SITE survey. APP

SITE SURVEY REPORT

AV Maintenance Visit

Prepared for	Ashford Lane Academy
Date	29 Sep 2026
Site	Ashford Lane Academy, Kettering
Prepared by	J. Hughes

FORM

AV Maintenance Visit

1. Job details

Project	Ashford Lane Academy, Kettering: termly AV maintenance
Job or contract reference	AVM-2026-118
Customer	Ashford Lane Academy
Site	Ashford Lane Academy, main building
Address	Ashford Lane, Kettering NN15
Date of visit	29 Sep 2026
Type of visit	Planned maintenance
Engineer name	J. Hughes

2. Room by room

> Start every room from cold: switch it on from the touch panel or remote, share a laptop, and make a test call if the room has video conferencing. Faults that users report rarely show on equipment that is already on.

Rooms checked 1: Classroom 12

Room	Classroom 12
Type of room	Classroom
Display	Interactive panel
Picture	OK
Inputs tested	HDMI, Room PC
Speakers	OK
Microphones	Not fitted
Hearing loop	Not fitted
Video call	Not fitted
Camera	Not fitted
Touch panel or control system	Not fitted

Table and wall plates, cables and adapters	OK
Firmware and software	Updated on this visit
Screens, lenses and vents cleaned?	Yes
Checks with a fault in this room	0
Any defect in this room?	No
How was the room left?	Fully working

Rooms checked 2: Staff meeting room

Room	Staff meeting room
Type of room	Meeting room
Display	Flat panel
Picture	OK
Inputs tested	HDMI, USB-C, Wireless presentation
Speakers	OK
Microphones	OK
Hearing loop	Not fitted
Video call	Test call OK
Camera	OK
Touch panel or control system	OK
Table and wall plates, cables and adapters	Defect or missing
Firmware and software	Up to date
Screens, lenses and vents cleaned?	Yes
Checks with a fault in this room	1
Any defect in this room?	Yes
Describe the defect and what you did	Table HDMI cable had a bent plug and the picture dropped out. Fitted a new 2 m cable and tested sharing from a laptop.
Fixed and tested on this visit?	Yes
How was the room left?	Fully working

Rooms checked 3: Main hall

Room	Main hall
Type of room	Hall or auditorium
Display	Projector
Picture	OK
Lamp or laser hours	3420
Rated lamp or laser life (hours)	3600
Rated life used (%)	95

> Over 90% of the rated life. Order a replacement lamp, or quote for one, before it fails.

Filter cleaned or replaced?	Yes
Image fills the screen and is in focus?	Yes
Inputs tested	HDMI, Room PC
Speakers	Defect
Microphones	OK
Hearing loop	Working
Video call	Not fitted
Camera	Not fitted
Touch panel or control system	OK
Table and wall plates, cables and adapters	OK
Firmware and software	Up to date
Screens, lenses and vents cleaned?	Yes
Checks with a fault in this room	1
Any defect in this room?	Yes
Describe the defect and what you did	Ceiling speaker 3, left side, crackles at assembly volume. Reseated the connection, still intermittent. Speaker to be replaced.
Fixed and tested on this visit?	No
Priority	Soon: within a month
Who will fix it?	J. Hughes

By when?	16 Oct 2026

Photos





How was the room left?	Working with a defect
Rooms checked	3
Rooms with a defect	2
Rooms out of use	0
Rooms left fully working (%)	67
Checks with a fault	2
Defects fixed on this visit	1
Urgent defects still open	0
Projectors over 90% of rated life	1
Rooms with a firmware update outstanding	0

3. Racks and central equipment

Is there a rack or central equipment?	Yes
Rack fans and ventilation	Working
Temperature at the front of the rack (°C)	24
Matrix, audio processor and amplifiers	OK
AV network switches	OK
Did you take a backup of the control and audio configuration?	Yes

Notes	Hall rack is in the stage store. Audio processor configuration backed up to the school IT share.

4. Mains leads and plugs

Did you look over the mains leads, plugs and extension leads?	Yes
Any damaged leads, plugs or overloaded extensions?	Yes
What, where, and what did you do?	Two four-way extensions plugged into each other behind the Classroom 12 teacher desk. Removed the second one and told the site manager.

> Portable appliance testing. The law requires electrical equipment to be maintained so it is safe (Electricity at Work Regulations 1989). HSE says it does not require testing every year: how often equipment is checked depends on its type and where it is used. Damaged leads are taken out of use.

5. Outcome and parts

Outcome of the visit	Working with defects outstanding
What needs doing next, and who will do it?	Replace hall ceiling speaker 3. J. Hughes to order and fit by 16 October 2026.
Recommendations	Hall projector is at 3,420 of its rated 3,600 lamp hours (95%). Order a replacement lamp before the spring term, or quote for a laser projector, which needs no lamps.
Did you use any parts or materials?	Yes

Parts and materials used 1: Projector air filter, main hall

Item	Projector air filter, main hall
Part number	FLT-PJ-01
Quantity	1

Parts and materials used 2: HDMI cable, 2 m, staff meeting room table

Item	HDMI cable, 2 m, staff meeting room table
Part number	HDMI-2M
Quantity	1
Next visit due	12 Jan 2027

6. Sign-off

Is the customer or their representative available to sign?	Yes
Customer name	S. Begum
Position	Site manager
Customer comment	Fine to keep using the hall for assemblies until the speaker is replaced.
Customer signature	
Engineer name	J. Hughes
Engineer signature	