

Report By:

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NATIONAL

TAB

Comfort. Under control.

Report: Test and Balance

Date: 11/15/2021

PROJECT
GSA NOVA - TEMPLATE CHECKLISTS

230 S Dearborn St.

Chicago, IL

Client

44-A Peapack Road

Far hills, NJ 07931

National TAB

Project: GSA NOVA - TEMPLATE CHECKLISTS

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Comfort. Under control.

GSA NOVA - TEMPLATE CHECKLISTS

CheckList Information

Name :	GSA AHU Checklist Template	Status :	NotSubmitted
Assigned Organization :	National TAB	Asset :	
Requesting Organization :	National TAB		

CheckList Item Details

AHU Measurement NOVA Third Party Contractor Fill Out. Measure and verify the building minimum and maximum outdoor air for each AHU providing outdoor air to the building.

Supply Air CFM Measured:

Confirm DCV is Disabled (Demand Controlled Ventilation)

Outside Air Measurement Method (Direct PT or SA-RA PT)

Outside Air CFM Measured: (Maximum and Minimum OA CFM)

If Outside Air CFM is determined by Supply - Return air CFM, document the Measured Return Air CFM:

BAS Setpoint. Document BAS Setpoint at time of testing. Include Outside Air Damper Setpoint BAS shows.

Document Actual Observed Outside Air Damper Position. [Visual % Open: 0%, 25%, 75%, 100%.]

AHU Information & Verification. Include Photo Documentation

Attach Photos of AHU Nameplate.

Pre-Filter MERV Rating (or NA)

Pre-Filter Size

Final Filter MERV Rating

Final Filter Size

Belts - Visual Assessment of condition

Belts - Size and quantity

Electrical connections - Visual assessment. Document motor Voltage and Amperage.

Heating Coil(s) - Visual assessment and photo documentation.

Cooling Coil(s) - Visual assessment and photo documentation.

Condensate Pan(s) - Visual assessment and photo documentation.

Any unusual operation observed? (including vibration, over-pressure, etc.)

Exhaust System Status (on/off). If this does not apply for this AHU, "N/A"

Visually inspect outdoor air intake louvers, bird screens, mist eliminators, and adjacent areas for cleanliness and integrity.

Note ALL visible debris or visible biological material observed, physical damage to louvers, screens, or mist eliminators, and if such damage impairs the item from providing the required outdoor air entry.

List any found deficiencies. Note any remarks or comments, including corrective actions. Include photo documentation of any relevant findings.

GSA NOVA - TEMPLATE CHECKLISTS

CheckList Information

Name :	GSA Prep #2 Facility Team Meeting	Status :	NotSubmitted
Assigned Organization :	National TAB	Asset :	
Requesting Organization :	National TAB		

CheckList Item Details

Review current known AHU information including quantity of AHU's included in this scope at each facility, locations of AHU's and access to each system.

Review BAS Controls information and ensure available access and ability to accomplish each project. Discuss who our contacts are, how AHU's will be controlled while we are on site and any requirements.

Coordinate time on site with site contacts and or escorts. Introduce our team. Detail any restrictions, special requirements, hours available to work on each site.

Describe any known issues, repairs or maintenance items. Ask if there are any current concerns.

Request Parking Pass and describe where we should park each day and which building entrance we should use.

Request any further documents, drawings, submittals or information available for AHU's. Request photos of each AHU (zoomed out!) showing the surrounding area and ductwork to help determine access.

Additional Notes: