

SITE SURVEY REPORT

Gas Boiler Service Record

Prepared for	Wellgate Community Trust
Date	23 Sep 2026
Site	Wellgate Library, Rotherham
Prepared by	K. Ahmed

FORM

Gas Boiler Service Record**1. Record details and scope**

Project	Wellgate Library, Rotherham: annual gas boiler service, boiler B2 (completed example)
Site or premises address	Wellgate Library, 18 Wellgate, Rotherham
Client or organisation	Wellgate Community Trust
Record date	23 Sep 2026
Person completing the record	K. Ahmed

For appropriately registered gas engineers. This is not a landlord gas safety record, commissioning certificate, industrial steam-boiler examination or DIY servicing guide.

HSE states that work on the gas boiler itself must be done by a Gas Safe registered engineer. The engineer must be competent for the relevant work. Servicing must follow the appliance instructions and applicable safe procedures.

2. Equipment and scope

Gas boiler ID, model and location	B2, floor-standing condensing gas boiler, second of three in the basement plant room
Competent person and authorisation	K. Ahmed, gas engineer, Don Valley Heating Ltd. Authorised under contract DVH-WCT-04.
Manufacturer or approved procedure reference	Manufacturer installation and service instructions, annual service section. Company procedure DVH-GS-07 rev 2.
Work or inspection scope and exclusions	Annual service of boiler B2 only: burner, heat exchanger, condensate trap, flue and air supply, controls and safety functions, combustion check. Excludes B1 and B3, the system pumps and the building gas installation beyond the boiler isolation valve.

3. Appliance and engineer

Engineer Gas Safe registration and relevant work categories	Gas Safe ID card seen and checked on the register on the day. Registration number on job sheet DVH-JS-2309 (not shown here). Card covers non-domestic boilers.
Gas type and appliance serial number	Natural gas. Serial number on job sheet DVH-JS-2309, data plate legible.
Manufacturer service instruction revision	Installation and service instructions, issue on the boiler pocket, dated 2023

Customer-reported symptoms and previous service

Caretaker reported B2 locking out once in early September, reset by hand. Last service 2025-09-17, no defects recorded.

4. Service evidence

Appliance and visible connections checked to instructions	Acceptable
Flue and combustion-air arrangements checked within scope	Acceptable
Condensate arrangements checked where fitted	Action needed
Action, limitation or reason not applicable	Condensate trap part blocked with sludge, likely cause of the lockout. Trap cleaned and refilled. External condensate run in the light well is not insulated.
Controls and safety functions checked by approved procedure	Acceptable

Measurement 1: Gas inlet working pressure at boiler, full rate

Measurement point and parameter	Gas inlet working pressure at boiler, full rate
Actual result and unit	19.6 mbar
Acceptance criterion and source	Range in manufacturer service instructions
Instrument and calibration reference	Digital manometer DM-04, cal. 2026-04
Comparison	Within criterion

Measurement 2: Flue gas CO₂, full rate

Measurement point and parameter	Flue gas CO ₂ , full rate
Actual result and unit	9.1 %
Acceptance criterion and source	Range in manufacturer service instructions
Instrument and calibration reference	Flue gas analyser FGA-02, cal. 2026-07
Comparison	Within criterion

Measurement 3: Flue gas CO and CO/CO₂ ratio, full rate

Measurement point and parameter	Flue gas CO and CO/CO ₂ ratio, full rate
Actual result and unit	38 ppm, ratio 0.0004
Acceptance criterion and source	Maximum in manufacturer service instructions

Instrument and calibration reference	Flue gas analyser FGA-02, cal. 2026-07
Comparison	Within criterion

Measurement 4: Flue gas CO2, minimum rate

Measurement point and parameter	Flue gas CO2, minimum rate
Actual result and unit	8.7 %
Acceptance criterion and source	Range in manufacturer service instructions
Instrument and calibration reference	Flue gas analyser FGA-02, cal. 2026-07
Comparison	Within criterion
Cleaning, parts and adjustments performed	Burner and electrodes cleaned, heat exchanger inspected and cleared of debris, condensate trap cleaned and refilled, ignition electrode gap set to instructions. Seals checked on reassembly. No parts fitted.

5. Handover

Use decision	Available within recorded limits
Repair or follow-up job reference	Quote DVH-Q-0912 (insulate condensate run)

Condition and defect evidence



6. Actions and review

Are further actions required?	Yes
-------------------------------	-----

Further action 1: Insulate the external condensate pipe in the light well before winter to reduce the risk of freezing. Quote DVH-Q-0912.

Action and evidence reference	Insulate the external condensate pipe in the light well before winter to reduce the risk of freezing. Quote DVH-Q-0912.
Person responsible	J. Hirst, Wellgate Community Trust
Target date	31 Oct 2026
Action status	Open

Further action 2: Caretaker to log any further B2 lockouts with date and fault code and pass them to Don Valley Heating.

Action and evidence reference	Caretaker to log any further B2 lockouts with date and fault code and pass them to Don Valley Heating.
Person responsible	M. Shaw, caretaker
Target date	31 Dec 2026
Action status	In progress
Outstanding limitations and information to pass on	Service record for B2 only. This is not a landlord gas safety record or commissioning certificate. B1 and B3 are on separate records.
Record status	Ready for review
Reviewed by	J. Hirst, trust facilities lead
Review date	25 Sep 2026
Author signature	

K. Ahmed

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