



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

Pre-Functional Checklist

Packaged Gas-Fired Heat/Cool HVAC Units

Project:		
Location:	System/Equipment:	
Manufacturer:	Model:	Serial:
Area/System Served:		

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 Check box for completion	✓	N/A	Comment
Mounting, isolators, etc. installed properly			
Gas piping, burner, and gas train installed & tested			
Gas pressure at burner is as specified			
Exhaust Venting and combustion air installed properly			
Plenums & ductwork connected and sealed			
Fire dampers installed, tested, and under control			
Fan/motor alignment performed; belts properly adjusted; bearings lubricated			
Chilled Water piping & valves installed and tested			
Electrical connections completed			
Electrical Verified: Source Panel, Panel Location, Circuit (List in Comments below)			
Disconnect switch installed properly			
Integral operating & safety controls complete & operational			
Starter is installed with proper heaters			
Temperature sensors properly located			
Building controls/DDC system operational			
Filters are installed and are clean			
Uninterrupted electrical power is available from a permanent source			
Gas Detection installed and functional (VESDA)			
Ready to start and operate under control			

Startup/Operational Checks Check box for completion	✓	N/A	Comment
Startup by qualified personnel (Gas Cert., Refrigeration Cert.)			
Mechanical, Electrical, and Controls Contractors present			
Fan rotation is correct (bump)			
Firing sequences, safety controls & flame safeguards verified			



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Cooling/Heating operation and temperature controls verified			
Proper control operation verified including auto shutdown			
Startup/Operational Checks (Continued) Check box for completion	✓	N/A	Comment
Operation of Electrical & Controls interlocks verified			
Freeze protection is operational			
Combustion efficiency tests performed			
Local air leakage is acceptable			
Compressor Motor Amps: Rated _____ Actual _____			
Voltage: Rated _____ Actual _____			
Supply Fan Motor Amps: Rated _____ Actual _____			
Voltage: Rated _____ Actual _____			
Vibration/noise level is acceptable			
Equipment has run continuously for a minimum of (4) hours			
Preliminary O&M Manuals provided to Owner			

COMMENTS:

The above checklist items have been verified complete:

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			



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NMPSFA RFM			
Manufacturer Rep.			