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|---------------------|---------------|--------------------|---------------|
| Client: | Project Name: | Project No: | |
| Area: | Drawing No's: | Date: | Sheet: 1 of 3 |
| Check Conducted By: | Signature: | Check Approved By: | Signature: |

INSPECTION CHECKLIST FOR: AIR HANDLING UNITS + FAN COIL UNITS

The below checks are to be completed by the Mechanical Contractor prior to start up and unit commissioning

| NO: | DESCRIPTION: | INSPECTION: | | INSPECTION HISTORY | | | |
|-------------------------------|--|-------------|----|--------------------|-------|-----------|--|
| | | | | ACCEPTABLE: | DATE: | COMMENTS: | |
| <u>Quality Control</u> | | | | | | | |
| 1 | Units type, model number and manufacturer approved for use | Yes | No | Yes | No | | |
| 2 | Units not being used are correctly stored | Yes | No | Yes | No | | |
| <u>Installation</u> | | | | | | | |
| 3 | Drawings on site are the latest issue | Yes | No | Yes | No | | |
| 4 | AHU/FCU are not damaged in anyway | Yes | No | Yes | No | | |
| 5 | AHU/FCUs are installed in correct location as per approved drawings and equipment schedule | Yes | No | Yes | No | | |
| 6 | AHU/FCUs are installed with approved vibration isolation from the structure on which they are mounted and with approved isolation from the duct work connected to it | Yes | No | Yes | No | | |
| 7 | AHU/FCUs are clearly labelled including number, manufacturer model number and duty | Yes | No | Yes | No | | |
| 8 | Confirm safety tray and/or condensate drainage provided to the units and is piped to adjacent waste point | Yes | No | Yes | No | | |
| 9 | Confirm AHU/FCU filters are fitted (construction filters during construction final filters at commissioning) | Yes | No | Yes | No | | |

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|----------------------|--|-------------|----|--------------------|-------|-----------|
| | | | | ACCEPTABLE: | DATE: | COMMENTS: |
| 10 | Confirm AHU/FCU is mounted so that adequate access is provided for routine maintenance, removal of filters and removal of coils and motors | Yes | No | Yes | No | |
| 11 | Confirm correct installation of any motorised dampers on the units and that they are accessible for maintenance | Yes | No | Yes | No | |
| 12 | Confirm correct electrical connection to unit | Yes | No | Yes | No | |
| 13 | Confirm all interlocks are in accordance with unit wiring schematic | Yes | No | Yes | No | |
| 14 | Confirm VSD installed and commissioned (if applicable) | Yes | No | Yes | No | |
| 15 | Confirm motor bearings lubricated, fan is free to rotate, drive is aligned and transport bolts are removed | Yes | No | Yes | No | |
| 16 | Confirm correct CHW/HHW pipe work installed as per the approved drawings complete with isolation valves, flow and water measuring valves, binder points, air vents and drainage points | Yes | No | Yes | No | |
| 17 | Confirm all ductwork and supply air/return air grilles installed as per the approved drawings complete with isolation from the AHU/FCU | Yes | No | Yes | No | |
| Commissioning | | | | | | |
| 18 | Confirm CHW/HHW pipe work has been flushed to >110% of the design flow rate prior to connecting the unit to the pipe work | Yes | No | Yes | No | |
| 19 | Confirm CHW/HHW flow achieves design flow rates prior to starting the unit | Yes | No | Yes | No | |
| 20 | Confirm air flow achieves design flow rates prior to starting the unit | Yes | No | Yes | No | |
| 21 | Confirm all associated controls are operating correctly including BMCS interface/monitoring as specified | Yes | No | Yes | No | |
| 22 | Confirm unit operates to provide cooling or heating (as applicable) when cooling/heating signal provided | Yes | No | Yes | No | |

| NO: | DESCRIPTION: | INSPECTION: | | INSPECTION HISTORY | | | |
|-----|---|-------------|----|--------------------|----|-------|-----------|
| | | | | ACCEPTABLE: | | DATE: | COMMENTS: |
| 23 | Mark alterations, sizes + final location on As Built drawings for record purposes | Yes | No | Yes | No | | |

ADDITIONAL COMMENTS:
