



The design engineer shall check off the boxes from the list of company's standardized field observation checklists 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)

- Division Manager Owner Representative IPD Lead Engineer
- Construction Manager General Contractor Design-Build Contractor Transportation Systems Facility Manager HVAC Subcontractor IT Engineer Electrical Subcontractor
- Plumbing Subcontractor Fire Protection Subcontractor ATC Subcontractor Architect Consulting Engineers ASHRAE
- Piping Subcontractor Sheet Metal Subcontractor Third-Party CxTAB 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 Information Technology-ATC ATC Pumps Fans Air Handlers Terminal Units
- Piping System Sheet Metal System TAB Commissioning
- Others: _____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST

- Telecommunication Equipment Owner Furnished Equipment
- Structural Electrical Plumbing Fire Protection HVAC
- Information Technology-ATC ATC Pumps Fans Air Handlers Terminal Units Piping System Sheet Metal System
- TAB Commissioning Others: _____

HVAC STARTUP CHECKLIST

- Telecommunication Equipment Owner Furnished Equipment
- Structural Electrical Plumbing Fire Protection HVAC
- Information Technology-ATC ATC Pumps Fans Air Handlers 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 System Information Technology-ATC ATC Pumps Fans
- Air Handlers Terminal Units Piping System Sheet Metal System TAB Commissioning Others: _____