

QA CHECKLIST SCHEDULE		
REF NO.	DESCRIPTION	COMMENT
QAF-001	NOTICE OF INSPECTION/ISOLATION	
QAF-002	SITE INSPECTION REPORT	
QAF-003	QUALITY SYSTEM AUDIT	
QAF-004	CONCEALED SERVICES INSPECTION CHECKLIST	
QAF-005	CONTROLS INSTALLATION CHECKLIST	
QAF-006	FIRE DAMPER INSTALLATION CHECKLIST	
QAF-007	DUCTWORK INSTALLATION CHECKLIST	
QAF-008	ELECTRICAL INSTALLATION CHECKLIST	
QAF-009	FIT-OFF INSTALLATION CHECKLIST	
QAF-010	HYDROSTATIC CLEANING CHECKLIST	
QAF-011	INSPECTION & TEST EQUIPMENT (INC CALIBRATION) CHECKLIST	
QAF-012	MECHANICAL SWITCHBOARD CHECKLIST	
QAF-013	PIPEWORK INSTALLATION CHECKLIST	
QAF-014	PLANTROOM EQUIPMENT INSTALLATION CHECKLIST	
QAF-015	PRE-COMMISSIONING CHECKLIST	

PROJECT QUALITY ASSURANCE CHECKLIST

PROJECT NUMBER:

PROJECT TITLE:



CHK NO:		QAF-001		NOTICE OF INSPECTION/ISOLATION	
NOTICE OF:		<input type="checkbox"/> INSPECTION		<input type="checkbox"/> ISOLATION	
NOTIFICATION TO:					
HEAD CONTRACTOR:				ATTENTION:	
TRADE/SUBCONTRACTOR:				ATTENTION:	
PROCESS:				DATE:	
REASON AND EXPLANATION FOR INSPECTION/ISOLATION:					
DATE REQUIRED FROM:				DATE REQUIRED TO:	
TIME REQUIRED FROM:				TIME REQUIRED TO:	
COMMENTS:					
SIGN OFF/ APPROVAL:					
SUBCONTRACTOR NAME:				SIGNATURE:	
DEWPOINT AIR SUPERVISOR NAME:				SIGNATURE:	
HEAD CONTRACTOR NAME:				SIGNATURE:	

PROJECT TITLE:



PROJECT TITLE:

CHK NO:	QAF-003	QUALITY SYSTEM AUDIT			PG1 OF 4
PREVIOUS AUDIT FOLLOW UP:					
PREVIOUS AUDIT DATE:					
OBSERVATIONS CLOSED OUT:					
OBSERVATIONS ACTIVE:					
ITEM/DESCRIPTION	COMPLIANT	NOT COMPLIANT	ACTION BY	COMMENTS	
1/ CONCEALED SERVICES					
NUMBER:					
COMPLETENESS:					
SIGNED OFF BY:					
2/ DAMPER INSTALLATION					
NUMBER:					
COMPLETENESS:					
SIGNED OFF BY:					
3/ DUCTWORK INSTALLATION					
NUMBER:					
COMPLETENESS:					
SIGNED OFF BY:					
4/ ELECTRICAL INSTALLATION					
NUMBER:					
COMPLETENESS:					
SIGNED OFF BY:					

PROJECT QUALITY ASSURANCE CHECKLIST

PROJECT NUMBER:

PROJECT TITLE:



CHK NO:	QAF-003	QUALITY SYSTEM AUDIT			PG2 OF 4
ITEM/DESCRIPTION	COMPLIANT	NOT COMPLIANT	ACTION BY	COMMENTS	
5/ FIT-OFF INSTALLATION					
NUMBER:					
COMPLETENESS:					
SIGNED OFF BY:					
6/ GRILLE INSTALLATION					
NUMBER:					
COMPLETENESS:					
SIGNED OFF BY:					
7/ HYDROSTATIC CLEANING					
NUMBER:					
COMPLETENESS:					
SIGNED OFF BY:					
8/ INSPECTION & TEST EQUIPMENT					
NUMBER:					
COMPLETENESS:					
CALIBRATION:					
SIGNED OFF BY:					
9/ MECHANICAL SWITCHBOARD					
NUMBER:					
COMPLETENESS:					
SIGNED OFF BY:					
10/ PIPEWORK INSTALLATION					
NUMBER:					
COMPLETENESS:					
SIGNED OFF BY:					
11/ PLANTROOM EQUIPMENT					
NUMBER:					
COMPLETENESS:					
SIGNED OFF BY:					

PROJECT TITLE:

