

BASIS OF DESIGN – HYBRID INFECTION CONTROL LOBBY RETROFIT DESIGN-BUILD PROJECT — CONSTRUCTION PHASE ENGINEER’S PUNCHLIST

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 on 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 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 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
- 3rd-Party IC Commissioning Consultant
- 3rd-Party Commissioning & TAB Consultant
- Equipment Manufacturers
- Building Inspector
- Others: (insert list)_____

HVAC CONTRACT SPECIFICATION CHECKLISTS (check the appropriate boxes)

- Division 1 Project Closeout
- Telecommunication Equipment
- Hospital Furnished Equipment
- Structural
- Electrical
- Plumbing
- Fire Protection
- HVAC
- Infection Control
- ATC
- Evaporative Media Humidifier/Air-Cooling Units
- Pumps
- Chillers
- Fans
- Central Air-Handling Unit
- Terminal Units
- Piping System
- Sheet Metal System
- TAB
- Commissioning
- Others: (insert list)_____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST (check the appropriate boxes)

- Hospital Equipment
- Structural
- Electrical
- Plumbing
- Fire Protection
- HVAC
- Infection Control
- ATC
- Evaporative Media Humidifier/Air-Cooling Units
- Pumps
- Chillers
- Fans
- Central Air-Handling Unit
- Terminal Units
- Piping System
- Sheet Metal System
- Equipment Room
- Tel-Data
- Others: (insert list)_____

HVAC STARTUP CHECKLISTS (check the appropriate boxes)

- Hospital Equipment
- Structural
- Electrical
- Plumbing
- Fire Protection
- HVAC
- Infection Control
- ATC
- Evaporative Media Humidifier/Air-Cooling Units
- Pumps
- Chillers
- Fans
- Central Air-Handling Unit
- Terminal Units
- Piping System
- Sheet Metal System
- Equipment Room
- Tel-Data
- Others: (insert list)_____

COMMISSIONING FPT (FUNCTIONAL PERFORMANCE TEST) (check the appropriate boxes)

- Hospital Equipment
- Structural
- Electrical
- Plumbing
- Fire Protection
- HVAC
- Infection Control
- ATC
- Evaporative Media Humidifier/Air-Cooling Units
- Pumps
- Chillers
- Fans
- Central Air-Handling Unit
- Terminal Units
- Piping System
- Sheet Metal System
- Equipment Room
- Tel-Data
- Others: (insert list)_____

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