PRE-COMMISSIONING CHECKLIST

PROJECT NAME: ..... **JOB NO:** .....

SYSTEM/ZONE: .....

CONTRACTOR: .....

FAN

SYSTEM	ITEM/TASK	YES	NO	N/A
UNIT CHECK				
•	Visual inspection, no apparent damage	☐	☐	☐
•	Free of dirt and debris, filters installed	☐	☐	☐
•	Impeller rotates freely	☐	☐	☐
•	Motor/fan vibration isolator in good condition, shipping bolts removed	☐	☐	☐
•	Access door gaskets installed and not damaged	☐	☐	☐
DUCTWORK				
•	Ductwork complete and leak tested	☐	☐	☐
•	Fire/fire smoke dampers open and accessible	☐	☐	☐
•	All dampers (OA, RA etc.) stroke fully	☐	☐	☐
•	All protective plastic removed from duct openings	☐	☐	☐
•	All second fix outlets installed	☐	☐	☐
•	All manual balancing dampers installed and locked 100% open	☐	☐	☐
ELECTRICAL				
•	Local isolator installed in accessible position	☐	☐	☐
•	All power and wiring installed correctly	☐	☐	☐
•	Motorised OA, RA and spill air dampers actuators installed and operational	☐	☐	☐
•	VSD programmed and integrated with BMS	☐	☐	☐
•	All electrical components grounded correctly	☐	☐	☐
•	Motor rotation checked	☐	☐	☐
•	Controls point to point checks completed	☐	☐	☐
OTHERS				
•	Windows and doors installed in areas served	☐	☐	☐
•	Outside louvre installed	☐	☐	☐
•	Ceiling access provided to dampers, valves, actuators, controls, filters etc.	☐	☐	☐
COMMENTS				

COMPLETION			
Signed		Date	