SITE survey. APP

SITE SURVEY REPORT

Property Damage Report

Prepared for	Oakfield Estates Ltd
Date	13 Oct 2026
Site	Unit 3, Willow Court Business Park
Prepared by	R. Singh

FORM

Property Damage Report

1. Incident

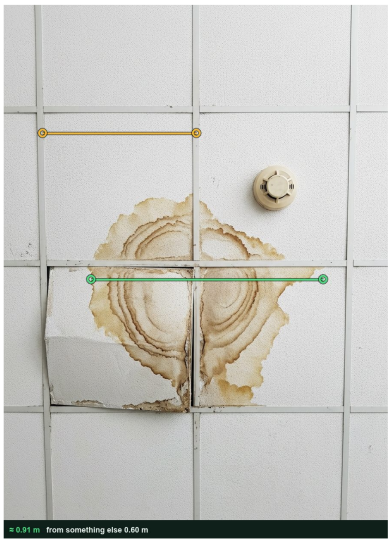
Project	Unit 3, Willow Court Business Park: escape of water from the first floor tea point (completed example)
Client	Oakfield Estates Ltd
Site	Unit 3, Willow Court Business Park
Site address	Unit 3, Willow Court Business Park, Wakefield
Property location	Main entrance, Unit 3 · 53.683090, -1.497020 (SE 33318 20854, ±6 m)
Date of this report	13 Oct 2026
Report written by	R. Singh, building surveyor
When it happened (if known)	10 Oct 2026
When it was found	12 Oct 2026
Days between it happening and being found	2
Cause	Escape of water
What happened	The waste trap under the first floor tea point sink leaked over the weekend. Water came through the floor into the ground floor office ceiling and carpet.

2. Damage

Areas damaged 1: Ground floor open plan office: ceiling

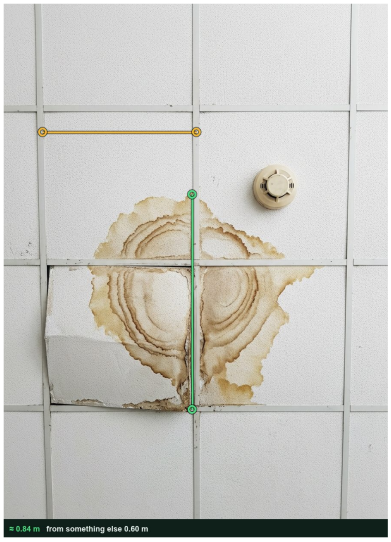
Room or area	Ground floor open plan office: ceiling
What is damaged (for example ceiling, flooring, sofa)	Suspended ceiling tiles
Description	Worst stain across two tiles below the tea point, measured from the 600 mm ceiling grid. Four more tiles stained and one collapsed.
Severity	Severe
Width of the damage (m)	0.91

Width of the damage (m): measuring photo



Length or height of the damage (m)	0.84

Length or height of the damage (m): measuring photo



Area damaged (m²)	0.76
Estimated cost to put right (£)	650.00

Photos





Areas damaged 2: Ground floor open plan office: carpet

Room or area	Ground floor open plan office: carpet
What is damaged (for example ceiling, flooring, sofa)	Carpet tiles
Description	Carpet tiles wet and stained over about 3 by 2 m below the ceiling leak (tape).
Severity	Moderate
Width of the damage (m)	3.00
Length or height of the damage (m)	2.00
Area damaged (m²)	6.00
Estimated cost to put right (£)	1,200.00

Areas damaged 3: Ground floor corridor

Room or area	Ground floor corridor
What is damaged (for example ceiling, flooring, sofa)	Wall paint
Description	Water staining on the wall by the office door.
Severity	Minor
Width of the damage (m)	1.40
Length or height of the damage (m)	0.60
Area damaged (m²)	0.84

Estimated cost to put right (£)	180.00

Areas damaged 4: First floor tea point

Room or area	First floor tea point
What is damaged (for example ceiling, flooring, sofa)	Sink base unit and waste trap
Description	Trap joint leaking. Base unit floor swollen and stained.
Severity	Moderate
Width of the damage (m)	0.60
Length or height of the damage (m)	0.60
Area damaged (m²)	0.36
Estimated cost to put right (£)	420.00

Photos



Areas damaged	4
Total area measured (m²)	7.96
Estimated total (£)	2,450.00
Severe	1
Moderate	2
Minor	1

3. Making safe and insurance

Has the property been made safe?	Yes

Temporary repairs done to stop further damage	Water off to the tea point, trap joint remade, wet ceiling tiles taken down, ceiling lights in the wet area isolated and dehumidifiers set up.

> The Association of British Insurers advises telling the insurer as soon as possible, arranging temporary repairs where needed to stop the damage getting worse, keeping receipts, and not throwing damaged items away (unless they are a health hazard) because the insurer may want to inspect them. If something must go, photograph it first. Check the policy terms.

Has the insurer been told?	Yes
Claim reference	BLD-2026-55192
Have damaged items been kept, or photographed before disposal, for the insurer?	Yes

4. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Moisture readings after 7 days, then replace the ceiling tiles and carpet tiles.

What needs doing?	Moisture readings after 7 days, then replace the ceiling tiles and carpet tiles.
Who will do it?	R. Singh
Due date	20 Oct 2026
Status	Open

Further actions 2: Replace the tea point sink base unit.

What needs doing?	Replace the tea point sink base unit.
Who will do it?	Oakfield maintenance team
Due date	27 Oct 2026
Status	Open
Inspector name	R. Singh, building surveyor
Position or company	Building surveyor, Oakfield Estates
Inspector signature	

> Signing records what was found on the day. It does not replace a specialist survey, test or repair by a competent person.