SITE survey. APP

SITE SURVEY REPORT

Ventilation Ductwork Cleaning Record

Prepared for	Riverside Offices Ltd
Date	4 Oct 2026
Site	Riverside Offices
Prepared by	S. Ford

FORM

Ventilation Ductwork Cleaning Record

1. System

Project	Riverside Offices: supply ductwork clean, AHU-2 (completed example)
Client	Riverside Offices Ltd
Site	Riverside Offices
Site address	Quay Street, Bristol
Date	4 Oct 2026
Technician	S. Ford
Company	ClearAir Duct Services
System (AHU or fan reference and area served)	AHU-2, supply to floors 2 and 3
System	Supply
Cleanliness class (risk)	Medium (for example offices, hotels, schools)

BESA TR19 Air, released in April 2024, is the specification for the internal cleanliness of general ventilation systems. Inspection starts with a visual check of whether cleaning is needed, and deposit tests show whether surfaces are within acceptable limits. Regulation 5 of the Workplace Regulations 1992 requires mechanical ventilation systems in workplaces to be maintained, including cleaned as appropriate. The Workplace (Health, Safety and Welfare) Regulations 1992 require enclosed workplaces to be ventilated by a sufficient quantity of fresh or purified air (regulation 6), and mechanical ventilation systems to be maintained, including cleaned as appropriate (regulation 5).

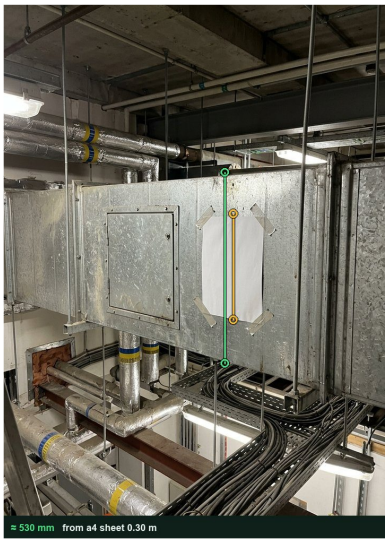
2. Inspection and clean

Visual inspection result	Cleaning needed
Deposit test units	Microns (deposit thickness test)
Deposit test before	180
Deposit test after	20
Acceptable limit for this system (same units)	60
Reduction (%)	88.9
Before cleaning	Above the limit
After cleaning	Within the limit

Sections cleaned 1: Riser to level 2

Section or run	Riser to level 2
Length (m)	14
Duct width (mm)	800
Duct height (mm)	530

Duct height (mm): measuring photo



Internal surface area (m²)	37.2
Method	Rotary brush

Before photos





After photos



Sections cleaned 2: Level 2 branch ducts

Section or run	Level 2 branch ducts
Length (m)	36
Duct width (mm)	500
Duct height (mm)	300
Internal surface area (m²)	57.6
Method	Rotary brush

Sections cleaned 3: Level 3 branch ducts

Section or run	Level 3 branch ducts
Length (m)	32
Duct width (mm)	500
Duct height (mm)	300
Internal surface area (m²)	51.2
Method	Compressed air
Sections cleaned	3
Total length cleaned (m)	82
Internal surface area cleaned (m²)	146
Access panels fitted or used	6

Filters changed or cleaned?	Yes
Fire dampers checked and reset?	Yes

3. Report

Next inspection due	4 Oct 2027
Days to the next inspection	365
Site manager name	M. Ross, FM
Site manager signature	
Completed by	S. Ford
Signature	