

Hcond Condition Survey Software Manual



Version 3 (2006)

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1. INTRODUCTION

In **The Good Practice Guide for Condition Surveys** (this can be downloaded from the web site) a number of principles relating to data collection are discussed. This Manual will show you how to translate these principles into a simple yet effective computer database which will enable you to develop a long term strategy for the maintenance and elemental renewal of your stock. It will also enable you to implement a planned programme of repairs/renewals The **HCOND** package is easy to use, and can be adapted to suit the specific needs of your organisation. The Manual is divided into a number of sections:

- **Introduction**
- **Principles of HCOND**
- **Reports**
- **Loading HCOND**
- **Selecting Data**
- **Viewing Data**
- **Printing Data**
- **Editing the Database**
- **Creating a Database**
- **HView**

<http://environment.uwe.ac.uk/hcond>

2. PRINCIPLES OF HCOND

This section explains the basic principles of **HCOND**. It shows you the way in which data can be collected and provides you with examples of the three reports which can be produced.

2.1 How much and when?

Each property record comprises a simple matrix (see Table 1). Down the left-hand side run a series of descriptions and codes. These are set up in the HCOND3.CFG file. The software package you receive has already been set up with a typical list of descriptions. These can be changed, if necessary, to suit the specific needs of your organisation. This is explained in a later section. The columns running left to right represent years. These cells show the financial data. It is up to you to decide the overall time profile of the survey.

Table 1 shows an overall time profile of 30 years. There are 5 individual years and then 5 bands each containing 5 years. The first column (0) can be used to store data regarding potential improvements where, for example, because of future uncertainties, they cannot be applied to specific years. It can also be used to store information regarding urgent work or work of high priority.

Table 1

Column →	0	1	2	3	4	5	6	7	8	9	10
Years →	0	1	2	3	4	5	6-10	11-15	16-20	21-25	26-30
101 Roof Struc.								2000			
102 Coverings											2500
103 Verges		250							250		
104 Chimney											
105 Flashings					500						

So, for example, Table 1 shows that £2000 is required at years 11-15 for works to the Roof Structure (code 101). The Verges (code 103) require work in year 1 and again in years 16-20. It is our view that current prices should always be used. Making predictions about the future is a risky business and, in any case, the data will be updated when the survey is next carried out. Attempting to build-in inflation also makes checking the data very difficult. Using current prices it can be checked at a glance. In any case, the data can be downloaded into a spreadsheet for more sophisticated analysis.

In fact, data is entered against individual years (up to 40). HCOND gathers together anything above year 5 into bands of 5 years to make the report easier to follow. If you ask for a report on year 7 it will only select the required data but the valuation and page reports will show it in the 6-10 column.

The data can remain in this static format or it can be reassigned each year. For example, changing the year date in the file Hcond3.cfg can cause all, the data to 'age'. Thus a job surveyed in year 2004 and coded to year 5 will be reassigned to year 4 in 2005.

3. The HCOND3.CFG File

The HCOND3.CFG file lies at the heart of **HCOND**. We have set up this file to suit most associations. Codes cannot be changed once set up although new codes can be added and descriptions can be altered. It is therefore vital that due thought is given to setting up this file before data entry.

To look at the HCOND3.CFG file you can load it into a word processor or text editor. Do not alter it in any way until you are completely familiar with its workings. A later section will explain this in more detail. Best of all, copy the file from the disk supplied into another folder before accessing it. The HCOND3.CFG file is in the HCOND folder

Part of the HCOND3.CFG file is shown below.

```

:External Work
101 Roof structure
102 Coverings
103 Verges/parapets
104 Chimney
105 Flashings
:Communal
151 Door entry
152 Warden alarms
153 Fire alarms/detectors
154 Internal walls/finish
:Site Works
181 Garages
182 Other outbuildings
183 Boundary walls
:Internal Elements
201 Floor structure
202 Floor finish
203 Internal walls/finish
:Improvements
301 Heating
302 Kitchens
303 Extractor fans
    
```

The HCOND3.CFG File

Codes allowed - 101 to 998

Codes are grouped into 6 sections

- External Works (to fabric)
- Communal work
- Site Works
- Internal Elements
- Improvements
- Decent Homes

Codes always print out in numerical order - this means that groupings of elements within each of the above sub divisions must have sequential codes.

Attributes

HCOND allows you to store data on up to 30 attributes. These can be chosen by you and are set up in the HCOND3.CFG file. The HCOND3.CFG file as supplied has a number of attributes already set up. A print-out is shown below.

```

NPF? Central Heating
NPF? Double Glazing
0123? Extractor Fans
012? H/W Smoke Detectors
PF Kitchens
NPF? Full loft Insulation
YN? Cavity Insulation
YN Security
YN? Rot/Insect attack free
YN? Severe condensation free
YN? Penetrating damp free
YN? Rising damp free
YN? Deleterious material free
YN? Near local services
YN? Improved
YN Internal Unit
YN? Mobility
    
```

Attributes

The first characters in each line represent the options for data entry. So, for example NPF? Central Heating represents the options:

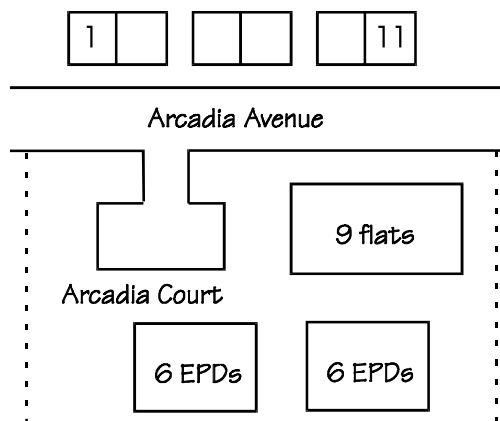
- None
- Partial
- Full
- Don't Know

Each attribute can have 10 responses - these are decided by you.

3.1 Multipliers

Although every dwelling in an association's stock could be entered into **HCOND** it is more likely that a sample will be. The size and method of obtaining this sample has been discussed in the Good Practice Guide. **HCOND** handles sample surveys by using multipliers. This concept is very easy to grasp for houses; unfortunately it's a little more complex when dealing with blocks of flats.

No 1 surveyed - 6 units in survey block - multiplier = 6



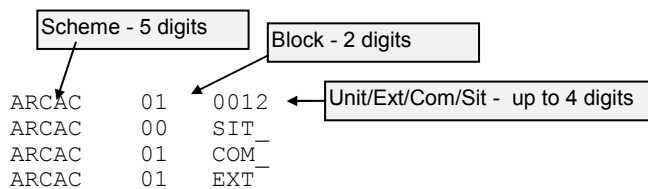
Options for flats:

- 1 Site survey - multiplier of 1
 - 3 External (fabric) surveys - each with multiplier of 1
 - 3 Internal surveys - 1 X 9, 1 X 6 and 1 X 6
 - 3 Communal surveys - each with multiplier of 1
- or:
- 1 Site survey - multiplier of 1
 - 2 External (fabric) surveys - flats X 1, EPDs X 2
 - 2 Internal surveys - 1 X 9 and 1 X 12
 - 2 Communal surveys - flats X 1, EPDs X 2

Note: There are no rules for multipliers but you must choose a system which is both logical and consistent. The Property References for the First option in Arcadia Court could be:

ARCAC00SIT
 ARCAC01EXT, ARCAC02EXT, ARCAC03EXT
 ARCAC010008, ARCAC020015, ARCAC030016
 ARCAC01COM, ARCAC02COM, ARCAC03COM

These are 11 digit codes



4. REPORTS

HCOND is capable of printing three types of report. These reports can be printed to the screen, sent direct to a printer, or saved as files which can subsequently be imported into a Word Processing package for further formatting. This is explained in more detail in a later section. The reports can also be exported to spreadsheets.

4.1 The Valuation Report

The Valuation Report, which is always a single page, shows costs and number of jobs for each element and in each year or bands of years. You can select the codes (elements) and years for individual properties or groups of properties. This report can also be downloaded into a spreadsheet for further financial analysis and formatting.

