



**Functional Performance Testing
Compliance Form
(2011 Los Angeles Green Building Code)**

**FORM
GRN 24**

THIS FORM IS TO BE COMPLETED AT THE TIME OF INSPECTION

Project Address: _____ Permit Number: _____ - _____ - _____

List the functional test reports below for all systems to be tested (see Form GRN 23, item #9)

REPORT # (e.g. FPT-003)	SYSTEM/EQUIPMENT FUNCTIONAL TESTING REPORT (See minimum report requirements on page 2 of this form)	PAGE/TAB # IN COMMISSIONING REPORT

Commissioning Agent Acknowledgment

I have reviewed the test reports listed above and verified that they are complete; these tests have been executed with deficiencies corrected.

Name: _____

Company Name (if applicable): _____

Agent's signature: _____ Date: _____

Minimum Requirements for Functional Testing Report

1. Date and Party – Identification of the date of the test and the party conducting the test.
2. Signature Block – Signature of the designated commissioning lead and the equipment installing contractor attesting that the recorded test results are accurate.
3. Prerequisites – any conditions or related equipment checkout or testing that needs to be completed before conducting this test.
4. Precautions – Identification of the risks involved to the test team members and the equipment and how to mitigate them.
5. Instrumentation – Listing of the instrumentation and tools necessary to complete the test.
6. Reference – In each procedure item, identify the source for what is being confirmed (e.g. sequence of operation ID, operating feature, specification requirement, etc.)
7. Test Instructions – Step-by-step instructions of how to complete the test, including functions to test and the conditions under which the tests should be performed.
8. Acceptance Criteria – Measurable pass/fail criteria for each step of the test, as applicable.
9. Results – Expected system response and space to document the actual response, readings, results, and adjustments.
10. Return to Normal – Instructions that all systems and equipment are to be returned to their as-found state at the conclusion of the tests.
11. Deficiencies – A list of deficiencies and how they were mitigated.