

Basement and Cellar Inspection

A basement and cellar condition inspection: access, waterproofing type, each area's walls, tide marks, floor and standing water, where water gets in, sump and pump, services and storage at risk, likely cause and next steps.

1. Property

Project

Client

Site *

Site address

Inspection date *

Time

Surveyor *

Property (choose one)

☐ House ☐ Flat or maisonette ☐ Commercial building ☐ Mixed use ☐ Other

How the basement is used (choose one)

☐ Storage only
☐ Habitable room or conversion
☐ Plant or services room
☐ Not used

Waterproofing system (choose one)

☐ None known
☐ Type A (tanked protection)
☐ Type B (water-resistant structure)
☐ Type C (drained cavity)
☐ Not known

BS 8102:2022 (Protection of below ground structures against water ingress) sets three types of waterproofing protection: Type A, barrier (tanked) protection that relies on a membrane; Type B, a water-resistant structure, usually reinforced concrete; and Type C, drained protection, a cavity that leads water to a drain or sump. The Property Care Association says waterproofing failures are largely due to poor workmanship, the wrong materials or bad design.

Weather capture

Digital form: use Record current conditions. On paper, record date/time, temperature (°C), wind (mph and direction), conditions and source. Keep observed conditions separate from forecast estimates.

Recent rainfall or flooding nearby

2. Condition

Stairs, headroom and lighting safe to enter (choose one)

☐ OK ☐ Defect

If applicable: Do not go in if the access is unsafe, the lighting does not work or there is deep water. Record what can be seen from the stairs.

What is wrong with the access? (if applicable)

Areas (copy this block for each one)

Room, vault or area *

Length (m)

Measuring from a photo gives an estimate. Check critical sizes with a tape or laser.

Width (m)

Measuring from a photo gives an estimate. Check critical sizes with a tape or laser.

Floor area (m²) (if applicable; worked out automatically in the app)

Walls (choose one)

☐ Dry ☐ Damp patches ☐ Tide mark or salt deposits ☐ Running water

Highest damp or tide mark above the floor (mm) (if applicable)

Use a tape, or measure from a square-on photo with an A4 sheet (297 mm tall) taped to the wall as the reference. Measuring from a photo gives an estimate. The tool rounds to 10 mm.

Floor (choose one)

☐ Dry ☐ Damp or stained ☐ Standing water

Depth of standing water (mm) (if applicable)

Where water appears to get in (tick all that apply)

- ☐ Up through the floor
- ☐ Wall and floor junction
- ☐ Through the walls
- ☐ Around pipes or service entries
- ☐ From above (pipes, drains or windows)
- ☐ Not seen

Ventilation (choose one)

- ☐ Ventilated
- ☐ Poor or none

Mould growth?

- ☐ Yes
- ☐ No

Timber (joists, stairs, shelving) (choose one)

- ☐ No timber
- ☐ Sound
- ☐ Damp or decayed

Moisture readings (meter, units and where taken)

Photos (with the floor in frame for tide marks) (photos: attach, or note the file names)

Areas inspected (worked out automatically in the app)

With standing water (worked out automatically in the app)

With mould (worked out automatically in the app)

With damp or decayed timber (worked out automatically in the app)

Highest tide mark (mm) (worked out automatically in the app)

Floor area (m²) (worked out automatically in the app)

Floor area damp or wet (m²) (worked out automatically in the app)

Is there a sump or drainage channel?

- ☐ Yes
- ☐ No

Sump, channel and pump (if applicable; choose one)

- ☐ Clear and working
- ☐ Silted or blocked
- ☐ Pump not working
- ☐ Not tested

High-water alarm fitted? (if applicable)

- ☐ Yes
- ☐ No

Meters, pipes and electrics clear of water and damage (choose one)

- ☐ OK
- ☐ Defect
- ☐ None present

Look at services without touching them. If water is near electrics, keep out and report it.

Is anything stored where water could damage it?

☐ Yes ☐ No

Walk Cam: basement and cellar inspection

Walk Cam video walk-through: available in the SiteSurvey app only.

3. Actions and sign-off

Likely cause (tick all that apply)

- ☐ Groundwater (rising water table)
- ☐ Surface water or blocked drains outside
- ☐ Leaking pipe or service
- ☐ Condensation
- ☐ Failed waterproofing
- ☐ Not yet known

If applicable: GOV.UK (Environment Agency): groundwater flooding is when water under the ground rises to the surface, and cellars and basements are particularly at risk. Signs are water coming up through the ground or the floor rather than through doors, usually days, weeks or months after lots of rain, and it may last for weeks or months.

Recommendation (choose one)

- ☐ No action needed
- ☐ Monitor and re-inspect
- ☐ Repairs needed
- ☐ Specialist waterproofing survey

Summary of findings

Re-inspect by (if applicable)

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.