



The design engineer shall check off the boxes from the list of 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)

- Owner Owner Representative IPD Lead Engineer
- Construction Manager General Contractor
- Design-Build Contractor Building Department Manager
- HVAC Subcontractor ATC Subcontractor Electrical Subcontractor Plumbing Subcontractor
- Fire Protection Subcontractor Telecommunication Subcontractor Architect State Energy Department
- ASHRAE Piping Subcontractor
- Sheet Metal Subcontractor 3rd-Party CxTAB Consultant
- 3rd-Party TAB Consultant Rental Equipment Contractor
- Building Inspector Others: _____

HVAC CONTRACT SPECIFICATION CHECKLIST

(Check the appropriate boxes)

- Division 1 Project Closeout Telecommunication Equipment
- Rental Equipment Structural Electrical Plumbing
- Fire Protection HVAC Infection Control ATC
- Pumps Chillers Fans Air Handlers Terminal Units
- Piping System Sheet Metal System TAB
- Commissioning Others: _____

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST

(Check the appropriate boxes)

- Telecommunication Equipment Rental Equipment
- Structural Electrical Plumbing Fire Protection HVAC
- Infection Control ATC Pumps Chillers Fans Air Handlers Terminal Units Piping System Sheet Metal System Equipment Room Others: _____

HVAC STARTUP CHECKLIST

(Check the appropriate boxes)

- Telecommunication Equipment Rental Equipment
- Structural Electrical Plumbing Fire Protection HVAC
- Infection Control ATC Pumps Chillers Fans Air Handlers Terminal Units Piping System Sheet Metal System Equipment Room TAB Commissioning
- Others: _____

COMMISSIONING FPT - Functional Performance Test

(Check the appropriate boxes)

- Telecommunication Equipment Rental Equipment
- Structural Electrical Plumbing Fire Protection HVAC System Infection Control System ATC System Heating System Chilled Water System Condenser Water System
- Pumps Chillers Fans Air Handlers Terminal Units Piping System Sheet Metal System Equipment Room
- Others: _____