SITE survey. APP

SITE SURVEY REPORT

Site Inspection

Prepared for	Harbour House, 40 Wellington Street, Leeds, level 2 fit-out (fictional)
Date	24 Sep 2026
Site	Harbour House, 40 Wellington Street, Leeds, level 2 fit-out
Prepared by	R. Bains

FORM

Site Inspection

1. Visit details

Project and area	Harbour House, 40 Wellington Street, Leeds, level 2 fit-out
Report reference	HH-COW-09
Date of the visit	24 Sep 2026
Your role on this project	Clerk of works

> Clerk of works. You inspect for the client. Record what you see and report it to the client and the contract administrator. What you are allowed to direct on site depends on your appointment and the contract.

Your name	R. Bains

Weather on site

Observed on site	Light rain
Principal contractor	Ashcombe Interiors Ltd
Type of visit	Routine
Did anyone walk the site with you?	Yes
Who, and from which organisation?	T. Hughes, site manager, Ashcombe Interiors
Could you get to every area you planned to inspect?	Yes

2. Site conditions

Did the weather stop or slow any work?	No
Access and housekeeping	Needs attention
What needs attention, and where?	Plasterboard stacked in the east corridor by meeting room 4, narrowing the walkway. Asked for it to be moved to the storage bay by the lifts today.
Did you see anything that concerned you about health and safety?	No

3. Labour, deliveries and visitors

Building trades on site	9

Mechanical	4
Electrical	5
Other trades	2
Site management	2
Total on site	22
Any deliveries since the last visit?	Yes
What arrived, and when?	Plasterboard and metal stud on 22 September. Ceiling grid and tiles on 23 September.
Are the materials stored so that they stay dry and undamaged?	Yes
Visitors to the site	M. Grant, client project manager, 10:00 to 11:00

4. Progress against the programme

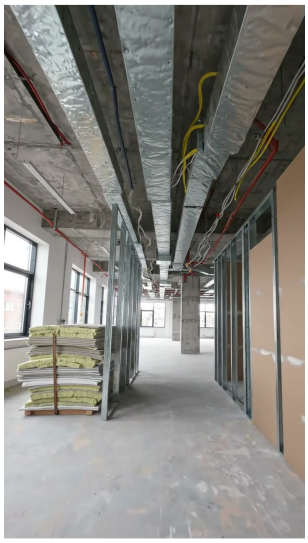
Programme and revision	Ashcombe construction programme, revision C
Programme week now	9
Length of the programme (weeks)	16
Share of the programme time used (%)	56
Overall progress	On programme

5. Area by area record

Areas inspected 1: Zone A, open plan office, west side

Area or zone	Zone A, open plan office, west side
Position on site (GPS)	Zone A, west side · 53.796805, -1.555170 (SE 28700 33500, ±12 m)
What are you inspecting?	Partitions and linings
Which looks most like the stage the work has reached?	Framing up, ceilings open

Your photos of this area

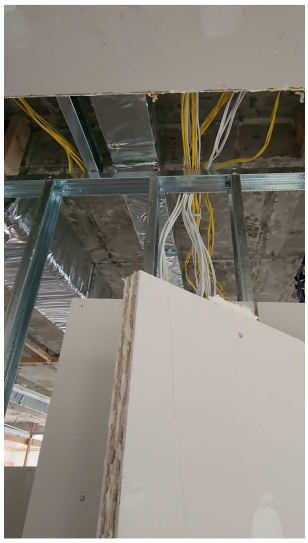


Planned complete (%)	70
Actual complete (%)	70
Difference from the programme (percentage points)	0
Do the drawings show this partition as fire resisting?	No
Is there a finding in this area?	No

Areas inspected 2: Meeting room 4, east side

Area or zone	Meeting room 4, east side
Position on site (GPS)	Meeting room 4 · 53.796760, -1.554980 (SE 28713 33495, ±14 m)
What are you inspecting?	Partitions and linings
Which looks most like the stage the work has reached?	Boarded, head still open

Your photos of this area



Planned complete (%)	80
Actual complete (%)	75
Difference from the programme (percentage points)	-5
Why is it behind, and what will bring it back?	Head detail held up waiting for the fire stopping subcontractor. Drylining gang to finish once the head is sealed.
Do the drawings show this partition as fire resisting?	Yes
Is the head built and sealed to the slab as the drawings show?	No

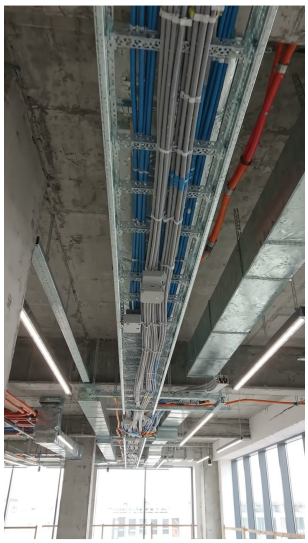
> A fire resisting partition has to be finished as designed, including the head and the openings for services. Record this as a finding and photograph it before the ceiling goes in.

Is there a finding in this area?	Yes
What did you find?	Partition head not sealed to the slab above meeting room 4. Open along about 1.2 m where the data cables pass through.
Measured length, height or width, if relevant (mm)	1200
Type of finding	Incomplete work
When does it need to be put right?	Before it is covered up
Who needs to act?	Ashcombe Interiors, drylining supervisor
Due date	1 Oct 2026

Areas inspected 3: Ceiling void, zones B and C

Area or zone	Ceiling void, zones B and C
Position on site (GPS)	Zones B and C · 53.796700, -1.555060 (SE 28708 33488, ±13 m)
What are you inspecting?	Electrical services
Which looks most like the stage the work has reached?	Containment in, cables pulled

Your photos of this area



Planned complete (%)	60
Actual complete (%)	50
Difference from the programme (percentage points)	-10
Why is it behind, and what will bring it back?	Containment complete. Cabling pulled to zone B, zone C still to do. Two more electricians start on 28 September.
Has this section been tested?	No
Is there a finding in this area?	No

Areas inspected 4: Rear service yard, condenser plinth

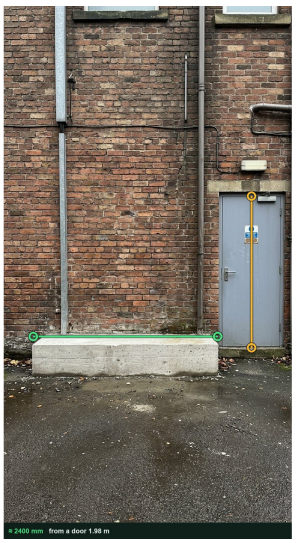
Area or zone	Rear service yard, condenser plinth
Position on site (GPS)	Service yard, north-east corner · 53.797010, -1.554640 (SE 28735 33523, ±5 m)
What are you inspecting?	External works: condenser plinth

Your photos of this area



Planned complete (%)	100
Actual complete (%)	100
Difference from the programme (percentage points)	0
Is there a finding in this area?	Yes
What did you find?	Condenser plinth cast shorter than drawing M-210 rev B shows (3,000 mm). Measured from a photo against the yard door at about 2,400 mm, then checked with a tape at 2,410 mm. Two of the three condensers will not fit with the service clearance.
Measured length, height or width, if relevant (mm)	2400

Measured length, height or width, if relevant (mm): measuring photo



Type of finding	Not as the drawings or specification

When does it need to be put right?	Now, before work carries on
Who did you tell, and at what time?	T. Hughes, site manager, at 10:40. Condenser delivery on 26 September put on hold.
Who needs to act?	Ashcombe Interiors, groundworks subcontractor
Due date	29 Sep 2026
Findings recorded in the areas	2
Further findings in the areas	0
To put right now, before work carries on	1
Before it is covered up	1
Areas behind the programme	2

6. Materials, tests and work to be covered

> The building regulations require work to be carried out with adequate and proper materials and in a workmanlike manner. This section records what you checked. It does not certify the work.

Do the materials on site match the specification or approved samples?	Yes
Did you witness a test on this visit?	Yes
Which test?	Pressure test of the chilled water pipework, zone A
Result	Passed
Will any work be covered up before your next visit?	Yes
What work, and where?	Ceiling tiles going in over zone A from 1 October.
Has it been photographed?	Yes
Is this a higher-risk building?	No

7. Drawings, queries and instructions

Are the drawings on site the current revisions?	Yes
Are any queries waiting for an answer?	Yes
List each query and the date it was raised	RFI 014, door ironmongery for meeting rooms 1 to 6, raised 17 September.
Were any instructions received since the last visit?	No

8. Summary and sign-off

Findings carried from earlier visits	2

Findings from earlier visits 1: HH-COW-08, item 2

Reference or visit date	HH-COW-08, item 2
What was found	Door frame to store room 2.12 out of plumb by about 8 mm
Status	Closed on this visit
What showed it was put right?	Frame refixed. Checked with a spirit level on this visit, now plumb.

Findings from earlier visits 2: HH-COW-08, item 4

Reference or visit date	HH-COW-08, item 4
What was found	Two ceiling grid hangers in zone B fixed to the cable tray instead of the slab
Status	Still open
Closed on this visit	1
Open at the end of this visit	3
Summary of the visit	Fit-out on programme overall in week 9 of 16. Partition head at meeting room 4 is open and must be sealed before the ceiling closes. Zone C cabling behind, extra labour starting Monday. Store room door frame from the last visit now plumb and closed; the zone B ceiling hangers are still fixed to the tray. Chilled water test in zone A witnessed and passed. The condenser plinth in the service yard is about 600 mm short of the drawing and the condenser delivery is on hold until it is extended.
Next visit	1 Oct 2026
Who is the report going to?	Client, Contract administrator, Principal contractor
Name	R. Bains
Signature	