

Condensation Management in Private Homes INSPECTION FORM and ACTION PLAN

Croydon Council has developed this form to allow it to work in partnership with landlords and property agent's to take action against condensation and mould found in properties.

Thank you for joining with the Council to eradicate mould in homes and prevent its recurrence. No occupant should be exposed to mould.

- Step 1: Condensation or mould identified during property inspection or reported by tenant.
Step 2: If the level of mould is significant; respond in 24 hours otherwise 5 day response.
Step 3: Inspection. Work in partnership with your tenant to complete this ACTION SHEET.
Step 4: All areas of mould should be removed; where significant levels, remove immediately.
Step 5: Take action. Act on the actions identified in your action plan.

Equipment needed: A thermometer for temperature and hygrometer for humidity.
 Access: for a full inspection access into loft spaces is required.

RED MEANS ACTION IS NEEDED

Address	
Date	
Present	

1	Number of occupants	Low		Medium		High	
	Children	No				Yes	

HEATING

2	Occupant knows the design temperature	Yes		No	
3	Occupant can programme heating	Yes		No	
4	How is heating turned on and off	Manual		Auto	
5	Is the heating working	Yes	Part	Unsure	No
6	Has heating a system programmer	Yes		No	
7	Thermostatic radiator valves	Yes		Part	No
8	Central thermostat in the hall; present	Yes		No	
9	What temp is thermostat programmed to			<18 ^{oC}	<14 ^{oC}
10	Room temp during inspection	Less 16 ^{oC}		Over 16 ^{oC}	
11	Relative humidity during inspection	Over 75%	75-66%	<65%	
12	Pre pay electricity meter	Yes		No	

VENTILATION AND EXTRACTOR FANS

		Kitchen	Bath	Bed 1	Bed 2	Bed 3	DSWC
13	Working						
14	Not working						
15	Flexible ducting						
16	Solid ducting						

17	Vertical ducting						
18	Run on						
19	No run on						
20	Action	A	B	C	D	E	F

GENERAL REVIEW OF THE HOUSE

21	Are windows double glazed	All	✓	Part	None
22	Does tenant use the 5 second rule	Yes		No	
23	Are trickle vents available to use	Yes		Defective	No
24	Tumble dryer vented to outside	Yes		No	
26	Doors fitted to kitchen	Yes		Defective	No
27	Doors fitted to bathroom	Yes		Defective	No
28	Is tenant drying clothes indoors	Yes		No	
29	Cross ventilation beneath doors	Yes		No	
30	Do external walls have cold spots	Yes		No	
31	Visible fabric defects	Yes			
32	Known or reported fabric defects	Yes			

EQUIPMENT LEFT AT THE HOUSE

	Equipment	Use explained	Left
33	Data logger (to monitor temperature and humidity over time)		
34	Thermo-hygrometer (measures temperature and humidity)		
35	Surface temperature strips		

Actions

A copy of this form should be provided to your tenant so that you work in partnership