

SITE SURVEY REPORT

Air Handling Unit Maintenance

Prepared for	Trent Office Estates Ltd
Date	25 Sep 2026
Site	Castlegate Offices, Nottingham
Prepared by	W. Brannigan

FORM

Air Handling Unit Maintenance

1. Record details and scope

Project	Castlegate Offices, Nottingham: AHU quarterly maintenance (completed example)
Site or premises address	Castlegate Offices, 8 Castle Gate, Nottingham
Client or organisation	Trent Office Estates Ltd
Record date	25 Sep 2026
Person completing the record	W. Brannigan

This records AHU servicing. It does not certify indoor air quality, fire damper performance, ventilation design or legionella control.

HSE advises competent maintenance using manufacturer information and appropriate inspections. Plan safe access and isolation around moving parts and other hazards.

2. Equipment and work

Air handling unit asset ID and location	AHU-02, roof plant area
Manufacturer, model and serial number	Packaged supply and extract unit, model and serial number on the asset register TOE-AR-0214
Maintenance procedure and revision	Quarterly AHU maintenance task sheet MT-AHU-Q rev 6
Technician and competence reference	W. Brannigan, HVAC engineer, company training record HV-0217
Planned work and exclusions	Quarterly service: filters, fan and drive, coils, condensate drain, dampers and access doors. Excludes duct cleaning and BMS changes.
Safe isolation or permit reference	Local isolator locked off, permit PTW-CG-0925-02

3. Configuration

Areas served and AHU configuration	Second and third floor offices. Supply and extract with plate heat recovery and a heating coil
Filter grades and replacement specification	Panel pre-filters and bag filters as per the asset register
Control strategy and design airflow reference	BMS time schedule 07:00 to 19:00, design airflow from commissioning record CR-AHU-02

Operating hours and reported issues	Running weekdays. Tenant on the third floor reported stuffiness in the afternoons.
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4. AHU checks

Filters, seals and differential pressure checked	Action needed
Action, limitation or reason not applicable	Supply pre-filters heavily loaded and differential pressure above the change point. Replaced on this visit.
Fan, drive and guards checked	Acceptable
Coils and condensate tray or drain checked	Acceptable
Dampers and actuators checked within service scope	Acceptable
Access doors, seals and internal cleanliness checked	Acceptable

Measured value 1: Supply pre-filter, differential pressure before change	
Measurement point and parameter	Supply pre-filter, differential pressure before change
Actual value and unit	210 Pa
Acceptance range and source	Change at 150 Pa, task sheet MT-AHU-Q
Instrument ID and calibration reference	Manometer MAN-07, calibration CAL-MAN-07-2026
Assessment	Outside criterion
Response to exception	Pre-filters replaced. Reading after change 65 Pa.

Measured value 2: Supply fan motor current	
Measurement point and parameter	Supply fan motor current
Actual value and unit	6.1 A
Acceptance range and source	Below motor nameplate full load current, 7.4 A
Instrument ID and calibration reference	Clamp meter CLM-03, calibration CAL-CLM-03-2026
Assessment	Within criterion

Measured value 3: Bag filter differential pressure	
Measurement point and parameter	Bag filter differential pressure
Actual value and unit	140 Pa

Acceptance range and source	Change at 250 Pa, task sheet MT-AHU-Q
Instrument ID and calibration reference	Manometer MAN-07
Assessment	Within criterion

5. Work and handback

Work performed and parts used	Replaced the full set of supply pre-filters. Cleaned the condensate tray and flushed the drain. Checked belt tension, no change needed.
Post-work tests and evidence	Unit restarted at 11:40, fan running smoothly, no alarms on the BMS. Filter pressure 65 Pa after change.
Equipment handback	Available within recorded limits

Condition and work evidence photos



6. Actions and review

Are further actions required?	Yes
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Further action 1: Check airflow to the third floor against the commissioning record after the filter change, to follow up the stuffiness complaint.

Action and evidence reference	Check airflow to the third floor against the commissioning record after the filter change, to follow up the stuffiness complaint.
Person responsible	W. Brannigan
Target date	9 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Duct cleaning out of scope. Third floor airflow to be checked at the follow-up visit.

Record status	Ready for review
Reviewed by	A. Fenwick, contract manager
Review date	26 Sep 2026
Author signature	W. Brannigan

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.