

SITE SURVEY REPORT

Quarterly PPM Visit Report

Prepared for	Harbour House Management (sample client)
Date	25 Sep 2026
Site	Harbour House, Plant Room B1
Prepared by	D. Walsh, Maintenance Engineer

Sample report. The property, people and organisations are fictional. The photographs are stills taken from the Walk Cam clips shown on sitesurvey.app. A report records what was checked, what was found and when. It does not certify that statutory maintenance or examination is complete.

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1. Visit details

Report reference	PPM-2026-Q3-B1 (sample)
Site	Harbour House, Plant Room B1. Also roof plant area and level 1 corridor
Client	Harbour House Management (sample client)
Contractor	Tideway Building Services (sample contractor)
Visit type	Planned visit, quarterly round
Task list worked to	The client's maintenance specification for this site. Task lists are held against each asset type
Engineer	D. Walsh, Maintenance Engineer
Arrived and left	Fri 25 Sep 2026. On site 09:05, off site 13:25
Access	Signed in at reception. Plant room key and roof access permit issued by the building manager
Assets not checked	None. All assets on the round were reached

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2. Records seen on site

Maintenance log for the plant room	Seen. Last entry 26 Jun 2026, previous quarterly visit. Updated on this visit
Gas appliances	Boilers 1 to 4 are gas fired. No work was carried out on gas fittings on this visit. Visual and running checks only
Pressure system	The client confirmed a written scheme of examination is in place for the pressurised plant. Examination is by the client's competent person and is not part of this visit
Last report of examination	Seen. The date for the next examination is held by the client
Water hygiene log book	Seen. Temperature checks on this visit were added to it
Emergency lighting log book	Seen. Test on this visit was entered in it
What this section records	Which records the engineer saw on the day. It is not an audit of the client's statutory duties

3. Asset by asset record

WALK CAM

Quarterly PPM round, Harbour House

Plant room B1, roof and level 1 corridor · PPM round

1. Boiler condition

Boilers 1 to 4 running. No leaks on the flow and return, valves labelled. System pressure 1.4 bar, flow at 72 degrees. Isolation valve on boiler 3 stiff, needs exercising. Casings clean and undamaged, floor dry under the boiler row. Expansion vessel at the end of the row, no corrosion, no weeping at the connection.



2. Pumps and valves

Pump 2 running quietly, no leaks on the seals. Isolation valve stiff, needs exercising. Asset label on the casing is in place and scans. Surface rust and flaking paint on the casing and flanges, no weeping at the joints. Holding down bolts tight. Plinth dusty, no oil or water on it.



3. Air handling unit

Rooftop AHU 1. Filters dirty, replacing on this visit. Belt tension fine. Access door opens fully, hinges and catch sound. Light surface rust on the top panel, no holes. Roof edge protection in place around the unit.



4. Emergency lighting

Corridor fitting 14, charge indicator lit, diffuser clean and secure. Dark staining on the ceiling tile beside the fitting. Fitting itself is dry. Reporting the tile to the building manager so the cause can be found.



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4. Readings

Heating system pressure	1.4 bar. Normal range on the asset record 1.2 to 1.8 bar
Heating flow temperature	72 °C
Heating return temperature	61 °C
Flow and return difference	11 °C
Previous visit, 26 Jun 2026	Pressure 1.5 bar, flow 71 °C, return 60 °C
AHU 1 filter pressure drop, before	240 Pa. Change point on the asset record 200 Pa
AHU 1 filter pressure drop, after new filters	95 Pa
Hot water cylinder, stored temperature	61 °C
Hot water at the furthest outlet	52 °C, reached within 1 minute
Cold water at the furthest outlet	14 °C
Water temperatures against HSE guidance	HSE guidance is to store hot water at 60 °C or more, reach 50 °C at outlets within 1 minute and keep cold water below 20 °C. All three readings are within that guidance

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5. Result for each asset

Boiler 1 (B1-BLR-01)	Pass. 8 of 8 tasks completed
Boiler 2 (B1-BLR-02)	Pass. 8 of 8 tasks completed
Boiler 3 (B1-BLR-03)	Pass with 1 minor defect. 8 of 8 tasks completed. Isolation valve stiff
Boiler 4 (B1-BLR-04)	Pass. 8 of 8 tasks completed
Expansion vessel (B1-EXV-01)	Pass. 4 of 4 tasks completed. Visual check only
Pump 1 (B1-PMP-01)	Pass. 6 of 6 tasks completed
Pump 2 (B1-PMP-02)	Pass with 1 minor defect. 6 of 6 tasks completed. Isolation valve stiff
Air handling unit 1 (RF-AHU-01)	Pass after work. 7 of 7 tasks completed. Filters replaced
Emergency lighting, level 1 corridor (L1-EML-01 to 16)	Pass. 16 of 16 fittings lit on test. Ceiling tile beside fitting 14 stained
Totals	9 asset records, 71 tasks, 71 completed. 6 passed with no defect, 3 passed with a defect recorded

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6. Work carried out on this visit

AHU 1 filters	4 panel filters replaced like for like. Old filters bagged and removed from site
AHU 1 drain tray	Cleared of debris and flushed. Drains freely
Emergency lighting	Supply failure simulated at the test switch for the level 1 corridor circuit. All 16 fittings lit. Supply restored and charge indicators checked
Plant room	Swept. Floor left dry and clear
Parts used	4 panel filters, from van stock

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7. Defects and actions

Defect 1	Boiler 3, return isolation valve stiff. Priority: minor. Action: exercise and lubricate, replace if it does not free. Owner: D. Walsh, Tideway. Target 9 Oct 2026. Open
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Defect 2	Pump 2, suction isolation valve stiff. Priority: minor. Action: exercise and lubricate. Owner: D. Walsh, Tideway. Target 9 Oct 2026. Open
Defect 3	AHU 1, filters dirty and above the change point. Priority: minor. Action: filters replaced on this visit. Owner: D. Walsh, Tideway. Closed 25 Sep 2026
Defect 4	Level 1 corridor, ceiling tile beside fitting 14 stained. Priority: minor. Action: find the cause and replace the tile. Owner: building manager. Reported 25 Sep 2026. Open
Observation	Pump 2 casing has surface rust and flaking paint. No leak. Clean and repaint at the next visit
Defects raised, closed and open	4 raised, 1 closed on the visit, 3 open
Urgent or unsafe conditions	None found. No plant was isolated or left out of service

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8. Summary and next visit

Summary for the client	Round completed. All 71 tasks done and all plant left running. Nothing urgent or unsafe. 3 minor defects open: two stiff valves, put right on the return visit, and a stained ceiling tile for the building manager
Reported to	Building manager, in person, before leaving site
Return visit for defects 1 and 2	Booked for the week of 5 Oct 2026
Next quarterly visit due	December 2026
Contact	Tideway Building Services helpdesk. Phone 0300 000 0000. Email helpdesk@tidewaybs.example

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Engineer sign-off

Name	D. Walsh, Maintenance Engineer
Signed	
Date and time	25 Sep 2026, 13:20