SITE survey. APP

SITE SURVEY REPORT

Visitor and Contractor Sign-in

Prepared for	Aire Valley Air Conditioning Ltd
Date	30 Sep 2026
Site	Kingsway House, 18 Park Row, Leeds
Prepared by	L. Marsh

FORM

Visitor and Contractor Sign-in

1. Arrival

Project	Kingsway House, 18 Park Row, Leeds
Site	Kingsway House reception
Date	30 Sep 2026
Time in	08:15
Name	C. Greaves
Company	Aire Valley Air Conditioning Ltd
Here as	Contractor
Who are they here to see?	L. Marsh, building manager
Vehicle registration	White van, parked in bay 14
Badge or pass number	C-07
Have they been told how their details are used and how long they are kept?	Yes

> This record holds personal details. Keep only what you need, do not leave earlier entries where other visitors can read them, and decide how long you keep it.

2. Contractor checks

What work are they here to do, and where?	Six-monthly service of roof condensers 1 to 4, on the main roof. Access by the roof hatch from the level 6 plant room.
Have you seen a risk assessment and method statement for the work?	Yes
Does the work need a permit?	Yes
Permit reference	PTW-0412, roof access
Have they been shown the asbestos information for the areas they will work in?	Yes
Have they had a site induction?	Yes
Is their insurance on file and in date?	Yes

3. Safety briefing

They have been told	What the fire alarm sounds like and where to assemble, To stay with their host or in the areas agreed, The site rules that apply to them, What protective equipment is needed, Who to tell if they have an accident or see a hazard
Would they need help to leave the building in an emergency?	No
Visitor signature	

4. Sign-out

Time out	13:40
Badge or pass returned?	Yes
Signed out by	L. Marsh