

# Form C-17. Sample Commissioning Record Notebook Format

I-1 thru I-6 and 01 - 14 are major tabs (colored). Sections A-C under major tabs are sub-tabs (clear). Major tabs may fill an entire binder as necessary.

## Three Clear Tabs Under Each Major System [1]

(With contents listed on cover sheet)

I-1	CORRESPONDENCE
I-2	COMMISSIONING PLAN
I-3	COMMISSIONING SCHEDULE
I-4	MEETING MINUTES & PROGRESS REPORTS
I-5	PROGRESS RECORD
I-6	ISSUES LOG
01	CHILLER SYSTEM
02	HW SYSTEM
03	AIR HANDLERS
04	PACKAGED AC UNITS
05	TERMINAL UNITS

**A- DESIGN**  
 \*Design narrative  
 \*Design criteria  
 \*Sequence of operation  
 \*Approvals of above

**B- PREFUNCTIONALS**  
 --Sub-divider sheet for each type of equipment, (pumps, chillers, CT, etc.)  
 \*Startup plan, report & checklists  
 \*Approvals & corrections of above  
 \*Blank prefunctional checklists

**C- FUNCTIONAL TESTS**  
 \*Filled out tests  
 \*Trending & analysis  
 \*Approvals & corrections of above  
 \*Training plan, record & approvals  
 \*Blank test forms

5a FLOOR 1

5b FLOOR 2

OR Zone 1, Zone 2....etc.

### Major Tabs Continued:

- 06 Computer room AC units
- 07 Unit heaters or AC spot coolers
- 08 Heat exchangers
- 09 Service water system
- 10 Test and balance (TAB)
- 11 Building automation system (controls)
- 12 Specialty fans
- 13 Fume hoods
- 14 Split AC / HP
- 15 Lighting controls
- 16 Emergency power
- 17 UPS
- 18 Fire alarm / protection
- 19 Misc.

[1] For smaller projects, colored separator sheets may be used in place of sub-tabs.

**O&M Manuals**  
 The Record Notebook is edited before becoming a part of the O&M manuals. Include:  
 \* Final report  
 \* Commissioning Plan  
 \* Issues log  
 \* Progress record  
 \* All equipment-specific data from the record book