

4. Design Team Professionals (*associated with system to be commissioned*)
 5. General Contractor (*Construction Manager*)
 6. Testing Adjusting & Balancing (TAB) Contractor
 7. Installation Contractors (*associated with system to be commissioned*)
 8. Equipment Manufacturers (*associated with system to be commissioned*)
 9. Independent Testing Agencies (*associated with system to be commissioned*)
 10. Regulatory Agency (*as needed*)
- B. Commissioning Documentation shall include the following:
1. Commissioning Meeting Minutes (**refer to Attachment A**) for documenting regularly scheduled meeting discussions, responsibilities and action agenda due dates.
 2. Design Intent Document (**refer to Attachment B**) for program performance goals, Contractor information and awareness, and Owner's continued reference.
 3. Pending Issues Log (**refer to Attachment C**) for documenting issues identified and/or commissioning activities that are deferred and/or seasonal functional performance tests.
 4. Shop Drawing Log (**refer to Attachment D**) for documenting equipment submittals to be commissioned and associated O&M requirements. (*particularly important if Commissioning of Facility Management option is accepted by the Owner*)
 5. Contractor Test Log (**refer to Attachment E**) for documenting Contract Specification test requirements by Contractor.
 6. Pre-Functional Performance Tests (**refer to Commissioning 1-2-3, Module 2**) for documenting Contractor required startup compliance for systems to be commissioned.
 7. Functional Performance Test (**refer to Commissioning 1-2-3, Module 3**) for documenting Contractor required demonstration of system(s) to be commissioned.
 8. Corrective Action Log (**refer to Attachment F**) for documenting functional performance test deficiencies found during the functional performance testing. Each corrective action shall require a re-test of that deficiency to demonstrate Contract Document compliance.
 9. Equipment & System Training Log (**refer to Attachment G**) for documenting Contractor required training of Owner personnel.
 10. Data Retrieval (DR) Form and Preventive Maintenance (PM) Work Order for documenting equipment associated O&M requirements. (*particularly important if the Owner accepts Commissioning of Facility Management option*). DR form and PM work order format will be based on Owner's existing CMMS system or contract purchased CMMS forms and work orders.

Part 3: Execution

3.01 Program/Design Phase

- A. The goals of the commissioning process for this project and to be applicable on future/reusable Commissioning application(s) are as follows:
1. A comprehensive, reusable Commissioning, Re-Commissioning, and Retro-Commissioning Plan
 2. Documented benefits from the Commissioning process
 3. A Commissioning specification which define the trade contractors' responsibilities as part of the commissioning process