

# UNITED TESTING AND BALANCING, INC.

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Date: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Sheet: \_\_\_\_\_

## PRELIMINARY CHECKLIST (AIR)

	Yes/No	N/A
1. Is the system's HVAC ductwork complete? (All supply, return, exhaust grilles or other type air diffusers, turning vanes, etc., installed.)		
2. Are all MVDs installed at the end of runs and at square to rounds and per prints?		
3. Are all automatic, fire and fire/smoke dampers installed, functioning and in the open position for system balance?		
4. Are all access doors installed in reachable locations and in the closed position for system balance?		
5. Are all balancing dampers 100% open and accessible for balance of system(s)?		
6. Do all HVAC systems have power? Are controls complete and ready for balance?		
7. Are all terminal boxes installed and completed with programs per prints and submittals? Is power turned on to all boxes?		
8. Are all filters installed for system and in good, clean balanceable condition?		
9. Is building architecturally complete enough for systems to be balanced? (Are all windows, doors, walls, etc., complete?)		
10. Are there any holes or noticeable leaks in ductwork or system that would hinder system balance?		
11. Has HVAC systems startup been performed? Is all equipment functioning properly? (No belts loose, drives aligned and tightened, etc.)		
12. Will any other contractor hinder starting balance on system or from completing it? (Floor/ceiling tile installation/fire alarm testing)		
13. Are duct connections too close to elbows or at coils bypassing duct taps? (Refer to print scale. Could cause additional balance work later if not caught during walk-through.)		
14. Do the return/exhaust grilles have MVDs or face dampers for performing balance? What is indicated on the prints? (including the detail drawing and specifications)?		
15. Do the MVDs move freely? Are MVDs left in the open position?		
16. At what percentage is the job (as a whole) ready for balance?"		
17. How many systems are ready for a complete balance (3 out of 10, etc.)?		
18. In approximately how many days, weeks or months will the system be ready?		

