

DEFICIENCY REPORT FORM

Building Name: _____
 Building Address: _____

Report By: _____
 Firm / Address: _____

This Copy To: _____

Firm Phone #: _____

Instructions: Write the system (e.g. "AHU-1") and the test reference (e.g. "AHU Tests, p.4, #8) in the first column. In general, use a separate line for each deficiency, though identical deficiencies (e.g. "AHU-1, 2, & 4 outside air dampers are stuck at full open") can be noted on one line. Include the first page and signed last page of this form, and as many of the second page as needed to document all deficiencies.

SYSTEM / TEST REFERENCE	DATE NOTED	DEFICIENCY DESCRIPTION	EXPECTED EFFECT OF DEFICIENCY	RECOMMENDED ACTION or ACTION TAKEN

