SITE survey. APP

SITE SURVEY REPORT

Home Renovation Checklist

Prepared for	S. and D. Okafor
Date	16 Oct 2026
Site	14 Larkspur Terrace, Leicester
Prepared by	M. Garside

FORM

Home Renovation Checklist

1. Job details

Project	14 Larkspur Terrace, Leicester: home renovation (completed example)
Property address	14 Larkspur Terrace, Leicester LE2
Client	S. and D. Okafor
Location (GPS)	52.6198, -1.1236
Record date	16 Oct 2026
Recorded by	M. Garside
Contractor	Brightwell Renovations Ltd
Quote, contract or job reference	Quote BR-2026-118 rev 2
Country	UK: England
Year the house was built (approximate)	1898
Will the client live in the house during the work?	Partly
Planned start	7 Sep 2026
Planned finish	16 Oct 2026
Scope of the job in a sentence or two	New kitchen, bathroom refit, and redecoration of the front reception room and rear bedroom, including the rear bedroom sash window.

This is the contractor's job record for a renovation: scope by room, hazards, permits, progress, variations and handover. It is not a homeowner budget planner, building control approval or an asbestos or lead clearance.

2. Scope by room

Rooms and areas 1: Kitchen

Room or area	Kitchen
Type	Kitchen
Work in this room	Strip out old units. New kitchen to the client's layout, new cooker circuit, tiled splashback, vinyl plank floor, ceiling made good and painted.

Selections agreed	White shaker doors with bar handles, grey laminate worktop, grey metro tiles, grey oak-effect vinyl plank floor, chrome mixer tap.
Client has confirmed these selections?	Yes
Existing damage or defects noted before work	Water staining on the ceiling by the back door, dry when checked.

Rooms and areas 2: Bathroom

Room or area	Bathroom
Type	Bathroom or shower room
Work in this room	Remove the old suite. New bath with shower over, basin and WC, wall tiling to the bath and basin, new extractor fan.
Selections agreed	White suite from the client's order, thermostatic bar shower, white gloss wall tiles, grey grout.
Client has confirmed these selections?	Yes

Existing condition photos (before work)



Existing damage or defects noted before work	Loose tiles around the old bath, cracked basin.

Rooms and areas 3: Front reception room

Room or area	Front reception room
Type	Living or dining room
Work in this room	Fill and line the walls, paint walls, ceiling and woodwork. Ease the door.
Selections agreed	Walls warm white matt emulsion, woodwork white satin.
Client has confirmed these selections?	Yes

Existing damage or defects noted before work	Hairline cracks at the ceiling rose, picture rail paint chipped.

Rooms and areas 4: Rear bedroom

Room or area	Rear bedroom
Type	Bedroom
Work in this room	Strip the old wallpaper, make good the plaster, paint walls and ceiling. Ease the sash window, prepare and repaint the frame and window board.
Selections agreed	Walls pale grey matt emulsion, ceiling white, sash and board white satin.
Client has confirmed these selections?	Yes

Existing condition photos (before work)



Existing damage or defects noted before work	Paint flaking badly on the sash frame and window board. Old patterned paper on the walls.

3. Hazards found before work

> Asbestos (UK). HSE says asbestos was used in many buildings until it was banned in 1999, and buildings constructed after 2000 are unlikely to contain it. An employer whose workers might disturb asbestos must find out if it is there before work starts; where work breaks into the building fabric, a more intrusive refurbishment survey may be needed. If there is doubt, work on the basis that it is present (Control of Asbestos Regulations 2012, regulation 5).

Asbestos	Refurbishment survey done: none found in the work areas
Survey reference, surveyor and date	Refurbishment survey RS-4471, Fernley Surveys, 1 September 2026
Other hazards found before work	Old paint that may contain lead
What was found, where, and what will be done	Old flaking paint on the rear bedroom sash and window board. Treated as possibly containing lead: no dry sanding or heat, wet scrape, floor sheeted, debris bagged daily.

Hazard photos



4. Permits and approvals

England. Where building regulations work needs a building notice or full plans application, do not start until you have given building control notice of the start and at least two days have passed since the end of the day you gave it (Building Regulations 2010, regulation 16(1)). Give notice of completion not more than five days after the work is finished (regulation 16(4)).

Party walls (England and Wales). Work to a party wall under section 2 of the Party Wall etc. Act 1996 needs a party structure notice served on the adjoining owners at least two months before the work begins, unless they and the adjoining occupiers agree in writing (section 3).

Permits and approvals 1: Planning permission, or confirmation it is not needed

Permit or approval	Planning permission, or confirmation it is not needed
Status	Not needed
Conditions or notes	Internal work only, no change to the outside. Not in a conservation area, checked on the council map.

Permits and approvals 2: Electrical, gas or plumbing work notified or permitted

Permit or approval	Electrical, gas or plumbing work notified or permitted
Reference	Kitchen cooker circuit
Status	Approved or in place
Date	24 Sep 2026
Conditions or notes	Registered electrician to notify the new circuit through their scheme. Certificate handed to the client.

Permits and approvals 3: Road, skip or scaffold licence

Permit or approval	Road, skip or scaffold licence
Reference	Skip permit SK/26/1187
Status	Approved or in place
Date	4 Sep 2026
Conditions or notes	Skip outside number 14, lit at night, 28 days.
Permits still outstanding	0

5. Protection and access

Client belongings moved or covered in the work areas	Acceptable
Floors, stairs, doors and finishes on the route protected	Acceptable
Dust sheeted off between work areas and rooms the client is using	Acceptable
Access route, parking, skip and material storage agreed	Acceptable
Services isolated where needed and the client told what is off	Acceptable
Keys, alarm and locking up agreed	Acceptable
Working hours agreed and neighbours told	Acceptable
Toilet, water and power for the trades agreed	Acceptable
Items needing action	0
Not checked	0

Photos of the protection and set-up



6. Progress by room

Progress by room 1: Kitchen

Room or area	Kitchen
Stage reached	Finished
Status	Complete and checked with the client
Last checked	9 Oct 2026
Work matches the agreed scope and selections	Acceptable
Quality of finish acceptable for this stage	Acceptable
Protection intact and room left clean and safe	Acceptable
Notes	Walked through with D. Okafor, no snags.

Progress by room 2: Bathroom

Room or area	Bathroom
Stage reached	Finished
Status	Complete
Last checked	15 Oct 2026
Work matches the agreed scope and selections	Acceptable

Quality of finish acceptable for this stage	Acceptable
Protection intact and room left clean and safe	Acceptable
Notes	Silicone left to cure 24 hours before the bath was used.

Progress by room 3: Front reception room

Room or area	Front reception room
Stage reached	Finished
Status	Complete and checked with the client
Last checked	2 Oct 2026
Work matches the agreed scope and selections	Acceptable
Quality of finish acceptable for this stage	Acceptable
Protection intact and room left clean and safe	Acceptable

Progress by room 4: Rear bedroom

Room or area	Rear bedroom
Stage reached	Finished
Status	Complete and checked with the client
Last checked	14 Oct 2026
Work matches the agreed scope and selections	Acceptable
Quality of finish acceptable for this stage	Acceptable
Protection intact and room left clean and safe	Acceptable
Notes	Two days later than planned because of the replastered wall. Sash now opens and closes freely.
Rooms complete	4
Rooms behind or on hold	0
Progress items needing action	0

7. Variations agreed with the client

Variations 1: Hack off and replaster the chimney breast wall. The old plaster blew and came away when the paper was stripped, so filling and lining would not hold.

Change	Hack off and replaster the chimney breast wall. The old plaster blew and came away when the paper was stripped, so filling and lining would not hold.
Room or area	Rear bedroom
Reason	Found once work started
Cost effect	480
Time effect (working days)	2
Client approval	Agreed by the client in writing
Date agreed	15 Sep 2026
Agreed by	S. Okafor
Client signature	

Photos showing why the change is needed



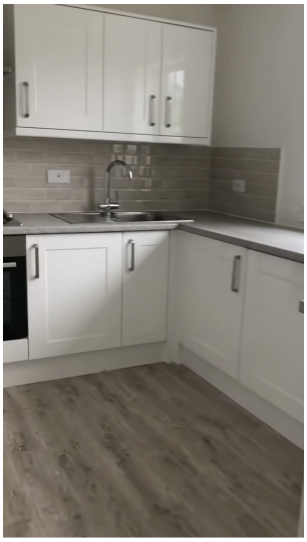
Variations agreed	1
Waiting for the client	0
Agreed cost effect	480

Agreed time effect (working days)	2

8. Final check and handover

Every room finished to the agreed scope and selections	Acceptable
Snag list walked with the client and items fixed	Action needed
What needs doing, or why not checked	One snag left from the walk-round: grout cracked along the tiles behind the bathroom basin. Tiler booked to rake out and regrout.
Test certificates for electrical, gas or other services handed over	Acceptable
Building control completion or permit sign-off received, where needed	Not applicable
Manuals, warranties and spare materials handed over	Acceptable
Protection removed, damage to existing finishes put right	Acceptable
Rubbish removed and house cleaned	Acceptable
Items needing action	1
Not checked	0
Handed over	Electrical certificate, Product manuals and warranties, Keys and alarm codes, Paint colours and product list, As-built notes or photos of hidden services
Handover date	16 Oct 2026

Finished photos



9. Summary, actions and sign-off

Rooms in the scope	4
Rooms complete	4
Variations agreed	1
Issues open	1
Result	Issues open: see the actions

Actions 1: Rake out and regrout the tiles behind the bathroom basin.

Action	Rake out and regrout the tiles behind the bathroom basin.
Priority	After handover
Who will do it	R. Daly, tiler
Due by	21 Oct 2026
Status	Open
Actions still open	1
Decision	Handed over with the listed actions to finish
Next check or re-inspection date	21 Oct 2026
Summary for the client	All four rooms finished and handed over on 16 October. One variation agreed in writing: the rear bedroom chimney breast wall replastered, £480 and two days. One snag left, the grout behind the bathroom basin, booked for 21 October.
Contractor name	M. Garside
Contractor signature	
Client name	S. Okafor
Client signature	