

Facility name and address					
Controls Vendor name and contact information					
Technician name and contact info (e-mail/phone)					
Owner Representative name and contact info (e-mail/phone)					
Control System Name/Model/Year installed					
		Zone/AHU	Zone/AHU	Zone/AHU	Zone/AHU
1	Are the control system computer date and time settings correct? Y/N				
2	Determine actual hours of occupancy for each AHU or zone. Confirm with Owner. Program reduced occupancy hours wherever possible.	Mon - Fri Before Tune-up: Occupied ___ to ___			
		Mon - Fri After Tune-up: Occupied ___ to ___			
		Sat - Sun Before Tune-up: Occupied ___ to ___			
		Sat - Sun After Tune-up: Occupied ___ to ___			
	Are holiday dates programmed? Y/N				
3	Confirm that occupancy schedule is programmed into the system. Y/N				
4	Can general and bathroom exhaust fans be turned off during unoccupied time periods? Y/N				
5	Are VFD's or capacity control functioning properly and tracking duct static pressure? Y/N				
6	Is duct static pressure control setpoint at or below design? Can it be lowered?	Occupied Duct Press Setpt Before: ___ in. WC			
		Occupied Duct Press Setpt After: ___ in. WC			
7	Can duct static pressure reset be used to reduce airflow during unoccupied periods?	Unoccupied Duct Press SP Before: ___ in. WC			
		Unoccupied Duct Press SP After: ___ in. WC			
8	High and low limit scheduling setpoints for each zone. Starting points: 60F for heating and 85F for cooling	Heat/Cool Scheduling SP Before: ___°F / ___°F			
		Heat/Cool Scheduling SP After: ___°F / ___°F			
9	Set zone temperatures to suggested setpoints: 68°F to 70°F heating and 76°F to 78°F cooling, or as required by the application.	Heat / Cool Zone SP Before: ___°F / ___°F			
		Heat / Cool Zone SP After: ___°F / ___°F			
10	Confirm that each VAV box schedule corresponds to the specification: Maximum airflow, minimum airflow, mode of operation				
	Before: Inspect all boxes on AHU using control system and list on separate sheet				
	After: List all corrections made to boxes				
	List all failed boxes				
11	Check pneumatic VAV box controllers for function. Are they working properly? Y/N				
	Before: Try to sample 10 boxes or 10% and report the percentage of failed boxes.				
	List on separate sheet observations of the surveyed boxes. Survey all boxes if time permits.				
	After: List all corrections made to boxes				
	List all failed boxes				
12	Is the airside economizer control (dry bulb, enthalpy, or wet bulb) feature existing and working properly? Y/N				
	Are the enthalpy/temperature sensors working and accurate? Y/N				
	Does the outdoor enthalpy or dry-bulb value cause proper changes in damper positions? Y/N				
13	Is CO2 demand ventilation installed and enabled? Y/N				
	Are the CO2 sensors working and accurate? Y/N				
14	Is the minimum outside air damper position correct? Y/N				
15	Heating and cooling supply air temperature reset schedules Confirm proper operation	Schedule Before: OAT= ___°F to SAT= ___°F			
		Schedule After: OAT= ___°F to SAT= ___°F			
16	Chilled water supply temperature reset schedule Confirm proper operation	Schedule Before: OAT= ___°F to CWT= ___°F			
		Schedule After: OAT= ___°F to CWT= ___°F			
17	Hot water vs. outside air reset schedule Confirm proper operation	Schedule Before: OAT= ___°F to HWT= ___°F			
		Schedule After: OAT= ___°F to HWT= ___°F			
18	Are optimal start/stop functions of major equipment operational? Y/N				