



The design engineer shall check off the boxes from the list of company's standardized field observation checklists below that he will need to upload to his tablet computer prior to heading out to the construction site to complete his final energy retro-commissioning 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 will be automatically downloaded to the company's computer server and placed in the "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 Representative  PC Project Manager  IPD Manager
- Construction Manager  General Contractor  Design-Build Contractor  Facility Manager  Heating Subcontractor  ATC Subcontractor  ATC and Energy Management subcontractors
- Utility Company Project Manager  Energy Engineer
- ASHRAE  Piping Subcontractor  Sheet Metal Subcontractor
- CxTAB Consultant  Third-Party TAB Consultant  Equipment Manufacturers  Building Inspector
- Others: *(insert list)* \_\_\_\_\_

**HVAC CONTRACT SPECIFICATION CHECKLIST**

- Division 1 Project Closeout  Existing Boiler Plant Equipment
- Owner Furnished Equipment  Structural  Electrical
- Plumbing  Fire Protection  Heating  Infection Control
- ATC  ATC and Energy Management  Boilers  Pumps
- Chillers  Fans  Air Handlers  Terminal Units  Piping System  Sheet Metal System  TAB  Cx Basis of Design
- Security  Others: \_\_\_\_\_

**HVAC CONTRACT DRAWING INSTALLATION CHECKLIST**

- Division 1 Project Closeout  Existing Boiler Plant Equipment
- Owner Furnished Equipment  Structural  Electrical
- Plumbing  Fire Protection  Heating  Infection Control
- ATC  ATC and Energy Management  Boilers  Pumps
- Chillers  Fans  Air Handlers  Terminal Units  Piping System  Sheet Metal System  TAB  Cx Basis of Design
- Security  Others: \_\_\_\_\_

**HVAC STARTUP CHECKLIST**

- Existing Boiler Plant Equipment  Owner Furnished Equipment
- Structural  Electrical  Plumbing  Fire Protection  Heating
- Infection Control  ATC  ATC and Energy Management
- Boilers  Pumps  Chillers  Fans  Air Handlers  Terminal Units  Piping System  Sheet Metal System  TAB  Cx Basis of Design  Security  Others: \_\_\_\_\_

**COMMISSIONING FPT (Functional Performance Test)**

- Existing Boiler Plant Equipment  Owner Furnished Equipment
- Structural  Electrical  Plumbing  Fire Protection  Heating
- Infection Control  ATC  ATC and Energy Management  Boilers  Pumps  Chillers  Fans  Air Handlers  Terminal Units  Piping System  Sheet Metal System  TAB  Cx Basis of Design  Security  Others: \_\_\_\_\_