

# Inventory and Schedule of Plight and Condition

Conducted by



On Behalf Of

## Example Report

Property Address:

Address Line 1

Address Line 2

Post Code

Date

**Date**



## **The following is an informative guide for landlords and tenants on the compilation of any inventory prepared by our clerks: -**

### **Disclaimer**

You are reminded that it is your responsibility at the start of the tenancy to point out any specific discrepancies on the inventory. If no comment is made on the inventory it is assumed that the item is of the standard as stated in the notes relating to the property.

If there are any alterations to be made, these must be notified in writing within 3 days of the commencement of the tenancy. Alterations must be indicated on the "Amendment Sheet" provided. DO NOT make any alteration to the typed inventory.

At the end of the tenancy no dispute regarding the contents or description contained within the inventory will be taken into account unless noted at the beginning of the tenancy.

This inventory is prepared as an "as seen snapshot" of the property and its contents at the time of the inspection and is compiled as a fair and accurate record of the property's internal condition and its contents and should not be used as an accurate description of each and every piece of furniture and equipment, or as a structural survey report.

Therefore as the Inventory Clerk preparing this inventory is not an expert on fabrics, woods, materials, antiques etc; nor are they a qualified surveyor or valuer, they are not required to state whether an item is antique, made of precious metals, of unique origin, or whether it is new despite the appearance obviously so.

Please be advised that items left in lofts, cellars or in locked rooms, garages and sheds that have not been noted in the inventory are the sole responsibility of the landlord.

The movement of any items of heavy furniture or appliances will not be undertaken and therefore some observations may be restricted where such items restrict full view.

Where inventories are completed with tenants in situ and it is deemed difficult for clerks to differentiate between that belonging to the landlord or tenant, then the report may contain inaccuracies for which the clerk cannot be held responsible.

### **Safety Disclaimers**

The inventory relates only to the furniture, furnishings and all landlord's equipment and contents in the property. It is no guarantee of, or safety of any such equipment or contents, merely a record that such items exist in the property as the date of the inventory and the superficial condition of the items.

None of the electrical or gas appliances have been checked as to working order.

# Furniture & Furnishings (Fire) (Safety) Regulations 1988 as amended 1993

## Furniture and Furnishings

Relevant furniture and furnishings, which have the appropriate label complying with the above regulations, will be indicated on the inventory as "fire resistant".

In the case of any relevant furniture and furnishings where no labels are identified and the landlord has not confirmed that the items comply with the above regulations they will be marked with 4 asterisks (\*\*\*\*) on the inventory; this does not mean however that they do not comply, it means that no appropriate label has been seen.

## Fireguards

Where there are any loose fireguards, not part of a heater gas or electric fire this will be indicated on the inventory.

## Smoke Detectors

It is the tenant's responsibility to inspect any smoke detector fitted in the property at regular intervals to ensure they are in full working order as per the manufacturer's instructions.

## Check Out Inspection at the End of the Tenancy

For this inspection it is essential that all items be returned to their respective locations as shown on the original inventory before the final check out inspection is due. Failure to do this may incur further costs as the clerk is not commissioned to search for items not found as listed and therefore may list them as missing thus incurring tenants unnecessary costs.

You are responsible for the fixtures and fittings, the decoration and the contents of this property. Please take care of them as their condition will be checked against this inventory when your tenancy comes to an end. Cleanliness will be checked against the points detailed on the attached 'End of Tenancy Check List.'

## Notes Relating To This Property:

Decorations	The property is in reasonable decorative order, unless otherwise stated
Cleanliness	The property is clean unless otherwise stated
Carpets	Are vacuumed but have not been steamed cleaned
Curtains	In fair order but have not been cleaned
Appliances	Clean except where stated otherwise
Windows	Clean internally, reasonably clean externally
Garden	The garden is tidy
General	All power points, light switches, television and telephone points are white plastic unless otherwise stated.

