



The design engineer shall check off the boxes from the list of the company's standardized field observation checklists below that she will need to upload on to her tablet computer prior to heading out to the construction site to complete her final HVAC inspection and punchlist. These checklists will be touchscreen type. When the engineer returns to the office or she 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 of the folder. 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 Building Owner's Facility Manager HVAC Subcontractor Owner's ATC Operator Electrical Subcontractor
- Plumbing Subcontractor Fire Protection Subcontractor
- ATC Subcontractor Architect State Energy Department
- ASHRAE Piping Subcontractor Sheet Metal Subcontractor
- 3rd-Party CxTAB Consultant 3rd-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 ACC Units Pumps Fans Air Handlers Terminal Units Piping System Sheet Metal System TAB
- Commissioning Others: _____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST

- Telecommunication Equipment Owner Furnished Equipment
- Structural Electrical Plumbing Fire Protection HVAC
- Infection Control ATC ACC Units Pumps Fans Air Handlers Terminal Units Piping System Sheet Metal System
- TAB Commissioning Others: _____

HVAC STARTUP CHECKLIST

- Telecommunication Equipment Owner Furnished Equipment
- Structural Electrical Plumbing Fire Protection HVAC
- Infection Control ATC ACC Units Pumps Fans Air Handlers Terminal Units Piping System Sheet Metal System
- TAB Commissioning Others: _____

COMMISSIONING FPT (Functional Performance Test)

- Telecommunication Equipment Owner Furnished Equipment
- Structural Electrical Plumbing Fire Protection
- HVAC System Infection Control ATC ACC Units
- Pump Heating System Chilled Water System Condenser Water System Fans Air Handlers Terminal Units
- Piping System Sheet Metal System Equipment Room
- Others: _____