

## COMMISSIONING PLAN DOCUMENTATION FOR PERMIT

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Commissioning Provider: \_\_\_\_\_

Company/Entity address: \_\_\_\_\_

CxPro Phone Number: \_\_\_\_\_ CxPro email address: \_\_\_\_\_

CxPro Certification (if required) \_\_\_\_\_

ITEM #	COMMISSIONING DOCUMENTATION COMPLETED	APPROVAL
<b>1. Commissioning Project Design Requirements</b>		
	Project commissioning requirements, listing of equipment to be commissioned, system performance requirements, commissioning specification shown on project contract documents.	
<b>2. Commissioning Plan</b>		
	Initial commissioning plan (for Permit) completed with required contents and provided for Owner and AHJ review	
<b>3. Design Review</b>		
	Commissioning design documents review, report completed with response	

### Commissioning Provider Acknowledgement

I have reviewed the documents and verified that they meet the owner's project requirements:

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

CxPro Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMISSIONING DOCUMENTATION for FINAL INSPECTION and CO**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Commissioning Provider (CxPro): \_\_\_\_\_

Company/CxPro address: \_\_\_\_\_

CxPro Phone Number: \_\_\_\_\_ CxPro email address: \_\_\_\_\_

CxPro Certification (if required) \_\_\_\_\_

<b>ITEM #</b>	<b>COMMISSIONING DOCUMENTATION</b>	<b>APPROVAL CxPro INITIAL</b>
<b>1. Project Commissioning Requirements</b>		
	Project commissioning requirements included in project contract documents.	
<b>2. Commissioning Plan</b>		
	Commissioning Plan with checklists (before start of functional testing) completed.	
<b>3. Contractor and Construction Instructions</b>		
	Plans and commissioning specifications utilized.	
<b>4. Design and Construction Submittal Review</b>		
	Design documents review and construction submittal review and reports completed	
<b>5. Commissioning Issue and Resolution Log</b>		
	Issues and Resolution Logs completed up to time of final inspection with open items shown.	
<b>6. Commissioning Testing</b>		
	Commissioning checklists completed up to time of final inspection	
<b>7. Equipment Commissioned and to be commissioned</b>		
	Listing of equipment with commissioning complete. Listing of equipment that remain to be commissioned and deferred tests. Plan for completion.	
<b>8. Test and Balance Report</b>		
	Test and balance of HVAC completed and report reviewed.	
<b>9. Systems Manual</b>		
	Project documentation and Systems O&M Manual completed with available information for use in training program before occupancy	
<b>10. Commissioning Report</b>		
	Preliminary Commissioning Report available (at time of final inspection for CO) and submitted to Owner and to AHJ (if required).	

### **Commissioning Provider Acknowledgement**

I have reviewed the documents and verified that they meet the owner's project requirements:

CxPro Name: \_\_\_\_\_

Company Name \_\_\_\_\_

CxPro Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Owner/Owner's Representative Acknowledgement**

The project documents include the items listed in this form and have been received by the owner or owner's representative:

Name: \_\_\_\_\_

Owner  Owner's Representative

Company Name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_