SITE survey. APP

SITE SURVEY REPORT

HVAC and Air Conditioning Maintenance

Prepared for	Calder Property Management Ltd
Date	24 Sep 2026
Site	Calder House, Wakefield
Prepared by	R. Bains

FORM

HVAC and Air Conditioning Maintenance

1. Job details

Project	Calder House, Wakefield: air conditioning service (completed example)
Job or work order reference	WO-58213
Customer	Calder Property Management Ltd
Site	Calder House
Address	Calder House, 9 Westgate Row, Wakefield
Date of visit	24 Sep 2026
Type of visit	Planned service
Which planned service is this?	Six monthly
Date of the last air conditioning energy inspection (TM44), if the system is over 12 kW	16 May 2023
Days since the last energy inspection	1227
Engineer name	R. Bains
Does any of the work need a permit from the site?	Yes
Which permits?	Roof access
Permit references	RA-2209

2. F gas competence and site

Where is the site?	England, Scotland or Wales

> Great Britain. The F gas notes in this form follow the rules as they apply in Great Britain: Regulation (EU) No 517/2014 as retained in GB law, with the Fluorinated Greenhouse Gases Regulations 2015.

Does the engineer hold a personal F gas certificate for stationary refrigeration, air conditioning and heat pumps?	Yes
Certificate category	Category 1
Certificate number	104772

> What each category covers. Category 1 covers all activities. Category 2 covers installing, maintaining, servicing and recovering refrigerant on systems with less than 3kg of F gas, or less than 6kg if hermetically sealed. Category 3 covers recovery only on those smaller systems. Category 4 covers leak checks that do not break into the refrigeration circuit.

Is the company certified to work on F gas equipment for others?	Yes
Certification body	Refcom
Company certificate number	C-30418
Is there a cooling tower or evaporative condenser on this site?	No

3. Unit by unit record

Units by plant room or area 1: Roof plant deck

Plant room, floor or area	Roof plant deck

Units in this area 1: VRF or VRV system

Type of unit	VRF or VRV system
Unit or asset reference	VRF-OU-01
Position in this area	North side
Is this unit on the roof or outside?	Yes
Where is the unit?	VRF-OU-01, roof north side · 53.683210, -1.501640 (SE 33013 20865, ±5 m)
Manufacturer	ExampleCo Climate
Model	NV-VRF 28
Serial number	NV28-2207-0419

Photos before the work



Filters	Checked, no action needed
Coils	Cleaned on this visit
Condensate drain and pump	Not applicable
Fans and belts	Satisfactory
Electrical connections and controls	Connections tightened
Supply air or flow temperature (°C)	13
Return air or return temperature (°C)	24
Temperature difference, return minus supply (°C)	11
Expected difference, lowest (°C)	8
Expected difference, highest (°C)	14
Difference against the expected range	Within the expected range
Does this unit hold F gas refrigerant?	Yes
Refrigerant, from the label	R410A
Charge (kg)	11.6
Global warming potential of the gas	2088
Carbon dioxide equivalent (tonnes)	24.22
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.

Date of the previous leak check, from the F gas record	18 Mar 2026
Days since the previous leak check	190
Was a leak check done on this visit?	Yes
Leak check method	Direct: electronic detector or bubble solution
Result of the leak check	No leak found
Refrigerant added (kg)	0
Refrigerant recovered (kg)	0

Photos after the work



Any defects on this unit?	No
How was the unit left?	Running normally

Units in this area 2: Air handling unit

Type of unit	Air handling unit
Unit or asset reference	AHU-01
Position in this area	South side
Is this unit on the roof or outside?	Yes
Where is the unit?	AHU-01, roof south side · 53.683090, -1.501580 (SE 33017 20852, ±6 m)
Manufacturer	ExampleCo Climate

Model	NV-AHU 20
Serial number	NVA20-2207-0112

Photos before the work



Filters	Replaced
Coils	Clean
Condensate drain and pump	Cleared on this visit
Fans and belts	Adjusted
Electrical connections and controls	Satisfactory
Supply air or flow temperature (°C)	16
Return air or return temperature (°C)	22
Temperature difference, return minus supply (°C)	6
Expected difference, lowest (°C)	4
Expected difference, highest (°C)	10
Difference against the expected range	Within the expected range
Does this unit hold F gas refrigerant?	No
Any defects on this unit?	No
How was the unit left?	Running normally
This plant room or area: units serviced	2
This plant room or area: units with a leak still to repair	0

This plant room or area: units outside the expected temperature difference	0
This plant room or area: urgent defects	0
This plant room or area: soon	0
This plant room or area: routine	0
This plant room or area: units left isolated	0

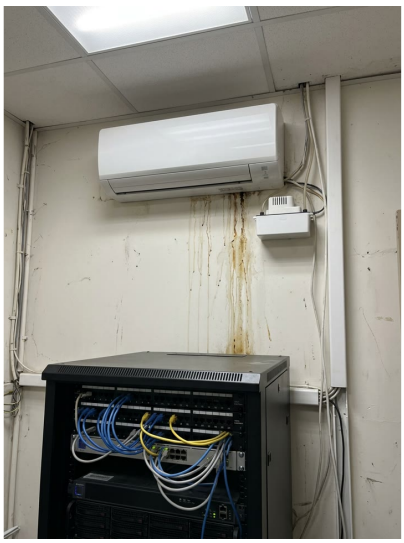
Units by plant room or area 2: Second floor

Plant room, floor or area	Second floor

Units in this area 1: Split or multi-split air conditioning

Type of unit	Split or multi-split air conditioning
Unit or asset reference	AC-04
Position in this area	Comms room
Is this unit on the roof or outside?	No
Manufacturer	ExampleCo Climate
Model	NV-W35 wall unit
Serial number	NVW35-1903-2264

Photos before the work



Filters	Cleaned
Coils	Clean
Condensate drain and pump	Blocked or leaking

Condensate problem. A blocked drain or failed pump can overflow onto ceilings and electrics.

Fans and belts	Satisfactory
Electrical connections and controls	Satisfactory
Supply air or flow temperature (°C)	14
Return air or return temperature (°C)	25
Temperature difference, return minus supply (°C)	11
Expected difference, lowest (°C)	8
Expected difference, highest (°C)	14
Difference against the expected range	Within the expected range
Does this unit hold F gas refrigerant?	Yes
Refrigerant, from the label	R32
Charge (kg)	1.05
Global warming potential of the gas	675
Carbon dioxide equivalent (tonnes)	0.71
Is the unit labelled as hermetically sealed?	No
Is a leak detection system fitted?	No

Under 5 tonnes. The F gas rules do not require leak checks for this unit.

Date of the previous leak check, from the F gas record	18 Mar 2026
Days since the previous leak check	190
Was a leak check done on this visit?	Yes
Leak check method	Direct: electronic detector or bubble solution
Result of the leak check	No leak found
Refrigerant added (kg)	0
Refrigerant recovered (kg)	0
Any defects on this unit?	Yes
Describe the defect	Condensate pump running all the time and noisy. Water marks on the wall below the indoor unit. Float was sticking; cleaned it, but the pump needs replacing.

Priority	Soon, before the next service
How was the unit left?	Running with a defect

Units in this area 2: Fan coil unit

Type of unit	Fan coil unit
Unit or asset reference	FCU-2.03
Position in this area	Office 2.03 ceiling void
Is this unit on the roof or outside?	No
Manufacturer	ExampleCo Climate
Model	NV-FC 30
Serial number	NVF30-2207-0377
Filters	Cleaned
Coils	Clean
Condensate drain and pump	Clear
Fans and belts	Satisfactory
Electrical connections and controls	Satisfactory
Supply air or flow temperature (°C)	19
Return air or return temperature (°C)	23
Temperature difference, return minus supply (°C)	4
Expected difference, lowest (°C)	8
Expected difference, highest (°C)	14
Difference against the expected range	Below the expected range
Does this unit hold F gas refrigerant?	No
Any defects on this unit?	Yes
Describe the defect	Supply air only 4 °C below the room. The chilled water valve actuator is not opening past about 30% when called. Tenant in 2.03 reports the office is warm in the afternoons.
Priority	Soon, before the next service
How was the unit left?	Running with a defect

This plant room or area: units serviced	2
This plant room or area: units with a leak still to repair	0
This plant room or area: units outside the expected temperature difference	1
This plant room or area: urgent defects	0
This plant room or area: soon	2
This plant room or area: routine	0
This plant room or area: units left isolated	0
Units serviced	4
Units with a leak still to repair	0
Units outside the expected temperature difference	1
Urgent defects	0
Soon	2
Routine	0
Units left isolated	0

4. F gas records

Have the F gas records been updated for every unit that needs them?	Yes
Who holds the F gas records for this site?	Calder Property Management, facilities office on the ground floor

> F gas records. For equipment that needs leak checks, the operator must keep records of the type and quantity of gas installed and added, the gas recovered, who installed or serviced it, and the dates and results of the leak checks, for at least 5 years. A company doing the work for an operator keeps copies for 5 years too.

5. Outcome and parts

Outcome of the visit	Serviced, defects to follow up
What needs doing next, and why?	Replace the condensate pump on AC-04 in the comms room and the valve actuator on FCU-2.03. Parts ordered, return visit booked for 8 October.
Recommendations	AC-04 is mounted above the comms cabinet. Fit a drip tray with a float switch under it so a pump failure cannot drip onto the equipment.
Did you use any parts or materials?	Yes

Parts and materials used 1: Panel filter G4, 592 x 592 mm

Item	Panel filter G4, 592 x 592 mm
Part number	PF-G4-592
Quantity	4

Parts and materials used 2: Bag filter F7, 592 x 592 mm

Item	Bag filter F7, 592 x 592 mm
Part number	BF-F7-592
Quantity	4

Parts and materials used 3: Coil cleaner, 5 litre

Item	Coil cleaner, 5 litre
Part number	CC-5L
Quantity	1
Next service due	24 Mar 2027
Days until the next service	182

6. Sign-off

Is the customer or their representative available to sign?	Yes
Customer name	J. Firth
Position	Facilities coordinator
Customer comment	Happy with the work. Return visit on 8 October is fine, comms room key at reception.
Customer signature	
Engineer name	R. Bains

Engineer signature

