SITE survey. APP

SITE SURVEY REPORT

Air Handling Unit Maintenance

Prepared for	Trent Office Estates Ltd
Date	25 Sep 2026
Site	Castlegate Offices, Nottingham
Prepared by	W. Brannigan

FORM

Air Handling Unit Maintenance

1. Record details and scope

Project	Castlegate Offices, Nottingham: AHU quarterly maintenance (completed example)
Site or premises address	Castlegate Offices, 8 Castle Gate, Nottingham
Client or organisation	Trent Office Estates Ltd
Record date	25 Sep 2026
Person completing the record	W. Brannigan

This records AHU servicing. It does not certify indoor air quality, fire damper performance, ventilation design or legionella control.

The Provision and Use of Work Equipment Regulations 1998 (PUWER), regulation 5, require work equipment to be maintained in efficient working order and good repair. The Workplace (Health, Safety and Welfare) Regulations 1992, regulation 6, require enclosed workplaces to have effective and suitable ventilation, and regulation 5 requires mechanical ventilation systems to be maintained. Use the manufacturer instructions and the SFG20 maintenance schedule (or the client planned maintenance schedule) for the tasks and frequency. Where the unit has a humidifier, spray coil or a condensate tray that can hold water, the legionella risk assessment under ACOP L8 (Legionnaires disease: the control of legionella bacteria in water systems, 4th edition) also applies. Plan safe isolation and access around fans and other moving parts.

2. Equipment and work

Air handling unit asset ID and location	AHU-02, roof plant area
Is the unit on the roof or outside?	Yes
Where is the unit?	AHU-02, roof plant area · 52.950740, -1.147920 (SK 57346 39601, ±6 m)
Manufacturer, model and serial number	Packaged supply and extract unit, model and serial number on the asset register TOE-AR-0214
Maintenance procedure and revision	Quarterly AHU maintenance task sheet MT-AHU-Q rev 6
Technician and competence reference	W. Brannigan, HVAC engineer, company training record HV-0217
Planned work and exclusions	Quarterly service: filters, fan and drive, coils, condensate drain, dampers and access doors. Excludes duct cleaning and BMS changes.
Safe isolation or permit reference	Local isolator locked off, permit PTW-CG-0925-02

3. Configuration

Areas served and AHU configuration	Second and third floor offices. Supply and extract with plate heat recovery and a heating coil
Filter grades and replacement specification	Panel pre-filters and bag filters as per the asset register
Control strategy and design airflow reference	BMS time schedule 07:00 to 19:00, design airflow from commissioning record CR-AHU-02
Operating hours and reported issues	Running weekdays. Tenant on the third floor reported stuffiness in the afternoons.

4. AHU checks

Filters, seals and differential pressure checked	Action needed
Action, limitation or reason not applicable	Supply pre-filters at 210 Pa against a 150 Pa change point. Replaced on this visit, 65 Pa after. Extract filters near their change point; due next quarter.
Fan, drive and guards checked	Acceptable
Coils and condensate tray or drain checked	Acceptable
Dampers and actuators checked within service scope	Acceptable
Access doors, seals and internal cleanliness checked	Acceptable
Checks acceptable	4
Checks needing action	1
Checks not done	0

Filter pressure drop 1: Supply bag filters, F7

Filter bank and grade	Supply bag filters, F7
Pressure drop before any change (Pa)	140
Change point (Pa)	250
Share of the change point (%)	56
Result	Below the change point
Replaced on this visit?	No

Filter pressure drop 2: Extract panel filters, G4

Filter bank and grade	Extract panel filters, G4
Pressure drop before any change (Pa)	125
Change point (Pa)	150
Share of the change point (%)	83
Result	Near the change point
Replaced on this visit?	No

Filter pressure drop 3: Supply panel pre-filters, G4

Filter bank and grade	Supply panel pre-filters, G4
Pressure drop before any change (Pa)	210
Change point (Pa)	150
Share of the change point (%)	140
Result	At or over the change point
Replaced on this visit?	Yes
Pressure drop with the new filters (Pa)	65
Filter banks read	3
At or over the change point	1
Replaced	1
Design supply airflow (m³/s)	2.40
Measured supply airflow (m³/s)	2.12
Acceptance band from the commissioning record (± %)	10
Measured airflow as a share of the design (%)	88
Airflow against the design	Below the design band

Other measured values 1: Supply fan motor current

Measurement point and parameter	Supply fan motor current
Actual value and unit	6.1 A

Acceptance range and source	Below motor nameplate full load current, 7.4 A
Instrument ID and calibration reference	Clamp meter CLM-03, calibration CAL-CLM-03-2026
Assessment	Within criterion

Defects found 1: Supply fan and duct

Where on the equipment	Supply fan and duct
Defect	Supply airflow 2.12 m³/s after the pre-filter change, 88% of the 2.40 m³/s design. Fits the tenant's report of stuffiness on the third floor.
Priority	Soon: before the next visit
Put right on this visit?	No
What happens next, and who	Check the belt drive and the supply volume control damper, then rebalance. Return visit booked, W. Brannigan.

Defects found 2: Filter section access door

Where on the equipment	Filter section access door
Defect	Door seal torn for about 300 mm at the bottom corner. Some air bypass round the door.
Priority	Routine: at the next planned visit
Put right on this visit?	No
What happens next, and who	Replace the seal at the next quarterly service.

Photos of the defect



Defects found	2

Urgent	0
Soon	1
Routine	1
Defects still open	2

5. Work and handback

Work performed and parts used	Replaced the full set of supply pre-filters. Cleaned the condensate tray and flushed the drain. Checked belt tension, no change needed.
Post-work tests and evidence	Unit restarted at 11:40, fan running smoothly, no alarms on the BMS. Filter pressure 65 Pa after change.
Equipment handback	Available within recorded limits

Condition and work evidence photos







6. Actions and review

Are further actions required?	Yes

Further action 1: Check airflow to the third floor against the commissioning record after the filter change, to follow up the stuffiness complaint.

Action and evidence reference	Check airflow to the third floor against the commissioning record after the filter change, to follow up the stuffiness complaint.
Person responsible	W. Brannigan
Target date	9 Oct 2026
Action status	Open

Further action 2: Investigate the low supply airflow (88% of design) and rebalance.

Action and evidence reference	Investigate the low supply airflow (88% of design) and rebalance.
Person responsible	W. Brannigan
Target date	9 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Duct cleaning out of scope. Third floor airflow to be checked at the follow-up visit.
Record status	Ready for review
Reviewed by	A. Fenwick, contract manager
Review date	26 Sep 2026
Author signature	

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