

## NEW HOTEL DESIGN – BID-BUILD PROJECT CONSTRUCTION PHASE ENGINEER’S PUNCHLIST

The design engineer shall check off the boxes from the list of company’s standardized field observation checklists below that he will need to upload on to his tablet computer the prior to heading out to the construction site to complete his final HVAC inspection and punchlist. These checklists will be touchscreen type. When the engineer returns to the office or he sends the completed checklists via the internet to the office, the completed checklists shall be automatically downloaded to the company’s computer server and placed in the job folder’s “Project Closeout” section of the folder. The completed checklists, along with associated digital photographs taken at the time of the field visit will automatically be electronically sent to the following individuals and departments.

### TEAM CORRESPONDENCE DIRECTORY CHECKLIST (check the appropriate boxes)

- Project Architect  Owner Representative  IPD Manager  Construction Manager
- General Contractor  Design-Build Contractor  Facility Manager  HVAC Subcontractor
- ATC Subcontractor  State Energy Department  ASHRAE  Piping Subcontractor  Sheet Metal Subcontractor  3rd-Party TAB Consultant  3rd-Party Commissioning Consultant
- Equipment Manufacturers  Building Inspector  Infection Control Consultant
- Others: (insert list)\_\_\_\_\_

### HVAC CONTRACT SPECIFICATION CHECKLISTS (check the appropriate boxes)

- Division 1 Project Closeout  Hotel Equipment  Structural  Electrical  Plumbing  Fire Protection  HVAC  Infection Control  ATC  Boilers  Pumps  Chillers  Fans
- Air Handlers  Terminal Units  Piping System  Sheet Metal System
- TAB  Commissioning  Others: (insert list)\_\_\_\_\_

### HVAC CONTRACT DRAWING INSTALLATION CHECKLIST (check the appropriate boxes)

- Owner Furnished Equipment  Structural  Electrical  Plumbing  Fire Protection  HVAC
- Infection Control  ATC  Boilers  Pumps  Chillers  Fans  Air Handlers  Terminal Units
- Piping System  Sheet Metal System  Equipment Room  Others: (insert list)\_\_\_\_\_

### HVAC STARTUP CHECKLISTS (check the appropriate boxes)

- Owner Furnished Equipment  Structural  Electrical  Plumbing  Fire Protection  HVAC
- Infection Control  ATC  Boilers  Pumps  Chillers  Fans  Air Handlers  Terminal Units
- Piping System  Sheet Metal System  Equipment Room  Others: (insert list)\_\_\_\_\_

### COMMISSIONING FPT (FUNCTIONAL PERFORMANCE TEST) (check the appropriate boxes)

- Owner Furnished Equipment  Structural  Electrical  Plumbing  Fire Protection  HVAC System  Infection Control System  ATC System  Central HVAC Air Systems  Heating System
- Air Conditioning System  Boilers  Pumps  Chillers  Fans  Air Handlers  Terminal Units
- Piping System  Sheet Metal System  Equipment Room  Others: (insert list)\_\_\_\_\_

To view the solution online, please visit [www.esmagazine.com](http://www.esmagazine.com).