

## 908 – Construction Phase Commissioning Conference

The Commissioning Authority schedules a Construction Phase Commissioning Conference after the award of the Construction Contract. The Conference shall be scheduled within sixty (60) days of Contract award. The purpose of the conference is to introduce members of the Commissioning Team for Phase D and to review the Commissioning Process requirements of the Project.

**908.1 Team Members:** The Commissioning Team for Phase D may include, but not be limited to:

- Commissioning Authority
- Project Manager
- Construction Specialist
- Using Agency Representative
- Architect-Engineer
- Contractor
- Sub-contractors
- Testing agencies
- Commissioning test specialists
- Vendor representatives

**908.2 Agenda:** The Commissioning Authority creates an agenda that includes an overview of the Phase D Commissioning Process activities. Topics may include:

- The Owner's Project Requirements
- The Systems Basis of Design Document, and unique contract documents
- Identification of roles in the Commissioning Process
- Explanation of commissioning tests and test documentation procedures
- Description of the schedules and methods for testing commissioned systems and assemblies
- Explanation of how to use the test procedures, forms, and checklists identified in the Contract specifications to document test results
- How the Commissioning process is a required part of the LEED certification.

**908.3 Meeting Minutes:** The Commissioning Authority will record minutes and distribute to Commissioning Team members and to conference attendees within five (5) workdays of the conference.