



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 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. 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 Prime Heating Consultant Electrical Consultant
- IPD Lead Engineer Construction Manager General Contractor Design-Build Contractor City and Building Facility Manager HVAC Subcontractor ATC Subcontractor Electrical Subcontractor Plumbing Subcontractor Fire Protection Subcontractor Utility Company Project Manager Architect
- State Energy Department ASHRAE Piping Subcontractor
- Sheet Metal Subcontractor Third-Party Cx Consultant
- Third-Party TAB 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
- Temporary Boiler Pumps High Efficient Boiler Fans Air Handlers Terminal Units 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
- Temporary Boiler Pumps High Efficient Boiler Fans Air Handlers Terminal Units 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
- Temporary Boiler Pumps High Efficient Boiler Fans Air Handlers Terminal Units Piping System Sheet Metal System
- TAB Commissioning Others: _____

COMMISSIONING FPT (Functional Performance Test)

- Division 1 Project Closeout Telecommunication Equipment
- Owner Furnished Equipment Structural Electrical
- Plumbing Fire Protection Heating System Infection Control ATC Temporary Boiler Pumps High Efficient Boiler Fans Air Handlers Terminal Units TAB
- Others: _____