SITE survey. APP

SITE SURVEY REPORT

Stair and Guardrail Inspection

Prepared for	Poudre Valley Homes LLC
Date	8 Oct 2026
Site	Cottonwood Bend Duplex, Laporte, Colorado
Prepared by	J. Whitaker

FORM

Stair and Guardrail Inspection

1. Inspection details

Project	Cottonwood Bend Duplex, Laporte, Colorado: stair and guardrail inspection (completed example)
Site address	4120 Cottonwood Bend Lane, Laporte, CO 80535
Client or owner	Poudre Valley Homes LLC
Location (GPS)	40.6263, -105.1372
Inspection date	8 Oct 2026
Inspected by	J. Whitaker
Where is the building?	United States
Building	Duplex or townhouse
Reason for the inspection	New build before handover
May children under five use the building?	Yes

This form records what was measured and seen on the stairs, handrails and guarding on the day, and compares measurements only with the values you enter from the code or guidance that applies. It does not approve the work or show that it meets building regulations or a building code.

2. Values to check against

Units used in this form	Inches (in)
Code or guidance these values come from	Larimer County residential stairways handout (county's adopted code). Guard on the stair side where its top is the handrail; 4 3/8 in sphere on stair sides.
Maximum riser height (mm or in)	7.75
Minimum going or tread depth (mm or in)	10
Most a riser or tread may vary within a flight (mm or in)	0.375
Minimum clear width (mm or in)	36
Minimum headroom (mm or in)	80
Handrail height: lowest allowed (mm or in)	34

Handrail height: highest allowed (mm or in)	38
Minimum guard or balustrade height (mm or in)	34
Largest opening allowed in the guarding (mm or in)	4.375

3. Stairs, handrails and guarding

Stairs 1: Unit A main stair, first to second floor

Stair	Unit A main stair, first to second floor
Type	Flights with a landing
Stair category	Private stair (one dwelling)
Number of risers	14
Open risers?	No
Guarding	Balusters or spindles
Tallest riser (mm or in)	7.625
Shortest riser (mm or in)	7.375
Deepest going or tread (mm or in)	10.5
Shallowest going or tread (mm or in)	10.25
Riser variation	0.25
Going variation	0.25
Narrowest clear width (mm or in)	36.5
Lowest headroom (mm or in)	82
Handrail height: lowest point (mm or in)	34.5
Handrail height: highest point (mm or in)	35.5
Lowest guard or balustrade height (mm or in)	35
Widest gap in the guarding (mm or in)	4.75
Measurements outside the values entered	1
Which measurements, and by how much	Gap between balusters 6 and 7 on the open side of the upper flight is 4 3/4 in, against 4 3/8 in entered. All other gaps 3 3/4 in or less.

Risers and goings consistent through the flight	Acceptable
Nosings sound and visible	Acceptable
Tread surfaces in a condition that is not slippery	Acceptable
Handrail continuous for the full flight, ends returned or finished	Acceptable
Handrail easy to grip, smooth and free of sharp edges	Acceptable
Handrail brackets and fixings secure	Acceptable
Guarding, balusters and newel posts secure	Acceptable
Guarding not readily climbable	Acceptable
Glass balustrade panels and fixings intact	Not applicable
Lighting works and lights every step	Acceptable
Stair, landings and ends clear of obstructions and trip hazards	Acceptable

Defects on this stair 1: D1

Defect reference	D1
Defect	Gap in guarding too wide
Where	Upper flight, open side, between balusters 6 and 7 counting from the landing
Measurement, if any (mm or in)	4.75
Priority	High
Made safe or taped off today?	No

Defect photos



Checks needing action on this stair	0
Defects recorded	1

Stair photos



Stairs 2: Unit B basement stair

Stair	Unit B basement stair
Type	Straight flight
Stair category	Private stair (one dwelling)
Number of risers	13
Open risers?	No
Guarding	No open side

Tallest riser (mm or in)	7.5
Shortest riser (mm or in)	7.375
Deepest going or tread (mm or in)	10.25
Shallowest going or tread (mm or in)	10.125
Riser variation	0.125
Going variation	0.125
Narrowest clear width (mm or in)	36
Lowest headroom (mm or in)	80.5
Handrail height: lowest point (mm or in)	34.25
Handrail height: highest point (mm or in)	36
Measurements outside the values entered	0
Risers and goings consistent through the flight	Acceptable
Nosings sound and visible	Acceptable
Tread surfaces in a condition that is not slippery	Acceptable
Handrail continuous for the full flight, ends returned or finished	Acceptable
Handrail easy to grip, smooth and free of sharp edges	Acceptable
Handrail brackets and fixings secure	Action needed
What needs doing, or why not checked	Lowest wall bracket loose: the rail moves about 1/2 in when pulled. Bracket screws are in drywall only, not in blocking or a stud. Refix into solid backing.
Guarding, balusters and newel posts secure	Not applicable
Guarding not readily climbable	Not applicable
Glass balustrade panels and fixings intact	Not applicable
Lighting works and lights every step	Acceptable
Stair, landings and ends clear of obstructions and trip hazards	Acceptable

Defects on this stair 1: D2

Defect reference	D2

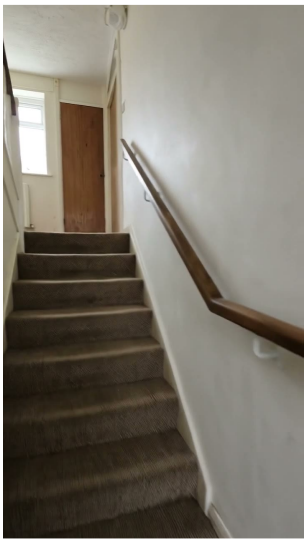
Defect	Loose handrail or bracket
Where	Wall handrail, lowest bracket above the second tread
Priority	High
Made safe or taped off today?	No

Defect photos



Checks needing action on this stair	1
Defects recorded	1

Stair photos



4. Summary

Stairs inspected	2
Measurements outside the values entered	1

Checks needing action	1
Checks not done	0
Defects recorded	2
Urgent defects	0
Parts not inspected and why	Exterior deck stair at Unit A not in this contract and not inspected.

5. Result, actions and sign-off

Items needing action	2
Result	Action needed before the stairs are used or handed over

Actions 1: Refix the lowest Unit B handrail bracket into blocking or a stud and check the rail does not move.

Action	Refix the lowest Unit B handrail bracket into blocking or a stud and check the rail does not move.
Priority	Before handover
Who will do it	R. Delgado, finish carpenter, Front Range Trim LLC
Due by	13 Oct 2026
Status	In progress

Actions 2: Add a baluster or respace balusters 6 and 7 on the Unit A upper flight so the gap is within the value entered, then remeasure.

Action	Add a baluster or respace balusters 6 and 7 on the Unit A upper flight so the gap is within the value entered, then remeasure.
Priority	Before handover
Who will do it	R. Delgado, finish carpenter, Front Range Trim LLC
Due by	13 Oct 2026
Status	Open
Actions still open	2
Decision	Use once the listed actions are done
Next check or re-inspection date	14 Oct 2026
Summary for the client	Both stairs measured within the values entered except one baluster gap on the Unit A upper flight. Unit B basement handrail has a loose bottom bracket. Both to be fixed and rechecked before handover.

Inspector name	J. Whitaker
Inspector signature	
Contractor or owner name	M. Castillo
Contractor or owner signature	