

Bristol City Council social housing repairs form

This form is to be used to record the outcomes of each repairs visit. We appreciate that every job is slightly different. If you identify a fix/ issue that is not on the original audit sheet, we would encourage you to address it and record the action in this form.

During your site visit, please ensure you have:

- A copy of the audit form with repairs recommendations
- A copy of the handover guidance sheet to provide to the tenant
- Conducted a handover to the tenant
- Access to the Daikin controller instructions sheet to provide (if necessary)
- A camera

If you have any feedback on this sheet please let Richard Gardner know so that it can be incorporated.

** Indicates required question*

1. Full address: *

2. Postcode *

3. Date of repair: *

Example: January 7, 2019

4. **Record SCOP (if available)**

If available, please provide any historical consumption or SCOP data here as well

5. **Is the hot water for the shower/bath provided by the heat pump? ***

Mark only one oval.

Yes

No

6. **Please note any/all of the commissioning configuration changes you have *
made during the visit (e.g. new weather compensation slope value, new
setback temperature, enabling/disabling electric backup)**

If no changes were made, please leave "N/A"

7. **Can you confirm that you have discussed:** *

a) What changes you have made to the system and how these changes are likely to affect the tenant (i.e radiators might be cooler to the touch, it might take slightly longer to warm up)

B) Why its is better to leave the heat pump running continuously, rather than turning it off at night or using it like a gas boiler.

C) Helped set a schedule for central heating (and DHW if needed)

D) Explained what to do if they find their home is too cold or too hot - show them how to correctly use their thermostat

E) Shown the troubleshooting information and emergency contact details on main document

Mark only one oval.

Yes

No

8. **Please describe the repairs completed or recommendations from the audit sheet that were actioned** *

9. **Please confirm repair recommendations have been completed by submitting a photo (multiple photos can be submitted at the same time) :** *

Files submitted:

10. **Have any further fixes/ repairs/ changes been made that were not provided as recommendations on the audit sheet provided? If so, please describe any extra work completed**

11. **If any further fixes/ repairs/ changes were made, please provide a photo here**

Files submitted:

12. **Do you have any further recommendations for repairs that were not possible or require approval from Bristol City Council?**

Please describe the work here and provide a photo in the following section if possible

13. **If possible, please photograph the recommended repair that requires further approval from Bristol City Council**

Files submitted:

Commissioning and controls

14. **Have you checked the heating curve?**

*

We recommend setting the heating curve to between 0.6-0.8 with a minimum flow of 30 and a maximum flow of 50 for radiators

Mark only one oval.

Yes

No

15. **Have you checked the heating curve?**

Any additional comments

16. **Have you ensured that weather compensation is on - please record if this is ^{*} not possible due to system design or any other reason**

Mark only one oval.

Yes

Other:

17. **Have you ensured that weather compensation is on?**

Any additional comments?

18. **Is the outdoor temperature design settings suitable? ***

We recommend no lower than -2°C and no higher than 8°C

Mark only one oval.

Yes

No

19. **Is the outdoor temperature design settings suitable?**

Any additional comments?

20. **Domestic hot water temperature set between min 50°C and max 55°C ***

If not possible, please state why

Mark only one oval.

Yes

Other:

21. **Domestic hot water temperature set between min 50°C and max 55°C**

Any additional comments?

22. **Ensure Legionella cycle set ***

We recommend at least once per week. If not possible please state why

Mark only one oval.

Yes

Other:

23. **Ensure Legionella cycle set**

Any additional comments?

24. **Has a set back temperature been applied?**

*

We recommend 18°C on timed heating. For older residents use 19-20°C depending upon preference.

Mark only one oval.

Yes

Other:

25. **Has a set back temperature been applied?**

Any additional comments?
