



The design engineer shall check off the boxes from the list of the company's standardized field observation checklists below that she will need to upload on to her tablet computer prior to heading out to the construction site to complete her final HVAC inspection and punchlist. These checklists will be touchscreen type. When the engineer returns to the office or she 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)*

- Owner Representative  IPD Manager  Construction Manager
- General Contractor  Design-Build Contractor  Design Team Consultants  HVAC Subcontractor  Architect  ATC Subcontractor  Utility Co. Energy Representative  ASHRAE
- Piping Subcontractor  Sheet Metal Subcontractor  3rd-Party Cx/TAB Consultant  3rd-Party TAB Consultant  Equipment Manufacturers  Building Inspector
- Others: (insert list) \_\_\_\_\_

**HVAC CONTRACT SPECIFICATION CHECKLIST**

- Division 1 Project Closeout  Office Equipment  Structural  Electrical  Plumbing  Fire Protection  HVAC  Infection Control  ATC  Chillers  Pumps  Fans  Air Handlers
- Piping System  Sheet Metal System  TAB  Commissioning
- Others: \_\_\_\_\_

**HVAC CONTRACT DRAWING INSTALLATION CHECKLIST**

- Division 1 Notes RE: Project Closeout  Office Equipment
- Structural  Electrical  Plumbing  Fire Protection  HVAC

- Infection Control  ATC  Chillers  Pumps  Fans  Air Handlers  Piping System  Sheet Metal System  TAB
- Commissioning  Others: \_\_\_\_\_

**HVAC STARTUP CHECKLIST**

- Owner Furnished Equipment  Structural  Electrical  Plumbing  Fire Protection  HVAC  Infection Control
- ATC  Chillers  Pumps  Fans  Air  Piping System  Sheet Metal System  Equipment Room  TAB  Commissioning
- Others: \_\_\_\_\_

**COMMISSIONING FPT** *(functional performance test)*

- Owner Furnished Equipment  Structural  Electrical  Plumbing  Fire Protection  HVAC System  Infection Control System  ATC System  Central HVAC Air Systems  Heating System  Chilled Water System  Condenser Water System
- Chillers  Variable Speed Pumping  Fans  Air Handlers  Piping System  Sheet Metal System  Equipment Room
- Others: \_\_\_\_\_