SITE survey. APP

SITE SURVEY REPORT

Fan Coil Maintenance Visit

Prepared for	Soar Valley Estates Ltd
Date	22 Sep 2026
Site	Victoria Chambers, Leicester
Prepared by	P. Chauhan

FORM

Fan Coil Maintenance Visit

1. Record details and scope

Project	Victoria Chambers, Leicester: fan coil service, third floor (completed example)
Site or premises address	Victoria Chambers, 41 Granby Street, Leicester
Client or organisation	Soar Valley Estates Ltd
Record date	22 Sep 2026
Person completing the record	P. Chauhan

> This records authorised fan coil maintenance, not refrigeration circuit certification, electrical installation testing or proof of indoor air quality.

2. Equipment and scope

Fan coil unit ID, model and location	FCU-3-07, four-pipe ceiling void fan coil, meeting room 3.04
Technician competence or authorisation reference	P. Chauhan, HVAC engineer, Midshires Building Services, authorisation MBS-ENG-112
Manufacturer or approved procedure reference	Unit O&M manual section 5, planned maintenance task sheet FCU-PPM-02 rev 4
Work or inspection scope and exclusions	Six-monthly service: filter, coil and fan check, condensate tray and drain, valves and controls. Excludes refrigeration plant and fixed wiring testing.

3. Service preparation

Served zone or rooms	Four-pipe horizontal fan coil, ducted to two ceiling diffusers, serving meeting room 3.04
Coil arrangement	Four-pipe (separate heating and cooling coils)
Isolation and safe access verification	Local fused spur isolated and locked off, lock MBS-17. Access by podium step, ceiling tiles lifted.
Reported faults and previous work	Room reported cold in the mornings since early September. Last serviced 2026-03-18, no defects then.

4. Service checks

Filter condition and replacement recorded	Action needed

Action, limitation or reason not applicable	Filter heavily loaded with dust. Replaced with new filter on this visit.
Accessible coil and fan condition checked	Acceptable
Condensate tray and drain checked under procedure	Action needed
Action, limitation or reason not applicable	Slime in the condensate tray and drain slow. Tray cleaned and drain flushed through to the tundish, now running freely.
Visible pipework, valves and insulation checked	Acceptable
Controls and operation checked after safe restoration	Action needed
Action, limitation or reason not applicable	Heating valve actuator does not respond to a BMS heat demand. Valve stays closed. Cooling side responds correctly.
Checks acceptable	2
Needing action	3
Not checked	0
Cleaning, parts and adjustments recorded	Filter replaced, condensate tray cleaned, drain flushed. No adjustments to set points.

Defects found 1: Heating valve actuator

Where on the unit	Heating valve actuator
Defect	Actuator does not respond to a BMS heat demand, so the heating valve stays closed. Supply air 19.8 °C on heating against 32 to 38 °C.
Priority	Soon: before the next visit
Put right on this visit?	No
What happens next, and who	Replace the actuator and recheck the heating supply air, job MBS-26-2215, P. Chauhan by 6 October.

Photos of the defect



Defects found 2: Filter

Where on the unit	Filter
Defect	Filter heavily loaded with dust.
Priority	Routine: at the next planned visit
Put right on this visit?	Yes

Defects found 3: Condensate tray and drain

Where on the unit	Condensate tray and drain
Defect	Slime in the tray and the drain running slowly.
Priority	Routine: at the next planned visit
Put right on this visit?	Yes

Photos of the defect



Defects found	3
Urgent	0
Soon	1
Routine	2
Still open	1

5. Supply air and readings

> Supply air temperatures
> Take them at the diffuser or the unit outlet with the unit on a full cooling or heating demand. The expected ranges come from the commissioning record or the unit schedule; the form sets none.

Supply air temperature on cooling demand (°C)	14.1
Expected on cooling, lowest (°C)	13.0
Expected on cooling, highest (°C)	15.0
Cooling supply air against the expected range	Within the range
Supply air temperature on heating demand (°C)	19.8
Expected on heating, lowest (°C)	32.0
Expected on heating, highest (°C)	38.0
Heating supply air against the expected range	Below the range

Supply temperatures outside the expected range	1

> A supply temperature is outside the expected range. Check the valve and actuator, the water temperatures and the filter before blaming the controls, and record what you found in the measured values below.

Other measured values 1: Fan motor running current, high speed

Measurement point and parameter	Fan motor running current, high speed
Actual result and unit	0.41 A
Acceptance criterion and source	Nameplate full load 0.55 A
Instrument and calibration reference	Clamp meter CM-05, cal. 2026-02
Comparison	Within criterion

Other measured values 2: Heating coil flow temperature at the valve

Measurement point and parameter	Heating coil flow temperature at the valve
Actual result and unit	61 °C
Acceptance criterion and source	Heating circuit flow 60 to 65 °C, commissioning record CR-3-07
Instrument and calibration reference	Pipe clamp thermometer DT-22
Comparison	Within criterion

6. Handover

Use decision	Restricted use
Restrictions, isolation and person informed	Cooling and ventilation available. No heating from this unit until the actuator is replaced. Building manager L. Parmar told on site at 15:10.
Repair or follow-up job reference	Job MBS-26-2215 (heating valve actuator)

Photos of the unit as left





7. Actions and review

Are further actions required?	Yes

Further action 1: Replace heating valve actuator on FCU-3-07 and recheck the heating supply air temperature. Job MBS-26-2215.

Action and evidence reference	Replace heating valve actuator on FCU-3-07 and recheck the heating supply air temperature. Job MBS-26-2215.
Person responsible	P. Chauhan, Midshires Building Services
Target date	6 Oct 2026
Action status	In progress

Further action 2: Offer a portable heater or an alternative room for early meetings until the repair is done.

Action and evidence reference	Offer a portable heater or an alternative room for early meetings until the repair is done.
Person responsible	L. Parmar, building manager
Target date	23 Sep 2026
Action status	Completed
Completion evidence	Bookings before 10:00 moved to room 3.02 from 2026-09-23. Confirmed by email to the reception team.
Outstanding limitations and information to pass on	Heating not available from FCU-3-07 until the actuator is replaced. Coil fins checked only where visible from the filter access.

Record status	Further work needed
Reviewed by	L. Parmar, building manager
Review date	24 Sep 2026
Author signature	

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