

**Variable-Air Volume Units (Multiple)  
Pre-Functional Checklist**

Equipment ID	[Equipment ID]
Building	[Building]
Location	[Room]

**Statement of Readiness**

The above equipment and/or systems integral to them are complete and ready for functional testing, except as noted. None of the outstanding items preclude safe and reliable functional tests being performed. This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.

**Responsible Contractor Sign Here**

CONTRACTOR	PRINTED NAME	SIGNATURE	DATE
General Contractor (GC)			
Mechanical Contractor (MC)			
Electrical Contractor (EC)			
TAB Contractor (TAB)			
Controls Contractor (CC)			

This statement of readiness has been received by the Commissioning Agent on \_\_\_\_\_ and will be incorporated as part of the final commissioning report.

**Equipment Information**

Make		Model Number	
Serial Number		Capacity	CFM
Volts/Phase		Function	Service Area
Notes:			



Responsible Contractor	Requirement (Tag numbers based on Mechanical Drawings)	Sign Off	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---
			AHU-9	RTU-9	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#
Equipment Information																		
MC	Make																	
MC	Model																	
MC	Serial Number																	
MC	Capacity																	
MC	CFM																	
MC	Volts/Phase																	
MC	Function																	
MC	Service Area																	
TAB	Min CFM Setting																	
TAB	Max CFM Setting																	
General Installation																		
MC	Permanent labels affixed to equipment, switches, controls and safety devices.																	
MC	Each equipment model number complies with approved submittal.																	
MC	Connection to ductwork is tight and in good condition.																	
MC	Fan and motor properly installed and operational.																	
MC	Correct VAV box location is shown on as-built drawings.																	



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			AHU-9	RTU-9	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#
MC	Air terminal units are installed level and plumb.																	
MC	Equipment installation meets serviceability requirements.																	
MC	Ductwork pressure test has been completed and approved.																	
MC	Cabinet panels permanently affixed.																	
MC	Thermal insulation has been installed according to specification.																	
Coils, Piping and Valves																		
MC	Dampers are installed and operating properly.																	
MC	Damper operator linkages are tight.																	
MC	Required length of straight duct provided upstream of air supply terminals.																	
MC	Manual balancing dampers permanently marked at final setting.																	
MC	Valve actuators have been fully stroked.																	
MC	Automatic damper operates full stroke without binding.																	



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			AHU-9	RTU-9	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#
MC	Hot water is properly piped to the coil.																	
MC	Piping is supported by hangers independent of the coil.																	
MC	Hydrostatic test for re-heat piping complete and report submitted.																	
MC	Strainers removed and cleaned after system flushing.																	
MC	Piping insulation complete and undamaged.																	
MC	Isolation valves are installed, open and accurately located on as-built drawings.																	
MC	Piping is labeled correctly and flow direction is indicated clearly.																	
MC	P&T ports have been installed on the inlet and outlet piping of the coil or as indicated in the construction documents.																	
MC	Coils are clean and fins are in good condition.																	



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			AHU-9	RTU-9	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#
MC	Control valves installed as indicated on the document details.																	
MC	Air vents installed at high points in piping.																	
MC	Drain valves installed at low points and have hose connections.																	
MC	All piping and accessories installed per contract document details.																	

Responsible Contractor	Requirement (Tag numbers based on Mechanical Drawings)	Sign Off	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---	VAV ---
			AHU-9	RTU-9	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#
Testing and Balance																		
TAB	Water balancing is complete.																	
TAB	Air balancing is complete.																	
TAB	Balancing valves are marked at final setting.																	
TAB	Dampers are marked at final setting.																	
TAB	Test and balancing (T&B) report submitted.																	



Responsible Contractor	Requirement (Tag numbers based on Mechanical Drawings)	Sign Off	VAV --- AHU-9	VAV --- RTU-9	VAV --- AHU-#	VAV --- RTU-#	VAV --- AHU-#	VAV --- RTU-#	VAV --- AHU-#	VAV --- RTU-#	VAV --- AHU-#	VAV --- RTU-#	VAV --- AHU-#	VAV --- RTU-#	VAV --- AHU-#	VAV --- RTU-#	VAV --- AHU-#	VAV --- RTU-#
TAB	All system pressure and airflow set points have been documented during the test and balance procedure and will be included in the final TAB report.																	
Electrical and Controls																		
EC	Proper power voltage is supplied.																	
EC	Normal power supply energized and identified.																	
EC	Control circuit energized and properly identified.																	
EC	All control panels are in place.																	
TCC	Control devices have been calibrated and programmed.																	
TCC	Control loops have been tuned in field.																	
TCC	Control damper(s) operator has been fully stroked.																	
TCC	Coil control valve installed and terminated.																	



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			AHU-9	RTU-9	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#
TCC	Coil control valve powered and calibrated.																	
TCC	Coil control valve is programmed and reads correctly at front end computer.																	
TCC	Operator Workstation - points programmed and generated in graphics.																	
TCC	Discharge temperature sensor installed and accurately located on as-built drawings.																	
Controls (Sensors I/O)																		
TCC	<b>Analog Inputs</b>																	
TCC	Zone Temperature																	
TCC	Zone Setpoint																	
TCC	Supply #1 CFM																	
TCC	Supply #2 CFM																	
TCC	Supply #3 CFM																	
TCC	Exhaust #1 CFM / snorkel																	
TCC	Exhaust #2 CFM																	
TCC	Exhaust #3 CFM																	
TCC	Exhaust #4 CFM																	
TCC	Exhaust #1 Pressure / snorkel																	
TCC	Exhaust #1 Discharge Air Temp																	



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			AHU-9	RTU-9	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#
TCC	Exhaust #2 Discharge Air Temp																	
TCC	Exhaust #3 Discharge Air Temp																	
TCC	<b>Analog Outputs</b>																	
TCC	Supply #1 Air Damper Position																	
TCC	Supply #2 Air Damper Position																	
TCC	Supply #3 Air Damper Position																	
TCC	Exhaust #1 Air Damper Position/Snorkel																	
TCC	Exhaust #2 Air Damper Position																	
TCC	Exhaust #3 Air Damper Position																	
TCC	Exhaust #4 Air Damper Position																	
TCC	Supply #1 Reheat Valve Position																	
TCC	Supply #2 Reheat Valve Position																	
TCC	Supply #3 Reheat Valve Position																	
TCC	<b>Binary Outputs</b>																	
TCC	Supply #1 Radiant Panel Valve																	





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			AHU-9	RTU-9	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#	AHU-#	RTU-#
TCC	Supply #2 Radiant Panel Valve																	
TCC	Supply #3 Radiant Panel Valve																	

Yes = Checked and Completed, N/A = Not Applicable



**Additional Comments:**

SAMPLE