



New Mexico Public School Facilities Authority
1312 Basehart Rd. SE, Suite 200
Albuquerque, NM 87106-4368

Pre-Functional Checklist

GAS FIRED BOILER: BO-XXX

PROJECT:

PROJECT NUMBER:

REPORT ID:

EQUIPMENT DESCRIPTION: Gas Fired Boiler

TAG NO: BO-XXX

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 4 Sections and is to be completed by the Contractor in 4 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. 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

GAS FIRED BOILER: BO-XXX

SECTION 1 - Requested documentation submitted

Check if Okay. Enter comment or note number if deficient.

| Check | Equip Tag-> | Boiler BO-XXX | Contr. |
|--|-------------|---------------|--------|
| Manufacturer's cut sheets | | | |
| Performance data (fan curves, coil data, etc.) | | | |
| Installation and startup manual and plan | | | |
| Sequences and control strategies | | | |
| Point-to-Point checklist | | | |
| O&M manuals | | | |

- **Documentation complete as per contract documents.....** YES NO

SECTION 2 – 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. ***This checklist does not replace any manufacturer recommended procedures.*** 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 that the systems are ready for testing and balancing.

| Pre-start Checks | ✓ | N/A | Comment |
|---|---|-----|---------|
| Check box for completion | | | |
| Mounting, isolators, etc. installed properly | | | |
| Gas piping, burner, and gas train installed & tested | | | |
| Gas pressure at burner is as specified | | | |
| Breeching and combustion air installed properly | | | |
| Relief valve(s) installed and piped properly | | | |
| Boiler inspection performed | | | |
| Chemical treatment installed properly | | | |
| Water piping & valves installed, labeled, and tested | | | |
| Electrical connections completed properly | | | |
| Electrical Verified: Source Panel, Panel Location, Circuit # (List in Comments above) | | | |
| Disconnect switch installed properly | | | |
| Integral operating & safety controls complete & operational | | | |
| Starter is installed with proper heaters | | | |
| Temperature/pressure gauges and sensors properly located | | | |
| Building controls/DDC system operational | | | |
| Valves positioned for startup | | | |
| Uninterrupted electrical power is available from a permanent source | | | |
| Ready to start and operate under control | | | |

The checklist items of SECTION 2 are all successfully completed..... YES NO



New Mexico Public School Facilities Authority
1312 Basehart Rd. SE, Suite 200
Albuquerque, NM 87106-4368

Pre-Functional Checklist

GAS FIRED BOILER: BO-XXX



Pre-Functional Checklist

GAS FIRED BOILER: BO-XXX

SECTION 3 – START-UP and TESTING:

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.

| Startup/Operational Checks Check box for completion | ✓ | N/A | Comment |
|--|---|-----|----------------|
| Startup by Manufacturer's Representative | | | |
| Mechanical, Electrical, and Controls Contractors present | | | |
| Firing sequences verified | | | |
| Pump & flow interlocks verified | | | |
| Safety controls & flame safeguards verified | | | |
| Low water cutoff operation verified | | | |
| Safety relief valve tested | | | |
| Proper control operation verified including auto shutdown | | | |
| Pressure & temperature gauges checked/calibrated | | | |
| Startup/Operational Checks (Continued) Check box for completion | ✓ | N/A | Comment |
| Combustion efficiency and capacity tests performed | | | |
| Water temperature maintained | | | |
| Vibration/noise level is acceptable | | | |
| Equipment has run continuously for a minimum of (4) hours | | | |
| Preliminary O&M Manuals provided to Owner | | | |

The checklist items of SECTION 3 are all successfully completed..... YES NO



Pre-Functional Checklist
GAS FIRED BOILER: BO-XXX

SECTION 4 – 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 | | | |
| General Contractor | | | |
| Controls Contractor | | | |
| Electrical Contractor | | | |
| PAC Consultant | | | |
| NMPSFA RFM | | | |
| Manufacturer Rep. | | | |