

## GARAGE SYSTEM EXHAUST, MAKEUP AIR, AND ENERGY RECOVERY SYSTEM

### Commissioning and Project Closeout Checklist



**Equipment type:** Garage system exhaust fan  
**Equipment designation:** EF-1  
**Barcode designation:** 1111111  
**Area served:** Parking garage  
**Equipment location:** Roof/mechanical room

#### SPECIFICATION REVIEW

- Confirm Division 1 mechanical requirements (O&M manuals, record drawings, etc., have been submitted).
- Confirm Division 15 mechanical requirements have been met.
- Confirm Division 17 building automation requirements have been met.

#### DRAWING REVIEW

- Confirm equipment complies with shop drawing submittal.
- Confirm equipment and distribution complies with standard details.
- Review trade contractor's punchlist.
- Review contractor startup sheets.
- Review building automation points list checkout.
- Complete equipment room inspection punchlist.
- Review air balancing report data-to-actual performance.

#### BUILDING SYSTEM DEMONSTRATION

- Commissioning engineer facilitates functional performance tests.
- Review carbon monoxide monitoring and temperature trending.
- Review energy recovery system performance (air and water temperatures) trending.
- Review space temperature trending.
- Spot-check system training during the functional performance tests.
- Spot-check O&M manuals during the functional performance tests.
- Maintain corrective action log and necessary retesting.
- Complete final commissioning report.

#### LEED™ CERTIFICATION COMPLIANCE

- Complete recommissioning manual
- LEED™ energy optimization software and associated system simulation (for energy recovery system application).

#### TRANSFER DOCUMENTATION TO BUILDING MANAGER

- CAD-layered record drawings.
- CAD-layered facility management drawings
- Post exhaust-makeup air energy recovery one-line diagram (laminated) in mechanical room.
- Barcode scanner.
- CMMS software with/or equipment database.
- Planned maintenance workorders.
- Recommended operating budget. **ES**

- CENTRAL EQUIPMENT
- TERMINAL EQUIPMENT AND SPACE
- PROJECT CLOSEOUT



If you have any comments, suggestions, or questions regarding this designer checklist, contact Amanda McKew at [amckew@rdkengineers.com](mailto:amckew@rdkengineers.com). This column is meant to provide some basic guidelines for good design. Always consult all necessary codes and resources relevant to each particular project.

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