



The design engineer shall check off the boxes from the list of the 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 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 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
- Third-Party Cx Consultant Third-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 Chiller TES Tank 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 Chiller TES Tank 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 Chiller TES Tank Pumps Fans Air Piping System Sheet Metal System Equipment Room TAB
- Commissioning Others: _____

COMMISSIONING FPT (Functional Performance Test)

- Division 1 Project Closeout Telecommunication Equipment
- Owner Furnished Equipment Structural Electrical
- Plumbing Fire Protection HVAC System Infection Control System ATC System Central HVAC Air Systems Heating System Chilled Water System TES System Cycle Condenser Water System Chiller TES Tank Variable Speed Pumping
- Fans Air Handlers Piping System Sheet Metal System
- Equipment Room Others: _____