Facility & Owner:

Commissioning Provider: Date:

**Owner Requirements:** *Describe owner’s current facility requirements and project goals. Describe O&M/occupant training requirements and basic approach to facility guide manual to meet owner’s needs. In Investigation, this section gets updated with more details and becomes part of the Investigation Report narrative.*

**Description of Building Systems:** *What they serve, their use & operating schedule. In Investigation, this section gets updated with more details and becomes part of the Investigation Report narrative.*

**List of equipment and controls sequences in the commissioning scope of work:**

*List equipment, ID numbers and what they serve. List sequences that will be tested for systems listed. List other elements such as envelope, OA ventilation rates and always include night walk-through.*

*Example:*

 Chiller Plant:

Chillers: CH- 1 & CH- 2

CW pumps: P-1, P-2, P-3

CHW pumps: P-3, P-4, P-5

Building loop pumps: P-6, P-7

CTs: CT-1 & CT-2

Sequences: start/stop, OAT control, schedule, chiller sequence, CT sequence, DP pump control, CW temp reset, CHW temp reset

 AHUs:

AHU-1 (lobby)

AHU -2 (West offices all floors)

AHU-3 (East offices all floors)

AHU-4 (Basement parking office)

Sequences: start/stop schedule, Optimum start, minimum OA, economizer, DAT reset, DSP control

Duct Leakage: equipment rooms and sampling of VAV boxes

OA ventilation rates

 Lighting: sampling of occupancy sensors, common area controls, exterior lighting controls

 Envelope: insulation, leaks to outside, stack effect

 Night Walk- through