

## 600.4 – Phase C Checklist for the Commissioning Authority

This checklist is to be used by the Commissioning Authority during Phase C 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:

- | YES                      | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Review:</b> The requirements in Chapter 6 - Phase C Final Design and Chapter 7 - Bidding and Negotiations, of the Capital Construction Project Procedures Manual have been reviewed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Pre-Design, Phase A and Phase B Checklists:</b> The Commissioning Authority reviewed the Pre-Design, Phase A and Phase B Checklists. The Architect-Engineer has been consulted to confirm that all items have been included or attached to the Phase C Checklist. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Unresolved Issues:</b> All unresolved or incomplete issues have been reviewed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Team Meetings:</b> The Commissioning Authority scheduled, conducted and documented Phase C Commissioning Team Meetings.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Design Review Report:</b> A pre-submission Design Review Report has been submitted to the Project Manager.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Pre-Submittal Review:</b> The Phase C pre-submittal review has been scheduled and meetings have been coordinated.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Commissioning Plan:</b> The Commissioning Authority prepared an updated Commissioning Plan for Phase C and provided it to the Project Manager and the Architect-Engineer.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Minutes of the Meetings:</b> Minutes of Commissioning Process activities and decisions that alter the Owner's Project Requirements have been prepared and distributed to Commissioning Team members and attendees within five (5) workdays of event.              |

### Phase C Commissioning Submittals:

- | YES                      | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Functional Performance Tests:</b> The Functional Performance Test criteria were defined for the Architect-Engineer.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Forms and Checklists:</b> Outlines for Construction Phase Commissioning Forms and Checklists have been developed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Owner's Project Requirements:</b> Updated Owner's Project Requirements have been provided to the Architect-Engineer and Project Manager.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Systems Basis of Design Document:</b> The changes, clarifications, and additions to the Systems Basis of Design Document have been reviewed for compliance with the Owner's Project Requirements and changes have been incorporated as approved by the Project Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Design Schedule:</b> The Architect-Engineer's changes to the Design Schedule have been incorporated into the Owner's Project Requirements.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Process Report:</b> The Commissioning Authority has written the Commissioning Process Report for Phase C and distributed it to all Commissioning Team members.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Construction Forms and Checklists:</b> An outline of Construction Forms & Checklists for use by the Architect-Engineer has been prepared.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Phase D Forms:</b> The Phase D forms for commissioned systems have been developed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Phase D Checklists:</b> The Phase D checklists for commissioned systems have been developed.  |

- Functional Performance Tests:** The functional performance tests for commissioned systems have been devised.
- Integration Plan:** A specification / Commissioning Integration Plan for use by the Architect-Engineer has been prepared.
- Systems Manual:** A Systems Manual Outline for use by the Architect-Engineer has been provided.
- Bid Documents:** The commissioning specifications have been integrated into the Bid Documents for distribution to potential bidders.

**Commissioning Requirements:** The Commissioning Authority has identified all Commissioning Requirements to the Architect-Engineer. These must be included in the Contract Documents. The information provided includes the following Divisions of Work:

- | YES                      | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Division 019113 - Commissioning                |
| <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 C Review and Approval:**

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

**Projects Seeking LEED Certification:**

- | YES                      | N/A                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>LEED Commissioning Credits:</b> 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"/> | <b>Energy Model:</b> 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 C Checklist for the Commissioning Authority**