SITE survey. APP

SITE SURVEY REPORT

Office Move Survey

Prepared for	Hart and Lowe Solicitors
Date	6 Oct 2026
Site	Hart and Lowe Solicitors
Prepared by	D. Webb

FORM

Office Move Survey

1. Sites and access

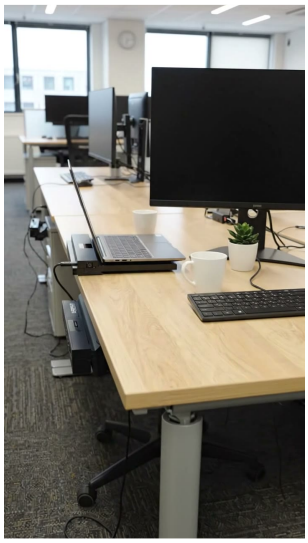
Project	Hart and Lowe Solicitors: office move to Quay House (completed example)
Client	Hart and Lowe Solicitors
Site	12 Market Street
Site address	12 Market Street, Exeter
Survey date	6 Oct 2026
Surveyed by	D. Webb, Westcountry Office Moves
New site address	Quay House, Haven Road, Exeter
Planned move date	14 Nov 2026
When	Weekend
Access at the current site	Passenger lift only, Parking for the vehicle
Access at the new site	Goods lift, Loading bay, Building manager booking needed

2. Rooms and contents

Rooms 1: Open plan, first floor

Room	Open plan, first floor
Desks	14
Chairs	14
Cabinets and pedestals	10
Crates needed	60
Contents	Move

Photos



Rooms 2: Partners' offices (3)

Room	Partners' offices (3)
Desks	3
Chairs	9
Cabinets and pedestals	6
Crates needed	30
Special or large items (safes, plants, artwork, AV)	Fire safe, 400 kg, needs a specialist lift
Contents	Move

Rooms 3: Archive room

Room	Archive room
Desks	0
Chairs	0
Cabinets and pedestals	12
Crates needed	40
Special or large items (safes, plants, artwork, AV)	About half the files are past retention and go for secure shredding.
Contents	Mixed
Desks in total	17

Crates in total	130

3. IT and confidential waste

Workstations to disconnect and reconnect	17
Is there a server or comms cabinet to move?	Yes
Who disconnects and reconnects IT	Client's IT support (Bytewise)
Is there confidential paper or data to destroy?	Yes

> Use a secure shredding or data destruction service and keep its certificate. The ICO's security guidance includes how paper and electronic waste holding personal data is disposed of.

> For staff who use display screen equipment daily for an hour or more at a time, HSE says employers must do a workstation assessment, and again when a new workstation is set up or an existing one is changed. Plan to check each workstation at the new site after the move.

4. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Book the goods lift and loading bay at Quay House for 14 November.

What needs doing?	Book the goods lift and loading bay at Quay House for 14 November.
Who will do it?	Client office manager
Due date	20 Oct 2026
Status	Open

Further actions 2: Quote the safe lift and the secure shredding.

What needs doing?	Quote the safe lift and the secure shredding.
Who will do it?	D. Webb
Due date	9 Oct 2026
Status	Completed
Inspector name	D. Webb
Position or company	Move manager

Inspector signature



Signing records what was found on the day. It is not a guarantee of condition and does not replace any examination, test, design check or repair needed from a competent person.