



PRE-FUNCTIONAL CHECKLIST

Base Project
Airflow Measuring Station
(AFMS)

Document Number
Master Checklist
Tag No
Description
Section No
Discipline
System Name

Equipment Data

Equipment Type
Manufacturer
Model No
Serial No
Vendor

Location Data

Building Name
Floor Number
Room Number
Area Served
Parent Equipment

Nameplate Data	Specified	Submitted	Installed	Ctr	CQC	Cx	Comment No
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AFMS

BMS SUB

Free Area (internal m²)

Number of Probes/Sensors

Size (external mm)

Comments:

Inspection Items	Ctr	CQC	Cx	Comment No
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Delivery Book

MECH SUB

Unit is free from physical damage

Unit tags affixed

Equipment Mounting

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Adequate installation/service clearance permits installation of probe and its removal

All connecting probe cables reach transmitter location

Probes mounted on duct/intake as per marked location

Unit is free from damage at transmitter cable connector and probe thermistor sensors

Instrument Wiring

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24Vac terminated

Network or 0-10Vdc/4-20mA signal connected

Instrument Start-Up

BMS SUB



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Inspection Items	Ctr	CQC	Cx	Comment No
Airflow low/high alarms verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Metric units verified for flow (l/s), velocity (m/s) and temperature (degC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Network address and baud rate verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transmitter diagnostic menu verified: no trouble codes, all sensors output serial # matches checklist #, readings for velocity, temperature and voltage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Instrument Calibration

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Use a duct, coil or filter traverse to obtain a reliable manual reading of airflow. Describe method in comments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Record the manual reading. Record the readout from the flow station.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Both readings are within 15% of each other. If not, repeat and confirm flow station set up or add another manual flow reading elsewhere. If the manual reading is considered more reliable, calibrate or offset the flow station. Document all procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

Type	Name	Company	Sign Off Date
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BMS Sub

Prepared By
Final Completion Date