



Comfort. Under control.

**07-25 PENN STATION - SPRINGFIELD, OH**

**CheckList Information**

**Name :** BUILDING READINESS **Status :** NotSubmitted

**Assigned Organization :** National TAB **Asset :**

**Requesting Organization :** National TAB

**CheckList Item Details**

**GENERAL READINESS**

SUBSTANTIAL COMPLETION DATE?	08/01/2022
ANTICIPATED DATE OF TURNOVER DATE?	
DOES THE INSPECTOR REQUIRE A T&B REPORT TO ISSUE CoO?	
BUILDING HAS PERMANENT POWER?	
GAS HOOKED UP AND METER SET?	
ALL EXTERIOR DOORS AND WINDOWS ARE INSTALLED?	
ALL DUCTWORK AND DIFFUSERS INSTALLED?	
ARE RTUS STARTED UP? IF NO, ARE THEY WIRED AND WHEN ARE STARTUPS SCHEUDLED?	
ALL LAYIN CEILING TILES ARE INSTALLED?	
WHEN WILL COOKING EQUIP ARRIVE AND WHEN WILL IT BE STARTED UP?	

**FINAL READINESS**

**Building**

DOES BUILDING HAVE ROOF HATCH OR A LADDER FOR ROOF ACCESS?	
IF HIGH GRD - WHAT HEIGHT STEP LADDER WE NEED? (10, 12, ETC)?	

**HVAC Systems**

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ELECTRICIAN HAS VERIFIED POWER TO ALL FANS  
& PROPER ROTATION?

HAS MECHANICAL CONTRACTOR VERIFIED THAT  
ECONOMIZERS ARE FUNCTIONAL?

WILL CLEAN FILTERS BE INSTALLED PRIOR FOR  
BALANCING?

**Hood Systems**

IS GREASE DUCT INSTALLED? ARE EFS ON CURBS  
AND WIRED?

HAS MAU BEEN STARTED UP? IF NO, IS IT WIRED  
AND WHEN IS STARTUPS?

HAS THE ANSUL TEST BEEN COMPLETED?

**Contact Information**

WILL THE MECHANICAL CONTRACTOR BE ON SITE  
AS NEEDED?

MECHANICAL CONTRACTOR NAME AND PHONE  
NUMBER:

MECHANICAL CONTRACTOR EMAIL: