

# Contractor Baseline Project Schedule General Commissioning/HVAC Review Checklist

*Checklist items included herein are required for capturing a general understanding of the Commissioning and HVAC requirements that should be included in the COST-LOADED NETWORK ANALYSIS SCHEDULE (NAS)*

Project Name: \_\_\_\_\_ Contract No.: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Designated Project Scheduler: \_\_\_\_\_  
 Primavera Project ID (e.g. BXXX MMY): \_\_\_\_\_  
 Update Schedule Data Date: \_\_\_\_\_

**I \_\_\_\_ (Name) \_\_\_\_\_, Designated Project Scheduler certify checklist accurately completed, and update schedule:  
 Accurately represents; Contractor's plan of how work will be accomplished as of data date.  
 Will be used to plan and track progress up to next schedule update,  
 and is Contract compliant.**

Designated Project Scheduler certification signature: \_\_\_\_\_ Dated \_\_\_\_\_

ITM	DESCRIPTION	Y	N *	NA
<b>Applicability</b>				
1	Is Section 23 05 93 TESTING, ADJUSTING AND BALANCING FOR HVAC included in project?			
2	Is Section 23 09 00 INSTRUMENTATION AND CONTROL FOR HVAC included in project?			
	If the answers to <b>BOTH</b> of the above questions is "No", then only Part 1 is applicable. If either one of the above questions is "Yes", complete checklist below for applicable items.			
<b>Required Activities and Milestones – confirm the following are included in the schedule</b>				
<b>Part 1: 01 91 00 Commissioning</b>				
<b>Submittals</b>				
03	Commissioning Firm/Contact /Specialist/Coordinator			
04	Design (DB only) Review Report			
05	Design Phase (DB only) Commissioning Plan			
06	Interim Construction Phase Commissioning Plan			
07	Final Construction Phase Commissioning Plan			
08	Pre-Functional Checklists			
<b>Meetings</b>				
09	Design (DB only) Commissioning Coordination Meeting			
10	Construction Commissioning Coordination Meeting			
<b>Test Reports</b>				
12	Building Envelope Inspection Checklists			
13	Pre-Functional Checks			
14	Issues Log			
15	Commissioning Report			
16	TAB Field Acceptance Testing			
17	Testing, Adjusting, and Balancing (TAB) Report			
18	HVAC Controls Test Reports			
19	Functional Performance Tests			
20	Integrated Systems Tests			

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Project Name: \_\_\_\_\_ Primavera Project ID.: \_\_\_\_\_

21	Endurance Test			
<b>Certificates &amp; Notifications</b>				
22	Certificate of Readiness			
<b>Operation &amp; Maintenance Data</b>				
23	Training Plan			
24	Training Attendance Rosters			
25	Systems Manual for LEED [Computerized Maintenance Management System Manual for GREEN GLOBES]			
26	Systems Manual [Computerized Maintenance Management System Manual]			
<b>Closeout Documentation</b>				
27	Final Commissioning Report			
<b>PART 2 HVAC SPECIFICATIONS (GENERAL)</b>				
<b>Submittals</b>				
28	Design (DB only) Review Report (Spec 23 05 93 SD-07, 23 05 93 1.5.2.3.c)			
29	Records of Existing Conditions (Spec 23 05 93 SD-01, 25 10 10 3.2)			
30	TAB Design (DB only) Review Report (Spec 23 05 93 SD-01)			
31	TAB Firm/Assistants/Engineer or Specialist/Field Leader (Spec 23 05 93 SD-01, 23 05 93 SD-07)			
32	TAB Schematic Drawings and Report Forms (Spec 23 05 93 SD-02)			
33	TAB Related HVAC Submittals [A list of the TAB Related HVAC Submittals, no later than 7 days after the approval of the TAB by team engineer and assistant]. (Spec 23 05 93 SD-03)			
34	DALT and TAB Submittal/Procedures Summary and Work Schedule (Spec 23 05 93 SD-07, 23 05 93 1.5.4.2, 23 05 93 1.7.2)			
35	TAB Procedures (Spec 23 05 93 SD-03)			
36	TAB Execution (Spec 23 05 93 SD-03)			
37	TAB Verification (Spec 23 05 93 SD-03)			
38	PVT Procedures (Spec 25 10 10 SD-06)			
<b>Test Reports</b>				
39	Performance Tests (Spec 23 05 93 3.4.6.1, 23 05 93 3.4.7.1)			
40	Factory Test Plan (Spec 25 08 10 3.4.1)			
41	Factory Test (Spec 25 08 10 SD-01)			
42	Certified Final DALT Report (Spec 23 05 93 SD-06, 23 05 93 3.3.8)			
43	TAB Design (DB only) Review Report (Spec 23 05 93 SD-06, 23 05 93 1.7.2.1)			
44	Certified Final TAB Report for Proportional Balancing (Spec 23 05 93 SD-06)			
45	Certified Final TAB Report for Season 1 (Spec 23 05 93 SD-06, 23 05 93 1.5.11.2)			
46	Certified Final TAB Report for Season 2 (Spec 23 05 93 SD-06, 23 05 93 1.5.11.2)			
47	Design (DB only) deficiencies (Spec 23 05 93 1.5.2.3.I)			
48	Construction deficiencies (Spec 23 05 93 1.5.2.3.I)			

