

**THIS FORM IS TO BE COMPLETED PRIOR TO FINAL INSPECTION**

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ITEM #	COMMISSIONING REPORT ELEMENTS	PAGE NUMBER IN COMMISSIONING REPORT DOCUMENT
	<b>EXECUTIVE SUMMARY</b>	
1	Executive summary of process and results of commissioning program (include observations, conclusions, and any outstanding items)	
	<b>HISTORY OF ANY SYSTEM DEFICIENCIES AND HOW RESOLVED</b>	
2	Outstanding deficiencies and plans for resolution	
3	Plans for seasonal testing scheduled for a later date	
	<b>RESULTS</b>	
4	System performance test results and evaluations	
	<b>SUMMARY OF TRAINING</b>	
5	Summary of training process completed and scheduled	
	<b>ATTACH COMMISSIONING PROCESS DOCUMENTS</b>	
6	Commissioning Plan	
7	Owner's Project Requirements (OPR)	
8	Basis of Design (BOD)	
9	Executed installation checklists	
10	Executed Functional Performance Test (FPT) forms	
11	Recommendations for end-of-warranty review activities	

**Owner & Commissioning Agent Acknowledgment**

The commissioning report includes the items listed above and is approved by the owner/owner representative and commissioning agent below.

**1. Owner/Owner Representative**

The commissioning report 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: \_\_\_\_\_

**2. Commissioning Agent**

Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_