



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. 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  PP Project Manager  IPD Manager
- Construction Manager  General Contractor  Design-Build Contractor  Facility Manager  HVAC Subcontractor  ATC Subcontractor  ATC and Energy Management Subcontractors
- Federal Energy Department  Energy Engineer  ASHRAE
- Piping Subcontractor  Sheet Metal Subcontractor  Third-party CxTAB Consultant  Third-party TAB 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  ATC and Energy Management  Boilers  Pumps  Chillers  Fans  Air Handlers  Terminal Units  Piping System  Sheet Metal System  TAB  Commissioning  Security  Others: \_\_\_\_\_

**HVAC CONTRACT DRAWING INSTALLATION CHECKLIST**

- Division 1 Project Closeout  Office Equipment  Owner Furnished Equipment  Structural  Electrical  Plumbing  Fire Protection  HVAC  Infection Control  ATC  ATC and

- Energy Management  Boilers  Pumps  Chillers  Fans  Air Handlers  Terminal Units  Piping System  Sheet Metal System  TAB  Commissioning  Security  Others: \_\_\_\_\_

**HVAC STARTUP CHECKLIST**

- Office Equipment  Owner Furnished Equipment  Structural  Electrical  Plumbing  Fire Protection  HVAC  Heating System  Infection Control  ATC  ATC and Energy Management  Boilers  Pumps  Chillers  Fans  Air Handlers  Terminal Units  Piping System  Sheet Metal System  TAB  Equipment Room  Tel-data  Others: \_\_\_\_\_

**COMMISSIONING FPT (Functional Performance Test)**

- Office Equipment  Owner Furnished Equipment  Structural  Electrical  Plumbing  Fire Protection  HVAC  Infection Control  ATC  ATC and Energy Management System  Boilers  Pumps  Chillers  Fans  Air Handlers  Terminal Units  Heating System  Air Conditioning System  Equipment Room  Tel-data System  Others: \_\_\_\_\_