

COMMISSIONING DEFINITIONS

(Adapted from ASHRAE Guideline 0-2005)

Acceptance: A formal action, taken by a person with appropriate authority (which may or may not be contractually defined) to declare that some aspect of the project meets defined requirements, thus permitting subsequent activities to proceed.

Basis of Design: A document that records the concepts, calculations, decisions, and product selections used to meet the Owner's Project Requirements and to satisfy applicable regulatory requirements, standards, and guidelines. The document includes both narrative descriptions and lists of individual items that support the design process.

Checklists: Verification checklists that are developed and used during all phases of the commissioning process to verify that the Owner's Project Requirements are being achieved. This includes checklists for general verification, plus testing, training, and other specific requirements.

Commissioning: See Commissioning Process.

Commissioning Authority: An entity identified by the Owner who leads, plans, schedules, and coordinates the commissioning team to implement the Commissioning Process.

Commissioning Plan: A document that outlines the organization, schedule, allocation of resources, and documentation requirements of the Commissioning Process.

Commissioning Process: A quality focused process for enhancing the delivery of a project. The process focuses upon verifying and documenting that the facility and all of its systems and assemblies are planned, designed, installed, tested, operated, and maintained to meet the Owner's Project Requirements.

Commissioning Process Activities: Components of the Commissioning Process.

Commissioning Process Progress Report: A written document that details activities completed as part of the Commissioning Process and significant findings from those activities, which is continuously updated during the course of a project. Usually incorporated into the Commissioning Plan as an ongoing appendix.

Commissioning Report: A document that records the activities and results of the Commissioning Process. Usually developed from the final Commissioning Plan with all of its attached appendices.

Commissioning Team: The individuals who through coordinated actions are responsible for implementing the Commissioning Process.

Construction Checklist: A form used by the contractor to verify that appropriate components are onsite, ready for installation, correctly installed, and functional. Also see Checklists.

Construction Documents: These include a wide range of documents that will vary from project to project and with the Owner's needs and with regulations, laws, and countries. Construction documents usually include the project manual (specifications), plans (drawings), and general terms and conditions of the contract.

Continuous Commissioning Process: A continuation of the Commissioning Process well into the Occupancy and Operations Phase to verify that a project continues to meet current and evolving Owner's Project Requirements. Continuous Commissioning Process activities are ongoing for the life of the facility. Also see Ongoing Commissioning Process.

Contract Documents: These include a wide range of documents that will vary from project to project and with the Owner's needs and with regulations, laws, and countries. Contract Documents frequently include price agreements, construction management process, subcontractor agreements or requirements, requirements and procedures for submittals, changes, and other construction requirements, timeline for completion, and the Construction Documents.

Coordination Drawings: Drawings showing the work of all trades to illustrate that equipment can be installed in the space allocated without compromising equipment function or access for maintenance and replacement. These drawings graphically illustrate and dimension manufacturers' recommended maintenance clearances.

Design Intent Documentation: Design Intent Document (DID) is a term frequently used to define design phase narratives that explain how proposed designs respond to the OPR and how the building is to operate. The DID includes quantifiable systems analysis and design values and should be updated as design modifications are made throughout the project delivery process.

Issues Log: A formal and ongoing record of problems or concerns – and their resolution – that have been raised by members of the Commissioning Team during the course of the Commissioning Process.

Nominal Group Technique: A formal, structured brainstorming process used to obtain the maximum possible ranked input from a variety of viewpoints in a short period of time. The typical approach is a workshop session where a question is presented, the attendees record their responses individually on a piece of paper, the individual responses are recorded on a flip chart without discussion in a round robin fashion, all of the responses are discussed, and then the participants rank their top five responses.

Ongoing Commissioning Process: A continuation of the Commissioning Process well into the Occupancy and Operations Phase to verify that a project continues to meet current and evolving Owner's Project Requirements. Ongoing Commissioning Process activities occur throughout the life of the facility; some of these will be close to continuous in implementation, and others will be either scheduled or unscheduled (as needed). Also see Continuous Commissioning Process.

Owner's Project Requirements: A written document that details the functional requirements of a project and the expectations of how it will be used and operated. These include project goals, measurable performance criteria, cost considerations, benchmarks, success criteria, and supporting information. (The term Project Intent is used by some owners for their Commissioning Process Owner's Project Requirements.)

Quality Based Sampling: A process for evaluating a subset (sample) of the total population. The sample is based upon a known or estimated probability distribution of expected values; an assumed statistical distribution based upon data from a similar product, assembly, or system; or a random sampling that has scientific statistical basis.^{1, 2, 3}

Re-Commissioning: An application of the Commissioning Process requirements to a project that has been delivered using the Commissioning Process. This may be a scheduled recommissioning developed as part of an Ongoing Commissioning Process, or it may be triggered by use change, operations problems, or other needs.

Retro-Commissioning: The Commissioning Process applied to an existing facility that was not previously commissioned. This guideline does not specifically address retrocommissioning. However, the same basic process needs to be followed from Pre-Design through Occupancy and Operations to optimize the benefits of implementing the Commissioning Process philosophy and practice.

Systems Manual: A system focused composite document that includes the operation manual, maintenance manual, and additional information of use to the Owner during the Occupancy and Operations Phase.

Test Procedure: A written protocol that defines methods, personnel, and expectations for tests conducted on components, equipment, assemblies, systems, and interfaces among systems.

Training Plan: A written document that details the expectations, schedule, budget, and deliverables of Commissioning Process activities related to training of project operating and maintenance personnel, users, and occupants.

Verification: The process by which specific documents, components, equipment, assemblies, systems, and interfaces among systems are confirmed to comply with the criteria described in the Owner's Project Requirements.