 5 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
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
Do not consider flashings here, instead code in roof features at the bottom of the page.	
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 the roof covering cannot be seen enter 10 tenths in the most likely category.	
ROOF COVERING	1.18.15
Materials - if covering not described choose closest in terms of costs of remedial works. See the manual for notes on the use of EPDM rubber.	
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
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

FRONT VIEW

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

Chimney stacks

(Number)

Present?

Number

Age

Faults?

Rebuild

Part rebuild

Repoint/refix pot

Leave

Urgent?

Replacement period

BACK VIEW

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

Roof structure

(Tenths of area)

Tenths of area

Age

Faults?

Replace

Strengthen

Leave

Urgent?

Replacement period

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

Roof covering

(Tenths of area)

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/ laminate	Thatch
Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N

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

Roof features and drainage

(Tenths of length)

Present?

Faults?

Replace

Repair

Leave

Urgent?

Replacement period

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

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

18. EXTERIOR - OF HOUSE / MODULE (continued)	1.18
WALL STRUCTURE Massive component of wall. Exclude bays and porches. If wall finish covers structure, guess type of wall structure.	1.18.22
CONSTRUCTION METHOD AND MATERIAL Masonry cavity 1 – Include all types of masonry (i.e. brick, block, flint, stone etc.) double leaf walling. Masonry cavity 2 – Include all types of masonry (i.e. brick, block, flint, stone etc.) double leaf walling. This should be completed when a second cavity wall is present that was constructed at a different time to the 1 st , e.g. a cavity extension which was added to a dwelling built with a cavity wall. 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. Wood / Metal / plastic panels : any type of timber / metal / plastic assembly used as structural component of infill or cladding for a frame system.	1.18.22
Measuring Wall thickness All wall types noted in each view should be measured for their thickness. The following conventions should be followed. <ul style="list-style-type: none"> The measurement should be carried out across a window reveal or door opening, or by internal vs. external measurement comparison. It is likely that the front and back doors will be suitable locations provided they exist and appear in the front and back views respectively. Ensure that any architectural details are ignored such as stone work around doorways. Ensure that door frames, window sills and any other elements that could lead to an incorrect reading are ignored. Where the wall thickness for a given wall type in a particular view varies, please obtain an average (this is likely to only apply to stone walls greater than 9" thick). If a wall type is unmeasurable (e.g. there are no reveals in that wall) then the wall thickness should be estimated based on the walls that can be measured. The measurement is for the module so in the case of flats, the measurement should be made for all wall types found in that view within the module, not just the survey flat. 	
TREATMENTS Consideration should be given to work on wall finish (e.g. treatment of badly spalling brick), as this might be better dealt with by rebuilding structure.	1.18.23
WALL FINISH Outer layer or skin of the material of wall structure or any coating applied to wall structure. Do not include bays and porches.	1.18.24
MATERIALS 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.	1.18.24
TREATMENTS 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.	1.18.25
DORMER AND BAYS Refers to the 'structure', i.e. 'wall' and 'roof' but not windows	1.18.26

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: Usually retro fitted, 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 (i.e. not 'inset' porches).

CONSERVATORIES

Must be fully enclosed and must project from the main structure. First establish if conservatory: -

- Roof must be at least three quarters glazed
- Walls must be at least half glazed

Where glazing of either element is less than 100% record the type of glazed part. If the glazing of walls or roof is mixed, record predominant type. Anything better than double glazing should be recorded as double glazing.

A closable door is defined as any door that is similar in design and thermal properties to an external door. For example French windows or patio doors qualify as closable doors. Disregard condition when assessing thermal properties (e.g. condition of draft stripping).

Fixed radiator or other fixed heater present? – code **Y** If a fixed radiator or other fixed heater is present. If a heater is present but is not fixed to the wall or wired in direct to a fused spur then **N** should be recorded.

PLEASE RECORD ALL DETAILS FOR ALL CONSERVATORIES

Where more than one conservatory exists:
When establishing if each attachment is a conservatory, assess the glazed proportion of walls and roof for each conservatory separately.

For attachments that ARE deemed to be conservatories:

Record the number in the dormers and bays section. Then;

- If all have closable doors record as **Y**
- If none or only some have closable doors record as **N**

Balconies

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

DAMP PROOF COURSE

1.18.28

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

Injection DPC: chemical DPC.

None: no DPC.

If it is not possible to determine whether or not a DPC is present and if there are signs of rising damp, code 'none', otherwise code 'physical barrier'.

If you have both a physical barrier and an injected barrier in the same length of wall record the injected barrier, even if this has also failed.

18. Exterior – of house/module (continued)

FRONT VIEW

Masonry cavity 1	Masonry cavity 2	Masonry single leaf	9" solid	>9" solid	In situ concrete	Concrete panels	Wood/metal/plastic panels
Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N

Wall structure

(Tenths of area)

Net tenths of area

Age

Wall thickness (cm)

Faults?

Rebuild/renew

Repair

Leave

Urgent?

Replacement period

BACK VIEW

Masonry cavity 1	Masonry cavity 2	Masonry single leaf	9" solid	>9" solid	In situ concrete	Concrete panels	Wood/metal/plastic panels
Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N

Wall finish

(Tenths of area)

Net tenths of area

Age

Faults?

Render

Renew/repoint

Isolated repairs

Paint

Leave

Urgent?

Replacement period

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

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

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

Dormers and bays

(Number)

Present?

Number

Age

Faults?

Rebuild roof and walls

Rebuild roof only

Rebuild wall only

Major repairs

Minor repairs

Demolish

Leave

Urgent?

Replacement period

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

Damp proof course

(Tenths of length)

Tenths of length

Faults?

Replace/install

Leave

Urgent?

Replacement period

Physical barrier	Injection DPC	None
Y	N	Y
Y	N	Y

Physical barrier	Injection DPC	None
Y	N	Y
Y	N	Y

For all conservatories

Closable door between conservatory and dwelling

Y N

Footprint of conservatory (Sq m)
(Whole numbers only)

Conservatory window type

SG DG

Conservatory roof

Glass Poly

Fixed radiator or other fixed heater present?

Y N

18. EXTERIOR -OF SURVEY DWELLING

WINDOWS/FRAMES TO DWELLING

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

Windows over 3sqm's are considered as 2 windows.

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

TREATMENTS

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

DOORS/FRAMES TO DWELLING

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'.

Please note the condition of **Integral garage doors** are recorded at this point. We are not interested in the condition of the doors for any other type of garage.

Composite doors: Most doors that meet the new building regulations will be composite doors which are fairly new to the market. Materials used in composite doors include PVC, wood, steel, aluminium, insulating foam and glass reinforced plastic (GRP), which come together to produce a door that is resistant to the elements, very strong and secure and very energy efficient. In addition, the exterior of the composite door normally consists of a wooden frame covered with the GRP, a material that doesn't fade or crack over time – so they are specifically designed to look like traditional wooden doors, but are essentially maintenance free.

TREATMENTS

Paint: used for doors not subject to other treatments.

DOORS AND WNDOWS ADEQUATELY DRAFT PROOFED

Record **Yes** if all external doors and windows have good quality designed-in or retrofitted effective draft proofing.

PLOT OF SURVEY DWELLING

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

1. Private plot exists. Complete the whole of this section
2. No private or shared plot. Complete accessibility questions and HHSRS only.
3. Shared plot / facilities only. Complete Section 11 and leave this section blank.

ACCESSIBILITY

Accessibility for a wheelchair user. Entrance = main entrance, which may be in either view.

Number of steps from front gate/pavement to entrance

A step will be any planned change in level, other than the width of the sill at the bottom of the door.

8. Level access = No steps between gate/pavement and entrance door for a wheelchair to negotiate.

7. No step but slope >1:20. = No steps but the slope is too steep for comfortable wheelchair access.

Space for ramp?

8. Not applicable = No steps to replace with ramp.

Yes = There are steps but a ramp could be installed.

No = when there are steps although there is no room for these to be replaced by a permanent ramp of 1 in 20 or shallower.

1.18

Is path firm and even?

1.18.30

Yes = Firm, even concrete, paving, or tarmac suitable for a wheelchair.

No = Loose gravel, grass or poor condition surface unsuitable for wheelchair access.

Is path at least 900mm wide?

Yes = Path is wide enough for wheelchair access. Include driveways and paving.

Is gradient less than 1 in 12?

Yes = It is shallower than 1 in 12.

Is entrance adequately lit?

Yes = There is an external light at the entrance door.

No = There is no external light (even if there is a streetlight nearby).

Is entrance covered?

Yes = Space undercover for a wheelchair user to shelter, even if entrance cannot be accessed by a wheelchair.

Does not need to be fully enclosed.

No = No cover over entrance large enough for wheelchair user.

PLOT DIMENSIONS

Dimensions should be paced. 'Rectangularise' irregular plots.

1.18.39

WIDTH OF PLOT

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

88. For flats record the actual width. If the plot is the same width as the module, code "same as module".

Tenths hard concrete, tarmac, paving, gravel.

Tenths soft lawn, flowerbeds.

DEPTH OF PLOT

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

WHQS

External storage? Record **Yes** if resident has access to own robust lockable storage. This should be conveniently located.

1.18.42

Provision for external drying line? Record **Yes** if provision on plot for an external drying line.

Paved access to drying line provision? Record **Y** if the garden has an area with **provision** for a drying line, access to the provision should be fully paved.

Rear exit from plot exists? Record **Yes** if independent access is present to the rear plot of the dwelling. A side gate leading from the front plot to the back garden is acceptable.

Is path to exit fully paved? Record **Yes** if the path to the rear exit is fully paved.

Record **No** if there is no path or no rear exit.

Rear Garden - Not normally be a shared area.

Easy to maintain? Record **Yes** if the rear garden is considered to be easy to maintain.

Reasonably private? Record **Yes** if the rear garden is considered to be reasonably private.

Safe and suitable for children to play? Record **Yes** if the rear garden is considered to be safe and suitable for children to play.

HHSRS OF PLOT

Only consider risks as they impact on the survey dwelling.

You should restrict your assessments to the main routes to the front and rear of the dwelling and not to the wider plot. Consider how often accessways will be used over a year.

1.18.43

Average risk = average for age and type of dwelling.

Significantly higher than average risks will advertise themselves to you. If significantly worse than average complete Section 22.

FRONT VIEW

BACK VIEW							
Single-glazed						Double-glazed	
Wood casement		Wood sash		UPVC		Metal	
Y	N	Y	N	Y	N	Y	N
Y	N	Y	N	Y	N	Y	N

Wood	UPVC	Metal	Composite
Y	N	Y	N
Y	N	Y	N

Y	N
---	---

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

External storage?	Y	N
Provision for external drying line?	Y	N
Paved access to drying line?	Y	N
Rear exit from plot exists?	Y	N
Is path to exit fully paved?	Y	N

Rear plot		
Y	N	Exists
		Depth (m)
Y	N	
Y		
Y		
Y	N	

Easy to maintain?	Y	N
Reasonably private?	Y	N
Safe and suitable for children to play?	Y	N

	Significantly lower risk than average	Average risk	Significantly higher risk than average
Falling on stairs etc	1	2	3
Falling on level	1	2	3
Falling between levels	1	2	3
Damp and mould growth		2	3

If '3', score HHSRS in Section 22

19. AROUND THE HOUSE/MODULE	1.19	% of walls with internal / external insulation present	1.19.21
RATS AND MICE OUTSIDE	1.19.6	Consider all evidence of internal and external insulation together and assess the percentage of all walls that have internal or external insulation. This question applies to all walls because it is possible to find these systems applied to cavity walls; particularly if they are hard to treat.	
You should now look for signs of rats and mice around the plots and grounds of houses and flats, and record Yes if either are found, or No if they are not. Signs of vermin found in garages or sheds should be recorded here, as well as those found in open ground. The signs to look for are presented in Part 2 .		The % of all walls with internal/external insulation present should only be greater than 0% if you have coded 'Y' for presence of IWI or EWI in one or more of the relevant corresponding parts of the form on pages 3/8/14 OR if you have other evidence that it is present e.g. the estate manager of a vacant property may know of its existence.	
PETS/LIVESTOCK KEPT OUTSIDE	1.19.8	EXPOSURE	
Code Yes if there are rabbit hutches, chicken runs, aviaries, dog kennels, etc. outside (including in garages, sheds and stables) which might attract vermin, or indeed if there is already evidence of them.		Is the dwelling in an exposed position	
LITTER/RUBBISH AROUND HOUSE/MODULE	1.19.9	This question will be used to help establish the energy rating for the dwelling. By exposure, we mean is it in a very windy/ wet position. For example, a moorland cottage might be very exposed, or a top floor flat in a tower block in Sheffield. But a ground floor flat in the same block might be 'not exposed' if it is surrounded by higher buildings	
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.		1. Not exposed	
'Controlled' compost heaps and bin stores are not considered to be a health problem.		Dwelling is in a sheltered position, possibly surrounded by other buildings or trees or tucked away in a valley.	
1. There is no litter/rubbish problem.		2. Slightly exposed	
2. There is some litter/rubbish, but not enough to cause concern for the health of the occupants.		Dwelling is quite sheltered but may be buffeted by winds from time to time.	
3. There is considerable litter/rubbish which affects the health and safety of the occupants of the survey dwelling.		3. Exposed	
HHSRS	1.19.10	Dwelling is open to the elements, possibly on all four sides with little shelter provided by other buildings or natural obstacles.	
Personal hygiene, sanitation and drainage.		4. Very exposed	
Domestic hygiene, pests and refuse.		Dwelling is permanently exposed to the worst that the English elements can offer. Cliff top houses and isolated hill farms might fall into this category.	
Extreme risks – only code 4 in very unusual circumstances. Describe in Section 22.		AVERAGE LEVEL OF OVERSHADING OF THE DWELLING WINDOWS	1.19.21
PARKING PROVISION	1.19.11	Most solar gains through windows are from those facing South so record the winter overshadowing of the windows in the southern-most facing view.	
Record number of parking spaces available to household (ask household). Designated parking spaces includes drives.		1. None / Very little <20% of the average windows overshadowed,	
STREET PARKING	1.19.17	2. Modest - 20% to 60% of the average windows overshadowed,	
Code 'none' if not possible to park in the street on a permanent basis, as a visitor.		3. Significant - 60% to 80% of the average windows overshadowed,	
OFF PLOT PARKING	1.19.18	4. Heavy >80% of the average windows are overshadowed.	
Record if parking is less than 30m from the entrance to the dwelling / module, with an even access route of less than 1:12 gradient. Is the parking accessible to an ambulant - disabled person. Always answer 'Y' or 'N', do not leave blank.		LEVEL OF OVERSHADING OF THE MODULE ROOF	1.19.22
CAVITY WALL INSULATION SUMMARY	1.19.19	Record the level of overshadowing for the roof sloping into the southern-most facing view that is suitable for installation of a photovoltaic / solar panel.	
This enables surveyors to summarise the cavity wall insulation details obtained throughout the survey. All relevant flags on the form should be reviewed and a final judgement made about the percentage of cavity walls with CWI present. Include as-built (as well as retrofit) insulation if there is evidence it is present, but do not assume all recently constructed dwellings are insulated.		1. None / Very little - <20% of the roof overshadowed,	
% of cavity walls with CWI present		2. Modest – 20% to 60% of the roof overshadowed,	
Consider all evidence of CWI together and assess the percentage of the cavity walls that have CWI. Record to the nearest 25%. If the amount is exactly between two values, record the lower of the two options.		3. Significant – 60% to 80% of the roof overshadowed,	
The % of cavity walls with CWI present should only be greater than 0% if you have coded 'Y' for presence of CWI in one or more of the relevant corresponding parts of the form on pages 5/7/8/14 OR if you have other evidence that CWI is present e.g. the estate manager of a vacant property may know of its existence.		4. Heavy >80% of the dwelling roof overshadowed.	
INTERNAL/EXTERNAL INSULATION SUMMARY	1.19.20	20. BLOCK	1.20
This enables surveyors to summarise the internal and external insulation details obtained throughout the survey. All relevant flags on the form should be reviewed and a final judgement made about the percentage of all walls with internal or external insulation present. Include as-built (as well as retrofit) insulation if there is evidence it is present, but do not assume all recently constructed dwellings are insulated.		A block is a group of dwellings which are part of the same structure.	
		NUMBER OF HOUSES/MODULES	1.20.2
		Indicate here the total number of houses/ modules in the block.	
		Detached house/module - code (01) here if the block is a detached house or detached module.	
		Specify number - where there are between three and fifty houses/modules in the block, count and write in here the number of dwellings/modules in the block.	
		More than 50 - where there appear to be more than 50 houses/modules in the block code (75) here. An example will be large, continuous terraces of houses.	
		APPROX. NUMBER OF HOUSES / MODULES IN DISREPAIR 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 in disrepair from an external inspection.	

