

SITE SURVEY REPORT

Drying log template

Prepared for	Drying log template (fictional example) (fictional)
Date	9 Oct 2026
Site	Drying log template (fictional example)
Prepared by	Example coordinator

FORM

Drying log template

1. Restoration visit

Project or site	Example Site
Record reference	DRY-001
Record date	9 Oct 2026
Prepared by	Example coordinator
Loss or restoration job reference	REST-011
Visit time	11:00
Drying plan and target reference	Example drying plan DR-11
Ambient temperature, humidity and units	Example room reading: 21 C, 55% RH.

2. Monitoring points

Monitoring point readings 1: P1, room A

Point ID and room	P1, room A
Material and location	Timber skirting near doorway
Instrument and scale	Example meter M-2, timber scale
Recorded reading	18
Reading unit or scale label	percent on recorded timber scale
Target or unaffected reference with basis	Example unaffected comparison 12; target assessment per DR-11.
Previous reading and visit reference	22 on the same scale, visit DRY-000
Equipment running and changes since previous visit	Dehumidifier EX-D1 remains in place; no change.

Readings do not automatically establish that a material is dry or safe to occupy. Record the competent person’s assessment under the restoration plan.

3. Assessment and follow-up

Recorded assessment of progress	Reading decreased; continue the recorded plan and reassess.
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Record status	Open
Next action or reason none is needed	Review the recorded exception and retain the evidence.
Responsible person	Example supervisor
Reviewed by	Example reviewer
Reviewer acknowledgement	

Example reviewer