

PRE-COMMISSIONING CHECKLIST

PROJECT NAME:	JOB NO:
SYSTEM/ZONE:	
CONTRACTOR:	

VARIABLE AIR VOLUME UNIT

SYSTEM	ITEM/TASK	YES	NO	N/A
UNIT CHECK				
	• Visual inspection, no apparent damage			
	• Free of dirt and debris			
DUCTWORK				
	• Ductwork complete and leak tested			
	• Duct joint sealant properly installed (gaskets, cleats, sealants bands)			
	• All protective plastic removed from duct openings			
	• All second fix outlets installed			
	• All manual balancing dampers installed and locked 100% open			
	• Flexible ductwork length <3m, minimum 1.5 x diameter bends			
	• Outside air ductwork installed (if applicable)			
PIPEWORK				
	• Flushing, venting and chemical treatment complete			
	• Pipework insulated and adequately supported			
	• Correct control valve installed on return, direction correct and operational			
	• Strainer installed and cleaned (c/w test port each side of strainer)			
	• Flow/return isolating valves installed on each coil and set in operational position			
	• High point air vents and low point drains installed on CHW/HHW pipework			
	• Test point installed across coil			
	• Regulating valve open to 100% or flow limiting valve cartridges installed			
	• Flushing loop by-pass valves installed and closed			
ELECTRICAL				
	• All power and control wiring completed as per circuit diagram			
	• All connections tight			
	• Controls point to point checks completed			
OTHERS				
	• Temperature sensor/controller installed			
	• Ceiling access provided to dampers, valves, actuators, controls, filters etc.			
COMMENTS				
COMPLETION				
Signed		Date		