

# HVAC Commissioning Checklist – Project Site Validation

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Based on ASHRAE Standard 202 – Commissioning Process for Buildings and Systems  
Additional references: ASHRAE 62.1 (Ventilation for Acceptable Indoor Air Quality), ASHRAE 90.1  
(Energy Standard for Buildings Except Low-Rise Residential Buildings)

## Quick Audit Summary

- ☐ Pre-Installation Checklist completed
- ☐ Equipment Inspection completed
- ☐ Functional and Performance Tests conducted
- ☐ Non-Conformities documented and resolved
- ☐ Final Sign-Off completed by CxA, Contractor, and Client

## Project Metadata

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Date: \_\_\_\_\_

Commissioning Agent: \_\_\_\_\_

Contractor: \_\_\_\_\_

Equipment Tag IDs: \_\_\_\_\_

## Section 1: Pre-Installation Review

- ☐ Design specifications available
- ☐ Equipment submittals approved
- ☐ Site conditions reviewed
- ☐ Installation schedule confirmed

Comments:

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Date: \_\_\_\_\_ Initials: \_\_\_\_\_

### Section 2: Equipment Inspection

- ☐ Equipment received in good condition
- ☐ Proper labeling and model numbers verified
- ☐ Anchoring and mounting completed
- ☐ Electrical and piping connections secured

Comments:

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Date: \_\_\_\_\_ Initials: \_\_\_\_\_

### Section 3: Functional Testing

- ☐ Thermostats and controls operational
- ☐ Airflow and temperature measurements recorded
- ☐ Motors and fans functional
- ☐ Dampers and valves tested

Comments:

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Date: \_\_\_\_\_ Initials: \_\_\_\_\_

#### Section 4: System Performance Verification

- ☐ Heating/cooling loads match specification
- ☐ Zone performance verified
- ☐ Humidity control systems checked
- ☐ Alarms and safety shutoffs tested

Comments:

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Date: \_\_\_\_\_ Initials: \_\_\_\_\_

#### Section 5: Documentation & Reporting

- ☐ Test results documented
- ☐ Deviations recorded
- ☐ Commissioning summary completed
- ☐ Client handoff package prepared

Comments:

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Date: \_\_\_\_\_ Initials: \_\_\_\_\_

### HVAC Controls Verification

- ☐ Control sequences validated against design documents
- ☐ Sensor calibration verified
- ☐ Control interface accessible and operational

Comments:

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Date: \_\_\_\_\_ Initials: \_\_\_\_\_

### Duct Leakage Testing

- ☐ Ductwork visually inspected and sealed
- ☐ Leakage test performed per SMACNA/ASHRAE standards
- ☐ Results documented and within acceptable limits

Comments:

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Date: \_\_\_\_\_ Initials: \_\_\_\_\_

### Final Sign-Off

Commissioning Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Representative: \_\_\_\_\_ Date: \_\_\_\_\_