

MEP Site Visit Report

Riverside House – MEP Fit-Out

Visit 02 / 21/07/2026



PROJECT NO.	PREPARED BY	DOCUMENT STATUS	ISSUE DATE
WR-2026-014	J. Nolan	Final	21/07/2026

DOCUMENT PURPOSE

A clear record of visible site progress, actions and queries arising from this visit. Read the Visit Summary first, then use the Action Register for ownership and due dates.

01

Visit summary

The essentials for this visit – in one page.



Immediate attention required

2 urgent or overdue actions require attention. Review the Action Register and action detail before affected work proceeds.

3

OPEN ACTIONS

1

URGENT OPEN

1

OVERDUE

2

NEW THIS VISIT

1

CARRIED FORWARD

1

CLOSED THIS VISIT

2

RFIS / QUERIES

13

PHOTOGRAPHS

Items needing attention

A001

Level 03 east riser

Reinstate a tested fire-stopping system around the new cabl

DUE 23/07/2026

A002

Electrical intake room

Provide the completed Electrical Installation Certificate, sche

DUE 18/07/2026

RFI-027

Final condensate discharge route from FCU-3.14

Confirm the coordinated discharge route and connection detail where the

Witnessing

AHU-01 / BMS interface

Dirty-filter alarm could not be safely simulated during the visit.

Project and visit

PROJECT NO.

WR-2026-014

VISIT

Visit 02

DATE

21/07/2026

PREPARED BY

J. Nolan

CLIENT

Riverside Property
Developments Ltd

PURPOSE

Commissioning /
witnessing review

STATUS

Final

Report of visit

Selected MEP systems were reviewed and witnessed to confirm commissioning progress and readiness for handover. The heating pump duty test achieved the design requirement and the previously noted pipe-insulation item was closed. Immediate attention is required to reinstate fire stopping around the new cable containment. Final electrical certification, controls records and the response to RFI-027 remain outstanding.

Report guide

02 Action register

03 Action details

04 RFIs and queries

05 Witnessing

06 Photographic record

07 Site record

VISIT SCOPE

Visual inspection of accessible areas only. The contractor remains responsible for installation, testing, commissioning and statutory compliance. This report should be read with the project drawings, specification and contractor records.

02

Action register

Every action, owner and due date in one place.

3 OPEN

1 URGENT

1 OVERDUE

1 CLOSED THIS VISIT

REF	LOCATION	ACTION REQUIRED	ACTION BY	DUE	STATUS / PRIORITY
A001	Level 03 east riser New this visit	Reinstate a tested fire-stopping system around the new cable-containment penetration. The installation is to match the tested detail and the fire-stopping register is to be updated with product, installer and photographic evidence.	Main contractor – Northbank Construction Ltd	23/07/2026	Open Urgent
A002	Electrical intake room Carried forward	Provide the completed Electrical Installation Certificate, schedules of inspection and test results for the installed works. Confirm that any departures or limitations are clearly recorded.	Electrical contractor – BrightSpark Electrical Ltd	18/07/2026	In progress High
A004	BMS head end / roof AHU-01 New this visit	Demonstrate the AHU-01 dirty-filter alarm and provide the final BMS points schedule, alarm matrix and trend records for inclusion in the handover information.	Specialist contractor – Controls Logic Ltd	28/07/2026	Open High
A003	Roof plant room Closed this visit	Complete insulation to the LTHW valve set and repair damaged vapour sealing. Ensure valve handles, commissioning sets and test points remain accessible.	Mechanical contractor – Apex Mechanical Services Ltd	16/07/2026	Closed Medium

HOW TO USE THIS PAGE

Start here for ownership and deadlines. Action detail pages contain supporting photographs, plan locations and visit updates. Urgent and overdue items are highlighted in red; closed items are shown in green.

03

ACTION DETAILS

Priority actions

Urgent and overdue actions requiring attention.

A001 Level 03 east riser

NEW THIS VISIT

URGENT

OPEN

ACTION REQUIRED

Reinstate a tested fire-stopping system around the new cable-containment penetration. The installation is to match the tested detail and the fire-stopping register is to be updated with product, installer and photographic evidence.

LATEST UPDATE

Area identified during the commissioning walkround and brought to the site manager's attention before leaving site.

