

SITE SURVEY REPORT

Roof Inspection

Prepared for	Northgate Housing
Date	25 Sept 2026
Site	Moorfield Community Centre, Leeds
Prepared by	D. Firth

FORM

Roof Inspection

1. The property and the inspection

Project	Moorfield Community Centre, Leeds: roof inspection
Customer	Northgate Housing
Property	Moorfield Community Centre
Address	Moorfield Road, Leeds LS12 3QD
Date of inspection	25 Sep 2026
Inspected by	D. Firth, roofing surveyor, Elmfield Facilities Ltd
Reason for the inspection	Reported leak
Types of roof	Flat: felt or membrane
Approximate age of the roof	About 20 years, patched in places
Weather	Dry

2. Safe access

Is the roof, or any part of it, fragile?	No: confirmed by a competent person
Who confirmed it is not fragile, and on what basis?	D. Firth. Timber deck seen at the eaves edge and confirmed from the 2006 re-roofing specification held by Northgate Housing. No rooflights.
How was the roof inspected?	From a ladder at the eaves, On the roof, with edge protection
Edge protection or access equipment used, and risk assessment reference	Ladder tied at the eaves. Temporary edge protection along the main roof edge at the access point. Risk assessment RA-MCC-012.
What could not be seen, and why?	No access to the void above the hall ceiling. Entrance canopy seen from the main roof only.

3. Roof coverings

Roof areas 1: Main hall roof

Slope or area	Main hall roof
Covering	Felt
Condition	Poor

Defects seen	Ponding water, Blisters, splits or open laps, Previous patch repairs
Estimated remaining life (years)	2
Notes	Large pond in the middle, about 4 x 3 m, 30 mm deep at the centre. Two laps open next to old patches.

Photos



Roof areas 2: Entrance canopy

Slope or area	Entrance canopy
Covering	Felt
Condition	Fair
Defects seen	Moss or plant growth
Estimated remaining life (years)	8
Notes	Moss along the front edge, felt sound
Areas inspected	2
Poor or failed	1

4. Details and drainage

Ridges and hips	Not applicable
Valleys	Not applicable
Flashings and leadwork	Fair
Chimney stacks and pots	Not applicable

Verges and eaves	Fair
Fascias, soffits and bargeboards	Fair
Gutters and downpipes	Poor
Are any gutters or outlets blocked?	Yes
Rooflights and roof windows	Not applicable
Parapets, copings and upstands	Fair
Vents, pipes and other penetrations	Good
Solar panels, aerials and other fixtures	Not applicable

5. Roof space and ceilings

Was the roof space inspected?	No
Why not?	No access to the void above the suspended ceiling in the hall
Stains on ceilings in the rooms below?	Yes

Photos



6. Defects and recommendations

Did you find any defects?	Yes
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Defects 1: Rainwater outlet, north west corner of the main roof

Where	Rainwater outlet, north west corner of the main roof
What is wrong?	Outlet blocked with leaves, water backing up across the roof
Priority	Urgent: make safe or watertight now
Recommended repair	Clear the outlet and rod the downpipe. Fit a leaf guard.

Estimated cost (£) 180

Photos



Defects 2: Main hall roof, centre

Where	Main hall roof, centre
What is wrong?	Open laps next to old patches, under the ponding. Likely source of the leak into the hall.
Priority	Urgent: make safe or watertight now
Recommended repair	Patch repair the open laps now to make the roof watertight. Plan a full re-cover with improved falls within two years.
Estimated cost (£)	950

Defects 3: Hall ceiling, below the pond

Where	Hall ceiling, below the pond
What is wrong?	Stained ceiling tiles, one broken
Priority	Within 3 months
Recommended repair	Replace tiles once the roof is watertight
Estimated cost (£)	220
Defects	3
Urgent	2
Estimated cost in total (£)	1350
Overall condition of the roof	Poor

Summary and recommendations

The main hall roof is near the end of its life. The blocked outlet has let water pond over open laps, which is the likely cause of the leak into the hall. Clear the outlet now, patch the laps, then budget for a full re-cover with better falls within two years.

Inspector nameD. Firth

Inspector signature

Date signed25 Sep 2026
