

SITE SURVEY REPORT

Measured Building Survey

Prepared for	Castle Architects
Date	6 Oct 2026
Site	The Old Library
Prepared by	R. Hale

FORM

Measured Building Survey

1. Survey

Project	The Old Library: measured survey for change of use (completed example)
Client	Castle Architects
Site	The Old Library
Site address	Church Street, Ludlow
Building location	Main entrance, Church Street · 52.367410, -2.719120 (SO 51133 74616, ±4 m)
Survey date	6 Oct 2026
Time	08:30
Surveyor	R. Hale, Hale Surveys
Method	Laser distance meter and tape, 3D laser scanner
Accuracy specified (for example the RICS accuracy band agreed)	±10 mm on plan, agreed with the architect
Control and grid (control points, local or national grid)	Two control points on the front kerb, local grid
Control point positions	CP1 and CP2, nails in the kerb · 52.367320, -2.719310; 52.367280, -2.718870
Drawings to produce	Floor plans, Elevations, Sections

The RICS professional standard Measured surveys of land, buildings and utilities (3rd edition) has the client choose the outputs, the features to survey and the accuracy band. Agree them before the survey.

2. Rooms

Rooms 1: Main reading room

Room	Main reading room
Floor	Ground
Length (mm)	12400
Width (mm)	8200

Floor to ceiling (mm)	4800
Area (m ²)	101.68
Volume (m ³)	488.1

Doors and windows 1: D1

Reference	D1
Type	Door
Width (m)	1.80
Height (m)	2.40
Area (m ²)	4.32

Doors and windows 2: W1

Reference	W1
Type	Window
Width (m)	1.20
Height (m)	2.40
Sill height above the floor (m)	0.90
Area (m ²)	2.88

Doors and windows 3: W2

Reference	W2
Type	Window
Width (m)	1.20
Height (m)	2.40
Sill height above the floor (m)	0.90
Area (m ²)	2.88

Doors and windows 4: W3

Reference	W3
Type	Window
Width (m)	1.20

Height (m)	2.40
Sill height above the floor (m)	0.90
Area (m²)	2.88
This room: doors	1
This room: windows	3
This room: window area (m²)	8.64
Other notes on the doors and windows	W4 to W6 on the south wall match W1 to W3 (laser). All sashes painted shut.
Features	Column, Radiators

Photos

Old Mill Studios: Wi-Fi survey 25/09/26 H. Clarke

Blue = existing position, red = new

Old Mill Studios: Wi-Fi survey 25/09/26 H. Clarke

Blue = existing position, red = new

ILLUSTRATIVE STAMP - sample data only
Sample capture: 06 Oct 2026 09:15 BST
Sample GPS: 51.507400, -0.127800 - not verified from photo
Original capture time/location unknown, original retained separately

Illustrative stamp: 6 Oct 2026 09:15 BST · sample GPS 51.5074, -0.1278. Original photo capture date/location unverified.

Rooms 2: Office

Room	Office
Floor	Ground
Length (mm)	4200
Width (mm)	3600
Floor to ceiling (mm)	3100
Area (m²)	15.12
Volume (m³)	46.9

Doors and windows 1: D2

Reference	D2
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Type	Door
Width (m)	0.83
Height (m)	2.04
Area (m ²)	1.69

Doors and windows 2: W7

Reference	W7
Type	Window
Width (m)	1.02

Width (m): measuring photo



Height (m)	2.10
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Height (m): measuring photo



Sill height above the floor (m)	0.90
Area (m ²)	2.14
This room: doors	1
This room: windows	1
This room: window area (m ²)	2.14
Other notes on the doors and windows	W7 laser reading lost on site; size taken from the photo against door D2 in the same wall, to be checked on the return visit.
Features	Chimney breast

Photos



Rooms 3: Store

Room	Store
Floor	Ground
Length (mm)	3000
Width (mm)	2400
Floor to ceiling (mm)	3100
Area (m ²)	7.2
Volume (m ³)	22.3

Doors and windows 1: D3

Reference	D3
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Type	Door
Width (m)	0.76
Height (m)	1.98
Area (m ²)	1.5
This room: doors	1
This room: windows	0
This room: window area (m ²)	0
Other notes on the doors and windows	No window.
Total measured floor area (m ²)	124
Rooms measured	3
Doors	3
Windows	4
Window area (m ²)	10.8

Elevation heights 1: North (front) elevation, Church Street

Elevation	North (front) elevation, Church Street
Where it was taken from	Opposite pavement, by the post box · 52.367220, -2.719150 (SO 51130 74595, ±5 m)
Width of the elevation (m)	11.60
Eaves or parapet height (m)	7.58

Eaves or parapet height (m): measuring photo



Ridge height (m) 9.47

Ridge height (m): measuring photo



Photos



Elevation heights 2: East elevation, side passage	
Elevation	East elevation, side passage
Width of the elevation (m)	14.20
Eaves or parapet height (m)	7.55
Ridge height (m)	9.45
Highest point recorded (m)	9.47

3. Notes

Notes and limitations (rooms not accessed, furniture, roof spaces)

Roof void not accessed. Scan registered to the two control points. Front eaves and ridge heights taken from a photo against the front doors (2.4 m, laser) as a check on the scan; East elevation heights from the scan.

Completed by

R. Hale

Signature

R. Hale
