SITE survey. APP

SITE SURVEY REPORT

AV Commissioning Record

Prepared for	Ashcombe Property Group
Date	24 Sep 2026
Site	Elmfield House, Bristol
Prepared by	R. Patel

FORM

AV Commissioning Record

1. Project and visit

Project	Elmfield House, Bristol: boardroom AV commissioning
Record reference	COM-2026-0094
Site and room	Elmfield House, Bristol. Third floor boardroom and comms cabinet CAB-3
Client	Ashcombe Property Group
Date of the tests	24 Sep 2026
Commissioning engineer	R. Patel, Brightline AV Ltd
Stage of the project	After installation
Type of visit	First commissioning visit
Do you have the project specification and schedules with you?	Yes
Documents and revisions used	AV specification rev C, equipment schedule rev 4, cabling schedule rev 2
Systems covered by this record	Display and video, Audio, Control, Cabling and cabinet, Network switch, Wireless
Could everything in scope be tested?	Yes

2. Display and audio

Inputs tested	6
Inputs that gave picture and sound	5
Inputs passed (%)	83
Which inputs failed, and what happened?	Table box 2 USB-C: picture on the display but no sound from the ceiling speakers.
Any defective pixels on the test screens?	No
Speaker polarity checked and correct?	Yes
Any buzz or rattle on the test tone?	Yes
Where is it coming from?	Ceiling speaker 4, by the window. Loose tile clip.
Quietest seat (dBA)	68

Loudest seat (dBA)	72
Difference allowed by the specification (dB)	6
Difference between seats (dB)	4

> Pass. The difference between the quietest and loudest seat is within the limit in the specification.

Result for display and audio	Fail
What was tested on the control system (power on and off, source switching, volume, presets)?	Power on and off from the table panel, switching to all six inputs, volume up, down and mute, and the three room presets (presentation, video call, all off).
Result for control	Pass

3. Cabling, cabinet and switch

Outlets tested	24
Outlets passed	23
Outlets failed	1
Outlets passed (%)	95.8
Which outlets failed, and on which test?	BR-17 failed NEXT on the permanent link test. Re-terminated at the panel and passed on retest the same day (snag 3).
Is the tester within its calibration date?	Yes
Tester make, model and serial number	Copper cable certifier, Brightline asset BL-TST-07, serial EX-CT-24-0610
Date on the calibration certificate	12 Mar 2026
Do the labels match the cabling schedule?	Yes
Switch power budget (W)	370
Power drawn by connected devices (W)	142
Power budget used (%)	38
Air into the cabinet (°C)	22
Air out of the cabinet (°C)	29
Rise allowed by the specification (°C)	10
Temperature rise (°C)	7
Result for cabling, cabinet and switch	Pass

4. Wireless network

Access points installed	4
Access points online	4
Access points offline	0
Did a test device join each network?	Yes
Is there a guest network?	Yes
Is it kept apart from the staff network?	Yes
Result for wireless	Pass

5. Equipment and photos

Rooms 1: Comms cabinet CAB-3, third floor riser

Room	Comms cabinet CAB-3, third floor riser

Products in this room 1: Amplifier or audio processor

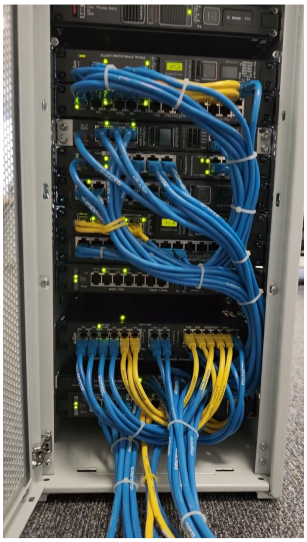
Product	Amplifier or audio processor
Position in the room	CAB-3, U12
Make and model	Networked DSP amplifier, 8 channel
Does it have a serial number?	Yes
Serial number	EX-AMP-26-0207
Firmware or software version	3.8.0
Does it match the equipment schedule?	Yes

Products in this room 2: Network switch

Product	Network switch
Position in the room	CAB-3, U20
Make and model	24 port PoE+ managed switch
Does it have a serial number?	Yes
Serial number	EX-SW-26-0388
MAC address	00-00-5E-00-53-21

Firmware or software version	4.2.1
Does it match the equipment schedule?	Yes

As-installed photos



Products in this room	2
Not as the schedule	0

Rooms 2: Third floor boardroom

Room	Third floor boardroom

Products in this room 1: Control panel

Product	Control panel
Position in the room	Boardroom table, chair end
Make and model	10 inch table touch panel
Does it have a serial number?	Yes
Serial number	EX-CP-26-0093
MAC address	00-00-5E-00-53-4A
Firmware or software version	2.4.6
Does it match the equipment schedule?	Yes

Products in this room 2: Table connection box

Product	Table connection box
Position in the room	Boardroom table, boxes TB-01 and TB-02

Make and model	Table box with HDMI, USB-C and power
Does it have a serial number?	No
Asset label or other mark	Labelled TB-01 and TB-02
Does it match the equipment schedule?	Yes

Products in this room 3: Ceiling speaker

Product	Ceiling speaker
Position in the room	Boardroom ceiling, speakers 1 to 6
Make and model	6.5 inch ceiling speaker
Does it have a serial number?	No
Asset label or other mark	Labelled SPK-01 to SPK-06
Does it match the equipment schedule?	Yes

As-installed photos



Products in this room 4: Wireless access point

Product	Wireless access point
Position in the room	Boardroom ceiling, centre
Make and model	Wi-Fi 6 ceiling access point
Does it have a serial number?	Yes
Serial number	EX-AP-26-1172
MAC address	00-00-5E-00-53-34

Firmware or software version	7.1.3
Is the access point online?	Yes
Weakest reading in the room (dBm)	-61
Target in the specification (dBm)	-67
Better than target by (dB)	6

> Pass. The weakest reading is at or better than the target in the specification. Signal is a negative number, so -58 is stronger than -65.

Where was the weakest reading taken?	Far corner by the window, seat 14
Does it match the equipment schedule?	Yes

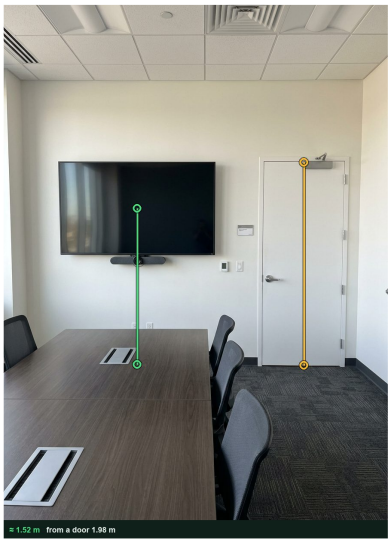
As-installed photos



Products in this room 5: Display

Product	Display
Position in the room	End wall, centred on the table
Height to the centre of the screen (m)	1.52

Height to the centre of the screen (m): measuring photo



Height in the specification (m)	1.50
Difference the specification allows (mm)	50
Difference from the specification (mm)	20

> Within the height the specification allows.

Make and model	86 inch 4K display
Does it have a serial number?	Yes
Serial number	EX-DSP-26-0141
Does it match the equipment schedule?	Yes

As-installed photos



Products in this room	5

Not as the schedule	0
Products recorded	7
Products not as the schedule	0
Rooms	2
Does the products list cover every item on the equipment schedule?	No
Which items are not listed, and why?	Access points AP-02 to AP-04 are in the third floor open plan office, outside this room. They are on the equipment list handed over with their serial numbers.

6. Snags and remedial work

Are there any snags?	Yes

Snags 1: Table box 2 USB-C input gives picture but no sound in the room.

What is wrong, and where?	Table box 2 USB-C input gives picture but no sound in the room.
Effect on handover	Room can be used with a limit
What is the limit?	Use table box 1, or HDMI on table box 2, until fixed
Fixed and tested again on this visit?	No
Who will fix it?	R. Patel, Brightline AV
Due date	1 Oct 2026

Snags 2: Ceiling speaker 4 buzzes on the low test tone. Tile clip loose.

What is wrong, and where?	Ceiling speaker 4 buzzes on the low test tone. Tile clip loose.
Effect on handover	Room can be used

Photos



Fixed and tested again on this visit?	Yes
What was done?	Clip refitted and tile packed. Retested, no buzz.

Snags 3: Outlet BR-17 failed NEXT on the permanent link test.

What is wrong, and where?	Outlet BR-17 failed NEXT on the permanent link test.
Effect on handover	Room can be used
Fixed and tested again on this visit?	Yes
What was done?	Re-terminated at the patch panel. Retested, passed. Both results in the tester file.
Snags raised	3
Snags closed on this visit	2
Snags still open	1
Open snags that stop a room being used	0

7. Handover documents and training

Documents handed over	Equipment list with serial numbers, Test results, User guide, Warranty details
Are any documents still to come?	Yes
Which documents, and by when?	As-built drawings and configuration backup, by 8 October 2026.
Were passwords or logins handed over?	Yes
Who received them, and how?	M. Okafor, IT manager, through the client's password manager

Was training given on this visit?	Yes
Who attended?	M. Okafor and two executive assistants

8. Result and sign-off

Sections passed	3
Sections failed	1
Sections not tested	0
Overall result	Pass with open snags
Engineer name	R. Patel, Brightline AV Ltd
Engineer signature	
Is the client here to countersign?	Yes
Client name and role	M. Okafor, IT manager
Client countersignature	

> The signature records that the client saw the systems working as described on this date. It does not replace the contract or the warranty.