



Client:	Project Name:	Project No:
Area:	Drawing No's:	Date:
Check Conducted By:	Signature:	Check Approved By:
		Signature:

**INSPECTION CHECKLIST FOR: DUCTWORK**

The below checks are to be completed by the Mechanical Contractor prior to start-up of associated fan or FCU system

NO:	DESCRIPTION:	INSPECTION:		INSPECTION HISTORY			
				ACCEPTABLE:	DATE:	COMMENTS:	
<b><u>Quality Control</u></b>							
1	Duct work material approved for use	Yes	No	Yes	No		
2	Installation methods approved for installation	Yes	No	Yes	No		
3	All duct work not being used is correctly stored	Yes	No	Yes	No		
<b><u>Installation</u></b>							
4	Drawings on site are the latest issue	Yes	No	Yes	No		
5	Duct work is free of damage	Yes	No	Yes	No		
6	Confirm correct spacing of supports as specified	Yes	No	Yes	No		
7	Confirm duct work runs are correctly located and have adequate clearance from other services	Yes	No	Yes	No		
8	Confirm duct work is installed with sufficient rigidity, bends and offsets allowing for flexibility to absorb movement and vibration from connected equipment	Yes	No	Yes	No		
9	Confirm all sensing devices have been installed as per the approved drawings	Yes	No	Yes	No		
10	All dampers, motors, sensors that are installed are at a reachable height from the floor or platform	Yes	No	Yes	No		
11	Confirm duct work joints and seams are sealed with emmer seal or equal	Yes	No	Yes	No		
12	Confirm duct work joints and seams are sealed with emmer seal or equal	Yes	No	Yes	No		
<b><u>Commissioning</u></b>							
13	All duct work have been pressurised to the normal	Yes	No	Yes	No		

	operating pressure to achieve minimum audible leakage						
14	Rust, grease and other dirt removed from internal surface of duct work prior to running the fan or FCU	Yes	No	Yes	No		
15	Rust, grease and other dirt removed from external surface of duct work prior to painting and/or insulation installed	Yes	No	Yes	No		
16	Mark alterations, sizes and location on As Built drawings for record purposes	Yes	No	Yes	No		

**ADDITIONAL COMMENTS:**

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