SITE survey. APP

SITE SURVEY REPORT

Air balancing report template

Prepared for	Fenwick House, Newcastle (fictional)
Date	14 Oct 2026
Site	Fenwick House, Newcastle
Prepared by	R. Okafor

FORM

Air balancing report template

1. System and test references

Project or site	Fenwick House, Newcastle: air balancing, third floor (completed example)
Record reference	AB-3F-02
Record date	14 Oct 2026
Prepared by	R. Okafor, Tyne Air Balance Ltd
System or AHU reference	AHU-3 supply, third floor east
Design drawing and revision	M-3-201 revision C
Test procedure reference	Tyne Air Balance procedure TAB-01 revision B (proportional balancing)
Instrument model and serial	Airflow capture hood, serial FH-2219
Calibration record and due date	Certificate CAL-FH-2219-26, due 2027-03-01

2. Test conditions

Operating mode, fan setting and conditions	AHU-3 at its commissioned fan speed (inverter 42 Hz), VAV boxes driven to maximum, ceiling grid complete, doors closed, filters clean.
Access limitations or none	S-3.08 behind the comms cabinet reached by the hood at a slight angle; read twice and the lower reading kept.
Airflow unit for this record	L/s

Acceptance band
Enter the band from the specification or the commissioning procedure the project uses, as a percentage of design (for example 90 to 110). The form compares every terminal with it; it sets no band of its own.

Lowest acceptable flow (% of design)	90
Highest acceptable flow (% of design)	110
Design total airflow at the fan	850
Measured total airflow at the fan	818
Fan total as a share of design (%)	96
Fan total against the band	Within the band

> Use the same airflow unit for every design and measured value in this record. Record the applicable project acceptance criteria; this form does not prescribe tolerances.

3. Terminal readings

Terminal readings 1: S-3.01

Terminal ID	S-3.01
Room or location	Open office, north east
Air path	Supply
Design airflow	150
Measured airflow	158
Measured as a share of design (%)	105
Criterion, if different from the band	90 to 110% of design, specification clause M60/430
Recorded result	Meets stated criterion
Final flow as a share of design (%)	105
Final flow against the band	Within the band

Terminal readings 2: S-3.02

Terminal ID	S-3.02
Room or location	Open office, north east
Air path	Supply
Design airflow	150
Measured airflow	147
Measured as a share of design (%)	98
Criterion, if different from the band	90 to 110% of design, specification clause M60/430
Recorded result	Meets stated criterion
Final flow as a share of design (%)	98
Final flow against the band	Within the band

Terminal readings 3: S-3.03

Terminal ID	S-3.03

Room or location	Open office, south east
Air path	Supply
Design airflow	150
Measured airflow	171
Measured as a share of design (%)	114
Criterion, if different from the band	90 to 110% of design, specification clause M60/430
Recorded result	Does not meet stated criterion
Adjustment or reason not assessed	Branch damper trimmed two notches and locked.
Retest airflow	156
Final flow as a share of design (%)	104
Final flow against the band	Within the band
Retest record reference	AB-3F-02 retest 1

Terminal readings 4: S-3.04

Terminal ID	S-3.04
Room or location	Meeting room 3.04
Air path	Supply
Design airflow	100
Measured airflow	96
Measured as a share of design (%)	96
Criterion, if different from the band	90 to 110% of design, specification clause M60/430
Recorded result	Meets stated criterion
Final flow as a share of design (%)	96
Final flow against the band	Within the band

Terminal readings 5: S-3.06

Terminal ID	S-3.06
Room or location	Quiet room 3.06
Air path	Supply
Design airflow	60

Measured airflow	57
Measured as a share of design (%)	95
Criterion, if different from the band	90 to 110% of design, specification clause M60/430
Recorded result	Meets stated criterion
Final flow as a share of design (%)	95
Final flow against the band	Within the band

Terminal readings 6: S-3.07

Terminal ID	S-3.07
Room or location	Kitchenette
Air path	Supply
Design airflow	80
Measured airflow	83
Measured as a share of design (%)	104
Criterion, if different from the band	90 to 110% of design, specification clause M60/430
Recorded result	Meets stated criterion
Final flow as a share of design (%)	104
Final flow against the band	Within the band

Terminal readings 7: S-3.08

Terminal ID	S-3.08
Room or location	Comms room
Air path	Supply
Design airflow	60
Measured airflow	55
Measured as a share of design (%)	92
Criterion, if different from the band	90 to 110% of design, specification clause M60/430
Recorded result	Meets stated criterion
Final flow as a share of design (%)	92
Final flow against the band	Within the band

Terminal readings 8: S-3.05

Terminal ID	S-3.05
Room or location	Meeting room 3.05
Air path	Supply
Design airflow	100
Measured airflow	74
Measured as a share of design (%)	74
Criterion, if different from the band	90 to 110% of design, specification clause M60/430
Recorded result	Does not meet stated criterion
Adjustment or reason not assessed	Branch damper fully opened, still low. Flexible duct to the diffuser looks kinked above the grid by the partition.
Retest airflow	79
Final flow as a share of design (%)	79
Final flow against the band	Below the band
Retest record reference	AB-3F-02 retest 1
Terminals recorded	8
Within the band	7
Below the band	1
Above the band	0
Lowest final share of design (%)	79
Highest final share of design (%)	105

> Some terminals are outside the band after any retest. Carry them into the outstanding work below with the next action and who owns it.

Terminal identification or instrument photos





4. Review and outstanding work

Overall recorded status	Outstanding work
Outstanding work or assessment limitations	S-3.05 at 79% of design after the damper was fully opened. Every other terminal is within 90 to 110% after S-3.03 was trimmed.

> This is a readings record. It does not calculate airflow, certify system performance or replace the competent person's commissioning assessment.

Reviewed by	M. Laidlaw, commissioning manager
Reviewer acknowledgement	M. Laidlaw