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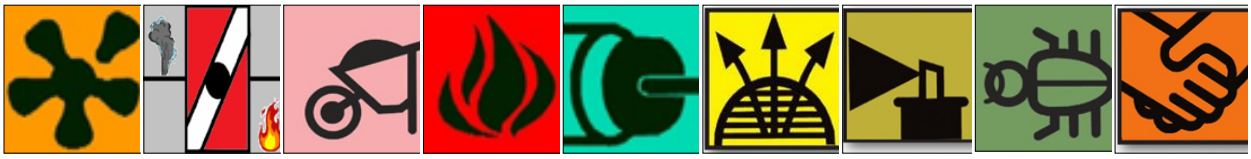
# Demo Company Ltd



# Ventilation Hygiene Report

| | |
|---|---|
| Customer Name | VH Sample Company - 136 |
| Customer Address | Sample Company Head Office. Sample Company Street, Sample Company Town, Sample Company County, SC1. |
| Site Name | VH Sample Site Name |
| Site Address | Sample Site Street Name. Sample Site Town, Sample Site County, SS1. |
| Job Ref | 136 |
| Completion Date | 02/07/2025 11:38 |
| Project Manager | Matt Parsell |
| Cleaned By | John Doe |
| Report Issued | 02/07/2025 11:36 |

NAAD UK
National Association of Air Duct Specialists UK

**DEMO COMPANY LTD** 1 Demo Street, Dunkeswell, Devon. DM1 2DS
EMAIL: info@democompanyltd.co.uk TEL: 01404 123123

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## Introduction

Never before has the importance of breathing clean air and indoor air quality been so prominent in our day to day lives as it is today. The well-being of occupants of a building, reducing pollution and environmental care is the duty of us all.

This report provides a comprehensive summary of the ventilation system cleaning services performed at the above-mentioned location. The objective of this service was to improve indoor air quality, ensure optimal performance of the ventilation system, and comply with relevant hygiene and safety standards. This report includes:

- An overview of the law & guidance
- Cleaning methods used
- Photographic documentation (before and after)
- Observations and findings
- Recommendations for ongoing maintenance

## Purpose of Ventilation & Hygiene

Supply ductwork is used to distribute clean air conditioned throughout the building. Extract ductwork is used to remove particulate and contaminated air from the building.

Indoor air quality must be kept to the best standards, as prevention is better than cure.

Dirty streaks on ceilings and along diffusers facings, excessive dust build-up of dust on surfaces could all be signs of incorrectly specified, badly fitted, or unsuitable filter media for the environment that the building is located in. Indoor Air Quality (IAQ) can be improved by designers giving careful consideration to the different levels and types of pollutants when construction takes place in these areas. Over time, dust, debris, mould, and other contaminants can accumulate within ventilation systems. These buildups can impair airflow, increase energy consumption, and pose health risks to occupants.

## DIFFERENT CLEANING METHODS

| Most Common Methods | Description of Method |
|---|---|
| **Hand Vacuuming** | The most common using a high efficiency filtered vacuum unit, with appropriate attachments. |
| **Rotary brushing** | With reversing directional brush machine pneumatic or electrical powered. Using an assortment of brushes and in all cases the use of a negative air machine (air mover) with appropriate filtration. |
| **Air lance** | A flexible airline with attached gun and regulator, to lower or increase pressure, to clean off delicate areas i.e. linings or in-creased pressure to dislodge build-up of dust in difficult areas should be used with negative air machine (air mover). |
| **Air whip / Skipper balls** | Can be several multi tubes of a nozzle or a faced nozzle with multipool predrilled holes angled to drive air whip and lead down the duct, dislodging the dust. Must be used with a negative air machine (air mover). |
| **Hand wiping** | Either in the dry form using lint free or a form of antistatic dust cloths. Some cleaning agents can be sprayed on to the duct to assist cleaning on stubborn areas providing all COSHH standards are applied. |
| **Hand brushing / Sweeping** | Used mainly on very large ducts and then debris bagged for collection and disposal. |

