

Appendix P-1b2: Commissioning Roles

B3 Guidelines - Version 3.1

ACTIVITIES	
Commissioning Documentation	
1.01	Design & Construction Phase Commissioning Plan
1.02	Commissioning Reports
Commissioning Activities	
2.01	Engage Commissioning Team
2.02	Coordination of Owners Project Requirements
2.03	Coordination of Basis of Design Document
2.04	Commissioning Design Review
2.05	Coordinate with Operations Commissioning and Energy Efficient Operations Manual
2.06	List of I/O Data Points
2.07	Incorporate Cx Criteria & Scope into Construction Documents
2.08	Review Contractors' Submittals
2.09	Verify Installation
2.10	Verify Functional Performance
2.11	Verify O&M Documentation
2.12	Verify O&M Training
2.13	Systems Operations Manual
2.14	Deferred Verification
2.15	Ten Month O&M Review

Pre-Design (PD)	Design (D)	Final Design (FD)	Closeout (CO)
x	x	x	x
x	x	x	x
	x		
x	x	x	
	x	x	
	x	x	x
		x	
		x	
			x
			x
			x
			x
			x
			x
			x
			x
			x
			x
			x
			x

TEAM MEMBERS RESPONSIBILITIES						
"R" represents Responsible Party "x" represents Participating Party						
Cx Leader	Facilities Operations Manager (FOM)	Project Manager	Designers	Contractors	Energy Modeler	Guideline Leader
R						
R						
R	x	x	x		x	x
R						
x		x	R		x	
R			x			
R	x	x	x	x	x	
			R			
x			R			
R			x	x		
R				x		
R				x		
R	x			x		
R			x	x	x	
R				x		
R	x	x	x	x		