

SITE SURVEY REPORT

Dilapidations Survey

Prepared for	Calder Estates Ltd
Date	14 Oct 2026
Site	First floor, Wharfside House, Leeds
Prepared by	J. Pryce

FORM

Dilapidations Survey**1. Instruction**

Project	First floor, Wharfside House, Leeds: schedule of dilapidations
Schedule reference	DIL-2026-031
Property address	First floor, Wharfside House, 14 Canal Wharf, Leeds LS11 5PX
What are you preparing?	Schedule of dilapidations

Schedule of dilapidations. The Dilapidations Protocol says it should set out the breaches, the works needed to remedy them and, if relevant, the landlord's costings.

When is it being prepared?	After the tenancy has ended
Where is the property?	England
Who are you acting for?	Landlord
Landlord	Calder Estates Ltd
Tenant	Brightwell Recruitment Ltd
Surveyor name, qualification and firm	J. Pryce MRICS, Pryce Hartley Surveyors
Date of inspection	14 Oct 2026

Weather on site

Observed on site	Dry, bright, 12 °C
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2. Lease and documents

The Protocol does not define repair, reinstatement or redecoration. What work is required depends on the terms of the lease and any other relevant documents.

Date of the lease	29 Sep 2021
Date the term ends, or ended	28 Sep 2026
Have you seen a complete copy of the lease?	Yes
Other documents seen	Lease plan or scaled plans, Licence for alterations, Reinstatement notice, Schedule of condition with photographs

Is the repairing clause limited by the schedule of condition?	No
Date of that schedule of condition	15 Sep 2021
What did the licence allow, and does it require reinstatement?	Licence dated 4 November 2021 allowed the tenant to install data cabling and tray in the ceiling void and a meeting room partition in Office 1. Clause 4.2 requires reinstatement at the end of the term if the landlord asks in writing; the landlord asked for the cabling to be removed but the partition to stay.
Repair clause number	3.4
Redecoration clause number	3.5
Reinstatement clause number	3.12

3. Inspection

Are the premises occupied?	Vacant
Did the other side or their surveyor attend?	Yes
Who attended?	R. Daley, building surveyor for the tenant
Were all areas inspected?	Yes
Is opening up or further investigation needed?	Yes
What needs opening up, and where?	Lift the ceiling tiles around the stained area in Office 2 to find the source of the water, possibly the riser pipework above. Agreed with R. Daley that both sides attend.

4. Item record

Repair. By law, damages for breach of a covenant to repair cannot be more than the fall in value of the landlord's interest caused by the breach (Landlord and Tenant Act 1927, section 18(1)).

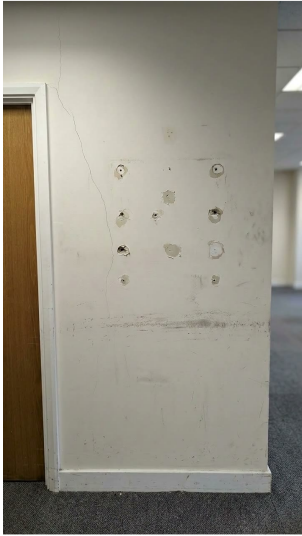
Rooms and areas 1: First floor, Office 1 (open plan, east side)

Floor and room	First floor, Office 1 (open plan, east side)
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Items in this room 1: Walls

Element	Walls
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Photos of this item



Condition

Fair

What you can see

Pier by the meeting room door: 11 screw holes and plugs from removed shelving, a scuffed band across the wall at desk height, and general marking. Rest of the room's walls marked and faded.

Schedule of condition page or photo compared

Page 5, photo 11: walls newly decorated, no fixings

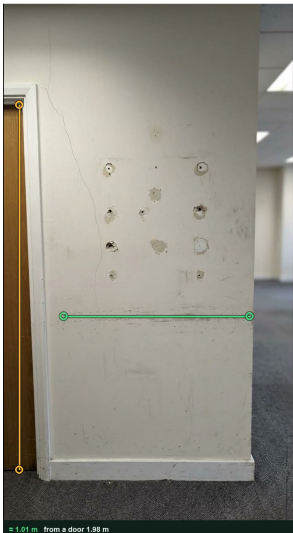
Measured extent of the defect

Scuff band across the full pier, fixing holes over about 0.5 m by 0.6 m

Length of the defect (m)

1.01

Length of the defect (m): measuring photo



Category of breach

Redecoration

Lease clause

3.5

RICS guidance says section 18(1) does not apply to obligations such as decoration, removal and reinstatement. They have different rules for assessing damages, so keep them apart from the repair items.

