



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 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 Architect  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  3rd-Party IC Commissioning Consultant  3rd-Party Commissioning & TAB Consultant  Equipment Manufacturers  Building Inspector
- Others: (insert list) \_\_\_\_\_

**HVAC CONTRACT SPECIFICATION CHECKLIST**

- Division 1 Project Closeout  Pharma Process Equipment  Owner Furnished Equipment  Structural  Electrical  Plumbing  Fire Protection  HVAC  Infection Control  ATC  Cooling Tower  Pumps  Chillers  Fans  Air Handlers  Terminal Units  Piping System  Sheet Metal System  TAB  Commissioning
- Others: \_\_\_\_\_

**HVAC CONTRACT DRAWING INSTALLATION CHECKLIST**

- Pharma Process Equipment  Owner Furnished Equipment
- Structural  Electrical  Plumbing  Fire Protection  HVAC

- Infection Control  ATC  Cooling Tower  Pumps
- Chillers  Fans  Air Handlers  Terminal Units  Piping System  Sheet Metal System  Equipment Room  Tel-Data
- Others: \_\_\_\_\_

**HVAC STARTUP CHECKLIST**

- Pharma Process Equipment  Owner Furnished Equipment
- Structural  Electrical  Plumbing  Fire Protection
- HVAC  Infection Control  ATC  Cooling Tower  Pumps
- Chillers  Fans  Air Handlers  Terminal Units  Piping System  Sheet Metal System  Equipment Room  Tel-Data
- Others: \_\_\_\_\_

**COMMISSIONING FTP (FUNCTIONAL PERFORMANCE TEST)**

- Pharma Process Equipment  Owner Furnished Equipment
- Structural  Electrical  Plumbing  Fire Protection  HVAC System  Infection Control System  ATC System  Central HVAC Air System  Heating System  Chilled Water System
- Condenser Water System  Cooling Tower  Pumps
- Chillers  Fans  Air Handlers  Terminal Units  Piping System
- Sheet Metal System  Equipment Room  Tel-Data
- Others: \_\_\_\_\_