

PROJECT :			REF:
INSTRUCTION CONT. CHECK LIST			DATE:
AIR DISTRIBUTION SYSTEM CHECK LIST			SHEET: of

SYSTEM:	DRAWING NO:		
FAN REFERENCE NO:	YES	NO	N/A
1. Open all grille opposed blade dampers and check operation.			
2. Open all duct volume control panels			
3. Mechanically disconnect motorised dampers and ensure free movement. check alignment, rigidity and lubrication.			
4. Check free movement of fire dampers, together with location of access to and fitting of fusible link assembly, and secure open.			
5. Open all access panels and inspect system for debris and remove all foreign matter.			
6. Visually inspect all ductwork, where possibel, and check: a) Builders ducts and shafts sealed. b) Plant access doors sealed around whole periphery c) Ductwork joints, including flexible connections d) Inspection covers fitted. e) Drain water seals fitted. f) Plugs/covers for test holes fitted.			
7. Open all A.H.U. access panels and inspect for debris or damage.			
8. Check filters for type, grade and damage, and guide frames for proper fit. Ensure manometer is fitted and filled with correct fluid.			
9. Check coils for damage and correct installation relating to air flow.			
10. Check that all ductwork on V.A.V. system have been blown through prior to the V.A.V. box being fitted.			

COMMENTS:

Signature				
Printed Name				
Date				
Witnessed				