Checksheets

HVAC Air Handling Unit Commissioning Checksheet

Doc: HV-CM-001
Rev: 1.0
Date: 22/01/2026

Project Name: Checksheets.com	Project Code: CHKSHEETS1
Equipment Tag: _____	System: _____
Discipline: HVAC	Location: _____
Contractor: _____	Date: 22/01/2026

1. Pre-Commissioning Verification

Initial checks to confirm mechanical completion and readiness for commissioning activities

#	Activity / Check Item	Response
1	Confirm all associated mechanical completion forms (MCFs) are completed and DAC certificates verified Ref: Project MC procedures	☐ Pass ☐ N/A ☐ Fail
2	Verify all punchlist A-items are completed and B-items properly assigned	☐ Pass ☐ N/A ☐ Fail
3	Confirm air handling unit nameplate details comply with approved data sheet Ref: Equipment data sheet	☐ Pass ☐ N/A ☐ Fail
4	Verify all preservation materials have been removed and transit items replaced with operational components	☐ Pass ☐ N/A ☐ Fail
5	Confirm unit is clean and free from construction debris, dust, and contaminants	☐ Pass ☐ N/A ☐ Fail

2. Filter System Commissioning

Verification of filter installation, condition, and differential pressure monitoring systems

#	Activity / Check Item	Response
6	Verify correct filter media type and specification are installed per data sheet requirements Ref: Filter specification sheet	☐ Pass ☐ N/A ☐ Fail
7	Check filter elements are undamaged and properly seated in filter frames	☐ Pass ☐ N/A ☐ Fail
8	Confirm adequate access for filter maintenance and replacement	☐ Pass ☐ N/A ☐ Fail
9	Verify differential pressure monitoring devices are correctly installed and calibrated Ref: Instrument calibration certificates	☐ Pass ☐ N/A ☐ Fail
10	Test differential pressure alarm functionality at design setpoints *Record alarm setpoints and test results*	☐ Pass ☐ N/A ☐ Fail

3. Fan System Operation

Testing of fan mechanical condition, rotation, and operational parameters

#	Activity / Check Item	Response
11	Verify fan rotates freely by hand with motor disconnected	☐ Pass ☐ N/A ☐ Fail

12	Check fan and motor alignment meets manufacturer specifications Ref: Manufacturer alignment tolerances	☐ Pass ☐ N/A ☐ Fail
13	Verify fan belt specification, installation, and proper tensioning (if applicable)	☐ Pass ☐ N/A ☐ Fail
14	Confirm fan direction of rotation is correct for design airflow direction	☐ Pass ☐ N/A ☐ Fail
15	Verify all safety guards are properly installed and secured	☐ Pass ☐ N/A ☐ Fail
16	Test fan start-up sequence and verify smooth operation without excessive vibration *Record vibration readings if required*	☐ Pass ☐ N/A ☐ Fail
17	Measure and record fan motor current draw at full load operation *Amperage (A)*	

4. Air Balancing and Flow Verification

Measurement and verification of airflow rates and system balancing

#	Activity / Check Item	Response
18	Measure total supply air flow rate and verify against design specifications *Flow rate (CFM or m^3/h)*	
19	Verify return air flow rate meets design requirements *Flow rate (CFM or m^3/h)*	
20	Check outside air intake flow rate and verify minimum ventilation requirements *Flow rate (CFM or m^3/h)*	
21	Verify damper operation and positioning for design airflow distribution	☐ Pass ☐ N/A ☐ Fail
22	Test automatic damper control response to building automation system	☐ Pass ☐ N/A ☐ Fail
23	Document air balancing report with all measured values and adjustments made Ref: Air balancing report	☐ Pass ☐ N/A ☐ Fail

5. System Performance Verification

Final verification of overall system performance and control integration

#	Activity / Check Item	Response
24	Verify heating coil operation and temperature control (if applicable)	☐ Pass ☐ N/A ☐ Fail
25	Verify cooling coil operation and temperature control (if applicable)	☐ Pass ☐ N/A ☐ Fail
26	Test humidification system operation and control (if applicable)	☐ Pass ☐ N/A ☐ Fail
27	Verify drain pan drainage and condensate removal system functionality	☐ Pass ☐ N/A ☐ Fail
28	Test integration with building automation system and verify all control sequences	☐ Pass ☐ N/A ☐ Fail
29	Verify all safety interlocks and emergency shutdown functions operate correctly	☐ Pass ☐ N/A ☐ Fail
30	Confirm all access doors, inspection panels, and maintenance areas are accessible and properly secured	☐ Pass ☐ N/A ☐ Fail

6. Documentation and Handover

Final documentation verification and system handover preparation

#	Activity / Check Item	Response
31	Verify as-built drawings are updated and marked up in red ink	☐ Pass ☐ N/A ☐ Fail
32	Confirm operation and maintenance manuals are complete and available	☐ Pass ☐ N/A ☐ Fail
33	Verify spare parts list and recommended inventory are documented	☐ Pass ☐ N/A ☐ Fail

34	Confirm system is ready for performance testing and final acceptance	☐ Pass	☐ N/A	☐ Fail
35	Document any outstanding items or recommendations for operational phase			

Prepared By:

Date: _____ Sign: _____

Reviewed By:

Date: _____ Sign: _____

Approved By:

Date: _____ Sign: _____