



The design engineer shall check off the boxes from the list of the company's standardized field observation checklists below that he will need to upload on to his tablet computer prior to heading out to the construction site to complete his final heating inspection and punchlist. These checklists will be touchscreen type. When the engineer returns to the office, or he 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. 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)*

- Owner  Owner Representative  IPD Lead Engineer
- Construction Manager  General Contractor  Design-Build Contractor  Owner's Facility Manager  HVAC Subcontractor
- ATC Subcontractor  Electrical Subcontractor  Plumbing Subcontractor  Fire Protection Subcontractor  ATC Subcontractor  Architect  State Energy Department  ASHRAE
- Piping Subcontractor  Sheet Metal Subcontractor  Third-Party CxTAB Consultant  Third-Party Infection Control Consultant
- Equipment Manufacturers  Building Inspector
- Others: *(insert list)* \_\_\_\_\_

**HVAC CONTRACT SPECIFICATION CHECKLIST**

- Division 1 Project Closeout  Telecommunication Equipment
- Owner Furnished Equipment  Structural  Electrical
- Plumbing  Fire Protection  HVAC  Infection Control
- ATC  Boiler Units  Pumps  Fans  Air Handlers
- Terminal Units  Piping System  Sheet Metal System
- Access & Safety Diagrams  TAB  Commissioning
- Others: \_\_\_\_\_

**HVAC CONTRACT DRAWING INSTALLATION CHECKLIST**

- Division 1 Project Closeout  Telecommunication Equipment
- Owner Furnished Equipment  Structural  Electrical

- Plumbing  Fire Protection  HVAC  Infection Control
- ATC  Boiler Units  Pumps  Fans  Air Handlers
- Terminal Units  Piping System  Sheet Metal System
- Access & Safety Diagrams  TAB  Commissioning
- Others: \_\_\_\_\_

**HVAC STARTUP CHECKLIST**

- Division 1 Project Closeout  Telecommunication Equipment
- Owner Furnished Equipment  Structural  Electrical
- Plumbing  Fire Protection  HVAC  Infection Control
- ATC  Boiler Units  Pumps  Fans  Air Handlers
- Terminal Units  Piping System  Sheet Metal System
- Access & Safety Diagrams  TAB  Commissioning
- Others: \_\_\_\_\_

**COMMISSIONING FPT (Functional Performance Test)**

- Division 1 Project Closeout  Telecommunication Equipment
- Owner Furnished Equipment  Structural  Electrical
- Plumbing  Fire Protection  HVAC  Infection Control
- ATC  Boiler Units  Pumps  Heating System  Chilled Water System  Condenser Water System  Fans  Air Handlers
- Terminal Units  Piping System  Sheet Metal System
- Equipment Room  Others: \_\_\_\_\_