

SITE SURVEY REPORT

Construction Progress Report

Prepared for	Calder Estates Ltd
Date	19 Oct 2026
Site	Ashcombe House, Bristol
Prepared by	R. Achebe

FORM

Construction Progress Report**1. Report details**

Project	Ashcombe House, Bristol: office refurbishment progress report (completed example)
Site address	Ashcombe House, 18 Temple Wharf Road, Bristol BS1
Client	Calder Estates Ltd
Location (GPS)	51.4497, -2.5841
Report date	19 Oct 2026
Prepared by	R. Achebe, project manager
Report	Weekly
Report or week number	Week 14
Period from	12 Oct 2026
Period to	16 Oct 2026
Days in the period	5
Contractor	Westbrook Interiors Ltd
Contract reference	WBI-2611
Sent to	Calder Estates (S. Pryce), project manager, cost consultant

2. Overall status and milestones

Overall status	At risk
Planned complete at the end of this period (%)	46
Actually complete (%)	42
Ahead (+) or behind (-), points	-4
Contract completion date, as extended	29 Jan 2027
Forecast completion date	29 Jan 2027
Forecast against contract, days (+ late, - early)	0

Summary for the client

Level 1 first fix finished. Level 2 partitions are about 11 days behind because the ceiling void containment route had to be redrawn (RFI-017). A second drylining gang starts on 26 October to recover. Completion date still held but at risk.

Milestones 1: Strip-out complete, all floors

Milestone	Strip-out complete, all floors
Planned date	21 Aug 2026
Actual date, if achieved	19 Aug 2026
Days variance (+ late, - early)	-2
Status	Achieved

Milestones 2: Level 1 partitions and first fix complete

Milestone	Level 1 partitions and first fix complete
Planned date	2 Oct 2026
Actual date, if achieved	2 Oct 2026
Days variance (+ late, - early)	0
Status	Achieved

Milestones 3: Level 2 partitions and first fix complete

Milestone	Level 2 partitions and first fix complete
Planned date	2 Nov 2026
Forecast date	13 Nov 2026
Days variance (+ late, - early)	11
Status	Late
Why, and the recovery plan	Containment clash with the supply duct in zone B; route redrawn under RFI-017, answered 9 October, a week later than needed. Second drylining gang from 26 October.

Milestones 4: Practical completion

Milestone	Practical completion
Planned date	29 Jan 2027
Forecast date	29 Jan 2027

Days variance (+ late, - early)	0
Status	At risk
Why, and the recovery plan	Holds only if the Level 2 recovery works and Level 3 starts on 2 November.
Milestones	4
Achieved	2
Late (forecast or actual after planned)	1
At risk	1

One or more milestones are forecast or achieved after their planned date. Give the reason and the recovery plan on each, and check the overall status matches.

3. Progress by area or work package

Areas and work packages 1: Level 2 east, partitions

Area or work package	Level 2 east, partitions
Main trade or package	Partitions and drylining
Planned complete by the end of this period (%)	70
Actually complete (%)	55
Ahead (+) or behind (-), points	-15
Work done this period	Metal stud framing finished to all meeting rooms; boarding one side done on the north run.
Issues in this area	Waiting on the containment reroute before boarding the corridor side.

Progress photos

**Areas and work packages 2: Level 2, ceiling void services**

Area or work package	Level 2, ceiling void services
Main trade or package	Electrical
Planned complete by the end of this period (%)	60
Actually complete (%)	50
Ahead (+) or behind (-), points	-10
Work done this period	Containment installed in zone A and half of zone B; lighting cables pulled in zone A.
Issues in this area	Zone B rerouted under RFI-017.

Progress photos



Areas and work packages 3: Level 3, open floor

Area or work package	Level 3, open floor
Main trade or package	Strip-out and demolition
Planned complete by the end of this period (%)	10
Actually complete (%)	12
Ahead (+) or behind (-), points	2
Work done this period	Floor clear and swept, setting out for partitions marked, slab survey done.

Progress photos

Areas reported	3
Behind plan	2

4. Labour and plant**Labour on site 1: Westbrook drylining**

Trade or company	Westbrook drylining
Average people per day	8
Days worked in the period	5
Person-days	40

Labour on site 2: Severn Electrical (subcontractor)

Trade or company	Severn Electrical (subcontractor)

Average people per day	5
Days worked in the period	5
Person-days	25

Labour on site 3: Avonside Mechanical (subcontractor)

Trade or company	Avonside Mechanical (subcontractor)
Average people per day	4
Days worked in the period	4
Person-days	16
Person-days in the period	81
Most people on site on one day	19

Plant and equipment 1: Scissor lift, battery

Plant or equipment	Scissor lift, battery
Days on site	5
Notes	Level 2

Plant and equipment 2: Goods hoist

Plant or equipment	Goods hoist
Days on site	5
Notes	Rear yard, weekly inspection done 12 Oct
Labour or plant shortfalls	Drylining one operative short Tuesday and Wednesday; second gang booked from 26 October.

