

"Seoul-Type Mechanical Equipment Performance Inspection Report Standard Manual."

☞ This document is a summary focusing on key aspects of the "Seoul-Type Mechanical Equipment Performance Inspection Report Standard Manual."

For detailed information, please refer to the resources available on the Seoul Metropolitan Government's official website

Chapter 1. General Information [Korean document pages 1 to 6]

1. Purpose and Legal Basis of Mechanical Equipment Performance Inspection

The mechanical equipment performance inspection system was introduced in 2021 to prevent performance degradation and accidents in mechanical equipment installed in buildings, and to reduce energy loss by systematically managing performance history. Article 17 of the “Mechanical Equipment Act” and Article 16 of its Enforcement Decree stipulate that building owners (or managers) must conduct regular performance inspections on mechanical equipment installed in buildings exceeding a certain scale and submit inspection reports.

Purpose of Performance Inspection

- Maintain and improve the performance of installed mechanical equipment.
 - Prevent accidents caused by equipment aging or poor management.
 - Minimize energy loss through efficient operation and management.
 - Establish a system for periodic inspection and maintenance.
 - Enhance public safety and reliability of building systems.
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2. Background and Basis for Establishing the Seoul-Type Standard Manual

Although regular performance inspections are legally mandated, issues have arisen such as:

- Low-quality inspection reports with inconsistent formats and insufficient analysis,
- Lack of criteria for evaluating inspection quality and ensuring reliability,
- Absence of reference documents for writing accurate and consistent inspection reports.

To address this, Seoul developed and distributed a standardized manual for performance inspection reports that reflects:

- Legal requirements,
 - Best practices in inspection and reporting,
 - Feedback from actual site investigations and stakeholders.
-

3. Survey Results on the Current State of Inspection Reports

In 2023, the Seoul Metropolitan Government conducted a survey on 50 mechanical performance inspection reports submitted over the previous two years. Major findings included:

- 40% lacked sufficient analysis on performance issues,
- 60% showed inconsistent formats and insufficient technical documentation,

- 72% of reports did not include energy usage analysis,
- Many reports lacked specific improvement plans or follow-up actions.

These results confirmed the need for a standardized format and guidelines to ensure the reliability and usefulness of performance inspection reports.

4. Summary of the Seoul-Type Standard Manual

The Seoul-Type Manual was established with the following goals:

- To serve as a reference for ordering institutions, maintenance managers, and inspection agencies,
- To ensure consistency and technical quality across all reports,
- To promote energy efficiency and sustainable building management.

Key components include:

- Guidelines for planning and executing inspections,
- Standard forms and evaluation criteria for each equipment type,
- Templates for reporting findings and recommending improvements.

[Korean document pages 1 to 6]

[In the Seoul-type Hangul document, the explanatory section, other than the core content that requires the addition of tables, was not translated and was omitted. However, I will inform you of any parts that are later found to be necessary.]

⑥ How to write a report on the results of a mechanical equipment performance inspection

6.1 Table of Contents of Machinery Equipment Performance Inspection Results Report (Example of Writing)

- The performance inspection results report is written by referring to the table of contents below along with the cover.

INDEX

	Page
1. Mechanical Equipment Performance Inspection Plan	Page
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7. Checklist for mechanical equipment performance inspection result report	Page

Create a Page table and have the page numbers automatically populated.

☞ Page numbers must be entered on each page of each chapter

■ Mechanical Equipment Maintenance Standards [Appendix 4]

Machinery equipment performance inspection results report

(앞 쪽)

