

Report By:

National TAB
1329 E. KEMPER ROAD
SUITE 4210
CINCINNATI, OH 45246



Report: Punch List
Function: Test, Adjust, & Balance
Date: 03/07/2025
Completed By: National TAB

PROJECT
Crossroads Church (Dayton, OH)

2700 Miamisburg-Centerville Road

Dayton, OH 45459

Client

Mechanical Services & Design (MSD)

4401 Springfield St

Dayton, OH 45431

National TAB

Project: Crossroads Church (Dayton, OH)

Table Of Contents

Section	Page #
Issue Data	3

Issue List

- EF1-1, 1-2, 1-5, 1-6, 1-7 Below Design Flow
- FCU's Not Started Up
- No Power to EF-8
- Nursery Diffusers Below Design
- RTEF'S 3, 4, & 5 Not Started Up
- RTEF-2 Below Design @ 100% Fan Speed
- RTEF-4 Missing Diffuser / Return
- RTU-7 Missing Diffusers



Crossroads Church (Dayton, OH)

Project Issue Information

Issue Name : EF1-1, 1-2, 1-5, 1-6, 1-7 Below Design Flow
Description : EF's 1-1, 1-2, 1-5, 1-6, and 1-7 are below design flow. I suspect backdraft damper is stuck shut. Recommend removing flex and freeing backdraft damper.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : Urgent **Asset Tag :**
Originated Date : 03/10/2025 - Jordan Best - National TAB

Project Issue Response Details

- **03/14/2025 National TAB - Jordan Best**
 - Have not confirmed with MSD tech but assume these are still below flow. This issue slipped my mind due to prioritizing other problems but will revisit.

- **03/12/2025 National TAB - Jordan Best**
 - I plan to see if Zane can address this issue 03/13 after installation of missing dampers.

- **03/11/2025 National TAB - Jordan Best**
 - No MSD tech on site to address, assume they will be fixed when dampers are installed which is still TBD.



Crossroads Church (Dayton, OH)

Project Issue Information

Issue Name : FCU's Not Started Up
Description : FCU's not started up. Tech to be on site to start up 03/12/25 per Mark @ MSD.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : Urgent **Asset Tag :**
Originated Date : 03/11/2025 - Jordan Best - National TAB

Project Issue Response Details

- **03/14/2025 National TAB - Jordan Best**
 - Balanced FCU's 1, 3, 6, and 9. Awaiting power for others.

- **03/13/2025 National TAB - Jordan Best**
 - Units 1, 3, 6, and 9 are ready. Still awaiting confirmation for others.

- **03/12/2025 National TAB - Jordan Best**
 - MSD tech Jamie had electrical issues with FCU startup. No units ready for testing, electricians are verifying connections to each unit.



Crossroads Church (Dayton, OH)

Project Issue Information

Issue Name : No Power to EF-8
Description : Ceiling mounted EF-8 is not powered.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : Urgent **Asset Tag :**
Originated Date : 03/12/2025 - Jordan Best - National TAB

Project Issue Response Details

- **03/14/2025 National TAB - Jordan Best**
 - Not powered as of 03/14.

- **03/13/2025 National TAB - Jordan Best**
 - Remains un-powered.



Crossroads Church (Dayton, OH)

Project Issue Information

Issue Name : Nursery Diffusers Below Design
Description : Diffusers 7 and 8 for RTU-8 located in the nursery are below design. I attempted to push air from other diffusers but could not raise them. Main duct run is missing a volume damper that would likely help raise flow to diffusers. Recommend installing to increase flow.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : Urgent **Asset Tag :**
Originated Date : 03/10/2025 - Jordan Best - National TAB

Project Issue Response Details

- **03/14/2025 National TAB - Jordan Best**
 - Damper added 03/14. Will balance diffusers upon return.

- **03/13/2025 National TAB - Jordan Best**
 - Damper being installed 03/14/25 to redirect airflow to low diffusers.

- **03/12/2025 National TAB - Jordan Best**
 - I plan to see if Zane can address this issue 03/13 after installation of missing dampers.

- **03/11/2025 National TAB - Jordan Best**
 - Issue not corrected, spoke with Zane and will likely be addressed when dampers for RTU's 3, 18, and 19 are installed.



Crossroads Church (Dayton, OH)

Project Issue Information

Issue Name : RTEF'S 3, 4, & 5 Not Started Up
Description : RTEF's 3, 4, & 5 have not been powered on / started up by MSD.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : Urgent **Asset Tag :**
Originated Date : 03/12/2025 - Jordan Best - National TAB

Project Issue Response Details

- **03/14/2025 National TAB - Jordan Best**
 - Not powered / started as of 03/14.

- **03/13/2025 National TAB - Jordan Best**
 - Fans remain not powered / started.



Crossroads Church (Dayton, OH)

Project Issue Information

Issue Name : RTEF-2 Below Design @ 100% Fan Speed
Description : RTEF-2 is below design while operating at 100%. Consequently, diffusers 3 through 8 are below design as well.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : Urgent **Asset Tag :**
Originated Date : 03/12/2025 - Jordan Best - National TAB



Crossroads Church (Dayton, OH)

Project Issue Information

Issue Name : RTEF-4 Missing Diffuser / Return
Description : Diffuser / return for RTEF-4 located inside the catering kitchen / storage area is not installed.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : Urgent **Asset Tag :**
Originated Date : 03/13/2025 - Jordan Best - National TAB



Crossroads Church (Dayton, OH)

Project Issue Information

Issue Name : RTU-7 Missing Diffusers
Description : RTU-2 is missing two diffusers. One located in the nursery work room labeled diffuser 2. The ceiling grid in this area has not been installed. The other is located in the storage area and is labeled as diffuser 6. The ceiling grid is installed in this area, and diffuser can be installed.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : Urgent **Asset Tag :**
Originated Date : 03/11/2025 - Jordan Best - National TAB

Project Issue Response Details

- **03/13/2025 National TAB - Jordan Best**
 - Storage area diffuser to be installed 03/14/25. Other waiting on ceiling grid.

- **03/12/2025 National TAB - Jordan Best**
 - I plan to see if Zane can address this issue 03/13 after installation of missing dampers.