## Disclaimer

Working Order	This report notes the presence of items of furniture, fixtures, furnishings, electrical equipment and appliances included in the tenancy. The report is no guarantee of the adequacy, working order or safety of any item noted.
Structure and fabric of the property	This report is not intended to form any part of a survey and does not comment on the functionality of the property
Descriptions	The terms silver, chrome, brass, gold, aluminium, copper, pine, oak, etc relate to the description of the colour and appearance of the item and not to the composition of the item
Soft Furnishings	The inventor report may contain a reference to 'fire safety labels' this is a comment on a label that refers to fire safety and is attached to an item of furniture. It is not a guarantee that the specified furniture complies to any current legislation
Ancillary Rooms and Areas	Any room that is excluded from the tenancy will not be noted on the report. Loft spaces and cellars will not be included unless they are habitable areas included within the tenancy
Windows and doors	Whilst comment is made on windows and doors they are not tested to ensure that they are in working order
Heavy items	Heavy items of furniture such as beds, wardrobes, bed-settees, large mattresses, kitchen appliances and furniture etc will not be moved and no responsibility can be taken by the inventory provider for areas or items that cannot be fully inspected

## General Description and Condition

**Overall Condition:** The property is in a good condition and has been cleaned to a professional standard throughout.

Please note:

All items listed on this report are to be taken as in good, clean condition unless discrepancies are stated afterwards in brackets.

All light bulbs are in working order unless noted in brackets afterwards.

None of the electrical appliances have been checked as to working order.

## Declaration by Tenant(s)

I / We, the undersigned tenant(s) of the named property understand that the purpose of this document is to demonstrate the condition of the named property at the start of the new tenancy. By signing below, I / We agree that we have received a copy of this inventory. Signing the 'Tenant Agreement' section of this report demonstrates that you agree to the contents of this report subject to any amendments. However, if the 'Tenant Agreement' section is not signed within 7 days of receiving the report it will be assumed that you agree to the contents of the report herein.

**Tenant 1 -** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Tenant 2 -** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Living Room



### Doors

White UPVC door with two brass effect metal lever handles  
White UPVC door frame and privacy glass panel above door

### Ceiling

White emulsion  
White ceiling rose

### Lights

One ceiling mounted black metal light fitting with three bulbs  
and three frosted glass shades (two bulbs working)

### Walls

Wall around fireplace – brown emulsion (one screw)  
Quarter of walls – cream emulsion  
Remaining walls – magnolia emulsion (screw above radiator,  
four plastic hooks and patchy paintwork to right of window,  
screw opposite window)

### Flooring

Brown timber effect laminate flooring

### Frames

White coated timber skirting  
White coated timber dado rail  
White coated coving

### Fireplace

White coated timber mantelpiece  
Grey stone surround and base  
Brass effect fire unit with a coal display

### Windows

Three double glazed glass panels in a white UPVC frame, two  
panels each have a white metal lever handle (no key  
present)  
White coated timber sill beneath

### Curtains

Wall mounted brass effect curtain rail with two finial ends  
One set of cream fabric three-quarter length curtains  
Two wall mounted holdbacks

Check In	Check Out
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Electrics

Skirting mounted white plastic double socket

Wall mounted aerial cables

Wall mounted white plastic double socket

Skirting mounted white plastic double socket

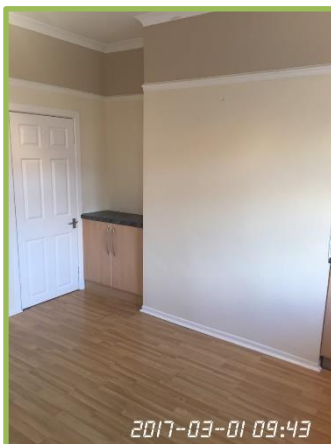
Skirting mounted aerial port

Wall mounted white plastic single light switch

Heating

Wall mounted white coated double panel radiator

## Kitchen



### Doors

- White coated timber door with two chrome effect metal lever handles
- White coated timber door frame
- Brass effect threshold strip
- White UPVC door with two white metal lever handles, metal letterbox and double glazed privacy glass panel
- White UPVC door frame with a double glazed glass panel above door

### Ceiling

- White emulsion

### Lights

- One ceiling mounted chrome effect light fitting with three bulbs (three bulbs working)
- One ceiling mounted chrome effect light fitting with four bulbs (four bulbs working)

### Walls

- Top quarter of walls – light brown emulsion
- Area above worktops – grey tiles with cream grouting
- Remaining walls – magnolia emulsion (various scuffs by backdoor, two plastic hooks, three pinholes and one untidy plaster patch above radiator, various marks, pinholes, one screw and untidy plaster patch between two timber doors, two plastic hooks, one nail and one screw to right-hand side of cellar door)

### Flooring

- Brown timber effect laminate flooring (chipped and lifting in front of oven and backdoor)

### Frames

- White coated timber skirting
- White coated timber beading
- White coated timber dado rail
- White coated coving

### Windows

- Two double glazed glass panels in a white UPVC frame, one panel has a white metal lever handle (one key present)

White coated timber sill beneath

Blinds  
Wall mounted brown fabric roller blind with a beaded string pulley

Kitchen units  
Brown timber cupboard fronts with chrome effect pull handles  
Grey speckled Formica type worktop  
Brown timber kick boards beneath

Floor units  
Single cupboard with one shelf – empty  
Single cupboard with two shelves – empty  
Single cupboard with one shelf – empty  
Single cupboard – empty  
Set of four drawers – empty  
Single cupboard – empty  
Single cupboard – empty

Wall units  
Single cupboard with two shelves – empty  
Single cupboard with two shelves – empty  
Single cupboard – empty  
Single cupboard – empty  
Large cupboard containing Ideal boiler

Appliances  
Integrated chrome effect Delonghi gas hob with one pushbutton, four dials, four rings and two black metal pan stands (clean)  
Integrated chrome effect Delonghi oven with three plastic pushbuttons, two dials, three chrome effect wire shelves and a black metal grill pan (clean)  
Wall mounted extractor with two sliding buttons and a built-in light (clean, light working)

Sink basin  
Chrome effect sink basin with a large basin to the left, small basin to the centre and draining board to the right. Each basin has a chrome effect waste and has a chrome effect mixer tap (clean)

Electrics  
Wall mounted white plastic double light switch  
Wall mounted white plastic double socket  
Wall mounted white plastic single light switch  
Wall mounted white plastic double socket  
Wall mounted white plastic double socket  
Wall mounted white plastic fuse switch  
Wall mounted white plastic fuse switch  
Wall mounted white plastic double light switch

Heating  
Wall mounted white coated double panel radiator

Miscellaneous items  
Skirting mounted doorstop with rubber end

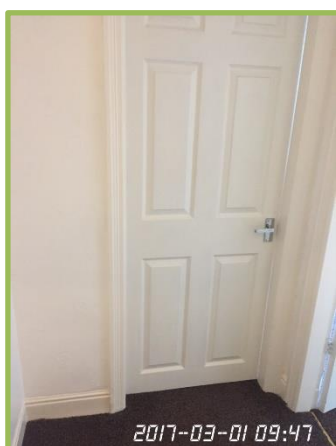
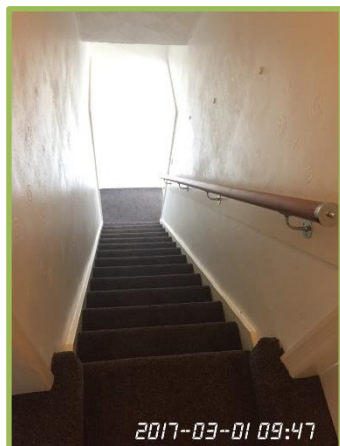


## Cellar



Contains gas, water and electric meters

## Stairs and Landing



### Ceiling

White textured paper

### Lights

One ceiling mounted white plastic pendant light fitting with bulb and a decorative glass shade (working)

### Walls

White textured paper (four plastic hooks above stairs, various pinholes to landing, one plastic hook to landing)

### Flooring

Brown speckled carpet

### Frames

White coated timber skirting

Wall mounted brown timber handrail

### Electrics

Wall mounted white plastic single light switch

Ceiling mounted smoke detector (working)

### Miscellaneous items

Ceiling mounted white coated timber loft hatch

## Bedroom One



### Doors

White coated timber door with two chrome effect metal lever handles  
White coated timber door frame  
Brass effect threshold strip

### Ceiling

White emulsion

### Lights

One ceiling mounted white plastic pendant light fitting (bulb missing)

### Walls

One wall – brown emulsion (four large nails, two plugged holes and tape marks)  
Remaining walls – magnolia emulsion (eight large and untidy filled in holes opposite window, four nails and various scuffs to wall opposite brown wall, liquid marks and finger marks to left-hand side of window, large white paint patch to right of window, paper peeling above window)

### Flooring

Brown speckled carpet

### Frames

White coated timber skirting  
White coated coving

### Windows

Two double glazed glass panels in a white UPVC frame, top panel has a white metal lever handle (no key present)  
White coated timber sill beneath

### Curtains

Wall mounted chrome effect curtain rail with two finial ends  
One set of cream fabric sill length curtains

### Electrics

Wall mounted white plastic single light switch  
Wall mounted white plastic double socket  
Wall mounted aerial cable  
Skirting mounted white plastic double socket

Skirting mounted doorstop with rubber end

## Bathroom



### Doors

White coated timber door to chrome effect metal lever handles  
White coated timber door frame  
Timber threshold strip

### Ceiling

White coated timber panelling

### Lights

One ceiling mounted chrome effect bar light fitting with four bulbs (all working)

### Walls

Grey tiles with white grouting

### Flooring

Grey lino tiles

### Windows

One double glazed privacy glass panel in a white UPVC frame with a metal lever handle (no key present)  
White coated timber sill beneath

### Blinds

Wall mounted venetian blind with a string pulley and plastic adjuster rod

### Sink basin

White ceramic sink basin with a chrome effect waste, chrome effect beaded plug and two chrome effect taps  
White ceramic pedestal beneath

### Bath unit

White plastic bath unit with a chrome effect waste, chrome effect beaded plug and two chrome effect taps  
White plastic bath panel beneath  
Wall mounted white Triton shower unit with chrome effect cord leading to white plastic shower head  
Wall mounted white plastic shower head holder and soap dish  
Wall mounted shower curtain rail with various rings

### WC

White ceramic cistern with a chrome effect push flush button  
White ceramic bowl

Check In	Check Out
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White timber toilet seats  
 Electrics  
 Two ceiling mounted white plastic pull cord switches  
 Heating  
 Wall mounted white coated single panel radiator  
 Miscellaneous items  
 Wall mounted metal cabinet with mirrored door leading to one shelf  
 Wall mounted chrome effect toilet roll holder  
 Wall mounted chrome effect towel rail

## Bedroom Two



### Doors

White coated timber door with two chrome effect metal lever handles  
White coated timber door frame  
Brass effect threshold strip

### Ceiling

White emulsion

### Lights

One ceiling mounted white plastic pendant light fitting with one bulb and a glass shade (working)

### Walls

Magnolia emulsion (several pinholes to left-hand side of window, four untidy white plaster patches and two nails to right of cupboard)

### Flooring

Brown speckled carpet

### Frames

White coated timber skirting  
White coated coving

### Windows

Two double glazed glass panels in a white UPVC frame, top panel has a white metal lever handle (no key present)  
White coated timber sill beneath

### Blinds

Wall mounted brown fabric roller blind with a beaded string pulley

### Electrics

Wall mounted white plastic double socket  
Wall mounted white plastic double socket  
Wall mounted white plastic single light switch

### Heating

Wall mounted white coated single panel radiator

### Miscellaneous items

Built-in cupboard with two white coated timber doors each with a timber knob handle leading to rail

## Back Garden



Paved area with a brick wall and timber fence to one side

## Front Garden






Paved area with soil to one side (some weeds present)

## Meter Readings

	Location	Serial Number	Ingoing Reading	Outgoing Reading
<b>Gas</b>	Cellar	G4 A0020352 13 01 2013	01703	
<b>Electric</b>	Cellar	PS75K 00580	12491	
<b>Water</b>	Cellar	94A011210	1190	
<b>Other</b>				

