

Commissioning - Project Deliverables and Submittal Overview

Section 019113-2

Purpose: Project deliverables are defined and scheduled by the Commissioning Team in the early stages of Phase A design. The purpose is to clarify the phased submittal expectations of the Architect-Engineer. The Phased submittal requirements are included in the following sections of the Procedure Manual:

- **Phase A Submittal – See Section 306**
- **Phase B Submittal – See Section 506**
- **Phase C Intermediate Review Submittal – See Section 606**
- **Phase C Submittal – See Sections Process:** The Architect-Engineer prepares for a design phase review by submitting the appropriate phased submittal and checklist to the Commissioning Authority as follows:
 - **Pre-design Checklist (if appropriate) - See Section 200**
 - **Phase A Checklist - See Section 300.1**
 - **Phase B Checklist - See Section 500.1**
 - **Phase C Intermediate Checklist 600**
 - **Phase C Checklist - See Section 600.1**
 - **Phase D Checklist - See Section 900**

The Checklists verify that the Architect-Engineer has completed all tasks and submitted all scheduled deliverables for each phase (or address the current state of completion, if appropriate).

At the discretion of the Commissioning Authority and/or the Project Manager, an incomplete or unacceptable submittal may be returned to the Architect-Engineer for completion or correction. Acceptable pre-submittals are returned to the Architect-Engineer for formal submittal.

Concurrent with the Architect-Engineer's submittal, the Commissioning Authority provides all commissioning deliverables that are scheduled with each design phase review. The Commissioning Authority's deliverables are incorporated and become part of the complete phase submittal.

As a component of a design phase review, the Architect-Engineer shall submit any additions, deletions, or modifications needed to the original design deliverables checklist for subsequent design phases. Upon review by the Commissioning Team, the Commissioning Authority will recommend appropriate changes be incorporated. The Project Manager will notify the Architect-Engineer of approved changes.

Commissioning deliverables in the construction phase shall be submitted as scheduled in the Commissioning Plan.

Commissioning Checklists: Commissioning submittal checklists for all phases are included in **Section 019113-3** as a guideline for the Commissioning Team (which includes the Architect-Engineer).

The checklist is available in a Word format that may be developed into a checklist or scheduling tool by the Commissioning Authority.

Commissioning Checklists are also included in the following Sections:

- **Phase A Checklist - See Section 300.4**
- **Phase B Checklist - See Section 500.4**
- **Phase C Checklist - See Section 600.4**