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# Law & Guidance for Ventilation Air Supply & Extract Systems

Ventilation systems control the air that we breathe inside buildings. The quality of the air can be influenced by maintenance or lack of and the local environment. In many cases BS9999 has recognised that heavy build-up of dust and debris with the system can be a fire risk. The Health & Safety Law, 1992 Regulation 5 & 6, 1999 Duty of Care, The Regulatory Fire Reform Order 2005 – are all standards that are legal requirements that are interlocked & cover most eventualities.

BS EN 15780:2011, BS9999, NAAD21, TR19 – Are all guidance documents on how to comply with the above.

The flow chart below depicts the basic legal requirements and guidance that is available for ventilation supply and extract systems in the UK.


There are many legal requirements and standards that pertain to the maintenance of ventilation systems and a quick guide is listed above. For full list of guidance documents see 'Appendix 1 – NAAD 21' The standards which relate to ventilation systems as shown in the chart previously and a short synopsis is given to each.

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## PROJECT DESCRIPTION

To internally clean the kitchen extract systems as listed below, to keep system compliant with current Health& Safety, Fire Regulations, Insurance guidelines and industry standard NAAD21 and BESA's TR19

## SCOPE OF WORKS (SPECIFICATION)

Clean all Kitchen Extracts onsite

## LEGISLATION/STANDARDS

COSHH, ACOP22, ACOP32, ACOP33, TR19, BS EN 15780 (2011), BS 9999 (2017), EC 852 (2004), LPCB LPS 2084, HTM03-01, HTM05-01, LPS 2084:1, H&S 1992 Section 5 & 6, BESA DW144, NAAD21

## PROJECT SUMMARY

Technicians attended site on 02/07/2025 11:38 as a two-man team for a duration of 1 days.

This Supply & Extract systems have been cleaned to comply with legal requirements EN BS 15780, CDM 2015, L24, HSG 202, RFRP 2005 and guidelines LPCB 2084, TR19 and NAAD21

Technicians have carried out the cleaning by various techniques which include but are not limited to:-

- Rotary brushing in conjunction with a negative air mover.
- Manual hand cleaning
- Vacuuming with commercial vacuums
- Use of compressors may have been part of the cleaning process.

Access panel labels have been applied post clean to show dates cleaned and inspected, plus an expiry recommendation date.

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## RECOMMENDED CLEANING REGIME

We recommend that the Grease Filters are cleaned by Catering Staff/Porter on a weekly basis to minimise grease build-up and improve the fan efficiency.

From the information gathered above, we recommend that your Extract Systems are placed on a cleaning regime of **6 Monthly** cleaning.

The recommended next cleaning date is: **2023-12-30**

## RECOMMENDATIONS/ADVISORIES

This ductwork is classed as **Low** quality. All elements should be inspected and if necessary, cleaned according to the durations on the table below…..

**Table No. 2. Quick check guide as to frequency of inspection and testing – taken from BS EN 15780:2011**

| | Low | Medium | High |
|---|---|---|---|
| AHU | 24 Mths | 12 Mths | 12 Mths |
| Filters | 12 Mths | 12 Mths | 6 Mths |
| Humidifiers | 12 Mths | 6 Mths | 6 Mths |
| Ductwork | 48 Mths | 24 Mths | 12 Mths |
| Air Terminal Devices | 48 Mths | 24 Mths | 12 Mths |

**Table No. 3. Taken from BS EN 15780:2011 - Table A.2 – Typical applications of cleanliness quality class**

| Quality Class | Typical Examples |
|---|---|
| LOW | Rooms with only intermittent occupancy e.g. storage rooms, technical rooms |
| MEDIUM | Offices, hotels, restaurants, schools, theatres, residential buildings, sports buildings, general areas in hospitals and general working areas in industries |
| HIGH | Laboratories, treatment areas in hospitals and high quality offices |

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## ADDITIONAL RECOMMENDATIONS/ADVISORIES

The ductwork should be inspected/ cleaned on an annual basis and the filters should be changed every **12 Months** to keep the ventilation system working more efficiently and compliant.

