

SITE SURVEY REPORT

Electrical Preventive Maintenance Checklist

Prepared for	Kingsmead Property Holdings Ltd
Date	20 Oct 2026
Site	Kingsmead House, Slough
Prepared by	S. Mensah

FORM

Electrical Preventive Maintenance Checklist

1. Visit details

Project	Kingsmead House, Slough: electrical planned maintenance (completed example)
Site address	Kingsmead House, 40 Farnham Road, Slough SL1 4XB
Client or owner	Kingsmead Property Holdings Ltd
Location (GPS)	51.5180, -0.6118
Maintenance date	20 Oct 2026
Engineer	S. Mensah, electrical engineer
Building or floor	Ground floor switchroom, riser 2, level 1 comms room
Where is the site?	UK
Electrical contractor	Thamesbank Electrical Services Ltd
Maintenance standard or specification the contract uses	Client PPM specification KPH-E-04 rev 2 (annual electrical PPM)
Single line diagram or schedule used	Single line diagram E-001 rev F
Instruments used	Thermal camera TC-07 (calibrated 3 Mar 2026), two-pole voltage indicator and proving unit VI-12, torque wrench TW-03

Electricity at Work Regulations 1989 regulation 4(2): as may be necessary to prevent danger, all systems must be maintained so as to prevent, so far as is reasonably practicable, such danger. HSE guidance on high-voltage switchgear (HSG230) adds that maintenance records and recorded measurements show maintenance was done, and trends in readings are often more valuable than one-off figures.

This is a planned maintenance record. It is not an electrical installation condition report, a test certificate or an arc flash study. Torque values, thermography acceptance figures, insulation resistance minimums and test voltages come from the maker, the contract and the maintenance standard it uses.

2. Isolation and lockout

Will any work be done on isolated equipment?	Yes
Lockout record or permit reference	Lockout record LR-2026-118 (UPS-C1 input supply isolator)
Outages agreed with the client and affected users told	Acceptable

Circuits identified on the drawings and proved, not assumed from labels	Acceptable
---	------------

Isolations locked off with personal locks, keys held, caution notices posted	Acceptable
--	------------

Proved dead with a tested voltage indicator before work	Acceptable
---	------------

Locks and notices removed, supplies restored and checked working after the work	Acceptable
---	------------

Isolation checks needing action	0
---------------------------------	---

Photos of locks and notices



3. Equipment by location

Locations 1: LV switchroom, ground floor

Location	LV switchroom, ground floor
----------	-----------------------------

Where is it?	51.5179, -0.6119
--------------	------------------

Room secure, dry, lit and clear of storage?	Yes
---	-----

Equipment in this location 1: MSB-1

Equipment tag	MSB-1
---------------	-------

Type of equipment	Main switchboard or panelboard
-------------------	--------------------------------

Make and model	Form 4 LV switchboard
----------------	-----------------------

Rating	1600 A, 400 V
--------	---------------

What it supplies	Whole building, from the DNO intake
------------------	-------------------------------------

State during the work	Energised (visual and thermography only)
Enclosure, doors, covers and gland plates intact; no damage, damp, corrosion or vermin	Acceptable
Cleaned: dust and debris removed, vents and filters clear	Not checked
What needs doing, or why not checked	Board energised. Internal clean booked for the shutdown on 8 November.
Connections torque-checked to the maker's values	Not checked
What needs doing, or why not checked	Torque checks need the board dead. Booked for the shutdown on 8 November.
Switches, breakers and interlocks operate mechanically	Acceptable
Protective devices operated or trip-tested as the maintenance standard says	Not checked
What needs doing, or why not checked	Trip tests at the November shutdown.
Earthing and bonding conductors connected and secure	Acceptable
Circuit charts, labels and identification present and legible	Acceptable
Warning and arc flash labels present and legible, if your site has them	Not applicable
Working space in front kept clear, not used for storage	Acceptable
Busbar joints, supports and tap-off units secure and undamaged	Acceptable
Thermographic survey	Done: no hot spots
Load at the time (amps or %)	Incomer 38%
Insulation resistance tested?	No
This item: not checked	3
This item: needing action	0
This location: items	1
Needing action	0
Hot spots above your figure	0
Not checked	3

Locations 2: Riser 2, level 3

Location	Riser 2, level 3
Where is it?	51.5181, -0.6116
Room secure, dry, lit and clear of storage?	Yes

Equipment in this location 1: DB-3A

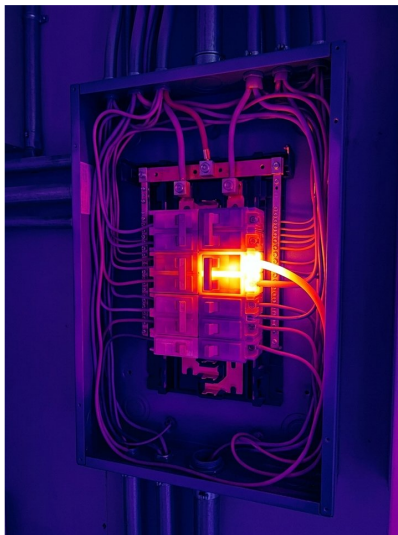
Equipment tag	DB-3A
Type of equipment	Distribution board or panel
Make and model	TP&N MCB board, 24 way
Rating	125 A, 400 V
What it supplies	Level 3 east office lighting and small power
State during the work	Energised (visual and thermography only)

