

## Air Conditioning – Access Panels Guidance

Section 3 of TR/19 Second Edition (Design and Access to the Internal Surfaces of the Ventilation System) provides specific guidance to the location of access panels for inspection/servicing and/or internal cleanliness.

**Section 3.3** This section gives general guidance regarding provisions for the system hygiene inspection/testing and system cleaning of both new and existing ductwork systems. The location of access panels for these purposes is set out in Table 3.

<b>Table 3: Location of Access Panels for Inspection/Servicing and/or Internal Cleanliness</b>			
<b>In-line Equipment</b>	<b>Location</b>	<b>Party responsible for provision of suitable access panel</b>	
		<b>Ductwork Contractor</b>	<b>Specialist Cleaning Contractor</b>
Control Dampers	Both Sides	Up-stream panel	Down-stream panel
Fire Dampers	Both Sides	To suit damper maintenance	Opposite side
Heating/Cooling/Re-Claim Coils	Both Sides	Panel on both sides	
Attenuators (Rectangular)	Both Sides	Up-stream panel	Down-stream panel
Attenuators (Circular)	Both Sides	Up-stream panel	Down-stream panel
Filter Sections	Both Sides	Up-stream panel	Down-stream panel
Air Turning Vanes	Both Sides	Up-stream panel	Down-stream panel
Changes of Direction	One Side		One-panel to suit
In-Duct Fans/Devices	Both Sides	Up-stream panel	Down-stream panel
Inlet/Exhaust Louvre	One Side	One panel to suit	
Intermediate Cleaning Panels			To suit frequency specified in TR19 and DW/172

## Notes to Table 3

1. With regard to new ductwork installations DW/144 (2013) table 20 specifies the location of and responsibility for the installation of access doors.
2. Other than in the locations shown in Table 3, intermediate access panels should be installed by the specialist cleaning contractor as a minimum every 15m in horizontal ductwork systems for the purpose of normal usage but not greater than 1m from the throat of a square 90° bend.
3. In the case of flat oval ductwork incorporating internal tie rods it may be necessary to access opening at the bottom and top of each riser and at each accessible floor should be provided for cleaning and inspection purposes.
4. Access panels can be positioned to allow access to more than one component depending on ductwork dimensions, distance between components and the cleaning technique used.
5. Access panels should normally be positioned as close as practicably possible to the item to be cleaned (0.5m maximum).
6. A change of direction is deemed to be a 90° bend and branches. With regard to circular ductwork it is not necessary for there to be an access panel on every change of direction.
7. For access requirements for kitchen extract systems see Section 7.
8. Recognising that fire resisting kitchen extract systems need a greater frequency of access panels as detailed in the B&ES publication DW/172, 'Specification for Kitchen Ventilation Systems' and that such panels must be incorporated into the manufacture of the kitchen extract ductwork. In the case of fire-resisting duct systems particular care must be taken to ensure that any retro-fitted access panels are suitably fitted, under licence to the fire-resisting systems manufacturer.

*Extract from B&ES TR/19 Second Edition: Internal Cleanliness of Ventilation Systems (2013) Pgs. 11 & 13*