



CERTASS
TRADE ASSOCIATION

COVID Secure Procedures for Installers Working in the Home

New Guidance: Surveying and installing windows, doors, glazed extensions and
roofline products post COVID-19 lockdown with social distancing conditions

Endorsed by

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This pack is designed to assist you in operating your installation business with social distancing measures in place.

It contains guidance, self-assessment sheets and a method statement that will help you to reduce the amount of personal contact with the house occupants and the time required within peoples' homes in order to sell, survey and install home improvement products.

The advice offered is straightforward and suggests readily available tools and technology in order to carry out your activities safely and efficiently.

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Remote Selling & Showroom Guidance

Completing much of the sale for windows, doors and other home improvements before visiting the home is becoming a more common way to do business. Householders are used to researching online and will often contact installers with a clear idea of the products they are interested in buying.

The coronavirus pandemic has accelerated remote selling and this guide gives you practical techniques to help you advise, quote and sell to prospects whilst limiting home visits.

Online conferencing such as Zoom <https://zoom.us> and GoToMeeting <https://www.gotomeeting.com> allow you to talk, see and share your screen with potential customers.

Online Design Apps for composite doors, glazed extensions and windows are not only great for lead-generation, they are perfect for showing and talking through the options by sharing your screen.

Here are some Online Design Apps to consider – refer to **CERTASS ONLINE BUSINESS ESSENTIALS SUPPORT** for a full range of online tools available at discounted rates for Certass members

- **Glazed Extension Design, Surveying and Quoting software:** www.windowlink.com
- **Composite Door Design and Quoting software:** www.glazingvault.com
- **Bi-folding Door Design and Quoting software:** www.glazingvault.com
- **Window Design and Quoting software:** www.glazingvault.com

Remote selling:

1. Consider ways to minimise the number of pre-sale visits.
2. Use digital online design and pricing tools to aid both the householder and the installation company to complete most of the transaction remotely. Here are some tips:
 - Carry out initial consultations on the phone or through video conference calls (using zoom or similar).
 - Instead of sending people to look at your website - invite them to a conference call where you can share your PC screen, explain and answer questions about the products and options on your website, show them online brochures or a supplier's website.
 - If you have installation photos or case studies of previous product projects on your website - use the shared screen to talk customers through the project, giving them ideas and inspiration.
 - Design tools - here are a range of applications available to design windows, doors or glazed extensions and show customers what's available. Some of these applications are listed above.
 - Ask householders to send photos of their property and rough measurements so you can give them an initial quote.
3. Where possible, carry out any pre-contract property survey externally.

4. Quotations -
 - Email quotations, terms and conditions and order forms to the customer.
 - Make quotations subject to a final survey where required.
5. Use Certass contract forms and make sure you are set up to accept orders electronically.
6. Internal surveys - **refer to Certass TA Method Statement Covid-19 V2.**

Selling in a Showroom:

1. Limit the number of people in-store at any one time to allow them to maintain social distancing
2. Utilise online visualisation tools in the showroom to demonstrate product options, etc.
3. Encourage customers to visit showrooms with a maximum of 2 persons and to make an appointment where possible.
4. Schedule deliveries to avoid crowding.
5. Clean door handles, chairs, hard surfaces, display products, glass surfaces, lift buttons and hand-rails regularly - using alcohol-based cleaning products and disposable wipes.
6. Clearly mark out the floor to remind customers to maintain a distance of 2m.
7. Train sales personal to demonstrate products within social distance guidelines - online product design and pricing software, etc.

Method Statement

COVID Secure Procedures for Installers
(Revision for post lockdown with social distancing conditions)



Note: The information contained in this document is correct at time of publishing.

USER INFORMATION

This information has been compiled to assist you in carrying out any work activities in the home under current pandemic conditions related to COVID-19 which is post lock-down but with social distancing rules in place.

A safety method statement is not required by law, however, it describes in a logical sequence exactly how a job can be carried out in a safe manner and minimises risk to health, and that the employer has undertaken this activity voluntarily for the benefit of all concerned.

This method statement has demonstrated that:

- You have considered the need for this work to be undertaken in this present climate and still deem an acceptable risk to all parties.
- You have appropriately documented the conditions under which this work will be undertaken.
- The hazards and risks associated with the identified tasks/activities have been properly considered and evaluated.
- The personnel involved, to aid traceability and communication should conditions change or there is an infection notification.
- You have obtained a homeowner coronavirus self-assessment form
- You have provided the homeowner with a site operative coronavirus self-assessment form
- You have informed any occupants of your conditions to undertake the work and received their written acceptance to continue.