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49	PVT Phase I Report (Spec 25 10 10 SD-06)			
50	PVT Phase II Report (Spec 25 10 10 SD-06)			
51	START-UP AND START-UP TESTING (Spec 25 10 10 3.7)			
52	Start-Up and Start-Up Testing Report (Spec 25 10 10 SD-06)			
53	PERFORMANCE VERIFICATION TEST (PVT) (Spec 25 10 10 3.8)			
<b>Meetings</b>				
54	Pre-DALT/TAB meeting (Spec 23 05 93 1.5.2.1.b)			
55	Pre-PVT meeting (Spec 23 05 93)			
<b>Certificates / Notifications</b>				
56	Advance Notice of Pre-Final DALT Field Work (Spec 23 05 93 SD-07)			
57	Advance Notice of TAB Field Work for Proportional Balancing (Spec 23 05 93 SD-07)			
58	Pre-field DALT Preliminary Notification (Spec 23 05 93 SD-07, 23 05 93 1.5.2.3.e, 23 05 93 1.7.2.2)			
<b>Operation and Maintenance Data</b>				
59	Training Plan (Spec 01 91 00.15 SD-10, 01 91 00.24 SD-10)			
60	Training Attendance Rosters (Spec 01 91 00.15 SD-10, 01 91 00.24 SD-10)			
61	Systems Manual for LEED [Computerized Maintenance Management System Manual for GREEN GLOBES] (Spec 01 91 00.15 SD-10)			
62	Systems Manual [Computerized Maintenance Management System Manual] (Spec 01 91 00.15 SD-10, 01 91 00.24 SD-10)			
63	Maintenance and Service Life Plans (The Maintenance and Service Life Plans are required for Army and Army Reserve projects) (Spec 01 91 00.15 3.2.9)			
64	Operation and Maintenance (O&M) Instructions (Spec 25 10 10 SD-10)			
65	Preventive Maintenance Work Plan (Spec 25 10 10 SD-10)			
66	Basic Training Documentation (Spec 25 10 10 SD-10)			
67	Advanced Training Documentation (Spec 25 10 10 SD-10)			
68	Refresher Training Documentation (Spec 25 10 10 SD-10)			
<b>Closeout Submittals</b>				
69	Sustainability (Spec 23 05 93 1.5.8)			
70	Post-Occupancy Endurance Testing Government review (Spec 23 09 00)			
71	Post-Occupancy PVT Field Work (Spec 23 09 00)			
72	Draft As-Built Drawings (Spec 25 10 10 SD-02)			
73	Final As-Built Drawings (Spec 25 10 10 SD-02)			
74	Closeout QC Checklist (Spec 25 10 10 SD-11)			

\* Items marked "N" are non-compliant. KTR must provide separate written correspondence request for specific item variance consideration, and Contracting Officer review and approval to change item to non-contractual "NA" status.