19. Around the house/module

Underground drainage

Mains	Septic tank	Cess pool	Private sewer	Unknown
1	2	3	4	9

Faults to drains

Y	N
---	---

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

Rats and mice outside house/module

Evidence of mice?

Y	N
---	---

 Type of evidence:

Y	N
---	---

Y	N
---	---

Y	N
---	---

Y	N
---	---

Evidence of rats?

Y	N
---	---

Pets/livestock kept outside?

Y	N
---	---

Litter/rubbish around house/module

None	Minor	Major
1	2	3

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

Parking provision of survey dwelling

ASK HOUSEHOLD

	Present?	On plot?	Car spaces
Integral garage	Y	N	Y
Attached garage	Y	N	Y
Detached garage	Y	N	Y
Car port	Y	N	Y
Designated parking space(s)	Y	N	Y

Street parking

Adequate	Inadequate	None
1	2	3

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

Y	N
---	---

Cavity wall insulation summary

Evidence of cavity wall insulation:

Y	N	Area around meters (P5)
Y	N	Loft space (P7)
Y	N	Occupant response (P8)
Y	N	Elevation features (P14)
Y	N	Air bricks (P14)

% of cavity walls with CWI present

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

Internal / external insulation summary

Evidence of internal / external insulation:

Y	N	Internal wall insulation (P3)
Y	N	Occupant response (P8)
Y	N	External wall insulation (P14)

% of walls with internal / external insulation present

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

Exposure

Is the dwelling in an exposed position?

Not exposed	Slightly exposed	Exposed	Very exposed
1	2	3	4

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

None or very little	Modest	Significant	Heavy
1	2	3	4

What is the level of overshadowing to the module roof?

None or very little	Modest	Significant	Heavy
1	2	3	4

20. Block

Number of houses/modules in block

Detached house/module	Specify number	More than 50		
01	<table><tr><td></td><td></td></tr></table>			75

Approximate number of houses/modules in disrepair in block

Specify number		
<table><tr><td></td><td></td></tr></table>		

21. STRUCTURAL DEFECTS	1.21
ANY STRUCTURAL FAULTS PRESENT	1.21.2
If Y, complete the relevant parts of this section.	
THE SEQUENCE OF DETAILED QUESTIONS	1.21.3
Work across each row from left to right.	
MONITOR / EXAMINE FURTHER	1.21.5
If problem requires monitoring, assume progressive, to answer remaining questions.	
ANY ADDITIONAL ACTION REQUIRED	1.21.7
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.	
DEFECTS/TREATMENTS	1.21.8
Use notes page on digitised form if insufficient space for specifying extent of action required.	
HHSRS	1.21.9
Structural collapse and falling elements. Extreme risk – only code 4 in very unusual circumstances.	
Describe in Section 22.	

SAMPLE

21. Structural defects

Any structural defects present?

☐ Y ☐ N

IF YES, DESCRIBE BELOW

IF YES OR NO, COMPLETE HHSRS 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 of 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 of 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		N	}	Replace	Y	N	Wall area			m ²
Boundary wall - out of plumb	Y	Y	N	Y	N		N		Repair	Y	N	Wall area			m ²
Boundary wall - horizontal cracking	Y	Y	N	Y	N		N		Demolish	Y	N	Wall area			m ²
Unstable retaining wall	Y	Y	N	Y	N	Y	N								
Any other problems	Y	Y	N	Y	N	Y	N	Specify				Specify			

HHSRS

Structural collapse
and falling elements

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

22. HOUSING HEALTH AND SAFETY RATING SYSTEM (HHSRS)

1.22

HAZARDS WHICH MAY REQUIRE SCORING

1.22.3

You should first review the HHSRS flags on page 3,10,12 and 17 and transfer the 6 codes for HAZARDS WHICH MAY REQUIRE SCORING to the table.

If any hazards are significantly worse than average (code 3), these should be described here first, and scored in full on pages 21-22. Remember that you should code the highest individual risks that you have identified anywhere in or around the property. Do not average out across the different internal and external flags.

OTHER HAZARDS IDENTIFIED AS EXTREME RISK

1.22.3

You should review the HHSRS flags on pages 3,4,5,6,18, 19 and code 'Y' on the table any that have been identified as 'extreme risks' (code 4), and describe below. Also specify the treatment required to make the dwelling acceptable using quantities, i.e. re-wire the whole dwelling, replace 1 bath, re-build 1 chimney stack.

Note: extreme risks are the equivalent of Category 1 hazards (Band A,B,C). We would expect to find no more than 100 cases in an annual EHS of 6,200 surveys. You should confirm with your Regional Manager that you are looking at such a situation.

Likely number in annual survey:

20-40 = falls associated with baths; entry by Intruders; collision and entrapment.
10-20 = food safety, electrical safety.
5-10 = personal hygiene; position & operability of amenities; explosions; carbon monoxide etc.
2-5 = excess heat; un-combusted fuel gas; domestic hygiene; structural collapse; Noise.
1 = lighting; water supply.

