

2014 Los Angeles Green Building Code and 2013 California Energy Code

COMPLETE AND INCORPORATE THIS FORM INTO THE PLANS

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

ITEM #	COMMISSIONING PLAN ITEMS	PAGE NUMBER IN COMMISSIONING PLAN DOCUMENT
GENERAL PROJECT INFORMATION		
1	Project name, owner, location, building type and building area	
2	Definitions	
3	Overall project commissioning schedule	
4	Contact information for individual/company providing commissioning services	
COMMISSIONING GOALS		
5	Meeting the Los Angeles Green Building code and California Energy Code requirements for commissioning	
6	Meeting OPR and BOD requirements	
7	Carrying out requirements for commissioning activities as specified in plans and specifications	
SYSTEMS TO BE COMMISSIONED		
8	Explanation of the original design intent (refer to OPR and BOD documents)	
9	Requirements for execution and documentation of installation, checkout and start up, including controls point-to-point checks and calibrations	
10	Equipment and systems to be tested*, functions and modes to be tested, conditions under which the test shall be performed, measurable criteria for acceptable performance, and example test forms	
COMMISSIONING TEAM INFORMATION		
11	List of all team members and contact information (i.e. owner, owner's representative, architect, engineers, designated commissioning representative, and (if available): general contractor, sub-contractors, vendors, and construction manager)	
COMMISSIONING PROCESS ACTIVITIES, SCHEDULES, AND RESPONSIBILITIES		
12	Prescribed commissioning process steps and activities to be accomplished by the Cx team throughout the design to occupancy	
13	Roles and responsibilities for each member of the Cx team for each phase of the work (including who writes checklists and tests, who reviews and approves test forms, who directs tests, who executes tests, who documents tests results and who approves completed tests)	
14	Required Cx deliverables, reports, forms, and verifications expected at each stage of the commissioning effort	
15	Confirmation, development and approval process for the O&M manual, systems manual and the facility operator and maintenance staff training	

**At a minimum, the following systems shall be tested: HVAC & controls, indoor lighting system & controls, water heating system, landscape irrigation systems, covered processes, renewable energy systems, and water reuse systems.*

Owner/Owner Representative Acknowledgement

The commissioning plan includes the items listed above and have been approved by the Owner or Owner Representative:

Name: _____ Owner Owner Representative

Company Name (if applicable): _____

Signature: _____ Date: _____