

SITE SURVEY REPORT

Clerk of Works Report

Prepared for	Trentvale Homes (council housing company, fictional)
Date	16 Oct 2026
Site	Brindley Close, Fenton, Stoke-on-Trent
Prepared by	G. Whitfield

FORM

Clerk of Works Report

1. Contract and report details

Project	Brindley Close, Fenton, Stoke-on-Trent: 24 council homes, clerk of works week 18 (completed example)
Site address	Brindley Close, off Glebedale Road, Fenton, Stoke-on-Trent
Client or employer	Trentvale Homes (council housing company, fictional)
Location (GPS)	52.9989, -2.1561
Report date	16 Oct 2026
Clerk of works	G. Whitfield
Report number	CoW 18
Period from	12 Oct 2026
Period to	16 Oct 2026
Contract week	18
Contract period (weeks)	52
Share of the contract period used (%)	35
Form of contract	JCT Intermediate Building Contract (IC or ICD)
Contract name or reference	Brindley Close new build, contract TV-EXAMPLE-022
Architect or contract administrator	Marlow Haig Architects (contract administrator)
Contractor	Burslem Construction Ltd
Quantity surveyor	Etruria Cost Consultants
Contractor's site manager	P. Danby
Contract completion date	11 Jun 2027
Clerk of works appointed by	Trentvale Homes development team

This is the clerk of works' report to the client and the architect or contract administrator. It records what was inspected and seen. It does not instruct the contractor, value the work, certify completion or approve anything under the contract or the building regulations.

2. Weather and working days

Days in the period 1: 2026-10-12

Day	12 Oct 2026
Weather	Dry
Temperature at 8 am	8 C
Work on site	Full day

Days in the period 2: 2026-10-13

Day	13 Oct 2026
Weather	Rain
Temperature at 8 am	10 C
Work on site	Part day lost
Hours lost	3
What stopped, and why	Bricklaying on block A stopped from 13:00 in rain; groundworks carried on.

Days in the period 3: 2026-10-14

Day	14 Oct 2026
Weather	Heavy rain
Temperature at 8 am	9 C
Work on site	Whole day lost
What stopped, and why	Heavy rain all day: no bricklaying or concrete. Groundworks gang pumped out and cleaned the block B beam excavations.

Days in the period 4: 2026-10-15

Day	15 Oct 2026
Weather	Showers
Temperature at 8 am	7 C
Work on site	Full day

Days in the period 5: 2026-10-16

Day	16 Oct 2026
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Weather	Dry
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Temperature at 8 am	6 C
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Work on site	Full day
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Whole working days lost	1
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Hours lost on part days	3
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Record what stopped and for how long. Whether lost time changes the completion date is decided under the contract by the architect or contract administrator, not by this report.

3. Labour and plant

Labour on site 1: Bricklayers and labourers

Trade	Bricklayers and labourers
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Company	Longton Brickwork Ltd
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Average on site per day	8
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Labour on site 2: Groundworks

Trade	Groundworks
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Company	Burslem Construction Ltd
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Average on site per day	5
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Labour on site 3: Scaffolding

Trade	Scaffolding
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Company	Potteries Access Ltd
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Average on site per day	2
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Labour on site 4: Site management

Trade	Site management
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Company	Burslem Construction Ltd
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Average on site per day	2
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Average people on site per day	17
Main plant on site	13 t excavator, 6 t dumper, telehandler, concrete pump on 15 Oct.
Visitors and inspections by others	Building control inspector on 15 Oct (block B beams before the pour). Warranty inspector on 16 Oct, plots 1 to 6.

4. Progress and quality by area

Programme and revision checked against Contractor's programme rev F, issued 28 Sept 2026

Areas inspected 1: Block A, plots 1 to 6

Area	Block A, plots 1 to 6
Work this week	Facing brickwork and blockwork to first floor
Planned complete by now (%)	70
Actual complete (%)	62
Difference from the programme (percentage points)	-8
Why it is behind, as the contractor explains it	Contractor puts it down to the rain on 13 and 14 Oct; extra bricklayers on site from 19 Oct to recover it.

