






**Pre-Occupation Inspection**

PDI Completed By:	S. H. BBS		
Date of Completion:	23.12.2016		Recommended PDI time 2.5 hrs
Arrival Time:			
Departure Time:			
Log No.			
Park Details	BRIDPORT DEPOT.		
Manufacturer	ABI	Model	FLAN
Year	2017	Size	38x12
Beds	2	Pitch No.	—
Serial Number	1790870	Stock Number	32738
Key Number	3149	Date of Purchase	— DEMO
<b>Additional Spec</b>			
FRONT DOORS			
WWP			
PRE-GALV.			
M/L WAVE.			
<b>Appliance Details</b>			
MORCO GB24 BOILER S/N ADP 21087400026049			
THERMOM COOKER S/N E270T600038			
FOCALPOINT MICROWAVE			
BICO FRIDGE/FREEZER S/N 1613754310			

Unpacking Procedure	Done	Done
Remove external window stickers from all windows	✓	Put sink trap, drain off plugs and handbooks into sink bowl <b>BOX</b>
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 <b>BOX</b>
Unpack coffee table and place in position	✓	Unpack hob top ✓
Unpack lounge and dinette seating and seat backs	✓	Fit fire extinguisher into housing <b>BOX</b>
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 <b>N/A</b>
Insert plug into kitchen sink	<b>BOX</b>	Unpack bedside table and place between twin beds ✓
		Fit all coat hangers to hanging rails <b>N/A</b>

Lounge Area

						Comments
Door Mats	N/A					
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)			X		✓	DENT MARK ON SURROUND TOP R.H. CORNER
Furniture	✓					
Mirror	N/A					
Glass shelves	N/A					
Radiators/ Electric panel heaters	✓					
Picture	N/A					
Wall Boards	✓					
Wall Lights & Bulbs	N/A					
Curtains/pelmets/nets	✓					
Ceiling Boards	✓					
Ceiling Lights & Bulbs, spot bulbs and shades	✓					

En-Suite Bathroom






Door	✓					
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	✓					
Radiators/ Electric Panel Heater	✓					
Wall Boards	✓					
Ceiling Boards	✓					
Lights, Bulbs & Shades	N/A					
Skylight/ Vent	N/A					
Extractor	✓					

Master Bedroom

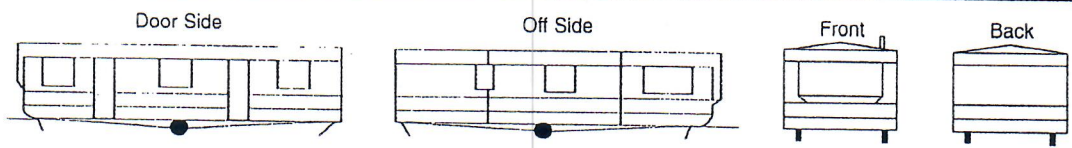
Carpet	✓					
Bed Base	✓					
Double Mattress	✓					
Bed Set	✓					
Headboard	✓					
Bedroom Stool	✓					
Radiators/ Electric Panel Heaters	✓					
Units	✓					
Cupboard Doors	✓					
Robe Drawer Unit	✓					
Coat Hangers	N/A					
Mirrors/ Vanity Mirror	✓					
Curtains/ Pelmet/ Nets/ Tiebacks	✓					
Wall Boards, Wall Lights & Bulbs	✓					
Ceiling Boards	✓					
Ceiling Lights, Bulbs, Spot Bulbs & Shades	✓					
Stool	✓					

Twin Bedroom

Carpet	✓					
Twin Bed Bases	✓					
Single Mattresses	✓					

						Comments
<b>Bed Sets</b>	✓					
Headboards	✓					
Bedroom Stool	N/A					
Radiators/ Electric Panel Heater	✓					
Units	✓					
Cupboard Doors	✓					
Coat Hangers	✓					
Mirror	✓					
Bedside Cabinet	✓					
Curtains/ Pelmets/ Nets/ Tiebacks	✓					
Wall Boards	✓					
Wall Lights & Bulbs	N/A					
Ceiling Boards	✓					
Ceiling Lights, Bulbs, Spot Bulbs & Shades	✓					
<b>Kitchen</b>						
Carpet/ Lino	✓					
Refrigerator/ Freezer	✓					
Dishwasher/ Washing Machine (If applicable)	N/A					
Worktops	✓					
Sink Drainer	✓					
Sink plug	✓					
Drain Off Plugs	✓					
Stop Taps	✓					
Keys	✓					
Handbooks	✓					
Microwave	✓					
Units	✓					
Doors & Drawers	✓					
Cutlery Tray	✓					
Oven Housing & Doors	✓					
Hob Burner	✓					
Hob Burner Caps	✓					
Pan Stands	✓					
Glass Hob Top	N/A					
Splash back	N/A					
Oven Shelves	✓					
Oven pack	✓					
Grill Shelf	✓					
Radiators/ Electrical Panel Heaters	✓					
Blind/ Curtain	✓					
Curtain Tiebacks	✓					
Fire Extinguisher	✓					
Wall Boards	✓					
Ceiling Boards	✓					
Ceiling Lights, Bulbs, Spot Bulbs & Shades	✓					
Ceiling Vent	✓					
Extractor	✓					
<b>Heater</b>						
Heater/ Combi Boiler						
Heater Cowl						
<b>Main Bathroom</b>						
Carpet/ Lino			X		✓	PUNCHURED 25cm FROM DOORWAY 31cm FROM SHOWER
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	✓					
Lights, Bulbs & Shades	✓					
Ceiling Vent	✓					
<b>Bedroom Three</b>						
Carpet						
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						
<b>Hallway</b>						
Door Mats	NA					
Carpet/ Lino	✓					
Kick Boards	✓					
Door Handles & Latches	✓					
Wall Boards, Wall Lights & Bulbs	✓					
Radiators/ Electric Panel Heater	NA					
Ceiling Boards	✓					
Ceiling Lights, Bulbs, Spot Bulbs & Shades	✓					
<b>General</b>						
Carbon Monoxide Alarm	✓					
Smoke Alarm	✓					
<b>Exterior</b>						
Chassis	✓					
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					✓	2 GUTTER CLIPS BROKEN DOOR SIDE MIDDLE
Roof	✓					
<b>Miscellaneous</b>						



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.....