

Post cooling-season checklist:

unless otherwise stated, each should be addressed every 12 months at a minimum.



COOPER
COMMISSIONING

andy.cooper@coopercx.com
701.212.9513

Building Envelope

- Previous water infiltration issues addressed.
- IR Camera inspection of exterior walls & roof.
- Procedure in place to monitor exterior walls/ceiling during spring melt and rain events.

BAS/Controls Platform

- BAS checked for alarms and overrides – *do this daily*.
- Cause(s) of previous overrides addressed.
- Cause(s) of previous alarms addressed.
- Setpoints checked against original design.

Complaints

- Causes of occupant complaints during the hottest days addressed.
- Causes of occupant complaints during shoulder-season addressed.

Tracking

- CMMS in place to track issues.
- Staff trained and routinely using CMMS.

Training

- New hires fully trained on cooling & heating mechanical equipment.
- Training materials available for refresher/new hires.

For each AHU, Chiller, AC:

Clean

- Filters – *check these quarterly at a bare minimum.*
- Condenser coils – *check these quarterly at a bare minimum.*
- Cooling coils.

Sensors

- BAS receiving input from each sensor and input is reasonable.
- Temperature sensors calibrated.
- Humidity sensors calibrated.
- CO₂ sensors calibrated.

Valves and Dampers

- BAS response confirmed with fully open and fully closed commands.
- Physical response confirmed with fully open and fully closed commands.

Your facilities personnel, HVAC/mechanical, and controls contractors can get you through this list. *But if you have had multiple parties in to solve your problem....but it still isn't resolved, call us.* Our systematic testing gets to the bottom of tricky problems that usually involve multiple systems interacting with each other.