

SITE SURVEY REPORT

Air balancing report template

Prepared for	Air balancing report template (fictional completed example) (fictional)
Date	9 Oct 2026
Site	Air balancing report template (fictional completed example)
Prepared by	Example commissioning engineer

FORM

Air balancing report template

1. System and test references

Project or site	Example Office Ventilation
Record reference	AB-008
Record date	9 Oct 2026
Prepared by	Example commissioning engineer
System or AHU reference	AHU-01 supply
Design drawing and revision	M-201 revision C
Test procedure reference	Example procedure TAB-01 revision B
Instrument model and serial	Example meter EX-MTR-08
Calibration record and due date	CAL-08; due 2027-02-01

2. Test conditions

Operating mode, fan setting and conditions	System running at recorded design test setting; doors in specified test position.
Access limitations or none	Terminal S-02 accessible; no access limitations recorded.
Airflow unit for this record	L/s

Use the same airflow unit for every design and measured value in this record. Record the applicable project acceptance criteria; this form does not prescribe tolerances.

3. Terminal readings

Terminal readings 1: S-01

Terminal ID	S-01
Room or location	Meeting room A
Air path	Supply
Design airflow	50
Measured airflow	49

Acceptance criterion and reference	Example project criterion: 45 to 55 L/s, TAB-01
Recorded result	Meets stated criterion

Terminal readings 2: S-02

Terminal ID	S-02
Room or location	Meeting room B
Air path	Supply
Design airflow	50
Measured airflow	38
Acceptance criterion and reference	Example project criterion: 45 to 55 L/s, TAB-01
Recorded result	Does not meet stated criterion
Adjustment or reason not assessed	Damper adjusted; retest remains below the example criterion.
Retest airflow	42
Retest record reference	AB-008 retest 1

4. Review and outstanding work

Overall recorded status	Outstanding work
Outstanding work or assessment limitations	S-02 remains below the project criterion. Further investigation required.
Next action or reason none is needed	Investigate branch restriction and record another test.
Responsible person	Example commissioning engineer

This is a readings record. It does not calculate airflow, certify system performance or replace the competent person's commissioning assessment.

Reviewed by	Example commissioning lead
Reviewer acknowledgement	

Example commissioning lead