Design Contract Construction Conceptualization Development Phase Thru Document Phase Startup Phase Phase

3rd Party Commissioning:

- **Review Owner Project Requirements**
- Review Basis of Design
- Complete Commissioning Plan ٠
- Begin the Commissioning Project Book ٠

3rd Party TAB:

- Complete Existing System Data Collection: ٠ 1. Air System CFM and Static Pressure Readings 2. Water System GPM and Pressure Drop Readings
- Create System Flow Diagrams In Sync With Data Collection
- Complete TAB Plan
- Begin the TAB Project Book ٠

3rd Party Commissioning:

- Complete Design Review for Commission-Ability
- Review Facility Maintenance (O&M) Compliance
- Confirm Training Plans
- Confirm Eco-Management (Carbon Footprint) Compliance
- In Sync With Energy Life Cycle Simulation Review Review HVAC Sequences of Operations of Operation In
- Sync with System Flow Diagrams Update/Maintain Commissioning Project Book
- Documentation

3rd Party TAB:

- Complete Design Review for TAB-Ability
- Review HVAC Sequences of Operations of Operation In Sync with System Flow Diagrams
- **Review Equipment Selections for Adequate Capacities** (i.e., total static pressure, pump head, horsepower, etc.)
- Update/Maintain TAB Project Book Documentation

3rd Party Commissioning:

- Complete Commissioning Specification •
- Complete Sample Commissioning Documents:
- 1. Functional Performance Test
- 2. Prefunctional Test Checklist
- 3. Log Templates (i.e., training)
- Update/Maintain Commissioning Project Book Documentation (i.e., observation checklists, etc.)

3rd Party TAB:

- **Complete TAB Specification** ٠
- Complete System-By-System Air Balance Verification •
- Complete Floor-By-Floor Air Balance Verification
- Update/Maintain TAB Project Book (i.e., system-by-• system Pre-TAB checklists, etc.)

3rd Party Commissioning:

- Regular Contractor/Commissioning Meetings
- **Review Project Schedule**
- Review of Shop Drawings Including O&M Manuals
- Review Contractor Training Plan
- Review Contractor System Readiness Checklists
- Site Visits & Field Reports
- Prefunctional Performance Test Compliance
- Update/Maintain Commissioning Project Book

3rd Party TAB:

- Regular Contractor/Commissioning Meetings
- Contribute to Project Schedule TAB Activities
- **Review of Shop Drawings**
- **Review Field Coordination Drawings for TAB**
- Work with Contractor on Startup
- Work with Control Contractor on Setup
- Complete System-By-System Pre-TAB Field Reports
- Balance HVAC Systems per TAB Specification Maintain TAB Corrective Action Log
- Update/Maintain TAB Project Book

Figure 1 – Parallel Track of Commissioning & TAB Process **Flow Diagram**

Construction Phase Thru Commissioning

3rd Party Commissioning:

- **Review Completed System Trending**
- Review "Dry Run" Functional Performance Test Results
- Provide System Training Using Functional Performance **Test Documents**
- Maintain Commissioning Corrective Action Log
- Update/Maintain Commissioning Project Book
- Convert Project Book into Final Commissioning Report

3rd Party TAB:

- Closeout TAB Corrective Action Log
- Participate in Functional Performance Test Dry Run Demonstrations
- Participate in Functional Performance Test Demonstrations
- Update/Maintain TAB Project Book
- Convert Project Book into Final TAB Report

Review Field Coordination Drawings for Commissioning

Warranty Phase

3rd Party Commissioning:

- Seasonal Deferred Commissioning-System Demonstration
- Closeout Corrective Action Log •
- Mid-Phase Lessons-Learned Meeting: • 1. Punch List Review 2. User Survey
 - 3. Preventive Maintenance Report
- Update Owner Project Requirements Document Update Final Commissioning Report ٠
- ٠

3rd Party TAB:

- Participate in Seasonal Deferred Commissioning-System Demonstration
 Participate in Mid-Phase Lessons-Learned Meeting:
- 1. Hot & Cold Complaints
- 2. User Survey
 Update Basis of Design Document
 Update Final TAB Report

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