

BASIS OF DESIGN – CAMPUS RETROFIT-ADMINISTRATION BUILDING HVAC REPLACEMENT CONSTRUCTION PHASE – DESIGN 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)

- College In-House Project Manager IPD Manager Construction Manager
- General Contractor Design-Build Contractor O&M Manager HVAC Subcontractor
- Architect ATC Subcontractor State Energy Department ASHRAE Piping Subcontractor
- Sheet Metal Subcontractor 3rd-Party CxTAB Consultant 3rd-Party TAB Consultant
- Equipment Manufacturers Building Inspector Others: (insert list) _____

HVAC CONTRACT SPECIFICATION CHECKLISTS (check the appropriate boxes)

- Division 1 Project Closeout Kitchen Equipment College Furnished Equipment Structural
- Electrical Plumbing Fire Protection HVAC Infection Control ATC Chiller
- Secondary Pumps Fans Air Handlers Chill Beams Piping System
- Sheet Metal System TAB Commissioning Others (insert list) _____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST (check the appropriate boxes)

- Division 1 Project Closeout Kitchen Equipment Owner Furnished Equipment Structural
- Electrical Plumbing Fire Protection HVAC Infection Control ATC Chiller
- Secondary Pumps Fans Air Handlers Chill Beams Piping System
- Sheet Metal System TAB Commissioning Others (insert list) _____

HVAC STARTUP CHECKLISTS (check the appropriate boxes)

- Owner Furnished Equipment Structural Electrical Plumbing Fire Protection HVAC
- Infection Control ATC Chiller Secondary Pumps Fans Air Handlers Chill Beams
- Piping System Sheet Metal System Equipment Room TAB Commissioning
- Others (insert list) _____

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

- Owner Furnished Equipment Structural Electrical Plumbing Fire Protection
- HVAC System Infection Control System ATC System Central HVAC Air System
- Heating System Chilled Water System Condenser Water System Chiller
- Secondary Pumps Fans Air Handlers Chill Beam Piping System Sheet Metal System
- Equipment Room Others (insert lists) _____