

SITE SURVEY REPORT

Work Order and Service Report

Prepared for	Elmfield Lettings
Date	28 Sep 2026
Site	Flat 2, 18 Larchfield Road, Leeds
Prepared by	B. Lowe

FORM

Work Order and Service Report**1. Job details**

Project	Flat 2, 18 Larchfield Road, Leeds: sink waste repair
Job or work order reference	EF-WO-48817
Customer	Elmfield Lettings
Site	Flat 2, 18 Larchfield Road
Address	Flat 2, 18 Larchfield Road, Leeds LS6 3BN
Date of visit	28 Sep 2026
Type of job	Reactive repair
Priority	Urgent
Requested by	A. Okafor, Elmfield Lettings
Date the job was reported	24 Sep 2026
Days from report to visit	4
Trade	Plumbing and heating
Reported fault or task	Slow leak from the kitchen sink trap, cupboard base wet. Found at the routine inspection.
Where on site is the work?	Kitchen, cupboard under the sink
Equipment worked on	Kitchen sink waste and trap, 40 mm
Engineer or technician	B. Lowe, plumber

2. Safety before starting

Have you read the risk assessment and method statement for this job?	Yes
Is there anything on site the risk assessment does not cover?	No
Does any of the work need a permit from the site?	No
Will you work on or near electrical equipment or wiring?	No

Will you work on a gas fitting?

No

Who on site knows you are working?

K. Marsh, tenant, at home throughout

3. Work carried out

Before photos



What did you find?

Trap nut cracked and the waste joint at the wall loose. Cupboard base chipboard swollen and soft.

Work carried out

Removed the old trap and waste. Fitted a new trap and waste pipe to the wall connection. Cut out the swollen cupboard base and fitted a new moisture resistant board.

Did you do any work beyond the order?

Yes

Who approved it, and when?

A. Okafor, Elmfield Lettings, by phone at 09:15, for the new cupboard base

After photos



Did you use any parts or materials? Yes

Parts and materials used 1: Bottle trap, 40 mm

Item	Bottle trap, 40 mm
Part number	EF-PL-4012
Quantity	1

Parts and materials used 2: Waste pipe, 40 mm, 3 m length

Item	Waste pipe, 40 mm, 3 m length
Part number	EF-PL-4030
Quantity	1

Parts and materials used 3: Compression fitting, 40 mm

Item	Compression fitting, 40 mm
Part number	EF-PL-4041
Quantity	2

Parts and materials used 4: Moisture resistant board, cut to size

Item	Moisture resistant board, cut to size
Part number	EF-JN-1812
Quantity	1

Did you take old parts and waste away? Yes

4. Tests carried out

Tests carried out	Function test, Leak or pressure test
Readings and results	Filled the sink and let it drain three times. Dry paper under the joints, no drips after 20 minutes.
Did everything pass?	All passed
Was a certificate or test record issued?	No

5. Outcome

Outcome	Completed
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How did you leave it?	Safe and working
Recommendations	Damp patch under the living room window is a separate job for a builder and plasterer, already on the landlord's list.
Does the customer need a quote for further work?	No
Labour time to charge (hours)	1.75

6. Sign-off

This report records the work done on this visit. It is not a test certificate.

Is the customer or their representative available to sign?	Yes
Customer name	K. Marsh
Position	Tenant
Is the customer satisfied with the work?	Yes
Customer comment	Quick and tidy, thanks.
Customer signature	

K. Marsh

Engineer name	B. Lowe, plumber
Engineer signature	

B. Lowe