**PRE-COMMISSIONING CHECKLIST FOR HVAC SYSTEM**

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| Project Name: |  | Date: |  |
| Project Number: |  | **System name:** |  |
| Ref. Drawing & Documents: |  | **Plant no. / Location:** |  |

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Verify that engineering drawings, calculations, specifications, data sheets, performance curves and diagrams are provided and complete |  |  |
| Verify that all Vendor documentation including installation, start-up, and operation and maintenance manuals are provided and complete, |  |  |
| Verify that all design drawings are certified " as-built " |  |  |
| **Verify that the following components and systems installed**  **in accordance with design documents (standards):** | | |
| Packaged A/C units |  |  |
| Air Handling units |  |  |
| Condensing units |  |  |
| Humidifiers |  |  |
| Pumps |  |  |
| Cooling Towers |  |  |
| Chillers |  |  |
| Filters, Fans, Ductwork attachments and accessories, Piping attachments and accessories, operating dampers, Hydronic coils, Hydronic Piping, Refrigerant Piping, Electric coils |  |  |
| Ensure that all equipment is clean and all debris and foreign matter are removed |  |  |
| Check if any of the equipment and components are damaged |  |  |
| Ensure that the builder and layout sketch require appropriate clearances for operation and maintenance. |  |  |
| Ensure that all nameplate information and machinery markings conform to the design specifications, accredited vendor records |  |  |
| Ensure that spare parts provided in accordance with the design and vendor's documents, and spare parts are original and the same as the parts they are to replace |  |  |
| Check that all security systems and equipment are in location and operational, as per the design papers |  |  |
| Verify that the HVAC system's testing, adjustment and balance (TAB) is finished in compliance with the design documentation specifications |  |  |

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| **Installer:** |  | **Witnessed by:** |  |
| **Contractor** |  | **Signature & Date** |  |
| **Remark:** | | | |