

## 2023 SURVEYOR REPORTING GUIDANCE –

Stage Visit:	Stage reference on instruction:
‘Roof On’	<i>New-Build - Framed 3 – Frame Erect &amp; Roof On</i>
	<i>New-Build - Masonry 3 – Roof On</i>
	<i>New-Build - ICF 5 – Roof On, Cladding Underway</i>
	<i>Reno/Refurb 5 - Roof On</i>

### General:

- Have any ‘Robust Details’ been proposed/used and is installation as per detail.
- Installation compliance with design drawings / specifications

### New works (Masonry):

- Details on what can be seen of superstructure:
  - wall type, cavity details and condition, wall tie compliance, trays, weep holes, movement joints, lintels and bearing.
  - insulation type, thickness, residual cavities, fixing.
  - floor/ceiling joists – type, sizes, bearing.
  - Details on other works: tanking, additional DPC’s, drainage, first fix, pre-plaster, windows and doors, W&W?
- Details on roof:
  - Roof structure, fixing down, insulation, coverings, breather membranes, fixings and nailing schedule, tile spacing, wet/dry bedding, flashings, and workmanship.
  - Review of flat roofs inc. deck, insulation (cold/warm) and waterproof envelope and ventilation.
  - Roof drainage – any valley or box gutters (these are flat roofs!), single ply membranes, adequate drainage capacity etc

### New works (Framed):

- Details on what can be seen of frame (timber/steel/etc):
  - DPC / DPM provided and at correct level?
  - Frame condition and signs of deflection
  - Sole plate installation – flush to slab, packing, details at point loads. Frame fixing to sole plate.
  - Vapour barrier and breather membrane
  - Floor systems, bracing/noggins, fixings.
  - SIP panels and construction method assessed against the design.
  - Details on other works: drainage, first fix, pre-plaster, windows and doors, W&W?
  - Any other 3<sup>rd</sup> party QA for frame installation?
- Details on roof:
  - Roof structure, fixing down, insulation, coverings, breather membranes, fixings and nailing schedule, tile spacing, wet/dry bedding, flashings, and workmanship.
  - Spandrel panel detail (party walls)
  - Review of flat roofs inc. deck, insulation (cold/warm) and waterproof envelope and ventilation.
  - Roof drainage – any valley or box gutters (these are flat roofs!), single ply membranes, adequate drainage capacity etc

#### New works (ICF):

- Details on what can be seen of superstructure:
  - Condition of formwork and status of temporary support/structures in place, signs of deflection?
  - floor/ceiling joists – type, sizes, bearing.
  - Details on other works: tanking, render, cladding works, drainage, first fix, pre-plaster, windows and doors, W&W?
- Details on roof:
  - Roof structure, fixing down, insulation, coverings, breather membranes, fixings and nailing schedule, tile spacing, wet/dry bedding, flashings, and workmanship.
  - Review of flat roofs inc. deck, insulation (cold/warm) and waterproof envelope and ventilation.
  - Roof drainage – any valley or box gutters (these are flat roofs!), single ply membranes, adequate drainage capacity etc

#### Existing works:

- *Existing structure is included in the warranty's definition of 'Housing Unit'. Any defective new work that causes damage to the 'Housing Unit' is covered under the warranty.*
  - Details of retained structure and suitability of interface/junction with new works.
  - Any notable defects in existing works
  - Confirmation installation as per design detailing

#### Summary:

- Is a revisit required due to complex works, site issues or works not progressed adequately? **High Risk Remediation** if additional visit required.
- Are photos required of unseen work? – add to remediations. **High Risk** or **Other Risk** depending on severity. See '2023 Surveyor Reporting Guidance – Remediations'

#### Photos:

- Progress of the build is covered photographically in its entirety. Photos include wider scope and contextual shots as well as details. Please can photos be labelled so that we can reference them with the narrative accurately.

The below table indicates the documentation and certification BZSS will require at completion.

Shaded Blue - Always applicable if relevant project type/scope	Shaded Orange - Will be included on the instruction if required
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Project Element / Phase	Guidance on documentation/certification required	Date Introduced
Block & Beam floors (if applicable)	Design drawings and calculations to be provided.	N/A - All Live projects
Flat Roof (All finish types. Incl balconies/terraces over habitable space / integrated garages).	Installation by a suitably qualified person with appropriate PI. Details to be provided. IBG to be provided. <i>Insurance Backed Guarantee - a financially adequate Insurance Backed Guarantee covering both the materials and workmanship, valid for at least 10 years from the date of practical completion. A product guarantee is not sufficient but still needs to be collected as works in conjunction with the IBG policy.</i>	N/A - All Live projects
Metal Roofing / Cladding Systems	Installation by a suitably qualified person with appropriate PI. Details to be provided, along with any available guarantees/warranties. <i>Eg. Federation of Traditional Metal Roofing Contractors -&gt; IBGs available.</i>	N/A - All Live projects
Lead Roofing / Cladding Systems.	Installation by a suitably qualified person with appropriate PI. Details to be provided, along with any available guarantees/warranties if IBGs not available. <i>Eg. Lead Contractors Association -&gt; LCA guarantee available</i>	N/A - All Live projects
Slate Declaration of Conformity Certificate (new natural slates).	<b>Please confirm if natural slates have been used or if they are synthetic.</b> If new natural slates are used... a dated, slate conformity certificate should be provided stating A1, S1 and T1 Ratings within 6 months of the quarry which is associated with the batch.	N/A - All Live projects
Spray Foam Insulation	<ol style="list-style-type: none"> <li>1. Confirmation that the spray foam installation has been designed into the build as part of the original specification. If this is not the case and the spray foam is being used as a substitute material, confirmation of this from the designer is required.</li> <li>2. Third-party product accreditation document (BBA, KIWA etc) that is both complete, contemporaneous to the date of the product installation and representative of the material used within the roof</li> <li>3. Works to be carried out by accredited (manufacturer, KIWA etc) installers, with full details and credentials supplied.</li> <li>4. Copies of any manufacturers or installers' guarantees or warranties are to be provided.</li> <li>5. All ancillary installation paperwork to be provided – installer logbooks/records/audit reports etc. This includes a report on the pre-installation evaluation of the roof detailing roof coverings, underlay/sarking, moisture content of the timber, and confirmation that the product is compliant with all surfaces to which it will adhere.</li> <li>6. A condensation risk analysis that provides clear indication of the modelled condensation risk that accurately corresponds to the as-built materials present</li> <li>7. Written confirmation from the spray foam installer AND contractor that the installation is in accordance with the requirements of the product's independently awarded product approval (BBA etc), this includes all as-built materials ancillary to the spray foam product/installation and roof build-up.</li> </ol>	07/06/2023
Timber frame certification	Timber Frame Certificate or similar (audit log of installation, structural guarantee etc), provided by the installer or other suitably qualified person with appropriate PI (eg. Structural Engineer)	N/A - All Live projects

Unseasoned timber products	Include structural members and cladding. Need to be identified in the report. These are normally excluded as per the terms of the Warranty policy.	N/A - All Live projects
Timber Treatment work.	Installation by a suitably qualified person with appropriate PI. Details to be provided. IBG to be provided. <i>Insurance Backed Guarantee - a financially adequate Insurance Backed Guarantee covering both the materials and workmanship, valid for at least 10 years from the date of practical completion. A product guarantee is not sufficient but still needs to be collected as works in conjunction with the IBG policy.</i>	N/A - All Live projects
Rendering on board/insulation	BBA Certificate (or other recognised 3rd party testing certification) for the board and render system, and confirmation from the contactor/installer that “the rendering system has been applied as per the accompanying certificate, by appropriately competent/certified persons. Details to be provided, along with any available guarantees/warranties	N/A - All Live projects
Render on cavity masonry	No requirements other than confirmation of basic sand/cement render system onto blockwork. For more complex systems such as ‘K Rend’ this needs to be installed correctly.	N/A - All Live projects
Brick Slip Systems	BBA Certificate (or other recognised 3rd party testing certification) for the slip, adhesive and system, and confirmation from the contactor/installer that “the rendering system has been applied as per the accompanying certificate, by appropriately competent/certified persons. Details to be provided, along with any available guarantees/warranties	N/A - All Live projects
Fenestration	FENSA Certification or alternative guarantee by the specialist contractor. Kite marks to be checked where necessary.	N/A - All Live projects
Concrete - Delivery notes and Slump Tests	Evidence of a slump test carried out on site is to be provided, alongside a copy of the concrete delivery note/s or other QA records	N/A - All Live projects
Concrete - Insitu Cube Testing	For developments of 2 or more units - the developer is to provide concrete cube testing results when requested	N/A - All Live projects
On site welding	All certification/documentation for on-site welding to be provided.	N/A - All Live projects
Curtain Walling	BBA Certification and guarantee by the specialist contractor or other suitably qualified person with appropriate PI. Confirmation installation is as per design.	N/A - All Live projects
Fire Stopping	Schedule and certification of fire stopping measurers to the structure	N/A - All Live projects
Heat-Soaked Glass	All toughened glass to be heat soak tested as a minimum requirement together with the outer pane being laminated when any fenestration is being installed at height. Certification is to be provided.	N/A - All Live projects
Mortar batch testing	Mortar batch testing at regular intervals during the course of the work, and results provided	N/A - All Live projects