



Comfort. Under control.

05-09 NIKE LIVE - CARY, NC

CheckList Information

Name : REPORT REVIEW **Status :** NotSubmitted
Assigned Organization : National TAB **Asset :**
Requesting Organization : National TAB

CheckList Item Details

Processor Name: JOSE CHAVEZ

Cover Sheet

Job name is correct? YES
 Client name is correct? YES
 Client address is included? YES
 If a NEBB sub contractor was used, is the report formatted correctly? I.e., contractor name on top of each page and cover sheet. N/A

Pictures/GRD/Checklists/Balance Schedule

Air Balance Schedule included? YES
 Airflows on balance schedule match Actual airflows? YES
 Picture Page included and meets minimum requirement?
 GRD included and formatted correctly? Yes
 Checklists completed Yes
 Is the logo on each page? Yes
 Stamp is removed from all pages YES

Summary

Are all assets correctly reflected in the summary page? Yes
 Remarks list includes all punch list items? YES

RTU'S

Actual diffuser total matches total supply?	FCU1, FCU2, FCU3, FCU5 YES / FCU4 - MISSING FIRST TWO DIFFUSERS
Supply air is within +/-10% of design? (if not is there adequate explanation?)	FCU1, FCU2, FCU3, FCU4, FCU5 NO (ISSUES DOCUMENTED)
Outside air is within +/-10%? (if not is there adequate explanation?)	FCU1, FCU2, FCU3, FCU4, FCU5 NO (ISSUES DOCUMENTED)
RA + OA = SA ?	YES
Diffusers within +/-10%? (if not is there adequate explanation?)	NO (ISSUES DOCUMENTED)
ESP and TSP Calculated correctly?	YES
Motor under FLA?	YES
Is Data capture marked complete for all assets and diffusers?	YES

Exhaust Fans

Actual diffuser total matches total exhaust?	EF1-YES
Total exhaust is within +/-10?	EF1-NO (ISSUES DOCUMENTED)
Motor under FLA?	NA

MAU

Airflow is within +/-10% of design	NO
Motor under FLA?	NA

Hoods

Smoke capture is 100% (if not is there adequate explanation)	NA
Exhaust filter AK Factor calculated correctly	NA
Exhaust airflow calculated correctly	NA
PSP area is calculated correctly	NA
Supply airflow calculated correctly?	NA
Hood Exhaust and Supply Airflows match MUA and Exhaust fan Airflows	NA

Project Closeout

Is Report under 10 MB?	
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Is QSP worksheet updated with scores?

Technical Advisory Review

Address any issues found during Report Preparation

FLA is at or under motor nameplate

No red flags from static pressure

All airflows are within +/-10%

Net airflow matches design and building pressure makes sense

Ensure accuracy of summary

Ensure all deficiencies are incorporated into punchlist

Ensure professionalism of all writing

Consult technician on any clarification

Account specific review items

Send final report and highlight major issues to client

Any Report Preparation grades that require adjustment? (Let Processor know)

Quality/clarity of comments– if there needs to be a comment on the asset/checklist, is there one? is the comment clear, technical, and free of errors? (4 pts)

Resolution of delays and issues – issues encountered are explained and steps taken to resolve while on site are described. If unable to resolve, troubleshooting suggestions are provided (start with 0, up to 5 pts)

Return trip required? (5 points if no return trip, 0 points if return trip)

Upload to appropriate account website (if applicable)

Has project name been reverted back to original project name for Final TAB (if applicable)

CFA and Chipotle (Only) report sent to Jenn?