



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 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)

- Project Consultants Owner Representative IPD Manager
- Construction Manager General Contractor Design-Build Contractor Facility Manager HVAC Subcontractor ATC Subcontractor State Energy Department ASHRAE Piping Subcontractor Sheet Metal Subcontractor Third-Party TAB Consultant Third-Party Commissioning Consultant Third-Party Commissioning and TAB Consultant Equipment Manufacturers
- Building Inspector Others: *(insert list)* _____

HVAC CONTRACT SPECIFICATION CHECKLIST

- Division 1 Project Closeout Office Equipment Owner Furnished Equipment Structural Electrical Plumbing Fire Protection HVAC Infection Control ATC Cooling Tower Pumps Chillers Fans Air Handler Piping System Sheet Metal System TAB Commissioning Others: _____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST

- Division 1 Project Closeout Office Equipment Owner Furnished Equipment Structural Electrical Plumbing Fire Protection HVAC Infection Control ATC Cooling Tower Pumps Chillers Fans Air Handler Piping System Sheet Metal System TAB Commissioning Others: _____

HVAC STARTUP CHECKLIST

- Division 1 Project Closeout Office Equipment Owner Furnished Equipment Structural Electrical Plumbing Fire Protection HVAC Infection Control ATC Cooling Tower Pumps Chillers Fans Air Handler Piping System Sheet Metal System TAB Commissioning Others: _____

COMMISSIONING FPT (Functional Performance Test)

- Basis of Design Document Owner Furnished Equipment Structural Electrical Plumbing Fire Protection HVAC System Infection Control System ATC System H&V Air System Condenser Water System Air Conditioning System Cooling Tower Pumps Chillers Fans Air Handlers Terminal Units Piping System Sheet Metal System Equipment Room Others: _____