SITE survey. APP

SITE SURVEY REPORT

Roofing Installation Checklist

Prepared for	Cranmoor Academy Trust
Date	20 Oct 2026
Site	Cranmoor Primary School, Kettering
Prepared by	M. Okonjo

FORM

Roofing Installation Checklist

1. Job details

Project	Cranmoor Primary School, Kettering: roofing installation check (completed example)
Site address	Cranmoor Primary School, Mill Lane, Kettering NN16
Client or owner	Cranmoor Academy Trust
Location (GPS)	52.3960, -0.7303
Inspection date	20 Oct 2026
Inspected by	M. Okonjo
Roofing contractor	Ise Valley Roofing Ltd
Job	Re-roof: tear-off and replace
Specification, maker's instructions and drawings inspected against	Roofing specification rev C, maker's installation instructions for the membrane system and tiles, drawings R-01 to R-07
Permit or building control reference	Building control ref BC/26/0882
Stage	Completed, before the scaffold or lift leaves
Maker's installation instructions on site or to hand?	Yes

> This is a quality record of the roof work as seen on the day. It does not certify the roof, approve the work or register a warranty. Fixing counts, laps, slopes and test methods come from the maker's instructions and the specification, and are entered by the inspector.

2. Access and edge protection

Edge protection in place for this inspection	Scaffold with guardrails and toeboards
Fall protection plan, method statement or RAMS reference	RAMS IVR-26-114 rev 1: scaffold edge protection and rooflight covers
Fragile surfaces (roof lights, sheets) identified and protected	Yes

Photos of the access and edge protection



3. Roof areas

Roof areas 1: Main hall flat roof

Roof area	Main hall flat roof
Roof type	Flat or low slope
Covering system	Built-up felt or modified bitumen
Maker and product	Two-layer reinforced bitumen membrane system as specification clause 4.1
Pitch or slope	Tapered insulation to falls, 1:80 finished fall on drawing R-02
Work on this area	Tear-off and replace
Deck, sheathing or battens sound, dry and fixed; damaged sections replaced	Acceptable
Underlayment, felt or membrane as specified, laps and fixings to the maker's instructions	Acceptable
Eaves protection or ice barrier where the specification or maker calls for it	Not applicable
Covering laid to the maker's instructions: coursing, exposure, fixing position	Acceptable
Valleys formed and lined as specified	Not applicable
Abutment and sidewall flashings (step, apron, counter or cover flashing) fitted and lapped	Acceptable

Kick-out (diverter) flashing where a roof eave meets a wall that runs past it	Not applicable
Chimney flashings, back gutters or crickets	Not applicable
Pipes, vents, flues and other penetrations flashed or booted	Acceptable
Flat roof: upstands, terminations, edge trims and seams as the system requires	Action needed
What needs doing, or why not checked	Cap sheet lap at the plant room upstand not bonded for about 300 mm, can lift it by hand. See D1.
Eaves, drip edge or trims, ridges, hips and verges finished and fixed	Acceptable
Ventilation as specified: intake and exhaust vents fitted, not blocked	Not applicable
Roof lights, roof windows and outlets fitted with the specified kits or details	Acceptable
Gutters and downpipes fitted, falling to outlets, joints sealed	Acceptable
Insulation fitted as specified, where it is part of this job	Acceptable
Water or flood test	Flood test
Test result	Pass: no leaks
Test details	16 Oct, flood test to specification clause 4.3, both outlets bunged, no water seen in the hall ceiling void. By K. Reyes.

Defects on this area 1: D1

Reference	D1
Defect	Membrane seam or upstand defect
Where on the roof	Plant room upstand, north side, 2 m from the corner
Position (GPS)	52.3961, -0.7302
Length affected (mm or inches)	300

Photos



Action	Fix before sign-off
Who will fix it	Ise Valley Roofing Ltd (D. Farrant)
Already marked Action needed in a check above?	Yes
Defects recorded	1
Defects needing action (not already in a check)	0

Finished photos of this area



This area: items needing action	1
Not checked	0
Area ready for sign-off?	No

Roof areas 2: Entrance canopy, pitched

Roof area	Entrance canopy, pitched
Roof type	Pitched (steep slope)
Covering system	Concrete or clay tiles
Maker and product	Interlocking concrete tile and breathable underlay as specification clause 5.2
Pitch or slope	30 degrees (drawing R-05)
Work on this area	Tear-off and replace
Fixings per shingle, tile or slate the maker requires	2
Fewest found in the units checked	2
Fixings against the maker	As the maker requires
Deck, sheathing or battens sound, dry and fixed; damaged sections replaced	Acceptable
Underlayment, felt or membrane as specified, laps and fixings to the maker's instructions	Acceptable
Eaves protection or ice barrier where the specification or maker calls for it	Not applicable
Covering laid to the maker's instructions: coursing, exposure, fixing position	Acceptable
Valleys formed and lined as specified	Not applicable
Abutment and sidewall flashings (step, apron, counter or cover flashing) fitted and lapped	Acceptable
Kick-out (diverter) flashing where a roof eave meets a wall that runs past it	Action needed
What needs doing, or why not checked	No kick-out flashing at the left canopy eave where it meets the classroom wall. Detail R-07 shows one. See D2.
Chimney flashings, back gutters or crickets	Not applicable
Pipes, vents, flues and other penetrations flashed or booted	Not applicable
Flat roof: upstands, terminations, edge trims and seams as the system requires	Not applicable
Eaves, drip edge or trims, ridges, hips and verges finished and fixed	Acceptable

