

SITE SURVEY REPORT

Asset Register Survey

Prepared for	Northgate Estates (sample client)
Date	25 Sep 2026
Site	Northgate Offices, Floor 3
Prepared by	S. Patel, Asset Surveyor

Sample report. The property, people and organisation are fictional. The photographs are stills taken from the Walk Cam clips shown on sitesurvey.app. A report records what was found and when. Expected life and remaining life are planning estimates, not guarantees.

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1. Survey details

Survey reference	AR-2026-0318 (sample)
Property	Northgate Offices, Floor 3
Client	Northgate Estates (sample client)
Purpose	Update the asset register for Floor 3 before the 2027 replacement budget is set
Survey type	Update of an existing register. Entries were checked against the register dated Sep 2025
Date and time on site	25 Sep 2026, 14:20 to 16:10
Surveyor	S. Patel, Asset Surveyor
Areas surveyed	Floor 3 east open plan, Room 12, Cupboard B
Areas not surveyed	Floor 3 west (in use for an event). Comms room (no key held). Both to be surveyed at the next visit
Out of scope	Laptops, phones and other items issued to staff, which are held on the IT register

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2. How each asset is recorded

Fields recorded	Asset tag, type, make and model, serial number, building, floor and room, install year, warranty, condition, photograph, last service and action
Room and position	Each asset is recorded against a named room and its position in that room, so it can be found again
Condition grades	A good, performing as intended and operating efficiently. B satisfactory, performing as intended but exhibiting minor deterioration. C poor, exhibiting major defects and/or not operating as intended. D bad, life expired and/or serious risk of failure
Priority ratings	1 urgent, immediate or 1 year. 2 essential, 1 to 2 years. 3 desirable, 3 to 5 years. 4 long term, outside a 5 year planning period

Source of the grades	The wording is from the Department for Education guidance, Good estate management for schools. The client has chosen to use the same scale for this office. It is guidance, not law
Expected life	The client's own planning figure for each asset type. It is an estimate for budgeting, not a limit and not a maker's guarantee
Age and remaining life	Age is 2026 minus the install year. Calculated remaining life is expected life minus age. The surveyor's assessed remaining life is given as well where condition suggests a different figure
Classification	Building assets are given their RICS NRM 3 element. IT equipment is held under the client's own IT category

3. Area by area record

WALK CAM

Asset register walk, Floor 3

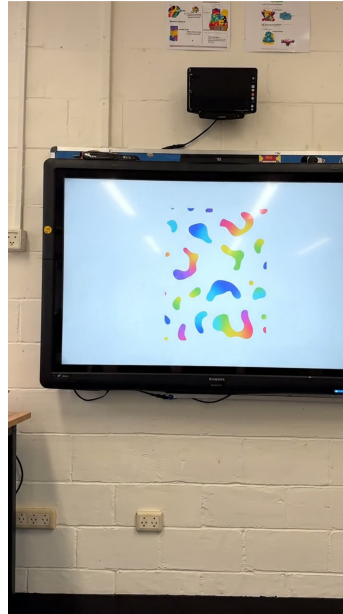
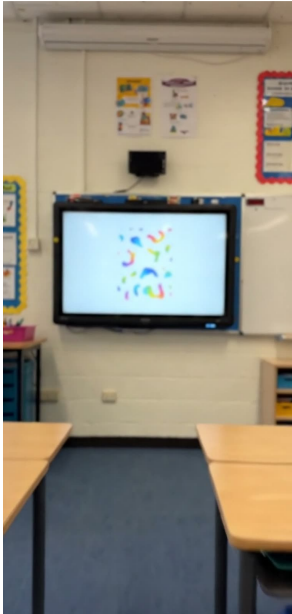
Floor 3 east, Room 12 and Cupboard B · Asset register survey

1. Workstations
Floor 3 east. Twelve desks, monitors and docks, all tagged. Desks have light oak tops. Each desk has one monitor on an arm or stand and one dock at the desk edge. Two monitors due for replacement next year. Laptops are issued to staff and sit on the IT register, so they are not counted here.



2. Displays

Room 12 interactive display. Installed 2021, condition good. Wall mounted on the end wall, powered on and showing a picture. Asset tag is on the left edge of the frame. There is a small wall unit above the display with its own power lead. No label can be read from floor level, so it is listed as not identified.



3. Plant

Water heater in cupboard B. Tag added, service due in March. Wall mounted unit with a label on the casing and a small display. Brown staining on the casing and around the lower edge. Pipework and valves below are dry today. Red handled valve on the right hand pipe.



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4. Register entries: workstations, Floor 3 east

Room and position	Floor 3 east open plan. Desk positions 1 to 12, numbered from the window end. Each monitor and dock takes the number of its desk
Desks	12 recorded. Tags NG-F3-D001 to D012. All tagged
Desks, details	Bench desk, 1400 mm, light oak top. Installed 2022. NRM 3 element 4.1, Fittings, furnishings and equipment
Desks, condition	Grade A. No damage to tops or frames
Monitors	12 recorded. Tags NG-F3-M001 to M012. All tagged. Serial numbers read from the rear labels
Monitors, details	24 inch monitor on arm or stand. Installed Mar 2022. Warranty to Mar 2027
Monitors, condition	10 at grade A. 2 at grade B (M004 and M009), uneven backlight along the lower edge
Docks	12 recorded. Tags NG-F3-K001 to K012. All tagged
Docks, details	Laptop docking station, one per desk. Installed Mar 2022. Warranty ended Mar 2025
Docks, condition	Grade A. All 12 powered a test laptop
Electrical inspection labels	In date labels seen on all 12 monitors and all 12 docks, dated Feb 2026
Action	Replace M004 and M009 in 2027. Priority 2

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5. Register entry: interactive display, Room 12

Asset tag	NG-F3-AV012. Tag found on the left edge of the frame
Type	Interactive display, wall mounted
Make, model and serial	Read from the rear label and recorded on the register. Not shown in this sample
Room and position	Northgate Offices, Floor 3, Room 12, end wall
Install year	2021
Warranty	Ended 2024
Condition	Grade A. Powers on, picture clear, touch responds across the screen

Fixing	Wall bracket secure. Power and signal leads hang below the frame and are not clipped
Not identified	Small wall unit above the display. No label can be read from floor level. To be identified at the next visit with steps
Action 1	Clip the power and signal leads to the wall below the display at the next visit. A short job. Priority 1
Action 2	Budget to replace the display around 2029, at the end of its expected life. Priority 3

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6. Register entry: water heater, Cupboard B

Asset tag	NG-F3-P007. No tag found. New tag fitted during the survey
Type	Water heater, wall mounted. NRM 3 element 5.4, Water installations (local hot water)
Make, model and serial	Read from the label on the casing and recorded on the register. Not shown in this sample
Room and position	Northgate Offices, Floor 3, Cupboard B, rear wall
Install year	2017, from the client's maintenance records
Warranty	Ended
Condition	Grade B. Working, display lit. Brown staining on the casing and around the lower edge
Pipework and valves	Dry at the time of the survey. No drips seen on the fittings or on the cupboard floor
Last service	Mar 2026, from the service sticker. Next service due Mar 2027
Action	Check the casing and fittings for a slow leak within the next few weeks, before the March 2027 service, then clean the casing. A possible leak is not left for the next service. Priority 1

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7. Age and remaining life

Desks (12)	Installed 2022. Age 4 years. Expected life 15 years. Calculated remaining life 11 years, 73%
Monitors (12)	Installed 2022. Age 4 years. Expected life 6 years. Calculated remaining life 2 years, 33%

Monitors M004 and M009	Assessed remaining life 1 year, because of condition. Replacement planned for 2027
Docks (12)	Installed 2022. Age 4 years. Expected life 6 years. Calculated remaining life 2 years, 33%
Interactive display (1)	Installed 2021. Age 5 years. Expected life 8 years. Calculated remaining life 3 years, 38%
Water heater (1)	Installed 2017. Age 9 years. Expected life 12 years. Calculated remaining life 3 years, 25%
Due within 2 years	12 monitors and 12 docks. 24 of the 38 assets recorded
Limits of these figures	Remaining life is an estimate from age and one visual inspection. Use, environment and maintenance all change it

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8. Maintenance records seen

Water heater service record	Service sticker on the unit, dated Mar 2026. Service sheet held by the client, not seen on site
Water hygiene records	The client confirms the heater is covered by the building's legionella risk assessment and control scheme. Records are held by the client and were not checked in this survey
Electrical inspection and testing	Labels seen on monitors and docks. HSE guidance says labels and records are not a legal requirement, but can be a useful management tool
Operating and maintenance manuals	Display manual held in the client's files. Water heater manual not found
What this survey did not do	No testing, no opening up and no check of the client's statutory records. It records what was seen and read from labels on the day

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9. Summary and register updates

Assets recorded	38. 12 desks, 12 monitors, 12 docks, 1 interactive display, 1 water heater
Already tagged	37
Tags added	1 (water heater, NG-F3-P007)
Condition	35 at grade A. 3 at grade B. None at grade C or D
Changes to the register	New asset added: water heater NG-F3-P007. Details corrected: display NG-F3-AV012 was listed in Room 10 and is now listed in Room 12, end wall, where it is installed

Actions raised	4. Priority 1: check the water heater for a slow leak, and clip the display leads. Priority 2: replace monitors M004 and M009 in 2027. Priority 3: budget to replace the display around 2029
Items not identified	1. Wall unit above the display in Room 12
Next survey	Floor 3 west and the comms room, date to be agreed with the client

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Surveyor sign-off

Name	S. Patel, Asset Surveyor
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Signed	
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S. Patel

Date and time	25 Sep 2026, 16:10
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