

Direct Digital Control (DDC) Construction Checklist

Project:	
Date:	
Building:	
Location:	

Submittal / Approvals

Submittal. The above equipment and systems integral to them are complete and ready for functional testing. The checklist items are complete and have been checked off only by parties having direct knowledge of the event, as marked below, respective to each responsible contractor. This construction checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. A Statement of Correction will be submitted upon completion of any outstanding areas. None of the outstanding items preclude safe and reliable functional tests being performed. **List attached.**

Mechanical Contractor	Date	Controls Contractor	Date
Electrical Contractor	Date	Sheet Metal Contractor	Date
TAB Contractor	Date	General Contractor	Date

Construction checklist items are to be completed as part of startup & initial checkout, preparatory to performing test procedures.

- This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.
- If this form is not used for documenting, one of similar rigor shall be used.
- Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off.

Approvals. This filled-out checklist has been reviewed. Its completion is approved with the exceptions noted below.

Project Engineer	Date	Owner's Representative	Date

Equipment Verification.

DIVISION 1 – GENERAL REQUIREMENTS**Section 01 91 00.13c – Direct Digital Control (DDC) Construction Checklist**

Requested documentation submitted	Rec'd	Comments
Manufacturer's cut sheets	<input type="checkbox"/>	
Installation and startup manual and plan	<input type="checkbox"/>	
O&M manuals	<input type="checkbox"/>	
Sequences and control strategies	<input type="checkbox"/>	
Sequences and list of all control strategies	<input type="checkbox"/>	
Completed control drawings	<input type="checkbox"/>	
List of all control parameters, settings and setpoints	<input type="checkbox"/>	
Point-to-point checks	<input type="checkbox"/>	
Comments:		

Installation Checks		
Check if acceptable, provide comment if unacceptable	NA	Comment
Terminal Interface and Sub-Panel Checks		
General appearance good, no apparent damage	<input type="checkbox"/>	<input type="checkbox"/>
Equipment labels affixed	<input type="checkbox"/>	<input type="checkbox"/>
Layout and location of control panels match drawings	<input type="checkbox"/>	<input type="checkbox"/>
Areas or equipment panels served clear in control drawings	<input type="checkbox"/>	<input type="checkbox"/>
Wiring labeled inside panels (to controlled components)	<input type="checkbox"/>	<input type="checkbox"/>
Controlled components labeled/tagged	<input type="checkbox"/>	<input type="checkbox"/>
DDC connection made to labeled terminal(s) as shown on drawings	<input type="checkbox"/>	<input type="checkbox"/>
Control wiring routed in conduits where specified	<input type="checkbox"/>	<input type="checkbox"/>
110 volt AC power available to panel	<input type="checkbox"/>	<input type="checkbox"/>
Compressed air available to panel (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Battery backup in place and operable	<input type="checkbox"/>	<input type="checkbox"/>
Surge suppression in place and operable	<input type="checkbox"/>	<input type="checkbox"/>
Panels properly grounded	<input type="checkbox"/>	<input type="checkbox"/>
Environmental conditions according to manufacturer's requirements	<input type="checkbox"/>	<input type="checkbox"/>
System date and time correct	<input type="checkbox"/>	<input type="checkbox"/>
Siemens Equipment Panels / Boxes Labeled "Siemens DDC"	<input type="checkbox"/>	<input type="checkbox"/>
DDC graphics updated	<input type="checkbox"/>	<input type="checkbox"/>

Comments: