SITE SURVEY REPORT

# HVAC Inspection Checklist (Installation)

| | |
|---|---|
| Prepared for | Carrington Estates Ltd |
| Date | 16 Oct 2026 |
| Site | Fenwick House, level 3 |
| Prepared by | T. Okonjo |

FORM

# HVAC Inspection Checklist (Installation)

## 1. Inspection details

| | |
|---|---|
| **Project** | Fenwick House, level 3: HVAC installation inspection (completed example) |
| **Site address** | Fenwick House, 22 Carrington Street, Nottingham NG1 7FF |
| **Client or owner** | Carrington Estates Ltd |
| **Location (GPS)** | 52.9475, -1.1462 |
| **Inspection date** | 16 Oct 2026 |
| **Inspected by** | T. Okonjo, project engineer |
| **Building, floor or area** | Level 3 office fit-out and roof |
| **Where is the job?** | England |
| **Permit or building control reference** | Building control ref BN/26/1187 |
| **Type of job** | Replacement of existing equipment |
| **Type of inspection** | Before handover |
| **Installing contractor** | Trentside Air Conditioning Ltd |
| **Lead technician or engineer** | M. Reilly |
| **Drawings, schedules and submittals inspected against** | M-301 rev C, equipment schedule M-601 rev B, approved submittal 23-81-04 |
| **Engineer's F gas certificate (category and number)** | Category 1, 2214587 |
| **Company F gas certificate number** | Refrigeration company certificate 30418 |

> This is an installation inspection record. It is not a building department or building control approval, a commissioning certificate or an F gas record. Clearances, drain sizes, insulation, airflow and refrigerant values come from the maker's instructions and the design.

## 2. Equipment by location

### Locations 1: Roof

| | |
|---|---|
| **Location** | Roof |
| **Type of location** | Roof |

| | |
|---|---|
| **Where is it?** | 52.9476, -1.1461 |
| **Safe permanent access to the equipment (ladder, walkway, edge protection where needed)?** | Yes |

## Units in this location 1: CU-1

| | |
|---|---|
| **Unit tag** | CU-1 |
| **Type of unit** | VRF or multi-split outdoor unit |
| **Make and model** | Multi-split outdoor unit, 12.5 kW cooling |
| **Serial number** | MX12-260814 |
| **Design or submittal reference** | Schedule M-601 item CU-1 |
| **New unit (not existing equipment kept)?** | Yes |
| **Fuel-burning unit (gas or oil)?** | No |
| **Refrigerant and charge on the label** | R-32, 2.4 kg factory charge |

**Photos: unit, data plate and surroundings**



| | |
|---|---|
| **Make, model and capacity match the design and approved submittals** | Acceptable |
| **Clearances and service access as the maker's instructions require** | Acceptable |
| **Mounting: level, secured, anchored or on supports, vibration isolation fitted** | Acceptable |
| **Condensate: trap, fall, cleanout and termination as designed** | Not applicable |
| **Auxiliary drain pan or float switch fitted where the design or maker requires one** | Not applicable |

| | |
|---|---|
| **Refrigerant lines: insulated, supported, protected and sealed where they pass through the building** | Acceptable |
| **Refrigerant access port caps fitted (locking caps outdoors where the local code requires them)** | Acceptable |
| **Electrical: local isolator or disconnect fitted, breaker size matches the data plate, cables protected** | Acceptable |
| **Flue or vent, gas connection and combustion air as the maker's instructions require** | Not applicable |
| **Unit labelled with its tag and what it serves** | Acceptable |
| **This unit: checks needing action** | 0 |
| **Not checked** | 0 |
| **This location: units** | 1 |
| **Checks needing action** | 0 |
| **Not checked** | 0 |

## Locations 2: Level 3 offices and ceiling void

| | |
|---|---|
| **Location** | Level 3 offices and ceiling void |
| **Type of location** | Floor or ceiling void |
| **Safe permanent access to the equipment (ladder, walkway, edge protection where needed)?** | Yes |

## Units in this location 1: FCU-3.01

| | |
|---|---|
| **Unit tag** | FCU-3.01 |
| **Type of unit** | Air handler or fan coil (indoor) |
| **Make and model** | Ducted indoor unit, 5.0 kW |
| **Serial number** | DI50-260221 |
| **Design or submittal reference** | Schedule M-601 item FCU-3.01 |
| **New unit (not existing equipment kept)?** | Yes |
| **Fuel-burning unit (gas or oil)?** | No |

**Photos: unit, data plate and surroundings**

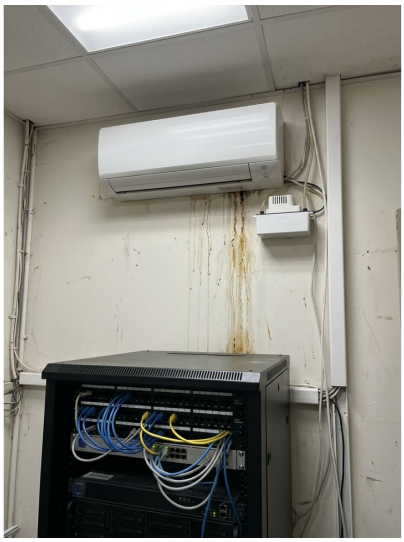


| | |
|---|---|
| **Make, model and capacity match the design and approved submittals** | Acceptable |
| **Clearances and service access as the maker's instructions require** | Acceptable |
| **Mounting: level, secured, anchored or on supports, vibration isolation fitted** | Acceptable |
| **Condensate: trap, fall, cleanout and termination as designed** | Acceptable |
| **Auxiliary drain pan or float switch fitted where the design or maker requires one** | Acceptable |
| **Refrigerant lines: insulated, supported, protected and sealed where they pass through the building** | Acceptable |
| **Refrigerant access port caps fitted (locking caps outdoors where the local code requires them)** | Not applicable |
| **Electrical: local isolator or disconnect fitted, breaker size matches the data plate, cables protected** | Acceptable |
| **Flue or vent, gas connection and combustion air as the maker's instructions require** | Not applicable |
| **Unit labelled with its tag and what it serves** | Acceptable |
| **This unit: checks needing action** | 0 |
| **Not checked** | 0 |

## Units in this location 2: WU-3.04

| | |
|---|---|
| **Unit tag** | WU-3.04 |
| **Type of unit** | Ductless mini-split or VRF indoor unit |
| **Make and model** | Wall-mounted indoor unit, 2.5 kW |
| **Serial number** | WM25-260117 |
| **Design or submittal reference** | Schedule M-601 item WU-3.04 (comms room) |
| **New unit (not existing equipment kept)?** | Yes |
| **Fuel-burning unit (gas or oil)?** | No |
| **Make, model and capacity match the design and approved submittals** | Acceptable |
| **Clearances and service access as the maker's instructions require** | Acceptable |
| **Mounting: level, secured, anchored or on supports, vibration isolation fitted** | Acceptable |
| **Condensate: trap, fall, cleanout and termination as designed** | Action needed |
| **What needs doing, or why not checked** | Fresh water running down the wall under the unit during the cooling run, over old staining from the unit it replaced. Condensate pump discharge not connected to the drain in the riser. Water is landing on top of the comms cabinet. |
| **Auxiliary drain pan or float switch fitted where the design or maker requires one** | Acceptable |
| **Refrigerant lines: insulated, supported, protected and sealed where they pass through the building** | Acceptable |
| **Refrigerant access port caps fitted (locking caps outdoors where the local code requires them)** | Not applicable |
| **Electrical: local isolator or disconnect fitted, breaker size matches the data plate, cables protected** | Acceptable |
| **Flue or vent, gas connection and combustion air as the maker's instructions require** | Not applicable |
| **Unit labelled with its tag and what it serves** | Acceptable |
| **This unit: checks needing action** | 1 |
| **Not checked** | 0 |

**Photos of what needs action**



| | |
|---|---|
| **This location: units** | 2 |
| **Checks needing action** | 1 |
| **Not checked** | 0 |
| **Units inspected** | 3 |
| **Unit checks needing action** | 1 |
| **Not checked** | 0 |

## 3. Ductwork, dampers and controls

| | |
|---|---|
| **Ductwork supported, with hangers as the design or specification requires** | Acceptable |
| **Duct joints and seams sealed, connections to units fastened** | Acceptable |
| **Duct insulation where the design requires it, no gaps or damage** | Acceptable |
| **Flexible duct runs short, not kinked or crushed, supported** | Acceptable |
| **Volume dampers fitted and accessible; fire and smoke dampers have access panels** | Acceptable |
| **Grilles, registers and diffusers fitted, set and clean** | Acceptable |
| **Filters fitted, correct size, and access to change them** | Acceptable |
| **Outside air and exhaust openings: screens fitted, clear of obstructions** | Not applicable |

| | |
|---|---|
| **Thermostats or sensors in the locations on the drawings** | Acceptable |
| **Controls wired, set up and working in each mode (heat, cool, fan, schedule)** | Acceptable |
| **Penetrations through fire-rated walls and floors sealed with the specified system** | Acceptable |
| **Construction dust and debris removed from units and ductwork** | Acceptable |
| **Checks needing action** | 0 |
| **Not checked** | 0 |

**Photos of the ductwork, dampers and controls**



## 4. Start-up readings

| | |
|---|---|
| **Was each unit started up and run in every mode?** | Yes |

### Readings 1: CU-1

| | |
|---|---|
| **Unit tag** | CU-1 |
| **Reading** | Running current, cooling |
| **Measured** | 9.8 |
| **Units** | A |
| **Expected highest** | 13 |
| **Where the expected values come from** | Installation manual, electrical data table |
| **Against the expected values** | Within the expected values |

## Readings 2: FCU-3.01

| | |
|---|---|
| **Unit tag** | FCU-3.01 |
| **Reading** | Supply air temperature, cooling |
| **Measured** | 13.4 |
| **Units** | °C |
| **Expected lowest** | 10 |
| **Expected highest** | 16 |
| **Where the expected values come from** | Design schedule M-601 |
| **Against the expected values** | Within the expected values |

## Readings 3: WU-3.04

| | |
|---|---|
| **Unit tag** | WU-3.04 |
| **Reading** | Supply air temperature, cooling |
| **Measured** | 12.1 |
| **Units** | °C |
| **Expected lowest** | 10 |
| **Expected highest** | 16 |
| **Where the expected values come from** | Design schedule M-601 |
| **Against the expected values** | Within the expected values |
| **Readings taken** | 3 |
| **Outside the expected values** | 0 |
| **No expected value entered** | 0 |

**Photos of the instruments and readings**



## 5. Labelling and handover

| | |
|---|---|
| **Commissioning or start-up record completed by the installer and attached** | Acceptable |
| **Test and balance (airflow) report, where the design calls for one** | Not applicable |
| **Operation and maintenance manuals handed over** | Acceptable |
| **Warranty registration done or documents handed over** | Acceptable |
| **As-built drawings and control settings handed over** | Acceptable |
| **Owner or facilities staff shown how to run the system and change filters** | Acceptable |
| **Handover items needing action** | 0 |
| **Not checked** | 0 |
| **Documents handed over** | Commissioning or start-up record, O&M manuals, Warranty documents, As-built drawings, Control settings and schedules, F gas records for the new equipment, Building regulations commissioning notice |
| **Information about the system and its maintenance given to the owner?** | Yes |

> Building Regulations 2010 regulation 40 (England and Wales): where Part L applies, the person carrying out the work must give the owner enough information about the fixed building services and their maintenance, not later than five days after the work is completed.

| | |
|---|---|
| **Commissioning notice given to building control?** | Yes |

**Photo of the handover pack**



## 6. Result, actions and sign-off

| | |
|---|---|
| **Items needing action** | 1 |
| **Result** | Action needed before handover |

**Actions 1: Connect the WU-3.04 condensate pump discharge to the drain in the riser, run the unit in cooling for an hour and check the wall stays dry. Clean the top of the comms cabinet.**

| | |
|---|---|
| **Action** | Connect the WU-3.04 condensate pump discharge to the drain in the riser, run the unit in cooling for an hour and check the wall stays dry. Clean the top of the comms cabinet. |
| **Priority** | Before handover |
| **Who will do it** | M. Reilly, Trentside Air Conditioning |
| **Due by** | 20 Oct 2026 |
| **Status** | Open |
| **Actions still open** | 1 |
| **Decision** | Hand over once the listed actions are done |
| **Next check or re-inspection date** | 21 Oct 2026 |
| **Summary for the client** | Three new units inspected: the roof outdoor unit and two indoor units on level 3. All match the schedule and submittal, start-up readings are within the design values and the handover pack is complete. One defect: the comms room wall unit condensate pump is not connected, so water runs down the wall onto the comms cabinet. Hand over once that is fixed and re-checked on 21 October. |
| **Inspector name** | T. Okonjo |

**Inspector signature**



| | |
|---|---|
| **Installing contractor name** | M. Reilly |

**Installing contractor signature**

