

## Armitstead Barnett – Professional Department COVID-19 Guidelines for Owner/Occupiers

Armitstead Barnett are continuing to successfully perform professional surveying duties including valuations, marketing appraisals and other rural business and property related matters.

However, it should be noted that we are operating with caution as we recognise that everyone has a responsibility to take extra measures to help reduce the spread of COVID-19. The wellbeing of our team and our customers is of the utmost importance and is of the highest priority.

We are operating flexibly, with members of staff working from home where possible and from the offices, in ways to minimise contact and adhere to Government guidance. With this in mind, and in circumstances where we require face-to-face contact with our clients and a physical survey of property is necessary, we ask that the owner/occupier of the property:

- Wear a face covering throughout the appointment, unless an exemption from this requirement applies, to be confirmed with the surveyor prior to the appointment
- Inform us if you or any members of your household are self-isolating, are displaying symptoms or have the virus. If any of these mentioned apply, the appointment will need to be postponed to a later date.
- Engage in thorough hygiene measures, as recommended by the NHS
- Adhere to social distancing measures throughout the appointment, staying 2m apart at all times
- Understand that it is your responsibility to clean the property both before and after any visit, paying special attention to high contact areas such as door handles and stair handrails
- Upon meeting a member of our team at your property, we ask that doors are left open, lights switched on and the property be well ventilated

Meanwhile, our surveyors will ensure to:

- Maintain the 2m social distancing guidelines
- Participate in thorough hygiene measures, including the use of hand-gel immediately prior to the appointment and throughout where necessary

### North Lancashire

Market Place, Garstang,  
Preston, Lancashire, PR3 1ZA  
01995 603 180  
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### South Lancashire

59 Liverpool Road North,  
Burscough, Lancashire, L40 0SA  
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### Cumbria

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### Ribble Valley

5 Church Street, Clitheroe,  
Ribble Valley, BB7 2DD  
01200 411 155  
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- Wear a face covering during the appointment
- Avoid shaking hands or touching anything during the survey wherever possible
- Ensure that, where possible, discussions and conversations take place outdoors whilst socially distancing
- Send any documentation and paperwork to clients in advance where possible

If you would like to discuss matters being dealt with by the professional department, our policies and procedures, or if you have any concerns in general, please feel free to contact our team and we would be happy to assist.

Further information and Government guidance can be found via the following link, however, the general advice is “wash hands, cover face, make space”: <https://www.gov.uk/coronavirus>

We ask that you and any occupiers of the subject property confirm your agreement to this document by signing and dating below.

*As per the above, I confirm that I consent to a representative from Armitstead Barnett to attend the subject property as directed and perform the task as identified in the Terms of Engagement/Letter of Instruction. I confirm that I have read this document and am able to follow the guidance as laid out. I confirm that this letter may be kept on file in relation to this matter.*

Signed by  
Owner/Occupier: .....

Dated: .....

We take this opportunity to thank you for your co-operation and look forward to continuing to conduct our business in a safe and responsible manner.

**Professional Department  
Armitstead Barnett LLP**