UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated January 2021
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SECTION TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01 91 00.15 10

TOTAL BUILDING COMMISSIONING

05/19, CHG 2: 08/20

PART 1 GENERAL

1.1 SUMMARY
1.2 UNIFIED FACILTIES GUIDE SPECIFICATION REFERENCES
1.3 SYSTEMS TO BE COMMISSIONED
1.4 REFERENCES
1.5 COMMUNICATION WITH THE GOVERNMENT
1.6 SEQUENCING AND SCHEDULING
1.6.1 Sequencing
1.6.2 Project Schedule
1.6.3 Phasing
1.7 SUBMITTALS
1.8 COMMISSIONING FIRM
1.8.1 Lead Commissioning Specialist
1.8.2 Technical Commissioning Specialists
1.8.3 Commissioning Standard
1.9 SUSTAINABILITY THIRD PARTY CERTIFICATION (TPC)
1.10 ISSUES LOG
1.11 CERTIFICATE OF READINESS

PART 2 PRODUCTS

PART 3 EXECUTION

3.1 DESIGN PHASE
3.1.1 Design Commissioning Coordination Meeting
3.1.2 Design Phase Commissioning Plan
3.1.3 Design Review
3.2 CONSTRUCTION PHASE
3.2.1 Construction Commissioning Coordination Meeting
3.2.2 Design Phase Commissioning Plan
3.2.3 Construction Phase Commissioning Plan
3.2.3.1 Interim Construction Phase Commissioning Plan
3.2.3.1.1 Checklists

3.2.3.1.2 Template Building Envelope Inspection Checklists
3.2.3.2 Final Construction Phase Commissioning Plan
3.2.3.2.1 Pre-Functional Checklists
3.2.3.2.2 Functional Performance Test Checklists
3.2.3.2.3 Integrated Systems Test Checklists
3.2.4 Design Review
3.2.5 Construction Submittals
3.2.6 Inspection and Testing
3.2.6.1 Commissioning Team
3.2.6.1.1 Building Envelope Inspections Team
3.2.6.1.2 Mechanical System Pre-Functional Checks Team
3.2.6.1.3 Electrical System Pre-Functional Checks Team
3.2.6.1.4 [Mechanical] [_____] Systems Test Team
3.2.6.1.5 [Electrical] [_____] Systems Test Team
3.2.6.1.6 Other Pre-Functional and Functional Performance Participants
3.2.6.2 Building Envelope Inspection
3.2.6.3 Pre-Functional Checks
3.2.6.4 Testing, Adjusting, and Balancing (TAB) Report and Field Acceptance Testing
3.2.6.5 HVAC Controls Test Reports
3.2.6.6 Tests
3.2.6.6.1 Functional Performance and Integrated Systems Tests
3.2.6.6.1.1 Checklist
3.2.6.6.1.2 Acceptance
3.2.6.6.2 HVAC Test Methods
3.2.6.6.2.1 Prior to Testing
3.2.6.6.2.2 Simulating Conditions
3.2.6.6.2.3 Setup
3.2.6.6.3 Sample Strategy
3.2.6.6.4 Seasonal Tests
3.2.6.6.4.1 Initial Functional Performance Tests
3.2.6.6.4.2 Full-Load Conditions
3.2.6.6.4.3 System Acceptance
3.2.6.6.5 Aborted Tests and Re-Testing
3.2.6.6.5.1 100 Percent Sample
3.2.6.6.5.2 Less than 100 Percent Sample
3.2.7 Training Plan
3.2.8 Systems Manual
3.2.9 Maintenance and Service Life Plans
3.2.9.1 Maintenance Plan
3.2.9.2 Service Life Plan
3.3 COMMISSIONING REPORT
3.4 POST-CONSTRUCTION SUPPORT
3.4.1 Post-Construction Endurance Test
3.4.2 Post-Construction Site Visit

ATTACHMENTS:

APPENDIX A - OWNER'S PROJECT REQUIREMENTS DOCUMENT

APPENDIX B - BASIS OF DESIGN

APPENDIX C - DESIGN PHASE COMMISSIONING PLAN

-- End of Section Table of Contents --

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USACE / NAVFAC / AFCEC / NASA	**UFGS-01 91 00.15 10 (May 2019)** **Change 2 - 08/20**
Preparing Activity: USACE	**Supeseding** **UFGS-01 91 00.15 (February 2019)**

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated January 2021

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SECTION 01 91 00.15 10

TOTAL BUILDING COMMISSIONING
05/19, CHG 2: 08/20

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NOTE: This guide specification covers Total Building Commissioning requirements for new construction and major renovations. Do not use this section for NAVY projects; use Section 01 91 00.15 20 instead. Ensure any other specifications that reference commissioning are coordinated with this specification section.

Adhere to UFC 1-300-02 Unified Facilities Guide Specifications (UFGS) Format Standard when editing this guide specification or preparing new project specification sections. Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable item(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are present.

Comments, suggestions and recommended changes for this guide specification are welcome and should be submitted as a Criteria Change Request (CCR).

****

PART 1 GENERAL

****

NOTE: This specification section was constructed to support Total Building Commissioning in accordance with UFC 1-200-02 using a commissioning specialist hired by the General/Prime Contractor.

UFC 1-200-02 requires compliance with the commissioning requirements of ASHRAE 189.1 including the commissioning of the systems identified therein.

The Specifier must edit or add content as

appropriate to accommodate any additional systems or additional activities for Third Party Certification (TPC), if required for the project. The requirements herein satisfy many of the requirements for LEED but may need to be augmented.

This specification is intended to be provided with design-bid-build construction specifications or with design-build request for proposal specifications. This specification must be fully edited for design-build request for proposals.

For design-build projects, this specification is meant to work with other UFGS sections. In the event such sections are not included in the RFP or required for use and as criteria by the RFP, this specification section will require additional editing to capture the necessary requirements of the other UFGS sections.

Very small or non-complex projects may not require commissioning to the extent called for in this specification section. The commissioning requirements should be appropriate to the size and complexity of the building and its systems components. In such cases, coordinate with the Government PM to determine the appropriate level of commissioning and edit the specification accordingly.

Several tailoring options are included in this specification. Select the the AIR FORCE or ARMY tailoring option for Air Force or Army projects. Select DESIGN-BUILD for design-build projects and DESIGN-BID-BUILD for design-bid-build projects. Select LEEDV4 tailoring option for projects pursuing LEEDv4 certification.

Select the Integrated Systems Test (IST) tailoring option when applicable. Integrated Systems Tests (IST) may be applicable for project with complex interactive operation between different systems such as fire protection, electrical distribution, emergency power, and HVAC. An example is a test of HVAC and fire system operation with primary power down and the system switching to back-up utility or generators. The project team must determine whether IST will be required for the project.

If the project will include building envelope commissioning beyond the requirements of Specification Sections 07 27 10.00 10 BUILDING AIR BARRIER SYSTEM or 07 05 23 PRESSURE TESTING AN AIR BARRIER SYSTEM FOR AIR TIGHTNESS, select the BUILDING ENVELOPE COMMISSIONING tailoring option. If the project will not include a building air barrier or additional commissioning is not required, deselect the BUILDING ENVELOPE COMMISSIONING tailoring option. Coordinate with the Government PM, early in design or design-build contract

preparation, to determine if additional commissioning is required or will be funded.

Some minor formatting and grammar corrections and relabeled appendices may be needed after making bracketed selections or applying tailoring options.
****

1.1 SUMMARY

Commission the building systems listed herein. Employ the services of an independent Commissioning Firm. The Commissioning Firm must be a 1st tier subcontractor of the General or Prime Contractor and must be financially and corporately independent of all other subcontractors. The Commissioning Firm must employ a Lead Commissioning Specialist that coordinates all aspects of the commissioning process. Conform to the commissioning procedures outlined in this specification.

1.2 UNIFIED FACILTIES GUIDE SPECIFICATION REFERENCES

This specification section is intended to work in conjunction with the requirements included in the Unified Facilities Guide Specifications (UFGS) referenced within this specification section. Comply with the requirements of the referenced UFGS to the extent specified herein. UFGS can be found at on the Whole Building Design Guide website at: http://www.wbdg.org/

1.3 SYSTEMS TO BE COMMISSIONED

****
NOTE: Select the systems to be commissioned. UFC 1-200-02 requires compliance with the commissioning requirements of ASHRAE 189.1 including selected systems.

Check with Government PM to determine the systems to be commissioned using this specification; some systems may be handled through alternate means.

Add other systems as appropriate for the facility to be commissioned. Additional requirements may need to be added to the procedures specified herein. Examples include elevator controls, fire suppression and alarm systems, security systems, audio/visual systems, and communications systems.

Add requirements andsystems as necessary to meet the requirements of Third Party Certification (TPC) for sustainability such as LEED or Green Globes.
****

Commission the following systems:

[Heating, Ventilating, Air Conditioning, and Refrigeration Systems (HVAC)
][Building Automation System
][Utility Monitoring and Control System
][Lighting Systems
][Power Distribution Systems

][Power Generation Systems
][Renewable Energy Systems
][Service Water Heating Systems
][Plumbing Systems
][Natural Gas and Propane Systems
][Water Pumping and Mixing Systems
][Irrigation Systems
][Water Harvesting/Reclaim Systems
][Compressed Air and Vacuum Systems
][Energy and Water Utility Metering Systems and Sub-Meters
][Fenestration Control Systems
] Building Envelope: include moisture, thermal integrity, and air tightness for the entire buidling envelope including systems such as[walls,][fenestration,][roofing,][roof openings,][floors,][below grade perimeter walls,][crawlspaces,][attics,][slabs-on-grade,][floor assemblies].

1.4 REFERENCES

****
NOTE: This paragraph is used to list the publications cited in the text of the guide specification. The publications are referred to in the text by basic designation only and listed in this paragraph by organization, designation, date, and title.

Use the Reference Wizard's Check Reference feature when you add a Reference Identifier (RID) outside of the Section's Reference Article to automatically place the reference in the Reference Article. Also use the Reference Wizard's Check Reference feature to update the issue dates.

References not used in the text will automatically be deleted from this section of the project specification when you choose to reconcile references in the publish print process.
****

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS (ASHRAE)

ASHRAE 180	(2012) Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems
ASHRAE 202	(2018) Commissioning Process for Buildings and Systems

ASSOCIATED AIR BALANCE COUNCIL (AABC)

ACG Commissioning Guideline	(2005) Commissioning Guideline

NATIONAL ENVIRONMENTAL BALANCING BUREAU (NEBB)

NEBB Commissioning Standard	(2009) Procedural Standards for Whole Building Systems Commissioning of New Construction; 3rd Edition

SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION (SMACNA)

ANSI/SMACNA 014	(2013) HVAC Systems Commissioning Manual, 2nd Edition

U.S. ARMY CORPS OF ENGINEERS (USACE)

ER 25-345-1	(2019) Systems Manual

1.5 COMMUNICATION WITH THE GOVERNMENT

The Lead Commissioning Specialist (CxC) must submit all plans, schedules, reports, and documentation directly to the Contracting Officer Representative concurrent with submission to the CQC System Manager. The Lead Commissioning Specialist must have direct communication with the Contracting Officer's Representative regarding all elements of the commissioning process; however, the Government has no direct contract authority with the Lead Commissioning Specialist.

1.6 SEQUENCING AND SCHEDULING

1.6.1 Sequencing

****

NOTE: Determine whether testing of the lighting system with furniture in place is feasible with the anticipated construction/furniture schedules. Delete furniture in place requirement if not appropriate.

If lighting specified for the project does not require a burn-in period, delete the lighting burn-in period prerequisite.

Remove bracketed selection related to Air Barrier Pressure Test item when the test is not required by the specifications.

****

Complete the following prior to starting Functional Performance Tests of mechanical systems:

a. All equipment and systems have been completed, cleaned, flushed, disinfected, calibrated, tested, and operate in accordance with contract documents and construction plans and specifications.

b. Performance Verification Tests of the controls systems have been completed and the Performance Verification Test Report has been submitted and approved in accordance with UFGS Section 23 09 00 Specification Section 23 09 00 INSTRUMENTATION AND CONTROL FOR HVAC.

c. Testing, Adjusting, and Balancing has been completed and the Testing,

Adjusting, and Balancing Report, has been submitted and approved in accordance with UFGS Section 23 05 93Specification Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC.

d. The building envelope is enclosed according to contract documents with final construction completed[, the Air Barrier Pressure Tests have been completed and the Air Leakage Test Reports and Diagnostic Test Reports have been submitted and approved in accordance with UFGS Section 07 05 23Specification Section 07 05 23 PRESSURE TESTING AN AIR BARRIER SYSTEM FOR AIR TIGHTNESS].

e. The Pre-Functional Checklists have been submitted and approved.

f. The Certificate of Readiness for mechanical systems has been submitted and approved.

Complete the following prior to starting Functional Performance Tests of the electrical systems:

a. All electrical, power generation, and lighting equipment and systems have been completed, calibrated, tested, and operate in accordance with contract documents and construction plans and specifications.

b. The building envelope is enclosed according to contract documents with final construction completed.

c. Ceiling tiles, floor coverings, and window coverings are in place.

d. The Certificate of Readiness for electrical systems has been submitted and approved.

[e. Lamps have completed a minimum 100 hour burn-in period.

][f. Furniture is in place.

]1.6.2 Project Schedule

****
NOTE: Delete inapplicable milestones based on systems to be commissioned and the requirements of the technical specifications.
****

Include the following tasks in the project schedule required by Section 01 32 01.00 10 PROJECT SCHEDULE. Ensure sufficient time is scheduled to accommodate the requirements of this specification section. The order of items listed below is not intended to imply a specified sequence:

[a. Submission and approval of the Commissioning Firm and Commissioning Specialist

][b. Submission and approval of the Testing, Adjusting, and Balancing (TAB) Firm and TAB Specialist specified in UFGS Section 23 05 93 Specification Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC

][c. Submission of the Design Review Report specified herein.

][d. Submission of the Design Review Report specified in UFGS Section 23 05

93Specification Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC.

][e. Submission and approval of the Construction Phase Commissioning Plan

][f. Installation of permanent utilities (gas, water, electric)

][g. Building Envelope Construction

][h. Submission and approval of the Building Envelope Inspection Checklists]

[i. Air Barrier Pressure Tests specified in UFGS Section 07 05 23 Specification Section 07 05 23 PRESSURE TESTING AN AIR BARRIER SYSTEM FOR AIR TIGHTNESS

][j. Drainage and Vent, Building Sewers, Water Supply Systems and Backflow Prevention Assembly Tests specified in UFGS Section 22 00 00 Specification Section 22 00 00 PLUMBING, GENERAL PURPOSE

][k. Factory Acceptance Testing for each of the systems to be commissioned as required by technical specifications

][l. Manufacturer's Equipment Start-Up for each of the systems to be commissioned.

][m. Potable Water System Flushing specified in UFGS Section 22 00 00 Specification Section 22 00 00 PLUMBING, GENERAL PURPOSE

][n. Operational Tests of the plumbing system specified in UFGS Section 22 00 00Specification Section 22 00 00 PLUMBING, GENERAL PURPOSE.

][o. Potable Water System Disinfection specified in UFGS Section 22 00 00 Specification Section 22 00 00 PLUMBING, GENERAL PURPOSE

][p. Submission and approval of the TAB Schematic Drawings, Report Forms, and Procedures specified in UFGS Section 23 09 93Specification Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC.

][q. Submission and approval of Duct Air Leakage Test Procedures specified in UFGS Section 23 95 93Specification Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC

][r. Duct Air Leakage Test Execution specified in UFGS Section 23 05 93 Specification Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC

][s. Submission and approval of the Final Duct Air Leakage Test Report specified in UFGS Section 23 05 93Specification Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC

][t. Testing, Adjusting, and Balancing (TAB) Field Work required by UFGS Section 23 05 93Specification Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC

][u. Submission and approval of the TAB Report specified in UFGS Section 23 05 93Specification Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC

][v. TAB Field Acceptance Testing required by UFGS Section 23 05 93

Specification Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC

][w. Submission and approval of the Start-Up Testing Report specified in UFGS Section 23 09 00Specification Section 23 09 00 INSTRUMENTATION AND CONTROL FOR HVAC.

][x. Submission and approval of the Performance Verification Test Procedures specified in UFGS Section 23 09 00Specification Section 23 09 00 INSTRUMENTATION AND CONTROL FOR HVAC.

][y. Performance Verification Tests required by UFGS Section 23 09 00 Specification Section 23 09 00 INSTRUMENTATION AND CONTROL FOR HVAC

][z. Performance Verification Test Report specified in UFGS Section 23 09 00 Specification Section 23 09 00 INSTRUMENTATION AND CONTROL FOR HVAC

][aa. Pre-Functional Checklist Submittal

][bb. Functional Performance Testing for each system to be commissioned

] cc. Integrated Systems Tests

[dd. Post-Test Deficiency Correction for each system to be commissioned

][ee. Re-Testing

]

[gg. Training for each of the systems to be commissioned

][hh. Systems Manual, Maintenance Plan, and Service Life Plan submission and approval

][ii. Submission and approval of the Commissioning Report

][jj. Seasonal Testing

][kk. Post-Construction Endurance Testing

][ll. Post-Construction Site Visit

][1.6.3 Phasing

****
NOTE: Paragraph allows for addition of language regarding project phasing for large or complex projects. Insert appropriate language specific to the project.
****

[_____].

]1.7 SUBMITTALS

****
NOTE: Review submittal description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list, and corresponding submittal

items in the text, to reflect only the submittals required for the project. The Guide Specification technical editors have classified those items that require Government approval, due to their complexity or criticality, with a "G." Generally, other submittal items can be reviewed by the Contractor's Quality Control System. Only add a "G" to an item, if the submittal is sufficiently important or complex in context of the project.

For Army projects, fill in the empty brackets following the "G" classification, with a code of up to three characters to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy, Air Force, and NASA projects.

The "S" classification indicates submittals required as proof of compliance for sustainability Guiding Principles Validation or Third Party Certification and as described in Section 01 33 00 SUBMITTAL PROCEDURES.

****

Government approval is required for submittals with a "G" or "S" classification. Submittals not having a "G" or "S" classification are [for Contractor Quality Control approval.][for information only. When used, a code following the "G" classification identifies the office that will review the submittal for the Government.] Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Commissioning Firm; G, DO

Lead Commissioning Specialist; G, DO

Technical Commissioning Specialists; G, DO

Commissioning Firm's Contract; G, DO

SD-05 Design Data

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NOTE: Use the tailoring option DESIGN-BUILD for design-build projects. Design Data submittals do not apply to design-bid-build projects.

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Design Phase Commissioning Plan; G, DO

SD-06 Test Reports

Design Review Report; G, DO

Interim Construction Phase Commissioning Plan; G, DO

Final Construction Phase Commissioning Plan; G, DO

Template Building Envelope Inspection Checklists; G, DO

Building Envelope Inspection Checklists; G, DO

Pre-Functional Checklists; G, DO

Issues Log

Commissioning Report; G, DO

Post-Construction Trend Log Report; G, DO

SD-07 Certificates

Certificate of Readiness; G, DO

SD-10 Operation and Maintenance Data

Training Plan; G, RO

Training Attendance Rosters; G, RO

****

NOTE: Select Systems Manual for LEED projects. Select Computerized Maintenance Management System Manual for Green Globes projects.

****

Systems Manual; G, DO

Systems Manual G, DO

Maintenance and Service Life Plans; G, DO

SD-11 Closeout Submittals

Final Commissioning Report; S, DO

Final Construction Phase Commissioning Plan; S

1.8 COMMISSIONING FIRM

****

NOTE: For large, complex Design-Build projects, the project team may include the commissioning firm and specialists as a requirement for submission in bid proposals and for evaluation by the source selection evaluation board. Edit the paragraphs below and the instructions to offerors accordingly. In that event, the duties of the firm and specialists remain and the qualification requirements move to the instructions to offerors.

Delete the requirement for the Commissioning Firm's Contract if the project will not include Post-Construction Support.
****

Provide a Commissioning Firm that is certified in commissioning by one of the following: the AABC Commissioning Group (ACG); the National Environmental Balancing Bureau (NEBB); the International Certification Board/Testing, Adjusting, and Balancing Bureau (ICB/TABB), the Building Commissioning Association (BCA); the Association of Energy Engineers (AEE).[The Commissioning Firm may employ a commissioning professional certified by the University of Wisconsin-Madison or the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) as required in paragraph LEAD COMMISSIONING SPECIALIST as an alternative to certification of the Commissioning Firm.] The Commissioning Firm must be certified in all systems to be commissioned to the extent such certifications are available from the certifying body. Describe any lapses in certification or disciplinary action taken by the certifying body against the proposed Commissioning Firm or Lead Commissioning Specialist in detail. Any firm or commissioning professional that has been the subject of disciplinary action by the certifying body within the five years preceding contract award is not eligible to perform any duties related to commissioning.

****
NOTE: Require 60 days for submittal of Commissioning Firm and Commissioning Specialists for large or complex projects or projects with long duration. The first 30 days after Notice to Proceed involves a number of higher priority submittals. For shorter duration contract or small, non-complex projects, 30 days may be more appropriate. Coordinate with the Government PM for appropriate submittal dates.

If the project will include building envelope commissioning beyond the requirements of Specification Sections 07 27 10.00 10 BUILDING AIR BARRIER SYSTEM or 07 05 23 PRESSURE TESTING AN AIR BARRIER SYSTEM FOR AIR TIGHTNESS, retain the paragraph regarding air barrier pressure test agency. If the project will not include a building air barrier or additional commissioning is not required, delete the paragraph regarding air barrier pressure test agency. Coordinate with the Government PM to determine if additional commissioning is required or will be funded.
****

a. Submit the Commissioning Firm's certification of qualifications including the name of the firm and certifications no later than [30][60] calendar days after Notice to Proceed. Submit [one][_____] hard copy and an electronic copy.

b. The Commissioning Firm's and Commissioning Specialists' certifications must be maintained for the entire duration of the duties specified herein. If, for any reason, the firm or a specialist loses a certification during this period, immediately notify the Contracting Officer's Representative and submit another Commissioning Firm or

Commissioning Specialist for approval. All work specified in this specification section performed by the Commissioning Firm or associated Commissioning Specialists is invalid if the Commissioning Firm or Commissioning Specialist loses its certification prior to contract completion and must be performed by an approved successor.

c. The Commissioning Firm must oversee and assist the General or Prime Contractor with the work specified herein. [Submit the Commissioning Firm's Contract including the Scope of Work associated with the paragraph POST-CONSTRUCTION SUPPORT no later than [30][_____] calendar days after approval of the Commissioning Firm. Submit [one][_____] hard copy and an electronic copy.]

[d. The Commissioning Firm may act as the Pressure Test Agency required by UFGS Section 07 05 23Specification Section 07 05 23 PRESSURE TESTING AN AIR BARRIER SYSTEM FOR AIR TIGHTNESS provided that all qualification requirements of that specification section are met.]

1.8.1 Lead Commissioning Specialist

The Commissioning Firm must provide a Lead Commissioning Specialist (CxC) that has a minimum of five years of commissioning experience, including two projects of similar size and complexity, and that is one of the following: a NEBB qualified Systems Commissioning Administrator (SCA); ACG Certified Commissioning Authority (CxA); ICB/TABB Certified Commissioning Supervisor; BCA Certified Commissioning Professional (CCP); AEE Certified Building Commissioning Professional (CBCP); University of Wisconsin-Madison Qualified Commissioning Process Provider (QCxP); Building Commissioning Professional (BCxP).

a. Submit the Lead Commissioning Specialist's certification of qualifications including the name of the specialist and firm; certifications; years of experience; and a listing of representative projects of similar size and complexity no later than [30][60] calendar days after Notice to Proceed. Submit [one][_____] hard copy and an electronic copy.

b. The Lead Commissioning Specialists certifications must be maintained for the entire duration of the duties specified herein. If, for any reason, the specialist loses a certification during this period, immediately notify the Contracting Officer's Representative and submit another Lead Commissioning Specialist for approval. All work specified in this specification section to be performed by the Lead Commissioning Specialist is invalid if the Lead Commissioning Specialist loses its certification prior to contract completion and must be performed by an approved successor.

c. The Lead Commissioning Specialist must lead and oversee the commissioning work specified herein and be the primary point of contact for the Government regarding the commissioning work. One of the Technical Commissioning Specialists may be the Lead Commissioning Specialist provided that all of the qualification requirements are met.

1.8.2 Technical Commissioning Specialists

****

NOTE: The project team must determine whether an electrical commissioning specialist is necessary for the project in coordination with the Government PM.

For low complexity electrical systems, the mechanical commissioning specialist may be sufficient for commissioning of electrical systems. In such a case, edit the specification section accordingly.

If additional commissioning support for building envelope beyond the requirements listed in specification Sections 07 05 23 PRESSURE TESTING AN AIR BARRIER SYSTEM FOR AIR TIGHTNESS and 07 27 10.00 10 BUILDING AIR BARRIER SYSTEM is desired, retain the associated paragraph. If the project will not include a building air barrier or additional commissioning is not required, deselect the BUILDING ENVELOPE COMMISSIONING tailoring option (delete the associated paragraph). Coordinate with Government PM to determine if this additional support is required and the qualifications of the associated specialist.

If additional systems are added, add qualification requirements for the appropriate technical commissioning specialist. Example: Add fire protection technical specialist qualifications if fire protection systems are added to scope of this specification.

****

Technical Commissioning Specialists, employed by the Commissioning Firm and that have the following qualifications, must perform the technical work specified herein associated with each system to be commissioned:

a. Mechanical Technical Commissioning Specialist: The technical work associated with mechanical systems including [Heating, Ventilating, Air Conditioning, and Refrigeration Systems]; [Building Automation System]; [Utility Monitoring and Control System]; [Service Water Heating Systems]; [Plumbing Systems]; [Water Pumping and Mixing Systems]; [Irrigation Systems]; [Compressed Air and Vacuum Systems]; [Energy and Water Utility Metering Systems] must be performed by a Commissioning Specialist certified by NEBB, ACG, ICB/TABB, or BCA in the commissioning of HVAC systems with five years of experience in the commissioning of HVAC systems.

b. Electrical Technical Commissioning Specialist: The technical work associated with electrical systems including [Lighting Systems]; [Power Distribution Systems]; [Power Generation Systems]; [Renewable Energy Systems]; [Electrical Utility Metering Systems] must be performed by an engineering technician certified by the InterNational Electrical Testing Association (NETA) with five years of experience inspecting, testing, and calibrating electrical distribution and generation equipment, systems, and devices.

c. Building Envelope Technical Commissioning SpecialistThe technical work associated with the Building Envelope system must be performed by a [registered architect with five years of building envelope design or construction experience][or a professional with training and certification as an Air Barrier Installer from the Air Barrier Association of America (ABAA) or other 3rd party air barrier association. The Building Envelope Technical Commissioning Specialist

must have experience coordinating and instructing personnel involved in installation, joining, and sealing of air barrier materials and components]. [The Commissioning Firm team member with the required experience related to the building envelope may act as the Air Barrier Inspector required by UFGS Section 07 27 10.00 10Specification Section 07 27 10.00 10 BUILDING AIR BARRIER SYSTEM provided that all qualification requirements of that specification section are met.] [The Commissioning Firm team member with the required experience related to the building envelope may act as the thermographer required by UFGS Section 07 05 23Specification Section 07 05 23 PRESSURE TESTING AN AIR BARRIER SYSTEM FOR AIR TIGHTNESS provided that all of the qualification requirements of that specification section are met.]

[c][d]. Submit the Technical Commissioning Specialist's certification of qualifications including the name of the specialist and firm; certifications; years of experience; and a listing of representative projects of similar size and complexity no later than [30][60] calendar days after Notice to Proceed. Submit [one][_____] hard copy and an electronic copy.

1.8.3 Commissioning Standard

Comply with the requirements of the commissioning standard under which the Commissioning Firm and Specialists qualifications are approved. When the firm and specialists are certified by BCA, AEE, ASHRAE, or the University of Wisconsin-Madison, comply with the requirements of one of the acceptable standards unless otherwise stated herein. The acceptable standards are ACG Commissioning Guideline, NEBB Commissioning Standard, ANSI/SMACNA 014, or ASHRAE 202. Comply with applicable NETA testing standards for electrical systems.

a. Implement all recommendations and suggested practices contained in the Commissioning Standard and electrical test standards.

b. Use the Commissioning Standard for all aspects of Commissioning, including calibration of instruments.

c. Where the instrument manufacturer calibration recommendations are more stringent than those listed in the Commissioning Standard, adhere to the manufacturer calibration recommendations.

d. All quality assurance provisions of the Commissioning Standard such as performance guarantees are part of this contract.

e. The Commissioning Specialists must develop commissioning procedures for any systems or system components not covered in the Commissioning Standard.

f. Use any new requirements, recommendations, and procedures published or adopted prior to contract solicitation by the body responsible for the Commissioning Standard.

[1.9 SUSTAINABILITY THIRD PARTY CERTIFICATION (TPC)

****

NOTE: Retain this paragraph for projects with sustainability related Third Party Certification (TPC) requirements which include specification section 01 33 29 SUSTAINABILITY REQUIREMENTS AND

REPORTING. Delete for projects with no TPC requirement.

This paragraph includes a tailoring option for projects pursuing LEED version 4 to call attention to additional requirements that the commissioning firm/specialists will be responsible for completing. Edit the bracketed selections based on the credits (options and paths) pursued. Note that, for LEED projects, the work will be performed by the Contractor's commissioning firm. The Government commissioning specialist, for design-bid-build projects, may need to act as the LEED Commissioning Authority to meet the rules requiring contractual relationship requirements. Existing LEED interpretations allow for the LEED Commissioning Authority to "review" and "approve" much of the work, with some minimal on-site work by the LEED Commissioning Authority. Ensure that the Government Commissioning Specialist meets the qualification requirements for LEED Commissioning Authority and is resourced to perform the functions minimally required for LEED.

****

The Commissioning Specialists must execute and document the commissioning activities required of the Commissioning Authority for the purposes of complying with the Third Party Certification (TPC) requirements for the project in accordance with Section 01 33 29 SUSTAINABILITY REQUIREMENTS AND REPORTING. Provide all commissioning documentation required to meet the TPC requirements.

The Commissioning Specialists must provide any additional documentation or perform additional acitivities required by Leadership in Energy and Environmental Design version 4 (LEEDv4) Fundamental Commissioning and Verification including such documents as the Current Facilities Requirements and Operations and Maintenance Plan. [In addition, the Commissioning Specialists must provide any additional documentation and perform additional activities as required by LEEDv4 Enhanced Commissioning [Option 1: Path 1 Enhanced Commissioning][Option 1: Path 2 Enhanced and Monitoring-Based Commissioning][and Option 2 Envelope Commissioning] including such activities as [developing and providing an ongoing commissioning plan][, developing and implementing a monitoring-based commissioning plan][, and compliance with NIBS Guideline 1 for envelope commissioning].]

]1.10 ISSUES LOG

The Lead Commissioning Specialist must develop and maintain an Issues Log for tracking and resolution of all deficiencies discovered through submittal reviews, inspection, and testing. Include the date of final resolution of issues as confirmed by the Commissioning Specialist. Submit the Issues Log on a monthly basis at a minimum. At any point during construction, any commissioning team member finding deficiencies may communicate those deficiencies in writing to the Commissioning Specialist for inclusion into the Issues Log.

Track construction deficiencies identified in the Issues Log using QCS as specified in Specification Section 01 45 00.15 10 RESIDENT MANAGEMENT

SYSTEM CONTRACTOR MODE(RMS CM).

1.11 CERTIFICATE OF READINESS

****
NOTE: Delete the requirement for Building Envelope Inspection Checklists where additional commissioning support beyond the requirements of Section 07 05 23 PRESSURE TESTING AN AIR BARRIER SYSTEM FOR AIR TIGHTNESS and 07 27 10.00 10 BUILDING AIR BARRIER SYSTEM is not included in this section.

Retain the Air Leakage Test and Diagnostic Test Reports, if the tests are required in the contract, as a requirement for the Certificate of Readiness.
****

Prior to scheduling Functional Performance Tests for each system, issue a Certificate of Readiness for the system certifying that the system is ready for Functional Performance Testing. The Certificate of Readiness must include, for each system to be commissioned, all equipment and system start-up reports; Performance Verification Test Reports; completed Building Envelope Inspection Checklists; completed Pre-Functional Checklists; Testing, Adjusting, and Balancing (TAB) Report; HVAC Controls Start-Up Reports[; and the Air Leakage Test Reports and Diagnostic Test Reports] to the extent applicable to the system. The Contractor; the Lead Commissioning Specialist; the Contractor's Quality Control Representative; the Mechanical, Electrical, Controls, and TAB subcontractor representatives must sign and date the Certificate of Readiness. Submit the Certificate of Readiness for each system no later than 14 calendar days prior to Functional Performance Tests of that system. Submit [one][_____] hard copy and an electronic copy. Do not schedule Functional Performance Tests for a system until the Certificate of Readiness for that system receives approval by the Government.

PART 2 PRODUCTS

Not used

PART 3 EXECUTION

3.1 DESIGN PHASE

****
NOTE: Use the tailoring option DESIGN-BUILD for design-build projects. DESIGN PHASE paragraph do not apply to design-bid-build projects.
****

3.1.1 Design Commissioning Coordination Meeting

****
NOTE: Coordinate name of appropriate design submittal with the design-build RFP requirements. The intent is for the meeting to occur prior to 50 percent design completion for specific systems to be commissioned.
****

The Lead Commissioning Specialist (CxC) must lead a meeting prior to the interim design submittal for any system required to be commissioned to discuss the commissioning process including project contract requirements, lines of communication, roles and responsibilities, schedules, and documentation requirements. The Contractor's Superintendent or Project Manager, the Contractor's Quality Control Representative, the Designers of Record for the commissioned systems, and the Government must attend this meeting. The User and [a Directorate of Public Works Representative][a Reserve Support Command Representative]a Base Civil Engineer Office Representative, [_____] may attend this meeting.

3.1.2 Design Phase Commissioning Plan

The Lead Commissioning Specialist (CxC) must prepare the Design Phase Commissioning Plan. Submit the Design Phase Commissioning Plan no later than 14 calendar days after approval of the Commissioning Specialists. Submit [one][_____] hard copy and an electronic copy.

Outline the commissioning process, commissioning team members and responsibilities, lines of communication, and documentation requirements for the design phase of the project in the Design Phase Commissioning Plan. Identify the Commissioning Standard chosen for the project.

3.1.3 Design Review

****

NOTE: The Owner's Project Requirements (OPR) Document incorporates criteria and owner/user needs, relative to commissioned systems, into a single document. This document aids the commissioning team in determining what is most important to the Owner (Government) for the project. The OPR is written in layman terms and does not form a part of the construction contract. The Commissioning team reviews the construction and design for conformance to the OPR in addition to the contract requirements. The requirement for this element of review is not intended to imply that the OPR is a part of the contract. If an issue is in conformance with the contract but not with the OPR, the issues must be identified and properly resolved by the project team.

****

The Lead Commissioning Specialist and Technical Commissioning Specialists must review the design-build construction contract, Design Plans and Specifications, the Basis of Design, and the Owner's Project Requirements Document prior to 60 percent completion of the design. The Owner's Project Requirements Document is attached as Appendix A. The Owner's Project Requirements Document is not contract requirements and is provided for commissioning review purposes only. The Commissioning Specialists must assess the completeness and clarity of the Owner's Project Requirements, verify that the requirements stated in the design-build construction contract and the Owner's Project Requirements are addressed in the Basis of Design, and verify that the Design Plans and Specifications are prepared in accordance with the Basis of Design, the design-build construction contract, the Unified Facilities Criteria (UFC)

referenced by the design-build construction contract, and the Owner's Project Requirements. The Commissioning Specialists must also identify any deficiencies that would prevent the building systems from operating or performing effectively. The Commissioning Specialists must backcheck the reviewed documents at all subsequent design documentation submissions.

****
NOTE: Coordinate with the Government PM to determine whether the design review report should be submitted with the corrected or certified final design documents for design-build projects.
****

The Commissioning Specialists must provide a Design Review Report for each submittal identifying any discrepancies between the reviewed documents or deficiencies that would prevent the building systems and features from operating or performing effectively in accordance with the design-build construction contract and Owner's Project Requirements Document and from being adequately maintainable. Individually list each deficiency and the corresponding proposed corrective action necessary for proper system performance in the Design Review Report. Submit [one][_____] hard copy and an electronic copy of the report with the [corrected][certified] final design submission. The Contracting Officer's Representative, the Lead Commissioning Specialist, and the Designers of Record for the associated systems must meet, discuss, and resolve any outstanding items contained in the report no later than 14 calendar days after submission of the report.

3.2 CONSTRUCTION PHASE

3.2.1 Construction Commissioning Coordination Meeting

The Lead Commissioning Specialist must lead a Construction Commissioning Coordination Meeting no later than 14 days after approval of the Commissioning Firm and Commissioning Specialists30 days following construction notice to proceed to discuss the commissioning process including contract requirements, lines of communication, roles and responsibilities, schedules, documentation requirements, inspection and test procedures, and logistics as specified in this specification section. The Contractor's Superintendent or Project Manager, the Contractor's Quality Control Representative, and the Government must attend this meeting. Invite the User and [a Directorate of Public Works Representative][a Reserve Support Command Representative]a Base Civil Engineer Office Representative, [_____] to attend this meeting.

[3.2.2 Design Phase Commissioning Plan

****
NOTE: Use the DESIGN-BID-BUILD tailoring option for applicable projects. This paragraph does not apply to design-build projects. If a design phase commissioning plan was developed during design, include this paragraph and provide the plan as Appendix C. Otherwise, delete this paragraph.
****

A commissioning plan developed during design phase is provided as Appendix C for information only. The design phase commissioning plan does not form a part of this contract and is provided for commissioning review purposes

only.

]3.2.3 Construction Phase Commissioning Plan

****
NOTE: If additional commissioning support for building envelope beyond the requirements listed in specification Sections 07 05 23 PRESSURE TESTING AN AIR BARRIER SYSTEM FOR AIR TIGHTNESS and 07 27 10.00 10 BUILDING AIR BARRIER SYSTEM is desired, select the BUILDING ENVELOPE COMMISSIONING tailoring option. If the project will not include a building air barrier or additional commissioning is not required, deselect the BUILDING ENVELOPE COMMISSIONING tailoring option. Coordinate with Government PM to determine if this additional support is required.

Integrated Systems Tests (IST) may be applicable for project with complex interactive operation between different systems such as fire protection, electrical distribution, emergency power, and HVAC. An example is a test of HVAC and fire system operation with primary power down and the system switching to back-up utility or generators. The project team must determine whether IST will be required for the project. Select the INTEGRATED SYSTEMS TEST tailoring option if applicable.
****

3.2.3.1 Interim Construction Phase Commissioning Plan

The Lead Commissioning Specialist (CxC) must prepare the Interim Construction Phase Commissioning Plan. Submit the Interim Construction Phase Commissioning Plan no later than 30 calendar days after the Construction Commissioning Coordination Meeting and no later than 14 days prior to the start of construction of the building envelope. Submit [one][_____] hard copy and an electronic copy.

Identify the commissioning and testing standards and outline the overall commissioning process, the commissioning schedule, the commissioning team members and responsibilities, lines of communication, documentation requirements for the construction phase of the project, and Template Building Envelope Inspection Checklists in the Interim Construction Phase Commissioning Plan.

3.2.3.1.1 Checklists

Download example Building Envelope Inspection Checklists, Pre-Functional Checklists, Integrated Systems Test Checklists, and Functional Performance Test Checklists for specification section 01 91 00.15 10 TOTAL BUILDING COMMISSIONING at the following location:
http://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/forms-graphic
The checklists submitted in the Interim and Final Construction Phase Commissioning Plans must contain the same level of detail shown in the examples. The submitted checklists are not required to match the format of the examples.

3.2.3.1.2 Template Building Envelope Inspection Checklists

The Building Envelope Technical Commissioning Specialist must develop the Template Building Envelope Inspection Checklists. Include all items that verify the building materials and construction maintain the required thermal and moisture integrity and air tightness of the building envelope system in the Building Envelope Inspection Checklists.

3.2.3.2 Final Construction Phase Commissioning Plan

The Lead Commissioning Specialist (CxC) must prepare the Final Construction Phase Commissioning Plan. Submit the Final Construction Phase Commissioning Plan no later than 30 calendar days prior to the start of Pre-Functional Checks. Submit [one][_____] hard copy and an electronic copy. Once approved, file the approved plan in the Sustainability eNotebook.

Include the information provided in the Interim Construction Phase Commissioning Plan. In addition, the Technical Commissioning Specialist must develop the Pre-Functional Checklists, Integrated Systems Test Checklists, and Functional Performance Test Checklists for each building, for each system required to be commissioned, and for each component for inclusion in the Final Construction Phase Commissioning Plan.

3.2.3.2.1 Pre-Functional Checklists

The Pre-Functional Checklists must include items for physical inspection or testing that demonstrate that installation and start-up of equipment and systems is complete. Refer to paragraph Pre-Functional Checks for more information.

