

SITE INTELLIGENCE

Project Readiness Report

Pre-Construction Design Review & Drawing Coordination Assessment

14 Oakfield Road, Guildford, Surrey GU2 4EH



PREPARED FOR

Sample Client

DOCUMENT REFERENCE

SAMPLE-PFCO-REP-
ProjectReadiness-R00

DATE

1 March 2026

PREPARED BY

Site Intelligence

CLASSIFICATION

Client Confidential

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1. EXECUTIVE SUMMARY

This Project Readiness Report has been prepared for the proposed two-storey rear extension and loft conversion with associated landscaping and off-street parking provision at 14 Oakfield Road, Guildford, Surrey GU2 4EH. It provides a pre-construction design review assessing whether the drawing set and supporting documents are complete, coordinated, and sufficient to proceed to construction.

Overall Readiness Verdict: **CAUTION**

Verdict: CONDITIONAL

Verdict Summary

The drawing set is substantially complete but 2 items require resolution before construction can commence. Both items have clear resolution paths and are expected to be resolved within 1-2 weeks. Once the 2 outstanding items are resolved, the project is ready to proceed to contractor tender.

1.1 Summary Dashboard

Category	Status	Issues	Action Required
Architectural drawings	COMPLETE	0	None
Structural engineering	CONDITIONAL	1	Steel beam specification missing for GL-01
Building Control submission	COMPLETE	0	None
CDM documentation	CONDITIONAL	1	F10 notification not yet submitted
Party wall matters	COMPLETE	0	Party wall award in place
Utilities & services	COMPLETE	0	None
Contractor specification	COMPLETE	0	None

2. DRAWING REGISTER

The following documents were provided for review and form the basis of this assessment:

Drawing Ref	Title	Revision	Date	Status
ARCH-001	Existing Ground Floor Plan	P01	15/01/2026	Received
ARCH-002	Existing First Floor Plan	P01	15/01/2026	Received
ARCH-003	Existing Loft Plan	P01	15/01/2026	Received
ARCH-004	Existing Elevations (all four)	P01	15/01/2026	Received
ARCH-005	Existing Sections A-A, B-B	P01	15/01/2026	Received
ARCH-101	Proposed Ground Floor Plan	P02	01/02/2026	Received
ARCH-102	Proposed First Floor Plan	P02	01/02/2026	Received
ARCH-103	Proposed Loft Plan	P02	01/02/2026	Received
ARCH-104	Proposed Elevations (all four)	P02	01/02/2026	Received
ARCH-105	Proposed Sections A-A, B-B	P02	01/02/2026	Received
ARCH-106	Proposed Site Plan	P01	01/02/2026	Received
STR-001	Foundation Layout Plan	P01	10/02/2026	Received
STR-002	Ground Floor Structural Plan	P01	10/02/2026	Received
STR-003	First Floor Structural Plan	P01	10/02/2026	Received
STR-004	Roof Structural Plan	P01	10/02/2026	Received
STR-005	Structural Details Sheet 1	P01	10/02/2026	Received
STR-006	Structural Design Calculations	P01	10/02/2026	Received



3. ARCHITECTURAL DRAWING REVIEW

Status: **PASSED**

The architectural drawing set is complete and internally consistent. The following checks have been performed:

Check	Result	Notes
Floor plans — existing vs proposed comparison	PASS	Dimensions consistent, changes clearly marked
Elevations — existing vs proposed comparison	PASS	Materials annotated, openings dimensioned
Sections — roof build-up and floor construction	PASS	Section lines correctly referenced on plans
Site plan — red line boundary	PASS	Boundary consistent with title plan
Room dimensions — NDSS compliance	PASS	All rooms meet NDSS minimum areas
Window schedule — opening sizes	PASS	Escape windows identified on plans
Drainage — foul and surface water	PASS	Connections shown on site plan
Scale and north point	PASS	All drawings correctly scaled with north point

3.1 Observations

- **Dormer design:** The proposed rear dormer is well proportioned and set appropriately within the roof slope.
- **Loft escape route:** Fire escape route from the loft bedroom is via the main staircase. A protected corridor to the front door should be confirmed with Building Control.
- **Junction detail:** The two-storey rear extension junction detail should show the flashing arrangement between the extension roof and the existing rear wall.

4. STRUCTURAL ENGINEERING REVIEW

Status: **CAUTION**

The structural engineering package is substantially complete. One item requires resolution before the structural design can be considered fully issued for construction.



Risk Warning

ISSUE: Steel beam specification missing for GL-01 (ground floor opening beam in rear extension). The structural calculations reference a 254x146x31 UB but this is not annotated on drawing STR-002. The contractor cannot order steelwork until this is confirmed on the drawing.

RESOLUTION: Structural engineer to annotate STR-002 Rev P02 with the beam specification. Estimated time to resolve: 1-2 working days.

4.1 Structural Checks

Check	Result	Notes
Foundation design — type and depth	PASS	Strip foundations 1000mm deep, suitable for clay subsoil
Foundation design — loadings	PASS	Loads consistent with calculations
Steelwork schedule — completeness	FAIL	GL-01 beam spec missing on STR-002
Steelwork schedule — sizes match calcs	PASS	All other beams match calculation output
Loft conversion — ridge beam	PASS	Steel ridge beam correctly specified and connected
Loft conversion — floor strengthening	PASS	New joists and trimming correctly detailed
Padstones and bearings	PASS	Padstone sizes and positions annotated
Temporary works notes	PASS	Propping requirements noted on drawings
Hold point inspections	PASS	4 hold points identified and clearly marked

 **5. BUILDING CONTROL**

Status: **PASSED**

Building Control submission has been made to the relevant body. The following aspects have been confirmed:

Approved Document	Aspect	Status
Part A	Structural stability	Calculations submitted
Part B	Fire safety — escape routes	Protected staircase design confirmed
Part B	Fire safety — detection	Grade D1 LD2 system specified
Part C	Damp-proofing	DPC and cavity tray details on drawings
Part E	Sound insulation	Party wall junction details provided
Part F	Ventilation	Mechanical extract and background ventilation specified
Part K	Staircase design	Loft staircase meets minimum dimensions
Part L	Energy conservation	U-values meet current requirements
Part M	Accessibility	Ground floor layout compliant
Part P	Electrical safety	Separate electrical design by Part P installer

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6. CDM & HEALTH AND SAFETY

Status: **CAUTION**

Risk Warning

ISSUE: The F10 notification to the HSE has not yet been submitted. For a domestic project with an anticipated duration exceeding 30 working days or 500 person-days, an F10 notification is required before construction commences.

RESOLUTION: The F10 should be submitted by the contractor (as domestic client duties transfer to the contractor under CDM 2015 Regulation 7). This should be done at least 1 week before the planned start date.

6.1 CDM Roles

Role	Appointed	Name/Organisation
Client	Yes	Sample Client
Principal Designer	Yes	Site Intelligence™ (PF & Co Construction Ltd)
Principal Contractor	To be confirmed	Awaiting contractor appointment
CDM Coordinator	N/A	Not required (domestic project)

6.2 Key Construction Risks Identified

Risk	Severity	Mitigation
Working at height — roof works and dormer	HIGH	Scaffolding, edge protection, harness points
Structural alteration — removing internal walls	MEDIUM	Temporary propping per structural drawings
Excavation — foundation trenches	MEDIUM	Trench support, services survey before dig
Asbestos — potential in existing roof tiles/soffit	MEDIUM	Pre-demolition asbestos survey required
Dust and noise — residential area	LOW	Working hours restrictions, dust suppression



7. PARTY WALL

Status: **PASSED**

The Party Wall etc. Act 1996 is relevant where the proposed two-storey rear extension is within 3 metres of the adjoining owner's boundary and excavation is deeper than the existing foundations of the adjoining property.

Neighbour	Notice Served	Response	Award
No. 12 (east)	Yes — 15/12/2025	Consent given	Not required (consent)
No. 16 (west)	Yes — 15/12/2025	No response (deemed dissent)	Party wall award agreed 20/01/2026

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⚡ 8. UTILITIES AND SERVICES

Status: **PASSED**

Utility	Status	Notes
Electricity supply	Adequate	Existing supply sufficient for extended dwelling
Gas supply	Adequate	No changes to gas supply required
Water supply	Adequate	Existing supply sufficient
Foul drainage	Confirmed	Connection point identified on site plan
Surface water drainage	Confirmed	Soakaway proposed in rear garden — percolation test required
Telecoms / broadband	Adequate	No changes required
EV charging point	To install	New dedicated circuit required — to be included in electrical design

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9. HOLD POINTS AND INSPECTION SCHEDULE

The following hold points have been identified where inspection by the structural engineer or Building Control is required before the contractor may proceed to the next construction stage.

Hold Point	Stage	Inspector	Requirements
HP-01	Foundation trenches open	Structural Engineer + BC	Confirm formation level, bearing capacity, groundwater
HP-02	Steelwork in position (before encasement)	Structural Engineer	Verify beam sizes, bearings, connections, padstones
HP-03	Loft floor structure complete	Structural Engineer	Verify joists, trimming, restraint straps
HP-04	Dormer structure complete (before cladding)	Building Control	Verify structural adequacy, waterproofing readiness



Contractor Notification

The contractor must provide a minimum of 48 hours' notice to the structural engineer and/or Building Control before each hold point inspection. Proceeding past a hold point without the required inspection is at the contractor's sole risk.

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10. OUTSTANDING ACTIONS

The following actions must be completed before the project is fully ready to proceed to construction:

Item	Action	Owner	Priority	Est. Completion
1	Annotate GL-01 beam specification on STR-002	Structural Engineer	HIGH	1-2 working days
2	Submit F10 notification to HSE	Contractor	HIGH	Before start on site
3	Commission pre-demolition asbestos survey	Client / Contractor	MEDIUM	1 week
4	Conduct percolation test for soakaway	Contractor	MEDIUM	1 week



Next Steps

- Resolve the 2 HIGH priority outstanding items before proceeding to tender.
- Issue revised STR-002 (Rev P02) with GL-01 beam specification.
- Ensure F10 notification is submitted at least 1 week before start on site.
- Commission asbestos survey in advance of any demolition works.
- Conduct percolation test to confirm soakaway design parameters.

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Known Limitations & Assumptions

This section identifies the boundaries of this assessment, data limitations, and assumptions that underpin the conclusions. Each item states what could change if the assumption proves incorrect.

What This Report Does NOT Assess

- This report checks presence of information, not adequacy of design. It does not verify structural calculations.
- This report does not constitute a Building Control assessment.

Data Gaps

- Concealed structural elements (existing foundations, hidden steelwork) are not verified and may affect the structural design.

Key Assumptions

- The drawing register is based on documents provided at the date of review. Subsequent revisions may not be captured.
- Ground conditions are assumed to be consistent with the geotechnical desk study. Confirmation at HP-01 is critical.

Specialist Input Required

- A pre-demolition asbestos survey should be commissioned before any demolition works.

What Could Change This Assessment

- If the contractor encounters unexpected ground conditions at HP-01, the foundation design may need revision.



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Prepared by:

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For and on behalf of:

Site Intelligence

A PF & Co Construction Ltd service

Date of issue: 1 March 2026

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Revision: R00

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