Valuation report : UWE Bristol (2004) {24Aug'04}

Code	0	1	2	3	4	5	6-10	11-15	16-20	21-25	26-30	
Roof structure	101	0:0	0:0	0:0	0:0	13800:23	0:0	0:0	58000:29	0:0	0:0	0:0
Coverings	102	0:0	0:0	0:0	0:0	0:0	6000:1	58000:29	0:0	0:0	0:0	92000:23
Verges/parapets	103	0:0	0:0	0:0	0:0	1450:29	0:0	0:0	0:0	0:0	0:0	0:0
Chimney	104	0:0	0:0	14500:29	0:0	0:0	0:0	920:23	0:0	0:0	0:0	0:0
Gutters/RW pipes	107	0:0	0:0	0:0	0:0	0:0	700:1	0:0	0:0	0:0	700:1	0:0
Windows	111	0:0	0:0	0:0	0:0	0:0	58000:29	0:0	0:0	0:0	0:0	0:0
Entrance doors	113	0:0	0:0	0:0	0:0	0:0	0:0	500:1	0:0	0:0	0:0	0:0
Balconies	116	0:0	0:0	0:0	0:0	0:0	6000:1	0:0	0:0	0:0	0:0	0:0
Soil vent pipes	117	0:0	0:0	0:0	0:0	0:0	11600:29	0:0	0:0	0:0	0:0	0:0
Door entry	151	0:0	0:0	0:0	0:0	3000:1	0:0	0:0	0:0	0:0	0:0	0:0
Lighting	158	0:0	0:0	0:0	0:0	0:0	600:1	0:0	0:0	0:0	0:0	0:0
Screens/door screens	161	0:0	0:0	0:0	0:0	500:1	0:0	0:0	0:0	0:0	0:0	0:0
Kitchen	166	0:0	0:0	0:0	0:0	500:1	0:0	0:0	0:0	0:0	0:0	0:0
Garages	181	0:0	0:0	0:0	0:0	5000:1	0:0	46000:23	0:0	0:0	0:0	0:0
Boundary walls	183	0:0	0:0	0:0	0:0	18500:30	0:0	0:0	0:0	0:0	0:0	0:0
Fencing/gates	184	0:0	0:0	0:0	0:0	0:0	17400:29	0:0	17400:29	0:0	17400:29	0:0
Paths/pavings	185	0:0	0:0	0:0	0:0	0:0	0:0	700:1	0:0	0:0	0:0	0:0
Ext Furniture	187	0:0	0:0	0:0	0:0	500:1	0:0	0:0	0:0	0:0	0:0	0:0
Floor structure	201	9200:23	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
Floor finish	202	0:0	0:0	0:0	0:0	14500:29	17800:33	0:0	28300:52	5000:10	13800:23	14500:29
Internal doors	205	0:0	0:0	0:0	0:0	0:0	0:0	28750:39	0:0	0:0	0:0	0:0
Kitchen units	206	0:0	0:0	0:0	0:0	6000:10	11600:29	0:0	16100:23	0:0	11600:29	0:0
Bathroom fittings	208	0:0	0:0	0:0	0:0	0:0	6000:10	0:0	0:0	0:0	0:0	0:0
Heating	210	0:0	0:0	0:0	0:0	0:0	0:0	43500:29	0:0	0:0	0:0	0:0
Wiring	211	0:0	0:0	0:0	0:0	0:0	0:0	0:0	12000:10	0:0	0:0	0:0
Smoke Detectors	213	0:0	0:0	0:0	0:0	0:0	1500:10	0:0	1500:10	0:0	1500:10	0:0
Extractor fans	214	0:0	0:0	0:0	0:0	0:0	4350:29	0:0	4350:29	0:0	4350:29	0:0
Heating	301	46000:23	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
Extractor fans	303	10750:57	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
Wired smoke detctcs	304	1800:18	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
Double glazing	305	3000:10	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
Cavity Insulation	306	8700:29	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
Loft Insulation	307	4350:29	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
Totals		83800:189	0:0	14500:29	0:0	63750:126	141550:202	194470:168	121550:159	16600:39	37750:92	106500:52
Selection:		11 out of 11	(equivalent	65.00)								

11 surveys have been selected - these represent 65 units in total

In year 2 there are 29 jobs to chimneys costing £14,500

The Valuation report can also be exported as a comma separated variable file (csv). These files can be imported into spreadsheets.

Totals excluding VAT
347 dwellings

	Code	: 0 :	: 1 :	: 2 :	: 3 :	: 4 :	: 5 :	: 6-10 :	: 11-15 :	: 16-20 :	: 21-25 :	: 26-30 :
Fascias, bargeboards	106	0	0	0	0	0	0	0	750	0	0	0
Gutters/RW pipes	107	0	0	0	0	450	0	15,400	80,500	84,450	450	6,400
Windows	111	0	0	0	0	0	0	0	88,500	500,050	428,600	0
Patio doors	112	0	0	0	0	0	0	11,200	13,250	1,350	0	0
Entrance doors	113	0	480	300	0	0	0	18,490	65,620	91,930	0	0
Porches/canopies	114	0	0	0	0	0	0	3,450	500	0	0	0
Soil vent pipes	117	0	0	0	0	0	0	0	600	0	0	0
Floor finish	156	0	0	0	0	0	2,750	0	750	2,000	750	0
Cupboard doors	160	0	0	0	0	0	0	0	0	0	100	0
Flat doors	162	0	0	0	0	0	0	0	0	3,400	0	0
Stair finishes	164	0	0	0	0	0	700	0	0	700	0	0
Wiring	174	0	0	0	0	0	0	0	0	1,000	0	0
Sheds	182	0	0	0	0	0	0	0	1,000	63,250	0	0
Fencing/gates	184	0	0	2,600	0	0	3,500	115,160	114,365	120,115	20,100	45,965
Internal doors	205	200	0	0	200	4,600	11,211	15,950	200	16,000	15,950	1,400
Kitchen units	206	0	0	1,750	5,250	8,750	48,500	303,300	232,250	60,750	310,300	228,750
Bathroom fittings	208	800	0	0	0	0	0	20,400	178,000	146,000	0	15,600
2nd WC	209	0	0	0	0	0	0	600	22,600	32,100	0	0
Plumbing/hot water	210	1,200	0	0	0	0	0	7,000	8,400	67,600	61,000	0
Heating	211	2,400	9,600	8,400	44,400	44,400	21,600	222,000	122,400	175,000	469,750	338,200
Wiring	212	0	0	0	0	0	2,250	0	0	57,250	373,250	336,500
Totals		4,600	10,080	13,050	49,850	58,200	90,511	732,950	929,685	1,422,945	1,680,250	972,815

Report total 5,964,936
Per unit per year £573

4.2 The Line Report

The Line Report shows data on a property by property basis. As with the Valuation Report you select the codes, years/periods, properties etc. This is the report you would normally use to plan Programs of repairs and elemental renewals. If you want a list of property addresses without any repairs data this is also the report you should select. A later section explains how to search the database and select items for this report. This report has been designed to print to an 80 column printer although, like the Valuation Report; it can be viewed on screen or saved as a print file for loading into a Word Processor.

Line report : UWE Bristol (2004) {24Aug'04}

[ARCAD010001] [HN3] [FP10.F NN.YYYY.YY] 50 1985 2004 (5.0) 74,250.00

1 ARCADIA AVENUE

303:0:150	306:0:300	307:0:150	104:2:500	103:4:50	183:4:500
202:4:500	111:5:2000	117:5:400	184:5:600	206:5:400	214:5:150
102:6:2000	205:6:750	210:6:1500	101:7:2000	184:7:600	202:7:500
214:7:150	206:8:400	184:9:600	214:9:150	202:10:500	

Annotations:
 Energy rating: 50
 Date surveyed: 1985 2004
 Multiplier: 5.0
 Total cost - this unit x multiplier: 74,250.00
 Legend:
 183 Boundary walls
 4 Year or period 4
 500 Cost of work

[ARCAD010025] [HN3] [FP20.FNNN.YYYY.YY] 50 1985 2004 (6.0) 89,100.00

25 ARCADIA AVENUE

303:0:150	306:0:300	307:0:150	104:2:500	103:4:50	183:4:500
202:4:500	111:5:2000	117:5:400	184:5:600	206:5:400	214:5:150
102:6:2000	205:6:750	210:6:1500	101:7:2000	184:7:600	202:7:500
214:7:150	206:8:400	184:9:600	214:9:150	202:10:500	

Annotations:
 Property reference: [ARCAD010025]
 Type: [HN3]
 Attributes: [FP20.FNNN.YYYY.YY]
 Date built: 50 1985 2004 (6.0)

Selection: 2 out of 11

This report can also be exported as a csv file. The file 'Line.csv' is produced whenever a text file is created. The line data and attributes can then be filtered and sorted as required. Line.csv only shows the attributes – not the codes or the costs. It does, however, include the total cost for each record.

Line Report (2004) : 02 Oct 2004

Reference	Address	Type	Beds	Central Heating NPF?	Double Glazing NPF?	Extractor Fans 0123?	Smoke Detectors 0123?	Loft insulation NPF?	Locks NPF?	C-Up <£250 YN?
ACER01007	7 ACER GROVE	H	2	F	F	3	2	F	F	Y
ACER01009	9 ACER GROVE	H	2	F	F	3	2	F	F	Y
ACER01019	19 ACER GROVE	H	2	F	F	2	2	F	F	Y
ACER01021	21 ACER GROVE	H	2	F	F	2	2	F	F	Y
ACER01023	23 ACER GROVE	H	2	F	F	3	2	F	F	Y
ACER01025	25 ACER GROVE	H	2	F	F	3	2	F	F	Y

4.3 The Page Report

The Page Report is a computer generated copy of the survey form. Again, you can select on properties, attributes, codes and periods.

Page report : UWE Bristol (1997) {24Aug'97}

[ARCAD010001] [HN3] [FP10.F NN.YYYY.YYN] ← 50 (1985 1997 5.00)

1 ARCADIA AVENUE

	0	1	2	3	4	5	6-10	11-15	16-20	21-25	26-30
101 Roof structure	-	-	-	-	-	-	-	2000	-	-	-
102 Coverings	-	-	-	-	-	-	2000	-	-	-	-
103 Verges/parapets	-	-	-	-	50	-	-	-	-	-	-
104 Chimney	-	-	500	-	-	-	-	-	-	-	-
111 Windows	-	-	-	-	-	2000	-	-	-	-	-
117 Soil vent pipes	-	-	-	-	-	400	-	-	-	-	-
183 Boundary walls	-	-	-	-	500	-	-	-	-	-	-
184 Fencing/gates	-	-	-	-	-	600	-	600	-	600	-
202 Floor finish	-	-	-	-	500	-	-	500	-	-	500
205 Internal doors	-	-	-	-	-	-	750	-	-	-	-
206 Kitchen units	-	-	-	-	-	400	-	-	400	-	-
210 Heating	-	-	-	-	-	-	1500	-	-	-	-
214 Extractor fans	-	-	-	-	-	150	-	150	-	150	-
303 Extractor fans	150	-	-	-	-	-	-	-	-	-	-
306 Cavity Insulation	300	-	-	-	-	-	-	-	-	-	-
307 Loft Insulation	150	-	-	-	-	-	-	-	-	-	-
Totals	3000	0	2500	0	5250	17750	21250	16250	2000	3750	2500

This line is the same as the Line Report

The Page Report shows the total of each column x the multiplier - in this case x 5

The Page Report can also be exported as a csv file for loading into a spreadsheet. With filters added you can select data by type, year, property, groups of property etc. So, for example, you could pick all the heating work for a particular year on a specific estate.

Ref	Address	Code	0 = 2004 Period	Actual Year	Element	Total Surveyed	£5,964,936 Cost
ACER01007	7 ACER GROVE	107	8	2012	Gutters/RW pipes	1999	£450
ACER01007	7 ACER GROVE	111	13	2017	Windows	1999	£2,750
ACER01007	7 ACER GROVE	113	8	2012	Entrance doors	1999	£200
ACER01007	7 ACER GROVE	113	8	2012	Entrance doors	1999	£400
ACER01007	7 ACER GROVE	184	8	2012	Fencing/gates	1999	£1,700
ACER01007	7 ACER GROVE	206	3	2007	Kitchen units	1999	£1,750
ACER01007	7 ACER GROVE	206	18	2022	Kitchen units	1999	£1,750
ACER01007	7 ACER GROVE	208	8	2012	Bathroom fittings	1999	£800
ACER01007	7 ACER GROVE	209	8	2012	2nd WC	1999	£200
ACER01007	7 ACER GROVE	211	0	2004	Heating	1999	£1,200
ACER01007	7 ACER GROVE	211	12	2016	Heating	1999	£1,200
ACER01007	7 ACER GROVE	211	18	2022	Heating	1999	£1,500
ACER01007	7 ACER GROVE	211	24	2028	Heating	1999	£1,200
ACER01007	7 ACER GROVE	212	18	2022	Wiring	1999	£1,750

The Page report also creates out a file called Page-ATT.txt when the yellow icon is 'clicked'. (see Page 21). Part of the content of this file is shown below.

22 The Avenue, Flat A
Attributes

Central Heating (YPN?) : [Y]
 Double Glazing (YPN?) : [P]
 Full loft Insulation (YPN?) : [Y]
 Fire alarms/detectors (YPN?) : [N]
 Kitchen < 15 (YN?) : [Y]
 Bathroom < 30 (YN?) : [Y]
 Security (YPN?) : [Y]
 Meets benchmark (YPN?) : [Y]
 Dwelling (YN) : [Y]
 Cracking free (YN?) : [Y]
 Pen/rising damp free (YN?) : [Y]

4.4 Loading Hcond

To download **Hcond** visit our web site and go to the Download section.

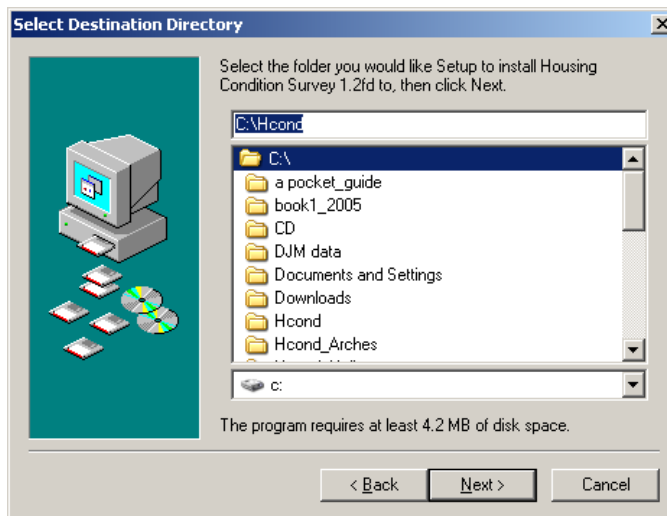
<http://environmnet.uwe.ac.uk/hcond>

Right click the link to the **Hcond** software and “save Target As..”. You can then select where to store the download (make a note so you can find it later). Depending on your modem arrangements the software will download in a few minutes.

When the process is complete open the folder that contains the download (setup.exe) and double click it.

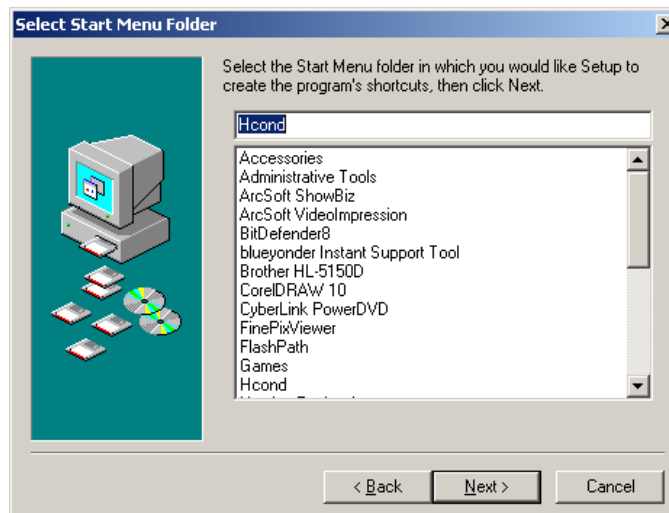
You will be guided through the program loading sequence. **Hcond** will normally load onto your local hard drive. This is the place we recommend, at least until you are familiar with its workings. It, however, can be installed on a server with one user holding editing rights. E mail us for more information. (duncan.marshall@uwe.ac.uk).

Before the installation you can change or extend the program name. For example, if you manage two dwelling stocks you might want to use HcondA and HcondB.

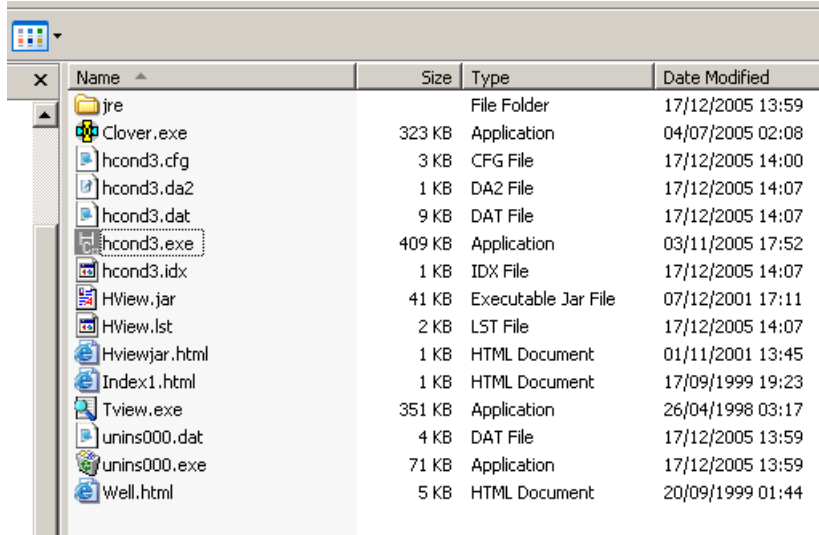


Remember that a field highlighted in blue will be over written if you start typing. To add text after the blue highlight use your cursor to mark the end of the text.

