

# **Commissioning - Sample Commissioning Plan Outline**

Section 019113-5

## **I. Commissioning Process Overview and Description**

- A. Definitions
- B. Purpose of Commissioning Plan
- C. Commissioning Process Scope
- D. Commissioned Systems (listing of systems and assemblies)
- E. Commissioning Process Schedule
- F. Team Data
- G. Contact Information

## **II. Pre-Design Phase**

- A. Owner's Project Requirements Development
- B. Initial Project and Commissioning Team
- C. Commissioning Team Members Expectations
- D. Initial Commissioning Plan Development
- E. Project Communication Plan
- F. Available Documentation
- G. Commissioning Process Issues
  - 1. Identify and Record Issues
  - 2. Calculate Avoided Costs
  - 3. Evaluate Range of Avoided Costs

## **III. Design Phase**

- A. Project Specifications Development
- B. Project Program Development
- C. Basis of Design Document Development
- D. Commissioning Plan Updating
- E. Design Reviews
- F. Commissioning Process Contract Document Requirements
- G. Phase B and C Reviews and Approvals
- H. Commissioning Checklists

## **IV. Bid Solicitation**

- A. Pre-Bid Conference

## **V. Construction Phase**

- A. Construction Commissioning Conference
- B. Contractor Submittal Review

- C. Construction Checklists
  - 1. Pre-Installation Checklists
  - 2. Installation and Start-up Checklists
- D. Training
- E. Operations and Maintenance Manual
- F. Testing
  - 1. Pre-functional Tests
  - 2. Functional Tests
- G. Project Acceptance Process

## **VI. Performance Evaluations**

- A. Lessons Learned Meeting

## **VII. Warranty Phase**

- A. Final Commissioning Report
- B. Seasonal Testing
- C. On-Going Training
- D. Warranty Review

## **VIII. Schedule Requirements**

## **IX. Appendices**

- A. Owner's Project Requirements
- B. Basis of Design Document
- C. Project Specifications
- D. Project Communication Plan
- E. Roles and Responsibilities
- F. Submittal Review Log
- G. Commissioning Process Issues Log
- H. Construction Checklists
- I. Pre-functional Performance Tests
- J. Functional Performance Tests
- K. Training Systems Manual
- L. Meeting Minutes
- M. Correspondence
- N. Warranty Review
- O. Lessons Learned