



/ SAMPLE REVIEW CARD | OWNER-SIDE RISK CONTROL

Owner-Side MEP Review Card

A plain-English card for owners, owner reps, architects, and project managers who need better questions before approving a milestone, signing a change order, or accepting a corrective-work proposal.

Sample: one review card from the Owner-Side MEP Review Checklist Bundle

This sample is designed to show the structure, clarity, and practical value of the full MasterBuild resource. It is not a substitute for sealed engineering, code interpretation for a specific project, or AHJ approval.

Before you approve	Ask this	Why it matters
Equipment location	Can the equipment be serviced, replaced, drained, powered, and supported where shown?	Bad locations create access, maintenance, cost, and inspection problems.
Permit comments	Is the response shown on the drawings or only explained in an email?	The permit set controls the work. The fix needs to land on the set.
Field change	Does the change affect air, water, power, structure, fire rating, drainage, controls, or access?	Most expensive field changes touch more than one discipline.
Inspection issue	Is the issue documentation, installation, sequencing, or actual noncompliance?	The correction path depends on the type of failure.
Change order	Does the proposed cost solve the root problem or only the visible symptom?	Owners often pay twice when the first response is incomplete.



/ CARD | EQUIPMENT LOCATION

Questions to ask before the decision is locked

	Owner question	Escalate when you hear
■	Where is the equipment shown on the latest architectural background?	The field team will coordinate it later.
■	What clearance is required by code, listing, and manufacturer instructions?	The clearance is close enough.
■	Can a technician reach and replace the equipment without removing unrelated work?	Maintenance can figure it out.
■	Are structure, electrical, condensate, controls, and access coordinated?	Each trade knows its part.
■	If the location changes, who updates the permit set and who confirms AHJ impact?	We can revise it after inspection if needed.

Plain-English rule

A good equipment location is not just where the unit fits. It is where the unit can be installed, serviced, inspected, drained, powered, supported, and replaced.



/ CARD | CONSTRUCTION-PHASE ISSUES

What an owner should track

Trigger	What to request	Decision rule
Failed inspection	Written inspector comment, corrected drawing/detail, and photo or field confirmation.	Do not authorize reinspection until the correction path is documented.
Violation notice	Cited section, response deadline, AHJ contact, responsible party, and correction evidence.	Treat deadlines as schedule risk, not paperwork.
Stop-work item	Written scope boundary, affected work area, and clearance requirement.	Do not let unaffected work blur the issue.
Change order	Root cause, code basis, drawing change, labor/material breakdown, and schedule impact.	Pay for a complete fix, not just a partial patch.
Unclear RFI answer	Who owns the answer, what sheet changes, and whether resubmittal is required.	A verbal answer is not enough when the permit set changes.

Next step

Owner-Side MEP Review Checklist Bundle

Best fit: owners, owner reps, architects, developers, and PMs who need better MEP questions without becoming MEP specialists

Use the sample to decide if the full guide belongs in your project workflow. For project-specific MEP review, send background through masterbuildconsulting.com/#contact or email osmany.portal@masterbuildconsulting.com.