A retaining-wall project worksheet

Use this worksheet to prepare an inquiry to Cairn Charlotte Retaining Walls. Print it or copy the questions into your notes. Record only what you already know or can observe from a safe location. Leave uncertain items blank rather than investigate unstable ground.

Cairn Charlotte Retaining Walls

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3605 Latrobe Dr, Charlotte, NC 28211

Hours: Monday-Friday 8am-6pm; Saturday-Sunday 9am-2pm. Outside these hours, emergency calls only.

Property and decision makers

Property location: _____

Person arranging the inquiry: _____

Preferred contact details: _____

Owner or representative authorized to approve work:

_____

Other owners, managers or HOA representatives involved:

_____

Is the wall near a property line, shared route or easement? What records are available?

_____

What brought you here?

Describe the visible concern or proposed change:

_____

When did you first notice it? What has changed since then?

_____

Is this a new wall, a repair, a replacement, drainage work or an uncertain scope?

_____

Earlier repairs or recurring problems: _____

Wall and surrounding ground

Approximate wall length: _____ feet. Approximate visible height: _____ feet.

Material, if known: _____

Number of tiers or separate sections: _____

What is above the wall, such as a driveway, building, pool, fence or higher terrace?

_____

What is below it, and who uses that area? _____

Visible water, soil loss or drainage outlets: _____

Do not dig to identify buried footing, drains or reinforcement. The assessment guide explains the difference between an observation and a diagnosis.

Access and protection

Available gate or passage width, if already known:

_____

Stairs, steep ground, overhead restrictions or parking constraints:

_____

Resident entrances, shared paths or vehicle access that need coordination:

_____

Trees, paving, landscaping and nearby structures to discuss protecting:

_____

Documents and photographs

Available survey, plans, permits, inspection notes or soils report:

_____

Photographs available: whole wall, top and bottom ground, visible outlets, access route. Photograph only from safe ground. Do not include unrelated personal information.

Compare proposals by scope

Ask each proposal to identify what remains, what is removed, foundation or base work, drainage outlet, reinforcement, demolition, haul-off, approvals, temporary support and restoration. Note allowances and exclusions separately. Our estimate checklist goes deeper.

Budget questions to resolve: _____

Design, permit or property questions to resolve:

_____

Use the cost guide for installation planning and the repair-versus-replacement guide when deciding what to compare. Take the completed notes to your estimate inquiry.