

*Site Readiness Checklist - Domestic Extract Fan Commissioning*

Please ensure that this checklist is completed prior to the agreed test date to ensure that the property or properties are fully prepared to be commissioned. **Please allow for a 2 working days cancellation period to avoid aborted test fees.**

**Air Tightness Testing**

- All fans to be commissioned must be fitted and fully powered.
- All windows (including trickle vents), internal doors must be installed (including 10mm gap from the bottom of the leaf), glazed and closed in each rooms where an extract fan is present.
- All walls/floors/ceilings must be completed.
- All skirting board, electrical sockets, light switches, kitchen units and bathroom suites must be fitted (where relevant).
- Drainage traps should be filled with water.

**Please allow for a 2 working days cancellation period to avoid aborted test fees.**

Notes:

Project/Plot:

Date:

Time:

Contractor:

Site Contact:

Test Engineer: