SITE survey. APP

SITE SURVEY REPORT

Indoor Air Quality Assessment

Prepared for	Riverleaf Learning Trust
Date	13 Oct 2026
Site	Hollin Brook Primary School, Nottingham
Prepared by	K. Adeyemi

FORM

Indoor Air Quality Assessment

1. Assessment details

Project	Hollin Brook Primary School, Nottingham: indoor air quality assessment (completed example)
Building address	Hollin Brook Primary School, 14 Hollin Brook Road, Nottingham NG5 7QT
Client or building owner	Riverleaf Learning Trust
Location (GPS)	52.9921, -1.1795
Assessment date	13 Oct 2026
Assessed by	K. Adeyemi, trust estates officer
Type of building	School or college
Country	UK (England, Scotland, Wales)
Why is this assessment being done?	Complaints from occupants, Routine check
Anything else about why	Year 4 and Year 6 teachers reported stuffy classrooms and sleepy pupils in the afternoons since the weather turned cold.
Areas covered	Classes 4 and 6 in the 2009 block, the hall and the ICT suite
Monitor or meter used (make and model)	Two logging NDIR CO2 monitors with temperature and humidity, and a handheld particle and VOC meter
Is the CO2 monitor a non-dispersive infrared (NDIR) type?	Yes
Calibration or last zero check	Both CO2 monitors outdoor-zeroed on 12 October as the maker's instructions say
Temperature unit	°C

> This is a walk-through and spot-measurement record. It compares readings with targets you set. It is not a medical assessment, a certificate or a full occupational hygiene survey.

Where the outdoor reading was taken	Playground side of the hall, by the air handling unit intake
Outdoor CO2 (ppm)	420
Outdoor temperature	9
Outdoor relative humidity (%)	82

2. Your targets

CO2 target: no higher than (ppm)	1500
Temperature target: lowest	18
Temperature target: highest	24
Relative humidity target: lowest (%)	35
Relative humidity target: highest (%)	65
VOC unit	ppb
Where your targets come from	CO2: HSE ventilation guidance, consistently above 1500 ppm in an occupied room indicates poor ventilation. Temperature and humidity: the trust's own comfort ranges. PM2.5, VOCs and CO recorded for comparison only, no target set.

3. Complaints reported

Have occupants reported problems?	Yes

Complaints by area 1: Class 4

Area	Class 4
People reporting	2
What people report	Stuffy or stale air, Tiredness or poor concentration, Headaches
When it happens	Afternoons
Better away from the building?	Yes
What was said	Room feels close by lunchtime. Children yawning and losing focus after lunch. Two staff say they get headaches by the end of the day.

Complaints by area 2: Class 6

Area	Class 6
People reporting	1
What people report	Stuffy or stale air, Too humid or condensation
When it happens	When windows are shut
Better away from the building?	Yes
What was said	Windows run with condensation first thing. Stale air when the room is full, better on days the windows are open.

Areas with complaints	2

4. Ventilation and HVAC checks

How the areas are ventilated	Natural: windows, trickle vents or grilles, Mechanical supply and extract, Fan coil or split units
Outdoor air intakes clear	Acceptable
Filters in place, fitted well and not overdue	Acceptable
Condensate drain pans clean and draining	Action needed
What needs doing, or why not checked	ICT suite ceiling fan coil: slime and standing water in the condensate tray, filter heavily loaded. Fan coil off until cleaned.
Outdoor air dampers open to their set minimum and moving freely	Acceptable
Supply and extract grilles open and not blocked	Acceptable
Extract fans working in toilets, kitchens and copier or print rooms	Acceptable
Ventilation runs while the building is in use	Acceptable
Windows and trickle vents can be opened	Acceptable
Plant room clean and dry, nothing stored in it	Not checked
What needs doing, or why not checked	Boiler and plant room locked, key holder off site. Check at the next visit.
Plant failure warning works, where fitted	Not applicable
Maintenance records available for the ventilation plant	Acceptable
Filter type and date last changed	Hall AHU: bag filters, changed 2 September 2026 (label on the access door)

Photos of the plant, intakes or grilles



Ventilation checks needing action	1
Not checked	1

5. Measurements by area

Areas measured 1: Class 4

Area or room	Class 4
Type	Classroom
People in the room during the readings	30
Ventilation during the readings	Windows and vents shut
Monitoring period	08:50 to 15:10
CO2 average while occupied (ppm)	1720
CO2 highest reading (ppm)	2350
Temperature	21.5
Relative humidity (%)	52
PM2.5 (µg/m³)	6
VOCs	180
Carbon monoxide (ppm)	0
Readings outside your targets	1
Result	Fail: outside your targets

Seen in this area	Nothing of note
Notes	Windows and trickle vents shut all day because of cold draughts. Peak just before lunch; fell to 900 ppm while the room was empty at lunch.

