

SITE VISIT REPORT

MARK D. STEPHENS
Architects

JOB:

DATE:

NO. OF VISIT:

PAGE OF :

PURPOSE OF VISIT:

CONTRACTOR:

Items to be checked

Observations

Actions

SETTING OUT

Correct to boundaries

Correct to building lines ?

Diagonals accurate ?

Levels correct ?

EXCAVATIONS

Adjoining structures OK?

Centres of foundations line with walls?

Bottoms of trenches uniform, firm, level
& free from lumps, foreign matter, mud & water ?

Steel pegs fixed for levels ?

Structural engineer inspection

HARDCORE

Not frozen ?

Free from timber products, plasterboard, metals
big lumps of concrete, rubbish etc...

Correctly compacted, engineer happy ?

Correct thickness ?

Blinded ?

Checked

Samples:
Tests:

Records

Photos:
Video:
Other:

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RADON BARRIER

Correct make & guage

Any joints lapped correctly

Radon tape used

REINFORCEMENT

Adequately stored to avoid deformation

No crude bends

Correct bars, spacers & laps, check with str. eng.

Adequate cover, check with str. eng

Free from loose rust/scale/mud/mould/grease

FORMWORK

Boards are not reused too much

Is set correctly, right levels & accurate

Strong ?

Movement joints ?

Free of sawdust, chippings, nails, wire, water & rubbish

Clean and coated with release agent.

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CONCRETE

- Temperature between 5-30 deg
- Check mix/strength
- Poured within 30mins of delivery
- Compacted ? bubbles stop rising & aggregate not separated from grout
- Radon, formwork etc... not displaced
- Boards removed within 24 hours
- Cover with polythene ?
- Insulated if cold ?
- Time to strike concrete - check with engineer
- Concrete protected from site traffic for 4 days
- Concrete protected from weather, dirt, damage, shock etc...

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MASONRY

Correct setting out? (including lintel height to take account of floors)

Openings correct?

Mortar mix correct?

Blocks kept dry?

Damp proof course correct?

Vertical?

Joints into existing OK?

Lintels correct way up?

Cavity work:

Correct thickness?

Cavity trays correct?

DPC doesn't project (other than opes)

Wall ties correct ?

Lifting battens in cavity?

Correct insulation at opes? - Insulation correct?

Cavities below doors protected to prevent rubble/rubbish

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STRUCTURAL STEEL

Correct fabrication

Coated in red oxide?

Straight, untwisted, smooth ends?

Quality of welds

Friction grip areas are left unpainted

Stored to avoid distortion

Concrete bases at correct level?

Correct setting out ?

Correctly orientated

Correct sizes?

Plum & level with bob?

Holding down bolts at right angles?
Full turn of thread above nut?

Certified by structural engineer?

Fire protection applied?

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TIMBER STRUCTURE

Free from large dead knots, waness, shakes & is straight/square?

Kept dry?

Treated with preservative on cut ends?

Joists at correct levels?

Double joists in correct positions, bolted with washers?

trimming done correctly?

Joists bear min 90mm on masonry, 45mm on steel

Wall plates level?

Joists mortared & taped correctly?

Correct wall hangers? or timber built in adequately

End joists 50mm from walls

Struts are correct?

Notching or drilling as specified?

Insulation applied correctly?

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DAMP PROOF MEMBRANES & INSULATION ABOVE FLOORS

Floor surface flat & clear of mortar

1200 guage dpm?

Laid with joints lapped 150mm & sealed?

Not punctured?

Lapped & sealed at penetrations

Properly fitted into corners & upstands

Enough slack?

Enough lap to dpc?

Clean & treated with respect?

No gaps in insulation?

Supported at edges?

Cut tight around penetrations?

Protected with boards to prevent damage by wheel barrows/boots when screeding?

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TIMBER STRUCTURE

Restrainers straps as specified?

Boards are as specified?

Holes around services penetrations sealed?

Boards are protected?

TIMBER STUDWORK

As specified ?

Stacked to keep dry?

Panels are vertical?

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ROOFS

Wall plates centred on inner leaf?

Wall plate dead level & parallel?

Rafters are parallel

Holding down straps as specified?

No timbers with 200mm of flue or within 40mm of chimney?

STAIRS

Correct specification, material etc...

Correct rise/going (take into account floor finishes)

Correct thicknesses?

Glued top/bottom of each riser?

Newels, balusters, handrail as specified?

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SCREEDS

Sub level correct

Gas pipes properly protected?

Coarse sharp sand ?

Laid dry?

Check depth

Cured with polythene?

Good finish?

No hollow areas?

WINDOWS & DOORS

Correct specification

Correct drips & thresholds

DPC and insulation fixed prior to fitting at reveals, lintels & cills

Plumb & square & can open correctly

AIR TIGHTNESS

Correct specification

Correctly installed

Airtightness test conducted & results

Checked

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