



Main Office
 6711 Distribution Drive
 Beltsville, MD 20705
 Phone (301) 931-9300
 Fax (301) 931-0369

2228 Page Road, Ste 101
 Durham, NC 27703
 Phone (919) 381-5065
 Fax (919) 381-5095

Air Conditioning & Ventilating Balancing & Testing

AIR BALANCE, WATER BALANCE, SOUND CONTROL, AND SYSTEM ADJUSTMENTS

Comfort Control, Inc.-System Readiness Checklist

JOB: _____
 CCI#: _____
 UNIT#: _____



Date: _____
 Contractor: _____
 Completed By: _____

2. Ducted Fans

Ready for TAB

	Yes	No	N/A	Initial	Date
Unit has no power - runs through BMS					
Freq. drive controlling per sequence					
Louvers Installed					
Manual dampers 100% open					
System ductwork complete					
Registers & Grilles installed					
Access doors closed					
Rotation correct					
Wheel clearance & balance					
Bearing & motor lubrication					
Drive alignment					
Belt Tension					
Drive set screws tight					
Belt guard in place					
Flexible connector alignment					
Starters & disconnect switches					
Vibration isolation					
Springs & compression					
Permenant filters installed (if applicable)					
System filled, flushed & vented					

Notes:



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3. Pumps

Ready for TAB

	Yes	No	N/A	Initial	Date
A) Motors					
Pump has power - runs through BMS					
Freq. drive controlling per sequence					
Rotation correct					
Strainers cleaned, construction strainer removed					
Bearing & motor lubrication					
Alignment					
Guards in place					
Set screws tight					
Starters & disconnect switches					
Electrical service & connections					
B) Hydronic Piping					
Valves open					
Strainers cleaned					
Air Vented					
System filled & flushed					
Access to all ports, balancing valves & venturis					

Notes:



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4. VAV's / Duct System	<u>Ready for TAB</u>					<u>Ready for TAB</u>				
	Yes	No	N/A	Initial	Date	Yes	No	N/A	Initial	Date
A) General										
Powered - runs through BMS										
Operating under automatic control										
QAQC completed per loop/system										
Point to point (Control contractor)										
Control hardware/software provided										
System ductwork complete										
B) Duct Systems										
Registers/diffusers - all installed										
Manual dampers 100% open										
Access doors closed and tight										
Fire dampers open and accessible										
Provisions made for TAB (access to all dampers)										
C) Architectural										
All windows and doors installed and closed										
All ceiling plenums installed and sealed										
All access doors closed and tight										
Notes:										