

CAFETERIA CENTRAL AHU WITH KITCHEN AND DISHWASHER EXHAUST SYSTEM



Commissioning and Project Closeout Checklist

Equipment type: Central AHU and roof exhaust fans

Equipment designation: AHU-1, EF-1, and EF-2

Barcode designation: 1111111

Area served: 5,000-sq-ft cafeteria/kitchen facility

Equipment location: Equipment room 101 and roof

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 16 electrical 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 water balancing report data-to-actual performance (e.g., pressure gauge readings, flow meter readings, etc.).
- Review air balancing report data-to-actual performance (e.g., static pressure, exhaust and makeup air).

BUILDING SYSTEM DEMONSTRATION

- Commissioning engineer facilitates functional performance tests.
- 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.
- Document noise levels in cafeteria, kitchen, and fans on roof.
- Complete final commissioning report.

LEED™ CERTIFICATION COMPLIANCE

- Complete recommissioning manual.
- Confirm LEED™ energy optimization software and associated system simulation (from cogeneration application) is programmed and is trending.
- Confirm LEED measuring and verification is programmed and is trending.
- Confirm 10-month warranty meeting to revisit site and discuss "lessons learned," etc.

DOCUMENTATION TO BUILDING MANAGER

- Transfer final commissioning report including:
 - Design intent document;
 - Prefunctional performance test checklists;
 - "Scrubbed" functional performance test narratives for future use;

- Meeting minutes; and
- Project photograph log and associated photographs.
- Transfer CAD-layered record drawings.
- Transfer CAD-layered facility management drawings.
- Transfer barcoded equipment database.
- Confirm equipment and terminals are barcoded.
- Post electrical one-line diagram (laminated) in equipment room.
- Post AHU-1, EF-1, and EF-2 flow diagrams (laminated) in equipment room and also post within EF unit enclosures.
- Transfer barcode scanner.
- Transfer CMMS software with/or equipment database.
- Transfer planned maintenance workorders.
- Transfer recommissioning manual.
- Transfer recommended organization chart.
- Transfer 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. 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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