



Energy Smart Design™ – Office Economizer Commissioning Checklist

This form must be completed by the installing technician and submitted to the serving utility, along with all required documentation before claiming an incentive. *Complete one checklist for each economizer installed.*

Facility Name _____

Installing Technician _____

Contractor Name _____

Area Served by Economizer: _____ HVAC Tag#: _____

(Specify: conference room, computer area, interior zone, etc.)

Economizer Control Manufacturer/Model #: _____

Thermostat Manufacturer/Model #: _____

- *Installed according to manufacturers recommendations.
- Complete economizer cycle observed; dampers operate freely, linkage adjusted properly.
 - OSA damper closes completely when unit is off.
 - *Has Modulating Motor
- Compressor staged appropriately during economizer cycle.
 - *Thermostat has Dedicated Economizer Stage
 - Cooling type: 1 Stage Direct Expansion (DX) ____ Stage DX
 - Primary air sensor location: Discharge/Supply Air Mixed Air Before Cooling Coil

Method of return air building pressure relief: _____

(Specify: powered fan, actuated damper, barometric/gravity damper)

Total system cfm: _____ System cfm determined by: Nameplate Measured

Describe: _____

Minimum Outside Air (OSA) setting _____ percent or _____ cfm.

OSA percent method: Calculated Measured Temperature Split

Explain: _____

- OSA sensor connected and located in outside air stream and not subject to condenser heat.
- *Has both OSA and RA Sensor (Differential/Comparative Changeover Type)
- *Dry Bulb Type OSA and RA Sensor (No Snap Disc)
- OSA changeover sensor setting (*D): _____
- OSA compressor lockout temperature setting * _____ F

Signed & Certified: _____ Date: _____

*** Denotes requirements for Energy Smart Design™ – Office installations**