SITE survey. APP

SITE SURVEY REPORT

Cold Water Storage Tank Inspection

Prepared for	Tamar Office Holdings Ltd
Date	24 Sep 2026
Site	Harbour View Offices, Plymouth
Prepared by	R. Penhaligon

FORM

Cold Water Storage Tank Inspection

1. Record details and scope

Project	Harbour View Offices, Plymouth: cold water storage tank inspection (completed example)
Site or premises address	Harbour View Offices, 3 Commercial Wharf, Plymouth
Client or organisation	Tamar Office Holdings Ltd
Record date	24 Sep 2026
Person completing the record	R. Penhaligon

For cold-water storage tanks inspected from safe access without entry. This is not a cleaning certificate, sampling result, structural survey or confined-space entry authority.

The HSE Approved Code of Practice L8 (Legionnaires disease: the control of legionella bacteria in water systems, 4th edition) requires the duty holder to assess the legionella risk, put a written control scheme in place and keep records. HSG274 Part 2 (the control of legionella bacteria in hot and cold water systems) gives the technical guidance, including inspecting cold water storage tanks at least annually and carrying out remedial work where necessary. Inspection records support the site water management arrangements; a visual check cannot show that legionella is absent.

2. Tank and access

Tank ID, service and location	CWST-01, mains-fed sectional GRP tank serving the building's cold water, roof plant room
Water risk assessment and schematic reference	Water risk assessment WRA-HV-2025 rev 2, schematic HV-PL-04 rev C
Safe access method and limits	Fixed ladder to tank top with handrail, inspection from the access hatch only. No entry into the tank.
Nominal capacity and served areas	Nominal 4,500 litres. Serves WCs, cleaners' sinks and kitchenettes on floors 1 to 4.
Tank or plant room location (GPS)	Roof plant room door · 50.365510, -4.134720 (SX 48272 53913, ±7 m)
Tank inside length (m)	2.10

Tank inside length (m): measuring photo



Tank inside width (m)	1.80
Water depth at the working level (m)	1.15
Estimated water use per day (litres)	2400
Water stored (litres)	4347
Storage against daily use (hours)	43

> More water is stored than a day's use. HSE's HSG274 Part 2 says the volume of stored cold water should be minimised and should not normally exceed what is needed for one day's water use (in healthcare premises, a nominal 12 hours). Refer it to the person responsible for the water risk assessment.

3. Visible checks

Lid, vent and overflow protection checked	Action needed
Action, limitation or reason not applicable	Lid sound and bolted down. Insect screen on the overflow is torn at the bottom edge, about 40 mm gap. Vent screen intact.
Visible internal condition and deposits recorded without entry	Action needed
Action, limitation or reason not applicable	Water clear. Light brown sediment over most of the base visible through the hatch. Referred for clean and disinfection by the water contractor.
Insulation and external condition checked	Acceptable
Inlets, outlets and stagnation concerns recorded	Acceptable
Leaks and nearby contamination sources checked	Acceptable
Checks needing action	2

Checks not done	0

4. Evidence and remedial work

Stored water temperature (°C)	16.4
Incoming mains temperature (°C)	14.9
Stored water above the mains (°C)	1.5
Stored water against 20 °C	Below 20 °C
Thermometer and method reference	Calibrated probe TP-07, stored water read remote from the ball valve, method per WRA-HV-2025 section 6. 18.9 °C ambient in the plant room.
Separate sampling or cleaning report reference	No sample taken on this visit. Clean and disinfection to be reported separately by the water contractor.

Condition photographs





Areas not visible and further investigation	Underside of the tank and the far baffle section could not be seen from the hatch. Internal surfaces checked by eye only, no entry. Sediment depth not measured. Length taken from a photo against the 1 m rod; width and depth by tape from the hatch.

5. Handover

Use decision	Available within recorded limits
Repair or follow-up job reference	Job HV-2609-118 (overflow screen), HV-2609-119 (clean and disinfection)

6. Actions and review

Are further actions required?	Yes

Further action 1: Replace the torn insect screen on the overflow. Job HV-2609-118.

Action and evidence reference	Replace the torn insect screen on the overflow. Job HV-2609-118.
Person responsible	M. Trevithick, site maintenance
Target date	3 Oct 2026
Action status	Completed
Completion evidence	New stainless mesh screen fitted 2026-10-01. Photo on job HV-2609-118.

Further action 2: Clean and disinfect CWST-01 to remove base sediment. Job HV-2609-119.

Action and evidence reference	Clean and disinfect CWST-01 to remove base sediment. Job HV-2609-119.
Person responsible	Westcountry Water Hygiene Ltd, booked by facilities
Target date	23 Oct 2026
Action status	Open

Further action 3: Review stored volume against reduced occupancy (about 43 hours of storage) at the next water risk assessment review; consider lowering the float valve level.

Action and evidence reference	Review stored volume against reduced occupancy (about 43 hours of storage) at the next water risk assessment review; consider lowering the float valve level.
Person responsible	S. Lugg, facilities manager
Target date	30 Nov 2026
Action status	Open
Outstanding limitations and information to pass on	Visual check from the hatch only. A visual check cannot show the absence of legionella. Sediment to be removed under job HV-2609-119. About 43 hours of storage against current daily use, more than a day's use: passed to the water risk assessment review.
Record status	Ready for review
Reviewed by	S. Lugg, facilities manager
Review date	2 Oct 2026
Author signature	

> Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.