

### BASIS OF DESIGN - COMMERCIAL BUILDING RETROFIT DESIGN-BUILD PROJECT

The design engineer shall check off the boxes from the list of company's standardized field observation checklists below, which he will need to upload onto 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 Engineer    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    Utility Company Representative    3rd-Party Consultant  
 Equipment Manufacturers    Building Inspector    Others: (insert list) \_\_\_\_\_

#### HVAC CONTRACT SPECIFICATION CHECKLISTS (check the appropriate boxes)

- Division 1 Project Closeout    BOMA Equipment    Owner Furnished Equipment  
 Structural    Electrical    Plumbing    Fire Protection    HVAC    Infection Control    BAS  
 Boilers    Pumps    Chillers    Fans    Air Handlers    Terminal Units    Piping System  
 Sheet Metal System    TAB    Commissioning    Others (insert list) \_\_\_\_\_

#### HVAC/BAS CONTRACT DRAWING INSTALLATION CHECKLIST (check the appropriate boxes)

- BOMA Equipment    Owner Furnished Equipment    Structural    Electrical    Plumbing  
 Fire Protection    HVAC    Infection Control    BAS    Boilers    Pumps    Chillers    Fans  
 Air Handlers    Terminal Units    Piping System    Sheet Metal System    Equipment Room  
 Tel-Data    Others (insert list) \_\_\_\_\_

#### HVAC STARTUP CHECKLISTS (check the appropriate boxes)

- BOMA Equipment    Owner Furnished Equipment    Structural    Electrical    Plumbing  
 Fire Protection    HVAC    Infection Control    BAS    Boilers    Pumps    Chillers    Fans  
 Air Handlers    Terminal Units    Piping System    Sheet Metal System    Equipment Room    Tel-Data  
 Others (insert list) \_\_\_\_\_

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

- BOMA Equipment    Owner Furnished Equipment    Structural    Electrical    Plumbing  
 Fire Protection    HVAC System    Infection Control System    BAS System    Central HVAC Air System  
 Heating System    Air Conditioning Systems    Boilers    Pumps    Chillers    Fans    Air Handlers  
 Terminal Units    Piping System    Sheet Metal System    Equipment Room    Tel-Data    Others  
 (insert lists) \_\_\_\_\_