Surf Bay Leisure Pre-Occupation Inspection Sheet

Engineers Initials MW

Manufacturer: ATLAS Model: AURORA-3 SUPER Stock No. ..... Pitch No. 2

Year: 2013 Beds: 3 Size: 28 X 12 Serial Number: AT008750/03 Dealer/Park: NETHERDALE

Additional Specification .....

On arrival at the caravan were the door seals in tact and un-opened Yes / No

IMPORTANT READ THIS FIRST - UNPACKING PROCEDURE

Please supply a photograph of the claim in question if you think it would help to clarify

1. Remove external window stickers from all windows
2. Remove protective tape from exterior doors
3. Unpack dining room table and place in position
4. Unpack coffee table and place in position
5. Unpack lounge and dinette seating and seat backs
6. Put up pictures and/or glass shelves if supplied
7. Remove all rubber bands and/or tape from all cupboard doors throughout the holiday home
8. Insert plug into kitchen sink, and place following items into sink bowl:
   Sink trap, drain off tape/plugs, clock battery, handbook/instruction manuals
9. Fit clock if supplied, leaving battery in kitchen sink
10. Oven pack containing grill pan, etc. should NOT be removed
11. Unpack hob top
12. Fit fire extinguisher into housing
13. Remove all mattress packaging
14. Place cot into largest of twin bedrooms (if supplied)
15. Unpack bedside table and place between twin beds
16. Fit all coat hangers to hanging rails in wardrobe (if supplied)
17. Place water heater cowl in water heater cupboard
18. Leave leg brace on mat by either external door

ONLY AFTER THIS PROCEDURE HAS BEEN FOLLOWED SHOULD YOU BEGIN YOUR PRE-OCCUPATION INSPECTION

Item	Satis-factory	Recti-fied	Warr-anty	Missing	Photo Taken	Comments
Lounge Area						
Door Mats	N/A					
Carpet	✓					
Main Table	✓					
Dining Chairs		MARK	ON	CHAIR		
Chair Pads	✓					
Coffee Table	N/A					
Stool	N/A					
Scatter Cushions	N/A					
Upholstery	✓					
Make up Bed	✓					
Mattress	✓					
TV Unit	✓					
Fire	✓					
Fire Clays	✓					
Fire Coals	N/A					
Furniture	✓					
Clock	N/A					
Mirror	✓					
Glass Shelves	N/A					
Radiators/Electric Panel Heaters	N/A					
Picture	N/A					
Wall Boards	✓					
Wall Lights and Bulbs	✓					
Curtains/Pelmets/Nets	✓					
Curtain Tiebacks	✓					
Ceiling Boards	✓					
Ceiling Lights & Bulbs, Spot Bulbs and Shades	✓					

Kitchen						
Carpet/Lino	✓					
Refrigerator/Freezer	N/A					
Dishwasher/Washing Machine (if applicable)	N/A					
Worktops	✓					
Sink Drainer/Tray	✓					
Sink Plug	✓					
Drain Off Plugs	✓					
Stop Taps	✓					
Keys	✓					
Handbooks	✓					
Clock Battery	N/A					
Toilet Door Lock Keys	✓					
Microwave	N/A					
Units	✓					
Doors & Drawers	✓					
Cutlery Tray	N/A					
Oven Housing & Doors	✓					
Hob Burner	✓					
Hob Burner Caps	✓					
Pan Stands	✓					
Glass Hob Top	N/A					
Splashback	✓					
Oven Shelves	✓					
Oven Pack	✓					
Grill Shelf	✓					
Radiators/Electric Panel Heaters	N/A					
Blind/Curtain	✓					
Tie Backs	N/A					
Fire Extinguisher	✓					
Wall Boards	✓					
Ceiling Boards	✓					
Ceiling Lights & Bulbs, Spot Bulbs and Shades		COMPLETELY		BROKEN		
Skylight	N/A					
Flyscreen	N/A					

Heater						
Heater/Combi Boiler	✓					
Heater Cowl	✓					

Main Bathroom						
Carpet/Lino	✓					
Curtains/Pelmets/Nets/Blind	✓					
Curtain Tiebacks	✓					
Toilet Cistern & Lid	✓					
Toilet Pan	✓					
Toilet Seat	✓					
Towel Rail	✓					
Toilet Roll Holder	✓					
Sink/Pedestal	✓					
Mirror	✓					
Shower inc. Hose, Head, Door & Cubicle	✓					
Radiators/electric panel heater	N/A					
Wall Boards	✓					
Ceiling Boards	✓					
Lights & Light Bulbs and Shades	✓					
Skylight	N/A					
Flyscreen	N/A					