Inspection site Overview	① ① Name (business name)	SAMPLE	② Senior qualifications	Special [<input checked="" type="checkbox"/>] Advanced [<input type="checkbox"/>] Intermediate [<input type="checkbox"/>] Beginner [<input type="checkbox"/>]
	③ Address	서울 송파구 법원로 128 skv1		
	④ Purpose	업무 시설	⑤ Total floor area ⑥ (Number of House)	Add-up 150,314.56 m ² (59)
	⑦ Building structure	지상 17 층, 지하 5 층	⑧ Performance inspection standard date	2024.05.13
Management entity	⑨ Name (Representative)	대표자 성명	⑩ Phone number	010-0000-0000
	주소	서울 송파구 법원로 128 skv1		
⑫ Types of machinery and equipment to be inspected	열원 및 냉난방 설비, 공기조화설비, 배관설비			
⑬ Inspection period	2024-05-13 ~ 2024-05-14 (총 점검일수 : 2) → ○ Total inspection period: Year Month Day ~ Year Month Day (Days) ※ On-site inspection period: Year Month Day ~ Year Month Day (Days)			
점검방법	[<input type="checkbox"/>] 자체점검		[<input checked="" type="checkbox"/>] 성능점검업체 대행	
점검 참여 성능점검업체	상호(명칭)	대표자	성능점검업체(사업자) 등록번호	
	mailTester	송동정	제 서울 - 127 호	
점검 참여 기계설비유지관리자				
성명	등급	수첩발급번호	점검기간	
작업자	특급	111111-K00000	2024-05-13 ~ 2024-05-14	

「기계설비법」 제 17 조제 3 항에 따라 기계설비 성능점검 결과보고서를 제출합니다.

년 월 일

관리주체

(서명 또는 인)

특별자치시장·특별자치도지사·시장·군수·구청장 귀하

Chapter 5 Machinery Equipment Performance Inspection Target Inspection List

① Machinery equipment performance inspection target inspection list

1.1 ■ Form: Mechanical Equipment Maintenance Standards [Appendix 3 Form]

Machinery equipment performance inspection target checklist

①Commercial name (name)	SAMPLE	②On-site address		서울 송파구 법원로 128 skv1			
classification	Target facility	Target	Inspection Results	Classification	Target facility	Target	Inspection Results
Heat source and Heating and cooling equipment	냉동기	[]	/	환기설비	환기설비	[]	/
	냉각탑	[]	/		필터	[]	/
	축열조	[]	/	위생기구설비	위생기구설비	[]	/
	보일러	[]	/		급수·급탕설비	[]	/
	열교환기	[]	/		고·저수조	[]	/
	팽창탱크	[]	/	오·배수 통기 및 우수배수설비	오·배수 통기 및 우수배수설비	[]	/
	펌프(냉·난방)	[✓]	X		오수정화 및 물 재이용설비	[]	/
	신재생(지열)	[]	/			[]	/
	신재생(태양열)	[]	/		물 재이용설비	[]	/
	신재생(연료전지)	[]	/	배관설비	배관설비	[✓]	O
	신재생(대기열)	[]	/		덕트설비	[]	/
	패키지 에어컨	[]	/		보온설비	[]	/
	항온항습기	[]	/	자동제어설비	자동제어설비	[]	/
	공기조화기	[✓]	X		방음·방진·내진설비	[]	/
	팬코일유닛	[]	/		방음·방진·내진설비	[]	/

점검기간 : 2024년 05월 13일부터 2024년 05월 14일까지

점검자 : 작업자 (서명)

작성 방법

- 해당 건축물등의 특성과 현장 여건에 적합하도록 점검대상 기계설비 및 성능점검표를 추가·변경할 수 있다
- []에는 점검대상 기계설비에 해당하는 경우 v 표시를 한다.
- 점검결과에는 [적합 O, 조치필요 X, 해당없음 /]을 표기한다.
- 고장 등으로 장기간 사용되지 않는 기계설비도 포함하되, 점검결과에는 [미사용]을 표기한다.

☞ (Detailed details by equipment) Submit a detailed list by equipment for systematic and continuous management of mechanical equipment where only a portion of the total quantity is subject to performance inspection.

