



EXAMPLE:

COMMISSIONING
PRE-FUNCTIONAL CHECKLIST (PFC)

Example PFC

Commissioning Pre-Functional Checklist (PFC)

Sys./Equip.: AHU-1

Project: Client Job Name

ETOP #: IPS-000001-001

Date: 3/6/2007

Rev. #: 00

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Signature Log: All individuals participating in the execution of this commissioning checklist shall record the pertinent information as indicated in the table below.

Name (Print)	Name (Signature)	Company Name	Initials (As they Appear in the Checklist)

PFC Item # ----- Sys./Equip./ Instru. ID#	Commissioning Procedure	Actual or Additional Information / Comments	Verified By (Initial / Date)
1. AHU-1.	Obtain and review Project Design Documents (Drawings/Specs/Change orders etc.) for this TOP's scope of work: a) Include these documents as part of this TOP; identify TOP location. b) Ensure documents are the latest revisions. c) Ensure status is ISSUED FOR CONSTRUCTION (PFC)	Documents are located at: _____	
2. AHU-1	Obtain and review Vendor Documents (Drawings/Submittals/Cut Sheets/etc.) for this TOP's scope of work: a) Include these documents as part of this TOP; identify TOP location. b) Verify that the documents are the latest revisions. c) Ensure status is "APPROVED".	Vendor Documents are located at: _____ Note: "Approved as Noted" or "Reviewed" documents may be used if permitted by Client; review & assess outstanding info for impact to commencement of PFC/FC.	

Comments:

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3. AHU-1	Obtain copies of applicable design/vendor drawings to conduct a detailed installation walk down.; identify drawings below & include these drawings <u>with</u> this PFC. Yellow line / redline drawings and document the walk-down results.	<p><u>DOCUMENT NUMBERS:</u></p> <p>Insert a copy of the documents numbers in this TOP.</p> <p>Notes: 1) If a drawing is not "an As-Built, an <i>additional</i> comparative review is to be made after receipt of applicable As-Built revision. 2) If additional walk down drawings are to be used, identify them in Comments section below.</p>	
4. AHU-1	Verify that Air Handler AHU-1 has been installed in accordance with manufacturer specifications and IO&M documents. Verify clearances around unit. Provide a copy of the IO&M document in this TOP.	<p>Acceptable: Yes No</p> <p>IO&M Documents are located at TOP TAB: _____</p>	
5. AHU-1	Verify that AHU-1 has no visible damage, is clean and all external components (hoods, covers, outlets) are installed per submittal documents. Verify installation of all factory-mounted devices (sensors, dampers, actuators, etc.) within AHU-1 per submittal documents. Verify all lights have been installed.	<p>Acceptable: Yes No</p> <p>Submittal Documents are located at TOP TAB: _____</p>	
6. AHU-1	Verify that all Doors and Access Panels on AHU-1 can open freely. Verify operation of all latches and locks.	<p>Acceptable: Yes No</p>	
7. AHU-1	<p>Verify that the model number, and unit tag for AHU-1 agree with the drawing and submittal data.</p> <p>Submittal Data:</p> <p>Manuf.: <u> York </u></p> <p>Model #: <u> Solution-XTI-84x126 </u></p> <p>Serial #: <u> V.I.F. </u></p> <p>Tag #: <u> AHU-1 </u></p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Model #: _____</p> <p>Serial #: _____</p> <p>Tag #: _____</p>	

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13. AHU-1	<p>Verify that the 85% Intermediate Filters are installed within the unit. Verify all filters are installed with proper airflow direction.</p> <p>Submittal Data:</p> <p>Manuf.: <u> V.I.F. </u></p> <p>Model: <u> V.I.F. </u></p> <p>Eff: <u> 85% </u></p> <p>Quantity: <u> V.I.F </u></p> <p>Size: <u> 24" x 24" x 12" </u></p> <p>Size: <u> 12" x 24" x 12" </u></p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Model: _____</p> <p>Eff: _____</p> <p>Quantity: _____</p> <p>Size: _____</p> <p>Size: _____</p>	
14. AHU-1	<p>Verify that the make and model number of the Filter Magnahelic Gauge agree with the design documents and submittal data. Verify the gauge has been tagged per submittal documents.</p> <p>Submittal Data:</p> <p>Manuf.: <u> Dwyer </u></p> <p>Model: <u> 2002 </u></p> <p>Serial #: <u> V.I.F </u></p> <p>Range: <u> V.I.F. </u></p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Model: _____</p> <p>Serial #: _____</p> <p>Range: _____</p>	

