

Ventilation Ductwork Cleaning Record

A ventilation ductwork inspection and cleaning record (TR19 Air): system and hygiene grade, visual inspection, deposit tests before and after, sections cleaned, access panels, filters, fire dampers, photos and report.

1. System

Project

Client

Site *

Site address

Date *

Time

Technician *

Company

System (AHU or fan reference and area served) *

System (choose one)

☐ Supply ☐ Extract ☐ Recirculation

Cleanliness class (risk) (choose one)

☐ High (for example laboratories, hospital treatment areas)

☐ Medium (for example offices, hotels, schools)

☐ Low (for example storage and technical rooms)

BESA TR19 Air, released in April 2024, is the specification for the internal cleanliness of general ventilation systems. Inspection starts with a visual check of whether cleaning is needed, and deposit tests show whether surfaces are within acceptable limits. Regulation 5 of the Workplace Regulations 1992 requires mechanical ventilation systems in workplaces to be maintained, including cleaned as appropriate. The Workplace (Health, Safety and Welfare) Regulations 1992 require enclosed workplaces to be ventilated by a sufficient quantity of fresh or purified air (regulation 6), and mechanical ventilation systems to be maintained, including cleaned as appropriate (regulation 5).

2. Inspection and clean

Visual inspection result (choose one)

☐ Clean: no cleaning needed ☐ Cleaning needed ☐ Contaminated: specialist clean

Deposit test units (choose one)

☐ Microns (deposit thickness test) ☐ g/m² (weight of dust)

Deposit test before

Deposit test after

Acceptable limit for this system (same units)

From TR19 Air for this system and cleanliness class, or the specification.

Reduction (%) (if applicable; worked out automatically in the app)

Before cleaning (if applicable; worked out automatically in the app)

After cleaning (if applicable; worked out automatically in the app)

If applicable: The deposit test after cleaning is still above the limit. Clean the section again and repeat the test before handing over.

Sections cleaned (copy this block for each one)

Section or run *

Length (m)

Duct width (mm)

Rectangular duct. With a tape, or measured from a photo with an A4 sheet taped to the duct.

Duct height (mm)

Internal surface area (m²) (if applicable; worked out automatically in the app)

Method (choose one)

☐ Rotary brush ☐ Compressed air ☐ Hand clean ☐ Vacuum

Before photos (photos: attach, or note the file names)

After photos (photos: attach, or note the file names)

Sections cleaned (worked out automatically in the app)

Total length cleaned (m) (worked out automatically in the app)

Internal surface area cleaned (m²) (worked out automatically in the app)

Access panels fitted or used

Filters changed or cleaned?

☐ Yes ☐ No

Fire dampers checked and reset?

☐ Yes ☐ No

3. Report

Defects (damaged ductwork, insulation, missing access, mould)

Defects found (copy this block for each one)

Defect and action needed *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Owner

Due

Photos (photos: attach, or note the file names)

Next inspection due

Take the interval from the TR19 Air inspection frequency table for this system and cleanliness class.

Days to the next inspection (if applicable; worked out automatically in the app)

If applicable: The next due date is before the date of this visit. Check the date.

Site manager name

Site manager signature

Completed by *

Signature