



HVAC DESIGNER TIPS DESIGN REVIEW AND SPACE STARTUP CHECKLIST

For 24/7 Air Displacement System

Room Name: 24/7 response area
Room Designation: 1001
Bar Code Designation: 111111
Area Served: Emergency call area
Equipment Location: First floor, Quadrant B

OCCUPIED SPACE INSPECTION

- | | YES | NO |
|--|--------------------------|--------------------------|
| • Ceiling, ceiling grilles, and diffusers in place per reflected ceiling plan. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Work cubicles in place per furniture layout plan. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Equipment in place per furniture and tel/data floor plans. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Occupant quantity (based on furniture layout plan) per design. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Floor outlets (electrical and tel/data) per contract drawings. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Floor supply air outlets per contract drawings. | <input type="checkbox"/> | <input type="checkbox"/> |

AIR DISPLACEMENT AREA (RAISED FLOOR SPACE)

- | | YES | NO |
|--|--------------------------|--------------------------|
| • Supply air duct discharge elbow for horizontal airflow. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Fixed air floor outlets per furniture layout/work cubicle plans. | <input type="checkbox"/> | <input type="checkbox"/> |
| • VAV floor outlets per furniture layout/work cubicle plans. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Fan-powered box (FPB) floor outlets per furniture layout/work cubicle plans. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Distribution (power/communication) not obstructing airflow. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Pipes insulated with vapor barrier where applicable per specification. | <input type="checkbox"/> | <input type="checkbox"/> |
| • No floor drains in raised floor space. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Wet floor alarm(s) functional per contract specification. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Smoke detection devices functional per contract drawings. | <input type="checkbox"/> | <input type="checkbox"/> |

AIR DISPLACEMENT SPACE TIGHTNESS

- | | YES | NO |
|--|--------------------------|--------------------------|
| • Divider walls caulked and sealed airtight. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Pipe penetrations through divider walls caulked and sealed air tight. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Conduit penetrations through divider walls caulked and sealed air tight. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Pipe penetrations from floor below caulked and sealed air/fire tight. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Conduit penetrations from floor below caulked and sealed air/fire tight. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Duct penetrations from floor below caulked and sealed air/fire tight. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Fire-rated walls (smoke or fire) identified every 8 ft. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Underfloor pressure tested and held at 0.2 in. for four hrs. | <input type="checkbox"/> | <input type="checkbox"/> |

AIR DISPLACEMENT SPACE HOUSEKEEPING

- | | YES | NO |
|---|--------------------------|--------------------------|
| • Floor sealed watertight. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Floor washed, oils, etc., removed prior to raised floor installation. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Floor vacuum cleaned prior to raised floor installation. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Floor vacuum cleaned at project closeout and prior to occupancy. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Raised floor tiles identified for quick access to equipment below. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Raised floor tiles identified for FPB filter replacement. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Consider device for air quality check within air displacement space. | <input type="checkbox"/> | <input type="checkbox"/> |

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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.

