



Pre-Functional Checklist Ductwork

PROJECT:

PROJECT NUMBER:

REPORT ID:

EQUIPMENT DESCRIPTION: Ductwork

TAG NO: N/A

LOCATION:

This Pre-Functional Checklist is used during the Performance Assurance Process to insure the correct equipment is delivered, installed and properly started in preparation for Functional Testing of related building systems. This checklist does not take the place of the Manufacturer's recommended checkout and startup procedures.

This Checklist is divided into 2 Sections and is to be completed by the Contractor in 2 separate steps. When completing each Section, be sure to check and initial EACH line item as being completed. Each Section's items must ALL be checked complete and initialed before the form is submitted to the PAC Authority. Any item which does not apply can be marked as "N/A" in the initial section. **If this form is not used for documenting, one approved by NMPSFA of similar rigor shall be used.**

This filled-out checklist has been reviewed with the exceptions noted below.

COMMENTS:



**Pre-Functional Checklist
 Ductwork**

SECTION 1 – PRE-START CHECKS:

The Contractor shall have personnel with direct knowledge complete this checklist to verify that systems are installed, complete and operable, before the commencement of TAB work. Contractor shall be responsible for ensuring that work by subcontractors is completed and checked off. Prior to commencement of TAB work, the Contractor shall submit a written request to the Owner, including completed construction checklists for mechanical inspection of the project to establish to the satisfaction of all parties that the systems are ready for testing and balancing.

Pre-start Checks Check box for completion	<input checked="" type="checkbox"/>	N/A	Comment
Installation complete	<input type="checkbox"/>		
Ductwork is clean and free of debris	<input type="checkbox"/>		
Balancing dampers are installed, operable and open	<input type="checkbox"/>		
Control dampers properly installed and accessible	<input type="checkbox"/>		
Fire, smoke, and combination dampers properly installed, open and under control	<input type="checkbox"/>		
Access doors installed per specifications	<input type="checkbox"/>		
Ductwork is sealed per specifications	<input type="checkbox"/>		
Testing has been performed where required	<input type="checkbox"/>		
Duct insulation is properly installed	<input type="checkbox"/>		
Flex duct run lengths do not exceed specifications	<input type="checkbox"/>		
Registers, grilles and diffusers are installed and open	<input type="checkbox"/>		

SECTION 2 – START-UP and TESTING:

Startup/Operational Checks Check box for completion	<input checked="" type="checkbox"/>	N/A	Comment
Control dampers easily stroke to full positions and span is calibrated	<input type="checkbox"/>		
Main Duct Pressure / Leak Test performed	<input type="checkbox"/>		PSI TIME
Local air leakage is acceptable	<input type="checkbox"/>		
Air noise level is acceptable	<input type="checkbox"/>		

The above checklist items have been verified complete: _____ YES / _____ NO



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SECTION 2 - NOTIFICATION FOR TESTING:

This piece of equipment is properly installed, has been properly started up and is operational and ready for performance testing.

ALL FIELDS MUST BE ENTERED. NO BLANKS. IF NOT INVOLVED, N/A.

RESPONSIBLE PARTY	VERIFIED BY (Name)	COMPANY	DATE
Mechanical Contractor			
Plumbing Contractor			
Sheet Metal Contractor			
General Contractor			
Controls Contractor			
Electrical Contractor			
PAC Consultant			
NMPSFA RFM			
Manufacturer Rep.			