Add-up

Classification	Target facility		Inspection quantity Output criteria	Whether the target	Unit of Total Quantity	Inspection cycle	Inspection Quantity	Details of equipment subject to performance inspection (equipment number and quantity)
Heat source and heating and cooling equipment	[] Refrigerator		More than 50% of the total quantity	o	7	Every other year	4	CH01~CH04 (4 units)
	Cooling tower		More than 50% of the total quantity	o	6	Every other year	3	CT01~CT0 (3 units)
	a heat storage tank		Total quantity	o	2	Every year	2	HT01~HT02 (2 units)
	Boiler (including header)		More than 50% of the total quantity	x	4	Every other year	0	-
	Heat exchanger		More than 50% of the total quantity	x	5	Every other year	0	-
	Expansion tank (including cooling/heating, hot water expansion tank)		Total quantity	o	9	Every year	9	ET01~ET09 (9 units)
	Pump (cooling, heating, water supply) (excluding standby pump)		More than 20% of the total quantity	o	24	Every year	5	P01~P05 (5 units)
	Renewable energy	Geothermal	Total quantity	o	Every year	매년	1	geothermal system, 1 Set
		Solar	Total quantity	x	Every year	매년	0	-
		Fuel Cell	Total quantity	x	Every year	매년	0	-
Air conditioning equipment	Package air conditioner		More than 20% of the total quantity	o	34	Every year	7	EHP01~EHP07 (7 Unit)
	Conditioner and humidifier		More than 20% of the total quantity	x	4	Every year	0	-
	Air Mixer		More than 20% of the total quantity	o	18	Every year	4	AHU01~AHU04 (4 Unit)
	Fan coil unit (FCU)		More than 20% of the total quantity	o	60	Every year	5	FCU01~FCU05 (5 Unit)
Ventilation facilities	Ventilation equipment (excluding 0.75kW and wall-mounted)		More than 20% of the total quantity	o	53	Every year	11	SF01~SF11 (11 Unit)
	Filter		Set	o	1 Set	Every year	1 set	Standard per building (common)
Water supply and hot water facilities	Toilet, washbasin, etc.		Set	o	1 Set	Every year	1 set	"
	Water supply and hot water supply equipment		Set	o	1 Set	Every year	1 set	"
	Sewage treatment facilities		Set	o	1 Set	Every year	1 set	"
	Water reuse facilities		Set	x	1 Set	Every year	0 set	"
Pipe facilities			Set	o	1 Set	Every year	1 Set	"

Duct facilities	Set	0	1 Set	Every year	1 Set	"
Insulation facilities	Set	0	1 Set	Every year	1 Set	"
Automatic control equipment	Set	o	1 Set	Every year	1 Set	"
Soundproofing, dustproofing, earthquake-resistant equipment	Set	o	1 Set	Every year	1 Set	"

Regarding adding a table to the red box above;

(Ex. There is an equipment number, but if there are many equipment numbers in the inspection result sheet, this space is too small to fit them all. Therefore, you will program it so that only one representative number is entered and the total number of equipment is counted and automatically entered in the parentheses.

For Seoul type, Seoul type, create a P72 hot and cold-water heater (heating) performance checklist and a P115 cascade boiler performance checklist. (The form of this is created by copying and pasting from the existing BM coding, and tables that are not in the existing BM should be added to the Seoul type.) These categories are Heat source and Heating and cooling equipment, and they are located within the subcategories of Target facility.

	i l i t i e s														
	Filter	미설치		0대		0대	전체수량	0대							
Sanitary equipment		본관동	1식		1식	동별 점검	1식	1	'22.7	1	'23.11	1	'24.7	1	'25.11
		별관동	1식		1식	동별 점검	1식	1	'22.7	1	'23.11	1	'24.7	1	'25.11
Water supply and hot water supply equipment		본관동	1식		1식	동별 점검	1식	1	'22.7	1	'23.11	1	'24.7	1	'25.11
		별관동	1식		1식	동별 점검	1식	1	'22.7	1	'23.11	1	'24.7	1	'25.11
Plumbing equipment		본관동	1식	본관동	1식	동별 점검	1식	1	'22.7	1	'23.11	1	'24.7	1	'25.11
		별관동	1식	별관동	1식	동별 점검	1식	1	'22.7	1	'23.11	1	'24.7	1	'25.11
Insulation equipment		본관동	1식	본관동	1식	동별 점검	1식	1	'22.7	1	'23.11	1	'24.7	1	'25.11
		별관동	1식	별관동	1식	동별 점검	1식	1	'22.7	1	'23.11	1	'24.7	1	'25.11
Automatic control equipment		전체	1식		1식	전체 점검	1식	1	'22.7	1	'23.11	1	'24.7	1	'25.11
Soundproofing, dustproofing,		전체	1식		1식	전체 점검	1식	1	'22.7	1	'23.11	1	'24.7	1	'25.11

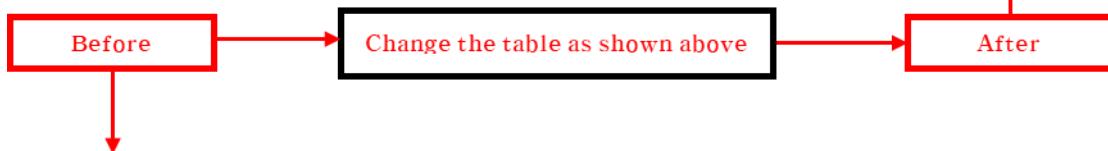
2.1 How to create a performance checklist³²⁾ (★★★★★)

Things to keep in mind when creating a performance checklist

- (Inspection by equipment number) If there are two or more machines to be inspected, a performance inspection table must be prepared by equipment (equipment number).

