

FORM PSL 01

CONSULTANT

**COMMISSIONING OF HVAC SYSTEMS**

CONTRACTOR

**DUCTWORK PRE-START UP CHECKLIST (MECHANICAL COMPLETION)**

BUILDING : \_\_\_\_\_ SHEET : \_\_\_\_\_ / OF / \_\_\_\_\_

SYSTEM / EQUIPMENT INCLUDED : \_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION	REMARKS
<b>1. ENGINEERING DATA</b>	
Availability of Design Drawings	
Conformity to Design (General)	
Availability of As-Built Drawings	
Availability of Equipment Catalogues	
Nameplate Data of Equipment	
<b>2. INSTALLATION</b>	
Air Handling Units	
Quality of Coil Surfaces	
Exhaust Fans	
Equipment Supports, Frames, Foundations	
Duct Material & Installation - General	
Ductwork Connection to Equipment(Flexible joints, Plenums)	
Ductwork Supporting	
Outside Air Louvers & Rain Protection	
Fire Dampers	
Sound Attenuators	
Volume Dampers	
Access Doors	
Filters	
Instrumentation (Manometers & Thermometers)	
Branch Take-off Fittings	
Branch Take-off Flaps	
Servomotor Mounting Seats	
End User Air Equipment Mounting (diffusers, registers, grilles)	
Duct Connection to End Users (Flexibles, Plenums)	
<b>ACCESS TO DAMPERS- GENERAL</b>	
<b>3. TESTS &amp; AIR PREPARATION</b>	
Ductwork Leakage Testing	
Internal Cleaning of Ductwork	
Internal Cleaning of Air Handling Equipment	
Temporary Air Filters	
Final Air Filters	

REMARKS : \_\_\_\_\_  
\_\_\_\_\_

COMMISSIONING ENGINEER	CONSULTANT	CONTRACTOR
NAME : _____	NAME : _____	NAME : _____
SIGNATURE : _____	SIGNATURE : _____	SIGNATURE : _____
DATE : _____	DATE : _____	DATE : _____

