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Pre-functional checklist

A practical starting point for construction-phase readiness checks. Tailor it to the equipment, specification, commissioning plan and site safety requirements.

Replace every bracketed field before use. No test results, accreditation, certification or project experience are represented by this document.

Checklist record	Details
Project / system / asset	[Project, system reference, equipment ID]
Drawing / specification revision	[Approved document references]
Checked by / date / witness	[Names, date and signatures]

01 / Readiness and safe access

Check	Status: pass / fail / N/A	Evidence / action
Required permits, isolation and access confirmed	[Status]	[Reference / action]
Equipment installed to approved documents	[Status]	[Drawing / inspection]
Labels, access panels and maintenance clearances checked	[Status]	[Reference / action]
Prerequisite builder and services works complete	[Status]	[Reference / action]

02 / Air systems

Check	Status	Evidence / action
Ductwork inspection, cleanliness and leakage records available	[Status]	[Reference]
Filters, dampers, terminals and fire interfaces identified	[Status]	[Reference]
Fans, belts, guards and rotation checked by authorised personnel	[Status]	[Reference]
Test points and design air volumes identified	[Status]	[Reference]

03 / Water systems

Check	Status	Evidence / action
Pressure testing, flushing and water treatment records available	[Status]	[Reference]
Strainers cleaned; air vents and drains accessible	[Status]	[Reference]
Valve IDs, settings and design flow rates documented	[Status]	[Reference]
Pumps, vibration isolation and pressure instruments ready	[Status]	[Reference]

04 / BMS and controls

Check	Status	Evidence / action
Approved control sequences and points list available	[Status]	[Reference]
Sensor calibration and point-to-point checks recorded	[Status]	[Reference]
Actuators, interlocks and alarm interfaces ready for tests	[Status]	[Reference]
Trend logging, schedules and operator access agreed	[Status]	[Reference]

05 / Release for functional testing

Open defects / constraints: [List each item, asset, owner and target date].

Readiness decision: [Ready / ready with agreed limitations / not ready]. State the person authorised to release the system and the evidence reviewed.

Checked by: [Name / signature / date]
Witnessed or reviewed by: [Name / signature / date]
Next commissioning activity: [Activity / planned date]

This checklist does not replace statutory inspections, electrical certification, equipment instructions or a project-specific safety plan. Never carry out energised or hazardous work without appropriate authority and controls.