

Mechanical Ventilation Heat Recovery System Checklist for [24 Stone Street, Gravesend, Kent, DA11 0NP \(Case No. 20231165\)](#)
(Name, address of site and Planning Ref)

	Checklist	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
1	INSTALLATION PRIOR TO OCCUPATION / OPERATION Provide written confirmation that MVHR system to be installed prior to occupation/operation List UNIT nos.	MVHR system to be installed prior to occupation	
2	SUPPLIER Provide full contact details	Units to be supplied directly by Titon UK or via other retailer/installer (TBC)	
3	INSTALLER Provide full contact details including competency and experience of installing such systems	System to be installed by competent experienced contractor (TBC)	
4	MAKE AND MODEL Provide details of unit including make, model number etc.	2 No. Titon HRV 1.6 Q PLUS	
5	HEAT EXCHANGE Provide confirmation that unit incorporates a heat exchange system	Please refer to the attached product information sheets from Titon	
6	UNITS & DUCTWORK Provide written details of system including locations of units etc	1 No. MVHR unit per floor located in utility cupboard. Supply & extract ductwork within ceiling void.	

7	INLETS & OUTLETS Provide written details of types and locations including height and which elevations (NOTE 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 any source of air pollution ie traffic, flues and food premises extraction systems etc.)	Intakes and exhausts of the 2 No. MVHR units to terminate vertically at roof level into weatherproof cowls. No inlet or outlet located on the facades Please refer to Mendick Waring Limited ventilation services layout drawing. Drawing No. 2997-57-00	
8	DRAWINGS of ELEVATIONS & LAYOUT Provide drawings including units, ducting, inlets and vents etc. Provide drawing numbers.	Please refer to Mendick Waring Limited ventilation services layout drawing. Drawing No. 2997-57-00	
9	ODOUR Provide details of how odour from adjacent food premises will be prevented from being drawn into the air system.	MVHR intakes at roof level have been accepted to be at sufficient distance from kitchen exhausts from the food premises on the ground floor.	
10	ACOUSTIC ATTENUATION Provide details of measures to be included to prevent noise / vibration breakout causing nuisance to occupiers in the apartment and neighbours.	Ductwork attenuators to be installed where necessary to prevent noise outbreak with in the HMO unit. Please refer to attached attenuator datasheets from Titon	
11	PASSIVE & TRICKLE VENTS Provide confirmation no trickle or other passive vents.	There are no other passive or trickle vents proposed.	
12	WINDOWS & DOORS Provide details of whether windows and doors (balcony/patio) are openable or sealed. NB This must be confirmed by ventilation engineer as being suitable for the MVHR system chosen.	All external windows and doors are openable to provide purge ventilation as confirmed by the ventilation engineer to suit the selected ventilation and MVHR system.	

13	CONTINUOUS OPERATION Provide confirmation that system will be running 24 hours and cannot be turned off by occupant	MVHR units in utility cupboards to be accessible by landlord only. No means of turning off the unit by the tenants	
14	FLOW RATES Provide details of inlet and extract flow rate for EVERY residential unit with MVHR system.	1st floor MVHR: 26 l/s for kitchen, 8 l/s for each of 3 No. En-suites, total 50 l/s. 2nd floor MVHR: 8 l/s for each of 5 No. En-suites, total 45 l/s	
15	BOOST Provide details of boost settings for when cooking smells or steam present	Please refer to attached product information sheet. Boost function with overrun up to 60 minutes to be activated by momentary switches located in the kitchen.	
16	AIR TEMP Provide details to temperature to confirm that inlet air will not be less than ambient (degrees C)	No cooling functionality in the specified MVHR units.	
17	ELECTRICITY SUPPLY Provide details of the location and who is in control of electricity supply to unit NB – must not be located such that occupant can turn the system off unless in an emergency eg fused spur to be in landlord's area for access by engineer)	Fused spurs supplying the MVHR units shall be located in the same utility cupboard. Cupboard to be only accessible by the landlord.	
18	SERVICING & MAINTENANCE Provide details of maintenance regime including filter cleans and servicing, who by and what periods.	MVHR units to be serviced by a qualified person at least once a year. Please refer to the attached maintenance routine document from Titon.	
19	BUILDING REGULATIONS Provide confirmation that the MVHR system is compliant with Building Regulation?	Please refer to the Declaration of Conformity from Titon.	
20	SOLAR GAIN Provide details of the calculations carried out and mitigation measures related to the prevention of overheating the internal room temperatures through solar gain.	The requirement for a Class O Overheating Analysis has been dismissed following the discussion with Environmental Protection dated 21st March 2024	

21	INFORMATION PACK FOR RESIDENT Provide 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, power usage/cost to run if paid for by the occupant and details of schedule of maintenance and who is responsible.	Information pack to be provided to each resident to include full details of the MVHR system, operating manuals, power usage, running costs, maintenance and responsibility	
22	COMMISSIONING FOLLOWING INSTALLATION Provide a commissioning report by an independent ventilation engineer confirming that the approved MVHR system has been installed into every apartment where required, that the system is operating continuously and that the inlet and extract flow rates are as approved	Commissioning report to be provided at completion prior to occupation to confirm that system has been correctly installed and is operating in accordance with the design.	
23	SITE VISIT Agree to arrange visit to site by officer from Regulatory Services to see system installed and working.	Site visit to be arranged at completion to demonstrate MVHR system.	
23	ANY OTHER INFO	N/A	