

VOID PROPERTY INSPECTION & SPECIFICATION OF WORKS



ILLUSTRATION OF A TYPICAL SCOPE OF WORKS

1 KEVINS CLOSE

KETTERING

NN11 1JJT



Inspected By: **KEVIN AUSTEN**

Inspection Date: **7th NOVEMBER 2015**

VOID TYPE:	MAJOR	XXL
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KEYSAFE NO:	1111
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Recharges Required ✓	Clearance Required ✓	Garden: Grass/Hedges cutting ✓
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New Kitchen Required ✓	New Bathroom Required ✓	New Boiler Required ✗
Part Electrical Rewire ✗	Full Electrical Rewire ✓	Major Plastering Works Required ✓

Full Redecoration Required ✓	Part Redecoration Required ✗
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Property Details

Type of Property HOUSE

Position of Property	MID - TERRACE	No. floors in dwelling	TWO
Position in block (if flat)		No. floors in block	
No. Reception Rooms	ONE	No. Bedrooms	THREE
Kitchen Units (condition)	VOID WORKS	Bathroom (condition)	VOID WORKS
Position of Bathroom	1 ST FLOOR	WC separate bathroom	NO
WC Ground floor	OUTSIDE	WC not floor	
Double Glazing	YES	Type/Make of Heating	GCH
No. External Steps	TWO	External Steps (block)	
Wheelchair Access	NO	Ramps	NO
Level Access Shower	NO	Stairlift	NO
Handrails	NO	Hoist	NO
External Outbuildings	YES	Sheds	YES
Front Garden	YES	Rear Garden	YES
Boundary Fence/Wall	YES	Driveway/Garage	NO
Communal Area	NO	Aerials	YES
Stop Tap Location	KITCHEN		

NOT APPLICABLE

Notes

Gas & Electricity Meter Details

Electric Meter Position	Cupboard in utility	Gas Meter Position	Cupboard in utility
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This Form must be completed & a copy sent to SSE

SSE – METER READINGS FORM

Partner: Kettering Borough Council

For Electric Key or Gas Card requests send this form to: key.requests@sse.com

For all other voids management send to: partnership.services@sse.com

Name of person completing form: * KEVIN AUSTEN	<i>Mandatory fields *</i>
Contact Telephone No: * 07791 424643	Reading(s) Date: 07/11/2015

PROPERTY

Property Address, 1 KEVINS CLOSE KETTERING. NORTHAMPTONSHIRE
Post code: NN11 1JJT
Electric Meter Serial No: S05X29259
Gas Meter Serial No: L0956091281M

ELECTRIC PREPAYMENT METER READINGS

A* £016.66 in debt	Y	K
B*	Z	N
C	G*42205.53	O
D	H 06720.00	R E=£005
E £05601	I 013.20	S £000.00
F £001.82	J	T £000.00

ELECTRIC KEY REQUIRED? *	YES
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GAS PREPAYMENT METER READINGS

Gas Meter Reading	05156.919m3
First Display Debt	£0.00 off in debt - £20.88 owed
GAS CARD REQUIRED? *	YES

Please provide the address where you would like the Key and/or Gas Card sent *	Please provide your Shop/Pay Point Address*
<p>FAO of Kevin Austen Void Surveyor (Environmental Services). Kettering Borough Council Environmental Care Robinson Way Telford Industrial Estate Kettering NN16 8PT</p>	

CREDIT METER READINGS (Quarterly Read)

Electric Meter Reading: *	Rate 1	Rate 2 (eg. E7, E10 etc)
Gas Meter Reading: *		

OTHER INFORMATION

SSE Partnership Services Team: Tel No. 0845 076 0522

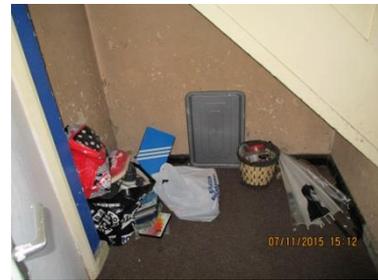
SPECIFICATION OF WORKS REQUIRED

EXTERNAL FRONT	Rubbish Clearance Req: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Trees/Hedges/Grass to Cut: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	QUANTITY ↓
Removal of Sheds Req: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
	Remove & dispose of all rubbish. (In House Clearance Team)		N/A
	Cut & Strim grass & hedges. (In House Garden Team)		N/A
	Refix loose coping stones to wall at front.		6 M
	Replace broken tiles to window cill of hall window & Lounge window.		6 No
	Repoint loose brickwork to wall at front of property.		4 LM
	Re-bed 600x600mm paving slabs under lounge window.		10no
<div style="display: flex; justify-content: space-around;">    </div> <p style="text-align: center; margin-top: 10px;">PHOTOS</p>			