Therefore, it is necessary for you to review and complete the template provided to ensure its suitability and sufficiency. Take particular note to update part 5, work activities in the Sequence of Operations section of the template.

GUIDELINES

COVID-19 Surface Life

Current guidance on the length of time coronavirus can live on different surfaces is outlined in the table below*.

Material	Period
Metal, such as door/window handles	5 days
Wood	4 days
Plastic	2 to 3 days
Cardboard	24 hours
Glass	5 days

*Source - <https://www.webmd.com/lung/how-long-covid-19-lives-on-surfaces>

Chemicals used to clean surfaces

Typically, household cleaners/ disinfectants are suitable for cleaning surfaces.

'Description of Task/Activity'

In the attached template method statement the 'Description of task/activity' must be changed to reflect the work i.e. replacement windows, conservatory installation, roofline etc. The sequence of operations should be changed to reflect the task undertaken. The sequence of operations is a step by step process of how the work would be undertaken.

Risk controls and risk groups

HSE provides updated information of risk management in relations to workers and COVID-19 located at <https://www.hse.gov.uk/risk/>. This webpage includes template risk assessment documents. It is of vital importance to ensure risk assessments are completed as well as the attached method statement. This will assist to protect you/your business from potential legal issues should an issue arise.

There is a standard hierarchy of risk controls (most to least effective) that you must consider:

1. **Elimination of risk** – by removing the risk e.g. working on empty/void properties.
2. **Substitution** – by replacing the hazard for a something less hazardous e.g. carrying out external works rather than internal work to reduce exposure potential.
3. **Engineering controls** – by isolation of people from the risk e.g. strictly enacting social distancing, providing protected routes to the work area.
4. **Administrative controls** – by changing the way people work e.g. introducing social distancing procedures, cleaning schedules etc.
5. **PPE** – correct provision and use of Personal Protective Equipment e.g. use of rubber gloves where washing facilities are limited, P3/P2 face masks or face coverings and safety glasses.

The above examples are not exhaustive, and you must consider all potential risks, we highly recommend these are recorded within a risk assessment. You are responsible for your workers and others (e.g. householders) during work activities. Unsafe working practices can lead to both criminal and civil prosecution.

Very high-risk: vulnerable groups

Government guidance on vulnerable groups can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

Works within the property must not be undertaken except if they are emergency in nature. External works, where access to the property is not required such as, conservatory installation or roofline is acceptable where social distancing is enacted. Worker interaction with each other should still be restricted, where social distancing is not possible for example for dual lifting (and mechanical lifting equipment cannot be used) then close contact periods should be as short as possible and full PPE should be worn including face masks/coverings.

High risk: key worker homes

Working within key workers homes should be avoided. External works, where access to the property is not required such as, conservatory installation or roofline is acceptable where social distancing is enacted. Where entry into key worker homes is required this should be kept to an absolute minimum and both householders and workers must wear suitable PPE including facemasks. Designated work areas should be isolated with protected access routes. Worker interaction with each other should still be restricted, where social distancing is not possible for example for dual lifting (and mechanical lifting equipment cannot be used) then close contact periods should be as short as possible and full PPE should be worn including face masks/coverings.

Medium risk: occupied property

Working within occupied homes is acceptable. A full risk assessment should be carried out prior to work being undertaken. External works, where access to the property is not required such as, conservatory installation or roofline is acceptable where social distancing is enacted. Where entry into homes is required workers must wear suitable PPE including facemasks. Designated work areas should be isolated with protected access routes. Worker interaction with each other should still be restricted, where social distancing is not possible for example for dual lifting (and mechanical lifting equipment cannot be used) then close contact periods should be as short as possible and full PPE should be worn including face masks/coverings.

Please remember that 13% of the U.K. are over 70 years old so you are likely to face this situation on a regular basis until the coronavirus is under control in the U.K.

Low risk: void/empty properties

Working within void properties is acceptable. Worker interaction with each other should still be restricted, where social distancing is not possible for example for dual lifting (and mechanical lifting equipment cannot be used) then close contact periods should be as short as possible and full PPE should be worn including face masks/coverings.

Disposal of PPE

Used PPE should be double bagged and suitably disposed of between jobs and at the end of each workday.

Workwear/cleaning cloths etc. should be removed and bagged prior to returning home. Workwear/cleaning cloths should be machine washed prior to reuse and treated as potentially contaminated prior to washing.

On-site Operatives

There are 3 categories of workers described below that are likely to visit homes. The method statement below can be adapted for the applicable operative category, the template is initially laid out to cover installation aspects.

Sales staff

Sales staff are advised to sell remote from the home. Certass has provided a sales guide for selling remotely.

Certass TA: Remote Selling & Showroom Guidance

Selling from showrooms should follow the Government guidance currently in force, but in any event only where adequate social distancing can be established. Showroom cleaning procedures should be updated to reflect increased frequency in areas where people mix. Certass has provided a guide for operating from a showroom - Certass TA: Remote Selling & Showroom Guidance.

Please take due care with the use of tools for the job. We recommend not to share items such as mobile phones, tablets, pencils, measuring tapes, etc.

Surveyors/Visiting Supervisors

Where a sale has been confirmed it is necessary for a Surveyor to visit the property to take accurate measurements for the production of the bespoke product and to confirm property suitability for installation works.

On the day of the visit, prior to arrival, the Surveyor must confirm with the household if any member of the household is suffering any recognised coronavirus symptoms and cancel if applicable. Surveyors by nature of the work will be in the property for a short duration and may visit several sites in a day. It is therefore extremely important that PPE is used and changed between properties as well as hand washing after leaving and before entering the next property.

Certass TA has provided forms that the Surveyor should have the householder to complete to confirm acceptance of the installation. **Certass TA: Homeowner Self-Assessment Declaration – Survey/Pre-Installation**

Please take due care with the use of tools for the job. We recommend not to share items such as mobile phones, tablets, pencils, measuring tapes, etc.

Installation teams

On the day of visit, prior to arrival, the Installer must confirm with the householder if any member of the household is suffering any recognised coronavirus symptoms, and delay to another date if applicable.

The Surveyor will provide the installation team with **Certass TA: Installer Self-Assessment Declaration** form that the householder has completed as part of the company operation guide.

Please take due care with the use of tools for the job. We recommend not to share items such as mobile phones, tablets, pencils, measuring tapes, etc.

Bring all food and drink with you and consider taking breaks outside of the home. Do not accept food or drink from the householders.

Keep your distance from household children or pets. If possible, arrange for the householder to keep them in other rooms while work is carried out.

METHOD STATEMENT (COVID-19 Revision)

Description of Task/Activity	Completion of Fenestration Installation to ensure the premises is safe and secure for occupants and workers during COVID-19 conditions.		
Project Name		Project Ref	
Site Address		Start Date	
		Finish Date	
Personnel Involved	Name/Role	Signature (collect as acceptance of these conditions)	
Supervisor		Telephone	

Occupant name		Date	
Signed by occupant as acceptance of these conditions			

Key Additional Measures for Protection of People under COVID-19 conditions	<ul style="list-style-type: none"> It is to be confirmed on day of planned visit, to ensure no one in occupation is shielding, self-isolating or has symptoms of Covid-19. Ensure no staff on day of planned visit, is in contact with anyone who is self-isolating or has symptoms of Covid-19. All workers are to travel to site separately. Work areas should be clearly defined, and segregation of workers and occupants should be ensured at all times including access and egress. Mobile washing facilities be provided where possible or a clear plan to use on-site facilities. Agree with the householder before starting work a designated W/C facility at the property. Providing your own toiletries and clean after use with your own cleaning materials. Precautions will be undertaken toward visitors attending site (work-related or occupant related). Deliveries should be received following “non-contact” procedures.
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	<ul style="list-style-type: none"> • Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products. • On completion of daily activities, sanitising of all hard surfaces must be carried out. • Anyone who has a new, continuous cough, high temperature or other recognised coronavirus symptoms will be advised to quickly and directly return home and initiate household isolation.
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Key Plant & Tools Required	Make sure Plant and Tools are not shared between workers without proper cleaning and disinfecting taking place.
Key Materials Required	Ensure all materials are available to work, considering shop closures.
Other Essential Equipment	Ensure equipment is not shared between workers without proper cleaning and disinfecting taking place.

