

Pre-Occupation Inspection

PDI Completed By:	P. J. YEO		
Date of Completion:	19-3-15		
Arrival Time:	14-20	Recommended PDI time 2.5 hrs	
Departure Time:			

Log No.			
Park Details	Surf Bay yard. by customer care		
Manufacturer	Swift	Model	Moselle.
Year	2015.	Size	
Beds		Pitch No.	
Serial Number		Stock Number	
Key Number		Date of Purchase	
Additional Spec			
Appliance Details	Outside light dented (demo) & the seal/gasket hanging out - new light required do not mention the dent		

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	



Satisfactory



Repaired



Warranty



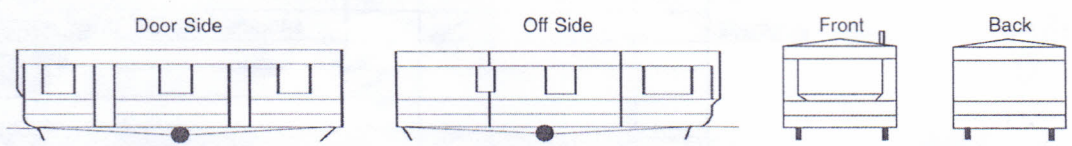
Missing Items



Photo Taken

						Comments
Radiators/ Electric Panel Heater	/					
Wall Boards	/					
Ceiling Boards	/					
Lights, Bulbs & Shades	/	/				SHADE MISSING
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/ 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						
Ceiling Boards	/					
Ceiling Lights, Bulbs, Spot Bulbs & Shades	/					
General						
Carbon Monoxide Alarm		/				NOT WORKING X 2
Smoke Alarm	/	X				IS WORKING
Exterior						
Chassis	/					BROKEN EXT FLOOR PLASTIC HOLE IN FLOOR NEAR D/DOOR.
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						
BATHROOM PLUGS ?						

3



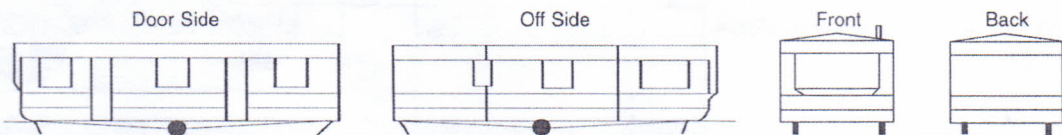
Name of Staff Member in Attendance:

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.....

						Comments
Radiators/ Electric Panel Heater	/					
Wall Boards	/					
Ceiling Boards	/					
Lights, Bulbs & Shades	/	/				SHADE MISSING
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/ 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						
Ceiling Boards	/					
Ceiling Lights, Bulbs, Spot Bulbs & Shades	/					
General						
Carbon Monoxide Alarm		/				NOT WORKING X 2
Smoke Alarm	/	X				IS WORKING
Exterior						
Chassis	/					BROKEN EXT FLOOR PLASTIC HOLE IN FLOOR NEAR D/DOOR.
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						
BATHROOM PLUGS ?						

3



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

30325

						Comments
Bed Sets	/					
Headboards	/					
Bedroom Stool	N/A	/				
Radiators/ Electric Panel Heater	/					
Units	/					
Cupboard Doors	/					
Coat Hangers	N/A	/				
Mirror	/					
Bedside Cabinet	/					
Curtains/ Pelmets/ Nets/ Tiebacks	/					
Wall Boards	/					
Wall Lights & Bulbs	/					
Ceiling Boards	/					
Ceiling Lights, Bulbs, Spot Bulbs & Shades		/				SHADE MISSING from ceiling
Kitchen						
Carpet/ Lino	/					
Refrigerator/ Freezer	/					
Dishwasher/ Washing Machine (If applicable)						N/A
Worktops	/					
Sink Drainer	/					
Sink plug	/					
Drain Off Plugs	/					
Stop Taps		/				COULD NOT FIND STOP TAPS
Keys	/					
Handbooks	/	/				COULD NOT FIND HANDBOOKS
Microwave	N/A					
Units	/					
Doors & Drawers	/					
Cutlery Tray	/					
Oven Housing & Doors	/					
Hob Burner	/					
Hob Burner Caps	/	/				1 MISSING - found.
Pan Stands	/					NO PAN STANDS
Glass Hob Top	/	/				NO GLASS
Splash back	/					
Oven Shelves	/	/				1 OVEN SHELF ✓
Oven pack	/					
Grill Shelf	/					
Radiators/ Electrical Panel Heaters	/					
Blind/ Curtain	/					
Curtain Tiebacks	/					
Fire Extinguisher		/				NO FIRE EXT. - found.
Wall Boards		/				1 SCREW CAP MISSING ✓ found.
Ceiling Boards	/					
Ceiling Lights, Bulbs, Spot Bulbs & Shades	/					
Ceiling Vent	/					
Extractor						
Heater						
Heater/ Combi Boiler	/					PARTS? + DUSTY
Heater Cowl		/				
Main Bathroom						
Carpet/ Lino	/					
Curtains/ Pelmets/ Nets/ Blinds/ Tiebacks	/	/				DORGE BLIND - catch faulty
Toilet Cistern & Lid	/					blind falls down.
Toilet Pan & Seat	/					
Towel Rail	/					
Toilet Roll Holder	/					
Sink/ Pedestal	/					
Mirror	/					
Shower Inc. Hose, Head, Door & Cubicle	/					fixing Braden

EN-shute Pop up waste seal split

Lounge Area						Comments
Door Mats	✓					SCRATCH ON COFFEE TABLE, Demo.
Carpet	✓					
Main Table	✓					
Dining Chairs	✓					
Chair Pads	✓					
Coffee Table	✓	✓				
Stool	✓					TWO STOOLS, ✓
Scatter cushions	✓					
Upholstery	✓					
Make Up Bed						NEEDS TO BE COMMISSIONED ✓
Mattress						
TV Unit	✓					
Fire (Inc. Clays & Coals)	✓					QUESTION, FRONT SURROUND-
Furniture	✓					
Mirror	✓					
Glass shelves	✓					
Radiators/ Electric panel heaters	✓					
Picture		✓				NO PICTURE. ✓ found
Wall Boards		✓				MISSING SCREW CAP OVER WALL ✓ found.
Wall Lights & Bulbs	✓					
Curtains/pelmets/nets	✓					NO NETS
Ceiling Boards	✓					
Ceiling Lights & Bulbs, spot bulbs and shades	✓					jointing strip in lounge L/H Side pin prick marks - new strips ?
En-Suite Bathroom						
Door	✓	✓				
Carpet/Lino	✓					
Curtains/Pelmets/Nets/Blinds/Tie Backs	✓					BLIND ✓ OK.
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	✓					
Headboard	✓					
Bedroom Stool	✓					
Radiators/ Electric Panel Heaters	✓					
Units	✓					
Cupboard Doors	✓					
Robe Drawer Unit	✓					
Coat Hangers	N/A	✓				NO HANGERS ✓
Mirrors/ Vanity Mirror	✓					
Curtains/ Pelmet/ Nets/ Tiebacks	✓					
Wall Boards, Wall Lights & Bulbs		✓				BROKEN L/H SIDE RED LIGHT ✓ found.
Ceiling Boards	✓					
Ceiling Lights, Bulbs, Spot Bulbs & Shades	✓					
Stool	✓					
Twin Bedroom						
Carpet	✓					
Twin Bed Bases	✓					
Single Mattresses	✓					

Pre-Occupation Inspection

PDI Completed By:			
Date of Completion:			
Arrival Time:	Recommended PDI time 2.5 hrs		
Departure Time:			
Log No.			
Park Details	Mosele yard.		
Manufacturer		Model	
Year		Size	
Beds		Pitch No.	
Serial Number		Stock Number	
Key Number		Date of Purchase	
Additional Spec			
Appliance Details			

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



Satisfactory



Repaired



Warranty



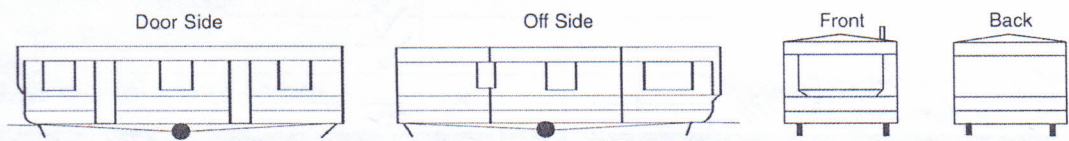
Missing Items



Photo Taken

						Comments
Lighting	✓					
Lightswitches	✓					
Bedroom Stool	✓					
Radiators/ Electric Panel Heater	✓					
Units	✓					
Cupboard Doors	✓					
Coat Hangers	✓					
Mirror	✓					
Bedside Cabinet	✓					
Curtains/ Pelmet/ Nets/ Tiebacks	✓					
Wall Boards				✓		light fitting guard missing
Wall Lights & Bulbs						Review missing ✓ found.
Ceiling Boards						
Ceiling Lights, Bulbs, Spot Bulbs & Shades						
Kitchen						
Carpet/ Lino	✓					
Refrigerator/ Freezer	✓					
Dishwasher/ Washing Machine (if applicable)	X					
Worktops				✓		Small scratch next to cooker hob on w/top. touch in
Sink Drainer	✓					
Sink plug	X					
Drain Off Plugs	✓					Dining chair leg damaged. right back leg at the bottom. touch in.
Stop Taps	X					
Keys	X					
Handbooks	X					
Microwave	X					
Units	✓					
Doors & Drawers	✓					
Cutlery Tray	✓					
Oven Housing & Doors	✓					
Hob Burner	✓					
Hob Burner Caps	X			✓		burner skirt cap missing. ✓ done
Pan Stands	✓					
Glass Hob Top	✓					
Splash back	✓					
Oven Shelves	✓					
Oven pack	✓					
Grill Shelf	X					
Radiators/ Electrical Panel Heaters	✓					
Blind/ Curtain	✓					
Curtain Tiebacks	✓					
Fire Extinguisher	✓					
Wall Boards	X					
Ceiling Boards	✓					
Ceiling Lights, Bulbs, Spot Bulbs & Shades	✓					
Ceiling Vent	✓					
Extractor	✓					fire extinguisher + pic under bed. ✓
Heater						
Heater/ Combi Boiler	X					
Heater Cowl	X					
Main Bathroom						
Carpet/ Lino	✓					
Curtains/ Pelmet/ Nets/ Blinds/ Tiebacks	X			✓		blinds fixing rusty family fitting blind falls off
Toilet Cistern & Lid	✓					
Toilet Pan & Seat	✓					
Towel Rail	✓					
Toilet Roll Holder	✓					
Sink/ Pedestal	✓					Bathroom door sticky - not sit
Mirror	✓					
Shower Inc. Hose, Head, Door & Cubicle	X			✓		shower head missing ✓ done