EXTERNAL REAR	Rubbish Clearance Req: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Trees/Hedges/Grass to Cut: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	QUANTITY ↓
Removal of Sheds Req: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	Cut & strim overgrown rear garden back to boundary. (In House Garden Team)		N/A
	Remove & dispose of all rubbish including inside sheds. (In House Clearance Team)		N/A
	Replace 6x6 fence panel & posts to left side of garden.		15 panels 16 posts
<div style="display: flex; justify-content: space-around;">    </div> <p style="text-align: center; margin-top: 10px;">PHOTOS</p>			

SPECIFICATION OF WORKS...Continued....

HALLWAY	Rubbish/Content Removal Req <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Woodworm <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Possible Asbestos Removal <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Floor Tiles <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Artex Ceilings/walls <input type="checkbox"/> Yes <input type="checkbox"/> No
		QUANTITY ↓
	Remove & dispose of all rubbish including carpets. (In House Clearance Team)	N/A
	Lock change to front door (euro lock.)	Item x 1
	Strip wallpaper from walls.	10 M2
	Repair approx. 3m2 of loose plaster.	3 M2
	Paint walls with Magnolia Emulsion	12 M2
	Paint Ceiling with White Emulsion	6 M2
	Rub Down, Undercoat & Gloss all woodwork, including internal doors. (White)	All



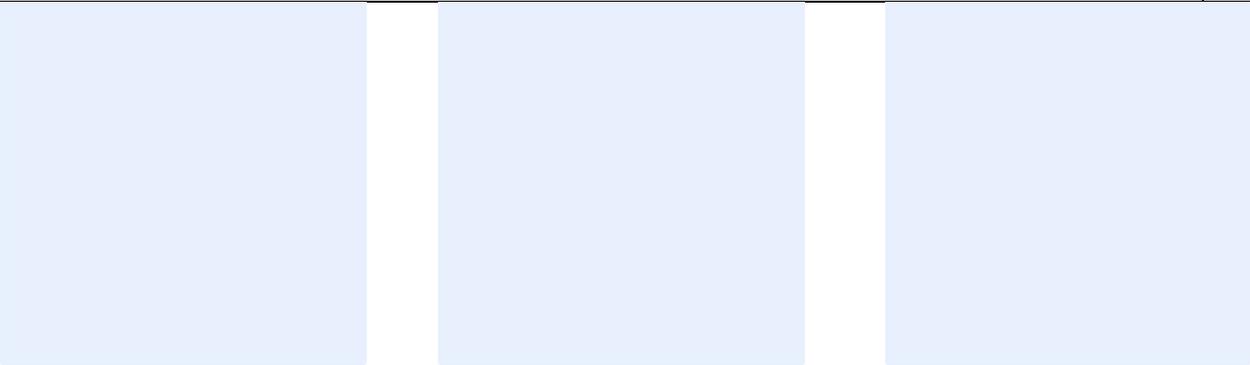
PHOTOS

LIVING ROOM	Rubbish/Content Removal Req <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Woodworm <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Possible Asbestos Removal <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Floor Tiles <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Artex Ceilings/walls <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		QUANTITY ↓
	Remove & dispose of all rubbish including carpet. (In House Clearance Team)	N/A
	Strip wallpaper from walls.	22 M2
	Remove & cap off gas fire.	Item x 1
	Remove fire surround, brick up & plaster.	2 M2
	Repair approx. 3m2 loose plaster.	3 M2
	Renew curtain batten above window.	1.5 M
	Paint walls with Magnolia Emulsion	22 M2
	Paint Ceiling with White Emulsion	14 M2
	Rub Down, Undercoat & Gloss all woodwork, including internal doors. (White)	All



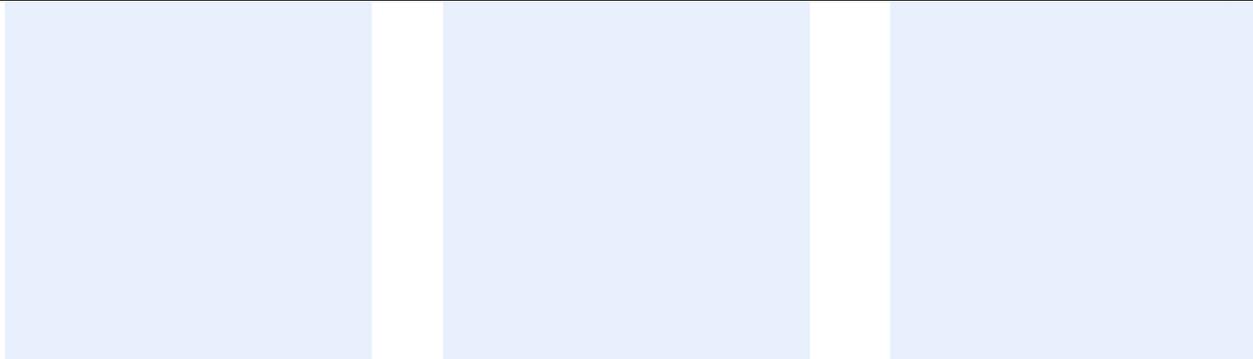
PHOTOS

SPECIFICATION OF WORKS...Continued....

DINING ROOM	Rubbish/Content Removal Req <input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Woodworm <input type="checkbox"/> Yes <input type="checkbox"/> No
Possible Asbestos Removal <input type="checkbox"/> Yes <input type="checkbox"/> No	Floor Tiles <input type="checkbox"/> Yes <input type="checkbox"/> No	Artex Ceilings/walls <input type="checkbox"/> Yes <input type="checkbox"/> No
		QUANTITY ↓
N/A		
		
PHOTOS		
KITCHEN & UTILITY	Rubbish/Content Removal Req <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Woodworm <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Possible Asbestos Removal <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Floor Tiles <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Artex Ceilings/walls <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Life expectancy of existing kitchen units	Void works	New Kitchen Req Yes
		QUANTITY ↓
Remove & dispose of all rubbish. (In House Clearance Team)		N/A
Remove & dispose of all kitchen units & prepare to install complete new kitchen.		All Items
Strip wallpaper from walls		20 M2
Prepare to receive & install complete new kitchen to entail spaces for washing machine, Cooker, Fridge & upright fridge freezer. Put washing machine location in utility where sink base used to be. (As per drawing)		All Items
Renew curtain batten above 3x windows.		3 M
Lock change to rear door (euro lock)		Item x 1
Repair approx 3m2 of loose plaster.		3 M2
Retile floor with vinyl floor tiles. (Tan colour)		10 M2
Paint walls with Magnolia Emulsion		20 M2
Paint Ceiling with White Emulsion		10 M2
Rub Down, Undercoat & Gloss all woodwork, including internal doors. (White)		All Items
		
PHOTOS		
OUTSIDE WC	Rubbish/Content Removal Req <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Woodworm <input type="checkbox"/> Yes <input type="checkbox"/> No

SPECIFICATION OF WORKS...Continued....

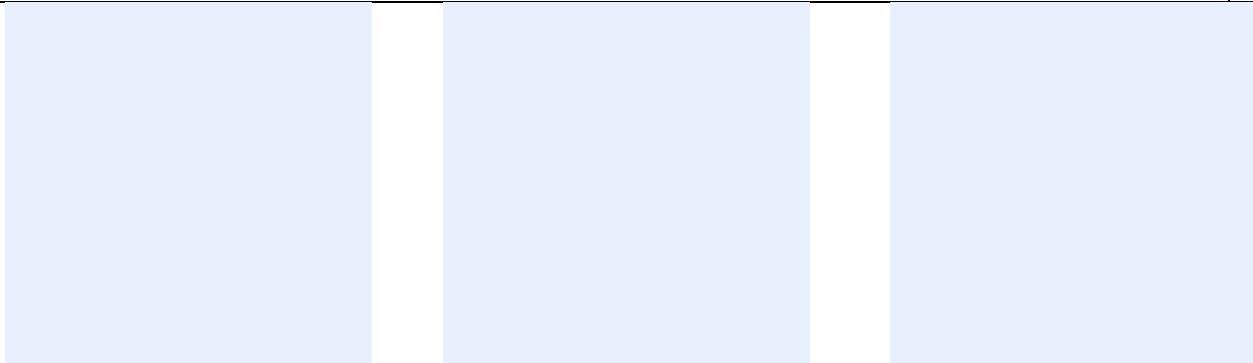
Possible Asbestos Removal <input type="checkbox"/> Yes <input type="checkbox"/> No	Floor Tiles <input type="checkbox"/> Yes <input type="checkbox"/> No	Artex Ceilings/walls <input type="checkbox"/> Yes <input type="checkbox"/> No
		QUANTITY ↓
N/A		