5. Health and safety

Accidents and incidents in the period	0
Near misses reported	1
Safety inspections or audits done	2
Toolbox talks given	2
Site inductions	4

Near misses: what and where	Offcut of stud dropped from the scissor lift platform near the Level 2 stair core; area was not coned off. Exclusion zones briefed at the toolbox talk on 15 October.
Main findings from inspections, and actions	Weekly site inspection: housekeeping on Level 2 needs improving, one fire extinguisher point blocked by board stack (cleared same day).

6. Quality, RFIs and changes

Quality issues 1: Cables bunched loose through the partition head framing, board cut ragged at the top

Issue	Cables bunched loose through the partition head framing, board cut ragged at the top
Where	Level 2, meeting room 4, above the door

Photo



Who will put it right	Severn Electrical, then Westbrook drylining
Status	Open

Quality issues 2: Stud spacing wider than the drawing at one partition end

Issue	Stud spacing wider than the drawing at one partition end
Where	Level 2, comms room
Who will put it right	Westbrook drylining
Status	Closed
Quality issues open	1

Requests for information (RFIs) 1: RFI-017

RFI reference	RFI-017
Subject	Zone B containment route clash with supply duct
Raised	25 Sep 2026
Answer needed by	2 Oct 2026
Status	Answered

Requests for information (RFIs) 2: RFI-021

RFI reference	RFI-021
Subject	Level 3 kitchen tea point extract route
Raised	14 Oct 2026
Answer needed by	28 Oct 2026
Status	Awaiting answer
RFIs awaiting an answer	1

Changes and instructions 1: CI-009

Change or instruction reference	CI-009
What it is	Extra glazed screen to Level 2 boardroom
Status	Proposed, awaiting decision
Cost effect, as quoted or agreed	£6,850 quoted
Time effect claimed or agreed (days)	3

Changes and instructions 2: CI-007

Change or instruction reference	CI-007
What it is	Add two floor boxes on Level 1
Status	Instructed
Cost effect, as quoted or agreed	£1,240 agreed
Time effect claimed or agreed (days)	0
Changes awaiting a decision	1
Time effect listed (days)	3

7. Risks and issues

Risks and issues 1: Level 2 slip pushes Level 3 start and completion

Risk or issue	Level 2 slip pushes Level 3 start and completion
Type	Issue (happening now)
Rating	High
What is being done	Second drylining gang from 26 Oct; resequence Level 3 setting out to run in parallel.
Owner	R. Achebe
Review or due date	30 Oct 2026
Status	Open

Risks and issues 2: Long lead on fire-rated glazed screens

Risk or issue	Long lead on fire-rated glazed screens
Type	Risk (may happen)
Rating	Medium
What is being done	Order placed 14 Oct; supplier to confirm delivery week.
Owner	J. Talbot, buyer
Review or due date	23 Oct 2026
Status	Open
Open	2
High and open	1

8. Look-ahead to the next period

Work planned for the next period	Level 2: finish boarding north and east runs, start corridor side once zone B containment is in. Level 3: partition track set out and fixed. Mechanical first fix to Level 2 zone B.
Information or decisions needed from the client, and by when	Decision on CI-009 glazed screen by 23 October. Answer to RFI-021 by 28 October.
Key deliveries, inspections or shutdowns coming up	Plasterboard delivery 21 October (hoist booked). Building control visit for Level 1 fire stopping on 22 October.

9. Actions and issue

Items needing attention (late milestones, open quality issues, open RFIs, pending changes, high risks)

5

Result

Items need attention before the next report

Actions 1: Fix and support cables at the meeting room 4 partition head, then re-cut and finish the board.

Action	Fix and support cables at the meeting room 4 partition head, then re-cut and finish the board.
Priority	This week
Who will do it	Severn Electrical
Due by	21 Oct 2026
Status	In progress

Actions 2: Chase the client decision on CI-009.

Action	Chase the client decision on CI-009.
Priority	Before the next report
Who will do it	R. Achebe
Due by	23 Oct 2026
Status	Open
Actions still open	2
Decision	Issue to the client
Next report due	26 Oct 2026
Notes for the reviewer	Week 14. Level 2 partitions 11 days late, recovery plan in place, completion held but at risk.
Prepared by name	R. Achebe
Prepared by signature	

R. Achebe

Reviewed by name H. Lindqvist, contracts manager

Reviewed by signature

H. Lindqvist
