

DESIGN COORDINATION CHECKLIST
MECHANICAL

Project Name:		Project No :
Drawing title, with number and revision		Originator :
		Checker :
		Reviewer :

No.	Aspect Reviewed	Coordinated			Remarks
		Yes	No	N/A	
1	Mechanical room plans match architectural plans				
2	Mechanical roof plan matches architectural roof plan				
3	Mechanical roof openings match structural roof openings				
4	Mechanical equipment locations match structural				
5	Building skin and glazing materials match Title 24 calculations (including IDM, BIM/REVIT)				
6	All equipment shown on schedules				
7	All equipment shown on schedules also shown on plans				
8	Control air compressors scheduled with wiring and control diagrams				
9	Ceiling diffusers and grilles match architectural reflected ceiling plan (including BIM/REVIT)				
10	Check beam/duct clearances above ceiling				
11	Check beam clearances above ceiling at underside of roof considering sloping roof structure				
12	Trace major ducts to determine interference with architectural, structural and plumbing (including BIM/REVIT)				
13	At distribution loops the bottom of the duct insulation should be 6" above the proposed ceiling line				
14	Ducts in shafts are sized to fit into the architectural shafts				
15	Supply air intake openings shown on arch				
16	Exhaust air openings shown on architectural				
17	Ventilation CFM's for smoke evacuation are shown on the drawings				

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18	Dampers located in all fire walls and rated ceilings				
19	Combustion air provided for fuel burning equipment (generators, furnaces, boilers, water heaters)				
20	Mechanical equipment power requirements match electrical				
21	Ducts and piping should not run through electrical rooms or elevator machine rooms (including BIM/REVIT)				
22	Location of halon dampers matches electrical				
23	Elevator hoist way venting to match arch.				
24	Make-up air provided for boilers and water heaters				
25	Emergency generator room adequately ventilated				
26	Elevator hoist way vent to be sheet metal lined				
27	AJC for elevator machine rooms to be located outside of the machine rooms				
28	Mechanical housekeeping pads shown and detailed on architectural or structural				
29	Extent of sound attenuation to be reasonable for the occupancy				
30	Each room has supply and return/exhaust air (including BIM/REVIT)				
31	Verify VAV zones based upon occupancy of spaces (including BIM/REVIT)				
32	Return air wall openings provided at n full height walls				
33	Thermostats are not located on glass walls or windows				
34	Architectural door louvers provided where shown on mechanical				

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35	The CFM required from each VAV box does not exceed the VAV box capacity				
36	The mechanical plans match the control drawing systems schematic				
37	Kitchen equipment connections match kitchen drawings				
38	Sloping hood exhaust ducts shown				
39	Provide make-up air for kitchen exhaust hoods				
40	Fire/life safety sequence Included in drawing set				
41	EMCU and EMS panels located in plan				
42	Duct lining is clearly shown				
43	Heat gain in elevator machine rooms has been defined by the elevator consultant				
44	All heat producing equipment is located and identified				
45	Supply and return piping provided at remote condensers				
46	Drain line provided from fan coil units and packaged A/C units				
47	Outside air plenums are sheet metal lined				