PHOTOS

BATHROOM	Rubbish/Content Removal Req <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Woodworm <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Possible Asbestos Removal <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Floor Tiles <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Artex Ceilings/walls <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Life expectancy of existing Bathroom	Void work	New Bathroom Req
		QUANTITY ↓

Remove & dispose of all Rubbish. (In House Clearance Team)	N/A
Hack off all wall tiles around bath & whb.	4 M2
Replace damaged bath complete & retile around with 2 rows of white wall tiles.	All Items
Replace cracked whb & pedestal & re-tile splashback.	All Items
Replace wc pan & cistern with L/L close coupled pan & cistern.	All Items
Strip wallpaper from walls	15 M2
Renew curtain batten above window.	1.5 M
Overboard floor area with ply & retile floor with vinyl floor tiles. (Tan colour)	8 M2
Paint walls with Magnolia Emulsion	15 M2
Paint Ceiling with White Emulsion	6 M2
Rub Down, Undercoat & Gloss all woodwork, including internal doors. (White)	All Items



PHOTOS

1st FLOOR WC	Rubbish/Content Removal Req <input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Woodworm <input type="checkbox"/> Yes <input type="checkbox"/> No
Possible Asbestos Removal <input type="checkbox"/> Yes <input type="checkbox"/> No		
Floor Tiles <input type="checkbox"/> Yes <input type="checkbox"/> No		Artex Ceilings/walls <input type="checkbox"/> Yes <input type="checkbox"/> No
		QUANTITY ↓

SPECIFICATION OF WORKS...Continued....

	N/A	



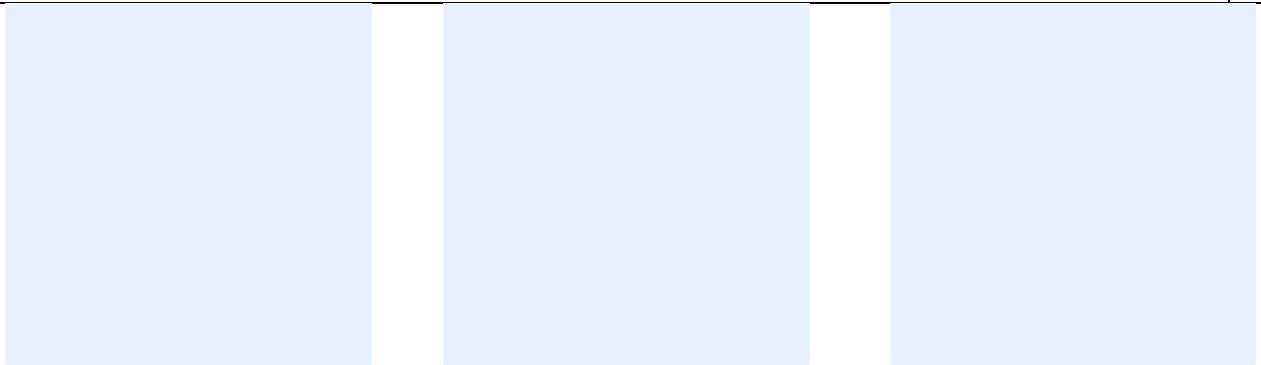
PHOTOS

AIRING CUPBOARD	Rubbish/Content Removal Req <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Woodworm <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Possible Asbestos Removal <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
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	QUANTITY ↓
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	Renew 3no Slatted shelves.	Item x 3



PHOTOS

SPECIFICATION OF WORKS...Continued....