## Meter Pictures

		
<b>Gas</b>	<b>Electric</b>	<b>Water</b>

## End of Tenancy Check List

1. Place the contents of the property in the positions indicated on the inventory.
2. Replace with similar items (like for like) any missing, broken or damaged goods.
3. Strip beds and fold laundered bedding including duvets at the foot of each bed – if bedding is not laundered a charge will be made for cleaning plus the cost of arranging cleaning.
4. Please complete the following:-
  - a) Clean all windows inside and out (outside where accessible)
  - b) Clean/wipe down all painted/wooden surfaces such as window sills, banisters, doorframes, doors and windowsills
  - c) Clean any marks on sockets and light switches
  - d) Clean any dirt and marks on walls (if this means re-painting then please make sure the correct matching shade of paint is used, please do not patch-up walls unless the exact shade is matched)
  - e) Vacuum and remove any stains from carpets
  - f) Sweep and clean vinyl/tiled floors
  - g) Remove all your personal effects from cupboards and drawers, and wipe around inside them afterwards
  - h) Bathrooms, shower rooms, cloakrooms - clean bath, showers, hand basins and WCs, polish taps, clean tiled surfaces
  - i) Kitchen/utility – clean all units, cupboard and drawers inside and out and remove all items of food etc. Clean oven, cooker, hob and cooker hood
  - j) Defrost and clean fridge/freezer and leave doors open
  - k) Clean all china, glass and cutlery, cooking utensils and all items inside cupboards
  - l) Interior general – clean all mirrors, picture glass, ornaments, vacuum upholstered furniture, empty vacuum cleaner, fit clean vacuum bag, put out old milk bottles, and remove all rubbish from property.
  - m) Dry clean any marks on curtains
  - n) Clean and polish all door furniture
  - o) Replace all broken light bulbs.
5. Exterior – Cut grass and leave garden tidy, leave garage tidy.
6. Security – lock garage, close and lock all windows, lock back door(s)
7. Disconnect all electrical appliances from plug sockets.

Please hand ALL keys to the property to the Landlord or Property Manager when you leave. If any keys are missing then it may be necessary for locks to be changed, which will be charged to you.

Note: Please do not forget to cancel your standing order.

You should ask British Telecom for a final account to be sent to you and have the account closed. Please complete a Mail forwarding form at the Post Office, as we cannot forward mail.

PLEASE BE READY TO LEAVE THE PROPERTY BEFORE THE INVENTORY CHECK. WE ARE UNABLE TO ALLOW ACCESS TO THE PROPERTY ONCE A CHECK OUT HAS BEEN COMPLETED.

**Please note: Check-outs are completed independently from both landlord and tenant so the property must be vacated before this is completed.**

## Glossary of terms

<b>Architrave</b>	The moulded border around an opening covering the junction between wall plaster and frame or lining
<b>Baluster</b>	One of the posts supporting a stair handrail
<b>Balustrade</b>	A handrail with its supporting posts or pillars
<b>Banister</b>	(s) a baluster (pl) as Balustrade
<b>Bay window</b>	A projection in a wall to form a window
<b>Bow window</b>	A window projecting in a curve without increasing the floor area
<b>Carpet bar</b>	A metal bar in doorway floors hiding carpet joins
<b>Casement window</b>	A window opening on side or top hinges
<b>Ceiling rose</b>	An ornate plasterwork (or imitation) surrounding a light fitting
<b>Corbel Bracket</b>	jutting from a wall or space as support for some object, often decorative
<b>Cornice</b>	A moulded strip junction of the wall and ceiling in a room
<b>Coir matting</b>	Fibrous coconut matting (or imitation) usually used to make up doormats, often fixed for the first 3 or 4 feet inside an exterior door or for loose mats
<b>Coving</b>	Moulded section between wall and ceiling
<b>Cylinder lock</b>	A latch type lock with a barrel inserted through the door
<b>Dado rail</b>	An artificial rail around a room approximately half way up a wall acting as a dividing line for decoration. The section below originally often panelled is known as the dado
<b>Deadlock</b>	A lock on one side of a door which only works with a key and not self-latching
<b>Dormer window</b>	A vertical window that projects from a sloping roof
<b>Double glazed</b>	Two sheets of glass sealed with a vacuum in between
<b>Fanlight</b>	A window over a door, often semi-circular
<b>Finger plate</b>	A plate fixed to a door to prevent finger marks
<b>Finger pull</b>	Fixings on sash windows to enable their opening
<b>Fireplace</b>	Opening in a room for a fire with a flue above
<b>Fire safety strip</b>	A strip embedded in modern doors to increase fire resistance
<b>Fixed pane</b>	A window that does not open
<b>Flush door</b>	A door with flat panels
<b>Framed door</b>	A door with pronounced frame with recessed panels in between
<b>Free standing</b>	A moveable item not attached to the building structure
<b>French casement</b>	Casement windows extended to the floor
<b>French door</b>	As French casement
<b>Frieze</b>	An ornamental band of paint or paper as the top of a wall below the ceiling or cornice
<b>Furniture</b>	When applied to a door or window is a general term referring to all fixings (handles, locks etc.)
<b>Glazing bars</b>	Bars dividing window sashes into smaller panes
<b>Hasp and chain</b>	Metal flap, often hinged, used to secure doors

<b>Jamb</b>	The side of a door or window opening
<b>Juliet balcony</b>	A metal framework in front of opening balcony doors but with no balcony extension
<b>Laminate</b>	Layering of material pressed and glued together such as kitchen worktops
<b>Laminate flooring</b>	Thin panels of wood veneer laid over the base structure, often designed to look like wood block
<b>Leaded lights</b>	A windowpane subdivided into small sections by lead strip. Often replicated in double glazed doors or windows by stick on dividing strips
<b>Lever lock</b>	A lock inset into the leading edge of a door operated by a key from either side and not self-latching
<b>Lintel</b>	Horizontal beam spanning a door and window opening
<b>Louvre</b>	A swivelling section of glass in a window or fixed in doors to cupboards requiring ventilation
<b>Mezzanine</b>	An extra floor in between two floors often as just an extra portion of floor
<b>Mullion</b>	A vertical division in the window frame
<b>Muntin</b>	Vertical division of doors and other framing
<b>Newel</b>	The post supporting stair handrail at top and bottom
<b>Picture Rail</b>	A rail around a room near to the ceiling originally used for hanging pictures
<b>Pilaster</b>	A half column fixed against a wall often framing a passageway
<b>Pelmet</b>	A strip of material or wood etc. concealing curtain track
<b>PVCU</b>	Modern plastic style of double glazed window or door
<b>Register grate</b>	Victorian cast iron fireplace
<b>Register plate</b>	The opening flap at the rear of a register grate
<b>Riser</b>	The vertical part of the stair step
<b>Sash</b>	The moving part of the window containing the glass
<b>Sash cord</b>	The cords supporting a vertically sliding sash window
<b>Self-closer</b>	A device fixed on doors as a fire safety measure to close them automatically
<b>Skirting board</b>	The wooden board around a wall at floor level
<b>Transom</b>	An intermediate horizontal member of a frame used when a fanlight occurs over a door or a casement window
<b>Tread</b>	The horizontal part of the stair step
<b>UPVC</b>	See PVCU
<b>Vinyl</b>	Plastic/rubberised material frequently laid in kitchens and bathrooms
<b>Wood Block</b>	Wooden blocks laid above the base structure, often laid to a pattern such as Flooring herringbone. Often described as parquet

## Plumbing, heating and electrics

<b>Blank plate</b>	An electric plate with no switches
<b>Cylinder jacket</b>	A padded sleeve tied round a hot water cylinder

