



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 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 be electronically sent to the following individuals and departments.

### TEAM CORRESPONDENCE DIRECTORY CHECKLIST

*(Check the appropriate boxes)*

- Project Consultants  Owner Representative  IPD Manager  
 Construction Manager  General Contractor  Design-Build Contractor  
 Facility Manager  HVAC Subcontractor  ATC Subcontractor  
 State Energy Department  ASHRAE  Piping Subcontractor  
 Sheet Metal Subcontractor  Third-Party Commissioning and TAB Consultant  
 Third-Party Commissioning 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  Boilers  Pumps  
 Chillers  Fans  Outdoor Air Handler  Active Chilled Beam  
 Radiant Heat Components  Piping System  Sheet Metal System  
 TAB  Commissioning  Others: \_\_\_\_\_

### HVAC CONTRACT DRAWING INSTALLATION CHECKLIST

- Division 1 Project Closeout  Office Equipment  Owner-Furnished Equipment  
 Structural  Electrical  Plumbing  Fire

- Protection  HVAC  Infection Control  ATC  Boilers  Pumps  
 Chillers  Fans  Outdoor Air Handler  Active Chilled Beam  
 Radiant Heat Components  Piping System  Sheet Metal System  
 TAB  Commissioning  Others: \_\_\_\_\_

### HVAC STARTUP CHECKLIST

- Division 1 Project Closeout  Office Equipment  Owner-Furnished Equipment  
 Structural  Electrical  Plumbing  Fire Protection  HVAC  Infection Control  ATC  Boilers  
 Pumps  Chillers  Fans  Outdoor Air Handler  
 Active Chilled Beam  Radiant Heat Components  Piping System  
 Sheet Metal System  TAB  Commissioning  
 Others: \_\_\_\_\_

### COMMISSIONING FPT (Functional Performance Test)

- Basis of Design Document  Owner-Furnished Equipment  
 Structural  Electrical  Plumbing  Fire Protection  HVAC System  
 Infection Control System  ATC System  H&V Air System  
 Heating System  Air Conditioning System  Boilers  
 Pumps  Chiller  Fans  Air Handlers  Terminal Units  
 Piping System  Sheet Metal System  Equipment Room  
 Others: \_\_\_\_\_