

Air Quality Scheme Checklist for Top Yard, 2 Vale Road, Northfleet – **Flats 1, 2 & 3**

	Checklist	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	Comments by Regulatory Services with regards to whether info, plans, drawings, settings etc. are suitable and satisfactory
		FLAT 1	FLAT 2	FLAT 3	
1	Written confirmation that air system to be installed	Air system will be installed to comply with Planning and Building Control requirements	Air system will be installed to comply with Planning and Building Control requirements	Air system will be installed to comply with Planning and Building Control requirements	
2	Confirmation that system to be installed prior to occupation/operation	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	
3	Full details of supplier including contact details	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	
4	Full details of installer including competency and experience of install such systems	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	
5	Details of unit including make, model number etc.	Zehnder CA155CM-GB	Zehnder CA155CM-GB	Zehnder CA155CM-GB	
6	Confirmation that unit is a heat exchange system	Yes, it is, as per data sheet attached ref:CA155CM-GB	Yes, it is, as per data sheet attached ref:CA155CM-GB	Yes, it is, as per data sheet attached ref:CA155CM-GB	
7	Written description and details of locations of units and ductwork	As per Zehnder's design - see drawing 216563-01B. Unit housed in ceiling void. 204x60mm duct.	As per Zehnder's design - see drawing 216563-02B. Unit housed in ceiling void. 204x60mm duct.	As per Zehnder's design - see drawing 216563-03B. Unit housed in ceiling void. 204x60mm duct.	
8	Written details of locations of inlets and outlets (if the site is in or partly within an AQMA the inlets must be outside of the AQMA. For all systems the inlets should ideally be on the roof or at a suitable height / location identified by an Air Quality Impact Assessment and or air quality monitoring. All inlets must be at furthest point away from traffic, away from flues and food premises extraction systems etc.)	As per Zehnder's design - see drawing 216563-01-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-02-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-03-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	

9	Layout and elevation plans submitted including ducting, inlets and vents etc. Plan numbers.	As per Zehnder's design - see drawing 216563-01-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-02-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-03-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	
10	Details of how odour from adjacent food premises will be prevented from being drawn into the air system.	N/A - No adjacent food premises	N/A - No adjacent food premises	N/A - No adjacent food premises	
11	Details of the acoustic attenuation of the air system to prevent noise breakout causing nuisance to occupiers in the apartment and neighbours.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	
12	Confirmation no trickle or other passive vents.	No background vents required for proposed system	No background vents required for proposed system	No background vents required for proposed system	
13	Confirmation windows and balcony doors permanently sealed closed	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	
14	Confirmation that system will be running 24 hours and cannot be turned off	As installed yes	As installed yes	As installed yes	
15	Details of settings for flow rate for inlet air (note this must be higher than outlet rate to create positive pressure)	28l/s as per designs - see table on Zehnder drawing 216563-01-03	30l/s as per designs - see table on Zehnder drawing 216563-02-03	28l/s as per designs – see table on Zehnder drawing 216563-03-03	
16	Details of settings for flow rate for extract air	28l/s as per designs - see table on Zehnder drawing 216563-01-03	30l/s as per designs - see table on Zehnder drawing 216563-02-03	28l/s as per designs – see table on Zehnder drawing 216563-03-03	
17	Details of boost settings for when cooking smells or steam present	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man made spikes	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man made spikes	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man made spikes	
18	Air temp setting degrees C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	
19	Control of electricity supply to unit (advised that fused spur to be in landlord's area for access by engineer)	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	
20	Confirmation that occupant cannot turn off system (note tenant must not be able to disable the system easily)	Contractor to ensure main switch is inaccessible to tenant	Contractor to ensure main switch is inaccessible to tenant	Contractor to ensure main switch is inaccessible to tenant	

21	Details of maintenance regime including filter cleans and servicing, who by and what periods.	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years Motor Impeller cleaned – 5 years Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years Motor Impeller cleaned – 5 years Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years Motor Impeller cleaned – 5 years Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	
22	System compliant with Building Regulations?	System designed by Zehnder to comply with Part F:2010 system 4 Continuous Supply & Extract Ventilation with Heat Recovery. Will be commissioned upon completion.	System designed by Zehnder to comply with Part F:2010 system 4 Continuous Supply & Extract Ventilation with Heat Recovery. Will be commissioned upon completion.	System designed by Zehnder to comply with Part F:2010 system 4 Continuous Supply & Extract Ventilation with Heat Recovery. Will be commissioned upon completion.	
23	Has the risk of solar gain affecting internal room temperatures been addressed?	Windows are on east and west elevations. Solar gain is not an issue.	Windows are on east and west elevations. Solar gain is not an issue.	Windows are on east and west elevations. Solar gain is not an issue.	
24	Details of information to be supplied to the occupier about the system and the reasons why it has been installed etc. i.e. copies of operating manuals and details of schedule of maintenance and who is responsible.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-01-03), unit's data sheet (CA155CM-GB) and maintenance schedule details.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-02-03), unit's data sheet (CA155CM-GB) and maintenance schedule details.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-03-03), unit's data sheet (CA155CM-GB) and maintenance schedule details.	
25	Independent ventilation engineer to carry out commissioning inspection of systems to confirm that inlet and outlet settings are correct and to confirm that system fulfils its purpose i.e. to create positive pressure within apartment to ensure no polluted air comes in from outside etc. Report to be produced and submitted to LPA.	To be carried out upon completion.	To be carried out upon completion.	To be carried out upon completion.	
26	Visit to site by LPA to see system installed and working.	By LPA	By LPA	By LPA	

Air Quality Scheme Checklist for Top Yard, 2 Vale Road, Northfleet - **Flats 4, 5 & 6**

	Checklist	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	Comments by Regulatory Services with regards to whether info, plans, drawings, settings etc. are suitable and satisfactory
		FLAT 4	FLAT 5	FLAT 6	
1	Written confirmation that air system to be installed	Air system will be installed to comply with Planning and Building Control requirements	Air system will be installed to comply with Planning and Building Control requirements	Air system will be installed to comply with Planning and Building Control requirements	
2	Confirmation that system to be installed prior to occupation/operation	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	
3	Full details of supplier including contact details	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	
4	Full details of installer including competency and experience of install such systems	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	
5	Details of unit including make, model number etc.	Zehnder CA155CM-GB	Zehnder CA155CM-GB	Zehnder CA155CM-GB	
6	Confirmation that unit is a heat exchange system	Yes, it is, as per data sheet attached ref:CA155CM-GB	Yes, it is, as per data sheet attached ref:CA155CM-GB	Yes, it is, as per data sheet attached ref:CA155CM-GB	
7	Written description and details of locations of units and ductwork	As per Zehnder's design - see drawing 216563-04B. Unit housed in ceiling void. 204x60mm duct.	As per Zehnder's design - see drawing 216563-05B. Unit housed in ceiling void. 204x60mm duct.	As per Zehnder's design - see drawing 216563-06B. Unit housed in ceiling void. 204x60mm duct.	
8	Written details of locations of inlets and outlets (if the site is in or partly within an AQMA the inlets must be outside of the AQMA. For all systems the inlets should ideally be on the roof or at a suitable height / location identified by an Air Quality Impact Assessment and or air quality monitoring. All inlets must be at furthest point away from traffic, away from flues and food premises extraction systems etc.)	As per Zehnder's design - see drawing 216563-04-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-03-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-04-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	
9	Layout and elevation plans submitted including ducting, inlets and vents etc. Plan numbers.	As per Zehnder's design - see drawing 216563-04-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-03-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-04-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	

10	Details of how odour from adjacent food premises will be prevented from being drawn into the air system.	N/A - No adjacent food premises	N/A - No adjacent food premises	N/A - No adjacent food premises	
11	Details of the acoustic attenuation of the air system to prevent noise breakout causing nuisance to occupiers in the apartment and neighbours.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	
12	Confirmation no trickle or other passive vents.	No background vents required for proposed system	No background vents required for proposed system	No background vents required for proposed system	
13	Confirmation windows and balcony doors permanently sealed closed	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	
14	Confirmation that system will be running 24 hours and cannot be turned off	As installed yes	As installed yes	As installed yes	
15	Details of settings for flow rate for inlet air (note this must be higher than outlet rate to create positive pressure)	29l/s as per designs - see table on Zehnder drawing 216563-04-03	28l/s as per designs - see table on Zehnder drawing 216563-03-03	29l/s as per designs – see table on Zehnder drawing 216563-04-03	
16	Details of settings for flow rate for extract air	29l/s as per designs - see table on Zehnder drawing 216563-04-03	28l/s as per designs - see table on Zehnder drawing 216563-03-03	29l/s as per designs – see table on Zehnder drawing 216563-04-03	
17	Details of boost settings for when cooking smells or steam present	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man made spikes	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man made spikes	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man made spikes	
18	Air temp setting degrees C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	
19	Control of electricity supply to unit (advised that fused spur to be in landlord's area for access by engineer)	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	
20	Confirmation that occupant cannot turn off system (note tenant must not be able to disable the system easily)	Contractor to ensure main switch is inaccessible to tenant	Contractor to ensure main switch is inaccessible to tenant	Contractor to ensure main switch is inaccessible to tenant	
21	Details of maintenance regime including filter cleans and servicing, who by and what periods.	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years	

		Motor Impeller cleaned – 5 years Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	Motor Impeller cleaned – 5 years Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	Motor Impeller cleaned – 5 years Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	
22	System compliant with Building Regulations?	System designed by Zehnder to comply with Part F:2010 system 4 Continuous Supply & Extract Ventilation with Heat Recovery. Will be commissioned upon completion.	System designed by Zehnder to comply with Part F:2010 system 4 Continuous Supply & Extract Ventilation with Heat Recovery. Will be commissioned upon completion.	System designed by Zehnder to comply with Part F:2010 system 4 Continuous Supply & Extract Ventilation with Heat Recovery. Will be commissioned upon completion.	
23	Has the risk of solar gain affecting internal room temperatures been addressed?	Windows are on east and west elevations. Solar gain is not an issue.	Windows are on east and west elevations. Solar gain is not an issue.	Windows are on east and west elevations. Solar gain is not an issue.	
24	Details of information to be supplied to the occupier about the system and the reasons why it has been installed etc. i.e. copies of operating manuals and details of schedule of maintenance and who is responsible.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-04-03), unit's data sheet (CA155CM-GB) and maintenance schedule details.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-03-03), unit's data sheet (CA155CM-GB) and maintenance schedule details.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-04-03), unit's data sheet (CA155CM-GB) and maintenance schedule details.	
25	Independent ventilation engineer to carry out commissioning inspection of systems to confirm that inlet and outlet settings are correct and to confirm that system fulfils its purpose i.e. to create positive pressure within apartment to ensure no polluted air comes in from outside etc. Report to be produced and submitted to LPA.	To be carried out upon completion.	To be carried out upon completion.	To be carried out upon completion.	
26	Visit to site by LPA to see system installed and working.	By LPA	By LPA	By LPA	

Air Quality Scheme Checklist for Top Yard, 2 Vale Road, Northfleet - **Flats 7, 8 & 9**

	Checklist	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	Comments by Regulatory Services with regards to whether info, plans, drawings, settings etc. are suitable and satisfactory
		FLAT 7	FLAT 8	FLAT 9	
1	Written confirmation that air system to be installed	Air system will be installed to comply with Planning and Building Control requirements	Air system will be installed to comply with Planning and Building Control requirements	Air system will be installed to comply with Planning and Building Control requirements	
2	Confirmation that system to be installed prior to occupation/operation	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	
3	Full details of supplier including contact details	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	
4	Full details of installer including competency and experience of install such systems	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	
5	Details of unit including make, model number etc.	Zehnder CA155WM-GB	Zehnder CA155CM-GB	Zehnder CA155CM-GB	
6	Confirmation that unit is a heat exchange system	Yes, it is, as per data sheet attached ref:CA155WM-GB	Yes, it is, as per data sheet attached ref:CA155CM-GB	Yes, it is, as per data sheet attached ref:CA155CM-GB	
7	Written description and details of locations of units and ductwork	As per Zehnder's design - see drawing 216563-05-03. Unit housed in bathroom wall unit. 125mm diameter ducts with intake & exhaust to tile vents.	As per Zehnder's design - see drawing 216563-06-03. Unit housed in ceiling void. 204x60mm duct.	As per Zehnder's design - see drawing 216563-07-03. Unit housed in ceiling void. 204x60mm duct.	
8	Written details of locations of inlets and outlets (if the site is in or partly within an AQMA the inlets must be outside of the AQMA. For all systems the inlets should ideally be on the roof or at a suitable height / location identified by an Air Quality Impact Assessment and or air quality monitoring. All inlets must be at furthest point away from traffic, away from flues and food premises extraction systems etc.)	As per Zehnder's design - see drawing 216563-05-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-06-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-07-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	

9	Layout and elevation plans submitted including ducting, inlets and vents etc. Plan numbers.	As per Zehnder's design - see drawing 216563-05-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-06-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-07-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	
10	Details of how odour from adjacent food premises will be prevented from being drawn into the air system.	N/A - No adjacent food premises	N/A - No adjacent food premises	N/A - No adjacent food premises	
11	Details of the acoustic attenuation of the air system to prevent noise breakout causing nuisance to occupiers in the apartment and neighbours.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	
12	Confirmation no trickle or other passive vents.	No background vents required for proposed system	No background vents required for proposed system	No background vents required for proposed system	
13	Confirmation windows and balcony doors permanently sealed closed	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	
14	Confirmation that system will be running 24 hours and cannot be turned off	As installed yes	As installed yes	As installed yes	
15	Details of settings for flow rate for inlet air (note this must be higher than outlet rate to create positive pressure)	32l/s as per designs - see table on Zehnder drawing 216563-05-03	28l/s as per designs - see table on Zehnder drawing 216563-06-03	28l/s as per designs – see table on Zehnder drawing 216563-07-03	
16	Details of settings for flow rate for extract air	32l/s as per designs - see table on Zehnder drawing 216563-05-03	28l/s as per designs - see table on Zehnder drawing 216563-06-03	28l/s as per designs – see table on Zehnder drawing 216563-07-03	
17	Details of boost settings for when cooking smells or steam present	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man-made spikes	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man-made spikes	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man-made spikes	
18	Air temp setting degrees C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	
19	Control of electricity supply to unit (advised that fused spur to be in landlord's area for access by engineer)	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	
20	Confirmation that occupant cannot turn off system (note tenant must not be able to disable the system easily)	Contractor to ensure main switch is inaccessible to tenant	Contractor to ensure main switch is inaccessible to tenant	Contractor to ensure main switch is inaccessible to tenant	

21	Details of maintenance regime including filter cleans and servicing, who by and what periods.	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years Motor Impeller cleaned – 5 years Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years Motor Impeller cleaned – 5 years Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years Motor Impeller cleaned – 5 years Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	
22	System compliant with Building Regulations?	System designed by Zehnder to comply with Part F:2010 system 4 Continuous Supply & Extract Ventilation with Heat Recovery. Will be commissioned upon completion.	System designed by Zehnder to comply with Part F:2010 system 4 Continuous Supply & Extract Ventilation with Heat Recovery. Will be commissioned upon completion.	System designed by Zehnder to comply with Part F:2010 system 4 Continuous Supply & Extract Ventilation with Heat Recovery. Will be commissioned upon completion.	
23	Has the risk of solar gain affecting internal room temperatures been addressed?	Windows are on east and west elevations. Solar gain is not an issue.	Windows are on east and west elevations. Solar gain is not an issue.	Windows are on east and west elevations. Solar gain is not an issue.	
24	Details of information to be supplied to the occupier about the system and the reasons why it has been installed etc. i.e. copies of operating manuals and details of schedule of maintenance and who is responsible.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-05-03), unit's data sheet (CA155WM-GB) and maintenance schedule details.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-06-03), unit's data sheet (CA155CM-GB) and maintenance schedule details.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-07-03), unit's data sheet (CA155CM-GB) and maintenance schedule details.	
25	Independent ventilation engineer to carry out commissioning inspection of systems to confirm that inlet and outlet settings are correct and to confirm that system fulfils its purpose i.e. to create positive pressure within apartment to ensure no polluted air comes in from outside etc. Report to be produced and submitted to LPA.	To be carried out upon completion.	To be carried out upon completion.	To be carried out upon completion.	
26	Visit to site by LPA to see system installed and working.	By LPA	By LPA	By LPA	

Air Quality Scheme Checklist for Top Yard, 2 Vale Road, Northfleet - **Flat 10, 11 & 12**

	Checklist	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	Comments by Regulatory Services with regards to whether info, plans, drawings, settings etc. are suitable and satisfactory
		FLAT 10	FLAT 11	FLAT 12	
1	Written confirmation that air system to be installed	Air system will be installed to comply with Planning and Building Control requirements	Air system will be installed to comply with Planning and Building Control requirements	Air system will be installed to comply with Planning and Building Control requirements	
2	Confirmation that system to be installed prior to occupation/operation	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	
3	Full details of supplier including contact details	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	
4	Full details of installer including competency and experience of install such systems	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	
5	Details of unit including make, model number etc.	Zehnder CA155CM-GB	Zehnder CA155CM-GB	Zehnder CA155CM-GB	
6	Confirmation that unit is a heat exchange system	Yes, it is, as per data sheet attached ref:CA155CM-GB	Yes, it is, as per data sheet attached ref:CA155CM-GB	Yes, it is, as per data sheet attached ref:CA155CM-GB	
7	Written description and details of locations of units and ductwork	As per Zehnder's design - see drawing 216563-08-03. Unit housed in ceiling void. 204x60mm duct.	As per Zehnder's design - see drawing 216563-09-03. Unit housed in ceiling void. 204x60mm duct.	As per Zehnder's design - see drawing 216563-08-03. Unit housed in ceiling void. 204x60mm duct.	
8	Written details of locations of inlets and outlets (if the site is in or partly within an AQMA the inlets must be outside of the AQMA. For all systems the inlets should ideally be on the roof or at a suitable height / location identified by an Air Quality Impact Assessment and or air quality monitoring. All inlets must be at furthest point away from traffic, away from flues and food premises extraction systems etc.)	As per Zehnder's design - see drawing 216563-08-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-09-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-08-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	
9	Layout and elevation plans submitted including ducting, inlets and vents etc. Plan numbers.	As per Zehnder's design - see drawing 216563-08-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-09-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-08-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	

10	Details of how odour from adjacent food premises will be prevented from being drawn into the air system.	N/A - No adjacent food premises	N/A - No adjacent food premises	N/A - No adjacent food premises	
11	Details of the acoustic attenuation of the air system to prevent noise breakout causing nuisance to occupiers in the apartment and neighbours.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	
12	Confirmation no trickle or other passive vents.	No background vents required for proposed system	No background vents required for proposed system	No background vents required for proposed system	
13	Confirmation windows and balcony doors permanently sealed closed	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	
14	Confirmation that system will be running 24 hours and cannot be turned off	As installed yes	As installed yes	As installed yes	
15	Details of settings for flow rate for inlet air (note this must be higher than outlet rate to create positive pressure)	28l/s as per designs - see table on Zehnder drawing 216563-08-03	28l/s as per designs - see table on Zehnder drawing 216563-09-03	28l/s as per designs - see table on Zehnder drawing 216563-08-03	
16	Details of settings for flow rate for extract air	28l/s as per designs - see table on Zehnder drawing 216563-08-03	28l/s as per designs - see table on Zehnder drawing 216563-09-03	28l/s as per designs - see table on Zehnder drawing 216563-08-03	
17	Details of boost settings for when cooking smells or steam present	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man- made spikes	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man- made spikes	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man- made spikes	
18	Air temp setting degrees C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	
19	Control of electricity supply to unit (advised that fused spur to be in landlord's area for access by engineer)	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	
20	Confirmation that occupant cannot turn off system (note tenant must not be able to disable the system easily)	Contractor to ensure main switch is inaccessible to tenant	Contractor to ensure main switch is inaccessible to tenant	Contractor to ensure main switch is inaccessible to tenant	
21	Details of maintenance regime including filter cleans and servicing, who by and what periods.	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years Motor Impeller cleaned – 5 years	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years Motor Impeller cleaned – 5 years	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years Motor Impeller cleaned – 5 years	

		Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	
22	System compliant with Building Regulations?	System designed by Zehnder to comply with Part F:2010 system 4 Continuous Supply & Extract Ventilation with Heat Recovery. Will be commissioned upon completion.	System designed by Zehnder to comply with Part F:2010 system 4 Continuous Supply & Extract Ventilation with Heat Recovery. Will be commissioned upon completion.	System designed by Zehnder to comply with Part F:2010 system 4 Continuous Supply & Extract Ventilation with Heat Recovery. Will be commissioned upon completion.	
23	Has the risk of solar gain affecting internal room temperatures been addressed?	Windows are on east and west elevations. Solar gain is not an issue.	Windows are on east and west elevations. Solar gain is not an issue.	Windows are on east and west elevations. Solar gain is not an issue.	
24	Details of information to be supplied to the occupier about the system and the reasons why it has been installed etc. i.e. copies of operating manuals and details of schedule of maintenance and who is responsible.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-08-03), unit's data sheet (CA155CM-GB) and maintenance schedule details.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-09-03), unit's data sheet (CA155CM-GB) and maintenance schedule details.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-08-03), unit's data sheet (CA155CM-GB) and maintenance schedule details.	
25	Independent ventilation engineer to carry out commissioning inspection of systems to confirm that inlet and outlet settings are correct and to confirm that system fulfils its purpose i.e. to create positive pressure within apartment to ensure no polluted air comes in from outside etc. Report to be produced and submitted to LPA.	To be carried out upon completion.	To be carried out upon completion.	To be carried out upon completion.	
26	Visit to site by LPA to see system installed and working.	By LPA	By LPA	By LPA	

Air Quality Scheme Checklist for Top Yard, 2 Vale Road, Northfleet - **Flat 13 & 14**

	Checklist	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	Comments by Regulatory Services with regards to whether info, plans, drawings, settings etc. are suitable and satisfactory
		FLAT 13	FLAT 14		
1	Written confirmation that air system to be installed	Air system will be installed to comply with Planning and Building Control requirements	Air system will be installed to comply with Planning and Building Control requirements		
2	Confirmation that system to be installed prior to occupation/operation	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer	System to be installed prior to occupation. Will be commissioned and commissioning document completed for occupier to keep by installer		
3	Full details of supplier including contact details	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD	Zehnder group UK, Watchmoor Point, Camberley, GU15 3AD		
4	Full details of installer including competency and experience of install such systems	Installer to client's choice. Will be chosen from manufacturer's list of approved installers	Installer to client's choice. Will be chosen from manufacturer's list of approved installers		
5	Details of unit including make, model number etc.	Zehnder CA155CM-GB	Zehnder CA155WM-GB		
6	Confirmation that unit is a heat exchange system	Yes, it is, as per data sheet attached ref:CA155CM-GB	Yes, it is, as per data sheet attached ref:CA155WM-GB		
7	Written description and details of locations of units and ductwork	As per Zehnder's design - see drawing 216563-09-03. Unit housed in ceiling void. 204x60mm duct.	As per Zehnder's design - see drawing 216563-10-03. Unit housed in bathroom wall unit. 125mm diameter ducts with intake & exhaust to tile vents.		
8	Written details of locations of inlets and outlets (if the site is in or partly within an AQMA the inlets must be outside of the AQMA. For all systems the inlets should ideally be on the roof or at a suitable height / location identified by an Air Quality Impact Assessment and or air quality monitoring. All inlets must be at furthest point away from traffic, away from flues and food premises extraction systems etc.)	As per Zehnder's design - see drawing 216563-09-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-10-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.		
9	Layout and elevation plans submitted including ducting, inlets and vents etc. Plan numbers.	As per Zehnder's design - see drawing 216563-09-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.	As per Zehnder's design - see drawing 216563-10-03 and Offset Architects drawing 7985-PD-22 Elevations & 7985-PD-21 plans.		

10	Details of how odour from adjacent food premises will be prevented from being drawn into the air system.	N/A - No adjacent food premises	N/A - No adjacent food premises		
11	Details of the acoustic attenuation of the air system to prevent noise breakout causing nuisance to occupiers in the apartment and neighbours.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.	CA125600 attenuators, by Zehnder, fitted to supply and exhaust ducts. See data sheets.		
12	Confirmation no trickle or other passive vents.	No background vents required for proposed system	No background vents required for proposed system		
13	Confirmation windows and balcony doors permanently sealed closed	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'	N/A - As required in planning approval Informative note 9 'Windows must be openable to allow natural ventilation when desired even in noisy areas'		
14	Confirmation that system will be running 24 hours and cannot be turned off	As installed yes	As installed yes		
15	Details of settings for flow rate for inlet air (note this must be higher than outlet rate to create positive pressure)	28l/s as per designs - see table on Zehnder drawing 216563-09-03	30l/s as per designs - see table on Zehnder drawing 216563-10-03		
16	Details of settings for flow rate for extract air	28l/s as per designs - see table on Zehnder drawing 216563-09-03	30l/s as per designs - see table on Zehnder drawing 216563-10-03		
17	Details of boost settings for when cooking smells or steam present	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man- made spikes	2 position boost switch for manual override and integrated HumidiSMART continuously monitors levels and boost to man- made spikes		
18	Air temp setting degrees C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C	The unit has no post heater element so a fixed temperature cannot be set. You can set a comfort temperature to determine when the summer bypass will open/close however, the default of which is 22°C		
19	Control of electricity supply to unit (advised that fused spur to be in landlord's area for access by engineer)	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations	Ok in principle subject to qualified electrician checking limitations on wiring lengths in accordance with IEE regulations		
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21	Details of maintenance regime including filter cleans and servicing, who by and what periods.	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years Motor Impeller cleaned – 5 years	Valves cleaned - 6 months Condensation drain filled – 6 months Filters replaced – 1 year Heat Exchanger cleaned – 5 years Motor Impeller cleaned – 5 years		

		Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance	Contractor will contact unit's manufacturer to get list of approved installers to carry out the maintenance		
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23	Has the risk of solar gain affecting internal room temperatures been addressed?	Windows are on east and west elevations. Solar gain is not an issue.	Windows are on east and west elevations. Solar gain is not an issue.		
24	Details of information to be supplied to the occupier about the system and the reasons why it has been installed etc. i.e. copies of operating manuals and details of schedule of maintenance and who is responsible.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-09-03), unit's data sheet (CA155CM-GB) and maintenance schedule details.	Contractor will supply a full O&M manual to each occupier including ventilation system plans (Zehnder drawing 216563-10-03), unit's data sheet (CA155WM-GB) and maintenance schedule details.		
25	Independent ventilation engineer to carry out commissioning inspection of systems to confirm that inlet and outlet settings are correct and to confirm that system fulfils its purpose i.e. to create positive pressure within apartment to ensure no polluted air comes in from outside etc. Report to be produced and submitted to LPA.	To be carried out upon completion.	To be carried out upon completion.		
26	Visit to site by LPA to see system installed and working.	By LPA	By LPA		