SITE survey. APP

SITE SURVEY REPORT

Air Conditioning Commissioning Record

Prepared for	Bridge House Management
Date	7 Oct 2026
Site	Bridge House, 2nd floor offices
Prepared by	P. Lewis

FORM

Air Conditioning Commissioning Record

1. System

Project	Bridge House, 2nd floor offices: split system commissioning (completed example)
Client	Bridge House Management
Site	Bridge House
Site address	Bridge Street, Chester
Date commissioned	7 Oct 2026
Engineer and F-gas certificate number	P. Lewis, F gas certificate FG-55120
Company F-gas certificate number	Company F gas certificate CFG-14455
System	Multi-split
Outdoor unit make and model	Multi-split outdoor unit, 9 kW, 5 ports
Where is the outdoor unit?	Outdoor unit, rear wall · 53.188420, -2.891330 (SJ 40539 66074, ±5 m)
Smallest clearance around the outdoor unit (m)	0.07

Smallest clearance around the outdoor unit (m): measuring photo



Minimum clearance in the installation manual (m)	0.10
Clearance against the manual	Less than the manual asks for

Lowest expected air temperature difference in cooling (°C)	8

Indoor units by room 1: Meeting room 1

Room	Meeting room 1

Indoor units in this room 1: Wall unit, 2.5 kW

Make and model	Wall unit, 2.5 kW
Return air (°C)	23.5
Supply air (°C)	12.1
Difference (°C)	11.4
Against the expected difference	At or above the expected difference
This room: indoor units	1
This room: below the expected difference	0

Indoor units by room 2: Meeting room 2

Room	Meeting room 2

Indoor units in this room 1: Wall unit, 2.5 kW

Make and model	Wall unit, 2.5 kW
Return air (°C)	24
Supply air (°C)	13
Difference (°C)	11
Against the expected difference	At or above the expected difference
This room: indoor units	1
This room: below the expected difference	0

Indoor units by room 3: Open office

Room	Open office

Indoor units in this room 1: Wall unit, 5 kW. Retest on the follow-up visit.

Make and model	Wall unit, 5 kW. Retest on the follow-up visit.

Return air (°C)	24.5
Supply air (°C)	17.5
Difference (°C)	7
Against the expected difference	Below the expected difference
This room: indoor units	1
This room: below the expected difference	1
Indoor units	3
Below the expected difference	1

2. Refrigerant

Refrigerant	R32
Global warming potential (GWP)	675
Factory charge (kg)	2.40
Additional charge (kg)	0.50
Liquid line length installed (m)	55.0
Length covered by the factory charge (m)	30.0
Additional charge per metre from the manual (g/m)	20
Additional charge by the manual (kg)	0.5
Charge added minus the manual figure (kg)	0
Total charge (kg)	2.9
Tonnes CO2 equivalent	1.96

> Great Britain F gas rules (retained Regulation (EU) No 517/2014, article 4): leak checks depend on the charge in tonnes of CO2 equivalent, which is the charge in kg times the GWP, divided by 1,000.

> Under 5 tonnes CO2 equivalent: the F gas rules do not require leak checks.

> The operator must keep F gas records under article 6 of the retained Regulation (EU) No 517/2014 (refrigerant type and quantity, quantities added and recovered, installer details, leak check dates and results). This commissioning record supports those records. It is not an F gas certificate and it is not the building regulations notification.

3. Tests

Nitrogen strength test (bar)	41.5
Test pressure required by the manual (bar)	41.5
Held for (minutes)	30
Pressure held?	Yes
Strength test	Reached and held
Vacuum achieved (microns)	380
Target vacuum from the manual or your procedure (microns)	500
Vacuum	Reached the target
Leak test passed?	Yes
Results needing attention	2

> A result is outside the manual or the target. Record what was done about it before handover, or why the system is left as it is, in the photos and notes.

Condensate drains tested?	Yes
Controls set up and shown to the customer?	Yes
Unit labelled with refrigerant type and charge?	Yes

Photos of the units, pipework and labels









4. Handover

Customer name	R. Kaur, building manager
Customer signature	R. Kaur, building manager
Completed by	P. Lewis
Signature	P. Lewis