



Structural Engineering Report Checklist

- ☐ Site address.
- ☐ Author's contact details and qualifications.
- ☐ Statement detailing who (person/s, organisation, company) commissioned the report.
- ☐ Date of inspection (must not be greater than 12 months before present).
- ☐ Statement outlining aims of the report.
- ☐ Methodology of investigation and assessment techniques used in preparation of the report (including details of consultation with other specialists such as arborists).
- ☐ Description of the damage and identification of the mechanism of damage to the structure, considering all factors including, but not limited to:
 - i. structural design
 - ii. age, condition, construction materials
 - iii. maintenance of the subject structure
 - iv. soil classification and qualities
 - v. quality of the drainage and the presence of leaking pipes
 - vi. size of the tree/s
 - vii. distance of the tree to the damage.
- ☐ Discussion of findings including supporting evidence such as annotated images and any exploratory excavation or root mapping.
- ☐ A discussion of the available abatement strategies and sustainable solutions to allow for the retention of the tree/s based on the findings, including any input from an arboricultural consultant.
- ☐ Site specific recommendations.
- ☐ References used in the preparation of the report.