



Transaction ID #	Submitter's Name		
Owner's Name	Date		
Building Location (Number & Street)	City	Village	Township of

Check here if using System Analysis Design (see Comm 63.70-72)

Basic Requirements Checklist		Additional Data
Design	<input type="checkbox"/> Load calculations involve the use of the minimum interior temperatures of Table Comm 64.05 for heating and Comm 63.23(2) for cooling as well as meet or exceed the minimum heating or maximum cooling outdoor design temperatures given in code. Comm 63.23(3)	HVAC Prescriptive Worksheet (H-2)
	<input type="checkbox"/> Cooling pull-down/heating pick-up loads were either calculated or did not exceed 10%/30% of design load. Comm 63.23 (7)	
	<input type="checkbox"/> Equipment is properly sized. Comm 63.24	
	<input type="checkbox"/> Process loads are served by separate systems from comfort conditioning loads. Comm 63.25	
	<input type="checkbox"/> HVAC fan and pumping system motors meet efficiency standards. Comm 63.32	
	<input type="checkbox"/> Temperature controls are provided as required: one for each HVAC system and individual controls for each thermal zone. Comm 63.26	
Controls	<input type="checkbox"/> Thermostatic controls meet the setpoint adjustment requirements: heating down to 55°F, cooling setpoints up to 85°F, and deadbands of 5°F minimum. Comm 63.26	
	<input type="checkbox"/> Systems do not reheat, recool or mix air. Comm 63.27*	
	<input type="checkbox"/> Variable volume systems have minimum stops adjusted as required. Comm 63.27*	
	<input type="checkbox"/> Each system that does not need to operate continuously is provided with either automatic time or setback/setup controls. Comm 63.27 (3)	
	<input type="checkbox"/> Ventilation supply systems and exhaust systems are provided with either gravity or motorized dampers as required to limit infiltration during off hours. Comm 64.19 (5)	
	<input type="checkbox"/> Combustion air dampers provided per Comm 64.09 (2).	
Completion & Construction	<input type="checkbox"/> A humidistat shall be provided if a system is equipped with a means for adding moisture to maintain specific humidity levels in a zone or zones. Comm 63.28	
	<input type="checkbox"/> Fan cooling systems employ air or water economizer controls. Comm 63.31*	
	<input type="checkbox"/> Heat pumps with supplementary heaters have controls to prevent heater operation when heating load can be met by heat pump. Comm 63.22	
	<input type="checkbox"/> Pipe insulation meets the requirements of Comm Table 63.29-1. Duct insulation meets the requirements of Table 63.29-2. Comm 63.29	
	<input type="checkbox"/> The plans or specifications state the requirements for duct sealing. Comm 64.34	
	<input type="checkbox"/> Low and medium pressure supply ductwork which is located outside of the conditioned space is sealed in accordance with SMACNA Seal Class C. Comm 64.34	
	<input type="checkbox"/> Complying air and water system balancing procedures are spelled out on the plans or in the specifications. Comm 64.53	
	<input type="checkbox"/> Testing, adjusting and calibration of control systems is spelled out on the plans or in the specifications. Comm 64.43 and Comm 64.53	
<input type="checkbox"/> Plans or specifications require that equipment is provided with operation and maintenance manuals and system schematics. Comm 64.52		

Special Considerations: Heat recovery utilized Continuous system operation required

* If the ASHRAE 90.1 Energy Cost Budget method is used for system analysis design, these items do not have to be met prescriptively. Complete documentation must be provided.



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Zone Controls - Constant Volume Systems Comm 63.27

Systems have controls which prevent simultaneous heating and cooling including: reheat, recool, mixing of heated and cooled airstreams, and simultaneous heating and cooling by separate systems within a zone.

System or Zone Number or ID

Exceptions

- 75% of reheat energy is from site-recovered or solar energy (provide documentation).
- System serves zones with process-driven humidity requirements.
- Multiple reheat systems serving multiple zones with controls or dual duct and multizone systems with controls to reset supply temperatures per Paragraphs (f), (g), or (n).
- Zones with a peak supply of 150 cfm or less or multizone systems with reheating or recooling limited to 5,000 cfm or 20%, whichever is less.

Zone Controls - Variable Volume Systems Comm 63.27

Before reheating or mixing of airstreams occur, zone controls must reduce the air supply to a minimum volume which is no greater than the largest of the following: (1) 30% of the peak supply volume, (2) the minimum required to meet ventilation requirements of Comm 64.05, or (3) 0.4 cfm/ft² of zone conditioned floor area.

System or Zone Number or ID

Exceptions

- There is no reheating or mixing of airstreams in these zones.
- Pressurization requirements prevent such reduction of airflow (provide documentation).
- 75% of reheat energy is from site-recovered or solar energy (provide documentation).
- System serves zones with process-driven humidity requirements.
- Zones with a peak supply of 150 cfm or less or multizone systems with reheating or recooling limited to 5,000 cfm or 20%, whichever is less.

Economizer Controls Comm 63.31

Fan-cooling systems are equipped with complying air or water economizers.

System Number or ID

Exceptions

- System capacity is less than either 2,000 cfm or 62,000 Btuh total cooling for a split system or less than 55,000 Btuh for all other types.
- Economizers would not save energy (provide documentation).
- Benefit of air economizer would be offset by increased energy use for humidity control.
