



HVAC Commissioning Checklist

15 Aug 2022 / Aden Prosper Hospital

Complete

Score	71.88%	Flagged items	7	Actions	2
Project Name	Aden Prosper Hospital				
Location	CJ64+WQ Sudbury, MA, USA				
Prepared by	Shelby Zaiden				
Conducted on	15.08.2022 00:00 PST				

Flagged items & Actions

7 flagged, 2 actions

Flagged items

7 flagged, 2 actions

HVAC Commissioning Checklist / Variable Air Volume (VAV) Terminals / Installation

Reheat coil connected to hot water pipe.

Fail



Photo 1

HVAC Commissioning Checklist / Variable Air Volume (VAV) Terminals / Controls

Reheat terminal/coil controls verified.

Fail

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.08.2022 11:30 PST | Created by SafetyCulture Staff

Verify this regularly.

HVAC Commissioning Checklist / Variable Air Volume (VAV) Terminals / Testing, Adjusting, and Balancing (TAB)

TAB operation complete

Fail

HVAC Commissioning Checklist / Variable Air Volume Handling Unit / Installation

Insulation undamaged.

Fail



Photo 2

HVAC Commissioning Checklist / Variable Air Volume Handling Unit / Testing, Adjusting, and Balancing (TAB)

TAB report submitted.

Fail

To Do | Assignee SafetyCulture Staff | Priority High | Due 22.08.2022 11:34 PST | Created by SafetyCulture Staff

Submit the TAB report for the last inspection.

HVAC Commissioning Checklist / Variable Air Volume Handling Unit / Testing, Adjusting, and Balancing (TAB)

TAB results within +10%/-0% of L/s cfm shown on drawings

Fail

HVAC Commissioning Checklist / Variable Air Volume Handling Unit / Testing, Adjusting, and Balancing (TAB)

TAB results for outside air intake within +10%/-0% of both the minimum and maximum L/s cfms shown on drawings.

Fail

Other actions

0 actions

Programmable Thermostats

100%

Installed per manufacturers instructions	Pass
Programmed per designed control strategy	Pass
Verify heating operation during occupied periods	Pass
Verify heating operation during unoccupied periods	Pass
Verify cooling operation during occupied periods	Pass
Verify cooling operation during unoccupied periods	N/A
The hospital is always occupied so we weren't able to check this yet.	
Verify system operation during occupied hours under no-load condition	Pass
Verify system operation during unoccupied hours under no-load condition	N/A
The hospital is always occupied so we weren't able to check this yet.	
Verify system status when power is lost	Pass
Verify system operation when power is returned	Pass
Verify battery back-up (if applicable)	Pass
Measure room temperatures for compliance with set point.	Pass

DX Air Cooled Condensing Units

0%

Installation

0%

Refrigerant pipe leak tested.

Refrigerant pipe evacuated and charged in accordance with manufacturer's instructions.

Check condenser fans for proper rotation.

Any damage to coil fins has been repaired.

Manufacturer's required maintenance/ operational clearance provided.

Electrical

0%

Power available to unit disconnect.

Power available to unit control panel.

Verify that power disconnect is located within sight of the unit controls

Controls

0%

Unit safety/protection devices tested.

Control system and interlocks installed.

Control system and interlocks operational.

Variable Air Volume (VAV) Terminals

3 flagged, 1 action, 70%

Installation

1 flagged, 80%

VAV terminal in place.

Pass

VAV terminal ducted.

Pass

VAV terminal connected to controls.

Pass

Reheat coil connected to hot water pipe.

Fail



Photo 1

Manufacturer's required maintenance clearance provided.

Pass

Controls

1 flagged, 1 action, 50%

Reheat VAV terminal controls set.

Pass

Reheat terminal/coil controls verified.

Fail

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.08.2022 11:30 PST | Created by SafetyCulture Staff

Verify this regularly.

Testing, Adjusting, and Balancing (TAB)

1 flagged, 66.67%

Verify terminal maximum air flow set.	Pass
Verify terminal minimum air flow set.	Pass
TAB operation complete	Fail

Variable Air Volume Handling Unit

4 flagged, 1 action, 87.88%

Installation

1 flagged, 85.71%

Vibration isolation devices installed.	Pass
Inspection and access doors are operable and sealed.	Pass
Casing undamaged.	Pass
Insulation undamaged.	Fail



Photo 2

Condensate drainage is unobstructed. (Visually verify drainage by pouring a cup of water into drain pan.)	Pass
Fan belt adjusted.	Pass
Manufacturer's required maintenance clearance provided.	Pass

Electrical

100%

Power available to unit disconnect.	Pass
Power available to unit control panel.	Pass
Proper motor rotation verified.	Pass
Verify that power disconnect is located within sight of the unit it controls.	Pass
Power available to humidifier.	Pass

Coils

100%

Chilled water piping properly connected.	Pass
Chilled water piping pressure tested.	Pass
Hot water piping properly connected.	Pass
Hot water piping pressure tested.	Pass
Air vents installed on water coils with shutoff valves as specified.	Pass
Any damage to coil fins has been repaired.	Pass
Heat Recovery Unit	100%
Controls operable.	Pass
Power connected and rotation check.	Pass
Bypass dampers operable.	Pass
Controls	100%
Control valves/actuators properly installed.	Pass
Control valves/actuators operable.	Pass
Dampers/actuators properly installed.	Pass
Dampers/actuators operable.	Pass
Verify proper location, installation and calibration of duct static pressure sensor.	Pass
Fan air volume controller operable.	Pass
Air handler controls system operational.	Pass
Testing, Adjusting, and Balancing (TAB)	3 flagged, 1 action, 40%
Power available to unit disconnect.	Pass
Construction filters removed and replaced.	Pass
TAB report submitted.	Fail

To Do | Assignee SafetyCulture Staff | Priority High | Due 22.08.2022 11:34 PST | Created by SafetyCulture Staff

Submit the TAB report for the last inspection.

TAB results within +10%/-0% of L/s cfm shown on drawings

Fail

TAB results for outside air intake within +10%/-0% of both the minimum and maximum L/s cfms shown on drawings.

Fail

Completion

Additional Comments

Address the failed items on this checklist, immediately.

Inspector Name & Signature

Wilder Rylanlee

Wilder Rylanlee
15.08.2022 11:41 PST

Installer Name & Signature

Holden Scottie

Holden Scottie
15.08.2022 11:42 PST

Contractor Name & Signature

Russell Melvyn

Russell Melvyn
15.08.2022 11:42 PST

Appendix



Photo 1



Photo 2