Photos: equipment and rating plate

Enclosure, doors, covers and gland plates intact; no damage, damp, corrosion or vermin	Acceptable
Cleaned: dust and debris removed, vents and filters clear	Not checked
What needs doing, or why not checked	Board energised; tenant outage not agreed for this visit.
Connections torque-checked to the maker's values	Not checked
What needs doing, or why not checked	Needs an outage. Will be done with the repair to way 4.

Switches, breakers and interlocks operate mechanically	Acceptable
Protective devices operated or trip-tested as the maintenance standard says	Not checked
What needs doing, or why not checked	Needs an outage.
Earthing and bonding conductors connected and secure	Acceptable
Circuit charts, labels and identification present and legible	Acceptable
Warning and arc flash labels present and legible, if your site has them	Not applicable
Working space in front kept clear, not used for storage	Acceptable
Thermographic survey	Done: hot spot found
Where is the hot spot?	Way 4 MCB, outgoing terminal (L2 phase)
Hottest temperature rise (°C)	31
Your acceptance figure for action (°C)	10
Load at the time (amps or %)	Way 4 at 14 A of 20 A
Thermography result	Above your acceptance figure

Thermal image and matching photo



Insulation resistance tested?	No
This item: not checked	3
This item: needing action	1

This location: items	1
Needing action	1
Hot spots above your figure	1
Not checked	3

Locations 3: Comms room, level 1

Location	Comms room, level 1
Where is it?	51.5180, -0.6117
Room secure, dry, lit and clear of storage?	Yes

Equipment in this location 1: UPS-C1

Equipment tag	UPS-C1
Type of equipment	UPS
Make and model	Rack-mount line-interactive UPS, 3 kVA
Rating	3 kVA, 230 V
What it supplies	Comms cabinet C1 network switches
State during the work	Partly isolated

Photos: equipment and rating plate

Enclosure, doors, covers and gland plates intact; no damage, damp, corrosion or vermin	Acceptable
Cleaned: dust and debris removed, vents and filters clear	Acceptable

Connections torque-checked to the maker's values	Not applicable
--	----------------

Switches, breakers and interlocks operate mechanically	Acceptable
--	------------

Protective devices operated or trip-tested as the maintenance standard says	Not applicable
---	----------------

Earthing and bonding conductors connected and secure	Acceptable
--	------------

Circuit charts, labels and identification present and legible	Acceptable
---	------------

Warning and arc flash labels present and legible, if your site has them	Not applicable
---	----------------

Working space in front kept clear, not used for storage	Acceptable
---	------------

UPS batteries: no swelling, leaks or corrosion; terminals secure	Acceptable
--	------------

UPS alarm and event log reviewed; battery test run as the maker says	Acceptable
--	------------

UPS fans and filters clean and working	Acceptable
--	------------

Thermographic survey	Not done
----------------------	----------

Insulation resistance tested?	No
-------------------------------	----

This item: not checked	0
------------------------	---

This item: needing action	0
---------------------------	---

This location: items	1
----------------------	---

Needing action	0
----------------	---

Hot spots above your figure	0
-----------------------------	---

Not checked	0
-------------	---

All locations: items maintained	3
---------------------------------	---

Needing action	1
----------------	---

Hot spots above your figure	1
-----------------------------	---

Not checked	6
-------------	---

HSE guidance on switchgear (HSG230) says that in most cases, if a hot component is found, the equipment should be isolated to make the repair.

4. Result, actions and sign-off

Items needing action 1

Result Action needed before the next visit

Actions 1: DB-3A way 4: isolate, check the outgoing terminal and MCB, re-terminate or replace the MCB, then re-scan under load and send the client the new thermal image.

Action DB-3A way 4: isolate, check the outgoing terminal and MCB, re-terminate or replace the MCB, then re-scan under load and send the client the new thermal image.

Priority Within 7 days

Who will do it Thamesbank Electrical Services Ltd (S. Mensah)

Due by 27 Oct 2026

Status Open

Actions still open 1

Decision Defects reported to the client for action

Next check or re-inspection date 8 Nov 2026

Summary for the client Annual PPM on the main switchboard, riser board DB-3A and the comms room UPS. Thermography found a hot terminal on DB-3A way 4: 31 °C above the neighbouring ways at 14 A, against the 10 °C action figure in the client's specification. The repair needs a short outage on level 3 east and is booked within 7 days. Torque checks, internal cleaning and trip tests on MSB-1 and DB-3A are booked for the 8 November shutdown. The UPS was maintained on bypass with no defects.

Engineer name S. Mensah

Engineer signature

S. Mensah

Client representative name J. Whitfield, facilities manager

Client representative signature

J. Whitfield