

Introduction

The design engineer shall check off the boxes from the list of company's standardized field observation checklists below that he will need to upload on to his tablet computer prior to heading out to the construction site to complete his final H&V 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..

Source: Back2Basic Esmagazine

Team Correspondence Directory

- ☐ 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 Checklist

- ☐ Division 1 Project Closeout
- ☐ Industrial Process Equipment
- ☐ Owner Furnished Equipment
- ☐ Structural
- ☐ Electrical
- ☐ Plumbing
- ☐ Fire Protection
- ☐ H&V
- ☐ Infection Control
- ☐ ATC
- ☐ Generator
- ☐ Pumps
- ☐ Chillers
- ☐ Fans
- ☐ Air Handlers
- ☐ Terminal Units
- ☐ Exhaust Piping System
- ☐ Sheet Metal System
- ☐ TAB
- ☐ Commissioning
- ☐ Others:

HVAC Contract Drawing Installation checklist

- ☐ Industrial Process Equipment
- ☐ Owner Furnished Equipment
- ☐ Structural
- ☐ Electrical
- ☐ Plumbing
- ☐ Fire Protection
- ☐ HVAC
- ☐ Infection Control
- ☐ ATC
- ☐ Generator
- ☐ Pumps
- ☐ Chillers
- ☐ Fans
- ☐ Air Handlers
- ☐ Terminal Units
- ☐ Heating & Ventilation System
- ☐ Exhaust Piping System
- ☐ Sheet Metal System
- ☐ Equipment Room
- ☐ Tel-Data

HVAC Contract Drawing Installation checklist (cont)

- ☐ Others:

HVAC Startup checklist

- ☐ Industrial Process Equipment
- ☐ Owner Furnished Equipment
- ☐ Structural
- ☐ Electrical
- ☐ Plumbing
- ☐ Fire Protection
- ☐ HVAC
- ☐ Infection Control
- ☐ ATC
- ☐ Generator
- ☐ Pumps
- ☐ Chillers
- ☐ Fans
- ☐ Air Handlers
- ☐ Heating & Ventilation System
- ☐ Terminal Units
- ☐ Exhaust Piping System
- ☐ Sheet Metal System
- ☐ Equipment Room
- ☐ Tel-Data
- ☐ Others:

Commissioning FPT

- (Functional Performance Test)
- ☐ Industrial Process Equipment
 - ☐ Owner Furnished Equipment
 - ☐ Structural
 - ☐ Electrical
 - ☐ Plumbing
 - ☐ Fire Protection
 - ☐ HVAC System
 - ☐ Infection Control System
 - ☐ ATC System
 - ☐ Central HVAC Air System
 - ☐ Heating & Ventilation System
 - ☐ Chilled Water System
 - ☐ Generator
 - ☐ Pumps
 - ☐ Chillers



Commissioning FPT (cont)

- ☐ Fans
- ☐ Air Handlers
- ☐ Terminal Units
- ☐ Piping System
- ☐ Sheet Metal System
- ☐ Equipment Room
- ☐ Tel-Data
- ☐ Others:

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Page 2 of 2.

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