

SITE SURVEY REPORT

Asset Inspection

Prepared for	Riverside Business Centre, Nottingham (fictional)
Date	25 Sept 2026
Site	Riverside Business Centre, Nottingham
Prepared by	M. Adeyemi

FORM

Asset Inspection**1. Round details**

Project	Riverside Business Centre, Nottingham: quarterly asset round (completed example)
Report reference	AIR-2026-Q3-07
Site and areas covered	Riverside Business Centre, Nottingham. Roof plant deck, riser 2 and the basement booster room
Date of the inspection	25 Sep 2026
Inspector name and role	M. Adeyemi, building services supervisor
Why is this inspection being carried out?	Planned condition round
Date of the previous inspection	26 Jun 2026
Days since the previous inspection	91
Were all the assets on the round inspected?	Yes
Were any covers removed or live parts exposed?	No

2. Asset record**Assets inspected 1: CON-01**

Asset tag or ID	CON-01
Location	Roof plant deck, north row
Does the tag match the asset register?	Yes
What kind of asset is it?	Condenser
Coil and fins	Clean
Are the fan guards in place and secure?	Yes
Are the fixings and mounts sound?	Yes
Air on (°C)	18
Air off (°C)	27

Temperature difference (°C)	9
Condition at this inspection	Good
Condition at the last inspection	Good

Photos of the asset



Notes	Running at the time. No unusual noise.
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Assets inspected 2: CON-03

Asset tag or ID	CON-03
Location	Roof plant deck, north row
Does the tag match the asset register?	Yes
What kind of asset is it?	Condenser
Coil and fins	Dirty
Are the fan guards in place and secure?	Yes
Are the fixings and mounts sound?	Yes
Air on (°C)	18
Air off (°C)	31
Temperature difference (°C)	13
Condition at this inspection	Fair
Condition at the last inspection	Good
Defect found	Coil fins dirty, leaf and pollen build-up across the face. Air off running warmer than CON-01.

Priority of the work	Soon, before the next visit
Who will put it right, and by when?	Coolair Services, coil wash at the October service visit (by 2026-10-16)

Photos of the asset



Notes	Coil wash added to the October service.
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Assets inspected 3: DB2

Asset tag or ID	DB2
Location	Riser 2, second floor
Does the tag match the asset register?	No
What is different?	Register shows DB2 in riser 1. It is in riser 2.
What kind of asset is it?	Distribution board
Any sign of heat, such as scorching, discolouration or a smell?	No
Are the covers and the door secure?	No
Are the circuits labelled?	Yes
Warmest surface (°C)	29
Air in the cupboard (°C)	23
Difference (°C)	6
Condition at this inspection	Poor
Condition at the last inspection	Fair

Defect found

Inner cover missing. Breakers and wiring are exposed as soon as the riser door is opened. Was in place at the June round.

Photos of the defect



Priority of the work

Urgent

Who will put it right, and by when?

R. Patel, site electrician, new inner cover fitted by 2026-09-29

Photos of the asset



Notes

Riser door locked, key returned to the facilities office until the cover is refitted. Electrician booked.

Assets inspected 4: BST-01

Asset tag or ID

BST-01

Location

Basement booster room

Does the tag match the asset register?

Yes

What kind of asset is it?	Booster set
Any leaks?	No
Any unusual noise or vibration?	No
Pressure on the gauge (bar)	4.2
Set range, low (bar)	3.8
Set range, high (bar)	4.6
Condition at this inspection	Good
Condition at the last inspection	Good

Photos of the asset



Notes	Duty and standby pumps both ran when changed over at the panel.
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3. Refrigerant and leak checks

Does any asset on this round hold F gas refrigerant?	Yes
Which asset is this for?	CON-01. CON-03 is the same model with the same charge and the same leak check date.
Refrigerant, from the label	R410A
Charge (kg)	9.8
Global warming potential of the gas	2088
Carbon dioxide equivalent (tonnes)	20.5
Is the unit labelled as hermetically sealed?	No

Is a leak detection system fitted? No

5 tonnes or more, under 50. Leak checks are due at least once every 12 months, or every 24 months where a leak detection system is fitted.

Date of the last leak check, from the F gas record 12 Mar 2026

Days since the last leak check 197

Any sign of a leak, such as oil staining at a joint or valve? No

The operator must keep the F gas records, including the dates and results of leak checks, for at least 5 years.

4. Pressure vessels

Does any asset on this round have a pressure vessel? Yes

Which vessel (asset tag)? BST-01, accumulator vessel

Volume of the vessel (litres) 300

Pressure (bar) 6

Pressure x volume (bar litres) 1800

250 bar litres or more. If the vessel holds compressed air or gas at more than 0.5 bar, the law requires a written scheme of examination before the system is operated.

Is there a written scheme of examination? Yes

Date of the last examination under the scheme 11 Feb 2026

5. Round summary

Assets inspected 4

Good 2

Fair 1

Poor 1

Failed 0

Share graded good (%) 50

What has changed since the last round? CON-03 down from good to fair, dirty coil. DB2 inner cover now missing; it was in place in June. DB2 found in riser 2, register to be corrected.

6. Next due and records

Next inspection due 18 Dec 2026

Days until the next inspection 85

Where the law requires work equipment to be inspected, the result must be recorded and kept until the next inspection is recorded. HSE guidance says records of electrical maintenance are not a legal requirement, but recommends keeping them.

Who is the report sent to? K. Lowe, facilities manager

Are any actions from the last round still open? Yes

Which actions, and why are they still open? New label for the BST-01 control panel, raised in June. Still on order from the supplier.

Inspector sign-off

Name M. Adeyemi

Inspector signature

M. Adeyemi