SITE survey. APP

SITE SURVEY REPORT

Water Leak Investigation

Prepared for	Brookmere Property Management
Date	12 Oct 2026
Site	Kingsway House, Swindon
Prepared by	R. Hensley

FORM

Water Leak Investigation

1. Record details and scope

Project	Kingsway House, Swindon: water leak investigation
Site or premises address	Kingsway House, 22 Prince Street, Swindon SN1
Client or organisation	Brookmere Property Management
Record date	12 Oct 2026
Person completing the record	R. Hensley

This is an investigation record, not a guaranteed leak-location diagnosis, insurance liability decision, destructive survey authorisation or gas-leak procedure.

HSE risk and electrical maintenance guidance support assessing hazards and safe access before investigation. Record observed evidence and uncertainty; water near electrical equipment may require competent isolation and specialist support.

2. Reported problem

Property, room and affected area	Kingsway House, first floor open-plan office 1.04, ceiling and carpet by the east wall
Stop tap or water meter position	Main stop tap and meter, chamber by the car park entrance · 51.560830, -1.784620 (SU 15027 84683, ±4 m)
Reported symptoms, timing and previous events	Tenant reported brown staining on the ceiling tiles on 21 September. On 28 September one tile cracked and dropped and the carpet below was wet. Staining gets worse on weekday mornings, not after rain. No earlier leaks logged here.
Authority, access and exclusions	Instructed by the managing agent, job BPM-4471. Access to floors 1 and 2 and the roof. Tenant's server room and the risers excluded.
Electrical, access and contamination concerns	Two ceiling light fittings in the wet area isolated at the floor board by the building electrician before tiles were lifted. Wet carpet coned off as a slip risk. Water from the tea point waste treated as dirty, gloves worn.

3. Evidence log

Water meter test

Meter reading at the start (m³)	1,482.315
Meter reading at the end (m³)	1,482.315

Minutes between the readings	30
Flow with everything off (litres per hour)	0
Meter test result	No movement during the test

Observation or test 1: Office 1.04 ceiling below the second-floor tea point, 12/10/2026 09:10

Location (room or area)	Office 1.04 ceiling below the second-floor tea point, 12/10/2026 09:10
Observation or authorised method	Visual check with tiles lifted, non-invasive moisture meter (relative scale) on the slab soffit
Actual result and evidence reference	Three tiles stained, one cracked and hanging. Soffit damp directly under the tea point, dry 1 m either side. Carpet tiles wet below. Photos WL-01 and WL-02.
Occupancy or system conditions (for example heating on, taps running)	Dry week, office occupied, heating off
Moisture meter reading at this point	38
Reading at a dry reference area (same meter and mode)	12
Above the dry reference by	26
Stain or wet area width (m)	0.77

Stain or wet area width (m): measuring photo



Stain or wet area height or depth (m)	0.56

Stain or wet area height or depth (m): measuring photo



Affected area (m²)	0.43

Observation photographs





Observation or test 2: Second-floor tea point, sink base unit, 12/10/2026 10:05

Location (room or area)	Second-floor tea point, sink base unit, 12/10/2026 10:05
Observation or authorised method	Visual check under the sink with the tap run for 5 minutes
Actual result and evidence reference	Water dripping from the trap joint while the sink drained. Cupboard base soaked, stained and pooling. Photo WL-03.
Occupancy or system conditions (for example heating on, taps running)	Tea point in normal use, about 30 staff on floor 2
Moisture meter reading at this point	61
Reading at a dry reference area (same meter and mode)	14

Above the dry reference by	47

Observation photographs



Observation or test 3: Flat roof above the east core, 12/10/2026 11:00

Location (room or area)	Flat roof above the east core, 12/10/2026 11:00
Observation or authorised method	Visual check of the covering, outlets and upstands
Actual result and evidence reference	Outlets clear, no ponding, covering intact over the east core. No sign of water getting in from the roof.
Occupancy or system conditions (for example heating on, taps running)	Dry, light wind

Observation or test 4: Main water meter, chamber by the car park entrance, 12/10/2026 11:30

Location (room or area)	Main water meter, chamber by the car park entrance, 12/10/2026 11:30
Observation or authorised method	Meter test: building supply in use stopped, all taps, cisterns and appliances off, meter read twice 30 minutes apart
Actual result and evidence reference	1482.315 m³ at 11:30 and 1482.315 m³ at 12:00. No movement, so no loss from the supply pipework after the meter. Photo WL-05.
Occupancy or system conditions (for example heating on, taps running)	Building closed to staff for the test, toilets isolated

Observation photographs



Points recorded	4
Points reading above the dry reference	2
Total affected area (m²)	0.43

4. Interpretation

Possible source and reasoning	Most likely source is the leaking trap at the second-floor tea point. Water has soaked the cupboard base and run down the floor penetration for the waste pipe onto the first-floor ceiling. The staining follows tea point use, not rainfall.
Alternative explanations and investigation limits	The waste pipe through the floor was not opened up, so a leak in that hidden section cannot be ruled out. The dishwasher connection was not tested as the appliance was out of use.
Isolation or temporary protection reference	Sink taken out of use and signed, ref WL-TEMP-01. Light fittings isolated, electrician job E-2291.
Further specialist tests or repair recommendation	Plumber to remake or replace the trap and check the waste where it passes through the floor. Recheck the ceiling for fresh water after a week of normal use before new tiles go in.

5. Actions and review

Are further actions required?	Yes

Further action 1: Replace the sink trap and test the waste run at the tea point. Job BPM-4475.

Action and evidence reference	Replace the sink trap and test the waste run at the tea point. Job BPM-4475.
Person responsible	D. Marsh, plumber

Target date	14 Oct 2026
Action status	Completed
Completion evidence	New trap fitted 14 October. No drips after 10 minutes of running water. Photo on job BPM-4475.

Further action 2: Recheck the slab soffit with the moisture meter after a week of normal use.

Action and evidence reference	Recheck the slab soffit with the moisture meter after a week of normal use.
Person responsible	R. Hensley
Target date	21 Oct 2026
Action status	Open

Further action 3: Replace the cupboard base and four ceiling tiles once dry, then reinstate the light fittings.

Action and evidence reference	Replace the cupboard base and four ceiling tiles once dry, then reinstate the light fittings.
Person responsible	M. Coyle, building manager
Target date	26 Oct 2026
Action status	Open
Open actions	2
Outstanding limitations and information to pass on	Hidden section of the waste through the floor not inspected. If staining returns after the trap repair, open the floor around the waste pipe.
Record status	Further work needed
Reviewed by	M. Coyle
Review date	14 Oct 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.