504 – Phase B Responsibilities of the Commissioning Authority

During Phase B, the Commissioning Authority responsibilities shall include the following as a minimum for all commissioned systems:

**504.1 Owner’s Project Requirements:**
- A review of the changes, clarifications, and additions to the Systems Basis of Design Document for compliance with the Owner’s Project Requirements. Incorporate changes approved by the Project Manager.

**504.2 Schedule:**
- Incorporate Architect-Engineer changes to the Design Schedule into the Owner’s Project Requirements.
- Alter Commissioning Process activities as required by the revised schedule.
- Schedule and conduct Commissioning Team meetings.
- Schedule Phase B pre-submittal review and coordinate meetings.

**504.3 Documentation:**
- Prepare minutes of Commissioning Process activities and decisions; distribute to Commissioning Team members and attendees within five (5) workdays of event.
- Prepare an integration plan to incorporate Commissioning requirements into the Project specifications.
- Prepare outlines for Construction Phase Commissioning Forms and Checklists.
- Prepare an outline for the Systems Manual.
- Write Commissioning Process Report for Phase B and distribute to all Commissioning Team members.

**504.4 Phase B Documents Review:** Review documents for:
- Satisfaction of the Owner’s Project Requirements.
- Completion of Commissioning Process activities for Phase B.
- Energy Model compliance with the requirements of LEED Energy and Atmosphere Credit 1.

**504.5 Communication:**
- Incorporate revisions of the Commissioning Plan to include updates and changes to Project information.
- Inform Commissioning Team members of decisions that alter the Owner’s Project Requirements.
- Verify completion of Phase B Deliverables Checklist by each design discipline.

**504.6 LEED:** For projects seeking LEED certification, the Commissioning Authority shall:
- Provide the Commissioning Plan and appropriate information to the Architect-Engineer in order to comply with the LEED Commissioning credits.
- Review the Energy Model to insure the required numbers of points for LEED Energy and Atmosphere Credit 1 are being met.

**504.7 Approval:** Recommend acceptance of Phase B Submittal to the Using Agency and Owner.