Progress photos



Quality observations in this area 1: Q18-01

Ref	Q18-01
Location	Plot 4 rear elevation
Element	Cavity wall ties

Specification clause or drawing referenced	Specification F30, drawing A-210 rev C
What you saw	Ties built in at the spacing on the drawing, bedded in both leaves, drips pointing down, cavity clear of mortar at this lift.
Defect or not	Good workmanship noted
Told to, and when	P. Danby, Mon 10:00

Photo



Quality observations in this area 2: Q18-02

Ref	Q18-02
Location	Plot 2, left-hand corner at the step in the foundation
Element	Damp-proof course
Specification clause or drawing referenced	Drawing A-301 rev B, detail 4
What you saw	DPC not lapped where it steps down at the corner; the two lengths butt with a gap. Brickwork above not yet laid.
Defect or not	Defect: not to the drawing or specification
Instruction issued to the contractor?	No
Told to, and when	P. Danby, Thu 09:15; query to the architect the same day
Status	Open

Areas inspected 2: Block B, plots 7 to 12

Area	Block B, plots 7 to 12
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Work this week	Ground beam reinforcement and pour
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Planned complete by now (%)	40
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Actual complete (%)	40
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Difference from the programme (percentage points)	0
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Progress photos**Quality observations in this area 1: Q18-03**

Ref	Q18-03
Location	Plot 9, ground beam GB-3
Element	Ground beam reinforcement
Specification clause or drawing referenced	Specification E30, drawing S-110 rev B
What you saw	Broken concrete and rubble left inside the beam cage and on the formation the morning of the pour.
Defect or not	Defect: not to the drawing or specification
Instruction issued to the contractor?	Yes
Issued by	Architect or contract administrator
Instruction reference	AI 014
Told to, and when	P. Danby, Thu 07:40, before the pump arrived

Photo



Status	Put right and checked this week
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Areas behind the programme	1
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Quality observations	3
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Defects recorded this week	2
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Of which still open	1
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Observations with an instruction issued	1
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5. Samples, tests and materials

Samples and tests witnessed 1: Concrete slump test

Sample or test	Concrete slump test
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Where	Block B ground beams, second truck
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Specification clause or standard named in it	Specification E10 and the mix order
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Carried out by	Burslem Construction site engineer
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Result	Passed
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Reading or result as recorded	80 mm, within the range on the mix order
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Photo

**Samples and tests witnessed 2: Concrete cubes taken**

Sample or test	Concrete cubes taken
Where	Block B ground beams
Specification clause or standard named in it	Specification E10
Carried out by	Testing lab technician
Result	Results awaited
Reading or result as recorded	Set of cubes taken from the second truck, 7-day results due 22 Oct

Samples and tests witnessed 3: Foul drain air test

Sample or test	Foul drain air test
Where	Plots 1 to 6, run MH1 to MH3
Specification clause or standard named in it	Specification R12
Carried out by	Burslem Construction groundworks foreman
Result	Passed
Reading or result as recorded	Held for the time in the specification, no drop on the manometer

Photo



Witnessed	3
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Failed or rejected	0
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Materials checked 1: Facing bricks, buff multi

Material or product	Facing bricks, buff multi
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Delivery note or batch	Delivery note DN-EXAMPLE-4471
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Matches the specification or approved sample?	Yes
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Stored to keep it dry and undamaged?	Yes
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Materials checked 2: Full-fill cavity insulation batts

Material or product	Full-fill cavity insulation batts
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Delivery note or batch	Delivery note DN-EXAMPLE-4480
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Matches the specification or approved sample?	No
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What is different, and what was done	Batts delivered are thinner than the thickness in specification F30. Pallets set aside and labelled; contractor to get the right product before any are built in.
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Stored to keep it dry and undamaged?	Yes
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Checked	2
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Not to the specification	1
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6. Instructions, variations and queries

Instructions, variations and queries noted 1: Architect's or contract administrator's instruction

Type	Architect's or contract administrator's instruction
Reference	AI 014
What it covers	Clear rubble from block B beam excavations and cages before the pour.
On site	Seen carried out

Instructions, variations and queries noted 2: Architect's or contract administrator's instruction

Type	Architect's or contract administrator's instruction
Reference	AI 013
What it covers	Revised window cill detail to plots 1 to 12.
On site	Not started

Instructions, variations and queries noted 3: Query to the design team

Type	Query to the design team
Reference	TQ-09
What it covers	DPC detail at the stepped foundation, plot 2 corner.
On site	Waiting for an answer
Waiting for an answer	1
Are the drawings on site the current revisions?	Yes

7. Health and safety noted for the client

Record what you saw and who you told. The principal contractor plans, manages and monitors the construction phase (CDM 2015, regulation 13(1)); this page tells the client what you noticed and does not take on that duty. Anything dangerous: tell the site manager straight away.

Anything to note for the client this week? Yes

Health and safety matters 1: Ladder from the ground to the scaffold lift at plot 5 not tied at the top.

What you saw	Ladder from the ground to the scaffold lift at plot 5 not tied at the top.
Where	Plot 5 front

Who on site you told, and when	P. Danby, Tue 10:15; tied by the scaffolder by 10:40
Matters noted	1

8. Defects carried forward

Defects from earlier reports 1: Q16-02

Ref	Q16-02
Location	Plot 1 front elevation
Defect	Mortar smudging on the facing brickwork below the first floor window.
First reported (week)	16
Status this week	Still open

Defects from earlier reports 2: Q17-01

Ref	Q17-01
Location	Plot 3, window W2
Defect	Wall ties missing at the window reveal.
First reported (week)	17
Status this week	Put right and checked
What showed it was put right	Ties seen built in at the reveal before the next lift, 13 Oct.

Photo



Carried forward	2
Put right this week	1

Still not closed	1
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Defects open at the end of this week	2
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9. Matters for the architect, next steps and sign-off

Open defects, failed tests and materials not to specification	3
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Result	Action needed before the work is covered up or accepted
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Actions 1: Answer TQ-09 with the DPC detail at the stepped foundation, plot 2, before the brickwork above is laid.

Action	Answer TQ-09 with the DPC detail at the stepped foundation, plot 2, before the brickwork above is laid.
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Priority	Before it is covered up
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Who will do it	Marlow Haig Architects
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Due by	20 Oct 2026
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Status	Open
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Actions 2: Replace the thin cavity batts with the specified product and show the delivery note to the clerk of works.

Action	Replace the thin cavity batts with the specified product and show the delivery note to the clerk of works.
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Priority	Before it is covered up
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Who will do it	P. Danby (Burslem Construction)
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Due by	21 Oct 2026
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Status	In progress
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Actions 3: Clean the mortar smudging on plot 1 front (Q16-02) as the brickwork specification describes.

Action	Clean the mortar smudging on plot 1 front (Q16-02) as the brickwork specification describes.
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Priority	Before completion
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Who will do it	Longton Brickwork Ltd
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Due by	30 Oct 2026
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Status	Open
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Actions still open	3
Decision	Matters for the architect: see the actions
Next report date	23 Oct 2026
Next week: what to inspect or witness	Plot 2 DPC once TQ-09 is answered; cavity batts delivery; drain test plots 7 to 12; cube results.
Report sent to	Client, Architect or contract administrator, Quantity surveyor, Contractor (copy)
Summary for the client and architect	Week 18: one whole day and 3 hours lost to rain. Block A brickwork 8 points behind the programme, recovery labour from 19 Oct. Block B beams poured after the rubble was cleared (AI 014). Open: plot 2 DPC lap (TQ-09) and thin cavity batts set aside. Slump and drain tests passed, cubes awaited.
Clerk of works name	G. Whitfield

Clerk of works signature

G. Whitfield

Received for the architect or contract administrator name

H. Marlow

Received for the architect or contract administrator signature

H. Marlow