Room pressure investigation

FIELD RECORD / PAGE 1: CONDITIONS AND MEASUREMENTS

Record evidence before changing settings. Apply the site response for affected operations. Use approved limits and trained personnel for instrumentation, balancing and equipment work. This sheet does not authorize process release.

1. Identify the room and the event

Site / building:	Room / zone:
Date / time / time zone:	Investigator / role:
Reference room / space:	Pressure direction: Positive / Negative / Other
Room state / HVAC mode:	Event / alarm first observed:
Approved pressure range (Pa):	Alert / action limits and alarm delay:
Approved recovery criteria / procedure ID:	Recent work or operating change:

2. Confirm and record the pressure

Use the same room and reference points. State the sign convention. Compare readings under the same operating conditions.

Installed sensor ID / range / calibration:	Reference instrument ID / range / calibration:

Time	Room / reference	Door / process state	Installed Pa	Reference Pa

3. Measure the mechanical air balance

Flow unit: _____ Mode / time: _____ Instrument IDs / method: _____

Airflow	Approved value	As found	After correction
Total supply			
Total return			
Total exhaust (include process)			
Net offset: supply - return - exhaust			

Attach terminal-by-terminal readings where needed. The net offset does not by itself calculate room pressure.

Findings and verification

FIELD RECORD / PAGE 2: CAUSE, ACTION AND CLOSE-OUT

Site / room: _____ Record / deviation ID: _____

4. Record the investigation findings

Check	Finding / evidence reference
Sensor, tubing, reference and units	
Doors, pass boxes, seals and transfer paths	
Fan, filter, damper and process-exhaust status	
Controls, schedules and time-aligned trends	
Adjacent-room and corridor pressures	

5. Confirmed cause and corrective work

Confirmed cause and evidence (or state "not yet confirmed"):	
Action / work order / authorization / settings changed:	

6. Verification under approved operating conditions

Verification item	Result / record reference
Pressure trend and observation duration	
Door / process event recovery time	
Required airflows and adjacent-room relationships	
Alarms restored; temporary overrides removed	
Required integrity / qualification checks	

7. Prevention and acceptance

Preventive action / owner / due date:	Residual issues / follow-up:
Engineering acceptance / name / date:	Quality / process release, where required:

Completion is a record of investigation, not an automatic pass. Keep supporting trends, instrument records, photographs and approvals with this sheet.