SITE survey. APP

SITE SURVEY REPORT

# Asset Inspection

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| Prepared for | Riverside Business Centre, Nottingham (fictional) |
| Date | 25 Sep 2026 |
| Site | Riverside Business Centre, Nottingham |
| Prepared by | M. Adeyemi |

FORM

# Asset Inspection

## 1. Round details

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| **Project** | Riverside Business Centre, Nottingham: quarterly asset round (completed example) |
| **Report reference** | AIR-2026-Q3-07 |
| **Site and areas covered** | Riverside Business Centre, Nottingham. Roof plant deck, riser 2 and the basement booster room |
| **Date of the inspection** | 25 Sep 2026 |
| **Inspector name and role** | M. Adeyemi, building services supervisor |
| **Why is this inspection being carried out?** | Planned condition round |
| **Date of the previous inspection** | 26 Jun 2026 |
| **Days since the previous inspection** | 91 |
| **Were all the assets on the round inspected?** | Yes |
| **Were any covers removed or live parts exposed?** | No |

## 2. Asset record

### Assets by plant room or area 1: Roof plant deck

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| **Plant room or area** | Roof plant deck |

### Assets in this area 1: CON-01

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| **Asset tag or ID** | CON-01 |
| **Position in this area** | North row |
| **Asset position (GPS)** | Roof deck, north row, west end · 52.952910, -1.142120 (SK 57733 39847, ±6 m) |
| **Does the tag match the asset register?** | Yes |
| **What kind of asset is it?** | Condenser |
| **Coil and fins** | Clean |

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| **Are the fan guards in place and secure?** | Yes |
| **Are the fixings and mounts sound?** | Yes |
| **Air on (°C)** | 18 |
| **Air off (°C)** | 27 |
| **Temperature difference (°C)** | 9 |
| **Condition at this inspection** | 1: good |
| **Condition at the last inspection** | 1: good |

**Photos of the asset**



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| **Notes** | Running at the time. No unusual noise. |

## Assets in this area 2: CON-03

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| **Asset tag or ID** | CON-03 |
| **Position in this area** | North row |
| **Asset position (GPS)** | Roof deck, north row, east end · 52.952930, -1.141960 (SK 57744 39850, ±6 m) |
| **Does the tag match the asset register?** | Yes |
| **What kind of asset is it?** | Condenser |
| **Coil and fins** | Dirty |
| **Are the fan guards in place and secure?** | Yes |
| **Are the fixings and mounts sound?** | Yes |
| **Air on (°C)** | 18 |

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| **Air off (°C)** | 31 |
| **Temperature difference (°C)** | 13 |
| **Condition at this inspection** | 2: fair |
| **Condition at the last inspection** | 1: good |
| **Defect found** | Coil fins dirty, leaf and pollen build-up across the face. Air off running warmer than CON-01. |
| **Priority of the work** | Soon, before the next visit |
| **Who will put it right, and by when?** | Coolair Services, coil wash at the October service visit (by 2026-10-16) |

**Photos of the asset**



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| **Notes** | Coil wash added to the October service. |
| **This plant room or area: assets inspected** | 2 |
| **This plant room or area: good** | 1 |
| **This plant room or area: fair** | 1 |
| **This plant room or area: poor** | 0 |
| **This plant room or area: failed** | 0 |
| **This plant room or area: worse than last time** | 1 |
| **This plant room or area: urgent work** | 0 |

## Assets by plant room or area 2: Second floor riser 2

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| **Plant room or area** | Second floor riser 2 |

## Assets in this area 1: DB2

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| **Asset tag or ID** | DB2 |
| **Position in this area** | Riser 2 |
| **Asset position (GPS)** | Riser 2, second floor (indoor fix) · 52.952800, -1.142300 (SK 57721 39835, ±24 m) |
| **Does the tag match the asset register?** | No |
| **What is different?** | Register shows DB2 in riser 1. It is in riser 2. |
| **What kind of asset is it?** | Distribution board |
| **Any sign of heat, such as scorching, discolouration or a smell?** | No |
| **Are the covers and the door secure?** | No |
| **Are the circuits labelled?** | Yes |
| **Warmest surface (°C)** | 29 |
| **Air in the cupboard (°C)** | 23 |
| **Difference (°C)** | 6 |
| **Condition at this inspection** | 3: poor |
| **Condition at the last inspection** | 2: fair |
| **Defect found** | Inner cover missing. Breakers and wiring are exposed as soon as the riser door is opened. Was in place at the June round. |

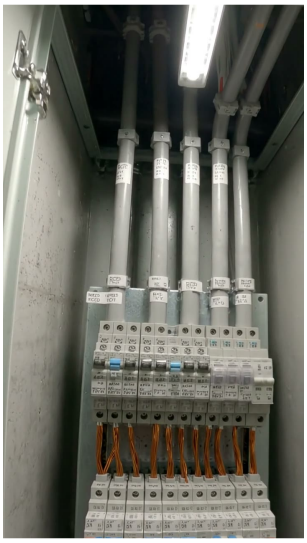
**Photos of the defect**



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| **Priority of the work** | Urgent |

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| **Who will put it right, and by when?** | R. Patel, site electrician, new inner cover fitted by 2026-09-29 |

**Photos of the asset**



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| **Notes** | Riser door locked, key returned to the facilities office until the cover is refitted. Electrician booked. |
| **This plant room or area: assets inspected** | 1 |
| **This plant room or area: good** | 0 |
| **This plant room or area: fair** | 0 |
| **This plant room or area: poor** | 1 |
| **This plant room or area: failed** | 0 |
| **This plant room or area: worse than last time** | 1 |
| **This plant room or area: urgent work** | 1 |

## Assets by plant room or area 3: Basement booster room

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| **Plant room or area** | Basement booster room |

## Assets in this area 1: BST-01

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| **Asset tag or ID** | BST-01 |
| **Position in this area** | Basement booster room |
| **Asset position (GPS)** | Basement booster room (indoor fix) · 52.952760, -1.142050 (SK 57738 39831, ±30 m) |
| **Does the tag match the asset register?** | Yes |
| **What kind of asset is it?** | Booster set |

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| **Any leaks?** | No |
| **Any unusual noise or vibration?** | No |
| **Pressure on the gauge (bar)** | 4.2 |
| **Set range, low (bar)** | 3.8 |
| **Set range, high (bar)** | 4.6 |
| **Condition at this inspection** | 1: good |
| **Condition at the last inspection** | 1: good |

**Photos of the asset**



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| **Notes** | Duty and standby pumps both ran when changed over at the panel. |
| **This plant room or area: assets inspected** | 1 |
| **This plant room or area: good** | 1 |
| **This plant room or area: fair** | 0 |
| **This plant room or area: poor** | 0 |
| **This plant room or area: failed** | 0 |
| **This plant room or area: worse than last time** | 0 |
| **This plant room or area: urgent work** | 0 |

## 3. Refrigerant and leak checks

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| **Does any asset on this round hold F gas refrigerant?** | Yes |

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| **Which asset is this for?** | CON-01. CON-03 is the same model with the same charge and the same leak check date. |
| **Refrigerant, from the label** | R410A |
| **Charge (kg)** | 9.8 |
| **Global warming potential of the gas** | 2088 |
| **Carbon dioxide equivalent (tonnes)** | 20.46 |
| **Is the unit labelled as hermetically sealed?** | No |
| **Is a leak detection system fitted?** | No |

> 5 tonnes or more, under 50. Leak checks are due at least once every 12 months, or every 24 months where a leak detection system is fitted.

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| **Date of the last leak check, from the F gas record** | 12 Mar 2026 |
| **Days since the last leak check** | 197 |
| **Any sign of a leak, such as oil staining at a joint or valve?** | No |

> The operator must keep the F gas records, including the dates and results of leak checks, for at least 5 years. (Retained Regulation (EU) No 517/2014, article 6.)

## 4. Pressure vessels

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| **Does any asset on this round have a pressure vessel?** | Yes |
| **Which vessel (asset tag)?** | BST-01, accumulator vessel |
| **Volume of the vessel (litres)** | 300 |
| **Pressure (bar)** | 6 |
| **Pressure x volume (bar litres)** | 1800 |

> 250 bar litres or more. If the vessel holds compressed air or gas at more than 0.5 bar, the law requires a written scheme of examination before the system is operated. (The Pressure Systems Safety Regulations 2000, regulations 8 and 9.)

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| **Is there a written scheme of examination?** | Yes |
| **Date of the last examination under the scheme** | 11 Feb 2026 |

## 5. Round summary

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| **Assets inspected** | 4 |

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| **Good** | 2 |
| **Fair** | 1 |
| **Poor** | 1 |
| **Failed** | 0 |
| **Worse than last time** | 2 |
| **Urgent work** | 1 |
| **Share graded good (%)** | 50 |
| **What has changed since the last round?** | CON-03 down from good to fair, dirty coil. DB2 inner cover now missing; it was in place in June. DB2 found in riser 2, register to be corrected. |

## 6. Next due and records

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| **Next inspection due** | 18 Dec 2026 |
| **Days until the next inspection** | 85 |

> Where PUWER 1998, regulation 6(3), requires work equipment to be inspected, the result must be recorded and kept until the next inspection is recorded. The Electricity at Work Regulations 1989, regulation 4(2), require electrical systems to be maintained to prevent danger; HSE guidance (HSR25, Memorandum of guidance on the Electricity at Work Regulations 1989) says records of electrical maintenance are not a legal requirement but recommends keeping them.

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| **Who is the report sent to?** | K. Lowe, facilities manager |
| **Are any actions from the last round still open?** | Yes |
| **Which actions, and why are they still open?** | New label for the BST-01 control panel, raised in June. Still on order from the supplier. |

## Inspector sign-off

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| **Name** | M. Adeyemi, building services supervisor |
| **Inspector signature** |  |