



The design engineer shall check off the boxes from the company's standardized field observation checklists that he will need to upload 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 "Project Closeout" section of the job's 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's Capital Project Manager Owner Representative
- IPD Lead Engineer Construction Manager General Contractor
- Design-Build Contractor Building Owner's Facility Manager
- HVAC Subcontractor Owner's BAS Operator
- Electrical Subcontractor Plumbing Subcontractor Fire Protection Subcontractor
- ATC Subcontractor Architect
- State Energy Department Design Team Consultants Piping Subcontractor
- Sheet Metal Subcontractor Third-Party CxTAB Consultant
- Equipment Manufacturer's Engineer 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 Cooling Tower Pumps Fans Air Handlers
- Variable Frequency Drives 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 Cooling Tower Pumps Fans
- Air Handlers Variable Frequency Drives 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 Cooling Tower Pumps
- Fans Air Handlers Variable Frequency Drives Piping System
- Sheet Metal System TAB Commissioning
- Others: _____

COMMISSIONING FPT (Functional Performance Test)

- Telecommunication Equipment Owner-Furnished Equipment
- Structural Electrical Plumbing Fire Protection HVAC System
- Infection Control ATC Heating System Chilled Water System
- Condenser Water System Cooling Tower
- Pumps Piping System Sheet Metal System Equipment Room
- Others: _____