

500.4 – Phase B Checklist for the Commissioning Authority

This checklist is to be used by the Commissioning Authority during Phase B of the Project.

Instructions: The Commissioning Authority shall mark the appropriate check-off box below to indicate completion of each action in accordance with the requirements in the ECU DFMS Procedures Manual (including applicable laws, regulations, and requirements) or that the action is not applicable to the Project.

Project Administration:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Review: Requirements in Chapter 5 of the ECU DFMS Procedures Manual have been reviewed. |
| ☐ | ☐ | Pre-Design and Phase A Checklist: The Pre-Design and Phase A Checklist have been reviewed. The Architect-Engineer has been consulted to confirm that all carry forward items have been included or attached to the Phase B Checklist. |
| ☐ | ☐ | Unresolved Issues: The Commissioning Authority has reviewed unresolved or incomplete issues from Phase A. |
| ☐ | ☐ | Team Meetings: The Commissioning Authority has scheduled, conducted, and documented Phase B Commissioning Team Meetings. |
| ☐ | ☐ | Phase B Pre-Submittal: The Phase B pre-submittal review has been scheduled and meetings have been coordinated. |
| ☐ | ☐ | Design Review Report: The Commissioning Authority has prepared a pre-submission Design Review Report and it has been provided to the DFMS Project Management. |
| ☐ | ☐ | Commissioning Process Report: The Commissioning Process Report for Phase B has been written and distributed to all Commissioning Team members. |
| ☐ | ☐ | Phase B Commissioning Plan: An updated Commissioning Plan for Phase B was prepared and provided to the DFMS Project Management and the Architect-Engineer. |
| ☐ | ☐ | Minutes: The Commissioning Authority has prepared minutes of Commissioning Process activities and decisions; these were distributed to Commissioning Team members and attendees within five (5) workdays of event. |
| ☐ | ☐ | Owner's Project Requirements: Commissioning Team members have been informed of decisions that alter the Owner's Project Requirements. |
| ☐ | ☐ | Design Schedule: The Architect-Engineer's changes to the Design Schedule and altered Commissioning activities have been incorporated into the Owner's Project Requirements. |

Phase B Commissioning Submittals:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Owner's Project Requirements: The DFMS Project Management's Project Requirements have been updated and provided to the Architect-Engineer and the Project Manager. |
| ☐ | ☐ | Systems Basis of Design: The changes, clarifications, and additions to the Systems Basis of Design Document have been reviewed for compliance with the DFMS Project Management's Project Requirements and changes approved by the Project Manager have been incorporated. |
| ☐ | ☐ | Integration Plan: An integration plan to incorporate Commissioning requirements into the Project specifications has been prepared. |
| ☐ | ☐ | Forms and Checklists: The outlines for Construction Phase Commissioning Forms and Checklists have been prepared. |
| ☐ | ☐ | Systems Manual: An outline for the Systems Manual has been prepared for use by the Architect-Engineer. |
| ☐ | ☐ | Functional Performance Tests: The Functional Performance Test criteria have been defined for the Architect-Engineer. |

Phase B Commissioning Submittals: (continued)

YES
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N/A
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Commissioning Plan: Revisions to the Commissioning Plan have been made that include updates and changes to Project information.

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Phase B Checklist: The Phase B Submittals Checklist has been verified as complete for each design discipline.

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Outline Commissioning Specification: An Outline Commissioning Specification for use by the Architect-Engineer has been prepared.

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Specification/Outline Integration Plan: A Specification / Commissioning Integration Plan was developed for use by the Architect-Engineer.

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Prepared a Construction Forms & Checklists Outline for use by the Architect-Engineer

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Prepared a Systems Manual Outline for use by the Architect-Engineer.

Commissioning Requirements: The Architect-Engineer has received Commissioning Requirements for the following Divisions of Work:

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Division 210000 - Fire Suppression

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Division 220000 - Plumbing

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Division 230000 - HVAC

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Division 250000 - Integrated Automation

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Division 260000 - Electrical

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Division 270000 - Communications

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Division 280000 - Electronic Safety & Security

Phase B Review and Approval:

YES
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N/A
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Owner's Project Requirements: The Commissioning Authority shall review documents for satisfaction of the DFMS Project Management's Project Requirements.

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Phase B Commissioning Activities: The Commissioning Authority shall review documents for completion of Commissioning Process activities for Phase B

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Acceptance of the Submittal: The Commissioning Authority shall recommend acceptance of Phase B Submittal to the DFMS Project Management.

Projects Seeking LEED Certification:

YES
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N/A
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LEED Commissioning Credits: The Commissioning Authority shall provide the Commissioning Plan and appropriate information to the Architect-Engineer in order to comply with the LEED Commissioning credits.

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Energy Model: The Commissioning Authority shall review the Energy Model to insure the required numbers of points for LEED Energy and Atmosphere Credit 1 are being met.

End of Phase B Checklist for the Commissioning Authority