



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)

- Owner Representative PP Project Manager IPD Manager
- Construction Manager General Contractor Design-Build Contractor Facility Manager HVAC Subcontractor ATC Subcontractor ATC & Energy Management subcontractors
- Federal Energy Department Energy Engineer ASHRAE
- Piping Subcontractor Sheet Metal Subcontractor 3rd-Party CxTAB Consultant 3rd-Party TAB Consultant Equipment Manufacturers Building Inspector
- Others: (insert list) _____

HVAC CONTRACT SPECIFICATION CHECKLIST

- Division 1 Project Closeout Data Center Process Equipment
- Owner Furnished Equipment Structural Electrical
- Plumbing Fire Protection HVAC Infection Control
- ATC ATC & 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 Data Center Process Equipment Owner Furnished Equipment Structural Electrical Plumbing
- Fire Protection HVAC Infection Control ATC ATC & Energy Management Boilers Pumps Chillers Fans Air Handlers Terminal Units Piping System Sheet Metal System
- TAB Commissioning Security Others: _____

HVAC STARTUP CHECKLIST

- Data Center Process Equipment Owner Furnished Equipment
- Structural Electrical Plumbing Fire Protection HVAC Infection Control ATC ATC & 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)

- Data Center Process Equipment Owner Furnished Equipment
- Structural Electrical Plumbing Fire Protection HVAC
- Infection Control ATC ATC & Energy Management System
- Boilers Pumps Chillers Fans Air Handlers Terminal Units Heating System Air Conditioning System Equipment Room Tel-Data System Others: _____