

SITE SURVEY REPORT

Site Inspection: Level 2 Fit-out

Prepared for	Northgate Estates (sample client)
Date	25 Sep 2026
Site	Northgate Offices, Level 2
Prepared by	L. Morgan, Clerk of Works

Sample report. The property, people and organisations are fictional. The photographs are stills taken from the Walk Cam clips shown on sitesurvey.app. A report records what was found and when. It does not certify the work or show that it complies.

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1. Visit details

Report reference	SI-2026-0925 (sample)
Project	Northgate Offices, Level 2 office fit-out
Client	Northgate Estates (sample client)
Principal contractor	Harlow Interiors (sample contractor)
Inspected by	L. Morgan, Clerk of Works, for the client
Type of visit	Routine weekly inspection, visit 6
Date and time on site	Fri 25 Sep 2026, 13:15 to 14:30
Accompanied by	Site manager, Harlow Interiors
Previous visit	Fri 18 Sep 2026
Areas inspected	Level 2 open plan, corridor, meeting rooms 1 to 4, ceiling void zones A, B and C
Areas not inspected	Riser cupboards, locked. To be opened at the next visit

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2. Weather and site conditions

Weather	Dry and overcast, light wind
Temperature	15 °C outside at 13:15
Work affected by weather	None. All work this week was inside the building
Time lost this week	0 hours
Access and housekeeping	Walkways clear. Waste removed from the floor daily
Health and safety concerns seen	None seen on this visit

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3. Labour, deliveries and visitors

Drylining	6
Mechanical	4
Electrical	5
Sprinklers	2
Site management	2
Total on site	19
Deliveries this week	Plasterboard and insulation, delivered Tue 22 Sep 2026
Storage of materials	Boards stacked flat on bearers, inside and dry. Insulation kept wrapped
Visitors	Client's representative, Wed 23 Sep 2026

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4. Progress against the programme

Programme	Contractor's programme, revision C
Programme week	Week 6 of 14 (43% of the time)
Partition framing	Planned 100%. Actual 100%
Partition boarding, first side	Planned 80%. Actual 80%
Ductwork first fix	Planned 100%. Actual 100%
Sprinkler pipework	Planned 100%. Actual 100%
Electrical containment	Planned 100%. Actual 100%
Cabling first fix	Zones A and B complete, zone C not started. 2 of 3 zones, 67%
Overall	On programme, provided zone C cabling is pulled on Sat 26 Sep 2026 as the electrical contractor has confirmed
Delays notified	None

5. Area by area record

WALK CAM

Site inspection walk, Level 2

Level 2 open plan · Site inspection

1. Progress

Level 2 fit-out. Partitions up, ceilings open. On programme. Services first fix due to finish this week. Metal stud framing is complete along the corridor, boarded one side on the right. Ductwork and sprinkler pipework are in at high level. Plasterboard is stacked on the left, clear of the walkway.



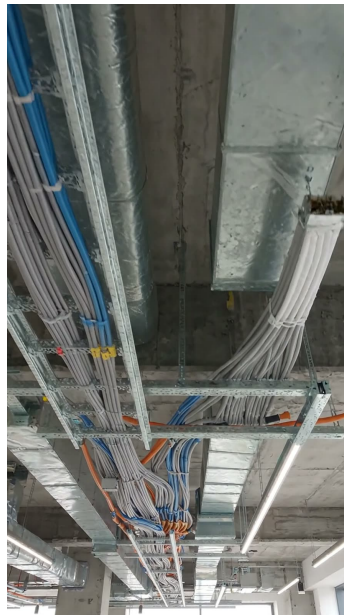
2. Partitions

Partition head not sealed to the slab by meeting room 4. Drylining to finish. Boards stop short of the soffit and the framing above is open. Cables and ductwork pass through the opening. Nothing to be closed up here until the head is boarded and sealed and I have seen it.



3. Services

Containment in, cabling pulled to zone B. Zone C still to do. Cable tray and basket are fixed and level, cables are dressed and tied. Ductwork is in alongside. Light fittings are hung in this bay.



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6. Findings and actions

Finding F-03 (new)	Partition head not sealed to the slab by meeting room 4. Boards stop short of the soffit
Type	Incomplete work
When it needs to be put right	Before it is covered up. The ceiling here stays open until the head is boarded, sealed and inspected
Action	Board and seal the head as shown on the partition drawings, with services openings sealed as detailed
Action owner	Drylining contractor
Due	Thu 1 Oct 2026, to be inspected on Fri 2 Oct 2026
Outstanding work, not a defect	Zone C cabling. Electrical contractor. Sat 26 Sep 2026
Findings carried from earlier visits	2
F-01, from visit 4 (Fri 11 Sep 2026)	Partition studs in meeting room 2 not fixed to the head track at two points. Closed on this visit. Fixings in place at both points, seen and photographed
F-02, from visit 5 (Fri 18 Sep 2026)	Plasterboard stored on the floor by the lift lobby, not on bearers. Closed on this visit. Boards now stacked flat on bearers, clear of the walkway, seen and photographed
Closed on this visit	2 (F-01 and F-02)
New on this visit	1 (F-03)
Open at the end of this visit	1 (F-03)

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7. Evidence of work before it is covered

Work to be covered before the next visit	None. Ceilings stay open until services first fix is signed off
Partition heads	Photographed on this visit. Meeting room 4 head to be photographed again when sealed
Ceiling void services	Photographed in zones A and B. Zone C to follow
Materials against the specification	Plasterboard and studs match the approved schedule. Delivery tickets seen
Tests witnessed	None on this visit

Higher-risk building	No
Limits of this record	A visual inspection of the areas listed, on one visit. It records what was seen. It does not certify the work

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8. Drawings, queries and instructions

Drawings on site	Partition layout revision D and services layouts revision C. Current revisions
Queries outstanding	1. Which partitions around meeting room 4 are fire resisting. Raised with the contract administrator
Instructions received this week	None
Directions given on this visit	None. Findings reported to the contract administrator and the site manager

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9. Summary and next visit

Summary	Level 2 is on programme. F-01 and F-02 from earlier visits are closed. One finding is open, F-03, the partition head by meeting room 4. Zone C cabling is still to do
Report sent to	Contract administrator, client and principal contractor
Next visit	Fri 2 Oct 2026
To check at the next visit	F-03, partition head by meeting room 4. Zone C cabling. Riser cupboards
Contact	L. Morgan. Phone 0300 000 0000. Email l.morgan@northgate-estates.example

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Inspector sign-off

Name	L. Morgan, Clerk of Works
Signed	

Date and time	25 Sep 2026, 14:30
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