Ventilation as specified: intake and exhaust vents fitted, not blocked	Not applicable
Roof lights, roof windows and outlets fitted with the specified kits or details	Not applicable
Gutters and downpipes fitted, falling to outlets, joints sealed	Acceptable
Insulation fitted as specified, where it is part of this job	Not applicable
Water or flood test	Not specified

Defects on this area 1: D2

Reference	D2
Defect	Missing or wrong flashing
Where on the roof	Left end of the canopy eave at the classroom wall, by the main entrance
Position (GPS)	52.3959, -0.7305

Photos



Action	Fix before sign-off
Who will fix it	Ise Valley Roofing Ltd (D. Farrant)
Already marked Action needed in a check above?	Yes
Defects recorded	1
Defects needing action (not already in a check)	0

Finished photos of this area



This area: items needing action	1
Not checked	0
Area ready for sign-off?	No

Roof areas 3: Classroom link flat roof

Roof area	Classroom link flat roof
Roof type	Flat or low slope
Covering system	Built-up felt or modified bitumen
Maker and product	Same system as the hall roof
Pitch or slope	Firrings to falls, drawing R-03
Work on this area	Tear-off and replace
Deck, sheathing or battens sound, dry and fixed; damaged sections replaced	Acceptable
Underlayment, felt or membrane as specified, laps and fixings to the maker's instructions	Acceptable
Eaves protection or ice barrier where the specification or maker calls for it	Not applicable
Covering laid to the maker's instructions: coursing, exposure, fixing position	Acceptable
Valleys formed and lined as specified	Not applicable
Abutment and sidewall flashings (step, apron, counter or cover flashing) fitted and lapped	Acceptable

Kick-out (diverter) flashing where a roof eave meets a wall that runs past it	Not applicable
Chimney flashings, back gutters or crickets	Not applicable
Pipes, vents, flues and other penetrations flashed or booted	Acceptable
Flat roof: upstands, terminations, edge trims and seams as the system requires	Acceptable
Eaves, drip edge or trims, ridges, hips and verges finished and fixed	Acceptable
Ventilation as specified: intake and exhaust vents fitted, not blocked	Not applicable
Roof lights, roof windows and outlets fitted with the specified kits or details	Not applicable
Gutters and downpipes fitted, falling to outlets, joints sealed	Acceptable
Insulation fitted as specified, where it is part of this job	Acceptable
Water or flood test	Not specified
Defects recorded	0
Defects needing action (not already in a check)	0
This area: items needing action	0
Not checked	0
Area ready for sign-off?	Yes
Roof areas inspected	3
Ready for sign-off	1
Defects recorded	2
Roof area items needing action	2
Not checked	0

4. Clean-up, warranty and final photos

Loose nails, fixings and offcuts cleared from the ground (magnet sweep where shingles were stripped)	Acceptable
Gutters, valleys and outlets cleared of debris	Acceptable

Old covering and waste removed from site	Acceptable
Walls, windows, plants and neighbouring property checked for damage	Action needed
What needs doing, or why not checked	Bitumen primer splashed on the render by the entrance door under the canopy. Clean off.
Temporary protection removed and the building left weathertight	Acceptable
Clean-up items needing action	1
Not checked	0
Manufacturer warranty registration	To be registered by the contractor
Warranty name and reference	Membrane maker's guarantee application, hall and link roofs, ref GA-EXAMPLE-0142
Term stated on the warranty	As quoted: 20 years, materials and workmanship

Final photos



5. Result, actions and sign-off

Items needing action	3
Result	Action needed before sign-off

Actions 1: Fit the kick-out flashing at the left canopy eave to detail R-07 (D2) and photograph it.

Action	Fit the kick-out flashing at the left canopy eave to detail R-07 (D2) and photograph it.
Priority	Before the scaffold or lift leaves
Who will do it	D. Farrant, Ise Valley Roofing

Due by	22 Oct 2026
Status	Open

Actions 2: Rebond the cap sheet lap at the plant room upstand (D1) and recheck by hand.

Action	Rebond the cap sheet lap at the plant room upstand (D1) and recheck by hand.
Priority	Before the scaffold or lift leaves
Who will do it	D. Farrant, Ise Valley Roofing
Due by	22 Oct 2026
Status	In progress

Actions 3: Clean bitumen primer off the render by the entrance door.

Action	Clean bitumen primer off the render by the entrance door.
Priority	Before final payment or handover
Who will do it	Ise Valley Roofing
Due by	23 Oct 2026
Status	Open
Actions still open	3
Decision	Accepted once the listed actions are done
Next check or re-inspection date	23 Oct 2026
Summary for the client	Hall and link roofs replaced and the hall flood test passed. Two items before the scaffold comes down: the missing kick-out flashing at the canopy eave and a loose lap at the plant room upstand. Render to be cleaned at the entrance. Guarantee to be registered by the contractor.
Inspector name	M. Okonjo
Inspector signature	
Roofing contractor name	D. Farrant

Roofing contractor signature

