Prefunctional Checklists

The PC procedures displayed in a form format here are intended to provide the CA with an example of a format and an indication of the rigor of the required prefunctional checklists and documentation for various equipment types. Though they were not developed specifically for this project, they are generally applicable. The checklists contain items for both Division 15 and 16 contractors to perform. On each checklist, a column is provided that should be filled out by the Contractor assigning responsibility for that line item to a trade.

Those executing the checklists are only responsible to perform items that apply to the specific application at hand. These checklists do not take the place of the manufacturer's recommended checkout and start-up procedures or report. Some checklist procedures may be redundant of some checkout procedures that will be documented on typical factory field checkout sheets. Double documenting is required in those cases.

Refer to Section 17100 for additional requirements regarding prefunctional checklists, startup and initial checkout. Items that do not apply should be noted along with the reasons on the form. If this form is not used for documenting, one of similar rigor and clarity shall be used. Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off. "Contr." column or abbreviations in brackets to the right of an item refer to the contractor responsible to verify completion of this item. A/E = architect/engineer, All = all contractors, CA = commissioning agent, CC = controls contractor, EC = electrical contractor, GC = general contractor, MC = mechanical contractor, SC = sheet metal contractor, TAB = test and balance contractor.

The checklists are provided in electronic file format (Word 6.0 for Windows 3.1). The file name is at the bottom of each page. The file name extension "pc__" stands for Prefunctional Checklist and the last digit is the version number. Any MS Excel spreadsheet files are noted with their usual .xls extension.

COMPONENT	ELECTRONIC FILE NAME
Air handler unit	ahu.pc_
Air cooled condenser and compressor	aircndsr.pc_
Boiler	boiler.pc_
Calibration procedures (sensors; actuators)	calibdir.pc_
Chiller	chiller.pc_
Chiller system sample startup documentation plan	chilrdoc.pc_
Chilled water piping	chwpipe.pc_
Computer room AC unit	computac.pc_
Condenser water piping	cdwpipe.pc_
Controls system (BAS)	controls.pc_
Cooling tower	cooltwr.pc_
Exhaust fan	exh_fan.pc_
Fan coil unit	fancoilu.pc_
Heating water piping	hwpipe.pc_
Packaged roof top unit	pkgunit.pc_
Pump (water)	pump.pc_
Startup documentation plan template	startpln.c08
TAB	tabplan.pc_
Terminal unit	tu_pc06.xls
Variable frequency drive	vfd.pc_