**604 – Phase C Responsibilities of the Commissioning Authority**

During Phase C the Commissioning Authority shall provide the following as minimum:

# 604.1 DFMS Project Management’s Project Requirements:

* + Review changes, clarifications, and additions to Systems Basis of Design document for compliance with the DFMS Project Management’s Project Requirements
  + Incorporate “approved” changes into the DFMS Project Management’s Project Requirements
  + Document changes inconsistent with the DFMS Project Management’s Project Requirements and report to the Project Manager for resolution.
  + Incorporate Architect-Engineer updates to Cost Estimates into DFMS Project Management’s Project Requirements.

**604.2 Schedule:** Incorporate Architect-Engineer changes to the Design Schedule into the

DFMS Project Management’s Project Requirements.

* + Schedule and conduct Commissioning Team meetings
  + Alter Commissioning Process activities as required by the revised schedule. Tentatively schedule Phase D Commissioning Process activities.
  + Schedule Phase C intermediate and final document review and coordinate meetings.

**604.3 Documentation:** Prepare minutes of Commissioning Process activities and distribute to Commissioning Team members and attendees within five (5) workdays of event.

* + Incorporate the updated Systems Basis of Design into the DFMS Project Management’s Project Requirements.
  + Revise the Commissioning Plan to incorporate updates and changes to Project information.
  + Integrate commissioning specifications into the Bid Documents for distribution to potential bidders.
  + Create Phase D forms for commissioned systems.
  + Create Phase D checklists for commissioned systems.
  + Devise functional performance tests for commissioned systems.
  + Update the Systems Manual.

**604.4 Document Review:** The Commissioning Authority shall conduct an intermediate and final review of Phase C Documents for:

* + Satisfaction of the DFMS Project Management’s Project Requirements.
  + Completion of Commissioning Process activities for Phase C.
  + Final Energy Model.

# 604.5 Communication:

* + Inform Commissioning Team members of decisions that alter the DFMS Project Management’s Project Requirements.
  + Verify completion of Phase C deliverables checklist by each design discipline.

**604.6 Phase D and Occupancy Phase Commissioning Process Procedures**: The Commissioning Authority shall:

* + Incorporate the Phase D and Occupancy Phase Commissioning Process procedures into the Commissioning Plan and Bid Documents.
  + Assist the Owner in preparing requests for construction phase services by outlining Commissioning Process roles and responsibilities developed in the Commissioning Plan.
  + Verify that the Commissioning Process is clearly defined in contractor’s scope of work.
  + Identify specialists, if required, to complete Phase D Commissioning Process activities for specific systems and assemblies.
  + Develop sample forms, checklists, and test procedures for presentation at the Pre- Bid Conference.
  + Develop a plan for off-seasonal testing procedures.
  + Develop an outline of Owner training program requirements.
  + Write intermediate and final Commissioning Process report for Phase C and distribute to all Commissioning Team members.

**604.7 LEED:** For projects seeking LEED certification, the Commissioning Authority shall provide the Commissioning Plan to the Architect-Engineer in order to comply with the LEED Commissioning credits.

**604.8 Approval:** The Commissioning Authority shall recommend acceptance of Phase C deliverables to the Project Manager.