

SITE SURVEY REPORT

Chiller Maintenance

Prepared for	Taff Commercial Estates Ltd
Date	1 Oct 2026
Site	Westgate Business Centre, Cardiff
Prepared by	L. Pritchard

FORM

Chiller Maintenance

1. Record details and scope

Project	Westgate Business Centre, Cardiff: chiller quarterly maintenance (completed example)
Site or premises address	Westgate Business Centre, Cathedral Road, Cardiff
Client or organisation	Taff Commercial Estates Ltd
Record date	1 Oct 2026
Person completing the record	L. Pritchard

For competent chiller technicians using the manufacturer procedure. This record does not calculate statutory leak-check intervals, authorise refrigerant handling or replace pressure-system examinations.

GOV.UK describes leak-check and record-keeping duties for relevant F gas equipment. Requirements depend on the equipment and refrigerant. Identify the applicable regime and keep the required refrigerant records separately or by a clearly linked reference.

2. Equipment and work

Chiller asset ID and location	CH-01, roof plant deck
Manufacturer, model and serial number	Air-cooled packaged chiller, model and serial number on the asset register TCE-AR-0031
Maintenance procedure and revision	Chiller quarterly service task sheet MT-CH-Q rev 4
Technician and competence reference	L. Pritchard, refrigeration engineer, F gas certificate held, company training record RF-0094
Planned work and exclusions	Quarterly service: condenser coils, water strainer, flow switch, controls and alarms, operating readings. Excludes compressor oil analysis and leak repair.
Safe isolation or permit reference	Permit PTW-WBC-1001-01 for strainer cleaning. Chiller isolated at the local isolator during strainer work only.

3. System information

Refrigerant type and charge from equipment records	R134a, charge as recorded on the asset register
F gas register and leak-check reference	F gas register TCE-FG-01, last leak check LC-CH01-0701

Water circuit, treatment and set-point references	Closed chilled water circuit, treatment record WT-WBC-09, leaving water set point 7 °C
Operating hours and reported alarms	Compressor hours 21,640. One low flow alarm on 2026-09-19 reported by the BMS

4. Service checks

Heat exchangers and air paths checked to procedure	Action needed
Action, limitation or reason not applicable	Condenser coils on circuit 2 partly blocked with leaves and debris. Cleaned with a soft brush and low pressure water.
Water flow, strainers and visible leaks checked	Action needed
Action, limitation or reason not applicable	Strainer on the chilled water return partly blocked with debris. Cleaned, likely cause of the low flow alarm.
Compressor condition and oil observations recorded where applicable	Acceptable
Controls, alarms and safety devices checked to procedure	Acceptable

Measured value 1: Chilled water leaving temperature

Measurement point and parameter	Chilled water leaving temperature
Actual value and unit	7.2 °C
Acceptance range and source	7 °C set point plus or minus 1 K, controls schedule
Instrument ID and calibration reference	Probe thermometer TP-11, calibration CAL-TP-11-2026
Assessment	Within criterion

Measured value 2: Strainer pressure drop before cleaning

Measurement point and parameter	Strainer pressure drop before cleaning
Actual value and unit	42 kPa
Acceptance range and source	Clean at 30 kPa, task sheet MT-CH-Q
Instrument ID and calibration reference	Test gauge set PG-04, calibration CAL-PG-04-2026
Assessment	Outside criterion
Response to exception	Strainer cleaned. Pressure drop after cleaning 12 kPa.

Measured value 3: Chilled water flow and return difference

Measurement point and parameter	Chilled water flow and return difference
Actual value and unit	5.1 K
Acceptance range and source	About 5 K design, commissioning record CR-CH-01
Instrument ID and calibration reference	Probe thermometer TP-11
Assessment	Within criterion

5. Work and handback

Work performed and parts used	Cleaned condenser coils on circuit 2 and the chilled water strainer. New strainer basket gasket fitted.
Post-work tests and evidence	Chiller restarted at 14:10, ran for 45 minutes with no alarms. Flow switch proved by the BMS.
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: Ask the landscaping contractor to clear leaves from the roof plant deck each month in autumn.

Action and evidence reference	Ask the landscaping contractor to clear leaves from the roof plant deck each month in autumn.
Person responsible	Building manager

Target date	15 Oct 2026
Action status	Open

Further action 2: Check BMS trend for any further low flow alarms over the next two weeks.

Action and evidence reference	Check BMS trend for any further low flow alarms over the next two weeks.
Person responsible	L. Pritchard
Target date	15 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Compressor oil analysis not part of this visit. Readings taken at part load on a mild day.
Record status	Ready for review
Reviewed by	G. Llewellyn, contract manager
Review date	2 Oct 2026

Author signature

L. Pritchard

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