
SYSTEMS MANUAL - TABLE OF CONTENTS

EXECUTIVE SUMMARY – SYSTEMS MANUAL

COMMISSIONING SUMMARY REPORT

- EXECUTIVE SUMMARY
 - LIST OF EQUIPMENT COMMISSIONED
 - ISSUES LOG
 - RESOLUTION PLAN
- COMMISSIONING PLAN
 - SAMPLE PREFUNCTIONAL CHECKLISTS
 - OWNER TRAINING PLAN
- OWNER'S PROJECT REQUIREMENTS (OPR)
- BASIS OF DESIGN (BOD)
- OPR VS BOD REVIEW
- SUBMITTALS
- DESIGN REVIEW LOG
- COMMISSIONING SPECIFICATIONS
- COMPLETED PREFUNCTIONAL CHECKLISTS
- COMPLETED FUNCTIONAL PERFORMANCE TESTING REPORT

CURRENT FACILITY REQUIREMENTS

- SEQUENCE OF OPERATIONS
- BUILDING OPERATING PLAN
 - BUILDING OCCUPANCY SCHEDULE
 - EQUIPMENT RUN-TIME SCHEDULES
 - SETPOINTS – HVAC EQUIPMENT
 - LIGHTING LEVELS
- MINIMUM OUTSIDE AIR REQUIREMENTS
- SYSTEMS NARRATIVE
 - MECHANICAL
 - ELECTRICAL
- PREVENTIVE MAINTENANCE PLAN
- COMMISSIONING PROGRAM
 - PERIODIC Cx REQUIREMENTS
 - ONGOING Cx TASKS
 - CONTINUOUS TASKS
 - BLANK FUNCTIONAL TESTING REPORTS

MID-CONSTRUCTION DOCUMENT REVIEW

OWNER TRAINING VERIFICATION

SUBMITTAL REVIEWS

EQUIPMENT IOM's

- AIR HANDLING UNITS
- MAKE UP AIR UNITS
- ROOFTOP UNITS
- BOILERS
- CHILLERS
- COOLING TOWERS

RECOMMENDED SCHEDULE FOR RE-COMMISSIONING

RECOMMENDED SENSOR CALIBRATION SCHEDULE

RECORD DRAWINGS

START/TEST/BALANCE REPORTS

10 MONTH POST-OCCUPANCY & SEASONAL DOCUMENTATION

ONGOING COMMISSIONING PLAN
