



# 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.



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.

**Collapsible Rod**

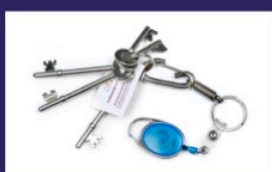
**Collapsible Rod In-Action**



**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.



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.

**Key Chain**

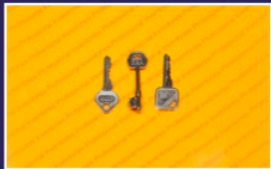
**Key Chain in Action**



**Water Meter Screw Driver** - A handy tool to lift the metal cover plate off water meters located in exterior areas, ensuring the reading is taken and photographed again on the day of the inventory.



**Torch** - Great for inspecting the inside of ovens and areas or rooms where the lighting is poor (including dark meter cupboards and deep water meters).



**Photographic Sheet** - Developed by Professional Inventories Ltd, this tool allows a neutral background to be used when photographing property keys, car passes, fobs etc. instead of using a work surface which is often detrimental to the quality of the photograph.



**CO Alarms**



**Smoke Detectors**

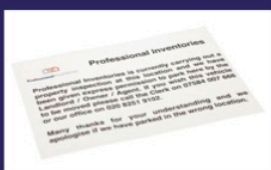
All of our Clerks carry brand new, boxed Smoke and CO detectors, so if one or more of the properties detectors fail our power tests, or are not fitted as per the 'Smoke & CO Regulations 2015', the Clerk will call you immediately asking for instruction to fit a replacement so the tenancy can proceed. Please note T&Cs apply, this is a chargeable service.



**Key Tag Cards** - When our Clerks return property keys to branches after hours or to a nominated third party, our branded key tag is attached. This allows you to immediately identify who has delivered the keys, without displaying any sensitive information like address or Landlord name.



**ID Card & Lanyard** - Residents, Landlords, Tenants and Agents can quickly verify the ID of the Clerk, especially useful when collecting keys or when on site.



**Parking Notice** - Each Clerk will display this notice in the windscreen of their vehicle when parked onsite, clearly showing their personal mobile number. This allows for the Clerk to be contacted directly should there be an issue with their parking, avoiding any complaints made to Agents / Landlords.



**Paint Brush** - Often when a meter box or cover is opened it is encrusted with dirt and grime. Our Clerks will clean the meter face so a clear reading and photograph can be taken.



**Charging Cable**



**Power Backup**

All of our Clerks are issued with Apple iPads running our Award Winning Inventory Report App. To ensure their device never runs out of power, especially on very busy days, they are issued with a backup power unit and lead that can supply the iPad with up to 3 full charges ensuring productivity and report quality is always maintained.