To view the solution online, please visit
www.esmagazine.com

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 the 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)

☑ Owner ☑ Owner Representative ☐ IPD Lead Engineer
☑ Construction Manager ☐ General Contractor ☐ Design-Build Contractor ☑ Hospital'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 ☑ Third-Party CxTAB Consultant ☑ Third-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 ☐ ACC Units ☐ Pumps ☐ Fans ☐ Air Handlers ☑ Terminal Filter 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 System ☑ Infection Control
☐ ATC ☐ ACC Units ☐ Pumps ☐ Fans ☐ Air Handlers ☐ Terminal Filter 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 System ☐ Infection Control
☑ ATC ☐ ACC Units ☐ Pumps ☐ Fans ☐ Air Handlers ☑ Terminal Filter Units ☐ Piping System ☑ Sheet Metal System ☑ TAB
☐ Commissioning ☐ Others:_____

COMMISSIONING FPT (Functional Performance Test)

☐ Division 1 Project Closeout ☐ Telecommunication Equipment
☐ Owner-Furnished Equipment ☐ Structural ☐ Electrical
☐ Plumbing ☐ Fire Protection ☑ HVAC System ☑ Infection Control
☑ ATC ☐ ACC Units ☐ Pumps ☐ Fans ☐ Air Handlers ☑ Terminal Filter Units ☐ Piping System ☐ Sheet Metal System ☐ TAB
☐ Others:_____