

# COMMISSIONING & INSPECTION RECORD

This section should be used to record all installation details. The Commissioning Engineer should use the following Parts 1 to 3, to record important information relating to the installation, of which, should be incorporated into the Home Information Pack for the homeowner to keep.

- Part 1 - System details and declarations
- Part 2a - Installation details
- Part 2b - Inspection of installation
- Part 3 - Commissioning details

## Part 1 - System Details and Declarations

### 1.1 Installation Address Details

|                      |  |
|----------------------|--|
| Dwelling Name/Number |  |
| Street               |  |
| Locality             |  |
| Town                 |  |
| County               |  |
| Post Code            |  |

### 1.2 Installation Details

|                                 |  |
|---------------------------------|--|
| System Classification*          | Classification = Natural, MEV, MVHR, PIV etc |
| Manufacturer                    |  |
| Model Number                    |  |
| Serial Number (where available) |  |
| Location of Fan Units           | 1.   |
|                                 | 2.   |
|                                 | 3.   |
|                                 | 4.   |
|                                 | 5.   |

### 1.3 Installation Engineer's Details

|                  |  |
|------------------|--|
| Engineer's Name  |  |
| Company          |  |
| Address Line 1   |  |
| Address Line 2   |  |
| Telephone Number |  |
| Post Code        |  |

**\*Note.** If a system has been installed that is not defined in Approved Document F, further installation checks and commissioning procedures may be required. Seek particular guidance from the manufacturer for these systems.

## Part 1 - System Details and Declarations continued.

### 1.4 Commissioning Engineer's Details (if different to 1.3)

|                  |  |
|------------------|--|
| Engineer's Name  |  |
| Company          |  |
| Address Line 1   |  |
| Address Line 2   |  |
| Telephone Number |  |
| Post Code        |  |

## Part 2a - Installation Details

### 2.1 Installation Checklist - General (all Systems)

Tick as appropriate

|   |     |    |
|---|-----|----|
| Has the system been installed in accordance with manufacturer's requirements?             | Yes | No |
| Have relevant system installation clauses been followed as details in 1.74 - 1.83 of ADF? | Yes | No |
| Type of ductwork installed (e.g. rigid, semi-rigid)                                       |     |    |
| If any deviation from the design or guidelines, these should be detailed here.            |     |    |
| Description of installed controls (e.g. timer, central control, humidistat, PIR, etc)     |     |    |
| Location of manual/override controls  |     |    |

### 2.2 Installation Engineer's Declaration

|                                     |  |
|-------------------------------------|--|
| Engineer's Signature                |  |
| Registration Number (if applicable) |  |
| Date of Inspection                  |  |

## Part 2b - Inspection of Installation - This section should be completed by the commissioning engineer prior to completing Part 3.

### 2.3a Visual Inspections - General (all Systems)

|  |                |    |
|--|----------------|----|
| Total installed equivalent area of background ventilators in dwelling  | mm             |    |
| Total floor area of dwelling   | m <sup>2</sup> |    |
| Does the total installed equivalent ventilator area meet the requirements given in ADF for the system installed?   | Yes            | No |
| Have the correct number and location of terminals/fans been installed that satisfies ADF?  | Yes            | No |
| Is the installation complete with no obvious defects present?  | Yes            | No |
| Do all internal doors have sufficient undercut to allow air transfer between rooms? (i.e. 10 mm over and above final floor finish for a standard 760mm door) | Yes            | No |
| Has all protection/packaging been removed such that system is fully functional?  | Yes            | No |
| Has the ductwork installation been installed in such manner that air resistance and leakage is kept to a minimum?  | Yes            | No |
| Are the correct number and size of background ventilators provided that satisfy ADF?   | Yes            | No |
| Has the entire system been installed such that there is sufficient access for routine maintenance and repair/replacement of components?                      | Yes            | No |
| Condensation connection is complete and drains to an appropriate location?   | Yes            | No |

## Part 2b - Inspection of Installation continued.

### 2.3b Visual Inspections - General

Tick as appropriate

Have appropriate air terminal devices been installed to allow system balance?

Yes

No

Has the heat recovery unit and all ductwork been effectively insulated where installed in unheated spaces?

Yes

No

### 2.3c Other Inspections - General

Upon initial start-up, was any abnormal sound or vibration experienced, or unusual smells detected?

Yes

No

### 2.3d Inspector's Details

Name

Company

Address Line 1

Address Line 2

Telephone Number

Post Code

Signature

Competent Person Scheme/Registration Number (if applicable)

Date of Inspection (completion)

## Part 3 - Commissioning Details

### 3.1 Commissioning Equipment

Schedule of air flow measurement equipment used, (model and serial)

Date of last UKAS calibration

1. |

2. |

3. |

### 3.2 Air Flow Measurements - Natural ventilation systems only

Which Method Are You Using? (NHBC Correction Rate)

| Fan reference | Room | Measured Extract Rate [l/s] | Design Extract Rate [l/s]<br>Refer to Table 1.1 ADF | Fan Rating [l/s] | Minimum Benchmark Performance [l/s] |
|---------------|------|-----------------------------|---|------------------|-------------------------------------|
| Fan 1         |      |                             |   |                  |                                     |
| Fan 2         |      |                             |   | Kitchen   60     | 35                                  |
| Fan 3         |      |                             |   | Utility   30     | 24                                  |
| Fan 4         |      |                             |   | Bathroom   15    | 12                                  |
| Fan 5         |      |                             |   | WC   6           | 6                                   |

**Part 3 - Commissioning Details continued.**

**3.3 Air Flow Measurements (Extract) - Continuous running systems only (MEV, MVHR etc)**

| Room reference<br>(location of terminals) | Measured Air Flow<br>High Rate [l/s] | Design Air Flow High Rate [l/s]<br>Refer to table 1.2 ADF | Measured Air Flow<br>Low Rate [l/s] | Design Air Flow Low Rate [l/s]<br>Refer to section 1.24 ADF |
|---|--------------------------------------|---|-------------------------------------|---|
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |

**3.4 Air Flow Measurements (Supply) - MVHR Only**

| Room reference<br>(location of terminals) | Measured Air Flow<br>High Rate [l/s] | Design Air Flow High Rate [l/s]<br>Refer to table 1.2 ADF | Measured Air Flow<br>Low Rate [l/s] | Design Air Flow Low Rate [l/s]<br>Refer to section 1.24 ADF |
|---|--------------------------------------|---|-------------------------------------|---|
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |
|   |                                      |   |                                     |   |

**3.5 Commissioning Engineer's Declaration**

|                                     |  |
|-------------------------------------|--|
| Engineer's Signature                |  |
| Registration Number (if applicable) |  |
| Date of Commissioning (completion)  |  |

## Comments

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