

COMMISSIONING PLAN DOCUMENTATION FOR PERMIT

Project Name: _____
 Project Address: _____ Permit Number: _____
 Commissioning Provider: _____
 Company/Entity address: _____
 CxPro Phone Number: _____ CxPro email address: _____
 CxPro Certification (if required) _____

ITEM #	COMMISSIONING DOCUMENTATION COMPLETED	APPROVAL
1. Commissioning Project Design Requirements		
	Project commissioning requirements, listing of equipment to be commissioned, system performance requirements, commissioning specification shown on project contract documents.	
2. Commissioning Plan		
	Initial commissioning plan (for Permit) completed with required contents and provided for Owner and AHJ review	
3. Design Review		
	Commissioning design documents review, report completed with response	

Commissioning Provider Acknowledgement

I have reviewed the documents and verified that they meet the owner's project requirements:

Name: _____

Company Name _____

CxPro Signature: _____ Date: _____

COMMISSIONING DOCUMENTATION for FINAL INSPECTION and CO

Project Name: _____

Project Address: _____ Permit Number: _____

Commissioning Provider (CxPro): _____

Company/CxPro address: _____

CxPro Phone Number: _____ CxPro email address: _____

CxPro Certification (if required) _____

ITEM #	COMMISSIONING DOCUMENTATION	APPROVAL CxPro INITIAL
1. Project Commissioning Requirements		
	Project commissioning requirements included in project contract documents.	
2. Commissioning Plan		
	Commissioning Plan with checklists (before start of functional testing) completed.	
3. Contractor and Construction Instructions		
	Plans and commissioning specifications utilized.	
4. Design and Construction Submittal Review		
	Design documents review and construction submittal review and reports completed	
5. Commissioning Issue and Resolution Log		
	Issues and Resolution Logs completed up to time of final inspection with open items shown.	
6. Commissioning Testing		
	Commissioning checklists completed up to time of final inspection	
7. Equipment Commissioned and to be commissioned		
	Listing of equipment with commissioning complete. Listing of equipment that remain to be commissioned and deferred tests. Plan for completion.	
8. Test and Balance Report		
	Test and balance of HVAC completed and report reviewed.	
9. Systems Manual		
	Project documentation and Systems O&M Manual completed with available information for use in training program before occupancy	
10. Commissioning Report		
	Preliminary Commissioning Report available (at time of final inspection for CO) and submitted to Owner and to AHJ (if required).	

Commissioning Provider Acknowledgement

I have reviewed the documents and verified that they meet the owner's project requirements:

CxPro Name: _____

Company Name _____

CxPro Signature: _____ Date: _____

Owner/Owner's Representative Acknowledgement

The project documents include the items listed in this form and have been received by the owner or owner's representative:

Name: _____

Owner Owner's Representative

Company Name _____

Signature: _____ Date: _____