

Northwest Portable Classroom Project
New Construction
Set-up/Commissioning Checklist for
the Pacific Northwest

March 31, 2003
WSUCEEP03_062

Washington State University Extension Energy Program
925 Plum Street SE
P.O. Box 43165
Olympia, WA 98504-3165



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BUILDING AMERICA EFFICIENT PORTABLE CLASSROOM PROGRAM

NEW CONSTRUCTION SET-UP/COMMISSIONING CHECKLIST FOR THE PACIFIC NORTHWEST

	Set-up Crew	Maintenance. Staff
1. Roof/ceiling marriage line sealed with approved backer rod, caulk or foam.	_____	
2. Floor marriage line inspected to insure integrity, and repaired if necessary.	_____	
3. Wall marriage line inspected to insure integrity, and repaired if necessary.	_____	
4. Wiring and duct penetrations are sealed.	_____	
5. 24/7/365 Programmable Thermostat is properly programmed.	_____	
6. Heating/Ventilation duct dampers are opened to the 100% open position or set to design specifications.	_____	
7. A complete maintenance and operation manual is provided to the school facilities manager.	_____	
8. Teacher operable controls are affixed with a permanent label listing control instructions.	_____	
9. Outside fresh air supply is tested to insure a minimum of 15 cfm per designed number of occupants		_____
10. Ventilation exhaust system is tested to insure the designed flow rates are provided		_____
11. HVAC system air flows are tested to insure that all designed air flows are met		_____
12. Occupancy controls are installed and operating to manufacturer's specs		_____
13. Duct flow measurements are tested and the duct system is balanced to ensure even flows from each diffuser and grill.		_____