

Pre-Occupation Inspection

PDI Completed By:	W. HOOPER
Date of Completion:	20.11.15
Arrival Time:	Recommended PDI time 2.5 hrs
Departure Time:	

Log No.	PDI-1053		
Park Details	(642) Surf Bay Leisure (Winkleigh)		
Manufacturer	SWIFT	Model	Alsace
Year	2016	Size	39x12
Beds		Pitch No.	WINKLEIGH SITE
Serial Number	019764h	Stock Number	31596
Key Number		Date of Purchase	

Additional Spec

DOORS TO N/S FRONT

ROOF VELUX

SLIM LINE DISHWASHER

TV SOCKETS IN BEDS

Appliance Details

BOILER:- NORCO GB24 SERIES II S/N ADH2108740000 8362
 COOKER:- THETFORD COCINA S/N E1955 6000163
 FRIDGE/FREEZER:- CDA MODEL FW 872/1 S/N 15052072
 DISHWASHER:- CDA WC 431 NO S/N VISIBLE.
 MICROWAVE:- BMSW20 NO S/N VISIBLE

Unpacking Procedure	Done	Done	Done
Remove external window stickers from all windows		Put sink trap, drain off plugs and handbooks into sink bowl	
Remove protective tape from exterior doors		Place water heater cowl in water heater cupboard	
Unpack Dining room table & place in position		Oven pack containing grill pan should NOT be removed	
Unpack coffee table and place in position		Unpack hob top	
Unpack lounge and dinette seating and seat backs		Fit fire extinguisher into housing	
Put up pictures and/or glass shelves if supplied		Remove all mattress packaging	
Remove all rubber bands and/or tape from all cupboard doors		Place cot into largest of twin bedrooms if supplied	✓
Insert plug into kitchen sink		Unpack bedside table and place between twin beds	
		Fit all coat hangers to hanging rails	✓



Satisfactory



Repaired








Warranty



Missing Items



Photo Taken

Lounge Area						Comments
						
Door Mats	N/A					
Carpet	✓					
Main Table	✓					
Dining Chairs	✓					
Chair Pads	✓					
Coffee Table	✓					
Stool	✓					
Scatter cushions	N/A					
Upholstery	✓					
Make Up Bed	✓					
Mattress	✓					
TV Unit	✓					
Fire (Inc.Clays & Coals)	N/A					
Furniture	✓					
Mirror	N/A					
Glass shelves	N/A					
Radiators/ Electric panel heaters	✓					
Picture	✓					
Wall Boards	✓					
Wall Lights & Bulbs	✓					
Curtains/pelmets/nets	✓					
Ceiling Boards	✓					
Ceiling Lights & Bulbs, spot bulbs and shades	✓					
En-Suite Bathroom						
Door	✓					WASH BASIN PLUG MISSING
Carpet/Lino	✓					
Curtains/Pelmets/Nets/Blinds/Tie Backs	✓					
Toilet Cistern & Lid	✓					
Toilet Pan	✓					
Toilet Seat & Pan	✓					
Towel Rail	✓					
Toilet Roll Holder	✓					
Mirror	✓					
Shower Inc. Hose, Head, Door & Cubicle	N/A					
Radiators/ Electric Panel Heater	✓					
Wall Boards	✓					
Ceiling Boards	✓					
Lights, Bulbs & Shades	✓					
Skylight/ Vent	N/A					
Extractor	N/A					
Master Bedroom						
Carpet	✓					
Bed Base	✓					
Double Mattress	✓					
Bed Set	N/A					
Headboard	✓					
Bedroom Stool	✓					
Radiators/ Electric Panel Heaters	✓					
Units	✓					
Cupboard Doors	✓					
Robe Drawer Unit	✓					
Coat Hangers	N/A					
Mirrors/ Vanity Mirror	✓					
Curtains/ Pelmets/ Nets/ Tiebacks	✓					
Wall Boards, Wall Lights & Bulbs	✓					
Ceiling Boards	✓					
Ceiling Lights, Bulbs, Spot Bulbs & Shades	✓					
Stool	✓					
Twin Bedroom						
Carpet	✓					
Twin Bed Bases	✓					
Single Mattresses	✓					

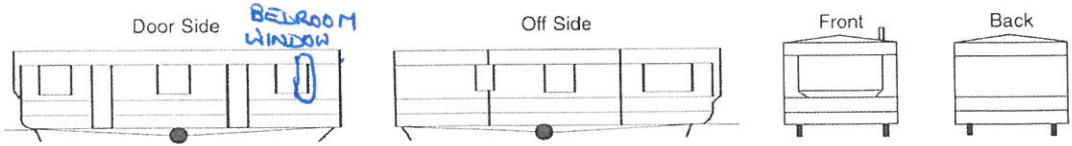
						Comments
Bed Sets	N/A					
Headboards	N/A					
Bedroom Stool	N/A					
Radiators/ Electric Panel Heater	N/A					
Units	N/A					
Cupboard Doors	N/A					
Coat Hangers	N/A					
Mirror	N/A					
Bedside Cabinet	N/A					
Curtains/ Pelmets / Nets/ Tiebacks	N/A					
Wall Boards	N/A					
Wall Lights & Bulbs	N/A					
Ceiling Boards	N/A					
Ceiling Lights, Bulbs, Spot Bulbs & Shades	N/A					
Kitchen						
Carpet/ Lino	N/A					
Refrigerator/ Freezer	N/A					
Dishwasher/ Washing Machine (If applicable)	N/A					
Worktops	N/A					
Sink Drainer	N/A					
Sink plug	N/A					
Drain Off Plugs	N/A					
Stop Taps	N/A					
Keys	N/A					
Handbooks	N/A					
Microwave	N/A					
Units	N/A					
Doors & Drawers	N/A					
Cutlery Tray	N/A					
Oven Housing & Doors	N/A					
Hob Burner	N/A					
Hob Burner Caps	N/A					
Pan Stands	N/A					
Glass Hob Top	N/A					
Splash back	N/A					
Oven Shelves	N/A					
Oven pack	N/A					
Grill Shelf	N/A					
Radiators/ Electrical Panel Heaters	N/A					
Blind/ Curtain	N/A					
Curtain Tiebacks	N/A					
Fire Extinguisher	N/A					
Wall Boards	N/A					
Ceiling Boards	N/A					
Ceiling Lights, Bulbs, Spot Bulbs & Shades	N/A					
Ceiling Vent	N/A					
Extractor	N/A					
Heater						
Heater/ Combi Boiler	N/A					
Heater Cowl	N/A					
Main Bathroom						
Carpet/ Lino	N/A					
Curtains/ Pelmets/ Nets/ Blinds/ Tiebacks	N/A					
Toilet Cistern & Lid	N/A					
Toilet Pan & Seat	N/A					
Towel Rail	N/A					
Toilet Roll Holder	N/A					
Sink/ Pedestal	N/A					
Mirror	N/A					
Shower Inc. Hose, Head, Door & Cubicle	N/A					

ON SITE ?

CANNOT FIND. ON SITE?

BASIN PLUG MISSING

						Comments	
Radiators/ Electric Panel Heater	✓						
Wall Boards	✓						
Ceiling Boards	✓						
Lights, Bulbs & Shades	✓						
Ceiling Vent	✓						
Bedroom Three							
Carpet							
Twin Bed Bases							
Single Mattresses							
Bed Sets							
Headboards							
Bedroom Stool							
Radiators/ Electric Panel Heaters							
Units							
Cupboard Doors							
Coat Hangers							
Mirror							
Bedside Cabinet							
Curtains/ Pelmet/ Nets/ Tiebacks							
Wallboards							
Ceiling Boards							
Ceiling Lights, Bulbs, Spot Bulbs & Shades							
Hallway							
Door Mats	✓						
Carpet/ Lino	✓						
Kick Boards	✓						
Door Handles & Latches	✓						
Wall Boards, Wall Lights & Bulbs	✓						
Radiators/ Electric Panel Heater	N/A						
Ceiling Boards	✓						
Ceiling Lights, Bulbs, Spot Bulbs & Shades	✓						
General							
Carbon Monoxide Alarm	✓						
Smoke Alarm	✓						
Exterior							
Chassis	✓						
Wheels/ Tyres	✓						
Corner Steadies	✓						
Jockey Wheel/ A Frame	✓						
Panels	✓						
Windows to be opened, checked & adj				✓	✓	BED ROOM (MASTER) WINDOW WILL NOT CLOSE CORRECTLY AND DAMAGE TO LATCH SURROUNDS .	
Doors to locked/unlocked adjusted	✓						
Door Catches	✓						
Exterior Lights	✓						
Down Pipes	✓						
Gutters	✓						
Roof	✓						
Miscellaneous							



Name of Staff Member in Attendance: W. HOOPER

I hereby agree that Surf Bay Leisure have undertaken a Pre-Occupation Inspection on the above caravan and accept and agree with the findings shown above and confirm apart from those mentioned there are no items missing, damaged, or that require attention.

Park Signature..... Date.....