The likelihood of extreme risks

(so long as the outcome remains average)

Hazard	Average likelihood	'Extreme' likelihood
Falls associated with baths etc	1 in 3,200	1 in 25 or less
Entry by intruders	1 in 32	1 in 3 or less
Noise	1 in 1,000	1 in 3 or less
Collision and entrapment	1 in 32 (entrap't)	1 in 3 or less
Excess heat	1 in 900,000	1 in 320 or less
Lighting	1 in 50,000	1 in 3 or less
Water supply	1 in 1,400,000	1 in 3 or less
Food safety	1 in 5,000	1 in 1
Personal hygiene, sanitation etc	1 in 7,750	1 in 6 or less
Position and operability of amenities	1 in 13,000	1 in 6 or less
Uncombusted fuel gas	1 in 84,000	1 in 18 or less
Explosions	1 in 150,000	1 in 100 or less
Electrical safety	1 in 17,000	1 in 18 or less
CO and fuel combustion products	1 in 1,250	1 in 1
Domestic hygiene, pests, refuse	1 in 5,500	1 in 1
Structural collapse etc	1 in 11,000	1 in 3 or less

SCORING THE 6 DIRECTLY MEASURED HAZARDS

1.22.4

For those hazards identified on page 20 as having a significantly higher risk than average for dwellings of this age and type, score each hazard in turn on pages 21-22. You should consider first the **likelihood** of a harm occurring, assuming the property is occupied by a vulnerable person. Then, consider the expected **outcome** and whether this is likely to differ from the average for dwellings of this age and type. Average likelihoods and outcomes for each hazard for different ages/types of dwelling are provided for reference. When determining the likely outcome, if a harm was to happen, possible outcomes are:

- Class 1, Extreme** = Death, permanent paralysis below the neck, permanent loss of consciousness, 80% burn injuries.
- Class 2, Severe** = Serious fractures, loss of a hand or foot, very serious burns, or loss of consciousness for days.

- Class 3, Serious** = Fractured skull, serious concussion, serious puncture wounds to head or body, loss of a finger, serious strain or sprain injuries, severe burns to hands.
- Class 4, Moderate** = Broken finger, sprained hip, slight concussion, moderate cuts to face or body, severe bruising to body, 10% burns.

USING THE 'LOOK UP TABLE'

1.22.6

Once you have completed the likelihood of a harm occurring and the possible spread of outcomes, the next stage is to look up the HHSRS score you will generate on the 'look-up table'.

This table shows the score (letter) that would be produced if either the **likelihood**, or **Class 1 outcome** (or both) are changed from the average. The changing of other classes of harm from the average will also have an effect, although you will have to move them a long way from the average to have a significant impact on their own. The permutations of this are far too many to present in a two dimensional table. For each hazard, you should locate the point at which the likelihood and Class 1 outcome intersect on the table and ring the letter. If the result does not match your view of the seriousness of the hazards, you may wish to review the likelihoods and outcomes above and go through the process again. Remember that dwellings with a score of A, B or C would have a Category 1 hazard, which may be appropriate for intervention.

Key to 'look-up table'

	Average score for hazard
	Worse than average, but not significantly so
	Significantly worse than average
	Significantly worse than average and 'unacceptable' (score > 1000)
	Score better than average – not applicable

A,B,C etc = HHSRS Band. '+' = very close to next band up. '-' = very close to next band down

ACTION REQUIRED

1.22.7

For all hazards considered to be significantly worse than average, you should decide what action you would take to reduce the hazard to an acceptable level. For the purposes of this survey an **acceptable level** would be the 'average' for the age and type of the dwelling, and not the 'optimum' as defined by current building regulations. You should code:

- Which actions are required to rectify the hazard. You can ring more than one box, although remember we are not looking for optimum solutions – merely reducing the hazard to an acceptable level.
- Whether the work has already been coded elsewhere in your survey – for example where rectifying the disrepair identified elsewhere will reduce the HHSRS hazard to an acceptable level.
- If the action required has not been described elsewhere, you should code the quantity, so that we can produce an appropriate cost for making the dwelling healthy and safe.

If none of the available actions adequately describe the work you feel should be undertaken, use the most similar, in terms of description and likely cost.

Some HHSRS hazards may pose an imminent danger to the occupants. If, in your professional opinion, you have discovered such a risk of which you need to make the household or other responsible person or organisation aware, refer to the guidance in the administrative section of your manual about the steps you need to take. If possible, please discuss the risk with your RM before raising with the household.

22. Housing Health and Safety Rating System

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

HAZARDS WHICH MAY REQUIRE SCORING

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

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

Y N

OTHER HAZARDS IDENTIFIED AS POSING AN EXTREME RISK

Hazard	Review whole survey form, especially:	Extreme risk?
Falls associated with baths etc	Check flag on page 4	Y
Entry by intruders	Check flag on page 3	Y
Noise	Check flag on page 3	Y
Collision and entrapment	Check flag on page 3	Y
Excess heat	Check flag on page 3	Y
Lighting	Check flag on page 3	Y
Water supply for domestic purposes	Check flag on page 4	Y
Food safety	Check flag on page 4	Y
Personal hygiene, sanitation and drainage	Check flags on pages 4, 18	Y
Position and operability of amenities	Check flag on page 4	Y
Uncombusted fuel gas	Check flag on page 5	Y
Explosions	Check flag on page 5	Y
Electrical safety	Check flag on page 5	Y
Carbon monoxide and fuel combustion products	Check flag on page 6	Y
Domestic hygiene, pests and refuse	Check flags on pages 3, 18	Y
Structural collapse and falling elements	Check flag on page 19	Y

If Yes, to any of the above, describe extreme risk below and specify treatment

22. HOUSING HEALTH AND SAFETY RATING SYSTEM1.22

SCORING THE HAZARDS1.22.8

Falling on stairs etc.

The hazard includes steps to the dwelling and any changes in levels in excess of 300mm. The average internal stair would be straight and easy to climb (not steep). It would be guarded on each side with either walls or balustrading and with well positioned handrails. There would be no gaps in excess of around 100mm to the stairs or balustrades, no dangerous projections and no significant disrepair. It is recognised that many older house types will have a higher risk than this average but, for the purposes of this survey, it would still be considered to be average if it was of a reasonably safe design, adequately lit and in good repair.

For the most part, a staircase which is significantly worse than average will advertise itself as being unsafe to you.

Average external steps would provide reasonable grip in most weather conditions, be free draining and, where more than two steps, be provided with secure handrails.

You should use the following table to determine the average for this survey dwelling type. Only if the dwelling is significantly worse than this average would you go through the scoring process.

Falls on stairs Vulnerable group = person over 60	Average likelihood	Class 1 outcome	Class 2 outcome	Class 3 outcome	Class 4 outcome
House/bungalow: Pre 1919	180	2.2	10.0	21.5	66.3
House/bungalow: 1919-1944	180	2.2	10.0	21.5	66.3
House/bungalow: 1945-1979	320	1.0	4.6	21.5	72.9
House/bungalow: 1980+	320	1.0	4.6	21.5	72.9
Converted flat/ PB flat: Pre 1919	180	4.6	10.0	21.5	66.3
PB flat: 1919- 1944	320	2.2	2.2	21.5	74.1
PB flat: 1945- 1979	320	2.2	4.6	21.5	71.7
PB flat: 1980+	320	2.2	4.6	21.5	71.7

Please note that this table uses the averages from the HHSRS scoring system, unlike that in the supporting guidance which uses actual averages.

