**300.4 – Phase A Checklist for the Commissioning Authority**

This checklist is to be used by the Commissioning Authority during Phase A of the Project.

**Instructions:** The Commissioning Authority shall mark the appropriate check-off box below to indicate completion of each action in accordance with the requirements in the EKU DFMS Procedures Manual (including applicable laws, regulations, and requirements) or that the action is not applicable to the Project*.*

**Project Administration:** The Commissioning Authority has:

YES N/A

**Review:** Requirements in Chapter 3 Phase A Schematic Design of the EKU DFMS Project Procedures Manual have been reviewed.

**Pre-Design Checklist:** The Pre-Design Checklist has been reviewed. The Architect-Engineer has been consulted to confirm that all items have been included or attached to the Phase A Checklist.

**Team Meetings:** Phase A Commissioning Team Meetings have been scheduled, conducted, and documented.

**Minutes:** The minutes of Commissioning Process activities and decisions have been prepared and distributed to Commissioning Team members and attendees within five (5) workdays of event.

**Report:** The Commissioning Process Report for Phase A has been written and distributed to all Commissioning Team members.

**Owner’s Project Requirements:** The Commissioning Authority has created or updated the DFMS Project Management’s Project Requirements and provided them to the Project Manager and the Architect-Engineer

**Design Review Report:** A pre-submission Design Review Report has been prepared and provided to the Project Manager.

**Commissioning Plan:** An updated Commissioning Plan for Phase A has been prepared and provided to the Project Manager and the Architect-Engineer.

**Project Specifications:** An integration plan to incorporate Commissioning requirements into the Project specifications has been prepared.

**Forms and Checklists:** Outlines for Construction Phase Commissioning Forms and Checklists have been prepared.

**Systems Basis of Design:** The Commissioning Authority has verified the Systems Basis of Design Document for compliance with the DFMS Project Management’s Project Requirements and incorporated changes approved by the Project Manager.

**Notification:** Commissioning Team members have been informed of decisions that alter the DFMA Project Management’s Project Requirements.

**Design Schedule:** The Architect-Engineer changes to the Design Schedule have been incorporated into the DFMS Project Management’s Project Requirements.

**Process Changes:** The Commissioning Process activities have been altered as required by the revised schedule.

**Test Criteria:** The Functional Performance Test criteria have been defined for the Architect-Engineer.

**Phase A Commissioning Submittals:**

YES N/A

**Revisions:** Changes to the Commissioning Plan have been incorporated to include updates and changes to Project information.

**Verification:** Completion of Phase A Submittals Checklist by each design discipline has been verified.

**Specification Table of Contents:** The Commissioning Authority has prepared a specification table of contents for use by the Architect-Engineer.

**Integration Plan:** The Commissioning Authority has prepared a specification / Commissioning Integration Plan for use by the Architect-Engineer.

**Forms and Checklists Outline:** A Construction Forms & Checklists Outline for use by the Architect-Engineer has been prepared.

**Systems Manual Outline:** A Systems Manual Outline for use by the Architect-Engineer has been prepared.

**Commissioning Requirements:** The Commissioning Authority shall identify Commissioning Requirements to the Architect-Engineer for the following Divisions of Work:

Division 210000 - Fire Suppression

Division 220000 - Plumbing

Division 230000 - HVAC

Division 250000 - Integrated Automation

Division 260000 - Electrical

Division 270000 - Communications

Division 280000 - Electronic Safety & Security

Division 320000 – Exterior Improvements

**Phase A Review and Approval**

YES N/A

**DFMS Project Management’s Project Requirements:** The Commissioning Authority shall review documents for satisfaction of the DFMS Project Management’s Project Requirements.

**Commissioning Process Activities:** The Commissioning Authority shall review documents for completion of Commissioning Process activities for Phase A.

**Phase A Submittal Acceptance:** The Commissioning Authority shall recommend acceptance of Phase A Submittal to DFMS Project Management,

**Projects Seeking LEED Certification:**

YES N/A

**LEED Credits:** The Commissioning Authority shall provide the Commissioning Plan and appropriate information to the Architect-Engineer in order to comply with the LEED Commissioning credits.

**Energy Model:** The Commissioning Authority shall review the Energy Model to insure the required numbers of points for LEED Energy and Atmosphere Credit 1 are being met.

**End of Phase A Checklist for the Commissioning Authority**

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