The owner representative shall check off the boxes from the list of company quality control facility assessment checklists below that he will need to upload on to his tablet computer prior to heading out to the boiler plant and kickoff the recommissioning project boiler room tour to document his inspection IPD team. These checklists will be touchscreen type. When the owner representative 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. 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 ☑ Building Owner's Facility Manager ☑ Health and Safety Officer ☑ Boiler Plant Manager ☑ Boiler Plant Staff ☐ HVAC Subcontractor ☐ ATC Subcontractor ☐ Electrical Subcontractor ☐ Plumbing Subcontractor ☐ Fire Protection Subcontractor ☐ ATC Subcontractor ☐ Architect ☐ State Energy Department ☐ ASHRAE ☐ Piping Subcontractor ☐ Sheet Metal Subcontractor ☑ 3rd-Party CxTAB Consultant ☐ 3rd-Party Infection Control Consultant ☐ Equipment Manufacturers ☐ Building Inspector ☐ Others: (*insert list*) _____

HVAC CONTRACT SPECIFICATION CHECKLIST

☐ Division 1 Project Closeout ☐ Telecommunication Equipment ☐ Owner Furnished Equipment ☐ Structural ☐ Electrical ☐ Plumbing ☐ Fire Protection ☐ HVAC ☐ Infection Control ☐ ATC ☐ ACC Units ☐ Pumps ☐ Fans ☐ Boiler ☐ Terminal Units ☐ Piping System ☐ Sheet Metal System ☐ TAB ☐ Commissioning ☐ Others:_____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST

☐ Telecommunication Equipment ☐ Owner Furnished Equipment ☐ Structural ☐ Electrical ☐ Plumbing ☐ Fire Protection ☐ HVAC ☐ Infection Control ☐ ATC ☐ ACC Units ☐ Pumps ☐ Fans ☐ Boiler ☐ Terminal Units ☐ Piping System ☐ Sheet Metal System ☐ TAB ☐ Commissioning ☐ Others:_____

HVAC STARTUP CHECKLIST

☐ Telecommunication Equipment ☐ Owner Furnished Equipment ☐ Structural ☐ Electrical ☐ Plumbing ☐ Fire Protection ☐ HVAC ☐ Infection Control ☐ ATC ☐ ACC Units ☐ Pumps ☐ Fans ☐ Boiler ☐ Terminal Units ☐ Piping System ☐ Sheet Metal System ☐ TAB ☐ Commissioning ☐ Others:_____

COMMISSIONING FPT (Functional Performance Test)

☐ Telecommunication Equipment ☐ Owner Furnished Equipment ☐ Structural ☐ Electrical ☐ Plumbing ☐ Fire Protection ☑ HVAC ☐ Infection Control ☑ ATC ☐ ACC Units ☐ Pumps ☑ Heating System ☐ Chilled Water System ☐ Condenser Water System ☐ Fans ☐ Boiler ☐ Terminal Units ☐ Piping System ☐ Sheet Metal System ☐ Equipment Room ☑ Essential ASHRAE Handbook Chapters ☑ Accessibility Recommissioning Checklist ☑ IAQ Recommissioning Checklist ☑ Communication Center Checklist ☑ Safety Recommissioning Checklist ☑ Document Management Checklist ☐ Others:_____