

HVAC System Commissioning Checklist

Project Information

Project Name	
Location	
Date	
Commissioned By	

System Details

Equipment Type	
Manufacturer	
Model Number	
Serial Number	
Installed By	

Checklist

Item	Complete	Comments
Verify equipment installation and location		
Check electrical connections and controls		
Inspect ductwork for leaks and insulation		
Confirm air filter installation		
Calibrate thermostats and control systems		
Test start-up and shutdown procedures		
Verify airflow and temperature at diffusers/registers		
Check refrigerant charge and lines (if applicable)		
Test safety and alarm systems		
Record operating parameters		
Provide documentation and user training		

Remarks

Signatures

Name	Title	Date	Signature
------	-------	------	-----------

