



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 on to his tablet computer prior to heading out to the construction site to complete his final H&V inspection and punchlist. These checklists will be touch-screen 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. 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 Architect Owner Representative IPD Manager
 Construction Manager General Contractor Design-Build Contractor Facility Manager HVAC Subcontractor BAS Subcontractor State Energy Department ASHRAE Piping Subcontractor Sheet Metal Subcontractor Third-Party IC Commissioning Consultant Third-Party Commissioning & TAB Consultant Equipment Manufacturers Building Inspector
 Others: *(insert list)* _____

HVAC CONTRACT SPECIFICATION CHECKLIST

- Division 1 Project Closeout Owner Furnished Equipment
 Structural Electrical Plumbing Fire Protection H&V
 Infection Control ATC CHP Unit Pumps Storage Tank
 Fans Air Handlers Terminal Units Hot Water Piping System Sheet Metal System TAB Commissioning
 Others: _____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST

- Owner-Furnished Equipment Structural Electrical

- Plumbing Fire Protection H&V Infection Control ATC
 CHP Unit Pumps Storage Tank Fans Air Handlers
 Terminal Units Hot Water Piping System Sheet Metal System TAB Commissioning Others: _____

HVAC STARTUP CHECKLIST

- Owner-Furnished Equipment Structural Electrical
 Plumbing Fire Protection H&V Infection Control ATC
 CHP Unit Pumps Storage Tank Fans Air Handlers
 Terminal Units Hot Water Piping System Sheet Metal System TAB Commissioning Others: _____

COMMISSIONING FPT (Functional Performance Test)

- Owner-Furnished Equipment Structural Electrical
 Plumbing Fire Protection Infection Control System ATC System Central HVAC Air System Heating and Ventilation System Heat Recover Water System CHP Unit Pumps
 Chillers Fans Air Handlers Terminal Units Piping System Sheet Metal System Others: _____