

COMMISSIONING FORMAL WRITTEN WORK PRODUCTS

Project _____

Last Edit Date _____

Product	Created By	Product Description and Form	Due Date	Received By	Approved By	Product Assigned In
Scoping Mtg Minutes	CA	Minutes and notes of the scoping meeting	< 1 week after meeting	All Cx team	na	Cx Plan 5.1 Specs 17100, 1.5
Final Cx Plan	CA	Final Cx plan for const. phase (edited version of Draft plan of bid documents)	1-2 weeks after Cx scoping mtg.	All Cx team	CM	Cx Plan 5.2, Specs 17100, Pt 1.5
Cx Schedule	CA	Initial summary schedule (Table 7-1) and detailed version (Form C-10)	Summary schedule: 1wk after scoping	All Cx team	CM	Cx Plan 7.1
Equipment submittals	All Subs	Detailed data on all Cx'd equip.	during normal submittals	CA	CA (for Cx req'r.)	Cx Plan 5.7, Specs 17100, Pt 3.3, 15995 Pt 3.1
Prefunctional tests and checklists	Specs and CA	List by equipment of prefunctional checklists and prefunctional tests (Specs 15998)	During normal submittals	Subs	CA	Cx Plan 5.8.1, Specs 17100 Pt 3.4; 15995 Pt 3.2
Start-up and initial checkout plans	All Subs and CA	Specific listing of procedures for combining CA prefunctional checklists with Sub's startup and checkout.	2-weeks before execution	CA	CA	Cx Plan 5.8.1, Specs 17100 Pt 3.4; 15995 Pt 3.2
Start-up and initial checkout reports	All Subs	Filled out prefunctional checklists, tests, startup and initial checkout	1-week after startup completion	CA + normal others; O&M's	CA recommend to CM	Cx Plan 5.8.2, Specs 17100, Pt 3.4
Controls Contractor Initial Check-out Plan	Controls Contr.	Complete step-by-step plan on checkout and calibration procedures, including forms for documenting	3 weeks before beginning checkout	CA	CA recommend to CM	Cx Plan 5.8.7, Specs 15995
TAB plan and approach	TAB	Outline of TAB plan, approach and schedule (file: tabplan.c03)	< 6weeks before TAB	CA, CM; Cntrls contr.	CA; CM	Cx Plan 5.8.6, Specs 15995 1.2
TAB progress reports	TAB	List of discrepancies, interpretations needed, tests completed	Twice a week	CA and CM	none	Cx Plan 5.8.6, Specs 15995 Pt 1.2
Draft TAB report	TAB	Draft TAB report with method and results	< 2weeks after TAB completion	CA + normal others	CA (for Cx req'r.)	Cx Plan 5.7.2, Specs 15995 Pt 1.2
Final TAB report	TAB	Draft TAB report with method and results	<2 weeks after TAB completion	CA + normal others; O&M's	CA (for Cx req'r.)	Cx Plan 5.7.2, Specs 15995 Pt 12; 3.6
Change orders	GC; CM	Change orders that affect Cx'd equipment	<1-week after approved	CA + others	na	Cx Plan 5.7.2, Specs 17100 1.5
Issues Log	CA	Record / track of all issues and deficiencies (Form C-1)	ongoing	CM	na	Cx Plan 5.6

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Non-Compliance /Deficiency reports	CA	List of deficiencies and non-compliance with Contract Docs identified during Cx (Form C-6)	Issued within 3 days of identifying	CM from CA and by Subs from CM or CA	CM	Cx Plan 5.8.4; 5.10.2, Specs 17100 Pt 1.5, 3.4; 3.7
Cx'g Progress Record	CA	Record / track of all submittals, checklists, tests, etc. (Form C-7)	ongoing	CM	na	Cx Plan 5.6
Cx progress reports	CA	Gives scheduling needs and update, deficiency report, Cx progress (Form C-4)	Weekly to Monthly (see 5.5)	CM or PM	na	Cx Plan 5.6, Specs 17100, Pt 1.5
Owner-contracted functional test forms	Subs/ vendor	Full description of test procedures in "form" format	>4-weeks before test	CA	CA	Cx Plan 5.9.2, Specs 17100 Pt 1.5; 3.3
Functional test forms	CA	Full description of test procedures in "form" format (Specs 15999; 16999)	>4-weeks before test	CM, Subs, O&Ms; ___A/E	CM and Sub; ___A/E	Cx Plan 5.9.2, Specs 17100 Pt 1.5; 3.6, 15997
Filled out functional test forms	CA	Recorded documentation of the test on the form	With final report	CM, O&Ms; ___A/E	CM	Cx Plan 5.9, Specs 17100 Pt 1.5; 3.6
Functional test final approvals	CA	List of test number, and descript., date of test, approval signatures of CA and CM (Form C-3)	Within 4 days of successful completion of test	CM	CM	Cx Plan 5.10, Specs 17100 Pt 1.5; 3.7
O&M manuals (normal)	GC and Subs	Documentation of design, equipment, operations and maintenance, as-builts, etc.	Before substantial completion	CA reviews on-site	CA (for Cx req'r)	Cx Plan 5.11, Specs 17100 Pt 3.8, 15995 Pt 3.6
Training plan	Subs	Topics and methods (Forms C-5a; 5b)	2 weeks before training	CA; CM	CA; CM	Cx Plan 5.12, Specs 17100 Pt 3.9, 15995 Pt 3.7
Training completion form	CA	List of trainees, completed hrs and topics and approvals (Form C-5c)	<2 weeks after training completion	CA	CA recommend to CM	Cx Plan 5.12, Specs 17100 Pt 1.5, 3.9
Final Cx report	CA	4-6 page summary report with important findings, etc.	Draft within 60 days of substantial completion	CM	CM	Cx Plan 6.1 Specs 17100 Pt 1.5
Deferred testing reports	CA	Documentation of seasonal and deferred tests	Within 2 weeks of test	CM & PM	CM & PM	Cx Plan 5.13, Specs 17100 Pt 3.10