[Street address]
[Parish]
[County]
[Postcode]

TQ xxx yyy [grid reference]
[Date of visit]
Rec: [initials]
Dr: [initials]

SITE VISIT NOTES

These notes and sketches made during a site visit are a brief record of observations and opinions. They are not intended to be a definitive report – which would require more detailed examination and possibly documentary research.

Copyright remains with the Group

[All Text to be 10pt Arial. Please do not add page numbers. The finished report is to be sent to the Reports Editor, preferably as an electronic file (not PDF) so that it can be compiled into the Annual Site Visit Notes. Please complete the BARD tick-box sheet and return it with the report to the Reports Editor.]

[The indicative report structure is provided below]

Introduce the building. Is it close to other buildings or isolated, how is it orientated, is there a road/track close to any elevation?

Describe the external appearance. Roof materials, hipped/half-hipped/gabled, wall materials, location of stacks, are the windows just under the eaves, any catslide roofs or locations of modern extensions.
If the immediate landscape is relevant, then record this eg: a fast flowing stream Xm to the north, or the site slopes steeply down from the west to east.

Insert an external photograph of a principle elevation here, please make sure you put which elevation it is beneath the picture. [If you are unable to insert the picture into your text, put it at the back of the report on a separate page]

Ground floor plan
See http://www.wealdenbuildings.org.uk/learning/specification-for-reports for the simplified information to show on the floor plan. This reduces the time spent measuring and drawing a floor plan for the report.

Description
Starting on the ground floor, describe what evidence can be seen in each bay/unit of the building. Try to avoid interpretation within these sections, focus on including as much as possible of the visible evidence. If there are no visible timbers in a bay, then include that fact.

Continue with the first floor etc, ending with the roof structure.

If you have photographs of specific features of the structure, then insert them in the relevant part of the description, with text beneath the picture stating what is pictured and orientation eg: '*The south side of frame B tiebeam'.*

Discussion
This is the interpretation section and it should be a record of what was discussed and concluded at the wrap up session rather than a separate re-interpretation of the structure. If the discussion on the day suggested that a specific chamfer stop or moulding might help narrow the dating, then add in the date range that it covers. If further evidence comes forward after the visit, eg Map evidence; include and discuss this evidence as an appendix to separate it from the evidence available on the day.