



## DESIGN REVIEW & EQUIPMENT STARTUP Checklist For AHU Replacement / Retrofit

**Equipment type:** AHU  
**Equipment designation:** AHU-1  
**Barcode designation:** 1111111  
**Area served:** Base building  
**Equipment location:** First-floor equipment 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 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 exterior site inspection punchlist.
- Review water balancing report data-to-actual performance (pressure gauge readings, flow meter readings, etc.).
- Review air balancing and temperature operating data (cfm/fan, discharge temperature/fan, and multipoint temperature readings across coils).

### BUILDING SYSTEM DEMONSTRATION

- Commissioning engineer facilitates FPTs.
- Spot-check system training during FPTs.
- Spot-check O&M manuals during FPTs.
- Maintain corrective action log and necessary retesting.
- Document noise levels per local code.
- Complete final commissioning report.

### LEED® CERTIFICATION COMPLIANCE

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

### DOCUMENTATION TO BUILDING MANAGER

- Transfer final commissioning report including:
  - DID
  - PFPT checklists
  - Seasonal FPT demonstration
  - "Scrubbed" FPT narratives for future use
  - Meeting minutes
  - Project photograph log and associated photographs
- Transfer CAD-layered record drawings.

- Transfer CAD-layered facility management drawings.
- Transfer barcoded equipment database.
- Submit equipment submittal and O&M manual website-specific equipment address.
- Confirm equipment and terminals are barcoded.
- Post electrical one-line diagram (laminated) in equipment room.
- Post CT-1 flow diagrams (laminated) in equipment room.
- Transfer barcode scanner.
- Transfer CMMS software with/or equipment database.
- Transfer planned maintenance workorders.
- Transfer service contract.
- 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](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.

