

**Commissioning Plan Compliance Form**  
(2014 Los Angeles Green Building Code)

**COMPLETE AND INCORPORATE THIS FORM INTO THE PLANS**

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

ITEM #	COMMISSIONING PLAN ITEMS	PAGE NUMBER IN COMMISSIONING PLAN DOCUMENT
	<b>GENERAL PROJECT INFORMATION</b>	
1	Project name, owner, location	
2	Building type, building area	
3	Overall project commissioning schedule	
4	Contact information for individual/company providing commissioning services	
	<b>COMMISSIONING GOALS</b>	
5	Meet Los Angeles Green Building code requirements for commissioning	
6	Meeting OPR and BOD requirements	
7	Carrying out requirements for commissioning activities as specified in plans and specifications	
	<b>SYSTEMS TO BE COMMISSIONED</b>	
8	Explanation of the original design intent (refer to OPR and BOD documents)	
9	Equipment and systems to be tested*, functions to be tested, conditions under which the test shall be performed, and measurable criteria for acceptable performance	
	<b>COMMISSIONING TEAM INFORMATION</b>	
10	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, and construction manager)	
	<b>COMMISSIONING PROCESS ACTIVITIES, SCHEDULES, AND RESPONSIBILITIES</b>	
11	Prescribed commissioning process steps and activities to be accomplished by the Cx team throughout the design to occupancy	
12	Roles and responsibilities for each member of the Cx team for each phase of the work	
13	Required Cx deliverables, reports, forms, and verifications expected at each stage of the commissioning effort	
14	Confirmation 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, renewable energy systems, landscape irrigation 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: \_\_\_\_\_