

HVAC Project Schedule

Review Checklist – January 2025

Checklist items included herein are required when reviewing baseline schedules. Reference COST-LOADED NETWORK ANALYSIS SCHEDULES (NAS) Specification 01 32 17.00 20 (unless noted otherwise herein)

Project Name:			
Contract No.:			
Modification Up Through:			
Contractor:			
Designated Project Scheduler:			
Primavera Project ID (e.g. BXXX MMY):			
Data Date:			
Contract Award Date:			
Current Contract Duration (calendar days):			
Current Contract Completion Date (CCD):			
Projected Completion Date (PCD):	(with	days TF)	
Current Interim or Phased Completion Contract Dates (if specified):			
Current Total Contract Award (\$):			
Value of Completed Performance (\$):	(%)	

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
APPLICABILITY			
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 BOTH 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.			
REQUIRED ACTIVITIES AND MILESTONES – CONFIRM THE FOLLOWING ARE INCLUDED IN THE SCHEDULE			
PART 1: 01 91 00 COMMISSIONING			
SUBMITTALS			
3	Commissioning Firm/Contact /Specialist/Coordinator		
4	Design (DB only) Review Report		
5	Design Phase (DB only) Commissioning Plan		
6	Interim Construction Phase Commissioning Plan		
7	Final Construction Phase Commissioning Plan		
8	Pre-Functional Checklists		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
MEETINGS			
9	Design (DB only) Commissioning Coordination Meeting		
10	Construction Commissioning Coordination Meeting		
TEST REPORTS			
11	Building Envelope Inspection Checklists		
12	Pre-Functional Checks		
13	Issues Log		
14	Commissioning Report		
15	TAB Field Acceptance Testing		
16	Testing, Adjusting, and Balancing (TAB) Report		
17	HVAC Controls Test Reports		
18	Functional Performance Tests		
19	Integrated Systems Tests		
20	Endurance Test		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
CERTIFICATES & NOTIFICATIONS			
21	Certificate of Readiness		
OPERATION & MAINTENANCE DATA			
22	Training Plan		
23	Training Attendance Rosters		
24	Systems Manual for LEED [Computerized Maintenance Management System Manual for GREEN GLOBES]		
25	Systems Manual [Computerized Maintenance Management System Manual]		
CLOSEOUT DOCUMENTATION			
26	Final Commissioning Report		
PART 2: HVAC SPECIFICATIONS (GENERAL)			
SUBMITTALS			
27	Design (DB only) Review Report (Spec 23 05 93 SD-07, 23 05 93 1.5.2.3.c)		
28	Records of Existing Conditions (Spec 23 05 93 SD-01, 25 10 10 3.2)		
29	TAB Design (DB only) Review Report (Spec 23 05 93 SD-01)		
30	TAB Firm/Assistants/Engineer or Specialist/Field Leader (Spec 23 05 93 SD-01, 23 05 93 SD-07)		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
31	TAB Schematic Drawings and Report Forms (Spec 23 05 93 SD-02)		
32	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)		
33	DALT and TAB Submittal/Procedures Summary and Work Schedule (Spec 23 05 93 SD-07, 23 05 93		
34	TAB Procedures (Spec 23 05 93 SD-03)		
35	TAB Execution (Spec 23 05 93 SD-03)		
36	TAB Verification (Spec 23 05 93 SD-03)		
37	PVT Procedures (Spec 25 10 10 SD-06)		
TEST REPORTS			
38	Performance Tests (Spec 23 05 93 3.4.6.1, 23 05 93 3.4.7.1)		
39	Factory Test Plan (Spec 25 08 10 3.4.1)		
40	Factory Test (Spec 25 08 10 SD-01)		
41	Certified Final DALT Report (Spec 23 05 93 SD-06, 23 05 93 3.3.8)		
42	TAB Design (DB only) Review Report (Spec 23 05 93 SD-06, 23 05 93 1.7.2.1)		
43	Certified Final TAB Report for Proportional Balancing (Spec 23 05 93 SD-06)		
44	Certified Final TAB Report for Season 1 (Spec 23 05 93 SD-06, 23 05 93 1.5.11.2)		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
45	Certified Final TAB Report for Season 2 (Spec 23 05 93 SD-06, 23 05 93 1.5.11.2)		
46	Design (DB only) deficiencies (Spec 23 05 93 1.5.2.3.l)		
47	Construction deficiencies (Spec 23 05 93 1.5.2.3.l)		
48	PVT Phase I Report (Spec 25 10 10 SD-06)		
49	PVT Phase II Report (Spec 25 10 10 SD-06)		
50	Start-Up And Start-Up Testing (Spec 25 10 10 3.7)		
51	Start-Up and Start-Up Testing Report (Spec 25 10 10 SD-06)		
52	Performance Verification Test (PVT) (Spec 25 10 10 3.8)		
MEETINGS			
53	Pre-DALT/TAB meeting (Spec 23 05 93 1.5.2.1.b)		
54	Pre-PVT meeting (Spec 23 05 93)		
CERTIFICATES / NOTIFICATIONS			
55	Advance Notice of Pre-Final DALT Field Work (Spec 23 05 93 SD-07)		
56	Advance Notice of TAB Field Work for Proportional Balancing (Spec 23 05 93 SD-07)		
57	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)		

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OPERATION AND MAINTENANCE DATA			
58	Training Plan (Spec 01 91 00.15 SD-10, 01 91 00.24 SD-10)		
59	Training Attendance Rosters (Spec 01 91 00.15 SD-10, 01 91 00.24 SD-10)		
60	Systems Manual for LEED [Computerized Maintenance Management System Manual for GREEN GLOBES] (Spec 01 91 00.15 SD-10)		
61	Systems Manual [Computerized Maintenance Management System Manual] (Spec 01 91 00.15 SD-10, 01 91 00.24 SD-10)		
62	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)		
63	Operation and Maintenance (O&M) Instructions (Spec 25 10 10 SD-10)		
64	Preventive Maintenance Work Plan (Spec 25 10 10 SD-10)		
65	Basic Training Documentation (Spec 25 10 10 SD-10)		
66	Advanced Training Documentation (Spec 25 10 10 SD-10)		
67	Refresher Training Documentation (Spec 25 10 10 SD-10)		
CLOSEOUT SUBMITTALS			
68	Sustainability (Spec 23 05 93 1.5.8)		
69	Post-Occupancy Endurance Testing Government review (Spec 23 09 00)		
70	Post-Occupancy PVT Field Work (Spec 23 09 00)		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
71	Draft As-Built Drawings (Spec 25 10 10 SD-02)		
72	Final As-Built Drawings (Spec 25 10 10 SD-02)		
73	Closeout QC Checklist (Spec 25 10 10 SD-11)		
<p>Contractor Comments:</p>			

I, _____ (Name) , Designated Project Scheduler certify that the attached checklist is accurately completed, and that this schedule accurately represents contractor's plan of how work will be accomplished as of the above data date, will be used to plan and track progress up to next schedule update, and is contract compliant.

Designated Project Scheduler certification signature:

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Government Review Comments: