

Installation Qualification HVAC

(Reference SOP: _____)

Project:	Project No:
Facility Description:	
Constructor/Installer:	Protocol:
Location:	Room Location:

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Please list any additional drawings on Appendix _____

5. FILTERS

5.1. Fresh Air Filter

5.1.1. Manufacturer's Specifications / documentation

Filter Type	Document ID	Documentation Location	Initial / Date

Comments:

5.1.2. Fresh Air Filters Verification

This list is based on information from purchase orders and equipment specifications.

Verify that the items have been delivered as specified

Fresh Air Filter Type	Identifying No.	Drawing ID.	Size/Efficiency (%)	Verified		Verified by (initial)	Date
				Yes	No		

Comments:

5.2. Primary Air Filters

5.2.1. Manufacturer's Specifications / documentation

Primary Air Filter Type	Document ID	Documentation Location	Initial / Date

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Component Parts	Material of Construction	
	Specified	Actual

Comments:

Initial / Date: _____

7. HVAC ELECTRICAL INSTALLATION

Complete a list of drawings & manuals associated with the electrical installation of the HVAC system.

Document Location of the latest versions.

Verify the accuracy of those drawings which represent the system ~~as~~ built.

7.1. HVAC Electrical Drawings

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Check the microprocessors for functionality, program description and logic flow for all intended programs. Input and output checks, contactor state and indicator lights operation are to be checked.

Installation verification:

Check	Location	Verified		Verified by	Date
		Yes	No	(initial)	
Applications program / Source Code					
Logic flow diagram					

Comments:

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10. PREVENTATIVE MAINTENANCE - HVAC

10.1. Preventative Maintenance Program Identification:

Program identification and records should be held on a database or spreadsheet.

For each piece of equipment list the maintenance Task Number and maintenance period:

Equipment	Task No.	Maintenance Period

Comments:

Initial / Date: _____

11. COMMISSIONING OVERVIEW

11.1. System Operation

Equipment	Date run	Operation/s & duration according to test protocol (Yes / No)	Report Doc. In Attachment No.	Operated by:	Verified By (initial)/Date

Comments:

11.2. Handover of Specifications

Specifications	File Name(s) in PC	Completed
User Requirement Specification(s)		
Functional Specification(s)		
Software Design Specification(s)		