YOUR LOGO

Contractor brand name

TESTING, ADJUSTING & BALANCING

Airside closeout

Outlet airflow report

Harborline Exchange / Fictional commercial project

PACKAGE	SCOPE	STATUS
CA-2601	**2 air systems**	**Sample draft**

Prepared for contractor review

Illustrative readings only. This sample is not a field test or certification.

01 / PACKAGE GUIDE

Systems at a glance

Outlet readings are listed in cubic feet per minute (CFM).

02	12	03
AIR SYSTEMS	OUTLETS LISTED	FIELD NOTES

AHU-01 — 03

Level 1 / west wing

AHU-02 — 04

Level 2 / east wing

Certification appendix — 05

Reserved for contractor-supplied certification pages

Contractor legend

DNL	LOA	NA
Data not listed	Lack of access	Not applicable

0 is a reading. Parentheses point to field notes at the bottom of the same page.

02 / OUTLET READINGS

AHU-01

Level 1 / west wing / Supply air

OUTLET	LOCATION	DESIGN CFM	MEASURED CFM	NOTE
W-101	Lobby	220	216	
W-102	Reception	160	158	
W-103	Meeting room	140	0	(1)
W-104	Office	120	119	
W-105	Copy room	90	92	
W-106	Break room	110	108	

FIELD NOTES

(1) Register missing at W-103; recorded reading was 0 CFM.

02 / OUTLET READINGS

AHU-02

Level 2 / east wing / Supply air

OUTLET	LOCATION	DESIGN CFM	MEASURED CFM	NOTE
E-201	Open office	260	LOA (3)	(3)
E-202	Meeting room	180	184	
E-203	Office	95	(2)	(2)
E-204	Phone room	70	69	
E-205	Training room	220	215	
E-206	Break room	115	117	

FIELD NOTES

(2) Damper not installed at E-203; reading not taken.
(3) Hard lid ceiling; no access to the outlet at E-201.

03 / CONTRACTOR DOCUMENTS

Certification appendix

Reserved for certification pages supplied by the contractor.

OPTIONAL CERTIFICATION MARK

Place authorized contractor-supplied artwork here.

Append contractor certification PDFs here

NEBB, TABB or AABC, as applicable to the contractor.

Sample divider only. No certification is represented in this sample.