

300.4 – Phase A Checklist for the Commissioning Authority

This checklist is to be used by the Commissioning Authority during Phase B of the Project.

Instructions: The Commissioning Authority shall mark the appropriate check-off box below to indicate completion of each action in accordance with the requirements in the Procedures Manual (including applicable laws, regulations, and requirements) or that the action is not applicable to the Project.

Project Administration: The Commissioning Authority has:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Review: Requirements in Chapter 3 – Phase A Schematic Design, of the Capital Construction Project Procedures Manual have been reviewed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Design Checklist: The Pre-Design Checklist has been reviewed. The Architect-Engineer has been consulted to confirm that all items have been included or attached to the Phase A Checklist. |
| <input type="checkbox"/> | <input type="checkbox"/> | Team Meetings: Phase A Commissioning Team Meetings have been scheduled, conducted and documented. |
| <input type="checkbox"/> | <input type="checkbox"/> | Minutes: The minutes of Commissioning Process activities and decisions have been prepared and distributed to Commissioning Team members and attendees within five (5) workdays of event. |
| <input type="checkbox"/> | <input type="checkbox"/> | Report: The Commissioning Process Report for Phase A has been written and distributed to all Commissioning Team members. |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Project Requirements: The Commissioning Authority has created or updated the Owner's Project Requirements and provided them to the Project Manager and the Architect-Engineer |
| <input type="checkbox"/> | <input type="checkbox"/> | Design Review Report: A pre-submission Design Review Report has been prepared and provided to the Project Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Plan: An updated Commissioning Plan for Phase A has been prepared and provided to the Project Manager and the Architect-Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Specifications: An integration plan to incorporate Commissioning requirements into the Project specifications has been prepared. |
| <input type="checkbox"/> | <input type="checkbox"/> | Forms and Checklists: Outlines for Construction Phase Commissioning Forms and Checklists have been prepared. |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Basis of Design: The Commissioning Authority has verified the Systems Basis of Design Document for compliance with the Owner's Project Requirements and incorporated changes approved by the Project Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | Notification: Commissioning Team members have been informed of decisions that alter the Owner's Project Requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Design Schedule: The Architect-Engineer changes to the Design Schedule have been incorporated into the Owner's Project Requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Process Changes: The Commissioning Process activities have been altered as required by the revised schedule. |
| <input type="checkbox"/> | <input type="checkbox"/> | Test Criteria: The Functional Performance Test criteria have been defined for the Architect-Engineer. |

Phase A Commissioning Submittals:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Revisions: Changes to the Commissioning Plan have been incorporated to include updates and changes to Project information. |
| <input type="checkbox"/> | <input type="checkbox"/> | Verification: Completion of Phase A Submittals Checklist by each design discipline has been verified. |
| <input type="checkbox"/> | <input type="checkbox"/> | Specification Table of Contents: The Commissioning Authority has prepared a specification table of contents for use by the Architect-Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Integration Plan: The Commissioning Authority has prepared a specification / Commissioning Integration Plan for use by the Architect-Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Forms and Checklists Outline: A Construction Forms & Checklists Outline for use by the Architect-Engineer has been prepared. |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Manual Outline: A Systems Manual Outline for use by the Architect-Engineer has been prepared. |
| | | Commissioning Requirements: The Commissioning Authority shall identify Commissioning Requirements to the Architect-Engineer for the following Divisions of Work: |
| <input type="checkbox"/> | <input type="checkbox"/> | Division 210000 - Fire Suppression |
| <input type="checkbox"/> | <input type="checkbox"/> | Division 220000 - Plumbing |
| <input type="checkbox"/> | <input type="checkbox"/> | Division 230000 - HVAC |
| <input type="checkbox"/> | <input type="checkbox"/> | Division 250000 - Integrated Automation |
| <input type="checkbox"/> | <input type="checkbox"/> | Division 260000 - Electrical |
| <input type="checkbox"/> | <input type="checkbox"/> | Division 270000 - Communications |
| <input type="checkbox"/> | <input type="checkbox"/> | Division 280000 - Electronic Safety & Security |

Phase A Review and Approval

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Project Requirements: The Commissioning Authority shall review documents for satisfaction of the Owner's Project Requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Process Activities: The Commissioning Authority shall review documents for completion of Commissioning Process activities for Phase A. |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase A Submittal Acceptance: The Commissioning Authority shall recommend acceptance of Phase A Submittal to the Using Agency and Owner. |

Projects Seeking LEED Certification:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | LEED Credits: The Commissioning Authority shall provide the Commissioning Plan and appropriate information to the Architect-Engineer in order to comply with the LEED Commissioning credits. |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy Model: The Commissioning Authority shall review the Energy Model to insure the required numbers of points for LEED Energy and Atmosphere Credit 1 are being met. |

End of Phase A Checklist for the Commissioning Authority