



The pharmaceutical in-house 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 touchscreen type. When the engineer returns to the main office she will electronically

file the completed checklists. 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 infrastructure visit, will automatically be electronically sent to the following individuals and departments:

TEAM CORRESPONDENCE DIRECTORY CHECKLIST

(Check the appropriate boxes)

- Facility Manager Construction Manager In-House Design Engineer Clean Room Director General Contractor
 Design-Build Contractor HVAC Subcontractor
 In-House ATC/BAS Technician Electrical Subcontractor
 Plumbing Subcontractor Fire Protection Subcontractor
 Telecommunication Subcontractor Architect Building Inspector ASHRAE Piping Subcontractor Sheet Metal Subcontractor 3rd-Party Cx Consultant 3rd-Party TAB Subcontractor Equipment Manufacturers Building Inspector
 Others: _____

HVAC CONTRACT SPECIFICATION CHECKLIST

- Division 1 Project Closeout Telecommunication Equipment
 Owner Furnished Equipment Structural Electrical
 Plumbing Fire Protection HVAC Infection Control
 ATC Filters Pumps Chillers Fans Air Handler
 Terminal Units Piping System Sheet Metal System TAB
 Commissioning Clean Room Certification
 Others: _____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST

- Telecommunication Equipment Owner Furnished Equipment
 Structural Electrical Plumbing Fire Protection HVAC

- Infection Control ATC Filters Pumps Chillers Fans
 Air Handler Terminal Units Piping System Sheet Metal System
 TAB Commissioning Clean Room Certification
 Others: _____

HVAC STARTUP CHECKLIST

- Telecommunication Equipment Owner Furnished Equipment
 Structural Electrical Plumbing Fire Protection HVAC
 Infection Control ATC Filters Pumps Chillers
 Fans Air Handler Terminal Units Piping System
 Sheet Metal System TAB Commissioning Interface with Other Air Handlers
 Interface with Existing BAS Clean Room Certification Others: _____

COMMISSIONING FPT - Functional Performance Test

- Telecommunication Equipment Owner Furnished Equipment
 Structural Electrical Plumbing Fire Protection HVAC
 Infection Control Clean Room Certification ATC BAS
 Interface Air Handling System Heating System Chilled Water System
 Pumps Chillers Fans Air Handlers
 Terminal Units Piping System Sheet Metal System
 Equipment Room Others: _____