3.2.3.2.2 Functional Performance Test Checklists

Functional Performance Test Checklists must include procedures that explain, step-by-step, the actions and expected results that will demonstrate that the system performs in accordance with the contract. Refer to paragraph Functional Performance and Integrated Systems Tests for more information. Include the following sections and details appropriate to the systems being tested in the Functional Performance Test Checklists:

a. Notable system features including information about controls to facilitate understanding of system operation

b. Conclusions and recommendations. Conclusions must clearly indicate if system does or does not perform in accordance with contract requirements. Recommendation must clearly indicate that the system should or should not be accepted by the Government.

c. Test conditions including date, beginning and ending time, and beginning and ending outdoor air conditions

d. Attendees

e. Identification of the equipment involved in the test

f. Control system feature identification

g. Point-to-point observations including demonstrating system flow meters and sensors have been calibrated and are correctly displayed on the

Operator work station

h. Actuator operation observations demonstrating actuator responses to commands from the control system

i. As-found condition of the system operation

j. List of test items with step numbers along with the corresponding feature or control operation, intended test procedure, expected system response, and pass/fail indication.

k. Space for comments for each test item.

3.2.3.2.3 Integrated Systems Test Checklists

Integrated Systems Test Checklists must include test procedures that explain, step-by-step, the actions and expected results that will demonstrate that the interactive operations between systems performs in accordance with the contract. Refer to paragraph Functional Performance and Integrated Systems Tests for more information. Include the following sections in the Integrated Systems Test Checklists:

a. Notable features of the interconnected systems organized by discipline including information to facilitate understanding of system operation

b. Conclusions and recommendations. Conclusions must clearly indicate if the systems do or do not perform in accordance with contract requirements. Recommendation must clearly indicate that the systems should or should not be accepted by the Government

c. Test conditions including date and beginning and ending time

d. Attendees

e. Identification of the equipment and systems involved in the test

f. List of test items with step numbers along with the corresponding feature or control operation, intended test procedure, expected system response, and pass/fail indication.

g. Space for comments for each test item.

[3.2.4 Design Review

****

NOTE: Use the DESIGN-BID-BUILD tailoring option for applicable projects. This paragraph does not apply to design-build projects.

****

The Lead Commissioning Specialist and Technical Commissioning Specialists must review the construction contract plans and specifications, the Owner's Project Requirements Document, and the Basis of Design. The Owner's Project Requirements Document is attached as Appendix A. The Basis of Design is attached as Appendix B. The Owner's Project Requirements Document and Basis of Design documents are not contract documents and are provided for commissioning review purposes only.

a. Advise the Contracting Officer's Representative of any discrepancies

between the Basis of Design and Owner's Project Requirements, deficiencies of the design to comply with the Owner's Project Requirements or Basis of Design, and deficiencies that would prevent the building systems and features from operating or performing effectively and from being adequately maintainable.

b. The Commissioning Specialists must provide a Design Review Report individually listing each deficiency and the corresponding proposed corrective action necessary for proper system operation or performance. Submit [one][_____] hard copy and an electronic copy of the report to the Contracting Officer's Representative no later than 14 days after approval of the Commissioning Specialists.

c. The Lead Commissioning Specialist must participate in a meeting to discuss any items contained in the report no later than 14 calendar days after submission of the report.

]3.2.5 Construction Submittals

****
NOTE: Include the tailoring in this paragraph if the section is being used in a Design-Build project.
****

Provide all submittals associated with the systems to be commissioned, including shop drawings; equipment submittals; test plans, procedures, and reports; and resubmittal's to the Commissioning Specialists. The Technical Commissioning Specialist must review the submittals to the extent necessary verify that the equipment and system installation will comply with the contract requirements, the Unified Facilities Criteria (UFC) referenced by the design-build contract, and the requirements of the Basis of Design and the Owner's Project Requirements Document.

3.2.6 Inspection and Testing

****
NOTE: If additional commissioning support for building envelope beyond the requirements listed in specification sections 07 05 23 PRESSURE TESTING AN AIR BARRIER SYSTEM FOR AIR TIGHTNESS and 07 27 10.00 10 BUILDING AIR BARRIER SYSTEM is desired, retain the building envelope inspection inspection requirements; otherwise, delete the building envelope requirement. Coordinate with Government PM to determine if this additional support is required.

Integrated Systems Tests (IST) may be applicable for project with complex interactive operation between different systems such as fire protection, electrical distribution, emergency power, and HVAC. An example is a test of HVAC and fire system operation with primary power down and the system switching to back-up utility or generators. The project team must determine whether IST will be required for the project. Select the INTEGRATED SYSTEMS TEST tailoring option if applicable
****

Demonstrate that all system components have been installed, that each control device and item of equipment operates, and that the systems operate and perform, including interactive operation between systems, in accordance with contract documents and the Owner's Project Requirements. Requirements in related specification sections are independent from the requirements of this section and do not satisfy any of the requirements specified in this specification section. Provide all materials, services, and labor required to perform the Pre-Functional Checks, Building Envelope Inspection, Integrated Systems Tests, and Functional Performance Tests.

3.2.6.1 Commissioning Team

****

NOTE: Select the contractors and design team members based on systems to be commissioned and the commissioning plan.

Select the correct representative from the installation. DPW for Army Installations. BCE for Air Force Installations. RSC for Army Reserve Facilities generally when not on an installation; DPW otherwise. Verify the correct representative with the Government PM.

Coordinate with the Government PM to determine if designer attendance at Functional Performance Tests will be required. For design-bid-build projects, the designer only attends if the AE contract requires designer to attend or if the in-house team will be funded to attend. For design-build projects, this specification may require attendance by the designers, if necessary. Edit the listing of team members as appropriate.

****

Provide a commissioning representative for each sub-contractor associated with the systems to be commissioned. Each commissioning representative is responsible for coordination of their respective sub-contractor's execution of the commissioning activities and participation in the inspection and testing required by this specification section. The designers listed below are the designers of record for their respective systems. Substitutes must be approved by the Contracting Officer's Representative.

3.2.6.1.1 Building Envelope Inspections Team

The following team members must participate in building envelope inspections:

Designation	Function
CxB	Building Envelope Technical Commissioning Specialist
QAR	Contracting Officer's Quality Assurance Representative

Designation	Function
CQC	Contractor's Quality Control Personnel
BEC	Contractor's Building Envelope Commissioning Representative
[AD]	[Architectural Designer]

3.2.6.1.2 Mechanical System Pre-Functional Checks Team

The following team members must participate in Pre-Functional checks of mechanical systems:

Designation	Function
CxM	Mechanical System Technical Commissioning Specialist
QAR	Contracting Officer's Quality Assurance Representative
CQC	Contractor's Quality Control Personnel
MC	Contractor's Mechanical Commissioning Representative
EC	Contractor's Electrical Commissioning Representative
CC	Contractor's Controls Commissioning Representative
TABC	Contractor's TAB Commissioning Representative
PC	Contractor's Plumbing Commissioning Representative
IC	Contractor's Irrigation Commissioning Representative

3.2.6.1.3 Electrical System Pre-Functional Checks Team

The following team members must participate in Pre-Functional checks of electrical systems:

Designation	Function
CxE	Electrical System Technical Commissioning Specialist
QAR	Contracting Officer's Quality Assurance Representative
CQC	Contractor's Quality Control Personnel
EC	Contractor's Electrical Commissioning Representative

3.2.6.1.4 [Mechanical] [_____] Systems Test Team

The following team members must participate in Functional Performance[, Seasonal,] and Integrated Systems Testing of mechanical systems:

Designation	Function
CxM	Mechanical System Technical Commissioning Specialist
QAR	Contracting Officer's Quality Assurance Representative
CQC	Contractor's Quality Control Personnel
MC	Contractor's Mechanical Commissioning Representative
EC	Contractor's Electrical Commissioning Representative
CC	Contractor's Controls Commissioning Representative
TABC	Contractor's TAB Commissioning Representative
PC	Contractor's Plumbing Commissioning Representative
IC	Contractor's Irrigation Commissioning Representative
[MD]	[Mechanical Designer]
[PD]	[Plumbing Designer]
[ID]	[Irrigation Designer]

[3.2.6.1.5 [Electrical] [_____] Systems Test Team

The following team members must participate in Functional Performance and Integrated Systems Testing of electrical systems:

Designation	Function
CxE	Electrical System Technical Commissioning Specialist
QAR	Contracting Officer's Quality Assurance Representative
CQC	Contractor's Quality Control Personnel
EC	Contractor's Electrical Commissioning Representative
[ED]	[Electrical Designer]

]3.2.6.1.6 Other Pre-Functional and Functional Performance Participants

The following may participate as team members during Pre-Functional Checks and Functional Performance Testing:

Designation	Function
[DPW]	[Directorate of Public Works Representative]
[BCE]	[Base Civil Engineer Office Representative]
[RSC]	[Reserve Support Command Representative]
User	Using Agent's Representative

3.2.6.2 Building Envelope Inspection

****
NOTE: Specification section 07 05 23 PRESSURE TESTING AN AIR BARRIER SYSTEM FOR AIR TIGHTNESS and 07 27 10.00 10 BUILDING AIR BARRIER SYSTEM describe requirements for Air Barrier Systems and Testing including inspector and test agency requirements. This paragraph may be used if additional commissioning support for the building envelope is necessary; otherwise, delete this paragraph. Coordinate with Government PM to determine if this additional support is required.

Paragraph is tailored for BUILDING ENVELOPE COMMISSIONING
****

Document building envelope inspection by the commissioning team using the approved Template Building Envelope Inspection Checklists. Indicate commissioning team member inspection and acceptance of each Building Envelope Inspection Checklist item by initials at the time they are inspected and found to be in conformance with contract requirements. Inspect checklist items before they become hidden as construction progresses.

a. Submit the completed and initialed Building Envelope Inspection Checklists no later than 7 calendar days after completion of inspection of all checklists items. Submit [one][_____] hard copy and an electronic copy.

b. The Building Envelope Technical Commissioning Specialist must make at least two site visits to the site to observe construction of the building envelope in-progress. On each visit, the Building Envelope Commissioning Specialist must review the Contractor's in-progress checklists to ensure that the commissioning team is inspecting the building envelope as required.

c. The Building Envelope Technical Commissioning Specialist must witness the building envelope pressure tests and diagnostic tests specified in UFGS Section 07 05 23Specification Section 07 05 23 PRESSURE TESTING AN AIR BARRIER SYSTEM FOR AIR TIGHTNESS. The Building Envelope Technical Commissioning Specialist must review the resulting reports and provide recommendations for correction of any deficiencies or further testing.

