

SITE SURVEY REPORT

Fan Coil Maintenance Visit

Prepared for	Soar Valley Estates Ltd
Date	22 Sep 2026
Site	Victoria Chambers, Leicester
Prepared by	P. Chauhan

FORM

Fan Coil Maintenance Visit

1. Record details and scope

Project	Victoria Chambers, Leicester: fan coil service, third floor (completed example)
Site or premises address	Victoria Chambers, 41 Granby Street, Leicester
Client or organisation	Soar Valley Estates Ltd
Record date	22 Sep 2026
Person completing the record	P. Chauhan

This records authorised fan coil maintenance, not refrigeration circuit certification, electrical installation testing or proof of indoor air quality.

HSE guidance calls for safe maintenance by competent people, using suitable isolation and equipment information. Follow the installed unit instructions and site procedure when deciding service tasks.

2. Equipment and scope

Fan coil unit ID, model and location	FCU-3-07, four-pipe ceiling void fan coil, meeting room 3.04
Competent person and authorisation	P. Chauhan, HVAC engineer, Midshires Building Services, authorisation MBS-ENG-112
Manufacturer or approved procedure reference	Unit O&M manual section 5, planned maintenance task sheet FCU-PPM-02 rev 4
Work or inspection scope and exclusions	Six-monthly service: filter, coil and fan check, condensate tray and drain, valves and controls. Excludes refrigeration plant and fixed wiring testing.

3. Service preparation

Unit type and served zone	Four-pipe horizontal fan coil, ducted to two ceiling diffusers, serving meeting room 3.04
Isolation and safe access verification	Local fused spur isolated and locked off, lock MBS-17. Access by podium step, ceiling tiles lifted.
Reported faults and previous work	Room reported cold in the mornings since early September. Last serviced 2026-03-18, no defects then.

4. Service checks

Filter condition and replacement recorded	Action needed
Action, limitation or reason not applicable	Filter heavily loaded with dust. Replaced with new filter on this visit.
Accessible coil and fan condition checked	Acceptable
Condensate tray and drain checked under procedure	Action needed
Action, limitation or reason not applicable	Slime in the condensate tray and drain slow. Tray cleaned and drain flushed through to the tundish, now running freely.
Visible pipework, valves and insulation checked	Acceptable
Controls and operation checked after safe restoration	Action needed
Action, limitation or reason not applicable	Heating valve actuator does not respond to a BMS heat demand. Valve stays closed. Cooling side responds correctly.
Cleaning, parts and adjustments recorded	Filter replaced, condensate tray cleaned, drain flushed. No adjustments to set points.

Measurement 1: Supply air temperature, cooling demand

Measurement point and parameter	Supply air temperature, cooling demand
Actual result and unit	14.1 °C
Acceptance criterion and source	13 to 15 °C, commissioning record CR-3-07
Instrument and calibration reference	Digital thermometer DT-22, cal. 2026-05
Comparison	Within criterion

Measurement 2: Supply air temperature, heating demand

Measurement point and parameter	Supply air temperature, heating demand
Actual result and unit	19.8 °C (room air, no heat)
Acceptance criterion and source	32 to 38 °C, commissioning record CR-3-07
Instrument and calibration reference	Digital thermometer DT-22, cal. 2026-05
Comparison	Outside criterion
Exception and response	Heating valve actuator not driving. Actuator replacement raised, job MBS-26-2215.

Measurement 3: Fan motor running current, high speed

Measurement point and parameter	Fan motor running current, high speed
Actual result and unit	0.41 A
Acceptance criterion and source	Nameplate full load 0.55 A
Instrument and calibration reference	Clamp meter CM-05, cal. 2026-02
Comparison	Within criterion

5. Handover

Use decision	Restricted use
Restrictions, isolation and person informed	Cooling and ventilation available. No heating from this unit until the actuator is replaced. Building manager L. Parmar told on site at 15:10.
Repair or follow-up job reference	Job MBS-26-2215 (heating valve actuator)

Condition and defect evidence**6. Actions and review**

Are further actions required?	Yes
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Further action 1: Replace heating valve actuator on FCU-3-07 and recheck the heating supply air temperature. Job MBS-26-2215.

Action and evidence reference	Replace heating valve actuator on FCU-3-07 and recheck the heating supply air temperature. Job MBS-26-2215.
Person responsible	P. Chauhan, Midshires Building Services
Target date	6 Oct 2026

Action status

In progress

Further action 2: Offer a portable heater or an alternative room for early meetings until the repair is done.

Action and evidence reference

Offer a portable heater or an alternative room for early meetings until the repair is done.

Person responsible

L. Parmar, building manager

Target date

23 Sep 2026

Action status

Completed

Completion evidence

Bookings before 10:00 moved to room 3.02 from 2026-09-23. Confirmed by email to the reception team.

Outstanding limitations and information to pass on

Heating not available from FCU-3-07 until the actuator is replaced. Coil fins checked only where visible from the filter access.

Record status

Further work needed

Reviewed by

L. Parmar, building manager

Review date

24 Sep 2026

Author signature

P. Chauhan

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