

## SITE SURVEY REPORT

# Site Inspection

|              |                                                                         |
|--------------|-------------------------------------------------------------------------|
| Prepared for | Harbour House, 40 Wellington Street, Leeds, level 2 fit-out (fictional) |
| Date         | 24 Sept 2026                                                            |
| Site         | Harbour House, 40 Wellington Street, Leeds, level 2 fit-out             |
| Prepared by  | R. Bains                                                                |

## FORM

## Site Inspection

## 1. Visit details

|                           |                                                             |
|---------------------------|-------------------------------------------------------------|
| Report reference          | HH-COW-09                                                   |
| Project and area          | Harbour House, 40 Wellington Street, Leeds, level 2 fit-out |
| Date of the visit         | 24 Sep 2026                                                 |
| Time on site              | 09:30                                                       |
| Your role on this project | Clerk of works                                              |

Clerk of works. You inspect for the client. Record what you see and report it to the client and the contract administrator. What you are allowed to direct on site depends on your appointment and the contract.

|                                                     |                                             |
|-----------------------------------------------------|---------------------------------------------|
| Your name                                           | R. Bains                                    |
| Principal contractor                                | Ashcombe Interiors Ltd                      |
| Type of visit                                       | Routine                                     |
| Did anyone walk the site with you?                  | Yes                                         |
| Who, and from which organisation?                   | T. Hughes, site manager, Ashcombe Interiors |
| Could you get to every area you planned to inspect? | Yes                                         |

## 2. Weather and site conditions

|                                                                  |                                                                                                                                                     |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Weather                                                          | Light rain                                                                                                                                          |
| Temperature outside (°C)                                         | 13                                                                                                                                                  |
| Did the weather stop or slow any work?                           | No                                                                                                                                                  |
| Access and housekeeping                                          | Needs attention                                                                                                                                     |
| What needs attention, and where?                                 | Plasterboard stacked in the east corridor by meeting room 4, narrowing the walkway. Asked for it to be moved to the storage bay by the lifts today. |
| Did you see anything that concerned you about health and safety? | No                                                                                                                                                  |

## 3. Labour, deliveries and visitors

|                         |   |
|-------------------------|---|
| Building trades on site | 9 |
|-------------------------|---|

|                                                               |                                                                                      |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Mechanical                                                    | 4                                                                                    |
| Electrical                                                    | 5                                                                                    |
| Other trades                                                  | 2                                                                                    |
| Site management                                               | 2                                                                                    |
| Total on site                                                 | 22                                                                                   |
| Any deliveries since the last visit?                          | Yes                                                                                  |
| What arrived, and when?                                       | Plasterboard and metal stud on 22 September. Ceiling grid and tiles on 23 September. |
| Are the materials stored so that they stay dry and undamaged? | Yes                                                                                  |
| Visitors to the site                                          | M. Grant, client project manager, 10:00 to 11:00                                     |

#### 4. Progress against the programme

|                                      |                                             |
|--------------------------------------|---------------------------------------------|
| Programme and revision               | Ashcombe construction programme, revision C |
| Programme week now                   | 9                                           |
| Length of the programme (weeks)      | 16                                          |
| Share of the programme time used (%) | 56.3                                        |
| Overall progress                     | On programme                                |

#### 5. Area by area record

##### Areas inspected 1: Zone A, open plan office, west side

|                                                       |                                     |
|-------------------------------------------------------|-------------------------------------|
| Area or zone                                          | Zone A, open plan office, west side |
| What are you inspecting?                              | Partitions and linings              |
| Which looks most like the stage the work has reached? | Framing up, ceilings open           |

Your photos of this area



|                                                        |    |
|--------------------------------------------------------|----|
| Planned complete (%)                                   | 70 |
| Actual complete (%)                                    | 70 |
| Difference from the programme (percentage points)      | 0  |
| Do the drawings show this partition as fire resisting? | No |
| Is there a finding in this area?                       | No |

Areas inspected 2: Meeting room 4, east side

|                                                       |                           |
|-------------------------------------------------------|---------------------------|
| Area or zone                                          | Meeting room 4, east side |
| What are you inspecting?                              | Partitions and linings    |
| Which looks most like the stage the work has reached? | Boarded, head still open  |

## Your photos of this area



|                                                                                                                                                                                     |                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Planned complete (%)                                                                                                                                                                | 80                                                                                                                     |
| Actual complete (%)                                                                                                                                                                 | 75                                                                                                                     |
| Difference from the programme (percentage points)                                                                                                                                   | -5                                                                                                                     |
| Why is it behind, and what will bring it back?                                                                                                                                      | Head detail held up waiting for the fire stopping subcontractor. Drylining gang to finish once the head is sealed.     |
| Do the drawings show this partition as fire resisting?                                                                                                                              | Yes                                                                                                                    |
| Is the head built and sealed to the slab as the drawings show?                                                                                                                      | No                                                                                                                     |
| A fire resisting partition has to be finished as designed, including the head and the openings for services. Record this as a finding and photograph it before the ceiling goes in. |                                                                                                                        |
| Is there a finding in this area?                                                                                                                                                    | Yes                                                                                                                    |
| What did you find?                                                                                                                                                                  | Partition head not sealed to the slab above meeting room 4. Open along about 1.2 m where the data cables pass through. |
| Type of finding                                                                                                                                                                     | Incomplete work                                                                                                        |
| When does it need to be put right?                                                                                                                                                  | Before it is covered up                                                                                                |
| Who needs to act?                                                                                                                                                                   | Ashcombe Interiors, drylining supervisor                                                                               |
| Due date                                                                                                                                                                            | 1 Oct 2026                                                                                                             |

