**PPD Substantial Completion Checklist**

CM/GC shall be responsible for following inspections and reviews and obtaining PPD approval for the building sub-system for substantial completion.

|  |  |  |
| --- | --- | --- |
| **12** | Building HVAC Systems | Approved for Substantial Completion:(Required for Substantial Completion Approval by PPD Office.) |
|  | Inspection/Review**Item** | **Notice Required** | **Remarks** |
| 1 | Ductwork  | 24 hours | Inspect before insulation installed. Check duct, supports, dampers, sealant, duct pressure test results |
| 2 | Interior CHW and HHW piping  | 24 hours | Inspect before insulation installed; Multiple inspections required for large projects. Check for piping, supports, pressure tests, flushing, inspection of HHW VAV box valves & fittings |
| 3 | Above-ceiling inspection  | 24 hours | Multiple inspections required for large Projects. Verify duct insulation, mesh and mastic sealant on vapor barrier, piping insulation, completed VAV box wiring Check for incomplete ducts, insulation tears or gaps, piping labels, and completed valve tags |
| 4 | Mechanical room and AHU-room and standalone (Liebert-type) unitsFirst look at CHW and steam meters | 24 hours | Multiple inspections required for large Projects. Must be inspected prior to insulation.Check CHW and HHW piping (piping, supports, pressure tests, flushing, chemical treatment, instrumentation, AHU to duct isolation joints, are all needed components in-place)Verify presence of housekeeping pad, floor drain, vibration pads |
| 5 | Boilers and pumps where installed-first inspection  | 24 hours | Boilers or pumps in-place, equipment pad, piping, instrumentation, piping supports, pump baseplate installation, valves and components around boilers or pumps, name plate, gas-piping and gas-train components, relief valve |
| 6 | Boilers and pumps where installed | 24 hours | All items in Inspection Item 5 completed |
| 7 | Walk through every conditioned spaceWalk through every mechanical room and inspect all Liebert-type units | 24 hours | All AHUs and fans must be operating with absence of noise and air leakage, insulation and vapor barrier completeExposed uninsulated steel painted, Pipe supports in place and secured Final instrumentation check |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Inspection/Review**Item** | **Notice Required** | **Remarks** |
| 7 | (cont.)Verify piping and equipment labels, valve tags, equipment nameplates in-place |  | Floor drains are draining properlyVisual check of operating temperatures and pressures |
| 8 | Field/Change order | At all phases | See general notes. |

Multiple inspections required for large projects