



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 prior to heading out to the construction site to complete his final H&V 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)*

- Owner  Owner Representative  IPD Lead Engineer
- Construction Manager  General Contractor  Design-Build Contractor  School Department Manager  H&V Lead IPD Contractor  ATC Subcontractor  Electrical Subcontractor
- Plumbing Subcontractor  Fire Protection Subcontractor
- Telecommunication Subcontractor  Architect  State Energy Department  Utility Energy Engineer  Piping Subcontractor
- Sheet Metal Subcontractor  3rd-Party CxTAB Consultant
- 3rd-Party TAB Consultant  Building Inspector
- Others: (insert list) \_\_\_\_\_

**HVAC CONTRACT SPECIFICATION CHECKLIST**

- Division 1 Project Closeout  Telecommunication Equipment
- Owner Equipment  Structural  Electrical  Plumbing  Fire Protection  H&V  Infection Control  ATC  Pumps  Kitchen Hood  Fans  Air Handlers  Terminal Units  Piping System
- Sheet Metal System  TAB  Commissioning
- Others: \_\_\_\_\_

**HVAC CONTRACT DRAWING INSTALLATION CHECKLIST**

- Owner Equipment  Structural  Electrical  Plumbing  Fire Protection  H&V  Infection Control  ATC  Pumps  Kitchen Hood  Fans  Air Handlers  Terminal Units  Piping System
- Sheet Metal System  TAB  Commissioning
- Others: \_\_\_\_\_

**HVAC STARTUP CHECKLIST**

- Owner Equipment  Structural  Electrical  Plumbing  Fire Protection  H&V  Infection Control  ATC  Pumps  Kitchen Hood  Fans  Air Handlers  Terminal Units  Piping System
- Sheet Metal System  TAB  Commissioning
- Others: \_\_\_\_\_

**COMMISSIONING FPT (Functional Performance Test)**

- Structural  Electrical  Plumbing  Fire Protection  H&V System  Infection Control System  ATC System  Heating System  Chilled Water System  Condenser Water System
- Pumps  Chillers  Fans  Air Handlers  Terminal Units
- Piping System  Sheet Metal System  Equipment Room
- Others: \_\_\_\_\_