

## **304 – Phase A Responsibilities of the Commissioning Authority**

During Phase A the Commissioning Authority responsibilities shall include the following:

**304.1 Owner's Project Requirements:** Coordinate with the Project Manager and the Using Agency to update or create the Owner's Project Requirements based on the Architect-Engineer's review for:

- Adequacy and sufficiency
- Budget

**304.2 Schedule:** Incorporate the Architect-Engineer provided Design Schedule into the Owner's Project Requirements and integrate the Commissioning Process activities into the Design Schedule, including:

- Pre-Design Commissioning Plan
- Commissioning Team meetings
- Document review coordination meetings
- Phase A Commissioning Meeting within sixty (60) days of Architect-Engineer selection to review the Commissioning Process.
- Establish tentative schedules for the Design Phase

**304.3 Documentation:**

- Prepare minutes of Commissioning Process activities and distribute to Commissioning Team members and attendees within five (5) workdays of event.
- Incorporate the Architect-Engineer's technical clarifications to the Project Program into the Owner's Project Requirements.
- Verify that the Systems Basis of Design Document prepared by the Architect-Engineer is consistent with the Owner's Project Requirements. If discrepancies are found, document the issue and report it to the Project Manager for resolution.
- Write or revise the Commissioning Plan.
- With the Commissioning Team, prepare a detailed design deliverables checklist for each commissioned system and submittal phase.

**304.4 Phase A Submittal:** Review the Phase A submittal for:

- Satisfaction of the Owner's Project Requirements and Completion of Commissioning Process activities for Phase A
- Inclusion of all Commissioning Process activities. These shall be clearly described in Architect-Engineer's and Sub-consultant's scopes of work.
- Energy Model compliance with the requirements of LEED Energy and Atmosphere Credit 1.

**304.5 Communication:**

- Incorporate the project communication plan into the Owner's Project Requirements.
- Write Commissioning Process report for Phase A and distribute to all Commissioning Team members.
- Inform Commissioning Team of decisions altering the Owner's Project Requirements.

**304.6 LEED:**

- For projects seeking LEED certification, provide the Commissioning Plan to the Architect-Engineer in order to comply with the LEED Commissioning credits.
- Review the energy model to insure the required numbers of points for LEED Energy and Atmosphere Credit 1 have been met.

**304.7 Approval:** The Commissioning Authority shall recommend acceptance of the Phase A submittal to the Using Agency and Owner.