

Building Compliance
Design & Testing

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ON-SITE

Ventilation Flow Rate Testing Checklist

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This free checklist is crafted to provide you with all the essential information for preparing your project, to ensure things run smoothly on the day of testing and to give you the best chance of first-time success.





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1. Build stage

All internal and external doors to be fitted. Doors will need to be closed during the ventilation flow rate testing.

2. Target

If you are unsure what your fans need to extract, please refer to our free downloads – Reference tables for extractor fans.

3. Power

All the extractors **must** be powered and in working order or we can't test.

4. Height

Tall ceilings may require a step to be provided in order to access the extractor. For ceilings above 2.4m, we will require a platform or a ladder which is Class 1 or 2.

5. Trades and access

We need access to all plots that require testing. We understand finishing the development is crucial, but having the place to ourselves would help us test faster and resolve any issues. Site operative to be present on the testing day as assistance may be required due to operating the fans under boost settings, or to assist with rectifying any minor issues on the day.





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6. Access to centralised ventilation

(Only Continuous Mechanical or Mechanical Ventilation with Heat Recovery) Access to your centralised ventilation system is crucial, especially if the unit is located in the loft. This access is necessary for tasks such as commissioning and balancing the system, where we'll need to constantly adjust power settings. Please ensure there is easy access to the unit to facilitate our work effectively.

7. Make and model

(Only Continuous Mechanical or Mechanical Ventilation with Heat Recovery) Please let us know the make, model, and type of your ventilation system before our visit, as each type operates differently.

8. Parking

We need a parking spot within 20 metres of the plot we are testing. If no parking can be provided please notify your relationship manager, as parking charges will be added to the final invoice.

9. Location and site address

We aim to arrive at the designated time window, so to help us be as efficient as we can, let us know if there are any difficulties finding the site. Ideally, send us [what3words](#). For your certification records we will require the registered site address. Please ensure the correct address is used on all correspondence, as changes will incur an additional cost.

10. Signature

A site manager or representative must be present throughout the duration of the testing—for our own safety—and be able to provide a signature once we are finished.





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Free downloads

[Reasons for failure and key terms](#)


[Reference tables for extractor fans](#)

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Any queries?

For any questions regarding your test, please contact a member of our team by calling 0345 6465 454 or emailing sales@atspaceltd.com.



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