



# Professional Inventories

Protecting Agents, Landlords & Tenants

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## PROFESSIONAL INVENTORY CLERK TOOL KIT Carried By All Of Our Inventory Clerks

In order for an Inventory Clerk to carry out a professional report, they must be fully equipped to deal with any issue or situation they come across, from locked meter cupboards to being able to measure cracks on broken tiles and glass to burns on floor covering and surfaces. By fully equipping our Clerks, we can ensure that our reports deliver the highest standards in accordance with the Institute Of Professional Inventory Clerks guidelines.



1.



2.



3.

- 1. Deep Triangle Key
- 2. FB 2 Keys
- 3. Four Way Meter Key
- 4. Long Box Key
- 5. Screw Bolt Key



4.



5.

Our Clerks are equipped with over 14 different keys that fit 99% of all meter cupboards and boxes, ensuring that we will always be able to access meters and take readings with supporting photographs on the day of the inventory.



**Collapsible Rod**



**Collapsible Rod In-Action**

A must for any Clerk, allowing easy testing for power of any Smoke or CO detector situated on a wall or ceiling, no matter how high it is. The results are then recorded in the report with supporting photographs to ensure the property is legal and safe for the tenant to take occupancy.



**Measuring Tool** - Ever seen a photograph of a carpet burn or cracked tile and struggled to work out its size? All of our Clerks use this handy tool which when placed and photographed beside the damage the size and scale can easily be seen.



**Blue Overshoes** - Protecting carpets and floors is a must, especially if they are brand new or recently cleaned. Other considerations are respecting customs of the occupant.



**Key Chain**



**Key Chain in Action**

All our Clerks on receipt of property keys will attach them to their person using our extremely useful key chain, thus avoiding embarrassing incidents. i.e. Clerks cannot accidentally lock themselves out of the property as the property keys will remain firmly attached to their person.