SITE survey. APP

SITE SURVEY REPORT

Chimney Sweep and Inspection Record

Prepared for	P. and S. Rowland
Date	3 Oct 2026
Site	Ivy Cottage
Prepared by	A. Morgan

FORM

Chimney Sweep and Inspection Record

1. Appliance and flue

Project	Ivy Cottage: stove sweep and inspection (completed example)
Client	P. and S. Rowland
Site	Ivy Cottage
Site address	Ivy Cottage, Back Lane, Hay-on-Wye
Property location	Front door, Ivy Cottage · 52.074310, -3.126980 (SO 22856 42371, ±6 m)
Date swept	3 Oct 2026
Sweep name and HETAS or guild number	A. Morgan, HETAS approved sweep 1182
Appliance	Wood burning stove
Fuel burnt	Wood
Flue	Masonry with liner
Room	Living room

> HETAS recommends sweeping at least twice a year when burning wood and at least once a year for smokeless fuel. How often depends on how much the appliance is used.

2. Sweep and checks

Method	Brush rods, Vacuum
Debris removed	Moderate
Smoke draw test	Pass
Pot, cowl or bird guard	OK
Chimney stack and flaunching	Defect
What is wrong?	Flaunching cracked on the north side; refer to a roofer.
Flue or liner condition	OK
Register plate or closure plate	Not applicable
Appliance door seals and rope	Defect
What is wrong?	Door rope worn; replaced today.

Hearth and clearances to combustibles	Defect
What is wrong?	Stove top to the underside of the oak beam about 580 mm, less than the 750 mm in the stove's installation instructions. Advised a non-combustible heat shield or a check by the installer.
Measured clearance to the nearest combustible (mm)	580

Measured clearance to the nearest combustible (mm): measuring photo



Clearance the manufacturer's instructions give (mm)	750
Clearance check	Less than the instructions

> The measured clearance is less than the figure in the appliance instructions. Record it as a defect and advise the customer. Check it with a tape before deciding the outcome.

Permanent air supply (ventilation)	OK
Checks OK	3
Defects found	3
Not applicable	1
Is there a working carbon monoxide alarm in the room?	Yes

Photos (pot, flue, appliance, debris)





3. Certificate and sign-off

Outcome	Safe to use, work advised
Sweeping certificate issued?	Yes

> This is a site record of the sweep and checks. It supports the sweeping certificate issued under the sweep's scheme (HETAS, NACS, the Guild of Master Chimney Sweeps or APICS) and does not replace it.

Recommended next sweep	31 Mar 2027
Months to the next sweep (about)	6
Advice given	Burn seasoned wood with a moisture content of 20% or less. Second sweep due after the heating season. Stove top is closer to the oak beam than the stove instructions allow: the installer to check it and fit a heat shield or move the stove as the instructions require.
Customer name	S. Rowland
Customer signature	S. Rowland
Completed by	A. Morgan, HETAS approved sweep 1182

Sweep signature

