



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. 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 Manager HVAC Subcontractor
- ATC Subcontractor Architect Electrical Subcontractor
- Plumbing Subcontractor Fire Protection Subcontractor
- Telecommunication Subcontractor State Energy Department
- ASHRAE Piping Subcontractor Sheet Metal Subcontractor
- Third-Party CxTAB Consultant Third-Party TAB Consultant
- Equipment Manufacturers Building Inspector
- Others: *(insert list)* _____

HVAC CONTRACT SPECIFICATION CHECKLIST

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

HVAC CONTRACT DRAWING INSTALLATION CHECKLIST

- Owner Furnished Equipment Structural Electrical
- Plumbing Fire Protection HVAC Infection Control
- ATC VRF Outdoor Units VRF Indoor Units Pumps
- Chillers Fans Air Handlers Terminal Units Refrigerant Piping System Sheet Metal Distribution TAB
- Commissioning Others: _____

HVAC STARTUP CHECKLIST

- Owner Furnished Equipment Structural Electrical
- Plumbing Fire Protection HVAC Infection Control ATC
- VRF Outdoor Units VRF Indoor Units Pumps Chillers
- Fans Air Handlers Terminal Units Refrigerant Piping System Sheet Metal Distribution TAB Commissioning
- Others: _____

COMMISSIONING FPT (Functional Performance Test)

- Owner Furnished Equipment Structural Electrical
- Plumbing Fire Protection HVAC System Infection Control System ATC System VRF Systems Heating System Chilled Water System Condenser Water System Pumps Chillers
- Fans Air Handlers Terminal Units Refrigerant Piping System Sheet Metal Distribution Equipment Room
- Others: _____