

Air balancing report template

Record ventilation terminal design flows, measured readings, test conditions and outstanding work against project criteria.

Complete the applicable sections. An asterisk marks a required field when that section applies. Copy repeat sections as needed and attach photographs separately.

System and test references

Project or site *

Record reference *

Record date *

Prepared by *

System or AHU reference *

Design drawing and revision *

Test procedure reference *

Instrument model and serial *

Calibration record and due date *

Test conditions

Operating mode, fan setting and conditions *

Access limitations or none *

Airflow unit for this record *

☐ L/s ☐ m3/h ☐ CFM

Use the same airflow unit for every design and measured value in this record. Record the applicable project acceptance criteria; this form does not prescribe tolerances.

Terminal readings

Terminal readings

Repeat for each entry.

Terminal ID *

Room or location *

Air path *

☐ Supply ☐ Extract ☐ Return

Design airflow *

Measured airflow *

Acceptance criterion and reference *

Recorded result *

☐ Meets stated criterion ☐ Does not meet stated criterion ☐ Not assessed

Adjustment or reason not assessed *

If applicable: Recorded result is not Meets stated criterion.

Retest airflow

Retest record reference

Terminal identification or instrument photos

Photo or attachment references: _____

Review and outstanding work

Overall recorded status *

☐ Complete against stated criteria ☐ Outstanding work ☐ Not assessed

Outstanding work or assessment limitations *

If applicable: Overall recorded status is not Complete against stated criteria.

Next action or reason none is needed *

Responsible person *

This is a readings record. It does not calculate airflow, certify system performance or replace the competent person's commissioning assessment.

Reviewed by

Reviewer acknowledgement

Signature: _____