

911 – Phase D Responsibilities of the Commissioning Authority

911.1 Owner's Project Requirements: The Commissioning Authority shall:

- Revise the DFMS Project Management's Project Requirements to reflect decisions made during Bid Solicitation.
- Periodically update the DFMS Project Management's Project Requirements to reflect decisions made during Phase D.
- Inform Commissioning Team members of decisions that alter DFMS Project Management's Project Requirements.
- Review changes, clarifications, and additions to the Systems Basis for Design and Systems Manual for compliance with the DFMS Project Management's Project Requirements:
- Incorporate approved changes into the DFMS Project Management's Project Requirements. Changes inconsistent with the DFMS Project Management's Project Requirements should be documented and reported to the Project Manager for resolution.

911.2 Schedule: The Commissioning Authority shall:

- Incorporate changes to the Project Schedule into the DFMS Project Management's Project Requirements.
- Alter Commissioning Process activities as required by revised schedule.
- Finalize the schedule for Phase D Commissioning Process activities after the Pre-Construction Commissioning Meeting.
- Schedule initial DFMS/user training session.
- Schedule Phase D reviews of submittals for compliance with the DFMS Project Management's Project Requirements.

911.3 Meetings: The Commissioning Authority shall:

- Conduct Commissioning Team meetings.
- Attend Construction Progress meetings as determined by DFMS.

911.4 Document: The Commissioning Authority shall:

- Document changes inconsistent with the DFMS Project Management's Project Requirements and report to the Project Manager for resolution.
- Prepare minutes of activities and decisions and distribute to Commissioning Team members and attendees within five (5) workdays of event
- Incorporate submittals into the System Manual.
- Revise the Commissioning Plan to incorporate updates and changes to Project information.
- Write final Commissioning Process report for Phase D and distribute to all Commissioning Team members.

911.5 Commissioning Process: The Commissioning Authority shall:

- Witness system and assembly installation and testing.
- Verify test results and test data reports. Deficiencies shall be documented and reported to the Project Manager for resolution.
- Verify completion of installation checklists by contractors.

- Supervise completion of Performance Tests. Collect test forms.
- Verify training of operation and maintenance personnel and occupants.
- Finalize plan for off-season functional test procedures.
- Implement off-season functional test procedures.
- Verify completion of **Phase D checklist Section 900**.

911.6 LEED: For Projects seeking LEED certification, the Commissioning Authority shall:

- Provide assistance as required to the Architect-Engineer in preparing the LEED submittal to the USGBC for review and approval.