Under current standards, client's ventilation systems should be maintained to the new British standards, failure to do so would leave them open to litigation from anyone claiming respiratory problems.

jon test

## VENTILATION HYGIENE DETAILED RESULTS

| | |
|---|---|
| Date Cleaned | 02/07/2025 11:38 |
| Area Check for Cleaning & Clearance of Equipment? | Yes |
| Full System Clean on All Components Completed? | Yes |
| Is Accessibility Acceptable? | Yes |
| Which Areas are not Acceptable? | N/A |
| Any Health and Safety Comments. | none |
| Have you applied a New Label on the Access Panels? | Yes |
| Did you Install any Access Panels? | No |
| How many Access Panels Did You Install? | 0 |
| Full System Cleaned? | Yes |
| System Disinfected? | Yes |
| System Inspected? | Yes |
| System Tested? | Yes |
| How many VT's were taken? | 4 |
| How Many Difco's were taken? | 2 |

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## LIST OF VT/DIFCO SAMPLE IDENTIFIERS IF APPLICABLE

**NOTE:** If samples were taken, the analysis of the results will be sent to you in a full report as soon as received from the laboratories.

| **VT Sample ID** |
| --- |
| VT1 |
| VT2 |
| VT3 |
| VT4 |

| **Difco Sample ID** |
| --- |
| DIF1 |
| DIF2 |

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## Supply/Extract Location

**Plant Room 1**

## DETAILS

| | |
|---|---|
| Date Cleaned | 02/07/2025 11:29:02 |
| System Number | System 1 |
| System Name/Identifier | PR1 |
| Is this Supply or Extract | Re-circ |
| Is there an Access Panel | Yes |
| Access Panel Number | 1 |
| Comments | |

## BEFORE CLEAN


## AFTER CLEAN

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## Supply/Extract Location

**Plant Room 2**

## DETAILS

| | |
|---|---|
| Date Cleaned | 02/07/2025 11:29:30 |
| System Number | System 1 |
| System Name/Identifier | PR2 |
| Is this Supply or Extract | Supply |
| Is there an Access Panel | Yes |
| Access Panel Number | 2 |
| Comments | |

## BEFORE CLEAN


## AFTER CLEAN

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## Supply/Extract Location

**Plant Room 3**

## DETAILS

| | |
|---|---|
| Date Cleaned | 02/07/2025 11:29:50 |
| System Number | System 1 |
| System Name/Identifier | PR3 |
| Is this Supply or Extract | Extract |
| Is there an Access Panel | Yes |
| Access Panel Number | 3 |
| Comments | |

## BEFORE CLEAN


## AFTER CLEAN

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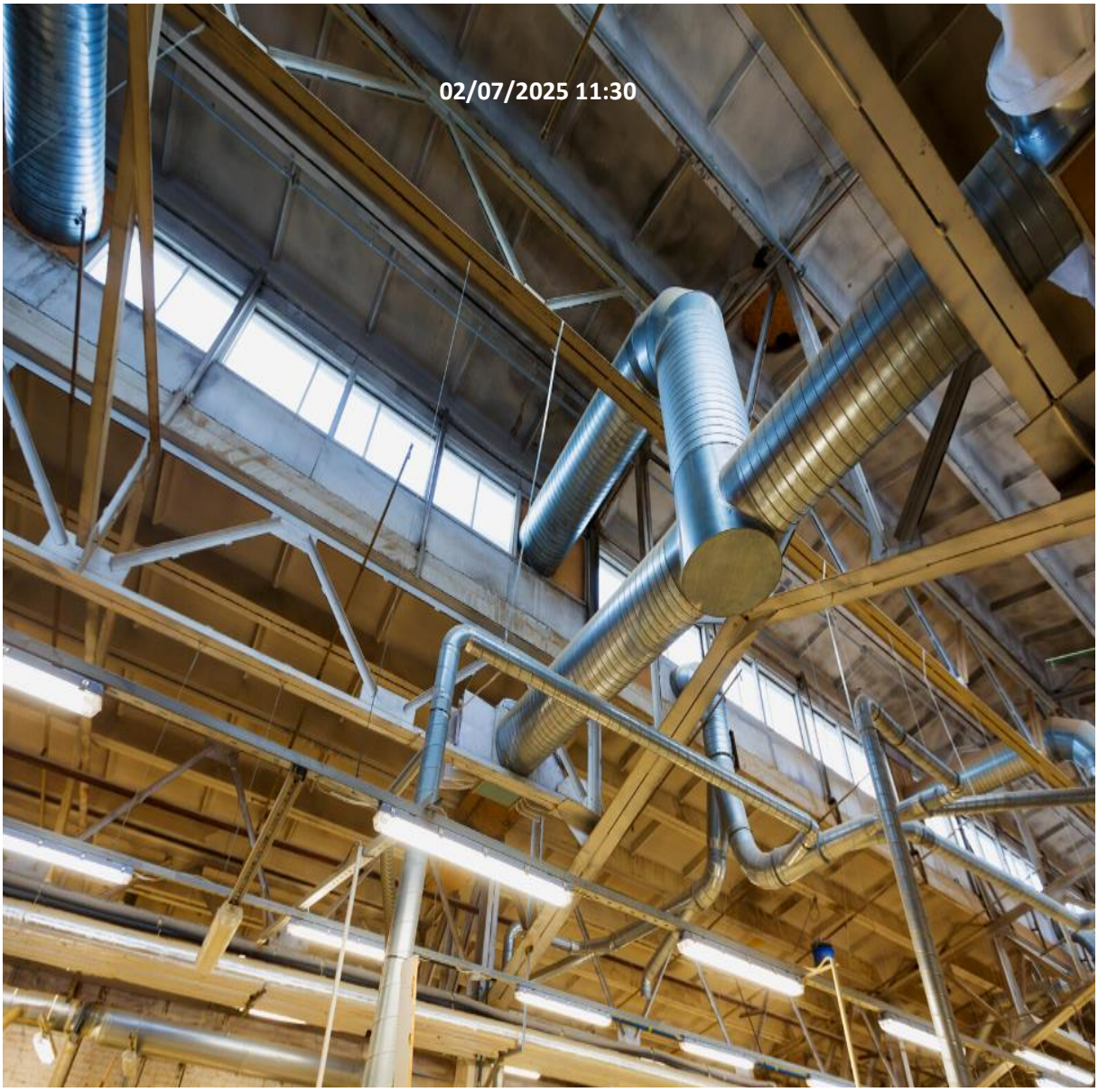
## SUPPLY/EXTRACT PROBLEM LOCATION

**Plant Room 4**

## DETAILS

| | |
|---|---|
| Date Problem Reported | 02/07/2025 11:30:19 |
| System Number | System 2 |
| System Name/Identifier | PR4 |
| Problem Comments | Too high to reach |

## PHOTO OF PROBLEM



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## COMPLETION REPORT SHEET

| | |
|---|---|
| **Customer Present:** | No |
| **Supervisor Name:** | John Doe |
| **Signature:** |  |
| **Date:** | 02/07/2025 11:38 |

## COMPLIANCE & COMPETENCY

Compliance & Competency are paramount in the selection of a contractor to ensure that as the building owner/responsible person of these premises. Selection of our company has enabled you to show that you have shown due diligence in your duty of care.

The Ventilation Hygiene systems has been cleaned to comply with legal requirements EC852:2004, and guidelines LPCB 2084, TR19, NAAD21