

## Understanding the Basic Process: the Main Commissioning Documents

Commissioning Plan

### • Planning

The Commissioning Plan lays out an organized course of action. In the early stages of the project the Commissioning Plan's main purpose is to clearly define the commissioning scope, the phasing or order of what's done first, as well as the responsibilities of the parties that make up the Commissioning Team.

Commissioning Issues Log

### • Tracking

The Issues Log is the main commissioning coordinating document. It's generally a spreadsheet.

Commissioning Final Report

### • Reporting

This document provides an "as-built view of the project, from a commissioning perspective, and typically includes:

- Executive Summary
- Lessons Learned summary (optional – need the help of the Owner and CM)
- Commissioning Issues Log
- Executed Functional Test Procedures (FTPs)
- Optional Appendices

There can be other commissioning documents issued and conveyed during the project that are not a part of the Final Report. They are not typically included due to their lower level of importance and high quantity or volume. These documents can include site inspections, commissioning communication reports and System Verification Checklists/Pre-Functional Tests (PFT).

Systems Manual

### • Guiding

One of the LEED documents required for the Enhanced Commissioning credit is the Commissioning Systems Manual, which typically includes:

- Owner's Project Requirements
- Basis of Design
- Operating Instructions
- Maintenance procedures for commissioned systems
- Re-commissioning schedules
- As-built system I-line diagrams
- As-built sequences of operation
- TAB reports
- Executed (completed) commissioning test procedures
- Blank functional test procedures, for re-commissioning efforts

