

SURF BAY LEISURE AFTERSALES WORKSHEET

I AUTHORISE SURF BAY LEISURE TO ENTER THE CARAVAN LISTED BELOW:

SIGNATURE-----**DATE**-----

POSITION-----

WORK CODE: LOG NO: SWIFT-11223 MAKE: Swift MODEL: Auvergne SIZE: 38x12 SERIAL NO: 13707H STOCK NO: 29409 Assigned to Debbie Bartlett	ADDRESS: (641) Surf Bay Leisure (winkleigh) PITCH NO: TEL:
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Problem

Master Bedroom- rip to wal trim (En - suite side of bathroom) / Twin Bedroom - cupboard door are out of line kitchen - units need attention very stiff and scratched at the bottom./ Wallboards/Ceiling Boards (8 Weeks) Kitchen - ceiling trims has gaps / Main Bathroom - Ceiling trims are gapping / Main Bathroom - light bulb missing/ Exterior Panels (8 Weeks) Exterior - Screws are rusty on the roof Notes: Hi guys please could you look at this one for me and let me know what needs ordering. Thanks Debs <p style="font-size: 1.2em; font-family: cursive;">Gaps to ceiling should close up when fitted</p>
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Details of Work Done

Have change kitchen cupboard hinges restay as per POI list of peeling + warped doors PTO Fitted light bulb in bathroom refixed trim repaired B. Jold
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ARRIVAL TIME	8:50
DEPARTURE TIME	11:00

DATE: 6/4/16	FITTER: Steve
I AM HAPPY WITH THE WORK CARRIED OUT TODAY BY SURF BAY LEISURE	
PARK/CUSTOMER SIGNATURE:	

MATERIALS USED	NOTES

Pre-Occupation Inspection

PDI Completed By:	Bois Odernis		
Date of Completion:	01.04.2016		
Arrival Time:	11.30	Recommended PDI time 2.5 hrs	
Departure Time:			






Log No.	PDI-1539		
Park Details	(642) Surf Bay Leisure (Winkleigh)		
Manufacturer	Luft	Model	Auvergne
Year	2014	Size	38X12
Beds	2	Pitch No.	Winkley August 2010
Serial Number	13707H	Stock Number	29409
Key Number		Date of Purchase	






Additional Spec

FRONT LOUNGE MODEL	✓

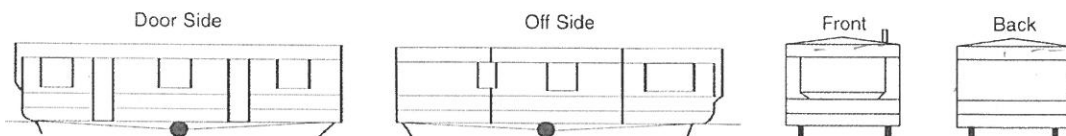
Appliance Details	Cooker R Grill - Pinard Chafford - Cocina → SK 16931 Sn. E 172 P6000031. Boiler - MORCO K112D044FG. FIRE - IMPERIAL Model - EFS54J - Sn. 000008.
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Unpacking Procedure	Done	Done
Remove external window stickers from all windows	✓	Put 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 ✓

Lounge Area						Comments
						
Door Mats	✓					
Carpet	✓					
Main Table	✓					
Dining Chairs	✓					
Chair Pads	✓					
Coffee Table	✓					
Stool	N/A					
Scatter cushions	✓					
Upholstery	✓					
Make Up Bed	✓					
Mattress	✓					
TV Unit	✓					
Fire (Inc. Clays & Coals)	✓					
Furniture	✓					
Mirror	N/A					
Glass shelves	✓					
Radiators/ Electric panel heaters	✓					
Picture	✓					
Wall Boards	✓					
Wall Lights & Bulbs	✓					
Curtains/pelmets/nets	✓					
Ceiling Boards	✓					Ceiling trim has a gap *
Ceiling Lights & Bulbs, spot bulbs and shades	✓					
En-Suite Bathroom						
Door	✓					lock unfitted need a attention *
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	N/A					
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	✓					Long doors unshape.
Robe Drawer Unit	✓					
Coat Hangers	✓					
Mirrors/ Vanity Mirror	✓					
Curtains/ Pelmets/ Nets/ Tiebacks	✓					
Wall Boards, Wall Lights & Bulbs	✓					Ript on wall trim on suite side Bottom *
Ceiling Boards	✓					Age on Ceiling trims.
Ceiling Lights, Bulbs, Spot Bulbs & Shades	✓					
Stool	✓					
Twin Bedroom						
Carpet	✓					
Twin Bed Bases	✓					
Single Mattresses	✓					

						Comments	
Bed Sets	N/A					Not turn bedroom main door have pen marks on bottom of door	
Headboards	✓						
Bedroom Stool	N/A						
Radiators/ Electric Panel Heater	✓						
Units	✓						
Cupboard Doors					✓		Door are unshape.
Coat Hangers	✓						
Mirror	✓						
Bedside Cabinet	✓						
Curtains/ Pelmets/ Nets/ Tiebacks	✓						
Wall Boards	✓						
Wall Lights & Bulbs	✓						
Ceiling Boards					✓		Ceiling trims had a gap. *
Ceiling Lights, Bulbs, Spot Bulbs & Shades							
Kitchen							
Carpet/ Lino	✓					Unit door edges few of the fridge unit handle. All of 2 unit door are scuffed - bottom draws very stiff hinges rusty	
Refrigerator/ Freezer	✓						
Dishwasher/ Washing Machine (If applicable)	N/A						
Worktops	✓						
Sink Drainer	✓						
Sink plug	✓						
Drain Off Plugs	✓						
Stop Taps	✓						
Keys	✓						
Handbooks	✓						
Microwave	N/A						
Units	✓						
Doors & Drawers	✓				✓		
Cutlery Tray	✓						
Oven Housing & Doors	✓						
Hob Burner	✓						
Hob Burner Caps	✓						
Pan Stands	✓						
Glass Hob Top	N/A						
Splash back	✓						
Oven Shelves	✓						
Oven pack	✓						
Grill Shelf	✓						
Radiators/ Electrical Panel Heaters	N/A						
Blind/ Curtain	✓						
Curtain Tiebacks	N/A						
Fire Extinguisher	✓						
Wall Boards	✓						
Ceiling Boards					✓	Ceiling trims had a gap. *	
Ceiling Lights, Bulbs, Spot Bulbs & Shades	✓						
Ceiling Vent	✓						
Extractor	✓						
Heater							
Heater/ Combi Boiler	✓						
Heater Cowl							
Main Bathroom							
Carpet/ Lino	✓						
Curtains/ Pelmets/ Nets/ Blinds/ Tiebacks	✓						
Toilet Cistern & Lid	✓						
Toilet Pan & Seat	✓						
Towel Rail	✓						
Toilet Roll Holder	✓						
Sink/ Pedestal	✓						
Mirror	✓						
Shower Inc. Hose, Head, Door & Cubicle	✓						

						Comments
Radiators/ Electric Panel Heater	✓					
Wall Boards	✓					
Ceiling Boards					✓	Ceiling trim had a gap Light bulb missing -
Lights, Bulbs & Shades					✓	
Ceiling Vent	✓					
Bedroom Three						
Carpet						X
Twin Bed Bases						
Single Mattresses						
Bed Sets						
Headboards						
Bedroom Stool						
Radiators/ Electric Panel Heaters						
Units						
Cupboard Doors						
Coat Hangers						
Mirror						
Bedside Cabinet						
Curtains/ Pelmets/ 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	✓					Long screws are black bmo of the silver
Wheels/ Tyres	✓					
Corner Steadies	✓					
Jockey Wheel/ A Frame	✓					
Panels	✓					
Windows to be opened, checked & adj	✓					
Doors to locked/unlocked adjusted	✓					
Door Catches	✓					
Exterior Lights	✓					
Down Pipes	✓					
Gutters	✓					
Roof			✓			
Miscellaneous						



Name of Staff Member in Attendance:

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.....