

<b>HEXATECH</b>	PROJECT DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Aug 2022	Page 1 of 1
	<b>Installation Checklist For Ductwork, Grilles, Diffuser &amp; Louvres</b>	Revision No.: 0		Document Ref.: PD-REC-ICFDGDL

Project Title : \_\_\_\_\_

Checklist No.: \_\_\_\_\_

Location / Blok : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_

Dwg Ref : \_\_\_\_\_

Time : \_\_\_\_\_

Item	Description	Yes	No	Remarks
1	All duct dimensions follow approved drawing			
2	All duct work gauge thickness is correct			
3	Correct jointing and sealants used			
4	Ducts are installed in accordance to approved coordinated drawing (Height & Location)			
5	Hanger/bracket support installed in accordance to specification and drawing			
6	All dampers fitted in correct position			
7	Access door installed correctly, fastened and sealed			
8	All flexible connections correctly, fastened and sealed			
9	All diffusers and grilles installed and sealed			
10	All dampers are opened			
11	All penetrations through wall are properly sealed with approved material			
12	All duct insulation is correctly applied and undamaged			
13	Check duct work for internal cleanliness			
14	Air intake louvers correctly fitted and weather-proofed			

Comments :

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Prepared by :  Assigned Personnel Name: _____ Appointment: _____ Company: _____ Date: _____	Checked by :  Name: _____ Appointment: _____ Company: _____ Date: _____	Verified by :  Name: _____ Appointment: _____ Company: _____ Date: _____
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