

SITEsurvey.APP

SITE SURVEY REPORT

PPM Visit

Prepared for	Harbour House, Bristol (fictional)
Date	22 Sep 2026
Site	Harbour House, Bristol
Prepared by	D. Kerr

FORM

PPM Visit

1. Visit details

Project	Harbour House, Bristol: quarterly PPM visit (completed example)
Job or report reference	PPM-2026-0922
Site and plant room	Harbour House, 22 Quay Road, Bristol. Basement plant room, roof plant and second floor corridor
Date of visit	22 Sep 2026
Days' grace the contract allows for a planned check	7
Type of visit	Planned visit
Which planned visit is this?	Quarterly
Task list worked to	Client's own specification
Engineer name and role	D. Kerr, multi-skilled maintenance engineer, Elmfield Facilities Ltd
Does any of the work need a permit from the site?	Yes
Which permits?	Roof access
Permit references	RA-0412
Could you reach every asset on the round?	No
Which assets were not checked, and why?	Boiler 4 not checked. Isolated by the gas contractor for a burner repair, on their permit. Will check it on the return visit.

2. Records seen on site

Is there a maintenance log for this plant?	Yes
Date of the last entry	24 Jun 2026
Where machinery has a maintenance log, the law requires the log to be kept up to date (Provision and Use of Work Equipment Regulations 1998, regulation 5).	
Are there gas appliances in this plant room?	Yes
Will you work on a gas fitting on this visit?	No

Has the client told you that any plant here is under a written scheme of examination? Yes

Did you see the last report of examination? Yes

Date on the report for the next examination 15 Mar 2027

Examination under the written scheme is carried out by a competent person and is separate from this maintenance visit. The report of examination gives the date after which the system may not be operated without a further examination (Pressure Systems Safety Regulations 2000, regulation 9).

Did you see the water hygiene log book? Yes

Did you see the emergency lighting log book? Yes

3. Asset by asset record

Assets by plant room or area 1: Basement plant room

Plant room or area Basement plant room

Assets checked here 1: Boiler plant

Which type of asset is this?	Boiler plant
Asset reference	BLR-01
Position in this area	Boiler row, first from the door
Date this check was due, from the PPM schedule	15 Sep 2026
Days after the due date	7
Done on time?	On time
Boiler plant checks	Casings clean and undamaged, Flues secure, no staining, No leaks on flow and return, Valves labelled, Isolation valves exercised, Floor dry under the plant
System pressure (bar)	1.8
Lowest normal pressure on the asset record (bar)	1.2
Highest normal pressure on the asset record (bar)	2.5
Flow temperature (°C)	78
Return temperature (°C)	64
Flow and return difference (°C)	14

Photos of the asset



Tasks on the list for this asset	12
Tasks completed	12
Tasks completed (%)	100
Result	Pass
Next check due (month and year)	December 2026

Assets checked here 2: Boiler plant

Which type of asset is this?	Boiler plant
Asset reference	BLR-02
Position in this area	Boiler row, middle
Date this check was due, from the PPM schedule	15 Sep 2026
Days after the due date	7
Done on time?	On time
Boiler plant checks	Casings clean and undamaged, Flues secure, no staining, No leaks on flow and return, Valves labelled, Isolation valves exercised, Floor dry under the plant
System pressure (bar)	1.8
Lowest normal pressure on the asset record (bar)	1.2
Highest normal pressure on the asset record (bar)	2.5

Flow temperature (°C)	77
Return temperature (°C)	63
Flow and return difference (°C)	14
Tasks on the list for this asset	12
Tasks completed	12
Tasks completed (%)	100
Result	Pass
Next check due (month and year)	December 2026

Assets checked here 3: Boiler plant

Which type of asset is this?	Boiler plant
Asset reference	BLR-03
Position in this area	Boiler row, by the flue riser
Date this check was due, from the PPM schedule	15 Sep 2026
Days after the due date	7
Done on time?	On time
Boiler plant checks	Casings clean and undamaged, Flues secure, no staining, No leaks on flow and return, Valves labelled, Isolation valves exercised, Floor dry under the plant
System pressure (bar)	1.8
Lowest normal pressure on the asset record (bar)	1.2
Highest normal pressure on the asset record (bar)	2.5
Flow temperature (°C)	78
Return temperature (°C)	65
Flow and return difference (°C)	13
Tasks on the list for this asset	12
Tasks completed	12
Tasks completed (%)	100
Result	Pass

Next check due (month and year) December 2026

Assets checked here 4: Pump and valves

Which type of asset is this?	Pump and valves
Asset reference	PMP-02
Position in this area	Heating secondary circuit
Date this check was due, from the PPM schedule	18 Sep 2026
Days after the due date	4
Done on time?	On time
Was the pump running when you arrived?	Running
What did you find?	Surface rust or flaking paint, Isolation valve stiff
Did the valve free up when you exercised it?	No
Tasks on the list for this asset	8
Tasks completed	7
Tasks completed (%)	88
Which tasks were not completed, and why?	Suction isolation valve would not turn past a quarter. Did not force it.
Result	Pass with a defect
Describe the defect	Suction isolation valve on pump 2 stiff, will not turn past a quarter. Surface rust and flaking paint on the pump casing. Pump running quietly, no leak at the seal.

