Commissioning - Sample Commissioning Plan Outline
Section 019113-5

I. Commissioning Process Overview and Description
   A. Definitions
   B. Purpose of Commissioning Plan
   C. Commissioning Process Scope
   D. Commissioned Systems (listing of systems and assemblies)
   E. Commissioning Process Schedule
   F. Team Data
   G. Contact Information

II. Pre-Design Phase
   A. Owner’s Project Requirements Development
   B. Initial Project and Commissioning Team
   C. Commissioning Team Members Expectations
   D. Initial Commissioning Plan Development
   E. Project Communication Plan
   F. Available Documentation
   G. Commissioning Process Issues
      1. Identify and Record Issues
      2. Calculate Avoided Costs
      3. Evaluate Range of Avoided Costs

III. Design Phase
   A. Project Specifications Development
   B. Project Program Development
   C. Basis of Design Document Development
   D. Commissioning Plan Updating
   E. Design Reviews
   F. Commissioning Process Contract Document Requirements
   G. Phase B and C Reviews and Approvals
   H. Commissioning Checklists

IV. Bid Solicitation
   A. Pre-Bid Conference

V. Construction Phase
   A. Construction Commissioning Conference
   B. Contractor Submittal Review
C. Construction Checklists  
    1. Pre-Installation Checklists  
    2. Installation and Start-up Checklists  

D. Training  

E. Operations and Maintenance Manual  

F. Testing  
    1. Pre-functional Tests  
    2. Functional Tests  

G. Project Acceptance Process  

VI. Performance Evaluations  
    A. Lessons Learned Meeting  

VII. Warranty Phase  
    A. Final Commissioning Report  
    B. Seasonal Testing  
    C. On-Going Training  
    D. Warranty Review  

VIII. Schedule Requirements  

IX. Appendices  
    A. Owner’s Project Requirements  
    B. Basis of Design Document  
    C. Project Specifications  
    D. Project Communication Plan  
    E. Roles and Responsibilities  
    F. Submittal Review Log  
    G. Commissioning Process Issues Log  
    H. Construction Checklists  
    I. Pre-functional Performance Tests  
    J. Functional Performance Tests  
    K. Training Systems Manual  
    L. Meeting Minutes  
    M. Correspondence  
    N. Warranty Review  
    O. Lessons Learned