SITE SURVEY AND LOGISTICS TEMPLATE

For use on Garden Surveys

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The following notes are intended for use by Designers, Contractors and Consultants when tendering for projects, both domestic and commercial. The format is progressive, and therefore some of the information indicated in the survey questionnaire will not be relevant to all schemes.

Similarly, there will be occasions that you may identify, that require you to add more information than shown. Such is the nature of a template – it is purely intended as a guide, forming only a part of your tender documentation. You may even add more headings as you identify them during your own experiences.

In all instances however, it is essential to record as much information as possible, discovered at the time of your visit. This document may form part of your quotation, as it is the basis upon which you have quoted. A copy should be placed in the client file at the office, for reference in case of any queries that may arise in the future.

ESTABLISHING THE CLIENT AND SITE DETAILS

Name of Client (This may not be the property owner or person issuing instructions, but is the person nominated by the owner for the purpose of this survey).

Address of the Property subject to this survey. Include post code and any other relevant information clearly showing the property and area/s to which this survey relates to.

Names and Addresses of Owners and Clients if different from those previously shown.

Date of Enquiry, plus details of person making the enquiry. Also record any third party involvement/recommendations.

Date of Site Visit

Weather and Site Conditions noted at the time of such visit.

Identifying Number of the Scheme or part thereof. This reference number should be unique to that particular site and quotation, especially if other works may arise from the same source to avoid any confusion.

NOTES PRIOR TO SETTING FOOT ON SITE

Width of access roads/parking problems/overhead cables/turning problems/schools or hospitals/any other potential hazards or threats to the smooth running of your intended works.

NEVER IGNORE ALARMS BELLS OF ANY KIND! - NEVER ASSUME, ALWAYS ASCERTAIN!

ARRIVING ON SITE

Width of access into site

Parking – On Road/Off Road? Parking permits required? Time restrictions

Turning difficulties or height issues ref. crane offload etc

Overhead cables or obstructions

Condition of roadside fences/walls/gates (including neighbours if appropriate)

Condition of driveway. Drive surface material

Condition and weight bearing of man-hole or other covers

(As in all surveying matters, ensure you take plenty of time dated photographs of each area, especially noting any existing damage)

BUILDINGS

Overall impression – Tidy, well maintained?

Damp proof courses – Visible, 150mm above ground? Condition?

Air Bricks – Clean, clear, dry?

Gutters and downpipes – Clean, unbroken, secure? Discharging properly?

Windows and doors – Chipped glass or paintwork? General condition?

Brickwork/stonework/rendering – Signs of movement or damage?

Taps – Number and location. Condition of pipework? Water pressure? Permission to use?

Power points – Voltage limitation, circuit breakers? Permission to use?

Asbestos – Present/Likely?

SITE IN GENERAL

Oil tanks? Location? Condition? Any signs of leakage/spillage? Emergency cut off? Pipe run? Bunded? Locked?

Gas inc Propane tanks – Pipe runs likely? Emergency cut off location?

Trees – Sizes and types. Surface roots? Location issues? Shade problems? Leaf drop issues re. gutters and pools etc? Overhanging branches? Damaged branches or trunks? Condition/health?

Manhole covers (inc BT etc) – Location and numbers. Depth of drainrun if applicable ref damage by vehicles/weight/vibration. Condition of covers and drains. Cesspits?

Swimming Pools – General condition. Paving condition inc. sinkage/movement. Soft areas nearby? Backwash outfall? Size of pool? Gallonage? (Ditto reference also fishponds and swimming ponds)

Water runoff site – Location and instructions ref. water disposal/pool emptying.

Fences and walls – Condition and type/s. Neighbour issues likely? Overhanging branches or encroachments on to clients curtilage?

Hedges – Type and size? Width, height and length? Bulking issues if reducing/cutting. Arisings left on site or remove off site?

Soil type – Depth of topsoil? Soil analysis undertaken – results? Bulking factor issues? Spread on site or remove off site? Weed seed, pernicious weeds or root contamination requiring removal off site? Special transport/licenses needed? Shrinkage or heave problems identified?

Site Grounds – Soft areas requiring ground boards? Water run off? Drainage problems?

Existing Rubbish on site – Amount? Client to remove? License needed for disposal? Asbestos or other hazardous material?

Japanese Knot Weed – Present/Likely?

Storage Areas – Dry cover? Access to store for delivery lorries? Area available?

Dangerous/poisonous plants? – Dangerous/poisonous creatures e.g. adder territory?

Dogs or other pets?

Children – Protection and isolation required?

PRELIMINARIES/COSTS

(These items will form part of any quotation, shown as Prelims, with separate costs shown against each)

Site Office inc temporary telephone and First Aid/Eye Washing Station

Toilet Hire (Access, siting etc out of view?)

Scaffolding inc. weather cover for works areas plus low lift work e.g. walling projects.

Ground Boards for traversing site. Transport to from site. Hire charges?

Protection of areas/trees/tree roots/shrubs/windows/driveways etc

Licences and Special Insurances likely?

Removal of rubbish from site (volume to be assessed and agreed beforehand if impossible to evaluate) Skip hire or grab lorries?

Site dewatering, temporary measures inc pumping equipment.

Specific Hire Charges eg Traffic Lights. Skip licences. Asbestos on site?

Banksmen – additional labour costs.

PRELIMINARIES/COSTS Continued

Road sweeping or tidying of works external to site (during works or end of project) Regular periods/times to be agreed in writing.

Permission/licence to cross neighbouring land?

Costs of setting up works (1) and Site clearance/final tidy (2)

Construction (Design Management) Regs. 2015 Principle Designer/Contractor Agreed?

NOTES

Clients comments ref. timing/problem neighbours/quiet times/restrictions on access or working times/smoking/noise/radios etc.

IMPORTANT!!

Clients comments regarding specific instructions and uses for the garden, i.e non-slip, pet friendly planting, sound/noise effects etc - anything that could be challenged after the project is completed.

Any existing plans or drawings available (do not accept responsibility beyond checking them as a guide only) Ensure in writing that you do not accept them as being accurate.

Drainage and underground service plans. (Power, CCTV, Animal security, Fibre Optics etc)

Have the clients accepted all products, and agreed on all materials? Requirement for Site Products Library? Have they seen and accepted their colours, both wet and dry? Have they given written confirmation of approval?

DOUBLE CHECK EVERYTHING BEFORE LEAVING SITE.

THIS DOCUMENT WILL SAVE YOU A GREAT DEAL OF TIME AND AVOID ANY MISUNDERSTANDING IN THE FUTURE. IT SHOULD FORM PART OF THE TENDER DOCUMENTS, BE TIME DATED AND RECORDED AS SUCH.

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THE PAVING SITE