

## EDUCATIONAL FACILITY

### Commissioning and Project Closeout Checklist

**Equipment type:** Dust collector and makeup air unit

**Equipment designation:** DCE-1, VAVRH-1

**Barcode designation:** 11111

**Area saved:** Wood shop

**Equipment location:** Outdoors

#### BASIS OF DESIGN

- Review and confirm design intent has been met.
- Review and confirm control setpoints are within range of design criteria.
- Review BAS computer trending to date.

#### SPECIFICATION REVIEW

- Confirm Division 1 mechanical and electrical requirements (O&M manuals, record drawings, etc., have been submitted).
- Confirm Division 15 mechanical requirements have been met.
- Confirm Division 16 electrical requirements have been met.
- Confirm Division 17 building automation requirements have been met.

#### DRAWING REVIEW

- Confirm equipment complies with shop drawing submittal.
- Confirm equipment and distribution complies with standard details.
- Review trade contractor's punchlist.
- Review contractor startup sheets.
- Review building automation points list checkout.
- Complete site inspection punchlist.
- Review water balancing report data-to-actual performance (pressure gauge readings, flow meter readings, etc.).
- Review air balancing and temperature operating data (cfm/fan, discharge temperature/fan).

#### BUILDING SYSTEM DEMONSTRATION

- Commissioning engineer facilitates functional performance tests (FPTs).
- Spot-check system training during the FPTs.
- Spot-check O&M manuals during the FPTs.
- Confirm PM workorders are complete and ready to begin at time of certificate of occupancy.
- Confirm BAS computer predictive maintenance monitoring and workorder initiation is complete and ready to begin at time of certificate of occupancy.
- Maintain corrective action log and necessary retesting.
- Set and observe deferred seasonal FPT has been completed.
- Complete final commissioning report.

#### LEED® CERTIFICATION COMPLIANCE

- Complete recommissioning manual.
- Confirm system training has been completed and facility staff signoff on training class attendance.
- Confirm LEED® energy optimization software and associated

system simulation is programmed and is trending.

- Confirm LEED measuring and verification plan is programmed and trending.
- Confirm 10-month warranty meeting to revisit site and discuss lessons learned, etc.

#### DOCUMENTATION TO BUILDING MANAGER

- Transfer final commissioning report including:
  - Basis of design/design intent document
  - Commissioning plan/specification (for future building program use)
  - Prefunctional performance test checklists
  - Observation checklists
  - Field reports
  - Continuous commissioning BAS computer process is in place (if applicable)
  - Scrubbed FPT narratives for future use
  - Meeting minutes
  - Project photograph log and associated photographs
  - Lessons-learned meeting minutes
- Transfer CAD-layered record drawings.
- Transfer CAD-layered facility management drawings.
- Transfer barcoded equipment, panel, and valve database.
- Confirm equipment, panels, and valves are bar-coded.
- Post system flow diagram and TAB flow diagram.
- Transfer barcode scanner.
- Transfer Commissioning 1-2-3 electronic files.
- Transfer CMMS software with/or equipment database.
- Transfer PM workorders.
- Transfer service contract.
- Transfer recommissioning manual.
- Transfer ownership of laptop or tablet computer with Internet access and BAS computer for off-site monitoring.
- Transfer recommended operating budget. **E5**

- Central Equipment**
- Terminal Equipment & Space**
- Project Closeout**

If you have any comments, suggestions, or questions regarding this designer checklist, contact Amanda McKew at [amckew@rdken-gineers.com](mailto:amckew@rdken-gineers.com).

