**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.