



Helping Architecture Firms Scale with On-Demand, US-Trained Remote Architects (Level I, II & III)

MEP Coordination Checklist for Contractors & Engineers

Use this checklist during design, preconstruction, and coordination phases

Pre-Construction Coordination

Pre-Coordination Phase

- ☐ Review the latest architectural and structural drawings
- ☐ Confirm project scope and MEP system requirements
- ☐ Identify critical zones like shafts, corridors, ceiling voids, etc.
- ☐ Validate BIM templates and modeling standards
- ☐ Assign coordination responsibilities across trades

Design & Drawing Review

- ☐ Verify the completeness of HVAC, electrical, plumbing, and fire protection drawings
- ☐ Check for spatial constraints and clearance zones
- ☐ Ensure compliance with local codes and standards
- ☐ Review system interactions (e.g., HVAC near electrical panels)
- ☐ Conduct clash detection using BIM tools and resolve conflicts virtually
- ☐ Ensure equipment locations (AHUs, transformers, pumps) are optimized for access and maintenance.

Trade Sequencing Plan

- ☐ Define the order of installation
- ☐ Schedule coordination meetings with all subcontractors before work begins.
- ☐ Ensure compliance with local codes and standards
- ☐ Identify critical hold points (e.g., inspections before closing walls/ceilings).

Construction Coordination

- ☐ Confirm installation sequence and access requirements
- ☐ Coordinate hanger and support systems across trades
- ☐ Validate prefabrication feasibility and logistics
- ☐ Schedule inspections and delivery timelines
- ☐ Monitor field conditions vs. design intent
- ☐ Update coordination drawings based on site changes





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Cross-Disciplinary Collaboration

- ☐ Hold weekly coordination meetings with all stakeholders
- ☐ Share updated models and markups regularly
- ☐ Document decisions and changes in a centralized system
- ☐ Track RFIs and submittals related to MEP systems

Quality Assurance & Final Review

- ☐ Conduct final clash detection before installation
- ☐ Verify system accessibility for maintenance
- ☐ Confirm alignment with architectural finishes
- ☐ Perform a walkthrough with GC and subcontractors
- ☐ Sign off on coordinated drawings for construction

On-Site Installation Best Practices

Mechanical (HVAC) Checks

- ☐ Confirm ductwork does not block electrical/plumbing routes.
- ☐ Verify supply/return air diffusers won't interfere with lighting/sprinklers.
- ☐ Ensure equipment supports (hangers, seismic bracing) are installed per specs.

Electrical Checks

- ☐ Route conduits above plumbing lines (to avoid water damage)
- ☐ Confirm that panel locations are accessible and comply with NEC clearance requirements.
- ☐ Check that light fixtures don't clash with sprinkler heads or ductwork.

Plumbing & Fire Protection Checks

- ☐ Ensure pipe slopes for drainage are correct and won't conflict with other systems.
- ☐ Verify fire sprinkler heads are spaced correctly and not obstructed by ducts/lights.
- ☐ Confirm valve access is not blocked by electrical gear or structural elements.

Ceiling & Wall Penetrations

- ☐ All trades mark penetration points before drilling or cutting.
- ☐ Use sleeves or firestop systems where pipes or conduits pass through walls or floors.





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Post-Installation Verification

Final Walkthrough & Testing

- ☐ Perform system startup tests like HVAC airflow, electrical circuits, plumbing pressure tests, etc.
- ☐ Verify that as-built drawings match installed conditions.
- ☐ Document any deviations from plans for future reference.

Lessons Learned

- ☐ Hold a post-project review to identify coordination gaps.
- ☐ Update the company's MEP standards checklist based on findings.

 **Pro Tip:** Use this checklist in pre-construction meetings and assign a lead coordinator to enforce compliance. Small adjustments in sequencing can save \$10k-\$50k per project in avoided rework.



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