Sample Commercial Technical Site Assurance Report

Commercial Refurbishment, Newman Street

Anonymised website sample based on a live Clerk of Works reporting format

Report reference	Sample NS-06	**Inspection period**	2026
Project	Newman Street	**Sector**	Commercial refurbishment
Report type	Clerk of Works / Technical Site Assurance	**Project stage**	Demolition, enabling and temporary works
Primary focus	Temporary works, demolition, piling and structural interfaces	**Status**	Anonymised sample
Prepared by	ITSA Ltd	**Public issue**	Names and appointment details redacted
Location	Fitzrovia, London	**Sample use**	Website and client preview

Redaction note: This sample report has been prepared for public/customer viewing. Personal names, client details, contractor details, contact details, project numbers, appointment particulars and original company branding have been removed or generalised. The sample demonstrates ITSA report structure, technical commentary and evidence-led inspection practice.

Executive Summary

The inspection was undertaken during the demolition and enabling phase of a constrained central London commercial refurbishment project. Works were progressing in a controlled and organised manner, with demolition, piling, temporary works and waste transfer activities advancing across the site.

Roof level demolition had progressed, with the former plant room and associated upstand areas being removed using a controlled sequence. The adopted methodology included saw cutting and mechanical munching during permitted working hours to reduce noise and vibration transfer to neighbouring buildings.

Temporary works remained a key focus. Propping, crash decks, scaffold protection, lifting openings, controlled exclusion zones and temporary load control measures were evident during the inspection. The sequencing of these temporary works is critical to maintaining structural stability while permanent alterations progress.

Basement works were focused on piling operations within a confined working environment. Piling records, a marked-up pile layout and progress logs were being maintained, providing a useful audit trail of completed piles, obstructions and ongoing progress.

Overall, the project demonstrated good safety awareness, access control, welfare provision and record keeping. Continued focus is required on temporary works verification, protection of retained structure, weathering to exposed interfaces and progressive recording of high-risk activities.

Inspection Priorities

- Review temporary works arrangements including backpropping, crash decks, scaffold access and controlled lifting openings.
- Monitor demolition sequencing, particularly at roof level and around retained structural elements.
- Review basement piling activity, pile records and the interface between plant, operatives and retained structure.
- Check waste transfer arrangements, temporary loading limits and exclusion zones during demolition arisings removal.
- Confirm that temporary weathering and neighbour interface works are progressed before exposure creates a durability or water ingress risk.

Health and Safety Overview

The health and safety commentary below has been generalised for public issue. It demonstrates the style of site observation used within the report while removing appointment and project team details.

Area	Observation	Assurance response
Site access and security	Access was controlled through a managed entry system with CCTV and visible warning signage. No unauthorised access was observed at the time of inspection.	Maintain access control as site logistics evolve and ensure any revised access routes are clearly communicated.
Scaffolding and edge protection	Scaffolding remained in place to front, rear and roof areas with containment measures used to assist demolition control. Restricted lifts were identified as not in use.	Continue formal scaffold inspections, maintain tagging and rectify any defective gates or incomplete access controls before use.
Lifting openings and barriers	Designated exclusion zones were formed around lifting openings, with edge protection and barrier systems restricting access.	Keep lifting zones segregated and confirm handling arrangements remain covered by current RAMS and temporary works design.
Slips, trips and falls	Changes in level, slab openings and exposed work areas were highlighted using visual marking, local barriers and edge protection.	Maintain clear access routes and remove localised materials from circulation zones as demolition progresses.
Fire provisions and signage	Fire points, extinguishers and emergency information were available at reviewed locations, with site safety information displayed.	Retain clear access to fire points and continue daily checks as internal layouts and escape routes change.

Technical Observations

The following observations have been edited for confidentiality and public issues while retaining the technical substance of the original reporting approach.

Observation 1 - Roof Level Demolition Methodology

Observation	Roof level demolition had progressed, with the former plant room and stair overrun areas opened up. Upstand elements were being removed progressively using a revised approach intended to reduce noise and vibration transfer to adjoining structures. Saw cuts were visible to concrete slab and upstand elements, creating separation lines before breakout and supporting a more controlled demolition sequence.
Risk / implication	Potential impact on structural stability, demolition sequencing, temporary works compliance, neighbour protection or handover quality if not verified and controlled.
Recommended action	Continue to use controlled demolition methods where works interface with neighbouring buildings. Record any changes in methodology and confirm the approach remains consistent with the Section 61 agreement and temporary works strategy.

Observation 2 - Temporary Works, Crash Decks and Exclusion Zones

Observation	Temporary works were actively in place across the site, including backpropping, crash decks, protected openings and temporary support to areas affected by demolition. The temporary works approach appeared well managed, with barriers and exclusion zones provided around open voids and demolition areas.
Risk / implication	Potential impact on structural stability, demolition sequencing, temporary works compliance, neighbour protection or handover quality if not verified and controlled.
Recommended action	Maintain live temporary works inspections, keep the register updated and verify installations against approved designs before demolition advances into dependent areas.

Observation 3 - Basement Piling and Retained Structure Interfaces

Observation	Basement works were focused on piling operations within a constrained internal environment. The piling rig was operating within the basement, spoil was managed locally and the contractor demonstrated the live piling log and marked-up pile layout plan. These records provided a clear audit trail of pile numbers, dates, depths, obstructions and relevant comments.
Risk / implication	Potential impact on structural stability, demolition sequencing, temporary works compliance, neighbour protection or handover quality if not verified and controlled.
Recommended action	Continue to review pile records and monitor exposed retained structure. Protect vulnerable retained elements where plant interface or material movement could cause accidental impact.

Observation 4 - Waste Transfer and Temporary Load Management

Observation	Ground floor areas were being used to transfer demolition arisings and spoil as part of the waste removal sequence. A temporary loading area was in use, with a marked height limit visible to control material stored on the slab. The loading limit had been assessed within the temporary works process and was subject to ongoing checks.
Risk / implication	Potential impact on structural stability, demolition sequencing, temporary works compliance, neighbour protection or handover quality if not verified and controlled.
Recommended action	Maintain temporary loading limits, undertake daily slab checks where required and keep waste transfer routes clearly segregated from pedestrian access.

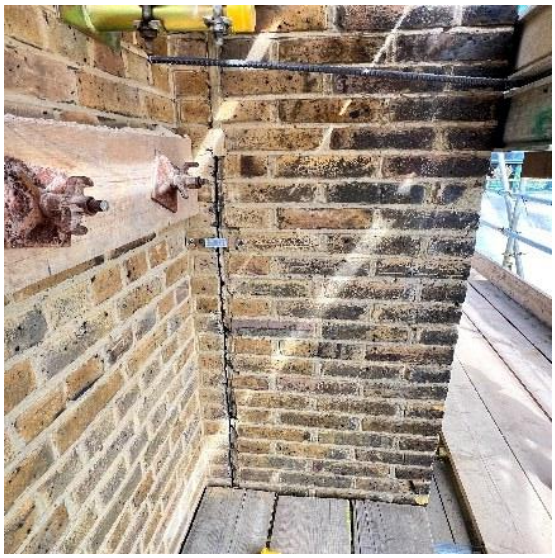
Observation 5 - Exposed Party Wall Weathering and Existing Masonry Interface

Observation	As the building became progressively less watertight during demolition, temporary weathering measures had started to be installed to exposed party wall areas. An existing chimney and masonry interface issue was also identified once scaffold access became available, with movement monitoring and repair options discussed by the project team.
Risk / implication	Potential impact on structural stability, demolition sequencing, temporary works compliance, neighbour protection or handover quality if not verified and controlled.
Recommended action	Progress temporary weathering as demolition opens up further areas. Complete masonry repairs before scaffold access is removed and retain photographic evidence of before and after condition.

Photographic Evidence Extract

Representative images have been included to demonstrate how technical observations are supported by photographic evidence. Images have been stripped of metadata and selected to avoid personal or sensitive information.

Roof level demolition zone and controlled breakout sequence

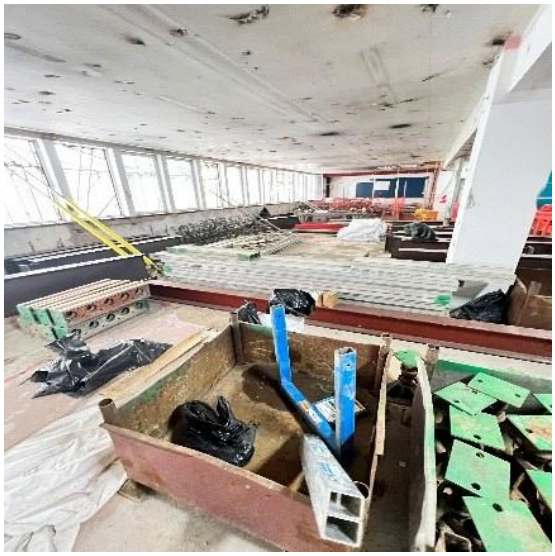


Roof slab and upstand removal in progress

Two-level debris protection and local guarding

Temporary weathering to exposed party wall areas

Existing masonry interface identified for repair



Internal propping and structural alteration interface

Basement piling activity within constrained working area

Ground floor waste transfer and load management zone

Close-Out and Assurance Requirements

Requirement	Assurance expectation
Temporary works register	Ensure all temporary works items, inspection records and design checks remain current as demolition and structural alteration activities progress.
Structural interfaces	Retained columns, party walls, exposed masonry and newly formed openings should be monitored, protected and recorded where affected by demolition or plant movement.
Demolition methodology	Any change in demolition method should be reviewed against noise, vibration, temporary works and neighbour interface controls.
Piling records	Pile logs, obstruction records, depths and marked-up plans should be retained as part of the project audit trail.
Weathering and protection	Exposed party wall areas and open interfaces should receive temporary protection until permanent works can be installed.
Evidence trail	Photographs, inspection records, RAMS, permits and temporary works checks should be retained to evidence control of high-risk activities.

Limitations of Sample Report

- This document is an anonymised sample prepared for public/customer viewing.
- The sample does not represent a full temporary works audit, structural survey, demolition methodology approval or certification of compliance.
- Observations are based on visual inspection of accessible areas only.
- Responsibility for design, installation, testing, inspection and certification remains with the relevant appointed project parties and specialists.
- Project team names, client details, contractor details, project numbers, contact details, signatures and original company branding have been removed or generalised.

Prepared by	ITSA Ltd
Role	Independent Technical Site Assurance
Issue status	Website sample - anonymised