PROJECT QUALITY ASSURANCE CHECKLIST

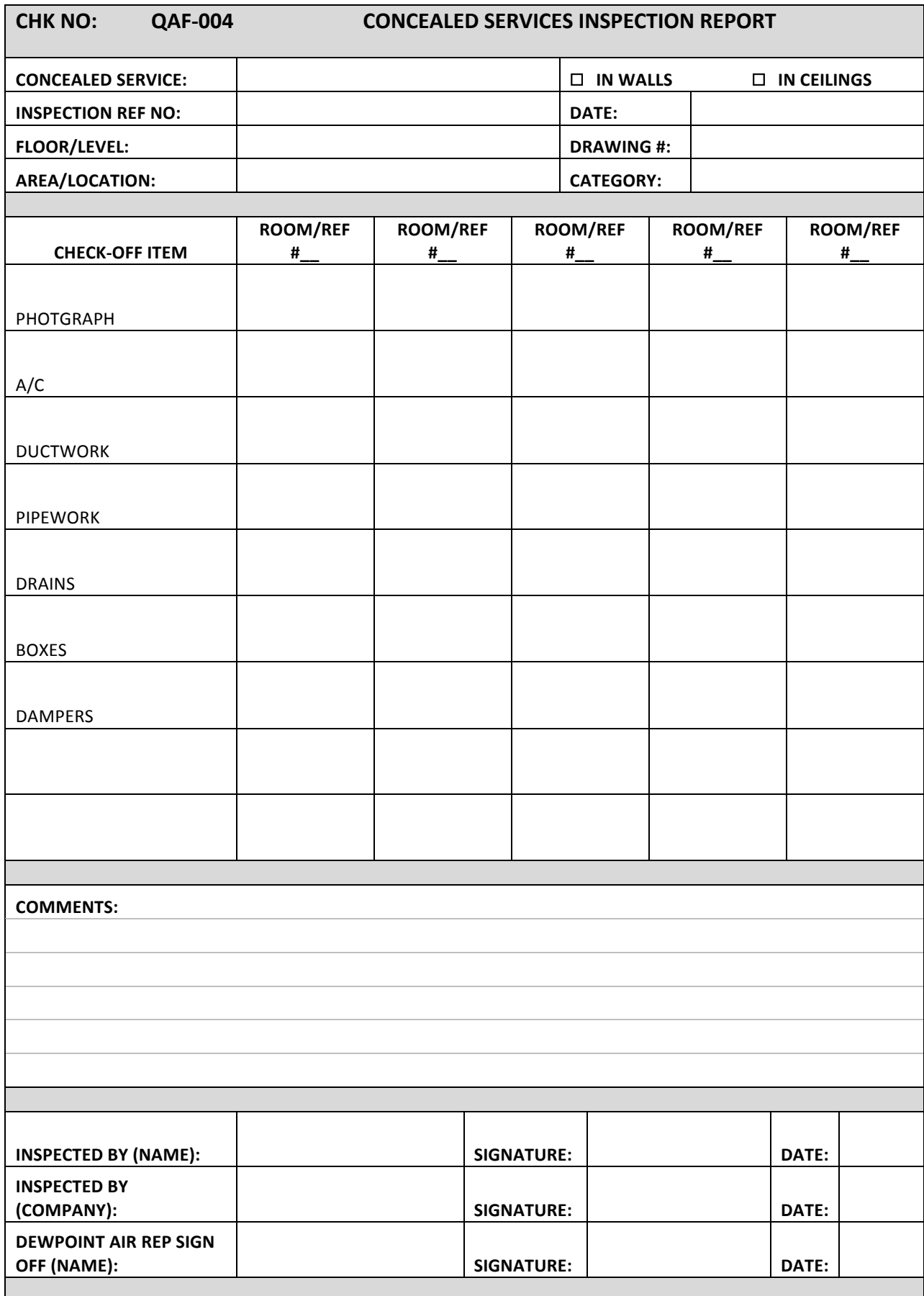
PROJECT NUMBER:

PROJECT TITLE:

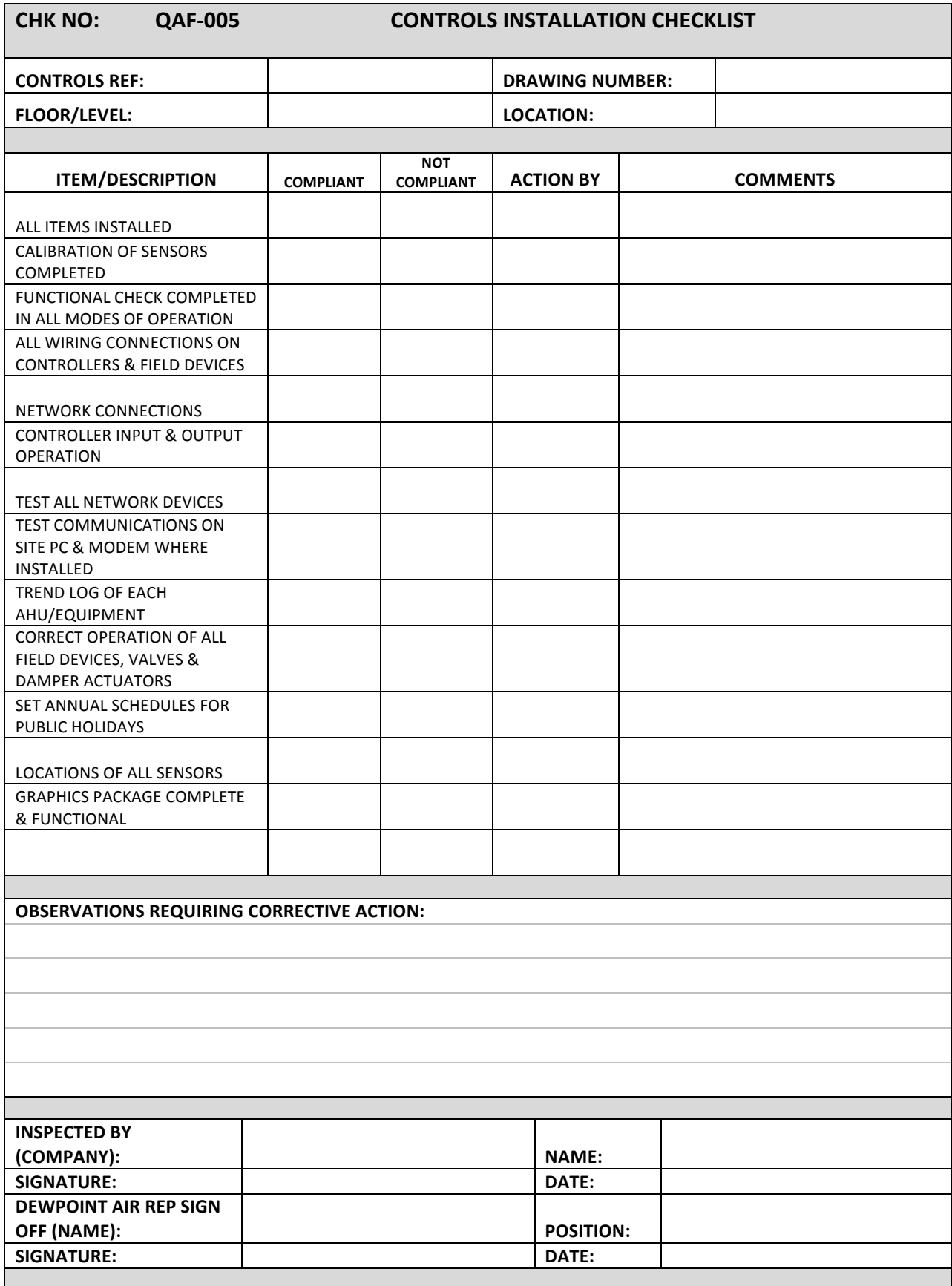


CHK NO:	QAF-003	QUALITY SYSTEM AUDIT	PG4 OF 4
AUDIT SIGN OFF:			
DEWPOINT AIR REP SIGN OFF (NAME):		POSITION:	
SIGNATURE:		DATE:	
AUDITOR (COMPANY):		NAME:	
SIGNATURE:		DATE:	

PROJECT TITLE:



PROJECT TITLE:



PROJECT QUALITY ASSURANCE CHECKLIST

PROJECT NUMBER:

PROJECT TITLE:



CHK NO:	QAF-006	FIRE DAMPER INSTALLATION CHECKLIST				PG1 OF 2
FIRE DAMPER NUMBER:						
FIRE DAMPER TYPE:						
DRAWING NUMBER:						
FLOOR/LEVEL:						
AREA/LOCATION:						
F/D MANUFACTURER:						
CHECK-OFF ITEM	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	
OPENING IN FIRE RATED CONSTRUCTION BUILT CORRECTLY						
STRUCTURE MATCHES THAT FOR WHICH DAMPER TESTED						
DAMPER & PENETRATION CONSTRUCTION CORRECTLY MATCH THE FD						
DAMPER ORIENTATION CORRECT						
DAMPER AIR FLOW DIRECTION CORRECT						
DAMPER CASING IS WHOLLY WITHIN WALL STRUCTURE						
DAMPER EXPANSION MATERIAL FITTED BETWEEN DAMPER & PENETRATION						
MIN CLEARANCE BETWEEN DAMPER & PENO MATCHES MANUFACTURERS DETAILS						
FUSIBLE LINK IS FITTED & HAS CORRECT TEMPERATURE RATING						
DAMPER BLADES ARE FULLY OPEN						
DAMPER CLOSURE IS NOT IMPEDED (DROP TEST)						
ACCESS PANEL IS PROVIDED & ALLOWS ACCESS TO RESET DAMPER						
ACTUATOR FIXED TO DAMPER BOD (IF MOTORISED)						
BREAKAWAY BOLTS USED (PLASTIC/ALUMINIUM)						

PROJECT TITLE:

PROJECT QUALITY ASSURANCE CHECKLIST

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PROJECT TITLE:



CHK NO:	QAF-007	DUCTWORK INSTALLATION CHECKLIST			PG1 OF 3
DRAWING NUMBER:					
FLOOR/LEVEL:					
AREA/LOCATION:					
CHECK-OFF ITEM	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	
1/ DUCTWORK					
AS PER DRAWING					
POSITION					
HEIGHT					
BRACKETS & HANGERS					
JOINTS & SEALING					
WATERPROOFED					
STIFFENING					
DAMPERS FITTED					
CUSHION BOXES					
BRANCH DAMPERS OPEN					
2/ FLEX DUCT					
JOINTS BRANDED & TAPED					
STRAPPED/HANGERS					
METAL JOINERS <6.0M					
ACCESS TO DAMPERS					
3/ INSULATION					
DUCT INSULATION					
PIPE INSULATION					
DX INSULATION					
METAL SHEATHING					
4/ FIRE DAMPERS					
ACCESSIBLE C/W A/P					
INSTALLED TO AS1668					
5/ HEATERS					
INSTALLED CORRECTLY					
TERMINAL BOX ACCESS					
THERMAL LINING					
HPT FITTED					
AIR FLOW SWITCH FITTED					
LABELED					

PROJECT QUALITY ASSURANCE CHECKLIST

PROJECT NUMBER:

PROJECT TITLE:



CHK NO:	QAF-007	DUCTWORK INSTALLATION CHECKLIST			PG2 OF 3
DRAWING NUMBER:					
FLOOR/LEVEL:					
AREA/LOCATION:					
CHECK-OFF ITEM	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	
6/ FILTERS					
ACCESSIBLE					
INSTALLED CORRECTLY					
CLEAN					
MAGNETIC GAUGES					
7/ A/C UNITS					
INSTALLED CORRECTLY					
A/V MOUNTS					
FLEXIBLE CONNECTION					
LABELED					
PIPED (CHW/CW/FRIDGE)					
SAFETY TRAY					
8/ FANS					
INSTALLED CORRECTLY					
A/V MOUNTS					
FLEXIBLE					
9/ ATTENUATORS					
INSTALLED CORRECTLY					
DIRECTIONALLY CORRECT					
INTERNAL LINING					
10/VAV'S					
INSTALLED CORRECTLY					
DUCT CONNECTIONS					
BRACKETING					
SURFACE PREPARATION					
PAINTING					
CORRECT COLOURS					
AS PER SPECIFICATION					

PROJECT QUALITY ASSURANCE CHECKLIST

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CHK NO:	QAF-007	DUCTWORK INSTALLATION CHECKLIST			PG3 OF 3	
DRAWING NUMBER:						
FLOOR/LEVEL:						
AREA/LOCATION:						
CHECK-OFF ITEM	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT		
11/ GRILLES						
AS PER DRAWINGS						
INSTALLED AS PER PLAN						
WEATHERPROOFING						
DAMPERS AS REQUIRED						
12/ FIRE RATING						
FIRE SPRAYING						
FIRE WRAPPING						
ADDITIONAL COMMENTS:						
INSPECTED BY (NAME):		SIGNATURE:		DATE:		
INSPECTED BY (COMPANY):		SIGNATURE:		DATE:		
DEWPOINT AIR REP SIGN OFF (NAME):		SIGNATURE:		DATE:		

PROJECT QUALITY ASSURANCE CHECKLIST

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CHK NO: QAF-008		ELECTRICAL INSTALLATION CHECKLIST			PG1 OF 2
DRAWING NUMBER:					
FLOOR/LEVEL:					
AREA/LOCATION:					
CHECK-OFF ITEM	CHECKED AGAINST	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT
SWITCHBOARD INSTALLATION	SPEC				
CABLE DUCT & TRAYS	SPEC / SAMPLE				
SWITCHBOARD TERMINATIONS	SPEC / DRAWING				
MOTOR TERMINATIONS	SPEC / DRAWING				
ESSENTIAL SERVICES TERMINATIONS	SPEC / DRAWING				
MOTOR ROTATION	MANUFACTURER				
RUNNING AMPS	TEST REPORT				
INSULATION RESISTANCE	AS3000				
EARTHING	SPEC / AS3000				
OVERLOADS SET	TEST REPORT				
CIRCUIT FUNCTIONAL TESTING	DRAWING				

PROJECT TITLE:

PROJECT QUALITY ASSURANCE CHECKLIST

PROJECT NUMBER:

PROJECT TITLE:



CHK NO: QAF-009		FIT-OFF INSTALLATION CHECKLIST			
GRILLES & BOXES					
DRAWING NUMBER:					
FLOOR/LEVEL:					
AREA/LOCATION:					
GRILLE MANUFACTURER:					
CHECK-OFF ITEM	CHECK AGAINST	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT
POSITION	DRAWING				
ALIGNMENT	DRAWING				
FINISH/COLOUR	SAMPLE				
NOISE	MANUFACTURER STANDARD				
GRILLE/REGISTER IS CLEAN/ FLUSH MOUNTED	SITE				
AIRFLOW DIRECTION	DRAWING				
FLEX DUCTS	SPEC				
ADDITIONAL COMMENTS:					
INSPECTED BY (NAME):		SIGNATURE:		DATE:	
INSPECTED BY (COMPANY):		SIGNATURE:		DATE:	
DEWPOINT AIR REP SIGN OFF (NAME):		SIGNATURE:		DATE:	

PROJECT QUALITY ASSURANCE CHECKLIST

PROJECT NUMBER:

PROJECT TITLE:



CHK NO:		QAF-010		HYDROSTATIC CLEANING CHECKLIST	
DRAWING NUMBER:					
FLOOR/LEVEL:					
AREA/LOCATION:					
CHECK-OFF ITEM	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT
ALL MANUAL, STAT & CONTROL VALVES OPEN 100%					
ALL PRESSURE TESTING					
PUMPS OPERATING					
WATER SUPPLY AVAILABLE					
DRAIN DOWN					
FIRST FILL, ADD CHEMICALS, CIRCULATE 24 HRS					
DRAIN DOWN, SECOND FILL, CIRCULATE 24 HRS					
FINAL FILL, ELIMINATE AIR FROM SYSTEM					
ADDITIONAL COMMENTS:					
INSPECTED BY (NAME):		SIGNATURE:		DATE:	
INSPECTED BY (COMPANY):		SIGNATURE:		DATE:	
DEWPOINT AIR REP SIGN OFF (NAME):		SIGNATURE:		DATE:	

PROJECT QUALITY ASSURANCE CHECKLIST

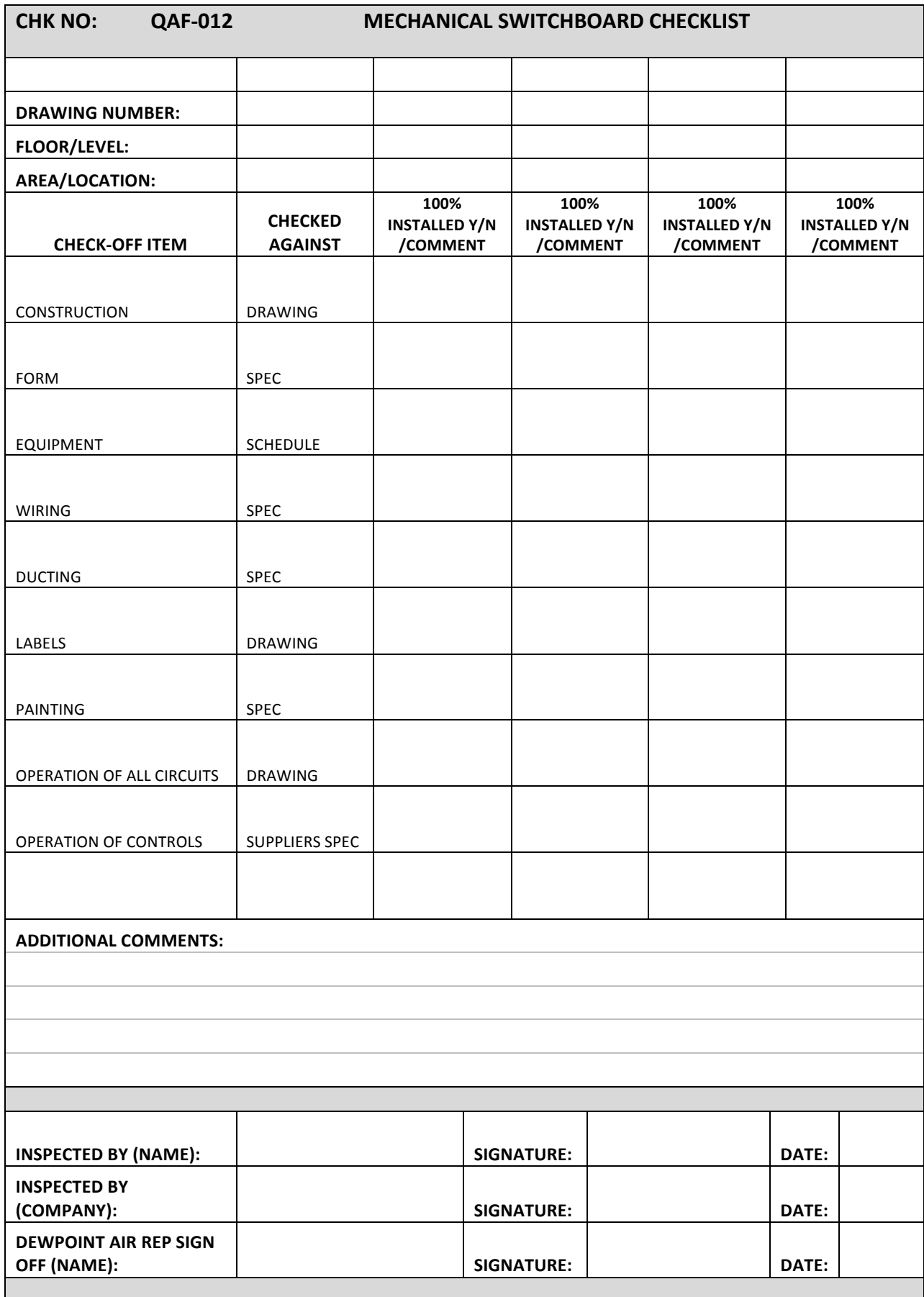
PROJECT NUMBER:

