

## BASIS OF DESIGN – COMMERCIAL BUILDING RETROFIT DESIGN-BUILD PROJECT

The design engineer shall check off the boxes from the list of company's standardized field observation checklists below, which he will need to upload onto 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 of the 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)

- Project Engineer
- Owner Representative
- IPD Manager
- Construction Manager
- General Contractor
- Design-Build Contractor
- Facility Manager
- HVAC Subcontractor
- BAS Subcontractor
- State Energy Department
- ASHRAE
- Piping Subcontractor
- Sheet Metal Subcontractor
- Utility Company Representative
- 3rd-Party Consultant
- Equipment Manufacturers
- Building Inspector
- Others: (insert list) \_\_\_\_\_

### HVAC CONTRACT SPECIFICATION CHECKLISTS (check the appropriate boxes)

- Division 1 Project Closeout
- BOMA Equipment
- Owner Furnished Equipment
- Structural
- Electrical
- Plumbing
- Fire Protection
- HVAC
- Infection Control
- BAS
- Boilers
- Pumps
- Chillers
- Fans
- Air Handlers
- Terminal Units
- Piping System
- Sheet Metal System
- TAB
- Commissioning
- Others (insert list) \_\_\_\_\_

### HVAC/BAS CONTRACT DRAWING INSTALLATION CHECKLIST (check the appropriate boxes)

- BOMA Equipment
- Owner Furnished Equipment
- Structural
- Electrical
- Plumbing
- Fire Protection
- HVAC
- Infection Control
- BAS
- Boilers
- Pumps
- Chillers
- Fans
- Air Handlers
- Terminal Units
- Piping System
- Sheet Metal System
- Equipment Room
- Tel-Data
- Others (insert list) \_\_\_\_\_

### HVAC STARTUP CHECKLISTS (check the appropriate boxes)

- BOMA Equipment
- Owner Furnished Equipment
- Structural
- Electrical
- Plumbing
- Fire Protection
- HVAC
- Infection Control
- BAS
- Boilers
- Pumps
- Chillers
- Fans
- Air Handlers
- Terminal Units
- Piping System
- Sheet Metal System
- Equipment Room
- Tel-Data
- Others (insert list) \_\_\_\_\_

### COMMISSIONING FPT (FUNCTIONAL PERFORMANCE TEST) (check the appropriate boxes)

- BOMA Equipment
- Owner Furnished Equipment
- Structural
- Electrical
- Plumbing
- Fire Protection
- HVAC System
- Infection Control System
- BAS System
- Central HVAC Air System
- Heating System
- Air Conditioning Systems
- Boilers
- Pumps
- Chillers
- Fans
- Air Handlers
- Terminal Units
- Piping System
- Sheet Metal System
- Equipment Room
- Tel-Data
- Others (insert lists) \_\_\_\_\_

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