

## Part 3

# COMMISSIONING NEW OR UPGRADED VENTILATION INSTALLATIONS IN DWELLINGS

Commissioning refers to the process of bringing an installation into operation, ensuring that it is in good and effective working order and that its functionality for the end-user has been tested and verified.

Completing and submitting a commissioning sheet is a **legal requirement** under updated building regulations and enforceable by a local authority building control service or an approved private sector building inspector. If the installer is registered with a recognised competent persons scheme, such as the National Inspection Council for Electrical Installation Contracting NICEIC, they may be able to self-certify some or all of the work being carried out.

The best commissioning process is one that is planned from the start of the project, as this can save time and costs. Here is our quick overview of the **required** actions for installers:

## 1. RECORD, MEASURE, CHECK

- Record the actual equivalent area and location of installed background ventilators
- Measure and record air flow rates (ventilation system supply and extract terminals and stand-alone extract fans)
- Check whether background ventilator controls work and that they open, close and operate correctly
- Check the quality of the installation of the ventilation product to ensure it is correctly mounted within the wall or window aperture
- Check that any run-on timers are set to at least 15 minutes
- Check all ductwork and terminals have been installed in accordance with the design criteria and are in good condition with no obvious defects that will affect performance. Check that air flow direction is correct at each room terminal and that there are no abnormal or excessive noises from the ventilation system on start-up, when running in background ventilation mode or when running at a high rate

## 2. COMPLETE

Complete and sign the required commissioning forms. A downloadable version is available [here](#).

## 3. Provide

Provide copies of all forms to the homeowner within 5 days for new dwellings or within 30 days in all other cases. These must be accompanied by clear and non-technical information so that ventilation systems can be operated effectively; this should include specific instructions on how and when to use the ventilation system, including information on the intended use of available fan settings and advice on when and how the system components should be cleaned and maintained. For installations in new dwellings, a full 'Home User Guide' should be provided in addition to the operating and maintenance instructions.

*Note: This is a summary of some of the critical requirements of the new building regulations for ventilation in England. For further details on the tests and checks required, please see page 31 of the **Buildings Regulations**.*

