

SITE SURVEY REPORT

Cold Water Storage Tank Inspection

Prepared for	Tamar Office Holdings Ltd
Date	24 Sep 2026
Site	Harbour View Offices, Plymouth
Prepared by	R. Penhaligon

FORM

Cold Water Storage Tank Inspection

1. Record details and scope

Project	Harbour View Offices, Plymouth: cold water storage tank inspection (completed example)
Site or premises address	Harbour View Offices, 3 Commercial Wharf, Plymouth
Client or organisation	Tamar Office Holdings Ltd
Record date	24 Sep 2026
Person completing the record	R. Penhaligon

For cold-water storage tanks inspected from safe access without entry. This is not a cleaning certificate, sampling result, structural survey or confined-space entry authority.

HSE hot and cold water guidance includes inspection of cold-water storage tanks and remedial work where necessary. Inspection records support the site water-management arrangements; a visual check cannot demonstrate absence of legionella.

2. Tank and access

Tank ID, service and location	CWST-01, mains-fed sectional GRP tank serving the building's cold water, roof plant room
Water risk assessment and schematic reference	Water risk assessment WRA-HV-2025 rev 2, schematic HV-PL-04 rev C
Safe access method and limits	Fixed ladder to tank top with handrail, inspection from the access hatch only. No entry into the tank.
Nominal capacity and served areas	About 4,500 litres. Serves WCs, cleaners' sinks and kitchenettes on floors 1 to 4.

3. Visible checks

Lid, vent and overflow protection checked	Action needed
Action, limitation or reason not applicable	Lid sound and bolted down. Insect screen on the overflow is torn at the bottom edge, about 40 mm gap. Vent screen intact.
Visible internal condition and deposits recorded without entry	Action needed
Action, limitation or reason not applicable	Water clear. Light brown sediment over most of the base visible through the hatch. Referred for clean and disinfection by the water contractor.

Insulation and external condition checked	Acceptable
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Inlets, outlets and stagnation concerns recorded	Acceptable
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Leaks and nearby contamination sources checked	Acceptable
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4. Evidence and remedial work

Temperature record and method reference where taken	Stored water 16.4 °C at the tank outlet, 18.9 °C ambient in plant room. Calibrated probe TP-07, method per WRA-HV-2025 section 6.
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Separate sampling or cleaning report reference	No sample taken on this visit. Clean and disinfection to be reported separately by the water contractor.
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Condition photographs



Areas not visible and further investigation	Underside of the tank and the far baffle section could not be seen from the hatch. Internal surfaces checked by eye only, no entry. Sediment depth not measured.
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5. Handover

Use decision	Available within recorded limits
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Repair or follow-up job reference	Job HV-2609-118 (overflow screen), HV-2609-119 (clean and disinfection)
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Condition and defect evidence



6. Actions and review

Are further actions required? Yes

Further action 1: Replace the torn insect screen on the overflow. Job HV-2609-118.

Action and evidence reference	Replace the torn insect screen on the overflow. Job HV-2609-118.
Person responsible	M. Trevithick, site maintenance
Target date	3 Oct 2026
Action status	Completed
Completion evidence	New stainless mesh screen fitted 2026-10-01. Photo on job HV-2609-118.

Further action 2: Clean and disinfect CWST-01 to remove base sediment. Job HV-2609-119.

Action and evidence reference	Clean and disinfect CWST-01 to remove base sediment. Job HV-2609-119.
Person responsible	Westcountry Water Hygiene Ltd, booked by facilities
Target date	23 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Visual check from the hatch only. A visual check cannot show the absence of legionella. Sediment to be removed under job HV-2609-119.
Record status	Ready for review
Reviewed by	S. Lugg, facilities manager
Review date	2 Oct 2026

Author signature

R. Penhaligon

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