

**Report By:**

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



**Report: Punchlist**  
**Function: Test, Adjust, & Balance**  
**Date: 05/30/2025**  
**Completed By: National TAB**

# PROJECT

## Seven Hills School (Cincinnati, OH)

5400 Red Bank Rd

Cincinnati, OH 45227

### Client

KW Mechanical  
25 East 32nd Street  
Covington, KY 41015

# National TAB

Project: Seven Hills School (Cincinnati, OH)

## Table Of Contents

Section	Page #
Issue Data	3

## Issue List

- AHU Diffuser 2
- AHU-1 Not Functional
- AHU-2 Dirty Filter
- AHU-2 Leaking Supply Air
- AHU-2 OA Below Design
- AHU-3 Diffusers 1, 2, 3, 8
- Exhaust Fans Above Design



## Seven Hills School (Cincinnati, OH)

### Project Issue Information

**Issue Name :** AHU Diffuser 2  
**Description :** AHU-2 only has a single diffuser installed in the conference room, the drawing we're working off of shows two diffusers designed for 400 CFM per. I removed one diffuser from HUB thus reducing total unit flow by 400. Please advise if this was a design change or if this diffuser was overlooked and should be installed.

**Created By :** National TAB      **Assigned To :** National TAB - Jordan Best  
**Status :** Closed  
**Priority :** Medium      **Asset Tag :**  
**Originated Date :** 05/30/2025 - Jordan Best - National TAB

#### Project Issue File Details



05/30/2025

#### Project Issue Response Details

- **06/05/2025 National TAB - Jordan Best**
  - Missing diffuser added but is below design with damper fully open.



**Seven Hills School (Cincinnati, OH)**

**Project Issue Information**

**Issue Name :** AHU-1 Not Functional  
**Description :** AHU-1 lost power to its main disconnect and must be re-connected. Spoke with electrician on site and he anticipates it will be ready Tues, June 3rd.  
**Created By :** National TAB                      **Assigned To :** National TAB - Jordan Best  
**Status :** Closed  
**Priority :** High                                      **Asset Tag :**  
**Originated Date :** 05/30/2025 - Jordan Best - National TAB



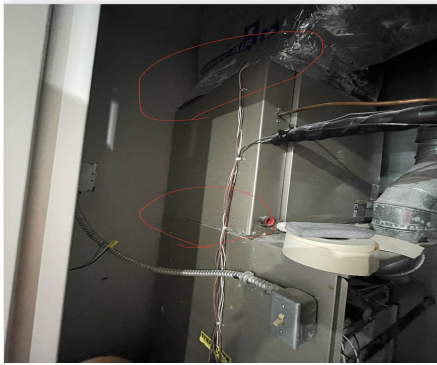


### Seven Hills School (Cincinnati, OH)

#### Project Issue Information

**Issue Name :** AHU-2 Leaking Supply Air  
**Description :** Unit is leaking air at connections prior to supply duct. Recommend taping seams to ensure no air escapes.  
**Created By :** National TAB                      **Assigned To :** National TAB - Jordan Best  
**Status :** Closed  
**Priority :** High                                      **Asset Tag :**  
**Originated Date :** 05/30/2025 - Jordan Best - National TAB

#### Project Issue File Details



05/30/2025



**Seven Hills School (Cincinnati, OH)**

**Project Issue Information**

**Issue Name :** AHU-2 OA Below Design  
**Description :** OA for AHU-2 is designed for 300 CFM, with manual damper fully open we saw a max of 42 CFM. I was unable to get on the roof to ensure the exhaust point is not covered/restricted.  
**Created By :** National TAB                      **Assigned To :** National TAB - Jordan Best  
**Status :** Open  
**Priority :** High                                      **Asset Tag :**  
**Originated Date :** 05/30/2025 - Jordan Best - National TAB

Project Issue Response Details

- **06/05/2025    National TAB - Jordan Best**
  - OA flow increased from 42 to 200 but is still below design.



**Seven Hills School (Cincinnati, OH)**

**Project Issue Information**

**Issue Name :** AHU-3 Diffusers 1, 2, 3, 8  
**Description :** Diffusers 1 and 2 need face dampers installed in order to balance to design. Balanced trunk low, using zone dampers for the time being. Diffusers 3 and 8 below design with dampers fully open, suspect that installation of face dampers for 1 and 2 will allow to push more air to these diffusers.  
**Created By :** National TAB                      **Assigned To :** National TAB - Jordan Best  
**Status :** Open  
**Priority :** Medium                                      **Asset Tag :**  
**Originated Date :** 05/30/2025 - Corey Dick - National TAB

Project Issue Response Details

- **06/11/2025 National TAB - Jordan Best**
  - Face dampers unable to be installed per MC. Diffusers 1 and 2 within design, 3 and 8 remain below design.



**Seven Hills School (Cincinnati, OH)**

**Project Issue Information**

**Issue Name :** Exhaust Fans Above Design  
**Description :** Exhaust fans 1, 2, and 3 are all above design and are not equipped with speed controllers. If flow is to be reduced, speed controllers will need to be installed.  
**Created By :** National TAB                      **Assigned To :** National TAB - Jordan Best  
**Status :** Open  
**Priority :** Medium                                      **Asset Tag :**  
**Originated Date :** 05/30/2025 - Jordan Best - National TAB