Heat Exchanger Performance Checklist					
①Equipment number		②Installed location		Add-up	
③Inspector		Date of inspection			
Classification	Add-up	Inspection contents			④ Inspection results
	<input type="checkbox"/> 1 Check the maintenance checklist				Suitable
	<input type="checkbox"/> 2 Aging and corrosion status				Suitable
	<input type="checkbox"/> 3 Heat exchanger tube status (check open inspection history, etc.)				Suitable
	<input type="checkbox"/> 4 Condensate discharge temperature status (only for steam heat exchangers)				Action required
	<input type="checkbox"/> 5 Safety valve status (only for steam heat exchangers)				Not applicable
	<input type="checkbox"/> 6 Steam trap status (only for steam heat exchangers)				Not applicable

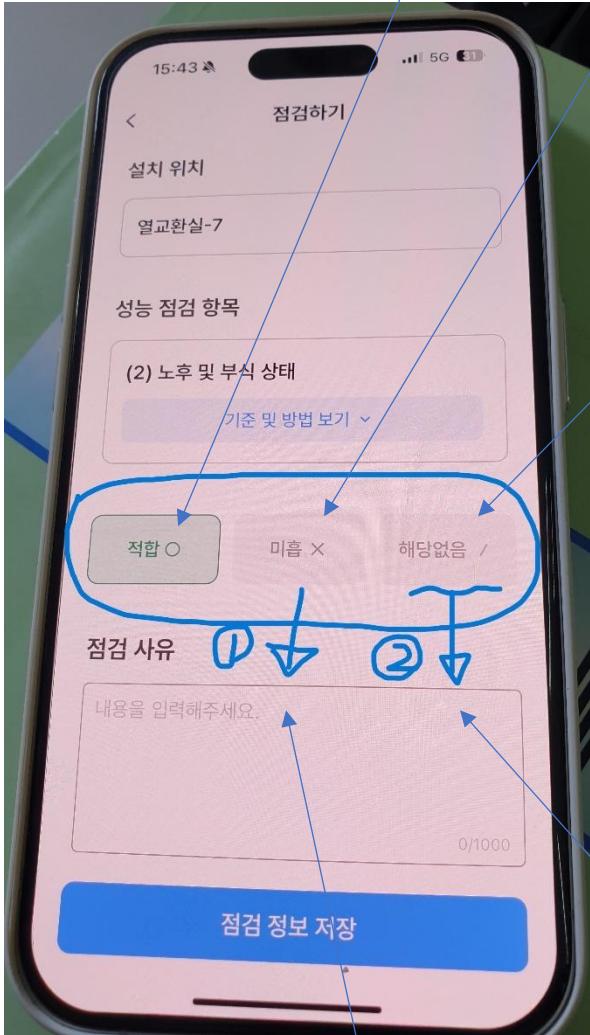
Compare the table above with the table below, check the circled numbers, and readjust and add the table positions. Make sure to include letters instead of O, X, notations.



③Inspector	작업자	Date of inspection	2024.05.13~05.14	②Installed location (①Equipment number.)	Machine Room (xg18-cpee-1)
Classification	Inspection contents			Inspection results	
점검항목	<input type="checkbox"/> 1 Check the maintenance checklist				O
	<input type="checkbox"/> 2 Aging and corrosion status				O
	<input type="checkbox"/> 3 Heat exchanger tube status (check open inspection history, etc.)				X
	<input type="checkbox"/> 4 Condensate discharge temperature status (only for steam heat exchangers)				O
	<input type="checkbox"/> 5 Safety valve status (only for steam heat exchangers)				O
	<input type="checkbox"/> 6 Steam trap status (only for steam heat exchangers)				O
	<input type="checkbox"/> 1 Check the maintenance checklist				O

More clear explanation above 적합 O = (Suitable), 미흡 X = (Action required), 해당없음 / = (Not applicable), case;

See below captured BM App photo.

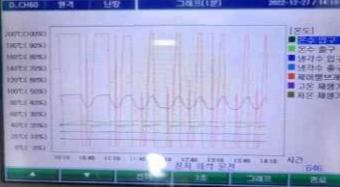


If we describe this case in the current App:

Suitable "O" is activated. So, it is displayed as "O" instead of text in the check lists box.

What needs to be fixed is that instead of "O", "X", "/", the letters in front should be used to indicate the relevant items and their relationships in the "Performance Checklist Table".

And this is when the inspector clicks "Not applicable /" ③. At this time, the "Reason for inspection" box located below is automatically deleted and disappears, but make it so that the "Reason for inspection" box does not disappear and the inspector can type the text corresponding to the inspection reason. In this case, it is applied in the same way as the "Insufficient X" ① field.

⑤ Action items	<p><Inadequate information> Example of writing</p> <ul style="list-style-type: none"> · COP status: Not reaching the set temperature of the cold water even when it is high and the coefficient of performance is reduced <p><Actions required></p> <ul style="list-style-type: none"> · It is recommended to check whether cold water can be generated at 7°C, the design temperature for cold water for cardinal work.
	<p>⑥ Current status photo</p>   
⑦ Note	<ul style="list-style-type: none"> · Take necessary measures (replacement of available parts) during the previous performance check

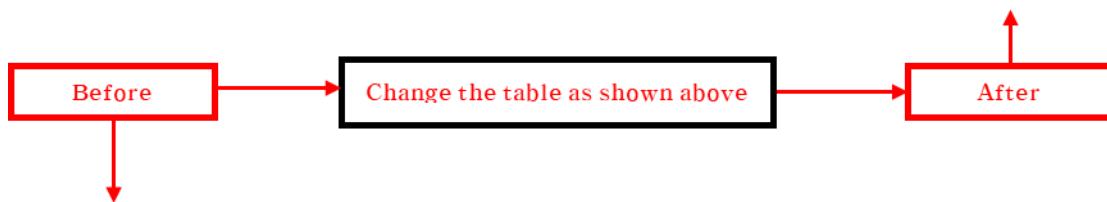
above, nothing to change.

The

Add-up

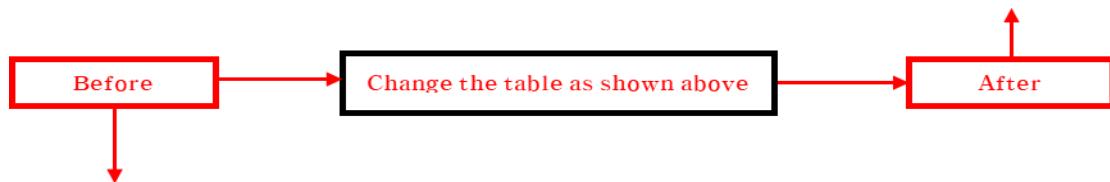
《(Example) Refrigerator inspection items , In-flight pressure inspection 》

classification	Inspection contents	Inspection Results
Inspection method	· 취급설명서의 진공압력값과 냉동기 판넬 또는 마노미터의 압력값 비교 확인	
Inspection criteria	① 흡수식 냉동기는 진공상태에서 운전되므로 기내 진공유지 상태 확인 - 제어판넬 또는 마노미터게이지 점검 - 증발기 또는 흡수기의 압력은 6~9mmHg 이내로 관리	Text w/ Korean
	② 냉동기 제조사의 운용 매뉴얼에 제시된 허용 압력 기준 이내	Text w/ Korean



classification	Inspection contents
Inspection method	· 취급설명서의 진공압력값과 냉동기 판넬 또는 마노미터의 압력값 비교 확인
Inspection criteria	① 흡수식 냉동기는 진공상태에서 운전되므로 기내 진공유지 상태 확인 - 제어판넬 또는 마노미터게이지 점검 - 증발기 또는 흡수기의 압력은 6~9mmHg 이내로 관리
	② 냉동기 제조사의 운용 매뉴얼에 제시된 허용 압력 기준 이내

classification	Inspection results supporting documents with evidence		
① Inspection criteria			
② Inspection criteria			
<p>Action required</p> <ul style="list-style-type: none"> The evaporator pressure should be within 6-9 mmHg, but the gauge pressure value is 16 mmHg, which is not suitable, and when the manometer gauge pressure increases, the body pressure increases (vacuum failure), making it impossible to produce cold water at the low temperature at the time of design Check the body vacuum level regularly, and perform a body vacuum operation when the vacuum level decreases 			



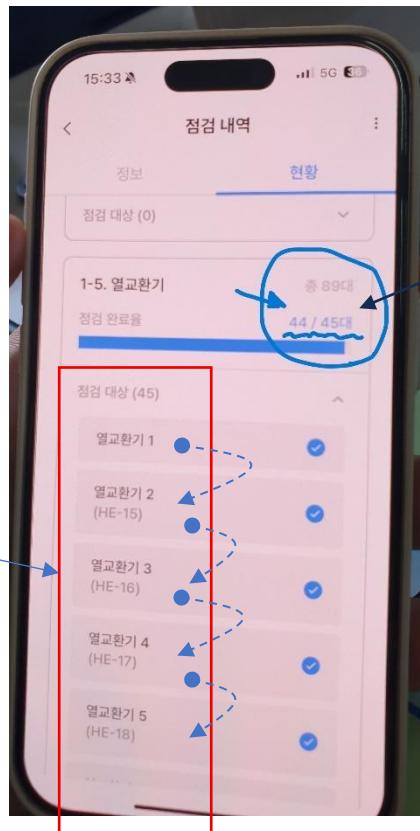
classification	Inspection results supporting documents with evidence		
① Inspection criteria			
② Inspection criteria			
<p>Action required</p> <ul style="list-style-type: none"> The evaporator pressure should be within 6-9 mmHg, but the gauge pressure value is 16 mmHg, which is not suitable, and when the manometer gauge pressure increases, the body pressure increases (vacuum failure), making it impossible to produce cold water at the low temperature at the time of design Check the body vacuum level regularly, and perform a body vacuum operation when the vacuum level decreases 			

As following expiations, complete review and improvement of BM;

- 1) If an inspector uses BM web in the inspector's office, assumes there are 45 inspection target equipment, sets 45 targets, and enters them in BM web, and then goes to the building where the inspection is being done, this phenomenon occurs:
- After the inspector completes the inspection of 45 targets using the App in the office, and comes to his office to check the "completion status" of the 45 targets of the equipment on the web, Target 1 is pushed back one by one to Target 2. (The original target number is missing, and the equipment number and location are all pushed back to the target with a later number.)
- In other words, even though the inspector inspected 45 targets, only 44 targets are visible. One target is automatically removed.
 - However, if the inspector checks the 45 inspection target equipment on the field using the App and inspects them one by one, they are consistently confirmed on the office web.
 - Fix this phenomenon that occurred on the web.

Phenomenon;

In the "Inspection checklist", the equipment target No. 1 was inspected, but there was no equipment number on the bottom, so it was moved to equipment target No. 2.



- When this phenomenon occurs, when the inspector completes the inspection and receives it in Excel on his PC in his office, the output is printed one by one in a backwards state.

- 2) Let's show whether a photo has been uploaded in the "inspection checklist". Let's implement it so that a photo is displayed as a thumbnail on the right side of the app screen. The same goes for the web screen.



Between the text and the check mark, create a box and put in one representative thumbnail size of photo. A very small photo will suffice. It should be displayed on both the web and the app.

- 3) Just like on the Web and App, instead of allowing the inspector to increase the number of equipment to be inspected by simply clicking on "+", replace it with a number.
- That is, instead of increasing or decreasing with "+", allow the inspector to increase or correct the number by typing a numerical number.

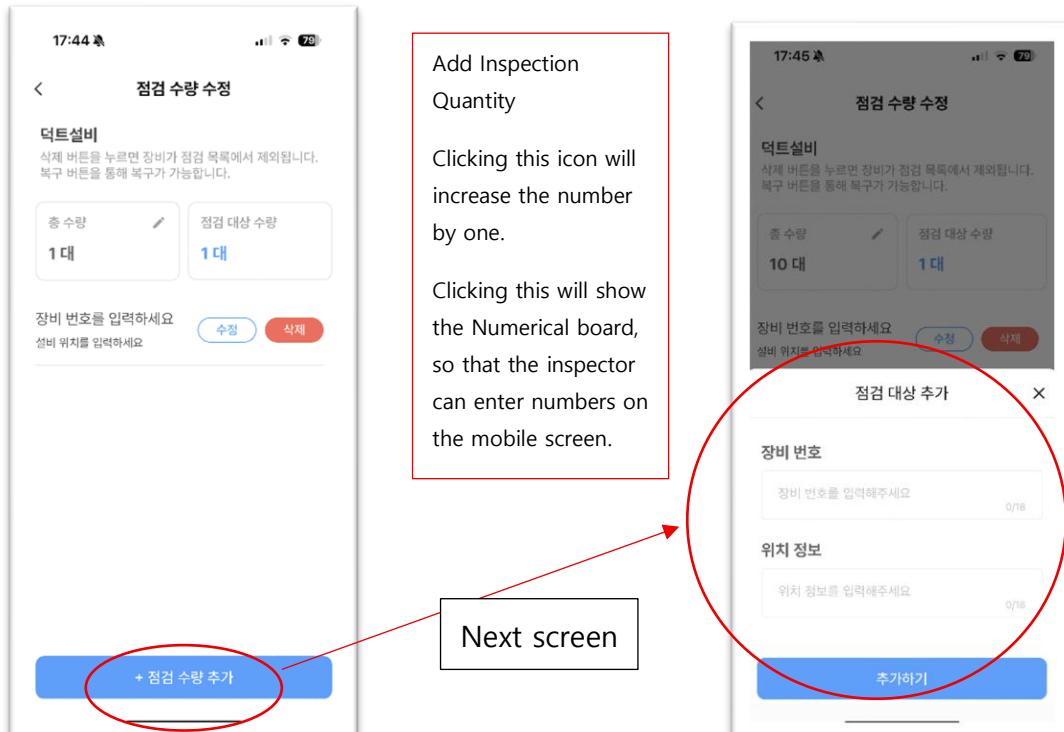
번호	점검대상	전체수량	점검수량	삭제
1	냉동기	8	1	
2	냉각탑	0	0	
3	축열조	0	0	
4	보일러	0	0	
5	열교환기	0	0	
6	팽창탱크	0	0	

The picture above is the screen you see on the WEB

The web requires the inspector to press "+" to add quantity.

The app also requires the inspector to press "+" and enter information to add quantity.

For the convenience of the inspectors, it would be better if the inspection quantity was entered as a number instead of "+".



App's check quantity modification screen

- 4) When the inspector clicks "Final Inspection Complete", go to the previous page, "Inspection History" page. (See the example in the photo.)



- (for example)
 - ✓ Let's take the expansion tank as an example among the inspection items.
 - ✓ When the inspector clicks "Expansion Tank 1" on the "Inspection Details" page.
 - ✓ The "Expansion Tank 1" page opens, and the inspector checks all the inspection items, records and enters the status, and completes them.
 - ✓ When completed, the inspector clicks "Final Inspection Complete" in blue at the bottom of the mobile screen, and the message "Inspection of the relevant equipment has been completed" appears in gray on the screen and then disappears, indicating that the inspection of the equipment on the relevant page has been completed.
 - ✓ Here, the current mobile page phenomenon is that even though the inspector has completed it, it remains on the "Inspection Details" page of "Expansion Tank 1."
 - ✓ When the inspector clicks the "Final Inspection Complete" button in blue on the mobile screen, the message "Inspection of the relevant equipment has been completed" appears in gray on the screen and then disappears, indicating that the equipment on the relevant page has been completed. Therefore, as soon as it is completed, go to the previous page, the "Inspection History" page.

- 5) When inspectors form a team and go out to the inspection building site for an inspection, and an inspector inspects an inspection target item, the modification time of the inspection record of the item inspection and the inspector's time history can be viewed on the Web. However, in the App, the modification time of the inspection record of the item inspection and the inspector's time history should be viewable and editable. Whether the inspectors go out as a team or alone, only one person can be written down for the inspection item. Make this so that the name of the entire team appears. In other words, if the names of all team members can be entered in the App, the same record should be recorded on the Web as well.

The image shows two screenshots illustrating the inspection process. On the left, a mobile application displays a 'Performance Checklist #3' for an F-22 aircraft. It lists various inspection items with checkboxes and dropdown menus. A large blue arrow points from this screen to the right, where a detailed 'Inspection Report' is shown in a web browser. The report includes a header with the aircraft number (F-22(F)), date (2025-07-14), and location (G-3rd B1F). Below the header is a table with columns for 'Inspection Item', 'Inspection Status', 'Last Update Date', and 'Inspector'. The table lists seven inspection items, each with a status of 'OK' and a timestamp. The last row shows the 'Final Inspection Status' as 'OK'.

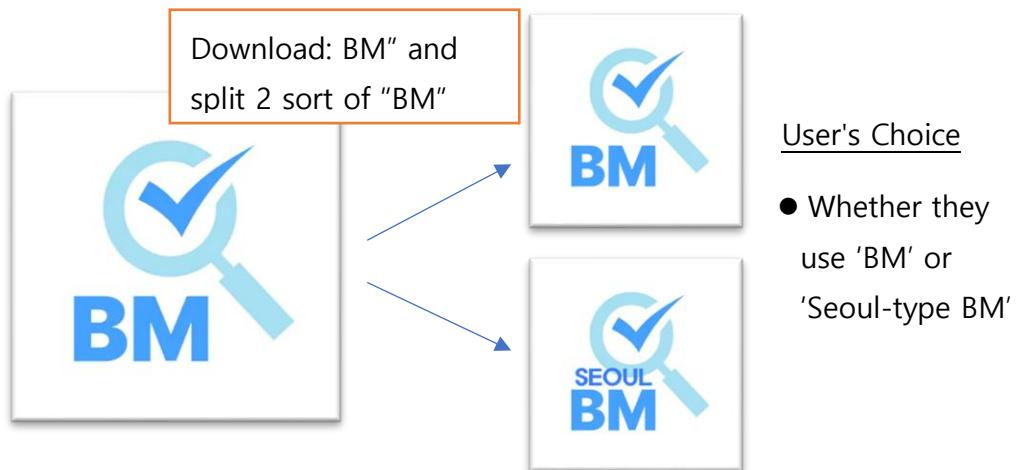
검사항목	검사상태	마지막수정일자	수정인
1. 무기 관리, 점검 및 처리	OK	2025-07-14 11:35:44	
2. 노후 및 부식 상태	OK	2025-07-14 11:35:44	
3. 모터 및 승용기 배어링 이상 소음 상태	OK	2025-07-14 11:35:44	
4. 불풀점검 개 / 폐쇄 상태	OK	2025-07-14 11:35:44	
5. 이상회전소 솔도 확인 (10개소 내외)	OK	2025-07-14 11:35:44	
6. 배기 풍향 상태	OK	2025-07-14 11:35:44	
7. 립터 오염상태	OK	2025-07-14 11:35:44	
마지막수정일자: 2025-07-14 11:35:44			

- 6) Can the inspector edit the photo on the BM App right after taking it? Currently, after taking a photo, the user clicks the edit function and then edits it on the edit function page. Can these two pages be combined on one page? If possible, improve it, and if not, don't do it.
- 7) The extensions that inspectors and workers can currently receive as photos are all those used on Android and iOS phones. However, when using BM Web, can the photos that need to be imported into Excel in different formats other than the existing format extensions?

8) Method of operation

- ✓ Lastly, the operation of the existing BM and Seoul-type BM is operated separately. In other words, there are two types of operation.
- ✓ The existing BM is operated by adding only a few functions while leaving it as is.
- ✓ However, the Seoul-type BM is operated by adding all modified functions to the existing BM.

- ✓ The Seoul-type BM is created by combining the existing logo with the word "Seoul" under the existing BM logo.
- ✓ When the user clicks on the existing BM logo, two types of BM appear and the user can choose and use them.



9) Things to watch out for when updating existing BM code

- ✓ The existing BM coding is currently in operation, so you will complete your development while leaving it as is.
- ✓ Once your update coding is complete, you will update the coding only when there are no operational bugs after operating it sufficiently on your development server and App & Web.
- ✓ The update time is on a holiday when Korean workers do not work, that is, "after 9 PM on Saturday afternoon". After the update, you will complete the update only when the operation is perfect.