

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 DFMS Project Management's Project Requirements. Incorporate changes approved by the Project Manager.

504.2 Schedule:

- Incorporate Architect-Engineer changes to the Design Schedule into the DFMS Project Management'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 DFMS Project Management's Project Requirements.
- Completion of Commissioning Process activities for Phase B.
- Energy Model compliance with the requirements of LEED.

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 DFMS Project Management'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 are being met.

504.7 Approval: Recommend acceptance of Phase B Submittal to the DFMS Project Management.