

HVAC Service & Inspection Report

Air Conditioning & Pump Servicing — Scheduled Maintenance Visit

SITE
Riverside Business Park, Unit 4

VISIT DATE
19 June 2026

ENGINEER
M. Coyle

CLIENT
Caledonia Property Management

REPORT REFERENCE
HVAC-2026-0619

NEXT VISIT DUE
19 September 2026

2
PASSED

2
FAILED

2
MODULES COVERED

4
TOTAL ASSETS

1 SITE & VISIT DETAILS

SITE ADDRESS

Riverside Business Park, Unit 4, Cumbernauld
G68 9HQ

ENGINEER

M. Coyle

VISIT DATE

19 June 2026

SITE CONTACT

D. Forsyth, Facilities Manager

ENGINEER CERTIFICATION

F-Gas Category 1, City & Guilds Refrigeration

MODULES COVERED THIS VISIT

Air Conditioning Service (AC-001), Pump
Service (HVAC-002)

2 ASSET REGISTER — ALL MODULES (4 OF 4)

REF	MODULE	ASSET / LOCATION	TYPE	RESULT
AC-2201	AC-001	Server Room, Indoor & Outdoor Pair	Wall Mounted Split, R32, 7kW	PASS
AC-2207	AC-001	Open Plan Office, Indoor & Outdoor Pair	Cassette Unit, R32, 12kW	FAIL
PMP-011	HVAC-002	Plant Room, LTHW Primary Circuit	Inline Pump, Duty/Standby Pair	PASS
PMP-014	HVAC-002	Plant Room, CHW Secondary Circuit	End Suction Pump, Single	FAIL

3 INSPECTION DETAIL BY MODULE

 This sample includes internal back-office fields (highlighted in amber) to demonstrate SiteCaddy's customer/internal report split. These sections are automatically excluded from the customer-facing PDF.

AC-2201 — Server Room, Indoor & Outdoor Pair

PASS

Wall Mounted Split, R32, 7kW

Evaporator On Temperature	6.2 °C	Target: 4–8°C	PASS
Evaporator Off Temperature	22.0 °C	Target: Setpoint ±1°C	PASS
F-Gas System Charge	1.85 kg	Target: Nameplate: 1.85kg	PASS

INDOOR UNIT — OVERALL: GOOD

Filters cleaned	SATISFACTORY
Fascia cleaned	SATISFACTORY
Evaporator fan condition	SATISFACTORY
Condensate tray condition	SATISFACTORY
Condensate pump condition	SATISFACTORY
Indoor electrics condition	SATISFACTORY
Indoor pipework & insulation condition	SATISFACTORY
Controller error free	YES

OUTDOOR UNIT — OVERALL: GOOD

F-Gas leak test completed	YES
F-Gas leak detected	NO
Condenser fan condition	SATISFACTORY
Compressor condition	SATISFACTORY
Crankcase heater condition	SATISFACTORY
Outdoor electrics condition	SATISFACTORY
Outdoor pipework / insulation condition	SATISFACTORY

Cassette Unit, R32, 12kW

Evaporator On Temperature	7.8 °C	Target: 4–8°C	PASS
Evaporator Off Temperature	21.5 °C	Target: Setpoint ±1°C	PASS
F-Gas System Charge	2.40 kg	Target: Nameplate: 2.40kg	PASS

INDOOR UNIT — OVERALL: FAIR

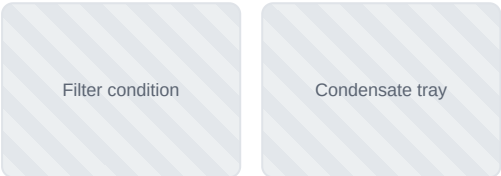
Filters cleaned	NOT CLEANED — HEAVILY SOILED
Fascia cleaned	SATISFACTORY
Evaporator fan condition	SATISFACTORY
Condensate tray condition	ALGAE GROWTH PRESENT
Condensate pump condition	SATISFACTORY
Indoor electrics condition	SATISFACTORY
Indoor pipework & insulation condition	SATISFACTORY
Controller error free	YES

OUTDOOR UNIT — OVERALL: GOOD

F-Gas leak test completed	YES
F-Gas leak detected	NO
Condenser fan condition	SATISFACTORY
Compressor condition	SATISFACTORY
Crankcase heater condition	SATISFACTORY
Outdoor electrics condition	SATISFACTORY
Outdoor pipework / insulation condition	SATISFACTORY

DEFECT OBSERVATION

Filters heavily soiled and beyond effective cleaning — recommend replacement rather than further cleaning. Condensate tray showing early-stage algae growth restricting drainage; tray removed, cleaned and treated during visit, but a full descale is recommended at next service given the cassette's location above an open-plan working area.