						Comments	
Radiators/ Electric Panel Heater	✓						
Wall Boards	✓						
Ceiling Boards	✓						
Lights, Bulbs & Shades	✓						
Ceiling Vent	N/A						
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/ 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	✓						
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						<p>Every joint needs mastic cleaned off down left side (looking at patio)</p> <p>-Light seal has come adrift + dent/stuff on housing, situated above van name plate.</p> <p>-Pen mark at bottom left of window to the left of the patio doors.</p>	
Doors to locked/unlocked adjusted							
Door Catches	✓						
Exterior Lights	✓						
Down Pipes	✓						
Gutters	✓						
Roof	✓						
Miscellaneous							
	✓						



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

Lounge Area						Comments
Mats	N/A					
Alan Table	✓					
Dining Chairs	✓					
Chair Pads	✓					
Coffee Table	✓					
Stool	✓					
Scatter cushions	✓					
Upholstery	✓					
Make Up Bed	✓					
Mattress	✓					
TV Unit	✓					
Fire (Inc. Clays & Coals)	✓					Wall strip behind sofa coming away.
Furniture	✓					Small scuff mark near ceiling on side wall of fire breast.
Mirror	✓					
Glass shelves	✓					
Radiators/ Electric panel heaters	✓					
Picture				✓		- MISSING divider board between kitchen & lounge
Wall Boards		✓				- Small chip in board
Wall Lights & Bulbs	N/A					- Upright on kitchen/lounge divider has screw cap missing.
Curtains/pelmets/nets	✓					- Paper over wall board by kitchen cupboard.
Ceiling Boards	✓					- Smudged finger print on wall board cover.
Ceiling Lights & Bulbs, spot bulbs and shades	✓					- Cover strip not seated correctly.
En-Suite Bathroom						
Door	✓					
Carpet/Lino	✓					
Curtains/Pelmets/Nets/Blinds/Tie Backs	✓					
Toilet Cistern & Lid			✓			marks on top of cistern & lid.
Toilet Pan						Needs clean.
Toilet Seat & Pan	✓					Small dent in ring.
Towel Rail		✓				
Toilet Roll Holder	✓					Cupboard behind mirror - shelf marked
Mirror		✓				
Shower Inc. Hose, Head, Door & Cubicle	N/A					
Radiators/ Electric Panel Heater	N/A					
Wall Boards	✓					
Ceiling Boards	✓					
Lights, Bulbs & Shades	✓					
Skylight/ Vent / WINDOW	✓					
Extractor	N/A					
Master Bedroom						
Carpet		✓				Not finished off very well in floor of wardrobe nearest window
Bed Base	✓					
Double Mattress	✓					
Bed Set	✓					
Headboard	✓					
Bedroom Stool	✓					
Radiators/ Electric Panel Heaters	✓					
Units	✓					
Cupboard Doors	✓					
Robe Drawer Unit	✓					
Coat Hangers	N/A					2x screw caps missing outside panel nearest to bedroom door.
Mirrors/ Vanity Mirror		✓				
Curtains/ Pelmets/ Nets/ Tiebacks	✓					
Wall Boards, Wall Lights & Bulbs	✓					
Ceiling Boards	✓					
Ceiling Lights, Bulbs, Spot Bulbs & Shades		✓				Screw cover missing from night light shade nearest to window.
Stool	N/A					
Twin Bedroom						
Carpet	✓					
Twin Bed Bases	✓					
Single Mattresses	✓					

Lanox = joining strips need locking up

in Lanox. pin marks a Gue

1

Kitchen: GIVE TO THE long strip in the Lanox

Also end unit has Two Air Bubbles wall by


units

where
Carbon Monoxide Alarm doesn't work

New Bathroom: new bend.

~~Extractor fan~~
Extractor light new one: a Panasonic to surround by
are of light ?

2nd bedroom new light fitting (new)

and bit missing from Over head light 

HALL = BY COAT HOOK - What's missing?

Isolator switch

Lanox - Shelf Missing

Double socket kitchen

Found BY four
22.04.15