Remedial works required	Remove plugs, fill and make good holes and scuffs, prepare and apply two coats of emulsion to all walls in the room
Quantity	165
Unit	m ²
Rate (£)	10.5
Cost of this item (£)	1,732.50
Is this work likely to be superseded by the landlord's plans for the property?	No

Items in this room 2: Services

Element	Services
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Photos of this item



Condition	Fair
What you can see	Tenant's data cabling and two lengths of cable tray left in the ceiling void, installed under the 2021 licence. Cabling now redundant.
Schedule of condition page or photo compared	Page 5, photo 13: ceiling void clear, landlord's services only
Measured extent of the defect	About 40 m of tray and cabling over Office 1
Length of the defect (m)	40
Category of breach	Reinstatement
Lease clause	3.12 and licence clause 4.2

RICS guidance says section 18(1) does not apply to obligations such as decoration, removal and reinstatement. They have different rules for assessing damages, so keep them apart from the repair items.

Has a notice requiring reinstatement been served? Yes

Date of the notice 20 Mar 2026

Remedial works required Strip out the tenant's tray and data cabling back to the riser, make good the ceiling tiles disturbed

Quantity 1

Unit Item

Rate (£) 1850

Cost of this item (£) 1,850.00

Is this work likely to be superseded by the landlord's plans for the property? No

Items in this room 3: Windows

Element Windows

Photos of this item



Condition Good

What you can see Double glazed windows open and close, seals sound, sills clean.

Schedule of condition page or photo compared Page 5, photo 12: windows in good order

Category of breach Not a breach

This room: cost of works, from the items (£)	3582.5
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This room: items in poor condition	0
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This room: items that are a breach	2
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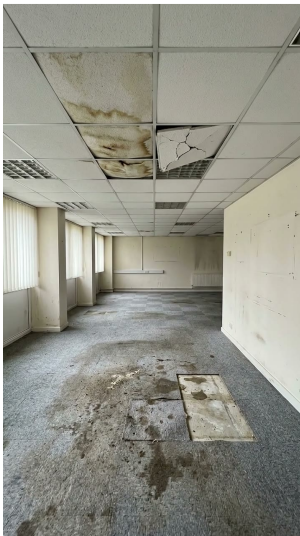
Rooms and areas 2: First floor, Office 2 (open plan, west side)

Floor and room	First floor, Office 2 (open plan, west side)
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Items in this room 1: Ceiling

Element	Ceiling
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Photos of this item



Condition	Poor
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What you can see	Water stained tiles by the window bay, one tile broken and hanging from the grid over the light fitting. Further staining to the next run of tiles.
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Schedule of condition page or photo compared	Page 6, photo 16: ceiling tiles clean and complete
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Measured extent of the defect	14 tiles stained or broken
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Length of the defect (m)	1.27
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Length of the defect (m): measuring photo



Category of breach	Repair
Lease clause	3.4
Remedial works required	Replace stained and broken 600 x 600 tiles to match. Lift tiles first to confirm the source of the water; withdraw the item if it is the landlord's riser.
Quantity	14
Unit	Number
Rate (£)	22
Cost of this item (£)	308.00
Is this work likely to be superseded by the landlord's plans for the property?	No

Items in this room 2: Floor finish

Element	Floor finish
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Photos of this item



Condition	Poor
What you can see	Carpet tiles heavily stained through the middle of the room, two tiles missing and one lifted near the window bay.
Schedule of condition page or photo compared	Page 6, photos 14 and 15: new carpet tiles, no staining
Measured extent of the defect	85 m ² of the 120 m ² floor
Length of the defect (m)	9.5
Category of breach	Repair
Lease clause	3.4
Remedial works required	Lift and dispose of carpet tiles in the affected area, supply and lay new tiles to match
Quantity	85
Unit	m ²
Rate (£)	42
Cost of this item (£)	3,570.00
Is this work likely to be superseded by the landlord's plans for the property?	No

Items in this room 3: Walls

Element	Walls
Condition	Fair

What you can see	Walls marked and faded, adhesive marks where screens and boards were fixed, stain to the far wall above the radiator.
Schedule of condition page or photo compared	Page 6, photo 17: walls newly decorated
Measured extent of the defect	All walls in the room
Category of breach	Redecoration
Lease clause	3.5

RICS guidance says section 18(1) does not apply to obligations such as decoration, removal and reinstatement. They have different rules for assessing damages, so keep them apart from the repair items.

Remedial works required	Clean down, fill and prepare, two coats of emulsion to all walls
Quantity	140
Unit	m ²
Rate (£)	10.5
Cost of this item (£)	1,470.00
Is this work likely to be superseded by the landlord's plans for the property?	No
This room: cost of works, from the items (£)	5348
This room: items in poor condition	2
This room: items that are a breach	3

Rooms and areas 3: First floor, kitchenette

Floor and room	First floor, kitchenette
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Items in this room 1: Kitchen and sanitary fittings

Element	Kitchen and sanitary fittings
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Photos of this item