INTERNAL BACK-OFFICE ONLY — NOT INCLUDED IN CUSTOMER REPORT

Parts Required	YES
Description: Replacement filter set (2x), condensate tray descale kit	
Part Numbers: Daikin BRC-FLT-12K, generic descale tablets	

Quantity: 1 set

Labour Recommended

YES

Description: Return visit to fit new filters and complete full condensate tray descale

Estimated Hours: 1.5

Return Visit Required

YES

Quote Required

NO

Office Notes: Customer made aware verbally on site — filters ordered, awaiting stock confirmation from supplier before booking return visit.

HVAC-002

Pump Service

Manufacturer Schedule / BSRIA Guidance

PMP-011 — Plant Room, LTHW Primary Circuit

PASS

Inline Pump, Duty/Standby Pair

MECHANICAL INSPECTION

Pump condition SATISFACTORY

Signs of leakage NO

Corrosion present NO

Insulation condition SATISFACTORY

Coupling condition SATISFACTORY

Anti-vibration mounts SATISFACTORY

Bearings condition SATISFACTORY

Mechanical seal condition SATISFACTORY

ELECTRICAL INSPECTION

Isolator condition SATISFACTORY

Electrical connections secure SATISFACTORY

Motor condition SATISFACTORY

VSD fitted YES

VSD operational YES

OPERATIONAL TESTING

Pump operational YES

Excessive noise present NO

Excessive vibration present NO

Flow achieved YES

Duty/standby changeover successful YES

End Suction Pump, Single

MECHANICAL INSPECTION

Pump condition	SATISFACTORY
Signs of leakage	YES
Corrosion present	NO
Insulation condition	SATISFACTORY
Coupling condition	SATISFACTORY
Anti-vibration mounts	SATISFACTORY
Bearings condition	SATISFACTORY
Mechanical seal condition	REQUIRES ATTENTION

ELECTRICAL INSPECTION

Isolator condition	SATISFACTORY
Electrical connections secure	SATISFACTORY
Motor condition	SATISFACTORY
VSD fitted	NO — FIXED SPEED PUMP

OPERATIONAL TESTING

Pump operational	YES
Excessive noise present	NO
Excessive vibration present	NO
Flow achieved	YES

DEFECT OBSERVATION

Mechanical seal weeping at base of pump, consistent with early-stage seal wear. Approximately 200ml collected in drip tray since last service interval. Not yet at a level requiring immediate shutdown, but seal replacement should be scheduled before the next quarterly visit to avoid unplanned failure. Pump is fixed speed with no VSD fitted — original specification, not a defect.

Seal weep detail

Drip tray

INTERNAL BACK-OFFICE ONLY — NOT INCLUDED IN CUSTOMER REPORT

Parts Required	YES
Description: Mechanical seal kit to suit end suction pump	
Part Numbers: Grundfos seal kit — confirm exact model from dataplate photo	
Quantity: 1	
Labour Recommended	YES

Description: Seal replacement — circuit isolation, drain down, fit, re-commission and balance

Estimated Hours: 3.0

Specialist Contractor Required

NO

Return Visit Required

YES

Quote Required

YES

Office Notes: Quote required before proceeding — client PO needed for parts + labour. Flag as priority, seal degradation will progress.

4 DEFECT REGISTER & RECOMMENDATIONS

REF	MODULE	DEFECT	PRIORITY
AC-2207	AC-001	Filters heavily soiled and beyond effective cleaning — recommend replacement rather than further cleaning.	HIGH
PMP-014	HVAC-002	Mechanical seal weeping at base of pump, consistent with early-stage seal wear.	HIGH

5 OVERALL OUTCOME

• Visit Complete — Remedial Works Required

2 of 4 assets flagged for remedial action. AC-2207 requires filter replacement and condensate tray descale; PMP-014 requires mechanical seal replacement, quote required before proceeding. Both logged for return visit.

6 SIGN-OFF

ENGINEER SIGNATURE

M Coyle

Martin Coyle
19 June 2026

CLIENT / WITNESS SIGNATURE

D Forsyth

David Forsyth, Facilities Manager
19 June 2026