



The design engineer shall check off the boxes from the list of company's standardized field observation checklists that he will need to upload on to his tablet computer prior to heading out to the construction site to complete his final HVAC 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 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 College Project Manager
- HVAC Design Team Leader IPD Lead Engineer Construction Manager General Contractor Design-Build Contractor
- Campus Facility Manager HVAC Subcontractor Owner's ATC Operator Electrical Consultant Fire Alarm Consultant
- Fire Protection Subcontractor ATC Subcontractor Architect
- Structural Consultant 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 Smoke Exhaust Fans Pumps Fans Air Handlers
- Automatic Dampers Piping System Sheet Metal System
- 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 Smoke Exhaust Fans Pumps Fans Air Handlers
- Automatic Damper Piping System Sheet Metal System
- TAB Commissioning Others: _____

HVAC STARTUP CHECKLIST

- Division 1 Project Closeout Telecommunication Equipment
- Owner Furnished Equipment Structural Electrical
- Plumbing Fire Protection HVAC Infection Control
- ATC Smoke Exhaust Fans Pumps Fans Air Handlers
- Automatic Dampers Piping System Sheet Metal System
- TAB Commissioning Others: _____

COMMISSIONING FPT (Functional Performance Test)

- Telecommunication Equipment Owner Furnished Equipment
- Structural Electrical Plumbing Smoke/Fire Alarm System
- HVAC System Infection Control ATC Smoke Exhaust Fans
- Pumps Heating System Chilled Water System Condenser Water System Fans Existing Air Handler Smoke Dampers
- Piping System Sheet Metal System Equipment Room
- Others: _____