VIRTUALCX FAQS – DOCUMENTATION

HOW DOES VIRTUAL COMMISSIONING WORK?

VirtualCx prepares your commissioning documentation, and gives it to you submittal-ready. When your clients receive their commissioning deliverables, they look as though they are coming from your firm, not VirtualCx.

HOW DO YOU DEFINE "COMMISSIONING DELIVERABLES"?

Our core business centers around four (4) sets of documents:

- Commissioning Plan – explains the process, schedule, scope, roles and more
- Test Procedures – follows approved sequences; we create the tests – you fill them out
- Final Report – Executive Summary, Issues Log, Executed Tests and more
- Systems Manual – designed to comply with the LEED Enhanced Commissioning credit

VirtualCx offers other services, in addition to these main products. Please refer to our website.

DO I HAVE TO PURCHASE A COMPLETE PACKAGE?

No, you are free to pick and choose, from project to project. It's always your choice.

HOW DOES IT END UP LOOKING, VISUALLY?

Like your work. VirtualCx is also designed to be:

- Professional
- Easy to read
- Easy to understand
- Simple to use

If you see something about our base models that you don't like, we can change it… no problem.

If it's just a few tweaks here and there, there's no extra charge. If you want us to make significant modifications to our base designs, then there will be additional fees.

SERVICES

- Produce Cx documentation only; you do all reviews and field work;
- Produce partial Cx documents; you pick and choose what you need;
- Do documentation and some or all of your field work and/or some/or all reviews;
- Produce reviews, Cx documentation and function as the third party Cx Authority
- Provide teleconference meeting support
- One or more of the above AND take care of LEED online Cx templates

WHAT DOES IT COST?

Prices vary depending on the scope, size and complexity of the project. Think of a small school on one end of the scale, and a data center on the high end. Most of our work is in the middle.

The most economical approach is to let us provide you with VirtualCx baseline models. We've refined them over many years, allowing us to produce high quality documentation at a reasonable price. (And we are always tweaking them to make them better.)

Our test procedures may visually look different from the way your tests look. But by utilizing customized cover sheets and using your logo and company name, your VirtualCx documents will convey that these are your products.

Over 95% of our clients utilize this economical method.

Commissioning Plans
$750 - $8,000
Most are $1500 - $3500

Test Procedures
$2500 - $50,000
Most are $4000 - $7000

Final Reports
Most are $1500 - $3500

Systems Manual
Most are $2500 - $4500

HOW DO YOU PRICE UP A JOB?

We're flexible. Options that are popular with our clients include:

Fixed fee [1]

Percentage of what you are carrying

Negotiated

Pre- bid quotes [1] [2]
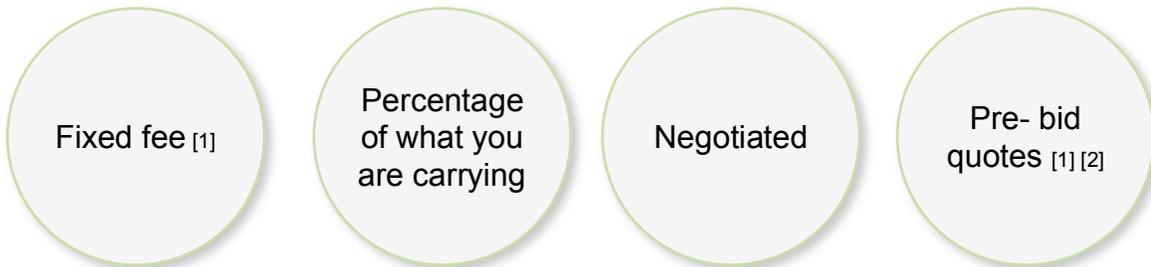
[1] Over 75% of our clients utilize one or both of these two options.
[2] Unless the scope of work substantially changes or expands, we will always honor our quote.

WHAT GUIDELINES DO YOU FOLLOW?

The commissioning process observed by VirtualCx is in accordance with one or more of the following commissioning guidelines:

- ASHRAE Commissioning Guidelines 0 and 1
- The Building Commissioning Association's (BCA) "Essential Attributes of Building Commissioning" (1999)
- Association of Energy Engineers (AEE) "Functional Testing Guide"
- PECI's "A Practical Guide for Commissioning Existing Buildings" (1999)
- California Commissioning Guide: Existing Buildings (2006)
- USGBC LEED Fundamental and Enhanced Commissioning requirements

WHAT ARE THE MAIN REASONS PEOPLE USE VIRTUAL COMMISSIONING?

Our clients report five (5) main reasons for using VirtualCx:

1. Levels out workloads – can't find the time to do the documentation
2. Better use of resources - not everyone is born to be a technical writer
3. Reluctance to hire – outsourcing makes better sense
4. Consistent documentation – assists with quality control
5. Controls costs – and adds to profitability

WHAT OTHER SERVICES DO YOU OFFER

We provide three (3) basic services: 1) Commissioning Documentation, which this brochure is discussing; 2) Cx project management services; and 3) VirtualCx tools, including our cloud-based project management website.

WHAT'S INVOLVED IN GETTING THINGS STARTED?

To get things rolling is easy. Just send us some basic information about your project. We'll quickly give you a quote.

CONTACT

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THIRD PARTY COMMISSIONING

Did you know VirtualCx can provide third party commissioning services? Call us, and form a collaborative team, today.