

SITE SURVEY REPORT

HVAC Inspection Checklist (Installation)

Prepared for	Carrington Estates Ltd
Date	16 Oct 2026
Site	Fenwick House, level 3
Prepared by	T. Okonjo

FORM

HVAC Inspection Checklist (Installation)

1. Inspection details

Project	Fenwick House, level 3: HVAC installation inspection (completed example)
Site address	Fenwick House, 22 Carrington Street, Nottingham NG1 7FF
Client or owner	Carrington Estates Ltd
Location (GPS)	52.9475, -1.1462
Inspection date	16 Oct 2026
Inspected by	T. Okonjo, project engineer
Building, floor or area	Level 3 office fit-out and roof
Where is the job?	England
Permit or building control reference	Building control ref BN/26/1187
Type of job	Replacement of existing equipment
Type of inspection	Before handover
Installing contractor	Trentside Air Conditioning Ltd
Lead technician or engineer	M. Reilly
Drawings, schedules and submittals inspected against	M-301 rev C, equipment schedule M-601 rev B, approved submittal 23-81-04
Engineer's F gas certificate (category and number)	Category 1, 2214587
Company F gas certificate number	Refrigeration company certificate 30418

This is an installation inspection record. It is not a building department or building control approval, a commissioning certificate or an F gas record. Clearances, drain sizes, insulation, airflow and refrigerant values come from the maker's instructions and the design.

2. Equipment by location

Locations 1: Roof

Location	Roof
Type of location	Roof

Where is it? 52.9476, -1.1461

Safe permanent access to the equipment (ladder, walkway, edge protection where needed)? Yes

Units in this location 1: CU-1

Unit tag	CU-1
Type of unit	VRF or multi-split outdoor unit
Make and model	Multi-split outdoor unit, 12.5 kW cooling
Serial number	MX12-260814
Design or submittal reference	Schedule M-601 item CU-1
New unit (not existing equipment kept)?	Yes
Fuel-burning unit (gas or oil)?	No
Refrigerant and charge on the label	R-32, 2.4 kg factory charge

Photos: unit, data plate and surroundings



Make, model and capacity match the design and approved submittals Acceptable

Clearances and service access as the maker's instructions require Acceptable

Mounting: level, secured, anchored or on supports, vibration isolation fitted Acceptable

Condensate: trap, fall, cleanout and termination as designed Not applicable

Auxiliary drain pan or float switch fitted where the design or maker requires one Not applicable

Refrigerant lines: insulated, supported, protected and sealed where they pass through the building	Acceptable
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Refrigerant access port caps fitted (locking caps outdoors where the local code requires them)	Acceptable
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Electrical: local isolator or disconnect fitted, breaker size matches the data plate, cables protected	Acceptable
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Flue or vent, gas connection and combustion air as the maker's instructions require	Not applicable
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Unit labelled with its tag and what it serves	Acceptable
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This unit: checks needing action	0
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Not checked	0
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This location: units	1
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Checks needing action	0
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Not checked	0
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Locations 2: Level 3 offices and ceiling void

Location	Level 3 offices and ceiling void
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Type of location	Floor or ceiling void
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Safe permanent access to the equipment (ladder, walkway, edge protection where needed)?	Yes
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Units in this location 1: FCU-3.01

Unit tag	FCU-3.01
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Type of unit	Air handler or fan coil (indoor)
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Make and model	Ducted indoor unit, 5.0 kW
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Serial number	DI50-260221
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Design or submittal reference	Schedule M-601 item FCU-3.01
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New unit (not existing equipment kept)?	Yes
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Fuel-burning unit (gas or oil)?	No
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Photos: unit, data plate and surroundings



Make, model and capacity match the design and approved submittals	Acceptable
Clearances and service access as the maker's instructions require	Acceptable
Mounting: level, secured, anchored or on supports, vibration isolation fitted	Acceptable
Condensate: trap, fall, cleanout and termination as designed	Acceptable
Auxiliary drain pan or float switch fitted where the design or maker requires one	Acceptable
Refrigerant lines: insulated, supported, protected and sealed where they pass through the building	Acceptable
Refrigerant access port caps fitted (locking caps outdoors where the local code requires them)	Not applicable
Electrical: local isolator or disconnect fitted, breaker size matches the data plate, cables protected	Acceptable
Flue or vent, gas connection and combustion air as the maker's instructions require	Not applicable
Unit labelled with its tag and what it serves	Acceptable
This unit: checks needing action	0
Not checked	0

Units in this location 2: WU-3.04

Unit tag	WU-3.04
Type of unit	Ductless mini-split or VRF indoor unit
Make and model	Wall-mounted indoor unit, 2.5 kW
Serial number	WM25-260117
Design or submittal reference	Schedule M-601 item WU-3.04 (comms room)
New unit (not existing equipment kept)?	Yes
Fuel-burning unit (gas or oil)?	No
Make, model and capacity match the design and approved submittals	Acceptable
Clearances and service access as the maker's instructions require	Acceptable
Mounting: level, secured, anchored or on supports, vibration isolation fitted	Acceptable
Condensate: trap, fall, cleanout and termination as designed	Action needed
What needs doing, or why not checked	Fresh water running down the wall under the unit during the cooling run, over old staining from the unit it replaced. Condensate pump discharge not connected to the drain in the riser. Water is landing on top of the comms cabinet.
Auxiliary drain pan or float switch fitted where the design or maker requires one	Acceptable
Refrigerant lines: insulated, supported, protected and sealed where they pass through the building	Acceptable
Refrigerant access port caps fitted (locking caps outdoors where the local code requires them)	Not applicable
Electrical: local isolator or disconnect fitted, breaker size matches the data plate, cables protected	Acceptable
Flue or vent, gas connection and combustion air as the maker's instructions require	Not applicable
Unit labelled with its tag and what it serves	Acceptable
This unit: checks needing action	1
Not checked	0

Photos of what needs action



This location: units	2
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Checks needing action	1
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Not checked	0
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Units inspected	3
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Unit checks needing action	1
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Not checked	0
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3. Ductwork, dampers and controls

Ductwork supported, with hangers as the design or specification requires	Acceptable
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Duct joints and seams sealed, connections to units fastened	Acceptable
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Duct insulation where the design requires it, no gaps or damage	Acceptable
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Flexible duct runs short, not kinked or crushed, supported	Acceptable
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Volume dampers fitted and accessible; fire and smoke dampers have access panels	Acceptable
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Grilles, registers and diffusers fitted, set and clean	Acceptable
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Filters fitted, correct size, and access to change them	Acceptable
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Outside air and exhaust openings: screens fitted, clear of obstructions	Not applicable
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Thermostats or sensors in the locations on the drawings Acceptable

Controls wired, set up and working in each mode (heat, cool, fan, schedule) Acceptable

Penetrations through fire-rated walls and floors sealed with the specified system Acceptable

Construction dust and debris removed from units and ductwork Acceptable

Checks needing action 0

Not checked 0

Photos of the ductwork, dampers and controls



4. Start-up readings

Was each unit started up and run in every mode? Yes

Readings 1: CU-1

Unit tag CU-1

Reading Running current, cooling

Measured 9.8

Units A

Expected highest 13

Where the expected values come from Installation manual, electrical data table

Against the expected values Within the expected values

Readings 2: FCU-3.01

Unit tag	FCU-3.01
Reading	Supply air temperature, cooling
Measured	13.4
Units	°C
Expected lowest	10
Expected highest	16
Where the expected values come from	Design schedule M-601
Against the expected values	Within the expected values

Readings 3: WU-3.04

Unit tag	WU-3.04
Reading	Supply air temperature, cooling
Measured	12.1
Units	°C
Expected lowest	10
Expected highest	16
Where the expected values come from	Design schedule M-601
Against the expected values	Within the expected values
Readings taken	3
Outside the expected values	0
No expected value entered	0

Photos of the instruments and readings



5. Labelling and handover

Commissioning or start-up record completed by the installer and attached	Acceptable
Test and balance (airflow) report, where the design calls for one	Not applicable
Operation and maintenance manuals handed over	Acceptable
Warranty registration done or documents handed over	Acceptable
As-built drawings and control settings handed over	Acceptable
Owner or facilities staff shown how to run the system and change filters	Acceptable
Handover items needing action	0
Not checked	0
Documents handed over	Commissioning or start-up record, O&M manuals, Warranty documents, As-built drawings, Control settings and schedules, F gas records for the new equipment, Building regulations commissioning notice
Information about the system and its maintenance given to the owner?	Yes
Building Regulations 2010 regulation 40 (England and Wales): where Part L applies, the person carrying out the work must give the owner enough information about the fixed building services and their maintenance, not later than five days after the work is completed.	
Commissioning notice given to building control?	Yes

6. Result, actions and sign-off

Items needing action 1

Result Action needed before handover

Actions 1: Connect the WU-3.04 condensate pump discharge to the drain in the riser, run the unit in cooling for an hour and check the wall stays dry. Clean the top of the comms cabinet.

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Priority Before handover

Who will do it M. Reilly, Trentside Air Conditioning

Due by 20 Oct 2026

Status Open

Actions still open 1

Decision Hand over once the listed actions are done

Next check or re-inspection date 21 Oct 2026

Summary for the client Three new units inspected: the roof outdoor unit and two indoor units on level 3. All match the schedule and submittal, start-up readings are within the design values and the handover pack is complete. One defect: the comms room wall unit condensate pump is not connected, so water runs down the wall onto the comms cabinet. Hand over once that is fixed and re-checked on 21 October.

Inspector name T. Okonjo

Inspector signature

T. Okonjo

Installing contractor name M. Reilly

Installing contractor signature

M. Reilly