Likelihood Class 1 Outcome	1 in 1800	1 in 1000	1 in 560	1 in 320	1 in 180	1 in 100	1 in 56	1 in 32	1 in 18	1 in 6	1 in 2
0.1%						E-	E	D	C	B	A
0.2%						E-	E	D	C	B	A
0.5%						E	E	D	C	B	A
1.0%						E	E	D	C	B	A
2.2%				F	E-	E	D	C	B	A	A
4.6%				E-	E	D	C	B	A	A	A
10.0%			E-	E	D	C	B	A	A	A	A
21.5%		E	E	D	C	B	A	A	A	A	A
31.6%		E	D	C	C	B	A	A	A	A	A
46.4%	E	E	D	C	B	A	A	A	A	A	A
100%	D	C-	C	B	A	A	A	A	A	A	A

Falling on level surfaces etc.

The average would be a dwelling with no tripping hazards and safe, even surfaces to walk on. Steps to thresholds at external doors should be easy to see and not too low or high. An average pre 1920 terraced house will have a step at the back addition. Carpeted floors would be the average indoors, but other finishes, (such as thermoplastic tiles) should only be scored if they are worn or uneven. Outside, the gradient of paths would be less than 1 in 12 and there would be no dangerous trip hazards or sharp changes of level.

When looking at hazards outside the dwelling, you should restrict your assessments to the main accessways to the front and rear doors, and not to the whole plot, common areas and shared facilities. You should not consider hazards beyond the plot such as roads and watercourses.

Falls on the level are common and, to be significantly worse than average, they should advertise themselves to the surveyor as being a real potential safety hazard.

You should use the following table to determine the average for this survey dwelling type. Only if the dwelling is significantly worse than this average would you go through the scoring process.

Falls on the level Vulnerable group = person over 60	Average likelihood	Class 1 outcome	Class 2 outcome	Class 3 outcome	Class 4 outcome
House/bungalow: Pre 1919	100	0.2	10.0	31.6	58.2
House/bungalow: 1919-1944	180	0.2	10.0	31.6	58.2
House/bungalow: 1945-1979	180	0.2	10.0	31.6	58.2
House/bungalow: 1980+	100	0.1	10.0	31.6	58.3
Converted flat/ PB flat: Pre 1919	100	0.1	10.0	21.5	68.4
PB flat: 1919- 1944	100	0.2	10.0	21.5	68.3
PB flat: 1945- 1979	180	0.2	10.0	21.5	68.3
PB flat: 1980+	100	0.1	21.5	21.5	56.9

Please note that this table uses the averages from the HHSRS scoring system, unlike that in the supporting guidance which uses actual averages.

Likelihood Class 1 Outcome	1 in 1000	1 in 560	1 in 320	1 in 180	1 in 100	1 in 56	1 in 32	1 in 18	1 in 6	1 in 2
0.1%					E-	E	D	C	B+	A
0.2%					E-	E	D+	C	A-	A
0.5%					E	D	D	C	A	A
1.0%					E	D	D	B	A	A
2.2%				E	D-	D	C	B	A	A
4.6%			E-	E	D	C	B	B	A	A
10.0%	E	E	E	D	C	B	B	A	A	A
21.5%	E	E	D	C	B	B	A	A	A	A
31.6%	E	D	C	C+	B	A	A	A	A	A
46.4%	E+	D	C	P	B	A	A	A	A	A
100%	C-	C	B	A	A	A	A	A	A	A

Falling between levels.

The average dwelling would have landing balustrades, window and balcony guardings in a good state of repair. They should not be easy for a young child to climb. Windows on higher floors would have restrictors to stop someone falling out. Ideally internal sills to windows would be around 1,100mm above floor level. Any glazing below 1,100mm would be of safety glass.

Serious falls between levels are very uncommon and, to be significantly worse than average, they should advertise themselves as being a real potential safety hazard. Even when considered to be significantly worse than average, such hazards are unlikely to score A, B or C.

You should use the following table to determine the average for this survey dwelling type. Only if the dwelling is significantly worse than this average would you go through the scoring process.

Falls between levels Vulnerable group = child under 5	Average likelihood	Class 1 outcome	Class 2 outcome	Class 3 outcome	Class 4 outcome
House / bungalow: Pre 1919	1800	0.1	0.0	10.0	89.9
House / bungalow: 1919-1944	1800	0.2	2.2	10.0	87.6
House / bungalow: 1945-1979	1000	0.2	2.2	10.0	87.6
House / bungalow: 1980+	1800	0.1	0.1	21.5	88.3
Converted flat/PB flat: Pre 1919	3200	0.5	2.2	4.6	92.7
PB flat: 1919-1944	3200	0.5	2.2	4.6	92.7
PB flat: 1945-1979	1800	0.5	2.2	4.6	92.7
PB flat: 1980+	1000	0.5	2.2	4.6	92.7

Please note that this table uses the averages from the HHSRS scoring system, unlike that in the supporting guidance which uses actual averages.

Likelihood Class 1 Outcome	1 in 5600	1 in 3200	1 in 1800	1 in 1000	1 in 560	1 in 320	1 in 180	1 in 100	1 in 56	1 in 32	1 in 18	1 in 6	1 in 2
0.1%				H	H	G	F	E-	E	E	E	B	A
0.2%			J	H	H	G	F	E	E	E	E	B	A
0.5%			I	H	H	G	F	E	E	D	D	B	A
1.0%			I	H	H	G	F	F	E	D-	D	A-	A
2.2%		I	H	H	G	F	F	E	E	D	D	B	A
4.6%	I	H	H	G	F	E	E	D	D	B-	B	A	A
10.0%	H	H	G	F	E	D	D	C	B	B	A	A	A
21.5%	H	G	F	E	D	D	C	B	B	A	A	A	A
31.6%	G	F	F	E	D	C-	C	B	A	A	A	A	A
46.4%	G	F	E	E	D	C	B	B	A	A	A	A	A
100%	F	E	D	C+	C	B	A	A	A	A	A	A	A

Falling on stairs etc.

Significantly higher
than average

Y N

Average
Pre 1919Likelihood of a person over 60 having
a fall leading to harm

		1800	1000	560	320	180	100	56	32	18	6	2
--	--	------	------	-----	-----	-----	-----	----	----	----	---	---

Likely outcome if
a person over 60
should fall

Class 1 Extreme %

0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
-----	-----	-----	---	-----	-----	----	------	------	------	-----

Class 2 Severe %

0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
-----	-----	-----	---	-----	-----	----	------	------	------	-----

Class 3 Serious %

0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
-----	-----	-----	---	-----	-----	----	------	------	------	-----

Must not
add up to
>100.2%

Action required

Action required?	Action	Coded elsewhere?		Quantity	
Y	Install handrail	Y	N	Metres:	
Y	Install balustrade	Y	N	Metres:	
Y	Cover dangerous balustrade/guarding	Y	N	Metres:	
Y	Repair/replace internal staircase (S5)	Y			
Y	Redesign internal, common or external staircase (design, not condition)		N	Number:	
Y	Repair/replace external/common staircase (S9)	Y			
Y	Repair/replace external steps (S11, S18)	Y	N	Number:	
Y	Cover slippery stairs	Y	N	Flights:	
Y	Repair/replace/provide additional lighting (S5, S9, S11)	Y	N	Number:	
Y	Remove obstacle		N	Number:	

Falling on level surfaces etc.

