



Client:	Project Name:	Project No:
Area:	Drawing No's:	Date:
Check Conducted By:	Signature:	Check Approved By:
		Signature:

INSPECTION CHECKLIST FOR: FANS

The below checks are to be completed by the Mechanical Contractor prior to start up and unit commissioning

NO:	DESCRIPTION:	INSPECTION:		INSPECTION HISTORY		
				ACCEPTABLE:	DATE:	COMMENTS:
<u>Quality Control</u>						
1	Fan type, model number and manufacturer approved for use	Yes	No	Yes	No	
2	Fans not being used are correctly stored	Yes	No	Yes	No	
<u>Installation</u>						
3	Drawings on site are the latest issue	Yes	No	Yes	No	
4	Fans are not damaged in anyway	Yes	No	Yes	No	
5	Fans are installed in correct location as per approved drawings and equipment schedule	Yes	No	Yes	No	
6	Fans clearly labelled including number, manufacturer model number and duty	Yes	No	Yes	No	
7	Confirm ductwork connections to the fans are correct and include all fittings, grilles and accessories as documented	Yes	No	Yes	No	
8	Confirm all test points, sensors and gauges have been provided and installed as documented	Yes	No	Yes	No	
9	Confirm fan installed as per the approved drawings with adequate access for maintenance	Yes	No	Yes	No	
10	Confirm correct electrical connections to the fan as per the manufacturers wiring schematic	Yes	No	Yes	No	
11	Confirm all interlocks are in accordance wiring schematic	Yes	No	Yes	No	

NO:	DESCRIPTION:	INSPECTION:		INSPECTION HISTORY			
				ACCEPTABLE:		DATE:	COMMENTS:
12	Confirm VSD installed and commissioned (if applicable)	Yes	No	Yes	No		
Commissioning							
13	Confirm fan impellor is free to move	Yes	No	Yes	No		
14	Confirm fan achieves design air flow rate under normal operating conditions	Yes	No	Yes	No		
15	Mark alterations, sizes + final location on As Built drawings for record purposes	Yes	No	Yes	No		

ADDITIONAL COMMENTS:
