

504 – Phase B Responsibilities of the Commissioning Authority

During Phase B, the Commissioning Authority responsibilities shall include the following as a minimum for all commissioned systems:

504.1 Owner's Project Requirements:

- A review of the changes, clarifications, and additions to the Systems Basis of Design Document for compliance with the Owner's Project Requirements. Incorporate changes approved by the Project Manager.

504.2 Schedule:

- Incorporate Architect-Engineer changes to the Design Schedule into the Owner's Project Requirements.
- Alter Commissioning Process activities as required by the revised schedule.
- Schedule and conduct Commissioning Team meetings.
- Schedule Phase B pre-submittal review and coordinate meetings.

504.3 Documentation:

- Prepare minutes of Commissioning Process activities and decisions; distribute to Commissioning Team members and attendees within five (5) workdays of event.
- Prepare an integration plan to incorporate Commissioning requirements into the Project specifications.
- Prepare outlines for Construction Phase Commissioning Forms and Checklists.
- Prepare an outline for the Systems Manual.
- Write Commissioning Process Report for Phase B and distribute to all Commissioning Team members.

504.4 Phase B Documents Review: Review documents for:

- Satisfaction of the Owner's Project Requirements.
- Completion of Commissioning Process activities for Phase B.
- Energy Model compliance with the requirements of LEED Energy and Atmosphere Credit 1.

504.5 Communication:

- Incorporate revisions of the Commissioning Plan to include updates and changes to Project information.
- Inform Commissioning Team members of decisions that alter the Owner's Project Requirements.
- Verify completion of Phase B Deliverables Checklist by each design discipline.

504.6 LEED: For projects seeking LEED certification, the Commissioning Authority shall:

- Provide the Commissioning Plan and appropriate information 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 are being met.

504.7 Approval: Recommend acceptance of Phase B Submittal to the Using Agency and Owner.