

## 2023 SURVEYOR REPORTING GUIDANCE –

Stage Visit:	Stage reference on instruction:
‘Completion’	<i>New-Build - Framed 5 – Completion</i>
	<i>New-Build - Masonry 4 – Completion</i>
	<i>New-Build - ICF 6 - Completion</i>
	<i>Reno/Refurb 7 – Completion</i>

### General:

- Overview of the building/structure
- Habitation/occupation status
- Standard of finish/workmanship
- Full description of any unfinished works (and full photo documentation)

### Externals:

- Adjoining/ancillary ‘structures’ (decks, conservatories etc)
- Landscaping and ground levels adjoining structure
- Windows and doors - weepholes, cavity trays, trickle vents, proximity to boundaries
- DPC levels, drainage channels/beds, render & drip beads.
- Rainwater goods and water disposal arrangements – connections, discharge, fixings, sealings
- Level approach & thresholds, covered access, drainage provision at thresholds.
- Sealing of service penetrations, movement joints, window and door reveals, other gaps.
- Roof coverings and fixing, flashings, ventilation.

### Internals:

- Completion status and compliance on fire protection, electrical, plumbing and ventilation installations.
- Completion status of bathrooms and kitchens
- Stairs, guarding, balcony guarding, safety glass etc.
- Heating/hot water primary and secondary sources
- Loft insulation

### Drains testing:

- All new underground drains must be pressure tested (air/water) and witnessed at practical completion,
- Drains confirmed running free and clear.

### Summary:

- Is a revisit required due to complex works, site issues or works not progressed adequately? **High Risk Remediation** if additional visit required.
- Are photos required of unseen work? – add to remediations. **High Risk** or **Other Risk** depending on severity. See ‘2023 Surveyor Reporting Guidance – Remediations’

Photos:

- Progress of the build is covered photographically in its entirety. Photos include wider scope and contextual shots as well as details. Please can photos be labelled so that we can reference them with the narrative accurately.

The below table indicates the documentation and certification BZSS will require at completion.

<i>Shaded Blue - Always applicable if relevant project type/scope</i>	<i>Shaded Orange - Will be included on the instruction if required</i>
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Project Element / Phase	Guidance on documentation/certification required	Date Introduced
Building Control completion	Building Control completion certificate - minimum requirement for basis of warranty issue. Always required.	N/A - All Live projects
Gas Installation	Gas Safe Certificate. <b>If there is no gas installation, please confirm in body of reports and also confirm alternative heating source.</b>	N/A - All Live projects
Oil (OFTEC) installations (if applicable)	Gas safe/OFTEC registration certificate, reg number if possible.	N/A - All Live projects
Electrical Installation	Either the 'Electrical Installation Certificate' or the 'Part P Registered Certificate'.	N/A - All Live projects
Underground Drainage	All new underground drains must be pressure tested (air/water) at practical completion. Witnessed by the surveyor on the completion visit. A BC Cert is <b>NOT</b> satisfactory evidence in and of itself.	N/A - All Live projects
EPC	If available. Confirmation of address and energy sources.	N/A - All Live projects
Log burning stoves, solid fuel appliances	Certification from HETAS, OFTEC or any other relevant self-certifying scheme. Alternatively, BC specific confirmation that installation complies with Part J	N/A - All Live projects
Building Control Reports	In instances where stage site visits have been missed, copies of relevant Building Control Reports to be obtained. Missed stages also include stages occurring prior to instruction. At times, an instruction will include the requirement for ALL BC reports to be requested.	N/A - All Live projects