SITE survey. APP

SITE SURVEY REPORT

Flooring Installation Inspection

Prepared for	Tannery Yard Holdings Ltd
Date	28 Sep 2026
Site	Unit 4 Tannery Yard, Northampton
Prepared by	H. Kowalski

FORM

Flooring Installation Inspection

1. Record details and scope

Project	Unit 4 Tannery Yard, Northampton: office floor finishes (completed example)
Site or premises address	Unit 4, Tannery Yard, Bridge Street, Northampton
Client or organisation	Tannery Yard Holdings Ltd
Record date	28 Sep 2026
Person completing the record	H. Kowalski, fit-out manager, Carrow Interiors Ltd

This records installation quality against supplied criteria. It is not a structural assessment, universal moisture-test method, slip-resistance certificate or asbestos survey.

Codes of practice: BS 8203:2017 (installation of resilient floor coverings), BS 5325:2021 (installation of textile floor coverings), BS 8201:2011 (installation of flooring of wood and wood-based panels) and BS 8204-1 (concrete bases and cement-based levelling screeds). Acceptance also needs the project specification and manufacturer instructions; a checklist does not establish building control approval.

2. Flooring system

Room, floor and area reference	First floor corridor and tea point, rooms 1.02 and 1.03
Finish, substrate and system specification	Sheet vinyl with welded seams on smoothing compound over a sand and cement screed. Carpet tiles to the open plan office beyond.
Room length (m)	14.6
Room width (m)	1.8
Floor area (m²)	26.3
Product batches and instruction revision	Carpet tile batch CT-2609-A, vinyl roll VR-4471, adhesive lot AD-0915. Installation guide rev 6
Installer and inspection stage	Nene Flooring Ltd, final inspection stage

3. Substrate and environment

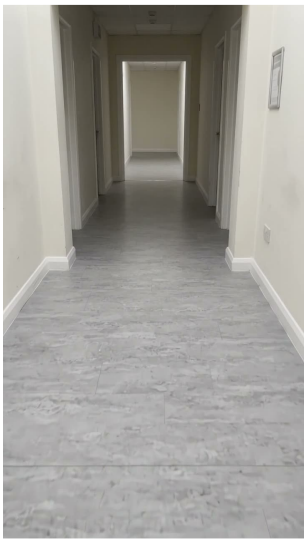
Substrate moisture method, instrument and report reference	Hygrometer hood method, instrument HM-07, report MOIST-T4-01
Actual results and approved acceptance criteria	Highest reading 71% RH at the tea point against the 75% RH limit in the vinyl installation guide rev 6. Open plan not tested (raised access floor).

Substrate relative humidity (% RH)	71
Limit from the specification or product instructions (% RH)	75
Moisture against the limit	Within the limit
Largest gap under a 2 m straightedge (mm)	3
Allowed gap from the specification (mm)	3
Flatness against the specification	Within the limit
Preparation, repairs and compatibility evidence	Screed in tea point primed and smoothed. Access floor panels cleaned and levelled by the installer before tiling.
Ambient and substrate conditions	Air 19 °C, screed surface 17 °C on day of installation

4. Installation checks

Layout and joints checked against design	Acceptable
Adhesive or fixing records checked	Acceptable
Levels, transitions and thresholds checked	Action needed
Action, limitation or reason not applicable	Threshold strip missing between carpet and vinyl at the tea point door. Installer to fit before handover.
Surface defects and contamination recorded	Action needed
Action, limitation or reason not applicable	Weld seam lifting in the corridor outside room 1.04. Adhesive smear on the vinyl at the tea point door.
Protection and cure or access restrictions recorded	Acceptable
Checks acceptable	3
Checks needing action	2
Not checked	0

Installation evidence





Defects found 1: Corridor outside room 1.04, cross seam

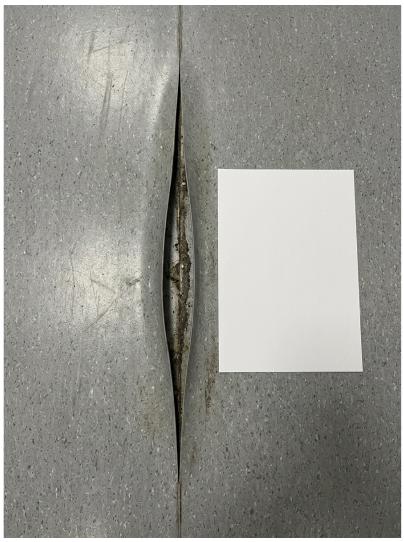
Where is it?	Corridor outside room 1.04, cross seam
Type of defect	Lifting or open seam
Length of the defect (m)	0.59

Length of the defect (m): measuring photo



Severity	Trip hazard or failure

Photos



Repair needed	Cut out and rewelded the seam, re-bond the edges

Defects found 2: Tea point door

Where is it?	Tea point door
Type of defect	Gap at a wall or threshold
Length of the defect (m)	0.9
Severity	Repair before handover

Photos



Repair needed	Fit the threshold strip between the vinyl and the carpet

Defects found 3: Tea point, by the sink unit

Where is it?	Tea point, by the sink unit
Type of defect	Staining or contamination
Severity	Cosmetic
Repair needed	Clean off the adhesive smear
Defects recorded	3
To repair before handover	2
Total length of defects (m)	1.49

> Trip hazard or failure recorded. Keep the area closed until it is repaired.

5. Handover

Repair and reinspection notes	Lifting seam in the corridor, missing threshold strip at the tea point door and an adhesive smear by the sink. Corridor closed at the seam until it is rewelded. Reinspect on 2026-10-02.
Cleaning and maintenance instructions handed over	Carpet and vinyl maintenance guides given to the facilities lead
Authorised release and restrictions	Tea point foot traffic only for 24 hours after vinyl welding. No furniture moves until 2026-09-30.

6. Actions and review

Are further actions required?	Yes

Further action 1: Cut out and reweld the lifting seam outside room 1.04

Action and evidence reference	Cut out and reweld the lifting seam outside room 1.04
Person responsible	Nene Flooring Ltd
Target date	1 Oct 2026
Action status	Completed
Completion evidence	Rewelded 1 October, seen by H. Kowalski. Corridor reopened.

Further action 2: Fit threshold strip at tea point door

Action and evidence reference	Fit threshold strip at tea point door
Person responsible	Nene Flooring Ltd

Target date	2 Oct 2026
Action status	Completed
Completion evidence	Fitted 2 October, seen by H. Kowalski.

Further action 3: Clean the adhesive smear by the sink unit

Action and evidence reference	Clean the adhesive smear by the sink unit
Person responsible	Nene Flooring Ltd
Target date	2 Oct 2026
Action status	Open
Actions still open	1
Outstanding limitations and information to pass on	Moisture test covers the tea point only. Raised floor areas not tested.
Record status	Ready for review
Reviewed by	S. Ward, client representative
Review date	2 Oct 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.