

SITE SURVEY REPORT

Flooring Installation Inspection

Prepared for	Tannery Yard Holdings Ltd
Date	28 Sep 2026
Site	Unit 4 Tannery Yard, Northampton
Prepared by	H. Kowalski

FORM

Flooring Installation Inspection

1. Record details and scope

Project	Unit 4 Tannery Yard, Northampton: office floor finishes (completed example)
Site or premises address	Unit 4, Tannery Yard, Bridge Street, Northampton
Client or organisation	Tannery Yard Holdings Ltd
Record date	28 Sep 2026
Person completing the record	H. Kowalski, fit-out manager, Carrow Interiors Ltd

This records installation quality against supplied criteria. It is not a structural assessment, universal moisture-test method, slip-resistance certificate or asbestos survey.

Approved Documents provide guidance for Building Regulations in England. Flooring acceptance also needs the project specification and manufacturer instructions; a checklist does not establish building control approval.

2. Flooring system

Room, floor and area reference	First floor open plan office and tea point, rooms 1.01 and 1.03
Finish, substrate and system specification	Carpet tiles on loose-lay adhesive to open plan; sheet vinyl to tea point on smoothing compound over sand and cement screed
Product batches and instruction revision	Carpet tile batch CT-2609-A, vinyl roll VR-4471, adhesive lot AD-0915. Installation guide rev 6
Installer and inspection stage	Nene Flooring Ltd, final inspection stage

3. Substrate and environment

Substrate moisture method, instrument and report reference	Hygrometer hood method, instrument HM-07, report MOIST-T4-01
Actual results and approved acceptance criteria	Tea point 71% RH and 68% RH against 75% RH maximum in the vinyl guide rev 6. Open plan not tested (raised access floor).
Preparation, repairs and compatibility evidence	Screed in tea point primed and smoothed. Access floor panels cleaned and levelled by the installer before tiling.
Ambient and substrate conditions	Air 19 °C, screed surface 17 °C on day of installation

4. Installation checks

Layout and joints checked against design	Acceptable
Adhesive or fixing records checked	Acceptable
Levels, transitions and thresholds checked	Action needed
Action, limitation or reason not applicable	Threshold strip missing between carpet and vinyl at the tea point door. Installer to fit before handover.
Surface defects and contamination recorded	Action needed
Action, limitation or reason not applicable	Adhesive smear on four carpet tiles near column C2. Clean or replace.
Protection and cure or access restrictions recorded	Acceptable

Installation evidence



5. Handover

Defects, repairs and reinspection	Missing threshold strip and adhesive marks on tiles at C2. Reinspect on 2026-10-02.
Cleaning and maintenance instructions handed over	Carpet and vinyl maintenance guides given to the facilities lead
Authorised release and restrictions	Tea point foot traffic only for 24 hours after vinyl welding. No furniture moves until 2026-09-30.

6. Actions and review

Are further actions required?	Yes
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Further action 1: Fit threshold strip at tea point door

Action and evidence reference	Fit threshold strip at tea point door
Person responsible	Nene Flooring Ltd
Target date	2 Oct 2026
Action status	Completed
Completion evidence	Fitted 2 October, seen by H. Kowalski.

Further action 2: Replace four marked carpet tiles at column C2

Action and evidence reference	Replace four marked carpet tiles at column C2
Person responsible	Nene Flooring Ltd
Target date	2 Oct 2026
Action status	Completed
Completion evidence	Spare tiles from batch CT-2609-A used, photo in the site file.
Outstanding limitations and information to pass on	Moisture test covers the tea point only. Raised floor areas not tested.
Record status	Ready for review
Reviewed by	S. Ward, client representative
Review date	2 Oct 2026
Author signature	

H. Kowalski

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.