Photos of the defect



Priority	Needs attention soon
Action needed	Replace the suction isolation valve and treat and repaint the casing. Needs a drain down of the secondary circuit.
Who will put it right	Elmfield Facilities Ltd, D. Kerr on the return visit
Was the defect put right on this visit?	No
Target date for the repair	20 Oct 2026
Next check due (month and year)	December 2026
This plant room or area: checks done late	0
This plant room or area: on time	4
This plant room or area: tasks on the lists	44
This plant room or area: tasks completed	43
This plant room or area: assets checked	4
This plant room or area: assets that passed with no defect	3
This plant room or area: defects raised	1
This plant room or area: defects put right on this visit	0
This plant room or area: urgent or unsafe	0
This plant room or area: needs attention soon	1
This plant room or area: minor	0

Assets by plant room or area 2: Roof

Plant room or area	Roof
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Assets checked here 1: Air handling unit

Which type of asset is this?	Air handling unit
Asset reference	AHU-01
Position in this area	West plant deck
Date this check was due, from the PPM schedule	31 Aug 2026
Days after the due date	22
Done on time?	Late
Filter condition	Dirty
Pressure drop across the filters (Pa)	245
Change point on the asset record (Pa)	200
Did you replace the filters on this visit?	Yes
Pressure drop with the new filters (Pa)	95
Fall in pressure drop (Pa)	150
Other checks	Belt tension and wear, Drain tray clear, Access door and seals, Casing free of holes

Photos of the asset

Tasks on the list for this asset	10
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Tasks completed	10
Tasks completed (%)	100
Result	Pass
Next check due (month and year)	December 2026
This plant room or area: checks done late	1
This plant room or area: on time	0
This plant room or area: tasks on the lists	10
This plant room or area: tasks completed	10
This plant room or area: assets checked	1
This plant room or area: assets that passed with no defect	1
This plant room or area: defects raised	0
This plant room or area: defects put right on this visit	0
This plant room or area: urgent or unsafe	0
This plant room or area: needs attention soon	0
This plant room or area: minor	0

Assets by plant room or area 3: Second floor

Plant room or area	Second floor
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Assets checked here 1: Emergency light fitting

Which type of asset is this?	Emergency light fitting
Asset reference	EL-14
Position in this area	Corridor, outside room 2.06
Date this check was due, from the PPM schedule	22 Sep 2026
Days after the due date	0
Done on time?	On time
Charge indicator	Lit
Fitting checks	Diffuser clean, Fitting secure, Not obstructed

Did you test the fitting by simulating a supply failure? Yes

Did the fitting light on test? Yes

Photos of the asset



Tasks on the list for this asset 3

Tasks completed 3

Tasks completed (%) 100

Result Pass

Next check due (month and year) October 2026

This plant room or area: checks done late 0

This plant room or area: on time 1

This plant room or area: tasks on the lists 3

This plant room or area: tasks completed 3

This plant room or area: assets checked 1

This plant room or area: assets that passed with no defect 1

This plant room or area: defects raised 0

This plant room or area: defects put right on this visit 0

This plant room or area: urgent or unsafe 0

This plant room or area: needs attention soon 0

This plant room or area: minor 0

4. Water temperatures

Did you take water temperatures on this visit? Yes

HSE guidance on legionella is to store hot water at 60 °C or more, to reach 50 °C at the outlets within 1 minute (55 °C in healthcare premises) and to keep cold water below 20 °C. This is guidance. The site's own risk assessment and written scheme set what is checked and how often.

Hot water cylinder, stored temperature (°C) 62

Which outlet did you test? Ground floor accessible WC, hot tap

Hot water at the outlet after 1 minute (°C) 55

Cold water at the outlet (°C) 17

Temperature lost between the cylinder and the outlet (°C) 7

Anything else you saw Outlet reached temperature well within the minute. No scale on the spout.

5. Work carried out

Work carried out on this visit Filters replaced, Valves exercised, Plant room cleaned

Describe the work Replaced the panel and bag filters on AHU-01. Exercised the isolation valves on the boiler row and pumps. Swept the plant room floor.

Did you use any parts? Yes

Parts used, with quantities AHU-01 panel filters G4, 592 x 592 mm: 4. Bag filters F7, 592 x 592 mm: 4.

Did you take old parts or waste off site? Yes

Was all plant left running as you found it? Yes

6. Summary and next visit

Checks done late 1

On time 5

Tasks on the lists 57

Tasks completed 56

Completed (%) 98

Assets checked 6

Assets that passed with no defect	5
Passed with no defect (%)	83
Defects raised	1
Defects put right on this visit	0
Defects still open	1
Urgent or unsafe	0
Needs attention soon	1
Minor	0

Some checks were done after their due date. Note the reason in the summary for the client.

Is a return visit needed?	Yes
Return visit date	20 Oct 2026
Who did you report to before leaving site?	S. Hughes, building manager
Next planned visit due (month and year)	December 2026

Summary for the client	Quarterly visit to six assets: boilers 1 to 3, pump 2, AHU-01 and emergency light EL-14. Five passed. Pump 2 has a stiff suction isolation valve and rust on the casing; repair booked for the return visit on 20 October. AHU-01 filters changed. Boiler 4 was not checked because the gas contractor had it isolated for a burner repair; it stays due and will be checked on the return visit. The AHU-01 filter check was 22 days late: the August visit was cancelled by the client for the roof works.
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Engineer sign-off

This record shows what was checked, what was found and when. It does not certify that statutory maintenance or examination is complete.

Name	D. Kerr, multi-skilled maintenance engineer, Elmfield Facilities Ltd
Engineer signature	

D. Kerr