

Surveying Kit-list

A survey can be conducted with just a pencil and paper. However, there are several items in this kit-list that surveyors have found useful and advantages from modern technology that make surveying records, particularly in a short space of time or in large volumes, easier.

For example, you may decide to photograph long runs of records and type up notes at home and at the very least you should photograph the locations records are being kept in. Surveyors in the digital age should bring a hard drive for digital records identified and potentially needing transferred quickly. Finally, surveying visits in 2021-2022 routinely required negative covid-19 tests before site visits were permitted and this could continue.

For surveying work:

- Bag (think about a toolkit bag on wheels for ease of use)
- Permanent marker pens
- Biro
- Pencils
- Pencil sharpener
- Rubber
- Scissors
- Masking tape (for securing boxes)
- Sellotape
- Laptop & charger
- Notepad
- Post-its
- Magnifying glass
- Loose sheets of A4 (for ad-hoc signs)
- Blue-tac
- Gloves (nitrile)
- Temperature and humidity reader
- Torch/worklight
- Batteries
- Power bank for phone and charger
- Hard drive for potential digital records
- Camera (photographs of records can help you get through listing quicker, also useful to take pictures of the room and draw a plan/map for future reference)

For the records:

- A4 Envelopes/four-flap enclosures (for any fragile loose items)
- Archival tape
- Labels
- Strips of paper (to insert into ledgers etc to help identify)
- Printed signs (in brightly coloured paper to flag up collection has been surveyed on X date and who to contact in future about it – see template)

For the surveyor:

- Dustcoat
- Lateral flow tests and face masks (may be needed depending on current Covid-19 levels)
- Sensible footwear (you could end up wading through puddles or even snow to view records)
- FFP2 masks (useful in dusty or potentially mouldy areas)
- Baby wipes (to clean your hands for breaktimes)
- Anti-bacterial surface cleaning wipes
- Tissues (dust or the cold can make you sneezy)
- Extra layers (fleece, jumper, scarf, etc in case it is cold)
- Mini first aid kit (savlon, plasters, etc in case of cuts)
- Drinks (water and potentially a hot drink in a flask)
- Snacks and lunch (you may be offered hospitality but you may not and your location could be miles from a shop so come prepared)

For the record owner:

- Business card with your contact details or a template letter thanking them for taking part
- Promotional material (if you have it)