PROJECT TITLE:



CHK NO: QAF-011		INSPECTION & TEST EQUIPMENT (INC CALIBRATION) CHECKLIST				
EQUIPMENT ID NUMBER	DESCRIPTION	SUPPLIER	MAKE		MODEL	
			INSTALL LOCATION		INSTALL REQMTS	
			INSTALLED CORRECLTY		INSTALL CHECK DATE	
			START UP DATE		OPERATES TO DESIGN	
EQUIPMENT ID NUMBER	DESCRIPTION	SUPPLIER	MAKE		MODEL	
			INSTALL LOCATION		INSTALL REQMTS	
			INSTALLED CORRECLTY		INSTALL CHECK DATE	
			START UP DATE		OPERATES TO DESIGN	
EQUIPMENT ID NUMBER	DESCRIPTION	SUPPLIER	MAKE		MODEL	
			INSTALL LOCATION		INSTALL REQMTS	
			INSTALLED CORRECLTY		INSTALL CHECK DATE	
			START UP DATE		OPERATES TO DESIGN	
EQUIPMENT ID NUMBER	DESCRIPTION	SUPPLIER	MAKE		MODEL	
			INSTALL LOCATION		INSTALL REQMTS	
			INSTALLED CORRECLTY		INSTALL CHECK DATE	
			START UP DATE		OPERATES TO DESIGN	
EQUIPMENT ID NUMBER	DESCRIPTION	SUPPLIER	MAKE		MODEL	
			INSTALL LOCATION		INSTALL REQMTS	
			INSTALLED CORRECLTY		INSTALL CHECK DATE	
			START UP DATE		OPERATES TO DESIGN	
EQUIPMENT ID NUMBER	DESCRIPTION	SUPPLIER	MAKE		MODEL	
			INSTALL LOCATION		INSTALL REQMTS	
			INSTALLED CORRECLTY		INSTALL CHECK DATE	
			START UP DATE		OPERATES TO DESIGN	

PROJECT TITLE:



PROJECT QUALITY ASSURANCE CHECKLIST

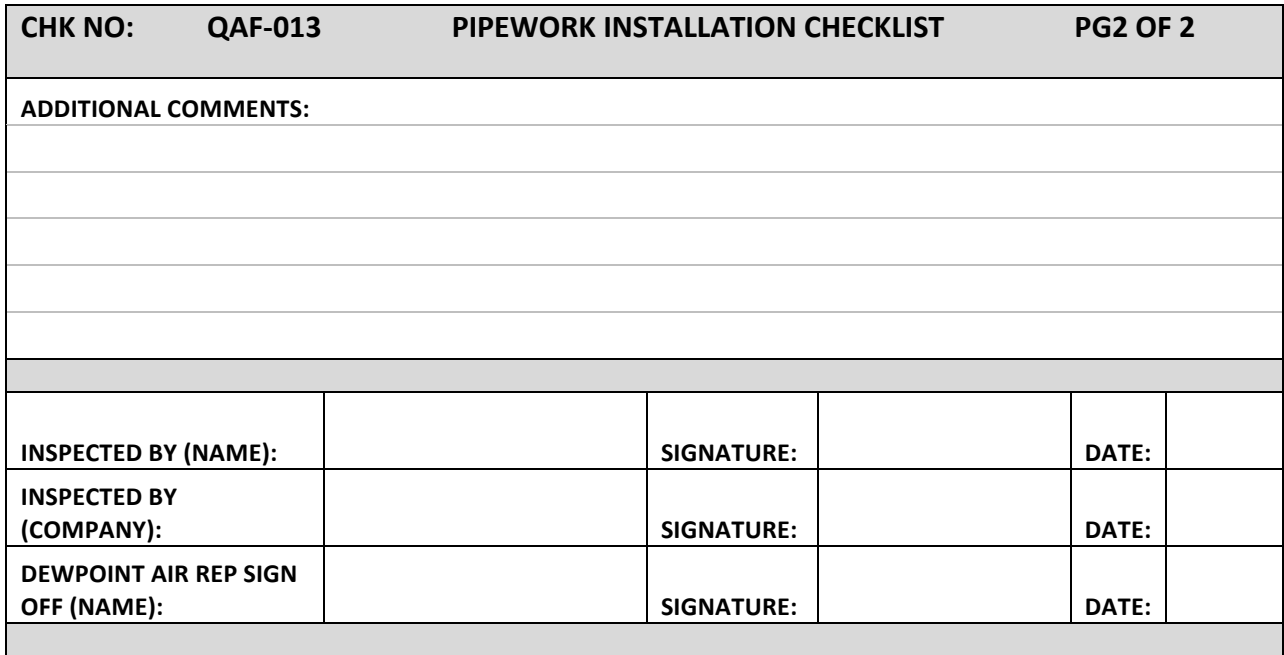
PROJECT NUMBER:

PROJECT TITLE:



CHK NO: QAF-013		PIPEWORK INSTALLATION CHECKLIST			PG1 OF 2
DRAWING NUMBER:					
FLOOR/LEVEL:					
AREA/LOCATION:					
CHECK-OFF ITEM	CHECKED AGAINST	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT	100% INSTALLED Y/N /COMMENT
POSITION	DRAWING				
HEIGHT	DRAWING				
DIAMETER	DRAWING				
HANGERS & SPRINGS	DRAWING/ SPEC				
VALVES, FITTINGS & TAGS	SPEC				
CLIPS & BLOCKS FITTED	SPEC				
PROVISION FOR EXPANSION	DRAWING/ SPEC				
ANCHORS & GUIDES	SPEC				
BRANCH MOVEMENT	SPEC				
AIR VENTS	SPEC				
DRAINS	SPEC				
PIPE SLEEVES & FIRE SEALS	SPEC				
INSULATION & SHEATHING	SPEC				
SERVICES ACCESS	DRAWING/ SPEC				
AIR PRESSURE TEST & CERTIFICATE	SPEC				

PROJECT TITLE:



PROJECT QUALITY ASSURANCE CHECKLIST

PROJECT NUMBER:

PROJECT TITLE:



CHK NO: QAF-014		PLANTROOM EQUIPMENT INSTALLATION CHECKLIST		PG1 OF 4
PLANTROOM REF:		DRAWING NUMBER:		
FLOOR/LEVEL:		PLANTROOM LOCATION:		
ITEM/DESCRIPTION	COMPLIANT	NOT COMPLIANT	ACTION BY	COMMENTS
1/ EQUIPMENT INSTALLED IN CORRECT LOCATION				
2/ EQUIPMENT SPRINGS & MOUNTS				
3/ CHILLERS				
INSTALLED TO MANUFACTURERS INSTRUCTIONS				
PIPE CONNECTIONS & SUPPORTS				
PUMP REMOVAL & CLEARANCES FOR TUBE CLEAN/ WITHDRAWAL				
FLOW SWITCHES FITTED				
4/ PUMPS				
INSTALLED TO MANUFACTURERS INSTRUCTIONS				
PIPE CONNECTIONS & SUPPORTS				
PUMP ALIGNMENT				
GLAND SEAL PIPED				
5/ BOILERS				
INSTALLED TO MANUFACTURERS INSTRUCTIONS				
FLUE INSTALLATION				
GAS/FUEL PIPE				
COMBUSTION AIR AVAILABLE				
FLOW SWITCHES FITTED				
6/ COOLING TOWERS				
INSTALLED TO MANUFACTURERS INSTRUCTIONS				
ACCESS COVERS IN PLACE, SEALED, PIPES CONNECTED				
SUMP HEAD ABOVE PUMPS				
AIR INTAKE CLEARANCES ADEQUATE				
MULTIPLE TOWERS AT SAME HEIGHT WITH BALANCE LINE				
CLEANING ACCESS				

