

Commissioning Submittal Checklist

Section 019113-3

Pre-Design

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Form Initial Project Team |
| <input type="checkbox"/> | <input type="checkbox"/> | Develop Owner's Project Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Develop Owner's Expectations of Design Team |
| <input type="checkbox"/> | <input type="checkbox"/> | Assemble / Consolidate Existing Documentation |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Plan Draft |

Phase A: Schematic Design

- | Yes | N/A | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Deliverables Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Owner's Project Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Design Team Selection Process |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Design Options Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Communications Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Commissioning Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Design Team Checklist |

Phase B: Design Development

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Owner's Project Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Systems Basis of Design Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Intermediate Design Review |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Commissioning Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Specification Table of Contents |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Forms & Checklists Outline |
| <input type="checkbox"/> | <input type="checkbox"/> | Outline Systems Manual |

Phase C Part 1: 50% Construction Documents

- | Yes | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Owner's Project Requirements & Manual |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Systems Basis of Design Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Draft Systems Manual |
| <input type="checkbox"/> | <input type="checkbox"/> | Specification / Commissioning Integration Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Functional Performance Test Defined |
| <input type="checkbox"/> | <input type="checkbox"/> | Draft Construction Forms & Checklists |
| <input type="checkbox"/> | <input type="checkbox"/> | Intermediate Design Review |

Phase C Part 2: 75% Construction Documents

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Owner's Project Requirements & Manual |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Systems Basis of Design Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Integrated Specifications Final Draft |
| <input type="checkbox"/> | <input type="checkbox"/> | Functional Performance Test |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Forms & Checklists |

Phase C Part 2: 75% Construction Documents (continued)

- | Yes | N/A | |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Intermediate Design Review |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Systems Manual |

Phase C Part 3: Final Design

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Owner's Project Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Systems Basis of Design Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | 100% Construction Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Intermediate Design Review |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid Conference |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Commissioning Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Systems Manual |

Bid Solicitation

- | Yes | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Reviewed Bids & Evaluated Alternatives |
| <input type="checkbox"/> | <input type="checkbox"/> | Reviewed Contractor's Submittals & Shop Drawings |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Construction Conference |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Commissioning Conference |

Phase D: Construction

- | Yes | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Owner's Project Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Checklist Distribution & Reviews |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Commissioning Test Schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner Training Schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Progress Meetings |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Phase Support / Testing / Inspections |
| <input type="checkbox"/> | <input type="checkbox"/> | Progress Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | Operations & Maintenance Documentation |
| <input type="checkbox"/> | <input type="checkbox"/> | Approved Record Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Systems Manual |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Maintenance Turnover Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Case Study |

Occupancy and Warranty

- | Yes | N/A | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Lessons Learned Meeting / Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Owner's Project Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Post-Occupancy & Off Season Testing |
| <input type="checkbox"/> | <input type="checkbox"/> | Optimization & Adjustment Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Warranty Issues Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Systems Manual |
| <input type="checkbox"/> | <input type="checkbox"/> | Continued / Re-Commissioning Plan |