Specific Identified Hazards	<p>Pandemic situations</p> <p>Infection of occupants</p> <p>Infection of workers</p> <p>All other Construction Site Hazards (e.g. Slips, trips, cuts and bruises, falls from height, COSHH)</p>
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Specific Training Requirements	<p>In addition to provision of skilled workforce, additional advice and training will be provided to workers regarding these situations regarding hygiene and protection of themselves and others.</p> <p>A copy of this Method Statement will be issued to all workers involved in this project/activity.</p> <p>Workers must be aware of the guidance regarding "Social Distancing" and put these into practice while they work.</p> <p>Keep up to date with the latest guidance, news and directions from Public Health England, World Health Organisation and the Government.</p>
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Travelling to Work	<p>Travel to the job separately from colleagues. If this isn't possible, stay with the same individuals throughout the journey and the job.</p> <p>Also, regularly clean vehicles and equipment and ensure adequate ventilation in the vehicle.</p>
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Sequence of Operations	<ol style="list-style-type: none"> 1. Confirm attendance to site with occupants and clarification of any self-isolation measures. 2. Travel to site separately where possible. 3. Create a safe, segregated work area. 4. Sanitise equipment prior to first use. 5. Work Activities: <ol style="list-style-type: none"> a. . b. . c. . d. . e. . f. . g. . h. .
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	<p>6. On completion of daily activities, sanitising of all hard surfaces must be carried out.</p> <p>7. Travel from site separately, where possible.</p>
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Temporary Support Needed to Facilitate Works	Hand cleaning facilities should be provided for all your workforce. Cleaning supplies should be provided to keep all surfaces that could spread infection clean.
Method of Access & Egress to Work Area	Work areas should be clearly defined, and segregation of workers and occupants should be ensured at all times including access and egress with 2m minimum social distance guidelines.
Fall Protection Measures	Ensure that all equipment for use when working at height is cleaned thoroughly and regularly. Ensure all surfaces that are used as handrails or guides are cleaned thoroughly and regularly.
Hazardous Substances	Be aware of the COSHH requirements of any sanitisation chemicals you are now carrying and using.
Safe Working Loads & Lifting Equipment	When lifting heavy materials or components where 2M distancing is not possible, buddy up with the same workmate each time. By using a buddy system, you will limit potential spread through multiple teams if infection occurs. Wear face masks and do not spend more than 15 minutes within 2 metres of that person wherever possible.
Required Personal Protective Equipment for staff	<p>Footwear: To be worn at all times</p> <p>Rubberised Gloves: To be worn at all times where washing facilities are limited</p> <p>Hearing Protection: As necessary</p> <p>Hard Hat: As defined</p> <p>Hi Viz: To be worn at all times</p> <p>Eye Protection: Not just to protect from flying objects but can restrict hand to eye contact.</p> <p>Face Masks/coverings: This will contribute to maintaining a healthy workforce, and therefore it is necessary to wear a mask in workplaces.</p> <p>Hygiene: Soap, clean water, paper towels, tissues and hand sanitiser.</p> <p>All in line with current Government guidance</p>
Required Personal Protective Equipment for householder	To be provided by the installer in line with Government Guidance.
Emergency Procedures	Dependent on the amount of people on site, you may need to consider implementing new fire assembly points following the Social Distancing guidance.

	<p>FIRE – If minor, immediately sound alarm and alert all those present within the premises and tackle same with on-site fire extinguishers. Call 999 if not brought under immediate control. If major, evacuate building and call 999. Report in accident book and RIDDOR. Notify H&S Advisor to investigate.</p> <p>ACCIDENT – Report immediately to site supervisor. Action to be taken as per company Health and Safety Policy.</p>
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First Aid Facilities	Name of First Aider	
	First Aid Box Location	
	Location of Nearest Hospital	

Other Information & Comments	<p>All workers are responsible for taking care of their PPE.</p> <p>Whenever possible use mechanical lifting equipment and keep manual handling to a minimum.</p>
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Prepared by:		Date:	
Position:			

Reviewed by:		Date:	
Position:			



Homeowner Self-Assessment Declaration – Survey/Pre-Installation

Name	First	Last	
Home Address			
City		Postcode	
Date Form Completed			
Installing Company			
Survey Date			

Declaration

To be completed and sent to surveyor no more than 24 hours prior to scheduled site visit

