Checklist: Mechanical Systems
On-Going Project Work

Project Checklists contain project-specific details as they apply to the scope of work of the project to provide compliance with the NYC Construction Codes and other regulations.

☑ Construction Drawings
   Make sure work conforms to approved drawings – see minor variations memo on condensate drains. However, minor variations are allowed and certain changes may require an amendment.

☑ Scope Modification
   Verify if changes need an amendment.

☑ Site Safety
   The Contractor must maintain their work site in a safe condition during construction and must minimize the risk of accidents and fire.

☑ Special Inspections
   Make sure to coordinate work schedule with the Special Inspection Agency (SIA) to ensure these are completed as required by stage of work.

☑ Department Inspections
   Make sure to request or self-certify the required inspections, by stage of completion, and obtain sign-off for the completed work.

☑ Self-Certification
   If self-certifying the required inspections, make sure to submit a Notice of Intent to Self-certify, which may be audited.