

Section 6: Submittals

6.1 – Commissioning

Commissioning Checklist

Project Name: _____

Project Number: _____

Note: The Commissioning Checklist serves to certify compliance with the requirement of Section 1.1 – Commissioning, Requirements. This Checklist should be completed at the end of the construction phase of the project, as outlined in the Typical Time Frame column below. The form must be submitted to the agency owner at completion.

Commissioning Task	Responsible Team Member	Typical Time Frame	Seasonal Climate Conditions	Responsible Team Member Sign Off	Completion Date
Prepare OPR	Owner	Prior to beginning Design Documents.			
Prepare BOD	A/E Team	During the Design Phase.			
Prepare a Cx Plan	CxA	During the Design Phase.			
Incorporate Cx Requirements into Construction Documents	CxA	CxA will review existing project specifications and incorporate commissioning requirements.			
Introduction and task assignment meeting, i.e. Cx kickoff	CxA	When all contractors have been selected. This meeting is to introduce everyone needed in the Cx process and define roles and responsibilities.			-
Verification of Installation	CxA	CxA will be walking the job periodically as the job progresses looking for system wide issues that may prove to be functional problems later.			

Completion of start-up test sheets	CxA	This should happen when the equipment begins to arrive on the job. It is the contractor's responsibility to properly fill them out and return to the CxA. Factory start-up sheets are preferable. If the contractor does not have anything to use, the CxA will supply the sheets for them.			
Functional performance tests and verification of TAB Reports	CxA / Contractors	Require the participation of all sub contractors and CxA designated personnel. This should take place prior to the CO. If any problems arise during testing, some amount of time may be required to correct the problems and this should also be considered before CO date.			
Summary (final) commissioning report	CxA	Provided by the CxA after substantial progress has been made with resolving the discrepancies and deficiencies identified during functional performance testing.			

I have complied with the Energy Efficiency and Sustainable Construction Standards for State Buildings requirements for commissioning.

Signed (Responsible Team Member): _____ **Date:** _____

Printed Name: _____ **Organization:** _____