1) Are you, or anyone in your household considered to be in the vulnerable group who are at increased risk of severe illness from coronavirus?			
YES		NO	
Please specify details of vulnerable occupants:			
	Extremely Vulnerable (received NHS letter)		
	Vulnerable (underlying health condition and/or is aged over 70)		
	Other (please specify below)		
2) Is your household or anyone in your household isolating?			
YES		NO	
Please specify details of isolation:			
3) Have you or anyone in your household experienced any recognised coronavirus symptoms in the past 7 days? (including today) e.g.: a continuous cough or a high temperature.			
YES		NO	
4) I will allow the surveyor to use a designated W/C facility at my property providing they bring their own toiletries and clean after use with their own cleaning materials.			
YES		NO	

Emergency Contact Name	
Emergency Contact Phone	

Terms and Conditions:

- Please respect social distancing by remaining a minimum of 2 metres away from surveyor and keep family members and pets away from the room where work is being carried out wherever possible.
- Please do not offer food or drink as we cannot accept it.
- Please help the surveyor to work room by room.
- Co-operate with the surveyor to help everyone stay safe and follow the Government coronavirus social distancing guidelines.
- Please stop or limit visitors to the home during the survey, wherever possible.
- Inform the installation company management and surveyor immediately if a member of the household becomes unwell with any recognised symptoms of coronavirus.

By signing this form, I hereby confirm that the information I have given above is up-to-date, true, and that I will comply with the conditions set out in the above.

Signature	
Name	
Date	



Surveyor Self-Assessment Declaration

Company Name	
Survey Date	
Surveyor	
Date Form Completed	

Declaration

To be completed and given to Homeowner no more than 24 hours prior to scheduled site visit.

I declare the following to be true on the day of site visit at your property

- I, nor anyone in my household is self-isolating
- I, nor anyone in my household has experienced recognised symptoms of coronavirus in the past 7 days (including today)
- You have completed and provided me with a homeowner self-assessment declaration
- The information provided by you from your homeowner self-assessment declaration is satisfactory, and it is agreed by both parties that it is safe for me to enter the property

Terms and Conditions:

- Working areas in the house will be limited as best as reasonably practical.
- All surfaces I come into contact with will be cleaned and disinfected with suitable cleaning agents and disposable wipes.
- I will maintain a minimum of 2 metres distance from other persons.
- I will arrange tasks, where possible, to maintain social distancing measures.
- Work will be carried out one room at a time, wherever possible.
- I will provide my own tools for the job.
- I will provide my own cleanliness pack (handwash, soap or alcohol gel; clean water supply; paper towels and tissues.)
- I will bring my own food and drink and take all food waste and packaging away for disposal.
- I will only use the W/C facility you have designated and bring my own toiletries and clean after use with my own cleaning materials.
- I will wash my hands at regular intervals.
- I will undertake the correct provision, use and disposal of Personal Protective Equipment (PPE) in line with current Government guidance.
- I will map out and agree with the homeowner the safest route for installation day.

Emergency Contact Name	
Emergency Contact Phone	

By submitting I hereby confirm that the information provided above is true, and that I will comply with the conditions set out in the above.

Signature	
Name	
Date	



Homeowner Self-Assessment Declaration - Installation

Name	<i>First</i>	<i>Last</i>
Home Address		
City		Postcode
Date Form Completed		
Installing Company		
Installation Date		

Declaration

To be completed and sent to installer no more than 24 hours prior to scheduled site visit

1) Are you, or anyone in your household considered to be in the vulnerable group who are at increased risk of severe illness from coronavirus?			
YES		NO	
Please specify details of vulnerable occupants:			
	Extremely Vulnerable (received NHS letter)		
	Vulnerable (underlying health condition and/or is aged over 70)		
	Other (please specify below)		
2) Is your household or anyone in your household isolating?			
YES		NO	
Please specify details of isolation:			

3) Have you or anyone in your household experienced any recognised coronavirus symptoms in the past 7 days? (including today) e.g. a continuous cough or a high temperature.			
YES		NO	
4) I have demonstrated to installers the safe route in/around the home as agreed at pre-installation survey.			
YES		NO	
5) I will allow the surveyor to use a designated W/C facility at my property providing they bring their own toiletries and clean after use with their own cleaning materials. I have explained the designated WC facilities as agreed at pre-installation survey.			
YES		NO	

Emergency Contact Name	
Emergency Contact Phone	

Terms and Conditions:

- Please respect social distancing by remaining a minimum of 2 metres away from surveyor and keep family members and pets away from the room where work is being carried out wherever possible.
- Please do not offer food or drink as we cannot accept it.
- Please help the surveyor to work room by room.
- Co-operate with the surveyor to help everyone stay safe and follow the Government coronavirus social distancing guidelines.
- Please stop or limit visitors to the home during the survey, wherever possible.
- Inform the installation company management and surveyor immediately if a member of the household becomes unwell with any recognised symptoms of coronavirus.