<b>Consumer unit</b>	Mains control box containing fuses and main switch
<b>Batten holder</b>	A light fitting and bulb holder combined (no flex)
<b>Factory lagged</b>	A polystyrene style covering a hot water cylinder
<b>Fuse box</b>	See Consumer unit
<b>Fused switch</b>	A switch with a built in removable switch
<b>Immersion tank</b>	Hot water tank with a connected immersion heater
<b>Isolator switch</b>	Control switch often found outside bathrooms isolating shower or extractor electrics
<b>Rose</b>	Light fitting attached to ceiling or wall supporting flex
<b>Self-lagged</b>	See Factory lagged
<b>Stop tap</b>	Water or gas taps on mains supply pipes
<b>Thermostatic valves</b>	Temperature controls on radiator connectors
<b>Uplighter</b>	Wall mounted shades casting light upwards

### **Kitchens, bathrooms/cloakrooms etc.**

<b>Bath panel</b>	The panel on the side or end of the bath
<b>Close coupled toilet</b>	A WC and cistern connected together
<b>Grout</b>	The infill between ceramic tiles
<b>Halogen</b>	A ceramic radiator heat hob with no separate rings
<b>Hob</b>	Gas or electric rings inset in a worktop
<b>Mastic</b>	Flexible filler in gaps between walls and worktops or sanitary fittings
<b>Mixer taps</b>	A tap where hot and cold water come out of the same nozzle
<b>Plunger plug</b>	A plug in situ that is operated by a lever or handle
<b>Riser plug</b>	see plunger plug
<b>Riser rod</b>	Pole on which movable shower head is mounted
<b>Roll edged worktop</b>	Kitchen worktop with a rounded (as opposed to square) edge
<b>Saniflow toilet</b>	A toilet with an attached unit to break up waste as it is flushed away. Used where there is no great water pressure
<b>Sealing strip</b>	Plasticised stick on strip sealing a gap between tiles and worktop or sanitary fittings
<b>Semi-glazed</b>	An oven door with inset glass panel
<b>Splash back</b>	A specific area designed to wipe off splashes which could be tiles in a bathroom or tiles or stainless steel in a kitchen
<b>Up-stand</b>	A section of worktop that has a vertical return against a wall Furniture and furnishings
<b>Fire-safety label</b>	Label on soft furnishings to show that it complies with fire safety regulations
<b>Roman blind</b>	A blind that folds in sections as it is pulled up
<b>Swag</b>	Decorative fabric usually at sides of curtains or over pelmets

<b>Veneer</b>	A thin covering, usually over bare wood for kitchen cupboard doors or items of furniture such as table tops
<b>Venetian blind</b>	A series of slats which open or close and can be rolled up

## **Descriptives**

<b>Chip</b>	A small abrasion to the surface
<b>Dent</b>	A depression in the surface
<b>Fixing holes</b>	Large holes left by wall fixings, often with plugs inserted
<b>Furniture Stand Marks</b>	Depressions made by the weight or movement of furniture in floors or floor coverings
<b>Gouge</b>	A deep scratch or mark in a surface that would require some form of repair
<b>Lime scale</b>	White deposits left by standing water
<b>Mark</b>	A small discoloration to the surface
<b>Nail holes</b>	Holes caused by nails or large picture hooks
<b>Pin hole</b>	Hole caused by pins or small picture hooks
<b>Scrape</b>	A medium rubbing of a surface
<b>Scratch</b>	A long and narrow abrasion to the surface
<b>Scuff</b>	A light rubbing of a surface
<b>Spot</b>	A very small mark or discolouration
<b>Stain</b>	A larger discolouration to a surface
<b>Water marked</b>	Dried water drops or rivulets

**All of the following can have a quantifiable adjective attached such as slightly, lightly, fairly, very, well or highly appended to them**

<b>Dirty</b>	In need of cleaning above that required for grubby and requiring much cleaning involving cleaning materials
<b>Dusty</b>	A covering of dust removable with a vacuum or duster
<b>Filthy</b>	Extremely dirty and requiring major cleaning to a professional standard and in a state that may not be restorable to an acceptable standard
<b>Greasy</b>	Greasy to the touch
<b>Grubby</b>	In need of cleaning above that required for a dusty and requiring cleaning materials
<b>Soiled</b>	Badly stained and marked
<b>Stained</b>	Discoloured sections
<b>Worn</b>	Showing signs of undamaged usage