3.2.6.3 Pre-Functional Checks

Pre-Functional Checklists from the approved Final Construction Phase Commissioning Plan must be completed by the commissioning team. Complete one Pre-Functional Checklist for each individual item of equipment or system for each system required to be commissioned including, but not limited to, ductwork, piping, equipment, fixtures (lighting and plumbing), and controls. Indicate commissioning team member inspection and acceptance of each Pre-Functional Checklist item by initials. Acceptance of each Pre-Functional Checklist item by each team member indicates that item conforms to the construction contract and accepted design requirements in their area of responsibility. Technical Commissioning Specialist acceptance of each Pre-Functional Checklist item indicates that each item has been installed correctly and in accordance with contract documents and the Owner's Project Requirements. Submit the completed and initialed Pre-Functional Checklists no later than 7 calendar days after completion of inspection of all checklists items for each system. Submit [one][_____] hard copy and an electronic copy. Include manufacturer start-up checklists associated with equipment with the submission of the Pre-Functional Checklists.

3.2.6.4 Testing, Adjusting, and Balancing (TAB) Report and Field Acceptance Testing

The Mechanical System Technical Commissioning Specialist must review the pre-final TAB Report required by UFGS Section 23 05 93Specification Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC. Identify any deficiencies to the Contracting Officer's Representative and the Contractor's Quality Control Personnel. Resolve all deficiencies prior to TAB Field Acceptance Testing.

The Mechanical System Technical Commissioning Specialist must witness the TAB Field Acceptance Testing specified by UFGS Section 23 05 93 Specification Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC. Include a certification by the Mechanical Technical Specialist that no outstanding deficiencies exist in the systems relative to Testing, Adjusting, and Balancing with the final TAB Report submittal.

3.2.6.5 HVAC Controls Test Reports

The Mechanical System Technical Commissioning Specialist must review the Start-Up Testing Report and the PVT Procedures and Reports required by UFGS Section 23 09 00Specification Section 23 09 00 INSTRUMENTATION AND CONTROL FOR HVAC [and UFGS Section 25 10 10Specification Section 25 10 10 UTILITY MONITORING AND CONTROL SYSTEM (UMCS) Front End and Integration]. Include a certification by the Mechanical System Technical Commissioning Specialist that the submittals contain no deficiencies or that the submittals do not indicate any deficiencies in the HVAC systems or HVAC control systems with each of these submittals.

3.2.6.6 Tests

3.2.6.6.1 Functional Performance and Integrated Systems Tests

****

NOTE: Integrated Systems Tests (IST) may be applicable for project with complex interactive operation between different systems such as fire protection, electrical distribution, emergency

power, and HVAC. An example is a test of HVAC and fire system operation with primary power down and the system switching to back-up utility or generators. The project team must determine whether IST will be required for the project. Select the INTEGRATED SYSTEMS TEST tailoring option if applicable
****

Schedule Functional Performance Tests for each system only after the Certificate of Readiness has been approved by the Government for the system. Correct all deficiencies identified through any prior review, inspection, or test activity before the start of Functional Performance Tests. Perform Integrated Systems Tests only after the Functional Performance Tests for each associated system are completed with all deficiencies resolved and after the related Functional Performance Test Checklists have been signed by each commissioning team member.

a. Functional Performance Tests and Integrated Systems Tests must be performed with the Contracting Officer's Quality Assurance Representative present.

b. Abort Functional Performance Tests or Integrated Systems Tests when any system deficiency prevents the successful completion of the test.

c. Technical Commissioning Specialists must lead and document all Functional Performance Tests and Integrated Systems Tests for the systems to be commissioned with the Contractor and appropriate sub-contractors performing the Functional Performance Tests and Integrated Systems Tests. The representatives listed in the paragraph Commissioning Team must attend the tests. Abort Functional Performance Tests or Integrated Systems Tests when any required commissioning team member is not present for the test.

3.2.6.6.1.1 Checklist

Use the Functional Performance Test and Integrated Systems Test Checklists from the approved Final Construction Phase Commissioning Plan to guide the Functional Performance Tests and Integrated Systems Tests. Functional Performance Tests must be performed for each item of equipment and each system required to be commissioned and verify all sensor calibrations, control responses, safeties, interlocks, operating modes, sequences of operation, capacities, lighting levels, and all other performance requirements comply with construction contract and accepted design requirements regardless of the specific items listed within the Functional Performance Test and Integrated Systems Test Checklists provided. Testing must progress from equipment or components to subsystems to systems to interlocks and connections between systems. Integrated Systems Tests must be performed for the interactive operation between systems such as HVAC systems, fire protection systems, back-up electrical supply, energy generation systems, and other systems, and verify correct interactive operation, acceptable speed of response, and other contract requirements for both normal and failure modes. Examples of Integrated Systems Tests include the correct operation of HVAC systems during emergency system activation, correct operation of uninterruptible power supplies or energy generators and connected systems, or lighting system operation during power outage or emergency system activation. The order of components and systems to be tested must be determined by the Technical Commissioning Specialists.

3.2.6.6.1.2 Acceptance

Indicate acceptance of each item of equipment and systems tested by signature of each commissioning team member for each Functional Performance Test or Integrated Systems Test Checklist. The Contractor's Quality Control Representative and the Technical Commissioning Specialists must indicate acceptance after the equipment and systems are free of deficiencies.

3.2.6.6.2 HVAC Test Methods

Perform Functional Performance Tests in accordance with the following:

3.2.6.6.2.1 Prior to Testing

Prior to testing operating modes, sequences of operation, interlocks, and safeties, complete control point-to-point observations, test sensor calibrations, and test actuator commands.

3.2.6.6.2.2 Simulating Conditions

Over-writing control input values through the controls system is not acceptable, unless approved by the Contracting Officer's Representative. Identify proposed exceptions in a protocol submitted to the Contracting Officer's Representative for approval. Before simulating conditions, overwriting values (if approved), or changing set-points, calibrate all sensors, transducers and devices. Below are several examples of exceptions that would be considered acceptable:

a. When varying static pressures inside ductwork can not be simulated within the duct, and where a sensor signals the controls system to initiate sequences at various duct static pressures, it is acceptable to simulate the various pressures with a Pneumatic Squeeze-Bulb Type Signaling Device with gauge temporarily attached to the sensing tube leading to the transmitter. It is not acceptable to reset the various set-points, nor to simulate an electric analog signal (unless approved as noted above).

b. Dirty filter pressure drops can be simulated using sheets of cardboard at filter face.

c. Freeze-stat safeties can be simulated by packing portion of sensor with ice.

d. High outside air temperatures can be simulated with a hair blower.

e. High entering cooling coil temperatures can be used to simulate entering cooling coil conditions.

f. Do not use signal generators to simulate sensor signals unless approved by the Contracting Officer's Representative, as noted above, for special cases.

g. Control set points can be altered. For example, to see the air conditioning compressor lockout work at an outside air temperature below 13 degrees C 55 degrees F, when the outside air temperature is above 13 degrees C 55 degrees F, temporarily change the lockout set point to be minus 18 degrees C 0 degrees F above the current outside

air temperature. Caution: Set points are not to be raised or lowered to a point such that damage to the components, systems, or the building structure and/or contents will occur.

h. Test duct mounted smoke detectors in accordance with the manufacturer's recommendations. Perform the tests with air system at minimum airflow condition in ductwork.

i. Test current sensing relays used for fan and pump status signals to control system to indicate unit failure and run status by resetting the set point on the relay to simulate a lost belt or unit failure while the unit is running. Confirm that the failure alarm was generated and received at the control system. After the test is conducted, return the set point to its original set-point or a set-point as indicated by the Contracting Officer's Representative.

3.2.6.6.2.3 Setup

Perform each test under conditions that simulate actual conditions as close as is practically possible. Provide all necessary materials and system modifications to produce the necessary flows, pressures, temperatures, and other conditions necessary to execute the test according to the specified conditions. At completion of the test, return the affected building equipment and systems to their pre-test condition.

3.2.6.6.3 Sample Strategy

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NOTE: Use the correct tailoring options for DESIGN-BUILD or DESIGN-BID-BUILD. 100 percent testing of all components will be required for design-build projects. The sampling strategy will be defined below for design-bid-build projects.

****

Perform Functional Performance Tests using the following sample strategy. Prepare and complete a Functional Performance Test Checklist for each item of equipment or system to be tested. For sample sizes less than 100 percent for all similar equipment, the Government will select the specific equipment or system to be tested during testing. Equipment Identifiers are as indicated on the design drawings:

Equipment Identifier	Sample Size (Percent)
AHU	[_____]
VAV	[_____]
CUH	[_____]
CWP	[_____]
DWH	[_____]
Lighting Controls	[_____]

Equipment Identifier	Sample Size (Percent)
Renewable Energy Systems/Equipment	[_____]

Perform Integrated Systems Tests for all systems and equipment having interactive operation.

Perform Functional Performance Tests and Integrated Systems Tests for all equipment and systems. Prepare and complete a Functional Performance Test Checklist for each item of equipment or system. Prepare and complete an Integrated Systems Test Checklist for each item of equipment or system.

3.2.6.6.4 Seasonal Tests

3.2.6.6.4.1 Initial Functional Performance Tests

Perform Initial Functional Performance Tests as soon as all contract work is completed, regardless of the season. Develop and implement means of artificial loading to demonstrate, to a reasonable level of confidence, the ability of the HVAC systems to handle peak seasonal loads.

3.2.6.6.4.2 Full-Load Conditions

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NOTE: Depending on the critical nature of the facility, the peak cooling condition tests may need to be performed with full occupancy to demonstrate operation during actual full load. For other facilities, post-construction performance monitoring may be sufficient to determine that the cooling equipment and systems function adequately at full load.

****

In addition to the Initial Functional Performance Tests, perform Functional Performance Tests of HVAC systems under full-load conditions during peak heating and cooling seasons during outdoor air condition design extremes. [Test cooling equipment and systems with the building fully occupied when performing the Functional Performance Tests during peak cooling season.]

Schedule Seasonal Functional Performance Tests in coordination with the Government.

3.2.6.6.4.3 System Acceptance

****

NOTE: Paragraph contains tailoring option for DESIGN-BUILD.

NOTE: Partial acceptance is acceptance of those parts of the system that could be tested and verified to function in conformance with the construction contract during initial Functional Performance Tests

****

Systems may be partially accepted by the Government prior to seasonal testing if they comply with all construction contract and accepted design requirements that can be tested during initial Functional Performance Tests. All Functional Performance Test procedures must be completed prior to full systems acceptance.

3.2.6.6.5 Aborted Tests and Re-Testing

Abort Functional Performance Tests, Integrated Systems Tests, or Seasonal Tests if any deficiency prevents successful completion of the test or if any required commissioning team member is not present for the test. Reimburse the Government for all costs associated with effort lost due to re-testing due to test failures and aborted tests. These costs must include salary, travel costs, and per diem for Government commissioning team members. Re-test only after all deficiencies identified during the original tests have been corrected.

3.2.6.6.5.1 100 Percent Sample

Systems or equipment for which 100 percent sample size are tested fail if one or more of the test procedures results in discovery of a deficiency and the deficiency cannot be resolved within 5 minutes during the test.

Re-test to the extent necessary to confirm that the deficiencies have been corrected without negatively impacting the performance of the rest of the system.

3.2.6.6.5.2 Less than 100 Percent Sample

For systems tests with a sample size less than 100 percent, if one or more of the test procedures for an item of equipment or a system results in discovery of a deficiency, regardless of whether the deficiency is corrected during the sample tests, the item of equipment or system fails the test.

a. If the system failure rate is 5 percent or less, meaning that 5 percent or less of the equipment or systems had at least one deficiency, re-test only on the items which experienced the initial failures.

b. If the system failure rate is higher than 5 percent, meaning that more than 5 percent of equipment or systems tested had at least one deficiency, re-test the items which experienced the initial failures to the extent necessary to confirm that the deficiencies have been corrected . In addition, test another random sample of the same size as the initial sample for the first time. If the second random sample set has any failures, re-test those failed items and all remaining equipment and systems to complete 100 percent testing of that system type.

3.2.7 Training Plan

Develop a training plan which identifies all training required by specification sections associated with commissioned systems. Include a matrix listing each training requirement, content of the training, the trainer name, trainer contact information, and schedule and location of training. Submit [one][_____] hard copy and an electronic copy of the Training Plan to the Commissioning Specialists and the Government no later than [30][_____] calendar days prior to the associated training.

Document training attendance using training attendance rosters and provide completed attendance rosters to the Commissioning Specialists and the Government no later than 7 calendar days following the completion of training for each system to be commissioned. Submit [one][_____] hard copy and an electronic copy..

3.2.8 Systems Manual

Prepare and submit a Systems Manual including a signed certification or letter from the Technical Commissioning Specalists and the Lead Commissioning Specialist stating that the Systems Manual is complete, clear, and accurate. The Systems Manual, for all commissioned systems, must conform to Appendix A SYSTEMS MANUAL ORGANIZATION AND CONTENT to ER 25-345-1, available at the USACE Publications website at the following location: https://www.publications.usace.army.mil/USACE-Publications/Engineer-Regulations/. Update and resubmit the Systems Manual based on any corrective action taken during the warranty period.

Submit Systems Manual no later than 30 calendar days following completion of Functional Performance Tests and Integrated Systems Tests. Submit [three][_____] hard copies and an electronic copy.

3.2.9 Maintenance and Service Life Plans

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NOTE: The Maintenance and Service Life Plans are required for Army and Army Reserve projects.
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3.2.9.1 Maintenance Plan

Prepare and submit a Maintenance Plan for the project mechanical, electrical, plumbing, and fire protection systems. Prepare the HVAC and refrigeration sections of the Maintenance Plan in accordance with ASHRAE 180. Develop required inspection and maintenance tasks similar to Section 5 of ASHRAE 180 for the other commissioned systems and fire protection systems.

Submit the Maintenance Plan no later than 30 calendar days following the completion of Functional Performance Tests and Integrated Systems Tests. Submit [three][_____] hard copies and an electronic copy.

3.2.9.2 Service Life Plan

Prepare and submit a Service Life Plan for the building envelope, structural systems, and site hardscape that includes the following for each assembly or component:

a. A description of each including the materials or products.

b. The estimated service life, in years.

c. The estimated maintenance frequency and description of maintenance tasks.

d. The point of maintenance access for the components with estimated service life less than service life of the building.

Submit the Service Life Plan no later than 30 calendar days following the completion of Functional Performance Tests and Integrated Systems Tests. Submit [three][_____] hard copies and an electronic copy.

3.3 COMMISSIONING REPORT

Following the completion of Functional Performance Tests and Integrated Systems Tests, with the exception of Seasonal Tests, the Lead Commissioning Specialist must prepare a Commissioning Report.

a. Include an executive summary describing the overall commissioning process, the results of the commissioning process, any outstanding deficiencies and recommended resolutions, and any seasonal testing that must be scheduled for a later date. Indicate, in the executive summary, whether the systems meet the requirements of the construction contract and accepted design and the Owner's Project Requirements.

b. Detail any deficiencies discovered during the commissioning process and the corrective actions taken in the report. Include the completed [Building Envelope Inspection Checklists,]Pre-Functional Checklists, Functional Performance Test Checklists, Integrated Systems Test Checklists,the Commissioning Plans, the Issues Log, Performance Verification Test Reports, Training Attendance Rosters, the Design Review Report, the final TAB Report.

c. Submit the Commissioning Report no later than 14 calendar days following commissioning team acceptance of all Functional Performance Tests and Integrated Systems Tests with the exception of Seasonal Tests. Submit [three][_____] hard copies and an electronic copy.

d. Following any Seasonal Tests or Post-Construction Activities, update the Final Commissioning Report to reflect any changes and resubmit. File the approved, updated, Final Commissioning Report in the Sustainability eNotebook.

[3.4 POST-CONSTRUCTION SUPPORT

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NOTE: Delete the paragraphs below if Post-Construction support is not part of project requirements or not funded.
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[3.4.1 Post-Construction Endurance Test

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NOTE: The Endurance Tests evaluate HVAC system performance under actual operating load during normal operation. This activity is highly recommended. The Endurance Tests provide improved probability of identifying deficiencies prior to warranty expiration. If the building operators plan to monitor system performance closely or this activity is not funded, delete this paragraph.
****

Perform an Endurance Test in accordance with the paragraph Endurance Test in UFGS Section 23 09 00Specification Section 23 09 00 INSTRUMENTATION AND CONTROL FOR HVAC once during the peak heating season and once during the peak cooling season during outdoor air condition extremes with the exception that network bandwidth usage measurement and recording is not required. [Use the Temporary Trending Hardware, if necessary, in accordance with UFGS Section 23 09 00Specification Section 23 09 00 INSTRUMENTATION AND CONTROL FOR HVAC.]

The Mechanical System Commissioning Specialists must review the trend logs from the Endurance Tests to ensure that the systems have stable operation and operate as required by the construction contract, the accepted design, and the Owner's Project Requirements Document. The Commissioning Specialists must provide a Post-Construction Trend Log Report that identifies any deficiencies noted in operation, recommendations for correction, and includes a graphical representation of the trends. Provide one Trend Log Report for the peak cooling season and one Trend Log Report for the peak heating season. Submit [one][_____] hard copy and one electronic copy of the Post-Construction Trend Log Reports no later than 14 calendar days following receipt of the trend log data by the Commissioning Specialist.

][3.4.2 Post-Construction Site Visit

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NOTE: Refer to Sustainability Third Party Certification guidelines to determine if post-construction site visit is required. This activity is good practice and will result in better capability to identify problems during the warranty period. The site visit is especially useful if post-construction Endurance Tests have been deleted. If the visit cannot be supported due to project constraints, delete the relevant paragraph.

****

The Commissioning Specialists must visit the building site [concurrent with the 9 month warranty inspection][_____] to inspect building system equipment and review building operation with the building operating/maintenance staff. The Commissioning Specialists must identify any deficiency of the building systems to operate in accordance with the contract and accepted design requirements and the Owner's Project Requirements. The Commissioning Specialists must advise the Contracting Officer's Representative of any identified deficiencies and the proposed corrective action. Submit an updated commissioning report and systems manual documenting the results of the post-construction inspection.

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APPENDIX A - OWNER'S PROJECT REQUIREMENTS DOCUMENT

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NOTE: NOTE: The Owner's Project Requirements (OPR) document is a requirement for Third Party Certification (TPC) systems such as LEED and Green Globes. Edit this OPR template or replace with an OPR specific to this project for either design-bid-build or design-build projects. Development of the OPR is the responsibility of the team developing the specifications for solicitation (designer or RFP preparer) in coordination with the military installation, users, and funding agencies.

The OPR template below is specifically tailored for LEED projects. Replace this document with a TPC compliant OPR where using a TPC other than LEED.

****

OWNER'S PROJECT REQUIREMENTS DOCUMENT

Project: Project, Location, PN #####

Approved: _____

Name Design Agent's Representative Date

_____

Name Owner's Representative Date

****

Instructions: Each bullet point describes information that should be inputted and provides examples of appropriate information. Replace the explanation of the bullet point with the appropriate information. Add fields or additional spaces as necessary to provide all pertinent information to the commissioning of the building energy-related systems.

The format below is not required; however, all of the pertinent information must be provided. Where there is no requirement for an item, indicate that there are no specific requirements.

Matrices may be provided to describe Indoor Environmental Quality Requirements rather than listing per the outline.