Significantly higher
than average

Y N

Average

Likelihood of a person over 60 having
a fall leading to harm

			1000	560	320	180	100	56	32	18	6	2
--	--	--	------	-----	-----	-----	-----	----	----	----	---	---

Likely outcome if
a person over 60
should fall

Class 1 Extreme %

0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
-----	-----	-----	---	-----	-----	----	------	------	------	-----

Class 2 Severe %

0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
-----	-----	-----	---	-----	-----	----	------	------	------	-----

Class 3 Serious %

0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
-----	-----	-----	---	-----	-----	----	------	------	------	-----

Must not
add up to
>100.2%

Action required

Action required?	Action	Coded elsewhere?		Quantity	
Y	Repair floors (S5, S9)	Y			
Y	Repair paths/external surfaces (S11, S18)	Y			
Y	Remove trip steps (S5, S9)		N	Number:	
Y	Redesign external pathways (S11, S18)		N	Metres:	
Y	Cover slippery surfaces	Y	N	Sq m:	
Y	Repair/replace/provide additional lighting (S5, S9, S11)	Y	N	Number:	
Y	Remove obstacle		N	Number:	

Falling between levels

Significantly higher
than average

Y N

Average

Likelihood of a child under 5 having
a fall leading to harm

5600	3200	1800	1000	560	320	180	100	56	32	18	6	2
------	------	------	------	-----	-----	-----	-----	----	----	----	---	---

Likely outcome if
a child under 5
should fall

Class 1 Extreme %

0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
-----	-----	-----	---	-----	-----	----	------	------	------	-----

Class 2 Severe %

0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
-----	-----	-----	---	-----	-----	----	------	------	------	-----

Class 3 Serious %

0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100
-----	-----	-----	---	-----	-----	----	------	------	------	-----

Must not
add up to
>100.2%

Action required

Action required?	Action	Coded elsewhere?		Quantity	
Y	Install window safety catches	Y	N	Number:	
Y	Repair/replace/provide additional lighting (S5, S9, S11)	Y	N	Number:	
Y	Brick-up dangerous opening / raise cill height		N	Number:	
Y	Repair/replace balconies (S9, S18)	Y			
Y	Repairs to plot (S11, S18)	Y			
Y	Repair/replace existing guarding/balustrading (S5, S9, S11, S18)	Y			
Y	Install new guarding/balustrading/cover		N	Metres:	
Y	Remove obstacle		N	Number:	

Fire

Significantly higher
than average

Y N

Average Ave flat

Likelihood of a fire occurring leading to
harm if occupied by a person over 60Likely outcome if Class 1 Extreme %
occupied by a
person over 60 Class 2 Severe %

Class 3 Serious %

Average	Ave flat	5600	3200	1800	1000	560	320	180	100	56	32	18	6	2
0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100	} Must not add up to >100.2%			
0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100				
0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100				

Action required

Action required?	Action	Coded elsewhere?	Quantity
Y	Repair/replace electrical system (S5)	Y	
Y	Provide additional sockets	N	Number: <input type="text"/>
Y	Repair/replace or reposition heater (S5)	Y	Number: <input type="text"/>
Y	Relocate cooker	N	Number: <input type="text"/>
Y	Re-fit, extend, re-site kitchen (S5)	Y	Number: <input type="text"/>
Y	Repair/Install precautions to common areas (S9)	Y	Sq m: <input type="text"/>
Y	Replace non fire resistant/smoke permeable structure/poly. tiles	Y	Sq m: <input type="text"/>
Y	Upgrade stairway to protected route	Y	Flights: <input type="text"/>
Y	Replace inadequate heating system	N	
Y	Provide fire stop wall to loft space	N	Number: <input type="text"/>
Y	Provide self-closing doors	Y	Number: <input type="text"/>
Y	Install smoke detection measures	Y	Number: <input type="text"/>
Y	Provide suitable openable windows/doors for MOE (S5, S9)	N	Number: <input type="text"/>
Y	Provide fire escape	N	Flights: <input type="text"/>
Y	Remove obstacle	N	Number: <input type="text"/>

Flames, hot surfaces etc.

Significantly higher
than average

Y N

Average

Likelihood of a child under 5 being
burnt/scaldedLikely outcome if Class 1 Extreme %
a child under 5 is
burnt/scalded Class 2 Severe %

Class 3 Serious %

Average												
			1000	560	320	180	100	56	32	18	6	2
<0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100	} Must not add up to >100.2%	
0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100		
0.1	0.2	0.5	1	2.2	4.6	10	21.5	31.6	46.4	100		

Action required

Action required?	Action	Coded elsewhere?	Quantity
Y	Repair, replace or reposition heater, heating or hot water pipes, or cover (S5)	Y	Number: <input type="text"/>
Y	Relocate cooker	N	Number: <input type="text"/>
Y	Re-fit, extend, re-site kitchen (S5)	Y	Number: <input type="text"/>
Y	Remove obstacle	N	Number: <input type="text"/>

Damp and Mould Growth

Significantly higher
than average

Y N

Average

Likelihood of a person under 15
suffering illness

Average	560	320	180	100	56	32	18	6	2
---------	-----	-----	-----	-----	----	----	----	---	---

Action required

Action required?	Action	Coded elsewhere?	Quantity
Y	Treat rising damp (S5, S18)	Y	
Y	Treat penetrating damp, leaking pipes and services (S5, S18)	Y	Number: <input type="text"/>
Y	Condensation - extractor fans to install/repair (S5)	N	Number: <input type="text"/>
Y	Condensation - repair/provide opening window (S9, S18)	Y	Number: <input type="text"/>
Y	Repair/replace/improve heating system (S5)	Y	Number: <input type="text"/>
Y	Improve Insulation (S5, S6, S16, S18)	Y	

22. HOUSING HEALTH AND SAFETY RATING SYSTEM 1.22.8

Fire

The average dwelling should meet the building regulations or bye laws for its age and type. Flats and HMOs should have appropriate fire precautions, including alarm systems and a safe means of escape. Houses should have safe opportunities to exit, which could include openable windows of adequate size.

Around 80% of dwellings now contain a smoke detector. The lack of a smoke detector will change both the likelihood of a fire spreading and the harm outcomes but the lack of a smoke detector in itself is unlikely to increase the risk significantly above average.

You should use the following table to determine the average for this survey dwelling type. Only if the dwelling is significantly worse than this average would you go through the scoring process.

Remember, the assessment of the likelihood is not about whether a fire might start. It is about whether it will start, spread and cause harm requiring treatment. Full guidance is provided in Part 5 of the manual

Hot surfaces Vulnerable group = child under 5	Average likelihood	Class 1 outcome	Class 2 outcome	Class 3 outcome	Class 4 outcome
House/bungalow: Pre 1919	180	0.1	1.0	21.5	77.4
House/bungalow:1 919-1944	180	0.1	2.2	21.5	76.2
House/bungalow: 1945-1979	180	0.1	1.0	21.5	77.4
House/bungalow: 1980+	180	0.1	1.0	21.5	77.4
Converted flat/PB flat: Pre 1919	320	0.1	2.2	21.5	76.2
PB flat: 1919-1944	320	0.2	0.1	21.5	78.8
PB flat: 1945-1979	180	0.1	2.2	21.5	76.2
PB flat: 1980+	180	0.1	0.1	31.6	68.2

Please note that this table uses the averages from the HHSRS scoring system, unlike that in the supporting guidance which uses actual averages.