DISCIPLINE

Fire Alarm / Life Safety

ACTION BY

Main contractor – Northbank Construction Ltd

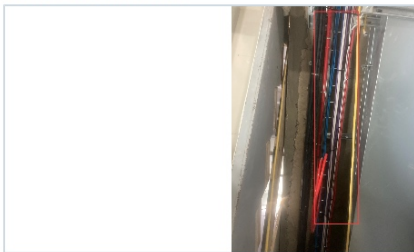
DUE DATE

23/07/2026

PHOTO

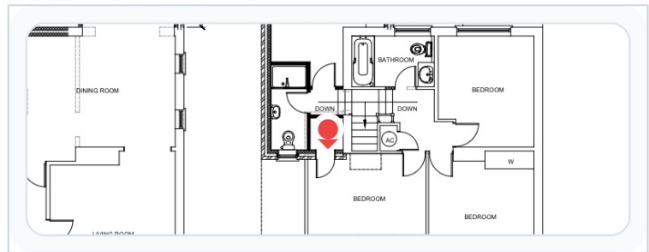
AP01

SITE PHOTOGRAPH AP01



2026-07-21T11:36

PLAN LOCATION / P1_FLOOR_PLANS



A002 Electrical intake room

CARRIED FORWARD

HIGH

IN PROGRESS

OVERDUE

ACTION REQUIRED

Provide the completed Electrical Installation Certificate, schedules of inspection and test results for the installed works. Confirm that any departures or limitations are clearly recorded.

LATEST UPDATE

Draft schedules were reported to be under review; signed certification was not available at Visit 02.

DISCIPLINE

Electrical

ACTION BY

Electrical contractor – BrightSpark Electrical Ltd

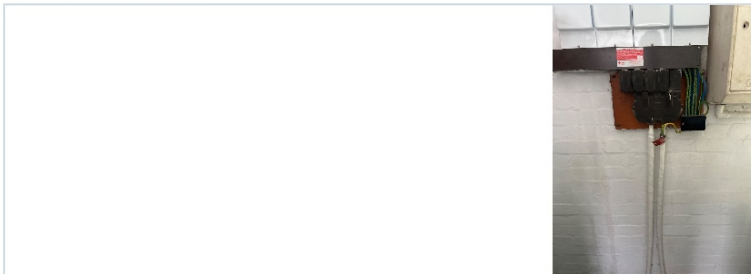
DUE DATE

18/07/2026

PHOTO

AP02

SITE PHOTOGRAPH AP02



2026-07-21T11:37

03

ACTION DETAILS

Action details

A004 BMS head end / roof AHU-01

NEW THIS VISIT

HIGH

OPEN

ACTION REQUIRED

Demonstrate the AHU-01 dirty-filter alarm and provide the final BMS points schedule, alarm matrix and trend records for inclusion in the handover information.

LATEST UPDATE

Raised following the partial AHU-01 interface demonstration recorded in the witnessing section.

DISCIPLINE

Controls / BMS

ACTION BY

Specialist contractor – Controls Logic Ltd

DUE DATE

28/07/2026

PHOTO

AP03-AP04

SITE PHOTOGRAPH AP03



2026-07-21T11:40

A003 Roof plant room

CLOSED THIS VISIT

MEDIUM

CLOSED

ACTION REQUIRED

Complete insulation to the LTHW valve set and repair damaged vapour sealing. Ensure valve handles, commissioning sets and test points remain accessible.

LATEST UPDATE

Insulation and vapour sealing were visually checked at Visit 02 and found complete in the inspected area.

DISCIPLINE

Mechanical

ACTION BY

Mechanical contractor – Apex Mechanical Services Ltd

DUE DATE

16/07/2026

PHOTO

AP05

SITE PHOTOGRAPH AP05



2026-07-21T11:38

03

A004 - Photographs

BMS head end / roof AHU-01

SITE PHOTOGRAPH AP04



2026-07-21T11:40

04

RFIs and queries

RFI-027 Final condensate discharge route from FCU-3.14

FURTHER INFORMATION REQUIRED

HIGH

QUERY

Confirm the coordinated discharge route and connection detail where the current ceiling arrangement conflicts with the issued services layout.

EXISTING RESPONSE

Designer reviewing the coordinated builders-work opening and drainage connection.

SITE COMMENT / RESPONSE

The proposed route remains unresolved on site. Maintain access and do not close the adjacent ceiling until the coordinated discharge detail has been confirmed. Action A004 is reserved for controls; this RFI remains tracked independently pending the designer's response.

Q002 Domestic-water flushing and chlorination records

CLOSED ON SITE

MEDIUM

SITE COMMENT / RESPONSE

Records were presented during the visit and were consistent with the areas reported complete. Final signed copies are to be included in the O&M submission.

05

Witnessing and measurements

1. LTHW Pump P-01

PASS

LOCATION	TEST UNDERTAKEN	DESIGN
Roof plant room	Duty flow-rate verification at normal operating condition	4.20 l/s
MEASURED	TOLERANCE	INSTRUMENT
4.28 l/s	±10 %	Commissioning set and calibrated differential-pressure meter
DEMONSTRATED BY	CERTIFICATES	NOTES
S. Patel – Apex Mechanical Services Ltd	Instrument calibration certificate CAL-4421; commissioning sheet CS-LTHW-01	Stable operation was observed with no abnormal noise or vibration. Recorded duty was approximately 102% of design.

2. AHU-01 / BMS interface

PARTIAL

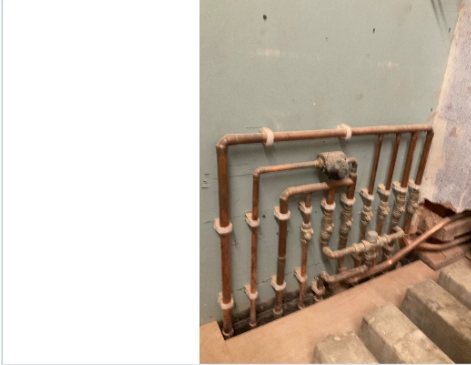
LOCATION	TEST UNDERTAKEN	DESIGN
Roof plant room and BMS head end	Run, fault and filter-alarm interface demonstration	3 interfaces demonstrated
MEASURED	TOLERANCE	INSTRUMENT
2 interfaces demonstrated	All interfaces required	BMS head-end trend and alarm viewer
DEMONSTRATED BY	CERTIFICATES	REASON NOT WITNESSED
M. Reed – Controls Logic Ltd	Draft BMS points schedule Rev P03	Dirty-filter alarm could not be safely simulated during the visit.
NOTES		
Run and common-fault status were demonstrated successfully. Provide a witnessed record for the remaining dirty-filter alarm before handover.		

06

PHOTOGRAPHIC RECORD

General photographic record 1 / 2

SITE PHOTOGRAPH GP01



2026-07-21T11:41

SITE PHOTOGRAPH GP02



2026-07-21T11:41

SITE PHOTOGRAPH GP03



2026-07-21T11:41

SITE PHOTOGRAPH GP04



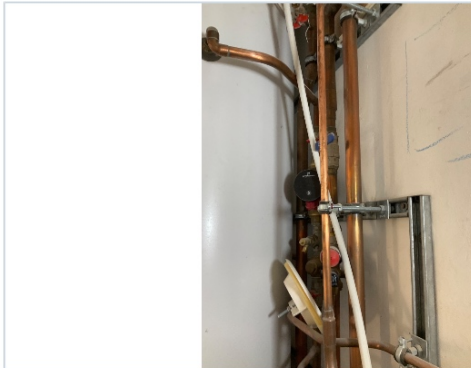
2026-07-21T11:41

SITE PHOTOGRAPH GP05



2026-07-21T11:41

SITE PHOTOGRAPH GP06



2026-07-21T11:41

06

PHOTOGRAPHIC RECORD

General photographic record 2 / 2

SITE PHOTOGRAPH GP07



2026-07-21T11:41

SITE PHOTOGRAPH GP08



2026-07-21T11:41

07

Site record 1 / 3

Discipline comments

Electrical

Final circuit testing was reported complete, but the Electrical Installation Certificate and associated schedules were not available for review. Distribution-board labels were in place and legible.

Mechanical

Heating pump P-01 was witnessed at the stated duty and achieved 102% of the design flow. Visible pipework insulation defects recorded at Visit 01 had been rectified.

Public Health

Flushing and chlorination records were presented for the domestic-water installation. Final collation into the O&M manual remains the contractor's responsibility.

07

Site record 2 / 3

Discipline comments

Fire Alarm / Life Safety

A newly formed cable-containment penetration at the level 03 riser was not fire stopped at the time of inspection. This has been recorded as an urgent action.

Builders Work / Coordination

Access to valves, strainers and controls panels was maintained in the inspected areas. Labelling coordination is to be completed before handover.

General

The visit was a selected visual inspection and witnessing exercise; it did not constitute acceptance of the works or replace the contractor's testing and quality-control obligations.

07

Site record 3 / 3

Site visit acknowledgement

NAME	COMPANY
A. Carter	Northbank Construction Ltd
ROLE	REVIEWED AT
Site Manager	2026-07-21T15:45

Visit notes reviewed on site. Outstanding actions remain subject to formal close-out.

This acknowledgement records review or receipt of the visit notes only. It does not constitute acceptance, contractual approval, certification or release of the contractor's obligations.

Report notes and limitations

This report records visible items reviewed during the visit only and should be read with the project drawings, specification, contractor records and relevant commissioning information.