

Check	Air Side	Heating Water	Chilled Water
Prior to plan, TAB contractor had planning meeting with controls contractor to discuss using BAS for TAB			
All field checkout sheets and logs provided as part of plan			
Final test report sheets to be used provided as part of plan			
Field and final test report sheets list each piece of equipment to be tested, adjusted and balanced with the data cells to be gathered for each			
Discussion of what notations and markings will be made on the duct and piping drawings.			
List of all air flow, water flow, sound level, system capacity and efficiency measurements to be performed and provide a description of specific test procedures, parameters, formulas and test instrument type to be used for the measurements Sample forms have been included.			
Detailed step-by-step procedures fro TAB work: terminal flow calibration (for each terminal type), diffuser proportioning, branch / submain proportioning, total flow calculations, rechecking, etc. Similar for water side.			
Details of how <i>total</i> flow will be determined (Air: sum of terminal flows via BAS calibrated readings or via hood read of all terminals, supply (SA) and return air (RA) pitot traverse, SA or RA flow stations. Water: pump curves, circuit setter, flow station, ultrasonic, etc.)			
Specific procedures that will ensure (and which can be verified) that both air and water side are operating at the lowest possible pressures.			
Outside air ventilation criteria under all conditions clearly understood by TAB contractor			
Details of if and how min. outside air cfm will be verified and set and for what level (total bldg, zone, etc.)			
Details of how building static and exhaust fan / relief damper capacity will be checked.			
The identification and types of measurement instruments to be used and their most recent calibration date			
Proposed selection points for sound measurements			
Details of any TAB work to be done in phases (by floor, etc.), or of areas to be built out later			
Details regarding specified deferred or seasonal TAB work			
Details of any specified false loading of systems to complete TAB work			
Details of all exhaust fan balancing and capacity verifications, including any required room pressure differentials.		na	na
Plan for hand-written field technician logs of discrepancies, deficient or uncompleted work by others, contract interpretation requests and lists of completed tests (scope and frequency)			
Plan for formal progress reports (scope and frequency)			
Plan for formal deficiency reports (scope, frequency and distribution)			

• **The checklist items of Part 2 are all successfully completed.....** **YES** **NO**

-- END OF CHECKLIST--

Comments: