

COMMISSIONING PREFUNCTIONAL CHECK LIST and START-UP SUBMITTAL / APPROVAL

Project: _____ SUBMITTAL NO: _____

New Resubmittal

Cx Section No: _____

From (initially): _____ To: _____

Equipment or System Tag and Name: _____

Included:

___ Prefunctional checklist form

___ Startup and Initial Checkout: ___ Documentation format, ___ Execution Plan

Submissions / Returns

	Transmittal of blanks	Transmittal of blanks	Return of completed forms	Submission of completed forms	Submission of completed
forms					
Path	To (___CM, ___GC): _____ from CA: _____	To (sub): _____ from (___CM, ___GC, ___CA): _____	To (___CM, ___GC, ___CA): _____ from (sub): _____	To (___CA, ___A/E, ___Owner) _____ from (___CM, ___GC, ___CA): _____	To (___CA, ___A/E, ___Owner, ___CM, ___GC) _____ from (___CM, ___GC, ___CA): _____
Comments by Submitter	Fill in the "Contr." column with the responsible party. Copy and distribute to all involved contractors. <input type="checkbox"/> Notes attached	Execute checklists per directions and return to: _____ <input type="checkbox"/> Notes attached	This checklist ___ and startup report has been executed successfully per the contract documents. <input type="checkbox"/> Notes attached	This completed checklist ___ and startup report has been reviewed. <input type="checkbox"/> Notes attached	This completed checklist ___ and startup report has been reviewed. <input type="checkbox"/> Notes attached
Copies					
Submitter Signature					
Title					
Date					
Code	-----				

Submitting Codes: Sb = Submitted as documentation of a completed checklist and/or startup report.
 A = Approved as complying with the contract documents.
 NC = Note Corrections. Approved, but need to resubmit for the record, after correcting.
 NA = Not Acceptable. Resubmittal required for review.

Abbreviations: CA = commissioning agent/authority, CM = construction manager, GC = general contractor's rep.,
 A/E = architect or engineer of record, Sub = responsible subcontractor or vendor.