SITE survey. APP

SITE SURVEY REPORT

Grounds Maintenance Visit Record

Prepared for	Oakfield Estates
Date	8 Oct 2026
Site	Oakfield Business Park
Prepared by	B. Hart

FORM

Grounds Maintenance Visit Record

1. Visit

Project	Oakfield Business Park: fortnightly grounds visit (completed example)
Client	Oakfield Estates
Site	Oakfield Business Park
Site address	Oakfield Way, Swindon
Visit date	8 Oct 2026
Team leader and team	B. Hart and 2 operatives

Weather on site

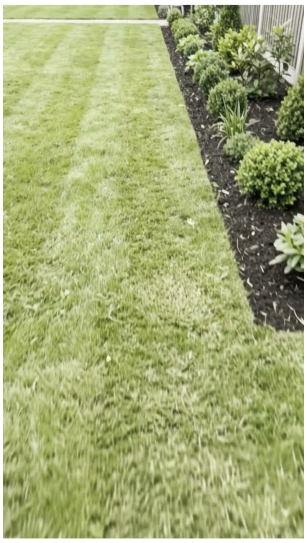
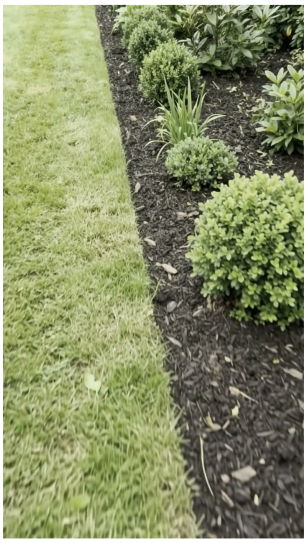
Observed on site	Dry
Hours on site (each)	6
People in the team	3
Person-hours on site	18.0

2. Areas

Areas 1: Main entrance and verges

Area	Main entrance and verges
Where the area is (GPS)	Main entrance verges · 51.570210, -1.771050 (SU 15964 85729, ±5 m)
Done	Grass cut, Edges trimmed, Litter picked, Leaves cleared
Scheduled work for this area	All done

Photos

Areas 2: Car park islands

Area	Car park islands
Where the area is (GPS)	Car park islands 1 to 5 · 51.570660, -1.769880 (SU 16045 85779, ±6 m)
Done	Shrub beds weeded, Leaves cleared, Hard surfaces swept
Scheduled work for this area	Partly done
What was not done, why, and when it will be	Island 5 not weeded: cars parked over it all morning. Added to the next visit on 22 October.
Issue found (damage, fly-tipping, hazards)	Broken bollard in island 3, snapped at the base; reported to the client.

Photos



Areas 3: Rear boundary hedge

Area	Rear boundary hedge
Where the area is (GPS)	Rear boundary hedge, gate 2 end · 51.571100, -1.772100 (SU 15891 85827, ±8 m)
Done	Hedges cut, Green waste removed
Scheduled work for this area	All done
Hedge length cut (m)	140.0

Photos



Areas visited	3
All scheduled work done	2
Partly or not done	1
Areas with an issue for the client	1
Hedge cut (m)	140.0

> Some scheduled work was not finished. Say what was left, why and when it will be done, so the client is not surprised.

Was any hedge or tree work done?	Yes
Checked for active bird nests first?	Yes
Was an active nest found?	Yes
Where, and what was left uncut	Active blackbird nest in the hedge by gate 2; left a 0.99 m section uncut, to be cut after the young have fledged.
Length of hedge left uncut (m)	1.0

Length of hedge left uncut (m): measuring photo



Were any pesticides or herbicides used?	No
Green waste	Removed from site

3. Sign-off

Notes for the next visit	Leaf fall heavy on the entrance path; extra leaf clearance next visit.
Client or site contact name	S. Patel, site manager
Client or site contact signature	S. Patel, site manager
Completed by	B. Hart
Signature	B. Hart