By signing this form, I hereby confirm that the information I have given above is up-to-date, true, and that I will comply with the conditions set out in the above.

Signature	
Name	
Date	



Installer Self-Assessment Declaration

Company Name	
Installation Date	
Site Operatives	
Date Form Completed	

Declaration

To be completed and handed to Homeowner no more than 24 hours prior to scheduled site visit.

I declare the following to be true on the day of site visit at your property

- Site Operatives nor anyone in their respective households are self-isolating**
- Site Operatives nor anyone in their respective households have experienced recognised symptoms of coronavirus in the past 7 days (including today)**
- You have completed and provided us with a homeowner self-assessment declaration**
- The information provided by you from your homeowner self-assessment declaration is satisfactory, and it is agreed by both parties that it is safe for us to enter the property**

Terms and Conditions:

- Working areas in the house will be limited as best as reasonably practical.
- Floors in working areas will be covered with suitable disposable floor protection film.
- We will clean and disinfect all glazed products for installation with suitable cleaning agents and disposable wipes when received from suppliers or delivered to site.
- We will limit the number of site operatives carrying out the work whilst complying with HSE regulations and guidance.
- Site operatives will maintain a minimum of 2 metres distance from other persons.
- Site operatives will rearrange tasks where possible, to enable them to be done by one person, or to maintain social distancing measures.
- Installations will be carried out one room at a time wherever possible.
- Site operatives will provide their own tools for the job.
- Site operatives will provide their own cleanliness pack (handwash, soap or alcohol gel; clean water supply; paper towels and tissues.)
- Site operatives will bring their own food and drink and take all food waste and packaging away for disposal.
- Site operatives will either

- Arrange mobile toilet facilities away from the house where there is only a single WC within the property, or;
- Will only use the W/C facility you have designated and agreed with the surveyor, bring their own toiletries and clean after use with their own cleaning materials.
- Site operatives will wash their hands at regular intervals.
- Site operatives will undertake the correct provisions, use and disposal of Personal Protective Equipment (PPE) in line with current Government guidance.
- Once installed, the internal surfaces of all products including glazing will be cleaned with suitable anti-bacterial cleaning agents and disposable wipes.
- All debris will be removed from the property and the house.
- If work is interrupted due to either a household member or site operative becoming ill with coronavirus symptoms, the installer will ensure that the property is left in a safe condition and protected from adverse weather conditions.

Emergency Contact Name	
Emergency Contact Phone	

By signing this form, I hereby confirm that the information I have given above is up-to-date, true, and that I will comply with the conditions set out in the above.

Signature	
Name	
Date	



FINAL INSPECTION GUIDANCE

1. To avoid an additional visit to the house by the surveyor, the installer should carry out the completion inspection, taking photographs and video of the installation, before leaving the site.
2. Photographs and video footage of the project should be saved on the company's digital storage (cloud, etc.) for review.
3. The surveyor should review the photographs and video footage, identifying any snags to be carried out.
4. Schedule of items to be photographed and videoed: -
 - a) Windows & Doors:
 - Video each installed product internally and externally.
 - Video doors and window sashes being opened, closed and locked.
 - Take photos of the completed project both internally and externally.
 - Save video and images on company digital storage (cloud, etc.) for review.
 - b) Glazed extensions and conservatories:
 - Internal -
 - Floor finish
 - Wall finish
 - Window boards
 - Glazing elements including handles
 - Ceiling
 - Rooflights
 - Lighting - power on and off
 - External -
 - Walls including damp course and any drainage
 - Glazing and door elements
 - Guttering and fascias
 - Roof finish
 - Roof/wall flashings
 - Cleared site



Sales and Showroom Guidance provided by Balls2 Marketing Ltd

