

QUU ASSET ID / PLANT No.:		DATE :	
SITE ADDRESS:		QUU WORK ORDER:	

**Outcome / Purpose** – To ensure the building ventilation system is functioning correctly to ventilate the building and to identify any corrective works required.

**TASKS**

1. **Notify QUU**– Notify QUU Control Room and relevant other QUU contacts of arrival on site.
2. **Competent Person/Inspector** - All inspection and maintenance of the Building Ventilation Systems on the Water/Sewer Network sites shall be undertaken by an appropriately qualified, experienced and competent person.
3. **Inspect and Test the Building Ventilation System** – Inspect and test of the building ventilation system and all components to ensure it is fully operational and functioning correctly as well as identifying any corrective works required. The inspect shall at least include the following (where applicable):
  - a. **Ventilation Ductwork** – Inspect the ventilation ductwork to ensure it is clean and clear of any obstructions or vermin.
  - b. **Ventilation Fan** – Inspect the ventilation fan and where accessible check the rotation and operation, and identify and corrosion, deterioration or damage. Where accessible isolate the fan and wipe clean the fan blades so it is free of any dust and build-up.
  - c. **Motor** – Inspect the motor for any deterioration or damage as well as all the electrical connections.
  - d. **Ventilation System Operational check** – Turn on and run the ventilation system and identify any abnormal operation or noise observations and causes.
  - e. **External Vent Outlet** – Inspect the external vent outlet of the Building Ventilation System and ensure it is clean and clear of any obstructions or vermin.
  - f. **External Vent Outlet Vermin Proofing Mesh** – Inspect any vermin proofing mesh installed to prevent vermin ingress into the Building Ventilation System.
  - g. **All other Ventilation System Components** – Inspect any other component associated with the building ventilation system.
4. **Photos** – Provide photos of the following:
  - a. The overall building ventilation system and the main individual components (eg. Ducting, motor, fan, etc.) which make up the building ventilation system.
  - b. Photos of any damage or deterioration identified during the inspection.
5. **Building Ventilation System Inspect and Test Form** – Complete the inspection report (FOR661) in full and attach any additional third party report by the service technician.
6. **Third Party Technicians Check-Sheets and Reports** – it is mandatory to append any third party Technician Check-sheets and/or Report showing all items inspected, tested and serviced.
7. **Identify Faults and/or Corrective Works** – Identify all faults or damage requiring further corrective action.
8. **Notify QUU**– Notify QUU Control Room and Relevant QUU Contacts that the works are complete and any gates have been locked and of departure from site.

BUILDING VENTILATION SYSTEM – INSPECT & TEST	Yes	No	N/A	Unable to Determine
1. Is the Building Ventilation System operational and functioning correctly?				
2. Is the Ventilation Ductwork free of any obstructions?				
3. Is the Ventilation Fan operating correctly?				
4. Is the Ventilation System Motor operating correctly?				
5. Does the Ventilation System Operate free of any abnormal noise or vibration?				
6. Is the External Vent Outlet of the ventilation system clear of any obstructions?				

(BUILDING VENTILATION SYSTEM – Continued)		Yes	No	N/A	Unable to Determine
7.	Is the External Vent Outlet Vermin Proofing Mesh free of any damage, deterioration or evidence of vermin ingress??				
8.	<b>Third Party Specialist Report</b> – Has all supporting specialist reports by the inspecting competent person been appended to this Form?				

[illegible][illegible]

Technician Name (Print Name):	Date:
Signed:	Date: