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| **Final Commissioning Report Outline & Contents** | |
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| **Section** | **Description** |
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| **Table of Contents** | |
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| **Executive Summary** | 1 -2 page summary of the Cx Report findings suitable for the client's executive leadership. Include up to 3 - 5 of the most significant issues identified during the Cx process. |
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| **Report Narrative** | |
| Chapter 1: Introduction | Overview of the Cx process as implemented for the project. Include a brief description of the project, when Sebesta became involved in the project, and a brief discussion of our scope of work. |
| Chapter 2: Commissioning Team | A listing of the name, role, and contact information for each member of the commissioning team. |
| Chapter 3: Commissioning Plan & Specifications | A brief discussion of the Cx Plan and specifications. Include a reference to the appendix for the final Cx Plan. |
| Chapter 4: Design Phase Commissioning | A brief discussion of the Design Phase Commissioning activities, including any significant issues identified and resolved. Highlight any un-resolved design issues. |
| Chapter 5: Construction Phase Commissioning | A brief discussion of the Construction Phase Cx activities. |
| Chapter 6: Testing and Acceptance Phase Commissioning | A brief discussion of the Testing and Acceptance Phase Cx activities. |
| Chapter 7: Warranty Phase Commissioning | A brief discussion of the Warranty Phase Cx activities, if a combined Cx Report is being issued. If a separate Cx Report Amendment will be issued at the end of the Warranty Phase, include a statement to this effect. Also, include an indication of the proposed Cx activities and estimated schedule. |
| Chapter 8: Commissioning Issues | A review of the most significant issues that have not been resolved, including recommendations for resolution. A discussion of significant resolved issues can be included to highlight the value added by the Cx Process. |
| Chapter 9: Best Practices | Recommendations for best practices for operating and maintaining the commissioned systems, where these best practices may not be intuitively obvious. For example - A system has unusual operating parameters that should be highlighted to the facilities operators and managers. |
| Chapter 10: Trend Analysis | A review of some significant operating trends from the DDC system. These should illustrate any unresolved significant issues (if applicable) and should illustrate where major systems are operating properly. |
| Chapter 11: Summary & Conclusions | A brief summary of the Cx results and a statement that the facility meet/does not meet the owner's requirements. |
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| **Appendices:** | |
| A: Abbreviations | List of abbreviations used in the Report and appendices |
| B: Contract Documents | Copy of the Commissioning Contract, Scope of Work, and Fee |
| C: Control Submittal | Copy of the Controls Submittal and commissioning review comments, including status of comments and resolution measures. |
| D: Commissioning Plan | Copy of the Final Commissioning Plan. |
| E: Commissioning Design Review Comments | Copy of Design Review Log including A/E responses, status and resolutions implemented. |
| F: Commissioning Submittal Review Comments | Copy of Submittal Log and commissioning review comments |
| G: Commissioning Field Reports | Copy of all Commissioning Field Reports, including Field Reports issued during Functional Testing. |
| H: Commissioning Master Issues Log | Latest version of the Cx Master Issues Log showing all issues, current status, and resolution measures implemented |
| I: Executed Equipment Startup Sheets | Copies of executed Equipment Startup Checklists and Enhanced Startup Checklists completed by the Contractor |
| I: Executed Pre-Functional Checklists | Copies of Pre-Functional Checklists completed by the Contractor |
| J: Executed Functional Performance Test Procedures | Copies of Functional Test Procedures marked with test results |
| K: Closeout Document Review | Review comments on O&M Manuals, Training Plans, Warranties, etc. |
| L: Re-Commissioning Recommendations | Recommendations for which systems should be re-commissioned and recommendation for re-commissioning schedule |
| M: Blank Pre-Functional Checklists | Blank Pre-Functional Checklists for use by the Facilities Staff |
| N: Blank System Functional Performance Test Procedures | Blank Functional Test procedures for use by the Facilities Staff |
| O: Other Commissioning Documents | Other commissioning-related documents not included in other appendices |
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| **Commissioning Report Amendment** | Issued at the completion of the warranty phase after deferred testing and the warranty checkup have been completed. |
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| **Table of Contents** | |
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| **Executive Summary** | 1 - 2 page summary of Warranty Phase Commissioning results suitable for the Client's Executive Leadership |
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| **Amendment Narrative:** | |
| Chapter 1: Introduction | A brief overview of the warranty phase Cx activities |
| Chapter 2: Warranty Phase Commissioning | Overview of the Warranty Phase commissioning activities. Include a summary of observed systems operations, interviews with the O&M Staff and facilities users. |
| Chapter 3: Commissioning Issues | Update on the status of Significant Unresolved Issues discussed in the initial Cx Report. Include identification of any new issues identified with recommendations for resolution |
| Chapter 4: Summary & Conclusions | Overall summary and conclusion. Include a discussion of how any unresolved issues should be resolved and verified. |
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| **Appendices:** |  |
| A: Commissioning Field Reports | Field Report for the Warranty checkup, deferred and seasonal functional testing. |
| B: Commissioning Master Issues Log | Updated Cx Master Issues log annotated with the current status of unresolved issues, and identification of any new issues. |
| C: Executed Functional Performance Test Procedures | Copies of functional test procedures from deferred and seasonal testing |
| D: Warranty Review and Potential Warranty Claims | Review of warranties and identification of any potential warranty claims. |
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