**504 – Phase B Responsibilities of the Commissioning Authority**

During Phase B, the Commissioning Authority responsibilities shall include the following as a minimum for all commissioned systems:

**504.1 Owner’s Project Requirements:**

* A review of the changes, clarifications, and additions to the Systems Basis of Design Document for compliance with the DFMS Project Management’s Project Requirements. Incorporate changes approved by the Project Manager.

**504.2 Schedule:**

* Incorporate Architect-Engineer changes to the Design Schedule into the DFMS Project Management’s Project Requirements.
* Alter Commissioning Process activities as required by the revised schedule.
* Schedule and conduct Commissioning Team meetings.
* Schedule Phase B pre-submittal review and coordinate meetings.

**504.3 Documentation:**

* Prepare minutes of Commissioning Process activities and decisions; distribute to Commissioning Team members and attendees within five (5) workdays of event.
	+ Prepare an integration plan to incorporate Commissioning requirements into the Project specifications.
	+ Prepare outlines for Construction Phase Commissioning Forms and Checklists.
	+ Prepare an outline for the Systems Manual.
* Write Commissioning Process Report for Phase B and distribute to all Commissioning Team members.

**504.4 Phase B Documents Review:** Review documents for:

* Satisfaction of the DFMS Project Management’s Project Requirements.
* Completion of Commissioning Process activities for Phase B.
* Energy Model compliance with the requirements of LEED.

**504.5 Communication:**

* + Incorporate revisions of the Commissioning Plan to include updates and changes to Project information.
	+ Inform Commissioning Team members of decisions that alter the DFMS Project Management’s Project Requirements.
	+ Verify completion of Phase B Deliverables Checklist by each design discipline.
	1. **LEED:** For projects seeking LEED certification, the Commissioning Authority shall:
* Provide the Commissioning Plan and appropriate information to the Architect-Engineer in order to comply with the LEED Commissioning credits.
* Review the Energy Model to insure the required numbers of points for LEED are being met.

**504.7 Approval:** Recommend acceptance of Phase B Submittal to the DFMS Project Managemnet.