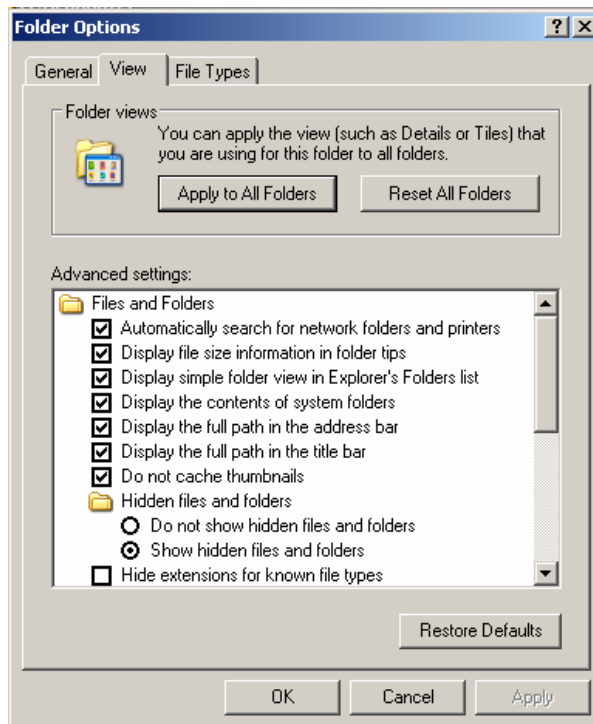
The next screen prompts you for a name for the folder containing the short cuts. You can either use the recommended name or change it to match the name in the previous box.



Before running the program you need to download the sample data files (4 of them). These are in the download section of the **Hcond** website. Copy them into your new **Hcond** folder. When you have done this it is worth checking some setting in Windows Explorer/My Computer. Open the folder which contains the **Hcond** software. You should see something similar to the list below - you may see Icons instead of Details. If the file extensions (.exe, .cfg) are not visible they may be turned off. We recommend you turn them on before creating your own database (creating a database is a later section).



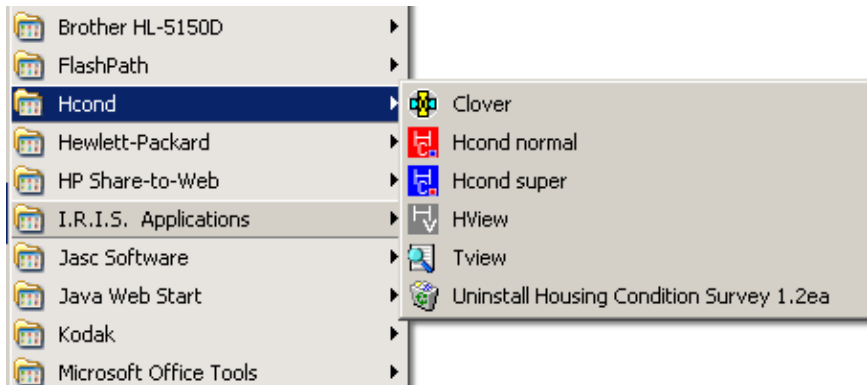
To turn the file extensions 'on' go to Tools (in My Computer or Windows Explorer) and then select Folder Options, File Types. You will then see a box something like the one below. Make sure the box, 'Hide extensions for known file types' is NOT checked.



The above example is Windows XP. Windows 2000 and Windows 98 are much the same but you may need to refer to the Windows Manual.

5. Getting Started

From Start, select Programs, select **Hcond**, and a fly-out menu will appear.

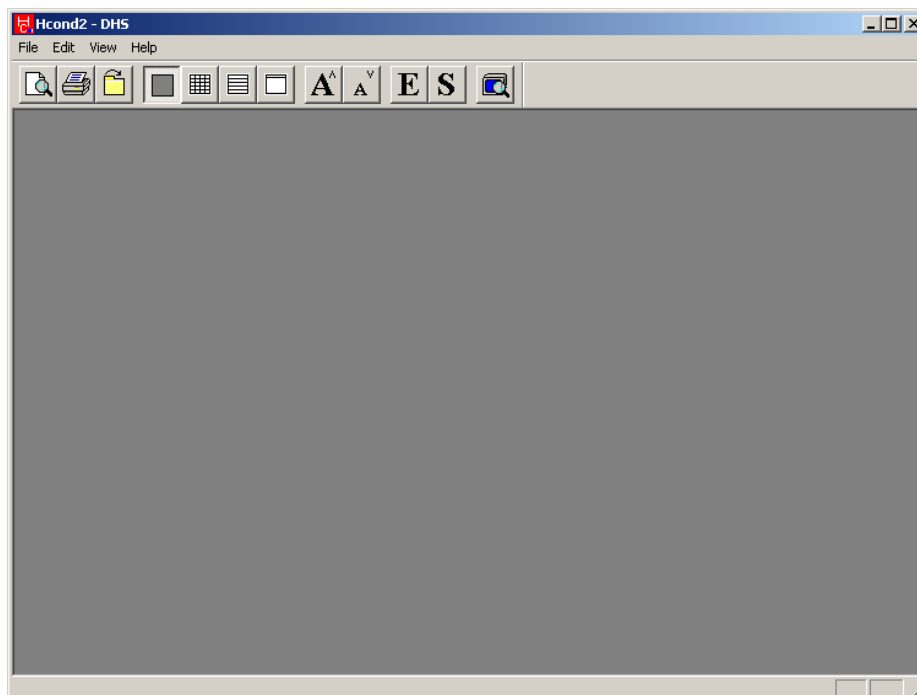


- **Clover** is a powerful text editor used to create your own HCOND3.CFG file
- **Hcond-DHS normal** allows access without ability to add, delete or edit records
- **Hcond-DHS super** allows editing etc.
- **Hview** is a programme for viewing photos
- **TView** is a Text viewer
- **Uninstall** is used if you want to remove **Hcond** from your system. It will not remove data or .cfg files. These must be removed manually.

You can create short cuts to all these by installing Icons on your Desk Top. Refer to your Windows manual for further information.

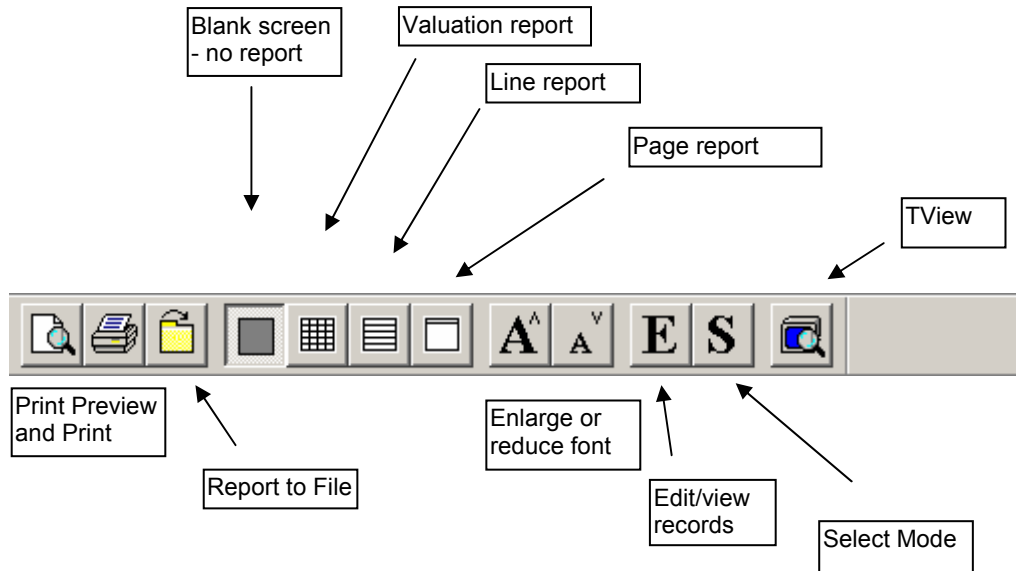
Click on **Hcond normal**. You can enlarge the window, if necessary, by clicking on the small icon next to the cross in the top right hand corner. Normal mode allows you to view the data. It will not allow you to edit it, delete it or add extra records. This is the mode that should be used most of the time. The various buttons on the button bar will be explained in more detail in a later section.

The little icon in the top left-hand corner is red when you are in view only mode, blue in edit mode.



5.1 The Main Screen

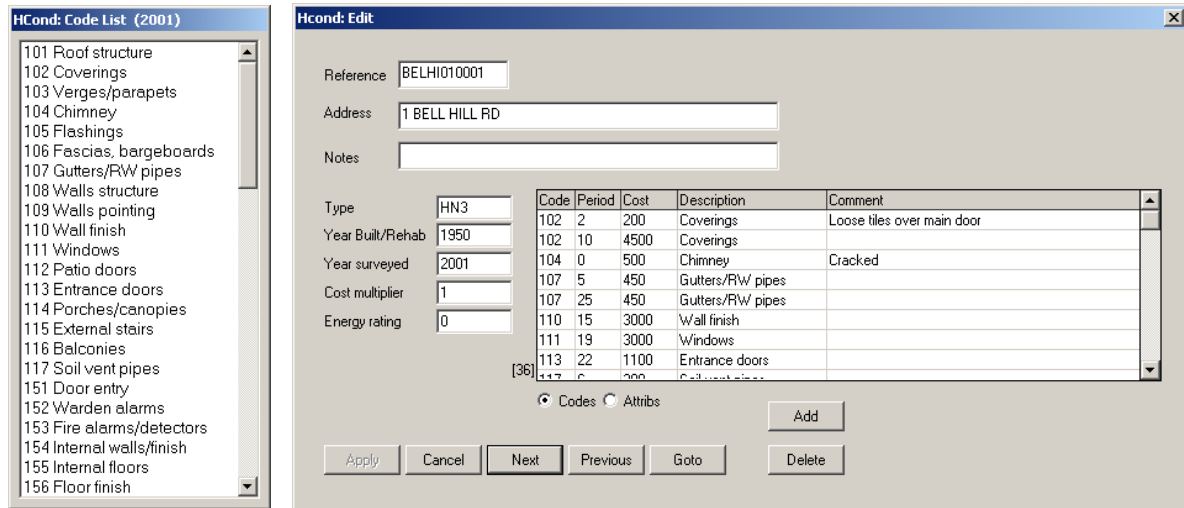
Normal mode allows you to view the data. It will not allow you to edit it, delete it or add extra records. This is the mode that should be used most of the time. The various buttons on the button bar are described below – a later section explores them in more detail.



5.1.1 Viewing the Data.

To view the data click on **E**. Alternatively, if you prefer not to use the mouse press **Alt**, and while holding it down, press E. You can then select Edit Data using the up or down arrows (in fact it's already highlighted) and press **Enter**. These are all standard Windows conventions. In this manual we have assumed that most operators will prefer to use a mouse.

You will see a window similar to the one below. To the left you will see a copy of the codes in the Hcond3.cfg file. The main edit screen (right) shows the property reference etc. and the codes, costs and periods.



To navigate through the list of codes etc. you use standard Windows conventions. You can use the mouse or the keyboard.

5.1.2 Using the Mouse:

Click on the down-arrow head to the right of the codes to go down
Click and hold to scroll down
Click, hold, and drag the slider up or down.
Click once in the gap above or below the slider to move up and down a screen at a time

Using the Keyboard:

Click on the first code (101); you can then use the up or down arrows to move up or down through the data.

You can also use **Home, End, Page Up & Page Down** (and **Ctrl Home** etc.)

To view the attributes for each record click on the radio button next to Attribs. Recent additions to Hcond include a single free text line just below the address. This is for short notes etc,

To the immediate right of the attributes are the responses **HCOND** recognises. These are established in the HCOND3.CFG file.

e.g. Central Heating NPF? (None Partial, Full, Don't Know)

To navigate between records click on the **Next**, or **Previous** buttons. Alternatively press **Alt+ N** or **Alt+P**.

To go to a record click on **Goto** (or type G). The present reference will be highlighted. Overtyping it or editing it by clicking anywhere on the reference itself. You can type an exact reference or part of a reference. Typing S for example will take you to the first record beginning with S; SM will take you to the first reference beginning with SM.

To quit this part of the program click on Cancel or click on the cross in the top right hand part of the Edit box.

6. SEARCHING THE DATA BASE (SELECTION)

From the Main screen click on the **S** button (if the Edit box is showing it must be closed first by clicking on the cross in its top right hand corner) and you will enter Property Selection mode. This is a powerful search engine which allows you to interrogate the database at a number of levels.

6.1 Selecting all the units.

By default **HCOND** selects all the properties. In search mode just click on **OK** and all units will be selected. These can then be viewed as explained in Section 8.

6.2 Selecting by Property Reference

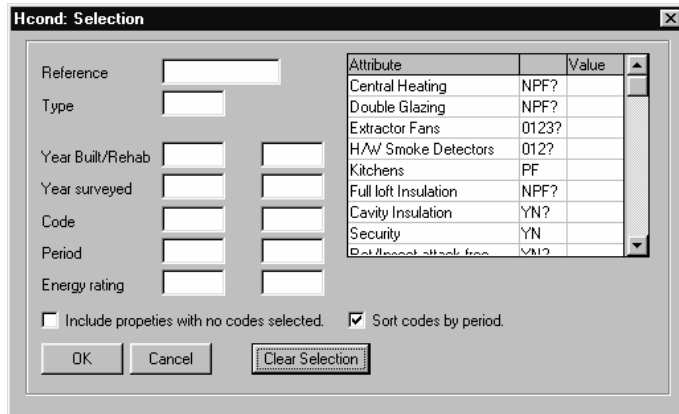
In a large database you will often want to search for specific properties or groups of properties. **HCOND** allows you to do this using a Wild Card system of searching. Wild Card searches use **asterisks *** to represent any character. Options for referencing properties and the use of multipliers was explained in section 2.4. Arcadia Court (section 2.4) comprises 9 flats and 12 EPDs arranged in 3 blocks. When you perform a search using Property Selection you have a number of options. Arcadia Court (not included in the sample database and just provided as an illustration) could be surveyed using 10 property records. These are shown below

```
ARCAC00SIT  
ARCAC01EXT,  ARCAC02EXT,  ARCAC03EXT  
ARCAC01COM,  ARCAC02COM,  ARCAC03COM  
ARCAC010008, ARCAC020015, ARCAC030016
```

On the right-hand side of this page you can see the various ways **HCOND** would select the records depending on the search criteria you use.

Note: You do not have to include the ********* if you are searching on letters at the beginning of the Property Reference. In fact, in the above example searching on **A** alone would have produced the same result. However, if we had a bigger database which included, say, Anstey Street, **HCOND** would have selected these records as well.

If you want to view details of all Communal areas, your search criteria would be *****COM
If you want to view details of all External areas, your search criteria would be *****EXT
If you want to view details of all Site areas, your search criteria would be *****SIT
If you want to view details of 56 Beccles Road only, your search criteria would be BECCR010056



Searching for **ARCAC******* will return:

ARCAC00SIT
ARCAC01EXT, ARCAC02EXT, ARCAC03EXT
ARCAC01COM, ARCAC02COM, ARCAC03COM
ARCAC010008, ARCAC020015, ARCAC030016

Searching for **ARCAC01****** will return:

ARCAC01EXT
ARCAC01COM,
ARCAC010008

Searching for **ARCAC020015** will return:

ARCAC020015

Searching for **ARCAC**EXT** will return:

ARCAC01EXT, ARCAC02EXT, ARCAC03EXT

6.3 Selecting by Property Type

Type contains 3 digits

A typical **Type** code might be **HN3**

HN3 represents: House, Newbuild, 3 bed

Thus, *** or leaving selection blank includes everything

****3** picks all 3 bed units

H*3 picks all houses with 3 beds

Property **A** or **A*******

Type ****3**

selects all property reference codes beginning with A which have 3 bedrooms

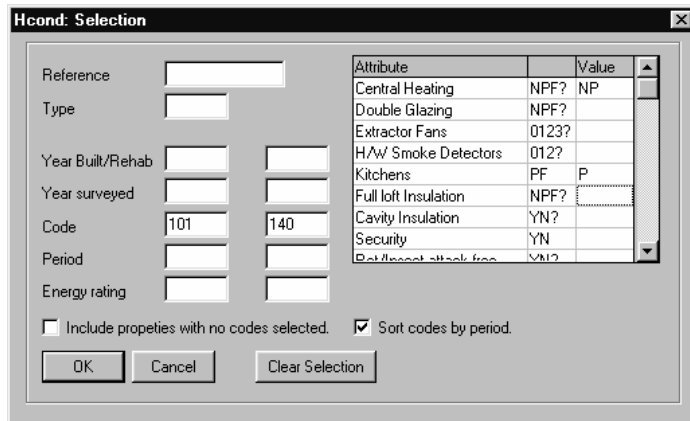
6.4 Other Search Criteria

You can search the database by using any or all of the text fields. To set a range of criteria for any one element enter different values into the parallel fields. Thus, Year surveyed, 1996 1997, would select all units surveyed in those two years. To pick a single year, code, period or energy rating enter the same value in both fields. Leaving fields blank will select everything.

6.4.1 Searching by attribute.

The attributes can be entered on their own or in addition to the items mentioned above. Multiple values can be entered in each field. Thus NP (Central Heating) would pick all those units with None or Partial central heating. A blank space can also be entered to search for blank fields.

Press **Enter** after each set of search criteria are added to run down through the list.



6.4.2 Editing Selections

You can edit the selection criteria using standard Windows conventions or clear the selection by clicking the **Clear Selection Button**.

6.4.3 Ticked Check boxes

The data can be viewed in code or period order. This only affects the Line report. Period order is probably the most useful.

6.4.4 Include properties with no code selected.

This box should normally be blank. It can be 'ticked' if complete property listings are required with out any data showing. For example to create a complete property listing select Code 0 to 0 (these codes do not exist). Make sure the **include properties with no code selected** tick box is checked and then click **OK**. This will provide a property listing with no codes.

