

911 – Phase D Responsibilities of the Commissioning Authority

911.1 Owner's Project Requirements: The Commissioning Authority shall:

- Revise the Owner's Project Requirements to reflect decisions made during Bid Solicitation.
- Periodically update the Owner's Project Requirements to reflect decisions made during Phase D.
- Inform Commissioning Team members of decisions that alter the Owner's Project Requirements.
- Review changes, clarifications, and additions to the Systems Basis for Design and Systems Manual for compliance with the Owner's Project Requirements:
- Incorporate approved changes into the Owner's Project Requirements. Changes inconsistent with the Owner's Project Requirements should be documented and reported to the Project Manager for resolution.

911.2 Schedule: The Commissioning Authority shall:

- Incorporate changes to the Project Schedule into the Owner's Project Requirements.
- Alter Commissioning Process activities as required by revised schedule.
- Finalize the schedule for Phase D Commissioning Process activities after the Pre-Construction Commissioning Meeting.
- Schedule initial owner training session.
- Schedule Phase D reviews of submittals for compliance with the Owner's Project Requirements.

911.3 Meetings: The Commissioning Authority shall:

- Conduct Commissioning Team meetings.
- Attend Construction Progress meetings as determined by the Division of Engineering and Contract Administration.

911.4 Document: The Commissioning Authority shall:

- Document changes inconsistent with the Owner's Project Requirements and report to the Project Manager for resolution.
- Prepare minutes of activities and decisions and distribute to Commissioning Team members and attendees within five (5) workdays of event
- Incorporate submittals into the System Manual.
- Revise the Commissioning Plan to incorporate updates and changes to Project information.
- Write final Commissioning Process report for Phase D and distribute to all Commissioning Team members.

911.5 Commissioning Process: The Commissioning Authority shall:

- Witness system and assembly installation and testing.
- Verify test results and test data reports. Deficiencies shall be documented and reported to the Project Manager for resolution.
- Verify completion of installation checklists by contractors.
- Supervise completion of Performance Tests. Collect test forms.

- Verify training of operation and maintenance personnel and occupants.
- Finalize plan for off-season functional test procedures.
- Implement off-season functional test procedures.
- Verify completion of **Phase D checklist Section 900**.

911.6 LEED: For Projects seeking LEED certification, the Commissioning Authority shall:

- Provide assistance as required to the Architect-Engineer in preparing the LEED submittal to the USGBC for review and approval.