

Art & Private Client

DESKTOP RISK REVIEW AND VALUATION QUESTIONNAIRE

This form is intended to help you collate the information required for completion of our desktop risk review and valuation service.

Please complete ahead of the scheduled telephone call with our surveyor.

What is your occupation and how do you use the premises?

Staff details e.g. number employed, duties, employment status - part or full time, length of service, are any keyholders?

1.1 Claims history:

Date of loss	Cause of loss	Location	Amounts

1.2 Material damage

Number of years in occupancy

Date built

Listed status/Conservation area

Construction of the main building

Have you had a structural survey undertaken?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes, any issues identified?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes, please give details

Please provide details of past internal refurbishments

Please provide details of any extensions

Do you have any building works planned?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes, please give details

Roof information

Age/Date last re-roofed

Covering e.g. slate, thatched

Type e.g. pitched, flat

Date of last inspection

Condition

Maintenance arrangements

Heating system

Type of system e.g. central heating, portable heaters

Age

Date of last inspection

Fuel storage

Maintenance arrangements

Plumbing

Age

Date of last inspection

Boilers

Maintenance arrangements

Date of last inspection

Electrical installation

Age of installation

Date of last inspection

Do you have any large electrical installations e.g. air conditioning, pool, lift?

 Yes No

If Yes, please give details, including inspection and maintenance arrangements

Do you have any open fires?

 Yes No

If Yes, please give number and location

Property maintenance regimes

Condition of outbuildings

Waste storage and disposal arrangements

1.3 Fire

Do you have a hydrant or alternative water source within 300m?

Yes No

Do you have fire extinguishers or blankets on the premises?

Yes No

Type of fire alarm installed

Extent of coverage and location of detectors

If a fire alarm system is installed at the property is this a local audible alarm system only or is it linked to an alarm receiving centre?

Is the system annually maintained under contract by a third party?

Yes No

If Yes, please provide details of who maintains the system.

1.4 Subsidence

Is the property in a subsidence-prone area?

Yes No Not Known

Any interior or exterior cracking noticed

Yes No

Is the property underpinned to your knowledge?

Yes No

Vegetation risk:

■ Are there any trees in close proximity of the property?

Yes No

If Yes, please give details including type, height, distance from property

■ Are they regularly inspected and maintained?

Yes No

Are there any drainage issues?

Yes No

If Yes, please give details

1.5 Flood and storm

Any history of flooding/ingress of water/surface water run off?

Yes No

If Yes, please give details

Proximity to a body of water e.g. river

Any open fronted buildings or buildings of light construction e.g. shed?

Yes No

If Yes, please give details

Any flat roofs?

Yes No

If Yes, please give details

Any problems with water ingress on flat roofs?

Yes No

If Yes, please give details

1.6 Other water damage

Is there any history of water damage?

Yes No

If Yes, please give details

If the property has a basement level, have measures been taken to prevent flooding?

Yes No

If Yes, please give details

Is there any storage in this area?

Yes No

If Yes, please give details

Type of drainage e.g. mains, septic tank

1.7 Lifestyle

Patterns of occupancy e.g. vacant at weekends

Do you conduct any business from the property?

Yes No

If Yes, please give details

Do you host any large charity type functions?

Yes No

If Yes, please give details

Arrangements when you are away

Any other keyholders? e.g. family members, friends

1.8 Physical Security

Door locks

Are 5 lever mortice deadlocks or equivalent fitted to all final exit doors?

Yes No

Please give details

Window locks

Are all ground floor and accessible windows (including basements) fitted with key operated window locks or equivalent?

Yes No

Please give details

Other security measures in operation e.g. CCTV

Type of boundary to the property e.g. fencing/gates/lighting

Location and access to the property e.g. rural, on a hillside, single/multiple driveways, any public right of way

Outbuilding/garage security

Do you have any outbuildings/garages?

Yes No

If Yes, please give details

What is stored in the outbuildings?

Please provide details of any physical security measures

Are they alarmed?

Yes No

1.9 Intruder detection systems

Type of intruder alarm

None Bells only Full central station

Alarm coverage e.g. ground floor only

Signal type

Classic Redcare Redcare GSM CSL GPRS G2/3/4

Redcare Secure 2/3/IP Other

Fob and/or code operated

Keyholders

Do you have an installation and maintenance agreement?

Yes No

If Yes, please give details

Monitoring company details

Level of automatic police response

Full response Delayed response Withdrawn/No response

Any false alarms?

Yes No

If Yes, please give details

When is the alarm set/used?

1.10 Safe Details

Make/model

Location and method of fixing e.g. bolted to an external brick wall

Alarmed or in an alarmed area?

Yes

No

Who has access to the safe

Where are the keys kept

What is kept in the safe

On average how much cash is kept
in the safe?

£

On average how much cash is kept elsewhere?

£

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