Fire Vulnerable group = person over 60	Average likelihood	Class 1 outcome	Class 2 outcome	Class 3 outcome	Class 4 outcome
House/bungalow: Pre 1919	5600	10.0	2.2	31.6	56.2
House/bungalow: 1919-1944	5600	10.0	4.6	21.5	63.9
House/bungalow: 1945-1979	5600	4.6	4.6	31.6	59.2
House/bungalow: 1980+	5600	4.6	0.1	31.6	63.7
Converted flat/PB flat: Pre 1919	1800	4.6	0.1	31.6	63.7
PB flat: 1919- 1944	3200	4.6	0.1	31.6	63.7
PB flat: 1945- 1979	3200	4.6	0.1	31.6	63.7
PB flat: 1980+	1800	2.2	0.1	21.5	76.2

Please note that this table uses the averages from the HHSRS scoring system, unlike that in the supporting guidance which uses actual averages.

Likelihood Class 1 Outcome	1 in 5600	1 in 3200	1 in 1800	1 in 1000	1 in 560	1 in 320	1 in 180	1 in 100	1 in 56	1 in 32	1 in 18	1 in 6	1 in 2
0.1%							G	F+	F	E	E	C	A
0.2%							G	F	E	E	D	C	A
0.5%							H	G	F	E	D	B	A
1.0%							G	F	F	E	D	C	A
2.2%							G	F	E	D	C	A	A
4.6%							I	H	H	G	F	E	A
10.0%							H	H	G	F	E	D	A
21.5%							H	G	F	E	D	C	A
31.6%							G	F	E	D	C	B	A
46.4%							G	F	E	D	C	B	A
100%							F	E	D	C	B	A	A

Flames, hot surfaces etc.

While scalds and burns are mainly caused by occupier behaviour, poor design can increase the risk. For the average dwelling, the layout of the kitchen would allow for safe handling of pans etc. There would be no thoroughfare through the kitchen likely to interfere with the person using the cooker. Hot pipes would not be exposed.

For the most part a dwelling which is significantly worse than average will advertise itself as being unsafe to you.

You should use the following table to determine the average for this survey dwelling type. Only if the dwelling is significantly worse than this average would you go through the scoring process.

Damp and Mould Growth

The average dwelling will be weathertight and show no signs of rising or penetrating damp. There may be some minor condensation in non habitable rooms.

You should use the following table to determine the average for this survey dwelling type. Only if the dwelling is significantly worse than this average would you go through the scoring process.

Even when considered to be significantly worse than average, such hazards are unlikely to score A, B or C.

Damp and Mould Growth Vulnerable group person under 15	Average likelihood	Class 1 outcome	Class 2 outcome	Class 3 outcome	Class 4 outcome
House/bungalow: Pre 1919	560	0.0	1.0	10	89
House/bungalow: 1919-1944	320	0.0	1.0	10	89
House/bungalow: 1945-1979	560	0.0	1.0	10	89
House/bungalow: 1980+	560	0.0	1.0	10	89
Converted flat/PB flat: Pre 1919	560	0.0	1.0	10	89
PB flat: 1919- 1944	320	0.0	1.0	10	89
PB flat: 1945- 1979	560	0.0	1.0	10	89
PB flat: 1980+	560	0.0	1.0	10	89

Please note that this table uses the averages from the HHSRS scoring system, unlike that in the supporting guidance which uses actual averages.

Likelihood Class 1 Outcome	1 in 1800	1 in 1000	1 in 560	1 in 320	1 in 180	1 in 100	1 in 56	1 in 32	1 in 18	1 in 6	1 in 2
0.1%											
0.2%											
0.5%											
1.0%											
2.2%											
4.6%											
10.0%											
21.5%											
31.6%											
46.4%											
100%											

24. LOCAL AREA	1.24	PROBLEMS IN LOCAL AREA	1.24.10
Clearly define the local area before completing this section. A local area is defined as the 'area around the dwelling of which the dwelling seems to be part' . All questions (apart from the two relating to the estate) must be answered in relation to the whole of this local area. The survey dwelling will not necessarily be at the centre of the area.		Assess all problems consistently when walking around your defined local area. For intermittent problems e.g. heavy traffic, make an overall assessment of expected severity of the problem over the course of a typical day.	
NATURE OF AREA	1.24.2	Litter/rubbish/dumping Consider quantity of litter/rubbish/dumping in the local area.	
Code Urban or Rural first.		Graffiti Consider the quantity of inappropriate painting or visual defacement on outside surfaces.	
Urban – Built up areas which would include, cities, large and small towns:		Vandalism Consider the quantity of deliberate damage to either public or private property.	
1. Land use is predominantly commercial.		Dog/other excrement Consider to what extent dog mess / other excrement is a problem in the area.	
2. Area around core of towns, small cities or older urban areas swallowed up by a metropolis.		Condition of dwellings Consider whether run down or unsightly residential properties have a negative visual impact on the local area.	
3. Outer area of towns or cities, often characterised by large planned housing estates.		Vacant sites Consider empty plots of formerly developed land which may or may not be fenced off and unsightly.	
Rural – Very small towns and villages and other type rural locations:		Intrusive Industry Consider if any local industry has negative impact on local area e.g. through industrial rubbish, noise, visual quality.	
4. Residential areas in rural or suburban areas of villages.		Non-conforming uses Consider whether any domestic premises (including garages) are being used inappropriately e.g. to run car repair business, scrap yards, or haulage businesses.	
5. Traditional villages or centres of suburbanised villages.		Vacant/boarded up buildings Consider extent of boarded, vacant or derelict shops, houses, public buildings and industrial buildings and how these impact on the local area.	
6. Agricultural areas with isolated dwellings or small hamlets.		Ambient air quality Consider air quality in the local area by smell and sight, including smoke, smells, fumes, and dust from local industry, roads, trains, rivers, fertilisers etc.	
7. Working farm.		Heavy traffic Consider the volume of traffic including domestic, industrial and commercial traffic.	
NUMBER OF DWELLINGS IN AREA	1.24.3	Intrusion from motorways / main roads Consider both the visual intrusion and the noise levels.	
Estimate numbers as accurately as possible .		Railway / aircraft noise Consider any problems where dwellings are close to rail routes or airports.	
7. Isolated - go to visual quality question.		Nuisance from street parking Consider the volume of parked vehicles.	
PREDOMINANT AGE	1.24.4	Scruffy gardens / landscaping Consider the scale of poorly maintained private plots and public open spaces.	
Code for the majority of dwellings in area – not necessarily the survey dwelling. Code 6 where no one age group predominates.		Scruffy / neglected buildings Consider whether run down or unsightly commercial, civic, or other public buildings have a negative visual impact on the environment.	
PREDOMINANT RESIDENTIAL BUILDING TYPE	1.24.5	Conditions of roads, pavements and street furniture Consider how well road surfaces, pavements and street furniture are maintained.	
Relates to the current built form of dwellings. Not necessarily the survey dwelling. Use the 'mixed' categories only where no one building type predominates.			
PREDOMINANT TENURE AS BUILT	1.24.6		
Code the tenure for the majority of the buildings in the area as originally built . Not necessarily the tenure of the survey dwelling. Code 'mixed' if no one tenure predominates.			
NUMBER OF DWELLING ON ESTATE	1.24.7		
In indicating size, count only those dwellings apparently built at same time. An estate may be a different size (larger or smaller) to the local area you have selected			
1. local area defined is an estate.			
IF AREA IS LA ESTATE, % OF RTB DWELLINGS	1.24.8		
LA estates only.			
8. If the estate did not originally form part of an LA estate.			
1-7 If currently/originally an LA estate estimate the percentage of RTBs, even if it appears to have been transferred to a RSL.			
VISUAL QUALITY OF LOCAL AREA	1.24.9		
This is a national scale of visual attractiveness and relates to all possible local areas found across the country. Consider visual appearance of properties and the surrounding street/landscape, including private gardens, public buildings, open spaces and roadways.			

