

BASIS OF DESIGN – TEMPORARY AIR-CONDITIONING USING OWNER IN-HOUSE PROJECT MANAGEMENT - CONSTRUCTION PHASE – DESIGN ENGINEER’S PUNCH LIST

The design engineer shall check off the boxes from the list of company’s standardized field observation checklists below that she will need to upload on to her tablet computer prior to heading out to the construction site to complete her final HVAC inspection and punchlist. These checklists will be touch screen type. When the engineer returns to the office or she 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)

- Owner Temporary AC Consultant IPD Manager Construction Manager
- General Contractor Design-Build Contractor Building Facility Manager
- HVAC Subcontractor ATC Subcontractor Electrical Subcontractor
- Plumbing Subcontractor Fire Protection Subcontractor Telecommunication Subcontractor
- Architect State Energy Department ASHRAE Piping Subcontractor
- Sheet Metal Subcontractor 3rd-Party CxTAB Consultant 3rd-Party TAB Consultant
- Equipment Manufacturers Building Inspector Others: _____

HVAC CONTRACT SPECIFICATION CHECKLISTS (check the appropriate boxes)

- Division 1 Project Closeout Telecommunication Equipment Owner-Furnished Equipment
- Structural Electrical Plumbing Fire Protection HVAC Infection Control ATC
- Temporary Air Cooled Chiller Pumps Chillers Fans Air Handlers Terminal Units
- Piping System Sheet Metal System TAB Commissioning Others (insert list) _____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST (check the appropriate boxes)

- Telecommunication Equipment Owner-Furnished Equipment Structural Electrical Plumbing
- Fire Protection HVAC Infection Control ATC Temporary Air Cooled Chiller Pumps
- Chillers Fans Air Handlers Terminal Units Piping System Sheet Metal System
- Equipment Room Others (insert list) _____

HVAC STARTUP CHECKLISTS (check the appropriate boxes)

- Telecommunication Equipment Owner-Furnished Equipment Structural Electrical Plumbing
- Fire Protection HVAC Infection Control ATC Temporary Air Cooled Chiller Pumps
- Chillers Fans Air Handlers Terminal Units Piping System Sheet Metal System
- Equipment Room TAB Commissioning Others (insert list) _____

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

- Telecommunication Owner-Furnished Equipment Structural Electrical Plumbing
- Fire Protection HVAC Infection Control ATC Temporary Air Cooled Chiller System
- Heating System Chilled Water System Pumps Chillers Fans Air Handlers
- Terminal Units Piping System Sheet Metal System Equipment Room
- Others (insert lists) _____