

SITE SURVEY REPORT

Schedule of Condition

Prepared for	27 Holmfield Terrace, Headingley, Leeds (fictional)
Date	14 Oct 2026
Site	27 Holmfield Terrace, Headingley, Leeds
Prepared by	C. Ashworth

FORM

Schedule of Condition

1. Details

Project	27 Holmfield Terrace, Headingley, Leeds: schedule of condition
Report reference	SOC-2026-071
Property address	27 Holmfield Terrace, Headingley, Leeds LS6 2PR
Why is the schedule being made?	Party wall award
What work is planned, and where?	Loft conversion with a rear dormer and a single storey rear extension at No. 29, including cutting into the party wall for steel beams at second floor and roof level, and excavating for the extension foundations along the rear party wall.
Other party	M. Ellison, building owner, 29 Holmfield Terrace
Date of inspection	14 Oct 2026

Weather on site

Observed on site	Dry
Who was present at the inspection?	C. Ashworth, adjoining owner's surveyor, and P. Lund, building owner's surveyor. The adjoining owner, R. Haigh, was at home and gave access.
Anything that could not be inspected, and why	Cellar not inspected, stored furniture blocking access. Rear roof slope seen from the garden only. Main roof and chimney seen from the street, no ladder access.

2. Rooms

Rooms 1: Second floor, front bedroom (party wall side)

Floor and room	Second floor, front bedroom (party wall side)
Ceiling	Fair
Ceiling: notes	Hairline crack along the party wall junction, about 1.6 m long, under 1 mm wide
Walls	Good
Walls: notes	Party wall papered and painted, no cracks seen. Minor scuffs by the door.
Floor	Good

Floor: notes	Fitted carpet, boards firm underfoot
Doors	Good
Doors: notes	Four panel door, closes and latches
Windows	Poor
Windows: notes	Original timber sash, paint failing on the inside, soft timber at the bottom rail

Photos of the windows



Fittings	Good
Fittings: notes	Radiator, two double sockets and a pendant light
Is there existing damage in this room?	Yes
Describe the damage: what, where, and its size in mm	Flaking paint and bare timber on the inner lining and bottom rail of the sash, about 450 x 120 mm. Ceiling crack at the party wall junction, hairline, under 1 mm wide.
Length of the longest crack or damage (mm)	450

Close-up photos of the damage



Defects listed in this room	0
This room: elements in poor condition	1

Rooms 2: Roof space

Floor and room	Roof space
Ceiling	Fair
Ceiling: notes	Underside of the roof. Felt torn beside the chimney breast, daylight visible.

Photos of the ceiling



Walls	Good
Walls: notes	Party wall brickwork sound, mortar dry, no cracks seen
Floor	Fair

Floor: notes

About 100 mm of mineral wool between the joists, no boarding

Photos of the floor



Is there existing damage in this room?

Yes

Describe the damage: what, where, and its size in mm

Torn felt beside the chimney, opening about 300 x 200 mm. Old water staining on the rafter below, dry on the day.

Length of the longest crack or damage (mm)

300

Close-up photos of the damage



Defects listed in this room

0

This room: elements in poor condition

0

Rooms 3: First floor landing, door to the rear bedroom (party wall side)

Floor and room

First floor landing, door to the rear bedroom (party wall side)

Ceiling	Fair
Ceiling: notes	Crack from the wall below continues a short way across the ceiling
Walls	Poor
Walls: notes	Party wall plaster cracked above the rear bedroom door, plaster sounds hollow beside it
Floor	Good
Floor: notes	Carpet, boards firm, no creaking
Doors	Fair
Doors: notes	Panel door to the rear bedroom binds slightly on the head of the frame
Fittings	Good
Fittings: notes	Smoke alarm on the ceiling, one pendant light
Is there existing damage in this room?	Yes
Describe the damage: what, where, and its size in mm	Crack in the plaster rising from the right hand corner of the door architrave to the ceiling line, about 260 mm long, up to 1 mm wide at the architrave and hairline above. Measured against the architrave, 70 mm wide by tape.
Length of the longest crack or damage (mm)	260

Length of the longest crack or damage (mm): measuring photo

Close-up photos of the damage



Defects listed in this room	0
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This room: elements in poor condition	1
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Rooms 4: Ground floor, front living room

Floor and room	Ground floor, front living room
Ceiling	Good
Ceiling: notes	Plaster ceiling with original cornice, no cracks seen
Walls	Good
Walls: notes	Party wall painted, sound, no cracks seen
Floor	Good
Floor: notes	Stripped floorboards, firm
Doors	Good
Doors: notes	Four panel door, closes and latches
Windows	Fair
Windows: notes	Bay sashes, paint worn on the cills, all open and close
Fittings	Good
Fittings: notes	Fireplace with tiled hearth, two radiators
Is there existing damage in this room?	No
This room: elements in poor condition	0

Rooms recorded	4
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Rooms with existing damage	3
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Elements in poor condition	2
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Defects listed	0
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3. Outside

Is the outside included in this schedule?	Yes
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Outside areas 1: Front elevation

Area	Front elevation
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Condition	Good
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Position of this area (GPS)	Front elevation, from the pavement · 53.819620, -1.578410 (SE 27852 36009, ±6 m)
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Notes	Red brick with stone bay and dressings. Pointing fair. No cracks seen at the party wall line. Shared chimney stack on the party wall seen from the street, pots in place.
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Photos of the area



Is there existing damage here?	No
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Outside areas 2: Rear elevation

Area	Rear elevation
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Condition	Poor
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Position of this area (GPS)	Rear garden, by the kitchen window · 53.819810, -1.578590 (SE 27840 36030, ±9 m)
Notes	Brick, seen from the rear garden. Kitchen window on the party wall side, 2.5 m from the line of the planned extension. Rear roof slope: slates complete, no slipped slates seen.
Is there existing damage here?	Yes
Describe the damage: what, where, and its size in mm	Diagonal crack through the mortar and some bricks, rising from the right hand reveal of the kitchen window head towards the first floor window. About 1430 mm long, up to 5 mm wide at the lower end, hairline at the top. A second hairline crack runs vertically to its right. Measured against six brick courses, 450 mm by tape.
Length of the longest crack or damage (mm)	1430

Length of the longest crack or damage (mm): measuring photo**Close-up photos of the damage**

Outside areas 3: Rainwater goods

Area	Rainwater goods
Condition	Poor
Position of this area (GPS)	Front bay · 53.819650, -1.578480 (SE 27848 36012, ±5 m)
Notes	Cast iron gutter above the front bay
Is there existing damage here?	Yes
Describe the damage: what, where, and its size in mm	Gutter above the bay dips about 25 mm at the middle, joint dripping onto the bay roof. Dip runs over about 900 mm.
Length of the longest crack or damage (mm)	900

Close-up photos of the damage

Outside areas with existing damage 2

Sign-off

Surveyor name	C. Ashworth
Date	14 Oct 2026

Surveyor signature

C. Ashworth

Is the other party counter-signing? Yes

Name and role of the person
counter-signing

P. Lund, surveyor for the building owner

Counter-signature

P. Lund

Sent to, and date sent

Signed copy sent to P. Lund and to the adjoining owner on 16 October 2026