7. VIEWING THE DATA

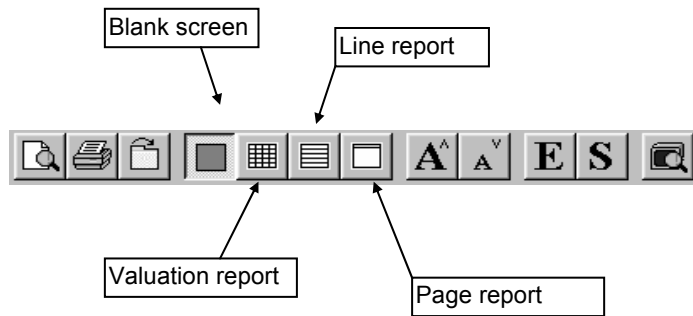
The reports, once selected, can be viewed in two ways.


From the **HCOND** Main screen
Through **TView**

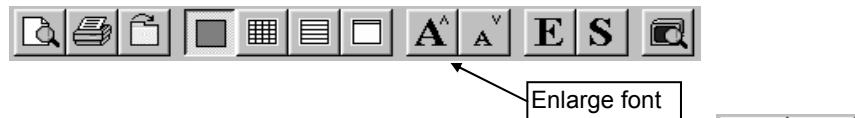
They can also be printed out in a various ways.


7.1 From the HCOND Main screen

Start the **HCOND** software and go into **Select Mode**. Clear any previous selections using the button provided and click on **OK** to create a report. By default **HCOND** will select all the data.



By clicking on any of the three boxes  the appropriate report can be brought onto the screen. In this mode you can only see the first page of each report. It's designed for use when selecting small datasets, a specific property or scheme perhaps. However, by its very nature it does allow you to view all the Valuation Report because this only occupies one screen. You can scroll up or across the page using the scroll bars. To see more of the report on screen either go into print preview or follow the instruction below for Tview.



By clicking on the button bar the font can be enlarged or reduced . If the text seems a bit unbalanced click once on the screen to refresh it.

7.2 Through TView

TView is a powerful screen viewer with a number of features. Before it can be used you must create a text file by clicking on the **Report to File** button.



When you have completed your search criteria select one of the View modes as explained above; i.e., Page, Line or Valuation. Click on the Report to File button and the report will be created. These reports can now be viewed by **TView** or loaded into a Word Processor for further editing. The reports are called Page, Line and Val and are stored in the HCOND folder.

Note: Each time you press the **Report to File** button the previous report is overwritten. Reports can be renamed as soon as they are created through Clover, Wordpad, a Wordprocessor, or through Explorer. A series of page reports could be named Page1, Page 2 etc.

When you press Report to File the csv files are also created. These are stored in the Hcond directory.

7.3 Using TView



To start **TView** click on the button

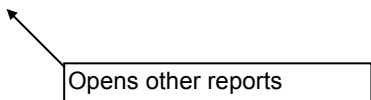
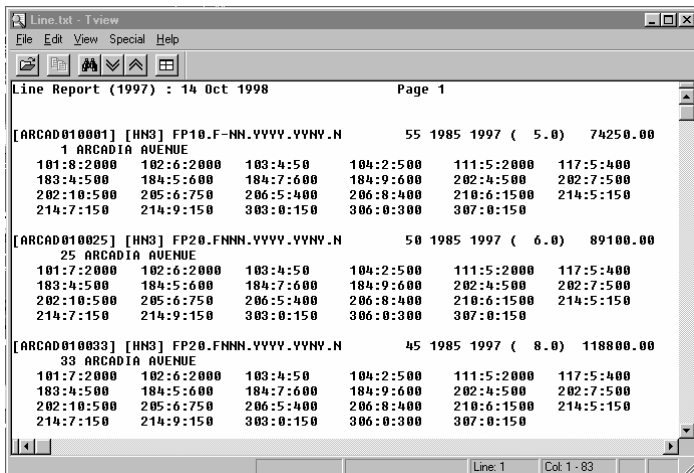
TView is best viewed full screen (click on the small button next to the X in the upper right hand corner of the window).

TView shows the data in a format which is easy to view. You can scroll down or across the data using the scroll bars or by using the up down arrows and Home, Page Up, Page Down keys etc. If you are not familiar with these see your Windows 95 or NT Manuals.

You can select the best font size by clicking on **Special** in the Menu bar and by selecting font sizes 0 to 5. 0 is a large bold font; 1-5 are normal fonts in a range of sizes.

Using the mouse you can copy areas of the screen to the Clipboard for pasting into a Word Processing package.

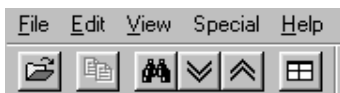
While in **TView** mode you can open previously saved reports. You can also view other text files not connected with **HCOND**



There are two other important features; Searching for key text and screen splitting.


7.3.1 Searching

To search for key text click on the **Binoculars** button and type the text to be searched. The down chevron button picks out the next occurrence; the up chevron picks out the previous. To remove the highlighted bar click on the binoculars button and remove the text with the back space key.

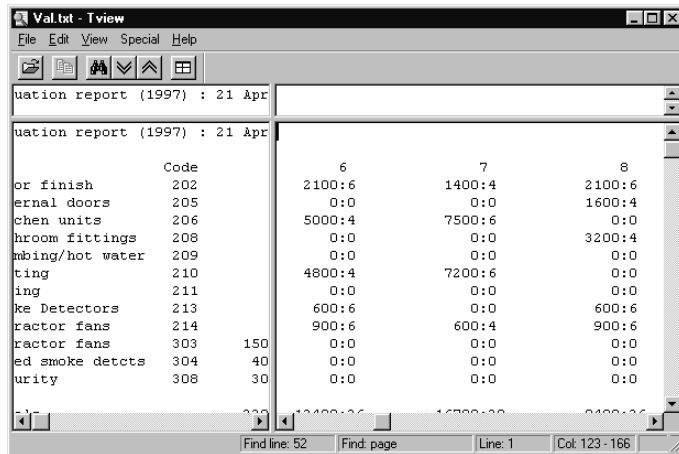


7.3.2 Split Screen



The split screen works like the split screen in a spreadsheet. Click on the button . The pointer becomes a grid which can be positioned on the screen where required. Click once when the right layout is achieved. Click, hold and drag allows the bars to be moved. Double clicking removes the bars altogether. This allows large files to be viewed on the screen with ease. Each section of the window can be scrolled using the scroll bars or the standard non Windows conventions.

Note: Clover can also be used to view or edit reports. Clover is accessed through the Start Menu.



8. PRINTING THE DATA

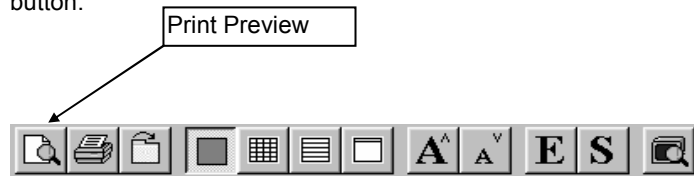
The reports, once selected, can be printed in three ways.

- From the **HCOND** Main screen
- Through a Word Processor
- Through **Clover** or **TView** (using copy and paste)

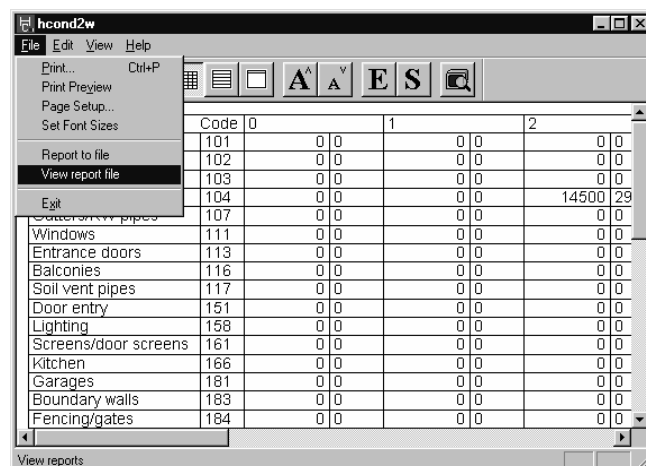
8.1 From the HCOND Main screen

Start the **HCOND** software and go into Select mode. Click on **OK** to create a report. By default **HCOND** will select all the data. Select the report format required by clicking on the Page , Line or Valuation report buttons.

The report can be printed by pressing the Printer button. It can also be Previewed by clicking on the Print Preview button.



The font size for each report can be selected by clicking on File, then Set Font Sizes. There are a number of font sizes that can be selected for each of the reports. These can obviously be Previewed using the Print Preview button before final printing.



Clicking on File also allows you to select paper size and page layout. You can also send the report to a file (this is the same as the report to File button.)

