

Site visit report

Project	14 Larch Walk – rear extension, 14 Larch Walk, Sevenoaks TN13
Project reference	LW
Client	Mr A. Sample and Mrs B. Sample
Our reference	SVR-01 Rev A
Date of issue	14 December 2026
Date of visit	Monday 14 December 2026, 10:00am
Weather	Dry, overcast, 4°C
Purpose	Periodic inspection of progress and visible workmanship at the rear extension.

Present

Name	Organisation	Role
Jane Harper		Contract Administrator
T. Hartfield		Contractor
Mrs B. Sample		Client; present for the last 20 minutes

Progress

Foundations and slab complete; external walls at wall-plate level on all three sides. Steel beam S1 installed and the existing rear wall removed. Roof joists and deck installed; membrane not yet laid and temporary tarpaulin protection in place. Drainage diversion completed and CCTV survey reported done. Bifold doors D10 delivered on 11 December 2026 and stored, uninstalled, in the clients’ locked garage. The Contractor’s programme shows the roof 2 weeks behind following late steel delivery; the effect on overall completion has not been established. The contractual completion date is 12 February 2027.

Observations

Ref.	Location	Observation	Photo
01	Bifold opening D10	The cavity tray was not visible. The Contractor was asked on site to confirm installation; absence of a visible tray is not proof that it is missing.	P3 (not supplied)
02	East flank brickwork	The brick colour appeared slightly lighter than the sample panel.	
03	Party wall with No. 12	The padstone pocket is complete. The notes record that No. 12’s surveyor visited on 10 December 2026; they do not record the surveyor’s findings.	
04	Foundations, damp-proof course and slab	The notes record a satisfactory building control foundation inspection on 20 November 2026. The damp-proof course/slab inspection had not been booked, although the slab was already complete.	
05	East scaffold lift	Missing toe-boards were raised with the Contractor and corrected during the visit. This observation is closed on the visit record.	
06	Flat roof	The deck is temporarily protected with tarpaulin; the permanent membrane is not installed.	
07	Programme	The reported 2-week roof delay is attributed to late steel delivery. No revised contractual completion date is recorded.	
08	Diverted drainage	The CCTV survey was reported complete; its findings are not recorded in the visit notes.	
09	Clients’ garage	D10 is stored in the locked garage pending installation.	

Actions

Ref.	Action	By	Due
01	Provide the installation record and photographs; arrange verification with us before further concealment.	Hartfield Build Ltd	Before further concealment at D10
02	Provide the delivery note and batch details for comparison with the sample panel. Refer the result to us before continuing the affected facing work.	Hartfield Build Ltd	Before further east flank facing work
03	Provide the visit record and any outstanding surveyor requirements for our review.	Hartfield Build Ltd	Before concealing the pocket
04	Contact building control promptly, provide the available construction records and agree the inspection or evidence needed for the completed slab. Send us the response and foundation inspection record.	Hartfield Build Ltd	Immediately and before further concealment
06	Maintain secure weather protection and confirm the membrane installation date.	Hartfield Build Ltd	Protection ongoing; date before next roofing work
07	Provide an updated programme, recovery proposals and the effect on completion. Notify any anticipated completion delay with its cause and supporting records under clause 2.7.	Hartfield Build Ltd	Promptly on receipt of this report
08	Provide the CCTV report and as-built drainage information, identifying any defects and proposed action.	Hartfield Build Ltd	Before closing out drainage work
09	Keep the garage available and secure, coordinate installation access with the Contractor and confirm that the household insurer has been notified of the works and materials stored there.	Mr A. Sample and Mrs B. Sample	Before installation access; insurance confirmation promptly

Instructions needed

- No numbered instruction is recorded as issued during this visit. This report records observations and follow-up actions; any change to the Works will be instructed separately.

Inspection basis

This report records a periodic visual inspection of accessible work, not continuous supervision. The Contractor remains responsible for directing and carrying out the Works. Concealed work has not been verified by this report.

Photographs P1–P8 are referenced in the visit notes but were not supplied with this report. The cavity-tray photograph reference P3 is retained for identification; no photograph is enclosed.

The stated action times are follow-up requirements in this report; the notes do not record agreed deadlines.

Next visit: Arrange with the Contractor to suit the next inspection stage.

This report records a periodic visit to inspect the general progress and quality of the work. It is not supervision: the Contractor remains responsible for supervising and carrying out the work in accordance with the contract.

Distribution

Name	Organisation	Role	Sent via
Hartfield Build Ltd		Contractor and principal contractor	
Mr A. Sample and Mrs B. Sample		Employer	
Harbour Lane Architects Ltd		Contract Administrator and principal designer	

Signed _____
Jane Harper
Architect (ARB 0612345)
for and on behalf of Harbour Lane Architects Ltd