****

OWNER'S PROJECT REQUIREMENTS DOCUMENT

Contents

1. Owner and User Requirements
   a. Primary Purpose, Program, and Use
   b. Project History
   c. Broad Goals
      i. Future Expansion
      ii. Flexibility
      iii. Quality of Materials
      iv. Construction Costs
      v. Operational Costs
2. Environmental and Sustainability Goals
   a. LEED or Green Globes Goal
   b. Other
3. Energy Efficiency Goals
   a. Goals/Policy
   b. Systems and Feature Energy Impact
4. Indoor Environmental Quality Requirements
   a. Space Type 1
      i. Intended Use
      ii. Occupancy Schedule
      iii. Environmental Requirements
      iv. Occupant System Control Ability
      v. Type of Lighting
      vi. After-hour Use Accommodation
   b. Space Type 2
      i. Intended Use
      ii. Occupancy Schedule
      iii. Environmental Requirements
      iv. Occupant System Control Ability
      v. Type of Lighting
      vi. After-hour Use Accommodation
5. Equipment and System Expectations
   a. HVAC Systems
      i. Quality and Reliability
      ii. Type
      iii. Automation
      iv. Flexibility
      v. Maintenance Requirements
   b. Lighting Systems
      i. Quality and Reliability
      ii. Type
      iii. Automation
      iv. Flexibility
      v. Maintenance Requirements
   c. Domestic Hot Water Systems
      i. Quality and Reliability
      ii. Type
      iii. Automation
      iv. Flexibility
      v. Maintenance Requirements

Contents (continued)

d. On-site Power Systems
    i. Quality and Reliability
    ii. Type
    iii. Automation
    iv. Flexibility
    v. Maintenance Requirements
e. Other Systems
    i. Quality and Reliability
    ii. Type
    iii. Automation
    iv. Flexibility
    v. Maintenance Requirements

6. Building Occupant and O&M Personnel Requirements
    a. Facility Operation
    b. UMCS (EMCS or FMCS)
    c. Occupant Training and Orientation
    d. O&M Staff Training and Orientation

1. Owner and User Requirements

a. Primary Purpose, Program, and Use

Explain the purpose, program, and use of the facility. (i.e. Army Reserve Center used for training reserve units. Training includes spaces such as weapons, medical, vehicle repair, cooking, etc.)

b. Project History

Explain the history of the project related to design/construction (i.e. D/B/B, D/B, IDIQ, JOC, COE in-house, A/E, etc.). Explain any additional project background that would impact energy/sustainability goals.

c. Broad Goals

i. Future Expansion: Explain goals related to potential future expansion.

ii. Flexibility: Explain goals related to flexibility for layout and use of the building. (i.e. high rate of office churn, expected frequency of renovation, etc.)

iii. Quality of Materials: Explain goals related to quality of materials. (i.e. highest quality materials, 50 yr life, 25 yr life, highest quality within budget, etc.)

iv. Construction Costs: Explain goals related to construction costs. (i.e. how low can you go, set project amount, select simplest systems for low cost, etc.)

v. Operational Costs: Explain goals related to operational costs. (i.e. low utilities based on water and energy conservation, trade-off allowable on maintenance costs to reduce utility cost, utility cost unimportant compared to construction cost, etc.)

2. Environmental and Sustainability Goals

a. LEED/Green Globes Goal

Set LEED/Green Globes goal and explain sustainable features permissible or preferred to be incorporated. Explain relative importance of LEED/Green Globes goal within project scope. Indicate requirement from service or agency specific criteria and policy.

b. Other

Explain any special sustainability or environmental goals associated with the project. Identify specific sustainability features that may be required or desired. (i.e. hydro-power, solar power, on-site water treatment, on-site water infiltration, impervious cover reduction, parking capacity, etc.)

3. Energy Efficiency Goals

a. Goals/Policy

Explain the specific project goals and requirements regarding energy efficiency. Incorporate the requirements of UFC 1-200-02 High Performance and Sustainable Building Requirements and/or other relevant agency policies.

b. Systems and Feature Energy Impacts

Identify and explain envelope, system, or site and building features that will be incorporated to maximize energy efficiency. Identify features that must be incorporated that will reduce or limit energy efficiency.

4. Indoor Environmental Quality Requirements

a. Space Type 1

i. Intended Use: Explain how the space will be used (i.e. classroom occasionally used as conference room).

ii. Occupancy Schedule: Describe the occupancy including number of people at various times (i.e. drill weekend-maximum capacity, weekdays-20 percent; or 0700-0900 - none, 0900-1400 - 30 people, 1400-1600 - none).

iii. Environmental Requirements: Describe the environmental requirements of the space. Include description of temperatures, humidity levels, ventilation rates, air quality, lighting levels, or any other specific parameters desired (i.e. 75 deg F, 50 percent rh, 30 fc, etc.).

iv. Occupant System Control Ability: Describe the desired level of control the occupants will have over the thermal comfort and lighting systems. (i.e. adjustable thermostat for every person, adjustable thermostat in all private offices, no adjustable thermostats, adjustable thermostat in senior rank also controlling other offices, occupancy sensors for lighting, adjustable dimming, etc.)

v. Type of Lighting: Describe the type of lighting desired (i.e. task lighting with minimal overhead, maximize daylight with dimming on overhead, accent lighting, particular fixtures, etc.).

vi. After-hour Use Accommodations: Describe whether and how often the space may be used after hours. Describe the systems that activate when an occupant uses the building after-hours. Describe the level of control of after-hour use HVAC.

(Example: Space is rarely used after-hours by few occupants. HVAC and lighting system should activate when occupants enter after-hours. The HVAC operation will be limited to that required to provide heating, A/C, and ventilation to the occupied space alone.) (Example: Space is rarely used after-hours by few occupants. Lighting and heating systems should activate. Ventilation and cooling should remain in normal after-hour operation.)

b. Space Type 2

5. Equipment and System Expectations

a. HVAC Systems

i. Quality and Reliability: Explain the level of quality and reliability required of the HVAC systems.

(Example: Equipment efficiency should meet ASHRAE [_____] and FEMP/Energy Star requirements. Due to critical nature of facility, additional redundancy in the cooling and heating systems is required, i.e. multiple chillers, boilers, and pumps.) (Example: No specific quality or reliability requirements specified. Equipment should remain serviceable over life of building or to the extent typical of the type of equipment.)

ii. Type: Explain the type of equipment desired.

(Example: Boilers should be condensing type. Use hydronic heating and cooling. Use self-contained A/C units in computer rooms.)

iii. Automation: Explain the level of automation in the HVAC System desired.

(Example: Single loop HVAC systems permissible. Use packaged controls only.) (Example: Control HVAC systems from DDC system connected to the base UMCS.) (Example: Boilers should have packaged controls connected to the DDC system.)

iv. Flexibility: Describe the desired level of flexibility of the HVAC system.

(Example: System should accommodate frequent office layout changes including private office wall movement.) (Example: Layout will remain mostly unchanged; no flexibility required.) (Example: Accommodate potential for conference and classrooms to change to offices.)

v. Maintenance Requirements: Describe the level of maintenance available or the requirements of the equipment regarding maintainability.

(Example: Equipment should be located to allow easy maintenance access. Equipment vendors or repair service should be able to respond within 24 hrs.)

b. Lighting Systems

i. Quality and Reliability: Explain the level of quality and reliability required of the lighting system controls.

(Example: The building lighting system should meet ASHRAE 90.1 - SI ASHRAE 90.1 - IP requirements.)

ii. Type: Explain the type of lighting or control equipment desired.

(Example: High-efficiency fluorescent lamps with high-efficiency ballasts will be specified. Indirect lighting will be used in all office and classroom spaces. Lighting foot-candle levels may be reduced to 45 foot-candles in lieu of the typical 50 foot-candles when indirect lighting is used.)

iii. Automation: Explain the level of automation in the lighting control

system desired.

(Example: Provide occupancy sensors in restrooms, corridors, and storage areas.)

iv. Flexibility: Describe the desired level of flexibility of the lighting system and control systems.

(Example: Provide dual level switching in classrooms and conference rooms.)

v. Maintenance Requirements: Describe the level of maintenance available or the requirements of the equipment regarding maintainability.

(Example:)

c. Domestic Hot Water Systems

i. Quality and Reliability: Explain the level of quality and reliability required of the domestic hot water systems.

(Example: Equipment efficiency should meet ASHRAE and FEMP/Energy Star requirements. Due to critical nature of facility, additional redundancy in the water heating systems is required, i.e. multiple hot water heaters and circulation pumps.) (Example: No specific quality or reliability requirements specified. Equipment should remain serviceable over life of building or to the extent typical of the type of equipment.)

ii. Type: Explain the type of equipment desired.

(Example: Gas-fired storage tank water heater with mixing valve for temperature control.) (Example: Instantaneous electric water heater at lavatories.) (Example: Instantaneous electric water heater with integral control system for eyewash/showers.)

iii. Automation: Explain the level of automation in the domestic hot water control system desired.

(Example: Occupancy schedule control for recirculation loop and gas burner. Connect package controls to DDC system.)

iv. Flexibility: Describe the desired level of flexibility of the domestic hot water systems.

(Example: No anticipated changes to restroom layout; no additional flexibility required.)

v. Maintenance Requirements: Describe the level of maintenance available or the requirements of the equipment regarding maintainability.

(Example: Equipment should be located to allow easy maintenance access. Equipment vendors or repair service should be able to respond within 24 hrs.)

d. On-site Power Systems

i. Quality and Reliability: Explain the level of quality and reliability required of the on-site power system.

ii. Type: Explain the type of on-site power system desired.

iii. Automation: Explain the level of automation in the on-site power system desired.

iv. Flexibility: Describe the desired level of flexibility of the on-site power system.

v. Maintenance Requirements: Describe the level of maintenance available or the requirements of the on-site power system regarding maintainability.

e. Other Systems

i. Quality and Reliability: Explain the level of quality and reliability required of the system.

ii. Type: Explain the type of system desired.

iii. Automation: Explain the level of automation in the system desired.

iv. Flexibility: Describe the desired level of flexibility of the system.

v. Maintenance Requirements: Describe the level of maintenance available or the requirements of the system regarding maintainability.

6. Building Occupant and O&M Personnel Requirements

a. Facility Operation

Describe how the facility will be operated. Who operates the facility? Who maintains the facility? Who pays the utility bills?

b. UMCS (EMCS or FMCS)

Will the building be tied to an UMCS/EMCS/FMCS? What system will be connected to? Provide information regarding connection requirements, protocols, and control, scheduling and monitoring points.

c. Occupant Training and Orientation

How much training and orientation is desired for building occupants? Will training need to be provided for all systems? To what extent do the occupants need to understand and use the systems?

d. O&M Staff Training and Orientation

How much training and orientation is desired for building occupants? Will training need to be provided for all systems? To what extent do the occupants need to understand and use the systems?

APPENDIX B - BASIS OF DESIGN

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NOTE: Insert the Basis of Design document for design-bid-build projects. The Basis of Design is a document required by Third Party Certification (TPC) systems such as LEED and Green Globes. The Basis of Design includes narratives that address how the Owner's Project Requirements are achieved through the design and includes design assumptions, standards and criteria listing, and narrative descriptions of systems. Generally, the Design Analyses for projects cover the Basis of Design requirement.

For design-build projects, the Contractor is responsible for developing the Basis of Design for TPC purposes.

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APPENDIX C - DESIGN PHASE COMMISSIONING PLAN

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NOTE: Insert the commissioning plan developed during design phase for design-bid-build projects if one was developed. This commissioning plan does not form a part of the contract and is provided for information only. Design phase commissioning plan for design-build projects is the responsibility of the Contractor.

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-- End of Section --