



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 Owner Representative IPD Lead Engineer
- Construction Manager General Contractor Design-Build Contractor Building Owner's Facility Manager 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 Co-Gen Unit Pumps Fans Heat Exchangers
- Terminal Units Piping System Sheet Metal System
- TAB Commissioning Others: _____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST

- Division 1 Project Closeout Telecommunication Equipment
- Owner Furnished Equipment Structural Electrical
- Plumbing Fire Protection HVAC Infection Control
- ATC Co-Gen Unit Pumps Fans Heat Exchangers
- Terminal Units Piping System Sheet Metal System
- TAB Commissioning Others: _____

HVAC STARTUP CHECKLIST

- Division 1 Project Closeout Telecommunication Equipment
- Owner Furnished Equipment Structural Electrical
- Plumbing Fire Protection HVAC Infection Control
- ATC Co-Gen Unit Pumps Fans Heat Exchangers
- 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 Co-Gen Unit Pumps Fans
- Heat Exchangers Terminal Units 3-Energy Recovery Piping Systems Sheet Metal System TAB Commissioning
- Others: _____