SITE survey. APP

SITE SURVEY REPORT

Roof Inspection

Prepared for	Northgate Housing
Date	14 Oct 2026
Site	Moorfield Community Centre, Leeds
Prepared by	D. Firth

FORM

Roof Inspection

1. The property and the inspection

Project	Moorfield Community Centre, Leeds: roof inspection
Customer	Northgate Housing
Property	Moorfield Community Centre
Address	Moorfield Road, Leeds LS12 3QD
Date of inspection	14 Oct 2026
Inspected by	D. Firth, roofing surveyor, Elmfield Facilities Ltd

Weather on site

Observed on site	Dry
Reason for the inspection	Reported leak
Types of roof	Flat: felt or membrane, Pitched: tiles
Approximate age of the roof	Flat roofs about 22 years, patched in places. Pitched roof over the entrance wing original, about 40 years.

2. Safe access

Is the roof, or any part of it, fragile?	No: confirmed by a competent person
Who confirmed it is not fragile, and on what basis?	D. Firth. Flat roofs are mineral felt on a timber deck, seen at the edge trim and confirmed from the 2004 re-roofing specification held by Northgate Housing. No rooflights or other fragile panels on either flat roof. Pitched slope not walked on.
How was the roof inspected?	From the ground, From a ladder at the eaves, On the roof, with edge protection, Pole camera or drone, From inside the roof space
Edge protection or access equipment used, and risk assessment reference	Ladder tied and footed at the low roof eaves. Temporary edge protection along the open edges of both flat roofs before stepping off the ladder. Pitched slope looked at with a pole camera from the ground, no one on it. Risk assessment RA-MCC-014.
What could not be seen, and why?	Pitched slope seen by pole camera only, so the ridge and the far side of the hips were not seen up close. No access to the void above the main hall ceiling. Inside of the downpipes not checked.

3. Roof coverings

Roof areas 1: A. Main hall flat roof

Slope or area	A. Main hall flat roof
Covering	Felt
Condition	Poor
Defects seen	Ponding water, Blisters, splits or open laps, Previous patch repairs
Estimated remaining life (years)	2
Notes	Worn mineral felt, several old patches. Water ponds round the north west outlet after rain. Falls are poor across the middle of the roof.

Photos of this area



Roof areas 2: B. Low flat roof over the office and kitchen

Slope or area	B. Low flat roof over the office and kitchen
Covering	Felt
Condition	Poor
Defects seen	Blisters, splits or open laps, Loose or missing fixings
Estimated remaining life (years)	4
Notes	Felt split along the lap at the foot of the upstand to the hall wall. Edge trim joint open on the south edge, felt cracked beneath it.

Photos of this area



Roof areas 3: C. Entrance wing pitched roof

Slope or area	C. Entrance wing pitched roof
Covering	Clay or concrete tiles
Condition	Fair
Defects seen	Moss or plant growth
Estimated remaining life (years)	15
Notes	Concrete interlocking tiles with moss, no slipped or missing tiles seen from the pole camera. Eaves tiles slightly out of line at the front, monitor.

Photos of this area



Areas inspected	3

Poor or failed	2

4. Details and drainage

Ridges and hips	Fair
Valleys	Not applicable
Flashings and leadwork	Poor
Chimney stacks and pots	Not applicable
Verges and eaves	Fair
Fascias, soffits and bargeboards	Good
Gutters and downpipes	Poor
Are any gutters or outlets blocked?	Yes
Rooflights and roof windows	Not applicable
Parapets, copings and upstands	Fair
Vents, pipes and other penetrations	Good
Solar panels, aerials and other fixtures	Not applicable
Details in poor condition	2

Photos of the details and drainage





5. Roof space and ceilings

Was the roof space inspected?	Yes
Signs of water getting in	Old staining, now dry

Is daylight visible through the roof?	No
Roof timbers	Sound
Insulation depth (mm)	150
Ventilation and condensation	Dry and ventilated
Stains on ceilings in the rooms below?	Yes

