

BASIS OF DESIGN – NEW CHILD CARE ROOM ADDITION DESIGN-BID-BUILD PROJECT CONSTRUCTION PHASE ENGINEER’S PUNCHLIST

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 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 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 Architect Owner Representative IPD Manager Construction Manager
- General Contractor Design-Build Contractor Facility Manager HVAC Subcontractor
- ATC Subcontractor State Energy Department ASHRAE Piping Subcontractor
- Sheet Metal Subcontractor 3rd-Party TAB Consultant 3rd-Party Commissioning Consultant
- Equipment Manufacturers Building Inspector Others: (insert list)_____

HVAC CONTRACT SPECIFICATION CHECKLISTS (check the appropriate boxes)

- Division 1 Project Closeout Preschool Equipment Owner Furnished Equipment Structural
- Electrical Plumbing Fire Protection HVAC Infection Control ATC Boilers
- Pumps Chillers Fans Air Handler Radiant Heat Components Piping System
- Sheet Metal System TAB Commissioning Others: (insert list)_____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST (check the appropriate boxes)

- Preschool Equipment Owner Furnished Equipment Structural Electrical Plumbing
- Fire Protection HVAC Infection Control ATC Boilers Pumps Chillers Fans
- Air Handler Radiant Heat Components Piping System Sheet Metal System
- Materials Room Tel-Data Others: (insert list)_____

HVAC STARTUP CHECKLISTS (check the appropriate boxes)

- Preschool Equipment Owner Furnished Equipment Structural Electrical Plumbing
- Fire Protection HVAC Infection Control ATC Boilers Pumps Chillers Fans
- Air Handler Radiant Heat Components Piping System Sheet Metal System
- Materials Room Tel-Data Others: (insert list)_____

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

- Preschool Equipment Owner Furnished Equipment Structural Electrical Plumbing
- Fire Protection HVAC System Infection Control System ATC System H&V Air System
- Heating System Air Conditioning System Boilers Pumps Chillers Fans
- Air Handlers Terminal Units Piping System Sheet Metal System Equipment Room
- Tel-Data Others: (insert list)_____

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