

Prepare for the follow-up visit

Use this sheet alongside the full guide and the project's documents. Record what is confirmed, what remains open and who will resolve it. A tick records your discussion; it is not technical approval or a safety inspection.

Project / equipment: _____

Discussion date: _____

Confirmation	Evidence / owner / next action
☐ The original complaint and service date are attached to the earlier work record.	
☐ The ordinary controller settings and airflow observation are recorded.	
☐ Affected rooms and simultaneous use are identified without tracing equipment.	
☐ The time pattern and relevant room changes are described.	
☐ Any proposed additional work explains the finding it addresses and the result to be checked.	

Open items to resolve before proceeding