Note: On some printers you may find that the printed output does not match Print Preview. Print Preview, for example may show all 11 periods of the Valuation report but only 9 print out. This can usually be resolved by changing the Print Quality to 300 rather than 600 dots per inch. You can do this through the Properties button in Page Set Up.

8.2 Through a Word Processor

Once a screen report has been created clicking on the **Report to File** button will generate a print (as a text file with the suffix.txt). This is stored in the **HCOND** folder. It will be over written if another report of the same type is created. The Reports are called Val, Line and Page; they are all text files.

A Word Processor can then load each of these files as text files for further formatting or editing. When the Page report is created as a text file, Hcond automatically creates a file called Page-ATT.txt. This shows the attributes on a property by property basis. An example can be seen at the bottom of page 10.

To view the file open your word processing package, access the appropriate folder and select the all files option. You can then load the file and format it. Once loaded the reports must be formatted with a non-proportional font to ensure correct spacing. **Courier** is ideal.

You may have to alter the page width and use a landscape format to view all the Valuation report. The file can then be saved as a Word or Word Perfect file for future use. If in doubt refer to your word processing manual.

Note: it is worth producing a template in your word processor so that all future files loaded appear ready formatted.

The Report to File button creates two versions of the Valuation report. One is a text file, the other is a file that can be loaded directly into Excel and most other spreadsheets.

8.3 Through Excel (or other spreadsheet)

Once a screen report has been created clicking on the **Report to File** button will generate a csv file. This is stored in the **HCOND** folder. It will be over written if another report of the same type is created. The Reports are called Val.csv, Line.csv and Page.csv.

From Excel or other spreadsheet load the report Val.csv (comma separated variable) and then edit it as required. You may also be able to load it by opening the HCOND folder in Explorer and double clicking on the file. On some computers It may appear as 'Val' with an Excel X cross next to it.

You may want to remove the columns showing the number of jobs, for example.

Note: You must remember that the total of each column has been imported as a fixed **value** - it is not a **formula** which represents the total of the column. Replace these fixed values with whatever formula your spreadsheet requires. Failure to do this will give incorrect column totals if you delete or add rows to customise your spreadsheet. Refer to your spreadsheet manual for further information.

The report 'Line.csv' is a spreadsheet version of the Line report.

The report 'Page.csv' is a spreadsheet version of the Page report.

They are both ideal for filtering, sorting etc. using Excel's built in functions. The two important functions to learn are filtering and sub totals. In the screen grab below I have added some blank lines at the top of the spreadsheet and entered a row which gives the count (382), the sum (ie the total of all the multipliers), and the total cost n(this is the subtotal function). Each of the columns has a filter attached to it for filtering. Hcond can produce this same information but some people are happier using spreadsheets.

S	T	U	V	W	X
	Count	382	Sum	1591	£25,242,726
DHS	Asset	Built	Surv	Mult	Cost
YNC?	YN?				Repairs
Y	Y	2001	2003	2	£29,520
Y	Y	2001	2003	2	£26,400
Y	Y	2001	2003	1	£9,232
Y	Y	2001	2003	11	£132,550
Y	Y	2001	2003	5	£69,250
Y	Y	2001	2003	5	£22,500
Y	Y	2001	2003	1	£11,122
Y	Y	1998	2003	1	£23,700
Y	Y	1998	2003	1	£40,750
Y	Y	1998	2003	1	£20,269
Y	Y	1998	2003	15	£180,750

The CSV files (and the text files) are created whenever the yellow folder icon is selected after producing a screen report.

8.4 Through Clover or TView

Once a report has been created and Printed to File it can also be loaded into **Clover** or **TView**. In these programs it can be copied using standard Windows conventions and then pasted into an application.

9. EDITING THE DATABASE

You can edit the existing sample database by loading Hcond Super.

Click on the **E** button to enter edit mode. You can edit the data using a few simple key and mouse actions.

Select any record. To edit the Property Reference or any of the data on the left hand side of the window proceed as follows. Click on the data you wish to edit to position the cursor in the field. Type in the new data or edit the existing using standard windows conventions. You can click and drag to highlight all the data in each field and then overwrite it. Alternatively you can click with the mouse to position the cursor within the data text. When you have edited the box you can either press **Tab** to move down through the data or click on **Apply**. You can then alter another box in the same way or click on **Cancel** to return you to the Main Screen. If you have made a mistake you can press **Cancel** (but not if you have already clicked on **Apply**.) **Cancel** will cancel any actions since last pressing **Apply**. To get into the comments column you will have to use the mouse.

9.1.1 Altering the codes or attributes.

Highlight the attribute code, period or cost you wish to edit. Type in the new value and then press **Enter**. You can use the arrows to navigate up or down through the data to change any other items. Always press **Enter** after changing any cell of data. When you have finished click on **Apply**. You can cancel the alterations but only those since last pressing **Apply**. It is possible to change the data on a one by one basis. In other words you can alter one set of data and press **Apply**, then select another one, and so on. This is a lengthy exercise and prevents you from being able to cancel a string of changes.

Note: **HCOND** will only accept attribute codes already defined in the CFG file. However you can replace a code with a blank space.

9.1.2 Deleting codes

To delete a line of codes etc. highlight the code and overwrite with a Zero (0). Press **Enter** and the line will disappear. Repeat as necessary. Click on **Apply** to confirm your action or **Cancel** to cancel it. When you have finished click on **Cancel** to return to the Main screen. Note: If a code is highlighted and overtyped with 999 the program will delete all the subsequent lines. At the beginning of any line press (I)nsert - a duplicate line will be added.

To add a line of codes scroll to the bottom of the list and add your new data. Press Enter when you have finished and the click on Apply. **HCOND** will immediately sort the codes into order. Alternatively highlight a code with the mouse, press the letter I (for insert) and a duplicate line of data will be entered. This can be edited in the normal way.

Note: You cannot add lines to the Attribute screen. To deleted all the attributes highlight the first one and then press the exclamation mark (a shifted 1). An individual one can be deleted using the backspace bar (and pressing **Enter**)

9.2 Adding or Deleting Entire Records

From the Edit Screen (**HCOND** Super) click on **Add** or **Delete**. If you click on delete you will be asked to confirm your decision.

To add a record click on **Add**. You will be presented with a copy of the previous record and the first box will be highlighted. Overtype or edit this and press **Tab** to move down to the next or subsequent lines. When you have made all the changes you want to the left hand side of the screen click on **Apply**. You can then add the survey data.

HCOND provides a copy of the previous record because in estates much of the data will be similar and this saves time entering the data. You can overwrite all the data on the left hand side of the screen. But you can also just change the property reference and edit the address if it is a similar unit. This means that before clicking on **Add** you need to go to a property record that is similar.

When you are ready to edit the survey data codes or attributes you have two options. One is to select the first (or any) code and type in 999 Enter. This will delete all the records below that line. Another option is to edit the data as required. Remember: typing a zero at the beginning of a line will delete the whole line (codes, not attributes). If you just want to add one or more lines of data add them at the bottom of the lists and they will be sorted in order once you have clicked on **Apply**.

10. CREATING YOUR OWN DATABASE.

From Explorer delete the files Hcond3.idx, Hcond3.dat, Hcond3.da2, Hcond 3.cfg. Go to the download section of the **Hcond** web site (or wherever you have saved it) and download the current version of Hcond3.cfg.

10.1 Creating the CFG file.

This file controls the data you input into **HCOND**. There is an existing file which you can use or edit using **Clover**.

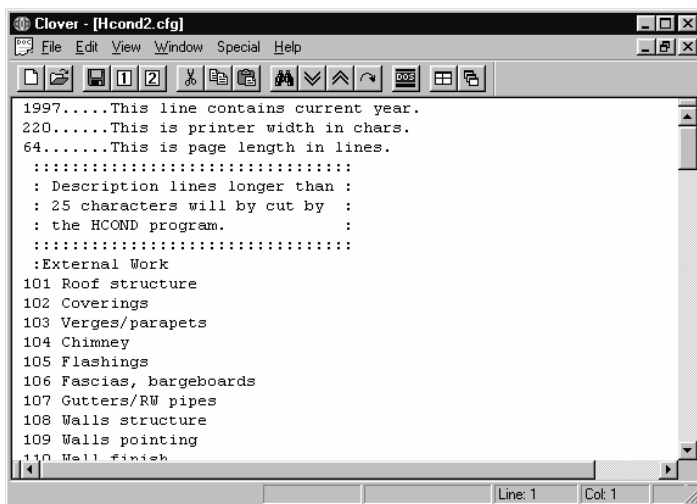
Desk Top Click on the **Clover** Icon or access **Clover** through Start, Programs etc.

Open the file called HCOND3.cfg. This can then be edited to suit your own needs. More details about this file are shown in section 2.2. The current version of Hcond3.cfg is designed to work with the survey forms (a download) and does not need changing.

Alternatively you can delete the file through Explorer and type it from scratch. You need to keep to the same conventions as the original file regarding spacing and formatting.

Part of the CFG file

```
2003.....This line contains current year.
220.....This is printer width in chars.
64.....This is page length in lines.
:.....:
: Description lines longer than :
: 25 characters will by cut by :
: the HCOND program.          :
:.....:
:External Work
101 Roof structure
102 Coverings
103 Verges/parapets
104 Chimney
105 Flashings
106 Fascias, bargeboards
107 Gutters/RW pipes
108 Walls structure
109 Walls pointing
```



Codes can run from 101 to 998

Attributes are entered by typing the options (NPF? Etc) followed by a space and then the attribute title.

We strongly recommend that you keep a copy of the file as supplied by us for future use. Normally it will be easier to edit this file than try and retype it..

It is worth printing out HCOND3.cfg for your records. You can do this by opening **Clover** selecting the HCOND3 file and copying it into a word processor.

If you decide to edit or re write this file it must be in exactly the same format.

You can alter the date and printer specification to suit your needs.

10.2 Entering Data

Once the cfg file has been created open **HCOND** super and add records and data as required.

11. LONG TERM USE OF HCOND

HCOND can be used as a dynamic database. In other words it can be instructed to change the period where an element of work is required. Thus work identified for period 5 (when surveyed in any given year) can be automatically re-coded as period 3 two years later. Section 2.1 explains the principles of this in more detail.

11.1 Procedure - Dynamic Survey

If we assume a survey is carried out in 2004 (Financial year 04/05) 2004 should be the date at the start of the CFG file. In April 2005 the CFG file can be edited to 2005. All the data will move one year lower. The data in the property records which was identified as period 0 will appear as -1.

The Valuation Report will always show minus numbers as 0, in other words in the left hand column. This represents work which is required now. If work is not re-scheduled or carried out, more and more work will build up in this left hand column. In other words a backlog of work will quickly grow. Using this automatic dating approach Year 1 is always next year. The CFG file should be changed before new data is entered in a subsequent year. Failure to do this will mean that the new records will share the same time profiles as the previous year's records. This means that a search on period/year 1 will produce a report which is misleading; the report actually includes two years of data.

To separate the data you would have to do 2 searches or selections using the survey date as one of the selection criteria.

11.2 Static Surveys

One off Survey

A simpler approach is to adopt the one-off survey. In other words set up the cfg file, survey as many properties as necessary to represent the stock, and do not add any properties until the next survey date, say five years later. This will give a static snap shot but one that is probably good enough for most purposes. In this approach it may not be worth attempting to delete work once it is done. However, the work can be deleted if required. In theory everything (ie all the survey data) will be deleted by the end of the five years or reassigned to another year.

So, if the survey is a one-off snap shot keep it static.

If the database will be updated on a regular basis remember to change the date in the Hcond3.cfg file every year.

12. HVIEW

HView allows the user to store photos and text files for each property record. The text files are created automatically every time a new property is added. The files are stored in a folder called HView which is a sub folder (sub directory) of Hcond. Look at the file structure on the right. HView is created automatically, 'jre' is part of Hcond's 'housekeeping' and should be ignored. The last two folders have been created by the user. The photo folder holds photographs and the reports folder holds some of the reports created by Hcond. So, for example, the page report, line report, and valuation report can all be viewed here if required.

NB Folders must always start with a letter greater than H (ie after H in the alphabet).

Blank text files

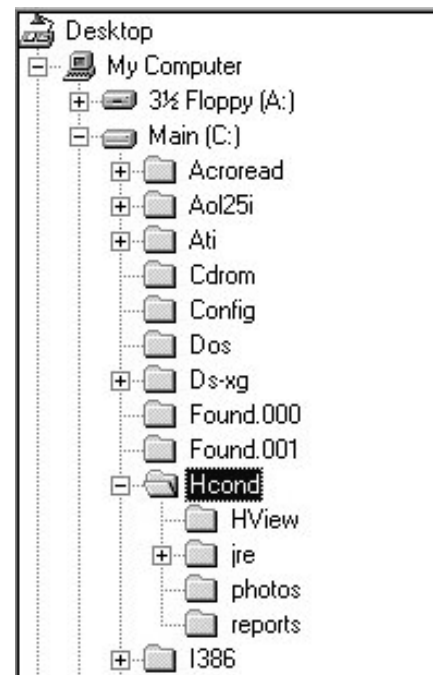
Every time a record is created in Hcond a text file is created in the HView folder. This file allows you to store simple notes and comments. To edit it (after loading HView) select it from the box, type in the notes and click on Save Text. A file contains data if it has a TXT (upper case) extension. You can search for a file by typing in your search criteria in the box above the list of text files. You cannot alter the top two lines of data in each text file. If a property record is deleted the Hview text file will also be erased. Note; changing a property reference may lose the contents of the text file.

If you create a sub folder called reports (as in the example) you can store up-to-date text files which include the reports generated by Hcond. In the example on page 27 the report folder contains a line report, a full set of page reports and a valuation report. If you are a small HA you can store the page report as a single file, ie one containing all the page reports. The page reports can also be created and stored scheme by scheme. In this case give the reports the same name as the property reference. So for example,

Property Ref	ARCA0010059
Page report	ARCA0010059_txt
Photo	ARCA0010059_p1

See the next page for examples.

NB. If you enter HView but cannot find a recently created text file for a property then proceed as follows. Close HView and go to Hcond super. Edit the first record (ie change a digit and then change it back), Save it (by clicking apply) and then close Hcond super. When you re-open HView the text file should be visible. Note that the top two lines cannot be edited. The first line contains the property data headings, the second line any notes added on the Edit screen.



Tony Elston - Home Page - Microsoft Internet Explorer provided by Virgin Net


Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Fonts Print Edit

File Edit View Go Favorites Help Address C:\Hcond\Index1.html

Housing View - Hview1.1

- HView
- photos
- reports

BOCL008_1.jpg
BOCL008_2.jpg
BRCTEXT_1.jpg
BRCTEXT_2.jpg
BRDA0005_1.jpg
BRDAEXT_1.jpg
BRDAEXT_2.jpg
BRGAEXT_1.jpg
BRGAEXT_2.jpg
BRGDEXT_1.jpg
BRGDEXT_2.jpg
BRHEEXT_1.jpg
BRHEEXT_2.jpg
BRLOEXT_1.jpg



References for photos based on property reference

The html file Index1.html in the Hcond folder can be used to browse photos and reports. Unlike HView this does not have a split screen. However, by copying the contents of the Hcond folder (and sub folders) onto a server this file can be used to allow other members of staff to view parts of the database and the photos.

Start Microsoft Word - Manw1.2... Exploring - C:\Hcond Tony Elston - Home P... 17:52

HView

Housing View - Hview1.1 BRDAEXT_2.jpg BRDA001EXT.txt

- HView
- photos
- reports

BRD|

BRDA0005_1.jpg
BRDAEXT_1.jpg
BRDAEXT_2.jpg

BRMEEXT_1.jpg
BRMEEXT_2.jpg

Text Picture



Save text button (after each text edit). On the right is a page report created in Hcond and saved as text file in report folder.

[BRDA001EXT] [1.0] [F3] [-----] Er0 1992 Sur2000 BROADWAY DALE

Free-text space

HView
BRGAEXT_2.jpg
Page.txt

Housing View - Hview1.1


- HView
- photos
- reports

BRD

Line.txt

Page.txt

Val.txt



Page report (1999) : 06 Oct 2000 Page 1

[BOCL0010008] [HST] FFNF.FF20.PYYY.NG 0 (1975 2000 2.00)

8 CLOSE

	0	1	2	3	4	5	6-10	11-15	16-20	21-25	26
102 Coverings	-	-	-	-	-	-	-	-	800	-	800
106 Fascias, bargeboards	-	-	-	-	-	-	-	-	-	800	-
107 Gutters/RW pipes	-	-	-	-	-	-	-	-	900	-	-
111 Windows	-	-	-	-	-	-	-	2500	-	-	-
112 Patio doors	-	-	-	-	-	-	-	800	-	-	-
113 Entrance doors	-	-	-	-	-	-	-	400	-	-	-
184 Fencing/gates	-	-	-	-	-	600	-	-	-	600	-
202 Floor finish	-	-	-	-	-	-	400	-	400	-	-
205 Internal doors	-	-	-	-	-	-	-	-	-	-	-
206 Kitchen units	-	-	-	-	-	-	-	-	-	-	-
208 Bathroom fittings	-	-	-	-	-	-	-	-	-	-	-
211 Heating	-	-	-	-	-	-	-	90	-	-	-
212 Wiring	-	-	-	-	-	-	-	-	-	750	-
214 Smoke detectors	-	-	60	-	-	-	-	-	-	60	-
308 Extractor fans	300	-	-	-	-	-	-	-	-	-	-

Text Picture

Page report as text file.

Start
HView
Microsoft Word - Manw1.2...
17.47