Photos of the roof space and ceilings



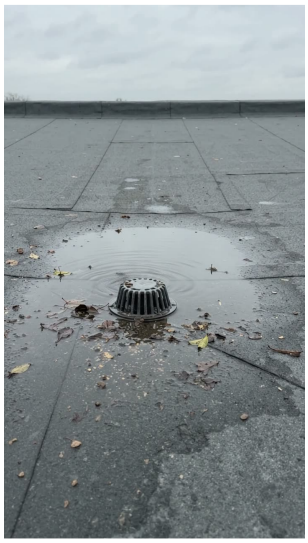
6. Defects and recommendations

Did you find any defects?	Yes

Defects 1: Main hall flat roof (A), north west outlet

Where	Main hall flat roof (A), north west outlet
Position on the roof (GPS)	NW outlet · 53.797620, -1.589120 (SE 27161 33557, ±6 m)
What is wrong?	Outlet grate choked with leaves. Water ponding about 1.5 m across round it, over worn felt.
Length of the defect (m)	1.5
Priority	Urgent: make safe or watertight now
Recommended repair	Clear the outlet and rod the downpipe. Fit a new dome guard and add the outlet to the autumn clearance list.
Estimated cost (£)	180

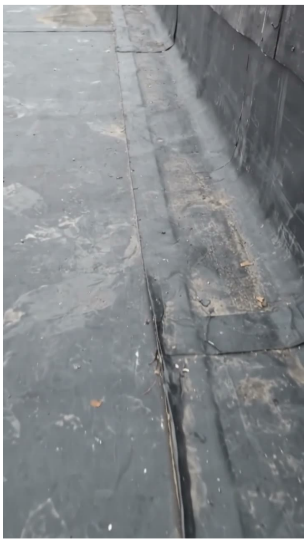
Photos



Defects 2: Low flat roof (B), foot of the upstand to the hall wall

Where	Low flat roof (B), foot of the upstand to the hall wall
Position on the roof (GPS)	Upstand split · 53.797480, -1.588660 (SE 27192 33542, ±8 m)
What is wrong?	Felt split along the lap where the roof meets the upstand, open enough to take water. Directly above the stained office ceiling, so the likely source of the leak.
Length of the defect (m)	1.4
Priority	Urgent: make safe or watertight now
Recommended repair	Temporary seal now. Then cut out and re-dress the upstand with a new felt strip and a cover flashing into the hall wall.
Estimated cost (£)	650

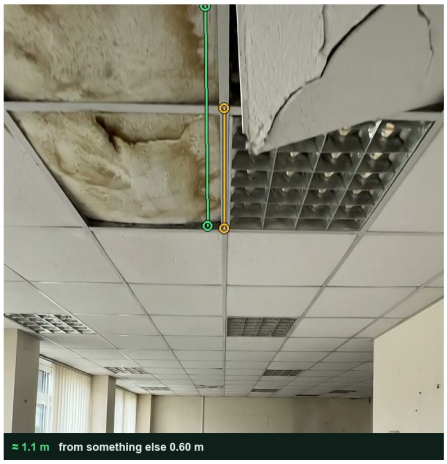
Photos



Defects 3: Community office below roof B, suspended ceiling

Where	Community office below roof B, suspended ceiling
Position on the roof (GPS)	Above office · 53.797510, -1.588720 (SE 27188 33545, ±11 m)
What is wrong?	Two ceiling tiles water stained along a 1.1 m run, the next tile broken and hanging from the grid.
Length of the defect (m)	1.1

Length of the defect (m): measuring photo



Priority	Within 3 months
Recommended repair	Take down the broken tile now. Replace the stained and broken tiles once the upstand repair has been through a spell of rain.
Estimated cost (£)	220

Defects 4: Entrance wing, front downpipe

Where	Entrance wing, front downpipe
Position on the roof (GPS)	Front downpipe · 53.797310, -1.588930 (SE 27174 33523, ±5 m)
What is wrong?	Socket joint at the second bracket leaking. Green staining down the brick return below it. Gutter hopper above full of leaves.
Length of the defect (m)	0.27

Length of the defect (m): measuring photo



Priority	Within 3 months
Recommended repair	Clear the hopper and gutter, reseat or replace the downpipe socket, and clean the brickwork once it has dried.
Estimated cost (£)	140
Defects	4
Urgent	2
Within 3 months	2
Estimated cost in total (£)	1190
Overall condition of the roof	Poor
Summary and recommendations	The leak into the office comes from a split in the felt at the upstand on the low roof, made worse by ponding on the main hall roof after the north west outlet blocked. Clear the outlet and seal the upstand now, then replace the ceiling tiles and fix the front downpipe within three months. Both flat roofs are near the end of their life: budget for a full re-cover with better falls within two to four years.
Inspector name	D. Firth, roofing surveyor, Elmfield Facilities Ltd

Inspector signature	
Date signed	14 Oct 2026