

# Commissioning - Owner's Project Requirement Overview

Section 019113-6

**Definition of Owner's Project Requirements:** *A written document that details the functional and performance requirements of a project and the expectations of how it will be used and operated. This includes the Project Program, measurable performance criteria, cost considerations, benchmarks, success criteria, and supporting information<sup>1</sup>. This document is updated throughout the project.*

**Development of Owner's Project Requirements:** The Owner's Project Requirements are developed by the Commissioning Team and managed by the designated Commissioning Authority for the project.

**Contents:** The Owner's Project Requirements contain the functional and performance requirements, as might be found in the Architect–Engineer's Project Program. However, the Owner's Project Requirements also contains measurable performance criteria which are used as standards by the Commissioning Team to evaluate the success of the project.

The Owner's Project Requirements is a dynamic document. It requires frequent revision to capture the project's definition and development. Any proposed revisions to this document must be approved by the Owner. The Commissioning Authority is responsible for maintaining a current version document and for communicating its content to the Commissioning Team.

**Workbook:** The Division of Engineering and Contract Administration has provided a list of requirements that must be incorporated into the Owner's Project Requirements for every project. The Owners Project Requirements are organized by number and title divisions using the CSI Master Format™ 2004. These may be found in the Technical Requirements of the Procedures Manual as listed below:

- **Section 21 00 00-2 Fire Suppression - Owners Project Requirements**
- **Section 22 00 00-2 Plumbing - Owners Project Requirements**
- **Section 23 00 00-2 HVAC - Owners Project Requirements**
- **Section 25 00 00-2 Integrated Automation - Owners Project Requirements**
- **Section 26 00 00-2 Electrical - Owners Project Requirements**
- **Section 27 00 00-2 Communications - Owners Project Requirements**
- **Section 28 00 00-2 Electrical Safety and Security - Owners Project Requirements**

These requirements may only be omitted or modified with written approval from the Project Manager.

The Owner's Project Requirements workbook must be incorporated into the initial draft of every project submittal.

Additional Using Agency requirements shall be identified and incorporated into the Owner's Project Requirements as their needs are defined. See Section 602.2 Using Agency Responsibilities.

1 ASHRAE. 2004. *ASHRAE Guideline 0 – The Commissioning Process*. American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. Atlanta, GA.