UPF HVAC INSPECTION RECORD

Work Package No.: _____

Task No.: _____

DMC NUMBER:			**DATE:**
PROJECT NUMBER:		**PROJECT NAME:**	
QUALITY LEVEL:	**QUALITY (Q)**	**RISK SIGNIFICANT (RS)**	**COMMERCIAL CONTROL (CC)**
EQUIPMENT IDENTIFICATION:		**DESCRIPTION:**	**STARTUP SYSTEM NUMBER:**
BLDG/AREA:	**ELEVATION:**		**SYSTEM:**

REFERENCE DOCUMENT NO.:	**REV. NO.:**	**REFERENCE DOCUMENT NO.:**	**REV. NO.:**

ITEM	**ACC**	**REJ**	**N/A**	**FE (initial/date)**	**QCE/PI (initial/date)**
HOUSING AND DUCTS					
1. Is access to housing adequate?					
2. Is there any space for personnel and equipment for maintenance and testing?					
3. Are doors of rigid construction to resist unacceptable flexure under operating conditions?					
4. Is the seal between door and casing adequate?					
5. Are gasket joints a dovetail type with a seating surface suitable for accommodating a knife-edge-sealing device?					
6. Are there provisions for opening doors from inside and outside of housing?					
7. Is there an adequate number of operable latches on access doors in acceptable condition to achieve uniform seating?					
8. Is there a provision for locking doors?					
9. Is there adequate structural rigidity of housing to resist unacceptable flexure during operating conditions?					
10. Is access to upper tiers, (above 7 foot level), provided with permanent ladders and platforms?					
11. Is a door provided on each side, (upstream and downstream), of each component bank?					
12. Are sample ports located/labeled upstream and downstream of each HEPA filter and absorber bank?					
13. Are challenge injection ports located and labeled?					
14. Are sample and injection ports equipped with leak tight caps or plugs?					
15. Are adequate guards provided on fans for personnel safety?					
16. Is condition of flexible connection between housing and fans located external to housing adequate to prevent leakage of untreated air?					
17. Area fan shaft seals installed where required?					
18. Are airtight seals for conduits, electrical connections, plumbing, drains, or other conditions that could result in bypassing of the housing or any component therein completed?					
19. Do loop seals have adequate water level?					
20. Are fire protection components (if provided) in satisfactory condition?					

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LOCAL INSTRUMENTATION					
1. Is there any unacceptable damage to instrumentation (e.g., gages and manometers)?					
2. Are all connections complete?					
LIGHTING, HOUSING					
1. Is adequate lighting provided for visual inspection of housing and components?					
2. Are flush mounted fixtures serviceable from outside the housing?					
MOUNTING FRAMES FOR FILTERS AND MOISTURE SEPARATORS					
1. Is there a continuous seal weld between members of all frames and between frames and housing?					
2. Is there adequate structural rigidity for supporting internal components during operating conditions without flexure?					
3. Is there unacceptable damage to the frames that may interfere with proper seating of components?					
4. Are sample canisters installed and unused connections capped or plugged alright?					
5. Are ther any penetrations of the mounting frame except for test canisters?					
6. Is there sealant or caulking of any type?					
FILTER CLAMPING DEVICE					
1. Is there a sufficient number of devices of adequate size to assure specified gasket compression?					
2. Is there individual clamping of filters and absorbers?					
3. Is all clamping hardware complete and in good condition?					
4. Is adequate clearance provided between filter and absorber units in same bank to tighten clamping devices?					
MOISTURE SEPARATORS					
1. Is there unacceptable damage to media, frame, or gaskets?					
2. Is there dirt or debris loading which creates a higher than specified pressure drop across the bank of components at the design air flow rate?					
3. Are moisture separators properly installed?					
AIR HEATING COILS – INSIDE HOUSING					
1. Is there unacceptable damage to coils, which may affect operability of the heaters?					
2. Is there unacceptable dirt or debris on or between coils?					
PREFILTERS					
1. Is there any damage to media, frame or gaskets, which may affect operability of prefilters?					
2. Is there dirt or debris loading which creates higher than the specified pressure drop across the filter bank at the design flow rate?					
3. Are prefilters properly installed?					

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HIGH EFFICIENCY PARTICULATE AIR (HEPA) FILTERS					
1. Is there unacceptable damage to the filter media?					
2. Is there unacceptable condition and seating of gaskets with at least 50% compression?					
3. Is there any dirt or debris loading which creates higher that the specified drop across the filter bank at the design flow rate?					
4. Is there any sealant or caulking of any type?					
5. Are filters properly installed with pleats vertical?					
ABSORBERS					
1. Is there unacceptable damage to absorbers or absorber beds?					
2. Is there unacceptable condition and seating of gaskets?					
3. Are there any through bolts on type II absorbers/other structure that could cause bypass in an absorber bank?					
4. Is there any sealant or caulk of any type?					
DAMPER-HOUSING AND ASSOCIATED BYPASS DUCT					
1. Is there unacceptable damage to or distortion of frame or blades?					
2. Are there issuing seats or blade edging?					
3. Is there unacceptable damage to shaft, pivot pins, operator linkage, operators or packing.					
4. Is linkage connected and free from obstruction?					
5. Is there unacceptable damage to gaskets?					
COMMENTS:					
FE: (print/sign)				**DATE:**	
QCE: (print/sign)				**DATE:**	