BEDROOM 1	Rubbish/Content Removal Req <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Woodworm <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Possible Asbestos Removal <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Floor Tiles <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Artex Ceilings/walls <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		QUANTITY ↓
Remove & dispose of all rubbish including carpet. (In House Clearance Team)		N/A
Replace woodworm affected floorboards & refix loose.		3 m2
Strip wallpaper from walls.		30 M2
Repair approx 3m2 loose plaster.		3 M2
Remove & dispose of picture rail.		All Items
Replace blown D/G unit. (Not measured)		Item x 1
Renew curtain batten above window.		2 M
Paint walls with Magnolia Emulsion		30 M2
Paint Ceiling with White Emulsion		12 M2
Rub Down, Undercoat & Gloss all woodwork, including internal doors. (White)		All Items
 <p style="margin: 0;">PHOTOS</p>		
BEDROOM 2	Rubbish/Content Removal Req <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Woodworm <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Possible Asbestos Removal <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Floor Tiles <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Artex Ceilings/walls <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		QUANTITY ↓
Remove & dispose of all rubbish including carpet. (In House Clearance Team)		N/A
Replace woodworm affected floorboards & refix loose.		3 M2
Strip wallpaper from walls.		24 M2
Repair approx. 3m2 loose plaster.		3 M2
Remove & dispose of picture rail.		All Items
Renew curtain batten above window.		2 M
Replace missing standard flush internal door.		1 No
Replace missing "D" handle to cupboard door		1 No
Paint walls with Magnolia Emulsion		24 M2
Paint Ceiling with White Emulsion		10 M2
Rub Down, Undercoat & Gloss all woodwork, including internal doors. (White)		All Items
 <p style="margin: 0;">PHOTOS</p>		
BEDROOM 3	Rubbish/Content Removal Req <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Woodworm <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

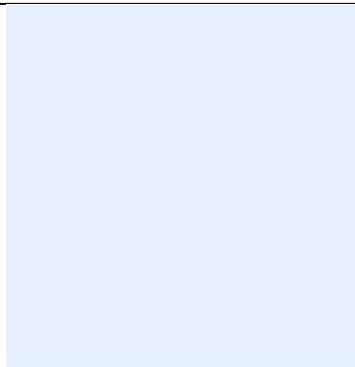
SPECIFICATION OF WORKS...Continued....

Possible Asbestos Removal	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Floor Tiles	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Artex Ceilings/walls	<input type="checkbox"/> Yes <input type="checkbox"/> No
					QUANTITY
Remove & dispose of all rubbish. (In House Clearance Team)					N/A
Lock change to 4x GRP doors.					Item X 4



PHOTOS

OTHER	Rubbish/Content Removal Req	<input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Woodworm	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Possible Asbestos Removal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Floor Tiles	<input type="checkbox"/> Yes <input type="checkbox"/> No	Artex Ceilings/walls	<input type="checkbox"/> Yes <input type="checkbox"/> No
					QUANTITY



PHOTOS

CONTRACTORS GENERAL CHECK LIST	DATE WHEN CHECKED
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SPECIFICATION OF WORKS...Continued....

	Adjust all kitchen base and wall unit doors and drawers to operate	
	Ease and adjust all internal doors to operate correctly	
	Carryout full electrical safety inspection and any repairs / faults identified	
	Carryout gas safe inspection and any repairs / faults identified	
	Ease and adjust barn door to correct line and operation	
	Check all light switches and sockets are level and working,	
	Check all mini trunking and capping are in place	
	Overhaul window ensuring correct operation including applying silicone lubricate to all moving parts	
	Change front door locks fitting a night latch, bolts top and bottom	
	Change back door locks fitting a 5 lever mortise lock, bolts top and bottom	
	Clean out all gutters, downpipes and hoppers and make good all defective joints as required.	
	Tidy up and clip back TV cables to the wall	
	Ensure there are window keys were applicable	

VARIATIONS TO SPECIFICATION OF WORKS

PHOTOS OF ANY RECHARGABLE WORKS

SURVEYORS CHECK LIST

		TICK WHEN DONE
1	Please ensure that this form is fully completed correctly.	
		TICK WHEN DONE
2	Please ensure that gas & electric meter reading form is filled in correctly & a copy is sent to SSE.	
		JOB NO.
3	Please ensure that job has been raised & sent to IES to carry out intrusive asbestos survey, (please state on job raised if & where any major works will take place: ie: new kitchen, bathroom ect: please ensure that keysafe no. is on order.)	
		JOB NO.
4	Please raise job for gas safety check & meter disced. (please ensure keysafe no. is stated).	
		TICK WHEN DONE
5	Please email suelathem@kettering.gov.uk stating that this void property may require an EPC, (please ensure keysafe no. is stated).	
		TICK WHEN DONE
6	Please give copy of void spec to Kevin Austen so void property can get processed.	