

Meant only as a supplemental reference.

Ventilation Commissioning Checklist	
Provided by Peel Passive House Consulting, March 2024	
1	Ensure flow rates are commissioned to the standard flow rate as modelled in the PHPP. <i>Note: this may not always be aligned with the flow rates on the mech drawings as the drawings may be showing the max/design flow rates.</i>
2	Traverse measurement should be taken at the ventilation unit to measure the total outdoor and exhaust air flow rates. <i>Note to CPHC: this total flow is what needs to be carried in the PHPP rather than just the sum of the outlets. These flow rates need to be balanced to within 10% of each other.</i>
3	Photos of the display screen of the ventilation unit should be taken showing the total flow rates. <i>Note: this should be aligned with the traverse reading.</i>
4	If the supply air is passing through in room fan coils then the commissioning agent should be aware of how the fan coil fans have been modelled in the PHPP. <i>Note: if the fan coils have been modelled as running 24/7 in the PHPP at a "low" flow rate then this is how the system would need to be commissioned. The same would be the case if the fan coil fan are not modelled as running outside of heating/cooling season then they should not be running during commissioning.</i>
5	Review that the pressure drop calculations have been carried out and the total pressure drop in the system is not above the certified range stated on the PHI certificate.
6	Note to verifier: Take photos of the installed filters
7	If there is a damper at the suite connection that can read the total flow rate to the apartment and the supply air is passing through "always active" fan coils then the total apartment flow rate can be carried in the report. The individual supply outlets still need to be measured, however as the total flow rates at the outlets will be a sum of the recirculation and supply air we just need to confirm the total flow to the room is at least the planned standard supply rate.
8	Provide evidence of the programming schedule i.e. if there are non-res areas in the building where the ventilation unit is turned off or set back then evidence of this should be provided.
9	A digital report with the measured flow rates at both the outlets and the ventilation unit needs to be provided. <i>A hand written report is not acceptable.</i>