



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 punch list. 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 Owner's Facility Manager HVAC Subcontractor
 ATC Subcontractor Electrical Subcontractor Plumbing Subcontractor Fire Protection Subcontractor ATC Subcontractor Architect Sound Consultant ASHRAE Piping Subcontractor Sheet Metal Subcontractor
 Third-Party CxTAB Consultant Third-Party Infection Control Consultant Equipment Manufacturers Building Inspector
 Others: *(insert list)* _____

HVAC CONTRACT SPECIFICATION CHECKLIST

- Division 1 Project Closeout Pre-Purchased Equipment
 Owner-Furnished Equipment Structural Electrical
 Plumbing Fire Protection HVAC Infection Control
 ATC Air-Cooled Chiller Pumps Fans Existing Air Handlers Terminal Units Piping System Sheet Metal System
 Access & Safety Drawing TAB Commissioning
 Others: _____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST

- Division 1 Project Closeout Pre-Purchased Equipment

- Owner-Furnished Equipment Structural Electrical
 Plumbing Fire Protection HVAC Infection Control ATC
 Air-Cooled Chiller Pumps Fans Existing Air Handlers
 Terminal Units Piping System Sheet Metal System
 Access & Safety Drawing TAB Commissioning
 Others: _____

HVAC STARTUP CHECKLIST

- Division 1 Project Closeout Pre-Purchased Equipment
 Owner-Furnished Equipment Structural Electrical
 Plumbing Fire Protection HVAC Infection Control ATC
 Air-Cooled Chiller Pumps Fans Existing Air Handlers
 Terminal Units Piping System Sheet Metal System
 Access & Safety Drawing TAB Commissioning
 Others: _____

COMMISSIONING FPT (Functional Performance Test)

- Division 1 Project Closeout Pre-Purchased Equipment
 Owner-Furnished Equipment Structural Electrical
 Plumbing Fire Protection HVAC Infection Control
 ATC Air-Cooled Chiller Pumps Heating System Chilled Water System Condenser Water System Fans Existing Air Handlers Terminal Units Piping System Sheet Metal System
 Equipment Room Others: _____