

## **604 – Phase C Responsibilities of the Commissioning Authority**

During Phase C the Commissioning Authority shall provide the following as minimum:

### **604.1 Owner's Project Requirements:**

- Review changes, clarifications, and additions to Systems Basis of Design document for compliance with the Owner's Project Requirements
- Incorporate "approved" changes into the Owners Project Requirements
- Document changes inconsistent with the Owner's Project Requirements and report to the Project Manager for resolution.
- Incorporate Architect-Engineer updates to Cost Estimates into Owner's Project Requirements.

### **604.2 Schedule:** Incorporate Architect-Engineer changes to the Design Schedule into the Owner's Project Requirements.

- Schedule and conduct Commissioning Team meetings
- Alter Commissioning Process activities as required by the revised schedule. Tentatively schedule Phase D Commissioning Process activities.
- Schedule Phase C intermediate and final document review and coordinate meetings.

### **604.3 Documentation:** Prepare minutes of Commissioning Process activities and distribute to Commissioning Team members and attendees within five (5) workdays of event.

- Incorporate the updated Systems Basis of Design into the Owner's Project Requirements.
- Revise the Commissioning Plan to incorporate updates and changes to Project information.
- Integrate commissioning specifications into the Bid Documents for distribution to potential bidders.
- Create Phase D forms for commissioned systems.
- Create Phase D checklists for commissioned systems.
- Devise functional performance tests for commissioned systems.
- Update the Systems Manual.

### **604.4 Document Review:** The Commissioning Authority shall conduct an intermediate and final review of Phase C Documents for:

- Satisfaction of the Owner's Project Requirements.
- Completion of Commissioning Process activities for Phase C.
- Final Energy Model.

### **604.5 Communication:**

- Inform Commissioning Team members of decisions that alter the Owner's Project Requirements.
- Verify completion of Phase C deliverables checklist by each design discipline.

**604.6 Phase D and Occupancy Phase Commissioning Process Procedures:** The Commissioning Authority shall:

- Incorporate the Phase D and Occupancy Phase Commissioning Process procedures into the Commissioning Plan and Bid Documents.
- Assist the Owner in preparing requests for construction phase services by outlining Commissioning Process roles and responsibilities developed in the Commissioning Plan.
- Verify that the Commissioning Process is clearly defined in contractor's scope of work.
- Identify specialists, if required, to complete Phase D Commissioning Process activities for specific systems and assemblies.
- Develop sample forms, checklists, and test procedures for presentation at the Pre-Bid Conference.
- Develop a plan for off-seasonal testing procedures.
- Develop an outline of Owner training program requirements.
- Write intermediate and final Commissioning Process report for Phase C and distribute to all Commissioning Team members.

**604.7 LEED:** For projects seeking LEED certification, the Commissioning Authority shall provide the Commissioning Plan to the Architect-Engineer in order to comply with the LEED Commissioning credits.

**604.8 Approval:** The Commissioning Authority shall recommend acceptance of Phase C deliverables to the User Agency and Owner.