



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)

- Project Consultants 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
- Others: (insert list) _____

HVAC CONTRACT SPECIFICATION CHECKLIST

- Division 1 Project Closeout Office Equipment Owner Furnished Equipment
- Structural Electrical Plumbing Fire Protection HVAC Infection Control ATC Boilers Pumps
- Chillers Fans Air Handler Radiant Heat Components
- Piping System Sheet Metal System TAB Commissioning
- Others: _____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST

- Division 1 Project Closeout Office Equipment Owner Furnished Equipment
- Structural Electrical Plumbing Fire

- Protection HVAC Infection Control ATC Boilers Pumps
- Chillers Fans Air Handler Radiant Heat Components
- Piping System Sheet Metal System TAB Commissioning
- Others: _____

HVAC STARTUP CHECKLIST

- Division 1 Project Closeout Office Equipment Owner Furnished Equipment
- Structural Electrical Plumbing Fire Protection HVAC Infection Control ATC Boilers Pumps
- Chillers Fans Air Handler Radiant Heat Components
- Piping System Sheet Metal System TAB Commissioning
- O&M Manuals Others: _____

HVAC STARTUP CHECKLIST

- Basis of Design Document Owner Furnished Equipment
- Structural Electrical Plumbing Fire Protection HVAC System
- Infection Control System ATC System H&V Air System Heating System
- Air Conditioning System Boilers Pumps Chillers Fans Air Handlers
- Terminal Units Piping System Sheet Metal System Equipment Room
- Others: _____