Condition	Poor
What you can see	Worktop worn through at the front edge, sink base unit swollen and chipped, two cupboard doors missing, base of the sink unit water damaged.
Schedule of condition page or photo compared	Page 7, photos 19 and 20: kitchenette fitted new in 2021
Measured extent of the defect	3.2 m run of units
Length of the defect (m)	3.2
Category of breach	Repair
Lease clause	3.4
Remedial works required	Replace worktop and sink base unit, supply and fit two cupboard doors to match, reconnect the sink
Quantity	1
Unit	Item
Rate (£)	2450
Cost of this item (£)	2,450.00
Is this work likely to be superseded by the landlord's plans for the property?	No

Items in this room 2: Floor finish

Element	Floor finish
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Photos of this item



Condition	Poor
What you can see	Vinyl floor stained and scored, a lifted section by the door, debris left on the floor.
Schedule of condition page or photo compared	Page 7, photo 21: new safety vinyl
Measured extent of the defect	Whole kitchenette floor, 9 m ²
Category of breach	Repair
Lease clause	3.4
Remedial works required	Uplift vinyl, level the subfloor and lay new safety vinyl with welded seams and coved edge
Quantity	9
Unit	m ²
Rate (£)	45
Cost of this item (£)	405.00
Is this work likely to be superseded by the landlord's plans for the property?	No

Items in this room 3: Services

Element	Services
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Photos of this item



Condition	Fair
What you can see	Double socket by the worktop with a cracked faceplate. Not tested.
Schedule of condition page or photo compared	Page 7, photo 20: sockets complete
Measured extent of the defect	One double socket
Category of breach	Repair
Lease clause	3.4
Remedial works required	Replace faceplate by a qualified electrician and test the circuit
Quantity	1
Unit	Number
Rate (£)	95
Cost of this item (£)	95.00
Is this work likely to be superseded by the landlord's plans for the property?	No
This room: cost of works, from the items (£)	2950
This room: items in poor condition	2
This room: items that are a breach	3

Rooms and areas 4: First floor, corridor and WCs

Floor and room	First floor, corridor and WCs
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Items in this room 1: Doors and ironmongery

Element Doors and ironmongery

Photos of this item

Condition Fair

What you can see Corridor double doors: closer arm loose on the right hand leaf, leaf does not close onto its stop.

Schedule of condition page or photo compared Page 4, photo 8: closer working, door closing fully

Measured extent of the defect One door leaf

Category of breach Repair

Lease clause 3.4

Remedial works required Refix closer arm and adjust so the leaf closes onto its stop

Quantity 1

Unit Item

Rate (£) 185

Cost of this item (£) 185.00

Is this work likely to be superseded by the landlord's plans for the property? No

Items in this room 2: Kitchen and sanitary fittings

Element Kitchen and sanitary fittings

Photos of this item



Condition	Fair
What you can see	WC vanity unit and basins sound, but litter left on the floor, standing water on the counter and dispensers left dirty.
Schedule of condition page or photo compared	Page 8, photo 23: WCs clean and complete
Measured extent of the defect	Male and female WCs
Category of breach	Other
Lease clause	3.18 (yielding up clean)
Remedial works required	Clear rubbish and deep clean both WCs, including dispensers and sanitaryware
Quantity	1
Unit	Item
Rate (£)	350
Cost of this item (£)	350.00
Is this work likely to be superseded by the landlord's plans for the property?	No

Items in this room 3: Floor finish

Element	Floor finish
Condition	Good
What you can see	Corridor carpet sound, normal wear only.

Schedule of condition page or photo compared Page 4, photo 7: corridor carpet

Category of breach Not a breach

This room: cost of works, from the items (£) 535

This room: items in poor condition 0

This room: items that are a breach 2

Items recorded 12

Items in poor condition 4

Items that are a breach 10

5. Summary of costs

Cost of works, from the items (£) 12,415.50

Design and contract administration fees (% of the cost of works) 12.5

Design and contract administration fees (£) 1,551.94

Professional fees for preparing the schedule (£) 2950

Legal fees for serving the schedule (£) 850

Sub-total (£) 17,767.44

Can the landlord recover the VAT on these costs? Yes

No allowance for VAT. RICS guidance says a landlord that can fully recover the VAT has not suffered a loss from it.

Total (£) 17,767.44

What are the costs based on? Recent tender prices

6. Intentions and timing

What does the landlord intend to do with the property? Re-let it as it is

Has the landlord confirmed its intentions in writing? Yes

Has the landlord carried out the works? None, but it intends to

Date the tenancy ended 28 Sep 2026

Date the schedule was, or will be, sent 23 Oct 2026

Date the Quantified Demand was, or will be, sent 23 Oct 2026

Days from the end of the tenancy to sending 25

Within 56 days. The Protocol says a schedule should be sent within a reasonable time, which will generally be within 56 days after the end of the tenancy.

7. Sign-off

The Protocol says the schedule should be endorsed by the landlord or, where a surveyor prepared it, by the landlord's surveyor.

I confirm that in my opinion

All the works set out in the schedule are reasonably required to remedy the breaches, Full account has been taken of the landlord's intentions for the property, as advised by the landlord, The costings, if any, are reasonable

Name J. Pryce

Signature

J. Pryce

Date 16 Oct 2026