SITE survey. APP

SITE SURVEY REPORT

Window Installation Inspection

Prepared for	Esk Coast Housing Co-operative
Date	2 Oct 2026
Site	12 Abbey Terrace, Whitby
Prepared by	Y. Ibrahim

FORM

Window Installation Inspection

1. Record details and scope

Project	12 Abbey Terrace, Whitby: replacement windows (completed example)
Site or premises address	12 Abbey Terrace, Whitby
Client or organisation	Esk Coast Housing Co-operative
Record date	2 Oct 2026
Person completing the record	Y. Ibrahim, surveyor, Esk Coast Housing Co-operative

For installation quality records. This is not a FENSA or other competent-person certificate, glazing design, fire performance assessment or proof of compliance in every jurisdiction.

2. Opening and product

Opening ID, elevation and room	W3, rear elevation, first floor back bedroom
Window type, manufacturer and product reference	uPVC casement, 2 lights, Moorland Windows Ltd range MW70, order line 3
Approved details and instruction revision	Window schedule WS-AT12 rev A and manufacturer installation guide MW70-IG rev 3
Building control or scheme reference where relevant	Installer to register the work under their competent person scheme, ref awaited
Frame width on the schedule (mm)	1210
Frame height on the schedule (mm)	1050
Frame width as fitted (mm)	1206
Frame height as fitted (mm)	1047
Size tolerance from the schedule or the manufacturer (± mm)	5
Width difference (mm)	-4
Height difference (mm)	-3
Frame size check	Within the tolerance

3. Installation observations

Opening condition and dimensions checked against design	Acceptable
Frame alignment and fixing evidence recorded	Acceptable
Perimeter weathering, sealing and drainage details checked	Action needed
Action, limitation or reason not applicable	External silicone at the sill incomplete on the left, about 40 mm measured from the photo. Installer to complete before the scaffold is struck.
Glazing and safety markings checked against specification	Acceptable
Operation, hardware and restrictors checked to specification	Action needed
Action, limitation or reason not applicable	Opening restrictor on the right sash not engaging. Restrictor required by the schedule for this room. Adjust and retest.

4. Measured evidence

Installation measurement 1: Frame plumb, left jamb

Measurement point and parameter	Frame plumb, left jamb
Actual result and unit	1 mm over 1.2 m
Acceptance criterion and source	Not more than 2 mm per MW70-IG rev 3
Instrument and calibration reference	Level LV-02
Comparison	Within criterion

Installation measurement 2: Diagonal difference

Measurement point and parameter	Diagonal difference
Actual result and unit	2 mm
Acceptance criterion and source	Not more than 3 mm per MW70-IG rev 3
Instrument and calibration reference	Tape
Comparison	Within criterion

Installation measurement 3: Top fixing distance from corner, right jamb

Measurement point and parameter	Top fixing distance from corner, right jamb

Actual result and unit	260 mm
Acceptance criterion and source	150 to 250 mm from corners per MW70-IG rev 3
Instrument and calibration reference	Tape
Comparison	Outside criterion
Exception and response	Additional fixing added at 180 mm before the internal reveal was made good. Seen by Y. Ibrahim.

Defects found 1: Inside, left reveal

Where (for example outside sill, left jamb)	Inside, left reveal
Type	Finish or making good
What is wrong	Plaster cracked along the new frame edge.
Length of the affected area (m)	0.60

Photos



Status	Fixed and rechecked

Defects found 2: Right sash

Where (for example outside sill, left jamb)	Right sash
Type	Hardware or operation
What is wrong	Opening restrictor does not engage. Required by the schedule for this room.
Status	Open

Defects found 3: Outside sill, left end

Where (for example outside sill, left jamb)	Outside sill, left end
Type	Sealant or weathering
What is wrong	Silicone bead between the sill and the frame stops short on the left. Water can get behind the sill.
Length of the affected area (m)	0.04

Length of the affected area (m): measuring photo



Photos



Status	Open

Fixings and seals before concealment



5. Handover

Adjustments made and reinspection notes	Sill seal gap and restrictor fault open; reveal crack made good and rechecked 2026-10-02. Installer returning 2026-10-05; reinspection the same day.
Product, warranty and separate certificate references	Manufacturer guarantee MW-G-AT12, glazing labels photographed
Handover recipient	Tenant handbook to the co-operative housing officer, A. Swales

6. Actions and review

Tallies

Checks acceptable (of 5)	3
Checks needing action	2
Checks not done	0
Measurements within the criterion	2
Measurements outside the criterion	1
Defects still open	2
Defects fixed and rechecked	1
Open defect length (mm)	40

> Not ready to sign off. Some checks need action, a measurement is outside its criterion or a defect is still open. Record the fix and the recheck before the record is marked ready for review.

Are further actions required?	Yes

Further action 1: Complete sill silicone on W3 left side

Action and evidence reference	Complete sill silicone on W3 left side
Person responsible	Installer
Target date	5 Oct 2026
Action status	Open

Further action 2: Adjust right sash restrictor on W3 and retest

Action and evidence reference	Adjust right sash restrictor on W3 and retest
Person responsible	Installer
Target date	5 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Only W3 inspected in detail. Other windows checked visually from the room.
Record status	Further work needed
Reviewed by	A. Swales, housing officer
Review date	3 Oct 2026
Author signature	

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