24. Local area

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

Nature of area	Urban			Rural			
	Commercial City/town centre 1	Urban 2	Suburban residential 3	Rural residential 4	Village centre 5	Rural 6	Working farm 7

Number of dwellings in area	Under 25 1	25-49 2	50-99 3	100-299 4	300-499 5	500+ 6	Isolated 7	If isolated go to visual quality
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Predominant age	Pre 1919 1	1919-1944 2	1945-1964 3	1965-1980 4	Post 1980 5	None 6
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Predominant residential building type	Houses				Flats				Mixed houses and flats 9
	Terraced 1	Semi-detached 2	Detached 3	Mixed houses 4	Converted flats 5	Low rise flats 6	High rise flats 7	Mixed flats 8	

Predominant tenure as built	Privately built 1	Local authority built 2	Housing association built 3	Mixed tenure 4	Impossible to ascertain 9
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Estate

Number of dwellings on estate	Not on estate 8	Same as area 1	Under 25 2	25-49 3	50-99 4	100-299 5	300-499 6	500+ 7
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If area is L.A. estate, % of RTB dwellings	Not on L.A. estate 8	None (0%) 1	1-10% 2	11-25% 3	26-50% 4	51-75% 5	76-99% 6	100% 7
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Visual quality of local area	Best							Worst	
	1	2	3	4	5	6	7		

Problems in local area

	No problems			Major problems		
Litter/rubbish/dumping	1	2	3	4	5	
Graffiti	1	2	3	4	5	
Vandalism	1	2	3	4	5	
Dog/other excrement	1	2	3	4	5	
Condition of dwellings	1	2	3	4	5	
Vacant sites	1	2	3	4	5	
Intrusive industry	1	2	3	4	5	
Non-conforming uses	1	2	3	4	5	
Vacant/boarded-up buildings	1	2	3	4	5	
Ambient air quality	1	2	3	4	5	
Heavy traffic	1	2	3	4	5	
Intrusion from motorways/main roads	1	2	3	4	5	
Railway/aircraft noise	1	2	3	4	5	
Nuisance from street parking	1	2	3	4	5	
Scruffy gardens/landscaping	1	2	3	4	5	
Scruffy/neglected buildings	1	2	3	4	5	
Condition of road, pavements and street furniture	1	2	3	4	5	

In an emergency, if the barcode system does not work, the 'Backup Barcode' procedure can be used.

Do not forget to mark the 'Edit Form' Box [page 1] and then complete the Backup Sheet [page 24]. Surveyors can choose a new three digit survey code; the code must be a number that has not previously been used by the surveyor.

SAMPLE

Welsh Housing Conditions Survey - Backup Sheet

Only use the backup sheet when the normal label barcode will not work or for additional surveys where the barcode is not available.

- 1) **Mark the ‘Edit form’ box on page one of the survey form, but do not mark ‘Activate scan’ box**
- 2) Write the correct barcode in the blank boxes at the top of the grid [this is for your reference only]
- 3) Put a mark into the corresponding blue [numbers] active boxes
- 4) If the green light appears the pen should now be ready for use. Please note the pen will not buzz 3 times as it would when normally scanning the barcode.

If the red light shows, the procedure must be repeated from 1) again.

Finally please **do not** forget to enter any leading zeros in the survey number boxes.

Please mark
Surveyor ID
followed by
Survey Code
in the relevant
box below the
written number

Surveyor ID	Survey Code
<div></div>	<div></div>
<div>0</div>	<div>0</div>
<div>1</div>	<div>1</div>
<div>2</div>	<div>2</div>
<div>3</div>	<div>3</div>
<div>4</div>	<div>4</div>
<div>5</div>	<div>5</div>
<div>6</div>	<div>6</div>
<div>7</div>	<div>7</div>
<div>8</div>	<div>8</div>
<div>9</div>	<div>9</div>

Mark the ‘Edit form’ box on page one of the survey form, but do not mark ‘Activate scan’ box

HMOs

NUMBER OF ACCOMMODATION UNITS, HOUSEHOLDS AND OCCUPANTS 1.24.11

You will have to ask the person who lets you in/shows you round how many accommodation units or lettings there are in total in the HMO. The number of accommodation units, households and people must relate to the **dwelling** you have defined. You then need to establish how many households live in the HMO – this will normally be the same as the number of occupied units. Finally you will need to check on the total number of people. We need to know the numbers **currently** living in the HMO including anyone who is away on holiday, or in the case of students including anyone who has gone home for the vacation but will be back for the new term. Include any babies or young children in this count.

NUMBER OF SHARED KITCHENS 1.24.12

You will probably already have a pretty good idea what is present from the internal inspection, but it is best to check this out with someone in the house/flat. Normally, you will find only one type of cooking facilities within an HMO – either lettings/units will share a kitchen/kitchens or each letting/unit will have its own facilities. Where lettings or units have kitchen facilities for their own exclusive use they will normally consist of kitchen facilities located in a bedsit room or a room adjoining a bedsit room. Occasionally, you may find that occupants of one bedsit or a collection of rooms let to them have their own separate kitchen for exclusive use.

Record the number of **shared** kitchens. You may not be able to get access to all the rooms, so check with one of the occupants. If the occupant is unsure, get their best estimate

(it is better than no information at all). If the occupant is unable to provide any estimate then please provide this yourself using your professional judgement

Unless it is a large HMO, there will probably be only one. Remember to record the number of **shared** kitchens.

TOTAL NUMBER OF WC'S 1.24.13

Record the total no of WC's within the dwelling, this will include the number of shared WC's. Do not include any external WC's in your count or assessment.

If you are unable to obtain an estimate of numbers from your inspection or from the occupant, please use your professional Judgement to estimate the total number of WC's.

NUMBER OF SHARED WC'S 1.24.14

To be recorded as 'shared' all WC's must be in rooms directly off shared halls or landings **and** nobody has to pass through the shared bathroom or WC to gain access to their bedroom or bedsit.

Do not include any external WCs in your count or assessment.

HMOs:

COMPLETE FOR HMO USE ONLY			
Number of accommodation units in dwelling	<input type="text"/>	Number of shared kitchens	<input type="text"/>
Number of households in dwelling/occupied units	<input type="text"/>	Total number of WC's	<input type="text"/>
Total number of occupants in dwelling	<input type="text"/>	Number of shared WC's	<input type="text"/>

Notes:

SAMPLE

SAMPLE

If found, this form should be returned to:

BRE HOUSING
BRE
Bucknalls Lane
Garston
Herts
WD25 9XX