PROJECT QUALITY ASSURANCE CHECKLIST

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CHK NO: QAF-014		PLANTROOM EQUIPMENT INSTALLATION CHECKLIST		PG2 OF 4
PLANTROOM REF:		DRAWING NUMBER:		
FLOOR/LEVEL:		PLANTROOM LOCATION:		
ITEM/DESCRIPTION	COMPLIANT	NOT COMPLIANT	ACTION BY	COMMENTS
7/ FANS				
BELTS, PULLEYS, GUARDS FITTED				
AXIAL FAN DIRECTION OF AIR FLOW				
SUPPORTS, SPRING MOUNTS				
FLEXIBLE CONNECTIONS				
8/ AHUS & FCUS				
TRAPS & DRAINS, FLOW FROM TRAYS				
FILTERS INSTALLED				
COIL FINS NOT DAMAGED				
SUPPORTS, SPRING MOUNTS				
COILS INSTALLED CORRECTLY				
MOTORISED DAMPERS, MOVEMENT & CLOSURE				
9/ AIR COMPRESSORS				
INSTALLED TO MANUFACTURERS INSTRUCTIONS				
VALVES, STRAINERS, FILTERS, DRIERS				
10/ HEAT EXCHANGERS/CALORIFIERS				
INSTALLED TO MANUFACTURERS INSTRUCTIONS				
PIPE CONNECTIONS				
11/ FEED & EXPANSION TANKS				
INSTALLED TO MANUFACTURERS INSTRUCTIONS				
DRAINS & MAKE-UP CONNECTIONS				
12/ PIPE FITTINGS				
GAUGES & TEST POINTS				
AIR VENTS AT HIGH POINTS				
CONTROLS VALVES & DIRECTION OF FLOW				
BY-PASS VALVE & DIRECTION OF FLOW				
DP SENSORS & PIPEWORK				

PROJECT QUALITY ASSURANCE CHECKLIST

PROJECT NUMBER:

PROJECT TITLE:



CHK NO: QAF-014		PLANTROOM EQUIPMENT INSTALLATION CHECKLIST			PG3 OF 4
PLANTROOM REF:		DRAWING NUMBER:			
FLOOR/LEVEL:		PLANTROOM LOCATION:			
ITEM/DESCRIPTION	COMPLIANT	NOT COMPLIANT	ACTION BY	COMMENTS	
12/ PIPE FITTINGS CONT.					
FLOW MEASURING DEVICES					
WATER TREATMENT CONNECTIONS					
CLEARANCE & ACCESS					
PROXIMITY TO ELECT WORKS					
13/ ELECTRICAL					
SWITCHBOARDS INSTALLED					
CABLE TRAYS, DUCTS, CONDUITS					
WIRING					
TERMINATION AT SWITCHBOARD					
TERMINATION AT EQUIPMENT					
14/ CONTROLS					
SENSORS, CONTROLLERS, SWITCHES, FITTED TO DUCTS & PIPES					
WIRING/TUBING TO DEVICES					
TERMINATION AT CONTROLLERS					
TERMINATION AT DEVICE					
15/ INSULATION					
AIR HANDLING UNITS					
DUCTWORK					
PIPEWORK					
VESSELS					
BOILER FINES					
16/ WATER TREATMENT					
EQUIPMENT INSTALLED					
PRE-CLEAN COMPLETE - CHW					
PRE-CLEAN COMPLETE - CW					
PRE-CLEAN COMPLETE - HHW					
SYSTEM OPERATIONAL					

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CHK NO: QAF-014		PLANTROOM EQUIPMENT INSTALLATION CHECKLIST		PG4 OF 4
PLANTROOM REF:		DRAWING NUMBER:		
FLOOR/LEVEL:		PLANTROOM LOCATION:		
ITEM/DESCRIPTION	COMPLIANT	NOT COMPLIANT	ACTION BY	COMMENTS
17/ PAINTING				
DUCTWORK				
PIPEWORK				
EQUIPMENT				
CONDUIT/TRAY				
OBSERVATIONS REQUIRING CORRECTIVE ACTION:				
INSPECTED BY (COMPANY):		NAME:		
SIGNATURE:		DATE:		
DEWPOINT AIR REP SIGN OFF (NAME):		POSITION:		
SIGNATURE:		DATE:		

PROJECT TITLE:

