# 2015 Seattle energy code

# Commissioning Compliance Checklist – Commercial buildings

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| Project Information | **Project Name:** |
| **Project Address:** |
| **Certified Commissioning Professional (CCP):** |
| **Certifying Body (or Engineer of Record):** |

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| Commissioning **Plan** (Section C408.1.2) | ❑ | **Commissioning Plan was followed during construction**  ❑ Commissioning Plan included each component required by C408.1.2, items 1 - 8. |

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| Disclosure ofIn-house commissioning (Sec C408.1.2, item 4) | ❑ | **In-House Commissioning Disclosure and Conflict** **Management Plan**  ❑ In-House Commissioning Disclosure and Conflict Management Plan was included in Commissioning Plan and provided to owner, *or*;  ❑ Commissioning was not performed by employees or subcontractors of the project design firms or contractors. |
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| **Commissioned Systems and Functional Testing**  (Section C408.2, C408.3, C408.4 and C408.6) | ❑ | **Mechanical Systems were included in the Commissioning Process** (Section C408.2)   * Building mechanical systems have been tested to demonstrate the installation and operation of components, systems and system-to-system interfacing relationships in accordance with approved plans and specifications   ❑ There are unresolved deficiencies with the mechanical systems. These are described in the Commissioning Progress Report submitted to the owner. The following items are not in compliance with the energy code (list below): |
| ❑ | **Refrigeration Systems were included in Commissioning Process** (Section C408.2)   * Walk-in coolers, walk-in freezers, refrigerated warehouse coolers, and refrigerated warehouse freezers have been tested to demonstrate the installation and operation of components, systems and system-to-system interfacing relationships in accordance with approved plans and specifications   ❑ There are unresolved deficiencies with the refrigeration systems. These are described in the Commissioning Progress Report submitted to the owner. The following items are not in compliance with the energy code (list below): |
| ❑ | **Controlled Receptacles and Lighting Systems were included in the Commissioning Process** (Section C408.3)   * Controlled receptacles and automatic lighting controls have been tested to demonstrate the installation and operation of components, systems and system-to-system interfacing relationships in accordance with approved plans & specifications.   ❑ There are unresolved deficiencies with the controlled receptacles and/or automatic lighting controls. These are described in the Commissioning Progress Report submitted to the owner. The following items are not in compliance with energy code (list below): |
| ❑ | **Service Water Heating Systems were included in the Commissioning Process** (Section C408.4)   * Service water heating systems and systems for any pools and spas have been tested to demonstrate that control devices, components, equipment and systems are calibrated, adjusted and operate in accordance with approved plans & specifications.   ❑ There are unresolved deficiencies with the service water heating systems. These are described in the Commissioning Progress Report submitted to the owner. The following items are not in compliance with the energy code (list below): |
| ❑ | **C406 and C407 systems were included in Commissioning Process** (Section C408.5)   * Additional systems required by Sections C406 and C407 have been tested to demonstrate that control devices, components, equipment and systems are calibrated, adjusted and operate in accordance with approved plans and specifications.   ❑ There are unresolved deficiencies with systems required by Section C406 or Section C407. These are described in the Commissioning Progress Report submitted to the owner. The following items are not in compliance with the energy code (list below): |
| ❑ | **Metering Systems were included in the Commissioning Process** (Section C408.6)   * Metering and monitoring systems have been tested to demonstrate that they operate in accordance with approved plans and specifications.   ❑ There are unresolved deficiencies with the metering system. These are described in the Commissioning Progress Report submitted to the owner. The following items are not in compliance with the energy code (list below): |

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| SupportingDocuments(Section C103.6) | ❑ | **Manuals, record documents and training have been completed or are scheduled**  ❑ System documentation has been provided to owner or scheduled date\_\_\_\_\_\_\_\_\_\_\_  ❑ Record documents have been submitted to owner or scheduled date: \_\_\_\_\_\_\_\_\_\_\_  ❑ Training has been completed or scheduled date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Commissioning Progress Report**  (Section C408.1.4.1) | ❑ | **Commissioning Progress Report has been submitted to Owner, includes items below:**  ❑ Itemization of deficiencies found during testing that are part of the energy code and that have not been corrected at the time of report preparation  ❑ Itemization of deferred tests, which cannot be performed at the time of report preparation, with anticipated date of completion  ❑ “Commissioning Permit” obtained (Item 7 in Section C408.1.4.1)  ❑ Status of the project's record documents, manuals and systems operation training with respect to requirements in Section C103.6 |

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| Certification | ❑ | I hereby certify that a building commissioning process has been completed, or is in process as noted above.  The Cx process was led by a certified commissioning professional, in accordance with the Seattle Energy Code.  -----------------------------------------------------------------------------------------------------------  Building Owner or Owner’s Representative Date |