

# Commissioning Plan Overview

Section 019113-4

**Commissioning Plan Definition:** *A document that outlines the organization, schedule, allocation of resources, and documentation requirements of the Commissioning Process.<sup>1</sup> It includes a schedule of Commissioning Process activities, individual responsibilities, documentation requirements, communication and reporting protocols, and evaluation procedures. This document is updated throughout the project<sup>1</sup>. See Section 019113-5 Sample Commissioning Plan Outline for an example.*

**Commissioning Plan Development:** The Commissioning Plan is developed by the Commissioning Team. It is managed by the designated Commissioning Authority for the project. It describes Commissioning Process requirements and provides direction for implementation.

The Commissioning Plan is developed in the Pre-Design Phase and updated to capture the Commissioning Process throughout each phase of the project. Any proposed revisions to the Commissioning Plan must be approved by the Owner. The Commissioning Authority is responsible for maintaining a current Commissioning Plan document and for communicating its content to the Commissioning Team. The Commissioning Plan is the Commissioning Authority's submittal to the Division of Engineering and Contract Administration for each project phase.

The Division of Engineering and Contract Administration has developed a sample outline listing elements that are usually incorporated into the Commissioning Plan. This outline is included in **Section 019113-5 Sample Commissioning Plan Outline**.

**Pre-Design:** In the Pre-Design Commissioning Plan, ASHRAE Guideline 0 recommends including the following information:

- An overview of the Commissioning Process developed specifically for the project.
- Roles, responsibilities, and tasks for the Commissioning Team throughout the project and specifically during the Schematic Design and Design Phases.
- Documentation of general communication channels to be used throughout the project. This information is covered in **Section 206: Project Communication Plan**.
- A detailed description of Commissioning Process activities and a schedule of activities during the Design Phases.
- A general description of Commissioning Process activities that will occur during the Construction and Warranty Phases.
- Guidelines and format that will be used to develop the Commissioning Process documentation and facilitate communication between the Commissioning Team and all other parties involved in the project.
- Project design document verification procedures.
- The framework for procedures to follow whenever Commissioning Process verification does not meet the Owner's Project Requirements. (e.g. Issues Log)
- Quality-based sampling procedures for verification of achieving the Owner's Project Requirements during all project phases.

**Design Phases:** During the Design Phases, ASHRAE Guideline 0 recommends that the following information be added to the Commissioning Plan:

- Systems and assemblies to be verified and tested.
- Schedules of Construction Phase and Warranty Phase Commissioning Process activities.
- Roles, responsibilities, and tasks of new Commissioning Team members.
- Construction Phase and Warranty Phase communication protocols. (See **Section 206- Project Communication Plan.**)
- Construction Phase and Warranty Phase Commissioning Process procedures.

**Construction Phase:** During the Construction Phase, ASHRAE Guideline 0 recommends that the following information be added to the Commissioning Plan:

- Test procedures and data forms developed during the Final Design Phase.
- Refinement and integration of Commissioning Process activities in the construction schedule.
- Roles, responsibilities, and tasks of the Commissioning Team during the Construction Phase, including identification of new team members.
- Identification of specialists responsible for accomplishing Commissioning Process activities for specific systems and assemblies.
- Changes to the communication channels and procedures to be used during the Construction Phase.

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