

**1. General**

- (a) Subject to express agreement to the contrary and any agreed amendments/additions; the terms on which the surveyor will undertake the spray foam assessment are set out below.
- (b) Based on an inspection as defined below, West One Surveyors will advise the customer by means of report as to their opinion of the visible condition, suitability and recommended works associated with the spray foam installation.

**2. The Inspection**

- (a) Areas

The surveyor will require access to the loft space to inspect the installation. He will also wish to inspect all visible roof slopes around the building.

- (b) Accessibility

The surveyor will have his own ladder to access your loft space, so don't worry if you do not have a loft access ladder.

- (c) Readings Taken

The surveyor will record psychrometric readings inside and outside of the property. This is an assessment of the air, its temperature and moisture content. He will also record dap meter readings in the rafters. To do this, a couple of small sections of insulation will need to be opened up as below.

**3. Opening Up**

- (a) The surveyor will open up a couple of small areas of spray foam insulation to the roof slope. This is essential to see what the underlay (if any) is made out of and to test the rafters for dampness and the dew points for condensation.
- (b) The small access holes will be left for any future inspections to be undertaken.

**4. Existing Defects**

The surveyor is appointed to inspect the spray foam to the roof space. He will not inspect or report on other defects found in the property.

**5. Identification**

- (a) The surveyor will wear a grey polo shirt with the logo West One Chartered Surveyors on the left breast.
- (b) The surveyor will carry photo ID and will present this on arrival.

**6. Fees and Payments**

- (a) Fee are paid in full prior to the inspection being carried out.
- (b) No further fees are required, nor will be requested by the surveyor during his inspection.

**7. Restrictions on Disclosure**

- (a) The report is for the sole use of the named client and is confidential to the client and his professional advisers. Any other persons rely on the report at their own risk.

**8. Images and Media**

- (a) We reserve the right to use any images or video recordings taken during the inspection for social media purposes. When any such images are used, they will not show or give any indication as to the address of the property in question unless expressly agreed prior to publishing.

**9. Cancellation**

- (a) Payment is taken for the inspection and report in full before the inspection is booked in. Where the instruction is cancelled in excess of 48 hours prior to the inspection, a refund will be made in full. If the inspection is cancelled / postponed, but the instructions are not, the instruction is to be re-booked with no further charges incurred.
- (b) Where the instruction is cancelled less than 48 hours prior to the inspection, a refund of 75% will be made. If the inspection is cancelled / postponed within 48 hours of the inspection, but the instructions are not, the instruction is to be re-booked with no further charges incurred.
- (c) Where the instruction is cancelled on the day of the inspection, a refund of 50% will be made. If the inspection is cancelled / postponed on the day of the inspection, but the instructions are not, there will be a 50% surcharge.
- (d) In instances where the surveyor arrives to an empty house, or the inspection has been forgotten, a full charge will be made.

**10. RICS and Rules of Conduct**

- (a) West One Surveyors is regulated by RICS for the provision of surveying services. This means we agree to uphold the RICS Rules of Conduct and all other applicable mandatory professional practice requirements of RICS, which can be found at [www.rics.org](http://www.rics.org). As an RICS regulated firm we have committed to cooperating with RICS in ensuring compliance with its standards. The firm's nominated RICS Responsible Principal is Neil Lofting.

**STANDARD CONDITIONS OF ENGAGEMENT  
FOR CARRYING OUT A SPRAY FOAM  
ASSESSMENT**



• CHARTERED BUILDING SURVEYORS •

- (b) I hereby accept these standard conditions of engagement and wish for you to proceed with carrying out a building survey.

Signed \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Date \_\_\_\_\_

Home Address \_\_\_\_\_

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