SITE survey. APP

SITE SURVEY REPORT

Retrofit Assessment Record

Prepared for	Northern Homes
Date	5 Oct 2026
Site	3 Holly Terrace
Prepared by	K. Ahmed

FORM

Retrofit Assessment Record

1. Dwelling

Project	3 Holly Terrace: retrofit assessment (completed example)
Client	Northern Homes
Site	3 Holly Terrace
Site address	3 Holly Terrace, Sheffield
Assessment date	5 Oct 2026
Retrofit assessor	K. Ahmed, retrofit assessor
Dwelling type	Mid-terrace
Age	1900 to 1929
Listed building or conservation area?	No

PAS 2035:2023 says every domestic retrofit project is coordinated by a Retrofit Coordinator, and every dwelling is first assessed by a Retrofit Assessor. The assessment covers the construction and condition, defects, damp and mould, ventilation, heating and hot water, planning constraints and any measures already installed. This form records the site data for the assessment. It is not the assessment report or the energy assessment, and it does not by itself make a project PAS 2035 compliant.

This is a site data record that supports the PAS 2035 retrofit assessment and any RdSAP energy assessment or EPC. It is not the lodged assessment, the EPC or the Retrofit Coordinator's sign-off.

2. Fabric and condition

Main walls	Solid brick
Loft insulation depth (mm)	100
Ground floor	Suspended timber
Glazing	Double before 2002

Wall areas by elevation 1: Front

Elevation	Front
Wall type on this elevation	Solid brick
Width of the elevation (m)	5.40

Height to the eaves (m)	7.20
Gross wall area (m²)	38.88

Windows and doors on this elevation 1: Ground floor bay (front face)

Window or door (for example W1, front door)	Ground floor bay (front face)
Width (m)	1.57

Width (m): measuring photo



Height (m)	2.60

Height (m): measuring photo



Area (m²)	4.08

Windows and doors on this elevation 2: First floor bay (front face)

Window or door (for example W1, front door)	First floor bay (front face)
Width (m)	1.30
Height (m)	1.65

Height (m): measuring photo



Area (m²)	2.15

Windows and doors on this elevation 3: Front door with fanlight

Window or door (for example W1, front door)	Front door with fanlight
Width (m)	0.90
Height (m)	2.60
Area (m²)	2.34
This elevation: window and door area (m²)	8.57
This elevation: net wall area (m²)	30.31

Photo of the elevation



Wall areas by elevation 2: Rear

Elevation	Rear
Wall type on this elevation	Solid brick
Width of the elevation (m)	5.40
Height to the eaves (m)	6.90
Gross wall area (m²)	37.26

Windows and doors on this elevation 1: W4 kitchen

Window or door (for example W1, front door)	W4 kitchen
Width (m)	1.20
Height (m)	1.05
Area (m²)	1.26

Windows and doors on this elevation 2: Back door

Window or door (for example W1, front door)	Back door
Width (m)	0.85
Height (m)	2.00
Area (m²)	1.7

Windows and doors on this elevation 3: W5 rear bedroom

Window or door (for example W1, front door)	W5 rear bedroom
Width (m)	1.10
Height (m)	1.30
Area (m²)	1.43

Windows and doors on this elevation 4: W6 bathroom

Window or door (for example W1, front door)	W6 bathroom
Width (m)	0.60
Height (m)	0.90
Area (m²)	0.54
This elevation: window and door area (m²)	4.93
This elevation: net wall area (m²)	32.33

Photo of the elevation



Wall areas by elevation 3: Rear extension

Elevation	Rear extension
Wall type on this elevation	Solid brick
Width of the elevation (m)	2.90
Height to the eaves (m)	3.00

Gross wall area (m²)	8.7

Windows and doors on this elevation 1: W7 extension side

Window or door (for example W1, front door)	W7 extension side
Width (m)	0.90
Height (m)	1.05
Area (m²)	0.94
This elevation: window and door area (m²)	0.94
This elevation: net wall area (m²)	7.75

Wall area totals

Gross wall area (m²)	84.84
Window and door area (m²)	14.44
Net wall area (m²)	70.4
Windows and doors as a share of the wall area (%)	17
Defects to fix before retrofit	Damp or mould, Gutters or downpipes, Blocked air bricks

> PAS 2035 asks for structural defects to be repaired and the causes of damp or water ingress to be dealt with before retrofit measures are installed.

Defects found 1: Gutters or downpipes

Defect	Gutters or downpipes
Where	Rear downpipe, joint at first floor level
When to fix	Before any measures

Photos



Defects found 2: Blocked air bricks

Defect	Blocked air bricks
Where	Front, both air bricks under the bay
When to fix	Before any measures

Photos



Defects found 3: Damp or mould

Defect	Damp or mould
Where	Rear bedroom, window reveal
When to fix	Alongside the measures

Defects recorded	3
To fix before any measures	2
To fix alongside the measures	1

Photos of the fabric and condition





3. Ventilation, heating and occupancy

Ventilation	Kitchen extract
Do the extract fans run and move air?	Yes
Main heating	Gas boiler
Boiler make, model and age	Combi, about 14 years
Occupants	4
Occupancy and comfort notes (cold rooms, condensation, health)	Rear bedroom cold, condensation on windows in winter and light mould in the window reveal.
Improvement options noted	Loft top-up, internal wall insulation to the rear, continuous extract ventilation, heat pump readiness.
Householder name	S. Clarke, householder
Householder signature	S. Clarke, householder
Completed by	K. Ahmed, retrofit assessor

Assessor signature

