

**Sheet Metal Commercial Guidelines / Life Safety / Critical Systems**  
**Inspection Checklist**

<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>N/A</u></b>	
_____	_____	_____	Set of stamped engineering documents and detailed description of mechanical system to be installed has been provided
_____	_____	_____	All workers performing sheet metal work onsite has valid Massachusetts sheet metal license
_____	_____	_____	All sheet metal work being performed with proper journeyperson-to-apprentice ratios
_____	_____	_____	Fire dampers with access door properly installed and checked for operation
_____	_____	_____	Smoke and combination fire / smoke dampers with access doors properly installed - actuator checked for proper operation (May also be verified by fire department during fire alarm testing)
_____	_____	_____	Duct smoke detectors with access doors properly located (May also be verified by fire department during fire alarm testing)
_____	_____	_____	Smoke / atrium exhaust systems installed and operation verified (May also be verified by fire department during fire alarm testing)
_____	_____	_____	Stair pressurization systems installed (where required) and operation verified (May also be verified by fire department during fire alarm testing)
_____	_____	_____	Grease / kitchen hood exhaust system installed with all seams and connections welded airtight with properly located cleanouts. Proper clearances, fire rated enclosures and pressure testing required.
_____	_____	_____	Seismic restraints installed where required on equipment and ductwork
_____	_____	_____	Duct penetrations in fire rated walls and floors sealed
_____	_____	_____	Metal roofing systems installed watertight using proper materials and fasteners
_____	_____	_____	Flexible duct runs installed 6'-0" maximum length
_____	_____	_____	Ductwork installed using proper hanger spacing, hanger stock, threaded rod and angle iron
_____	_____	_____	Ductwork / plenum connections sealed substantially airtight
_____	_____	_____	Ductwork insulated by means of external covering or internal lining
_____	_____	_____	Volume dampers installed for each supply air branch duct
_____	_____	_____	New/clean - properly sized filters installed (final inspection)
_____	_____	_____	Testing and Balancing report complete (final sign-off)