



The design engineer shall check off the boxes from the list of the 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 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)

- 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: _____