

Report By:

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

**NATIONAL**

**TAB**

Comfort. Under control.

**Report: CHECKLIST**  
**Function: Test, Adjust, & Balance**  
**Date: 02/06/2023**

# PROJECT

**Roy Roger's (Cleves,OH) #5320775**

101 Cooper Ave

Cleves, OH 45002

Client

# National TAB

Project: Roy Roger's (Cleves,OH) #5320775

## Table Of Contents

Section	Page #
Checklist Data	3



Comfort. Under control.

### Roy Roger's (Cleves,OH) #5320775

#### CheckList Information

**Name :** SITE PICTURES **Status :** NotSubmitted  
**Assigned Organization :** MULTIPLE **Asset :**  
**Requesting Organization :** National TAB

#### CheckList Item Details

STORE FRONT

RTU-1

RTU-2

RTU-3

EF-1

EF-2

MAU-1

**Notes/Comments :**



Comfort. Under control.

### Roy Roger's (Cleves,OH) #5320775

#### CheckList Information

<b>Name :</b>	TECH - STEP 1: INITIAL WALKTHROUGH	<b>Status :</b>	NotSubmitted
<b>Assigned Organization :</b>	MULTIPLE	<b>Asset :</b>	
<b>Requesting Organization :</b>	National TAB		

#### CheckList Item Details

##### INITIAL SITE WALKTHROUGH

All diffusers and grilles are installed and match design?

All hood filters installed and accounted for?

Hoods are wired and have power?

Hood is free of alarms?

Thermostats have power?

Have trades/general contractor been notified about any issues and are they created on FaciliBuild?

##### Notes/Comments :



Comfort. Under control.

### Roy Roger's (Cleves,OH) #5320775

#### CheckList Information

<b>Name :</b>	TECH - STEP 2: UNIT DATA AND EVAL	<b>Status :</b>	NotSubmitted
<b>Assigned Organization :</b>	MULTIPLE	<b>Asset :</b>	
<b>Requesting Organization :</b>	National TAB		

#### CheckList Item Details

##### UNIT DATA AND EVALUATION WHILE GATHERING UNIT DATA CHECK THE FOLLOWING:

##### RTU's/AHU's

Economizers are assembled and functional?

DCV Max damper opening position is set to minimum?

Free cooling enthalpy set point set for lowest setting  
(Typically "D")

Motors are all operating below the FLA rating?

Are belts tight?

If direct drive unit is the speed controller working.

Is gas piping installed and valves turned on?

Unit free of noticeable noise and vibration

##### EF's

Rotation is correct?

Belts are tight?

Grease cup installed on hood fan?

Hinge kit installed installed on hood fan?

Lean fan back. Is grease duct installation adequate and is  
duct ran all the way to the base of the fan?

Flex conduit is long enough so that fan can be completely tilted back?

There is no major leakage around base of fan?

Is the motor operating below the motor FLA rating?

For restroom fan(s) is the back draft damper installed and can it fully open?

Unit free of noticeable noise and vibration?

**MUA**

Rotation is correct?

Gas piping is installed and valves are in on position?

Heater tested and is functional?

Internal motorized damper is fully opening?

Motor is operating below the FLA rating?

Unit free of noticeable noise and vibration?

**HOODS**

Kitchen equipment installed in proper places?

Can kitchen equipment be turned on for final smoke test?

**DOCUMENTATION**

Have trades/general contractor been notified about any issues and are they created on FaciliBuild?

**Notes/Comments :**



Comfort. Under control.

### Roy Roger's (Cleves,OH) #5320775

#### CheckList Information

**Name :** TECH - STEP 3: TEST, ADJUST AND BALANCE **Status :** NotSubmitted

**Assigned Organization :** MULTIPLE **Asset :**

**Requesting Organization :** National TAB

#### CheckList Item Details

**TEST, ADJUST, AND BALANCE ALL EQUIPMENT:**

**DURING TESTING MAKE NOTE OF THE FOLLOWING:**

Is space free of drafting?

Is space comfortable in all areas?

Is the space free of ventilation noise?

If deviations from design were necessary to resolve 1-3 what were they? Otherwise put "NA".

**Notes/Comments :**



Comfort. Under control.

### Roy Roger's (Cleves,OH) #5320775

#### CheckList Information

<b>Name :</b>	TECH - STEP 4: FINAL TESTS	<b>Status :</b>	NotSubmitted
<b>Assigned Organization :</b>	MULTIPLE	<b>Asset :</b>	
<b>Requesting Organization :</b>	National TAB		

#### CheckList Item Details

##### FINAL TESTS

##### HOOD CAPTURE TEST

List equipment turned on for testing

List smoke candle type used

Smoke test capture - Perimeter of hood

Smoke test capture - Top of cooking surface

##### WITNESS

Date test was completed

TAB tech name / Firm

Site super name / Firm

Owner representative name / Firm (if Applicable)

Building pressure at front & back doors (All Systems On)

##### ADDITIONAL

Do actual net building airflow, design net building airflow, and pressure coincide? If not why? (All three should either be positive or negative)

Thermostats are programmed?

##### Notes/Comments :





Comfort. Under control.

### Roy Roger's (Cleves,OH) #5320775

#### CheckList Information

<b>Name :</b>	TECH - STEP 5: FINAL DOCUMENTATION	<b>Status :</b>	NotSubmitted
<b>Assigned Organization :</b>	MULTIPLE	<b>Asset :</b>	
<b>Requesting Organization :</b>	National TAB		

#### CheckList Item Details

##### FINAL DOCUMENTATION

Marked Data capture complete for all assets?

Picture file sent to processing team or uploaded?

Balance schedule complete and uploaded?

Prelim report generated and reviewed?

##### Notes/Comments :