

# Your Service Family Accommodation Easy Reference Checklist for Move In Standard

This checklist has been created as an quick and easy way for you to tick off each feature as you move from room to room in your SFA during your Move In appointment. Your CA Accommodation Officer will be with you to explain in more depth how to check each feature so that you are satisfied that the SFA meets the required Move In standard. This is your checklist, to help you keep track as you work through the Move In standard. For the full detail of the required Move In standard please refer to the full Move In Standard Tick Sheet. You can find this on the CarillionAmey website in the Service Family Accommodation section, under Moving In.

## Exterior

Feature Checked	Tick
Hard surfaces (paths/driveway)	
Gullies and drains	
Steps	
Handrails	
Fences and/or walls	
Gates	
Clothes line	
Grass – height, level, edging, equipment	
Trees and/or climbing plants	
Hedges and shrubs	

Feature Checked	Tick
Borders and flowerbeds	
Garden cleanliness – leaves, litter, debris	
Garage – roof/walls/drainage/door/electrics/cleanliness	
Communal Areas	
Front door locks/hinges and door furniture	
Glass	
Sealed unit – seals/draughts/mould	
Front door keys	
Cat flap (should not be present)	

Comments

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# Your Service Family Accommodation Easy Reference Checklist for Move In Standard

## Hallway

Feature Checked	Tick
Ceiling	
Walls	
Decoration	
Wood surfaces	
Wallpaper or painting	
Internal doors	
Floor base	
Carpets and vinyl	
Skirting, beams and wooden facing	
Standard of finish	
Shelving	
Cleanliness of surfaces	
Windows	
Curtain tracks, curtains, blinds and fittings	

Feature Checked	Tick
Glass	
Front door	
Utility Meter and electrical installation	
Electrical fittings – switches and sockets	
Light fittings	
Shades and diffusers (if fitted)	
Smoke Alarm	
CO detector	
Heating system (test certificates produced)	
Radiators	
Pipework	
Electrical Cabling	
Cloakroom (if applicable) (see bathroom section)	

Comments \_\_\_\_\_

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# Your Service Family Accommodation Easy Reference Checklist for Move In Standard

## Lounge/Living Room

Feature Checked	Tick
Ceiling	
Walls	
Decoration	
Wood surfaces	
Wallpaper or painting	
Internal doors	
Floor base	
Carpets and vinyl	
Skirting, beams and wooden facing	
Shelving	
Standard of finish and cleanliness	
Windows	
Curtain tracks, curtains, blinds and fittings	

Feature Checked	Tick
Glass	
Electrical fittings – switches and sockets	
Light fittings	
Shades and diffusers (if fitted)	
Smoke Alarm	
CO detector	
Radiators	
Pipework	
Electrical Cabling	
TV Aerial	
Open fireplaces and chimneys	
Focal feature fires	

Comments \_\_\_\_\_

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# Your Service Family Accommodation Easy Reference Checklist for Move In Standard

## Dining Room

Feature Checked	Tick
Ceiling	
Walls	
Decoration	
Wood surfaces	
Wallpaper or painting	
Internal doors	
Floor base	
Carpets and vinyl	
Skirting, beams and wooden facing	
Standard of finish	
Shelving	
Standard of finish and cleanliness	

Feature Checked	Tick
Windows	
Curtain tracks, curtains, blinds and fittings	
Glass	
Electrical fittings – switches and sockets	
Light fittings	
Shades and diffusers (if fitted)	
Smoke Alarm and CO detector	
Radiators	
Pipework	
Electrical Cabling	
TV Aerial	
Open fireplaces and chimneys	
Focal feature fires	

Comments \_\_\_\_\_

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# Your Service Family Accommodation Easy Reference Checklist for Move In Standard

## Kitchen

Feature Checked	Tick
Ceiling	
Walls	
Decoration	
Wood surfaces	
Wallpaper or painting	
Internal doors	
Floor base	
Carpets and vinyl	
Skirting, beams and wooden facing	
Standard of finish and cleanliness	
Shelving	
Wall cabinets and floor units	
Cabinet doors, drawer fronts, hinges and handles	
Wall tiles	
Work surfaces	

Feature Checked	Tick
Extractor fans	
Water and waste	
Cooker	
Sink, taps and plug	
Windows	
Curtain tracks, curtains, blinds and fittings	
Glass	
External door	
Electrical installation and fittings	
Cooker and kitchen switches	
Light fittings	
Smoke Alarm and CO detector	
Boiler	
Radiators	
Electrical Cabling	

Comments

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# Your Service Family Accommodation Easy Reference Checklist for Move In Standard

## Stairs and Landing

Feature Checked	Tick
Ceiling	
Walls	
Decoration	
Wood surfaces	
Wallpaper or painting	
Internal doors	
Floor base	
Carpets and vinyl	
Skirting, beams and wooden facing	
Staircases	
Shelving (airing cupboard)	
Standard of finish and cleanliness	

Feature Checked	Tick
Windows	
Curtain tracks, curtains, blinds and fittings	
Glass	
Utility Meter and electrical installation	
Electrical fittings – switches and sockets	
Light fittings	
Shades and diffusers (if fitted)	
Smoke alarm and CO detector	
Radiators	
Pipework	
Electrical Cabling	

Comments

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# Your Service Family Accommodation Easy Reference Checklist for Move In Standard

## Bathroom, WCs and cloakrooms

Feature Checked	Tick
Ceiling	
Walls	
Decoration	
Wood surfaces	
Wallpaper or painting	
Internal doors	
Floor base	
Carpets and vinyl	
Skirting, beams and wooden facing	
Shelving (airing cupboard)	
Standard of finish and cleanliness	
Sanitary Ware	
Bathroom suite	

Feature Checked	Tick
Shower curtain	
Taps and plugs	
Towel rails, radiators and extractor fan	
Wall tiles	
Joints	
Water and waste	
Standard of cleanliness	
Windows	
Curtain tracks, curtains, blinds and fittings	
Glass	
Electrical fittings – switches and sockets	
Radiators	
Pipework	

Comments

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# Your Service Family Accommodation Easy Reference Checklist for Move In Standard

## Bedrooms

Feature Checked	1	2	3	4
Ceiling				
Walls				
Decoration				
Wood surfaces				
Wallpaper or painting				
Internal doors				
Floor base				
Carpets and vinyl				
Skirting, beams and wooden facing				
Shelving				
Standard of finish and cleanliness				

Feature Checked	1	2	3	4
Windows				
Curtain tracks, curtains, blinds and fittings				
Glass				
Utility Meter and electrical installation				
Electrical fittings – switches and sockets				
Light fittings				
Shades and diffusers (if fitted)				
Smoke alarm and CO detector				
Radiators				
TV Aerial				
Focal feature fire (if applicable)				

Comments

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# Your Service Family Accommodation Easy Reference Checklist for Move In Standard

## Miscellaneous

Feature Checked	Tick
Personal Possessions	
Outbuildings	
Bins	
Pests	

Comments

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