

What to collect before a heat pump performance review

For commercial building owners, estates teams and facilities managers. Gather the information you already hold and mark any gaps. You do not need a complete pack to make an enquiry.

☐ **The issue and when it happens**

Describe comfort problems, high consumption, faults or cycling. Record affected areas, dates, operating hours and any recent changes.

☐ **System drawings and equipment**

Find the latest hydraulic schematic, heat pump schedule and equipment details. Note drawing revisions and known differences from the installed system.

☐ **How the system is intended to run**

Collect the controls description, time schedules, setpoints and sequence of operation. Include known overrides and the reason for each.

☐ **Trends covering the same period**

Export available flow and return temperatures, outdoor temperature, run status, starts, alarms and relevant pump or valve signals. Keep timestamps, units and recording intervals.

☐ **Energy and meter information**

Gather available electricity and heat meter readings for matching dates. Identify which plant and auxiliary loads each meter includes; note gaps and estimated readings.

☐ **Commissioning and maintenance records**

Include commissioning results, balancing records, service reports and fault history. Record what was changed, when it changed and whether the issue returned.

☐ **A clear information register**

List each file, its date and source. Mark missing or uncertain information and identify who can provide it. Share only information you are authorised to disclose.

Ready to discuss your system?

Tell us what is happening and what information is available.

correctconditions.co.uk/request-a-review