

SITE SURVEY REPORT

Facility Inspection Checklist (Building Walk-round)

Prepared for	Loddon Property Holdings Ltd
Date	20 Oct 2026
Site	Kennet Place, Reading
Prepared by	R. Hallam

FORM

Facility Inspection Checklist (Building Walk-round)

1. Building and inspection

Project	Kennet Place, Reading: monthly facility inspection (completed example)
Building address	Kennet Place, 40 Kings Meadow Road, Reading RG1 8EX
Client or landlord	Loddon Property Holdings Ltd
Location (GPS)	51.4590, -0.9655
Inspection date	20 Oct 2026
Inspected by	R. Hallam, facilities manager
Building name	Kennet Place
Where is the building?	United Kingdom
Building use	Multi-let office
Inspection round	Monthly
Facilities or managing agent company	Thamesvale Facilities Ltd
Site contact on the day	S. Prior, reception

The Workplace (Health, Safety and Welfare) Regulations 1992, regulation 5, require the workplace and certain equipment, devices and systems (including mechanical ventilation and equipment meant to prevent or reduce hazards) to be maintained, including cleaned as appropriate, in an efficient state, in efficient working order and in good repair, and where appropriate under a suitable system of maintenance. The Regulatory Reform (Fire Safety) Order 2005, article 17, sets a similar maintenance duty for fire safety facilities, equipment and devices in England and Wales.

A routine walk-round record. It does not replace the specialist tests and inspections listed on page 3, and it does not certify the building or make it compliant.

2. Areas

Areas 1: Exterior and grounds

Area	Exterior and grounds
Type of area	Exterior and grounds
Fabric and finishes: walls, ceilings, floors, windows	Acceptable

Doors and ironmongery: hinges, locks, handles, closers, door entry	Acceptable
Lighting: all lamps working, no damaged fittings	Not checked
What needs doing, or why not checked	Daytime round. External lighting to be checked on the evening security patrol.
Signage: safety, fire exit and wayfinding signs in place and legible	Acceptable
Cleanliness and waste: clean, bins emptied, no stored rubbish	Acceptable
Leaks and water ingress: ceilings, walls, pipework, around windows and roof lights	Action needed
What needs doing, or why not checked	Rainwater hopper above the main entrance blocked with leaves; water overflowing onto the entrance canopy.
Pests: no droppings, gnawing, nests or insects	Acceptable
Escape routes and fire exits clear, exit doors open easily	Acceptable
Fire doors close fully onto the frame, not wedged open, not damaged	Not applicable
Access: routes, ramps, handrails, lifts and accessible toilets usable	Acceptable
Anything else found	Bin store tidy, collection due Thursday.
This area: checks needing action	1
Not checked	1

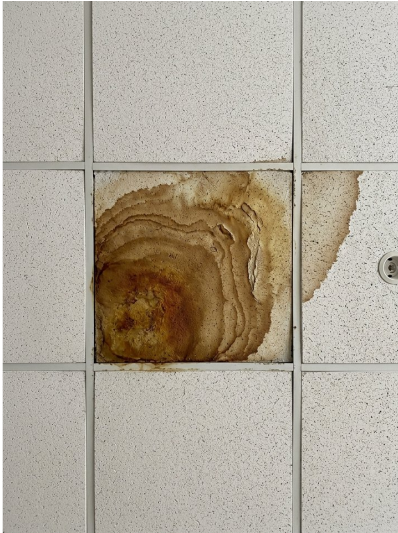
Photos of what needs action



Areas 2: Level 2 offices (Tenant B)

Area	Level 2 offices (Tenant B)
Type of area	Offices or work areas
Tenant or occupier	Brightwater Analytics Ltd
Fabric and finishes: walls, ceilings, floors, windows	Acceptable
Doors and ironmongery: hinges, locks, handles, closers, door entry	Acceptable
Lighting: all lamps working, no damaged fittings	Acceptable
Signage: safety, fire exit and wayfinding signs in place and legible	Acceptable
Cleanliness and waste: clean, bins emptied, no stored rubbish	Acceptable
Leaks and water ingress: ceilings, walls, pipework, around windows and roof lights	Action needed
What needs doing, or why not checked	Water stain on one ceiling tile by the east window, damp to the touch. Fan coil or pipework above suspected.
Pests: no droppings, gnawing, nests or insects	Acceptable
Escape routes and fire exits clear, exit doors open easily	Acceptable
Fire doors close fully onto the frame, not wedged open, not damaged	Acceptable
Access: routes, ramps, handrails, lifts and accessible toilets usable	Acceptable
This area: checks needing action	1
Not checked	0

Photos of what needs action



Areas 3: Level 3 corridor and stairs

Area	Level 3 corridor and stairs
Type of area	Corridors and stairs
Fabric and finishes: walls, ceilings, floors, windows	Acceptable
Doors and ironmongery: hinges, locks, handles, closers, door entry	Acceptable
Lighting: all lamps working, no damaged fittings	Acceptable
Signage: safety, fire exit and wayfinding signs in place and legible	Acceptable
Cleanliness and waste: clean, bins emptied, no stored rubbish	Acceptable
Leaks and water ingress: ceilings, walls, pipework, around windows and roof lights	Acceptable
Pests: no droppings, gnawing, nests or insects	Acceptable
Escape routes and fire exits clear, exit doors open easily	Action needed
What needs doing, or why not checked	Cardboard boxes stored in the escape corridor outside Tenant C. Asked tenant to remove today.
Fire doors close fully onto the frame, not wedged open, not damaged	Acceptable
Access: routes, ramps, handrails, lifts and accessible toilets usable	Acceptable

This area: checks needing action	1
Not checked	0

Photos of what needs action



Areas 4: Basement plant room

Area	Basement plant room
Type of area	Plant room

Photos of the area



Fabric and finishes: walls, ceilings, floors, windows	Acceptable
Doors and ironmongery: hinges, locks, handles, closers, door entry	Acceptable
Lighting: all lamps working, no damaged fittings	Acceptable

Signage: safety, fire exit and wayfinding signs in place and legible	Acceptable
Cleanliness and waste: clean, bins emptied, no stored rubbish	Acceptable
Leaks and water ingress: ceilings, walls, pipework, around windows and roof lights	Acceptable
Pests: no droppings, gnawing, nests or insects	Acceptable
Escape routes and fire exits clear, exit doors open easily	Acceptable
Fire doors close fully onto the frame, not wedged open, not damaged	Acceptable
Access: routes, ramps, handrails, lifts and accessible toilets usable	Not applicable
Anything else found	Boilers and pumps running, no alarms on the BMS. No storage in the room.
This area: checks needing action	0
Not checked	0
Areas inspected	4
Checks needing action	3
Not checked	1

3. Statutory and compliance tracker

Tests and inspections 1: Fire alarm service

Test or inspection	Fire alarm service
Contractor or competent person	Kestrel Fire Systems
Last done	8 Jul 2026
Next due	8 Jan 2027
Certificate or report seen?	Yes
Status on the inspection date	In date

Tests and inspections 2: Emergency lighting annual test

Test or inspection	Emergency lighting annual test
Contractor or competent person	Kestrel Fire Systems

Last done	12 Mar 2026
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Next due	12 Mar 2027
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Certificate or report seen?	Yes
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Status on the inspection date	In date
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Tests and inspections 3: Water hygiene risk assessment review

Test or inspection	Water hygiene risk assessment review
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Contractor or competent person	Clearflow Water Services
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Last done	4 Nov 2025
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Next due	4 Nov 2026
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Certificate or report seen?	Yes
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Status on the inspection date	In date
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Tests and inspections 4: Fixed electrical inspection (EICR)

Test or inspection	Fixed electrical inspection (EICR)
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Contractor or competent person	Abbey Electrical Testing
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Last done	28 Sep 2021
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Next due	28 Sep 2026
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Certificate or report seen?	Yes
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Status on the inspection date	Overdue
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Remedial actions on the last certificate, or what is being done	Due date passed. Inspection booked for 3 November; contractor confirmed by email.
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Tests and inspections 5: Lift thorough examination

Test or inspection	Lift thorough examination
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Contractor or competent person	Insurer's engineer
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Last done	2 Jun 2026
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Next due	2 Dec 2026
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Certificate or report seen?	Yes
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Status on the inspection date	In date
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Tests and inspections 6: Gas safety (boilers)

Test or inspection	Gas safety (boilers)
Contractor or competent person	Riverside Heating Ltd
Last done	19 Aug 2026
Next due	19 Aug 2027
Certificate or report seen?	No
Status on the inspection date	In date
Remedial actions on the last certificate, or what is being done	Service sheet seen; certificate copy requested from the contractor.
Items tracked	6
Overdue	1
No due date entered	0
Certificate not seen	1

4. Meter readings (optional)

Meter readings taken on this round?	Yes
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Meters 1: Landlord electricity (main intake)

Meter	Landlord electricity (main intake)
Reading today	284615
Previous reading	271902
Unit	kWh
Use since the previous reading	12713

Meters 2: Mains water

Meter	Mains water
Reading today	10482
Previous reading	10311
Unit	m ³
Use since the previous reading	171

5. Findings, reactive jobs and sign-off

Items needing action	4
Result	Action needed: see the jobs below

Reactive jobs raised 1: Main entrance

Where	Main entrance
Job or helpdesk reference	HD-EXAMPLE-2041
What is wrong	Clear blocked rainwater hopper above the main entrance and check the downpipe runs freely.
Priority	Urgent
Who will do it	Thamesvale gutter team
Due by	23 Oct 2026
Estimated cost	180
Status	Open

Reactive jobs raised 2: Level 2 east offices

Where	Level 2 east offices
Job or helpdesk reference	HD-EXAMPLE-2042
What is wrong	Find the leak above the stained ceiling tile, repair and replace the tile.
Priority	Urgent
Who will do it	Thamesvale mechanical engineer
Due by	22 Oct 2026
Estimated cost	250
Status	In progress

Reactive jobs raised 3: Level 3 corridor

Where	Level 3 corridor
Job or helpdesk reference	HD-EXAMPLE-2043
What is wrong	Boxes in the escape corridor. Tenant C to remove and keep the corridor clear.
Priority	Emergency: make safe now

Who will do it	Tenant C office manager
Due by	20 Oct 2026
Status	Done, checked
Jobs raised	3
Still open	2
Emergency or urgent	3
Estimated cost of jobs	430
Next walk-round date	17 Nov 2026
Summary for the client	Four areas walked. Three jobs raised: blocked hopper at the entrance, ceiling leak on level 2 and boxes in the level 3 escape corridor (cleared the same day). The EICR is overdue and booked for 3 November.
Inspected by (name)	R. Hallam

Signature

R. Hallam

Client or site contact name	S. Prior
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Client or site contact signature	
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S. Prior