Photos



Areas measured 2: Class 6

Area or room	Class 6
Type	Classroom
People in the room during the readings	31
Ventilation during the readings	Windows and vents shut
Monitoring period	08:50 to 15:10
CO2 average while occupied (ppm)	1610
CO2 highest reading (ppm)	2140
Temperature	22.4
Relative humidity (%)	58
PM2.5 (µg/m³)	7
VOCs	210
Carbon monoxide (ppm)	0
Readings outside your targets	1
Result	Fail: outside your targets
Seen in this area	Condensation on windows, Visible mould

Notes	Top-hung windows opened at 13:30 for 10 minutes: CO2 fell from 1900 to 950 ppm, then climbed again once shut.

Photos



Areas measured 3: School hall

Area or room	School hall
Type	Hall or large space
People in the room during the readings	60
Ventilation during the readings	Mechanical ventilation running
Monitoring period	09:00 to 15:00
CO2 average while occupied (ppm)	820
CO2 highest reading (ppm)	1150
Temperature	19.8
Relative humidity (%)	49
PM2.5 (µg/m³)	9
VOCs	120
Carbon monoxide (ppm)	0
Readings outside your targets	0
Result	Pass: within your targets
Seen in this area	Nothing of note
Notes	Peak during lunch sitting. Large room, so readings are a guide only.

Areas measured 4: ICT suite

Area or room	ICT suite
Type	Classroom
People in the room during the readings	28
Ventilation during the readings	Mixed
Monitoring period	10:30 to 14:30
CO2 average while occupied (ppm)	960
CO2 highest reading (ppm)	1240
Temperature	23.1
Relative humidity (%)	46
PM2.5 (µg/m³)	5
VOCs	260
Carbon monoxide (ppm)	0
Readings outside your targets	0
Result	Pass: within your targets
Seen in this area	Odours
Notes	Musty smell near the fan coil grille. Readings taken with the fan coil off and the door to the corridor open.
Areas measured	4
Areas outside your targets	2
Of which above your CO2 target	2

6. Sources found

Were any possible sources of poor air quality found?	Yes

Sources 1: Visible mould

Source	Visible mould
Where	Class 6, window by the reading corner
What was found	Condensation on the inside of the glass and black mould spots along the bottom of the frame.

Could it explain complaints in that area?	Yes
Follow-up	Damp and mould inspection

Photos



Sources 2: Printers, copiers or laminators

Source	Printers, copiers or laminators
Where	Class 4, side table
What was found	Laminator used for about 15 minutes in the morning. No odour noticed at the time of use.
Could it explain complaints in that area?	No
Follow-up	No action needed
Sources found	2
Sources needing action	1

7. Recommendations and sign-off

Findings needing action	4
Result	Action needed: see the recommendations

Recommendations 1: Open trickle vents all day and top-hung windows for 10 minutes at the start of each lesson and at breaks, Classes 4 and 6.

Recommendation	Open trickle vents all day and top-hung windows for 10 minutes at the start of each lesson and at breaks, Classes 4 and 6.
Area or plant	Classes 4 and 6

Priority	Urgent: today
Who will do it	Class teachers, briefed by the head teacher
Due by	14 Oct 2026
Status	Done, checked

Recommendations 2: Clean the ICT suite fan coil condensate tray, clear the drain and change the filter.

Recommendation	Clean the ICT suite fan coil condensate tray, clear the drain and change the filter.
Area or plant	ICT suite fan coil
Priority	Within a week
Who will do it	Trent Valley Mechanical Ltd
Due by	20 Oct 2026
Status	In progress

Recommendations 3: Damp and mould inspection of the Class 6 window and reveal, and clean the mould.

Recommendation	Damp and mould inspection of the Class 6 window and reveal, and clean the mould.
Area or plant	Class 6
Priority	Within a week
Who will do it	K. Adeyemi
Due by	20 Oct 2026
Status	Open

Recommendations 4: Measure CO2 again in Classes 4 and 6 over three school days once the window routine is in place.

Recommendation	Measure CO2 again in Classes 4 and 6 over three school days once the window routine is in place.
Area or plant	Classes 4 and 6
Priority	Within a month
Who will do it	K. Adeyemi
Due by	6 Nov 2026

Status	Open
Actions still open	3
Decision	Actions needed: measure again once they are done
Date to measure again	4 Nov 2026
Summary for the client	Classes 4 and 6 averaged 1720 and 1610 ppm CO2 with windows and trickle vents shut, above the 1500 ppm target taken from HSE guidance. Opening the windows briefly brought Class 6 down quickly. The hall and ICT suite were within target. The ICT suite fan coil tray needs cleaning, and mould on the Class 6 window needs a damp and mould inspection. Measure again in November.
Assessor name	K. Adeyemi
Assessor signature	
Building or site manager name	D. Marsh, site manager
Building or site manager signature	