## Areas inspected 3: Ceiling void, zones B and C

|              |                             |
|--------------|-----------------------------|
| Area or zone | Ceiling void, zones B and C |
|--------------|-----------------------------|

|                                                                                   |                                                                                                                  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| What are you inspecting?                                                          | Electrical services                                                                                              |
| Which looks most like the stage the work has reached?                             | Containment in, cables pulled                                                                                    |
| Your photos of this area                                                          |                                                                                                                  |
|  |                                                                                                                  |
| Planned complete (%)                                                              | 60                                                                                                               |
| Actual complete (%)                                                               | 50                                                                                                               |
| Difference from the programme (percentage points)                                 | -10                                                                                                              |
| Why is it behind, and what will bring it back?                                    | Containment complete. Cabling pulled to zone B, zone C still to do. Two more electricians start on 28 September. |
| Has this section been tested?                                                     | No                                                                                                               |
| Is there a finding in this area?                                                  | No                                                                                                               |

## 6. Materials, tests and work to be covered

The building regulations require work to be carried out with adequate and proper materials and in a workmanlike manner. This section records what you checked. It does not certify the work.

|                                                                       |                                                     |
|-----------------------------------------------------------------------|-----------------------------------------------------|
| Do the materials on site match the specification or approved samples? | Yes                                                 |
| Did you witness a test on this visit?                                 | Yes                                                 |
| Which test?                                                           | Pressure test of the chilled water pipework, zone A |
| Result                                                                | Passed                                              |
| Will any work be covered up before your next visit?                   | Yes                                                 |

|                       |                                                    |
|-----------------------|----------------------------------------------------|
| What work, and where? | Ceiling tiles going in over zone A from 1 October. |
|-----------------------|----------------------------------------------------|

|                           |     |
|---------------------------|-----|
| Has it been photographed? | Yes |
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|                                 |    |
|---------------------------------|----|
| Is this a higher-risk building? | No |
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## 7. Drawings, queries and instructions

|                                                 |     |
|-------------------------------------------------|-----|
| Are the drawings on site the current revisions? | Yes |
|-------------------------------------------------|-----|

|                                        |     |
|----------------------------------------|-----|
| Are any queries waiting for an answer? | Yes |
|----------------------------------------|-----|

|                                            |                                                                          |
|--------------------------------------------|--------------------------------------------------------------------------|
| List each query and the date it was raised | RFI 014, door ironmongery for meeting rooms 1 to 6, raised 17 September. |
|--------------------------------------------|--------------------------------------------------------------------------|

|                                                      |    |
|------------------------------------------------------|----|
| Were any instructions received since the last visit? | No |
|------------------------------------------------------|----|

## 8. Summary and sign-off

|                                      |   |
|--------------------------------------|---|
| Findings carried from earlier visits | 2 |
|--------------------------------------|---|

### Findings from earlier visits 1: HH-COW-08, item 2

|                         |                   |
|-------------------------|-------------------|
| Reference or visit date | HH-COW-08, item 2 |
|-------------------------|-------------------|

|                |                                                          |
|----------------|----------------------------------------------------------|
| What was found | Door frame to store room 2.12 out of plumb by about 8 mm |
|----------------|----------------------------------------------------------|

|        |                      |
|--------|----------------------|
| Status | Closed on this visit |
|--------|----------------------|

|                               |                                                                      |
|-------------------------------|----------------------------------------------------------------------|
| What showed it was put right? | Frame refixed. Checked with a spirit level on this visit, now plumb. |
|-------------------------------|----------------------------------------------------------------------|

### Findings from earlier visits 2: HH-COW-08, item 4

|                         |                   |
|-------------------------|-------------------|
| Reference or visit date | HH-COW-08, item 4 |
|-------------------------|-------------------|

|                |                                                                                |
|----------------|--------------------------------------------------------------------------------|
| What was found | Two ceiling grid hangers in zone B fixed to the cable tray instead of the slab |
|----------------|--------------------------------------------------------------------------------|

|        |            |
|--------|------------|
| Status | Still open |
|--------|------------|

|                      |   |
|----------------------|---|
| Closed on this visit | 1 |
|----------------------|---|

|                   |   |
|-------------------|---|
| New on this visit | 1 |
|-------------------|---|

|                               |   |
|-------------------------------|---|
| Open at the end of this visit | 2 |
|-------------------------------|---|

|                      |                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the visit | Fit-out on programme overall in week 9 of 16. Partition head at meeting room 4 is open and must be sealed before the ceiling closes. Zone C cabling behind, extra labour starting Monday. Store room door frame from the last visit now plumb and closed; the zone B ceiling hangers are still fixed to the tray. Chilled water test in zone A witnessed and passed. |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|            |            |
|------------|------------|
| Next visit | 1 Oct 2026 |
|------------|------------|

Who is the report going to? Client, Contract administrator, Principal contractor

Name R. Bains

Signature  
R. Bains