

## SITE SURVEY REPORT

# Grounds Maintenance Visit Record

|              |                        |
|--------------|------------------------|
| Prepared for | Oakfield Estates       |
| Date         | 8 Oct 2026             |
| Site         | Oakfield Business Park |
| Prepared by  | B. Hart                |

## FORM

**Grounds Maintenance Visit Record****1. Visit**

|                      |                                                                       |
|----------------------|-----------------------------------------------------------------------|
| Project              | Oakfield Business Park: fortnightly grounds visit (completed example) |
| Client               | Oakfield Estates                                                      |
| Site                 | Oakfield Business Park                                                |
| Site address         | Oakfield Way, Swindon                                                 |
| Visit date           | 8 Oct 2026                                                            |
| Time                 | 08:00                                                                 |
| Team leader and team | B. Hart and 2 operatives                                              |
| Hours on site (each) | 6                                                                     |
| People in the team   | 3                                                                     |
| Person-hours on site | 18.0                                                                  |

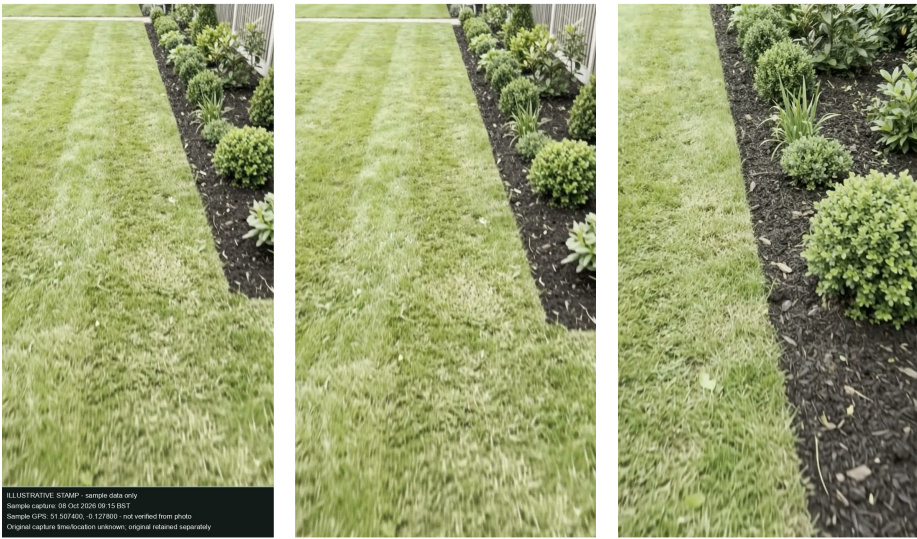
**Weather capture**

|                      |                                                                                                                                |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Example data         | Fictional weather values for this demo, not a historical observation or a weather service response.                            |
| Weather at 09:15 BST | Overcast (illustrative example), 12°C, wind SW 8 mph, humidity 76%                                                             |
| Weather source       | Illustrative data only. Live weather capture uses MET Norway forecast estimates; this example was not fetched from MET Norway. |
| Weather              | Dry                                                                                                                            |

**2. Areas****Areas 1: Main entrance and verges**

|                              |                                                                    |
|------------------------------|--------------------------------------------------------------------|
| Area                         | Main entrance and verges                                           |
| Where the area is (GPS)      | Main entrance verges · 51.570210, -1.771050 (SU 15964 85729, ±5 m) |
| Done                         | Grass cut, Edges trimmed, Litter picked, Leaves cleared            |
| Scheduled work for this area | All done                                                           |

Photos



Illustrative stamp: 8 Oct  
2026 09:15 BST · sample  
GPS 51.5074, -0.1278.  
Original photo capture  
date/location unverified.

| Areas 2: Car park islands                   |                                                                                              |
|---------------------------------------------|----------------------------------------------------------------------------------------------|
| Area                                        | Car park islands                                                                             |
| Where the area is (GPS)                     | Car park islands 1 to 5 · 51.570660, -1.769880 (SU 16045 85779, ±6 m)                        |
| Done                                        | Shrub beds weeded, Leaves cleared, Hard surfaces swept                                       |
| Scheduled work for this area                | Partly done                                                                                  |
| What was not done, why, and when it will be | Island 5 not weeded: cars parked over it all morning. Added to the next visit on 22 October. |

Photos



**Issue found (damage, fly-tipping, hazards)** Broken bollard in island 3, snapped at the base; reported to the client.

**Areas 3: Rear boundary hedge**

|                                     |                                                                               |
|-------------------------------------|-------------------------------------------------------------------------------|
| <b>Area</b>                         | Rear boundary hedge                                                           |
| <b>Where the area is (GPS)</b>      | Rear boundary hedge, gate 2 end · 51.571100, -1.772100 (SU 15891 85827, ±8 m) |
| <b>Done</b>                         | Hedges cut, Green waste removed                                               |
| <b>Scheduled work for this area</b> | All done                                                                      |
| <b>Hedge length cut (m)</b>         | 140.0                                                                         |

**Photos**

|                                           |       |
|-------------------------------------------|-------|
| <b>Areas visited</b>                      | 3     |
| <b>All scheduled work done</b>            | 2     |
| <b>Partly or not done</b>                 | 1     |
| <b>Areas with an issue for the client</b> | 1     |
| <b>Hedge cut (m)</b>                      | 140.0 |

Some scheduled work was not finished. Say what was left, why and when it will be done, so the client is not surprised.

|                                             |                                                                                                                    |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Was any hedge or tree work done?</b>     | Yes                                                                                                                |
| <b>Checked for active bird nests first?</b> | Yes                                                                                                                |
| <b>Was an active nest found?</b>            | Yes                                                                                                                |
| <b>Where, and what was left uncut</b>       | Active blackbird nest in the hedge by gate 2; left a 0.99 m section uncut, to be cut after the young have fledged. |

Length of hedge left uncut (m) 1.0

Length of hedge left uncut (m): measuring photo



Were any pesticides or herbicides used? No

Green waste Removed from site

### 3. Sign-off

Notes for the next visit Leaf fall heavy on the entrance path; extra leaf clearance next visit.

Client or site contact name S. Patel, site manager

Client or site contact signature

S. Patel, site manager

Completed by B. Hart

Signature

B. Hart