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15. AHU-1	<p>Verify that the Mixed Air Temperature Transmitter is installed, wired and labeled after the filters per design documents. Verify that the Factory Certification documents have been received.</p> <p>Submittal Data:</p> <p>Manuf.: _____ V.I.F. _____</p> <p>Model: _____ V.I.F. _____</p> <p>Serial #: _____ V.I.F. _____</p> <p>Tag #: _____ V.I.F. _____</p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Model: _____</p> <p>Serial #: _____</p> <p>Tag #: _____</p>	
16. AHU-1	<p>Verify that the Heating Coil is installed and piped within AHU-1 per submittal documents. Verify coil is clean and free of damage.</p>	<p>Acceptable: Yes No</p>	
17. AHU-1	<p>Verify that the Hot Water Control Valve has been installed, wired on the chilled water supply line. Verify the valve matches the design documents and submittals.</p> <p>Submittal Data:</p> <p>Manuf.: _____ V.I.F. _____</p> <p>Model#: _____ V.I.F. _____</p> <p>Size: _____ V.I.F. _____</p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Model#: _____</p> <p>Size: _____</p>	
18. AHU-1	<p>Verify that the Hot Water Piping and accessories have been installed per submittal documents and vendor IO&M requirements.</p>	<p>Acceptable: Yes No</p>	

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19. AHU-1	<p>Verify that the Freeze-Stat is installed, wired and labeled after the heating coil per design documents. Verify no section of the sensor is in contact with the coil.</p> <p>Submittal Data:</p> <p>Manuf.: _____ V.I.F. _____</p> <p>Model: _____ V.I.F. _____</p> <p>Serial #: _____ V.I.F. _____</p> <p>Tag #: _____ V.I.F. _____</p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Model: _____</p> <p>Serial #: _____</p> <p>Tag #: _____</p>	
20. AHU-1	<p>Verify that the Supply Air Temperature Transmitter is installed, wired and labeled after the heating coil per design documents. Verify that the Factory Certification documents have been received.</p> <p>Submittal Data:</p> <p>Manuf.: _____ V.I.F. _____</p> <p>Model: _____ V.I.F. _____</p> <p>Serial #: _____ V.I.F. _____</p> <p>Tag #: _____ V.I.F. _____</p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Model: _____</p> <p>Serial #: _____</p> <p>Tag #: _____</p>	
21. AHU-1	<p>Verify that the Cooling Coil is installed and piped within AHU-1 per submittal documents. Verify coils are clean and free of damage.</p>	<p>Acceptable: Yes No</p>	
22. AHU-1	<p>Verify that the Cooling Coil drain pan are installed per submittal documents. Verify the drain piping is installed.</p>	<p>Acceptable: Yes No</p>	

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23. AHU-1	Verify that the Chilled Water Control Valve has been installed, wired on the chilled water supply line. Verify the valve matches the design documents and submittals. Submittal Data: Manuf.: _____ V.I.F. _____ Model#: _____ V.I.F. _____ Size: _____ V.I.F. _____	Acceptable: Yes No As Found Data: Manuf.: _____ Model#: _____ Size: _____	
24. AHU-1	Verify that the Chilled Water Piping and accessories have been installed per submittal documents and vendor MO&M requirements.	Acceptable: Yes No	
25. AHU-1	Verify that the Supply Air Temperature Transmitter is installed, wired and labeled after the cooling coil per design documents. Verify that the Factory Certification documents have been received. Submittal Data: Manuf.: _____ V.I.F. _____ Model: _____ V.I.F. _____ Serial #: _____ V.I.F. _____ Tag #: _____ V.I.F. _____	Acceptable: Yes No As Found Data: Manuf.: _____ Model: _____ Serial #: _____ Tag #: _____	

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26. AHU-1	<p>Verify that the model number and size of the Supply Fan agree with the drawing and submittal data. Verify all shipping bolts have been removed and vibration isolation has been installed.</p> <p>Submittal Data:</p> <p>Manuf.: <u>York</u></p> <p>Model: <u>V.I.F</u></p> <p>Serial #: <u>V.I.F</u></p> <p>Size: <u>V.I.F</u></p> <p>Max. RPM: <u>V.I.F.</u></p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Model: _____</p> <p>Serial #: _____</p> <p>Size: _____</p> <p>Max. RPM: _____</p>	
27. AHU-1	<p>Verify that the Supply Fan Motor model number, horsepower and size agree with the drawing and submittal data. Verify the motor is rated for inverter duty.</p> <p>Submittal Data:</p> <p>Manuf.: <u>V.I.F</u></p> <p>Serial #: <u>V.I.F</u></p> <p>HP: <u>60</u></p> <p>RPM: <u>1499</u></p> <p>Frame: <u>V.I.F</u></p> <p>Voltage: <u>460</u></p> <p>Amps: <u>V.I.F</u></p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Serial #: _____</p> <p>HP: _____</p> <p>RPM: _____</p> <p>Frame: _____</p> <p>Voltage: _____</p> <p>Amps: _____</p>	

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28. AHU-1	<p>Verify that the Supply Fan Variable Frequency Drive for AHU-1 matches the submittal data and has been programmed per the design drawings and vendor shop drawings. Insert a copy of the programming information and set-points in this TOP.</p> <p>Submittal Data:</p> <p>Manuf.: _____ V.I.F</p> <p>Model: _____ V.I.F</p> <p>Serial #: _____ V.I.F</p> <p>HP: _____ V.I.F.</p> <p>Voltage: _____ 460-3-60</p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Model: _____</p> <p>Serial #: _____</p> <p>HP: _____</p> <p>Voltage: _____</p> <p>Set-Point data is located at TOP TAB: _____</p>	
29. AHU-1	<p>Verify alignment of the motor and fan for the Supply Fan in AHU-1 has been completed. Verify the belt guard is installed</p>	<p>Acceptable: Yes No</p>	
30. AHU-1	<p>Verify that the bearings have been lubricated in for the Supply Fan AHU-1.</p>	<p>Acceptable: Yes No</p>	

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31. AHU-1	<p>Verify that the Differential Pressure Transmitter is installed, wired and labeled after the supply fan per design documents. Verify that the Factory Certification documents have been received.</p> <p>Submittal Data:</p> <p>Manuf.: _____ V.I.F. _____</p> <p>Model: _____ V.I.F. _____</p> <p>Serial #: _____ V.I.F. _____</p> <p>Tag #: _____ V.I.F. _____</p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Model: _____</p> <p>Serial #: _____</p> <p>Tag #: _____</p>	
32. AHU-1	<p>Verify that the Air Flow Monitoring Station is installed, wired after the supply fan AHU-1 per design documents.</p> <p>Submittal Data:</p> <p>Manuf.: _____ V.I.F. _____</p> <p>Model: _____ V.I.F. _____</p> <p>Serial #: _____ V.I.F. _____</p> <p>Tag #: _____ V.I.F. _____</p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Model: _____</p> <p>Serial #: _____</p> <p>Tag #: _____</p>	

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33. AHU-1	Verify that the Supply Air Smoke Detector is installed, wired and labeled on the supply duct from AHU-1. Submittal Data: Manuf.: _____ V.I.F. Model: _____ V.I.F. Serial #: _____ V.I.F.	Acceptable: Yes No As Found Data: Manuf.: _____ Model: _____ Serial #: _____	
34. AHU-1	Verify that the Supply Air Temperature Transmitter is installed, wired and labeled on the supply air duct from AHU-1 per design documents. Verify that the Factory Certification documents have been received. Submittal Data: Manuf.: _____ V.I.F. Model: _____ V.I.F. Serial #: _____ V.I.F. Tag #: _____ V.I.F.	Acceptable: Yes No As Found Data: Manuf.: _____ Model: _____ Serial #: _____ Tag #: _____	

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35. AHU-1	<p>Verify that the Differential Pressure Transmitter is installed, wired and labeled after the supply fan per design documents. Verify that the Factory Certification documents have been received.</p> <p>Submittal Data:</p> <p>Manuf.: _____ V.I.F. _____</p> <p>Model: _____ V.I.F. _____</p> <p>Serial #: _____ V.I.F. _____</p> <p>Tag #: _____ V.I.F. _____</p>	<p>Acceptable: Yes No</p> <p>As Found Data:</p> <p>Manuf.: _____</p> <p>Model: _____</p> <p>Serial #: _____</p> <p>Tag #: _____</p>	
36. AHU-1	<p>Verify that vendor information detailing Recommended Lubricants has been received. Include this data as part of this TOP; identify TOP location.</p>	<p>Acceptable: Yes No</p> <p>Recommended Lubricant data is located at TOP TAB: _____</p>	
37. AHU-1	<p>Verify that vendor information detailing Recommended Spare Parts has been received. Include this data as part of this TOP; identify TOP location.</p>	<p>Acceptable: Yes No</p> <p>Recommended Spare Parts data is located at TOP TAB: _____</p>	
38. AHU-1	<p>Verify that vendor information detailing Warranty Data has been received. Ensure that warranty periods/provisions have been defined. Include as part of this TOP; identify TOP location.</p>	<p>Acceptable: Yes No</p> <p>Warranty data is located at TOP TAB: _____</p>	
39. AHU-1	<p>Verify Start-Up Documents have been received from the vendor or representative. Include this data as part of this TOP; identify TOP location.</p>	<p>Acceptable: Yes No</p> <p>Start-up data is located at TOP TAB: _____</p>	

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40. AHU-1	Verify Start-Up Plan has been received, reviewed and approved from the Sub-Contractors. Include this data as part of this TOP; identify TOP location.	Acceptable: Yes No Start-up Plan is located at TOP TAB: _____	
41. AHU-1	Verify Tagging Schedule has been developed, reviewed and approved from the Sub-Contractors. Include this data as part of this TOP; identify TOP location.	Acceptable: Yes No Tagging Schedule is located at TOP TAB: _____	

Comments:

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