



Move-In Planning Pack

Vacant property example showing the format and level of practical information.



PROPERTY DETAILS	
Property	12 Example Close, Sampletown
Client	Illustrative sample
Inspection date	Illustrative example
Report reference	SAMPLE-MIP-001
Prepared by	Stratful Associates Ltd

About this pack

What is included

- Indicative room dimensions and ceiling heights.
- Floor-plan pages for annotated measured plans.
- Window recess, curtain and blind planning measurements.
- Door, stair and circulation checks for larger furniture.
- Appliance-space measurements and service-point notes.
- A room-by-room photographic record and client action checklist.

Important limitations

- All dimensions are approximate, recorded at the time of inspection and should be checked on site before purchase or installation.
- Measurements must not be used for manufacture, bespoke orders, construction, architectural design, conveyancing, title boundaries, leases or valuation.
- Curtain, blind, furniture and appliance suppliers must take their own final measurements and confirm fixing requirements.
- Services are not tested. Access, concealed construction, finishes and occupancy may restrict measurement accuracy.
- This pack is separate from, and does not extend the scope of, the accompanying building survey. Where there is any inconsistency, the building survey and agreed terms of engagement take precedence.

Property at a glance

ITEM	DETAIL
Property type	Vacant semi-detached house
Approximate age	Modern construction
Storeys	Two
Bedrooms	Three
Principal heating	Gas central heating
Parking and access	Driveway; front and rear access
Floor-plan source	Illustrative diagram, not a measured plan
Occupancy at inspection	Vacant in this example

Key move-in considerations

ON-SITE PROMPT	PROPERTY-SPECIFIC OBSERVATION / ACTION
Restricted access	Loft excluded; store locked.
Furniture checks	A1/A2 turns may restrict bulky items.
Appliance spaces	Kitchen spaces recorded; installer to verify.
Windows	W2 has radiator below.
Parking / unloading	Driveway; confirm vehicle access.
Floor levels / thresholds	RL rear patio step.
Storage	Under-stairs controls to remain accessible.
Access limitations	External store NM; locked.

Services and controls

SERVICE OR CONTROL	LOCATION	PRACTICAL MOVE-IN NOTE
Electricity meter	External front meter box	Confirm supplier and meter access at completion.
Consumer unit	Under-stairs cupboard (S1)	Keep clear; confirm labelling.
Gas meter	External side meter box	Confirm emergency control valve.
Internal water stopcock	Under-stairs cupboard (S2)	Confirm location and operation with seller.
Boiler	Kitchen wall cupboard	Obtain instructions and service history.
Heating controls	Hall wall	Confirm programme and operation.
Hot-water cylinder	Not identified	Combi boiler
Broadband entry point	Front reception	Confirm provider and activation.
Smoke / CO alarms	Hall, landing and kitchen area	Test and check suitability after completion.
EV charger / solar controls	Not applicable	No equipment.

General services note

The approximate locations of the principal utility meters, consumer unit, water stopcock, boiler and heating controls are recorded above to assist the client when moving in. Services were not tested as part of this pack, and their operation, labelling and accessibility should be confirmed following completion.

Ground-floor plan

Example annotated diagrammatic plan for a fictional property. References link to the schedules and photo record.



Plan notes and key

REFERENCE	NOTE
W1, W2 etc.	Window reference — see the window schedule.
A1, A2 etc.	Restricted opening or furniture-access point.
S1, S2 etc.	Service, control or appliance position.
P1, P2 etc.	Photograph reference — see the room photo record.
RL	Step, threshold or change in floor level.

Upper-floor plan

Example annotated diagrammatic plan for a fictional property. References link to the schedules and photo record.



Plan notes and key

REFERENCE	NOTE
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Room measurement schedule

Use a consistent wall-to-wall convention. Note significant alcoves, chimney breasts, sloping ceilings and restricted areas.

ROOM / AREA	LENGTH mm	WIDTH mm	HEIGHT mm	NOTES
Entrance hall	3600	3700	2380	A1/A2; stair within area
Living room	4500	3600	2390	W2; radiator below window
Front reception	3600	3700	2380	W1; front-facing room
Kitchen	4500	3600	2380	Kitchen / dining; fitted units
Bedroom 1	3600	3700	2360	W4; built-in cupboard BF
Bedroom 2	3600	3000	2360	W5; door from landing passage
Bedroom 3	2700	2400	2350	W6; limited furniture clearances
Bathroom	2100	1800	2350	W7; fittings reduce usable area

Measurement convention

Approximate maximum dimensions between accessible finished surfaces, in millimetres. Ceiling heights are indicative at the position observed. Verify all dimensions before ordering.

General notes

REF	NOTE
1	W2 has radiator below;
2	Rear patio threshold RL includes one step.
3	Keep S1 and S2 accessible under the stairs.

Window schedule

Record the principal window type, opening arrangement and approximate dimensions. This schedule is for general move-in planning only and is not a specification for curtains, blinds, shutters or replacement windows.

REF	ROOM	WINDOW TYPE	OPENING	W mm	H mm	NOTES
W1	Front reception	uPVC casement	Side hung	1800	1200	Approx. visible recess; check frame and fixing.
W2	Living room	uPVC casement	Side hung	1700	1150	Radiator below; P2.
W3	Kitchen / dining	uPVC casement	Top / side hung	1200	1000	Above worktop.
W4	Bedroom 1	uPVC casement	Side hung	1600	1150	Built-in cupboard adjacent.
W5	Bedroom 2	uPVC casement	Side hung	1400	1100	Check reveal.
W6	Bedroom 3	uPVC casement	Side hung	1050	1050	Limited adjacent wall.
W7	Bathroom	Obscure uPVC	Top hung	600	750	Privacy glass.

Window notes

- Suppliers and installers must take their own measurements and assess fixing requirements before any curtains, blinds, shutters or replacement windows are ordered.

Potential furniture-access pinch points

The following locations may restrict the movement of large or awkward furniture and appliances through the property. These observations are provided for general move-in planning only.

REF	LOCATION / ROUTE	CLEAR W mm	CLEAR H mm	POTENTIAL PINCH POINT
A1	Front entrance	790	1980	Door and approach; verify full delivery route.
A2	Entrance hall	910	2380	Turn at staircase; see P1.
A3	Staircase	820	2050	Tight turn and handrail reduce manoeuvring room.
A4	First-floor landing	960	2250	Check turning room into bedrooms.
A5	Internal doorway	750	1960	Bedroom 3 door swing restricts entry.
A6	Side / rear access	830	2000	Rear threshold step RL; see P4.

Important limitation

The client, retailer or removal contractor should compare the dimensions of each item, including its packaging, with the complete delivery route before ordering or delivery. The recorded dimensions are approximate and do not confirm that any particular item can be delivered safely or without dismantling. Doors, handrails, light fittings and other components should not be removed without first considering safety, damage and reinstatement requirements.

Appliance-space schedule

Record clear openings and obvious service positions. Suppliers and installers must verify all dimensions, ventilation, connections and compliance.

SPACE / ITEM	W mm	H mm	D mm	VISIBLE SERVICES	NOTES
Fridge / freezer	650	1900	650	Socket visible	Indicative alcove; verify ventilation.
Dishwasher	600	820	580	Water / waste nearby	Connections not tested.
Washing machine	600	850	610	Water / waste nearby	Confirm supply and drainage.
Built-in oven	600	600	560	Electric point nearby	Fitted housing; installer to verify.

Kitchen and utility notes

REF	OBSERVATION / CLIENT ACTION
1	Kitchen dimensions relate to accessible spaces, not dismantled cabinetry.
2	Check all appliance clearances, ventilation and connections with installer.
3	The water and waste fittings were identified visually and not tested.
4	Confirm electrical capacity and gas arrangements with suitable specialists.

Room photo record

Use clear orientation photographs and short captions. Duplicate this page for additional rooms.



P1 Entrance hall and stair turn A1/A2 (illustrative image)



P2 Living-room window W2 and radiator (illustrative image)



P3 Under-stairs consumer unit S1 and stopcock S2 (illustrative image)



P4 Rear patio threshold RL (illustrative image)

Client move-in checklist

A concise action list for the period between exchange, completion and moving day.

DONE	ACTION	OWNER / DATE
☐	Confirm furniture will pass through the measured access route.	Client / before move
☐	Arrange supplier verification for curtains, blinds and bespoke items.	Client / before move
☐	Check appliance dimensions, ventilation and service requirements.	Client / before move
☐	Confirm broadband, utilities and meter arrangements.	Client / before move
☐	Arrange buildings and contents insurance as appropriate.	Client / before move
☐	Book removals and confirm parking / access restrictions.	Client / before move
☐	Retain the building survey and prioritise recommended repairs.	Client / before move
☐	Change locks and review smoke / carbon-monoxide alarms after completion.	Client / before move

Additional actions

DONE	ACTION	OWNER / DATE
☐	Arrange a furniture delivery-route check with the retailer or remover.	Client / before order
☐	Ask window suppliers to take final measurements for all coverings.	Client / before order
☐	Confirm control locations and meter accounts at completion.	Client / before order
☐	Ask the seller for access to the locked external store.	Client / before order