

600.4 – Phase C Checklist for the Commissioning Authority

This checklist is to be used by the Commissioning Authority during Phase C 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: The requirements in Chapter 6 - Phase C Final Design and Chapter 7 -Bidding and Negotiations, of the ECU DFMS Procedures Manual have been reviewed. |
| ☐ | ☐ | Pre-Design, Phase A and Phase B Checklists: The Commissioning Authority reviewed the Pre-Design, Phase A and Phase B Checklists. The Architect-Engineer has been consulted to confirm that all items have been included or attached to the Phase C Checklist. |
| ☐ | ☐ | Unresolved Issues: All unresolved or incomplete issues have been reviewed. |
| ☐ | ☐ | Team Meetings: The Commissioning Authority scheduled, conducted, and documented Phase C Commissioning Team Meetings. |
| ☐ | ☐ | Design Review Report: A pre-submission Design Review Report has been submitted to the Project Manager. |
| ☐ | ☐ | Pre-Submittal Review: The Phase C pre-submittal review has been scheduled and meetings have been coordinated. |
| ☐ | ☐ | Commissioning Plan: The Commissioning Authority prepared an updated Commissioning Plan for Phase C and provided it to the Project Manager and the Architect-Engineer. |
| ☐ | ☐ | Minutes of the Meetings: Minutes of Commissioning Process activities and decisions that alter the Owner's Project Requirements have been prepared and distributed to Commissioning Team members and attendees within five (5) workdays of event. |

Phase C Commissioning Submittals:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Functional Performance Tests: The Functional Performance Test criteria were defined for the Architect-Engineer. |
| ☐ | ☐ | Forms and Checklists: Outlines for Construction Phase Commissioning Forms and Checklists have been developed. |
| ☐ | ☐ | DFMS Project Management Project Requirements: Updated DFMS Project Management's Project Requirements have been provided to the Architect-Engineer and Project Manager. |
| ☐ | ☐ | Systems Basis of Design Document: 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 have been incorporated as approved by the Project Manager. |
| ☐ | ☐ | Design Schedule: The Architect-Engineer's changes to the Design Schedule have been incorporated into the DFMS Project Management's Project Requirements. |
| ☐ | ☐ | Process Report: The Commissioning Authority has written the Commissioning Process Report for Phase C and distributed it to all Commissioning Team members. |
| ☐ | ☐ | Construction Forms and Checklists: An outline of Construction Forms & Checklists for use by the Architect-Engineer has been prepared. |
| ☐ | ☐ | Phase D Forms: The Phase D forms for commissioned systems have been developed. |
| ☐ | ☐ | Phase D Checklists: The Phase D checklists for commissioned systems have been developed. |

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|--------------------------|--------------------------|---|
| ☐ | ☐ | Functional Performance Tests: The functional performance tests for commissioned systems have been devised. |
| ☐ | ☐ | Integration Plan: A specification / Commissioning Integration Plan for use by the Architect-Engineer has been prepared. |
| ☐ | ☐ | Systems Manual: A Systems Manual Outline for use by the Architect-Engineer has been provided. |
| ☐ | ☐ | Bid Documents: The commissioning specifications have been integrated into the Bid Documents for distribution to potential bidders. |

Commissioning Requirements: The Commissioning Authority has identified all Commissioning Requirements to the Architect-Engineer. These must be included in the Contract Documents. The information provided includes the following Divisions of Work:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Division 019113 - Commissioning |
| ☐ | ☐ | Division 210000 - Fire Suppression |
| ☐ | ☐ | Division 220000 - Plumbing |
| ☐ | ☐ | Division 230000 - HVAC |
| ☐ | ☐ | Division 250000 - Integrated Automation |
| ☐ | ☐ | Division 260000 - Electrical |
| ☐ | ☐ | Division 270000 - Communications |
| ☐ | ☐ | Division 280000 - Electronic Safety & Security |

Phase C Review and Approval:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Owner's Project Requirements: The Commissioning Authority shall review documents for satisfaction of the DFMA Project Management's Project Requirements. |
| ☐ | ☐ | Commissioning Process: The Commissioning Authority shall review documents for completion of Commissioning Process activities for Phase C. |
| ☐ | ☐ | Acceptance: The Commissioning Authority shall recommend acceptance of the Phase C Submittal to Project Manager. |

Projects Seeking LEED Certification:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | 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. |
| ☐ | ☐ | Energy Model: The Commissioning Authority shall review the Energy Model to ensure the required numbers of points for LEED Energy and Atmosphere Credit 1 are being met. |

End of Phase C Checklist for the Commissioning Authority