

MMS Identifier: 30-281-998

Ventilation Fan	
Requirement	Comments
<input type="checkbox"/> Located and oriented in accordance with construction drawing	
<input type="checkbox"/> Installed in accordance with manufacturer's instructions.	
<input type="checkbox"/> Supported from structure	
<input type="checkbox"/> Clean outdoor air filter installed	
<input type="checkbox"/> Clean exhaust air filter installed	
<input type="checkbox"/> Wired to dehumidistat	
<input type="checkbox"/> Product Information Report form completed	
<input type="checkbox"/> Accurately shown on as-built documentation	
<input type="checkbox"/> Submittals provided	
Checklist Completed by:	Date:

Ductwork and Accessories: Pre-Insulation Stage	
Requirement	Comments
<input type="checkbox"/> Layout in accordance with construction drawing	
<input type="checkbox"/> Sizes in accordance with construction drawing	
<input type="checkbox"/> Supported from structure	
<input type="checkbox"/> Strap hangers installed at maximum 0.6 m intervals	
<input type="checkbox"/> Fittings in accordance with 23 31 13.01	
<input type="checkbox"/> Balancing dampers in accordance with 23 33 14	
<input type="checkbox"/> Exhaust air wall cap installed	
<input type="checkbox"/> Bird screen installed in exhaust air wall cap	
<input type="checkbox"/> Outside air intake wall cap installed	
<input type="checkbox"/> Bird screen installed in outdoor air wall cap	
<input type="checkbox"/> Distance between wall caps greater than 1 m	
<input type="checkbox"/> Connections mechanically fastened	
<input type="checkbox"/> Connections sealed	
<input type="checkbox"/> Duct penetrations through rim joist/blocking sealed	
<input type="checkbox"/> Duct interior free from debris and dust	
<input type="checkbox"/> Submittals provided	
<input type="checkbox"/> Accurately shown on as-built documentation	
Checklist Completed by:	Date:

Dehumidistat	
Requirement	Comments
<input type="checkbox"/> Located and positioned in accordance with construction drawing	
<input type="checkbox"/> Installed in accordance with manufacturer's instructions.	
<input type="checkbox"/> Wired to ventilation fan	
<input type="checkbox"/> Wired to disconnect switch	
<input type="checkbox"/> Wired to electrical panel	
<input type="checkbox"/> Power cable labelled "Ventilation Fan"	
<input type="checkbox"/> Product Information Report form completed	
<input type="checkbox"/> Accurately shown on as-built documentation	
<input type="checkbox"/> Breaker labelled "Crawlspace Ventilation Fan"	
<input type="checkbox"/> Submittals provided	
Checklist Completed by:	Date:

Insulation - Ductwork	
Requirement	Comments
<input type="checkbox"/> Outdoor air intake duct insulated	
<input type="checkbox"/> Exhaust air discharge duct insulated	
<input type="checkbox"/> Insulation materials in accordance with 23 07 13	
<input type="checkbox"/> Insulation thickness in accordance with 23 07 13	
<input type="checkbox"/> Joints tightly butted and sealed	
<input type="checkbox"/> Tie wire installed; not crushing insulation	
<input type="checkbox"/> Strap hangers installed; not crushing insulation	
<input type="checkbox"/> Indicated on as-built documentation	
<input type="checkbox"/> Submittals provided	
Checklist Completed by:	Date:

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<b>Purchasing Information</b>
Supplier:
Name:
Address:
Phone:
Contact:
Purchaser:
Ordered by:
Purchase Order No.:
Date Ordered:
Parts and Accessories Ordered:
Documentation Requested:
Warranty Details:

<b>Product Information</b>
Manufacturer:
Model:
Voltage:
Adjustable Range:
RH Differential:
Switch Type:
Switch Action:
Serial No.:
Certifications and Listings:

<b>Start-Up and Warranty</b>	
Date of Manufacture:	
Date of Start-Up:	
Warranty Start Date:	Warranty Expiration Date:
Completed by:	Date:

<i>Instructions:</i>	
1.	Complete Purchasing Information section at time of placing order.
2.	Complete remainder of form, including start-up and warranty data, upon delivery to site..
3.	Insert N/A if not applicable.

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<b>Purchasing Information</b>
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Supplier:
Name:
Address:
Phone:
Contact:
Purchaser:
Ordered by:
Purchase Order No.:
Date Ordered:
Parts and Accessories Ordered:
Documentation Requested:
Warranty Details:

<b>Product Information</b>
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Manufacturer:
Model:
Size.:
Type:
Rated Capacity:
Serial No.:
Power Rating:
Sound Level:
Certifications and Listings:

<b>Start-Up and Warranty</b>
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Date of Manufacture:	
Date of Start-Up:	
Warranty Start Date:	Warranty Expiration Date:
Completed by:	Date:

<b>Instructions:</b>
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|----|---|
| 1. | Complete Purchasing Information section at time of placing order.                         |
| 2. | Complete remainder of form, including start-up and warranty data, upon delivery to site.. |
| 3. | Insert N/A if not applicable.   |

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**Pre-Requisites:**

<input type="checkbox"/>	Installation Checklist completed; no outstanding deficiencies
<input type="checkbox"/>	Ventilation Fan Product Information Report form completed
<input type="checkbox"/>	Dehumidistat Product Information Report form completed
<input type="checkbox"/>	Departmental Representative's Pre-Start-Up observation completed
<input type="checkbox"/>	Contractor's Pre-Start-Up activities completed
<input type="checkbox"/>	Testing, adjusting, balancing (TAB) completed and reported
<input type="checkbox"/>	All Work, other than spray-applied polyurethane application, is completed

**TAB Data**

Exhaust air volume flow rate (L/s):
Supply air volume flow rate (L/s):
Volume flow rate setting: <input type="checkbox"/> 18.9 L/s   <input type="checkbox"/> 9.4 L/s
Fan speed setting: <input type="checkbox"/> High   <input type="checkbox"/> Low

**Test Instrument Data**

1. Temperature sensor make and model:
Serial No.
2. Capacitive relative humidity sensor make and model:
Serial No.
Required Stabilization period:

Performance Verification — Normal Operation Mode		Date:	Time:
Crawlspace air temperature (°C):	Crawlspace air relative humidity (%):		
Outdoor air temperature (°C):	Outdoor air relative humidity (%):		
<i>Note: perform verification of normal mode only when outdoor air temperature is above 0°C</i>			
1. Measure and record outdoor air temperature and outdoor air relative humidity near outdoor air intake hood			
2. Measure and record crawlspace air temperature and crawlspace air relative humidity near dehumidistat			
3. Set dehumidistat to 70% RH			
4. Place humidity sensor near dehumidistat and allow it to stabilize. Indicated RH after stabilization (%):			
5. Increase RH in vicinity of dehumidistat (e.g., using a humidifier)			
6. RH value indicated by humidity sensor upon activation of ventilation fan (%):			
7. Is ventilation fan supplying outside air to crawlspace? <input type="checkbox"/> Yes   <input type="checkbox"/> No			
8. Is ventilation fan exhausting air from crawlspace? <input type="checkbox"/> Yes   <input type="checkbox"/> No			
9. Remove water vapour generation source. Indicated RH value upon deactivation of ventilation fan (%):			
10. If indicated RH value upon activation and dehumidistat setpoint are not within $\pm 3\%$ , adjust setpoint to match indicated RH value and repeat procedure using new setpoint.			

<b>Performance Verification — Defrost Operation Mode</b>		Date:	Time:
Crawlspace air temperature (°C):	Crawlspace air relative humidity (%):		
Outdoor air temperature (°C):	Outdoor air relative humidity (%):		
<i>Note: perform verification of defrost mode only when outdoor air temperature is between 0°C and minus 7°C.</i>			
1. Measure and record outdoor air temperature and outdoor air relative humidity near outdoor air intake hood			
2. Measure and record crawlspace air temperature and crawlspace air relative humidity near dehumidistat			
3. Dehumidistat setpoint (RH):			
4. Place humidity sensor near dehumidistat and allow it to stabilize. Indicated RH after stabilization (%):			
5. Increase RH in vicinity of dehumidistat (e.g., using a humidifier)			
6. RH value indicated by humidity sensor upon activation of ventilation fan (%):			
7. Is ventilation fan supplying outside air to crawlspace? <input type="checkbox"/> Yes   <input type="checkbox"/> No			
8. Is ventilation fan exhausting air from crawlspace? <input type="checkbox"/> Yes   <input type="checkbox"/> No			
9. Maintain RH in crawlspace at or slightly above dehumidistat setpoint.			
10. Does ventilation unit function in accordance with manufacturer's stated operation? <input type="checkbox"/> Yes   <input type="checkbox"/> No Describe observations:			
11. Remove water vapour generation source.			

<b>Performance Verification — Exhaust Operation Mode</b>		Date:	Time:
Crawlspace air temperature (°C):	Crawlspace air relative humidity (%):		
Outdoor air temperature (°C):	Outdoor air relative humidity (%):		
<i>Note: perform verification of exhaust mode only when outdoor air temperature is below minus 7°C.</i>			
1. Measure and record outdoor air temperature and outdoor air relative humidity near outdoor air intake hood			
2. Measure and record crawlspace air temperature and crawlspace air relative humidity near dehumidistat			
3. Dehumidistat setpoint (RH):			
4. Place humidity sensor near dehumidistat and allow it to stabilize. Indicated RH after stabilization (%):			
5. Increase RH in vicinity of dehumidistat (e.g., using a humidifier)			
6. RH value indicated by humidity sensor upon activation of ventilation fan (%):			
7. Is ventilation fan supplying outside air to crawlspace? <input type="checkbox"/> Yes   <input type="checkbox"/> No			
8. Is ventilation fan exhausting air from crawlspace? <input type="checkbox"/> Yes   <input type="checkbox"/> No			
9. Maintain RH in crawlspace at or slightly above dehumidistat setpoint.			
10. Does ventilation unit function in accordance with manufacturer's stated operation? <input type="checkbox"/> Yes   <input type="checkbox"/> No Describe observations:			
11. Remove water vapour generation source.			