

HVAC – Design Submittals Checklist

Division 230000-1

Project Name: _____

Location: _____

Project ID: _____

File No: _____

Pre-Design:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify Owner's Project Requirements & Design Criteria |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Cost Projection |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Submittals Checklist |

Phase A: Schematic Design:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Submittals Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify Demolition Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify All Systems |
| <input type="checkbox"/> | <input type="checkbox"/> | HVAC Systems Flow Schematic Diagrams |
| <input type="checkbox"/> | <input type="checkbox"/> | Controls - Sequences of Operation |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy Code Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify Special Occupancy Zones |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Air Intake & Discharge Locations |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Utilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Mechanical Rooms & Pipe / Duct Chases |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Routing of Piping Distribution Mains |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Routing of Air Distribution Mains |
| <input type="checkbox"/> | <input type="checkbox"/> | Basis of Design Documentation |
| <input type="checkbox"/> | <input type="checkbox"/> | Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | Mechanical Legend |

Phase B: Design Development:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Update Basis of Design & Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | Utility Coordination |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Design Calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | Single Line Air Distribution Layout |
| <input type="checkbox"/> | <input type="checkbox"/> | Single Line Main Piping Layout |
| <input type="checkbox"/> | <input type="checkbox"/> | Control & Instrumentation Diagrams |
| <input type="checkbox"/> | <input type="checkbox"/> | Equipment List |
| <input type="checkbox"/> | <input type="checkbox"/> | Schematics & Details Index |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate Major Equipment in Mech. Rooms |
| <input type="checkbox"/> | <input type="checkbox"/> | Smoke Control Scheme / M&E Coordination Matrix |

Phase B: Design Development:

- | YES | N/A | |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify Commissioning Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Specification Table of Contents |

Phase C Part 1: 50% Construction Documents:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Update Basis of Design Documents & Cost Projections |

Phase C Part 1: 50% Construction Documents: (continued)

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | HVAC Systems Design Calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | Single Line Air Distribution Sizing |
| <input type="checkbox"/> | <input type="checkbox"/> | Single Line Main Piping Sizing |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate Terminal Equipment & Devices |
| <input type="checkbox"/> | <input type="checkbox"/> | Schematics & Details |
| <input type="checkbox"/> | <input type="checkbox"/> | Review Preliminary Commissioning Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Specification / Commissioning Integration Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Functional Performance Test Defined |

Phase C Part 2: 75% Construction Documents:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Update Basis of Design & Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | HVAC Systems Riser Diagrams / Elevations |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate Air Outlet & Inlet Devices |
| <input type="checkbox"/> | <input type="checkbox"/> | HVAC / Elect. / Structural Coord. Report |
| <input type="checkbox"/> | <input type="checkbox"/> | HVAC / Elect. / Systems Coord. Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Double Line Air Distribution Complete |
| <input type="checkbox"/> | <input type="checkbox"/> | Double Line Main Piping Complete |
| <input type="checkbox"/> | <input type="checkbox"/> | Branch Piping Complete |
| <input type="checkbox"/> | <input type="checkbox"/> | Equipment Schedules |
| <input type="checkbox"/> | <input type="checkbox"/> | Integrated Specifications Final Draft |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Commissioning Plan Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Functional Performance Test Complete |

Phase C Part 3: Final Design:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Final Basis of Design & Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | 100% Construction Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid Conference |

Bid Solicitation:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Review Bids & Evaluate Alternatives |
| <input type="checkbox"/> | <input type="checkbox"/> | Review Contractor's Submittals & Shop Drawings |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Construction Conference |

Phase D: Construction:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Phase Support / Testing / Inspections |
| <input type="checkbox"/> | <input type="checkbox"/> | Progress Billing Reviews |
| <input type="checkbox"/> | <input type="checkbox"/> | Operating & Maintenance Manual Review |

Occupancy and Warranty:

- | YES | N/A | |
|--------------------------|--------------------------|--------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Warranty Walk-thru |